



where they live. The Neighbourhood Planning Act 2017 states the SCI must set out the Council's policies for advising and assisting with neighbourhood planning. In addition the SCI must include policies for involving interested parties in the preliminary stage of plan making (save where the Council has complied with the initial preparation requirements before 31 July 2018) This SCI is a Local Development Document and once adopted it will become a statutory part of the Council's Local Plan. It will supersede Shropshire Council's previously adopted SCI 2014 and will take account of the Neighbourhood Planning Act 2017.

### **Proposed revisions to the SCI**

- 3 The proposed revisions to the SCI principally relate to the Council's approach and procedures in relation to assisting the community with neighbourhood planning and processes for development management.
- 4 The revisions to the SCI with regard to neighbourhood planning concern responsibilities of the Council; assistance and advice from the Council; and consultation methods in neighbourhood planning.
- 5 Changes are proposed to the neighbour notification process for development management where it is proposed to publicise all applications by site notices rather than by letters to neighbours.
- 6 Some other amendments have been proposed as follows: -
  - Reference to data protection legislation has been updated, required by the adoption of the General Data Protection Regulation, brought into force in 2018
  - Reference to the NPPF has been updated as a revised NPPF was published in February 2019
  - Reference to the Neighbourhood Planning Act 2017 is included.
  - Reference to neighbourhood planning in the Localism Act 2011.
  - The insertion of Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 states a review must be completed every five years starting from the date of adoption of the SCI. As such, the 'Monitoring and Review' section of the document has been amended to reflect this.
  - Provision is made for amendments to the core processes set out in the SCI to facilitate continuity in circumstances such as the Covid 19 pandemic.
- 7 A public consultation on the SCI took place between 9<sup>th</sup> November 2020 and 1<sup>st</sup> February 2021, using Shropshire Councils Get Involved consultation portal

asking for comments on the SCI and the results of the consultation are summarised on Appendix 1

If agreed by the Cabinet, the SCI will provide the framework for supporting community involvement on all planning issues, from planning policy documents to individual planning applications.

- 8 Whilst the consultation responses were positive around the SCI, some amendments to the draft SCI have been made as a result of the consultation and are summarised in the table below.

Reference in 2020 Draft SCI	Change in 2021 SCI	Reason for change
<p><b>Section 1.1 Paragraph 3</b> This Statement of Community Involvement (SCI), has been reviewed to link in with the review of the Local Plan, with a view to adoption by the Council by the end of 2020.</p>	<p><b>Section 1.1 Paragraph 3</b> This Statement of Community Involvement (SCI), has been reviewed to link in with the review of the Local Plan, and has been adopted by Shropshire Council in June 2021</p>	<p>To reflect change in date of adoption of SCI</p>
<p><b>Section 2.2 Paragraph 2</b> The updated Local Plan will be a single document and cover the period 2016 to 2038 and is due to be adopted in late 2021 subject to the conclusion of an independent examination by the Planning Inspectorate.</p>	<p><b>Section 2.2 Paragaraph 2</b> The updated Local Plan will be a single document and cover the period 2016 to 2038 and is due to be adopted in spring 2022 subject to the conclusion of an independent examination by the Planning Inspectorate.</p>	<p>To reflect the change in timetable for adoption of the Shropshire Local Plan</p>
<p><b>Section 3.3 Paragraph 7</b> Elected Councillors – There are 74 elected councillors in Shropshire Council who play a vital role in representing local concerns and aspirations across a variety of issues, including planning;</p>	<p><b>Section 3.3 Paragraph 7</b> • Elected Councillors – There are 74 elected councillors in Shropshire Council who play a vital role in representing local concerns and aspirations across a variety of issues, including planning. We provide training to all Councillors, as well as Town and Parish Councils on the Planning process, and support them to facilitate community responses to consultations</p> <ul style="list-style-type: none"> <li>• In line with the Equality Act (2010) we want to be inclusive when we consult with communities to ensure that everyone can take part in consultations and share their views with us.</li> <li>• Shropshire contains groups within the community such as young people, people from ethnic minorities, people with disabilities, Gypsies and Travellers and those that are digitally excluded through limited broadband access, whose views have historically been under-represented in recent consultations. Moving forward, we will take measures to help overcome the barriers that prevented these groups from participating in a consultation</li> </ul>	<p>This section has been expanded to describe in more detail how Elected Councillors will represent local concerns through the planning process, and how Shropshire Council will use a variety of consultation methods to engage with hard to reach communities. This change is made to reflect concern in the consultation that currently only a small section of the community take part in planning consultations, and that the Council should use different methods of consultation to engage with its community.</p>

	activity or event. This may involve being flexible over the timing of an event, using visual aids or ensuring that venues are accessible.	
<p><b>Section 3.4 Paragraph 1</b> For the Council good connectivity to support electronic communication will be the default communication mechanism as it often the most efficient and allows the customer to view, consider and comment as required at a time and place convenient to them. The significance of this has been highlighted through the Covid 19 pandemic which has further required electronic communication processes wherever possible. However, where the Council cannot rely upon this, other methods of communication will be considered, including printed material. This could include the following circumstances where there are the barriers to use of digital service such as:-</p>	<p><b>Section 3.4 Paragraph 1</b> Shropshire Council has an organisation objective to “make digital the preferred way to work and transact”, and accordingly consultations and responses to planning applications will all be made available in an online format in English. We recognise that reaching us online is not always possible for communities, so will encourage contact with us if you prefer to access the information and respond in a different way. We appreciate that different formats and languages may be more helpful for individuals according to their circumstances, and we will look to provide information in the requested format. This could include the following circumstances where there are the barriers to use of digital service such as:-</p>	<p>This change has been made to highlight Shropshire Councils organisational objectives for digital communications, and aligns the SCI with these policies</p>
<p><b>Section 3.6 Responding to consultations</b></p>	<p><b>Section 3.6 Responding to consultations</b> Following a period of consultation Shropshire Council will consider the responses received, and where appropriate publish a summary of consultation responses received so these can be reviewed by members of the public. Depending on the stage of the plan-making process, the results of the consultation will be considered as part of the development of policies and assessment of planning applications, alongside our statutory planning duties.</p>	<p>This is an addition to the draft consultation and has been included in response to comments in the consultation that people were not aware of what happened once they had commented on their application</p>
<p><b>Section 4.7 Consultations on Planning Applications paragraph 4</b> For planning applications the Council will notify the public using site notices or press releases.</p>	<p><b>Section 4.7 Consultations on Planning Applications paragraph 4</b> For planning applications the Council will notify the public using site notices and press notices where required by statute.</p>	<p>Clarifying position on site notices</p>

<p><b>Section 4.7 Consultations on Planning Applications paragraph 6</b> Press notices will be issued for major applications and significant departures from the Development Plan.</p>	<p><b>Section 4.7 Consultations on Planning Applications paragraph 6</b> Press notices will be issued for major applications, significant departures from the Development Plan and other applications as required by relevant legislation.</p>	<p>Clarifying position on press releases for major developments</p>
<p><b>Section 4.7 Consultations on Planning Applications paragraph 9</b> Representations must always be made in writing, preferably via the Council's website. Full details are listed on the Council website.</p>	<p><b>Section 4.7 Consultations on Planning Applications paragraph 9</b> Representations must always be named and made in writing, preferably via the Council's website. Full details are listed on the Council website</p>	<p>Addition of inclusion of named representative from Town or Parish Council</p>
<p><b>Section 4.9 How planning applications are decided paragraph 1</b> The majority of planning applications are dealt with under delegated powers by planning officers. However, some applications need to be considered by Members on the relevant planning committee. All of the Council's elected Members are able to request applications to be considered by a committee and Parish or Town Councils can also trigger a committee referral request. Details of the powers of the scheme of delegation and powers conferred to Planning Committee are set out in the Council's Constitution</p>	<p><b>Section 4.9 How planning applications are decided paragraph 1</b> The majority of planning applications are dealt with under delegated powers by planning officers. However, some applications need to be considered by Members on the relevant planning committee. All of the Council's elected Members are able to request that applications to be considered by a committee, and the views of the relevant Parish or Town Councils can also trigger consideration of a committee referral request. Final decisions on whether an application is referred to the relevant committee are taken by officers in consultation with the Chair and Vice-Chair of that committee. Details of the powers of the scheme of delegation and powers conferred to Planning Committee are set out in the Council's Constitution.</p>	<p>Change to text clarifying how planning applications are referred to Committee</p>

<p><b>Section 5.1 Consultee database and data management</b> Shropshire Council’s planning policy team maintain a list of contact information for a range of people with an interest in the planning process through a Consultee Database. This list is made up of many sections of society including individuals, Parish and Town Councils, groups, developers, agents, government bodies, utility companies and organisations.</p>	<p><b>Section 5.1 Consultee database and data management</b> Shropshire Council’s planning policy team maintain a list of contact information for a range of people with an interest in the planning process through a Consultee Database. This list is made up of many sections of society including individuals, Parish and Town Councils, groups, developers, agents, government bodies, utility companies and organisations. Members of the public can ask to be added to the consultee database by contacting the Council at: Planningpolicy@shropshire.gov.uk</p>	<p>Small change to include a contact email for members of the public to request they are added to the consultee database</p>
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9. The revised Statement of Community Involvement is attached as Appendix 2 and is recommended for approval by Cabinet
10. The SCI may need to be reviewed further in light of any changes agreed to planning law following the publication on 6<sup>th</sup> August 2020 of the Government’s white paper, “Planning for the future”.

### 3. Risk Assessment and Opportunities Appraisal

The production of the revised Local Plan for Shropshire is required to be produced in conformity with an adopted SCI. The requirements of the Neighbourhood Planning Act 2017 as they relate to Statements of Community Involvement came into force on 31st July 2018, which means that the current SCI is not up to date. Any delays in the adoption of the revised SCI could impact on the timetable for the production of the new Local Plan.

### 4. Equality Analysis

The SCI pays much attention to facilitating equal access to participation in local planning decisions and presents a range of methods that can be used to engage the community, including groups with protected characteristics.

An Equality and Social Inclusion Impact Assessment (ESIIA) has been completed (Appendix 3)

It is not considered that the revisions to the SCI will have an impact on any groups with protected characteristics;

### 5. Financial Implications

There are no direct financial implications arising from the report. The cost of the

consultation and publication of the SCI and the requirements of the SCI for future consultation will be met from within the service budget. Financial resources will be taken into consideration when determining the specific approach to consultation on a planning policy document.

## 6. Climate Change Appraisal

The revised Statement of Community Involvement has been prepared to maximise its effectiveness and to have regard to communication methods that reduce the need to travel or consume resources in a way that contributes to climate change.

**List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)**

Cabinet report 7<sup>th</sup> September 2020 Statement of Community Involvement

National Planning Policy Framework (MHCLG, 2018)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/733637/National\\_Planning\\_Policy\\_Framework\\_web\\_accessible\\_version.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/733637/National_Planning_Policy_Framework_web_accessible_version.pdf)

Town & Country Planning (Local Planning) (England) Regulation 2012

<http://www.legislation.gov.uk/ukxi/2012/767/contents/made>

Neighbourhood Planning Act (2017)

<http://www.legislation.gov.uk/ukpga/2017/20/contents/enacted>

Localism Act (2011)

<http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

**Cabinet Member (Portfolio Holder)**

**Edward Potter**

**Local Member – All members**

**Appendices**

Appendix 1 – Summary of Statement of Community Involvement consultation responses 7<sup>th</sup> November 2020 to 1<sup>st</sup> February 2021

Appendix 2 – Revised Statement of Community Involvement (SCI) Shropshire Council

Appendix 3 - Equality and Social Inclusion Impact Assessment (ESIIA) – Statement of Community Involvement