

Appendix 1 – Methods of Engagement

Method	How and when for Local Plan Documents	How and when for Planning Applications
Facebook https://en-gb.facebook.com/meltonbc/	<p>The council will use its Facebook page in order to reach communities that would not respond to traditional consultation methods. We will aim to respond to any comments within 5 working days where possible.</p>	<p>N/A</p>
Twitter https://twitter.com/MeltonBC	<p>The Council will use its Twitter account which has been set up to tweet messages about progress and opportunities to engage in preparing new planning policy and guidance. This will allow us to reach communities that may not respond to traditional methods of consultation. We will aim to respond to any comments within 5 working days where possible.</p>	<p>N/A</p>
Melton Local Plan Website www.meltonplan.co.uk	<p>The Council will use the Melton Local Plan Website to provide updates on the preparation of any new planning policy documents. PDF copies and interactive versions of the documents and all related evidence documents, including summaries and consultation reports will be available on this website. Members of the public can email questions regarding planning policy documents to planningpolicy@melton.gov.uk, and via the link on the website.</p>	<p>The Melton Local Plan website can be used by developers, agents and applicants to ensure that proposals are in accordance with local planning policy.</p>
Melton Borough Council Website www.melton.gov.uk	<p>The Melton Borough Council website will be an important way of communicating information to stakeholders. This website can also be used for news releases relating to planning policy document preparation.</p>	<p>Online portal (https://pa.melton.gov.uk/online-applications/) can be used to search for and comment on planning applications.</p>

Emails	Notifications will be sent to statutory bodies, stakeholders, relevant groups and other individuals and organisations on the consultation database, via email where relevant.	Email updates will be sent to all relevant parties including Parish Councils and members of the public who have registered for updates.
Letters	Where other forms of communication are unavailable, letters will be sent. This will include large print and braille where required.	Letters will be sent to neighbours informing them of adjacent planning applications. Letters will also be used where other forms of communication are unavailable.
Local newspaper	Public notices will be placed in the Melton Times, Grantham Journal and Leicester Mercury at the start of any consultation period. Press releases will be prepared to advertise the preparation progress and highlight events in which local people can get involved.	In accordance with statutory requirements certain applications are advertised in the local press, for example Listed Building Consent applications
Deposit points	Key documents will be made available to view at the Council Offices and Public libraries, during normal working hours. For wide ranging consultations that affect all parts of the Borough, the Council will try to place documents and make comment forms available at local businesses in the community, e.g. post offices and village shops.	Planning application documents will be made available to view at the Council Offices, during normal working hours if all other methods of communication are unavailable.
Workshops	Workshops can be a very useful way of engaging with people, and may be carried out at local schools to try to engage young people.	Consultations undertaken by developers when requesting pre-application advice may take the form of public workshops.
Online Questionnaires	Online questionnaires can be used to determine attitudes towards particular issues and options.	N/A
Public 'drop-in' events	Will provide a more informal setting, in a variety of locations and times across the Borough, to inform and encourage participation in the preparation of Plan Documents	Consultations undertaken by developers when requesting pre-application advice may take the form of public 'drop-in' events.

Appendix 2 – List of potential consultees

We maintain an extensive list of potential consultees who may have an interest in the planning policy documents that we consult on.

The parties we will consult will include, as appropriate:

Specific consultation bodies:

- Central and local government (including neighbouring local authorities)
- The Secretary of State for Transport (in relation to the Secretary of State's functions with regard to railways and highways)
- Statutory advisory bodies (the Coal Authority, the Environment Agency, English Heritage, and Natural England)
- Parish Councils within or adjacent to Melton Borough
- Infrastructure and utility providers
- Leicestershire Fire and Rescue Service
- East Leicestershire and Rutland Clinical Commissioning Group
- Police authorities operating within or adjacent to Leicestershire

The local community:

- the general public
- community area partnerships
- resident/community/civic societies and associations
- local businesses and business groups
- charity and voluntary organisations
- under-represented groups within the community
- landowners

The extended community:

- developers and agents
- national interest groups
- general business and industry bodies
- housing bodies
- transport bodies

Appendix 3 – Glossary

AMR – Authority Monitoring Report

The Authority Monitoring Report will monitor and assess whether Local Plan Policies are being achieved on an annual basis. The AMR will review plan progress against targets and milestones and seek reasons if they are not being met. The Sustainability Appraisal will have specific monitoring requirements and will be useful in developing AMR contextual indicators.

DPD – Development Plan Documents

These documents will be statutory documents and subject to an independent examination by an Inspector. They will undergo rigorous procedures of community involvement and consultation. The recommendations of the examination Inspector will be binding.

SA – Sustainability Appraisal

The Sustainability Appraisal will assess the social, economic and environmental impacts of the policies and proposals of the Local Plan. It is an iterative process that will commence from the outset of any Local Plan review or alteration.

SCI – Statement of Community Involvement

The Statement of Community Involvement is the local authority's strategy on community and stakeholder engagement on all of its planning functions, including new planning policy and guidance, planning applications, and the elements of neighbourhood planning that are within its remit.

SEA – Strategic Environmental Assessment

A Strategic Environmental Assessment is required under European Union regulations and will assess the environmental impacts of the policies and proposals of any Local Plan review or alteration. It will be incorporated within the **SA** process.

SPD – Supplementary Planning Documents

Supplementary planning documents elaborate on policies and proposals in the Local Plan and/or national planning policy, providing further guidance on the interpretation and operation of the policy. They do not have development plan status. They will be considered as a material planning consideration and their weight will be reflected by their status. SPDs are likely to take the form of design guides, development briefs and issue or thematic based documents.

Stakeholder

Stakeholders are an authority, organisation or business that has an interest in the use and development of land in the Borough.

Appendix 4 – Useful Links

Legislation

The Town and Country Planning (Local Planning) (England) Regulations 2012

http://www.legislation.gov.uk/uksi/2012/767/pdfs/uksi_20120767_en.pdf

Neighbourhood Planning (General) Regulations 2012

http://www.legislation.gov.uk/uksi/2012/637/pdfs/uksi_20120637_en.pdf

The Town and Country Planning (Development Management Procedure) (England) Order 2015

http://www.legislation.gov.uk/uksi/2015/595/pdfs/uksi_20150595_en.pdf

National Policy/Guidance

National Planning Policy Framework

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/740441/National_Planning_Policy_Framework_web_accessible_version.pdf

Planning Practice Guidance

<https://www.gov.uk/government/collections/planning-practice-guidance>

Plain English Guide to the Planning System

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/391694/Plain_English_guide_to_the_planning_system.pdf

Planning Aid

<https://www.rtpi.org.uk/planning-aid/>

Planning Portal

<https://www.planningportal.co.uk/>

Melton Borough Council Local Policy

Melton Borough Council Local Plan Website

<https://www.meltonplan.co.uk/>

Melton Borough Local Plan

https://docs.wixstatic.com/ugd/2778e0_865e0289bce64d46932c93247b3f2d6c.pdf

Planning and Building Control Website

http://www.melton.gov.uk/info/200074/planning_and_building_control