

PAS

Producing a Consultation Statement under Regulation 22(1)(c)¹

Good Practice Advice Note

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Introduction

This note explains the regulatory requirement for a ‘consultation statement’ at the point of submitting a local plan for independent examination and provides advice on how this may be produced.

The note is designed to ensure a focussed and proportionate statement that will fulfil the following aims:

- to meet the regulatory requirement;
- to demonstrate how the Plan has been shaped by early, proportionate and effective engagement with communities, local organisations, businesses, infrastructure providers and operators and statutory consultees²;
- to assist in ensuring a transparent and expeditious examination through the identification of main issues affecting the soundness of the Plan and the plan making authority’s response.

It sets out matters to be considered in fulfilling the requirements of Regulation 22(1)(c) and, with the use of case studies, suggestions for how a proportionate Regulation 22 statement may be prepared. A template is provided to assist in creating a suitable submission statement.

² National Planning Policy Framework paragraph 10

Context

Context

The Town and Country Planning (Local Plan) (England) Regulations 2012³ set out the framework for producing local development documents including Local Plans. The Regulations stipulate the minimum plan making stages which precede independent examination. Regulation 22 within Part 5 (Local Plans) sets out the documents and information that must be submitted to the Secretary of State as part of the Examination process as follows:

Submission of documents and information to the Secretary of State

- 22.**– (1) *The documents prescribed for the purposes of section 20(3) of the Act are–*
- (a) *the sustainability appraisal report;*
 - (b) *a submission policies map if the adoption of the local plan would result in changes to the adopted policies map;*
 - (c) *a statement setting out–*
 - (i) *which bodies and persons the local planning authority invited to make representations under regulation 18,*
 - (ii) *how those bodies and persons were invited to make representations under regulation 18,*
 - (iii) *a summary of the main issues raised by the representations made pursuant to regulation 18,*
 - (iv) *how any representations made pursuant to regulation 18 have been taken into account;*
 - (v) *if representations were made pursuant to regulation 20, the number of representations made and a summary of the main issues raised in those representations; and*
 - (vi) *if no representations were made in regulation 20, that no such representations were made;*
 - (d) *copies of any representations made in accordance with regulation 20; and*
 - (e) *such supporting documents as in the opinion of the local planning authority are relevant to the preparation of the local plan.*

³ <http://www.legislation.gov.uk/ukSI/2012/767/contents/made>

The regulation requires plan making authorities to demonstrate transparently that:

- necessary and legally compliant consultation has been undertaken during the course of plan preparation (in accordance with the published Statement of Community Involvement); and
- the consultation responses have been noted, understood and, where applicable, taken into account in formulating the content of the plan under preparation;
- the main issues raised by pre-submission consultation have been summarised adequately.

A well-presented Regulation 22 Statement can be invaluable to all those involved in the Plan making process in explaining how consultation has been undertaken, how consultation has shaped the plan under production and, crucially, in informing and facilitating an expeditious Examination.

The Planning Inspectorate's *Procedure Guide for Local Plan Examinations (5th Edition)*⁴ provides the following advice:

⁴ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/813316/Procedure_Guide_for_Local_Plan_Examinations_June_2019_-_Final.pdf

1.16. Regulation 22 prescribes that the following documents must be submitted along with the plan for examination:

- A statement setting out:
 - » who was invited to make representations on the plan at Regulation 18 consultation stage, how those representations were invited, a summary of the main issues raised, and how the representations were taken into account; and
 - » the number of representations made under Regulation 20 (in response to consultation at Regulation 19 stage) and a summary of the main issues raised;
- Copies of all representations made under Regulation 20 (in response to consultation at Regulation 19 stage); and
- Such supporting documents which the LPA consider are relevant to the preparation of the plan (these will include the evidence base)

1.17. It is well worth the LPA investing time in producing a focussed and comprehensive statement of the main issues raised in the representations made in response to consultation at Regulation 19 stage. This will help the Inspector gain an early understanding of issues that are likely to need addressing in the examination. While not a legal requirement, it will also be very helpful to the Inspector if the LPA provides brief responses to the main issues it has identified and to any substantial concerns about soundness or legal compliance raised in the representations.

Content Requirements

Content Requirements

A suggested template for a Regulation 22 statement is provided at Appendix 1. In essence, this assumes the following structure:

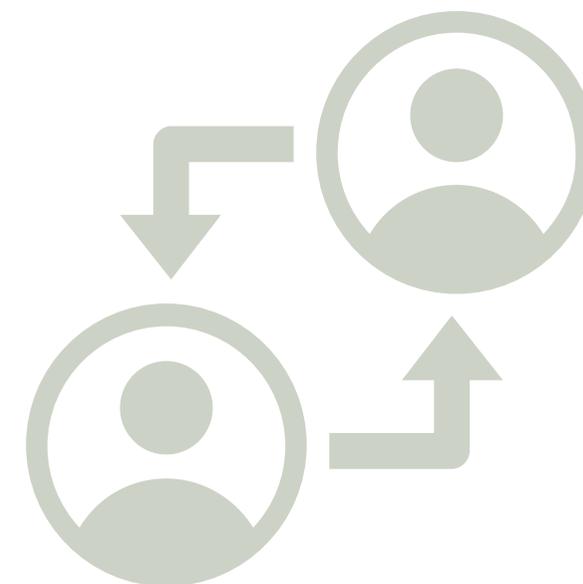
TEMPLATE STRUCTURE	CONTENT
1 Introduction	<ul style="list-style-type: none"> • Set out the plan being submitted • Set out the purpose of the statement • Set out salient background information with cross references to the Statement of Community Involvement (SCI)
2 Timeline	<ul style="list-style-type: none"> • Set out the timeline that the draft plan has followed including key stages (eg options, Sustainability Appraisal (SA) baseline, Regulation 18, Regulation 19/20 and submission) • Ensure this coincides with the Local Development Scheme (LDS)
3 Summary of main issues raised at <u>both</u> Regulation 18 and 20 stages in narrative and tabular form	<ul style="list-style-type: none"> • Provide a short summary of the plan production process incorporating how the consultation process has shaped the final draft for submission • Explain how the content of the appendices relates to the Regulation 22 requirements
4 Two appendices (each with schedules)	<ul style="list-style-type: none"> • Produce two embedded appendices relevant to the plan production phases ie • Regulation 18 • Regulation 20 • Detail who was consulted, how, what was said and what the authority response was/is.

When creating a Regulation 22 Statement in support of a plan submission it is important to remember just what is required. Consequently, it is simplest to break the requirements of S22(1)(c) into their constituent parts and structure the Statement accordingly:

- (i) which bodies and persons the local planning authority invited to make representations under regulation 18,
- (ii) how those bodies and persons were invited to make representations under regulation 18,
- (iii) a summary of the main issues raised by the representations made pursuant to regulation 18,
- (iv) how any representations made pursuant to regulation 18 have been taken into account;
- (v) if representations were made pursuant to regulation 20, the number of representations made and a summary of the main issues raised in those representations; and
- (vi) if no representations were made in regulation 20, that no such representations were made.

Items (i) and (ii) are factual matters that can be briefly described with the details of their discharge placed into Appendices, such as seen within Doncaster Council's Statement of Consultation⁵ or Appendices B and C of Hammersmith and Fulham Borough Council's Statement⁶. It is helpful to also include the consultee's name and unique identification reference in the appendices if available being mindful of any data protection issues⁷. It is important to ensure that the Statement of Community Involvement is referenced and shown to have been followed by the data in support of item (ii).

Items (iii) and (iv) necessitate more narrative commentary and are complementary requirements. It is important that in summarising the main issues raised that the nature of those issues is understood and reflected accurately. At this point it is helpful to show how those comments have been taken into account by the plan making authority and, if relevant, how those comments have resulted in alterations to the draft plan.



5 <https://dmbcwebstolive01.blob.core.windows.net/media/Default/Planning/Documents/Local%20Plan/Submission/Main%20Docs/CSD10.2%20-%20Statement%20of%20Consultation%20-%20Schedule%201%20and%202.pdf>

6 https://www.lbhf.gov.uk/sites/default/files/section_attachments/kd5._local_plan_reg_221c_statement.pdf

7 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/711097/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf and also paragraph 1.19 of Footnote 3

Therefore, a Regulation 22 Statement should contain the following:

Introduction

The introduction should set out briefly the context in which the Plan has been prepared and how the Regulation 22 Statement is structured. Please see the examples of Doncaster Council⁸, Mansfield District Council⁹, Hammersmith and Fulham Borough Council¹⁰.

Usefully the 'introduction' could have the following sub-headings:

- **Purpose** – explain the reason for producing the Regulation 22 statement
- **Background** – set out the background and context for the Plan under preparation
- **Structure** – set out the structure for the ensuing Regulation 22 Statement (ie, timeline, narrative summary, appendices)

Timeline

It will be helpful to set out the timeline which underpins the preparation of the Plan. This should ensure compliance and cross referencing to the LDS. It should include details of the Plan's inception (eg Local Plan review) and issues/options if applicable, the SA/SEA baseline and subsequent iterations, Regulation 18 and 19 consultations, and anticipated examination period and adoption date). Short explanations should be given for significant matters that may have arisen, including periods of delay. An example is provided within [Doncaster Council's Statement](#) (pages 3-7).

Narrative summary

This part of the Regulation 22 Statement is an opportunity to summarise how the consultation stages of the plan preparation have been undertaken and what the outcomes were.

Sub-headings should be used to inform this summary which follow the layout/structure of the plan under preparation. Thus, a typical summary may contain headings which follow the chapters of a plan and which summarise separately the main issues arising from the responses received from the Regulation 18 and Regulation 19 consultations, how the authority has acted in relation to them and how the Plan may have been amended as a result:

- **Chapter 1: Vision, objectives and spatial strategy**
 - » Representations and summary received at Regulation 18
 - » Authority response including changes to the plan
 - » Representations and summary received at Regulation 19/20
 - » Authority response (potentially including modifications to be proposed to the submission plan)
- **Chapter 2: Housing**
 - » Representations and summary received at Regulation 18
 - » Authority response including changes to the plan
 - » Representations and summary received at Regulation 19/20
 - » Authority response (potentially including modifications to be proposed to the submission plan)

⁸ <https://dmbcwebstolive01.blob.core.windows.net/media/Default/Planning/Documents/Local%20Plan/Submission/Main%20Docs/CSD10%20-%20Statement%20of%20Consultation.pdf> (pp 1-2)

⁹ <https://www.mansfield.gov.uk/downloads/file/888/s5-mansfield-district-local-plan-2013-2033-consultation-statement-regulation-22-1-c-2018> (pp2-3)

¹⁰ https://www.lbhf.gov.uk/sites/default/files/section_attachments/kd5_-_local_plan_reg_221c_statement.pdf

- **Chapter 3: Economy**
 - » Representations and summary received at Regulation 18
 - » Authority response including changes to the plan
 - » Representations and summary received at Regulation 19/20
 - » Authority response (potentially including modifications to be proposed to the submission plan)
- **Chapter 4: Design and Development Management**
- **Chapter 5: Planning for Climate Change**
- **Chapter 6: Transport and parking**
- **Chapter 7: Site allocations ... etc**

Please note aspects of the examples provided¹¹, including that of Hammersmith & Fulham and South Kesteven District Council.

Appendices (including Schedules)

Typically, a Regulation 22 Statement will have 2 key appendices. The first should set out the consultation details at Regulation 18 stage and the second should set out the subsequent consultation process pursuant to Regulation 19/20. The latter will be a particular focus for any Examination.

The Regulation 18 Appendix should include the detail as to what consultation was carried out, when and with whom. Details of the responses and main issues identified should be summarised by Chapter and policy. How the Authority has taken into account the responses should be specified.

It is very helpful for the Examination process if consultation comments are listed (with name and ID reference) with any resulting Authority comment, especially at Regulation 20 stage.



¹¹ Pages 1-14 of https://www.lbhf.gov.uk/sites/default/files/section_attachments/kd5_local_plan_reg_221c_statement.pdf

Pages 1-18 of <http://www.southkesteven.gov.uk/CHttpHandler.ashx?id=24253&p=0>

Example Template



Draft Example

**Regulation 22(1)(c) Statement of XXXXXXXXX
Council/Authority
in support of
XXXXXXXXXX Local Plan 20xx-20xx**

Draft Example

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1.0 INTRODUCTION

1.1 Purpose

[set out the reason for producing the Regulation 22 Statement]

For example:

This Consultation Statement sets out how the Council has involved residents and key stakeholders in preparing the xxxxxxxx Local Plan 2020 to 2040 in accordance with Regulations 18 and 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

This statement meets Regulation 22 (1)(c) and demonstrates that consultation on the preparation of the Local Plan has been undertaken in accordance with the relevant Regulations and the adopted Statement of Community Involvement (SCI) (provide date).

The SCI document sets out how the Council will consult and involve the public and statutory consultees in planning matters. Full details of the current adopted SCI can be viewed here: (provide link)

1.2 Background

[set out the background and context of the Plan under preparation]

For example:

This Consultation Statement describes how the Council has undertaken community participation and stakeholder involvement in the production of the Local Plan, setting out how such efforts have shaped the Plan and the main issues raised by consultation / representations.

The Council began preparing a new Local Plan for the District in 20xx. The new Local Plan will set out the strategic vision, objectives and spatial strategy for the District, as well as, the planning policies which will guide future development. The Plan will look ahead to 20xx, and identify the main areas for sustainable development growth. It establishes policies and guidance to ensure local development is built in accordance with the principles set out in the National Planning Policy Framework (NPPF).

The Local Plan will replace the adopted Core Strategy (2010) and the Site Allocation and Policies Development Plan Document (SAP DPD 2014) that currently make up the development framework for the District.

The Council's Proposed Submission Local Plan and supporting documents, including the sustainability appraisal, were published in accordance with Regulation 19 for a six week consultation period lasting from Friday xth September until Friday xth October 20xx. The Council consulted specific consultation and statutory bodies, local amenity and residents' groups, businesses and individual residents. A variety of consultation techniques were used in accordance with the Statement of Community Involvement.

1.3 Structure of Statement

[explain the structure of the remainder of the Regulation 22 Statement]

For example:

This statement of consultation comprises four sections:

Section 1 is an introduction.

Section 2 sets out the timeline which has been followed in preparing the Local Plan which is accordance with the up to date Local Development Scheme (provide link).

Section 3 summarises the main issues raised during the course of the consultation carried out under Regulations 18/19 and how the comments received have been considered by the Council.

Section 3 is supported by the two Appendices found at **Section 4** detailing how consultation was undertaken, the responses received at Regulation 18 and 20 stages and includes how the comments have been taken into account by the Council.

Appendix 1 explains:

- who was invited to make representations and how (Regulation 22 (1)(c)(i) and (ii))
- a summary of the main issues raised by those persons (Regulation 22 (1)(c)(iii)) in Plan order and
- how those issues have been addressed in the preparation of the Local Plan (Regulation 22 (1)(c)(iv)).

Appendix 2 explains:

- how the Regulation 19 Local Plan consultation was undertaken and the number of representations made including a summary of the main issues (Regulation 22 (1)(c)(v) with a council response to the issues raised.

2.0 PLAN PRODUCTION TIMELINE

[explain the process of Plan production over time]

For example:

The creation of a new Local Plan requires a number of thorough and robust stages of consultation. This is to enable early and ongoing engagement with the local community, businesses and organisations to develop a comprehensive document, tailored to the needs of the district in terms of strategy and the policies required.

The below timetable outlines main consultation stages of the emerging Local Plan up until the Submission date of the xth of October 20xx.

Key Local Plan Stages Undertaken

1: Identify issues and collect evidence: 2017/18

The resolution to produce a new plan was taken by Full Council on 17th June 2017. The Council subsequently reviewed existing policies and identified any current gaps in policies or evidence bases. Began undertaking further research to inform the Local Plan.

2: Draft Local Plan consultation: June 2018

The Council consulted on a full draft version of the Local Plan that combined the updated evidence base, technical assessments, previous consultation responses and internal comments. Consultation was open for a 6 week period.

3: Plan amendments: 2018–2019

The Council took on board comments received during the draft Local Plan consultation. Further evidence base documents were updated (eg SA/SEA) or commissioned (Viability Assessment) to improve the Local Plan ready for formal consultation/submission.

4: Publish the Plan (Pre-Submission Consultation Reg 19): Feb 2020

A submission ready version of the plan was made available for stakeholders and the public to comment on for a minimum of 6 weeks. In accordance with the Local Plan Regulations, this consultation was formal and statutory seeking specifically the Plan's soundness for Examination in Public.

5: Submission to the Secretary of State: June 2020

The Council assessed the comments received during the regulation 19 formal consultation and considered that the Local Plan is sound, therefore, can be submitted for Examination in Public (EiP). The Plan was submitted to the secretary of State on the 15th of January.

6: Examination: Winter 2020/21

The Plan will be examined by an independent Planning Inspector.

7: Adopt: Spring 2021

3.0 SUMMARY OF PROCESS AND MAIN ISSUES

[This should provide a proportionate and succinct narrative summary of the plan preparation process, the means of consultation and how the responses have shaped the final submission plan and be supported by evidence as set out below. It should introduce the details to be found in the two appendices and how the requirements of Regulation 22 have been met].

An example of a summary approach can be found within the Consultation Statement of **Eastleigh BC** (pp 4-24) or may take the following form:

Summary of the overall plan preparation process

(including consultation, phases, authority actions/responses with reference to the Appendices. The main issues arising from the Reg 19/20 stage should be identified)

Main Issues raised pursuant to Regulation 19/20:

Duty to Cooperate

The Council failed to comply with the duty to cooperate in relation to allocating a site at Middleton for a supermarket which will have a significant impact on Higherton centre in Nearby District. The adjoining District Councils were not actively engaged during the preparation of the Plan, and concerns raised about the retail impact assessment and the availability of sites for retail development within other town centres were not properly considered.

Representations from: Nearby District Council; The Retail Consortium.

Council response: The Council maintains that it did comply with the duty in relation to this strategic matter, and the evidence is set out in the Duty to Cooperate Statement [DTC1] and Statement of Common Ground [SO1].

Habitats Regulations Assessment

The plan fails to include effective mitigation measures, as recommended by the Habitats Regulations Assessment, to ensure that the integrity of the only affected SPA/SAC/Ramsar site will not be harmed by developments proposed at Lowland. Policies ENV3 and ENV4 are generic, whereas the HRA recommended specific requirements for the provision of dog walking facilities be included in the policies for the allocated sites at Lowland.

Representations from: Natural England; EA; Wildlife Trust.

Council response: Main modifications are proposed to policies relating to allocated sites at Lowland to include the mitigation measures recommended in the HRA.

Spatial Strategy

The spatial strategy is not justified or consistent with national policy as it is based on dispersed development around all of the towns and villages in the district which will not promote sustainable patterns of development. More development should be focussed on the largest settlements (Old Town and Lowland) which have the most employment opportunities and services and best public transport.

Representations from: PFL Properties; PAS Consortium; Heathland Parish Council.

Council response: The justification for the Plan's spatial strategy is set out in the Settlement Study [S1] and Spatial Strategy Study [S2].

Vision and Objectives

The Plan's vision and objectives are not consistent with national policy because they specifically include encouragement for greater use of private vehicles and greenfield development as a means of attracting inward investment.

Representations from: Natural England and Heathland Parish Council.

Council response: The Plan's vision and objectives are justified as they reflect the Council's Sustainable Community Strategy [CD1].

Policy 1: Housing Development Needs

The proposal to accommodate 10,000 homes over the Plan period 2018 to 2035 is not positively prepared, justified or consistent with national policy and it will not be effective in meeting local housing needs and unmet needs from adjoining areas. Local housing need calculated using the Government's standard methodology is 12,000 dwellings in the period 2018 to 2035. Furthermore, that need should be treated as a minimum, and an uplift should be made to ensure that the need for affordable homes can be met. Unmet needs from Little and Large districts should be accommodated. Representors suggest a range of alternative figures, from 11,000 up to 27,000.

Representations from: Heathland Parish Council; Nearby District Council; PAS Consortium.

Council response: The justification for the housing need figure of 10,000 is set out in Local Housing Need Study [H1].

Etc.

Conclusion [a short conclusion drawing together Section 3 and the Appendices and confirming that Reg 22 has been satisfied]

APPENDIX 1

[The first Appendix should set out the requirements of Regulation 22(1)(c)(i) to (iv). Namely:

- (i) which bodies and persons the local planning authority invited to make representations under regulation 18,
- (ii) how those bodies and persons were invited to make representations under regulation 18,
- (iii) a summary of the main issues raised by the representations made pursuant to regulation 18,
- (iv) how any representations made pursuant to regulation 18 have been taken into account;

Logically this can be broken down into 4 sections addressing each clause supported by details provided in 2 Schedules.]

For example:

1) Introduction

The Council published the Local Plan Preferred Approach document for consultation on xxth June 2017, under Regulation 18 of the of the Town and Country Planning (Local Planning) (England). The Plan was subject to 6 weeks of consultation. Section 2 of this Appendix clarifies which bodies and persons were invited to make representations consulted and how that was undertaken.

398 respondents raised 1024 comments. A precis of the main issues raised in Plan order is contained in Section 3 below. This includes the response of the Council indicating how such comments were taken into account in the next stage of Plan preparation.

Section 4 sets out a conclusion on the efficacy of the Regulation 18 consultation process.

2) Who was consulted under Regulation 18 and how that was undertaken?

Upon publication, a formal notification letter or email was sent to around 1,000 persons or organisations to invite them to make representations on the consultation document (Schedule 1). A full list of organisations notified is available in Schedule 1. Consultation documents were made available on the Council's website and available at public libraries and the Council offices.

In addition, the consultation was publicised using the methods indicated in Schedule 2 (detail of events, articles etc)... which included ... (three public meetings, two press articles etc¹²).

3) Main Issues raised in Plan order including the Council response/action

The following is a list of the responses raised by the Regulation 18 consultation. This is organised by Local Plan Chapter including comments on key evidence where relevant (eg SA/SEA/HRA).

Continues overleaf

¹² Hyperlinks to the evidence could be included here.

PLAN TOPIC/ CHAPTER	POLICY (IF APPLICABLE)	MAIN ISSUES RAISED	COUNCIL RESPONSE	COUNCIL ACTION	RESPONDENTS' UNIQUE ID	RESPONDENTS' NAME
Vision	-	<p>The Vision is too trite and insufficiently ambitious in its scope.</p> <p>It does not recognise the economic challenges of the locality nor the national issue of climate change.</p>	<p>The Vision is derived from the Council's Strategic Plan which does acknowledge the economic issues of the area.</p> <p>Climate Change is addressed throughout the plan and by Chapter 7. This is compliant with national policy.</p>	No action required	<p>Ref 10</p> <p>Ref 39</p> <p>Ref 45</p> <p>Ref 108</p>	<p>A Smith</p> <p>B Amir</p> <p>C Jones</p> <p>Dev Property Ltd.</p>

4) Conclusion

A short conclusion on the means by which the Council/Authority has met the requirements of Regulation 22(1)(c) (i) to (iv) can be provided here with reference to the Statement of Community Involvement.

Two schedules should be prepared in support of Appendix 1 as follows:

Schedule 1: Details of the consultation database (bodies, groups, members of the public etc)

Schedule 2: Details of the consultation methods undertaken (letters, press releases, etc).

APPENDIX 2

[Appendix 2 is especially useful for the Examination stage and the appointed examiner and should set out how the requirements of Regulation 22(1)(c)(v) or (vi) have been met. Namely:

- (v) if representations were made pursuant to regulation 20, the number of representations made and a summary of the main issues raised in those representations; and
- (vi) if no representations were made in regulation 20, that no such representations were made;

Logically this can be broken down into 4 sections addressing each clause supported by details provided in 2 Schedules.]

For example:

1) Introduction

The Council published the Local Plan Submission document for consultation on xxth Jun 2019, pursuant to Regulation 19 of the of the Town and Country Planning (Local Planning) (England). The Plan was subject to 6 weeks of consultation. Section 2 of this Appendix clarifies who was consulted and how that was undertaken.

236 respondents raised 877 comments. A precis of the main issues raised in Plan order is contained in Section 3 of this Appendix. This includes the response of the Council.

Section 4 sets out a brief conclusion on the efficacy of the Regulation 19 consultation process.

2) Who was consulted under Regulation 19 and how that was undertaken?

Upon publication, a formal notification letter or email was sent to around 1,000 persons or organisations to invite them to make representations on the consultation document as per the iterative consultation list which was used for the Regulation 18 consultation. Copies of the representations are available separately (include link).

In addition, the consultation was publicised using the following methods (detail of events, articles etc)

3) Main Issues raised in Plan order including the Council response/action

The following is a list of the responses/main issues raised by the Regulation 19 consultation. This is organised by Local Plan Chapter including comments on key evidence where relevant (eg SA/SEA/HRA). Exceptionally the Council has considered the need for further modification to the proposed submission plan and where justified this is explained within the table (a separate schedule of proposed modifications will be prepared).

PLAN TOPIC/ CHAPTER	POLICY	MAIN ISSUES RAISED ¹³	COUNCIL RESPONSE	POTENTIAL TO CHANGE PLAN	RESPONDENTS' UNQJUE ID	RESPONDENTS' NAME
Vision	-	Does not recognise the importance of climate change.	Climate change is part of the vision for sustainable forms of development and is specifically referenced by Chapter 7.	None	Ref 10	A Smith

4) Conclusion – A short conclusion on the means by which the Council/Authority has fulfilled the requirements of Regulation 22(1)(c)(v) or (vi) can be provided with reference to the Statement of Community Involvement.

One Schedule should be prepared in support of Appendix 2 as follows:

Schedule 1: Details of the consultation undertaken¹⁴ (letters, press releases, etc) and details of who was part of the consultation (statutory bodies, interest groups, members of the public etc).

¹³ The formatting of the table should seek to minimise cells with undue white space.

¹⁴ See example of Doncaster BC



Planning Advisory Service

Local Government Association
Local Government House
Smith Square
London
SW1P 3HZ

Email: pas@local.gov.uk
Telephone: 020 7664 3000



Intelligent Plans and Examinations (IPE) Ltd
29 Monmouth Street, Bath BA1 2DL

Email: enquiries@intelligentplans.co.uk
Telephone: 01225 487230

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