



**Melton Local Plan**

*The Borough's Future*

## **Community Consultation and Engagement Statement Addendum**

Melton Borough Council

September 2017

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## 1.0 INTRODUCTION

- 1.1 The purpose of this document is to provide an overview of the community consultation and engagement activity carried out for the Melton Local Plan, at Pre Submission Draft stage and at a subsequent Addendum of Focused Changes consultation stage. It is an addendum to the main 'Community Consultation and Engagement Statement September 2016', which details the engagement activities and processes undertaken, feedback received and how that was taken into account for all the stages leading up to publication of the Pre Submission Draft Melton Local Plan.
- 1.2 The consultation and engagement activities and processes reported in this document were carried out to at least comply with the Council's own Statement of Community Involvement and to fulfil the requirements of Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 1.3 Section 2 of this report sets out the activities and procedures that were followed when the Pre Submission Draft Melton Local Plan was published in November 2016. Appendices 1 to 5 relate to this section.
- 1.4 Section 3 of this report sets out the activities and procedures that were followed when the Melton Local Plan Addendum of Focused Changes was published in July 2017. Appendices 6 to 11 relate to this section.
- 1.5 A number of stakeholders were contacted at the Pre Submission Draft Stage (see Appendix 3) and Addendum of Focused Changes consultation stage (see Appendix 8) via email, phone and/or letter. The list of people includes: Stakeholders in the Duty-to-Cooperate list, agents, professionals, landowners, Parish Councils, the Local Plan Corporate List, the Melton Local Plan postal residents, different organizations, website subscribers and people involved in Reference Groups.
- 1.6 The number of representations made and the main issues raised in them in response to consultations at Pre Submission Draft stage and at Addendum of Focused Changes consultation stage are set in a separate Regulation 20 'Summary of Main Issues Raised in Representations on the Submitted Plan'.

## 2.0 PRE-SUBMISSION DRAFT LOCAL PLAN COMMUNITY ENGAGEMENT

### 2.1 Background

- 2.1.1 The Council agreed the Pre Submission Draft Local Plan at a meeting on 20<sup>th</sup> October 2016. The period for making representations ran from 8<sup>th</sup> November to 19<sup>th</sup> December 2016 inclusive. The statement of the representations procedure (see Appendix 1) was made available, as was

the Guide to Making Representations (see Appendix 2). All the relevant consultation bodies were notified, as were all the stakeholders, residents, agents and developers on the Melton Local Plan consultation database. All specific and general consultees notified of the publication of the Pre Submission Draft Local Plan are listed in Appendix 3.

## **2.2 Newspaper content**

2.2.1 Public notices appeared in the Melton Times, Grantham Journal and Leicester Mercury, and the following stories were reported by Melton Times and Leicester Mercury:

### **Melton Times**

- Nov 8, 2016 'Residents urged to have their say on the final Local Plan draft'
- Nov 22, 2016 'Video to be shot to engage more residents'
- Dec 16, 2016 'Deadline looms for Melton's Local Plan'
- Dec 23, 2016 'Draft Local Plan attracts thousands of comments' (Appendix 4)

### **Leicester Mercury**

- Nov 29, 2016 'Melton could be set for long-awaited bypass which will ease congestion in town centre'
- Jan 13, 2016 'Melton launches consultation on new homes, shops and employment plans for next 20 years'

2.2.2 To help communicate the messages to wider audiences, two press releases were sent to the Melton Times that encouraged people to 'have a say' via a representation form.

2.2.3 The statements at Appendix 1 and Appendix 2 were also published on the Local Plan website [www.meltonplan.co.uk](http://www.meltonplan.co.uk) in accordance with regulatory requirements.

## **2.3 Digital content - Melton Local Plan website, social media, and availability of representation forms**

2.3.1 A dedicated website [www.meltonplan.co.uk](http://www.meltonplan.co.uk) was established as the primary source of all information about the Pre Submission Draft Local Plan, its associated documentation, events and news.

2.3.2 The representation forms were made available in a variety of formats on the website:

- A direct link through to Citizen Space to complete (the main mechanism that the community used to submit formal feedback on the Local Plan, designed to enable users to address each section of the proposals and provide detailed feedback to the Council).
- Download directly as a form from the website to complete and return by e-mail.
- Download directly from the website to print and return manually to Melton.

2.3.3 The representation forms were promoted on Facebook and Twitter with a link back to the website forms to encourage feedback.

- 2.3.4 A final push to raise awareness of the Local Plan and encourage participation was made towards the end of the consultation period via a video that gathered feedback from local residents, councillors and businesses. On 16<sup>th</sup> December 2016, there were over 348 views of the footage.
- 2.3.5 Layout and content of the website was amended in response to feedback throughout the consultation period, and continues to be updated. Material required to meet regulatory requirements was available throughout the six week period.
- 2.3.6 The new website was configured to allow users to send instant messages with any questions or feedback they have regarding the Local Plan or the website. Opted in subscribers were notified of the progress of the Local Plan via online 'shout outs' (similar to email, but in a catchy one page format) and this format has been used in all communication.

## **2.4 Making Paper Copies Available**

- 2.4.1 Recognising that not everyone is able or comfortable using the internet and digital communications, and to meet regulatory requirements, copies of the Pre Submission Local Plan and all associated documentation was made available throughout the six week period at the following locations, during normal opening hours:

Parkside Offices, Melton Mowbray

Melton Mowbray Library

Copies were also made available in the larger villages, e.g. Asfordby, and provided to all Parish Councils and Neighbourhood Planning Groups.

- 2.4.1 Supplies of representation forms and the guidance notes for completing the representation forms were deposited at the following locations:

Melton Borough Council, Parkside Offices, Station Approach, Melton Mowbray, LE13 1GH

Melton Library, Wilton Road, Melton Mowbray, LE13 0UJ

Bottesford Library, Old Primary School, Grantham Road, Bottesford, NG13 0DF

Asfordby Parish Office, Asfordby, LE14 3YD

On The Sands Café & Deli, 7a The Sands, Long Clawson, LE14 4PA

Somerby Post Office & Shop, 25a High Street, Somerby, LE14 3PZ

Waltham Deli, High Street, Waltham-on-the-Wolds, LE14 4AH

Windmill Tea Rooms, Butt Lane, Wymondham, LE14 2BU

- 2.4.2 Consultees not on e-mail received letters containing the same information as those notified of the consultation by e-mail.

## **2.5 Community Engagement Events**

- 2.5.1 A launch event was held on 9<sup>th</sup> November at Parkside Offices, Melton Mowbray. It was attended by about 60 people, including Councillors, stakeholders and members of the Local Plan

Reference Groups. The event included a presentation outlining the content of the local plan and how to make representations on the draft local plan.

- 2.5.2 The Council also held drop-in events to give people the opportunity to come and talk to officers about the Local Plan and to find out how to fill in the representation forms and discuss any queries. The events held are listed in Table 2.5.2 below.

**Table 2.5.2: Community Drop-in events**

Event	Date	Time	Attendees
Harby	23 Nov 2016	4-7pm	c. 30 attended
Gaddesby	16 Nov 2016	4-7pm	c. 50 attended
Old Dalby	22 Nov 2016	3-7pm	c. 30 attended
Parkside	29 Nov 2016	10am – 7pm	c. 30 attended

- 2.5.3 The drop in events were publicised via the Melton Local Plan website (8 November 2016 – news and events section), press adverts, the launch event and promoted by some Neighbourhood Planning Groups and Parishes and through some community newsletters.

- 2.5.4 Officers also took the opportunity to raise awareness of the Local Plan through three scheduled residents meetings, identified in Table 5.2 below.

**Table 2.5.4: Scheduled residents meetings attended.**

Event	Date	Attendees
Shout 4 Residents	3 Nov 2016	30
Craven Ward Residents	17 Nov 2016	15
Shout 4 Residents	8 Dec 2016	15

- 2.5.5 In addition to the above, individual meetings with Neighbourhood Planning Groups and Parish Councils were also held. These are listed in Table 5.3.

**Table 2.5.5: Neighbourhood Planning Group and Parish Council Meetings**

Event	Date
Frisby PC and NP Group	23 Nov 2016
Burton and Dalby	2 Dec 2016
Long Clawson, Harby and Hose	6 Dec 2016
Hob and Rotherby	6 Dec 2016
Broughton and Dalby	7 Dec 2016
Gaddesby	8 Dec 2016
Bottesford PC and NP	9 Dec 2016
Wymondham NP group	8 Nov 2016
Asfordby NP Group	11 Nov 2016
Croxtan Kerrial NP Group	29 Nov 2016
Waltham NP Group	30 Nov 2016

## **2.6 Stakeholder Engagement: Housing Delivery**

- 2.6.1 In recognition of the importance of housing delivery, a dedicated stakeholder event was held on 5<sup>th</sup> December. Landowners, agents, developers, private and RSL housebuilders were all invited, together with agencies with a key interest, such as HCA and the local education authority.
- 2.6.2 33 attendees heard presentations on an overview of the Borough with regard to land supply and the housing opportunities going forward, the historical delivery rates of housing in Melton, viability, deliverability and the Home Building Fund and participated in workshops on deliverability of sites, housing market and viability and boosting the supply of housing in the Borough. A note of the meeting circulated to all participants is attached at Appendix 5.

## **2.7 Digital Media Audience Reach**

### **Website**

- 2.7.1 From 8 November 2016 to 24 January 2017, the new Melton Plan website [www.meltonplan.co.uk](http://www.meltonplan.co.uk) received 5,159 visits from 2,584 users, and about 15,000 page views. 172 people opted in via the website to receive further news and updates and none have unsubscribed.

### **E-mail communications**

- 2.7.2 Compared to industry averages<sup>1</sup>, the snapshot of activity indicated in Table 7.1 indicates the e-mail activity received above average response rates. The click rates in particular are very high, indicating that the local community were visiting the website, reading its messages and engaging with the Council. In addition, there have been no unsubscribes from any of the activity, suggesting that recipients are actively engaged and finding the messages useful.

**Table 2.7.2: Email activity snapshot**

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<sup>1</sup> According to the Direct Marketing Association figures for April 2016, the industry average results for UK e-mail marketing campaigns were: Open rate: 22.87% and Click-through rate: 3.26% with an average unsubscribe rate of 0.53%.

Date	Target Audience	Sent VIA	Email Subject	No emls sent	Opens	Clicks	Views (WIX)
05-Dec	WIX subs	WIX	Submit a representation	93	58.70%	21.70%	
05-Dec	Corporate	Mailchimp	Submit a representation	96	51.60%	10.50%	
05-Dec	Emmas list	Mailchimp	Submit a representation	272	31.70%	8.70%	
07-Dec	Parish councils	Mailchimp	Submit a representation	25	41.70%	8.30%	
16-Dec	Residents	Mailchimp	Local plan video update	94	61.30%	22.60%	
19-Dec	Emma stakeholders	Mailchimp	Local plan video update	271	37.10%	17.40%	
19-Dec	Corporate	Mailchimp	Local plan video update	96	55.80%	17.90%	
16-Dec	Wix subs	WIX	Local plan video update	136		99	365
20-Dec	Wix subs	WIX	Consultation now closed	152		23	272
16-Jan	Parish clerks	Mailchimp	Neighbourhood Develop	36	55.60%	16.70%	
19-Jan	Wix subs	WIX	Neighbourhood Plans	164	82	57	302

## Facebook

2.7.3 There were 10 posts on Facebook (see Table 7.2) regarding the consultation process and it engaged participation from 117 people from 14 November 2016 to 19 December 2016. There was a total of 1126 unique post impressions during this period.

**Table 2.7.3: Facebook posts**

Post Message	Type	Posted	post_im	post_im	post_en	post_con
Melton Local Plan #consultation events start taking place	Link	14/11/2016	192	107	14	7
@Meltonplan: Questions received have been posted on	Photo	17/11/2016	182	77	18	17
The next #consultation event @Meltonplan is taking place	Photo	22/11/2016	287	131	11	10
Don't forget #consultation day tomorrow here at Melton	Photo	28/11/2016	179	95	10	9
Great news for the relief road in the Local Plan...	Link	29/11/2016	200	115	13	11
Just two days left to submit representation forms for the	Link	05/12/2016	134	68	4	3
Only a few days left to let us know what you think to the	Link	15/12/2016	72	43	2	1
Representation forms can be completed and sent to us	Photo	19/12/2016	449	215	27	26
Local people have provided their views on the plan - see	Photo	19/12/2016	433	264	18	18
#representation forms for Melton Local Plan need to be	Link	19/12/2016	26	11	0	0
			<b>2154</b>	<b>1126</b>	<b>117</b>	<b>102</b>

## Facebook Live

2.7.4 This method of engagement was trialled on 1 February 2017. Leader of the Council, Pam Posnett was recorded 'live' talking about and answering questions on the proposals for helping to relieve congestion in town. The format enabling the community to respond and post their questions.

## 2.7.5 Twitter

16 posts were made from 8 November 2016 to 19 December 2016 to promote the consultation and representation phase of the Local Plan. The increase in the number of likes and followers is set out in Table 7.3.



**Table 2.7.5: Twitter data, as at 31.01.17**

Date	Type	No of Likes	Tweets total	Following	Followers
08-Nov	Twitter	0	424	82	331
31-Jan	Twitter	13	452	89	349

## **2.8 Next Steps**

- 2.8.1 At the close of the 6 week period, about 450 submissions had been received, many of these containing more than one representation. A separate report sets out the number of representations received and the main issues raised by those representations.
- 2.8.2 Schedules summarising all the representations received, organised by policy and plan section, will also be published.
- 2.8.3 Publication of these documents will be notified via the Council's website and social media.

## **3.0 ADDENDUM FOCUSED CHANGES COMMUNITY ENGAGEMENT**

### **3.1 Background**

- 3.1.1 The Council agreed the Draft Melton Local Plan Addendum of Focused Changes at a meeting on 4<sup>th</sup> July 2017. The period for making representations ran from 13 July 2017 to 23 August 2017 inclusive. The statement of the representations procedure (see Appendix 6) was made available on the Melton Local Plan website [www.meltonplan.co.uk](http://www.meltonplan.co.uk) along with the notice of statutory consultation (Appendix 7). The statutory consultation bodies and a range of other organisations and individuals were informed that they could make a representation (see Appendix 8).

### **3.2 Newspaper content**

- 3.2.2 Advertisements containing the information in the statements at Appendix 6 and Appendix 7 appeared in the following newspapers circulating the area:

#### **Melton Times**

- 13 July 2017 - paper
- 20 July 2017 - paper
- 21 July 2017 - [www.meltontimes.co.uk](http://www.meltontimes.co.uk)
- Online promotion of the consultation on the website

#### **Grantham Journal**

- 21 July 2017 - paper

#### **Leicester Mercury**

- 21 July 2017 - paper

Copies of the advertisements in each of the papers are at Appendix 9.

3.2.3 Drop in events were arranged throughout July and August (see more information below) and local parishes were invited to help promote the dates throughout the borough. An overview of the how the events went was sent to the Melton Times who published it to promote the final week of the consultation. The overview was also published on the Melton Plan website.

3.2.4 A free prize draw, offering £50 first prize vouchers and smaller prizes of £25 vouchers for second and third places was offered and promoted at the drop in events and on social media sites to increase the number of people using the online response portal, CitizenSpace. The first 100 responses received from residents only were eligible to be entered into the draw.

### **3.3 Melton Local Plan website and social media**

3.3.1 The dedicated website [www.meltonplan.co.uk](http://www.meltonplan.co.uk) was the primary source of all information about the focused changes to the Local Plan, associated documentation, events and news.

3.3.2 The representation forms were made available in a variety of formats on the website:

- A direct link through to Citizen Space to complete (the main mechanism that the community used to submit formal feedback on the Local Plan, designed to enable users to address each section of the proposals and provide detailed feedback to the Council).
- Download directly as a form from the website to complete and return by e-mail
- Download directly from the website to print and return manually to Melton

3.3.3 The representation forms were promoted on Facebook and Twitter with a link back to the website forms to encourage feedback.

3.3.4 People subscribed to the website was notified by an email notification (see Appendix 11)

3.3.5 A final push to raise awareness of the Local Plan and encourage participation was made towards the end of the consultation period via three videos that tackled the key issues being addressed in the local plan (housing site allocations, SHLAA and the proposed distributor road), that had been raised with Melton Council representatives during the drop in events. On 28 August 2017, there had been around 300 views per video.

3.3.6 Layout and content of the website was amended in response to feedback throughout the consultation period, and continues to be updated. Material required to meet regulatory requirements was available throughout the six week period. The new website has been configured to allow users to send instant messages with any questions or feedback they have regarding the Local Plan or the website. Opted in subscribers were notified of the progress of the Local Plan via online 'shout outs' (similar to email, but in a catchy one page format) and this format has been used in all communication.

### 3.4 Making Paper Copies Available

3.4.1 Recognising that not everyone is able or comfortable using the internet and digital communications, and to meet regulatory requirements, copies of the Addendum of Focused Changes and all associated documentation was made available throughout the six week period at the following locations, during normal opening hours:

Parkside Offices, Melton Mowbray

Copies of the Addendum of Focused Changes, response forms and guidance notes were also made available in the larger villages, spread geographically around the Borough, including Asfordby, Bottesford, Long Clawson, Wymondham, Somerby and Waltham.

- Melton Borough Council, Parkside Offices, Station Approach, Melton Mowbray, LE13 1GH
- Melton Library, Wilton Road, Melton Mowbray, LE13 0UJ
- Bottesford Library, Old Primary School, Grantham Road, Bottesford, NG13 0DF
- Asfordby Parish Office, Asfordby, LE14 3YD
- On The Sands Café & Deli, 7a The Sands, Long Clawson, LE14 4PA
- Somerby Post Office & Shop, 25a High Street, Somerby, LE14 3PZ
- Waltham Deli, High Street, Waltham-on-the-Wolds, LE14 4AHM

3.4.3 Consultees and residents who had previously responded who did not have e-mail received letters containing the same information as those notified of the consultation by e-mail.

3.4.4 A total of 1381 e-mails and 62 letters were sent out. This included the prescribed organisations and bodies that the Council is required to consult, under the Duty to Co-operate and elsewhere in the Town and Country Planning (Local Planning) England Regulations 2012.

### 3.5 Community Engagement Events

3.5.1 The Council held drop-in events to give people the opportunity to come and talk to officers about the Local Plan and to find out how to fill in the representation forms and discuss any queries. At each event, a notice board was available with an overview of the housing site allocations for the area, the proposed corridor of investigation for the distributor road and introductory slides to the key focused changes summarised. A laptop was available for visitors to view the supporting documentation online where WiFi was available and a copy of the key focused changes was also made available in hard copy to view. Minimised versions of key information was made available as handouts to those that required it. At every venue, at least two or three officers attended, with supporting staff to ensure that any key questions raised could be answered effectively. The events held are listed in Table 5.1 below.

**Table 3.5.1: Community Drop-in events**

Event	Date	Time	Attendees
Bottesford	25 July 2017	4-7pm	c. 100 attended
Somerby	26 July 2017	4-7pm	c. 30 attended

Waltham	31 July 2017	4-7pm	c. 30 attended
Long Clawson	1 August 2017	4-7pm	c. 65 attended
Melton Mowbray	3 August 2017	4-7pm	c. 45 attended
Frisby	9 August 2017	4-7pm	c. 40 attended

3.5.2 The drop in events were publicised in the following ways:

Melton Local Plan website (July 2017 – news and events section & focused changes landing page link), press adverts, email distribution lists and promoted by the Neighbourhood Planning Groups and Parishes.

3.5.3 Officers also took further opportunities to raise awareness of the Local Plan through residents meetings, such as the Shout4residents Local Plan meeting on 16 August 2017.

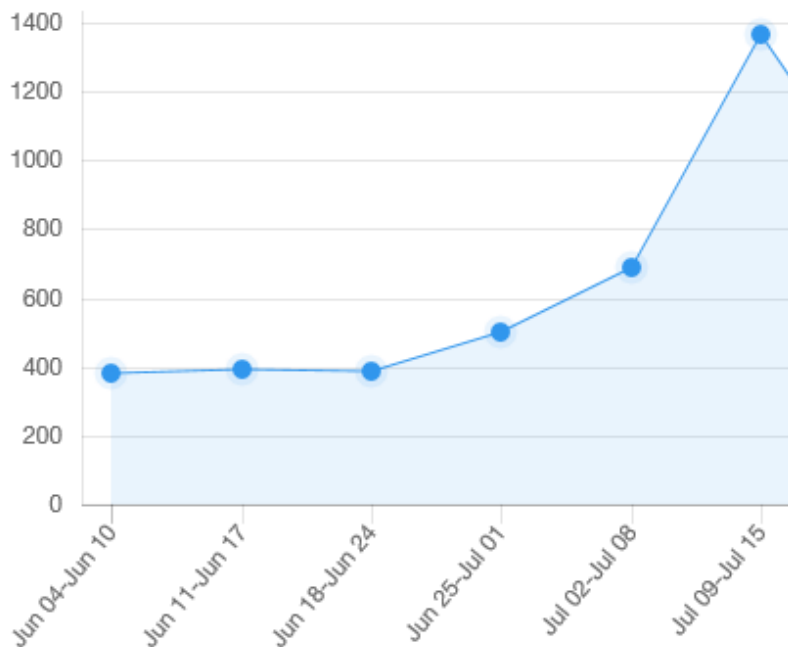
3.5.4 A note of the issues raised at the consultation events is at Appendix 10.

### 3.6 Digital Engagement

#### 3.6.1 Website stats

There are now a total of 359 opted in subscribers; only 1 person has unsubscribed, and that was because they are sharing the information with a colleague.

From 1 June to 28 August 2017, there were 9434 visitors to the website. After the consultation for the focused changes addendum was launched, the number of visitors jumped from 688 to 1364 in the first week.



### 3.6.2 Facebook

There were 12 posts on Facebook over the past 3 months, which generated a lot of activity. During August, our posts reached 1440 people and our overall engagement rose by 2.3% to 433 (see below)

### 3.6.3 Twitter

A total of 83 tweets have been posted since May 2017. The overall statistics and increase in impressions is illustrated below. Impressions are the number of times the post has been delivered to the twitter stream (the higher the number means more chance of the post being viewed by more people – if someone commented or shared the video, then it goes onto their twitter stream and then it exposes the message to potentially more new people) In August, we produced more video footage which extended the reach of all the posts significantly (please see ‘impressions’ below):

**Table 3.6.3: Number of times the post has been delivered to the twitter stream**

MONTH	TWEETS	IMPRESSIONS (delivery to a twitter stream)	NEW FOLLOWERS	MENTIONS – where?	PROFILE VISITS ??
Aug '17	23	23000	9	26	612
Jul '17	44	8478	8	50	391
June '17	6	3022	3	3	244
May '17	10	2764	4	4	267

### 3.6.4 Videos to increase awareness

Three short videos were published on social media to help the local community understand some of the key issues being addressed in the Melton Local Plan. Some of the main issues that have been covered to date include:

- Corridor of investigation for the Melton Distributor Road
- Housing site allocations
- Why and how a site gets into the SHLAA

On average, each video has received c. 200-300 views to date.

It is intended that more videos will be produced as the need arises on issues to help understanding of some of the key areas in the plan, and explain parts of the process going forward.

### **3.7 Next Steps**

- 3.7.1 At the close of the 6 week period, 128 submissions had been received on CitizenSpace, 98 by e-mail and 4 by post. Many contain more than one representation. A separate report will set out the number of representations received and the main issues raised by those representations.
- 3.7.2 Schedules summarising all the representations received, organised by focused change, policy and plan section, will also be published.
- 3.7.3 Publication of these documents will be notified via the Council's website and social media.

END

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# APPENDICES RELATING TO PSD CONSULTATION

## APPENDIX 1. Statement of Representations Procedure.

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**PLANNING & COMPULSORY PURCHASE ACT 2004 (AS AMENDED)  
TOWN & COUNTRY PLANNING (LOCAL PLANNING) REGULATIONS 2012  
STATEMENT OF REPRESENTATIONS PROCEDURE & DOCUMENT AVAILABILITY  
MELTON LOCAL PLAN: PRE-SUBMISSION DRAFT (NOVEMBER 2016)**

Melton Borough Council proposes to submit the Melton Local Plan to the Secretary of State of Communities and Local Government for independent examination. Before submitting the Melton Local Plan the Council is required to publish the document and invite the public to make representations on its legal compliance, compliance with the Duty to Co-operate and 'soundness'. The Melton Local Plan, once adopted will form the development plan for Melton Borough.

**Title of Document:** Melton Local Plan: Pre-Submission Draft (November 2016)

**Subject Matter & Area Covered:** The Melton Local Plan: Pre-Submission Draft includes policies and proposals for all local development matters (excluding minerals and waste) to guide change, development and growth of the whole of the Melton Borough Council area for the period 2011 to 2036. The Plan sets out how many new homes are needed in different parts of the Borough and how the development needs of businesses should be addressed. It also includes sites where development will be located and identifies areas which are important to the landscape and setting of the town and villages and how important countryside, ecological and heritage features will be protected and enhanced.

**Making Representations:** Representations can be made either electronically or in writing between **8th November 2016** and **19<sup>th</sup> December, 2016**. They can be made using the official representation form, which can be submitted by post or e-mail, or via the council's on-line consultation portal at <https://meltonboroughcouncil.citizenspace.com/>. Representation forms are available from the locations listed below or via the council website. **Representations should be received no later than 19<sup>th</sup> December, 2016.**

Representations that are not made via the council's on-line consultation portal should be sent by post or e-mail to:

Planning Policy, Regulatory Services, Melton Borough Council, Parkside, Station Approach, Melton Mowbray, Leicestershire, LE13 1GH; E-mail: [planningpolicy@melton.gov.uk](mailto:planningpolicy@melton.gov.uk)

Anyone making representations can request to be notified when:

- the Melton Local Plan has been submitted for examination;
- the recommendations of the Planning Inspector appointed to carry out an independent examination of the Melton Local Plan are published; and
- the Melton Local Plan is adopted.

**Availability of Documents:** the Melton Local Plan: Pre-Submission Draft and supporting documentation is available to view at the Council's Parkside Offices, Melton Mowbray during normal office opening hours and on our local plan website [www.meltonplan.co.uk](http://www.meltonplan.co.uk)

Copies of the plan will also be available to view at additional locations around the Borough and a number of public consultation events will be arranged where Planning Officers will be available to discuss the plan. For full details of these locations and events please visit our website [www.meltonplan.co.uk](http://www.meltonplan.co.uk); e-mail [planningpolicy@melton.gov.uk](mailto:planningpolicy@melton.gov.uk) or by telephone 01664 502502 and ask to speak to a member of the Planning Policy team.

## APPENDIX 2: Guide to Making Representations

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### MELTON BOROUGH COUNCIL MELTON LOCAL PLAN: PRE SUBMISSION DRAFT (NOVEMBER 2016)



#### GUIDE TO MAKING REPRESENTATIONS

### 1. THE MELTON LOCAL PLAN

- 1.1 Melton Borough Council has published its Melton Local Plan: Pre-Submission Draft to allow local people and others with an interest in the future growth and development of the area to have their say. The Melton Local Plan: Pre-Submission Draft includes policies and proposals for all local development matters (excluding minerals and waste) to guide change, development and growth of the Melton Borough Council area for the period 2011 to 2036. It sets out how many new homes are needed in different parts of the Borough and how the development needs of businesses should be addressed. It also includes sites where development will be located and identifies areas which are important to the landscape and setting of the town and villages and how important countryside, ecological and heritage features will be protected and enhanced.
- 1.2 The Council considers that Melton Local Plan: Pre-Submission Draft represents the most appropriate and sound strategy to guide development in the Borough up to 2036 and is the plan that it intends to submit to the Government.
- 1.3 This is the final opportunity for you to make comments (or representations) on the Pre-Submission Draft Melton Local Plan before it is submitted to the Government for an independent examination. This stage of consultation is different from those undertaken previously. It is a statutory stage which means that there will be a formal six week period to make comments on the Melton Local Plan: Pre-Submission Draft's "legal compliance", "compliance with the Duty to Co-operate" and "soundness". The Council has put together this guide to help you through the process of make comments on the Draft Local Plan
- 1.4 Once the consultation period is over, your comments will be submitted to the Government for independent public examination, alongside the Pre-Submission Draft Local Plan and other supporting documentation.
- 1.5 The independent examination will consider whether the Local Plan is **legally compliant** (i.e. it has been prepared in accordance with the relevant legislation/regulations), that it is **compliant with Duty to Co-operate** and that it is **sound**. Therefore, any representations received at this stage must address these issues. Further details on these issues are set out in this guide but, as a general rule:
  - If you are seeking to make a representation on the way in which the Council has prepared the Local Plan, then this is likely to relate to **legal compliance or compliance with the Duty to Co-operate**;
  - If it is the actual content which you want to make a representation on, this is likely to relate to **soundness**.



- 1.6 Your comments need to be received by the Council in writing (either electronically or on paper) or via our on-line consultation portal no later than the end of **Monday 19<sup>th</sup> December 2016**. Any representations that are received after this deadline will not be accepted. Also, we will not be able to accept any representations which are either anonymous or illegible.
- 1.7 It is strongly recommended that you use the formal representation form provided by the Council to make your representation(s). This will ensure that your representation(s) relates to the issues of legal compliance and/or soundness and/or meeting the Duty to Co-operate.
- 1.8 Forms can be downloaded via the Melton Local Plan page at [www.meltonplan.co.uk](http://www.meltonplan.co.uk) and e-mailed or posted to the Planning Policy team. Paper copies are available at Parkside office together with the places listed overleaf. They can also be posted or e-mailed out upon request. All representations should be returned to:

Planning Policy Team  
Regulatory Services,  
Melton Borough Council  
Parkside, Station Approach  
Melton Mowbray  
Leicestershire  
LE13 1GH

E-mail: [planningpolicy@melton.gov.uk](mailto:planningpolicy@melton.gov.uk)

Tel: 01664 502502

- 1.9 Copies of the representation form can be obtained from:

- Melton Borough Council, Parkside Offices, Station Approach, Melton Mowbray, LE13 1GH
- Melton Library, Wilton Road, Melton Mowbray, LE13 0UJ
- Bottesford Library, Old Primary School, Grantham Road, Bottesford, NG13 0DF
- Asfordby Parish Office, Asfordby, LE14 3YD
- On The Sands Café & Deli, 7a The Sands, Long Clawson, LE14 4PA
- Somerby Post Office & Shop, 25a High Street, Somerby, LE14 3PZ
- Waltham Deli, High Street, Waltham-on-the-Wolds, LE14 4AH
- Windmill Tea Rooms, Butt Lane, Wymondham, LE14 2BU

## 2. FILLING IN THE REPRESENTATION FORM

### Part A: Contact Information

- 2.1 You must complete all your contact details. This will be used to identify who has made the representation(s). For the purposes of clarity and to ensure that the representation is processed as valid it is important that this section is completed in full. The first column (question 1) relates to representations from individuals and the second column (question 2) should only be completed if an agent or consultant is being used.

### Part B: Formal Representation

- 2.2 This is where you need to make your comments on the legal compliance, the soundness of the Local Plan or compliance with the Duty to Co-operate. It is important that you use a separate Part B sheet for each individual representation you want to make. Please keep your comments clear and concise.
- 2.3 Please include your name/organisation at the top of each 'Part B' form that you use.
- 2.4 In question 3 please state which policy or paragraph your representation relates to. If you wish to comment on more than one policy area, then please complete a separate part B sheet for each comment made.
- 2.5 In questions 4 to 7 please provide your comments and state whether they relate to legal compliance, duty to co-operate or soundness and your reasons for this. There is a space provided to propose alternative wording to the change sought in light of your comments. If you wish to comment on the legal compliance, compliance with Duty to Co-operate and soundness of a policy, please complete a separate Part B sheet for each comment made.

### Legal Compliance

- 2.6 The Inspector will check whether the Melton Local Plan meets the legal requirements set out under section 20(5)(a) and the Duty to Co-operate under section 20(5)(c) of the Planning and Compulsory Purchase Act 2004 (referred to as the 2004 Act in this guidance note), before moving on to the test of soundness. You need to consider the following issues before making a representation on the issue of legal compliance.
- Has the Local Plan been prepared in accordance with the Local Development Scheme (LDS)? Does the DPD's listing and description in the LDS match the document? Have the timescales set out in the LDS been met (Section 19(1) of the 2004 Act)? The LDS is available for inspection via the Council's website or at Parkside, Melton Mowbray.
  - Is the Local Plan compliant with the Statement of Community Involvement (SCI)? Has the Local Planning Authority (LPA) carried out consultation which is consistent with the SCI (Section 19(3) of the 2004 Act)? The SCI is available for inspection via the Council's website or at Parkside, Melton Mowbray.
  - Has the Local Plan been subject to Sustainability Appraisal (SA) and Habitats Regulations Assessment (HRA)? Has the Council provided a final report of the findings of the appraisal / assessment (Section 19(5) of the 2004 Act)? The SA and HRA Reports are available for inspection via the Council's website or at Parkside, Melton Mowbray.
  - Does the Local Plan comply with Regulations 18, 19 and 20 of the Town and Country Planning (Local Planning) (England) Regulations 2012? Specifically, has the Council published the prescribed documents and made them available at their principal offices and on their website? Has the Council placed local advertisements? Has the Council notified the relevant bodies?

- The Local Plan must have regard to any Sustainable Community Strategy (SCS) for its area. The SCS is usually prepared by the Local Strategic Partnership which is representative of a range of interests in the LPA's area.

### **Duty to Co-operate**

2.7 You should consider the following before making a representation on compliance with the duty to co-operate:

- The duty to co-operate came into force on 15 November 2011 and any plan submitted for examination on or after this date will be examined for compliance. THE Council has to provide evidence of how they have complied with any requirements arising from the duty.
- The 2004 Act (as amended) establishes that non-compliance with the duty to cooperate cannot be rectified after the submission of the Plan. Therefore the Inspector has no power to recommend modifications in this regard. Where the duty has not been complied with, the Inspector has no choice but to recommend non-adoption of the Plan.

### **Soundness**

2.8 Soundness means that the Planning Inspector has to be satisfied that the Melton Local Plan is positively prepared, justified, effective and consistent with National Planning Policy. These are known as the "tests of soundness". If you wish to make a comment on more than one of the four tests of soundness in relation to a specific policy, please complete a separate Part B sheet for each matter of soundness. You need to consider the following issues before making a representation on the issue of soundness.

#### **Positively Prepared**

- The Melton Local Plan should be prepared on a strategy which seeks to meet objectively assessed development and infrastructure requirements and is consistent with achieving sustainable development.

#### **Justified**

- The Melton Local Plan should provide the most appropriate strategy, when considered against reasonable alternative, and be based on a proportionate, adequate, up-to-date and relevant evidence base, including:
  - Research – the choices made in the Melton Local Plan are backed up by facts.
  - Evidence of participation of the local community and others with a stake in the local area in the preparation of the Melton Local Plan.
  - Whether the Melton Local Plan provides the most appropriate strategy when considered against other reasonable alternatives. These alternatives should be realistic and have been subject to sustainability appraisal.
  - The Melton Local Plan should show how the policies and proposals it contains ensure that social, environmental, economic objectives will be achieved.

#### **Effective**

- The Melton Local Plan should be deliverable over the plan period and be based on effective joint working on cross-boundary strategic priorities. This would include:

- Robust infrastructure delivery planning
- Having no regulatory or national planning barriers to delivery
- Delivery partners who are signed up to development and infrastructure improvements – who will deliver what it proposes and when the Plan proposes it
- Coherence with the strategies of neighbouring authorities
- Flexibility to adapt to changing circumstances and effective monitoring to inform this.

### **Consistent with National Policy**

- The Melton Local Plan should enable the delivery of sustainable development in accordance with the National Planning Policy Framework (NPPF). Where there is a departure, the Council must provide clear reasons to justify its approach. Alternatively, you may consider that the Council should include a policy (or policies) which depart from national policy to meet a clearly identified and fully justified local need. In such a scenario, you should explain what the local circumstances are to justify this different policy approach and support your statement with clear and robust evidence.

- 2.9 If you wish to make a representation seeking a change to the Melton Local Plan you should make it clear in what way the policy is not sound, having regard to the four tests set out above. You should support your recommendations by evidence to why the Local Plan should be changed, including your suggested wording to amend the Local Plan to make it sound.
- 2.10 If you think that the Melton Local Plan is not sound because it does not include a policy where it should do, please consider the following steps:
1. Is the issue of your concern already covered sufficiently by National Planning Policy? If so, it does not need to be included.
  2. Is your concern covered by any other policies and/or other documents. If so, there may be no need for repetition.
  3. If the policy is not covered elsewhere, in what way is the Melton Local Plan unsound without the policy?
  4. If the Melton Local Plan is unsound without the policy, what should the policy say?

### **Supporting the Melton Local Plan**

- 2.11 If you support a policy (or policies) in the Melton Local Plan, you should express your support so that the Planning Inspector establishes a balanced view when considering the Plan, expressing why the policy (or policies) is sound.

### **Requests to participate in the Public Examination**

- 2.12 Please state within questions 8 and 9 of the form whether you wish to present your representation(s) to the Planning Inspector during the independent examination, and why. The examination will involve a series of Hearing Sessions in public which will be chaired by the Inspector and it is here that individuals will be invited to verbally contribute to the discussion and debate on the legal compliance and soundness of the Melton Local Plan and present their representation to the Inspector.

- 2.13 However, it is important to note that the Inspector will not necessarily wish for all representations to be heard verbally. It is likely that the majority of representations will be considered using the written representations submitted at the submission draft stage, which carry equal weight to those heard in person by the Planning Inspector.
- 2.14 Also, please note that it is the Planning Inspector who will decide on who is invited to speak at the independent examination, not the Council, and he/she will decide the topics to be covered at each hearing session. These are based on the issues raised by the written representations received on the Pre-Submission Draft Local Plan.

### **3. GENERAL ADVICE**

- 3.1 Below are some key principles which will be of benefit as you complete the representation form or make representations on-line.
- Make clear why you feel the Local Plan does or does not meet the legal compliance check and/or the tests of soundness.
  - Be clear and to the point.
  - Back up your points with clear evidence to justify your comments.
  - Note that after this stage, further submissions will only be at the request of the Planning Inspector.
  - If you are part of a group with a common view, you should submit a single representation outlining the group's concerns, rather than submitting a large number of individual comments which simply repeat the same point. It is the issues that you raise which are of value to the Inspector, not the number of people making the representations.
  - In the case of group responses, make clear how many people your group is representing and how it has been authorised.

### **4. WHAT HAPPENS NEXT**

- 4.1 At the end of the consultation, the valid representations which have been received will be passed to a Planning Inspector who will consider them through the independent examination process alongside the submitted Local Plan and other supporting documents. The examination takes place in public. As such local residents and others may attend the hearing sessions to listen.
- 4.2 Details of the appointed Inspector, together with details of the examination such as the timetable and issues for discussion will be made available on the council website – [www.MeltonPlan.co.uk](http://www.MeltonPlan.co.uk). The Inspector is responsible for the conduct of the examination process including identifying the issues that will be debated at the hearings sessions.
- 4.3 A Programme Officer will be appointed to assist the Inspector in managing the examination process. They are independent of the Planning Policy team. They will be responsible for the arrangements of the examination process including handling documents, organising site inspections (where appropriate) and dealing with all correspondence. They report directly to the Inspector and will be the main point of contact during the examination. Their details will be made available on the council's website – [www.MeltonPlan.co.uk](http://www.MeltonPlan.co.uk)

- 4.4 The ability to speak at the examination is limited to those individuals who have submitted representations on the Draft Local Plan and will be at the discretion of the Planning Inspector. Any representations which were submitted in previous rounds of consultation cannot be considered. Should you have similar concerns to previous drafts of the Plan these will have to be re-submitted as part of the consultation on the Pre-Submission Draft Melton Local Plan.

## 5. FURTHER INFORMATION

- 5.1 We understand that the planning system can appear technical and confusing. This guide has been provided to help you through the process of making a representation as simply as possible but if you require further assistance in completing the representation form, making a representation on-line or with understanding any part of this guidance note, please contact the Planning Policy Team on 01664 502502 or [planningpolicy@melton.gov.uk](mailto:planningpolicy@melton.gov.uk) and we will be happy to help.
- 5.2 As part of the consultation on the Pre-Submission Draft Local Plan there will be a number of events taking place. These will provide an opportunity to get advice on how to complete the representation form or make representations on-line. For further details on these consultation events, please visit the Melton Local Plan webpage at [www.MeltonPlan.co.uk](http://www.MeltonPlan.co.uk) or contact us on 01664 502502
- 5.3 The National Planning Policy Framework, which provides the national level of planning policy that the Melton Local Plan should be consistent with, but not repeat, can be found Department for Communities & Local Government (DCLG) website [www.gov.uk/government/publications/national-planning-policy-framework--2](http://www.gov.uk/government/publications/national-planning-policy-framework--2)

## 6 OTHER ISSUES

- 6.1 The Pre-Submission Draft Melton Local Plan and supporting documents can be viewed and downloaded from the Local Plan webpage [www.meltonplan.co.uk](http://www.meltonplan.co.uk) or at the Council's Parkside Offices during normal opening hours.
- 6.2 Copies of the plan will also be available to view at additional locations around the Borough and a number of public consultation events will be arranged where Planning Officers will be available to discuss the plan. For full details of these locations and events please visit our website [www.meltonplan.co.uk](http://www.meltonplan.co.uk); email: [planningpolicy@melton.gov.uk](mailto:planningpolicy@melton.gov.uk) or by telephone 01664 502502 and ask to speak to a member of the Local Plan team. Paper copies of the Local Plan and supporting documentation can be purchased from the Council at print cost.
- 6.3 It is recommended that where possible representations on the Pre-Submission Draft Melton Local Plan are made electronically via the Council's on-line consultation portal - <https://meltonboroughcouncil.citizenspace.com> - or via email. Written representations should be emailed to [planningpolicy@melton.gov.uk](mailto:planningpolicy@melton.gov.uk) or posted to the Planning Policy Team, Regulatory Services, Melton Borough Council, Parkside, Station Approach, Melton Mowbray, Leicestershire, LE13 1GH.
- 6.4 If you wish to submit documentation in support of your representation, the Council would appreciate receiving this in an electronic format in order to allow it to be uploaded to the Council's website.

- 6.5 Please note that all valid representations received will be made public although contact details (such as address, email and telephone numbers) will be hidden. We cannot accept anonymous responses nor will responses which are for whatever reasons illegible.
- 6.6 As part of making representations you can request to be notified when:
- the Local Plan has been submitted for independent examination; and/or
  - the Inspector's Report from the independent examination is published; and/or
  - when the Melton Local Plan is adopted by the Council.

**Representations received after 19<sup>th</sup> December 2016 will not be accepted.**

## APPENDIX 3: List of those notified of the publication of the Pre Submission Draft Melton Local Plan

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### 1. AGENTS/PROFESSIONALS AND LANDOWNERS

Organisations	
Allied Surveyors	LGS Consulting
Andrew Granger	Marrons
Anscer Spa	McGough Planning
Arcus Consulting	Midwest planning
Aspbury Planning	Muller Property
BDW	Nexus Planning
Bidwells	NHS Property Services Ltd
Caistor Properties Limited	Nicholson Gordon Law
Capita	Planning Agent
Define	Planning Potential Ltd
DLP Planning	Planware Ltd
Framptons Planning	Rapleys
Godfrey-Payton	Rural Insight
GVA	Samworth Brothers Limited
Hayward McMullan	Savills
Heaton Planning	Savills at Smith Gore
HSSP Architects	Savills incorporating Smiths Gore
Hughes Planning	SSA Planning
IBA Planning	Stainton Planning
Indigoplanning	Stratus Environmental
JH Walter	Tetlow King Planning
Kier	Thomas Vale Construction
Lambert Smith Hampton	Wooley

### 2. PARISH COUNCILS

Ab Kettleby	Hoby with Rotherby
Asfordby	Kirby Bellars
Bottesford	Long Clawson
Burton and Dalby	Nether Broughton
Croxton Kerrial	Scalford
Frisby	Somerby
Gaddesby	Waltham and Thorpe Arnold
Waltham on the Wolds	Wymondham

### 3. LOCAL PLAN CORPORATE LIST

Ab Kettleby	LGS Consulting
Allied Surveyors	Long Clawson
Andrew Granger	Marble Property



Andrews Consulting	Marrons
Anscer Spa	Marrons Planning Leicester
Arcus Consulting	Mars UK
Asfordby	McGough Planning
Aspbury Planning	Melton Borough Council
Bidwells	Midwest planning
Bottesford	Natural England
Bottesford Cottage	Nether Broughton and Dalby
BrotherMailer	Nexus Planning
Broughton and Old Dalby	NHS Property Services Ltd
Burton and Dalby	Nicholson Gordon Law
Caistor Properties Limited	Onyx Interiors Ltd
Capita	Owner
Childminder	Plan Info
Croxton Kerrial	Planit-X
Define	Planning Agent
Define	Planning Agent - RP and G
Dev Plan	Planning Potential Ltd
DLP Planning	Planware Ltd
Environment Agency	Rapleys
Framptons Planning	Rural Community Council
Frisby OTW	Rural Insight
Godfrey-Payton	Rutland Council
GVA	Samworth Brothers Limited
Hamilton Lawn Tennis Club	Savills
Hayward McMullan	Savills incorporating Smiths Gore
Heaton Planning	Somerby
Historic England	South Kesteven Council
Hoby with Rotherby	SSA Planning
HSSP Architects	Stainton Planning
Hughes Planning	Stratus Environmental
IBA Planning	Tetlow King Planning
Indigoplanning	The Coal Authority
JH Walter	The Polish Club
Kier	Wooley
Knossington & Cold Overton	Your Locale
Larkfleet Homes	Leicester Shire Promotions

#### 4. MELTON LOCAL PLAN RESIDENTS

53 residents were notified of the Local Plan consultation

#### 5. LIST OF ORGANISATIONS CONTACTED BY PHONE

Airport Operators Association	Ramblers
The Ancient Monuments Society	Severn Trent Water
Anglian Water Services	Western Power

The Belvoir Estate	MOD
British Gas	Aircraft Control
British Geological Survey	Archaeology
British Toilet Association	British Horse Society
Canal and River Trust	Central Networks
BT Group PLC	Civil Aviation Authority
CBI East Midlands	Cycle Routes
The Church Commissioners	East Midlands Airport
Commission for Architecture and the Built Environment	Ecology
Campaign to Protect Rural England (Leicestershire)	Footpaths
Campaign to Protect Rural England (Leicestershire)	Drainage Board
Country Land & Business Association	Leicestershire and Rutland Garden Trust
The Crown Estate	Melton Mowbray and District Civic Society
Diocesan Board of Finance Leicestershire	OPUN
Disabled Persons Transport Advisory Committee	RAF Cottesmore
East Midlands Trains	RAGE
Energy Saving Trust	Rights of Way
Equality and Human Rights Commission	Highways England
Farming and Wildlife Advisory Group	Leicestershire County Council (Highways)
Fields in Trust	Woodland Trust
Forestry Commission	Melton District Manager
The Garden History Society	Health Care Services
Groundwork Leicester and Leicestershire	Network Rail
LLEP	East Leicestershire & Rutland CCG (Clinical Commissioning Group)
Urban Design Group East Midlands	Blaby District Council
VAL	Hinckley and Bosworth Council
Voluntary Action Melton	Oadby and Wigston Borough Council
Society for the protection of Ancient Buildings	Charnwood Borough Council
Grantham Canal Partnership	Harborough District Council
Disabled Persons Transport Advisory Committee	Leicester City Council
The Church Commissioners	Leicestershire (minerals)
British Geological Survey	NW Leicestershire District Council
British Toilet Association	Leicestershire (Local Resilience Network)
The Ancient Monuments Society	Leicestershire County Council
Sport England	Leicestershire
Mobile Phone Operators Association	Rutland County Council
Coal Authority	Leicestershire
East Midlands Councils	Rushcliffe Borough Council
Historic England	Newark and Sherwood District Council

Environment Agency	South Kesteven District Council
Natural England	Leicestershire waste management
Network Rail	Police Liaison officer
Highways Agency	National Trust
Homes and Communities Agency	South Lincolnshire Clinical Commissioning Group
Nottinghamshire County Council	Lincolnshire County Council

## 6. WEBSITE SUBSCRIBERS

36 subscribers initially informed about the consultation. This number has grown significantly over the period and on 20 December 2016, we communicated with 152 opted in subscribers.

## APPENDIX 4: Melton Times & Leicester Mercury News articles relating to the Melton Local Plan

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### Have your say on draft Melton Local Plan and how the borough ...



Dec 10, 2015 ... A 12-week public consultation on the draft Melton **Local Plan** (Emerging Options) will be launched on January 11. This will give people the ...

### Video to be shot to engage more residents in Melton Local Plan ...



Nov 22, 2016 ... A public consultation exercise into recommendations for the Melton **Local Plan** is running until December 19 but there has been a slow ...

### Melton Local Plan moves forward despite concerns - Melton Times



Sep 22, 2016 ... On Monday Melton Council agreed to move forward to the next stage in the production of the **Local Plan** which will shape development in the ...

### Melton residents urged to have their say on final Local Plan draft ...

Nov 8, 2016 ... The publication of the Pre-Submission Draft for the **Local Plan** sparks six weeks of debate before the final document is produced. It sets out ...

### Draft Melton Local Plan attracts thousands of comments - Melton ...



Dec 23, 2016 ... Melton Council has confirmed it received 450 individual responses to its draft **Local Plan**, with many of those people making points about ...

### Deadline looms for Melton's draft Local Plan - Melton Times



Dec 16, 2016 ... Jim Worley, Melton Council's head of regulatory services, hold a copy of Melton's draft **Local Plan** document at Tuesday evening's final public ...

### Melton Times letter: Have your say on Draft Melton Local Plan ...



Mar 19, 2016 ... The **Local Plan** is not just about building 6,000 homes in the borough, it incorporates plans for Melton town centre, business needs and ...

### Time running out to have your say on draft Melton Local Plan ...



Mar 28, 2016 ... Residents of the Melton borough are reminded they have until April 4 to have their say on the draft Melton **Local Plan** (Emerging Options).

## Melton could be set for long-awaited bypass which will ease congestion in town centre

By [AlanThompson](#) | Posted: November 29, 2016

[g+ Share](#) | [Tweet](#) | [f Share](#) | [Email](#) | [2 COMMENTS](#) | [14 SHARES](#)



## Melton launches consultation on new homes, shops and employment plans for next 20 years

By [AlanThompson](#) | Posted: January 13, 2016

[g+ Share](#) | [Tweet](#) | [f Share](#) | [Email](#) | [2 COMMENTS](#) | [0 SHARES](#)



## Road improvements needed before more homes are built, warns council leader

By [AlanThompson](#) | Posted: March 16, 2015

[g+ Share](#)

[Tweet](#)







[f Share](#)

[Email](#)

[0 COMMENTS](#) [0 SHARES](#)



## FACEBOOK POSTS

Post	Reach	Clicks	Date
 @MeltonBC is inviting submissions for sites with potential for housing/employment...	28 	2 	22 December 2016 at... Buffer
 #representation forms for Melton Local Plan need to be fully submitted to be considered...	11 	0 	19 December 2016 at... Sabrina Kinghorn
 Local people have provided their views on the plan - see the video at: <a href="http://bit.ly/...">http://bit.ly/...</a>	264 	18 	19 December 2016 at... Sabrina Kinghorn
 Representation forms can be completed and sent to us until 11.59 tonight..have...	215 	27 	19 December 2016 at... Sabrina Kinghorn
 Only a few days left to let us know what you think to the Melton Local Plan. Get i...	43 	2 	15 December 2016 at... Sabrina Kinghorn
 Just two days left to submit representation forms for the #Asfordby Neighbourho...	68 	4 	5 December 2016 at... Sabrina Kinghorn
 Great news for the relief road in the Local Plan...	115 	13 	29 November 2016 at... Sabrina Kinghorn
 Don't forget #consultation day tomorrow here at Melton Council Offices on Melton...	95 	10 	28 November 2016 at... Sabrina Kinghorn
 The next #consultation event @Meltonplan is taking place at Melton Council Offic...	131 	11 	22 November 2016 at... Sabrina Kinghorn
 @Meltonplan: Questions received have been posted on our website: <a href="http://www....">http://www....</a>	77 	18 	17 November 2016 at... Sabrina Kinghorn
 Melton Local Plan #consultation events start taking place this week. See <a href="http://bit...">http://bit...</a>	107 	14 	14 November 2016 at... Sabrina Kinghorn
 Take a look at our new Blog section of the website - our first post explains what a ...	33 	1 	17 January 2017 at 16:49 Sabrina Kinghorn
 The #Planning team at #MeltonBorough Council are currently processing #repr...	85 	3 	5 January 2017 at 11:45 Sabrina Kinghorn
 #HappyNewYear everyone. We are looking forward to submitting #MeltonLocal...	34 	1 	1 January 2017 at 21:04 Buffer
 Take a look at more info for the proposals for new #roads for #MeltonMowbray in ...	144 	16 	29 December 2016 at... Buffer
 #Happy Christmas everyone!	33 	0 	25 December 2016 at... Buffer
 Ready for the next phase of Melton Local Plan. The team is processing final feed...	37 	4 	22 December 2016 at... Buffer
 @MeltonBC is inviting submissions for sites with potential for housing/employment...	28 	2 	22 December 2016 at... Buffer

## **APPENDIX 5 – Housing Delivery Workshop**

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### **Notes of Housing Delivery Workshop held at Parkside on the Monday 5<sup>th</sup> December 2016 at 10am – 12.30pm**

#### **Which stakeholders were invited?**

There were 84 stakeholders invited to the workshop, representing site owners/ representatives, affordable housing providers, planning agents, House Builders Federation, Developers, Housebuilders and estate agents.

#### **Who attended?**

33 people attended the workshop.

#### **The Presentation**

The meeting commenced at 10am with a welcome from Cllr Pru Chandler, the Chair of the Melton Local Plan Working Group. Cllr Chandler thanked all those in attendance and explained the importance of working together to achieve the aspirational approach of the draft plan.

Valerie Adams (VA), the Local Plan Manager introduced the workshop, explaining the purpose of the event and how the workshop would run.

The presentation commenced at 10.15am with VA giving an overview of the Borough and the housing opportunities as a result of the site allocations in the draft plan. It was identified that in the past five years there has been an average of 98 dwellings per annum being delivered and that a significant step change is required going forward.

Gemma Dring (GD) went on to explain the context in terms of what has happened in the past, identifying the housing delivery rates since 1994, the number of dwellings delivered on small and large sites, where dwellings have been located in terms of whether in the town or in the rural area and the level of affordable housing provision since 2002.

Land availability was also presented identifying the SHLAA process and the Five Year Land Supply Position Statement published in November 2016. The five year requirement was identified as 1729 including a 20% buffer and the capacity of dwellings available in the first five years was highlighted as 2634 giving a housing land supply of 7.6 years supply.

The trajectory was presented identifying the staggered approach to delivery moving from 220 in 2017/18 to 434 dwellings in 2021/22.

VA then went on to present information on viability, identifying that there will be no development unless a site is viable. The value areas prepared by the Cushman and Wakefield viability report were displayed for stakeholders to view and the areas explained.

VA introduced Ian Martin, the Head of Midlands Investment at the Homes and Community Agency who presented for 10 minutes on the Home Building Fund and the opportunities available to developers from the new scheme in providing a different source of funding, where traditional finance options could not be relied upon.

The presentation then moved on to the key issues in Melton Borough including the ageing population, attracting people to fill existing jobs and business expansions and the need for infrastructure to support growth. The headline figures were identified with 6125 homes being needed by 2036, with 5332 being provided on allocated sites.



GD then discussed the process for selecting the sites, covering availability, suitability, deliverability and viability. The site assessment process and the previous discussions with landowners/ agents on deliverability queries were covered as well as highlighting the need for the latest questionnaire which has been distributed to be returned by the 6<sup>th</sup> January 2017 with as much detail as possible.

The locations of the site allocations were identified stating that 3678 were provided for in the town, 1351 in Service Centre villages and 303 in Rural Hub villages.

The various opportunities were then presented, with sites broken down into size to demonstrate that there are opportunities available on a wide range of sites across the town and 17 of the villages in the Borough.

The significant step change in delivery required to achieve the aspirational approach of the plan was then identified, reinforcing the point that we need to uplift housebuilding overall.

The presentation was completed and the session then moved onto the first workshop at 11.05am.

The attendees were split into two groups dependent on their stakeholder role. Group A did one workshop exercise on deliverability whilst Group B carried out an exercise on viability.

### **Workshop 1A - Deliverability**

Workshop 1A sought to discover more local information on the deliverability of sites within Melton Borough. The stakeholders split into three groups and each group was facilitated by a member of the Local Plans team.

The questions and responses were:

- 1. How long does it take from being granted full planning permission to delivering the first dwelling on a site?**
- 2. How does this vary between small sites (less than 10) and larger sites?**

Question 1 and 2 were discussed and answered at the same time by all three groups. The three groups agreed that the timescales were often site specific and that the time taken to gain the relevant consents created a significant delay often prior to getting on site.

It was confirmed by all groups that once all consents were in place, smaller sites were quicker and easier to deliver and the expectation would be that houses were delivered within one year. For larger sites there were varying discussions due to the wide range of factors including in particular infrastructure requirements that impact on larger sites. It was identified that it would be reasonable to expect housing delivery to come forward within two years of consents being in place. This allows some scope for sites that need more preparatory work.

- 3. How many dwellings on average would be completed each year once a development is under way?**

Each group provided a slightly different answer to this question and the responses ranged from 35 dwellings per annum to 50 dwellings per annum.

- 4. Are there any factors that would alter the average annual delivery rate?**

Economic and market considerations (mortgage finance) were the key issues raised as having the biggest impact on deliverability. The lack of materials, (bricks and thermal insulation products were both identified) can create a problem for developers.

Infrastructure requirements can also delay schemes if the infrastructure is required prior to the delivery of housing.

A key issue also raised was the planning process, the use of complex and inflexible planning conditions that delay the start on site, such as the need for additional surveys and exploratory works.

One group was concerned that a sudden influx of land availability could stall delivery because there would be too much competition, in turn impacting on the viability of schemes.

**5. Does delivery depend on where a site is located? If so where are the variances and why?**

It was stated by one group that demand for delivery is site specific as well as location specific and that it can vary. However there is a general demand for housing in the Borough. There are market areas and some sites are more attractive to buyers than others, this is the case in all areas.

**Workshop 1B – Housing Market & Viability**

- 1. How strong do you think the housing market in Melton Borough is overall and in relation to surrounding housing market areas? and why?**
- 2. Figure 5.1 shows the average house prices achieved across the Borough in bands. Does it ring true? If not, why not?**
- 3. Are there important, more fine grained variations within the broad areas? If so, what are they (e.g. a particular housing market segment, such as retirement homes, top end executive housing, starter homes) and where are they?**
- 4. How do you think this might change going forward? And why? Are there any particular areas where this might change most? And why?**
- 5. Are there any market signals from the past that might help us to understand how the housing market might operate in the future? E.g. relative activity of volume housebuilders, small housebuilders and RSLs during housing market buoyancy and then recession from the mid 2000s to 2012, or anything from even earlier?**

Group B discussed these questions as a whole and looked at the current housing market as a discussion point.

It was considered there was a variance between the town and the villages in terms of demand and that in the villages there was limited demand for particular types of homes as due to additional costs of running a car and other household expenditure it works out cheaper to buy in the town.

There would be less CIL generated on smaller sites in rural areas.

The deliverability of the sites allocated in the draft plan was questioned in terms of where the evidence of deliverability was located.

A comment was also made that there are not enough small and medium sized builders who operate locally to develop all of the sites simultaneously. However it was noted that some of these smaller sites would be picked up by affordable housing providers.

Members of this group felt that it was difficult to say how strong the current housing market is in Melton town, because so few developments are coming forward. Persimmon said their scheme was selling well but may slow down if there was significant competition from other sites. The only way to avoid this would be to make sure the products being sold on different sites in the same area were complementary rather than competing for the same market share.

Smaller dwellings in the villages are difficult to move because of their affordability. Location adds a premium to the equivalent property price in Melton town and then people have additional outgoings in running a car that town based residents do not necessarily have.

Contributors in this group felt that the value areas seemed about right. Some housebuilders recognised the different sub markets in the Borough, operating from different offices to cover the area, or only operating in certain parts of the Borough.

Looking to the future, it was stated that the windfall figure could be higher than has been estimated in the figures and that the delivery of housing will be reliant on the strength of the economy going forward.

## **Workshop 2 - Boosting the supply of housing**

A tea and coffee break followed Workshop 1 before moving onto Workshop 2 which was to discuss what could be done by various stakeholder roles in the process to help boost the delivery of housing in the Borough. The answers are therefore split between roles below:

### **Local Planning Authority**

- Speeding up the time it takes to get planning applications validated and determined
- Applying less planning conditions to consents
- Clear prioritisation of what is required in terms of contributions from developments
- Ensuring that consultees are chased by the LPA for responses – particularly Highways at the present time
- Provide more information for Members prior to planning committee so that items do not get deferred and so that there can be a positive approach to the delivery of housing in the decision making process
- Better links with the Legal Team so that s106 negotiations are quicker
- Application of the validation list and could this be reviewed so that the requirements are more streamlined and reflective of the different sites coming forward
- Clearly set out affordable housing so that this can be factored in at the beginning of the process
- Stop charging for pre-application advice on housing schemes
- As there are cases where affordable housing can make a scheme viable, the LPA could hold a list of Registered Providers who are interested in taking on properties in the Borough, to provide to landowners/ agents/ developers
- Get Local Plan adopted so that there are site allocations to reassure landowners, developers and housebuilders
- LPA should hold details about funding providers to give to landowners/ developers and housebuilders
- Ensuring there are enough resources to deal with planning application and pre-application enquiries
- Better communication between officers and planning committee members
- Development Management instead of Development Control – concentrate on delivery rather than control
- Ensure approach is consistent
- Challenge consultees who ask for further information
- Hold a forum for small developers/ landowners not experienced in the planning process, to offer advice on how to bring sites forward

### **Landowner**

- More realistic about land values
- Investment in surveys up front to inform planning application process
- Getting pre-application advice before submission
- Releasing land at the appropriate time
- More dialogue needed with local community

#### **Agent/ Developer**

- Early and active engagement with LPA
- Providing the required information to the LPA upfront at the beginning of the application process
- Provide feedback to the LPA on how they found the service worked for them and what could be done better

#### **Housebuilder**

- Ensure there is not a skills shortage in the area by ensuring there are enough training opportunities
- Source materials that can be supplied more quickly

#### **Infrastructure Providers**

- Capacity of Electricity Infrastructure – 4 year lead in for new sub station
- Education – consideration of economies of scale
- Drainage – are Severn Trent performing?
- Engage with IDP
- Broadband provision in villages is a problem, Fibre optic is very limited
- Utility Companies – need to provide quicker and more effective service
- Need to plan for the future and be more proactive – we know the growth has to happen

#### **Funding Bodies**

- Funding needs to be more flexible
- Type of affordable housing provision required needs to be more flexible
- Funding periods are often limited to five years
- HCA – Investment opportunities need to be highlighted better

#### **Other Bodies that could improve the delivery rates in the Borough**

Highways – Need to be better resourced to have a more effective contribution into the planning process

Parish Council – Need to be more positive about the delivery of housing and engage and inform the process

Planning Inspectorate – Ensuring they take a consistent approach in determining appeals

Co-ordination of all those involved needs to be better managed

#### **Round Up**

The session closed at 12.30pm after the feedback from each group was provided by the Local Plan team members. VA thanked all attendees for their time and explained the importance of demonstrating the deliverability of sites, reiterating the need for questionnaires about sites to be provided by the 6<sup>th</sup> January 2017.

# APPENDICES RELATING TO FC CONSULTATION

## APPENDIX 6 – Statement of the representations procedure

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**PLANNING & COMPULSORY PURCHASE ACT 2004 (AS AMENDED)**

**TOWN & COUNTRY PLANNING (LOCAL PLANNING) REGULATIONS 2012**

**STATEMENT OF REPRESENTATIONS PROCEDURE & DOCUMENT AVAILABILITY**

**MELTON LOCAL PLAN: FOCUSED CHANGES ADDENDUM (JULY 2017)**

Melton Borough Council proposes to submit the Melton Local Plan to the Secretary of State of Communities and Local Government for independent examination. Before submitting the Melton Local Plan the Council is required to publish the document and invite the public to make representations on its legal compliance, compliance with the Duty to Co-operate and 'soundness'. This process occurred at the end of 2017. However, due to representations received and new evidence received, the Borough Council are now consulting on a number of small changes to the plan.

**Title of Document:** Melton Local Plan: Focused Changes Addendum (July 2017)

**Subject Matter & Area Covered:** The Melton Local Plan: Focused Changes Addendum includes amendments to the policies and proposals for:

FC1 – Spatial Strategy, FC2 – Sustainable Neighbourhoods, FC3 – Growth Strategy, FC4 – Housing Site Allocations, FC5 – Housing Mix, FC6 – Affordable Housing, FC7 – Gypsies and Travellers, FC8 – Economy, FC9 – Indoor Sport & Recreation, FC1- Infrastructure Delivery Plan, FC11 – Melton Transport Strategy, FC12 – Developer Contributions (CIL) and FC13 – Policies Map.

The summary document and attachments to all these changes can be viewed on this website at: <https://www.meltonplan.co.uk/copy-of-focussed-changes-to-plan>

**Making Representations:** Representations can be made either electronically or in writing between **13 July 2017** and **23 August 2017**. They can be made using the official representation form, which can be submitted by post or e-mail, or via the council's on-line consultation portal at <https://meltonboroughcouncil.citizenspace.com/>. Representation forms are available from the locations listed below or via the council website. **Representations should be received no later than 23 August 2017.**

Representations that are not made via the council's on-line consultation portal should be sent by post or e-mail to:

Planning Policy, Regulatory Services, Melton Borough Council, Parkside, Station Approach, Melton Mowbray, Leicestershire, LE13 1GH; E-mail: [planningpolicy@melton.gov.uk](mailto:planningpolicy@melton.gov.uk)

Anyone making representations can request to be notified when:

- the Melton Local Plan has been submitted for examination;
- the recommendations of the Planning Inspector appointed to carry out an independent examination of the Melton Local Plan are published;
- the Melton Local Plan is adopted; and
- state whether they wish to take part in the oral examination of the plan

**Availability of Documents:** the Melton Local Plan: Pre-Submission Draft and supporting documentation is available to view at the Council's Parkside Offices, Melton Mowbray during normal office opening hours and on our local plan website [www.meltonplan.co.uk](http://www.meltonplan.co.uk)

Copies of the plan will also be available to view at additional locations around the Borough and a number of public consultation events will be arranged where Planning Officers will be available to discuss the plan. For full details of these locations and events please visit our website [www.meltonplan.co.uk](http://www.meltonplan.co.uk); e-mail [planningpolicy@melton.gov.uk](mailto:planningpolicy@melton.gov.uk) or by telephone 01664 502502 and ask to speak to a member of the Planning Policy team.

## APPENDIX 7 – STATUTORY NOTICE

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**MELTON BOROUGH COUNCIL**  
**PLANNING & COMPULSORY PURCHASE ACT 2004 (AS AMENDED)**  
**TOWN & COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND) REGULATIONS 2012 AND**  
**THE COMMUNITY INFRASTRUCTURE LEVY REGULATIONS 2010**

**MELTON LOCAL PLAN: ADDENDUM OF FOCUSED CHANGES CONSULTATION (JULY 2017)**

In accordance with regulation 19 of the Town & Country Planning (Local Planning) (England) Regulations 2012, Melton Borough Council has published an 'Addendum of Focused Changes' to the Melton Local Plan ('pre-submission draft'). This is to allow representations to be made on its legal compliance, compliance with the Duty to Co-operate and the soundness of the focused changes suggested, prior to submission of the local plan to the Secretary of State for Communities and Local Government for independent examination.

The Melton Local Plan: Addendum of Focused Changes sets out the main proposed changes to the Pre Submission Draft Melton Local Plan that respond to new information and analysis published or completed since the draft Local Plan was published in November 2016. The Addendum sets out all the main proposed changes to policies and reasoned justification of the draft Local Plan as well as some associated consequential changes, as a result of the inter-related nature of several of the strands of the Local Plan, the reasoned justification, map-based sections and the evidence base. The main proposed changes can be viewed at: <https://www.meltonplan.co.uk/focused-changes-to-plan>.

The Council is now inviting representations on the Addendum of Focused Changes only. Any representations received on the Addendum of Focused Changes will be considered alongside the representations already received on the pre-submission draft Local Plan in November-December 2016 by a Planning Inspector conducting the examination. The purpose of the examination is to consider whether the Local Plan complies with the legal requirements and is 'sound' against the tests of soundness set out in paragraph 182 of the National Planning Policy Framework.

### **COMMUNITY INFRASTRUCTURE LEVY – PRELIMINARY CHARGING SCHEDULE**

**Under Regulation 15 of the Community Infrastructure Levy Regulations 2010 the Council is also consulting on the Community Infrastructure Levy Preliminary Draft Charging Schedule.**

The period during which representations may be made for both consultations is from **Thursday 13<sup>th</sup> July, 2017 to Wednesday 23rd August, 2017** inclusive. Late representations cannot be accepted.

Representations can be made electronically using the council's on-line consultation portal – <https://meltonboroughcouncil.citizenspace.com> or in writing (using the formal representation form - available online or by request). The form and associated guidance notes can be obtained from the Council Offices, the council's website [www.meltonplan.co.uk](http://www.meltonplan.co.uk) or by e-mailing the Planning Policy team. All representations should be posted or e-mailed to the address below.

Any representations may be accompanied by a request to be notified when the Local Plan has been submitted for independent examination, when the Inspector's Report is published and/or when the Local plan is adopted.

The Addendum of Focused Changes, Community Infrastructure Levy Preliminary Draft Charging Schedule (CIL), Addendum Sustainability Appraisal Report and other supporting evidence and documentation have been published on the Council's website at: [www.meltonplan.co.uk](http://www.meltonplan.co.uk). The consultation documents can also be viewed at the Parkside Offices, Station Approach, Melton Mowbray, LE13 1GH during normal office hours.

The Addendum of Focused Changes, the Preliminary Draft Charging Schedule and other relevant supporting documentation will also be available to view at additional locations around the Borough and a number of public consultation events will be arranged where Planning Officers will be available to discuss the consultation documents and explain how to have your say. For full details of these locations and events please visit our website [www.meltonplan.co.uk](http://www.meltonplan.co.uk), e-mail: [planningpolicy@melton.gov.uk](mailto:planningpolicy@melton.gov.uk) or telephone 01664 502502 and ask to speak to a member of the Planning Policy team. A copy of any of the published documents (those on the website) can be requested from the local planning authority.

Any enquiries should be directed to: Planning Policy  
Regulatory Services  
Melton Borough Council  
Parkside, Station Approach  
Melton Mowbray  
Leicestershire LE13 1GH

Tel: 01664 502502

E-mail: [planningpolicy@melton.gov.uk](mailto:planningpolicy@melton.gov.uk)

**J. Worley**  
**Head of Regulatory Services**  
**13<sup>th</sup> July, 2017**

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## APPENDIX 8 – STAKEHOLDERS

### LIST OF CONSULTEES/STAKEHOLDERS

The tables below show all the lists that were consulted upon during the focused changes addendum phase of the Melton Local Plan.

#### 7. AGENTS/PROFESSIONALS AND LANDOWNERS

Organisations	
Allied Surveyors	LGS Consulting
Andrew Granger	Marrons
Anscer Spa	McGough Planning
Arcus Consulting	Midwest planning
Aspbury Planning	Muller Property
BDW	Nexus Planning
Bidwells	NHS Property Services Ltd
Caistor Properties Limited	Nicholson Gordon Law
Capita	Planning Agent
Define	Planning Potential Ltd
DLP Planning	Planware Ltd
Framptons Planning	Rapleys
Godfrey-Payton	Rural Insight
GVA	Samworth Brothers Limited
Hayward McMullan	Savills
Heaton Planning	Savills at Smith Gore
HSSP Architects	Savills incorporating Smiths Gore
Hughes Planning	SSA Planning
IBA Planning	Stainton Planning
Indigoplanning	Stratus Environmental
JH Walter	Tetlow King Planning
Kier	Thomas Vale Construction
Lambert Smith Hampton	Wooley

#### 8. PARISH COUNCILS

Ab Kettleby	Hoby with Rotherby
Asfordby	Kirby Bellars
Bottesford	Long Clawson
Burton and Dalby	Nether Broughton
Croxton Kerrial	Scalford
Frisby	Somerby
Gaddesby	Waltham and Thorpe Arnold
Waltham on the Wolds	Wymondham



## 9. LOCAL PLAN CORPORATE LIST

Ab Kettleby	LGS Consulting
Allied Surveyors	Long Clawson
Andrew Granger	Marble Property
Andrews Consulting	Marrons
Anscer Spa	Marrons Planning Leicester
Arcus Consulting	Mars UK
Asfordby	McGough Planning
Aspbury Planning	Melton Borough Council
Bidwells	Midwest planning
Bottesford	Natural England
Bottesford Cottage	Nether Broughton and Dalby
BrotherMailer	Nexus Planning
Broughton and Old Dalby	NHS Property Services Ltd
Burton and Dalby	Nicholson Gordon Law
Caistor Properties Limited	Onyx Interiors Ltd
Capita	Owner
Childminder	Plan Info
Croxton Kerrial	Planit-X
Define	Planning Agent
Define	Planning Agent - RP and G
Dev Plan	Planning Potential Ltd
DLP Planning	Planware Ltd
Environment Agency	Rapleys
Framptons Planning	Rural Community Council
Frisby OTW	Rural Insight
Godfrey-Payton	Rutland Council
GVA	Samworth Brothers Limited
Hamilton Lawn Tennis Club	Savills
Hayward McMullan	Savills incorporating Smiths Gore
Heaton Planning	Somerby
Historic England	South Kesteven Council
Hoby with Rotherby	SSA Planning
HSSP Architects	Stainton Planning
Hughes Planning	Stratus Environmental
IBA Planning	Tetlow King Planning
Indigoplanning	The Coal Authority
JH Walter	The Polish Club
Kier	Wooley
Knossington & Cold Overton	Your Locale
Larkfleet Homes	
Leicester Shire Promotions	

## 10.MELTON LOCAL PLAN POSTAL RESIDENTS

62 residents were notified of the Local Plan consultation by post

## 11.DUTY TO CO-OPERATE LIST

Arriva Midlands	Lincolnshire County Council
East Leicestershire & Rutland Clinical Commissioning Group	National Grid
Highways England	NHS England – Midlands and East
Leicester City NHD Clinical Commissioning Group	Nottinghamshire County Council
Leicestershire Police	Office of Rail and Road
Leicestershire Fire and Rescue	West Leicestershire CCG
South Lincolnshire CCG	

## 12.CIL reference group

Ancer Spa	Barratt Homes
Magnum Care	EMHA
Richard Watkinson	Grace Machin
NCHA	Savills
Newton Fallowell	Muir
Westleigh	Middletons
Environment Agency	Waterloo
Derwent Living	Jelson

## 13.REFERENCE GROUP

66 people were contacted who had previously been involved in the Melton Local Plan as reference group members.

## 14.ADDITIONAL KEY STAKEHOLDERS EMAILED

Civil Aviation Authority	East Leicestershire Clinical Commissioning Group
West Lincolnshire Clinical Commissioning Group	West Leicestershire Clinical Commissioning Group
Leicester City Clinical Commissioning Group	Hinckley and Bosworth Borough Council
Homes and Communities Agency	Leicester and Leicestershire Local Enterprise Partnership
Leicestershire and Rutland Police and Crime Commissioner	Lincolnshire Police and Crime Commissioner
Local Nature Partnership	Nottingham Police and Crime Commissioner
Office of Rail and Road	Rushcliffe Council

Rutland Council	Severn Trent
Cadent Gas (National Grid)	Westernpower
British Gas	Kirby PC
Wyville PC	Colstonbassett PC
Orston PC	Hickling PC
Upper Broughton	Flintham PC
Denton PC	Wymeswold PC
Colsterworth with Gunby and Stainby PC	Thrussington PC
Seagrave PC	Alverton and Kilvington PC
Queniborough PC	Rearsby PC
Owston & Newbold PC	Skillington PC
Langar Cum Barnstone	South Witham PC
Marefield PC	Market Overton PC
South Croxton PC	Kinoulton PC
Braunston PC	Oakham PC
Langham PC	Braunston in Rutland PC
Walton on the Wolds PC	

## 15.WEBSITE SUBSCRIBERS

236 website subscribers were informed about the consultation. This was shared and we received over 824 views and 53 clicks onto the website to find out more.

Key business addresses in this list included:

Name	
Anglian Water	Allwallz
Assured Ltd	Andy Jackson – LCC
Bar Woodland	AR Group
Bottesford PC	Barratt Homes
Brown	Barton Willmore
Chickadeebranding	BCS
Darlington Council	BE event hire
Fisher German	Chris Dennis
Go holdings	David Simmonds
GS Developments	Dewpoint Marketing
Haston Reynolds	Ericsson
HBB solutions	Foreman Family
Hill Trident	Formlogica
Hinckley Bosworth Council	GD Midlands
Historic England	Gladman
Indigo Planning	HCA
Landmark Planning	Iplan solutions
Landmark Planning	Jelson
Marilyn Robertson	McGough Planning
Northern Trust	MJ Gleeson
Oxalis Planning	Pegasus PG
Oxalis Planning	Planit X

Pendle Planning	Ricborough Estates
Quest consulting	RPS Goup
Rural Insight	Savill
Savills	Sulley
Strutt and Parker	Tyler Grange
Theatres Trust	Warwick grad
Troy Planning	Which
UK Gateway	William Davis
WHP Limited	Wilson Bowden
	Allwallz

#### 16. OTHERS (BY PHONE)

Airport Operators Association	National Trust
The Ancient Monuments Society	Pollice Liasion officer
Anglian Water Services	Ramblers
The Belvoir Estate	Severn Trent Water
British Gas	Western Power
British Geological Survey	MOD
British Toilet Association	Aircraft Control
Canal and River Trust	Achaeology
BT Group PLC	British Horse Society
CBI East Midlands	central networks
The Church Commissioners	Civil Aviation Authority
Commission for Architecture and the Built Environment	cycle routes
Campaign to Protect Rural England (Leicestershire)	East Midlands Airport
Country Land & Business Association	ecology
The Crown Estate	Footpaths
Diocesan Board of Finance Leicestershire	Drainage Board
Disabled Persons Transport Advisory Committee	Leicestershire and Rutland Garden Trust
East Midlands Trains	Melton Mowbray and District Civic Society
Energy Saving Trust	OPUN
Equality and Human Rights Commission	RAF Cottesmore
Farming and Wildlife Advisory Group	RAGE
Fields in Trust	Rights of Way
Forestry Commission	Highways England
The Garden History Society	Leicestershire County Council (Highways)
Groundwork Leicester and Leicestershire	Woodland Trust
LLEP	Melton District Manager
Urban Design Group East Midlands	Health Care Serviices
VAL	Network Rail
Voluntary Action Melton	East Leicestershire & Rutland CCG (Clinical Commissioning Group)
Society for the protection of Ancient Buildings	Blaby
Grantham Canal Partnership	Hinckley and Bosworth

Disabled Persons Transport Advisory Committee	Oadby and Wigston
The Church Commissioners	Charnwood
British Geological Survey	Harborough
British Toilet Association	Leicester City
The Ancient Monuments Society	Harborough
Sport England	Leicestershire (minerals)
Mobile Phone Operators Association	Natural England
Coal Authority	Network Rail
East Midlands Councils	Highways Agency
Historic England	Homes and Communities Agency
Environment Agency	

# APPENDIX 9 – ADVERTS

GRANTHAM JOURNAL – 21 JULY 2017

**PUBLIC NOTICES**

**MELTON BOROUGH COUNCIL**

PLANNING COMPLIANCE PURSUANT ACT 2004 (AS AMENDED)  
TOWN AND COUNTRY PLANNING LOCAL PLANNING (ENGLAND) REGULATIONS 2012 AND 1988 COMMUNITY DEVELOPMENT LEVY REGULATION 2010  
MELTON BOROUGH PLANNING OFFICIALS CHAMBER CONSULTATION  
(JULY 2017)

In accordance with regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012, Melton Borough Council has published an 'Addendum of Proposed Changes to the Melton Local Plan (as amended on 26/07/17) for your consideration and comment on 16 July 2017. Please consult with the Duty to Cooperate members on the Council's design approach to any comments on the Duty to Cooperate and Local Government for independent consideration.

The Melton Local Plan Addendum of Proposed Changes to the Local Plan (as amended) and an addendum to the Local Plan (as amended) and the Local Plan (as amended) will be published on 22nd July 2017 and will be subject to the provisions of the Local Planning (England) Regulations 2012. The Addendum will be published on 22nd July 2017 and will be subject to the provisions of the Local Planning (England) Regulations 2012. The Addendum will be published on 22nd July 2017 and will be subject to the provisions of the Local Planning (England) Regulations 2012.

The Council is considering representations on the Addendum of Proposed Changes only and the public may still bring objections to any representations received at the Addendum of Proposed Changes will be considered alongside the representations and will not be considered as part of the Local Plan.

The Addendum of Proposed Changes will be published on 22nd July 2017 and will be subject to the provisions of the Local Planning (England) Regulations 2012.

Representations may be made to the Council on the Addendum of Proposed Changes, available and on or by email or otherwise during the consultation period.

Any representations may be made to the Council on the Addendum of Proposed Changes, available and on or by email or otherwise during the consultation period.

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**SOUTH KESTEVEN DISTRICT COUNCIL**

Town & Country Planning (General Development Order Procedure) Order 1988 Article 8 Planning 5 (and Buildings & Construction) Reg. Act 1990 Notice of Application

Proposed developments by:  
Name: Mr & Mrs M. Alford  
Location: The Farmstead, Hill Lane, Humberby NG21 5JH

Proposal: Proposed 10 conversion including alterations to the roof and installation of corner window

App. Ref: 17/1206  
Location: Hill Lane, Humberby (Ordn)

Name: Mr. Chubb/Hogbin  
Location: Posh House, Cambridge Road, Newark Lincolnshire NG24 1DP

Proposal: Conversion of existing garage by removing existing hedge and space with building walls after allow the new opening and creation of garage driveway

App. Ref: 17/1211  
Location: Posh House (Development) W in a Conservation Area

Name: Mr Steve Raby  
Location: Wychnor Park 141 Avenue, Grantham Lincolnshire NG23 6BB

Proposal: Section 10 application for the removal of Condition 2 (Approved Plans) of 17/02/14

App. Ref: 17/1208  
Location: Wychnor Park (Development) W in a Conservation Area

Name: Mr Alan Gade  
Location: Farm Cottage, Low Road, Methering Lincolnshire NG22 8NQ

Proposal: Alteration and single storey extension to built 16.7m x 6.7m to allow access to existing house

App. Ref: 17/1207  
Location: Farm Cottage (Listed Building)

Name: Mr Alan Gade  
Location: Farm Cottage, Low Road, Methering Lincolnshire NG22 8NQ

Proposal: Extension to an extension of built four single storey building house

App. Ref: 17/1208  
Location: Farm Cottage (Listed Building) (Development) W in a Conservation Area

I hereby give notice the application and accompanying plans and drawings and intend to submit them to the Council for consideration.

The Local Government (Access to Information) Act 2004 requires that any written correspondence be made available for public inspection and will form part of the public record. It is the responsibility of your comments in questions and any correspondence will be open to the public. Any comments made will be processed in accordance with the Data Protection Act and used for the purpose of administering the application. However, details of the nature and address of the site will be made available for public inspection and may be published on the Council's website. However, telephone numbers and email addresses will not be published. By submitting representations you consent that you agree to this and accept responsibility for your comments.

Anyone may contact the planning application or whether finally notified or not. If you wish to make representations about the application you should write to the District Council at Development Management, Council Offices, St Peter's Hill, Grantham, NG21 8PZ, email: planning@southkesteven.gov.uk or on line: www.southkesteven.gov.uk/planning to be received no later than:

15th August 2017  
Paul Thomas  
Executive Manager  
Development & Growth

**SOUTH KESTEVEN DISTRICT COUNCIL**

NOTICE OF INTENTION OF ELECTION EXPENSES  
Election of Member of Parliament for the Grantham and Stamford Constituency

The Acting Returning Officer for the Grantham and Stamford Constituency hereby gives notice that the return and declaration as to election expenses of the candidates and election agents listed below have been made:

Name of Candidate	Qualification	Name of Election Agent
Nicholas Rowland Coleridge NG20 2JG	The Conservative Party Candidate	William Gleave
Mark Anthony PARRISON	Labour Party	Lisa Holmes
Andie Anabelle Crawshill	Liberal Democrat	Garage Remission
Marlene Rose Newling	UKIP	Julian Vincent Stevens
Rebecca THACKRAY	Green Party Candidate	Mr Andrew

At the date of this notice, the return and declaration have not been made in respect of the following:

Name of Candidate	Qualification	Name of Election Agent
Wendy MARTINEZ	Independent	Accountants Harwood

These return and declaration, including the accompanying documents, may be inspected at South Kesteven District Council, Council Offices, St Peter's Hill, Grantham, NG21 8PZ (please contact the Elections section on 01753 41688) during office hours 9.30am to 5.00pm.

Acting Returning Officer  
Council Offices  
St Peter's Hill  
Grantham  
NG21 8PZ

Dated 21 July 2017

**Department for Transport**

TOWN AND COUNTRY PLANNING ACT 1990

The Secretary of State gives notice of an Order made under Section 247 of the above Act entitled "The Stopping up of Highways (East Midlands) (No.22) Order 2017" authorising the stopping up of an entire part-width of North Parade at Grantham in the District of South Kesteven, to enable development as permitted by South Kesteven District Council, reference S16/103.

Copies of the Order may be obtained, free of charge, from the Secretary of State, National Transport Customer Team, Travelodge House, Silvester Road, Newark, Nottingham, Nottingham, open 9am to 5pm, 7 days, or national transport.gov.uk (posting NATTRANSMISC070315) and may be inspected during normal opening hours at South Kesteven District Council, St Peter's Hill, Grantham, Lincolnshire, NG21 8PZ.

Any person aggrieved by or desiring to question the validity of or any provision within the Order, on the grounds that it is not within the powers of the above Act or that any requirement or regulation made has not been complied with, may, within 6 weeks of 21 July 2017 apply to the High Court for the suspension or quashing of the Order or of any provision included.

G Patrick, Customer Manager

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**LINCOLNSHIRE COUNTY COUNCIL**

ROAD TRAFFIC REGULATION ACT 1984  
TEMPORARY RESTRICTION TO TRAFFIC  
(HEYDOUR - CHURCH LEEB)

NOTICE IS HEREBY GIVEN that LINCOLNSHIRE COUNTY COUNCIL has made an Order on Church Lane to allow for essential maintenance works to be carried out.

The effect of the Order will be to close the road to traffic in the vicinity of Ouseby Road.

Access will be maintained to properties on the affected length of road but may be subject to delays.

The works are expected to commence on or about 25 July 2017 and continue for approximately 2 weeks.

The Order will come into operation on 25 July 2017 and will continue in force for a period of 18 months or the completion of the works whichever is the sooner.


The restrictions shall only apply during such hours and on such days as shall follow here:

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**PPI DEADLINE?**

**A deadline may be imposed to end PPI Claims**

**Not sure if you ever had PPI, we can find out for you!**

The Finance Conduct Authority are considering ending PPI claims with a deadline date. If the deadline date passes, you could miss out on the chance to claim up to **£5,000!**

## MELTON BOROUGH COUNCIL

PLANNING & COMPULSORY PURCHASE ACT 2004 (AS AMENDED)

TOWN & COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND) REGULATIONS  
2012 AND THE COMMUNITY INFRASTRUCTURE LEVY REGULATIONS 2010

MELTON LOCAL PLAN: ADDENDUM OF FOCUSED CHANGES CONSULTATION  
(JULY 2017)

In accordance with regulation 19 of the Town & Country Planning (Local Planning) (England) Regulations 2012, Melton Borough Council has published an 'Addendum of Focused Changes' to the Melton Local Plan ('pre-submission draft'), to allow representations to be made on its legal compliance, compliance with the Duty to Co-operate and soundness on the focused changes suggested prior to submission to the Secretary of State for Communities and Local Government for independent examination.

The Melton Local Plan: Addendum of Focused Changes includes main items of new information and analysis published or completed since the draft Local Plan was published in November 2016 and the significant changes arising out of it as suggested modifications. The Addendum brings together all the proposed changes alongside setting out some further changes that are consequential, as a result of the inter-related nature of several of the strands of the Local Plan, the written and map-based sections and the evidence base and reasoned justification. The main changes can be viewed at: <https://www.meltonplan.co.uk/focused-changes-to-plan>

The Council is now inviting representations on the Addendum of Focused changes only and the preliminary draft charging schedule. Any representations received on the Addendum of Focused Changes will be considered alongside the representations already received on the pre-submission draft Local Plan in Nov-December 2016 by a Planning Inspector conducting the examination. The purpose of the examination is to consider whether the Local Plan complies with the legal requirements and is 'sound' against the tests of soundness set out in paragraph 182 of the National Planning Policy Framework.

### COMMUNITY INFRASTRUCTURE LEVY – PRELIMINARY CHARGING SCHEDULE

Under Regulation 13 of the Community Infrastructure Levy Regulations 2010 the Council is also consulting on the Community Infrastructure Levy Preliminary Draft Charging Schedule

The period during which representations may be made for both consultations is from Thursday 13th July, 2017 to Wednesday 23rd August, 2017 inclusive. Late representations cannot be accepted.

Representations can be made in writing (using the formal representation form - available online or by request) or electronically using the council's on-line consultation portal - [meltonboroughcouncil.citizenspace.com](http://meltonboroughcouncil.citizenspace.com). The form and associated guidance notes can be obtained from the Council Offices, the council's website [www.meltonplan.co.uk](http://www.meltonplan.co.uk) or by e-mailing the Planning Policy team. All representations should be posted or e-mailed to the address below.

Any representations may be accompanied by a request to be notified when the Local Plan has been submitted for independent examination, when the Inspector's Report is published and/or when the Local plan is adopted.

The Addendum of Focused Changes, Community Infrastructure Levy Preliminary Draft Charging Schedule (CIL), Addendum Sustainability Appraisal Report and other supporting evidence and documentation have been published on the Council's website at: [www.meltonplan.co.uk](http://www.meltonplan.co.uk). The consultation documents can also be viewed at the Parkside Offices, Station Approach, Melton Mowbray, LE13 1GH during normal office hours.

The addendum of focused changes, copies of the Preliminary Draft Charging Schedule and other relevant supporting documentation will also be available to view at additional locations around the Borough and a number of public consultation events will be arranged where Planning Officers will be available to discuss the plan and explain how to have your say. For full details of these locations and events please visit our website [www.meltonplan.co.uk](http://www.meltonplan.co.uk), e-mail: [planningpolicy@melton.gov.uk](mailto:planningpolicy@melton.gov.uk) or telephone 01064 502502 and ask to speak to a member of the Planning Policy team. A copy of any of the published documents (those on the website) can be requested from the local planning authority.

J Worley  
Head of Regulatory Services

Dated: 20th July 2017

Parkside  
Station Approach  
Burton Street  
Melton Mowbray LE13 1GH





THURSDAY, JULY 20, 2017 LEICESTER MERCURY

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**MELTON BOROUGH COUNCIL**  
 PLANNING & COMPULSORY PURCHASE ACT 2004 (AS AMENDED)  
 TOWN & COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND)  
 2011 AND THE COMMUNITY INFRASTRUCTURE Levy REGULATIONS 2016  
 MELTON LOCAL PLAN: ADDENDUM OF FOCUSED CHANGES CONSULTATION  
 (JULY 2017)

In accordance with regulation 19 of the Town & Country Planning (Local Planning) (England) Regulations 2015, Melton Borough Council has published an Addendum of Focused Changes to the Melton Local Plan (the addendum) to allow representations to be made on its final consultation. The addendum is available to view on the Council's website at [www.melton.gov.uk](http://www.melton.gov.uk) and is available to view on the Council's website at [www.melton.gov.uk](http://www.melton.gov.uk) and is available to view on the Council's website at [www.melton.gov.uk](http://www.melton.gov.uk).

**COMMUNITY INFRASTRUCTURE LEVY - PRELIMINARY CHARGING SCHEDULE**

Under Regulation 15 of the Community Infrastructure Levy Regulations 2016 the Council is also consulting on the Community Infrastructure Levy Preliminary Charging Schedule.

The period during which representations may be made for both consultations is from Thursday 13th July 2017 to Wednesday 23rd August 2017 inclusive. Late representations cannot be accepted.

Representations can be made in writing using the format appropriate to the addendum or the preliminary charging schedule. Any representations received on the Addendum of Focused Changes will be considered through the representations already received on the pre-submission draft Local Plan in November 2016. Any representations received on the Preliminary Charging Schedule will be considered through the representations already received on the pre-submission draft Local Plan in November 2016. Any representations received on the Preliminary Charging Schedule will be considered through the representations already received on the pre-submission draft Local Plan in November 2016.

**NEW/REPAIRS TYRES**  
 0116 251 6424  
 Unit 4, Jarvis Street Industrial Estate LE3 5JH

**CITY OF LEICESTER LEICESTER CITY COUNCIL**

**THE ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1) AS AMENDED BY THE ROAD TRAFFIC REGULATION (TEMPORARY RESTRICTIONS) ACT 1991**

**THE LEICESTER (ALBERT ROAD) (TEMPORARY) TRAFFIC REGULATION ORDER 2017**

NOTICE IS HEREBY GIVEN that the Leicester City Council intend, not less than seven days from the date of this Notice, to make an Order under Section 14(1) of the Road Traffic Regulation Act 1984, the effect of which will be, for the following anticipated period of time to:-

Prohibit the driving of all vehicles and prohibit parking, waiting, loading or unloading at any time (both sides) on Albert Road between its junction with London Road and Water Road between 4.30 am on Monday 31st July 2017 and 4.30 am on Friday 29th August 2017.

Diversion: London Road, Stonegate Road, Albert Road.

This Order is considered necessary due to gas main renewal works taking place and to prevent the likelihood of danger to the public.

The Order will come into effect on the 31st July 2017 and will continue in force for up to 18 months, or until the works are completed, whichever is the earlier.

Emergency access will be maintained at all times.

Any queries regarding the scheme should be made to Lauren Bennett (8902) on telephone number 0324 781 426.

Dated this 20th day of July 2017.

Andrew L. Smith  
 Director of Planning, Development and Transportation, Leicester City Council, City Hall, 115, Clarendon Street, Leicester, LE1 7FZ

**Public Notices**

**NOTICE OF APPLICATION FOR A NEW PREMISES LICENCE**

Name of applicant:  
**The Chef's Flavours**

Postal address of premises:  
**Unit A, Foundry Lane, Leicester, LE1 2RU**

Details of Application:  
**A 6 seater seating capacity restaurant is applying for a licence to serve alcohol with meals during the following times:**  
**Monday Tuesday Wednesday Thursday and Sunday, from 17.00 to 23.00**  
**Friday and Saturday, from 17.00 to 01.00**

The Licensing Register can be inspected at any time by visiting [www.melton.gov.uk/licensing](http://www.melton.gov.uk/licensing). During office hours (9.00am to 5.00pm) any representation relating to this application must be made in writing to the Licensing Authority by 21st August 2017. It is an offence knowingly or recklessly to make a false statement in connection with an application. The maximum fine on summary conviction for this offence is £5,000.

**BOOK ONLINE**

**GOODS VEHICLE OPERATOR'S LICENCE**

Lutterworth Logistics Limited trading as Lutterworth Logistics Limited of the Warehouse Estate, Cambridge Road, Wetherstone, LE18 6JH is applying for a licence to use Lorain, Centaur van, Mercedes Benz Park Leicester, LE17 9BB as an operating centre for 10 goods vehicles and 8 trailers.

Owners or occupiers of land (including buildings) near the proposed centre who believe that their use or enjoyment of that land would be affected, should make written representations to the Traffic Commissioner at Hillcrest House, 366, Hillcrest Lane, Leicestershire LE4 6JF stating their reasons, within 21 days of the notice. Representations to the Traffic Commissioner should be accompanied by a copy of their representations to the applicant at the address given at the top of this notice. A Guide to making representations is available from the Traffic Commissioner's Office.

**Public Notices**

**THE LEICESTERSHIRE COUNTY COUNCIL (VARIOUS ROADS IN THE PARISH OF MARSHFIELD, UREBY AND GLENFIELD) (TEMPORARY PROHIBITION OF THROUGH TRAFFIC) (TEMPORARY PROHIBITION OF 30 MPH SPEED LIMIT) (TEMPORARY PROHIBITION OF RIGHT TURN AND TEMPORARY PROHIBITION OF LEFT TURN) ORDER 2017**

NOTICE IS HEREBY GIVEN that the Leicestershire County Council intend, not less than 7 days from the date of this notice, to make an Order under Section 14(1) of the Road Traffic Regulation Act 1984, the effect of which will be to allow for the closures/restrictions of those lengths of roads specified in the Schedule to this Notice. No speed limit imposed by this order applies to vehicles being used in accordance with regulation 54(1) of the Road Traffic Exemptions (Special Forces) (Variation and Amendment) Regulations 2011 when used in accordance with regulation 3(3) of those Regulations. The roads are being closed/restricted for public safety to allow bridge waterproofing works, installation, testing and calibration of road signs, street furniture and safety cameras to be undertaken. Any member of the public requiring further information should contact Leicestershire Highways on 0116 3000001. It is expected that work will start at 0700 hours on 31st July 2017 and last for approximately 1 month. The order will come into force when the appropriate signs are erected on 31st July 2017 and have a maximum duration of 12 months. Closure details will be confirmed locally in due course. The Leicestershire County Council apologises for any inconvenience caused during the duration of the Order. During the closures, the alternative route available to all affected will be:-

**Bridge Waterproofing Works**  
 A50, M1020, M1021, A46, A50 and vice versa for the closure between Field Head and A46 roundabout  
**Installation, Testing and Calibration of road signs, street furniture and safety cameras and resurfacing works**  
 A50, M1020, M1021, A46, A50 and vice versa for the closure between Field Head and A46 roundabout  
 A46, Armeley Lane, A563 and vice versa

**SCHEDULE 1**  
 Temporary Prohibition of Through Traffic  
**Bridge Waterproofing Works**  
 The A50 Eastbound will be closed from the Field Head roundabout to the roundabout at the junction with the A46. The entry and exit slip road from Newtown Lintard and Goby to the A50 Southbound will be closed for the duration of the works.  
**Installation, Testing and Calibration of road signs, street furniture and safety cameras and resurfacing works**  
 The A50 Eastbound will be closed from the Field Head roundabout to the roundabout at the junction with the A563. The A50 Westbound will be closed from the roundabout at the junction with the A463 to the Field Head roundabout. The entry and exit slip road from Newtown Lintard and Goby to the A50 Southbound will be closed for the duration of the works of the bridge waterproofing works.

**SCHEDULE 2**  
 Temporary Prohibition of 30 MPH Speed Limit  
**Bridge Waterproofing Works**  
 The A50 from the permanent 40 mph speed limit to approximately 100 metres south of the Goby entry slip road.  
**Installation, Testing and Calibration of road signs, street furniture and safety cameras and resurfacing works**  
 The A50 from the permanent 40 mph speed limit to the roundabout at the junction with A563 in an eastbound direction and from the A563 to the Field Head roundabout in a westerly direction.  
**SCHEDULE 3**  
 Temporary Prohibition of Right Turn, Motorway  
**Bridge Waterproofing Works**  
**Installation, Testing and Calibration of road signs, street furniture and safety cameras and resurfacing works**  
 From Newtown Lintard Lane. Goby onto the slip road.  
**SCHEDULE 4**  
 Temporary Prohibition of Left Turn, Motorway  
**Bridge Waterproofing Works**  
**Installation, Testing and Calibration of road signs, street furniture and safety cameras and resurfacing works**  
 From Lane Drive onto the A50  
 Dated 20th July 2017  
 Lauren Haslam, Director of Law and Governance, County Hall  
 Glenfield Leicester LE3 8BA

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## **APPENDIX 10 – Overview of drop-in events**

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Melton Borough Council held drop-in events over the Melton Local Plan Focused Changes consultation period to give everyone the opportunity to learn more about the proposed changes and ask any questions.

Around 310 people attended all the events, held at:

1. Bottesford - 25 July 2017 - 100
2. Somerby - 26 July 2017 - 30
3. Waltham - 31 July 2017 - 30
4. Long Clawson - 1 August 2017 - 65
5. Melton Mowbray - 3 August 2017 - 45
6. Frisby - 9 August 2017 – 40

### **1.0 BOTTESFORD**

We had about 100 people attend. There were some strong objections to:

- Too many houses being proposed for Bottesford which can't cope with the current level of traffic and parking in the whole of village
- Rectory Farm attracted a lot of objection over access and flooding issues
- Recreational use (dog walking) around one of the allocations
- Capacities issues with the sites – lots of queries on how these are calculated
- Area of Separation on BOT1

We explained what's in the plan and why it has changed in the focused change, the methodologies we used and told them to make their representations formally through commenting online or via the forms.

There were also general issues around:

Struggling to find documents – we showed lots of people that all the documents were there and showed them how to navigate through the website.

### **2.0 SOMERBY**

There were about 30 people in all and some people stayed for over 1.5 hours.

Main issues and potential responses

- Strong concerns over Somerby being a service centre – concerns about school capacity, post office that remains open only for 2 days a week, GP surgeries. We discussed with them the updated information on the services and facilities in the village that have helped determine the status of the villages as service centres / rural hubs or rural settlements.
- Traffic and parking on High Street (SOM2 allocation of 42 houses) – we informed them that the future development must incorporate in its design and layout the parking for the future homes within the proposal on the site.
- Housing requirement number – why, where and how this requirement was arrived at, and why a requirement in Somerby – we told them about HEDNA and Towards the Melton Housing Requirement report and how and why we have arrived at our requirement, and how it fits into the needs and provision across the wider housing market area..
- Employment issues – saying there are no jobs within Somerby to attract more houses, people will come and live here and travel to work elsewhere – is not sustainable. We explained to them about the L&L HMA that we are a part of and that we cannot be planning for Melton or only Somerby in

isolation, we have to look at the commuting patterns, employment, future homes etc. On this also told them about the development strategy about 65/35 split between Melton and villages etc. Melton being most sustainable, takes the bulk of development.

- We reminded a lot of people about the numbers in Somerby being for the next 20 years, not something that may happen just all at once.
- Somerby lacks gas, broadband, jobs etc.
- Flooding issues – waterlogging near sites – water table not taken into account for SOM3, SOM1
- Conservation area boundary change has been pointed out earlier to MBC
- Bus service frequency

### **3.0 WALTHAM**

Around 30 people attended the Waltham drop in session for the focused changes consultation.

Questions raised during the session included:

- Water Board – will there be enough water?
- Boundary line queries
- Need for additional parking
- Housing site allocations
- Thorpe Arnold and Waltham links
- Need to expand the doctors surgery due to long waiting times
- Brownfield sites
- People also came along from Broughton and Old Dalby, Croxton and Thorpe Arnold.

We are finding many people have questions over why new housing is required at all. When formulating the housing needs for the local plan, we need to take into consideration not only Government requirements to fulfill wider needs.

We have created a couple of blogs and updated the housing section of the website with more information.

Visit our blogs which explain 5 year land housing supply at: <https://www.meltonplan.co.uk/single-post/2017/01/16/Why-do-we-need-a-5-year-housing-land-supply-assessment> and the SHLAA: <https://www.meltonplan.co.uk/single-post/2017/01/17/What-is-SHLAA-and-how-does-this-relate-to-our-plan>

'HEDNA', 'Towards a Housing Requirement' and the rest of the housing evidence we have collated can be viewed at: <https://www.meltonplan.co.uk/housing>

### **4.0 LONG CLAWSON**

At the Long Clawson drop in event on 1st August, 65 people attended. The main issue was the allocation of proposed development on land near to Sandpit Lane (capacity for 55 dwellings) and concerns over extra traffic on already overloaded roads. Affordable housing was also a concern in the village due to a lack of public transport and amenities.

### **5.0 MELTON COUNCIL OFFICES, MELTON MOWBRAY**

The drop in event at Melton Council offices had around 45 people attend throughout the day, with many interested in asking about the distributor road and housing allocations in Melton. There were also concerns for future jobs and how traffic would be affected over the coming years with all the extra plans for development.

### **6.0 FRISBY**

Around 40 people attended.

Issues were:

- The current planning applications

- Relationship of local plan to neighbourhood plan.
- Neighbourhood plan process
- Weight that could be afforded to the neighbourhood plan;
- Impact of proposed developments on the flood risk of other parts of the village – pushing the problem elsewhere.
- Unfair proportion of new development proposed in Frisby compared to existing size of settlement.
- Inaccurate picture painted by MBC of the services available in the village and the far from frequent bus services.
- Why aren't there any village envelopes any more?
- Maps of Gaddesby misleading - sites that are being deleted are still shown.
- Six Hills should be encouraged to take some of the development pressure off villages.
- Similar villages to Frisby taking no allocations
- Frisby being oversubscribed compared to Spatial Hierarchy
- Traffic and problems accessing the A607

**THE CLOSING DATE FOR THE FOCUSED CHANGES CONSULTATION IS 23 AUGUST 2017, to submit your representation, please visit:**  
<https://meltonboroughcouncil.citizenspace.com/planning-policy-team/copy-of-focussedchanges-addendum-consultation-s/>

**To view the focused changes for the distributor road, please visit:**  
[https://docs.wixstatic.com/ugd/d246bd\\_66c87607f3234a86bff925d2a621f3bf.pdf](https://docs.wixstatic.com/ugd/d246bd_66c87607f3234a86bff925d2a621f3bf.pdf) or see more information on our website at: <https://www.meltonplan.co.uk/relief-road>

**To view what's changed in the plan for housing site allocations, see:**  
[https://docs.wixstatic.com/ugd/d246bd\\_c562f6334e584edd9db50642c5e63a85.pdf](https://docs.wixstatic.com/ugd/d246bd_c562f6334e584edd9db50642c5e63a85.pdf)

**To see where the changes affect all the sites & view the maps, see:**  
[https://docs.wixstatic.com/ugd/d246bd\\_8819481b43884986afe853fa2626b616.pdf](https://docs.wixstatic.com/ugd/d246bd_8819481b43884986afe853fa2626b616.pdf)

# Local Plan - Focused changes consultation

This is to notify you that a 6 week consultation has started today on the focused changes for the Melton Local Plan.

Please visit the website at: <https://www.meltonplan.co.uk/focussed-changes-to-plan> to view all the proposed focused changes and to make a representation.

.....

See: [LATEST NEWS](#) for other updates

