



Havant
BOROUGH COUNCIL

Statement of Community Involvement

Submission - January 2006



Havant Borough Local Development Framework

Cleaner, Safer,
More Prosperous

Important Notice:

To help you respond to this document, a representation form has been produced which is available at Havant Borough libraries or on-line at www.havant.gov.uk/havant-4338. It can also be requested from the Planning Policy Team at policy.design@havant.gov.uk or on 023 92 446539

Further Information and Contacts

Information on the Local Development Framework process, updates on the progress of Havant's Local Development Scheme and current consultations is available from www.havant.gov.uk/havant-4314

If you would like to speak to somebody about the Local Development Framework, please call the Planning Policy Team on 023 92 446539. Alternatively you can email on policy.design@havant.gov.uk or write to Planning Policy Team, Havant Borough Council, Civic Offices, Civic Centre Road, Havant, PO9 2AX.

For more general details on the planning system visit the Office of the Deputy Prime Ministers website at www.odpm.gov.uk

Information

This document is available in large print or in audio on request to the Council. The SCI is available on the Council's website which has an audio facility. The Council uses Language Line for other languages.

For further details contact 023 92 446010.

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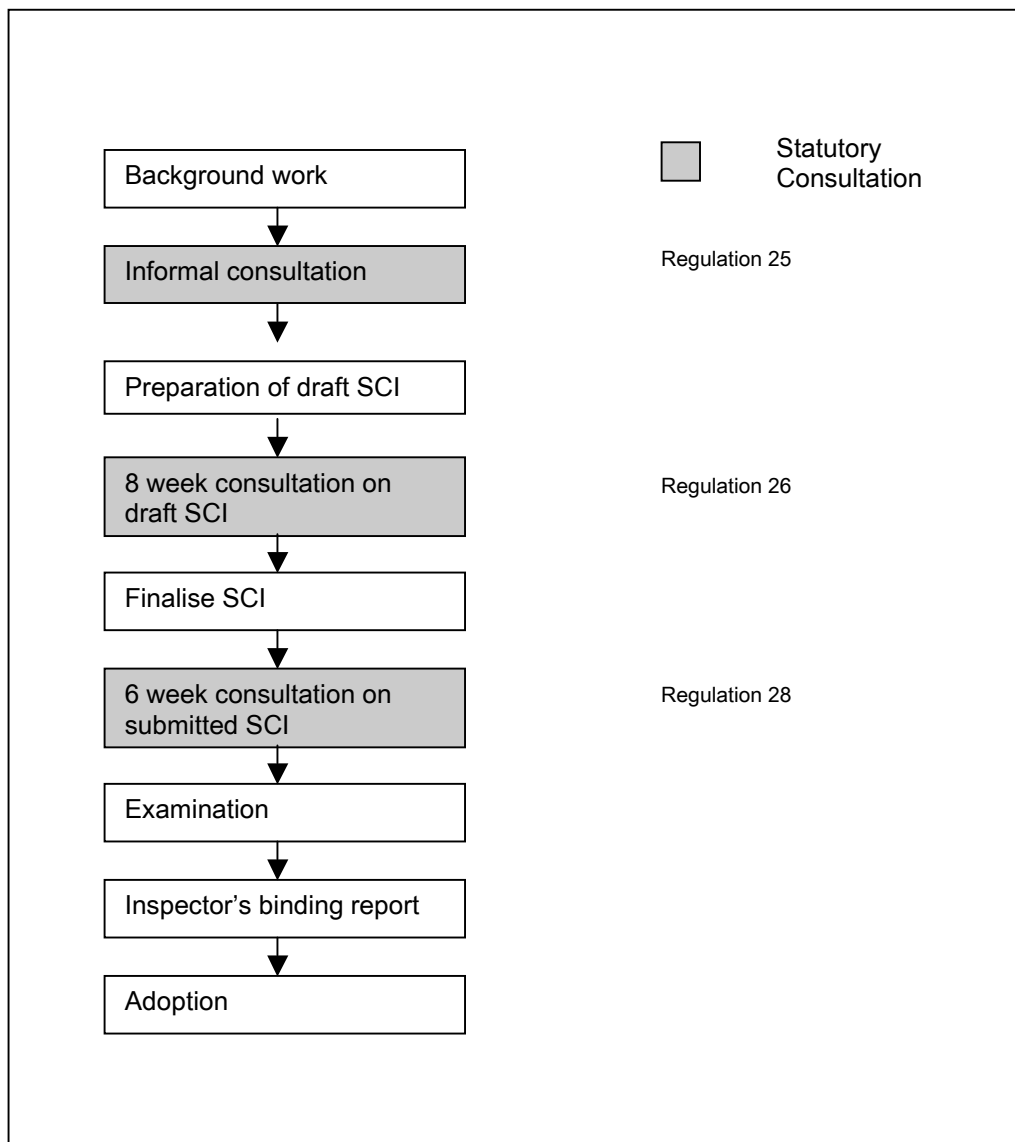
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Summary

This Statement of Community Involvement (SCI) sets out the Council's vision and strategy for involving the community in the production of planning documents and in decisions on planning applications as required under the provisions of the Planning and Compulsory Purchase Act 2004.

In preparing this document the Council first carried out an informal consultation (Regulation 25) with key stakeholders and the wider community. The responses were used to inform the production of a draft SCI which was subject to another round of consultation (Regulation 26) to begin to build a list of interested groups and individuals to contact in future consultations.

This SCI has been submitted to the Secretary of State and will undergo a six week period of formal consultation before independent examination which will test the 'soundness' of the document (these tests are set out in Appendix 2. A diagram setting out the process of preparing an SCI is set out below.



Statement of Community Involvement

1 INTRODUCTION

The Statement of Community Involvement (SCI)

- 1.1 The planning system is changing. The intention of the new system is to speed up the process of preparing development plans and to make them more flexible and responsive to change. A key aim of the new system is to strengthen community involvement in the planning process.
- 1.2 As part of the new system local planning authorities are required to produce a Statement of Community Involvement (SCI). This statement must set out how the local planning authority proposes to involve the community in drafting planning documents and in making decisions on planning applications. Although Havant Borough Council already undertakes considerable community consultation, this statement allows us to formalise these practices into the planning system. It also provides the Council with the opportunity to look at wider involvement practices across the Council and to identify how community involvement in the planning process could be developed in the future.
- 1.3 A key part of the new system is 'front loading'. This means that greater detail and public involvement will be needed right from the start of the plan making process. Local people should be engaged in the planning process at every stage and in particular when they can have a real opportunity to influence the outcome. Current consultation arrangements often mean that the wider community only get the opportunity to respond to outcomes rather than influence them.

Havant's Vision for Community Involvement

- 1.4 The Council's vision for community involvement is that the whole community will have the opportunity to engage in the planning process in a meaningful way, to contribute ideas and influence land use decisions related to their local area, as a fundamental part of developing sustainable communities.

Benefits of Community Involvement

- 1.5 The Council considers that the benefits of involving the community and other stakeholders in the formulation of planning policy and in making decisions on planning applications are that it will:
 - Increase understanding of the planning process;
 - Strengthen the evidence base for plans, strategies and planning decisions;
 - Encourage community commitment to any proposed developments;
 - Promote ownership of policies and proposals by the local community by enabling them to influence proposals at an early stage before any key decisions have been made;
 - Develop consensus, thus providing more certainty for prospective developers and the local community; and
 - Minimise the need for a lengthy and controversial examination process.
- 1.6 This statement sets out which planning documents will be subject to public consultation, who will be consulted and when and how the consultation will take place in the preparation of documents and decisions on planning applications.

The Local Development Framework (LDF)

1.7 In September 2004, Parliament passed the Planning and Compulsory Purchase Act, which sets out major changes in the arrangements for the planning system. The most significant change to the planning system at the local level is that Local Development Frameworks (LDF) will replace the current system of Local Plans. Rather than a single document the LDF will consist of a number of documents called Local Development Documents (LDD) each covering a specific topic or area. The LDDs can be prepared and adopted independently of each other, allowing for the continual updating of planning policy.

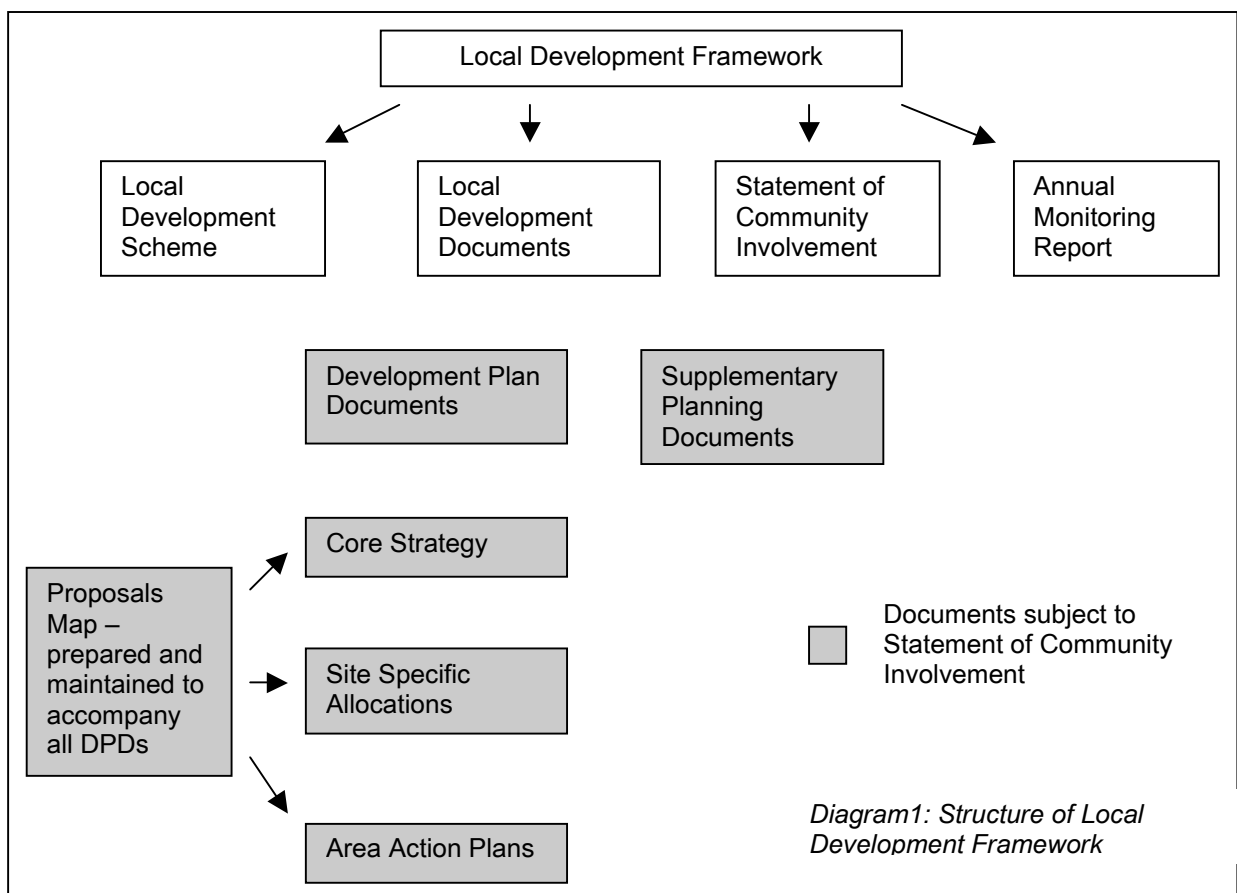
1.8 There are two main types of LDD:

(i) Development Plan Documents (DPDs)

These include the Core Strategy, Proposals Map, Site Specific Allocations of land and Area Action Plans. These are subject to independent examination and have the full weight of development plan status when the Council are considering planning applications.

(ii) Supplementary Planning Documents (SPDs)

These will not have development plan status, but will be used to expand policy or provide further detail to policies in the development plan documents. However, like DPDs they will be informed by extensive community involvement and sustainability appraisal, but they will not be subject to independent examination.



Sustainability Appraisal and Strategic Environmental Assessment

- 1.9 As part of the Government's commitment to the creation of sustainable communities, local planning authorities are required to carry out sustainability appraisal (SA) of all DPDs and SPDs within the LDF. The purpose of SA is to appraise the social, environmental and economic effects of the strategies and policies in a LDD from the outset of the preparation process. This will ensure that decisions are made that accord with sustainable development.
- 1.10 European legislation¹ also requires local planning authorities to carry out a Strategic Environmental Assessment (SEA) which focuses primarily on the environmental impact of policies and proposals. The Government guidance on SA incorporates the requirements of the SEA, therefore all references to SA within Havant's LDF must be taken to include the requirements of the SEA directive.

Havant Borough Local Development Framework (LDF)

- 1.11 The Council's Local Development Scheme (LDS) was approved by the Government Office of the South East (GOSE) in March 2005. The Scheme sets out the first round of documents which will be produced under the new system, these are:
- Core Strategy
 - Statement of Community Involvement
 - Development Allocations DPD
 - Supplementary Planning Documents – Havant Town Centre Urban Design Framework, Leigh Park Planning Guidance (Strategic Framework).
- 1.12 Havant's LDS is available to view on the Council's website at www.havant.gov.uk/havant-4314. An extract from the LDS timetable for the production of these documents is set out in Appendix 3.

Preparing the draft Statement of Community Involvement (SCI)

- 1.13 It is crucial that the SCI takes into account other relevant documents which have been produced or adopted by the Council.

Community Strategy – Stronger Together 2005-08

- 1.14 Planning Policy Statement 12: Local Development Frameworks, states that LDFs should be a key component in the delivery of the community strategy setting out its spatial aspects where appropriate and providing a long term spatial vision. In particular LDDs should express those elements of the community strategy that relate to the development and use of land. Havant Borough's Community Strategy has recently been reviewed and was published in January 2005.
- 1.15 The Community Strategy identifies strategic priorities under three key themes, the economy, social inclusion and the environment. The priorities identified in the Community Strategy will be taken into account in developing the policies and proposals in the LDF.
- 1.16 The review of the Community Strategy was underpinned by a comprehensive consultation process which included a Partnership Forum event, a Citizen's Panel

¹ Strategic Environmental Assessment Directive 2001/42/EC (27 June 2001).

survey and consultation with some 150 partner organisations in the wider Havant Community Partnership (HCP). The engagement of local communities in the work of the HCP is key to the effective delivery of the Community Strategy and will be continued through six area Community Boards. The Community Boards will each be given the opportunity to develop action plans for their local areas, influencing the quality of life agenda for the community they represent. The Community Boards will have an important role to play in future years as consultation mechanisms for both the HCP and in major planning decisions under the LDF.

Consultation Strategy and Communication Strategy

- 1.17 In 2003 the Council adopted a Consultation Strategy and a Communication Strategy. These are now both due for review but nonetheless raise important principles which need to be applied in the Council's approach to community involvement in the planning process.
- 1.18 As a Council the aim is to communicate with the community and stakeholders in a way which adds value to the Council's decisions. The Council needs to ensure a joined up approach to consultation work and a co-ordinated approach is required to ensure that consultees do not suffer from 'consultation fatigue'. As well as consultation the Council recognises that it is important to communicate information effectively. Information should be made available in a manner that is appropriate for the audience and its purpose, be clearly and easily understood and be accurate, timely and up to date.

Development Control Advice Note No.3 – Publicity for Planning Applications

- 1.19 A series of development control advice notes have been produced to help with the most common enquiries and these have been adopted by the Council. Advice Note No. 3 explains what publicity is given to planning applications dealt with by the Council in accordance with the requirements of planning legislation.

Hampshire Compact

- 1.20 The Council is part of a partnership made up of voluntary groups, community groups and public bodies in Hampshire which have set out the principles within which the voluntary and community groups and public bodies agree to work. These are set out in the One Compact for Hampshire. The Council is committed to these principles.
- 1.21 However, this SCI does not comply with the minimum written consultation timescales set out in the Hampshire Compact. This is due to the statutory requirements set out in the government regulations relating to the Local Development Framework and planning application process where specific periods of time are required for consultation periods.

2 APPROACH TO INVOLVING THE COMMUNITY

Principles of community involvement

2.1 The Council considers the main principles of community involvement to be the following:

(i) Minimum standards:

The minimum standards for community involvement in the preparation of LDDs are set out in the Town and Country Planning (Local Development) (England) Regulations 2004 and those for planning applications are set out in Article 8 of the Town and Country Planning (General Development Procedure) Order 1995 (See Appendices 4 and 5). Havant Borough Council currently meet these minimum standards and in many circumstances exceed them. The SCI aims to set out what we will continue to do in excess of these minimum standards.

(ii) Continuous community involvement:

Community involvement needs to be present at all stages in the preparation of LDDs. Effective community involvement needs to provide opportunities for information, participation, consultation and feedback. With regard to significant planning applications, in particular, involvement needs to focus on the three stages of pre-application, application and post-application.

(iii) General access to information:

All planning information should be made accessible to the whole community. The Council will endeavour to write all documents in plain English and avoid the use of jargon. The Council's website will be kept up to date with information on documents and planning applications. Copies of all LDF documents will be available on the Council's website and at the Civic Offices during office hours for members of the public to view. Planning applications are also available to view at the Civic Offices, and for applications west of the A3(M), at the Service Point in Waterlooville. From Summer 2005, applications will also be available on the Council's website.

Further information is available by contacting the Planning Policy and Urban Design Team by email, telephone or visiting the Civic Offices. The Council website is also a good source of wider planning information on topics such as Conservation Areas and Tree Preservation Orders. General planning advice, Committee agendas and minutes, and other background documents and publications can also be accessed through the website.

(iv) Hard to reach groups:

Consultations carried out by the Council often fail to reach particular groups within the community. In Havant Borough there are a number of minority groups which the Council considers are not easily represented and are therefore 'hard to reach', these include:

- Black and ethnic minority groups
- The disabled
- Those on low incomes
- Those with low literacy levels
- The young people of the Borough
- Gypsies and travellers

A recent Audit Commission inspection concluded that Havant Borough Council has good customer focus but highlighted that we do not engage local residents from black and ethnic minority groups. The Council wants to ensure that all sections of the community are involved in decisions which affect them and therefore particular effort will be made to use methods which will enable us to engage with these hard to reach groups.

(V) Co-ordinated consultation:

Where possible consultation will be co-ordinated through the Council's consultation officer to ensure co-ordination with other consultations taking place across the Council. The Council is currently setting up a consultation working group which will involve representatives from different groups within the Council and will serve to raise awareness of the what the Council is doing and aid the co-ordination of consultations and findings.

Who should be involved?

2.2 If involvement is to be effective it is considered that the overall target groups are:

- Businesses
- Central, regional and local government (including neighbouring local authorities)
- Community Boards
- Councillors
- Developers/landowners/agents
- General public (including hard to reach groups)
- Havant Community Partnership
- Interest and pressure groups
- Residents associations
- Statutory bodies

2.3 A comprehensive list of all the groups is included in Appendix 6. However, this is not a fixed list. Further groups will be added as they are identified and other groups may no longer wish to be involved and will therefore be removed from the list on request.

How and when will the community be involved?

2.4 The timetable for production of documents and relevant stages of involvement are set out in the Local Development Scheme (LDS) (Appendix 3), this will be reviewed annually.

2.5 Table 1 sets out the range of methods which the Council will make use of to involve the community in the planning process. The methods used for each document and application will be tailored according to the type of document being produced and the types of community groups to be involved.

Table 1: Involvement Methods

Method	Description	Information, consultation, participation or feedback
Serving You	Council's quarterly magazine. Delivered to every household in the Borough.	Information on LDF, forthcoming consultations and major planning applications. Feedback on previous consultations
Press Releases/Local Media	Newspapers/Radio/TV Ensure that local press are well informed about the production of LDF documents, major planning applications and the details of all opportunities for public involvement through the issue of press releases. Send press releases to local magazine and newsletter editors.	Information on LDF, LDDs, planning applications and opportunities to comment. Feedback on previous consultations
Leaflets	Produce readable and accessible summaries of LDF documents, highlighting opportunities to get involved where considered appropriate. Publish on the website, and distribute in public buildings across the Borough. Continue to produce and keep up-to-date the planning advice notes which are available on the website and in the Civic Offices.	Information on LDF and opportunities to get involved. General planning information and advice.
Council website	Planning dedicated pages on the Council's website providing information, access to documents and opportunities to comment on documents and applications. www.havant.gov.uk/havant-4302 Information on applications is available at www.havant.gov.uk/havant-4267 and from summer 2005 it will be possible to view and track applications on the website.	Information - up to date information about LDF documents and planning applications. Consultation – Make consultation documents available and make use of on line questionnaires and comment forms. Feedback on previous consultations and applications.
Written consultation	Statutory consultees, organisations, residents associations and other community groups will be contacted at each consultation stage of production of DPDs. Previous respondents will also be contacted at subsequent stages. Neighbouring properties are written to informing them of an	Information on LDF and consultations. Consultation – where appropriate copies of draft documents or questionnaires will be issued. Feedback on previous consultations. Written consultation on applications and feedback on decisions.

Method	Description	Information, consultation, participation or feedback
	application.	
Email	Where respondents have requested contact via email, direct consultations will be communicated to them in this way. In addition the ability to circulate documents electronically will be investigated. Comments on applications can be made via email.	Information on LDF and consultations. Consultation – where appropriate copies of draft documents or questionnaires will be issued. Feedback on previous consultations. Opportunity to respond to consultation on applications via email.
Citizen's Panel	Council has set up a citizen's panel called Community Pulse. Contacted up to 4 times a year, with questionnaires on various subjects covering a range of Council services. E.g.: used as a source of info in producing the development brief for the Procter & Gamble site.	Consultation – early information from Panel at issues stage of LDDs and on major development proposals.
Havant Community Partnership	Havant's Local Strategic Partnership - membership includes a range of key local public organisations such as the Police, the Council and the Health Service, together with the business community and the voluntary and community sector. These are a key group to involve in preparing the LDF, the HCP will be used as a forum for involving and consulting these key partners.	Information on LDF. Consultation – represent the key stakeholders to be consulted in the development of LDF documents. Participation – key stakeholders to invite to forums/discussions.
Community Boards	The Community Boards have been set up to represent local opinions and aspirations, wants and needs. They do this through their members as representatives of the local population and through inviting the general public to their meetings. Each board sends a representative to the HCP. For example: used as a method in the Liveability project.	Information on LDF, significant planning applications and consultation opportunities. Participation – opportunities to discuss projects and development proposals and feedback ideas. Feedback and consultation on options and preferred options and applications.
Exhibitions/ Displays	These will be produced at key stages in the production of documents and will be provided at the Civic Offices, libraries,	Information on LDF, significant planning applications and consultation opportunities. Participation where displays are

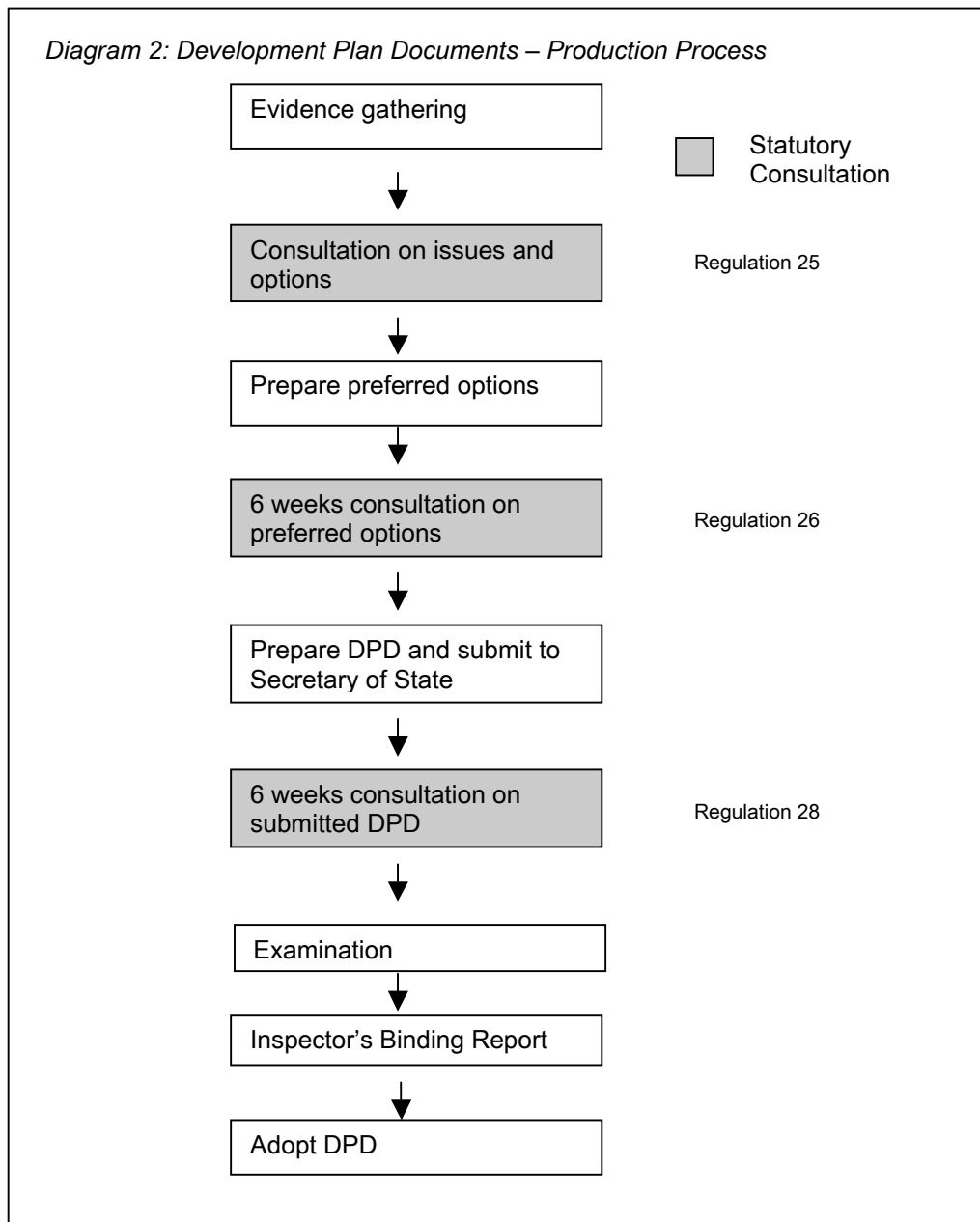
Method	Description	Information, consultation, participation or feedback
	community centres, shopping centres and other public buildings across the Borough (e.g. Job centres, post office, benefits office) as appropriate. They could also be produced for significant applications where considered appropriate. Use of the Council's exhibition/display trailer.	manned by Council officers or applicants.
Enquiry by Design Events	Session allowing small groups of professionals and non-professionals to work together developing planning and design ideas. For example: used as part of Leigh Park Creating Quality Places project. This method could also be used for significant development proposals.	Participation – particularly for specific area based projects/development proposals.
Planning/Community Workshops	Main stakeholders and wider community – getting key parties to work together to explore options for an area or particular site. Could also include techniques such as 'Planning for Real' for significant development proposals.	Participation– particularly for specific area based projects/development proposals.
Presentations to Public Meetings/Youth Council Meetings and residents' associations:	Way of raising awareness of system and opportunities to comment. Hold more in-depth discussions/seminars/workshops with opportunities for question and answer sessions with officers and experts. Presentations could be given on particular documents or specific development proposals. Meetings with statutory consultees where appropriate.	Information on LDF, applications/proposals and consultation opportunities. Participation – opportunities to discuss projects and proposals and feedback ideas. Feedback and consultation on options and preferred options and applications.
Community plans (Village Design Statements (VDS), Village Appraisals, Town Maps)	Produced by communities to identify local character and set out design guidance to help guide new development. It is an advisory document produced by the community and can be adopted as a <i>Supplementary Planning Document</i> .	Consultation and participation - opportunity for input into producing the design statement.

3.0 The Local Development Framework (LDF)

Local Development Documents (LDDs)

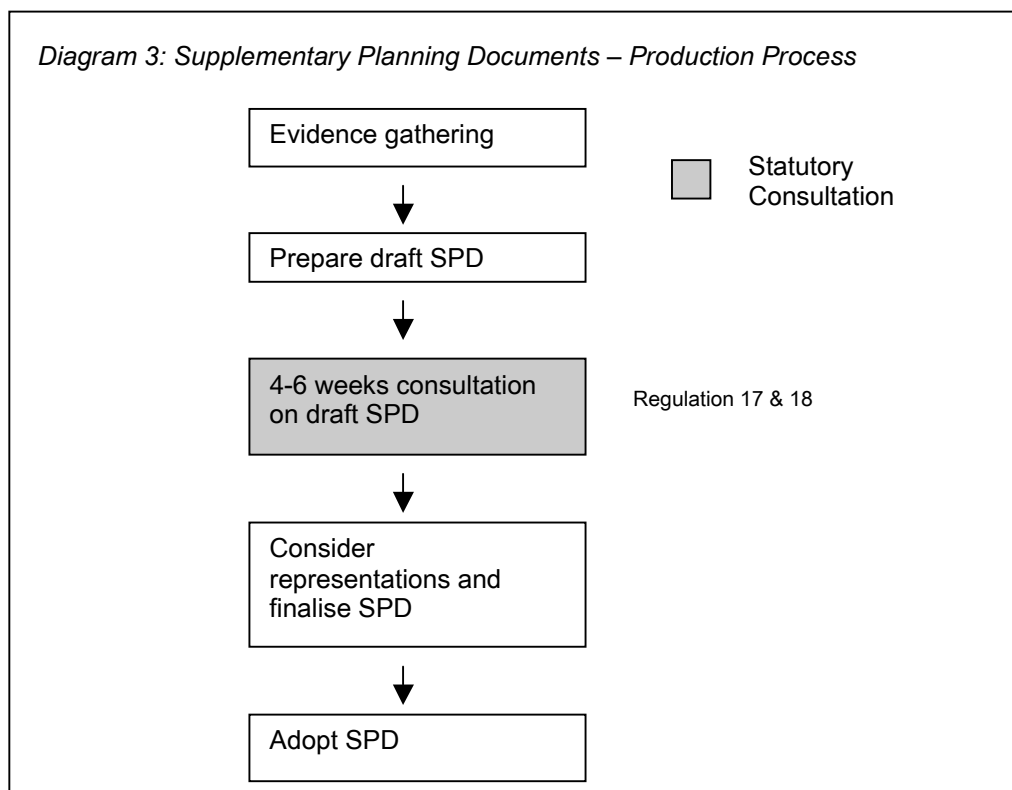
Development Plan Documents (DPDs)

- 3.1 As has been set out in Section 1 the LDF is made up of Local Development Documents, which are split into Development Plan Documents and Supplementary Planning Documents, and the Statement of Community Involvement. For DPDs there are three main opportunities for comment, these are set out in the diagram below:



Supplementary Planning Documents (SPDs)

- 3.2 For SPDs there is one formal consultation period, the production stages are set out in the diagram below:



Sustainability Appraisal (SA)

- 3.3 Sustainability Appraisal (SA) must be conducted as part of the preparation of DPDs and SPDs. Through the SA, planning authorities must show an assessment of different options according to certain sustainability criteria and show how conclusions were reached. The SA forms an integral part of the test for 'soundness'.
- 3.4 At the evidence gathering stage of preparing a document, consultation bodies need to be consulted on the sustainability criteria to be included in the SA. A SA report should also be published for public comment alongside the plan document at the issues and options stage and at the preferred option stage. Once the document is adopted a statement must be published which summarises how the SA has been taken into account in the preparation of the document.

What happens to comments received?

- 3.5 All written comments received in formal consultation periods will be made available at the Civic Offices for the public to view. All comments received will be taken into account in the continuing preparation of that particular document. Respondents who comment on documents will be added to the LDF database and will be contacted at each subsequent stage to inform them of opportunities for further involvement. Feedback will be provided in more general terms using the methods outlined in Table 1 but particularly through keeping the Council's website up to date.

3.6 Where appropriate, the preparation of the development plan documents will take public comments into consideration. When the development plan documents are submitted for independent examination by the Secretary of State, public representations and the Council's responses are taken into account by the Planning Inspectorate.

4. Planning applications

- 4.1 The Council will continue to carry out consultation on all planning applications to meet (and exceed) the minimum requirements as set out in the Town and Country Planning (General Development Procedure) Order 1995. Appendix 5 shows a comparison of the minimum requirements for publicising planning applications and the Council's current procedures.

Publicity

(i) Weekly lists

A list of all applications received is currently published and sent on a weekly basis to local newspapers, Citizens Advice Bureau, local libraries, Councillors, amenity groups and other interested organisations. Since summer 2005 these bodies have been able to access the weekly list electronically. The list is also posted on public notice boards and is available on the Council's website.

(ii) Newspaper advertisements

Formal advertisements are placed in a local newspaper (currently The News).

(iii) Site notices

These notices will be displayed for 21 days on or close to the site of all planning applications which have been subject to a formal newspaper advertisement plus those involving: proposals significantly affecting a landscape setting; developments for which there is no easily identifiable neighbours; proposals introducing significant commercial activity in a predominantly residential area and proposals affecting trees subject to Tree Preservation Orders.

(iv) Neighbour notification

Individual notification letters will normally be sent to all affected neighbours. The number of neighbours notified will vary according to the size of the site and the type of development.

(v) Essential Service Providers

All new development needs access to essential services. The actual service provision companies that will be consulted will vary according to the size of the site and the type of development.

(vi) Availability of documents

All applications and appeals documents are available for inspection at the Havant Civic Offices and applications for the west of the A3(M) are available at the Service Point in Waterlooville². Since summer 2005, applications have been available to view through the Council's website.

Representations

- 4.2 Anyone can make comments on a planning application. Comments can be posted to the Council or respondents can complete the comment form available on the website. All written representations are taken into account when the application is determined, however, account can only be taken of comments concerning planning issues. All representations will be acknowledged. Representations cannot be treated in confidence and will form part of the planning application file,

² Located at Hermitage House, 7 St George's Walk, Waterlooville

which is available to view at the Civic Offices by the applicant and other members of the public.

What are relevant planning considerations?

4.3 The relevant issues in planning applications vary from case to case but the following matters are relevant planning considerations;

- Development plan policies;
- Government guidance and legislation;
- Conservation of the built and natural environment;
- Trees;
- Design, layout and appearance;
- Character of an area;
- Pollution;
- Highway safety and traffic;
- Previous planning applications;
- Flooding;
- Loss of amenity (i.e. effect on outlook, privacy and daylight).

What are not relevant planning considerations?

4.4 The following are examples of matters which are not material planning considerations;

- Property Values;
- Private property rights;
- Competition between businesses;
- The applicants' motives;
- Matters covered by other legislation (e.g. building regulations, licensing, legal covenants);
- Private disputes regarding land ownership or boundaries.

4.5 The majority of applications are dealt with under 'delegated powers'. Under these powers the majority of applications are not considered by the Development Control Committee but are delegated to officers and will be determined by the Head of Planning and Development Services. Any requests to have an application dealt with by the Development Control Committee rather than by the officers using delegated powers will have to be made in writing before the end of the publicity period as notified in the weekly list of planning proposals relevant to the particular application. However, individuals are strongly advised to discuss the application with the Case Officer before making such a request in order to see if the intended Officer level decision is what they would have wished for or to see if their concerns are relevant or can be dealt with in another way.

4.6 If an application is to be considered by the committee, by prior arrangement, individuals and applicants have the opportunity to speak at the Committee meeting where the decision is being taken.

Feedback

4.7 All written representations are acknowledged and a reply is sent out with the outcome of the decision. Decisions on planning applications are also published on the Council's website. Furthermore, progress on recent major applications can also be followed in the Council's quarterly magazine (Serving You). The 'Making Plans' section is a regular feature which sets out the major applications which have been received, permitted, refused and are now under construction.

Appeals

- 4.8 If a planning application is refused by the Council, the applicant has the right of appeal. Appeals are determined by the Planning Inspectorate who will take all public representations into consideration, together with the appellant's and the Council's case.

Significant applications

- 4.9 Planning applications are categorised by Government as either major³ or minor. The SCI effectively creates a locally set category of planning application for the purposes of community involvement. This is what is now termed the 'significant applications'.
- 4.10 On significant applications the Council will seek to achieve more extensive community involvement than is the case with all minor applications and most major applications. The focus for this increased involvement will be on all three stages of the application process – pre-application, application and post-application. The Council will strongly encourage developers to undertake wider community involvement for applications which it considers are likely to have a significant impact on the local community. Failure by the developer to consult the community could lead to objections being made which could be material to the determination of the application. The aim of the process is to encourage discussion before a formal application is made and therefore to avoid unnecessary objections being made at a later stage. The Council has determined that the thresholds for what is considered to be a 'significant' application are as follows:

Residential	-	More than 50 dwellings
Employment/Industrial	-	More than 5,000m ²
Retail	-	More than 2,500m ²
Leisure	-	More than 1,000m ²

- 4.11 However, this is not prescriptive and the Council reserve the right to seek wider community involvement on other applications which do not fall within the 'significant' bracket if they consider that they are particularly sensitive or they will have a significant impact on the local community.

What we expect from the applicant

- 4.12 This Statement does not seek to be prescriptive about the types of community involvement techniques that applicants should be using for different types of application and encourages innovation. To guide the applicant, a range of consultation and communication techniques are set out in Table 1. The Council encourages pre-application discussions with officers on all applications and with significant applications part of this will involve the discussion of the need for wider community consultation and the intentions of the developer with regard to involvement techniques. The applicant will be expected to submit a statement with

³ Major development (as defined in The Town and Country Planning (General Development Procedure) Order 1995) includes residential proposals of 10 units or more, and/or having an area of 0.5 hectares or more; the provision of a building with a floor area of 1,000 square metres or more and development on a site of 1 hectare or more.

the application setting out what community involvement they have undertaken prior to finalising the proposals.

Community Boards

- 4.13 Applicants will be particularly encouraged to make use of the Community Boards. Applicants for significant applications will be encouraged to present their ideas to the relevant Community Board before finalising their proposals and submitting a planning application. The Council will present any significant applications to the relevant Community Board for comment. Community Boards may also wish to make comments on non-significant planning applications. All relevant planning comments on any planning application will be given weight as material considerations.
- 4.14 Currently, for applications in Leigh Park, the views of the Residents Panel are taken into account in the determination of major planning applications. Development proposals in Leigh Park are unique within the Borough as there are no specific development allocations in the HBDWLP and proposals are expected to come forward through the Creating Quality Places project.

5 RESOURCES

Officer involvement

- 5.1 The majority of the work involved in undertaking community involvement in the production of the LDF will be the responsibility of the Planning Policy and Urban Design Team. However, officers in Development Control will have responsibility for organising community involvement with regard to planning applications. All groups in the Council need to be aware of the principles set out in the SCI. However, direct input will be required with regard to the Community Strategy, the Community Boards, Communications and Consultation.

Local Development Framework Project Board

- 5.2 An officers group has been established to provide a corporate overview to the LDF. The following terms of references have been agreed:
1. To assess progress of LDF documents in relation to published milestones.
 2. To provide officer steer on direction of work.
 3. To provide cross – relationship with other corporate projects.
 4. The allocation of corporate resources across the organisation to ensure corporate buy in.
 5. To advise Management Team of general progress and highlight any key issues that need to be resolved as appropriate.
- 5.3 The Project Board will be chaired by the Director of Regeneration; and attended by the Head of Planning and Development Services; Head of Technical Services; Head of Regeneration; Head of Democratic Services; Head of Community Services and the Deputy to the Council Solicitor. The Project Board will be serviced by the Planning Policy and Urban Design Manager and the Planning Policy Team Leader
- 5.4 The Project Board is programmed to meet on a minimum of a two monthly basis.

Elected member involvement

- 5.5 The Council has established a LDF Members Panel. The frequency of meetings will be on an as needs basis in accordance with the programme of work, ensuring that Members are fully involved in the LDF process. The Panel includes the Leader of the Council, the Chairman of the Development Control Committee, the Chairmen of the Strategy and Regeneration and Environmental and Community Boards, the Regeneration Portfolio Holder and the Leader of the Liberal Democrat Group.
- 5.6 The following Terms of Reference have been agreed for the Panel:
1. To monitor and review resources, workload and progress on local development documents in the light of the Council's approved Local Development Scheme.
 2. To ensure that the standards set out in the Council's Statement of Community Involvement are met.
 3. To ensure that the evidence base for local development documents is sound.
 4. To ensure that the requirements of sustainability appraisal are met in the preparation of local development documents.
 5. To oversee the preparation of spatial planning policies and development proposals in local development documents.
 6. To consider the annual review of the Local Development Scheme.

7. To consider the Annual Monitoring Report and its implications for policy development.

Planning Aid

5.7 Planning Aid provides free, independent and professional town planning advice and support to communities and individuals who cannot afford to pay fees to a planning consultant. The Council will be using the services of Planning Aid to provide training the Havant Community Partnership, the Community Boards and Residents Associations.

Planning Applications

5.8 The Government expects Councils to achieve 90% of all planning application decisions to be by delegation to officers. The Council consistently exceeds this target. The remaining applications, which are predominantly major proposals, are determined by the Development Control Committee that sits approximately every 3 weeks and is made up 14 Councillors from around the Borough.

6 REVIEWING THE STATEMENT OF COMMUNITY INVOLVEMENT

Monitoring and review

- 6.1 The SCI will be reviewed as part of the Annual Monitoring Report. The Council will monitor the success of community involvement techniques and use the results to review the types of methods used. Feedback from the citizen's panel (Community Pulse), Havant Community Partnership and Community Boards will provide feedback about the success of community involvement techniques.

Future developments

- 6.2 The SCI is not intended to be a static document. As well as the annual review of the techniques and methods outlined in the Statement, it needs to be responsive to future developments with regard to the involvement techniques available to the Council.

APPENDIX 1

Informal Consultation (Regulation 25)

Before drafting the Statement of Community Involvement (SCI), the Council undertook a period of informal consultation to gather some initial feedback from key stakeholders and the wider community about their involvement in the planning process.

Statutory consultees and the board members of the Havant Community Partnership were contacted individually with questionnaires inviting comments. An elected members seminar was held on the Local Development Framework (LDF) and a questionnaire was distributed as a means of gathering feedback on their ideas on the SCI.

To engage the wider community an article was placed in *Serving You*, the opportunity to comment was advertised on the Council's website and a display was placed in the Civic Offices reception. Response was invited through a short questionnaire which was available in paper copy and could also be completed and submitted via the website.

Responses were received from a range of members of the public (25), including local resident's associations and environmental interest groups. In addition responses were received from consultations with councillors (6) and statutory consultees and members of the Havant Community Partnership (13).

Due to the level of response received, the views expressed can not be taken as being representative of the views of the whole community. However, some key themes did emerge from the responses. Responses emphasised that a range of methods should continue to be employed by the Council to engage the community in the planning process. Particularly, we should be directly contacting interested individuals to comment and involving residents associations and other local community groups. A strong message was also that where possible we should hold any community events on weekday evenings.

An important point was that including information in *Serving You* and on the website did not result in a high level of response from members of the community. This was reflected in the responses received where 24 respondents expressed that they would like to be involved in the LDF in the future by being contacted directly with questionnaires and invitations to comment. The Council also needs to invest more in communicating general information on the LDF. 18 of the wider community respondents felt that having read the *Serving You* article they did not have sufficient information to understand the new system or were unsure of their level of understanding.

This initial round of consultation provided some early feedback from stakeholders and the wider community. The responses were used to inform the production of the draft SCI and to begin to build a list of interested groups and individuals to contact in future consultations.

APPENDIX 2

Planning Policy Statement 12 Tests of Soundness

Planning Policy Statement 12: Local Development Frameworks set out nine tests which the Statement of Community Involvement must meet if it is to be sound (Paragraph 3.10).

In assessing whether the Statement of Community Involvement is sound, the Inspector will determine whether the:

- i. local planning authority has complied with the minimum requirements for consultation as set out in the Regulations;
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the Community Strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

APPENDIX 3

Extract from Local Development Scheme setting out the timetable for the production of documents.

Local Development Framework Document – Statement of Community Involvement (SCI)

Pre Production and Technical Work	October 2004 – January 2005
Issues and Options: Informal Consultation	February – April 2005
Consultation on Preferred Options	July - September 2005
Date for Submission to SoS	January 2006
Pre-Examination Meeting	March 2006
Examination	May 2006
Estimated Date of Adoption	October 2006

Local Development Document - Core Strategy Development Plan Document

Pre Production and Technical Work	March – September 2005
Issues and Options: Informal Consultation	November - December 2005
Consultation on Preferred Options	July - August 2006
Date for Submission to SoS – Including Public Consultation	May 2007
Pre-Examination Meeting	August 2007
Examination	October - November 2007
Estimated Date of Adoption	July 2008

Local Development Document - Allocations Development Plan Document

Pre Production and Technical Work	July 2006 – May 2007
Issues and Options: Informal Consultation	May - July 2007
Consultation on Preferred Options	November - December 2007
Date for Submission to SoS (Inc Public consultation)	September 2008
Omission site consultation (Reg 32)	November – December 2008
Pre-Examination Meeting	February 2009
Examination	March - May 2009
Estimated Date of Adoption	November 2009

Local Development Document – Havant Town Centre Urban Design Framework SPD

Pre Production and Technical Work	January 2005 - February 2005
Issues and Options: Informal Consultation	March - April 2005
Consultation on Preferred Options	May – July 2005
Date for Public consultation	September - October 2005
Estimated Date of Adoption	February 2006

Local Development Document – Leigh Park Planning Guidance SPD

Pre Production and Technical Work	December 2004
Issues and Options: Informal Consultation	February – March 2005
Produce Preferred Options	July - August 2005
Date for Public consultation	September - November 2005
Estimated Date of Adoption	February 2006

APPENDIX 4

The Town and Country Planning (Local Development) Regulations 2004

Summary of the requirements for consulting on **Development Plan Documents** as set out in the Regulations:

Regulation 25: Pre-submission consultation

Before a local planning authority comply with regulation 26 they must consult:

- Each of the specific consultation bodies to the extent that the local authority thinks that the proposed subject matter of the DPD affects the body. For example; regional bodies, government agencies and utility providers.
- Other general consultation bodies which the local planning authority consider appropriate

Regulation 26: Pre-submission public participation

Before a local planning authority prepare and submit a Development Plan Document to the Secretary of State they must:

- Make the pre-submission documents available for inspection during office hours:
 - At their principal office
 - At other places within their area as the authority consider appropriate
- Publish the documents on their website
- Send copies of the documents to those bodies consulted under regulation 25.
- Locally advertise that the documents are available for inspection and the places and times at which they can be inspected.

Regulation 27: Representations on proposals for a development plan document

- Any person may make representations about a local planning authority's proposals for a DPD.
- Any representations must be made within a period of 6 weeks

Regulation 28: Submission of documents and information to the Secretary of State

As soon as possible after submitting the DPD to the SOS the local authority must:

- Make the pre-submission documents available for inspection during office hours:
 - At their principal office
 - At other places within their area as the authority consider appropriate
- Publish the documents on their website
- Send copies of the documents to those bodies consulted under regulation 25.
- Locally advertise that the documents are available for inspection and the places and times at which they can be inspected.

Regulation 29: Representations on development plan documents

- Any person may make representations about a local planning authority's proposals for a DPD.
- Any representations must be made within a period of 6 weeks

Summary of the requirements for consulting on **Supplementary Planning Documents** as set out in the Regulations:

Regulation 17: Public participation

Before a local planning authority adopt an SPD they must:

- Make the SPD documents available for inspection during office hours:
 - At their principal office
 - At other places within their area as the authority consider appropriate
- Prepare a statement setting out
 - the names of any persons whom the authority consulted in connection with the preparation of the SPD
 - how those persons were consulted
 - a summary of the main issues raised in those consultations
 - how those issues have been addressed in the SPD
- Publish the documents on their website
- Send copies of the documents to:
 - each of the specific consultation bodies to the extent that the local planning authority thinks the proposed subject matter of the SPD affects the body. For example; regional bodies, government agencies and utility providers.
 - Other general consultation bodies which the local planning authority consider appropriate
- Locally advertise that the documents are available for inspection and the places and times at which they can be inspected.

Regulation 18: Representations on supplementary planning documents

- Any person may make representations about an SPD.
- The authority should invite representations on SPD over a period of between 4 and 6 weeks

Regulation 19: Adoption of supplementary planning documents

As soon as possible after the local planning authority adopt the SPD they must:

- Make the SPD documents available for inspection during office hours:
 - At their principal office
 - At other places within their area as the authority consider appropriate
 - Publish the documents on their website
- send the adoption statement to any person who has asked to be notified of the adoption of the SPD.

APPENDIX 5

Consultation on Planning Applications

Nature of development	Publicity required by Article 8 of the Town and Country Planning (General Development Procedure) Order 1995	Publicity carried out by Havant Borough Council
Application accompanied by Environment Statement	Advertisement in local newspaper	Advertisement in local newspaper, site notice and neighbour notification ⁴
Proposal departs from Development Plan	and Site notice (21 days)	Advertisement in local newspaper, site notice and neighbour notification
Development affecting public right of way		Advertisement in local newspaper, site notice and neighbour notification
Major development	Advertisement in local newspaper and Either site notice (21 days) or neighbour notification	Advertisement in local newspaper, site notice and neighbour notification
Minor development	Site notice (21 days) or Neighbour notification (21 days)	Advertisement in local newspaper and/or site notice (only for applications likely to be of wider interest) ⁵ and Neighbour notification
Development affecting the setting of a listed building	Advertisement in a newspaper (21 days) and Site notice (7 days)	Advertisement in local newspaper, site notice and neighbour notification
Development affecting the character or appearance of a conservation area	Advertisement in a newspaper (21 days) and Site notice (7 days)	Advertisement in local newspaper, site notice and neighbour notification

APPENDIX 6

⁴ Major and minor developments will normally result in notifying all neighbours abutting the site and in the case of development in a cul-de-sac, all occupiers of that cul-de-sac. Householder applications, minor alterations to commercial properties, advertisement applications, trees, Listed Building and Conservation Area Consent Applications will normally result in notifying only relevant neighbours.

⁵ Developments likely to be of wider interest include those: (1) affecting nearby property by causing noise, smell, vibration, dust or other nuisance; (2) attracting crowds, traffic and noise into a generally quiet area; (3) causing activity and noise during unsocial hours; (4) introducing significant change such as tall buildings; (5) resulting in serious loss of light and privacy beyond adjacent properties; (6) affecting the setting of an ancient monument or known archaeological site.

Detailed List of Consultees– will be consulted in accordance with the Regulations and as appropriate

Specific Consultation Bodies (As set out in Appendix E of PPS12):

Government Office of the South East
South East England Regional Assembly
Hampshire County Council
West Sussex County Council
Winchester City Council
Portsmouth City Council
East Hants District Council
Chichester District Council
Adjacent Parish Councils (Denmead, Horndean, Rowlands Castle, Stoughton, Westbourne, Southbourne, Southwick and Widley, and West Thorney)

The Countryside Agency
The Environment Agency
Highways Agency
The Historic Buildings and Monuments Commission for England
English Nature
The Strategic Rail Authority
South East England Development Agency
Relevant gas, electric and telecommunications companies*
Relevant sewerage and water undertakers*
Strategic Health Authority

Havant Community Partnership:

East Hampshire Primary Care Trust
Emsworth Community Board
Faith Groups*
Hampshire Constabulary
Hampshire County Council
Havant and Bedhampton Community Board
Havant Borough Council
Havant Council of Community Service
Hayling Island Community Board
Leigh Park Community Board
Parchment Housing Group
Portsmouth and S E Hampshire Chamber of Commerce and Industry
Waterlooville North Community Board
Waterlooville South Community Board.

Residents Associations:

Emsworth Residents Association
Langstone Village Association
Langstone Residents Association
Leigh Park Community Association
Lower Brockhampton Residents Association
Havant District Residents Liaison Group
Havant and Bedhampton Residents Association

* Consultees who are not listed in full but are part of the Council's consultation database.

Hayling Island Residents Association
Marine Walk Residents Association
NE Hayling Residents Association
North Havant Residents Association
North Hazleton Residents Association
Northney Residents Association
Purbrook and District Residents Association (PADRA)
Parchment Residents Association
Wade Court Residents Association
Warblington and Denvilles Residents Association
Waterlooville and District Residents Association
Wecock Community Association
West Bedhampton Residents Association
North Hill Bedhampton Residents Association

Other Consultations:

Central Government Departments
Commission for Architecture and the Built Environment
Planning Aid
Major Local Businesses*
National Farmers Union.
Health and Safety Executive
Family Support Groups*
Local Constabulary
Theatres Trust
English Province and the Catholic Diocese of Portsmouth
Southern Tourist Board
Local Transport companies*
Network Rail
Road Haulage Association
Campaign to Protect Rural England (CPRE East Hampshire & Havant Branch)
RSPB
National Trust
English Heritage
Forestry Commission
WRVS
Schools and colleges*
Chichester Harbour Conservancy
Wildlife Trusts
Friends of the Earth
Centre for Ecology and Hydrology
Help the Aged
Age Concern
Mental Health Trust
Ambulance Service Trust
Commission for Racial Equality
Disability Rights Commission
Equal Opportunities Commission
Fire and Rescue Services
Gypsy Council
Traveller Law Reform Coalition
National Playing Field Association

Sport England
Homebuilders Federation
Housing Corporation
Planning Consultants/Agents*
Estate Agents*
Developers/House builders*
Housing Associations*
Learning and Skills Council
Women's National Commission
Women's Institute
Youth Groups*

Other Local Groups:

Bosmere Hundred Society
Bedhampton Society Environmental Group
Neighbourhood Watch Groups*
Representative of Creating Quality Places
Political social clubs*
Ramsdale Environmental Group
Langstone Harbour Board
Brook Meadow Group
Friends of Nore Barn Wood
Maisemore Gardens Residents Group
Central Leigh Park Neighbourhood Forum
Friends of Langstone Harbour
Bosmere Hundred Hayling
Waterlooville Business Association
Hampshire Greenfield Alliance
Cowplain Business Association
Emsworth Traders and Business Association
Bedhampton Society
Havant Business Association
Mengham Traders Association
Leigh Park Business Association
Denmead Environmental Group
Emsworth Conservation Society
Waterlooville Trust
Havant Conservation
Emsworth Ratepayers Association
Forest End Area Tenants Association
Environment Centre
Leigh Park Community Development Team
Leigh Park Community Forum
Hampshire Business Environmental Forum

APPENDIX 7

ABBREVIATIONS

LDF	-	Local Development Framework
LDS	-	Local Development Scheme
LDD	-	Local Development Document
DPD	-	Development Plan Document
SPD	-	Supplementary Planning Document
SCI	-	Statement of Community Involvement
GOSE-		Government Office for the South East
SA	-	Sustainability Appraisal
SEA	-	Strategic Environmental Assessment
HCP	-	Havant Community Partnership
LSP	-	Local Strategic Partnership

APPENDIX 8

GLOSSARY OF TERMS

the Act: the Planning and Compulsory Purchase Act 2004.

Annual Monitoring Report (AMR): part of the *Local Development Framework*, the annual monitoring report will assess the implementation of the Local Development Scheme and the extent to which policies in *Local Development Documents* are being successfully implemented.

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

Community Strategy: local authorities are required by the Local Government Act 2000 to prepare these, with aim of improving the social, environmental and economic well being of their areas. Through the Community Strategy, authorities are expected to co-ordinate the actions of the local public, private, voluntary and community sectors. Responsibility for producing Community Strategies may be passed to *Local Strategic Partnerships*, which include local authority representatives.

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

Development Plan: as set out in Section 38(6) of the Act, an authority's development plan consists of the relevant *Regional Spatial Strategy* (or the Spatial Development Strategy in London) and the *Development Plan Documents* contained within its *Local Development Framework*.

Development Plan Documents (DPD): spatial planning documents that are subject to independent examination, and together with the relevant Regional Spatial Strategy, will form the *development plan* for a local authority area for the purposes of the Act. They can include a *Core Strategy*, *Site Specific Allocations of land*, and *Area Action Plans* (where needed). Other Development Plan Documents, including generic Development Control Policies, can be produced.

Evidence Base: One of the most important aspects of the new system is the need to have much more evidence available to support the soundness of the proposals being made right from the outset. This is referred to as front loading.

Examination: Intended to reduce the adversarial nature of the Public Local Inquiry of the old system by using more round tables sessions and informal hearings. The examination deals with the soundness of the LDD and will be chaired by an independent Planning Inspector whose findings will be binding on the Council.

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

Local Development Framework (LDF): the name for the portfolio of *Local Development Documents*, plus a *Statement of Community Involvement*, the *Local Development Scheme* and *Annual Monitoring Reports*. Together these documents will provide the framework for delivering the spatial planning strategy for a local authority area and may also include local development orders and simplified planning zones.

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

Local Strategic Partnership: partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood in how services are provided. They are often single non-statutory, multi-agency bodies that aim to bring together locally the public, private, community and voluntary sectors.

Proposals Map: the adopted proposals map illustrates on a base map (reproduced from, or based upon a map base to a registered scale) all the policies contained in *Development Plan Documents*, together with any saved policies. It must be revised as each new *Development Plan Document* is adopted, and it should always reflect the up-to-date planning strategy for the area.

Regional Spatial Strategy (RSS): sets out the region's policies in relation to the development and use of land and forms part of the *development plan* for local planning authorities. Planning Policy Statement 11 'Regional Spatial Strategies' provides detailed guidance on the function and preparation of Regional Spatial Strategies. The RSS replaces the Regional Planning Guidance (RPG).

The Regulations: Town and Country Planning (Local Development) (England) Regulations 2004.

Site specific allocations: allocations of sites for specific or mixed uses or development to be contained in *Development Plan Documents*. Policies will identify any specific requirements for individual proposals.

Soundness: A plan is assumed to be sound unless otherwise shown. Soundness comprises three elements: Procedural – whether it complies with Regulations; Conformity - whether it falls within the scope of relevant national and local policies and plans; Consistency, coherence and effectiveness – founded on robust evidence, deliverable, appropriate to the circumstances and monitorable.

Statement of Community Involvement (SCI): sets out the standards which authorities will achieve with regard to involving local communities in the preparation of *local development documents* and development control decisions. The statement of community Involvement is not a *development plan document* but is subject to independent examination.

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

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

Supplementary Planning Guidance (SPG): Non statutory guidance produced outside the procedures of the new LDF system. Does not have the same weight as SPD but would be a material consideration when considering planning applications.

Sustainability Appraisal (SA): tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all local development documents.

Village Design Statements (VDCs): An advisory document produced by communities to identify local character and set out design guidance to help guide new development.