



## East Hampshire District Statement of Community Involvement

July 2007

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EAST HAMPSHIRE DISTRICT COUNCIL



# East Hampshire District Statement of Community Involvement

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# 1 Introduction

- 1.1 This document highlights the important role that communities and other key partners play in influencing new plans, policies and planning applications in East Hampshire. It identifies what we, as the planning authority, will do to ensure that everyone in East Hampshire is involved and has the opportunity to 'have their say' in making these decisions.
- 1.2 We have tried to ensure that the approach to community involvement included within this document truly reflects the needs of people in East Hampshire. We have spoken with different groups and asked them how they would like to be involved. We have also tried to identify groups that we do not always manage to reach and to look at ways of trying to engage them more in our work. Gradually we have put together ideas about how we can try and engage people in what we do.
- 1.3 We have a list of people who would like to be kept up to date with the new planning process and may also want to be actively involved. This list is constantly being updated as we begin work on new projects and as people become more aware that they can have an input. If at any time you or your organisation would like to be added to this list then please either write to us or send an email to **ldf@easthants.gov.uk**.

## **What does this document cover?**

- 1.4 This document covers a number of different issues:
- Section 2: Sets out what a statement of community involvement is.
  - Section 3: Identifies the benefit of early engagement with people and communities throughout the District.
  - Section 4: Focuses on what documents make up the Local Development Framework. (Further information on this is shown in Appendix 2)
  - Section 5: Explains where the sustainability appraisal fits into the planning process.
  - Section 6: Sets out how, when and who can be involved and the different ways that are available for us to engage with communities. (Further information on this is shown in Appendices 3 and 4)
  - Section 7: Looks at what happens when the consultation is finished and how we can feedback information to you.
  - Section 8: Addresses what resources we have available to undertake this work.
  - Section 9: Looks at how we involve people and communities when we consider planning applications. (This is supplemented by Appendices 5 and 6).
  - Section 10: Explains how we will review the statement of community involvement.

## **Why are we producing this document now?**

- 1.5 Town planning is changing. New changes in the planning system, made by the Government, mean that there are new ways of thinking about planning documents and about how policies are drawn up to guide new development. At the same time there are new ways of involving the community.
- 1.6 These changes are designed to deliver plans and policies that are more flexible, reviewed more frequently and help deliver sustainable development. The reforms place a greater emphasis on continuous community involvement throughout the different stages of the planning process. We will need to make sure that all communities within East Hampshire are given the opportunity to have their say and are able to influence future plans and policies.
- 1.7 Although we have a good track record of trying to involve local communities wherever we can, the new planning system asks us to go one step further. Where we already have good links to our communities, for example through the East Hampshire Community Partnership, then we must build on these. Where there are groups of people who we may have overlooked, or who may find it difficult to get involved, then we must improve the ways to try and talk with them.
- 1.8 This document helps people to think about how they want to be involved in shaping the long term development of the District through the new planning policy documents, and how they can be involved in planning applications.
- 1.9 The new planning system has a lot of new and confusing terms. To try and help you understand some of these we have included a glossary at Appendix 1. If there is still some 'jargon' that you do not understand, or seems over complicated, then you can always let us know and we can include it in any future revisions of this document.

## **2 What is a Statement of Community Involvement?**

- 2.1 All local planning authorities are now required to produce a Statement of Community Involvement. The Statement sets out how people can be involved in the preparation of planning policy documents, and how they can be involved in the consultation process for planning applications. The new documents will be known as Local Development Documents and will address development issues throughout the District including for example the provision of housing, employment, recreation and other facilities. The Statement of Community Involvement is the first Local Development Document.
- 2.2 The Statement of Community Involvement sets out clearly:
  - how and what sectors of the community will be involved
  - the stages at which that involvement will take place, and
  - the methods of that involvement.

## 3 Benefits of Community Involvement

### What can be gained?

- 3.1. We feel there is a lot to gain by engaging with a wide range of people and organisations throughout the planning process. We should not overlook that local people know their area very well and can offer valuable evidence, views and ideas.
- 3.2 Some of these benefits include:
- Giving us information which helps to identify your priorities
  - Influencing the provision of local services to meet your needs
  - Contributing to your own community
  - Understanding how planning links into other services
  - Trying to gain your support for planning policies
  - Helping you to get good value for your money
- 3.3 The following sections give an idea of how and when local communities can have an input into the planning work that we do. In particular the Government now requires that the Local Development Framework should take forward relevant issues identified in the Community Strategy.

### A Sustainable Community Strategy for East Hampshire 2005-2015

- 3.4 The Community Strategy for East Hampshire was agreed in 2005. The strategy was produced by the East Hampshire Community Partnership which brings together many organisations and people with the aim of coordinating and organising better services for East Hampshire. With over 60 organisations representing people from the public, private, community and voluntary sectors partnership working is not always easy. It requires organisations to focus beyond their own interests for the greater good of the community. This can help to make better use of resources and help deliver what people want in their local area. In addition, the Compact for East Hampshire has been ratified by the East Hampshire Community Partnership. This contains a common set of principles for partnership working between the voluntary and community sector and other organisations.
- 3.5 At the heart of the Community Strategy is the aim *“to make East Hampshire a place where:*
- *young people choose to live in and contribute to the area*
  - *everyone has access to services, facilities and the workplace*
  - *communities are happy with their towns and villages.”*

- 3.6 The East Hampshire Community Partnership and the Community Strategy provide the framework for the Council's other plans and policies including the new Local Development Framework. There is a close relationship between the Community Strategy and the Local Development Framework. The Local Development Framework will address the aims of the Community Strategy as they have a spatial or land use implication for the District.
- 3.7 The Planning Policy Team works closely with the Community Team officers and will involve the East Hampshire Community Partnership in preparing new Local Development Documents and all our work on the Local Development Framework.

### **Town and Village Plans**

- 3.8 Town and Parish Councils play a vital role in all aspects of local life in East Hampshire. The depth of local knowledge and the community links which these Councils have can provide a sound basis for community involvement on planning issues. Many Town and Parish Councils are already involved and have a good understanding of the planning system. Initiatives such as Parish Plans, Market Town Healthchecks and Village Design Statements have helped many parishes to engage with their own communities on the future of their area. There may, however, still be some parishes who find the planning system confusing. We will work hard to try and help them understand the new process and to realise the importance of their contacts and contributions.
- 3.9 We recognise the value of this work and will involve parishes at all stages of preparing documents for the Local Development Framework. Where survey information from Parish Plans is available we will use this as part of our evidence gathering.
- 3.10 Our Community Team officers have been assisting parishes with the preparation of Parish Plans and Market Town Healthchecks. We will continue to work closely with their Team to ensure that these are linked into the Local Development Framework.

## 4 What makes up the Local Development Framework (LDF)?

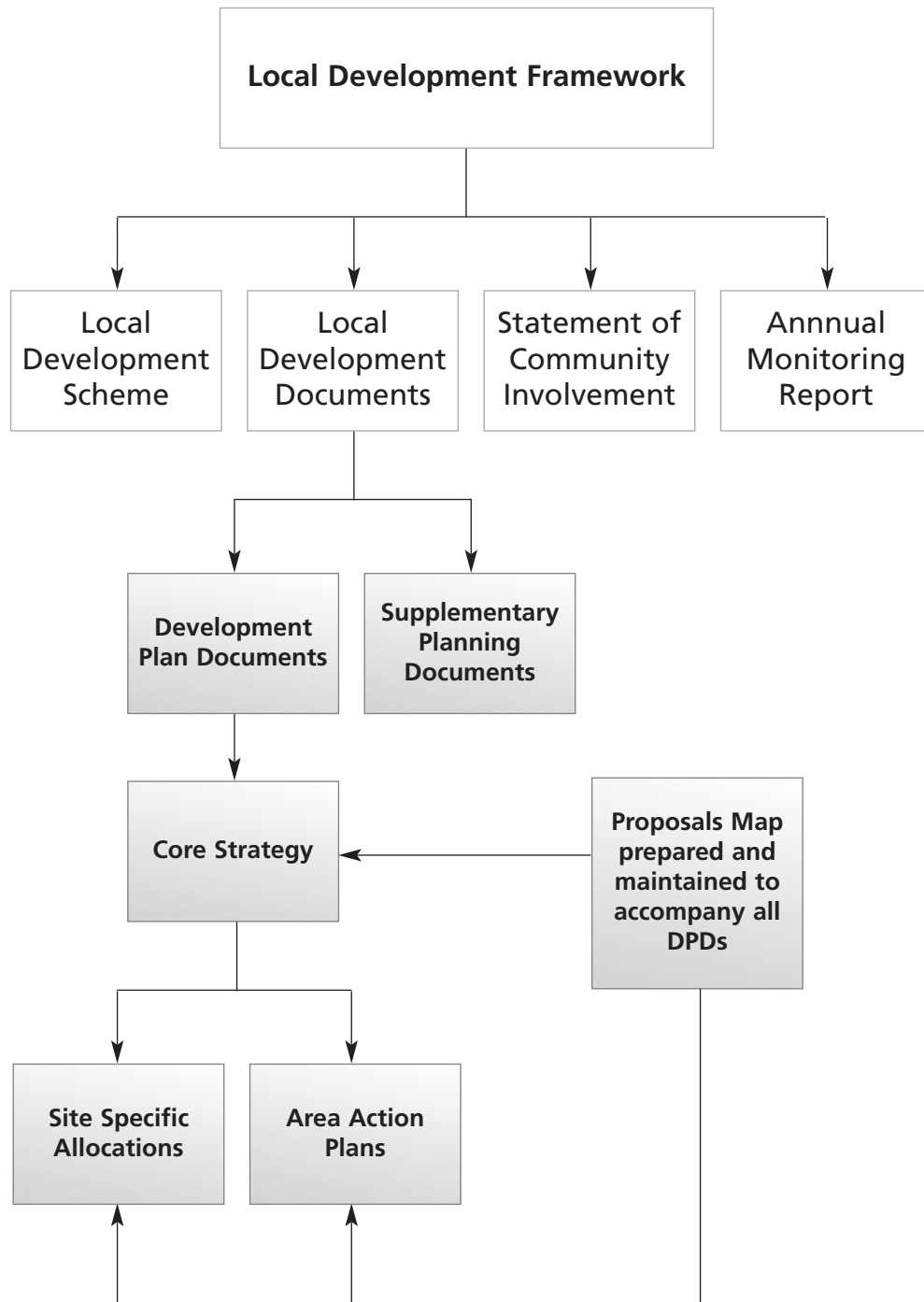
4.1 The planning system has now changed and Local Development Frameworks have been introduced to replace Local Plans. The **Local Development Framework** will consist of a number of Local Development Documents which together will make up the overall planning framework for the District. The Local Development Framework does not have a specific end date. It consists of a rolling programme for the preparation of up to date planning policies and documents. There are a number of Local Development Documents which will make up the Local Development Framework. These include:

- **Statement of Community Involvement:** This marks the starting point of the new process and will set out how people will be involved in the various documents that will be put together.
- **Development Plan Documents:** These are planning documents that are used in making decisions on planning applications. They are subject to Examination in Public and there is a right for those making representations seeking to change them to be heard at the Examination. Development Plan Documents can cover a number of different issues and this is explained more fully in Appendix 2.
- **Supplementary Planning Documents:** These documents can be used to supplement and explain planning policies and proposals contained in Development Plan Documents. They will usually be either site or issue specific. Supplementary Planning Documents will not form part of the development plan or be subject to the Examination process. However they will undergo public consultation and be published in draft for a six week period during which the public and any consultation bodies may comment.

4.2 All local development documents will need to be subject to **sustainability appraisal**. The exception to this is the Statement of Community Involvement which is a procedural document. The sustainability appraisal is an important part of assessing any document and more information on this is set out in Section 5.

4.3 Diagrams 1, 2 and 3 set out the links between the various documents and give an indication of the steps involved in the production of a Development Plan Document. Section 6 and Appendix 4 set out how you can get involved in the documents and at what stages.

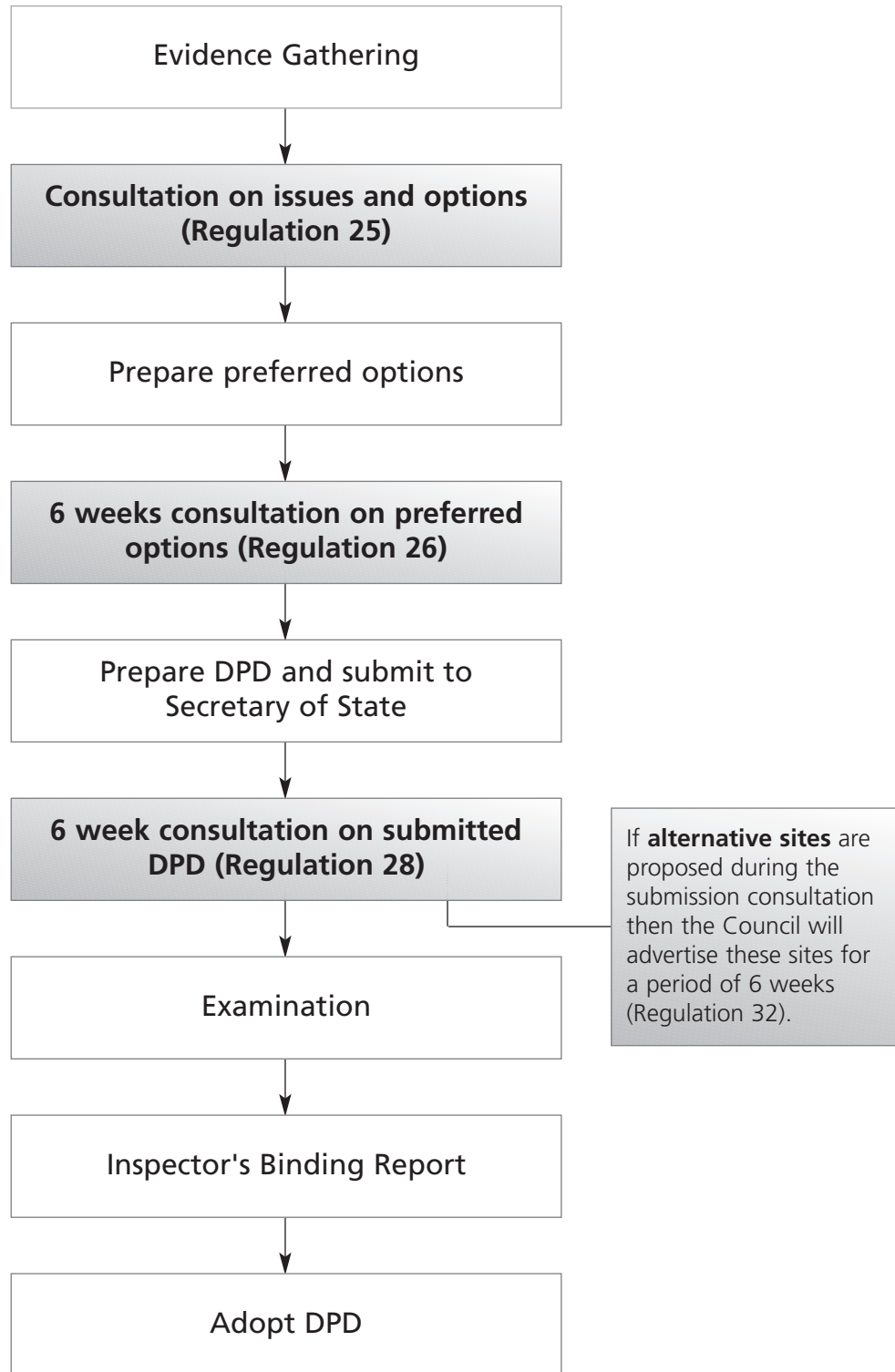
Diagram 1  
**Structure of Local Development Framework**



Documents subject to SCI

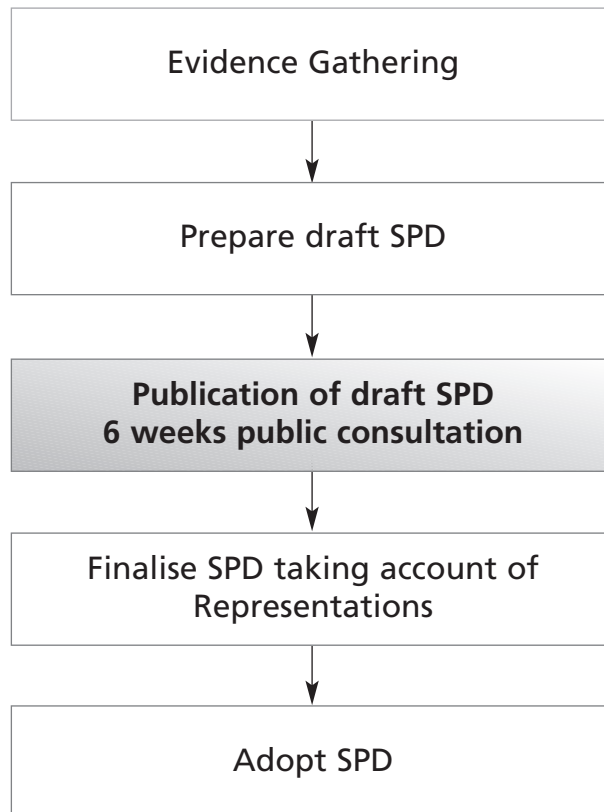


## Diagram 2 Development Plan Documents



 Statutory Consultation

## Diagram 3 Supplementary Planning Documents



 Public Consultation

## 5 Where does the Sustainability Appraisal (SA) fit into the planning process?

- 5.1 A key aim of the Local Development Framework is to contribute to the aim of sustainable development. To ensure that policies and proposals in the Local Development Framework contribute to sustainable development they will be subject to a Sustainability Appraisal, incorporating the requirements of the EU Directive on Strategic Environmental Assessment. The process aims to integrate environmental, social and economic considerations into the preparation of plans and policies.
- 5.2 All Development Plan Documents and Supplementary Planning Documents are subject to Sustainability Appraisal. The process requires an examination of the baseline information relevant to the particular document being prepared together with how that baseline may change in the future. It also involves the identification of the key issues associated with the document being prepared. Using this information it is possible to develop sustainability objectives and indicators against which policies and proposals in the document can be tested to determine how they contribute to sustainable development. Where necessary, amendments are made to policies so that they become more sustainable. The objectives and indicators also enable the success of the document (in sustainability terms) to be tested once it is adopted.
- 5.3 When undertaking preparatory work on the evidence base for a Development Plan Document or a Supplementary Planning Document, it is necessary to undertake a Scoping Report. This should set out the scope and level of detail of the proposed Sustainability Appraisal. Four statutory environmental consultation bodies (Countryside Agency/English Heritage (now part of Natural England), English Nature and the Environment Agency) must be consulted on the Scoping Report. It may be desirable to consult other bodies to achieve a balance between those concerned with social, environmental and economic issues. Five weeks should be allowed for this stage of consultation.
- 5.4 The Sustainability Appraisal for a Development Plan Document will inform the development of the issues and options, and must accompany the preferred options and submitted version of the Development Plan Document when published for consultation. A Sustainability Appraisal must also accompany a draft Supplementary Planning Document at the public participation stage.

## 6 How can you get involved?

### Legal Requirements for Consultation

- 6.1 The Government has set out the legal requirements for public consultation in the Town and Country Planning (Local Development) (England) Regulations 2004. A copy of these may be viewed on the HMSO website ([www.opsi.gov.uk/si/si2004/20042204.htm](http://www.opsi.gov.uk/si/si2004/20042204.htm)). There is now more emphasis on consulting people at the beginning of the planning process and allowing them to have a real input.
- 6.2 The 2004 Regulations set basic standards for making documents available, publishing them on the Council's website and sending the document to specific organisations. We will comply with these regulations but will, in addition, go further with the process of involvement depending on the document being prepared.
- 6.3 We consider it is important to set out from the start how we intend to involve the local community and any interested stakeholders in the new planning process. It is important that we consult local people but we are looking for more than that and want you to become involved and to participate in the new planning process. There will be key decisions to be made on the future of the District and by getting involved you can have a say about what you want to see happen.

### What have we done so far?

- 6.4 In order to ensure that we involve people as much as possible we will look at what we have done in the past and what we currently do now. A number of ways can be used to engage local people in the process of plan making and these will include some or all of the following:
- Through feedback from 'Partners' magazine
  - Public exhibitions
  - Town and Parish Council seminars
  - Community planning exercises
  - Focus groups and workshops
  - Community Forums
  - Community Team liaison (for example through Citizenship contacts in schools etc)
- 6.5 These have proved to be very successful in helping us to draft our documents and we want to continue them in the future. Other methods are more oriented towards involving either specific groups or may be used to examine a specific issue in more detail. In addition, there are other new ways that we can involve people, particularly where there are groups that it has been hard to include before. We now want to use these methods where they are appropriate. Sometimes they may involve outside facilitators and specialists as well as officers from the Council.

- 6.6 In addition, the Council's Community Team has some well established important links that we can build on. There are links with the Local Area Youth Forums, Local Community Forums, Local Conservation Groups, businesses, sports societies and residents associations. In addition the Team works with partnership agencies such as the Hampshire County Council Children's Services, Connexions, out of school childcare projects, the business community and schools.

**What will we do in the future to involve you more?**

- 6.7 Table 1 sets out some of the different methods that we will use to engage people in the preparation of planning documents. It may not be appropriate to use all the methods at each stage of consultation or for each document. Careful thought will be given to who we need to involve, how they may be effected, and how we can best encourage people to have a meaningful input. This means that we will tailor each consultation stage on a document to suit the type of document being produced and the type or part of the community to be involved.
- 6.8 In this process the importance of community led initiatives such as Parish Plans and Market Town Health checks is fundamental. Such initiatives will often provide a sound basis of local knowledge for us to build on in considering the future planning of a community.

**Table 1**  
**Methods of Engaging People and Communities**

<b>Method</b>	<b>Description</b>	<b>When would we use it? How would we feedback?</b>
'Partners' Magazine	Quarterly magazine published by the Council and delivered to every household and business in the District.	Information on LDF documents, consultation through magazine returns
Press Releases and local media	Use of local newspapers, radio and television	Information on LDF documents, feedback from previous consultations.
Leaflets	Readable and accessible summaries of LDF documents. Include details of opportunities for public involvement.	Information on LDF documents and how to be involved.
Public exhibitions	Held on consultation on document(s), site(s) or issue(s) as appropriate. These can be led by either the Council, developers, or other interested parties.	Information on LDF, DPD consultations, planning applications
Town and Parish Council seminars	Held on consultation on guidance, document(s), site(s) or issue(s) as appropriate.	Information on LDF, DPD consultations, feedback from previous consultations.
Community Forums	Locally based Forums made up from Councillors of an area. Grant funding responsibility and focus for community discussions.	Information on LDF, DPD, SPD consultations, planning applications
Community Team (e.g. links into schools etc. Provide funding, advice, training)	Support communities to improve quality of life through projects and initiatives.	Information on LDF, DPD consultations (particularly if relevant for a particular group/topic)
East Hampshire Community Partnership (EHCP)	Network of organisations aiming to improve quality of life in District. Conferences held twice a year.	Information on LDF, DPD consultations. Useful for feedback on progress of documents.
Housing Summit and other Corporate events	Aimed at developers, house builders and wider representative audience (held annually) or for a specific document (eg South East Plan).	Information on LDF, DPD consultations, feedback from previous consultations.

<b>Method</b>	<b>Description</b>	<b>When would we use it? How would we feedback?</b>
Focus groups and workshops	Selected groups of participants with particular characteristics, or randomly chosen group.	Useful for area-based discussions, presenting options (DPD or SPD). Useful in conjunction with other methods of engagement.
Parish Plans and Market Town Health Checks	These provide valuable local information. Can assist local groups in their preparation of local community initiatives.	Providing evidence and information to help inform DPDs and other LDF documents.
Enquiry by Design/Planning for Real	Groups of professionals and interested parties working together to develop planning and design ideas. Suitable for small or large project.	Specific site or issues project. Small or large scale. Require significant amount of preparation to achieve good results. Structured approach and report back.
Website	Dedicated pages to provide access, consultation and feedback on planning documents and applications. Information on results of consultation.	Information on LDF, DPD consultations. Useful for feedback on development of documents.
Use of emails	Work to date has shown that people would like to be consulted in this way.	Information on LDF, DPD consultations. Useful for feedback on development of documents.
Planning Aid	Government supported organisation which looks to provide planning advice and help. Aimed at communities which do not normally get involved.	Can be used by groups to become more involved in either LDF documents or planning applications.
Community First East Hampshire	Work with voluntary and community groups. Provide support, training, guidance and encourage partnership working.	Can be used by groups to become more involved in either LDF documents or planning applications.
Formal consultation	Statutory written procedures. Will include statutory bodies, local organisations, wider public. Previous respondents will also be contacted.	DPD and SPD consultation. Planning applications.

## **When can you get involved in the preparation of the Local Development Framework documents?**

6.9 There are 3 main stages in which you can be involved:

**Pre-Production Stage (Issues and Options):** This is the first early stage when evidence will be gathered. We will talk to key local groups and organisations, and issues and options will be explored. (This may involve a small number of focused groups or a more extensive set of contacts depending on the issue being explored).

**Production Stage (Preferred Options):** Following on from the previous stage we will then put forward a 'Preferred Option(s)' document as a suggested way forward. This will then be more widely consulted on with 6 weeks in which to put forward comments and views.

**Submission Stage:** Having carefully considered all the comments received at the production stage (the Preferred Option(s)) we must then submit a final version to the Secretary of State along with any supporting documentation. This version is then made widely available to the public and other consultation bodies who again will have 6 weeks to submit their views.

**Alternative Sites:** In addition to the above stages, if any alternative sites are suggested at the submission stage of a development allocations document then we must publish these sites and make the document widely available in the same manner as we have the submission document. The public and other consultation bodies are allowed 6 weeks in which to submit their representations on these sites.

**Supplementary Planning Documents:** Although there is no statutory list of who should be consulted on these documents, Government guidance suggests that these documents should be prepared in consultation with the general public, businesses and other interested parties prior to finalisation. Details of any Supplementary Planning Documents to be prepared will be included in the Local Development Scheme.

6.10 Appendix 4 sets out in more detail how we will involve people when producing our new Local Development Framework documents. It identifies what we will do at each stage of preparing a Local Development Framework document.

### **Raising Awareness and Further Advice**

6.11 The Local Development Framework is a complex process and not everyone will be interested in each document being prepared. It will be important that we continue to make people aware of what is happening in the District and allow them an opportunity to have their say on each document. Where appropriate we will also make people aware of other organisations that may be able to assist communities, organisations and individuals in understanding the new planning process. Organisations such as Planning Aid or Community First East Hampshire can help the public and community groups seeking to be involved in planning issues.

## **Who will be involved in the preparation of the Local Development Framework?**

- 6.12 There are a number of specific consultees (shown in Appendix 3) that we are required by Government to consult. In addition there is a wide range of community groups and organisations, businesses, developers and other interested parties that have also been identified. The various groups that they cover are also shown in Appendix 3. This list will be regularly updated to reflect the formation of new groups or changes to contact details. Full account will also be taken of District Councillors' views and those of Town and Parish Councils both within and adjacent to the District.
- 6.13 In addition, we have created a database of contacts for the Local Development Framework. This database includes all the specific consultees and other interested parties that have asked to be included. This database is kept constantly updated and will be used as the basis for both general and specific consultation on documents. If at any time anyone wishes to be added to this database then we will be happy to add their details.
- 6.14 There are a number of people who fall within groups that are often 'hard to reach'. These include disadvantaged groups, areas or sections of the local population where it has proved hard to obtain a response on planning issues in the past. Some of the hard to reach groups that have been identified in East Hampshire include:
- The business community
  - Young people
  - The elderly
  - Ethnic minorities
  - People with disabilities
- 6.15 We accept that there may be other groups who fall outside this list where there are difficulties in ensuring that people are involved in the planning process as much as possible. This may be for any number of reasons. They may not understand the process, be very busy or have other priorities.
- 6.16 Unfortunately we have limited resources available. We have, therefore, attempted to focus in on a few groups where we know there are real difficulties. This is not to say that we do not recognise there may be other groups which are also hard to reach, but we will try and target them more specifically over particular issues which may affect them.
- 6.17 We will make particular efforts to engage with all groups that are 'hard to reach' to ensure that they are fully involved in the preparation of new planning policies and documents. For examples, arrangements can be made for copies of documents to be made available in large print or another language on request.
- 6.18 Appendix 4 shows how we will involve people in the consultation process on the various documents that will make up the Local Development Framework. As we move forward with the new documents we will build on the feedback we receive on the methods we use. Later stages of community engagement will also benefit from being able to reflect any examples of best practice.

## 7 What happens when the consultation has finished?

- 7.1 Once any form of consultation has been completed all the comments received and issues raised through the process will be carefully considered. Copies of representations will be made available for inspection at the Council offices and on our website. A summary of the comments will then be made publicly available both at our offices in Petersfield and on our website. The summary will also be presented to Councillors of the Development Policy Panel that helps provide guidance on development within the District.
- 7.2 Feedback on the process will then be provided at a later stage to show how these views have been taken into account and what, if any, action has been taken as a result. This feedback may be provided in a number of ways including the following:
- Publishing information on the website
  - Publishing information in 'Partners' magazine
  - Issuing press releases and statements
  - Copies of summary sheets available at the Council's offices, libraries and information offices in the district.
- 7.3 The outcome of all consultation stages will be reported to Councillors. Where changes have been made to documents as a result of these comments these too will be set out and explained.
- 7.4 The Council will prepare consultation statements at the Preferred Options and Submission stages which will provide details of consultations that have been carried out. The Council is required to prepare a consultation statement at the Submission stage of the process which summarises what consultations have been carried out in order to comply with the requirements. These will be made available at all deposit locations including the Council Offices in Petersfield and the main libraries and information offices throughout the District during the statutory consultation period.
- 7.5 Once the consultation period has ended the Council will produce a summary statement setting out the total number of representations made, and the key issues raised for consideration through the examination process. These statements will also be made available at the Council's offices and on our website.

## 8 How will we implement the Statement of Community Involvement?

### Resources

- 8.1 The requirements of the Statement of Community Involvement will be implemented by Council staff across the Planning, Community and Communications service teams and will draw on the strengths and skills within these teams. Where appropriate, we may also employ external facilitators and consultants to assist with the consultation process. This may be, for example, in relation to either hard to reach groups or to a specific topic or issue.

- 8.2 It will be important to try and match the need to carry out high quality engagement in the planning process with the resources we have available. By working together with local people, prospective developers, Town and Parish Councils and other organisations we can make sure that we make the best use of the resources available through the District. We will work hard to strengthen and support links with partners, stakeholders and community representatives.
- 8.3 At the same time we will need to maintain a balance between undertaking the minimum legal requirements for engagement and trying to deliver the best outcomes. Although we have limited resources we will continue to improve the quality of engagement and community involvement. This will lead to improvements in both planning policy documents and the determination of planning applications.

#### **Website and emails**

- 8.4 We will use our website to display documents and to allow feedback on the documents during consultation periods. In addition feedback may also take the form of emails. This will be important for those who are unable to access documents at local libraries, information offices or our offices in Petersfield. In order to safeguard against any technological difficulties, and changes in email accounts, we will ask that all email correspondence provides a postal address.

#### **Avoiding Waste**

- 8.5 We are aware that involvement in the Local Development Framework process may well lead to the generation of large volumes of paperwork and correspondence over an extended period. During this period there may often be a change in people's circumstances where the receipt of repeated letters and consultations is unwelcome. We will therefore take care to ensure that the level of involvement is appropriate to respect the views and wishes of anyone who wants to be involved. However, we will discontinue and reduce communications with specific organisations, groups or individuals on matters relating to the Local Development Framework where this has been requested by them, or where they have not responded when asked whether they wish to continue to be involved.

## 9 Community involvement in planning application decisions

### How will we involve you in Planning Applications?

9.1 The Council is responsible for determining the majority of planning applications throughout the District (Hampshire County Council are responsible for minerals and waste proposals). We will continue to carry out consultation on all planning applications to meet the requirements of the Town and Country Planning (General Development Procedure) Order 1995. Applications are already publicised in a number of ways by:

- Public notices in the local press
- Website
- Site notice
- Neighbour notification
- Press releases on significant applications
- The normal period allowed for comment on planning applications is 21 days, however, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.

The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

9.2 For many people the planning application system is often the most visible part of planning. People may have experience of the process through submitting applications or by making comments on development proposals which might affect them. The system can seem complex and it is therefore important that all sections of the community have an opportunity to express their views in support of, or objection to, planning applications. Appendix 5 sets out what we currently do to inform people about planning applications. In addition, where applications are close to the boundary of an adjoining District we will notify the adjoining authority.

9.3 However there are a number of planning applications which may require more community involvement, particularly where applications may be likely to be controversial, on sensitive sites or are significant in scale. These may include:

- Large scale development – residential schemes over 50 units; employment and warehouse/distribution schemes over 5,000m<sup>2</sup>; retail schemes over 2,500m<sup>2</sup>; leisure schemes over 2,000m<sup>2</sup>; all applications for telecommunication development
- Developments where there will be significant environmental impact and there is a need for the application to be accompanied by an Environmental Impact Assessment
- Departure from the Development Plan
- Development affecting a public right of way
- Major development – erection of 10 or more dwellings or site area of 0.5ha or more; where floorspace to be created is more than 1,000m<sup>2</sup> or more, or site area of 1ha or more.

### **Amended Plans**

- 9.4 Amended plans and changes to applications may be submitted during the consideration of a planning application. These may result from negotiations with the applicant, comments from consultees or perhaps following objections from local residents. Whatever the background to the changes it will be important for all those interested in the application to be aware of the proposed amendments. All amended plans are shown on our website and, where these changes are significant, we may re-publicise them for further comments.

### **Public Speaking**

- 9.5 In general most planning applications are determined by either the Council's North or South Planning Committees which cover the District. Arrangements for public speaking, on the most contentious applications which attract a large number of objections, are available at these meetings for the applicant, supporters, objectors and parish councils. This is a valuable and popular way of allowing people an opportunity to have their say on contentious applications. The time available for people to speak is, however, limited. Details of the arrangements are included in Appendix 6.

### **Pre-Application Consultation Process**

- 9.6 We now run a pre-application advice service and seek to encourage developers to undertake early discussions with us on planning applications.
- 9.7 We will also encourage applicants for planning permission to consult and involve local residents, statutory consultees and organisations in their proposals at an early stage before submitting their planning applications. This will be particularly important where the application may be controversial, on a sensitive site or of a large scale. If local people are involved at an early stage it may well assist in identifying concerns which can be overcome before the application is submitted.
- 9.8 In addition, where development falls within the categories outlined in paragraph 9.3, we will ask developers to adopt the following procedures:
- To agree a consultation programme at pre-application discussions with the Council
  - To carry out consultations
  - To submit a Public Consultation Statement at the same time as the planning application. This statement will outline the results of the consultation carried out before a planning application is submitted.

The results of any such consultations will then be taken into account in decisions made by, and on behalf of, the Council.

- 9.9 We do not wish to be prescriptive in setting out the ways in which developers should carry out their consultations. Where possible, however, we would expect them to seek to undertake and use a variety of communication methods which may include any or all of the following:
- Identify and consult members of the community and other interested parties affected by the proposals
  - Organising local exhibitions and meetings
  - Contact and consult with the local Town or Parish Council
  - Use of newsletters, local media, leaflets and posters to provide information
  - Use of workshops where appropriate
- 9.10 Once we have received a planning application we will notify and consult on the application as shown in Appendix 5. Full details of how applications will then be considered will be set out as part of the planning charter system.

## 10 How will we review the Statement of Community Involvement?

- 10.1 The SCI will need to be kept under review. This will not be based on any specific time period. Instead an assessment will be made of the following:
- Changes to regulations
  - Changes to the Community Strategy
  - Changes to the Local Development Scheme (when new documents may be introduced)
  - How successful the consultation methods have been
  - New methods raised by communities or other organisations
  - Changes resulting from the introduction of the South Downs National Park Authority
- 10.2 In addition we will, if necessary, revise the Statement of Community Involvement to respond to feedback from consultation procedures. Such revisions should only be required where there is a significant change in the types of groups that we want to engage, or if there are new methods of engaging people that we want to introduce.
- 10.3 The Annual Monitoring Report (also required as part of the new Local Development Framework) will also take into account how effectively the Statement is being used.

## Glossary

There are a lot of new terms in the new planning system and we hope that this Glossary will help you. It lists some of the terms (and their frequently used acronyms) used in the new planning system.

**Annual Monitoring Report (AMR):** This is produced by the Council at the end of each year. It monitors the effectiveness of policies in the Local Development Framework and the progress of the Local Development Scheme.

**Area Action Plan (AAP):** This is used to provide a planning framework for areas of change and areas of conservation. Area Action Plans will have the status of Development Plan Documents.

**Community Strategy:** Local authorities are required by the Local Government Act 2000 to prepare these, with the aim of improving the social, environmental and economic well-being of their areas. Through the Community Strategy, authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors. The Government recommends that Community Strategies are prepared by Local Strategic Partnerships.

**Core Strategy:** This sets out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. The Core Strategy will have the status of a Development Plan Document.

**Development Plan:** A local authority's development plan consists of the relevant Regional Spatial Strategy and the Development Plan Documents contained within the Local Development Framework.

**Development Plan Documents (DPD):** Spatial planning documents that are subject to independent examination, together with the relevant Regional Spatial Strategy, will form the development plan for a local authority area for the purposes of the Act. They can include a Core Strategy, Site Specific Allocations of land and Area Action Plans (where needed). They will all be shown geographically on an adopted proposals map. Individual Development Plan Documents or parts of a document can be reviewed independently from other Development Plan Documents. Each authority must set out the programme for preparing its Development Plan Documents in its Local Development Scheme.

**East Hampshire Community Partnership (EHCP):** This is a partnership of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood in how services are provided. They are often single non-statutory, multi-agency bodies which aim to bring together locally the public, private, community and voluntary sectors. (This is similar to a local strategic partnership)

**Issues and Options:** This is produced during the early production stage of the preparation of Development Plan Documents and may be issued for consultation (to meet the requirements of Regulation 25).

**Local Development Document (LDD):** This is the collective term for Development Plan Documents and Supplementary Planning Documents.

**Local Development Framework (LDF):** This is the name for the portfolio of Local Development Documents. It will include Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme, Annual Monitoring Reports and identify any specific saved policies and/or Plans. Together these documents will provide the framework for delivering the spatial planning strategy for a local authority area.

**Local Development Scheme (LDS):** This sets out the programme for preparing Local Development Documents. All authorities must submit a Scheme to the Secretary of State for approval.

**Preferred Options Document:** This is produced as part of the preparation of Development Plan Documents, and is issued for formal public participation (as required by Regulation 26).

**The Regulations:** These are the Town and Country Planning (Local Development) (England) Regulations 2004, and the Town and Country Planning (Transitional Arrangements) Regulations 2004.

**Spatial planning:** Spatial planning goes beyond traditional land use planning and brings together and integrates policies and programmes which influence the nature of places and how they function.

**Statement of Community Involvement (SCI):** This sets out the standards which authorities will achieve with regard to involving local communities in the preparation of Local Development Documents and decisions on planning applications. The Statement of Community Involvement is not a Development Plan Document but is subject to independent examination.

**Strategic Environmental Assessment (SEA):** This is a generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment of certain plans and programmes, including those in the field of planning and land use'.

**Supplementary Plan Documents (SPD):** These provide supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

**Sustainability Appraisal (SA):** This is a tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required to be undertaken for all Local Development Documents.

### Types of Development Plan Documents (DPD)

There are a number of different development plan documents that the Council is required to prepare. The documents we are proposing to undertake will be set out in the Council's Local Development Scheme. Over time these may change. In order to check for the most up to date information it is suggested that you check the Council's website:

**[www.easthants.gov.uk/ehdc/localplanweb.nsf/webpages/Local+Dev+Scheme](http://www.easthants.gov.uk/ehdc/localplanweb.nsf/webpages/Local+Dev+Scheme)**

The various development plan documents will usually include:

**The Core Strategy:** This sets out the long term vision for development in East Hampshire and the policies and proposals which will deliver this vision.

**Site specific allocations and policies:** This identifies specific sites for particular uses or development which will deliver the aims and vision of the core strategy.

**Area Action Plans:** This provides a planning framework for specific areas of change or areas of conservation.

**Proposals Map:** This provides a visual illustration on an Ordnance Survey based map to show relevant policies of the development plan and other designations or areas of planning constraint.

**Generic development control policies:** These are criteria based policies which are required to ensure that development within the area meets the vision and strategy set out in the Core Strategy.

## List of consultees

### List of Consultees

Please note that the list below also relates to successor bodies where re-organisations occur.

In addition to the organisations and bodies listed below we also hold a database of contact names and addresses of people interested in engaging in the Local Development Framework process. Anyone can request to be added to this at any time. If you wish to be added (or removed) from our consultee database, please contact the LDF team either in writing or by email at [ldf@easthants.gov.uk](mailto:ldf@easthants.gov.uk).

### Statutory Consultees

The Town and Country Planning (Local Development) (England) Regulations 2004 specify that the following bodies must be consulted if the Council considers that they will be affected by what is proposed in a Development Plan Document:

South East England Regional Assembly (the regional planning body)

Hampshire County Council

All relevant authorities:

- This will include adjoining local authorities (Basingstoke & Deane BC, Chichester DC, Hart DC, Havant BC, Waverley BC, Winchester BC)
- Other local authorities (Eastleigh BC, Fareham BC, Gosport BC, New Forest DC, Portsmouth CC, Rushmoor BC, Test Valley BC, West Sussex County Council)

All East Hampshire Councillors (and relevant officers)

Relevant Hampshire County Councillors (and officers)

All Town and Parish Council within the District

All Town and Parish Councils adjoining the District

The Countryside Agency

The Environment Agency

The Highways Agency

The Historic Buildings and Monuments Commission for England (English Heritage)

Natural England

Department of Transport's Rail Group

South East England Development Agency

Relevant gas, electronic and telecommunications companies

Relevant water and sewage undertakers

Hampshire and Isle of Wight Strategic Health Authority and relevant Primary Care Trust

Government Office for the South East

Any Government departments who may have a large landholding in the area covered by a local development document (for example the Ministry of Defence).

## **General Consultation Bodies**

This is a list of the types of bodies that we will consult if the subject matter of the local development document is likely to affect them (individual groups are not listed as details may become out of date in a short space of time)

These will include:

Voluntary organisations (where some or all of their activities benefit any part of East Hampshire District. May include, for example, residents' associations, amenity groups).

Bodies which represent the interests of the following in the East Hampshire District area:

- Different racial, ethnic or national groups
- Different religious groups
- Disabled persons
- Persons carrying on business
- Young people

## **Other Consultees**

In addition to those listed above we will also consult the following agencies and organisations, where it is considered appropriate, in the preparation of a local development document.

Age Concern  
Air operators  
British Waterways, canal owners and navigation authorities  
Centre for Ecology and Hydrology  
Chambers of Commerce, Local CBI and local branches of Institute of Directors  
Church Commissioners  
Civil Aviation Authority  
Commission for Architecture and the Built Environment  
Commission for New Towns and English Partnerships  
Commission for Racial Equality  
Community Action Hampshire  
Community First East Hampshire  
Crown Estate Office  
Council for the Protection of Rural England  
Disability Rights Commission  
Disabled Persons Transport Advisory Committee  
East Hampshire Community Partnership  
Electricity, Gas and Telecommunications undertakers and the National Grid Company  
Environmental and conservation groups at national, regional and local level  
Friends of the Earth  
Royal Society for the Protection of Birds  
Hampshire Association of Parish and Town Councils  
Hampshire Wildlife Trust  
Equal Opportunities Commission  
Fire and Rescue Services  
Forestry Commission  
Freight Transport Association  
Gypsy Council  
The Traveller Education Office  
Health and Safety Executive

Help the Aged  
Housing Corporation  
Learning and Skills Council  
National Playing Fields Association  
National Trust  
Network Rail  
Passenger Transport Authorities  
Police Architectural Liaison Officers/Crime Prevention Design Advisors  
Post Office Property Holdings  
Rail Companies and the Rail Freight Group  
Regional Development Agencies  
Regional Housing Boards  
Regional Sports Boards  
Road Haulage Association  
South Downs Joint Committee  
Sport England  
The Home Builders Federation, national housebuilders, landowners, developers and consultants

## Summary of Methods of Community Involvement

Document	Pre- Production Stage	Production Stage (6 weeks consultation)	Submission Stage (6 weeks consultation)
<p><b>Core Strategy Development Plan Document</b></p>	<p>Targeted discussions with statutory bodies and interest groups as appropriate (eg stakeholder forums)</p> <p>Use of focus groups, community planning exercises and other inclusive methods of consultation as appropriate.</p> <p>Evidence from Parish Plans and healthcheck work</p> <p>Use of 'Partners' magazine (delivered to each home in District)</p> <p>Website and local press coverage</p> <p>Emphasis on hard to reach groups to ensure their engagement in process.</p>	<p>Circulation of draft document to statutory bodies, town and parish councils and interest groups as appropriate</p> <p>Notification to all those who have asked to be kept informed of process of Core Strategy</p> <p>Publish document on website</p> <p>Documents available at libraries and information offices</p> <p>Publication of formal notices</p> <p>Use of 'Partners' magazine (delivered to each home in District) and other publicity</p>	<p>Circulation of document to statutory bodies, town and parish councils and interest groups as appropriate</p> <p>Notification to all those who have asked to be kept informed of process of Core Strategy</p> <p>Publish document on website</p> <p>Documents available at libraries and information offices</p> <p>Publication of formal notices</p> <p>Use of 'Partners' magazine (delivered to each home in District) and other publicity</p> <p>Publicity for alternative site proposals in accordance with Regulation 32</p>

Document	Pre- Production Stage	Production Stage (6 weeks consultation)	Submission Stage (6 weeks consultation)
<b>Other Development Plan Documents (including Area Action Plans)</b>	<p>Targeted discussions with statutory bodies and interest groups as appropriate (eg stakeholder forums)</p> <p>Use of focus groups, community planning exercises and other inclusive methods of consultation as appropriate</p> <p>Evidence from Parish Plans and healthcheck work</p> <p>Inviting submissions from stakeholders</p> <p>Use of 'Partners' magazine (delivered to each home in District)</p> <p>Website and local press coverage</p> <p>Emphasis on hard to reach groups to ensure their engagement in process</p>	<p>Circulation of draft document to statutory bodies, town and parish councils and interest groups as appropriate</p> <p>Production of local publicity for local effected residents (if appropriate)</p> <p>Targeted discussions with statutory bodies and interest groups as appropriate</p> <p>Notification to all those who have asked to be consulted</p> <p>Publish document on website</p> <p>Documents available at libraries and information offices</p> <p>Publication of formal notices</p> <p>Use of 'Partners' magazine (delivered to each home in District) and other publicity</p>	<p>Circulation of document to statutory bodies, town and parish councils and interest groups as appropriate</p> <p>Notification to all those who have asked to be kept informed</p> <p>Production of local publicity for local effected residents (if appropriate)</p> <p>Publish document on website</p> <p>Documents available at libraries and information offices</p> <p>Publication of formal notices</p> <p>Use of 'Partners' magazine (delivered to each home in District) and other publicity</p> <p>Publicity for alternative site proposals in accordance with Regulation 32</p>

Document	Pre- Production Stage	Production Stage (6 weeks consultation)
<b>Supplementary Planning Documents</b>	<p><i>Any or all of the following may be used as considered appropriate to the document:</i></p> <p>Meetings with/or written consultation statutory bodies and interest groups as appropriate</p> <p>Use of focus groups</p> <p>Local exhibitions, seminars and workshops</p> <p>Targeted consultation letters or leaflets</p>	<p><i>Any or all of the following may be used as considered appropriate to the document:</i></p> <p>Circulation of document to statutory bodies, town and parish councils and interest groups as appropriate</p> <p>General publicity</p> <p>Publish document on website</p> <p>Documents available at libraries and information offices</p> <p>Publication of formal notices</p>

## Actions currently taken by the Council to inform and consult on planning applications

	Press	Website	Site Notice	Neighbour Notification <sup>**</sup>
Application accompanied by an Environmental Impact Assessment	✓	✓	✓	✓
Departure from Development Plan	✓	✓	✓	✓
Development affecting a public right of way	✓	✓	✓	✓
Major* Development	✓	✓	✓	✓
Development affecting the setting of a listed building	✓	✓	✓	✓
Development affecting the character or appearance of a conservation area	✓	✓	✓	✓
Telecommunications		✓		✓
Minor Development (For e.g. 1-10 dwellings, commercial or retail up to 1,000m <sup>2</sup> , sites up to 0.5ha)		✓		✓
Tree Preservation Orders		✓		✓

\* Major Development:

- Erection of 10 or more dwellings or site area of 0.5ha or more
- In other cases where floorspace to be created is more than 1,000m<sup>2</sup> or more, or the site area is 1ha or more
- Winning and working of minerals or use of land for mineral working deposits
- All waste developments (treating, storing, processing or disposing of refuse or waste materials)

\*\* Neighbour Notification includes those properties immediately surrounding the site and effected by the proposal

## A guide for visitors to East Hampshire District Council on public representation on Planning Applications at Planning Committees

### Advice about Speaking at the Area Planning Committees

We have a scheme that allows people to address the Council's Planning Committees but there are some rules that must be followed to make the process workable.

This leaflet answers some of the commonly asked questions about the scheme and what to expect at the meeting itself.



**EAST HAMPSHIRE  
DISTRICT COUNCIL**



INVESTOR IN PEOPLE

If the application is deferred to be considered at a later meeting, no public speaking will take place and you will have to apply again to speak.

#### Summary

- Make sure you register in writing to speak.
- Check date, time and venue
- Turn up 15 minutes early
- Tell the Meeting Administrator of your arrival
- When invited by the Chairman, speak clearly and concisely, and stick to the time limit.
- Do not try to circulate additional written information, plans, or photographs at the meeting.

#### Contacts

**Meeting Administrator**  
Democratic Services,  
East Hampshire District Council, Penns Place,  
Petersfield, Hants, GU31 4EX  
Telephone – 01730 2344098  
Email – [committee.services@easthants.gov.uk](mailto:committee.services@easthants.gov.uk)

**Planning Development Services**  
East Hampshire District Council, Penns Place,  
Petersfield, Hants, GU31 4EX

Telephone – 01730 266551  
Fax – 01730 234348  
Email – [planningdev@easthants.gov.uk](mailto:planningdev@easthants.gov.uk)

The Council Offices are open between  
9am and 5pm, Monday to Friday.

Further planning advice is available at  
[www.easthants.gov.uk](http://www.easthants.gov.uk)

## Can I speak on all planning applications?

No, you can only speak on an application that is listed as a **Section 1** item on the Planning Committee agenda. These items are the more major or controversial planning applications or an application that is to be determined by Planning Committee and has attracted **at least twenty letters of objection** within 28 calendar days of the date of the notification letter or statutory public notice. In many cases, Officers have the power to decide a planning application without it going to the Committee. Please see the Council's website or contact Planning Development Services for a copy of the Council's Scheme of Delegation for Planning Applications.

To qualify to speak you must also have already submitted written objections on the planning application before the publicised closing date.

## How will I know when the application I am interested in is going to Committee?

We will write to you before the Committee meeting to let you know that you may be entitled to speak.

## When and where does the Planning Committee meet?

We have two separate Planning Committees for the South and North of the District. They meet:

**South** - First Thursday in the month meeting at 6.30pm at the Council offices, Penns Place, Petersfield

**North** - Third Thursday in the month meeting at 6.30pm at Amery Hill School, Alton

## Who can speak at the meeting and for how long?

There will be a maximum of 9 minutes speaking time for each planning application. The time will be divided in the following way:

- Objector (3 minutes)
- The Town/Parish Council (3 minutes)
- The Applicant/Agent (3 minutes)

Only **one** objector can speak against a planning application. Where more than one objector wishes to speak, only the first person to apply will be allowed to speak unless one spokesperson can be mutually agreed to speak on behalf of all.

The time limit must be strictly followed and cannot be exceeded. All speakers must stop when asked to by the Chairman

## How do I arrange to speak at the meeting?

You must give us written notice of your wish to speak. You should do this by contacting the **Meeting Administrator** (see address below) in writing by post, fax or email by 4pm on the last working day before the relevant meeting (usually Wednesday). Please do not send us anything earlier than five working days before the meeting. Speaking to a Planning Officer will not be sufficient to register a wish to speak to the Committee. **All requests to speak must be made in writing to the Meeting Administrator.**

Please remember to give:

- your name;
- address;
- daytime telephone number; and
- the planning application details (inc. address).

We will also ask you if we can pass on your details to others with a similar point of view. We will let you know as soon as practicable whether your request to speak has been accepted.

Although we will try to make every effort to be as helpful as possible to speakers, we cannot give a precise time of when the item may be heard during the evening. We need to make sure that the meeting runs efficiently so if you have had your request to speak accepted, **we would ask you to register with the Meeting Administrator at least 15 minutes before the start of the meeting** (the meeting usually starts at 6.30pm).

We will show you where to make your presentation, and where to sit before and after you have spoken.

### What if somebody has already registered to speak?

Our scheme allows one person to speak against a planning application. We will deal with requests to speak on a "first come, first served" basis. Therefore, if someone has already asked to speak, you will not be able to do so.

However, if the person who first registered to speak gives permission, we may be able to put you in touch so that those with a similar point of view can share and discuss their comments. A speaker who represents a number of people will still only have three minutes to put their views across.

### Can I provide additional presentational material to the Committee?

No. Councillors will already have received a full report on the proposal and the relevant plans, and often photographs will be available at the meeting. Also, for probity reasons associated with advance disclosure of information under the Access to Information Act you will not be allowed to circulate further material at, or just before, the meeting.

### What happens at the meeting?

The Chairman will announce the application and a planning officer will give a brief introduction. Then speakers will be invited to address the Committee in the following order:

- Objector
- Parish or Town Council
- Applicant/Agent

When invited by the Chairman, speak clearly and concisely, and stick to the time limit.

Councillors will not question speakers unless the Chairman considers that there are relevant matters raised which are not covered in the officer's report.

Speakers will not be allowed to question Councillors, Council staff or other speakers during the meeting.

### What will I be able to speak about?

This will depend on the application, but it should be restricted to matters covered by planning legislation. Examples may include:

- ✓ Local planning policies
- ✓ Government advice
- ✓ The effect on the street or area (but not loss of private view).
- ✓ Size, layout and density of buildings
- ✓ Design, appearance and materials
- ✓ Adequacy of parking
- ✓ Traffic generation and overall highway safety
- ✓ Overlooking and loss of privacy.
- ✓ Noise and disturbance from the proposed development (but not from construction work).
- ✓ Ground contamination

This list covers the main areas but cannot cover them all

### Where can I see the planning officer's report on the application?

You will be able to see copies of the report at the Council Offices five clear working days before the Committee meeting. Copies will be available at the meeting. You will also be able to see them on-line through the Council's website [www.easthants.gov.uk](http://www.easthants.gov.uk)

### Matters that we cannot take into account include:

Matters controlled under other legislation such as Building Regulations (e.g. structural stability, drainage, fire precautions.)

- × Loss of property value
- × Loss of view across adjoining land
- × Sunday trading
- × Disturbance from construction work
- × The identity or personal characteristics of the applicant
- × Competition
- × Moral issues
- × Need for development
- × Private issues between neighbours (such as land and boundary disputes, damage to property, private rights of way, deeds, and covenants). The issue of covenants has no role in the decision making on planning applications.

### What happens if I fail to register to speak or do not turn up at the Committee?

If you:

- do not attend the meeting after having given notice of your wish to speak; or
- if you do not arrive at the meeting in time; or
- if you have not registered with the Meeting Administrator to speak before the start of the meeting the Committee will decide the application without your involvement.

Speaking at plan committee 0107



# Statement of Community Involvement

Part of the East Hampshire District  
Local Development Framework



EAST HAMPSHIRE DISTRICT COUNCIL

JULY 2007

