

# 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***

**For adoption (November 2017)**

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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/>

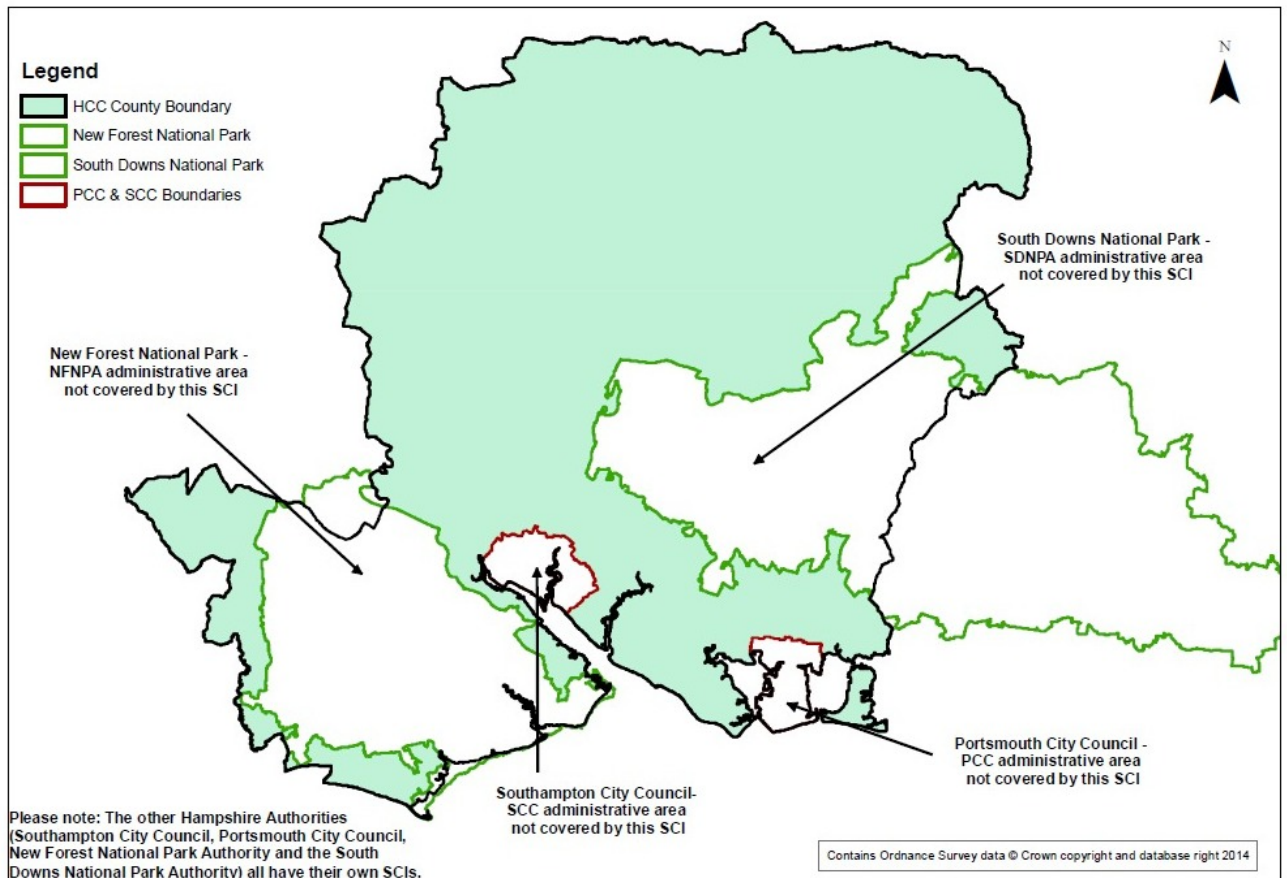
- 1.1.2. The Planning and Compulsory Purchase Act 2004 intended to make the planning system more efficient and relevant to local people. The Act sets out the requirement for a Local Planning Authority to: *'prepare a statement of community involvement as a statement of the authority's policy to the involvement 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.

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8. Hampshire's District and Borough Councils: [www3.hants.gov.uk/minerals-and-waste/district-authority-contacts.htm](http://www3.hants.gov.uk/minerals-and-waste/district-authority-contacts.htm)



## 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**

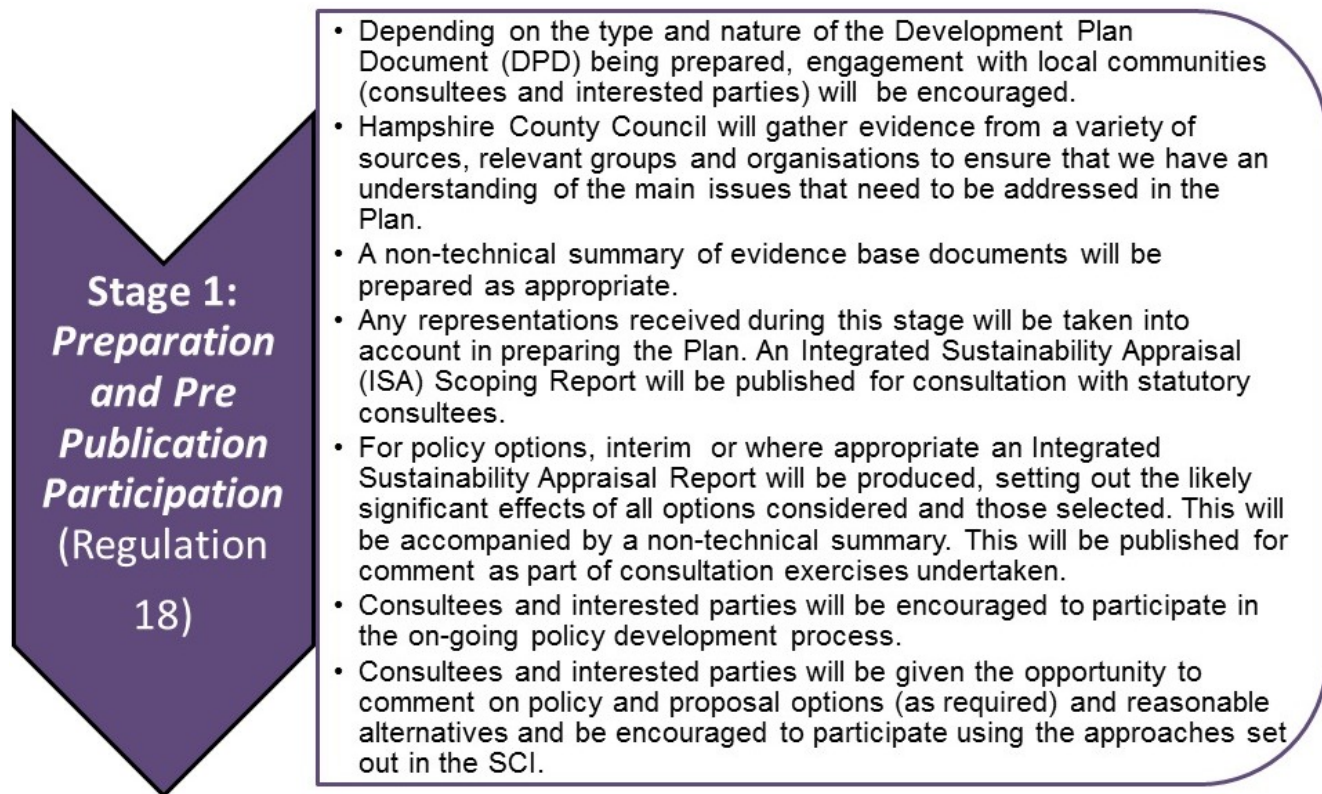


- 3.6. The Development Scheme will be available online on the County Council website and will be monitored and updated if new minerals and waste plans, or associated planning documents, need to be produced; or if changes to the published timetable are required. Any updates to the Development Scheme will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

23. Planning Advisory Service website: [www.local.gov.uk/pas](http://www.local.gov.uk/pas)

## 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: [www3.hants.gov.uk/mineralsandwaste/sci-2.htm](http://www3.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:

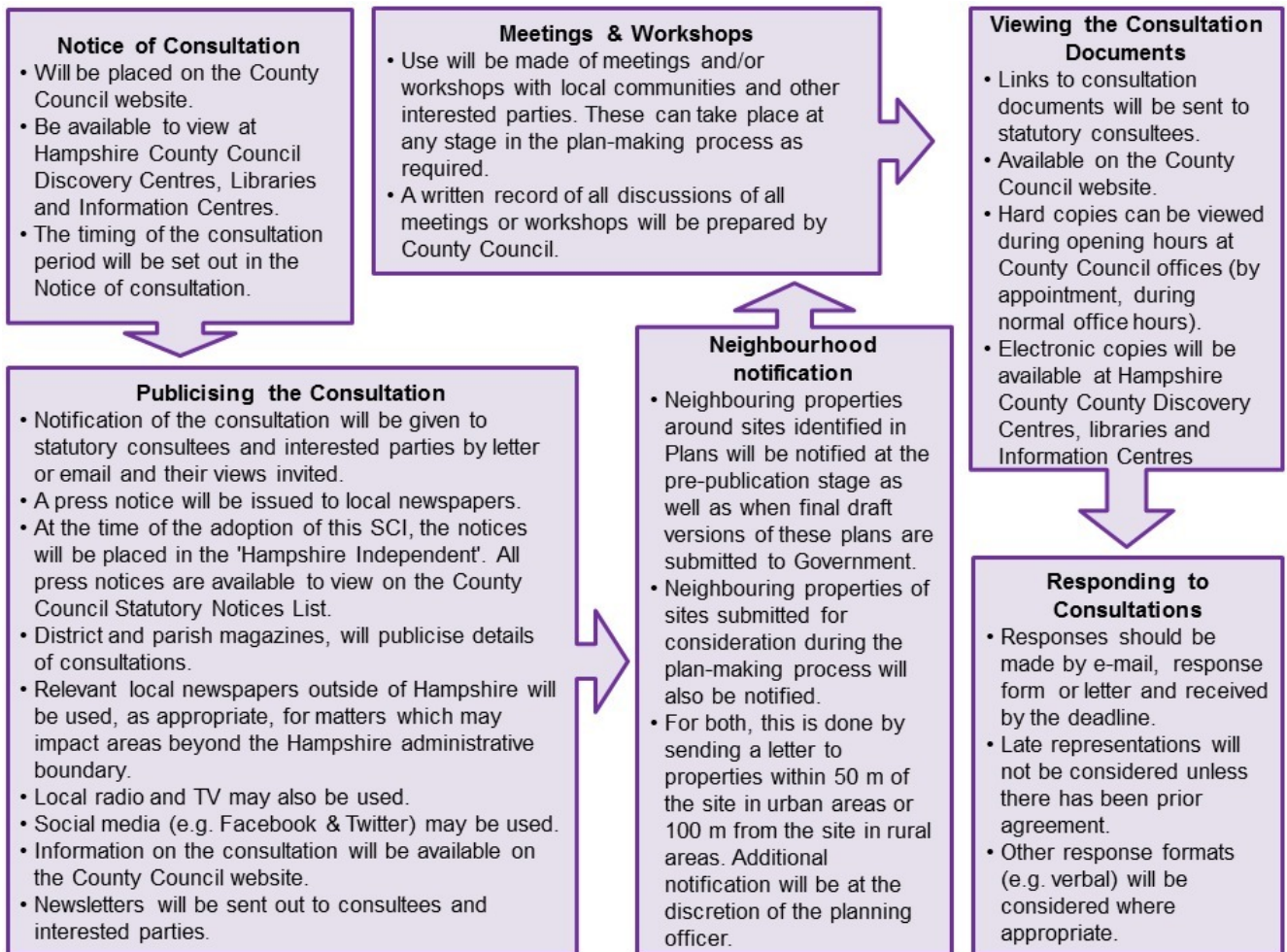
- **be concerned only with mineral planning issues whereas others may wish to be consulted on waste matters; and**
- **only be concerned with development in certain geographical locations.**

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

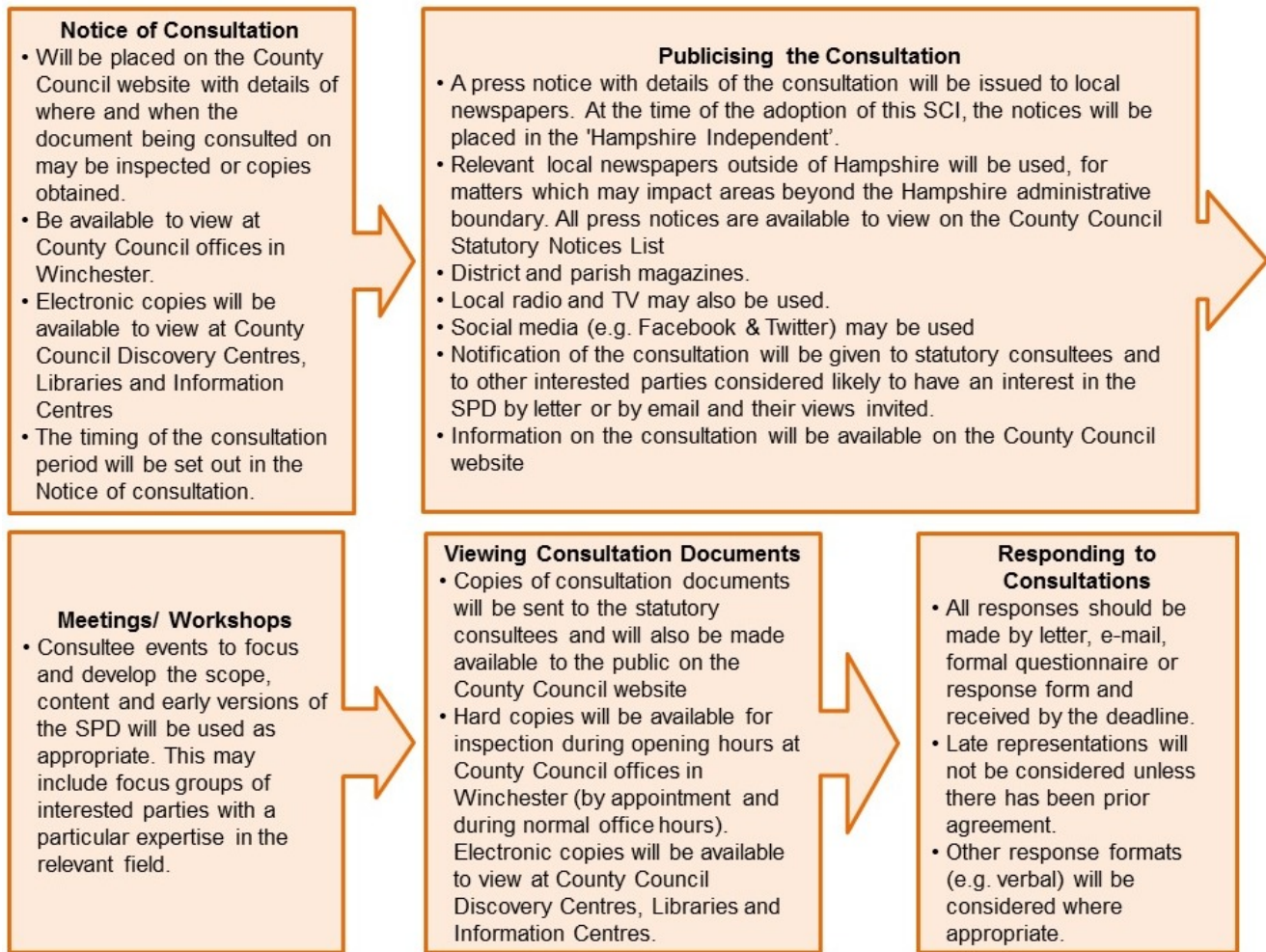
- 3.2.1. There may be a need to prepare Supplementary Planning Documents (SPDs) following the adoption of a Minerals and Waste Local Plan. SPDs provide guidance on local planning matters, or explain how adopted policies in Local Plans are to be delivered. The County Council may prepare SPDs to provide 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?**



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



A redacted copy of all comments received in relation to a SPD will be made available, following the end of the consultation period on the County Council website.



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



The responses to any consultation on SPD preparation will be considered and taken into account as part of its preparation.

### 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**

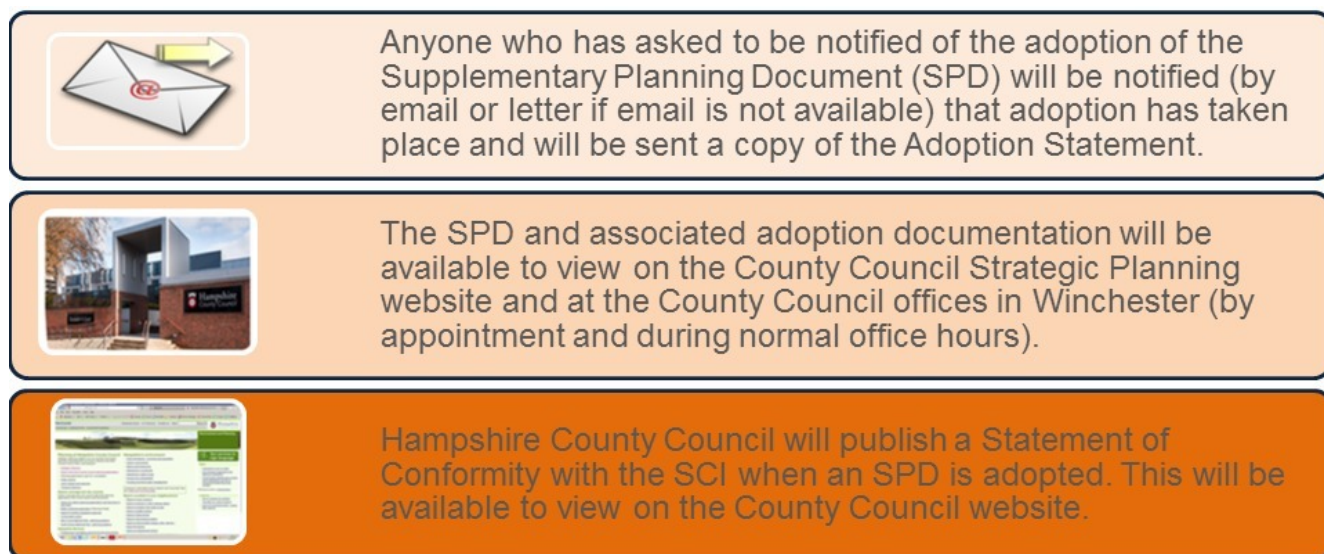
The County Council will be responsible for adopting any SPD it prepares.

**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>.

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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

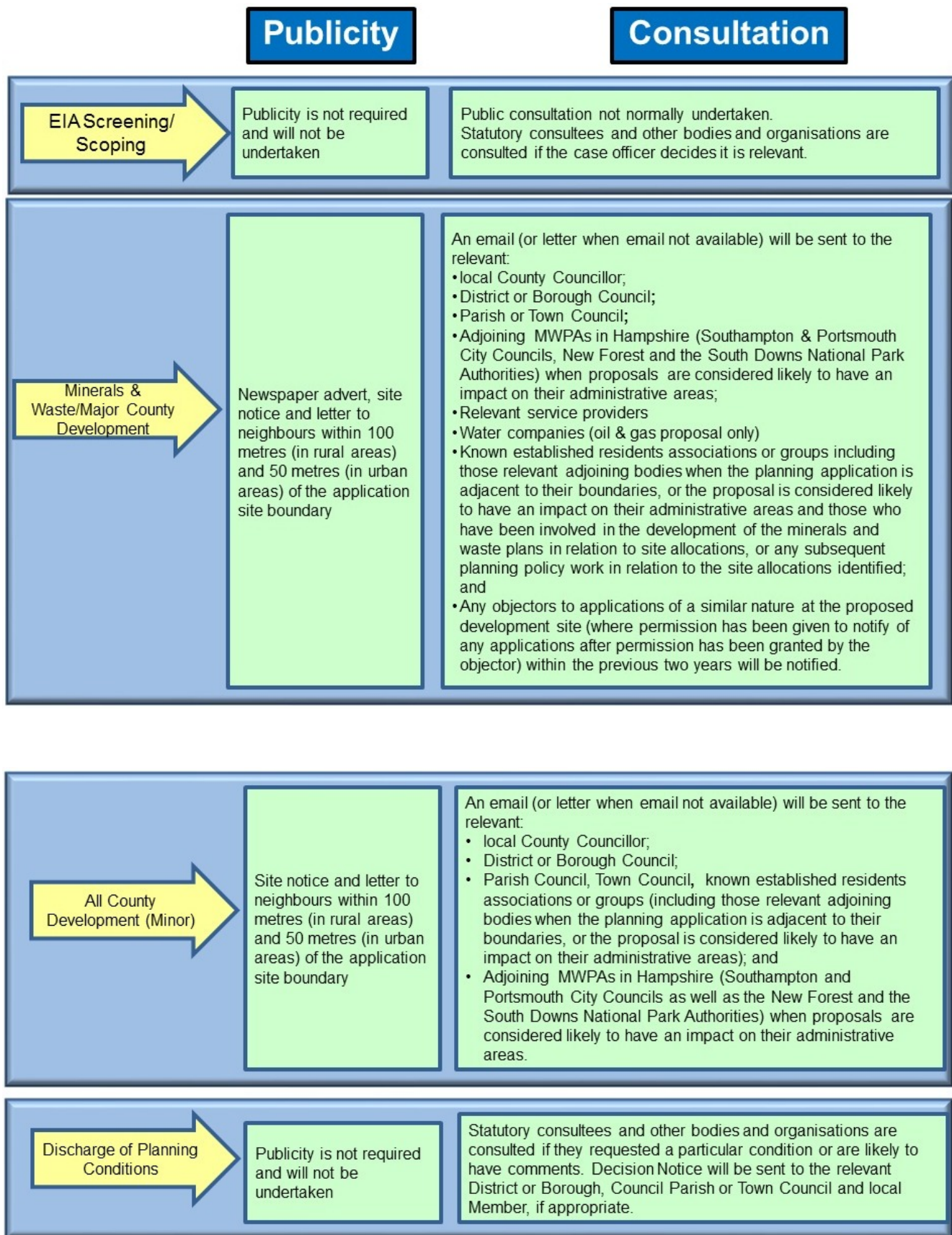
In publicising planning applications the County Council will exceed the minimum requirements in the Town and Country Planning (Development Management Procedures) (England) Order 2015<sup>31</sup>. The following diagram outlines what publicity is undertaken when a valid planning application is received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

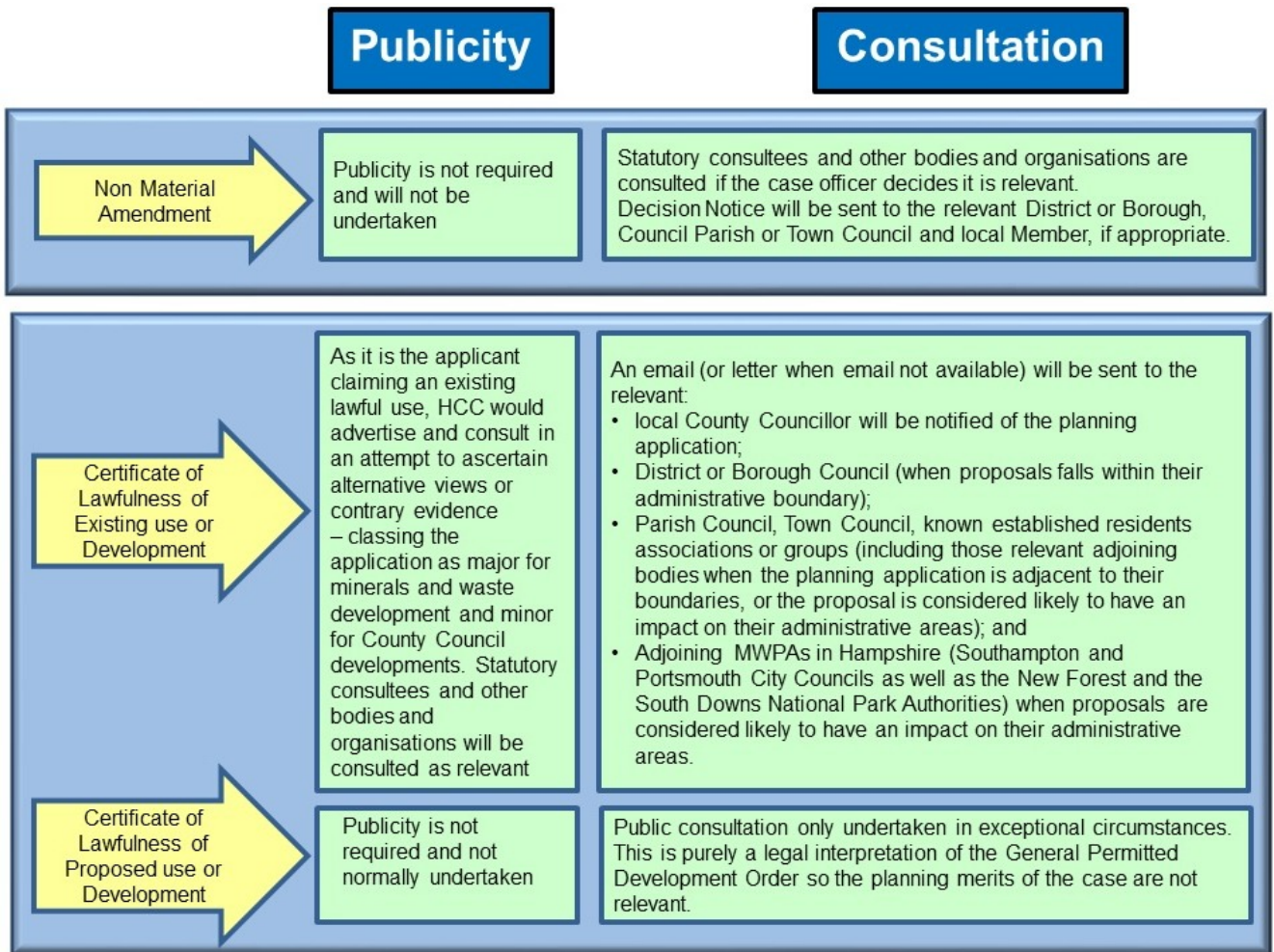
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30. The Public Register is held by the relevant District or Borough Council

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>.

32. Hampshire County Council Public Notices: [www3.hants.gov.uk/publicnotices/public-notice-publication.htm](http://www3.hants.gov.uk/publicnotices/public-notice-publication.htm)

## 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

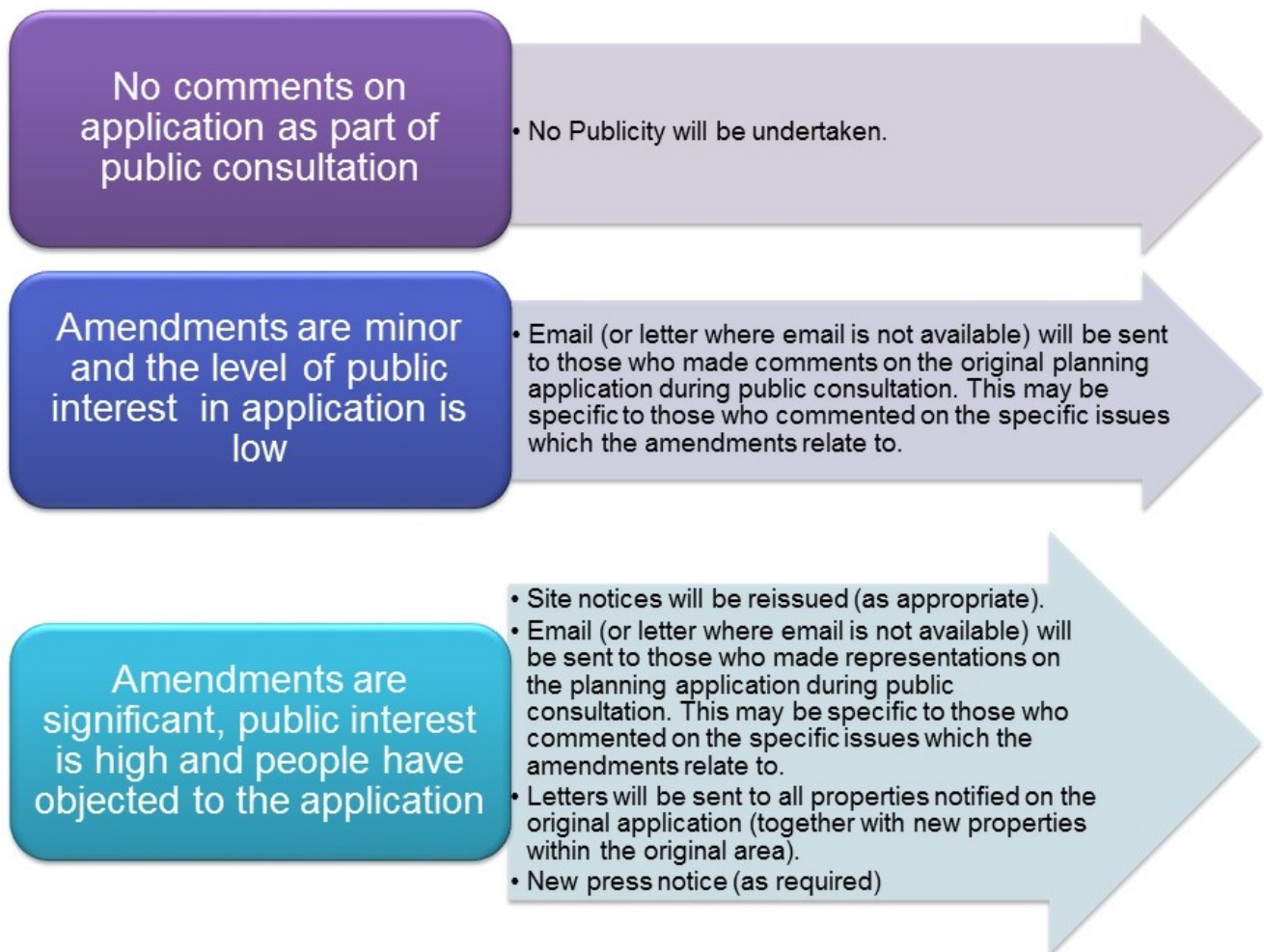
of how they can keep up to date with the progress of an application. Where, in the opinion of the case officer, significant amendments are made to a proposal during the course of its determination, further publicity/notification shall be undertaken and a minimum of 14 days shall be given (21 days for 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>

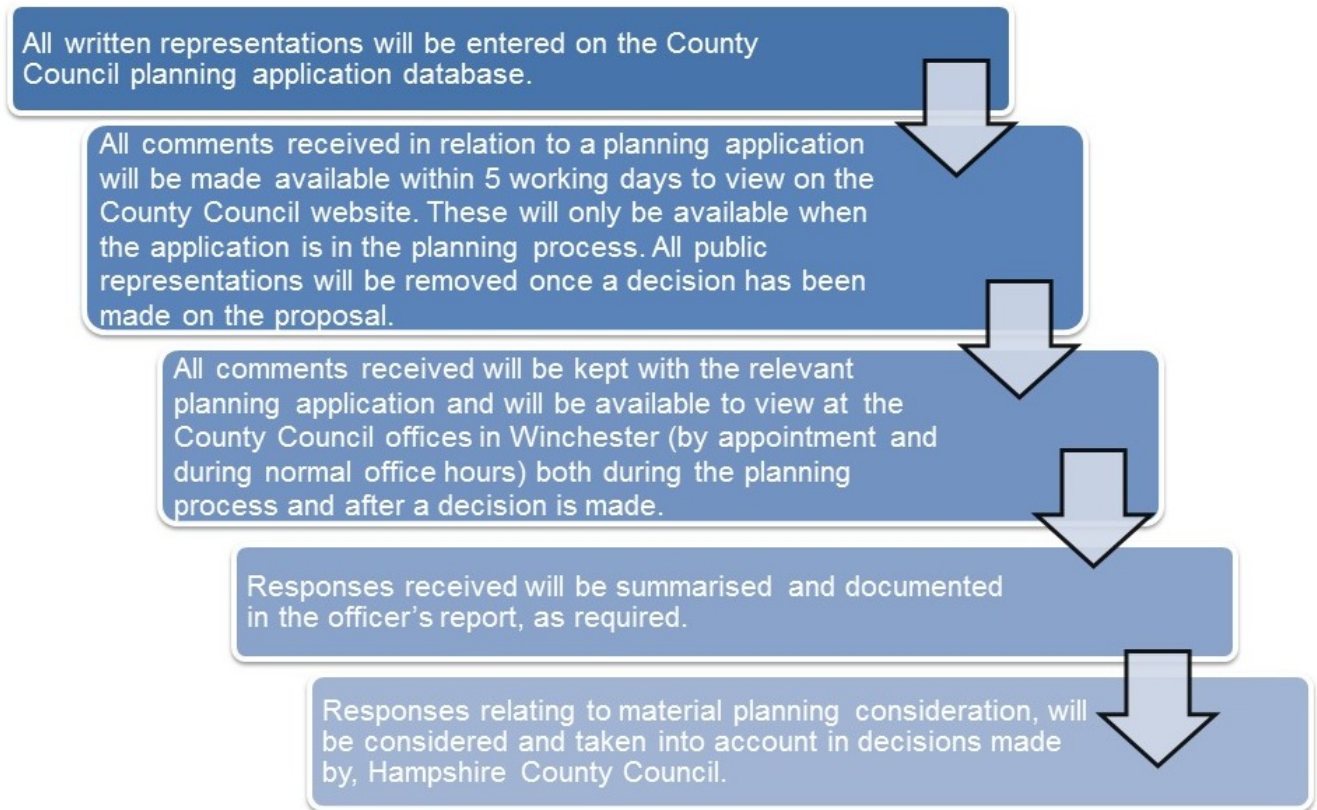
35. Town and Country Planning (Environmental Impact Assessment) 2017: <http://www.legislation.gov.uk/ukxi/2017/571/contents/made>].

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.

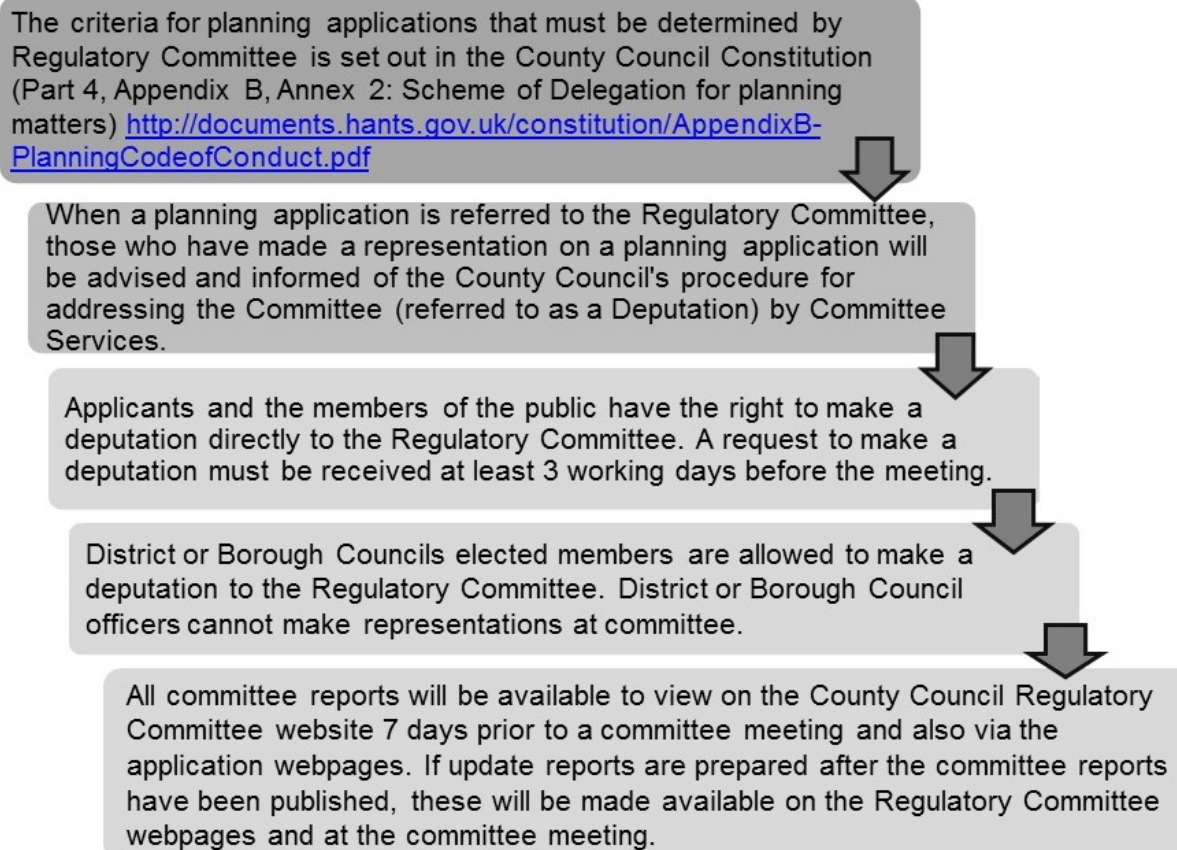
- 4.4.2. The Hampshire Development Management Charter is available to view on the website and provides more information on delegated and committee decision-making.

### **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.

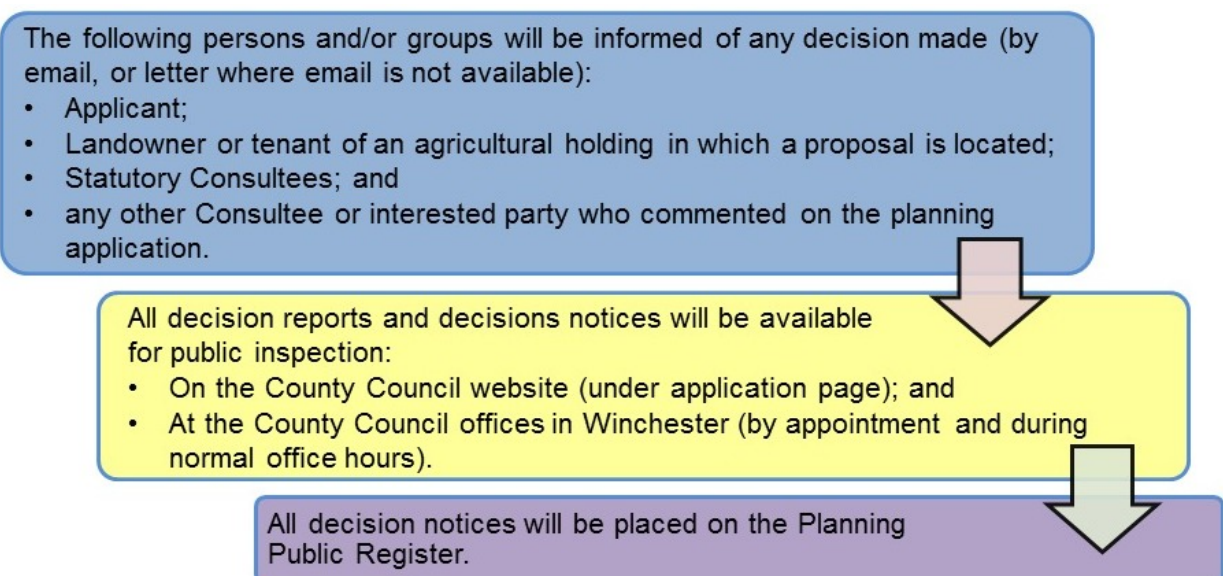
### **All other planning decisions (not Delegated)**

- 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

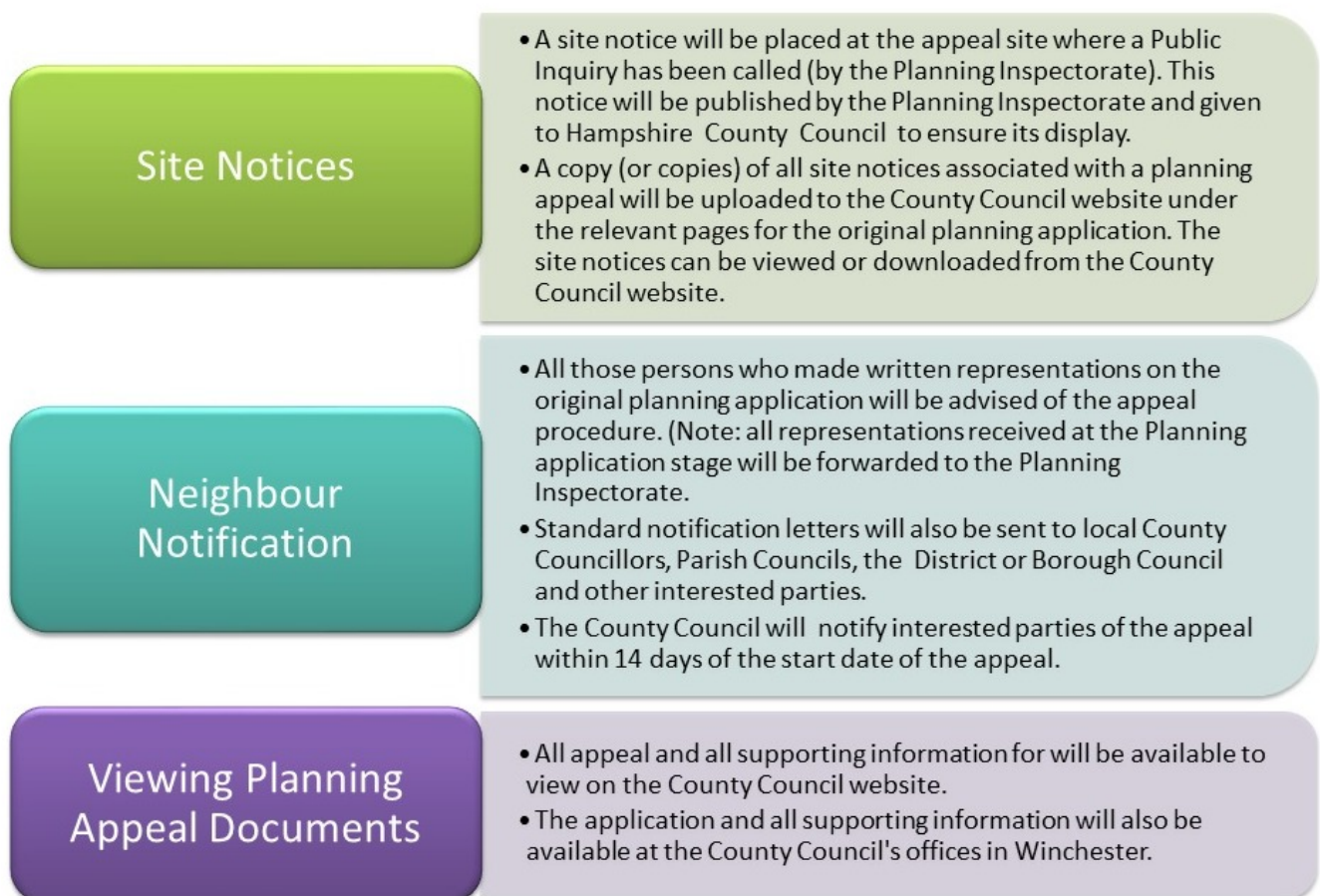
4.5.1. If an applicant is granted planning permission conditionally, or if planning permission is refused, the applicant has the opportunity to appeal against the decision.

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.**

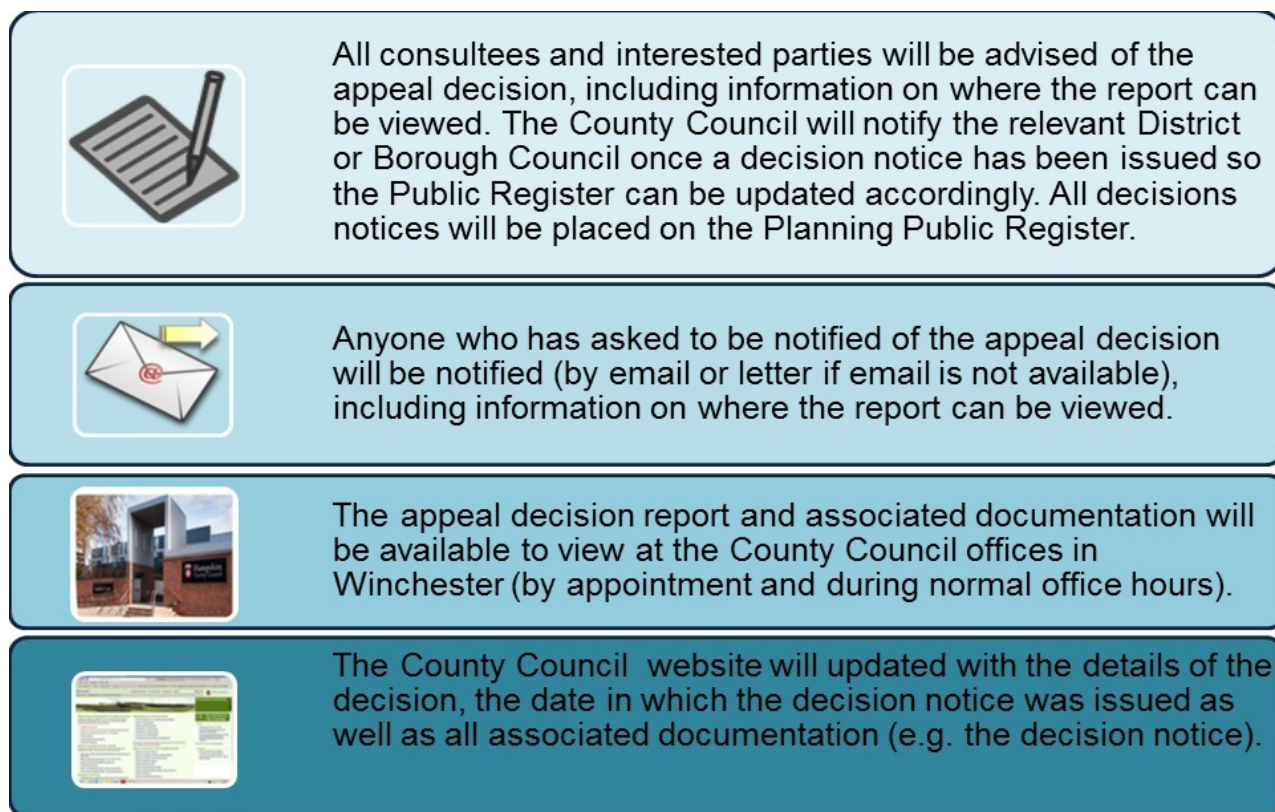
4.5.3. The following diagram sets out the publicity which will be undertaken for planning appeals:

**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)	✓	✓	✓	✓	✓	✓

## 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)	✓	✓	✓	✓

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

	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:

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Economy, Transport & Environment Department

Hampshire County Council

The Castle

Elizabeth II Court West

Winchester

Hampshire, SO23 8UD

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