



Statement of Community Involvement 2018

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## 1 Introduction

### What is the Statement of Community Involvement?

**1** The Planning and Compulsory Purchase Act 2004 requires all local authorities to produce a Statement of Community Involvement, which sets out their vision and strategy for effective community participation.

**2** This Statement of Community Involvement (SCI) sets out how Stevenage Borough Council will involve the community and other stakeholders in the preparation, alteration and review of local planning policy and decisions on planning applications.

**3** The council's last SCI was adopted in 2012. This provides an update to that document. Regularly reviewing the SCI allows for its effectiveness to be monitored and for amendments to be made to incorporate any policy changes, and to increase levels of public involvement, where possible.

**4** Whilst some requirements for consultation and engagement are set out in national legislation, the Council is committed to going beyond these statutory requirements and aims to get as many people involved in the plan preparation process as possible. The SCI aims to frontload this process by ensuring that the community is involved at an early stage. This document sets out:

- Why consultation is important
- What will be consulted on
- Who will be consulted
- When consultation and engagement will take place
- How your views will be considered

The SCI should help to ensure that all consultation activities are carefully planned to enable a useful and effective outcome, which can be fed directly into the planning process, offer everybody the opportunity to get involved, and ensure that resources are used efficiently. It also allows for monitoring to take place on the effectiveness of consultation activities and for new ideas and approaches to be added, where required.

### Why should we get involved in planning?

**5** Planning helps to shape the places people live, work and relax, by guiding development to appropriate locations, protecting important assets, ensuring development is of a high quality and ensuring that adequate infrastructure is available to meet its needs. Planning affects everyone in some way, so it is important that communities understand the process fully and are given the opportunity to get involved.

**6** A key objective of the town and country planning system, particularly the Localism Act 2011, is to strengthen community and stakeholder involvement in the planning and development process. By involving the whole community, a locally-based strategy can be developed that seeks to meet the aspirations and expectations of the widest possible range of residents, employees, communities and organisations.

**7** Getting involved in the planning system at an early stage is essential to shaping the decisions which are made. There are three basic aspects of town planning that you can be involved in, which are discussed in greater detail throughout this document:

- **Planning applications** (Development Management) - most types of development require a planning application to be submitted and approved. Anyone can view and make comments on a planning application.
- **Plan preparation** (local planning documents) - this includes the Local Plan and Supplementary Planning Documents (SPDs), such as the Design Guide and Parking Standards SPD, as well as the Community Infrastructure Levy (CIL). Decisions on planning applications are made in line with local planning documents, so getting involved in the production of these is essential.
- **Neighbourhood planning** - this is a way for local communities to take the lead on preparing planning policies for their areas. Once produced, a neighbourhood plan would sit alongside the Local Plan and would also need to be considered when assessing planning applications.

## The corporate policy context

**8** As a Co-operative Council, Stevenage Borough Council is committed to ensuring local people are at the heart of the decisions we make as an authority. This means avoiding top-down approaches and enabling and encouraging local people to get involved and have their say through proactive and innovative consultation methods and close working relationships.

**9** The Council is currently reviewing its corporate strategies relating to consultation and engagement. However, the key objectives are clear:

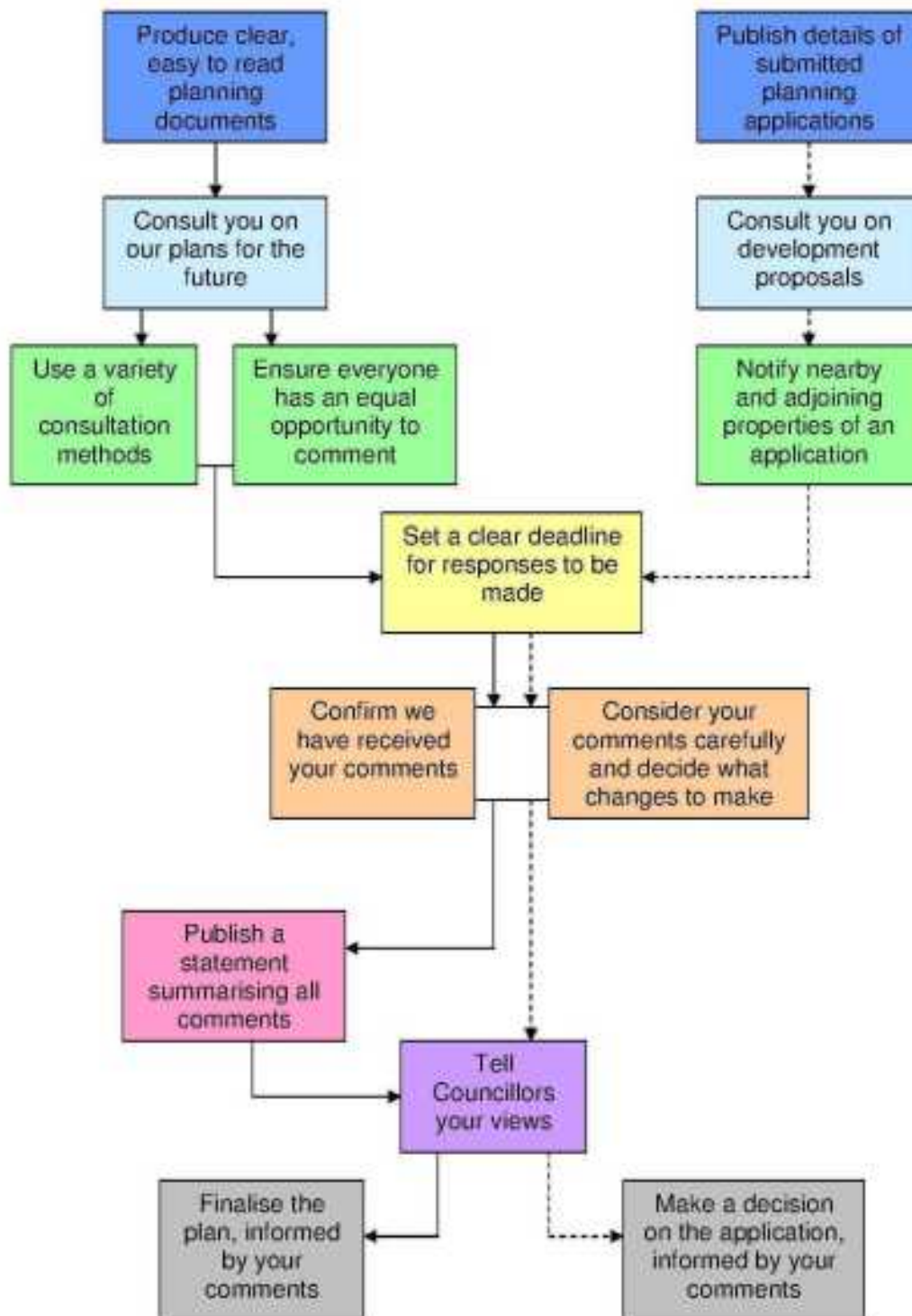
- Ensure a proactive approach to consultation and engagement
- Take advantage of new technologies and ideas to improve consultation effectiveness and to broaden the opportunities for people to get involved
- Ensure all members of the community have the opportunity to get involved, fulfilling our duties under the Equality Act 2010
- Ensure appropriate consultation timescales are used
- Provide feedback about how we have used the comments made and any next steps
- Ensure greater co-ordination between council services.

**10** These objectives not only apply to local residents, but also to local businesses, retailers, organisations, and to those people who work or choose to spend time in the Borough. It is important that we reach out to all members of the community in order to achieve the true community-led approach we are seeking.

**11** This SCI seeks to ensure these objectives are embedded within the planning process and that consultation is undertaken effectively throughout the process. We will work with other departments to ensure that a consistent approach is taken to consultation. Where, appropriate, we may also link our public consultation with events and activities organised by other council departments and vice versa.

## **2 Summary of consultation activities**

We promise that we will...



## 3 Plan Preparation

**12** Local Planning Authorities are required to produce local development documents, which set out the spatial strategy for the Borough and provide the basis on which planning applications are determined. There are two types of local development documents:

- **Development Plan Documents (DPDs) - The Local Plan.** This sets out policies to control land use, including the allocation of sites for particular types of development. It covers the whole of the Borough.
- **Supplementary Planning Documents (SPDs)** - these provide further details on policies within the Development Plan Documents (the Local Plan).

**13** The Town and Country Planning (Local Planning) (England) Regulations 2012 sets out the legal requirements for consultation and engagement during the preparation of local development documents. The Localism Act 2011 sets out an additional requirement for local authorities and other prescribed bodies to actively engage on cross-boundary/strategic matters, known as the Duty to Co-operate.

**14** The following chapters explain these requirements in more detail, but also set out additional consultation we will aim to undertake in order to ensure more meaningful engagement is achieved. The Duty to Co-operate should be ongoing through all stages of the plan-making process, as such it is not referenced specifically in the text below.

### The Local Plan - key stages of preparation

Stage	Details
1. Evidence gathering/scoping	<p>Evidence will be gathered/produced to identify the key issues the plan needs to deal with. An up-to-date and comprehensive evidence base is required to justify policies within the plan.</p> <p>Early consultation may be undertaken to ensure the correct issues have been identified. This is not a statutory requirement.</p>
2. Public participation - preparation stage (Regulation 18)	<p>The draft plan will be prepared using the evidence gathered at Stage 1 and the results of any initial consultation undertaken. It will set out the main issues to be covered within the plan and the options for meeting the needs and requirements of the Borough. An accompanying Sustainability Appraisal (SA), which assesses the plan's social, economic and environmental impacts, will also be consulted upon. The initial draft of the Local Plan will be published for formal, statutory consultation (see para 17 below).</p>
3. Consideration of responses	<p>Comments received in response to the consultation will be considered by the Council. Once processed, all comments will be made publicly available.</p> <p>The Local Plan will be revised, where necessary, to take into account comments received and any objections raised at this stage, to create a final draft of the plan for further consultation.</p>



Stage	Details
4. Public participation - publication stage (Regulation 19)	Formal, statutory consultation (see para 17 below) on the final draft of the Local Plan and its accompanying Sustainability Appraisal (SA).
5. Submission to Secretary of State (Regulation 22)	The Local Plan is formally submitted to the Secretary of State, along with the responses made at Stage 4 (above). It is accompanied by other 'submission documents' including the Sustainability Appraisal, Policies Map, and a statement summarising all consultation undertaken when producing the plan.
6. Examination of the plan by Independent Planning Inspector (Regulation 24)	<p>Following submission, an independent inspector is appointed by the Planning Inspectorate, who will be responsible for assessing the submitted plan and determining whether it is acceptable (or 'sound'). The Inspector will consider the consultation responses received. Generally this stage will involve a Public Examination, where people who have made comments on the plan previously are invited to discuss their concerns around the table, in front of the Inspector, or to submit further statements. The Planning Inspector is in charge of these sessions and will determine what is discussed. These sessions are public, so anyone can come and observe.</p> <p>The Planning Inspector is likely to recommend a number of changes to the plan (known as Main Modifications), to make the plan sound.</p>
7. Consultation on Main Modifications	Consultation is required on any Main Modifications recommended. The scope of this consultation will need to be agreed by the Inspector, but will include the minimum statutory requirements in para 17 below.
8. Adoption	The Inspector will consider any responses made to the consultation and then issue a report to the Council containing his/her recommendations relating to the plan. The Council will then decide whether to adopt the plan, with those recommendations, or not.

## Supplementary Planning Documents (SPDs) - key stages of preparation

Stage	Details
1. Evidence gathering/scoping	<p>Evidence will be gathered/produced to identify the key issues the SPD needs to deal with.</p> <p>Early consultation may be undertaken to ensure the correct issues have been identified. This is not a statutory requirement.</p>
2. Public participation (Regulation 12)	The draft SPD will be prepared using the evidence gathered at Stage 1 and the results of any initial consultation undertaken. This will be published for formal, statutory consultation (see para 17 below). Sustainability Appraisal (SA) is not required for SPDs.
3. Consideration of responses	<p>Comments received in response to the consultation will be considered by the Council. Once processed, all comments will be made publicly available.</p> <p>The SPD will be revised, where necessary, to take into account comments received.</p>

Stage	Details
4. Adoption (Regulation 14)	Adoption of the SPD by the Borough Council

## Community Infrastructure Levy

**15** The Community Infrastructure Levy (CIL) is a planning charge introduced by the Planning Act 2008, as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. It allows local authorities to raise funds from developers undertaking new building projects. The money can be used to fund a wide range of infrastructure that is needed as a result of development taking place.

**16** Key stages in the preparation of CIL:

Stage	Details
1. Evidence gathering/scoping	Evidence will be gathered/produced.
2. Public participation - Preliminary Draft Charging Schedule (Regulation 15)	The Preliminary Draft Charging Schedule will be prepared using the evidence gathered at Stage 1. This will be published for formal, statutory consultation (see para 17 below).
3. Consideration of responses	Comments received in response to the consultation will be considered by the Council. Once processed, all comments will be made publicly available.
4. Public participation - Draft Charging Schedule (Regulation 17)	The Draft Charging Schedule will be finalised, taking into account the comments received. This will be published for formal, statutory consultation (see para 17 below).
5. Submission to independent examiner (Regulation 19)	The Charging Schedule is submitted to an independent examiner, along with the consultation responses received at Stage 4 and other statutory submission documents.
6. Examination (Regulation 21)	Following submission, an independent examiner is appointed to assess the Charging Schedule and determine whether it is acceptable. The Inspector will consider the consultation responses received. Generally this stage will involve hearing sessions. Anyone who has responded to the consultation at Stage 4 has a right to be heard by the examiner. If the Council makes changes to the Charging Schedule following Stage 4, other people can also request to be heard. The examiner is in charge of these sessions and will determine what is discussed. These sessions are public, so anyone can come and observe.
7. Adoption (Regulation 25)	The examiner will issue a report to the Council setting out his/her recommendations. The Council will then decide whether to adopt the Charging Schedule.

## Statutory consultation requirements

**17** For local development documents, the following statutory consultation requirements must be met;

Local Plan	SPDs and CIL
Minimum of 6 weeks	Minimum of 4 weeks
Make consultation documents available on our website, in libraries and in the council offices	Make consultation documents available on our website, in libraries and in the council offices
Send notifications to consultation bodies and those on our consultation database	Send notifications to consultation bodies and those on our consultation database

**18** We will seek to ensure a wide range of responses are achieved by going above and beyond the minimum requirements and using a variety of consultation methods at all stages of the process. These methods are discussed in more detail in para 22 - 23 of this statement.

### Who we will consult

**19** National planning legislation requires local authorities to meet a minimum level of community involvement and specify a number of organisations which must be consulted if the Council considers that they will be affected, known as statutory consultees and general consultation bodies.

**20** In addition to meeting its statutory obligations, the Council is committed to ensuring that local groups, organisations and individuals are provided with the best possible opportunity to become involved in the preparation of local development documents. The consultation methods in para 22 - 23 set out the ways in which we seek to do this.

**21** We also currently have a database of around 2,000 consultees, who have either commented upon, or expressed an interest in being involved with the production of our local development documents. If you are interested in getting involved in planning policy consultations in the future, please register to be added to our database via the following link: <http://stevenage-consult.limehouse.co.uk/portal> or contact us directly on 01438 242865.

### Consultation methods

**22** Using a variety of different consultation methods and techniques can help to ensure our consultations are understood and are easy to get involved in for as many people as possible, from an early stage. With technologies improving and changing the way many people communicate, we seek to ensure our methods are up-to-date and make use of all of the opportunities available to us, whilst still ensuring our consultations are available to those who are not familiar with new technologies.

**23** We will take a flexible approach to consultation, depending on the consultation activity being undertaken. We may choose to use some, or all, of the methods below, as well as looking for alternatives, where they might be appropriate:

## Council website

- Publicise consultation details
- Dedicated consultation page
- Easy access to consultation documents as well as supporting information/evidence
- Online responses enabled/encouraged
- Publicise offline consultation events

## Consultation database

- Send email/letters and reminders to people who have registered interest in hearing about planning policy consultations and statutory consultees
- Contact details provided to offer a direct link to the Planning Policy Team

## Social media

- Publicise consultation and any planned events
- Send regular reminders and updates
- Limitation – cannot be used to gather formal consultation responses

## Inspection points

- Hard copies of consultation documents available to view at the Council offices and local libraries

## Local Media

- Statutory notices placed in the local newspaper
- Non-statutory advertisements can reach a range of readers
- Limitations – feedback suggests many people do not see these adverts, costs may outweigh the benefits

## Focus groups/workshops

- Particularly beneficial at the early stage in determining broader issues and options
- Area based groups useful for gaining local knowledge/views
- Limitation – cannot guarantee enough people will get involved to justify the cost/resources required

## Drop-in sessions

- Publicise a range of time/days when officers are specifically available to answer questions, provide further information etc
- Can be beneficial for people who prefer face-face discussion
- Limitation – successful in the past, but will never be a time/day that suits everyone. Need to make clear officers are available at other times as well.
- Can encourage written responses/hand out response forms

## One-to-one meetings

- Held with groups, organisations and individuals, as appropriate
- Opportunity for face-face discussions, particularly for detailed/specific issues
- Can encourage written responses/hand out response forms

## Leaflets

- Leaflets, flyers and brochures can provide effective summaries to advertise the consultation effectively
- Can be made available in public locations or distributed across the Borough, or to key areas
- Limitation – needs to be clear it is a signpost only to further information and is not the consultation document itself

## Presentations

- Can target particular groups/organisations
- Particularly useful for engaging 'hard to reach' groups – presentation can be tailored appropriately. Successful in the past in engaging youth council and older persons forum
- Can encourage written responses/hand out response forms

## Equalities and Diversity

**24** The Equality Act (2010) defines nine 'protected characteristics': age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We will aim to ensure that these characteristics do not affect people's ability to respond to our consultations and to have their voice heard.

**25** The Council recognises that some groups are harder to engage with than others. In more specific terms, these hard-to-reach groups include: people whose first language is not English, people with disabilities, children and young people, older people, ethnic minorities, asylum seekers, gypsies and travellers, religious groups, the homeless, substance abusers and people who have experienced domestic violence (this list is not intended to be exhaustive). Such groups may not be engaged by, or may be unable or generally unwilling to engage in, traditional consultation methods.

**26** We will take into account the barriers faced by these groups and try to overcome these by using alternative methods of consultation, or by asking the affected groups/individuals how they would like to be involved.

**27** We will use the expertise and networks of communication already established throughout different areas of the Council to engage such groups. Where appropriate, the Planning Policy team will hold meetings and host presentations with such groups at a mutually convenient time and venue.

## How we will use the comments we receive

**28** Planning legislation requires formal responses to any planning consultations to be made in writing. All of the comments that you send us will be public documents and your name and address will be visible. We cannot accept confidential or anonymous comments.

**29** All written comments received in response to consultation activities will be acknowledged in writing. At the end of each consultation period officers will consider all of the representations received and make changes to the plan if appropriate. We will not accept any comments that are offensive, obscene, racist or illegal.

**30** We will notify anyone who responds to the consultation of the next stage in the process.

**31** A Statement of Consultation will be produced which contains an overview of the consultation activities undertaken, a summary of the responses received and how we have taken these into account when producing the final version of the document. A copy of the statement will be placed on the Council's website and will be made available to view at our Daneshill House offices. The responses will also be reported to the Council's Executive, along with recommendations for future action.

## 4 Neighbourhood Planning

**32** Neighbourhood planning gives communities the power to shape the development and growth of their local area. It provides the opportunity for local people/businesses to choose where they want new homes, jobs and facilities to be located, what development should look like and what infrastructure is required, and grant planning permission for the new buildings they want to see go ahead.

**33** A neighbourhood plan must be in general conformity with the strategic policies of the Council's development plan. Once approved, the neighbourhood plan will have the same legal status as the Council's own plan. Policies and guidance set out in a neighbourhood plan will be used by local authorities when considering planning applications within that area.

**34** There are specific processes that need to be followed, as briefly set out below. Please do not let the process put you off, if you need help understanding anything, we can offer support and guidance. There are lots of other sources of advice and support too. Further information can be found in our online guide to neighbourhood planning: <http://www.stevenage.gov.uk/content/15953/26379/43320/Planning-in-your-Neighbourhood-Dec12.pdf>.

Stage	Details
1. Creation of Neighbourhood Forum (Regulation 8)	A group or organisation must apply to the local planning authority to be designated as a neighbourhood forum (a forum application). This group must include a minimum of 21 individuals who live or work in the area, or are elected members. They must submit this to the Council for approval.
2. Public participation (Regulation 9)	The Council are required to publicise the application and carry out public consultation for a minimum of 6 weeks. The Council will publish the outcome of the application on its website and notify relevant stakeholders.
3. Pre-submission consultation (Regulation 14)	A draft neighbourhood plan is prepared by the neighbourhood forum group. The group must carry out public consultation on the draft plan for a minimum of 6 weeks. A copy of the draft plan must also be sent to the Council.
4. Submission to Council (Regulation 15)	The forum takes into account the consultation responses received before preparing a final version of the plan, along with a consultation statement setting out how the responses have been dealt with. This is then submitted to the Council.
5. Publication consultation (Regulation 16)	The Council must carry out public consultation for a minimum of 6 weeks.
6. Submission to examiner (Regulation 17)	The Council appoints an independent examiner to examine the plan. The plan is submitted to the examiner for consideration, along with the responses of the consultation (at Stage 5).
7. Independent examination (Regulation 18)	<p>The examination is likely to be carried out through written representations, but a hearing sessions(s) can be held if required. A written report will be issued by the examiner. The report will conclude that either the draft neighbourhood plan should proceed to a referendum (with or without modifications) or that the draft neighbourhood plan should be refused. The Council will publicise the report.</p> <p>The Council must also be satisfied that the plan meets the legal requirements.</p>

Stage	Details
8. Referendum	A referendum is then held, in the same way in which a local election would be. The Council is required to publicise the referendum.
9. Adoption	If a majority vote is gained for the plan (over 50% of those voting), the Council will adopt the plan.

**35** If you are interested in being involved in preparing a neighbourhood plan, we would suggest talking to your local Ward Councillor in the first instance.

## 5 Planning Applications

**36** Planning applications for development can shape the character of the borough and the areas where people live, work and spend their leisure time. In 2017/18, the Council determined over 600 planning applications ranging from household extensions , listed building applications, to major new housing estates and business premises.

**37** Opportunities exist for informing and consulting the community on development proposals and planning applications at both application stage and after a decision has been made.

### Application stage

**38** Once an application has been lodged with the council, it will be registered and included on the weekly application register. The register, and all active planning applications, are available to view on the Council's website. Copies of applications can also be viewed at the Council's offices.

**39** The council is required to consult with the community on all planning applications under the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015, as follows:

- Nearby and adjoining property owners and tenants affected by a development proposal will be notified of an application by letter from the council and/or a notice will be posted on, or close to, the development site. These communications will contain details of the planning application proposal and information on where plans (and any supporting information) can be viewed. They will also explain how to make comments about the application.
- For larger development proposals and some statutory applications, such as listed buildings, a Public Notice will be placed in the local newspaper.
- For certain types of planning applications, the council is also required to consult specific organisations and groups. A list of the statutory consultees, and details of the regulation requirements, is set out in Appendix B.
- Occasionally, for larger proposals, the Council may decide to issue a press release to communicate proposals more widely. The need for this will be determined on a case-by-case basis.



**40** Applicant's are also encouraged to engage in their own pre-application consultations with neighbours and/or the wider community prior to submitting a planning application. Further information on how to go about such community consultations can be sought from the Council's Development Management team.

**41** From time to time, planning applications are revised after they have been submitted. Often this is in response to concerns raised by council staff or matters raised in objections. In these cases, where considered necessary, the council will re-consult those people originally notified of the application in order for them to be given an opportunity to comment on the amended design.

**42** For major, significant and controversial applications, decisions on applications are made by Councillors via the Planning and Development Committee. The council's Development Management officers will prepare a report for the Committee that outlines the proposal and issues raised during the consultation period, and provides recommendations as to whether approval should be given.

**43** Decisions on most minor and householder applications are made by the Assistant Director: Planning and Regulation, under powers delegated by the Planning and Development Committee. However, any Member of the council may request, under a call-in procedure, that a particular application is decided by the Planning and Development Committee, if they consider there to be exceptional circumstances surrounding it. Councillors have 28 days from the date of receipt of an application to request that it be considered by the Planning and Development Committee. The Councillor is required to justify why this is necessary.

**44** The Secretary of State also has the power to call-in planning applications. If this happens, the council will provide copies of all correspondence to the Secretary of State. Objectors will be notified of the call-in and given the chance to comment directly to the Secretary of State.

## **How we will use the comments we receive**

**45** All written comments received by the council will be acknowledged in writing. At the end of the consultation period all responses will be considered. Officers will not respond directly to any questions raised in representations unless expressly necessary.

**46** Where appropriate, the comments will either be reflected in changes being made to the proposal and/or adding conditions to address particular issues if permission is granted, or they may result in refusal of the application. As there are generally competing views and interests on development proposals, it is the council's role to make an informed decision on what outcome will be in the best interest of the community, having regard to the local planning policies for the area and the amenity impacts of the proposal.

**47** Once a decision has been made on an application, the council will send a letter to all statutory consultees and those people who made representations informing them of the decision. Decisions also appear on the weekly decision register. If an application is to be determined at Planning and Development Committee, anyone who made comments on the proposal will be notified with details of the meeting. A copy of the Officer's report can be made available on request.



**48** Any person who lodged an objection to a planning application may apply to speak against the proposal at the Committee meeting. If, however, more than one objector wishes to speak, then a representative should be nominated to express the combined views of all objectors. If any objector elects to speak to the Committee then a similar right will be granted to the applicant or his/her agent. You may address the Committee for a maximum of 3 minutes. An applicant may only speak to the Committee meeting where an objector is also speaking.

## **Post-application stage**

**49** Where an applicant is unhappy with the council's decision, they have the right to appeal. Applicants must lodge an appeal with the Planning Inspectorate who will determine its validity before initiating proceedings and setting a start date. Where an appeal is accepted, the council will notify all relevant statutory consultees and those who submitted comments of the appeal and how to make representation (where applicable), and again, once the Inspectorate has made a decision. Further information on appeal procedures can be viewed at [www.gov.uk/appeal-planning-inspectorate](http://www.gov.uk/appeal-planning-inspectorate).

## **Planning Aid**

**50** Planning Aid England (PAE) provides planning advice and support to help individuals and communities engage with the planning system and get involved in planning their local area. PAE is built on the principle that that everyone should have access to the planning system, regardless of their ability to pay. The services are delivered by a range of volunteer members of the Royal Town Planning Institute (RTPI). PAE is separate from both central and local government and provides completely independent and impartial planning advice. The following website provides further information about the services and support offered: <http://www.rtpi.org.uk/planning-aid/>

**51** Planning Aid England can be contacted on:

- Email – [advice@planningaid.rtpi.org.uk](mailto:advice@planningaid.rtpi.org.uk)
- Telephone – 020 7929 8338
- Address - Planning Aid England, RTPI, 41 Botolph Lane, London EC3R 8DL

## **Complaints procedure**

### **Customer Complaints**

**52** If you are not happy with the service you have received, you should contact the Planning Policy team in the first instance. However, if you are dissatisfied with the response, you can make a formal complaint through the Council's Complaint Procedure. There are 3 stages to the procedure, your complaint will first be dealt with by the Service Manager, if you are not satisfied with the response, the Assistant Director and then an independent Assistant Director will look at the case if you are still dissatisfied.

If you have been through all of the stages of the complaints procedure and you are still dissatisfied you can appeal to the Local Government Ombudsman (LGO). The LGO investigates complaints of injustice arising from misadministration by Local Government and certain other bodies. The Ombudsmen can investigate complaints about how the council has done something. But they cannot question what a council has done simply because someone does not agree with it. You can complete an online complaint form via the LGO website: <https://www.lgo.org.uk/make-a-complaint/how-to-complain> or contact the LGO on 0300 061 0614.

**53** For further information, please visit the Local Government Ombudsman's website at [www.lgo.org.uk](http://www.lgo.org.uk).

## **Appendix A: Stakeholders to be involved in the development of local planning policy**

Please note that these lists refer to successor bodies where re-organisation occurs.

### **Statutory Consultees**

The specific consultation bodies which the Regulations<sup>(1)</sup> require the Council to consult are:

- Community and Parish Councils (Including Aston Parish Meeting, Datchworth Parish Council, Graveley Parish Council, Great Ashby Community Council, Knebworth Parish Council, Langley Parish Council, St Ippolyts Parish Council, Walkern Parish Council, Weston Parish Council and Wymondley Parish Council)
- East Hertfordshire District Council
- Hertfordshire Constabulary
- Hertfordshire County Council
- Marine Management Organisation\*
- Natural England
- East and North Herts NHS Trust
- North Hertfordshire District Council
- Relevant communications companies
- Relevant electricity and gas companies
- Relevant sewerage and water undertakers

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

- The Coal Authority\*
- The Environment Agency
- The Highways Agency
- The Historic Buildings and Monuments Commission for England (Historic England)
- The Homes and Communities Agency
- The Secretary of State for Transport

\*Unlikely to be relevant for Stevenage Borough Council.

## **General Consultation Bodies**

The Regulations also require the Council to consult general consultation bodies, where appropriate. For Stevenage, these include:

- Campaign to Protect Rural England
- Community/resident groups
- Developers, house builders, the development industry and their agents
- Local business groups (including local business forums)
- Local community action groups
- Local community transport groups
- Local disability groups
- Local education trusts and associations
- Local environmental groups (e.g. Hertfordshire Biological Record Centre, Hertfordshire and Middlesex Wildlife Trust)
- Local health associations
- Local housing groups and associations
- Local history and conservation groups (e.g. Friends of Forster Country)
- Local leisure and sport groups
- Local racial, ethnic or national groups

- Local registered social landlords
- Local religious groups
- Local resident associations
- Local retail associations
- Neighbourhood Watch groups
- Older persons groups
- Voluntary organisations
- Youth groups, schools and colleges

## **Appendix B: Stakeholders to be involved in Development Management**

The regulations<sup>(2)</sup> require the Council to consult specific consultation bodies when considering some planning applications.

The statutory consultees for Development Management include:

- Highways England
- Historic England
- Lead Local Flood Authority
- Local highway authorities
- Local planning authorities
- Natural England
- Parish councils
- Rail network operators
- Regional development agencies
- The British Waterways Board
- The Coal Authority

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

- The English Sports Council
- The Environment Agency
- The Health and Safety Executive
- The Historic Buildings and Monuments Commission for England
- The National Park authority
- The Secretary of State for the Environment, Food and Rural Affairs
- The Secretary of State for Transport
- The Theatres Trust

However, the statutory consultees which need to be consulted vary depending on the type of application submitted, and the specific site circumstances. Therefore, the detailed table within Schedule 4 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 should be referred to for more detailed information.

