



# Hampshire Statement of Community Involvement

Consultation on revisions to the  
Hampshire SCI

Summary of Responses Report



February 2017

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## 1. Introduction

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- 1.1 The involvement of local communities in the planning process is seen as a priority by the Government, who want Local Planning Authorities (LPAs), like Hampshire County Council, to make it easier for everyone to be involved in planning in their local area.
- 1.2 LPAs are required by the Government's planning legislation<sup>1</sup> to produce a Statement of Community of Involvement (SCI), which specifies how the LPA will consult statutory bodies, organisations and local communities which may have an interest in planning matters in its area.
- 1.3 The SCI is a statement of policy for involving local communities in matters related to minerals, waste and County Council developments within its area.
- 1.4 Hampshire County Council has prepared a revised SCI to:
  - set out new and improved procedures for consultation with local communities; and
  - reflect changes to National Planning Policy Guidance and County Council strategies, policies and guidance.
- 1.5 The County Council is committed to encouraging and improving participation from all sections of the community. More information regarding the nature of the SCI is set out in Section 2 of this report.
- 1.6 The draft SCI document was subject to a 6 week consultation, from 7 November to 19 December 2016, during which time consultees and interested parties were given the opportunity to express their views on the content of the draft SCI. Consultees and interested parties were asked to express their comments through the completion of a response form submitted via email, online or post (more information is set out in Section 3 of this report: 'Consultation on the Proposed Modifications'. The response form contained a set number of questions used to guide responses in order to facilitate more relevant and coherent representations.
- 1.7 The responses received were reviewed by County Council officers and taken into consideration during finalisation of the SCI, where appropriate. A summary of the responses will be presented to the Council's Economy, Transport and Environment Select Committee and Regulatory Committee in 2017. The outcomes of the consultation will also be summarised in the report taken to Full Council when adoption will be considered SCI.
- 1.8 The results of the consultation are summarised in Section 4: and Appendix 1 of this report.
- 1.9 The revised SCI will eventually replace the previously adopted SCI (2014) and if the County Council resolves to adopt the document in due course.

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<sup>1</sup> Planning and Compulsory Purchase Act 2004, part 2, sections 18, 19, 26 and 28 and part 3

## 2. Statement of Community Involvement

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2.0.1 This section of the summary report focuses on the background to the Hampshire Statement of Community involvement (SCI).

### 2.1 What is the Statement of Community Involvement?

2.1.1 The Hampshire SCI describes how Hampshire County Council will:

- *fulfil its legal duties to ensure community involvement in the planning process;*
- *involve local communities at each of the stages of plan-making in relation to the policies of mineral and waste development;*
- *involve local communities in reaching decisions on mineral, waste and County Council developments; and*
- *provide feedback to local communities and interested parties.*

2.1.2 In recent years, Hampshire County Council has worked in partnership with the other Minerals and Waste Planning Authorities (MWPAs) within the County (Southampton City Council, Portsmouth City Council, New Forest National Park Authority and the South Downs National Park Authority – hereafter referred to as the ‘Hampshire Authorities’) to produce the Hampshire Minerals & Waste Plan (HMWP). The HMWP was adopted by each of the Hampshire Authorities in October 2013. The other MWPAs<sup>2 3 4 5</sup> each have separate SCI document which describe how each authority will seek to involve its own local communities in the most effective way.

2.1.3 The following map illustrates the County Council administrative area for which the draft SCI covers:

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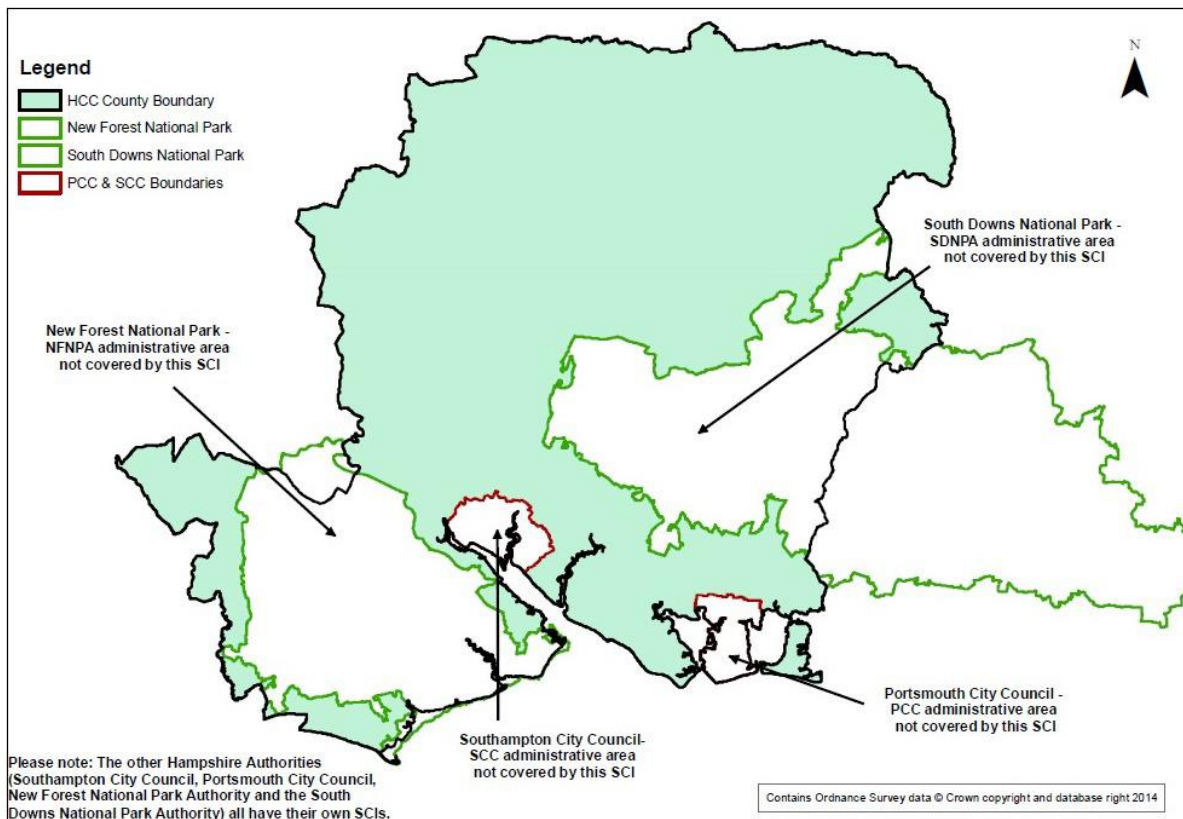
<sup>2</sup> Portsmouth City SCI (2012) - [www.portsmouth.gov.uk/media/Final\\_SCI.pdf](http://www.portsmouth.gov.uk/media/Final_SCI.pdf)

<sup>3</sup> Southampton City Council SCI (2013) –  
[www.southampton.gov.uk/Images/130311%20SCI%20for%20Cabinet\\_tcm46-347397.pdf](http://www.southampton.gov.uk/Images/130311%20SCI%20for%20Cabinet_tcm46-347397.pdf)

<sup>4</sup> New Forest National Park Authority SCI (2013) -  
[www.newforestnpa.gov.uk/download/downloads/id/722/statement\\_of\\_community\\_involvement\\_2013](http://www.newforestnpa.gov.uk/download/downloads/id/722/statement_of_community_involvement_2013)

<sup>5</sup> South Downs National Park Authority SCI (2014)-  
[www.southdowns.gov.uk/\\_data/assets/pdf\\_file/0004/418963/Statement-of-Community-Involvement-first-revision-Jan-2014.pdf](http://www.southdowns.gov.uk/_data/assets/pdf_file/0004/418963/Statement-of-Community-Involvement-first-revision-Jan-2014.pdf)

**Figure 1: Area covered by the revised SCI**



## 2.2 Why has the Statement of Community Involvement been reviewed?

2.2.1 The current [Hampshire Statement of Community Involvement](#) was adopted by Hampshire County Council in 2014. This incorporated changes to various changes pieces of legislation such as the [Planning Act 2008](#), the [Localism Act 2011](#) and [Town and Country Planning Local Planning Regulations \(2012\)](#).

2.2.2 As communities and interested parties are fundamental to the planning process, Hampshire County Council sought views on the revisions to the Statement of Community Involvement (SCI). The revised SCI includes:

- improved procedures;
- reflects changes to national planning practice guidance; and
- reflects changes to Hampshire County Council strategies, policies and guidance.

## 3. Consultation on the revised Statement of Community Involvement

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3.0.1 This section of the summary report focuses on the consultation on the draft SCI, namely:

- *who was consulted;*
- *how the consultation took place;*
- *what was consulted upon;*
- *the number of responses received to the consultation;*
- *who responded;*
- *how consultation responses were received; and*
- *the types of responses received.*

### 3.1 Who was consulted and how?

3.1.1 The County Council sought to consult all known interested parties on the consultation and inform them of the opportunity to comment. The consultation ran from 7 November – 19 December 2016. An email or letter (where email was not available) was sent to consultees and interested parties for which the County Council has an obligation to consult on planning policy and development management work, as well as all other consultees and interested parties who have expressed an interest in being informed in plan preparation held in a dedicated database.

3.1.2 Additionally, a press release was issued by Hampshire County Council to mark the start of the consultation period. The consultation was also publicised on the Strategic Planning [website](#), as well as through the official County Council [Twitter feed](#).

3.1.3 An electronic and editable response form was available on the Strategic Planning webpages.

### 3.2 What was consulted upon?

3.2.1 The response form asked questions on the different aspects of community involvement covered in the SCI. The form was split into 4 areas:

1. general aspects;
2. plan-making;
3. development management (planning applications); and
4. other related comments.

3.2.2 **General aspects** - The first two questions covered the more general aspects including whether respondents:

- *agreed with the overall content of the draft SCI;*
- *felt that anything else needed to be covered; and*
- *agreed with the principles defined in the draft in relation to HCC's different planning processes.*

- 3.2.3 **Plan-making** – Respondents were asked if they thought the draft SCI document was sufficient in providing opportunities to:
- *inform and raise awareness of plan-preparation;*
  - *contribute consultees' views on these matters;*
  - *participate in identifying the needs and priorities of planning policy documents; and*
  - *be engaged in the preparation of any supplementary planning documentation (post-adoption of a development plan).*
- 3.2.4 **Planning applications** – Respondents were asked whether the:
- *responsibilities of Hampshire County Council in the determination of different classes of planning applications were clearly set out in the document;*
  - *consultation arrangements were sufficient and appropriate with regards to:*
    - *pre-application discussions;*
    - *publicity;*
    - *public involvement in the determination of planning applications;*
    - *planning decisions;*
    - *appeals; and*
  - *proposals in the draft SCI struck the right balance between providing sufficient opportunities for comment and making timely and effective decisions;*
  - *Other views on the SCI.*
- 3.2.5 **Other Comments** – The questions in this section were focused on the method by which the respondents were informed of the draft SCI consultation, as well as the capacity in which they were responding (e.g. individual residents, or representatives of an organisation or local authority). Respondents were also asked if they had any other views on the content of the draft SCI.

### **3.3 How many responses were received?**

3.3.1 In total, 29 representations were received by the County Council during the consultation period.

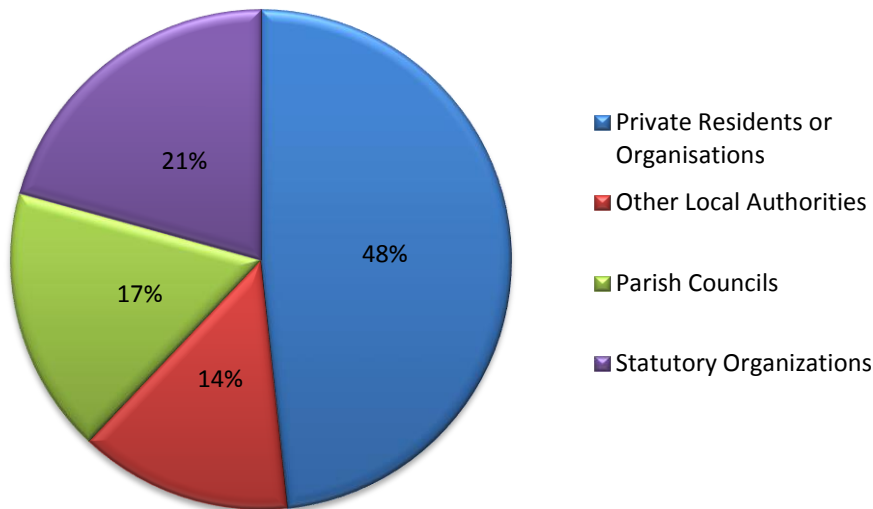
### **3.4 Who responded to the consultation?**

3.4.1 These were received from the following sources:

- *private residents or organisations;*
- *other authorities;*
- *parish councils; and*
- *statutory organisations.*

3.4.2 This is highlighted in the following pie chart:

**Figure 2: Proportion of representations made by respondent type.**



### **3.5 How were responses made?**

- 3.5.1 In order to make representations for the SCI consultation, respondents were asked to fill out a response form or online survey with pre-determined questions in order to help clarify the nature of the comments, issues or concerns (if any) each representation raised.
- 3.5.2 It is important to note, that some of the responses received did not directly relate to the draft SCI document itself or the questions being asked in the response form. These included comments focussed on minerals and waste site allocations or other potential sites considered as part of the Hampshire Minerals and Waste Plan preparation process.
- 3.5.3 In addition, some representations received did not use the dedicated questions. In these cases, or where responses did not directly correspond to the question being asked, officers used their own judgement in order to assign comments to the most relevant question on the form.

### **3.6 Responses received to the consultation**

- 3.6.1 A number of representations expressed their support for the measures outlined in the draft SCI, indicating that they are considered to be sufficient and appropriate to cover community involvement in minerals and waste matters and stated that they believe that this type of consultation is vital.
- 3.6.2 Other representations were generally favourable but had a few comments to make on specific parts of the draft SCI. Engagement with utility providers such as water companies is supported where there may be a potential impact on water resources.



3.6.3 Hampshire County Council's response to all of the issues raised in relation to making representations and receiving feedback is outlined in [Appendix 1](#) of this report.

### **3.7 Responses received outside of the scope of the consultation**

3.7.1 The following provides a summary of the types of responses received which were considered to be outside of the scope of the consultation including responses relating to:

- specific mineral or waste sites;
- the monitoring and enforcement of permissions-.

## **4. Proposed Changes to the draft Statement of Community Involvement**

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4.0.1 As part of the finalisation of the SCI, a small number of other textual and formatting changes will be made for clarification purposes.

4.0.2 Whilst reviewing the draft SCI in light of the responses received as part of the consultation, a small number of amendments are proposed to be made to the document as a direct result of the consultation responses received. The justifications for making these changes are set out in [Appendix 1](#). Proposed changes include the following:

Table 1: Proposed changes to the Statement of Community Involvement following consultation

Section of the SCI	Proposed change
<u>General amendments</u>	Amendments to the format and text of figures 3, 7, 8, 9, 11, 12, 13, 14, 16, 17, 18, 19 and 23 and other textual updates as required.
Have YOUR Say on the revised Statement of Community Involvement (2016)	Remove section
<b>How to get involved in planning at Hampshire County Council</b>	
<b>1. Introduction to the Hampshire Statement of Community Involvement</b>	
<i>1.1. Why does Hampshire County Council need to prepare a Statement of Community Involvement</i>	Amendments to the format and text of Figure 1 and textual amendments in relation to partnership working
<i>1.4. Meeting the Duty to Co-operate</i>	The box after para 1.4.1 will be amended to make reference to statutory consultees.
<b>2. Who needs to be involved in the planning process in Hampshire?</b>	
	<p>Amendments to figure 4 to the format and text. The following other textual changes will be made:</p> <ul style="list-style-type: none"> <li>• Inclusion of '<i>Public Utilities, National Grid, Statutory Undertakers</i>' as <i>Statutory Consultees</i> for plan-making.</li> <li>• Figure 4 will also be amended to reflect relevant Town and Parish Councils outside of Hampshire which may be impacted by the proposal.</li> </ul>

	<ul style="list-style-type: none"> <li>• Addition of Network Rail as a other consultee</li> </ul>
<b>3. How will communities be engaged in the development of a Minerals and Waste Local Plan or Supplementary Planning Documents in Hampshire?</b>	
<i>3.1. Preparation and adoption of a Minerals and Waste Local Plan</i>	Paragraph 3.1.13 will be amended for clarification purposes in relation to public consultation
<b>4. How will communities be engaged in Development management in Hampshire - minerals, waste and County Council development planning applications?</b>	
<i>4.2. Publicity and consultation on planning applications being considered by Hampshire County Council</i>	Amendments to the format and text in figure 15 and some textual changes
	Reference to the scheme of delegation to be added
<i>4.3. How to comment on a planning application being considered by Hampshire County Council</i>	Textual amendments to paragraphs 4.3.10-4.3.12
<i>4.4. How notification will take place for planning applications determined by Hampshire County Council</i>	Amendments to the format and text in figure 20 with some amendments to the text
	Amendments to the format and text in figure 21 and amendments to the text
<i>4.5. Planning Appeals - publicity and notification</i>	Amendments to the format and text in figure 22 and amendments to the text
Glossary	Amendments to the definition of AONBs

## 5. What happens next?

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- 5.1.1 Now that the consultation period has ended, the Statement of Community Involvement (SCI) will be reviewed and amended as appropriate (see [section 4](#) of this report).
- 5.1.2 The SCI will then be finalised ready for the County Council to consider adoption of the document. It is anticipated that the SCI will be adopted in 2017.
- 5.1.3 Once adopted, the SCI will replace the previous [Hampshire Statement of Community Involvement](#).
- 5.1.4 Following adoption of the revised SCI, the document will be reviewed as necessary to ensure it is up to date and in line with current legislation, ensuring it includes an appropriate benchmark for meeting consultation requirements. The effectiveness of the SCI will be considered through the preparation of monitoring reports, which are produced as part of the statutory requirement for Hampshire County Council to monitor adopted minerals and waste development documents (e.g. the Hampshire Minerals and Waste Plan).
- 5.1.5 Monitoring reports will indicate the extent to which the policies and proposals in the adopted minerals and waste development documents, such as the SCI, are being achieved. The monitoring process will involve the assessment of:
- *how effective the SCI is in helping the community, consultees and interested parties be involved in minerals and waste planning in Hampshire;*
  - *how appropriate the SCI's proposed techniques for consultation are, and how easily they can be carried out; and*
  - *whether any new Government guidance will need to be incorporated into a revised version of the SCI.*

## 6. Where can I find more information on the Statement of Community Involvement?

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6.0.1 The currently adopted SCI can be viewed on the County Council's [webpages](#), or at the County Council offices in Winchester (by appointment, during normal office hours).

6.0.2 If you require any further information regarding the SCI, you can contact the County Council in the following ways;



0300 555 1389



[planning@hants.gov.uk](mailto:planning@hants.gov.uk)



Strategic Planning, Economy Transport & Environment Department ,  
Hampshire County Council, The Castle, Winchester, Hampshire  
SO23 8UD

## Appendix 1: Summary of Responses on Proposed Changes to the Statement of Community Involvement

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The following tables set out a summary of responses received to the consultation on the draft SCI. They are set out by question. Please note the following:

- where a response has been received from a local resident, names have been removed and replaced with 'local resident and the appropriate response reference number';
- Only organisation names appear in the table; and
- Only responses received against specific questions will be noted in the table below. If no response has been received from a respondent, it has not been recorded as a record.

### Question 1: Do you agree with the content of the draft Statement of Community Involvement?

Respondent	Summary of Response Received	Officer Response	Amendments
Local resident – 1	No	Noted	No changes to the SCI required.
Local resident – 2	Any extension, variation or intensification of the recycling plant and waste storage or change of its access/egress at Four Dell Farm would be strongly resisted by the Compton community. It would be preferable for the site to be removed and restored to its former agricultural use, so avoiding loss of countryside amenity, HGV traffic movements and anti-social light, noise and dust pollution. Thank you for the opportunity to comment.	Whilst the comments are noted, these do not relate to the proposed revisions to the SCI.	No changes to the SCI required.
West Berkshire Council	Thank you for the opportunity to comment. West Berkshire Council has no further comment to make.	Noted.	No changes to the SCI required.

<b>Respondent</b>	<b>Summary of Response Received</b>	<b>Officer Response</b>	<b>Amendments</b>
Local resident – 4	I have read it I and I am happy with what I have read.	Noted.	No changes to the SCI required.
Highways England	We have reviewed the consultation and have no comments.	Noted.	No changes to the SCI required.
Local resident - 6	Thank you for the visibility.	Noted.	No changes to the SCI required.
Tichborne Parish Council	Yes	Noted.	No changes to the SCI required.
Meon Shore Chalet Owners Association	Thank you for continuing to include us in your consultation procedures. The Meon Shore Chalet Owners Association remains interested in the HCC Minerals and Waste proposals and is heartened to see the care you are taking to involve public consultation. I see nothing to contradict the revisions you have put forward here, other than to suggest that HCC notification to neighbours who are within 100 metres of a proposed rural site of a planning application might more properly be extended to 200 metres. And I think you might highlight your website and email addresses for accessing information: they are so useful	Noted. The 100 metre buffer is considered to be reasonable. However, the SCI gives the flexibility for this to be extended based on local circumstances. Neighbourhood notification is part of a package of measures we undertake to inform the local community of proposed development in the area.	No changes to the SCI required.
Chineham Parish Council	We consider the design and layout of the Hampshire County Council website makes it difficult for members of the public to find planning applications online.	Noted. The Council is in the process of amending and reviewing its web pages.	No changes to the SCI required.

Respondent	Summary of Response Received	Officer Response	Amendments
Local resident – 12	No	Noted.	No changes to the SCI required.
Lee-on-the-Solent Residents Association	<p>Absolutely not - this appears to be a deliberate attempt to dissuade the average resident from taking part. 64 page consultation, with no summary, and a 10 page response is madness. Most householders will give up after the first few pages. I hope this is not HCC's intent. There is a reliable first hand report an ex-government minister that many government authorities have adopted a policy of seeing consultations as just a 12-week delay before proceeding as they wish. Rightly or wrongly, this consultation has strong signs this. This consultation was discussed at a Lee Residents' committee meeting on 17th Nov and the tone of this response approved.</p>	<p>Noted. The content and structure of the SCI is set out in Government policy and guidance and the council has a duty to meet these requirements. A summary of the proposed changes was available to view on the website as part of the consultation.</p> <p>The County Council will produce a summary version of the key aspects of the SCI for the website. A summary of how to respond to planning applications has already been recently prepared and put on our website. A link to this is now sent out with every neighbourhood notification letter.</p>	No changes to the SCI required. .
Stephen Bowley Planning Consultancy	Very thorough and informative. Most of the consultation procedures are specified by elsewhere - eg Govt legislation or appeal procedures etc, but helpful for the	Noted.	No changes to the SCI required.



Respondent	Summary of Response Received	Officer Response	Amendments
	public to have in one place. Good to have the publicity procedures for amendments to applications to be set out - always a grey area.		
Verwood Town Council	<p>Under 1.4.2 Consequently, in preparing minerals and waste plans and in circumstances where development in Hampshire may impact other areas, it is important to involve neighbouring LPAs and other consultees and interested parties. As a result, the duty to co-operate is also an important consideration and is reflected in this SCI.</p> <p>The Town Council feel that they should be classed as a Statutory Consultee due to the proximity to Hampshire. You do state under 2.4 that Parish and Town Councils are under Statutory Consultees but as we are in Dorset the Town Council wishes to ensure that any issue raised close to the Town is brought to our attention.</p>	Noted. The Town Council would be consulted on any planning application in proximity to its boundaries, as relevant, in line with the provisions of the SCI.	Figure 4 will be amended to reflect relevant Town and Parish Councils outside of Hampshire which may be impacted by the proposal.
Local resident – 17	Broadly a "yes"	Noted.	No changes to the SCI required.
Local resident – 19	Yes	Noted.	No changes to the SCI required.
Gosport Borough Council	Yes	Noted.	No changes to the SCI required.
Cranborne Chase AONB	The document will be particularly helpful to those that know little about planning	Noted. The SCI does not seek to specifically explain the roles	Glossary definition will be amended to reflect the

Respondent	Summary of Response Received	Officer Response	Amendments
	<p>procedures and those that wish to be involved at the appropriate stages.</p> <p>Nevertheless from an Area of Outstanding Natural Beauty perspective there is very little about the status and importance of AONBs in the main text. This is perhaps due to the less than fulsome entry for AONBs in the Glossary. Areas of Outstanding Natural Beauty have the highest landscape value, as confirmed by NPPF paragraphs 115 and 116 and the Glossary entry should be amended to reflect that high level, national, status. It would also be helpful to readers to know that the day to day guidance of the management of AONBs is undertaken by local partnerships comprised of the relevant local authorities, statutory special interest organisations, and appropriate voluntary bodies. Designation is by the Secretary of State.</p> <p>The diagrams in the draft document are particularly helpful. However, I would strongly suggest that Figure 1 could be enhanced by including partnerships, such as the AONB Partnerships, the local nature partnerships and the local economy partnerships.</p>	<p>of different organisations in the planning process. It merely seeks to identify and summarise those who may have an interest.</p> <p>The comments made in relation to taking into account the reasons for AONB designation, conserving and enhancing natural beauty, when coming to any decision that affects land within this AONB are noted and would be taken into account in decision making.</p>	<p>comments.</p> <p>Figure 1 will be amended in relation to partnership working</p> <p>Figure 20 will be amended for clarification</p>

Respondent	Summary of Response Received	Officer Response	Amendments
	<p>You will, be aware of the duty of Hampshire County Council to take into account the reasons for AONB designation, conserving and enhancing natural beauty, when coming to any decision that affects land within this AONB. That is Section 85 of the Countryside and Rights of Way Act 2000 and including that within the section 1.4, Duty to Co-operate, could be a way of demonstrating the Council's commitment. I note that the only mention of Areas of Outstanding Natural Beauty is in Figure 4 in section 2.4, although National Parks, of equal landscape status, are mentioned many, many more times. I realise that National Park Authorities are planning authorities in their own right but the status of the landscape is not higher than that of Areas of Outstanding Natural Beauty. As equally important elements of the nation's heritage and natural capital they should, I advise, be treated similarly.</p> <p>On a point of detail I note that in Figure 20, relating to non-delegated decisions, there is the criterion 'the applicant is an officer of the County Council'. Do you really mean 'officer' or do you mean 'member', or do you mean both?</p>		
Environment Agency	Having reviewed the document we have no comments to make. The document is clear	Noted.	No changes to the SCI required.

Respondent	Summary of Response Received	Officer Response	Amendments
	and recognises our role as a statutory consultee at all stages of the planning process.		
Ellisfield Village Association	Yes	Noted.	No changes to the SCI required.
Natural England	We note and agree that Natural England are a Statutory consultee. We have no further comments to make.	Noted.	No changes to the SCI required.
Hyde Parish Council	Process seems sound in lead up to making decisions. Process is vague as to consultation and escalation and enforcement of conditions by HCC. Process could be more explicit as to how liaison with NFNPA/Dorset/Wiltshire CC will work	The SCI does not set out any information on the compliance of any planning permissions granted. This document relates purely to the consultation on planning policy and development management matters. More information on compliance is set out in the Councils <a href="#">Site Enforcement and Monitoring Plan (2016)</a> .	No changes to the SCI required.
Basingstoke and Deane Borough Council	The Duty to Co-operate is mentioned, however, the SCI would benefit from detailing how HCC intends to meet its obligations under the duty, particularly with the borough council, both in terms of delivering sites that are owned by the county council that have a mineral or waste designation or a planning application for a minerals and water site that falls within the borough boundary.	Hampshire's district and borough councils are specifically mentioned in relation to the duty to cooperate in section 1.4 of the SCI.  The definitions of major / minor are set out in the Councils scheme of delegation and are not relevant to the SCI.	No changes to the SCI required. .  Reference to the scheme of delegation to be added to section 4.2 of the SCI.

Respondent	Summary of Response Received	Officer Response	Amendments
	<p>For clarity, it is recommend that the SCI should define what is meant by major/minor development in terms of consulting on planning applications</p> <p>An SCI is often a requirement for major developments to demonstrate how relevant consultees have been consulted during the preparation of the planning application. It may be beneficial to list what this could cover for any 'major' applications that are submitted to HCC. For your information, the Basingstoke and Deane Borough Council 1APP process states the following "Required for all major applications to show how the developer has complied with the requirements for pre-application consultation as set out in the adopted Statement of Community Involvement."</p>	<p>Amendments to the council's validation list will cover the requirements for major applications to detail how the SCI has been complied with.</p>	<p>No changes to the SCI required. As this issue will be covered by the forthcoming consultation on the amendments to the Council's planning application validation guidance.</p>
Historic England	Generally, yes.	Noted.	No changes to the SCI required.
Local resident – 29	Yes	Noted.	No changes to the SCI required.

**Question 2: Are there any other matters that you feel the SCI should address but are not currently covered in the draft? If yes, please specify.**

<b>Respondent</b>	<b>Summary of Response Received</b>	<b>Officer Response</b>	<b>Amendments</b>
Local resident – 1	If you are serious about obtaining public feedback, 64 pages of complex argument is ridiculous and guarantees lack of take up. The response form is not suitable for online completion by the average householder. How do you put in a tick? A signature – most don't have it?	<p>Noted. The content and structure of the SCI is set out in Government policy and guidance and the council has a duty to meet these requirements. A summary of the proposed changes was available to view on the website as part of the consultation.</p> <p>The comments on the response form are noted. An electronic form was also available. When preparing further consultations we will consider the accessibility of the response methods and consider providing guidance on how to fill them in.</p> <p>Hampshire County Council will produce summary version of the key aspects of the SCI will be produced for the website. A summary of how to respond to planning applications has</p>	No changes to the SCI required.

Respondent	Summary of Response Received	Officer Response	Amendments
		already been recently prepared and put on our website. A link to this is now sent out with every neighbourhood notification letter.	
Tichborne Parish Council	No	Noted.	No changes to the SCI required.
Local resident – 12	The views of the individual are never taken into account	The purpose of the SCI is to set out how the views of local residents and interested parties will be sought and how these will be taken into account, amongst other considerations when preparing planning policy and decisions on planning applications. Public consultation is an essential part of the planning process and Hampshire County Council is committed to this.	No changes to the SCI required.
Lee-on-the-Solent Residents Association	How could there be at 65 pages!	Noted. The content and structure of the SCI is set out in Government policy and guidance and the council has a duty to meet these requirements. A summary of the proposed changes was available to view on the website as part of the consultation.	No changes to the SCI required.

<b>Respondent</b>	<b>Summary of Response Received</b>	<b>Officer Response</b>	<b>Amendments</b>
Local resident – 17	Access to transportation from sites needs to be more of a specific consideration. It is at present "hidden". F4 Network Rail should be a "named consultee". I read transport operators to be South West Trains, Southern etc and bus companies e.g. First.	Noted.	Figure 4 will be amended to include reference to Network Rail
Local resident – 19	Yes - reference is made to Environmental Assessments, but no details are given to Noise Studies, I believe this is a major omission.	Noted. The SCI relates specifically to community engagement on planning policy and development management. It will not set out specific requirements for studies to accompany planning applications.	No changes to the SCI required.
Gosport Borough Council	No	Noted.	No changes to the SCI required.
Ellisfield Village Association	4.2.12 says residents in rural areas within 100 metres would be notified of planning applications. In the quiet of the country, noise travels far as does light pollution on unlit lanes. 100 metres is not far enough, consultation needs to be wider. Ellisfield is 1.5km from the Veolia site on Bushywarren Lane yet we hear, smell and see the site. Ellisfield's parish boundary is very close to the site, but not within 100 metres, and the Ellisfield Parish Council was not notified of either of the two planning applications for garden recycling, firstly when altered from a SINC to a small industrial site nor when	Noted. The 100 metre buffer is considered to be reasonable. However, the SCI gives the flexibility for this to be extended based on local circumstances. Neighbourhood notification is part of a package of measures we undertake to inform the local community of proposed development in the area.  It is important that local communities report any issues	No changes to the SCI required.



Respondent	Summary of Response Received	Officer Response	Amendments
	enlarged to a big industrial site.	associated with planning permissions granted by the authority to our monitoring and enforcement officers so that they can investigate. More information on reporting breaches can be found on our <a href="#">website</a> .	
Hyde Parish Council	State issues that have arisen regarding current policies in last few years. Highlight changes to proposed v current process.	Noted.	No changes to the SCI required.
Historic England	<p>Yes: paragraphs 1.4 and 3.1.12 of the SCI refer to the Duty to Co-operate. As you will be aware, the Historic Buildings and Monuments Commission (Historic England) is a “prescribed body” by virtue of Part 2 of the Town and Country Planning (Local Planning) (England) Regulations 2012 and is therefore required to co-operate in relation to planning of sustainable development with local planning authorities and other prescribed bodies by Section 33A of Part 2 of the Planning and Compulsory Act (as inserted by Section 110 of the Localism Act 2011).</p> <p>Our understanding of the Regulations is that the duty applies in respect of all strategic matters. However, the National Planning Practice Guidance advises that the prescribed bodies “should be proportionate in how they do this and tailor</p>	Noted.	The box after para 1.4.1 will be amended to make reference to statutory consultees.

Respondent	Summary of Response Received	Officer Response	Amendments
	<p>the degree of cooperation according to where they can maximise the effectiveness of plans". Historic England confines its involvement in planning issues to matters that involve or otherwise affect the historic environment. Historic England's duty to co-operate is therefore appropriate in respect of strategic matters that would involve or otherwise affect the historic environment, including the heritage assets therein.</p> <p>We consider that Historic England (and the other statutory consultation bodies) should be specifically identified in the box under this paragraph.</p> <p>(We welcome the identification of Historic England in Figure 4).</p>		
Local resident – 29	<p>When Large Applications are submitted, all the information supplied by the applicant, either directly or through their consultants must be monitored by Hampshire County Council/ Head of Planning or Planning Officer on a regular basis. The reason for extra monitoring: - Large company/Consultant can place any information within their reports that they know will secure approval. This information is then submitted to Head of Planning and Regulatory Committee for approval. HCC and Committee make their decision the information provided. Unless EVERYTHING in that report is put as a CONDITION the</p>	<p>Noted. The SCI does not set out any information on the compliance of any planning permissions granted. This document relates purely to the consultation on planning policy and development management matters. More information on compliance is set out in the Councils <a href="#">Site Enforcement and Monitoring Plan (2016)</a>.</p>	<p>No changes to the SCI required.</p>

Respondent	Summary of Response Received	Officer Response	Amendments
	<p>applicant can and will run their business with the knowledge that everything they stated in their application will not be checked or monitored again by HCC.            Example: - traffic volume, waste transportation distance, country lane hazards, wildlife monitoring, to name a few.            HCC must ensure compliance with planning permission granted and enforce control, that can only be done with regular monitoring.</p>		

# PLAN-MAKING

Question 3: In relation to the preparation of the minerals and waste planning policy do the proposals in the draft SCI provide sufficient and appropriate opportunities to:

- a. provide information and raise awareness? (please state why and what you wish to see in terms of changes;
- b. contribute your views in response to consultations? (please state why and what you wish to see in terms of changes)
- c. actively participate in identifying needs and priorities for the relevant planning policy document where you seek them? (please state why and what you wish to see in terms of changes
- d. be consulted and engaged in the preparation of any supplementary planning guidance documents (produced after the adoption of a development plan)

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Respondent	Summary of Response Received	Officer Response	Amendments
Local Resident - 1	Suggests the language is not readable to the lay person.	Noted. The County Council has tried to ensure that the document has been produced in plain English. A summary of its main provisions will be prepared and published following adoption.	No changes to the SCI required.
Local resident – 2	N/A	Noted	No changes to the SCI required.
West Berkshire Council	N/A	Noted	No changes to the SCI required.
Local resident – 4	N/A	Noted	No changes to the SCI required.
Highways England	N/A	Noted	No changes to the SCI required.
Local resident – 6	N/A	Noted	No changes to the SCI

<b>Respondent</b>	<b>Summary of Response Received</b>	<b>Officer Response</b>	<b>Amendments</b>
			required.
Marine Management Organisation	N/A	Noted	No changes to the SCI required.
Local resident – 8	Suggests that on large sites that are near tourist areas, there needs to be region wide publicity. Also mentions that mapping needs to be clearer.	Noted. The buffers included are considered to be reasonable. However, the SCI gives the flexibility for this to be extended based on local circumstances. Neighbourhood notification is part of a package of measures we undertake to inform the local community of proposed development / policy work in the area.	No changes to the SCI required.
Tichborne Parish Council	Yes to all	Noted	No changes to the SCI required.
Meon Shore Chalet Owners Association	N/A	Noted	No changes to the SCI required.
Chineham Parish Council	N/A	Noted	No changes to the SCI required.
Local resident – 12	More emphasis on conservation	Noted	No changes to the SCI required.
Lee-on-the-Solent Residents Association	Suggestion that the document is too long.	Noted. The County Council has a duty to consider the areas identified in the SCI by Government Guidance and policy. A summary of its main provisions will be prepared and published following adoption.	No changes to the SCI required.

Respondent	Summary of Response Received	Officer Response	Amendments
Stephen Bowley Planning Consultancy	N/A	Noted	No changes to the SCI required.
Southern Water	Regarding <i>'Figure 4: Examples of consultees and interested parties for minerals and waste plan-making and planning applications in Hampshire'</i> we notice that <i>'Public Utilities, National Grid, Statutory Undertakers'</i> are listed under the heading <i>'Other Consultees'</i> . We would point out that whilst Southern Water would be classified as <i>Other Consultees</i> on planning applications, we are <i>Statutory Consultees</i> on plan-making, and as such would expect to be notified about any plan-making consultations as a matter of course.	Noted.	Figure 4 will be amended to reflect the status of 'Public Utilities, National Grid, Statutory Undertakers' as statutory consultees for plan-making.
Savills on behalf of Thames Water Utilities Ltd	A key sustainability objective for the preparation of the Local Plan should be for new development to be co-ordinated with the infrastructure it demands and to take into account the capacity of existing infrastructure. Paragraph 156 of the National Planning Policy Framework (NPPF), March 2012, states: "Local planning authorities should set out strategic policies for the area in the Local Plan. This should include strategic policies to deliver:..... the provision of infrastructure for water supply and wastewater...." Paragraph 162 of the NPPF relates to infrastructure and states: "Local planning	Noted.	Figure 4 will be amended to reflect the status of 'Public Utilities, National Grid, Statutory Undertakers' as statutory consultees for plan-making.  Figure 15 will be amended to reflect the provisions of the adopted Oil and Gas SPD which indicates that water companies will be consulted on all oil and gas proposals. It will also be amended to take into account relevant service

Respondent	Summary of Response Received	Officer Response	Amendments
	<p>authorities should work with other authorities to: assess the quality and capacity of infrastructure for water supply and wastewater and its treatment.....take account of the need for strategic infrastructure including nationally significant infrastructure within their areas.”</p> <p>The National Planning Practice Guidance includes a section on ‘water supply, wastewater and water quality’ and sets out that Local Plans should be the focus for ensuring that investment plans of water and sewerage/wastewater companies align with development needs.</p> <p>Regulation 18 of the Town &amp; Country Planning (Local Planning) Regulations 2012 states that Local Planning Authorities must consult ‘specific consultation bodies’ and invite them to make representations to the local planning authority about what a local plan ought to contain. The interpretation in Part 1 of the Regulations states that sewerage and water undertakers constitute ‘specific consultation bodies’. Thames Water therefore consider that sewerage and water undertakers should be identified as such in the SCI. Thames Water consider it would also be helpful if a list of the specific sewerage/water undertakers covering the area are listed e.g. Thames Water.</p>		<p>providers as appropriate.</p>

Respondent	Summary of Response Received	Officer Response	Amendments
	<p>When carrying out the necessary early consultations with Thames Water regarding the capacity of water supply and sewerage systems in accordance with the Regulations, adequate time should be allowed for Thames Water to consider development options and proposals so that an informed response can be formulated. It is not always possible to provide detailed responses within a matter of weeks for example, the modelling of water and sewerage infrastructure systems will be important to many consultation responses and this can take a long time to carry out (for example modelling of sewerage systems can be dependant on waiting for storm periods when the sewers are at peak flows).</p> <p>Thames Water also have to consult with the Environment Agency to obtain a clear picture as to possible water abstraction and waste water discharge consent limits prior to undertaking modelling from a treatment perspective. This process itself can take a considerable period of time especially if it depends on the EA undertaking its own evaluation exercise. Therefore, realistic consultation periods with water and sewerage undertakers will need to be taken account of in the preparation of the Local</p>		



Respondent	Summary of Response Received	Officer Response	Amendments
	Plan.		
Verwood Town Council	N/A	Noted	No changes to the SCI required.
Local resident – 17	System needs to be more 'local'. Make greater use of Parish/town/district councils.	Noted. Parish, Town and District Councils are all consulted on any planning applications or policy work which may impact their area.	No changes to the SCI required.
Savills on behalf of Thames Water Utilities Ltd	N/A	Noted	No changes to the SCI required.
Local resident – 19	Thinks that boundaries should be 150m for Urban and 300m for Rural.	Noted. The 100 metre buffer is considered to be reasonable. However, the SCI gives the flexibility for this to be extended based on local circumstances. Neighbourhood notification is part of a package of measures we undertake to inform the local community of proposed development in the area.	No changes to the SCI required.
Gosport Borough Council	Yes to all	Noted	No changes to the SCI required.
Cranborne Chase AONB	N/A	Noted	No changes to the SCI required.
Environment Agency	N/A	Noted	No changes to the SCI required.
Test Valley Borough Council	N/A	Noted	No changes to the SCI required.

Respondent	Summary of Response Received	Officer Response	Amendments
Ellisfield Village Association	<p>I welcome the policy to post both sides of planning arguments on the HCC website. This is a reassuring move - thank you. In the past opposing views to planning applications have not been posted on the HCC planning website, which seemed weighted towards the applicant. HCC posted a letter from an applicant's agent, critical of statements against their application. Our own letter in defence was not posted. (Since the application was granted all but one of our concerns have in fact arisen.)</p> <p>Also thinks that consultation area should be larger than 100m.</p>	<p>Noted.</p> <p>All responses received as part of the planning process are now available to view on the County Council's website when the application is in the process of being determined. All representations received and the issues raised will be documented in any associated decision report.</p> <p>The 100 metre buffer is considered to be reasonable. However, the SCI gives the flexibility for this to be extended based on local circumstances. Neighbourhood notification is part of a package of measures we undertake to inform the local community of proposed development in the area.</p>	No changes to the SCI required.
Natural England	N/A	Noted	No changes to the SCI required.
Hyde Parish Council	<p>Consultation distances not far enough, need to be miles not metres.</p> <p>Proactive publishing of existing mineral/waste management rights as they</p>	<p>Noted.</p> <p>The County Council will not hold any information in relation to mineral/waste management</p>	No changes to the SCI required.

Respondent	Summary of Response Received	Officer Response	Amendments
	<p>exist today including ownerships More focus should be placed on developers need to consult and engage with communities on if/when/how developments will take place to ensure development and planning conditions are relevant and enforceable</p> <p>Notification distances are not sensible. Notifications and notices need to be sent to residents and businesses within a few miles radius as the impact of traffic and visual amenity are much greater than 100m.</p> <p>Face to face discussion of the draft SCI would be helpful to ensure understanding and to test against any issues that have arisen in the past</p> <p>Proposals are Ok but perhaps you could gather a small team together who have been impacted by such developments recently to give their feedback on the proposals and publish those to everyone for comment. Process descriptions tend to sound simple when described in these documents but do they work in real-life situations</p>	<p>rights unless it is associated with a permission granted by the authority.</p> <p>The comments in relation to community engagement are noted and the SCI documents how this will be delivered. This includes public meetings, exhibitions and wider public engagement when preparing applications (at the pre application stage).</p> <p>The 100 metre buffer is considered to be reasonable. However, the SCI gives the flexibility for this to be extended based on local circumstances. Neighbourhood notification is part of a package of measures we undertake to inform the local community of proposed development in the area.</p>	
Basingstoke and Deane Borough	N/A	Noted	No changes to the SCI required.

Respondent	Summary of Response Received	Officer Response	Amendments
Council Historic England	Paragraph 3.1.7 explains that planning legislation sets out specific consultation groups that HCC must contact for plan-making, and paragraph 3.1.13 explains what will happen during a period of consultation. However, although implicit, there does not appear to be an explicit statement that the County Council will consult the specific consultation groups (and others) (paragraph 3.1.13 says “in the event of a consultation” not “there will be a consultation”. This is indicated in Figure 6, but not in the text, and its inclusion in the text would represent a logical progression from the requirements in paragraph 3.1.7 to the arrangements in paragraphs 3.1.13 (and 3.1.14). Historic England emphasise our willingness to engage with the County Council on minerals and waste policy matters outside of the formal consultation periods (before, after and in-between) as well as during those periods.	Noted.	Paragraph 3.1.13 will be amended for clarification
Local resident – 29	100m Boundary not large enough, especially on commercial applications in countryside.	Noted. The 100 metre buffer is considered to be reasonable. However, the SCI gives the flexibility for this to be extended based on local circumstances. Neighbourhood notification is part of a package of measures we undertake to	No changes to the SCI required.

Respondent	Summary of Response Received	Officer Response	Amendments
		inform the local community of proposed development in the area.	

## PLANNING APPLICATIONS

Question 4: Is the nature of the Hampshire County Council's responsibility for particular classes of planning applications clear? If not, please say how this could be improved.

Respondent	Summary of Response Received	Officer Response	Amendments
Local Resident - 1	Need to consult a geologist	Noted.	No changes to the SCI required.
Tichborne Parish Council	Yes.	Noted.	No changes to the SCI required.
Lee-on-the-Solent Residents Association	Clouded in volume	Noted. It is important that the SCI covers the areas required to be covered as set out in Government policy and guidance. However, the County Council will produce a summary version of the key aspects of the SCI for the website. A summary of how to respond to planning applications has already been recently prepared and put on our website. A link to this is now sent out with every	No change required to the SCI although a summary of the provisions will be produced for the website once adoption has taken place

Respondent	Summary of Response Received	Officer Response	Amendments
		neighbourhood notification letter.	
Local Resident - 17	County Council should retain strategic policy regarding mineral requirement, site identification and waste disposal	Noted although the issue is not of direct relevance to the revisions to the SCI.	
Local Resident - 19	Yes	Noted.	No changes to the SCI required.
Hyde Parish Council	<p>Yes with exception of: cross boundary consultation with NFNPA/Dorset CC. More clarity of how that consultation works is required.</p> <p>More clarity is required as to if and then how EIA should be conducted. I assume that EIAs will almost always be required. If that's true why not make it a condition of all Mineral and Waste proposals? Surely any responsible developer will want to be sure they aren't damaging the environment</p>	<p>Noted.</p> <p>The section on the duty to cooperate sets out the requirements for consulting adjacent planning authorities.</p> <p>The EIA process will not be documented in a SCI. This is a specific development management issue. The EIA process is set out in more detail in National policy and regulations. The <a href="#">Development Management Charter</a> gives more information on the service undertaken by the Council.</p>	No changes to the SCI required.
Historic England	Yes	Noted.	No changes to the SCI required.
Southern Water	With regard to Figure 15 consultation on Minerals & Waste/Major County Development, whilst not a statutory consultee on most types of planning	Noted.	Figure 15 will be amended to reflect the provisions of the adopted Oil and Gas SPD which indicates that water

Respondent	Summary of Response Received	Officer Response	Amendments
	<p>applications, it is important that Southern Water is consulted on major applications that may impact on the provision of water and wastewater services to existing customers, for example, if the proposed development affects access to Southern Water's operational assets, including underground mains and sewers. Furthermore, the Town and Country Planning (Development Management Procedure) (England) Order 2015 (Statutory Instrument No. 595) that came into effect on 15th April 2015 makes 'any water or sewerage undertaker in whose area of appointment the development is proposed' a statutory consultee for 'Development involving the boring for or getting of oil and natural gas from shale'. Accordingly, it is suggested that the list of those that will be notified of applications in Figure 15 is widened to include 'relevant service providers'</p>		<p>companies will be consulted on all oil and gas proposals. It will also be amended to take into account relevant service providers as appropriate.</p>
Savills on behalf of Thames Water Utilities Ltd	<p>In relation to consultation on Planning Applications, Thames Water would expect to be consulted on most major planning applications. The adequacy of infrastructure can be a material consideration in deciding whether permission should be granted. Thames Water published and circulated in April 2015 to all Local Planning Authorities</p>	Noted.	<p>Figure 15 will be amended to reflect the provisions of the adopted Oil and Gas SPD which indicates that water companies will be consulted on all oil and gas proposals. It will also be amended to take into account relevant service providers as appropriate.</p>

Respondent	Summary of Response Received	Officer Response	Amendments
	in their area an updated "Water Services Infrastructure Guide for LPAs on Planning Application & Development Plan Consultation with Thames Water Utilities as Statutory Water and Sewerage Undertaker". This will be off assistance when determining which planning applications to consult Thames Water on.		
Local Resident - 29	Yes	Noted.	No changes to the SCI required.

**Question 5: Do you consider that the proposed arrangements for community involvement in relation to planning applications, for which Hampshire County Council has responsibility, are sufficient and appropriate with regards to:**

- a. Pre application discussions and associated consultation?
- b. Publicity and consultation on planning applications?
- c. Community involvement in the consideration of applications?
- d. Appealing planning decisions ?

Respondent	Summary of Response Received	Officer Response	Amendments
Local Resident - 1	Thinks it's difficult to understand.	Noted.	No changes to the SCI required.
Tichborne Parish Council	Yes	Noted.	No changes to the SCI required.
Local Resident - 12	If people were listened to.	Noted. The purpose of the SCI is to set out how the views of local residents and interested parties will be sought and how these will be taken into account, amongst other considerations when preparing	No changes to the SCI required.



Respondent	Summary of Response Received	Officer Response	Amendments
		<p>planning policy and decisions on planning applications. Public consultation is an essential part of the planning process and Hampshire County Council is committed to this.</p>	
Lee-on-the-Solent Residents Association	No	Noted.	No changes to the SCI required.
Local Resident - 17	<p>Believes we need to team up with local District and Borough councils on consultation.</p> <p>Too many communities feel the process is a "done deal" and their views are not fully taken into account. Difficulty is the balance between "Nimbyism" and objective opposition.</p>	<p>Noted. Hampshire's district and borough councils have a duty to prepare a SCI in the same way that Hampshire County Council does for its planning activities. This requirement is set out in Government policy.</p> <p>The purpose of the SCI is to set out how the views of local residents and interested parties will be sought and how these will be taken into account, amongst other considerations when preparing planning policy and decisions on planning applications. Public consultation is an essential part of the planning process and Hampshire</p>	No changes to the SCI required.

Respondent	Summary of Response Received	Officer Response	Amendments
		County Council is committed to this.	
Local Resident - 19	Yes	Noted.	No changes to the SCI required.
Ellisfield Village Association	Yes. We are grateful for the Bushywarren Liaison Group and the chance to discuss planning before it happens.	Noted.	No changes to the SCI required.
Hyde Parish Council	<p>See comments on notification areas.</p> <p>EIA requirements would add a further and beneficial layer of detail to the communication process Inadequate as above.</p> <p>Use of press notifications is particularly worrying s many people do not receive/read local newspapers etc. Local councils need to take a proactive role in ensuring those who will be impacted are aware through postal campaigns. Definition should err on the side of caution ie include people rather than exclude them. These developments will cause wholesale disruption to people’s lives and cause financial losses and so residents and businesses should be afforded every opportunity to understand what is happening/proposed in time to contribute their views</p> <p>See comments above especially around</p>	<p>Noted. See comments above on notification areas.</p> <p>Noted. See comments on EIA process.</p> <p>Noted. The use of press notices is part of a wider package of measures taken to inform the local community. Local communities can also sign up to the <a href="#">public notices</a> website so will be notified of developments in their area. The Parish Council also has a key role to play in engaging its local communities when development is proposed.</p> <p>Noted. See previous</p>	No changes to the SCI required.

Respondent	Summary of Response Received	Officer Response	Amendments
	involvement in development of proposals. Developers should be forced to engage with local communities. If there is no evidence of an attempt to consult then plans should be deemed invalid. If consultation fails then the developer can prove they tried	comments on community engagement in the planning process.	
Historic England	Yes	Noted.	No changes to the SCI required.
Patricia Pegg	Yes	Noted.	No changes to the SCI required.

**Question 6: Do the proposals in the draft SCI for consultation with the community on planning applications determined by Hampshire County Council strike the right balance between providing sufficient opportunity for involvement and taking decisions in a timely and efficient manner?**

Respondent	Summary of Response Received	Officer Response	Amendments
Tichborne Parish Council	Yes	Noted.	No changes to the SCI required.
Local Resident - 12	If anybody was listened to	Noted. The purpose of the SCI is to set out how the views of local residents and interested parties will be sought and how these will be taken into account, amongst other considerations when preparing planning policy and decisions on planning applications. Public consultation is an	No changes to the SCI required.

Respondent	Summary of Response Received	Officer Response	Amendments
		essential part of the planning process and Hampshire County Council is committed to this.	
Lee-on-the-Solent Residents Association	No	Comments noted.	No changes to the SCI required.
Local Resident - 17	A more local system would improve on this - that's why I am suggesting transferring the planning determination from County to District/ Borough Councils.	Noted.	No changes to the SCI required.
Local Resident - 19	Yes	Noted.	No changes to the SCI required.
Hyde Parish Council	No. greater time needed for local engagement. These developments leave a permanent impact on the environment and communities so a longer engagement process would be beneficial	Noted. The purpose of the SCI is to set out how the views of local residents and interested parties will be sought and how these will be taken into account, amongst other considerations when preparing planning policy and decisions on planning applications. Public consultation is an essential part of the planning process and Hampshire County Council is committed to this.	No changes to the SCI required.
Historic England	yes	Noted.	No changes to the SCI required.

**Question 7: Do you agree with the options identified to guide community involvement in our planning activities?**

<b>Respondent</b>	<b>Summary of Response Received</b>	<b>Officer Response</b>	<b>Amendments</b>
Tichborne Parish Council	Yes	Noted.	No changes to the SCI required.
Local Resident - 12	No	Comments noted.	No changes to the SCI required.
Lee-on-the-Solent Residents Association	No	Comments noted.	No changes to the SCI required.
Local Resident - 19	Yes	Noted.	No changes to the SCI required.
Gosport Borough Council	Yes	Noted.	No changes to the SCI required.
Hyde Parish Council	Yes. But see EIA comments. This gives local conservation teams more time to provide relevant input and data that will improve the quality of any development proposal	Noted. See previous comments on EIA process.	No changes to the SCI required.
Historic England	Yes	Noted.	No changes to the SCI required.

**Question 8: Do you have any other views or comments on any aspect of the draft SCI?**

<b>Respondent</b>	<b>Summary of Response Received</b>	<b>Officer Response</b>	<b>Amendments</b>
Local Resident - 12	If only!	Comments noted.	No changes to the SCI required.
Lee-on-the-Solent Residents Association	This is more "Yes Minister" than a serious attempt at community involvement	Comments noted.	No changes to the SCI required.
Local Resident - 17	As a consultation this was far from quick, simple and easy to complete. The questions should be referenced to particular paragraphs. The format is not particularly easy or best presented for non-specialists to answer. The reading required was too much and a summary document would have been helpful. Not HCC's best efforts at public consultation	<p>A summary of the main changes to the document was prepared and available on our website.</p> <p>We will review the formats for collecting consultation responses going forward.</p> <p>It is Hampshire County Council's intention to prepare summary of the consultation requirements for both policy and development management activities once the SCI has been adopted. These will be put on our website</p>	No changes to the SCI required although summary documents will be prepared
Local Resident - 19	No	Noted.	No changes to the SCI required.
Gosport Borough Council	No	Noted.	No changes to the SCI required.
Test Valley Borough Council	We have no comment to make at this stage, but would like to be kept informed	Noted.	No changes to the SCI required.

Respondent	Summary of Response Received	Officer Response	Amendments
	about the progress of the SCI and reserve right to comment at a later stage.		
Hyde Parish Council	It would be very helpful to have summarised how this has changed from previous/current SCIs	Noted. It is Hampshire County Council's intention to prepare summary of the consultation requirements for both policy and development management activities once the SCI has been adopted. These will be put on our website	No changes to the SCI required. to the SCI although summary documents will be prepared
Savills on behalf of Thames Water Utilities Ltd	It will be similarly important that Thames Water are consulted early regarding Neighbourhood Plans and their impact on water supply and sewerage capacity.	Noted. In relation to Neighbourhood Plan the comments are noted but this largely relates to the work undertaken by Hampshire's district or borough councils.	No changes to the SCI required.
Historic England	No	Noted.	No changes to the SCI required.
Local resident – 29	Eu Habitat Directive and Ecology Reports. Section 3.1.4 & 3.1.5 HCC own Ecologist must do their own surveying of wildlife/plant habitat that might be effected by the proposed application. Check for any SSI and SINC sites etc. The applicant must also submit their own Ecology Report. This must not only cover the area of the site but also surrounding hedgerow and woodland that might be effected. HCC Ecologist must check that the Ecologist Reports submitted were surveyed at the optimum time of year	Noted. Hampshire County Council's Ecology team are actively involved in any plan-making work.	No changes to the SCI required.

Respondent	Summary of Response Received	Officer Response	Amendments
	<p>for the wildlife/ plant life in the area. Only then with an ACCURATE survey of the wildlife and plant life within the area, can HCC make a decision on the potential impact an application would have. Checks for protected and listed species must be done and recorded. Having two separate reports should then guarantee protected species are protected.</p>		



## OTHER COMMENTS

Question 9: How did you hear about the draft SCI consultation – by letter / email, via the County Council website, via Social Media or by other means?

AND

Question 10: Are you responding to the draft SCI as an individual resident of Hampshire or an individual resident outside of Hampshire or as a representative of an organisation or group?

Respondent	Q9 Response Received	Q10 Response Received
Local Resident - 1	A - by email	A - An individual resident of Hampshire
Local Resident - 2	A - by email	No comments included in response
West Berkshire Council	No comments included in response	No comments included in response
Local Resident - 4	No comments included in response	No comments included in response
Highways England	No comments included in response	No comments included in response
Local Resident - 6	No comments included in response	No comments included in response
Marine Management Organisation	No comments included in response	No comments included in response
Local Resident - 8,	B- by letter	A - An individual resident of Hampshire

Tichborne Parish Council	A - by email	C - Parish Council
Meon Shore Chalet Owners Association	No comments included in response	No comments included in response
Chineham Parish Council	No comments included in response	No comments included in response
Local Resident - 12	B- by letter	A - An individual resident of Hampshire
Lee-on-the-Solent Residents Association	A - by email	Neighbourhood Forum
Stephen Bowley Planning Consultancy	No comments included in response	No comments included in response
Southern Water	No comments included in response	No comments included in response
Verwood Town Council	No comments included in response	No comments included in response
Local Resident - 17	A - by email	A - An individual resident of Hampshire
Savills on behalf of Thames Water Utilities Ltd	No comments included in response	No comments included in response
Local Resident - 19	A - by email	C - Parish Council
Gosport Borough Council	A - by email	A district council
Cranborne Chase AONB	No comments included in response	

Environment Agency	No comments included in response	No comments included in response
Test Valley Borough Council	A - by email	A district council
Ellisfield Village Association	A - by email	Neighbourhood Forum
Natural England	No comments included in response	No comments included in response
Hyde Parish Council	D- Other	C - Parish Council
Basingstoke and Deane Borough Council	No comments included in response	No comments included in response
Historic England	A - by email	C - Statutory Agency/Body
Local Resident - 29	A - by email	A - An individual resident of Hampshire

This document can be made available in large print, on audio media, in Braille or in some other languages.

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# Hampshire Statement of Community Involvement



**Involving the community in the preparation of minerals and waste policy documents and dealing with planning applications for minerals, waste and County Council developments in Hampshire**

***A guide for elected members, local communities, other local planning authorities, developers and other interested parties***

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## How to get involved in planning at Hampshire County Council

If it is important to you how Hampshire develops in the future, you can contribute to decisions shaping its development. Everyone in Hampshire uses minerals and discards waste, and therefore is an interested party in these industries. Additionally, Hampshire County Council is responsible for the provision of community facilities, such as schools, social service infrastructure and libraries, which are important to Hampshire residents. Local communities, consultees and other interested parties will therefore be affected by proposals or site allocations for minerals or waste sites, as well as County Council developments in Hampshire.

The County Council is committed to encouraging and improving participation from all sections of the community. The Hampshire Statement of Community Involvement (SCI) is a statement of policy for involving local communities, consultees and other interested parties in matters relating to minerals, waste and County Council developments within Hampshire.

There are many ways in which you can get involved in planning in Hampshire. This may include:

- **commenting on Minerals and Waste Development Local Plans and associated documentation as they are published for consultation;**
- **checking the County Council's website for details of minerals, waste or County Council proposals and submitting your views;**
- **reading site notices, newspaper announcements, parish newsletters/noticeboards to find out more about local proposals and reading newsletters on planning policy work;**
- **visiting the County Council or your local District or Borough Council offices to look at planning application documentation for local minerals, waste or County Council development proposals;**
- **responding with your comments on proposals if you get a direct neighbour notification letter about proposals in your area;**
- **getting involved in emerging neighbourhood plans for your area; and**
- **attending public meetings and exhibitions about minerals, waste and County Council development proposals for your area.**

If you are short of time you can:

- **access the County Council's website at [www.hants.gov.uk/mineralsandwaste](http://www.hants.gov.uk/mineralsandwaste); or**
- **email the planning team at [planning@hants.gov.uk](mailto:planning@hants.gov.uk)**

IT facilities are available for use, for free, in all local libraries, including some evenings and weekends, if you don't have access to a computer.

If you need help to view or understand documents or plans produced by the County Council, it can make information available in alternative formats or languages.



## 1. Introduction to the Hampshire Statement of Community Involvement

- 1.1. Involving the local community, consultees and interested parties in the planning process is seen as a priority by the Government, that wants Local Planning Authorities like Hampshire County Council to make it easier for everyone to be involved in planning decisions in the local area.
- 1.2. This Statement of Community Involvement (SCI) is a statutory planning document which the County Council is required to prepare in accordance with planning legislation<sup>1</sup>. It is a statement of policy for involving local communities in matters relating to development within the local area and relates to minerals, waste and County Council developments.
- 1.3. The County Council as Local Planning Authority has the following responsibilities in relation to planning in Hampshire:

- **prepare minerals and waste planning policy (minerals and waste plans and associated documents);**
- **determine planning applications for mineral and waste management developments and County Council proposals such as schools and libraries;**
- **monitor (and enforce when required) mineral and waste management sites to ensure compliance with planning permissions granted; and**
- **enforce planning control on unauthorised minerals and waste developments.**

- 1.4. The preparation of Minerals and Waste Plans, and the planning application process, are key areas where local communities and interested parties can be involved in the planning process in Hampshire. The SCI describes how the County Council will involve the local community in these areas.
- 1.5. The SCI includes procedures for involving Hampshire's local communities in the planning duties undertaken by the County Council. It also reflects changes to National Planning Practice Guidance<sup>2</sup>, corporate strategies, policies and guidance, as well as the County Council's involvement in neighbourhood plans.

### 1.1. Why does Hampshire County Council need to prepare a Statement of Community Involvement?

- 1.1.1. Hampshire County Council is committed to encouraging and improving participation from all sections of the community in planning. It is important that local communities are involved in shaping their local area and there are many benefits to be gained from effective consultation.

1. Planning and Compulsory Purchase Act 2004: [www.legislation.gov.uk/ukpga/2004/5/contents](http://www.legislation.gov.uk/ukpga/2004/5/contents)

2. National Planning Practice Guidance: <http://planningguidance.communities.gov.uk/blog/guidance/consultation-and-pre-decision-matters/public-consultation/>

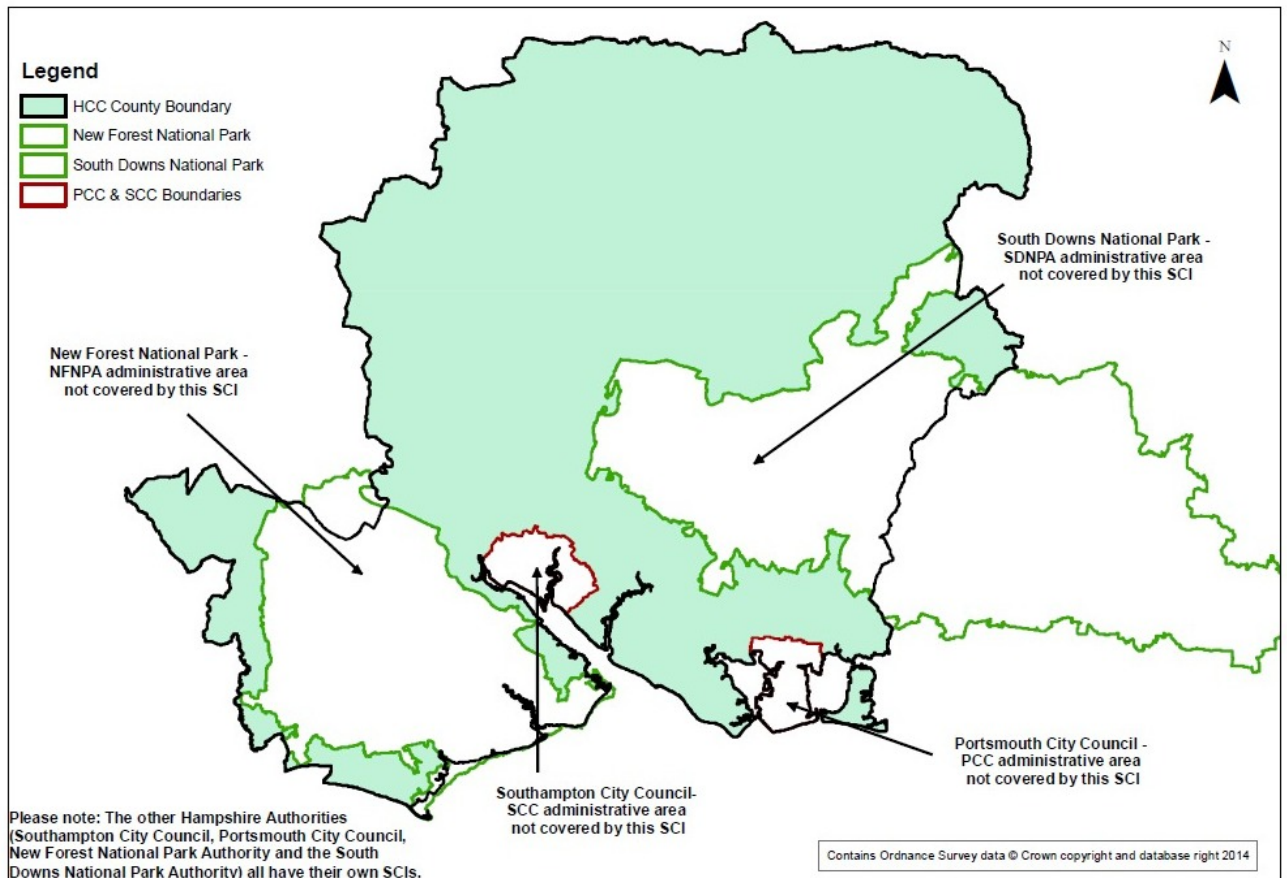
- 1.1.2. The Planning and Compulsory Purchase Act 2004 intended to make the planning system more efficient and relevant to local people. The Act sets out the requirement for a Local Planning Authority to: *'prepare a statement of community involvement as a statement of the authority's policy to the involvement in the exercise of the authority's functions of persons who appear to the authority to have an interest in matters relating to development in their area'*.
- 1.1.3. Section 18 of the Act also defines a local planning authority's SCI as: *'a statement of their policy for involving interested parties in matters relating to development in their area'*.
- 1.1.4. The SCI is a Local Development Document and not a Development Plan Document (i.e. it is not a spatial plan and has not been subject to a Public Examination by an independent Planning Inspector).
- 1.1.5. Hampshire County Council will have a duty to comply with its SCI once it has been adopted.

## 1.2. What this Statement of Community Involvement covers

1.2.1. The SCI describes how Hampshire County Council will:

- **meet legal requirements to ensure community involvement in the planning process, who should get involved, when, and how (see [Who needs to be involved in the planning process in Hampshire? \[See page 10\]](#));**
- **involve the local communities and interested parties at each stage of plan-making for Minerals and Waste Plans or associated planning documents e.g. Supplementary Planning Documents – (see [Planning Policy - Preparation of a Minerals and Waste Plan or Supplementary Planning Documents](#)) [See page 14];**
- **involve the local communities and interested parties in coming to decisions on planning applications for minerals, waste and County Council developments (see [Development management - minerals, waste and County Council development planning applications](#)): [See page 31] and**
- **provide feedback to local communities and interested parties.**

1.2.2. The SCI covers the County Council's administrative area only, as shown in green on the following map:

**Figure 1: The area covered by the Statement of Community Involvement**

1.2.3. With regards to plan-making, the County Council has worked in partnership with other Minerals and Waste Planning Authorities to produce joint minerals and waste development plans. This includes the adopted Hampshire Minerals and Waste Plan (2013)<sup>3</sup>.

### 1.3. What this Statement of Community Involvement does not cover

1.3.1. The SCI does not cover the administrative areas of Hampshire's other Minerals and Waste Planning Authorities (Southampton City Council, Portsmouth City Council, the New Forest National Park Authority or the South Downs National Park Authority). Hampshire's other Minerals and Waste Planning Authorities have produced respective SCIs<sup>4 5 6 7</sup> describing how each Authority will seek to get its own local communities involved in the most effective way. These SCIs may reference the Hampshire SCI, with regards to minerals and waste plan-making and the involvement of local communities and interested parties in the implementation and monitoring of the

3. Hampshire Minerals and Waste Plan (2013): <http://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf>

4. Southampton Statement of Community Involvement: [www.southampton.gov.uk/planning/planning-policy/emerging-plans/Statement-Community-Involvement.aspx](http://www.southampton.gov.uk/planning/planning-policy/emerging-plans/Statement-Community-Involvement.aspx)

5. Portsmouth Statement of Community Involvement: [www.portsmouth.gov.uk/ext/development-and-planning/Statement-of-Community-Involvement.aspx](http://www.portsmouth.gov.uk/ext/development-and-planning/Statement-of-Community-Involvement.aspx)

6. New Forest National Park Statement of Community Involvement: [www.newforestnpa.gov.uk/info/20040/planning/policy/106/community\\_involvement](http://www.newforestnpa.gov.uk/info/20040/planning/policy/106/community_involvement)

7. South Downs National Park Statement of Community Involvement: [www.southdowns.gov.uk/planning/national-park-local-plan/evidence-and-supporting-documents/Statement-of-Community-Involvement/](http://www.southdowns.gov.uk/planning/national-park-local-plan/evidence-and-supporting-documents/Statement-of-Community-Involvement/)

relevant adopted minerals and waste plan, along with any subsequent guidance documents produced as part of the plan-making partnership. These SCIs may also cover the other types of applications (such as housing) that these authorities deal with.

- 1.3.2. For the County Council's area, these other types of applications are undertaken by the District and Borough Councils<sup>8</sup>. The SCI does not relate to non-minerals and waste developments, as the County Council is not the determining Local Planning Authority for such proposals. Like the City Councils and National Park Authorities, the District and Borough Councils will have respective SCIs that describe how each Council will seek to get its own local communities involved in the planning process.

## 1.4. Meeting the Duty to Co-operate

1.4.1. The Localism Act 2011<sup>9</sup> introduced the 'Duty to Cooperate' and sets out the requirements for consultation with key bodies and organisations on matters of strategic cross-boundary significance. The SCI meets the requirements for the duty by ensuring cooperation<sup>10</sup> with:

- **Hampshire's District, Borough and Unitary Councils;**
- **surrounding Minerals and Waste Planning Authorities such as the other Hampshire Minerals and Waste Planning Authorities (Southampton City Council, Portsmouth City Council, the New Forest National Park Authority and the South Downs National Park Authority), Dorset County Council, Wiltshire Council, West Sussex County Council, Isle of Wight Council, West Berkshire Council and Surrey County Council);**
- **other Minerals and Waste Planning Authorities with an interest in minerals and waste activities in Hampshire; and**
- **those that have a related mineral or waste interest (including statutory consultees).**

1.4.2. Consequently, in preparing minerals and waste plans and in circumstances where development in Hampshire may impact other areas, it is important to involve neighbouring Local Planning Authorities and other consultees and interested parties. As a result, the Duty to Cooperate is also an important consideration and is reflected in the SCI.

## 1.5. How does the Statement of Community Involvement link to other Corporate strategies, policies and procedures?

1.5.1. Consultation and public engagement on planning matters will take place in line with the Council's Corporate strategies, policies and guidance.

### Community Strategy

1.5.2. The Government has indicated that it would like to see greater integration between community strategies and planning documents. In 2000, the Local Government Act<sup>11</sup> gave local authorities increased responsibility for promoting the economic, social and environmental well-being of its area. The *Serving Hampshire - Strategic Plan for 2017-2021*<sup>12</sup> sets out how this will be achieved, and minerals and waste plan-making and the County Council's determination of planning applications both have a role to play in supporting this.

9. Localism Act 2011: [www.legislation.gov.uk/ukpga/2011/20/contents](http://www.legislation.gov.uk/ukpga/2011/20/contents)

10. National Planning Policy Framework, paragraph 178 (DCLG, 2012): [www.gov.uk/government/publications/national-planning-policy-framework--2](http://www.gov.uk/government/publications/national-planning-policy-framework--2)

11. Local Government Act 2000: [www.legislation.gov.uk/ukpga/2000/22/contents](http://www.legislation.gov.uk/ukpga/2000/22/contents)

12. Serving Hampshire - Strategic Plan for 2017-2021: [www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/corporatestrategy](http://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/corporatestrategy)

## E-Government

- 1.5.3. Electronic communication provides a way to disseminate large amounts of information and is especially important for the more rural areas of the county where it can be difficult for some residents to get to the County Council offices. The Hampshire County Council Superfast Broadband<sup>13</sup> initiative will help to ensure Hampshire's communities find it easier to access information on planning applications, minerals and planning policy documents and make representations.
- 1.5.4. The County Council is committed to making the most appropriate use of electronic communication when undertaking consultation and notification activities. As a result, the SCI outlines several areas where email or use of the internet will be the primary method of communication when engaging communities during the plan making process or consulting on planning applications. Nevertheless, reliance on electronic communication will not always be appropriate and so site notices and letters will still be used where necessary to ensure effective communication.
- 1.5.5. Hampshire County Council has a dedicated webpage for Strategic Planning<sup>14</sup>. This provides the opportunity for consultees and other interested parties to view:

- **relevant minerals and waste policies (e.g. the adopted Minerals & Waste Plan) and associated documentation;**
- **planning applications (minerals, waste or County Council development planning applications) and their associated documentation:**
  - **consultation responses;**
  - **representations received by the County Council on proposals being considered by the authority;**
  - **supporting documentation;**
  - **associated reports and recommendations;**
  - **decision notices (for minerals, waste and County Council development planning applications); and**
  - **associated discharge of planning conditions (Article 27 decisions).**

- 1.5.6. It is possible for applicants to download planning application forms, and to submit planning applications, online through the County Council website<sup>15</sup>.
- 1.5.7. The website also provides information on how local communities, consultees and other interested parties can make representations on planning applications being considered by Hampshire County Council.

## Equalities

- 1.5.8. The County Council's website includes information on equalities<sup>16</sup> and also has a number of equalities objectives<sup>17</sup>.

13. Hampshire Superfast Broadband: [www.hampshiresuperfastbroadband.com](http://www.hampshiresuperfastbroadband.com)

14. Hampshire County Council website (planning section): <http://www3.hants.gov.uk/mineralsandwaste.htm>

15. Hampshire County Council link to planning portal: [www.hants.gov.uk/mineralsandwaste/planning-application-information/make-an-application.htm](http://www.hants.gov.uk/mineralsandwaste/planning-application-information/make-an-application.htm)

16. Equalities and Hampshire County Council: [www3.hants.gov.uk/equality.htm](http://www3.hants.gov.uk/equality.htm)

17. Hampshire County Council Equalities objectives: [www3.hants.gov.uk/equality/equality-objectives.htm](http://www3.hants.gov.uk/equality/equality-objectives.htm)

- 1.5.9. In order to show due regard to the Equality Act 2010<sup>18</sup>, all minerals and waste plan making work will be subject to an Equalities Impact Assessment as part of plan preparation, in order to identify and eliminate any discrimination.
- 1.5.10. As a minimum standard, all documents and information produced will be available, on request, in a variety of other languages and in other formats such as Braille, large print and audio media versions. Relevant voluntary and community groups will be involved where appropriate.
- 1.5.11. For planning applications taken to the Regulatory Committee, issues such as safety and security, well-being and quality of places are addressed in relation to equalities in any associated Committee Decision Report.

### Privacy and Data Protection

- 1.5.12. The County Council complies with the provisions and principles of the Data Protection Act 1998<sup>19</sup>.
- 1.5.13. As part of the planning process, the County Council displays representations received on planning applications. The planning application webpages include information on the display of names and addresses of applicants, and those making comments and representations on planning applications. The County Council will remove sensitive information from any responses received from members of the community.
- 1.5.14. The County Council's website includes more information on the handling of data<sup>20</sup>.
- 1.5.15. In the event that national policy or guidance on data protection or privacy is changed, the discharge of the County Council's planning duties will meet any new or amended requirements.

### Plain English

- 1.5.16. The County Council will ensure that all written communications are in Plain English.
- 1.5.17. Non-technical summaries of evidence base documents produced as part of minerals and waste plan-making will be produced, as appropriate. These will be prepared and made available alongside the main documents.

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18. Equality Act 2010: [www.legislation.gov.uk/ukpga/2010/15/contents](http://www.legislation.gov.uk/ukpga/2010/15/contents)

19. Data Protection Act 1998: [www.legislation.gov.uk/ukpga/1998/29/contents](http://www.legislation.gov.uk/ukpga/1998/29/contents)

20. Hampshire County Council and data handling: [www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection](http://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection)

## 2. Who needs to be involved in the planning process in Hampshire?

- 2.1. The County Council is committed to ensuring local communities, consultees and other interested parties have an opportunity to be involved in planning decisions and matters that affect them. This section of the Statement of Community Involvement (SCI) considers who needs to be involved in the minerals and waste plan-making process and planning application process in Hampshire.
- 2.2. Since they may be affected by planning decisions and plan making, or have specific knowledge to contribute, consultees (organisations and individuals who are consulted on plan-making and /or planning applications) and interested parties need an opportunity to make their views known. To do this effectively, it is necessary to first identify the relevant consultees and interested parties for those developments the County Council deals with.
- 2.3. Since most people who live or work in Hampshire rely on minerals and produce waste, the local community therefore includes most of the people, groups and organisations who live, work or spend time in Hampshire.
- 2.4. Likewise, a large proportion of Hampshire may have an interest in County Council developments. Together, they may all be affected by minerals and waste plan-making, or impacted by minerals, waste or County Council developments, and therefore all have an interest in the planning process.
- 2.5. The local community may also include Hampshire's neighbouring areas. Therefore, for minerals and waste planning (plan-making and planning applications) and county council developments in Hampshire, it is suggested that the local community includes anyone who is identified in the following diagram:



**Figure 2: The Local Community for minerals, waste and County Council developments**

2.6. The following diagram provides some examples of consultees and interested parties that may have any interest in minerals and waste plan-making and planning applications in Hampshire. They are divided into the following categories:

- statutory consultees (those bodies which are automatically consulted on minerals and waste plan-making or all minerals, waste or County Council planning applications);
- other consultees and interested parties; and
- marginalised communities and groups.

**Figure 3: Examples of consultees and interested parties for minerals and waste plan-making and planning applications (minerals, waste and County Council developments) in Hampshire**

Potential Consultees & Interested Parties in the County Council's planning activities	
<p><b>Statutory Consultees (as defined by relevant Regulations) including:</b></p> <ul style="list-style-type: none"> <li>• Local Planning Authorities and Parish and Town Councils (inside and outside of Hampshire), (including National Parks) which may be impacted by a development proposal</li> <li>• Environment Agency</li> <li>• Natural England</li> <li>• Historic England</li> <li>• Lead Local Flood Authority</li> <li>• Sports England</li> <li>• Highways England</li> <li>• Local Highways Authority</li> <li>• Public Utilities, National Grid, Statutory Undertakers (plan-making only)</li> </ul>	<p><b>Marginalised Communities and Groups including:</b></p> <ul style="list-style-type: none"> <li>• Carers</li> <li>• Homeless people</li> <li>• People with limited access to transport</li> <li>• Rural residents communities</li> <li>• Black, minority, ethnic, religious and belief groups</li> <li>• Minority communities (incl gypsy &amp; travellers)</li> <li>• People with physical, sensory, learning disability or mental health issues</li> <li>• Young and old people</li> <li>• People with limited access to information technology</li> </ul>
<p><b>Other Consultees including:</b></p> <ul style="list-style-type: none"> <li>• Residents (incl rentals), owners of second homes</li> <li>• Area of Outstanding Natural Beauty bodies</li> <li>• Minerals and Waste management operators, trade bodies &amp; agents</li> <li>• Construction business</li> <li>• Housing associations</li> <li>• Transport providers</li> <li>• Ministry of Defence</li> <li>• Members of UK &amp; European Parliament</li> <li>• Environmental organisations &amp; interest groups</li> <li>• Established residents &amp; community groups</li> <li>• Public Utilities, National Grid, Statutory Undertakers (planning applications only)</li> </ul>	<ul style="list-style-type: none"> <li>• Local business, Local Enterprise Partnerships &amp; Economic bodies</li> <li>• Tourism organisations, tourist and visitors to Hampshire</li> <li>• Health and Safety organisations (Health and Safety Executive, Police and Crime Commissioner, Fire and Rescue, Clinical Commissioning groups)</li> <li>• Volunteer groups and charities</li> <li>• Schools, colleges and universities</li> <li>• Commuters</li> <li>• Other Government departments &amp; agencies</li> <li>• Neighbourhood Forum (where Neighbourhood Plan is in place)</li> <li>• Existing and Adjoining landowners</li> <li>• Network Rail</li> </ul>

2.7. The diagram gives examples of the range of groups which could be involved in the planning decisions and plan-making undertaken by the County Council. It sets out those interested parties and consultees who may need to be involved in plan-making or in the planning application process as they have a known interest and/or who have expressed an interest in getting involved.

2.8. It is important to note that the SCI **does not set out an exhaustive list of consultees or interested parties**. The County Council will comply with Regulation 2 of the Town and Country Planning (Local Development) (England) Regulations 2004<sup>21 22</sup> in identifying consultees. The County Council will only consult with bodies where the subject matter of the Plan or planning application affects them, or where a specific request has been made to be consulted. Relevant 'other consultees and interested parties' and 'marginalised communities and groups' groups will be identified and contacted as appropriate, depending on the nature of the issue.

21. Local Planning Regulations (March 2012): [www.legislation.gov.uk/ukxi/2012/767/contents/made](http://www.legislation.gov.uk/ukxi/2012/767/contents/made)

22. The Town and Country Planning (Local Planning) (England) Regulations 2012: [www.legislation.gov.uk/ukxi/2012/767/contents/made](http://www.legislation.gov.uk/ukxi/2012/767/contents/made)

2.9. For some people it may be difficult to get involved in planning matters and decisions for a variety of reasons. These groups are sometimes called 'marginalised communities and groups' and may change over time. The following methods will be used to facilitate the involvement of these groups in the planning process:

- **Officers will assess the involvement of hard to reach groups or individuals during the production of planning policy documents and the consideration of planning applications and how best to contact and involve them;**
- **Use of 'Plain English' in documents and other published material (see [Plain English \[See page 9\]](#) and [Equalities \[See page 8\]](#));**
- **Documents can be produced in other formats on request (including Braille, large print and documents in languages other than English); and**
- **Where the demand is significant and resources allow documents will be available to be accessed electronically at the nearest Library, Discovery Centre or Information Centre.**

### 3. How will communities be engaged in the development of a Minerals and Waste Local Plan or Supplementary Planning Documents in Hampshire?

3.1. This section of the Statement of Community Involvement (SCI) considers how the County Council will:

- **publicise and consult on the Local Plans produced for minerals and waste in Hampshire;**
- **publicise and consult on any supplementary minerals and waste plan work in Hampshire, produced to support the implementation of the adopted Minerals and Waste Local Plan;**
- **manage responses received as part of consultation on plan-making; and**
- **outline how the local community, consultees and interested parties will be involved in the development of Minerals and Waste Local Plans and associated documentation in Hampshire.**

3.2. The Hampshire Minerals & Waste Plan (HMWP) was prepared by the County Council in partnership with Portsmouth and Southampton City Councils and the New Forest and South Downs National Park Authorities. It was adopted in 2013 and is the development plan for minerals and waste matters for the whole of Hampshire.

3.3. When preparing a Minerals and Waste Plan, the County Council will prepare a Minerals and Waste Development Scheme. This sets out a project timetable which gives information and detail about the preparation and review of minerals and waste development documents in Hampshire. The Development Scheme provides information on when formal consultation will take place within the timetable.

3.4. The Development Scheme will not cover any of the administrative areas covered by other authorities who may be working in partnership with the County Council on minerals and waste plan-making. The other authorities will be responsible for preparing Local Development Schemes, but may signpost the Development Scheme in relation to preparation of minerals and waste plans and associated work (where this work is part of the plan-making partnership).

3.5. The SCI sits alongside the adopted minerals and waste plan as well as other planning documents. This is highlighted in the following diagram:

**Figure 4: How the Statement of Community Involvement relates to other Minerals and Waste policy documents**



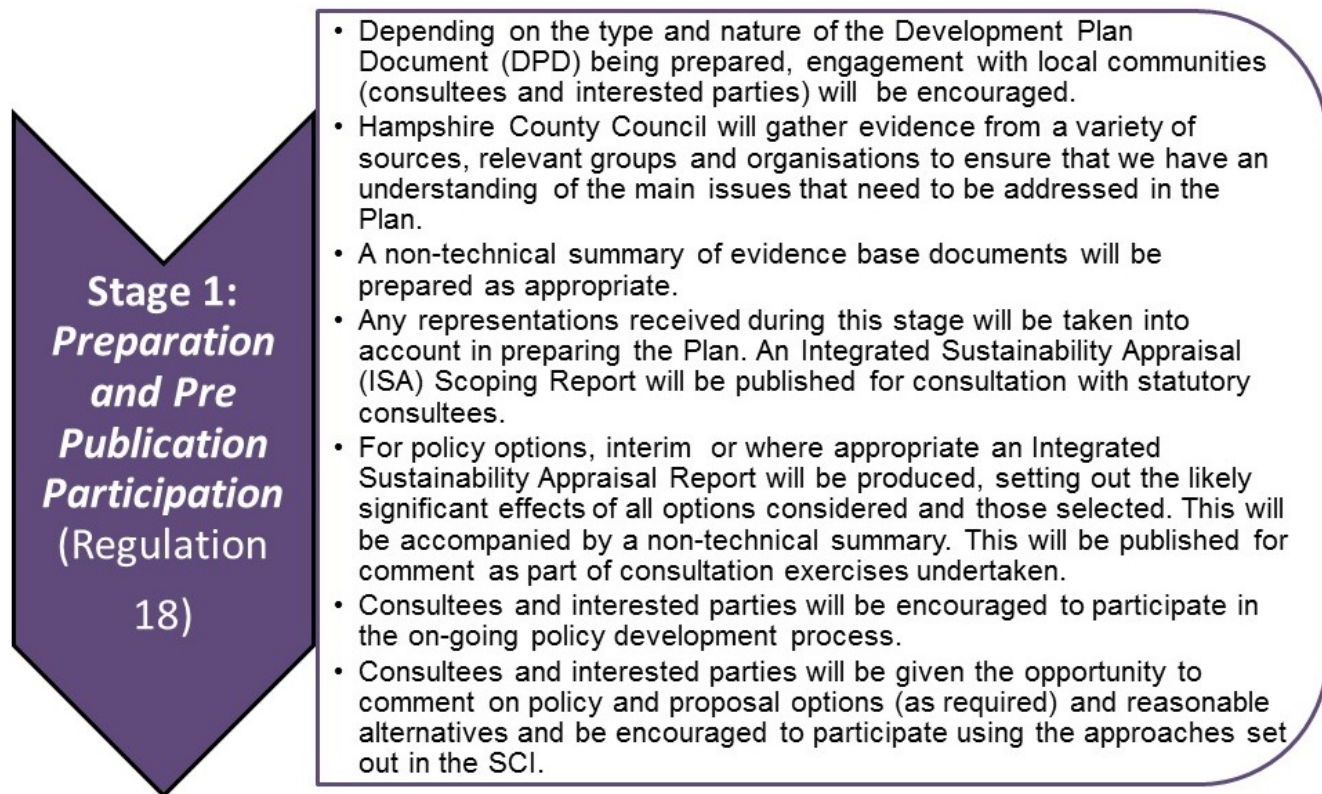
3.6. The Development Scheme will be available online on the County Council website and will be monitored and updated if new minerals and waste plans, or associated planning documents, need to be produced; or if changes to the published timetable are required. Any updates to the Development Scheme will also be made available on the County Council website.

### 3.1. Preparation and adoption of a Minerals and Waste Local Plan

3.1.1. It is important that community involvement begins at the start of plan preparation so that there are opportunities to raise relevant issues, considerations or concerns which local communities, consultees and interested parties wish the plan to take on board, and to ensure any options are considered early on. The County Council considers it vital to keep local communities informed about the progress of plans and the outcome of consultations.

3.1.2. The stages that each planning document has to go through during its preparation, together with the community involvement and consultation required at each stage, is set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. The following diagram sets out the key stages of plan-making and explains how the County Council commits to consult and inform interested parties at each of these stages.

**Figure 5: Stages of plan-making as set out in the Town and Country Planning (Local Planning) (England) Regulations 2012**



**Stage 2:  
Publication  
and  
Representations  
Period  
(Regulation 19)**

- A draft Plan will be published taking into account the representations previously received. Local communities and interested parties will be invited to make comments on the draft Plan for a minimum of six weeks (or period set by the other plan-making partner SCIs above six weeks) before it is submitted to the Secretary of State for Public Examination.
- A consultation statement will be published setting out who has been/ will be invited to be involved in the Plan preparation, how they were invited to be involved, a summary of the main issues raised and how they have been addressed and any other supporting documents relevant to the preparation of the DPD.
- Copies of each of the proposed submission documents (and a consultation statement of the representations procedure) will be made available during normal office hours at the County Council offices and electronically at other places within the local authority area considered appropriate.
- Each of the general consultation bodies will be sent a Consultation Statement of the representations procedure and a statement advertising the documents' availability and setting out where and when the proposed submission documents are available for inspection.
- The Consultation Statement and a statement advertising following will be set out in a local newspaper (circulating in the whole of the Plan area) will be published on the Hampshire County Council website.

**Stage 3:  
Submission of  
Development  
Plan Document  
for  
Examination  
(Regulation 22)**

- All the representations received during *Stage 2* will be reviewed and considered and, if necessary, 'focused' changes to the Plan will be proposed. If focused change is proposed, the following will take place:
  - An addendum to the proposed submission DPD setting out the proposed change(s) will be prepared;
  - An ISA of the implications will be conducted;
  - Associated HRA documentation will be prepared (as required); and
  - Consultation with local communities and interested parties will take place for a minimum period of six weeks (or period set by the other plan-making partner SCIs above 6 weeks).
- After the close of a consultation on the submission DPD, the representations, the addendum and the responses to the addendum will be submitted to the Secretary of State (SoS).
- If focused changes are not proposed then the proposed submission Plan, the ISA, the representations made and any other supporting documents will be submitted to the SoS.

### Stage 4: Independent Examination (Regulation 24)

- The SoS will appoint an independent Planning Inspector to conduct a Public Examination of the DPD. The examination hearings will be held in public.
- Hampshire County Council, will publicise the time and venue for the Public Examination hearing sessions, and any other information considered helpful to the relevant consultees or interested parties, as required.
- Those who made representations under *Stage 2* may be invited by the Planning Inspector to attend the relevant parts of the public examination hearings. The Planning Inspector will decide who is invited to hearing sessions meaning that invitations are at the discretion of the Planning Inspector.
- If as part of the hearings, proposed modifications to the Plan are required, the County Council will prepare and consult on these modifications as directed by the Planning Inspectorate. If a full consultation is required, consultation will be in line with the provisions of this SCI.

### Stage 5: Inspector's Report and Adoption (Regulation 26)

- Following the end of the Public Examination, the Inspector will submit a report to Hampshire County Council. This Report will recommend either that the Plan is 'unsound', 'sound' or can be made sound if specific changes are made to it.
- The Inspector's Report will be published and publicised by the County Council upon receipt. This will include putting it on the Hampshire County Council website. Other methods will be considered as appropriate.
- Provided that the Plan receives a 'sound' recommendation the Plan will be adopted. This will take place through democratic approval of the Plan for adoption by all of the relevant authorities involved in plan preparation.
- When the DPD is formally adopted, the local communities and interested parties who have asked to be informed of the adoption will be notified.
- The information will be published on the Hampshire County Council website, and notices will be placed in local newspapers.
- The adoption of the Plan will be subject to a 6 week legal challenge period.

3.1.3. Further information on each of the stages in the preparation of Local Plans is available from the Planning Advisory Service<sup>23</sup>.



## How will Hampshire County Council meet the requirements of the Strategic Environmental Assessment Directive and the Habitats Regulations?

- 3.1.4. The County Council will prepare an environmental report, as required under the Strategic Environmental Assessment (SEA) Directive<sup>24</sup> to support any minerals and waste plan-making. This is combined with Sustainability Appraisal in a process known as Integrated Sustainability Appraisal (ISA).
- 3.1.5. The County Council also has a duty to ensure that any Plan (and associated documentation) prepared is in accordance with the Conservation of Habitats and Species Regulations 2010 (the Habitats Regulations)<sup>25</sup>. This assessment examines the impact that a Plan would have on the integrity of the sites designated under the EU Habitats Directive. All minerals and waste plan-making will be undertaken in accordance with the requirements of the 2010 Regulations as appropriate. Relevant statutory consultees (e.g. Natural England) will be consulted in relation to this issue as Habitat Regulations Assessment (HRA) work emerges.
- 3.1.6. The County Council will ensure that relevant statutory consultees, other consultees and interested parties have an opportunity to comment on the ISA and HRA throughout its development to allow the findings to inform the development of any Plan and associated documentation being produced.

### Consultation on plan-making

- 3.1.7. Planning legislation sets out specific consultation groups that the County Council must contact for plan-making including:

- **statutory agencies;**
- **organisations; and**
- **government departments.**

- 3.1.8. It also identifies General Consultation Bodies who may be contacted. The consultee list which sits alongside this SCI<sup>26</sup> provides more information on the members or potential members of these 'consultation bodies'.
- 3.1.9. An extensive database of consultees and other interested parties likely to have an interest in mineral and waste planning policy in Hampshire is maintained by the County Council and updated as required. This database includes those who have previously contributed to consultations on Hampshire's minerals and waste plan-making work over the years and have requested to be kept informed. Everyone on this database has been contacted to confirm their continuing interest as part of the preparation of plan-making work.

24. Strategic Environmental Assessment (SEA) Directive: [ec.europa.eu/environment/eia/sea-legalcontext.htm](http://ec.europa.eu/environment/eia/sea-legalcontext.htm)

25. Conservation of Habitats and Species Regulations 2010: [www.legislation.gov.uk/uksi/2010/490/contents/made](http://www.legislation.gov.uk/uksi/2010/490/contents/made)

26. Engaging communities and interested parties in planning: [www.hants.gov.uk/mineralsandwaste/sci-2.htm](http://www.hants.gov.uk/mineralsandwaste/sci-2.htm)

3.1.10. The involvement of organisations and individuals on the list of consultees may be tailored by County Council officers to particular interests or circumstances for plan-making. For example, some consultees and interested parties may:

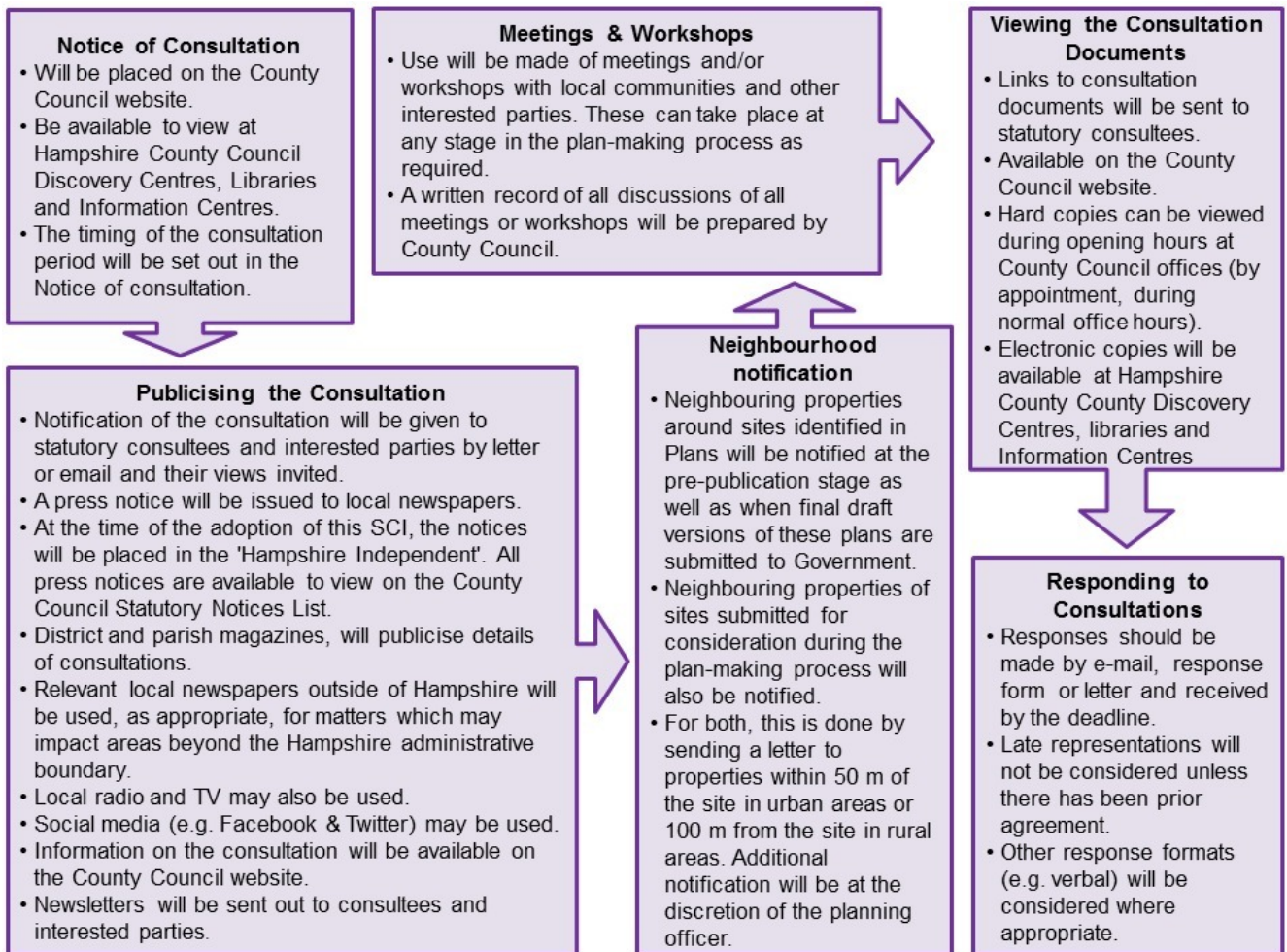
- **be concerned only with mineral planning issues whereas others may wish to be consulted on waste matters; and**
- **only be concerned with development in certain geographical locations.**

3.1.11. When a public consultation takes place, consultees and interested parties will be invited to make comments on:

- **consultation documents produced as part of plan preparation;**
- **evidence base documents that are produced to sit alongside the various stages of plan-making (as appropriate);**
- **draft Plans; and**
- **proposed modifications to the submission Plan (as required).**

3.1.12. Consultation will take place for a minimum of six weeks (or such other period set by the other plan-making partner SCIs).

3.1.13. A variety of approaches will be used by the County Council to involve the local community in preparing any future minerals and waste plans and associated documentation. [Appendix 1: Options for community involvement in minerals and waste plan-making \[See page 54\]](#) links the techniques outlined in this section of the SCI as well as other techniques to the specific stages of preparing the Plan, and any subsequent associated documentation. The following diagram sets out the types of consultation methods which the County Council will use.

**Figure 6: Consultation methods for minerals and waste plan-making**

### Important information relevant to Figure 6:

- The Hampshire County Council Statutory Notices List is available online: [www.hants.gov.uk/publicnotices](http://www.hants.gov.uk/publicnotices)
- **Viewing documents:**
  - The Hampshire County Council website (planning section): [www.hants.gov.uk/mineralsandwaste.htm](http://www.hants.gov.uk/mineralsandwaste.htm) / [www.hants.gov.uk/mineralsandwaste/planning-policy-home.htm](http://www.hants.gov.uk/mineralsandwaste/planning-policy-home.htm)
  - Information on Hampshire's Discovery Centres and Libraries is available online: [www.hants.gov.uk/discoverycentres/](http://www.hants.gov.uk/discoverycentres/) / [www.hants.gov.uk/library](http://www.hants.gov.uk/library)
  - Hampshire has one Information Centre at New Milton
  - The Hampshire Independent is a free local newspaper. It can be viewed on-line at: [www.hantsdirect.com](http://www.hantsdirect.com). Copies are also available in a number of locations across the county including local supermarkets.
- **Neighbourhood notification:** The distances of 50 metres or 100 metres is based on the distance from the proposed site boundary, as shown on GIS mapping provided by Ordnance Survey. All address points within these distances will be notified.

## Commenting on plan-making

3.1.14. Anyone can comment during the preparation of a Minerals and Waste Plan by submitting comments to the County Council for consideration.

3.1.15. The plan-making process offers stages in which local communities (consultees and interested parties) will be asked for their views (as identified in the stage of plan-making diagram). Guidance on how to respond to consultations on plan-making will be issued at the time of the consultation.

## What will happen to the comments received?

3.1.16. The following will occur when comments are received in relation to plan-making:

**Figure 7: What will happen with the comments received on plan-making?**

All comments received will be available to view at the Hampshire County Council offices in Winchester (by appointment & during normal office hours)



All written representations will be entered on the County Council Consultation Database prepared for each specific consultation.



A redacted copy (i.e. with all personal information removed) of all comments received will be made available following the end of the consultation period on the County Council website.



Responses received will be summarised and documented in the officers report, as required (see 'Reporting back on the outcomes of plan-making consultations').



The responses to any consultation on plan-making will be considered and taken into account as part of plan preparation.

## Reporting back on the outcomes of plan-making consultations

3.1.17. The following diagram outlines how the County Council will report back on the results of consultations on plan-making:

**Figure 8: Reporting back on the outcomes of consultation****Logging and Acknowledging Responses**

All representations made during consultation for the preparation of a Minerals & Waste Plan will be logged and acknowledged, using e-mail (or letter where email is not available).

**Summarise Responses**

Once a consultation has been completed, the comments received will be analysed. A summary of the comments will be made available to view on the County Council website and at the Hampshire County Council offices. This will show how comments have been taken into account, and how this has influenced the plan development. In the case of comments received on evidence base documents, the same approach will be followed.

**Reporting back on the outcomes of a consultation**

Any or all of the following methods may be used to report back on the outcomes of consultations on plan-making in associated summary report or the evidence base:

- publishing the information online;
- issuing press releases and statements;
- publicising on social media (such as the use of Facebook and Twitter);
- providing copies of the feedback at Hampshire County Council offices in Winchester (by appointment, during normal office hours); and contacting respondents directly.

Findings will be considered by the County Council in the: production and/or review of development plan document; production of any supplementary planning documentation; or the production of associated documentation as part of Plan implementation. Findings will be considered by the County Council in the finalisation of the documents.

**Viewing Responses Received**

All responses received will be available to view on the County Council's website in a redacted form (i.e. all personal information removed). This will enable people who have been involved in consultations and other events to see the results and how they have influenced plan-making.

**Notification of adoption of a Minerals and Waste Plan**

3.1.18. Once a public examination of a minerals and waste plan has been completed, the County Council will receive an Inspector's Report from the Planning Inspectorate. This will detail the findings of the public examination and will set out whether the plan is suitable for adoption. The following will then occur:

**Figure 9: How will notification of the adoption of a Minerals and Waste Local Plan take place?**

All consultees and interested parties will be advised of the publication of the Inspector's Report when it is published by Hampshire County Council, including information on where the report can be viewed.



Anyone who has asked to be notified of the adoption of the Plan will be notified (by email or letter if email is not available) that adoption has taken place and will be sent a link to a copy of the Adoption Statement.



The Inspector's Report and adoption documentation will be available to view on the County Council website and at the County Council offices in Winchester (by appointment and during normal office hours).



Hampshire County Council website will publish a Statement of Conformity with the SCI when a plan is adopted. This will be available to view on the County Council website.

## What will happen following the adoption of a Minerals and Waste Plan?

- 3.1.19. Following the adoption of a Minerals and Waste Plan, the County Council (and any relevant partners) will implement and monitor the Plan. If further work is required following adoption the work will be developed in line with the provisions of the SCI.
- 3.1.20. The County Council will produce a Monitoring Report to review how effective the implementation of the adopted planning policies have been, as well as providing statistical information on minerals and waste planning permissions granted annually. The latest version of the Monitoring Report will be available on the County Council so that interested parties have an opportunity to view the report.

## 3.2. Preparation and adoption of Supplementary Planning Documents

- 3.2.1. There may be a need to prepare Supplementary Planning Documents (SPDs) following the adoption of a Minerals and Waste Local Plan. SPDs provide guidance on local planning matters, or explain how adopted policies in Local Plans are to be delivered. The County Council may prepare SPDs to provide greater details on the implementation of policies of its development plan documents if these are considered to be required.

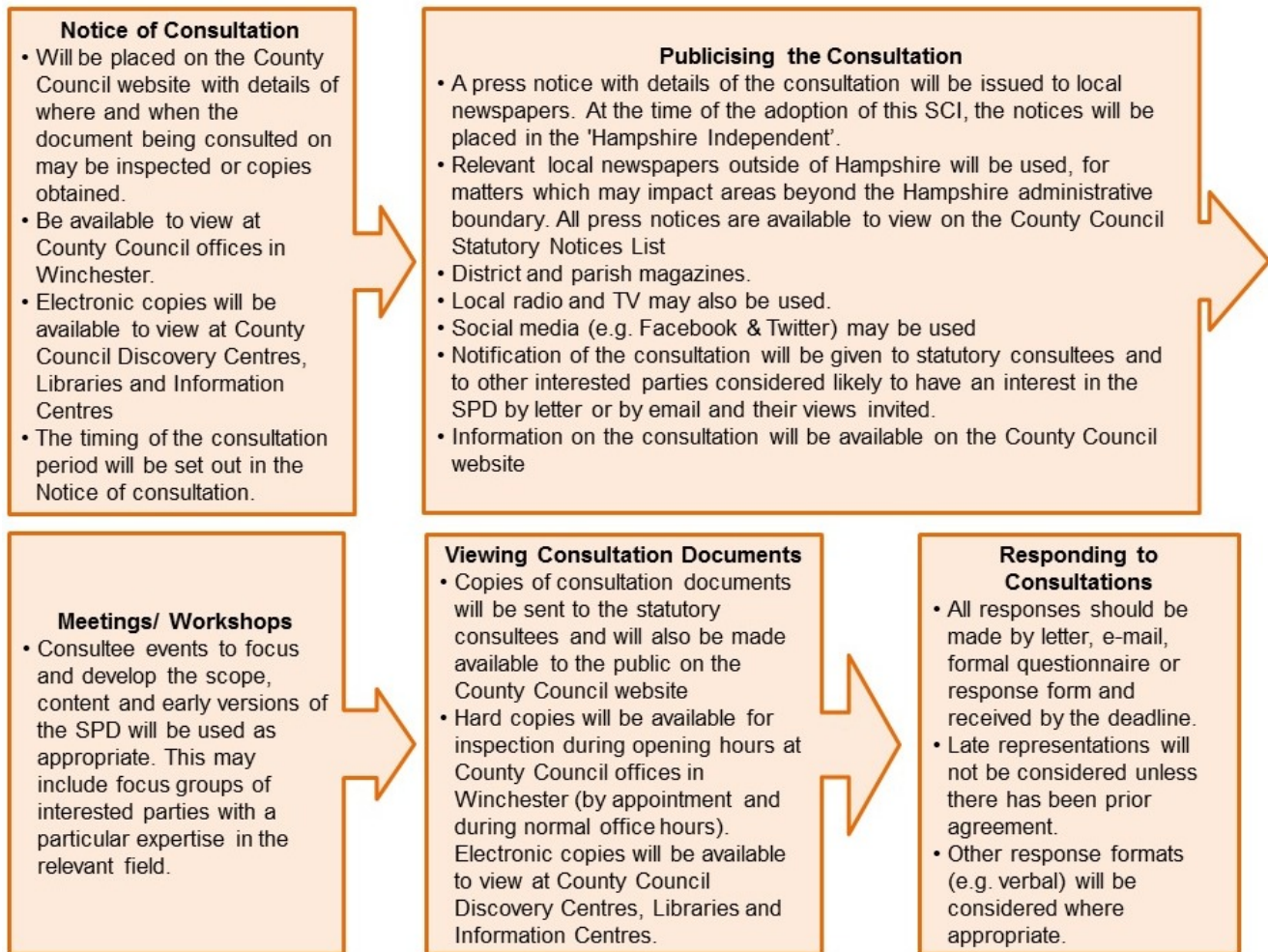
### **How will Hampshire County Council meet the requirements of the Strategic Environmental Assessment Directive and Habitats Regulations?**

- 3.2.2. In the event that a SPD is prepared, the County Council will carry out an Integrated Sustainability Appraisal during the preparation of a SPD and publish the findings for comment at the relevant stages.
- 3.2.3. The County Council will carry also out Habitats Regulations Assessment work during the preparation of a SPD and publish the findings, as appropriate.

### **Consultation on Supplementary Planning Document preparation**

- 3.2.4. Unlike Local Plans, SPDs are not examined by a Planning Inspector. However, the preparation of a SPD is still subject to consultation and engagement with relevant consultees and interested parties. The preparation of any SPD will adhere to the following minimum level of public participation, in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 3.2.5. Consultees and interested parties will be invited to make comments on the draft SPD for a minimum of six weeks (or such other period set by the SCI of a plan-making partner).
- 3.2.6. The following diagram sets out the consultation methods for SPD preparation:



**Figure 10: Consultation methods for SPD preparation**

### Commenting on Supplementary Planning Documents

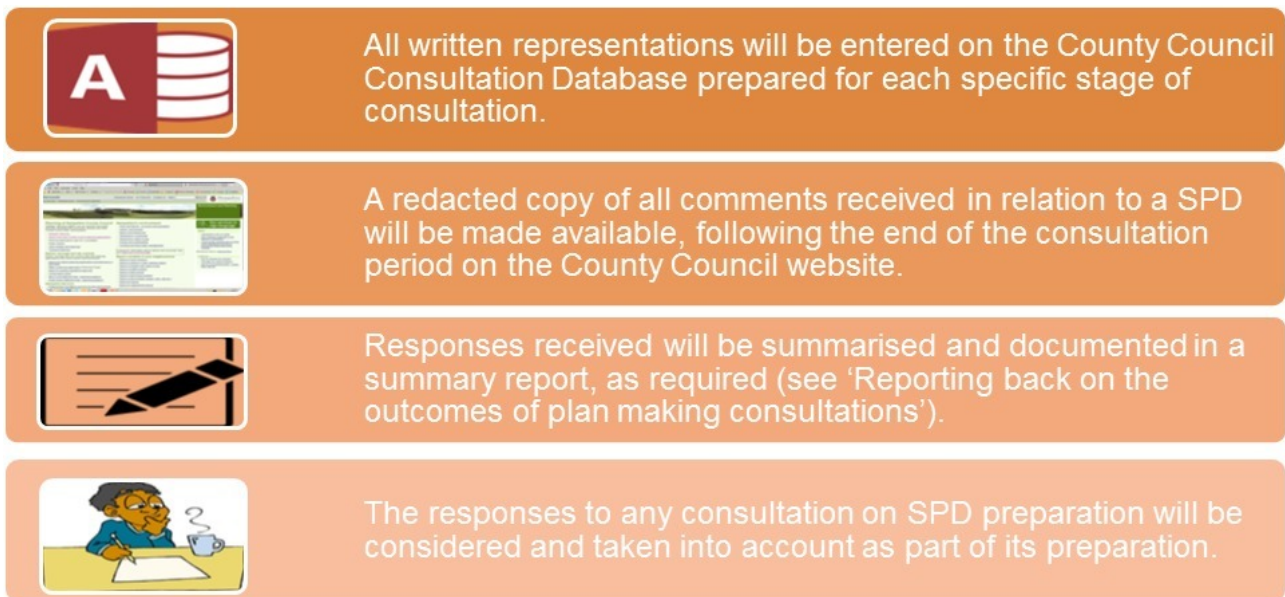
Anyone can comment during the preparation of a SPD by submitting comments to the County Council for consideration. Guidance on how to respond to consultations on a SPD will be issued at the time of the consultation.

3.2.7. All comments received will be available for viewing at the County Council offices in Winchester (by appointment and during normal office hours).

### What happens with the comments received?

The following will occur for any comments received:

**Figure 11: What will happen with the comments received on Supplementary Planning Documents?**



**Reporting back on the outcomes of consultations**

3.2.8. The following table considers how the County Council will report back on the results of consultations on SPDs:

**Figure 12: Reporting back on the outcomes of consultation on a Supplementary Planning Document**

<p><b><u>Logging and Acknowledging Responses</u></b></p> <p>All representations made during consultation for the preparation of a Supplementary Planning Document (SPD) will be logged and acknowledged, using e-mail as far as possible (or letter if email is not available).</p>
<p><b><u>Summarise Responses</u></b></p> <p>Once a consultation exercise has been completed, the comments received together with points raised will be analysed. A summary report of the comments will be made available to view on the County Council website and at the County Council offices in Winchester. This will show how comments received have influenced the SPD.</p>
<p><b><u>Reporting back on the outcomes of a consultation</u></b></p> <p>Any or all of the following methods may be used to report back on the outcomes of consultations on plan-making and associated summary report or the evidence base:</p> <ul style="list-style-type: none"> <li>• publishing the information online;</li> <li>• issuing press releases and statements;</li> <li>• publicising on social media (such as the use of Facebook and Twitter); and</li> <li>• providing copies of the feedback at the County Council offices in Winchester and contacting respondents directly.</li> </ul> <p>Findings will be considered by the County Council in the: production and/or review of development plan document; production of any supplementary planning documentation; or production of associated documentation as part of Plan implementation.</p> <p>Finding will be considered by the County Council in the production and finalisation of the SPDs.</p>
<p><b><u>Viewing Responses Received</u></b></p> <p>All responses received as part of any plan-making consultation will be available to view on the County Council's website in a redacted form (i.e. all personal information will be removed). This will enable people who have been involved in consultations and other events to see the results and how they have influenced plan-making.</p>

### **Notification of adoption of a Supplementary Planning Document**

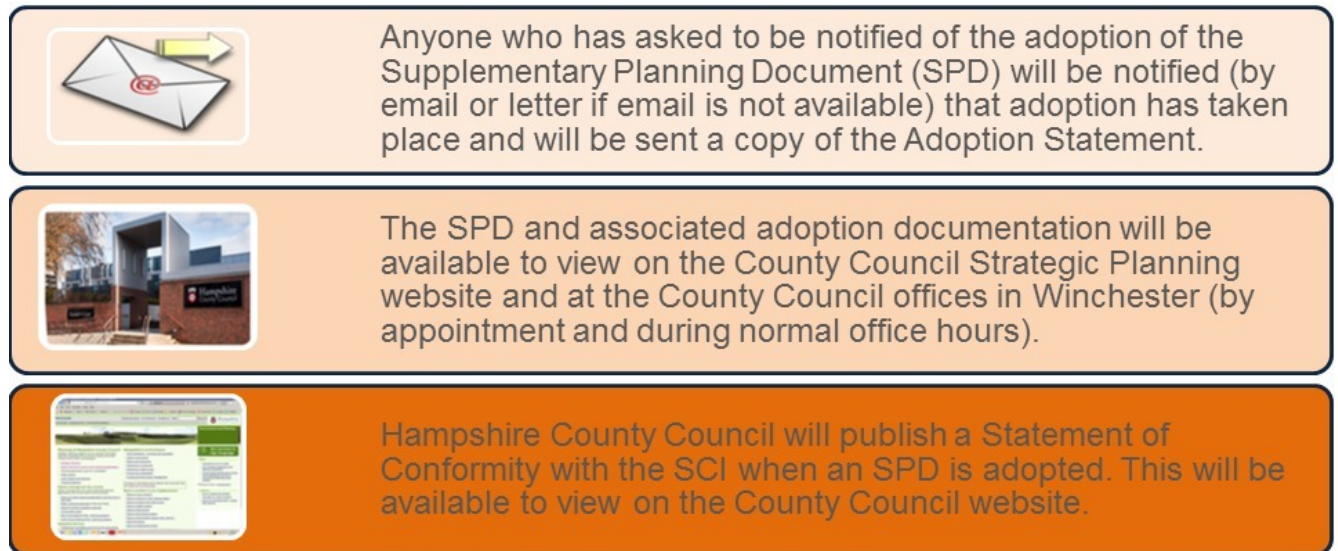
The County Council will be responsible for adopting any SPD it prepares.

3.2.9. An Adoption Statement, together with the adopted SPD and associated documentation, will be placed on the website and will be available to view at the County Council offices in Winchester (by appointment and during normal office hours), as well as the offices of the other relevant partner authorities involved in document preparation.

3.2.10. The County Council will prepare and publish a consultation statement at the time of adoption. This will set out the following:

- who was consulted during the preparation of the SPD;
- what the main issues raised were; and
- how these issues have been taken into account in the adopted SPD.

3.2.11. Once adopted, the following will then occur:

**Figure 13: How will notification of the adoption of a SPD take place?**

### What will happen following the adoption of a Supplementary Planning Document?

**3.2.12.** Following the adoption of a SPD, the County Council (and any relevant partners) will implement and monitor the SPD alongside its accompanying Minerals and Waste Local Plan.

**3.2.13.** The County Council will produce a Monitoring Report to review how effective the implementation of the adopted minerals and waste planning policies and associated guidance have been as well as providing statistical information on minerals and waste planning permissions granted annually. This implements the commitment to monitor the Plan. The Monitoring Report will be available to view on the County Council website.

## 4. How will communities be engaged in Development management in Hampshire - minerals, waste and County Council development planning applications?

4.1. This section of the Statement of Community Involvement (SCI) considers how the County Council will:

- **publicise and consult on the minerals, waste and County Council development planning applications it deals with; and**
- **show how the local communities, consultees and other interested parties will be involved in the consideration of these planning applications; and**
- **show how communities can be involved in the longer term following planning permission being granted.**

4.2. Planning applications that the County Council deal with are 'County Matters' and 'County Council' developments. Hampshire's District and Borough Councils, and National Park Authorities, are the Local Planning Authorities that deal with other planning applications. This includes proposals for housing, offices, industrial, retail and so on.

4.3. There are three types of 'County Matters':

- **mineral working; and the**
- **treating, storing, processing, recovery of energy and the disposal of waste; and**
- **ancillary and minor developments associated with minerals and waste sites.**

4.4. 'County Council' developments are those related to its own development proposals including:

- **schools;**
- **libraries, information centres, museums and discovery centres;**
- **social services facilities; and**
- **Local Highway Authority schemes.**

4.5. Minerals and waste planning applications within the administrative areas of Portsmouth and Southampton City Councils, and the New Forest and South Downs National Park Authorities, will be dealt with by those Authorities.

4.6. Any County Council development which may fall within the National Park administrative boundaries will be considered by the relevant National Park Authority.

4.7. The planning process is summarised on the County Council website<sup>27</sup>.

27. Hampshire County Council website (summary of planning process): [www.hants.gov.uk/planning-process-flowchart.pdf](http://www.hants.gov.uk/planning-process-flowchart.pdf)

- 4.8. A Development Management Charter is available on the County Council website<sup>28</sup> setting out the standards of service the County Council aims to provide.

#### 4.1. Pre-application discussions

- 4.1.1. The National Planning Policy Framework (NPPF) encourages pre-application discussions and states that: *'early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties'* and *'good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community'*.

- 4.1.2. The County Council, as local Minerals and Waste Planning Authority, encourages developers to take maximum advantage of the pre-application stage in order to:

- **establish the information that will be required at the planning application stage;**
- **identify key issues associated with any potential planning application; and**
- **identify key planning policies associated with any potential planning application.**

- 4.1.3. The County Council offers a pre-application service<sup>29</sup> and welcomes and encourages discussions before a planning application is submitted. The County Council charges for such advice, as this enables the Strategic Planning team to sustain and improve current levels of service. The fees paid for pre-application advice are in addition to the fees payable for the submission of planning applications and the chargeable monitoring of mineral and landfill sites.
- 4.1.4. Pre-application discussions mainly take place between the developer and the planning authority as they are largely technical exercises. However, they can in some instances provide an opportunity for local communities to be engaged in the planning application process. The County Council encourages developers to talk to local communities about proposals at the earliest stage, to inform them of the proposals and to ensure that a link with the local community is established early in the planning application process. This may take place through the relevant Parish or Town Council, or could involve the developer setting up an independent event for the local community to attend.
- 4.1.5. The County Council cannot require a developer to engage with the authority before submitting a planning application, it can only encourage use of the pre-application services offered.

28. Development Management Charter: <http://documents.hants.gov.uk/mineralsandwaste/HampshireCountyCouncilDevelopmentManagementCharter2016.pdf>

29. Hampshire pre-application service: <http://documents.hants.gov.uk/mineralsandwaste/guidance/pre-application-guidance.pdf>

## 4.2. Publicity and consultation on planning applications being considered by Hampshire County Council

- 4.2.1. Before any planning application is submitted, the applicant is required to serve notice on any owner or agricultural tenant of land within the planning application site or to take other steps if the owner is not known. The County Council as a Local Planning Authority is statutorily required to publicise all the planning applications that it determines.
- 4.2.2. Once a planning application has been submitted, validated, and entered onto the Public Planning Register<sup>30</sup>, the statutory consultation will begin. At that point, representations will be invited from statutory consultees, local communities and other interested parties within 28 days (or such other timescale as required i.e. for Environmental Impact Assessment applications). To ensure comments are taken into account it is important that representations are received before the deadline.

### Publicity for planning applications

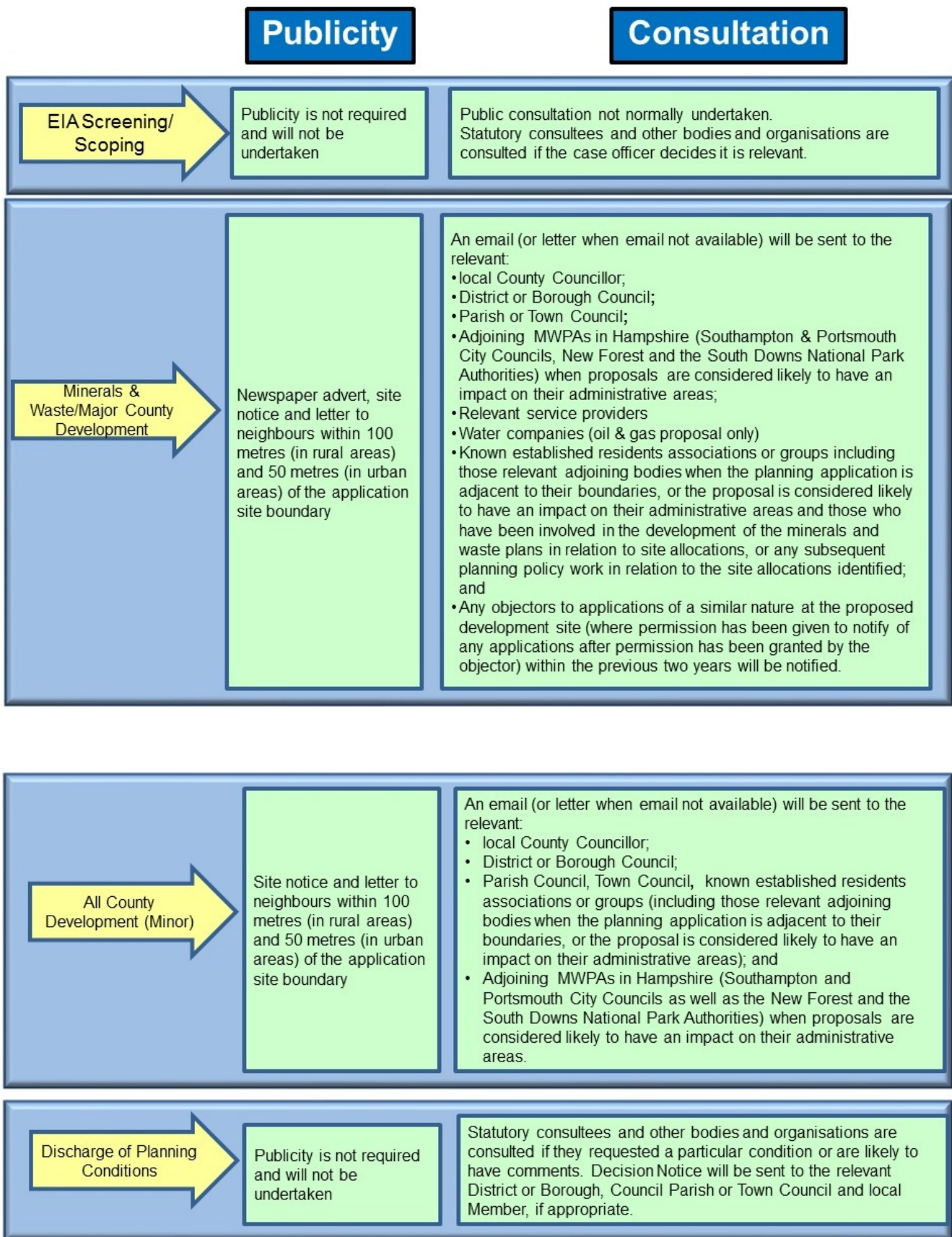
In publicising planning applications the County Council will exceed the minimum requirements in the Town and Country Planning (Development Management Procedures) (England) Order 2015<sup>31</sup>. The following diagram outlines what publicity is undertaken when a valid planning application is received by the County Council.

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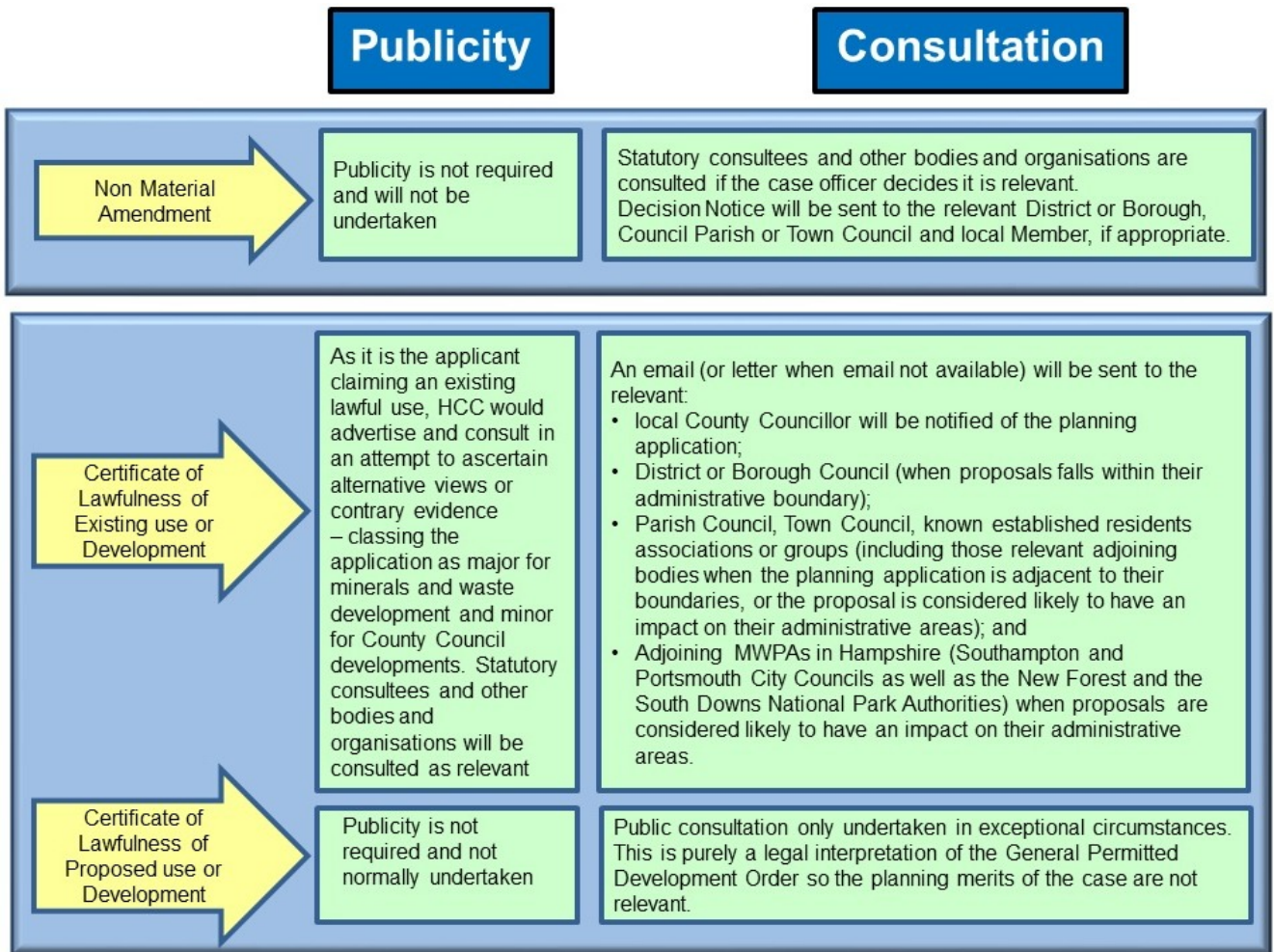
30. The Public Register is held by the relevant District or Borough Council

31. Town and Country Planning (Development Management Procedures) (England) Order 2015: [www.legislation.gov.uk/uksi/2015/595/article/15/made](http://www.legislation.gov.uk/uksi/2015/595/article/15/made)

**Figure 14: Publicity and consultation for planning applications**







4.2.3. All publicity shall normally be carried out within five working days of the registration of a planning application.

4.2.4. What constitutes a major or minor development is defined in the Town and Country Planning (Development Management Procedure) (England) Order (2015).

### Press notices

4.2.5. A press notice will be placed in a relevant local newspaper (designated by the Council), allowing at least 28 days for comments to be made.

4.2.6. Relevant local newspapers outside of Hampshire will be used, as appropriate, for matters which may impact areas beyond the Hampshire administrative boundary.

4.2.7. All press notices will be available to view on the County Council's Statutory Notices List<sup>32</sup>.

## Site notices

- 4.2.8. The County Council will display a minimum of one site notice on or near the land to which a planning application relates. In some instances, depending on the size of the site and its location, more than one site notice will be displayed.
- 4.2.9. Sites notices will be displayed for a minimum of 28 days. It will invite comments to be submitted to the County Council within a relevant timescale in relation to the type of development being considered.
- 4.2.10. Where a site notice, without any fault or intention of the County Council, is removed, obscured or defaced before the publicity period has expired, the County Council shall be treated as having complied with its requirements if reasonable steps have been taken for the protection of the notice, and if needs be its replacement.
- 4.2.11. A copy (or copies) of all site notices associated with major minerals or waste development will be available to view on the website under the relevant pages for the planning application. The site notices can also be viewed or downloaded from the website. A record of the location of where all site notice(s) were displayed will be placed on the application file.

## Neighbourhood notification

- 4.2.12. Neighbour notification is undertaken for minerals, waste and County Council development planning applications within certain distances of the proposed development site. This is undertaken by sending a letter addressed to 'the owner / occupier' of all properties which adjoin or are within 50 metres of the application site in urban areas or 100 metres from the application site in rural areas. The distances of 50 metres or 100 metres from the boundary of the development site. This will be based on GIS mapping provided by Ordnance Survey. All address points within these distances will be notified. The letter will be marked 'planning application notice'. Officers may consider an extension of these notification boundaries on a case-by-case basis based on specific local circumstances.
- 4.2.13. For Environmental Impact Assessment (EIA) applications, the area in which neighbour notification will be carried out will be extended from the standard neighbourhood notification and will include the area identified by the accompanying Environmental Statement as being directly impacted upon by the proposal. If the area covered by the EIA is less than the 50 metres urban or 100 metres rural areas, then neighbour notification will be extended to cover the standard neighbourhood notification area as previously noted.
- 4.2.14. Neighbours that are notified of a planning application will be given 28 days from the date of the letter within which to respond.

## Publicity for amendments to planning applications

- 4.2.15. There is no statutory obligation on Local Planning Authorities to publicise changes to planning applications that do not require EIA and all those notified will be made aware

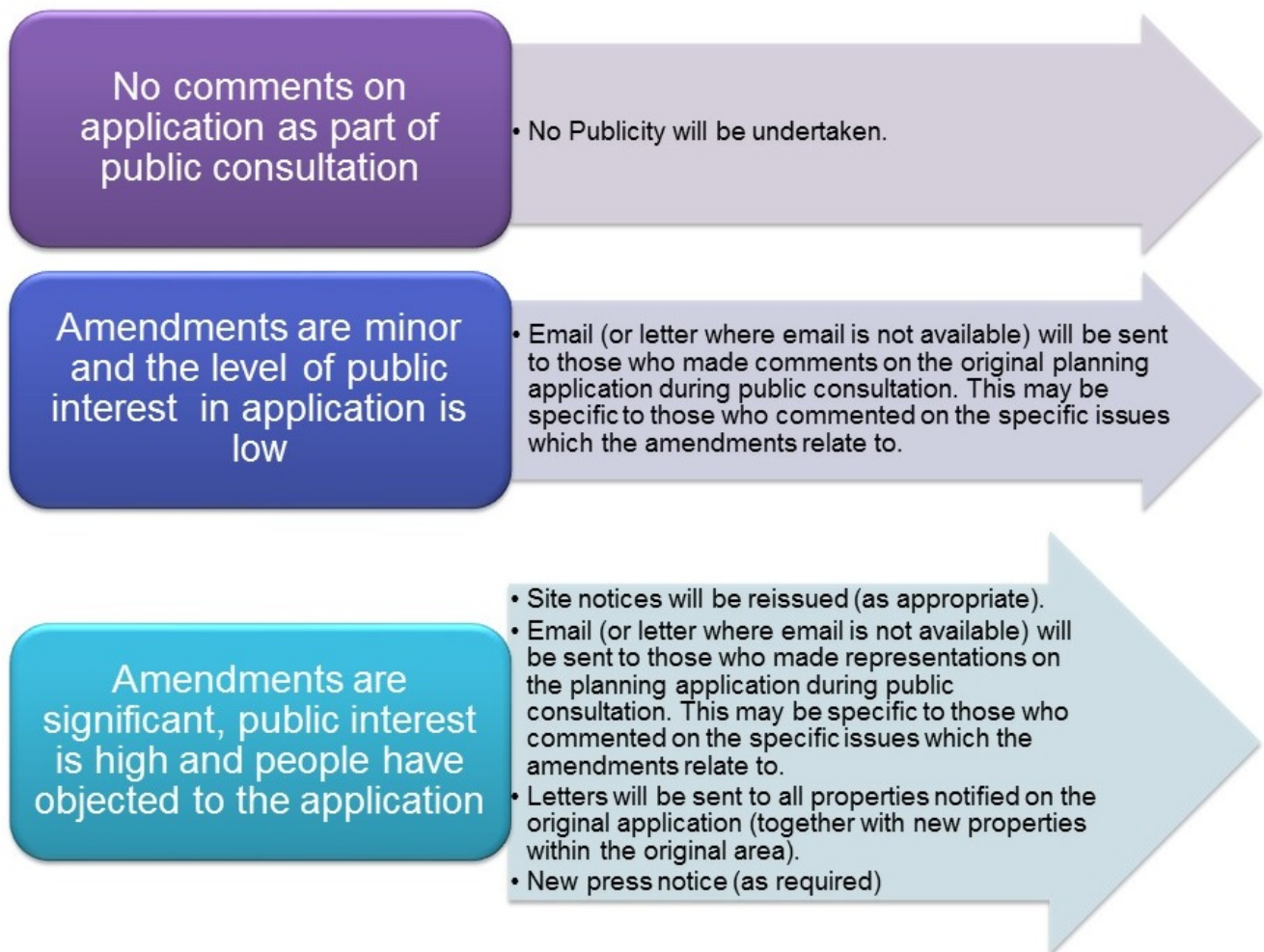
of how they can keep up to date with the progress of an application. Where, in the opinion of the case officer, significant amendments are made to a proposal during the course of its determination, further publicity/notification shall be undertaken and a minimum of 14 days shall be given (21 days for EIA developments). All amendments to EIA proposals will be subject to further publicity. Figure 15 highlights how the County Council publicises amendments to non-EIA planning applications.

4.2.16. With regard to consulting consultees with non-EIA planning applications, only those consultees with an interest in the proposed amendment will be notified. It is down to the case officer's discretion which consultees have an interest.

4.2.17. Details of all amendments to planning applications will be placed on the County Council's register of planning applications, decisions and appeals and sent to the relevant District and Borough Council so the Planning Register can be updated.

4.2.18. The following apply for publicising amendments to planning applications:

**Figure 15: Publicising amendments to planning applications**



## Consultation on planning application with statutory and non-statutory consultees

4.2.19.

Statutory consultees are those organisations and bodies, defined by statute, which local planning authorities are legally required to consult before reaching a decision on relevant planning applications. An example of a statutory consultee is the Local Highway Authority that must be consulted on all applications that will increase traffic onto a highway, or proposes alterations to a highway.

4.2.20. Non-statutory consultees are those organisations and bodies that the planning authority are not legally required to consult, but believe are likely to have an interest in the planning application or can provide expert advice. For example, these may include the Local Education Authority, County archaeologist or County ecologist.

4.2.21. The County Council is required to give statutory consultees 21 days to respond to planning applications, as set out in Town and Country Planning (Development Management Procedure) (England) Order 2015, although the County Council extends this to a minimum of 28 days. Statutory consultees will be permitted a longer period to comment on planning applications where this is prescribed by legislation (e.g. EIA) or has been agreed, with the Local Planning Authority. Other non-statutory consultees (where relevant) will also have 28 days to respond to the consultation, unless longer periods have previously been agreed. Where possible all consultation will take place via email.

## How to view a planning application

4.2.22. All planning applications and supporting information will be available to view on the County Council website. The website will include the following information:

- **the address and location of the proposed development;**
- **a description of the proposed development;**
- **the date by which representations should be received;**
- **where the application can be inspected; and**
- **how representations may be made about the planning application.**

4.2.23. The planning application and all supporting information will also be available for public inspection at the County Council's offices in Winchester (by appointment and during normal office hours) (see [Where can I find out more information on planning issues and the Hampshire Statement of Community Involvement? \[See page 48\]](#)).

4.2.24. Electronic copies of the application are sent to the relevant District or Borough Council offices where they will be registered by the Council, placed on the public register, allocated a specific application number and will be available for the public to examine at the District or Borough Council offices (by appointment and during normal office hours).

## 4.3. How to comment on a planning application being considered by Hampshire County Council

4.3.1. Anyone can comment on a minerals, waste or County Council development planning application. The County Council's website provides the opportunity to comment on

applications by using the '[Comment on this application](#)' link that features at the top of the page when viewing an application.

### What should the comments cover?

Comments can be made on the following areas:

- **to support the proposal;**
- **to object to the proposal; or**
- **to make a general observation about the proposal.**

4.3.2. Responses should focus on 'material considerations' when responding to a proposal. More information on 'material considerations' can be found on the Planning Portal website<sup>33</sup>

4.3.3. Comments and objections collected or recorded elsewhere (e.g. other organisations' websites) cannot be taken into account.

4.3.4. The County Council has published some additional guidance to help local communities prepare responses to planning applications<sup>34</sup>.

### How long do communities and other interested parties have to respond to a planning application?

4.3.5. Communities and other interested parties will have a minimum of 28 days within which to provide comments on an application, the deadline date for submission of comments will be published on the press notice, site notice and on the County Council website.

4.3.6. In order for comments to be taken into account, representations should be received before the deadline. Representations received outside of the consultation period will only be taken into account if prior agreement for late submissions has been made. If the proposal has been subject to Environmental Impact Assessment (EIA), consultation will be extended to six weeks<sup>35</sup>

4.3.7. In the event that additional information is submitted during the planning process and this requires re-consultation, this will take place for 14 days (21 days for EIA developments).

4.3.8. All representations received will be made available for inspection<sup>36</sup>. A name, as well as a postal address, must be provided for the comments to be accepted on planning applications which are being considered by the County Council. Anonymous or confidential representations without the required personal information cannot be accepted.

33. Planning Portal website: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)].

34. Preparing response to planning applications received by Hampshire County Council: <http://documents.hants.gov.uk/planning-strategic/Howtopreparearesponsetoaplanningapplication-localcommunityguidancedecember2016.pdf>

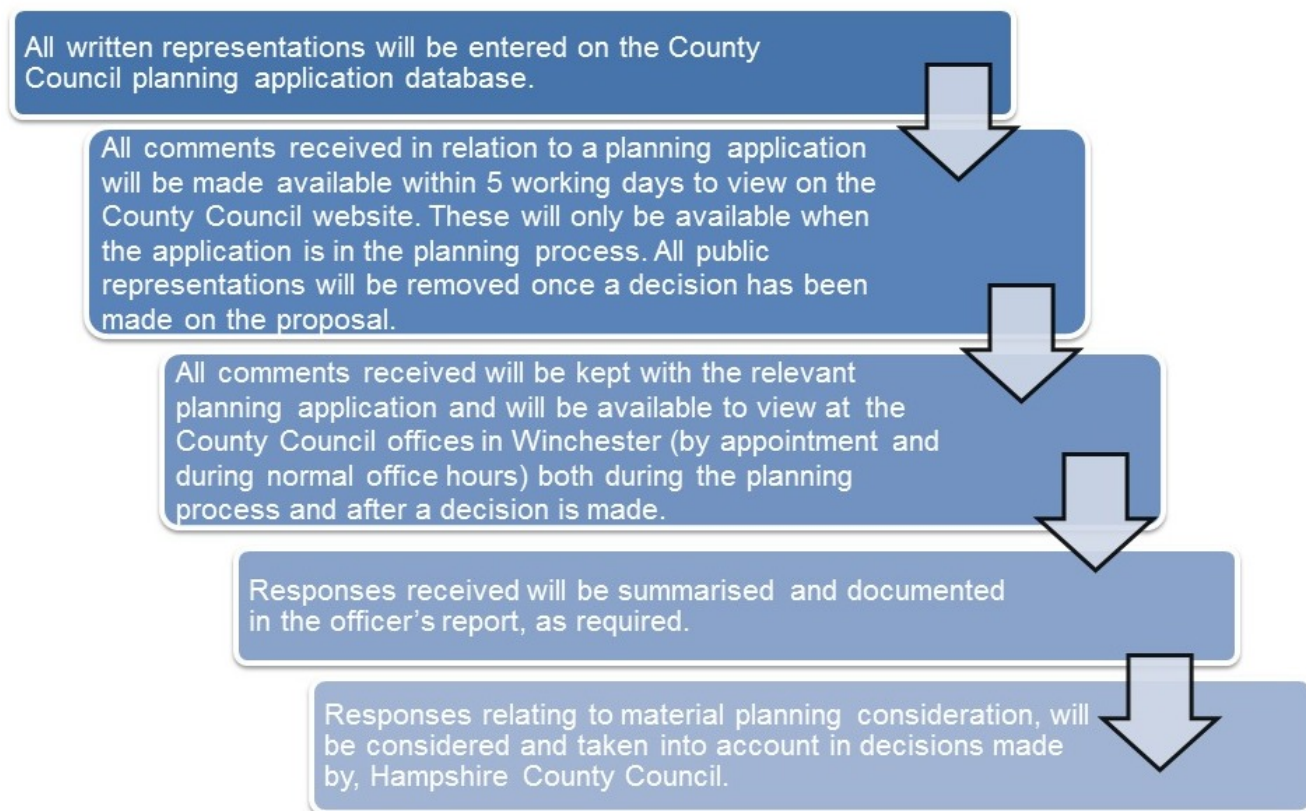
35. Town and Country Planning (Environmental Impact Assessment) 2017: <http://www.legislation.gov.uk/uksi/2017/571/contents/made>].

36. Local Government (Access to Information) Act (1985): [www.legislation.gov.uk/ukpga/1985/43](http://www.legislation.gov.uk/ukpga/1985/43)

## What happens to the responses once received by Hampshire County Council?

4.3.9. When comments are received, the following will take place:

**Figure 16: What happens to comments received by Hampshire County Council on planning applications?**



4.3.10. All representations received will form part of the background documentation for the planning application during the planning process.

4.3.11. Every effort will be made to remove personal details before publication on the website (telephone/ email/ signature).

4.3.12. Officers will not normally enter into direct correspondences on responses received to a planning application due to the volume of correspondence received.

4.3.13. When responses are received by email, an automatic acknowledgement will be sent out.


## 4.4. How notification will take place for planning applications determined by Hampshire County Council

4.4.1. The County Council is required to determine planning applications within a specific timescales as summarised in the following diagram:

**Figure 17: Determining planning applications by Hampshire County Council**

Hampshire County Council is required to determine planning applications within a specific timescale as set out in the Town and Country Planning (Development Management Procedure) (England) Order (2015) and the Environmental Impact Assessment Regulations (2011). (Unless an extended period is formally agreed with the applicant) These are as follows:

- Minor County Council Developments (within 8 weeks);
- Major Minerals, Waste and County Council Developments (within 13 weeks); and
- Environmental Impact Assessment (EIA) Applications (within 16 weeks).



The Hampshire County Council Development Management Charter provides more information on how planning applications will be determined by Hampshire County Council, through delegation or by the Regulatory Committee.

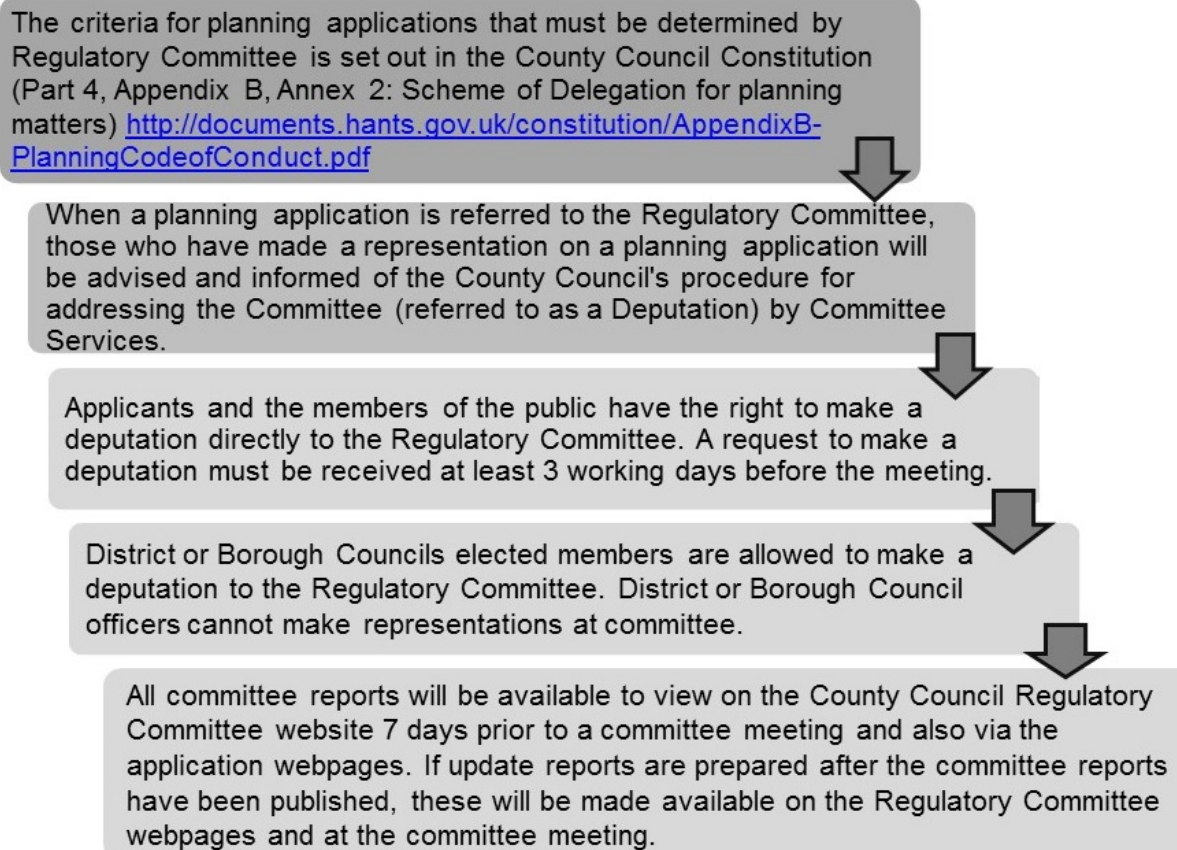
- 4.4.2. The Hampshire Development Management Charter is available to view on the website and provides more information on delegated and committee decision-making.

### **Delegated planning decisions**

- 4.4.3. Some planning applications can be determined under delegated authority, which means that the Director of Economy, Transport and Environment can determine the planning application. Such applications have to comply with the County Council's Constitution.

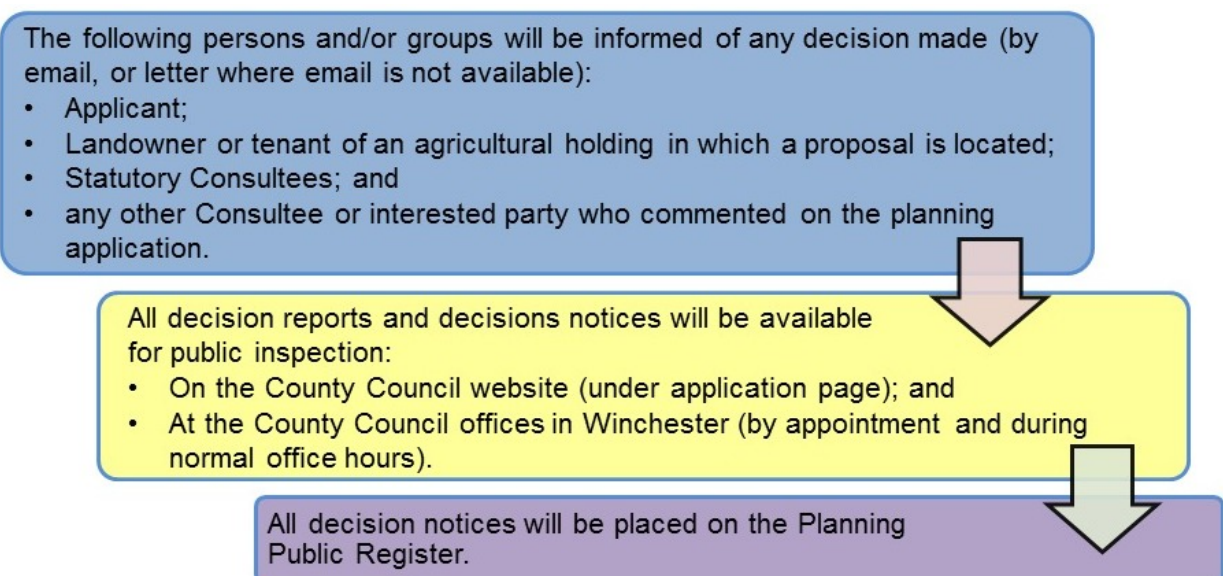
### **All other planning decisions (not Delegated)**

- 4.4.4. Planning applications submitted to the county Council cannot be determined under delegation in some circumstances, as determined by the Constitution. The following diagram outlines the process for applications referred to Regulatory Committee for a decision:

**Figure 18: Non-delegated decisions**

### What happens after a delegated or committee decision has been made?

4.4.5. Once a delegated or committee decision has been made, the following will occur:

**Figure 19: What happens after a delegated or a committee decision has been made?**



## 4.5. Planning Appeals - publicity and notification

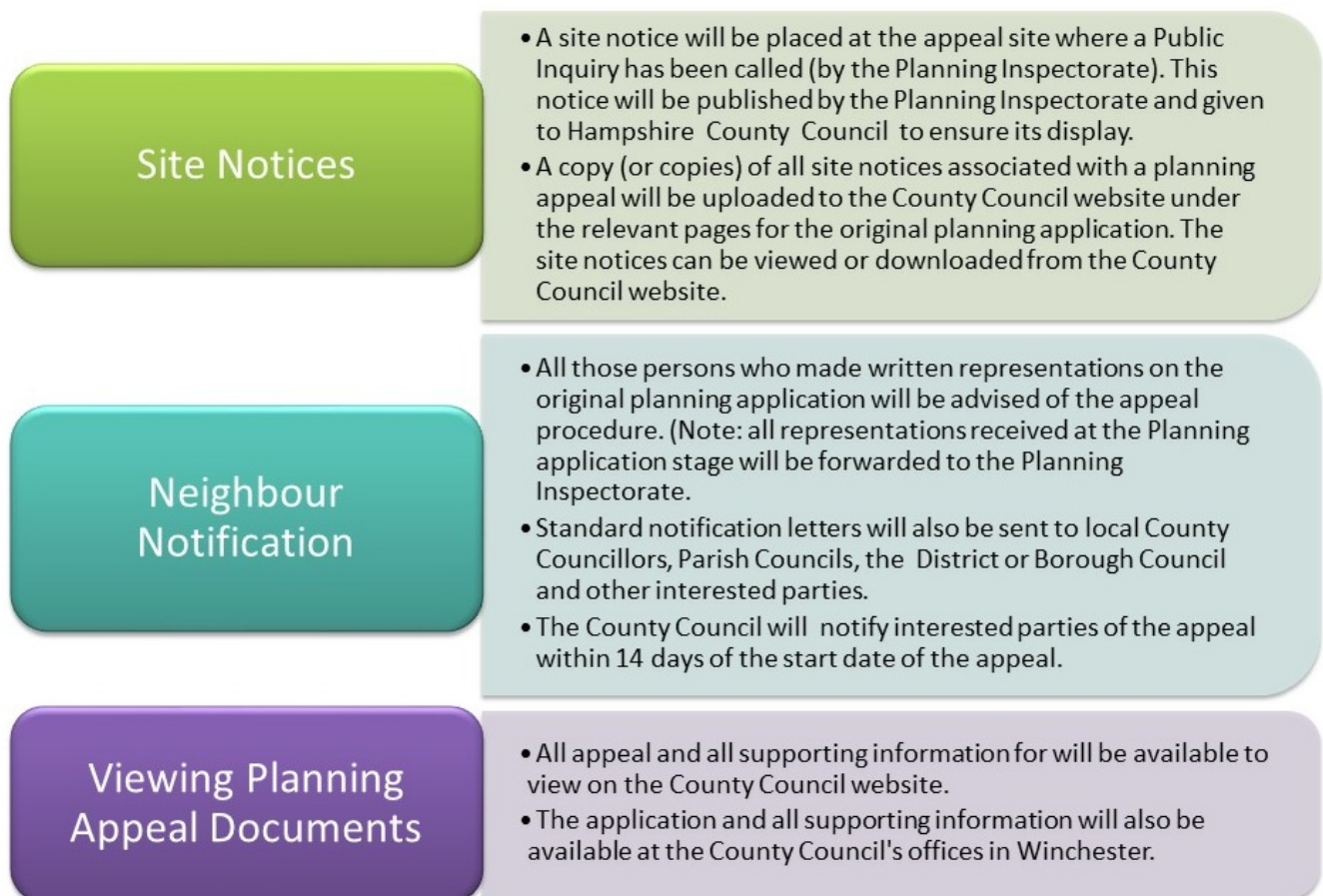
4.5.1. If an applicant is granted planning permission conditionally, or if planning permission is refused, the applicant has the opportunity to appeal against the decision.

4.5.2. A planning appeal is handled by the Planning Inspectorate on behalf of the Secretary of State and can be dealt with by:

- **Written Representations**
- **Hearing; or**
- **Public Inquiry.**

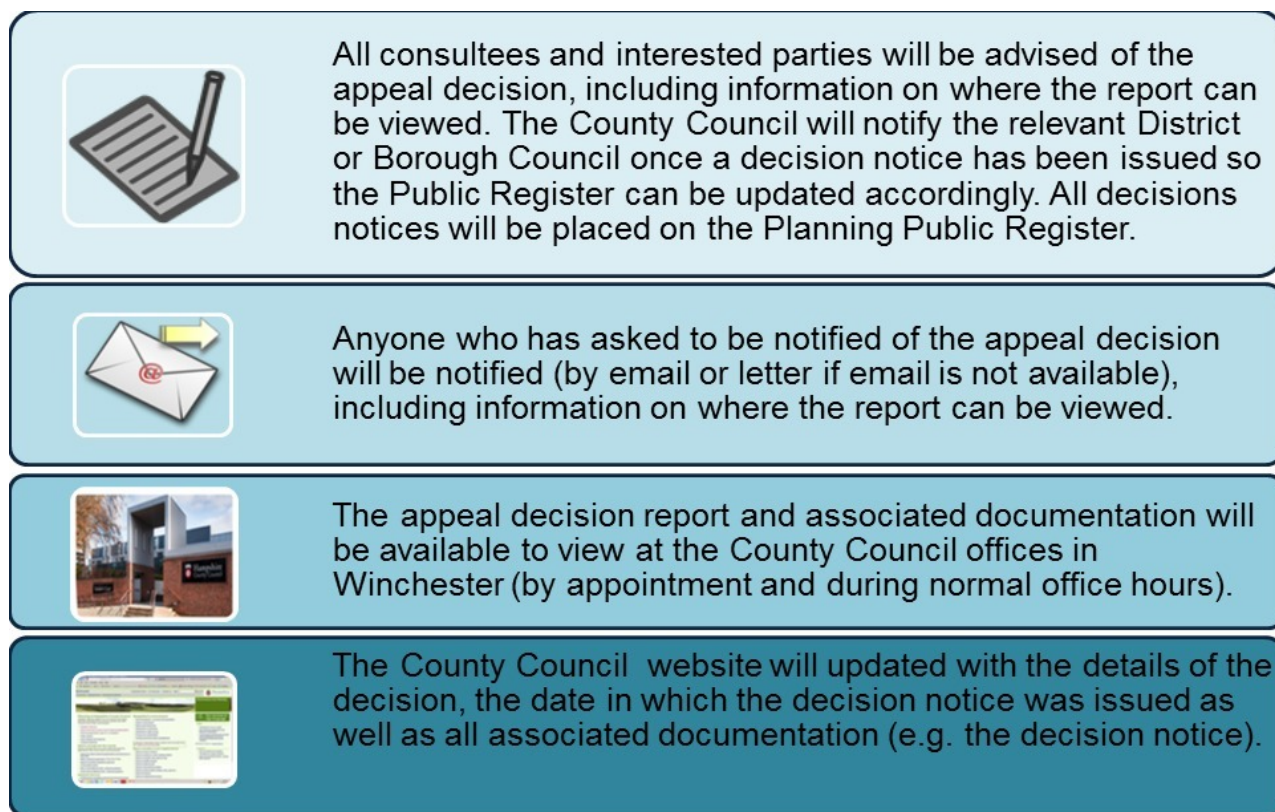
4.5.3. The following diagram sets out the publicity which will be undertaken for planning appeals:

**Figure 20: Publicity for Planning Appeals**



### What happens after an appeal has been heard?

4.5.4. Once a planning appeal has been heard by the Planning Inspectorate, and a decision has been made the following will take place:

**Figure 21: Notification of Planning Appeal decisions**

## 4.6. How can communities and other interested parties stay involved?

### Helping us to monitor permitted minerals and waste developments

4.6.1. It is important that all development that the County Council permits is undertaken in compliance with the planning permission that has been granted. The County Council's Planning Enforcement and Site Monitoring Plan<sup>37</sup> provides more information on the monitoring duties of the County Council and how to make a complaint in relation to developments permitted by it.

### Get involved in a site Liaison Panel

- 4.6.2. The County Council encourages the formation of local Liaison Panels for major or controversial minerals and waste sites. These provide a forum for discussing operational issues between the operator, the County Council, representatives of the local community and other interested parties.
- 4.6.3. Hampshire already has a number of active Liaison Panels which are associated with existing minerals or waste sites. A list of the current Liaison Panels is available on the website<sup>38</sup>.
- 4.6.4. The specific makeup of Liaison Panels varies according to the local situation, but potential members of a panel might include:

37. Planning Enforcement and Site Monitoring Plan (2016): <http://documents.hants.gov.uk/planning-strategic/HampshireCountyCouncilPlanningEnforcementandSiteMonitoringPlanJuly2016.pdf>

38. Hampshire County Council Liaison Panels: [www.hants.gov.uk/liaison-panels.htm](http://www.hants.gov.uk/liaison-panels.htm)

- the **operator** of the relevant facility;
- **Environment Agency**;
- representatives from the relevant **District, Borough, Parish or Town Councils**<sup>39</sup>
- any relevant **Residents Association representatives**; and
- **residents or representatives of residents** directly affected by the development; and
- any **other interested parties**.

4.6.5. The County Council expects that operators of major minerals and waste developments will run and manage Liaison Panels at their sites, and supports local County Councillors acting to independently chair the panel. The County Council has prepared a Liaison Panel Protocol to help with the establishment of the panels<sup>40</sup>.

### Helping us to ensure development does not take place without planning permission

4.6.6. Sometimes development takes place without the necessary planning permission. Local knowledge of what is taking place in an area is often essential to addressing development which is taking place without the benefit of planning permission.

4.6.7. The County Council will investigate all complaints in relation to unauthorised minerals or waste developments. The Planning Enforcement and Site Monitoring Plan provides more information on the enforcement powers and how to make a complaint.



39. Hampshire's parish and town councils: [www3.hants.gov.uk/azindex/parishesaz.htm](http://www3.hants.gov.uk/azindex/parishesaz.htm)

40. Hampshire County Council Liaison Panel Protocol: [Liaison Panel Protocol](#)

## 5. Neighbourhood Planning in Hampshire

- 5.1. The County Council is fully supportive of neighbourhood planning as a way for local communities to have a greater say in where they live and work. It will provide appropriate and timely support to Parish and Town Councils, as well as Neighbourhood Forums working on Neighbourhood Plans in its areas.
- 5.2. Given the wide range of duties and responsibilities the County Council performs, it is important that it engages in the preparation of Neighbourhood Plans from the outset.
- 5.3. The County Council has prepared a guide<sup>41</sup> to help those interested in preparing a Neighbourhood Plan to quickly identify what information, guidance, help and support can be provided. The guide:

- **explains the main County Council services that may have to be considered when carrying out neighbourhood planning;**
- **provides links to the policy guidance and to the County Council teams that might be able to provide further advice and information; and**
- **explains the distinction between the role of the County Council compared to that of the District, Borough, City Councils or National Parks in neighbourhood planning.**

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41. Neighbourhood Planning in Hampshire Guide (Hampshire County Council, 2016): <http://documents.hants.gov.uk/planning-strategic/NeighbourhoodPlanninginHampshire.pdf>

## 6. Monitoring the implementation of the Hampshire Statement of Community Involvement

- 6.1. The Hampshire Statement of Community Involvement (SCI) will be reviewed annually to ensure it is up-to-date with current legislation, and sets out an appropriate benchmark for meeting consultation requirements.
- 6.2. Monitoring the SCI will include:

- **assessing how effective its approach is in helping the community, consultees and interested parties to be involved in minerals and waste planning in Hampshire;**
- **how appropriate the SCIs proposed techniques are and how easy they are to use; and**
- **whether new Government guidance will result in the requirement to revise the adopted SCI.**

## 7. Where can I find out more information on planning issues and the Hampshire Statement of Community Involvement?

- 7.1. Planning Aid is a voluntary service offering free, professional and impartial advice on planning issues to community groups and individuals who cannot afford to employ a planning consultant<sup>42</sup>.
- 7.2. The Planning Portal<sup>43</sup> is also a useful source of information on the planning process for residents, operators and the regulators.
- 7.3. Copies of the Hampshire Statement of Community Involvement (SCI) are available to view:

- on the Hampshire County Council website; and
- at the County Council offices in Winchester (by appointment and during normal office hours).

- 7.4. If you require further information you can contact the Strategic Planning team in the following ways:



0300 555 1389



[planning@hants.gov.uk](mailto:planning@hants.gov.uk)



Strategic Planning, Economy, Transport & Environment Department, Hampshire County Council, Elizabeth II Court West, The Castle, Winchester, Hampshire, SO23 8UD

42. Planning Aid: [www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk)

43. Planning Portal: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

## Glossary

**Area of Outstanding Natural Beauty (AONB):** Areas of countryside considered to have significant landscape value. Originally identified and designated by the Countryside Commission under Sections 87 and 88 of the National Parks and Access to the Countryside Act 1949. Natural England is now responsible for designating AONBs and advising Government and other organisations on their management and upkeep. AONB's have the highest landscape value (as set out in paragraphs 115-116 of the National Planning Policy Framework (2012)).

**Departure (from development plan):** Where a proposal does not meet the provisions of a policy in the adopted development plan.

**Deputations:** Members of the public and anyone who has submitted a planning application can ask to speak (make a deputation) at the meeting at which the planning application will be discussed.

**Development Plan / Development Plan Document (DPD):** This includes adopted Local Plans, neighbourhood plans and the London Plan, and is defined in section 38 of the Planning and Compulsory Purchase Act 2004. Spatial planning documents that are subject to public examination. There will be a right for those making representations seeking change to be heard at a public examination.

**Discharge of conditions (Article 27s):** Where a planning permission includes conditions which require further work or further details to be submitted, which need to be agreed and signed off by the relevant planning authority.

**Engagement:** Entering into a deliberative process of dialogue with others, actively seeking and listening to their views and exchanging ideas, information and opinions. Unlike 'mediation' or 'negotiation' engagement can occur without there being a dispute to resolve.

**Environmental Impact Assessment (EIA):** A procedure to be followed for certain types of project to ensure that decisions are made in full knowledge of any likely significant effects on the environment.

**Equalities Impact Assessment (EqIA):** An assessment, as part of plan preparation, which seeks to identify and eliminate any discrimination.

**Habitats Regulation Assessment (HRA):** Statutory requirement for Planning Authorities to assess the potential effects of land-use plans on designated European Sites in Great Britain. The Habitats Regulations Assessment is intended to assess the potential effects of a development plan on one or more European Sites (collectively termed 'Natura 2000' sites). The Natura 2000 sites comprise Special Protection Areas (SPAs) and Special Areas of Conservation (SACs). SPAs are classified under the European Council Directive on the conservation of wild birds (79/409/EEC; Birds Directive) for the protection of wild birds and their habitats (including particularly rare and vulnerable species listed in Annex 1 of the Birds Directive, and migratory species).

**Hampshire County Council:** The County Council that governs the county of Hampshire in England. The authority is one of the partners in the Hampshire Minerals & Waste Plan.

**Hampshire Minerals and Waste Development Scheme (HMWDS):** A project timetable which gives information and details about the preparation and review of all the various minerals and waste plan and associated documentation by Hampshire.

**Hampshire Minerals & Waste Plan (HMWP):** The Hampshire Minerals & Waste Plan is the adopted development plan for minerals and waste in Hampshire.

**Historic England:** This is a non-departmental public body which acts to preserve and protect England's historic environment.

**Inspector's Report:** This is produced by the Planning Inspector following his/her public examination of the development plan documents and is binding on the County Council.

**Integrated Sustainability Appraisal (ISA):** See 'Strategic Environmental Assessment/ Sustainability Appraisal'.

**Interested party:** Any party expected to have a concern or interest in the proceedings of a particular development.

**Local Development Document (LDD):** Local development documents are a set of documents specified in United Kingdom planning law which a local planning authority creates to describe their strategy for development and use of land in their area of authority.

**Local Planning Authority (LPA):** The public authority whose duty it is to carry out specific planning functions for a particular area. All references to local planning authority apply to the district or borough council, London borough council, county council, Broads Authority, National Park Authority and the Greater London Authority, to the extent appropriate to their responsibilities.

**Minerals Consultation Area (MCA):** An area identified to ensure consultation between the relevant district or borough planning authority, the minerals industry and the Minerals and Waste Planning Authorities before certain non-mineral planning applications made within the area are determined. The Hampshire MCA includes the mineral resource areas defined in the Mineral Safeguarding Area and existing strategic minerals and waste infrastructure.

**Minerals and Waste Planning Authorities (MWPA):** The local planning authorities (County and Unitary Councils) responsible for minerals and waste planning. In Hampshire, Hampshire County Council, Portsmouth and Southampton City Councils, the New Forest National Park Authority and South Downs National Park Authority are minerals and waste planning authorities.

**Monitoring Report:** Produced by the Hampshire Authorities annually, this Report will review and assess the implementation of the Minerals and Waste Development Scheme, and how effectively the policies in the adopted Hampshire Minerals & Waste Plan are being achieved.

**National Health Service: (NHS)**



**National Planning Policy Framework (NPPF):** Published in March 2012, the NPPF sets out the Government's planning policies for England and how these are expected to be applied.

**Natural England:** Public body tasked with the conservation and improvement of the natural environment. Natural England designates Areas of Outstanding Natural Beauty and National Parks, manages National Nature Reserves and notifies Sites of Special Scientific Interest.

**Negotiation:** Process of reaching consensus by exchanging information, bargaining and compromise that goes on between two or more parties with some shared interests and conflicting interests. Negotiation is likely to be part of the process of mediation, but can also happen outside of any formal mediation and without the assistance of a neutral person.

**Planning Aid:** Voluntary provision by planners of free and independent professional advice on planning to individuals or groups unable to afford to pay for the full costs of such advice. Planning Aid includes the provision of training so that its clients can be empowered through better understanding of how the planning system works and the development of skills that enable them to present their own case more effectively.

**Planning application:** An application to carry out development for which planning permission is required.

**Planning condition:** A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.

**Planning obligation:** A legally enforceable obligation entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.

**Planning permission:** Once planning applications have been reviewed by the relevant planning authority, permission may be granted - i.e. consent for the proposed development is given. Permissions may have certain conditions or legal agreements attached which allow development as long as the operator adheres to these.

**Pre-application discussions:** Hampshire County Council encourages engagement with applicants and their agents prior to any application being submitted. The County Council charges for pre-planning application advice for proposed minerals and waste development.

**Public consultation:** A process through which the public is informed about development proposals and invited to submit comments on them.

**Public examination:** A public examination of a development plan starts upon submission to the Secretary of State. An Independent Planning Inspector is appointed to examine the soundness of the Plan (see 'Soundness'). The Inspector will check that the authority has prepared the document legally and tests whether it is 'sound'.

**Public utilities:** Businesses that provide the public with necessities, such as water, electricity, natural gas, and telephone and telegraph communication.

**Redacted:** To redact is to edit, or prepare for publishing. Frequently, a redacted document, such as a memo or e-mail message, has simply had personal (or possibly actionable)

information deleted or blacked out. As a consequence, redacted is often used to describe documents from which sensitive information has been expunged.

**Secretary of State (SoS):** The head of a major government department such as the Department of Communities and Local Government.

**Site-specific allocations and policies:** Allocations of sites for specific or mixed uses of development. Policies will identify any specific requirements for individual proposals.

**Soundness:** Soundness is an issue which is considered as part of the public examination of a development plan document. A Plan can only be adopted if it has been 'found sound' by a Planning Inspector.

**Statutory consultees:** These are organisations and public bodies who are required to be consulted concerning specific issues relating to planning applications and help inform any decision made by the planning authority.

**Statement of Community Involvement (SCI):** Statutory planning document which sets out how and when the community can get involved in the preparation of planning documents.

**Strategic Environmental Assessment (SEA) / Sustainability Appraisal (SA):**

Sustainability appraisal is a systematic and repeated appraisal process, incorporating the requirements of the Strategic Environmental Assessment Directive (European Union 'SEA Directive' 2001/42/EC). The purpose of sustainability appraisal is to appraise the social, environmental and economic effects of the strategies and policies in any minerals and waste development document from the outset of the preparation process. This will ensure that decisions are made that accord with sustainable development. All references to sustainability appraisal must be taken to include the requirements of the Strategic Environmental Assessment Directive as the work on the Hampshire Minerals and Waste Plan merges these together into a process called Integrated Sustainability Appraisal (ISA) (see Integrated Sustainability Appraisal). The ISA documents are supporting documents prepared as part of plan preparation.

**Supplementary Planning Documents (SPD):** Policy guidance to supplement the policies and proposals in development plan documents. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan. They will not form part of the development plan or be subject to public examination.

## Appendices

## Appendix 1: Options for community involvement in minerals and waste plan-making

### Preparing a Minerals and Waste Local Plan

Plan preparation stages	Development Plan					
	Option Development	Publication of preferred approach	Submission of the Plan	Public examination	Further consultation on proposed changes to the plan	Inspectors Report and Adoption of Local Plan
<b>Options for Community involvement</b>	<b>Reg 18</b>	<b>Reg 19</b>	<b>Reg 22</b>	<b>Reg 24</b>	<b>Reg 24 (cont)</b>	<b>Reg 26</b>
Make documents (including consultation documents where relevant) available to view on the County Council website with internet access at Discovery Centres, and Libraries	✓	✓	✓	✓	✓	✓
Use of newsletter (where appropriate) to publicise details (distributed via website, email or post)	✓	✓	✓	✓	✓	✓
Make consultation documents available for inspection at the County Council offices (in Winchester, by appointment and during normal office hours)	✓	✓	✓	-	✓	✓
Notify neighbouring properties of sites to be considered within public consultation documents	-	✓	✓	-	✓	-
Formal written consultation	✓	✓	✓	-	✓	-
Send link to electronic copies of relevant documents to Statutory consultees and other consultees and interested parties	✓	✓	✓	✓		✓
Send email or letter (where email is not available) to statutory consultation bodies (listed in Regulations) with links to documents on the County Council website	✓	✓	✓	-	✓	✓

Plan preparation stages	Development Plan					
	Option Development	Publication of preferred approach	Submission of the Plan	Public examination	Further consultation on proposed changes to the plan	Inspectors Report and Adoption of Local Plan
<b>Options for Community involvement</b>	<b>Reg 18</b>	<b>Reg 19</b>	<b>Reg 22</b>	<b>Reg 24</b>	<b>Reg 24 (cont)</b>	<b>Reg 26</b>
Send email or letter (where email is not available) to general/informal consultees/interested parties, with links to documents on website)	✓	✓	✓	-	✓	✓
Use internet (email shots to put documents and statutory notices on the County Council's website, use of response forms via the internet)	✓	✓	✓	-	✓	✓
Respond to consultee/interested parties enquiries about general plan preparation (by post and email)	✓	✓	✓	✓	✓	✓
Acknowledge respondents representations and notifying them of our response in a summary report	✓	✓	-	-	✓	-
Use media to publicise and promote community involvement (where appropriate)	✓	✓	✓	✓	✓	✓
Use leaflets/brochures – mailed or placed in public places, such as Discovery Centres, libraries (where appropriate)	✓	✓	✓	-	✓	-
Use public exhibitions displays/stalls/road shows (where appropriate)	✓	✓	✓	-	✓	-
Use focus groups (selected groups of participants with particular characteristics) (where appropriate)	✓	✓	✓	-	✓	-

Plan preparation stages	Development Plan					
	Option Development	Publication of preferred approach	Submission of the Plan	Public examination	Further consultation on proposed changes to the plan	Inspectors Report and Adoption of Local Plan
<b>Options for Community involvement</b>	Reg 18	Reg 19	Reg 22	Reg 24	Reg 24 (cont)	Reg 26
Use interactive consultees/ interested parties workshops, e.g. 'enquiry by design' and 'planning for real' exercises, including via internet (where appropriate)	✓	✓	-	-	✓	-
Use of Area Forums (standing groups with geographical remit) e.g. potential use when plans consider site allocations	✓	✓	-	-	✓	-
Encourage consultees/interested parties to make use of planning aid services (advertised by link on website)	✓	✓	-	-	✓	-
Use steering/advisory group	✓	✓	-	-	✓	-
Use social media (where appropriate)	✓	✓	✓	✓	✓	✓

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## Preparing a Supplementary Planning Document

SPD Preparation Stages	Option Development	Publication of a preferred approach for the guidance and consultation	Further consultation on changes to the guidance	Adoption
Make documents available to view online on the County Council website	✓	✓	✓	✓
Use newsletter (where appropriate) to publicise details (distributed via website, mail and email)	✓	✓	✓	✓
Make consultation documents available for inspection at the County Council offices (in Winchester, by appointment and during normal office hours)	✓	✓	✓	✓
Make consultation documents available for electronic inspection at other local authority offices libraries and online	-	✓	✓	✓
Formal written consultation	✓	✓	✓	
Send link to electronic copies of relevant documents to Statutory consultees as appropriate	✓	✓	✓	✓
Email or letter (where email is not available) to statutory consultation bodies (listed in Regulations) with links to documents on Website	✓	✓	✓	✓
Email or letter (where email is not available) to general/informal consultees/interested parties, with links to documents on website)	✓	✓	✓	✓
Use internet (email shots, putting documents and statutory notices on the County Council's website, use of response forms via the internet)	✓	✓	✓	✓
Respond to consultee/interested parties enquiries about general plan preparation (by post and email)	✓	✓	✓	✓
Acknowledge respondents representations and notifying them of our response in a summary report	✓	✓	✓	

SPD Preparation Stages	Option Development	Publication of a preferred approach for the guidance and consultation	Further consultation on changes to the guidance	Adoption
Use the media (e.g. local press, radio, television) to publicise and promote community involvement (where appropriate)	✓	✓	✓	✓
Use leaflets/brochures – mailed or placed in public places, such as libraries (where appropriate)	✓	✓	✓	✓
Use public exhibitions displays/stalls/road shows (where appropriate)	✓	✓	✓	-
Use focus groups (selected groups of participants with particular characteristics) (where appropriate)	✓	✓	✓	-
Use interactive consultees/ interested parties workshops, e.g. 'enquiry by design' and 'planning for real' exercises, possibly done via internet (where appropriate)	✓	✓	✓	-
Use Area Forums (standing groups with geographical remit) e.g. potential use when plans consider site allocations	✓	✓	✓	-
Encourage consultees/interested parties to make use of planning aid services (advertised by link on website)	✓	✓	✓	-
Use steering/advisory group	✓	✓	✓	-
Use social media (where appropriate)	✓	✓	✓	✓

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## Appendix 2: Options for community engagement in development management

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	Planning Applications		Planning Appeals	
	Receipt and processing of planning application	Notification of decision for a planning application	Notification of receipt of a Planning Appeal	Notice of decision for Planning Appeal
Make documents available to view online on the County Council website	✓	✓	✓	✓
Make documents available for inspection at County Council offices in Winchester (by appointment and in normal office hours)	✓	✓	✓	✓
Make documents available for electronic inspection at local authority offices (District and Borough)	✓	✓	✓	✓
Place a notice in a local newspaper for at least 21 days	✓	✓		
Notify relevant County Councillor	✓	✓	✓	✓
Notify objectors to previous planning application (where objections have been made within 2 years of receipt of new (& approved) planning application at the same site) at specific sites	✓	-	✓	-
Place site notices on the planning application site/appeal site	✓	-	✓	-
Send copy (by email or letter) of site notices to relevant Parish or Town council for display (as appropriate).	✓	-	-	-
Notify neighbouring properties of sites where an application/appeal has been submitted – in line with the requirements of the SCI	✓	-	✓	-
Notify and send hard copies of relevant documents to statutory Consultees (if not signed up for email consultation) upon request	✓	✓	✓	-

	Planning Applications		Planning Appeals	
	Receipt and processing of planning application	Notification of decision for a planning application	Notification of receipt of a Planning Appeal	Notice of decision for Planning Appeal
Send email (letter if email is not available) to statutory consultation bodies (listed in Regulations) with links to documents to the County Council website.	✓	✓	✓	-
Send email (letter if email is not available) to general consultees and interested parties, with links to documents on website	✓	-	-	-
Place details of application on the County Council Statutory notice board	✓	-	-	✓
Encourage consultees and interested parties to make use of planning aid services (advertised by link on website)	✓	-	✓	-



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**This document can be made available in large print, on audio media, in Braille or in some other languages.**

**For further information, please contact Planning Policy in the Strategic Planning group:**

**Telephone: 0300 555 1389**

**Email: [planning@hants.gov.uk](mailto:planning@hants.gov.uk)**

Write to:

Strategic Planning

Economy, Transport & Environment Department

Hampshire County Council

The Castle

Elizabeth II Court West

Winchester

Hampshire, SO23 8UD

Internet: [www.hants.gov.uk/mineralsandwaste](http://www.hants.gov.uk/mineralsandwaste)