

STATEMENT OF COMMUNITY INVOLVEMENT REPORT ON REPRESENTATIONS PRIOR TO SUBMISSION

1 BACKGROUND

- 1.1 As part of the new Local Development Framework (which will eventually replace the Local Plan) the Council is required to produce a document called a Statement of Community Involvement. This document sets out how the Council will involve people and organisations in preparing its LDF, and when dealing with planning applications.
- 1.2 The Statement of Community Involvement is prepared in three stages:
- Pre-Production, including evidence gathering and informal consultation.
 - Production, including a 6-week consultation on a draft document.
 - Submission, of a revised document to the Secretary of State and a further 6-week period for representations.
- 1.3 The Pre-Production stage began in the early spring and included two focus groups which examined issues of community involvement in the planning process. These were well attended by representatives of 30 organisations including town & parish councils, local businesses, agents, amenity societies, statutory consultees, councillors and officers. The feedback and ideas from the groups were excellent and informed the drafting of the SCI, and also provided the concept for the drafting of an "Easy-Read" summary document.
- 1.4 Once an early draft document was produced, it was circulated to a number of statutory consultees including town and parish councils, adjoining councils, the regional assembly and the National Park Authority. Some limited comments were received at this stage.
- 1.5 Some revisions were made to the documents, and they were then published for a period of public consultation from 30th June to 12th August 2005.

2 PURPOSE OF TAKING REPORT TO CABINET

- 2.1 The purpose of this report is three fold:
- To report the response to the public consultation on the draft SCI documents; and
 - To inform members of revisions to the documents; and
 - To seek member approval to submit the documents to the Secretary of State.
- 2.2 The complexity of the new "simpler" planning system means that a number of different documents must be produced at submission stage. Cabinet approval is sought for all of these, and each is appended to this report. Each document is explained in Section 4.

3 RESPONSE TO CONSULTATION

- 3.1 As with previous stages of preparation of the SCI, the interest in the document has been good. This is encouraging, given that the document is more about the process of consultation and not about the issues.

3.2 A total of 40 people and organisations made representations on the Statement of Community Involvement. Many of these raised several different issues, and many suggested amendments to the document. Almost half of those responding supported the documents.

3.3 These representations raised the following main issues:

- It should be made clear that SPDs do not introduce new policies or allocations;
- The relationship with the National Park Authority should be clarified;
- Reference should be made as to how the SCI will be reviewed.
- References to the community should include the development industry, including those companies not based within the District but which have interests within it;
- Confusing terms such as "relevant" statutory bodies, should be clarified or amended.
- References should be added to demonstrate publicity for alternative site proposals.
- Reference to the mechanisms used to adopt all or parts of Parish Plans as SPD should be added.
- The summary table of methods from the Easy Read Summary should be added to the main document.

3.4 Officers have responded to all of these main points, as set out in the schedule attached as Annex 1 to this report, together with a number of other issues raised. The main changes to the SCI as a result are:

- Section 3 has been expanded to include information on the emerging relationship with the National Park Authority, and on the way in which the SCI will be reviewed.
- Section 5 has been revised to include a defined term "the community and other interests". This term is defined as including a list of organisations. The point is made that some of these organisations may not be based in the District. The overall aims of the SCI have been revised to include this term.
- Sections 7 & 8 have seen various amendments to remove the terms "specific" and "relevant" when referring to stakeholders and statutory bodies. The policies now refer to consulting such organisations as appropriate.
- Policy SCI-7 and associated text now refers to publicity for alternative site proposals.
- Section 8 has been amended to clarify the role of SPDs and to include references to the adoption of Parish Plans as SPD.
- The summary of methods and techniques table from the Easy Read SCI has been added as Annex F to the main document.
- Some consequential changes have been made to the Easy Read summary SCI in the light of the changes to the main document.

3.5 Changes are not proposed in response to every representation, and in some cases, officers disagree with the comments made. However, officers consider that significant changes have been made to the draft documents to satisfy the majority of comments made, and that the documents should now be submitted to the Secretary of State.

3.6 On submission of these documents, the Council must make all available for a further period of consultation of 6 weeks. It is proposed that this will take place from the 21st October until the 2nd December. Representations received during this consultation period will be considered by a planning inspector who may hold an examination into the soundness of the documents. Under the new planning system, the Inspector's report will be binding on the Council.

- 3.7 Once adopted, the Council will be expected to comply with the consultation and involvement policies set out in the Statement of Community Involvement when producing other parts of the Local Development Framework, and in dealing with planning applications.
- 3.8 The revised copies of the Statement of Community Involvement, and the summary SCI are attached as Annex 2 and Annex 3 to this report.

4 DOCUMENTS FOR SUBMISSION

- 4.1 The Town & Country Planning (Local Development) (England) Regulations 2004 require a veritable raft of different documents and notices to be produced and submitted to the Secretary of State. On submission of these documents, the Council must make all available for a further period of consultation of 6 weeks. It is proposed that this will take place from the 21st October until the 2nd December.

- 4.2 The required documents and notices are attached as Annexes to this report as follows:

Annex 1 - Schedule of representations and responses on the draft SCI.

Annex 2 - Submission draft Statement of Community Involvement.

Annex 3 - Submission draft Easy Read summary SCI.

Annex 4 - Statement of DPD Matters - this sets out basic information on the submitted documents, including their title, subject matter, and area covered.

Annex 5 - Statement of Publicity Arrangements - this provides information on where the documents can be viewed and gives an address for comments.

Annex 6 - Copy of the Press Notice which must advertise the consultation period.

Annex 7 - Consultation Report on Regulation 25 - this summarises the involvement and consultation undertaken at the pre-production stage of the documents.

Annex 8 - Consultation Report on Regulation 26/27 - this summarises the involvement and consultation undertaken at the production draft stage as set out above. It is proposed that the schedule of representations and responses will be attached to this document.

5 FINANCIAL IMPLICATIONS

- 5.1 Production of the Statement of Community Involvement is provided for within existing budgets.

6 ENVIRONMENTAL IMPLICATIONS

- 6.1 The aim of the SCI is to encourage greater community interest and involvement in the future planning of the District.

7 CRIME AND DISORDER IMPLICATIONS

- 7.1 None are relevant to this report.

8 PORTFOLIO HOLDER'S COMMENTS

8.1 The Portfolio Holder endorses the recommendation.

9 RECOMMENDATION

9.1 It is recommended that:

- 1) The excellent response to consultation on the Statement of Community Involvement at both pre-production, and production draft stages be noted.
- 2) The responses made by officers to representations received as set out in Annex 1 and the revisions to the SCI documents be endorsed.
- 3) That the documents in Annexes 1 to 8 be submitted to the Secretary of State for his approval, and publicised for a further 6-week consultation period.
- 4) The Head of Policy, Design & Information be authorised to make any necessary detailed editing or clarification changes.

Further Information

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Background Papers:

Representations to the pre-production and production draft SCI.

Annexes

Annex 1 - Schedule of representations and responses on the draft SCI.

Annex 2 - Submission draft Statement of Community Involvement.

Annex 3 - Submission draft Easy Read summary SCI.

Annex 4 - Statement of DPD Matters.

Annex 5 - Statement of Publicity Arrangements.

Annex 6 - Copy of the Press Notice.

Annex 7 - Consultation Report on Regulation 25.

Annex 8 - Consultation Report on Regulation 26/27.

New Forest District Local Development Framework

Draft Statement of Community Involvement

Representations and responses at Regulation 26 stage.

| Rep No. | Name | Comments | LPA Response |
|---------|-----------------------|---|--|
| Sci26/1 | Dorset County Council | 1. Welcome inclusion in the list of statutory consultees. | 1 - Comments noted. |
| Sci26/2 | Tanner & Tilley | 1. Insert additional text at para 8.1 and on page 2 of the summary SCI - "It should be noted that Supplementary Planning Documents must not be used to allocate land or to create new policies which should be included in a Development Plan Document and subjected to proper independent scrutiny in accordance with the statutory procedures". | 1 - Amend paragraph 8.1 as follows: <i>"Supplementary Planning Documents relate to policies in a Development Plan Document. Their purpose is to provide additional guidance to supplement the policy and to provide detail on how the policy is to be implemented. These documents do not however propose new policies or allocations."</i> - Amend text on page 2 of the summary document as follows: <i>"Supplementary Planning Documents (SPD) - these contain more detailed guidance to supplement existing planning policies, they do not propose new policies or allocations and again are part of the Local Development Framework"</i> |
| Sci26/3 | Environment Agency | 1. Welcome the summary document. | 1 - Support welcomed. |
| Sci26/4 | South West | 1. Will endeavour to respond. | 1 - No further response |

| Rep No. | Name | Comments | LPA Response |
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| | Regional Assembly | | received during consultation period. |
| Sci26/5 | Hurn Parish Council | 1. Support the documents. | 1 - Support welcomed. |
| Sci26/6 | South East England Development Agency | 1. No comments but wish to be kept informed. | 1 - Comments noted. |
| Sci26/7 | Sway Women's Institute | <ol style="list-style-type: none"> 1. Para 3.5 Who appoints the inspector? 2. Para 4.11 Should state that a joint Core Strategy is essential. 3. Para 6.4-6.10 Protecting the ecology and special nature of the Forest is paramount and will presumably be under the control of the NFNPA. 4. Easy Read summary is too wordy and not concise enough. 5. Page 2 should simply state (for the SCI) "A document setting out how the planning authority will involve people in the new planning system. Its production is a Government requirement." 6. The Section title "Any other jargon I should know about" is childishly worded. | <p>1 - Add text to paragraph 3.5 as follows: <i>The diagram.....may be subject to examination by an independent inspector appointed by the Planning Inspectorate to determine....."</i></p> <p>2 - Add new paragraphs to Section 3 as follows:</p> <p><i>3.6 At the same time this document is being prepared, the New Forest National Park Authority is preparing to assume planning functions for the National Park area from 1st April 2006.</i></p> <p><i>3.7 Inevitably, this raises a number of complex issues in terms of the Local Development Framework generally and the Statement of Community Involvement in particular. The National Park Authority and the District Council are engaged in discussions aimed at resolving these issues as smoothly as possible, and to</i></p> |

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| | | | <p><i>avoid unnecessary duplication and wasted resources. The National Park Authority on 20th September 2005 decided in principle that.....</i></p> <p><i>3.8 The National Park Authority has been involved in the preparation of the Statement of Community Involvement and at its meeting of 20th September 2005 indicated its support for the document, subject to some suggested amendments that have been incorporated. The NPA will not be able to formally express a view as a planning authority until after April 2006.</i></p> <p><i>3.9 In the meantime, the two authorities have agreed that this Statement of Community Involvement should be submitted as applying to the whole of New Forest District, including the area of the District within the National Park. While the submitted document will not apply to the areas of National Park in Test Valley and Salisbury Districts, the NPA considers that the general principles set out in the SCI would apply equally to these areas</i></p> |

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| | | | <p><i>as to other areas within the National Park.</i></p> <p><i>3.10 The SCI will need to be reviewed periodically. This will not necessarily be based on set time periods, but rather triggered by an assessment of the following:</i></p> <ul style="list-style-type: none"> <i>• How successfully the consultation and involvement policies are being followed.</i> <i>• Consultation issues raised by the community and other interests.</i> <i>• Changes to Regulations.</i> <i>• Changes to Council consultation or community strategies.</i> <i>• Changes to the Local Development Scheme, for example where new documents are to be produced.</i> <i>• The evolving situation regarding the extent of joint working between the Council and the National Park Authority.</i> |

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| | | | <p>3 - Comments are noted, however this Section refers to assessment work which will be the responsibility of the Council both within and outside the National Park.</p> <p>4 - This is not accepted. Subject to some amendments, the Easy Read summary has been well received. No major revisions are proposed.</p> <p>5 - Amend text on page 2 of the summary to read: <i>"What is the Statement of Community Involvement?"</i></p> <p><i>This document sets out how the New Forest District Council will involve people in the preparation of the Local Development Framework, and on planning applications. Its production is a Government requirement. It is sometimes referred to as the SCI.</i></p> <p><i>The SCI applies throughout the whole of the District, including the area within the National Park."</i></p> <p>6 - Amend title on page 2 of the Easy Read summary as</p> |

ANNEX 1

| Rep No. | Name | Comments | LPA Response |
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| | | | follows: <i>"What other documents make up the Local Development Framework?"</i> |
| Sci26/8 | New Milton Town Council | 1. Objectives are commendable but reserve judgement to await good intentions being put into effect. | 1 - Support welcomed & comments on implementation are noted. |
| Sci26/9 | Hale Parish Council | 1. SCI is thorough and summary is excellent. Await the comments of the National Park Authority with interest. | 1 - Support welcomed. |
| Sci26/10 | Atlantic Housing Group | 1. SCI is comprehensive and agree with content and intention. | 1 - Support welcomed. |
| Sci26/11 | English Nature | 1. Happy with timetable, method and level of consultation. 2. Suggest consulting Hants Wildlife Trust; Wilts Wildlife Trust, RSPB, Forestry Commission; National Trust & the Verderers. | 1 - Support welcomed. 2 - These organisations have been consulted on the draft SCI and have been added to the LDF database. |
| Sci26/12 | East Dorset District Council | 1. No comments but wish to be kept informed. | 1 - Comments noted. |
| Sci26/13 | Southampton City Council | 1. Support changes made to paras 7.6 and 11.5 in response to earlier informal comments. 2. Support Easy Read summary. 3. Reference to Minerals & Waste should be left for the National Park Authority. | 1 - Support welcomed. 2 - Support welcomed. 3 - See additional text added to Section 3, set out in response to 26/7 above. |
| Sci26/14 | Barton Wilmore | 1. No objection but wish to be kept informed. | 1 - Comments noted. |
| Sci26/15 | Wates Homes Ltd (RPS Group) | 1. Section 4: Support the principle of the strategies for community involvement. Object to para 4.9 and list of issues which may arise as a result of Strategy for the New Forest. The list is brief, and should either be expanded to cover all the issues that may arise, or deleted. 2. Section 5: Support principle of increased public consultation and the intention to combine sustainability appraisal and SEA with the involvement process. Object that the section makes no reference to developers/agents/landowners or within the two main aims. Developers are as much a part of the community as other interest groups. References should be added to the text. | 1 - Delete paragraph 4.9. Amend paragraph 4.8 as follows: <i>"The Strategy was published in April 2003 and was preceded by a consultation on a draft strategy during 2002. The Strategy updates and expands upon an earlier document in 1996, and has also involved much wider</i> |

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| | | <p>3. Section 7: Support the preparation stages of the DPDs and the different method suggested. However again there is no mention of developers/agents/landowners and the fact that the local community may extend beyond the District boundaries.</p> <p>4. Policy SCI-1: Support the range of methods identified for increasing public awareness, but consideration should be given to use of a mailing list for interested parties (including developers), and for use of workshops and meetings.</p> <p>5. Section 8 & Policies SCI-9 & SCI-10: Object that no reference is made to developers/agents/landowners throughout this section.</p> <p>6. Policy SCI-14: We support posting of applications on the Council's website and ability to submit comments by e-mail.</p> | <p><i>consultation. Many of the issues which are raised by the Strategy for the New Forest will also be relevant to the Local Development Framework."</i></p> <p>2 - Insert new text to Section 5 as follows: <i>"5.2 To avoid undue complexity, this document uses the term 'the community and other interests' in its consultation and involvement policies. In practice, this phrase covers a very diverse range of sectors, and will include:</i></p> <ul style="list-style-type: none"> <i>• The general public</i> <i>• Town & Parish Councils</i> <i>• Amenity groups</i> <i>• Statutory Consultees</i> <i>• Landowners and landlords in both the private and public</i> <i>• Developers</i> <i>• Businesses</i> <i>• Planning and development professionals</i> <i>• Voluntary groups in the environmental, social and cultural sectors.</i> <p><i>5.3 It must also be recognised that the term 'the</i></p> |

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| | | | <p><i>community and other interests' will include individuals, businesses and organisations outside the District boundary but who have an interest in the future development strategy for the District.</i></p> <p><i>5.4 The policies within this Statement of Community Involvement are based on the following aims:</i></p> <p><i>The community and other interests will be fully involved in preparation of the Local Development Framework so that everyone has a chance to help shape the future of New Forest District.</i></p> <p><i>When dealing with planning applications, the Council will help the community and other interests to be aware of the proposal, to understand what is proposed, to express their views on the proposal, and to be informed of the Council's decision."</i></p> <p>3 - See new text added to Section 5 above.</p> <p>4 - Amend Policy SCI-1 as follows: "As part of.....some or all</p> |

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| | | | <p><i>of the following:</i></p> <ul style="list-style-type: none"> • <i>Articles in Forest News</i> • <i>Press releases submitted to local newspapers covering the District.</i> • <i>Production of a publicity leaflet.</i> • <i>Use of postal and electronic mailing to distribute this to the community and other interests;</i> • <i>particularly identified hard-to-reach groups.</i> • <i>Information displays</i> • <i>Publicity on the Council's website.</i> • <i>Presentations to local meetings and forums where requested.</i> <p>5 - See new text added to Section 5 above.</p> <p>6 - Support welcomed.</p> |
| Sci26/16 | Mr RGH Keen | 1. The term stakeholders should be defined. Should include landowners whose property has been the subject of local plan proposals for many years. | 1 - New text is to be added to Section 5, as set out in response to 26/15 above. |
| Sci26/17 | Highways Agency | 1. The Agency expects to be consulted on any LDDs which would impact on the motorway and all-purpose trunk road network. In particular, we would expect to be consulted on all DPDs. Welcome opportunity to be involved at an early stage in discussions. | 1 - Comments are noted, the Agency is listed as a specific consultation body in Annex B. |

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| Sci26/18 | Terence O'Rourke PLC | <ol style="list-style-type: none"> 1. It is important that the Council recognises the importance of developer interest within the SCI and the LDF process. Once adopted the Council will be under no obligation to consult anyone not listed in the SCI. It is essential therefore that developer interests are specifically identified. Welcome the inclusion of developers and planning agents in the list in Annex C. Recommend that the Council consult those who previously made representations on the last Local Plan. Greater certainty is required as follows: 2. Paras 1.1-1.2/2.8/3.1-3.2 - Various terms including local community, stakeholders etc are used. This creates ambiguity and specific reference should be made to developers. 3. Overall Aim: The role of developers should be recognised as contributing to the Council's formulation of its LDF. 4. Policies SCI-1 to SCI-11 (excl SCI-4 & SCI-8). These policies identify that the community have a role to input through the various stages, but does not explain which groups form the community. The role of developers should be more clearly set out in these sections. 5. These comments should also be reflected in the easy read SCI. | <p>1/2/3/4 - New text is to be added to Section 5, as set out in response to 26/15 above.</p> <p>5 - An abbreviated version of this text will be added into Section 2, page 3 of the summary document.</p> |
| Sci26/19 | Wessex Water | <ol style="list-style-type: none"> 1. Generally satisfied that the documents provide sufficient opportunities for comment by Wessex Water. 2. Para 1.9 - Not aware that Wessex Water were consulted on the pre-production draft SCI. Should be made clear which statutory consultees were consulted. 3. Policies SCI-2, 3, 6 & 7 - Need to explain the criteria behind the terms specific and relevant statutory bodies in preparation of the Core Strategy DPD. Policy SCI-5 refers to all consultees. 4. Policies SCI-9 & 10 - There is reference to relevant statutory bodies. 5. Easy-Read Summary, Section 4 - there is confusion in the use of the term relevant statutory bodies. | <p>1 - Comments noted.</p> <p>2 - Paragraph 1.6 of the SCI states which specific consultation bodies were consulted.</p> <p>3 - The confusion of terms is noted. References to relevant and specific will be deleted from these policies, and replaced with the phrase "as appropriate".</p> <p>4 - The confusion of terms is noted. References to relevant and specific will be deleted from these policies,</p> |

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| | | | <p>and replaced with the phrase "as appropriate".</p> <p>5 - The confusion of terms is noted. Changes to policies in the main document will be reflected in the table in the Easy-Read Summary.</p> |
| Sci26/20 | Southern Water | <ol style="list-style-type: none"> 1. Section 7 DPDs: Welcome the approach of sending copies of DPDs to statutory consultees. These should be sent as early in the process as possible. 2. Alternative sites consultation should be included in the SCI. The local authority is required to notify statutory bodies where alternative sites are proposed after submission of an allocations document. A policy in the SCI should deal with this. 3. Supports the strategy of going beyond the minimum requirements. From experience we find that one-to-one meetings are most effective. 4. Section 8 - SPDs: Welcome the opportunity to be involved at pre-production as well as draft stage, and that statutory bodies will receive copies of documents. 5. Section 11 - Planning Applications: Welcome policy SCI-17 on pre-submission consultation by applicants, in anticipation that the term organisations includes service providers. 6. Would seek a firmer commitment to formal consultation with service providers on major planning applications. This could be achieved by additional text to a paragraph in Annex D (e.g. D8) <i>"As all new developments require access to essential services, essential service providers will be consulted on major planning applications, where appropriate."</i> | <p>1 - Support welcomed & comments noted.</p> <p>2 - Add text to paragraph 7.14 as follows:</p> <p><i>"Once the Council.....are invited. Any representations made during this consultation period, which propose alternative sites for development, must be separately publicised by the Council. The Council will comply with Regulation 32 of the T&CP (Local Development) (England) Regulations 2004 in publicising such alternative site proposals.</i></p> <p>Add text to Policy SCI-7 as follows:</p> <p><i>"The Council will consult.....</i></p> <p>.....and general publicity.</p> <ul style="list-style-type: none"> • <i>Publicity for alternative site</i> |

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| | | | <p data-bbox="1787 177 1998 272"><i>proposals in accordance with Regulation 32."</i></p> <p data-bbox="1648 309 1980 368">3 - Support welcomed and comments noted.</p> <p data-bbox="1648 405 1935 435">4 - Support welcomed.</p> <p data-bbox="1648 472 2018 635">5 - Support welcomed, although it should be noted that it will be for the applicant to determine who to consult under this policy.</p> <p data-bbox="1648 671 2011 1450">6 - Additional text is not considered appropriate. Water Authorities are specific consultation bodies on the LDF, and will therefore be aware of the likely location of significant new development. Authorities have a duty under the Water Act to provide services with new development. The Council does consult routinely in areas where there is a perceived overload to the foul sewerage infrastructure, but it is not considered appropriate to consult on all major planning applications. The Water Authority can however examine all current planning applications submitted to the Council on its website.</p> |

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| Sci26/21 | National Grid Transco (Malcolm Judd & Partners) | 1. No objections but wish to be kept informed. | 1 - Comments noted. |
| Sci26/22 | The Countryside Agency | The SCI should set out: 1. ways of involving all sectors of the community including rural areas; 2. particular approaches and techniques used should ensure that rural communities have the opportunity to engage fully. 3. how local initiatives such as town & village design statements will inform preparation of the LDF; 4. how the influence of local community involvement on policy development will be monitored. | 1 & 2 - The SCI has been formulated having regard to the character of the District, both rural and urban. It is considered that the document presents a sound strategy for ensuring that communities in rural areas are fully engaged. 3 - There is specific reference to the role of parish plans etc in paragraphs 4.15-4.18. 4 - See new text added to Section 3 (para 3.10) in response to 26/7 above. |
| Sci26/23 | Fairview Homes (RPS Group) | 1. No objections but wish to be kept informed. | 1 - Comments noted. |
| Sci26/24 | Milford-on-Sea Parish Council | 1. Welcomes that the Parish Council will be involved in the production stages of DPD and SPD. 2. Commends the inclusion of research and evidence from parish plans and healthcheck studies during production of the LDF. 3. Parish Council wishes to retain the current practice of receiving planning applications and amended plans for viewing at the parish office. | 1 - Support welcomed. 2 - Support welcomed. 3 - Comments are noted. This is current practice and is expected to continue for the foreseeable future. |
| Sci26/25 | Ringwood Town Council | 1. Proposals for an inclusive process are wide-ranging and welcome. 2. A clear statement should be made on the relationship with the National Park. 3. Question how the Community Strategy will link with the LDF. 4. It should be made clear that the process will be bounded by national policy and that consultation will be held within a tight | 1 - Support welcomed. 2 - See additional text added to Section 3, set out in response to 26/7 above. 3 - Add new text to |

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| | | framework. | <p>paragraph 4.5 as follows:</p> <p>"There is a close.....for the District. Furthermore, it is intended that the preparation and consultation on the Local Development Framework Core Strategy will be integrated with a review of the Community Strategy. The Community Strategy will influence the work of the National Park Authority also"</p> <p>4 - Add new paragraph to Section 7 as follows: <i>"7.4A It will also be important to make the community and other interests aware of the national and regional policy framework within which the LDF must be drafted. Whilst not everyone will agree with the aims of national or regional policy, many policies in the LDF are constrained by the requirements of these higher policies."</i></p> |
| Sci26/26 | South East England Regional Assembly. | 1. No detailed comments at this stage. Local Development Documents should be in conformity with the current Regional Spatial Strategy (RPG9) and the emerging Draft South East Plan. | 1 - Comments are noted. |
| Sci26/27 | James Johnson | <ol style="list-style-type: none"> 1. Section 1.4 - There is no mention of any of NFDC's residents participating in the focus groups. Groups such as NM & Barton Residents Assn should have been involved. 2. Section 9 - No point in producing monitoring reports if they are | 1 - Several amenity groups took part in the SCI focus groups, including the New Milton, Barton-on-Sea & |

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| | | <p>disregarded at the time of reviewing applications. E.G. targets for new housing generally and on brownfield sites are being exceeded, yet permissions still being given in New Milton.</p> <p>3. Section 11 - Community should be totally involved on decisions on planning applications. E.G. NMTC and the residents' assn should have voting powers on planning committee where applications relate to New Milton.</p> | <p>District Residents Association (see Annex E).</p> <p>2 - Comments are noted. One role of monitoring reports will be to indicate the need for review of policies which are ineffective.</p> <p>3 - This is considered impractical. The Development Control Committee can only be made up of elected District Councillors. There are already opportunities for the public to address the Committee on planning applications.</p> |
| Sci26/28 | RTPI Planning Aid South | <ol style="list-style-type: none"> 1. Welcome the Easy Read summary document. 2. Para 2.4 - would be useful to have a diagram showing the area covered by the District Council LDF and that of the National Park authority. 3. Section 4 - Could be made clear that the Community Strategy affects non-planning issues across the whole District and will influence the NPA as well as NFDC. 4. Para 4.11 - welcome joint working on a core strategy. 5. Para 4.16 - welcome recognition of parish plans. 6. Para 7.4 - Planning Aid can assist with engagement if requested. 7. Para 8.4 - Would be helpful to state the way in which the spatial parts of parish plans may be handled if aiming for SPD status. 8. Section 10 - Sharing staff resources across departments and functions can assist effective community engagement. 9. Para 11.8 - Welcome the fact that this includes all planning applications rather than just significant ones. 10. Could some reference to Planning Aid be woven into the SCI. | <p>1 -Support welcomed.</p> <p>2 - Diagram will be inserted in Section 3 following additional text on relationship with the National Park Authority set out in response to 26/7 above.</p> <p>3 - Amended wording has been added to paragraph 4.5 (see response to 26/25 above). The Community Strategy applies throughout the District and may therefore influence both planning and non-planning issues in the National Park area.</p> |

| Rep No. | Name | Comments | LPA Response |
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| | | | <p>4 - Support welcomed.</p> <p>5 - Support welcomed.</p> <p>6 - Add further text following paragraph 7.4 as follows:</p> <p><i>"Where appropriate, the Council will also make people aware of organisations who can assist with understanding of planning issues. Organisations such as Planning Aid or Community Action Hampshire provide resources for the public and community groups seeking involvement in planning issues."</i></p> <p>7 - Add new paragraphs to Section 8 as follows:</p> <p><i>"8.6 It is possible that all or parts of Parish Plans, or Village Design Statements could be adopted by the Council as Supplementary Planning Documents. The Council has already adopted Village Design Statements in Milford-on-Sea and Breamore as "old-style" Supplementary Planning Guidance.</i></p> <p><i>8.7 In order to be adopted as</i></p> |

| Rep No. | Name | Comments | LPA Response |
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| | | | <p><i>SPD, Parish Plans must however demonstrate the following:</i></p> <ul style="list-style-type: none"> • <i>That they do not conflict with the policies of the LDF.</i> • <i>That they have been produced using consultation and involvement methods as set out in policies SCI-9 and SCI-10.</i> • <i>That they have undertaken a Sustainability Appraisal of the Parish Plan.</i> <p><i>8.8 The Council will assist parishes with these requirements as much as possible.</i></p> <p>8 - Comments noted.</p> <p>9 - Support welcomed.</p> <p>10 - Reference added in paragraph 7.4 above.</p> |
| Sci26/29 | English Heritage | <ol style="list-style-type: none"> 1. Welcome involvement as early in the process as possible, and suggest a list of other organisations in the heritage sector who could be involved. 2. Principles contained in "Planning & Development in the Historic Environment" (April 2005) should inform the consultation | 1 - Comments noted, the list of heritage organisations has been added to contact database. |

| Rep No. | Name | Comments | LPA Response |
|----------|----------------|---|--|
| | | <p>approach on planning applications.</p> <p>3. Welcome paper copy consultation and on draft as well as adopted documents.</p> | <p>2 - Comments noted.</p> <p>3 - Comments noted.</p> |
| Sci26/30 | Levvel Limited | <p>1. The SCI does not take account of all actual and potential stakeholders in the planning process in the New Forest. Overall aim is sound but more details are needed of who will be involved. Views of the development industry are an important consideration for local authorities, and should be specifically cited. Failure to include them could undermine the soundness of DPDs. Should identify the specific targets for consultation on each SPD.</p> <p>2. The most important roles of consultation, those of evaluating and amending policy, should be given greater prominence. Developers can be especially helpful in this context, due to their knowledge of what is viable.</p> <p>3. The tests of soundness for LDDs should be based on appropriate evidence. Developers will wish to see quantitative data on the costs of implementing the Council's policies.</p> <p>4. The summary of consultation methods set out in the Easy Read summary should be included in the main document for clarity.</p> <p>5. Support the idea of SCI focus groups but disappointed that these were narrowly selected with an emphasis on "community groups". Views of developers not adequately taken account of. In future, membership of groups should be provided, including details of how organisations can join. Council should commit to looking beyond the focus groups so far established to ensure that views of developers are sought.</p> | <p>1 - New text is to be added to Section 5, as set out in response to 26/15 above.</p> <p>2 - Comments are noted. It is considered however that these relate to how comments are treated as opposed to the process itself. The Council considers that the SCI allows proper recognition of the role of developers, and offers an adequate process for the community to evaluate and amend policies.</p> <p>3 - Comments noted.</p> <p>4 - The table from the summary document will be added as a further Annex to the main SCI.</p> <p>5 - This is not accepted, the SCI focus groups were based on invitations which were divided 50%-50% between community groups/statutory bodies, and the business/development sector. The development industry and business will continue to be invited to attend forums and focus</p> |

| Rep No. | Name | Comments | LPA Response |
|----------|---|--|--|
| | | | groups where appropriate in future. |
| Sci26/31 | East Dorset Housing Association (Tetlow King) | <ol style="list-style-type: none"> 1. Support the draft SCI in principle. 2. Registered Social Landlords should be listed in Annex C. 3. Consider that the section on appropriate methods of involving people lacks detail and should explain each method individually. It would be useful to indicate which methods will be used for which consultation and how certain groups and stakeholders will be contacted. 4. Registered Social Landlords should form part of the stakeholders contacted throughout the LDF process and on major planning applications. 5. Direct mail and e-mail is an appropriate way of consulting on planning applications & on the LDF. | <p>1 - Support welcomed.</p> <p>2 - Amend list in Annex C to include reference to <i>"Housing associations and registered social landlords."</i></p> <p>3 - This is not accepted. Section 7 sets out, in some detail the methods to be used. Trying to set out individual methods used for each organisation would over complicate the document.</p> <p>4 - Reference will be added to Annex C. Reference to landowners and landlords is included in the definition of the community proposed in Section 5 (see response to 26/15 above).</p> <p>5 - Comments noted, these techniques will be used to inform those on contact databases.</p> |
| Sci26/32 | Damerham Parish Council | <ol style="list-style-type: none"> 1. Most people will not want to be consulted - apathy reigns. 2. Para 2.3 The Parish Council does not support the Regional Planning system as a rational level of strategic planning. 3. Paras 10.1/10.2/10.5 Cannot be right that so much paper and staff time is wasted producing this type of documentation. Focus groups are a waste of time and money. 4. Easy Read Summary is not clearer than the main document. | <p>1 - The Council has deliberately sought to try to raise awareness of its LDF work to encourage more people to take an interest. This is set out in Policy SCI-1.</p> |

| Rep No. | Name | Comments | LPA Response |
|----------|--|---|--|
| | | 5. Ominous that the Council must comply with the Inspector's report. | <p>2 - Comments noted.</p> <p>3 - The SCI focus groups were certainly not a waste of time, and were well attended and provided useful input to the SCI. Production of the SCI is a Government requirement.</p> <p>4 - Comments are noted. In general however, the summary document has been well received, and no major revisions are proposed.</p> <p>5 - This is set out in legislation.</p> |
| Sci26/33 | Bransgore Parish Council | <ol style="list-style-type: none"> 1. Para 4.9 Agree with issues listed here. Protecting the Forest from regional and local development pressures is essential. 2. Para 4.17 Parishes must be involved in all stages of preparation of the LDF. 3. Para 7.3 All groups need to be aware of the jargon and help with making sense of issues. 4. Para 7.13 Agree with this. Parishes not now in the National Park need to be kept informed of changes to planning guidance. 5. Easy Read Summary was easy to read. | <p>1 - Support welcomed.</p> <p>2 - Comments are noted. Parishes are specific consultation bodies in the LDF process.</p> <p>3 - Comments are noted. The awareness raising programme is intended to address this issue.</p> <p>4 - Support welcomed.</p> <p>5 - Support welcomed.</p> |
| Sci26/34 | Associated British Ports (Adams Hendry) | <ol style="list-style-type: none"> 1. Support overall aim of involving the local community, interest groups, business and organisations in the LDF. 2. Disappointing that policies SCI 1/3/5/6/7/9/10 & 13 do little more than minimum statutory requirements. | <p>1 - Support welcomed.</p> <p>2 - This is not accepted, policies SCI-1/2/3/6/& 9</p> |

| Rep No. | Name | Comments | LPA Response |
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| | | <p>3. Annex B - ABP should be identified as a statutory consultee as it is statutory dock and harbour authority, and holds the relevant licences issued by offcom for its electronic communications equipment.</p> | <p>propose a range of forums, focus groups, surveys and exhibitions which go well beyond the Regulation requirements.</p> <p>3 - The Council is not aware that ABP can be considered as a specific consultation body as harbour authority, or because of communications equipment it operates. Annex C includes "coastal interests including ports, societies and leisure interests" in the list of other organisations the Council will seek to involve.</p> |
| Sci26/35 | Lymington & Pennington Town Council | <ol style="list-style-type: none"> 1. Para 8.3 Important that Parishes are included at pre-production stage of SPDs (Policy SCI-9) and not just at production (SCI-10). 2. Para 8.4 Action in the last sentence would not reflect the whole picture. More housing/less parking/effects on essential services/traffic etc. information which parish councils can contribute rather than consultation in isolation. 3. Para 10.4 Copies of all documents should be supplied free to parish councils to enable easy availability to local residents. 4. SCI-13 Parish councils must receive copies of all relevant planning applications and amended plans. 5. SCI-17 & Para 11.9 Does this include Town Councillors? Could this be seen as a Town Councillor pre-judging an application? 6. Annex A Citizens Panel Surveys are not always representative as survey is small. Welcome parish seminars as a useful way of engaging the local population. 7. Annex B Para B1 suggests that parish councils would be excluded from some consultations, which fails to recognise their elected responsibilities. 8. Annex D Para D5 - There are often delays in posting notices and | <p>1 - Amend policy SCI-9 to read: <i>"In preparing.....following methods:</i></p> <ul style="list-style-type: none"> • <i>Meetings and written consultation with statutory bodies, interest groups and town and parish councils as appropriate.</i> • <i>Discussions....."</i> <p>2 - Amend last sentence of paragraph 8.4 to read: <i>"Where site or area specific documents are prepared there will be a concentration on consulting those who can</i></p> |

| Rep No. | Name | Comments | LPA Response |
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| | | <p>notifying neighbours, this procedure needs tightening up. Para D8 equally neighbours are not always informed of amended plans.</p> <p>9. Easy Read Summary - This document ignores role of parish councils, e.g. citizens panel views are taken as a priority to elected councils.</p> | <p><i>provide local knowledge and information and those most likely to be affected by the proposal."</i></p> <p>3 - Amend paragraph 10.5 to read: <i>"The Council.....the public. Most, if not all documents will be available at Council offices, on the Council's website, and circulated to town and parish councils free of charge. Where documents....."</i></p> <p>4 - Parish Councils already receive copies of all planning applications. The Council operates a written procedure for judging whether to further publicise amended plans. This is set out in the Development Control Users Manual.</p> <p>5 - The rules regarding standards of conduct for councillors on planning applications would only apply to those members of the Planning (Development Control) Committee who take decisions on such applications. Parish or Town Councillors do not represent the decision making authority for planning applications, and thus can</p> |

| Rep No. | Name | Comments | LPA Response |
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| | | | <p>express views informally on development proposals if requested to do so.</p> <p>6 - Comments are noted.</p> <p>7 - This is not accepted. The paragraph states that all of the organisations will be consulted to the extent that the Council considers the document to be relevant. Town and parish councils will be consulted on most parts of the LDF. However a site specific document relating to, say Ringwood, would probably not be circulated for comment to many other Parishes.</p> <p>8 - Comments are noted.</p> <p>9 - This is not accepted. This lists of methods set out in the summary document merely reflect the policies of the SCI, and are not intended to be in priority order.</p> |
| Sci26/36 | WM Morrisons Supermarkets PLC (Rapleys) | 1. Satisfied that the document allows for the involvement in the planning process. However should also include potential stakeholders & wish to be added to database. | 1 - Support welcomed, and comments noted. |
| | New Forest Association | 1. Generally support the draft documents. | 1 - Support welcomed. |
| Sci26/38 | Campaign to Protect Rural England | 1. Generally support the draft documents. | 1 - Support welcomed. |

| Rep No. | Name | Comments | LPA Response |
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| Sci26/39 | HCC Estates Practice | <ol style="list-style-type: none"> 1. Generally welcome and support the documents. 2. Estates practice wishes to be fully involved and is already working with the Council on its Open Space, Sport 7 Recreation DPD. Although HCC is a statutory consultee, the role of the estates practice should be specifically recognised. 3. Young Peoples Panel and other locations for document availability are excluded from Core Strategy consultation - needs explanation. 4. Consultation strategy principles could be expressed to better reflect PPS12 & Companion guide. | <p>1 - Support welcomed.</p> <p>2 - Role of landowners and landlords is now set out in proposed new text at Section 5 (see response to 26/15 above).</p> <p>3 - As the Core Strategy will be circulated to all District Council offices throughout the District there is no need to refer to other more convenient locations in this case. Reference to the Young People's Panel will be added to Policy SCI-2.</p> <p><i>"Citizen's Panel and Young People's Panel surveys."</i></p> <p>4 - The Council prefers to draft the overall aims in more straightforward terms, rather than linking to wording of government guidance.</p> |
| Sci26/40 | New Forest National Park Authority | <ol style="list-style-type: none"> 1. NFNPA are examining options for future working which include production of a joint Core Strategy or a fully collaborative process leading to two interlinked strategies. 2. NFNPA would wish to see greater emphasis on face-to-face discussion and involvement including use of planning for real type exercises in relation to all documents in the LDF. Would also wish to see maximum use made of existing stakeholder networks. These sort of techniques could be listed in paras 7.7 and 7.11 for example. | <p>1 - Comments noted. Additional explanatory text on the relationship with emerging National Park policies is to be added to Section 3 (see response to 26/7 above).</p> <p>2 - Add following text to Policy SCI-3:</p> <p>"In preparing....."</p> |

| Rep No. | Name | Comments | LPA Response |
|---------|------|----------|---|
| | | | <p>.....Focus groups.</p> <ul style="list-style-type: none"> • <i>Planning for Real and other community engagement exercises.</i> <p>Add following text to paragraph 7.9:</p> <p>"The Local Development..... specific locations. <i>The latter documents offer opportunities for active face to face engagement with the community, including perhaps Planning for Real exercises using models and visual presentations to discuss issues and ideas.</i>"</p> <p>Add following text to the Glossary:</p> <p><i>Planning for Real and other community engagement exercises: These will be appropriate for parts of the LDF which deal with development sites or small local areas. They take the form of more "hands on" discussions, often using models,</i></p> |

ANNEX 1

| Rep No. | Name | Comments | LPA Response |
|----------------|-------------|-----------------|---|
| | | | <i>maps and other visual aids to help articulate ideas and solve problems."</i> |

New Forest District
Local Development Framework

MAKING AN IMPACT

Statement of Community
Involvement
Draft for Submission
October 2005



New Forest
DISTRICT COUNCIL

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1. Statement of Community Involvement - Expressing your views

- 1.1 The Planning & Compulsory Purchase Act 2004 requires local planning authorities to produce a Statement of Community Involvement. This document sets out how the authority will consult and involve the local community and other groups and organisations in the preparation of the Local Development Framework for the District.
- 1.2 This Statement of Community Involvement is itself subject to consultation. This process is intended both to gather ideas for involving the public in the planning process, and to identify problems associated with consultation in the past, so that lessons can be learned.
- 1.3 The process is in three stages, a pre-production stage including evidence gathering to inform preparation of a draft SCI document, a production stage including a 6-week consultation on a draft document, and a further 6-week consultation stage following submission of the SCI to the First Secretary of State.
- 1.4 In the first stage, two focus group meetings were held in March 2005. These comprised around 30 organisations who have regular involvement in the planning process.
 - Town & Parish Councils
 - Statutory consultees
 - The voluntary sector.
 - Planning consultants.
 - Local business interests.
 - Interest groups.
 - Elected members.
 - Council officers.
- 1.5 The groups considered issues of consultation and involvement in the planning process, including barriers to involvement, and possible ways of encouraging people to get more involved in the planning process. A full list of group members, and a summary of findings is attached as Annex E.
- 1.6 Also during the pre-production stage, an advance copy of the draft SCI was sent to local and parish councils in and adjoining the District, to the National Park Authority, and to SEERA and the Highways Agency. A total of 4 comments were received from this circulation.

- 1.7 At production stage, the Council followed the arrangements set out in Regulation 26 of the Town & Country Planning (Local Development) (England) Regulations 2004, and published draft documents for public consultation. A total of 40 representations were received on the documents. These were analysed and reported, together with response, to the Councils Cabinet on 5th October 2005.
- 1.8 The document has now been submitted to the Secretary of State for his approval, and, in accordance with Regulation 28 of the above regulations, is published for a second consultation period.
- 1.9 The timetable for preparation of the Local Development Framework, is set out in the Local Development Scheme. However the following is the timetable for the preparation of this Statement of Community Involvement. Bullet points in bold indicate the stages in the process already undertaken.
- **Informal discussion of SCI issues with councillors – July 2004**
 - **Community involvement issues in the planning process discussed with focus groups - March 2005**
 - **Draft Statement of Community Involvement prepared - March/April 2005**
 - **Draft SCI sent to relevant statutory consultation bodies - May 2005.**
 - **Public participation on draft SCI - June-August 2005**
 - **Consideration of comments, and revision of SCI document - August/September 2005**
 - **Submission of SCI to First Secretary of State - October 2005**
 - Examination (if required) - February 2006.
 - Adoption of Statement of Community Involvement - May 2006.
- 1.10 You can comment on this submitted document by completing the enclosed form.
- 1.11 **If you wish to discuss this document, or have any queries on the document please contact:**

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2. A new planning system for New Forest District

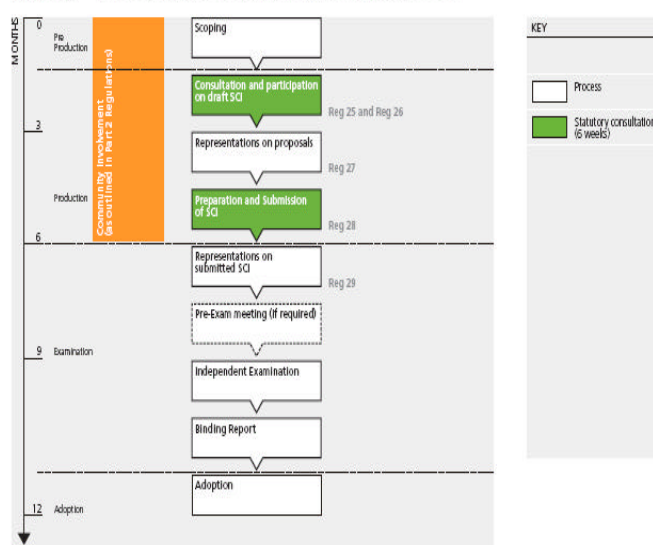
- 2.1 The Government introduced significant reforms to the development planning system in England and Wales through the Planning and Compulsory Purchase Act 2004.
- 2.2 These reforms are aimed, primarily, toward achieving the following:
- Speeding up the development plan process.
 - Making the process more transparent.
 - Keeping the development plan up to date.
 - Increasing public involvement in the process.
- 2.3 The new system replaces the Structure Plan and Local Plan with a Regional Spatial Strategy and a Local Development Framework. The Regional Spatial Strategy covering this District is the South East Plan, and is being prepared by the South East England Regional Assembly. This is in preparation and will set the strategic spatial planning framework for the whole region covering the period 2006-2026.
- 2.4 New Forest District Council is responsible for preparing the Local Development Framework which will set out the local planning policies for New Forest District outside the National Park. From April 2006 parts of the District within the New Forest National Park will become the planning responsibility of the National Park Authority.
- 2.5 A Local Development Framework is really a folder of different documents and might contain the following:
- Development Plan Documents including perhaps a Core Strategy and Area Action Plans.
 - Supplementary Planning Documents.
 - A proposals map.
 - A Statement of Community Involvement.
- 2.6 The Council must also produce a Local Development Scheme which will set out the programme for the preparation of the different parts of the LDF, and this will be updated as changes occur.
- 2.7 The Core Strategy will set out the broad planning strategy for the District, indicating the general approach to matters such as housing and employment provision, protection of sensitive environments, town centres, and transportation. This will be supported by other Development Plan Documents which deal with specific issues, and the Proposals Map which shows these allocations and other designations throughout the District.
- 2.8 The procedure for involving the local community, and stakeholder groups, in the new planning system is set out in this document – the Statement of Community Involvement.

- 2.9 The Council is also required to produce an Annual Monitoring Report which examines the extent to which policies and objectives of the Local Development Framework are being achieved. This Council will produce such a report in December each year. Although it was not previously a requirement, this Council has produced monitoring reports in 2003 and 2004.

3. The role of the Statement of Community Involvement

- 3.1 Consultation and involvement of the local community in the new planning system are key objectives both of the Government and of this Council.
- 3.2 This draft Statement of Community Involvement sets out the Council's aims for such involvement, and then sets out the Council's policies for community involvement in the preparation of the Local Development Framework.
- 3.3 The document also includes policies for community involvement in the planning application process.
- 3.4 Section 1 of this Statement explains the process being followed in the preparation of this document, including how make representations on the submitted SCI.
- 3.5 The diagram below shows the process which the Council will follow in adopting this Statement of Community Involvement. The document will be submitted to the Secretary of State and may be subject to examination by an independent inspector appointed by the Planning Inspectorate, to determine whether it represents a sound strategy for community involvement. Once adopted, the Council will be expected to adhere to the arrangements set out in this Statement when producing the Local Development Framework.

Figure 3.1 – The Statement of Community Involvement Process



SCI Process

Extract from Planning Policy Statement 12 (Local Development Frameworks) 2004.

Relationship with the National Park Authority

- 3.6 At the same time this document is being prepared, the New Forest National Park Authority is preparing to assume planning functions for the National Park Area from 1st April 2006.
- 3.7 Inevitably, this raises a number of complex issues in terms of the Local Development Framework generally and the Statement of Community Involvement in particular. The National Park Authority and the District Council are engaged in discussions aimed at resolving these issues as smoothly as possible, and to avoid unnecessary duplication and wasted resources.
- 3.8 The National Park Authority has been involved in the preparation of the Statement of Community Involvement. The NPA will not however be able to formally express a view as a planning authority until after April 2006.
- 3.9 In the meantime, it is proposed that this Statement of Community Involvement should be submitted as applying to the whole of New Forest District, including the area of the District within the National Park. While the submitted document will not apply to the areas of National Park in Test Valley and Salisbury Districts, the NPA considered that the general principles set out in the SCI would apply equally to these areas as to other areas within the National Park. The diagram below shows the boundary of the District and the National Park.

Reviewing the Statement of Community Involvement

- 3.10 The SCI will need to be reviewed periodically. This will not necessarily be based on set time periods, but rather triggered by an assessment of the following:
- How successfully the consultation and involvement policies are being followed.
 - Consultation issues raised by the community and other interests.
 - Changes to regulations.
 - Changes to Council consultation or community strategies.
 - Changes to the Local Development Scheme, for example where new documents are to be produced.
 - The evolving situation regarding the extent of joint working between the Council and the National Park Authority.

New Forest National Park



4. Links with other community consultations

- 4.1 Government advice on the preparation of the Local Development Framework strongly emphasises the need to establish links with other strategies and initiatives involving the local community. In particular, the Government requires that the Local Development Framework should take forward relevant issues identified in the Community Strategy. In New Forest District there are a number of other strategies which will feed into the LDF preparation process.

Changing Lives – The Community Strategy

- 4.2 The Community Strategy for New Forest District, “Changing Lives”, was adopted in June 2004. The strategy was produced by the Changing Lives Partnership, a local strategic partnership formed of a range of organisations in the District:

- Community First New Forest
- Hampshire Constabulary
- The Forestry Commission
- New Forest Business Partnership
- New Forest Primary Care Trust
- Post 16 Education
- New Forest District and Hampshire County Councils
- Hampshire Fire and Rescue
- New Forest Association of Local Councils
- New Forest Citizens Advice Bureaux
- New Forest Committee
- New Forest Tourism Association
- Registered Social Landlords

- 4.3 The vision of the strategy is that, by 2025 the New Forest District will be a place where:

- *“All people have opportunities to enjoy safe and healthy lifestyles develop as individuals and shape the communities in which they live;*
- *Businesses thrive within a local economy that harmonises with the special environment and provides everyone with sufficient resources to enjoy plenty of lifestyle choices; and*
- *The natural and built environment provides opportunities for diversity of nature, the health, education and enjoyment of everyone whilst making a significant contribution towards the local economy.”*

- 4.4 The Changing Lives Partnership and the resulting strategy provide an important context for the future preparation of other Council plans and policies, including the Local Development Framework. The preparation of the community strategy has involved a wide range of groups and organisations across the District, as well as the wider community.

- 4.5 There is a close relationship between the community strategy and the Local Development Framework. The Local Development Framework will address matters arising from the community strategy which have spatial or land use implications for the District. Furthermore, it is intended that the preparation and consultation on the Local Development Framework Core Strategy will be integrated into a review of the Community Strategy. The Community Strategy will also influence the work of the National Park Authority."
- 4.6 The Council will involve members of the Changing Lives Partnership, and groups responding to the consultation on the community strategy, in preparation of the Local Development Framework.

The Strategy for the New Forest

- 4.7 The Strategy for the New Forest was produced by the former New Forest Committee, in partnership with a wide range of organisations and individuals who have an interest in, or earn their livelihood within the New Forest.
- 4.8 The Strategy was published in April 2003 and was preceded by a consultation on a draft Strategy during 2002. The Strategy updates and expands upon an earlier document in 1996, and has also involved much wider consultation. Many of the issues which are raised by the Strategy for the New Forest will be relevant to the Local Development Framework.
- 4.9 In addition, the Strategy contains many proposals which will inform the Local Development Framework being produced by this Council.
- 4.10 The Council intends to explore with the National Park Authority the benefits of producing a joint Core Strategy covering the whole New Forest National Park Area and the whole of New Forest District. It is important therefore that the issues raised, and proposals set out in the Strategy for the New Forest also form part of the consultation and involvement process for the Local Development Framework.

The Council's Consultation Strategy

- 4.11 The Council's Consultation Strategy was published in December 2001. The strategy aims to provide the opportunity for stakeholders to influence Council decisions at both a strategic and service level. The strategy provides detailed guidance on the use of various consultation techniques including questionnaires, Internet based research, and focus groups.
- 4.12 The strategy is based on a number of principles which are aimed at ensuring that stakeholders have opportunities to participate in an effective way. These principles are set out in the table below.
- 4.13 The Council will follow the principles and detailed advice of its Consultation Strategy in implementing the methods set out in this Statement of Community Involvement.

CONSULTATION STRATEGY PRINCIPLES

- ✓ **Inclusive** of those having an interest in the subject matter – giving relevant people an opportunity to participate.
- ✓ **Open** to scrutiny by all, although the anonymity of participants will be protected where previously agreed.
- ✓ **Impartial** in the way that it is carried out and how results are reported.
- ✓ **Informative** where everyone involved learns from the process.
- ✓ **Understandable** with all involvement being in plain English or other formats as appropriate and that sufficient information is provided to enable informed responses to be made.
- ✓ **Strategic** in that it is part of a Council wide process.
- ✓ **Involving**, giving participants real choices and the opportunity to input fresh ideas not just respond to the Council's thoughts.
- ✓ **Joined up** with other Council services to maximise the benefits of the process, avoid duplication, save resources and reduce consultation fatigue.
- ✓ **Resourced** properly to enable efficient and effective involvement to take place.
- ✓ **Professional** in its approach to maintain and enhance the reputation of the Council amongst the public, the business community and other agencies.
- ✓ **Timely** to enable those involved to have sufficient opportunity to input to the decisions taken.
- ✓ **Appropriate** to those involved, which means a variety of methods and techniques will be used.
- ✓ **Reported and listened to.** Results from all exercises will be included in reports to Portfolio Holders, Cabinet and Council when decisions on the relevant subject are taken and will be fed back to those involved as opportunities arise.

Town & Village Plans

- 4.14 Parish and Town Councils play a vital role in all aspects of local life in New Forest District. The size and nature of the Councils varies from large Town Councils (e.g. Totton & Eling, population 27,900) to Councils representing small rural communities (e.g. Exbury & Lepe, population 150). There are 37 Town and Parish Councils within New Forest District.
- 4.15 The depth of local knowledge, and the community links which these Councils have can provide a very useful basis for community involvement on planning issues. Town and Parish Councils are actively involved in, and have a good understanding of, the planning system. Under the initiatives of Parish Plans, Market Town Healthchecks and Village Design Statements (sometimes referred to as community planning), many parishes are already engaging with local communities on the future of their area.

- 4.16 The Council recognises the value of this work, and will involve parishes at all stages of preparation of the Local Development Framework. Where survey information from Parish Plans is available, the Council will incorporate this into its evidence gathering.
- 4.17 The Council has appointed a dedicated Community Planning Officer to assist parishes with preparation of Parish Plans and Market Town Healthchecks, and to link these to District Council policy including the LDF. The officer will also raise the profile of parish planning in the District and outside.
- 4.18 It may be possible to adopt all or part of town and village plans as Supplementary Planning Documents, and the procedure for this is explained in Section 8.

5. Overall aim for Community Involvement

- 5.1 This Statement of Community Involvement sets out how the Council intends to involve the community in the preparation of the new Local Development Framework for the District and in the process of determining planning applications.
- 5.2 To avoid undue complexity, this document uses the term 'the community and other interests' in its consultation and involvement policies. In practice, this phrase covers a very diverse range of sectors, and will include:
- The general public
 - Town & Parish Councils
 - Amenity groups
 - Statutory Consultees
 - Landowners and landlords in both the private and public
 - Developers
 - Businesses
 - Planning and development professionals
 - Voluntary groups in the environmental, social and cultural sectors.
- 5.3 It must also be recognised that the term 'the community and other interests' will include individuals, businesses and organisations outside the District boundary but who have an interest in the future development strategy for the District.
- 5.4 The policies within this Statement of Community Involvement are based on the following aims:

The community and other interests will be fully involved in preparation of the Local Development Framework so that everyone has a chance to help shape the future of New Forest District

When dealing with planning applications, the Council will help the community and other interests to be aware of the proposal, to understand what is proposed, to express their views on the proposal, and to be informed of the Council's decision.

6. Community Involvement - Minimum statutory requirements

Local Development Framework

- 6.1 The general process of community involvement, and the detailed methods and techniques to be used are matters for the discretion of the local planning authority. However the Government has set some statutory requirements which every authority must comply with in preparing Local Development Documents. These are set out in the Town & Country Planning (Local Development) (England) Regulations 2004.
- 6.2 The 2004 Regulations set basic standards for making documents available and publishing them on the Council's website, and sending the document to certain organisations. The Regulations also set minimum requirements for the preparation of Supplementary Planning Documents and the Annual Monitoring Report. The Council must comply with these regulations.
- 6.3 This Council intends to go beyond these minimum requirements as appropriate to the type of document being prepared.

Sustainability Appraisal & Strategic Environmental Assessment

- 6.4 As part of the preparation of the Local Development Framework, the Council is required to undertake Sustainability Appraisal and Strategic Environmental Assessment.
- 6.5 Sustainability Appraisal examines the implications of the Local Development Framework for the community, the economy, the environment and natural resources. Strategic Environmental Assessment (required under the Strategic Environmental Assessment Regulations 2004), measures the effects of the plan/ policy/ programme on the environment generally. The process aims to integrate environmental, social and economic considerations into the preparation of plans in order to promote sustainable development. The process involves minimum requirements to consult certain organisations, and the wider community as set out in regulations and advice.
- 6.6 All Development Plan Documents and Supplementary Planning Documents must be subject to Sustainability Appraisal. The Core Strategy, site allocations, Area Action Plans, and any other DPDs that have significant environmental effects not appraised at a higher level, should also be subject to Strategic Environmental Assessment.
- 6.7 Both processes are intended to be used throughout the plan-making process, informing the choice of plan objectives, issues and options, and the preferred option. The way this is done must be explained in a Sustainability Report (including an Environmental Report of the SEA). This will accompany the consultations on the preferred option and the submitted document.

- 6.8 The Council intends to combine consultation on Sustainability Appraisal and Strategic Environmental Assessment with the community involvement process for each Development Plan Document or Supplementary Planning Document.
- 6.9 There will be consultation on:
- The objectives used to undertake the appraisal/assessment
 - The way alternative options have been appraised/assessed
 - The outcome of the appraisal/assessment
- 6.10 These will be explained in a Sustainability Report (which will incorporate an Environmental Report) that will accompany each DPD or SPD. A draft of this report will form part of the consultation on strategy and preferred options and a final version will be published for formal consultation with the submitted documents.

Planning Applications

- 6.11 For planning applications, the statutory requirements to publicise applications are set out in the Town & Country Planning (General Development Procedure) Order 1995 (as amended). This sets out a requirement for a local planning authority to publicise planning applications it receives.
- 6.12 New Forest District Council has sought to improve upon these minimum standards over time, to provide an effective and up to date system of publicity for planning applications. This has included the introduction of a neighbour notification scheme, the ability to access planning applications on the Council's website, and most recently, the ability to accept comments on applications by e-mail.
- 6.13 The Council has also introduced a system to allow members of the public to address the Planning Development Control Committee on planning applications.
- 6.14 Certain forms of applications may require additional publicity, such as press notices. The Council will carefully examine the relevant statutory requirements in such cases to ensure that these are complied with.

7. Community involvement- Development Plan Documents

- 7.1 In the preparation of Development Plan Documents, the Council will undertake three separate stages of involvement:
- ✓ **Pre Production** (including evidence gathering & exploring issues and options)
 - ✓ **Production** (developing strategy and preferred options)
 - ✓ **Submission** (formal submission to the Secretary of State, and consultation on submitted document).

- 7.2 The methods and techniques used to involve the community will vary depending on the stage of preparation reached. They will also vary according to the type of the Development Plan Document being prepared. The following sections deal with the three stages, and any variations in involvement methods for different types of DPD.

Awareness Raising

- 7.3 One of the key issues coming out of the SCI Focus Groups was the need to raise awareness of the new planning system, including educating people on the jargon, and making sense of the issues. This exercise will also be integrated with publicity about the review of the Community Strategy.

Policy SCI-1 Awareness Raising

As part of the initial pre-production stage of the Local Development Framework process, the Council will use a range of methods to increase public awareness, including “hard to reach groups” in the process. These methods will include some or all of the following:

- ✓ **Articles in Forest News**
- ✓ **Press releases submitted to local newspapers covering the District.**
- ✓ **Production of a publicity leaflet**
- ✓ **Use of postal and electronic mailing to distribute this to the community and other interests, particularly identified hard-to-reach groups.**
- ✓ **Information displays**
- ✓ **Publicity on the Council's website.**
- ✓ **Presentations to local meetings and forums where requested.**

- 7.4 The Council will particularly attempt to inform groups representing ethnic minorities, the young and disability organisations in order to increase opportunities for these groups to become involved in the process. The Council’s awareness raising strategy is also framed on the basis that the term “hard to reach”, often extends to a majority of the community who have not previously had the time or inclination to be involved in the future planning of their area.

- 7.5 Where appropriate, the Council will also make people aware of organisations who can assist with understanding of planning issues. Organisations such as Planning Aid or Community Action Hampshire provide resources for the public and community groups seeking involvement in planning issues.
- 7.6 It will also be important to make the community and other interests aware of the national and regional policy framework within which the LDF must be drafted. Whilst not everyone will agree with the aims of national or regional policy, many policies in the LDF are constrained by the requirements of these higher policies.

Pre-Production

- 7.7 The Government is concerned that the community and other groups and organisations are involved in the preparation process for Development Plan Documents at the earliest stage. The initial phase of preparation will vary according to the nature of the document. However it will involve both establishing the policy issues which need to be addressed and collecting evidence or survey information to allow investigation of the issue. It will also allow discussion of potential options to address each issue.
- 7.8 At this stage it will be important both to seek a wide spectrum of opinion, and to engage with groups with expertise on particular issues. The Council will also engage with adjoining authorities where it considers issues will be of interest to neighbouring councils.
- 7.9 As a basis for community engagement, the Council will make use of information already obtained from the Changing Lives partnership, and from the Citizens and Young People's Panels, and from community involvement in the Strategy for the New Forest. Information already gathered during the preparation of Parish Plans and Market Town Healthchecks will also be valuable.

Policy SCI-2 Core Strategy DPD – Pre-Production

In preparing the Core Strategy DPD, the Council will use a series of specific methods to both raise awareness of the Core Strategy, and to generate debate about the issues. These methods will involve:

- ✓ **Stakeholder forums on Core Strategy topics.**
- ✓ **Targeted consultation and engagement with statutory bodies and interest groups as appropriate.**
- ✓ **Citizen's Panel and Young People's Panel surveys.**
- ✓ **Evidence from the Community Strategy and from Parish Plans and Healthcheck studies.**

- 7.10 This represents the Council's most ambitious strategy of community involvement for any of the Development Plan Documents. The Council considers that the Core Strategy should provide the focus of community involvement, as this will provide a close link to the aims of the wider community strategy, and will provide an indication of how the community wishes to shape more detailed policies and allocations.

Policy SCI-3 Other DPDs – Pre-Production.

In preparing Development Plan Documents, other than the Core Strategy, the Council will gather opinions and evidence on issues to be addressed using some or all of the following methods:

- ✓ **Citizens Panel surveys.**
- ✓ **Young People’s Panel surveys.**
- ✓ **Other opinion surveys.**
- ✓ **Targeted consultation and engagement with statutory bodies and interest groups as appropriate.**
- ✓ **Meetings with key stakeholders**
- ✓ **Focus groups**
- ✓ **Planning for Real and other community engagement exercises.**
- ✓ **Inviting submissions from stakeholders**
- ✓ **Evidence from the Community Strategy, and from Parish Plans or Healthcheck studies.**

- 7.11 The Local Development Scheme sets out the programme for preparing Development Plan Documents. These can range from topic based documents covering the whole District, to allocations or Area Action Plans relating to specific locations. The latter documents offer opportunities for active face-to-face engagement with the community, including perhaps Planning for Real exercises using models and visual presentations to discuss issues and ideas.

Production

- 7.12 The second stage of the preparation process for Development Plan Documents involves the Council in analysing the information received from its evidence gathering and producing a draft document for consultation. In order to make this process open and subject to scrutiny, Council members will consider the issues raised and options put forward in the first stage involvement.
- 7.13 The views and information received will be developed into a preferred strategy and policies which will aim to address the issues identified from public involvement. This will include a 6-week period of public consultation.

Policy SCI-4 Analysis and reporting

Prior to production of any Development Plan Document, comments and information received during the pre-production stage will be reported to Council Members and will be considered in developing strategy and preferred options.

Policy SCI-5 Core Strategy DPD - Production

The Council will consult on the Core Strategy DPD using some or all of the following methods:

- **Circulation of document to statutory bodies, interest**

- groups and town and parish councils as appropriate
- Notification of all those who have asked to be consulted or kept informed of progress in preparation of the Core Strategy.
- Publication of the document on the council's website.
- Making documents available for inspection and purchase at the council's offices at Lyndhurst, Lymington, Ringwood, Hythe, New Milton, Fordingbridge, Totton and Fawley.
- Publication of formal notices
- Press releases and general publicity

Policy SCI-6 Other DPDs - Production

The Council will consult on draft Development Plan Documents, other than the Core Strategy, using some or all of the following methods:

- Production of local publicity leaflets for distribution to local residents.
- Parish or community seminars.
- Targeted consultation and engagement with statutory bodies and interest groups as appropriate.
- Targeted consultation with any promoters of alternative sites.
- Publication of formal notices.
- Circulation of document to statutory bodies, relevant interest groups and town and parish councils.
- Notification of all those who have asked to be consulted.
- Publication of the document on the council's website
- Making documents available at Appletree Court, Lyndhurst and any other local office or another location where more convenient.
- Press releases and general publicity

7.14 Other Development Plan Documents involve more specific proposals than the wider Core Strategy.

7.15 In all cases, there is a need for a targeted community involvement strategy to ensure that those most affected by the allocation or plan, or those with an interest in the issued covered by the document, can be engaged in the preparation of the document.

Submission

7.16 Once the Council has considered comments received on a draft document, it will produce a revised Development Plan Document for submission to the Secretary of State. Immediately following submission there is a formal period of six weeks during which representations are invited. Any representations made during this period which propose alternative sites for development, must be separately publicised by the Council. The Council will comply with Regulation 32 of the T&CP (Local Development) (England) Regulations 2004

in publicising such alternative site proposals.

Policy SCI-7 Submission of Development Plan Documents

The Council will consult formally on a submitted Development Plan Document, the Council will formally consult on the document using some or all of the following methods:

- **Publication of formal notices**
- **Notification of consultees including statutory bodies, town and parish councils and interest groups as appropriate.**
- **Publication of the document on the council's website.**
- **Circulation of the document to statutory bodies and town and parish councils as appropriate.**
- **Documents made available at the council's offices at Lyndhurst, Lymington, Ringwood, Hythe, New Milton, Fordingbridge, Totton and Fawley, whichever are relevant to the content of the particular document.**
- **Press releases and general publicity**
- **Publicity for alternative site proposals in accordance with Regulation 32.**

- 7.17 This stage of the process will be carried out using members of the Council's Policy & Plans Team. It is intended that all who have participated in the consultation processes and the wider community will be made aware of the submission of the document and the opportunity to make formal representations.

Policy SCI-8 Handling and reporting representations on submitted documents

All representations received, together with a summary schedule of representations and the Council's response will be made available to the independent examination inspector.

- 7.18 Once the Council has submitted a Development Plan Document any comments received will be reported to members and presented to the Inspector appointed to carry out the examination into the soundness of the DPD. The Council already uses an electronic database to record and analyse comments received on its local plans, and will continue to use this system for Development Plan Documents.

8. Community involvement - Supplementary Planning Documents

- 8.1 Supplementary Planning Documents relate to policies in a Development Plan Document. Their purpose is to provide additional guidance to supplement the policy, and to provide further detail on how the policy is to be implemented. These documents do not however propose new policies or allocations.
- 8.2 Although supplementary to the main policies, it is just as important that the local community and interested organisations are involved in the preparation of these documents, and have a chance to comment. Supplementary Planning Documents are not subject to a formal examination by an independent Inspector. However by involving the community in the preparation of these documents, considerable weight will be attached to them in considering proposals for development.
- 8.3 A two-stage involvement process will apply to the preparation of Supplementary Planning Documents:
- Pre-Production – including evidence gathering and discussion of issues.
 - Production – based on a draft document.

Policy SCI-9 Supplementary Planning Documents - Pre-Production

In preparing Supplementary Planning Documents, the Council will involve the community using some or all of the following methods:

- **Meetings and written consultation with statutory bodies and interest groups and town and parish councils as appropriate.**
- **Discussions with invited focus groups**
- **Local exhibitions, seminars and workshops**
- **Targeted consultation letters or leaflets**

Policy SCI-10 Supplementary Planning Documents – Production

The Council will consult on draft Supplementary Planning Documents using some or all of the following methods:

- **Publication of formal notices;**
- **Notification of consultees including statutory bodies and interest groups and local residents as appropriate.**
- **Circulation of document to statutory bodies and town & parish councils as appropriate.**

- **Publication of the document on the council's website;**
- **Documents made available at the council's offices at Lyndhurst and Lymington, and at any local office or other location relevant to the area to which the document relates;**
- **Press notices and general publicity.**

- 8.4 The methods and techniques used will vary according to whether the Supplementary Planning Document relates to an area or specific site (e.g. a housing allocation) or more generally supplements a topic based policy (e.g. design guidance). Where site or area specific documents are prepared there will be a concentration on consulting those who can provide local knowledge and information, and those most likely to be affected by the development proposed.
- 8.5 The Council retains a number of old-style Supplementary Planning Guidance documents where these remain up to date and relevant and have already been subject to public consultation. A list of these documents is contained in the Local Development Scheme. The Council does not propose to re-issue these guidance documents as SPD. Where any of this old style guidance is in need of review however, the Council will follow the procedures set out in policies SCI-9 and SCI-10.
- 8.6 It is possible that all or parts of town and village plans could be adopted by the Council as Supplementary Planning Documents. The Council has already adopted Village Design Statements in Milford-on-Sea and Breamore as "old-style" Supplementary Planning Guidance.
- 8.7 In order to be adopted as SPD, Parish Plans must however demonstrate the following:
- That they do not conflict with the policies of the LDF.
 - That they have been produced using consultation and involvement methods as set out in policies SCI-9 and SCI-10.
 - That they have undertaken a Sustainability Appraisal of the Parish Plan.
- 8.8 The Council will assist parishes with these requirements as much as possible.

9. Community involvement - Annual monitoring report

- 9.1 As part of the Local Development Framework process, local authorities are required to review the effectiveness of policies towards meeting the vision and Core Strategy.
- 9.2 The authority is required to publish an Annual Monitoring Report which covers the period from 1st April in one year to 31st March in the next. This report is intended to assess:
- Whether the authority will meet the targets set out in the Local Development Framework.
 - The impact of the policies on other national, regional or local targets.
 - Whether any policies should be replaced or reviewed.
 - What action should be taken if policies need replacement?
- 9.3 As opposed to the Development Plan Documents or Supplementary Planning Documents, there are very few requirements to consult on the Annual Monitoring Report. The only legal requirement, set out in Section 48 (8) of the Town & Country Planning (Local Development) (England) Regulations 2004, is that the authority should publish the report on its website before submitting it to the Secretary of State.

Policy SCI-11 Annual Monitoring Report Production

In preparing its Annual Monitoring Report, the Council will consult with relevant statutory bodies, stakeholders and the public using appropriate methods to enable them to input to the report.

When the Council then submits its AMR to the Secretary of State it will:

- **Issue a press release that the report has been published;**
- **Make copies available at the Council's offices at Lyndhurst, Lymington, New Milton, Ringwood, Hythe, Totton, Fawley & Fordingbridge.**
- **Publish the report on its website.**

10. Resources

Staffing

- 10.1 The Council will resource community involvement in the production of the Local Development Framework using existing resources within the Council, primarily within the Policy & Plans Team. Where appropriate, the Council may also use the services of external facilitators, for example to run forums or focus groups.

Information technology

Policy SCI-12 Information technology

The Council will make all consultation documents available on its website, and will accept comments by e-mail. The Council will ensure that all documents are placed on the Council's website as soon as possible following publication.

The Council will maintain appropriate contact databases to assist in production of reports and mailings. These databases will be kept up to date wherever possible.

- 10.2 The use of the Council's website to both display documents, and to allow feedback through e-mail, provides convenience for many consultees, and is an important facility for those unable to access documents at local offices, or to purchase a hard copy of the document. To safeguard against any technological difficulties, and changes in e-mail accounts, the Council will require all e-mail correspondence to provide a postal address.
- 10.3 The Council is currently working to achieve at least the minimum standards required by PARSOL (Planning and Regulatory Services Online). These standards aim to enable the public to access planning documents on line and to interact with and respond to these documents. Minimum PARSOL standards require that the public are able to submit comments on planning documents online.

Avoiding waste

- 10.4 Involvement in the development plan process can generate large volumes of paperwork and correspondence over an extended period. In some cases, receipt of repeated letters and consultations is unwelcome. The Council therefore considers it important to modify the level of involvement as appropriate to respect the views and wishes of those involved in the process, whilst avoiding the exclusion of anyone. The Council will therefore discontinue or reduce communications with specific organisations, groups or individuals on matters relating to the Local Development Framework where this has been requested by them, or where they have not responded when asked whether

they wish to continue to be involved.

- 10.5 The Council also has a duty to its residents not to waste resources and to recoup its costs where possible. In producing the Local Development Framework, including associated publicity, consultation documents and surveys, the Council will seek to minimise the cost of documents on sale to the public. Most, if not all documents will be available at Council offices, -on the Council's website, and circulated to town and parish councils free of charge. Where documents are produced for sale in hard copy form, charges will only be levied where this is essential to cover the printing costs of the document.

11. Community involvement - Planning applications

- 11.1 For many people, the most visible impact of the planning system is the regulation of development through planning applications. Many people have experience of this process either as applicants for planning permission, or by making comments on development proposals which might affect them.
- 11.2 Although the process is quite complex, it is important that all sections of the community have an opportunity to express their views either in support of or objection to planning applications.
- 11.3 Minimum standards for planning application publicity are set out in the Town & Country Planning (General Development Procedure) Order 1995. This requires local planning authorities to publicise planning applications submitted to them.
- 11.4 This Council has developed an effective and up to date system of publicity for planning applications. This system forms the basis for community involvement policies in this section of the SCI. The system is expressed in more detail in Annex D of this document, and in the Council's advice booklets:
- Development Control, A User Guide – May 2003
 - Having Your Say – January 2004 (Revised)

Policy SCI-13 Publicity Strategy For Applications

In addition to the minimum statutory requirements, the Council will apply its own strategy for the effective publicising of planning applications, to include all or some of the following elements:

- **Posting of site notices**
- **Delivery of neighbour notification letters to relevant properties**
- **Making documents available at Appletree Court, Lyndhurst, and additionally at a relevant local office if more convenient for the application site.**

Policy SCI-14 Use of new technology

The Council will make copies of current planning applications available on its website, and will maintain a facility to accept comments by e-mail.

- 11.5 Details of the way the Council will operate these policies is set out in Annex D to this Statement. For major applications of more than local interest, the Council may consider additional publicity such as the publication of publicity leaflets. The Council will also notify adjoining authorities where these applications are close to the boundary with an adjoining District.

Policy SCI-15 Amended plans

Where the Council receives significant amendments to a current planning application it will re-publicise the amendments following the procedures set out in Policies SCI-13 and SCI-14 above, making it clear that amendments to the application have been proposed.

- 11.6 It is common for submitted applications to be changed during the process of determination. These changes may be a result of negotiation with the case officer, or following comments from consultees, or perhaps following objections from local residents. It is important that all those with an interest in the application are aware that amendments have been proposed. The Council has established detailed procedures for publicising these amendments, which are set out in Annex D.
- 11.7 As part of this process the Council has developed ways of avoiding confusion during re-publicity for example by the use of different coloured site notices for amended applications.

Policy SCI-16 Public speaking

In cases where applications are to be considered by the Planning Development Control Committee, opportunity will be provided for those who have already made written comments on the application, to address the Committee. A dedicated officer will be available to co-ordinate this process.

- 11.8 Although the determination of most applications is delegated to senior officers, applications must be determined by the Planning Development Control Committee where certain criteria apply, or where the applications are major or contentious. Arrangements for public speaking are available in this case, for the applicant and supporters, objectors, and parish councils. Although the time available must be limited, this has proved a worthwhile and popular system for involvement in the application process. Further detail is set out in Annex D.

Policy SCI-17 Pre-submission publicity

The Council encourages all applicants for planning permission to consult and involve local residents and organisations in their proposals at an early stage before submitting a planning application.

- 11.9 Although the Council will publicise all applications it receives, it is beneficial if the applicant or developer engages local residents and organisations in their proposals. If this is done at an early stage it may well assist in identifying concerns which can be overcome before the application is submitted. This in turn may smooth the formal assessment process of the application.

Annexes

A Glossary

B List of statutory consultees

C Other organisations to be involved

D Development control procedures

E The SCI Focus Groups

F Summary of involvement methods

Annex A

Glossary

A1 This annex provides supplementary information on some of the techniques mentioned in the Statement of Community Involvement, and on some of the acronyms found in the new planning system.

AMR

Annual monitoring report, produced in December each year, which monitors the effectiveness of policies in the Local Development Framework.

Citizen's Panel surveys (SCI-2& 3)

Generally conducted using questionnaire surveys to the 1003 members of the Council's citizen's panel.

Council Offices (SCI-5, 6, 7, 10, 11 & 13)

The Council's main offices are at Appletree Court Lyndhurst and the Town Hall, Lymington. Local information offices are also located at Christchurch Road, Ringwood; Provost Street, Fordingbridge; Spencer Road, New Milton; The Square, Fawley; St John's Street, Hythe; and the Civic Centre, Totton.

Council's website (SCI-1, 5, 6, 7, 10, 11, 12, & 14)

www.nfdc.gov.uk or www.newforest.gov.uk

DPD

Development Plan Document, the main planning policy documents in the Local Development Framework. These include the Core Strategy which sets out the main planning strategy for the District.

Focus groups (SCI-3 & 9)

These will be a smaller scale version of the stakeholder forums, and are likely to be convened where a range of organisations and interest groups wish to be involved in discussion on a particular topic (e.g. affordable housing) or on a development allocation. These events may take the form of a short meeting, or could be more formally structured.

Formal notices (SCI-5, 6, 7, & 10)

These generally fulfil minimum statutory requirements of the planning process and are submitted to local newspapers, and in some cases to national publications such as The London Gazette. The notices provide information on matters such as deposit of planning documents, or proposals for development, and set out arrangements for how and when to comment.

Information displays (SCI-1)

This will take the form of static display boards which will inform people of the LDF process, including issues which the Council will be examining. The display will inform people of the timetable for preparation of the LDF, and will tell people how they can find out more information. The display will be un-staffed. The Council intends to negotiate with local supermarkets, its recreation centres, and other local venues to site the display in order to achieve as wide an outreach as possible.

LDF

Local Development Framework, the new name for the Local Plan. Can be thought of as a folder of different planning policy documents, and includes Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

LDS

Local Development Scheme, a sort of project plan for the preparation of the Local Development Framework. This sets out the timescales for preparing each part of the Local Development Framework, including when each document will be consulted on.

Neighbourhood notification letters (SCI-13)

Generally used for the advertising of planning applications, these inform property owners of planning applications submitted on adjoining property or land. The letters contain information about the proposed development, and explain how and when to comment.

Opinion surveys (SCI-3)

In addition to using the Citizen's Panel and Young People's Panel, there may also be a need to arrange additional opinion surveys, perhaps on a specific development proposal or issue. These might include postal or web-based questionnaires.

Parish or community seminars (SCI-6 & 9)

These may be used as a more informal or more targeted form of involvement than a stakeholder conference. The format of these events may vary from a specific local meeting, to perhaps simply a presentation or discussion at a scheduled parish council meeting.

Planning for Real and other community engagement exercises (SCI-3)

These will be appropriate for parts of the LDF which deal with development sites or small local areas. They take the form of more "hands on" discussions, often using models, maps and other visual aids to help articulate ideas and solve problems.

Press releases (SCI-1, 5, 6, 7, 10, & 11)

These are produced with assistance from the Council's public relations team, and usually take the form of short articles submitted to local newspapers in the area.

Publicity leaflets (SCI-1, 6 & 9)

Where specific new policies or proposals need to be explained or advertised, the Council may produce information leaflets which provide more detail of a proposal. A recent example has been the "New Look For Calshot" leaflet, distributed to local residents to explain proposals to regenerate the village.

SA/SEA

Sustainability Appraisal/Strategic Environmental Assessment, in simple terms, a process of assessing the environmental, social and economic effects of policies and proposals in the Local Development Framework.

SCI

Statement of Community Involvement, a document which sets out how the Council will involve and consult the public and other organisations when preparing the Local

Development Framework, and when determining planning applications.

SPD

Supplementary Planning Documents, another part of the Local Development Framework, these documents contain detailed guidance which supplements policies contained in Development Plan Documents.

Site notices (SCI-13)

Planning applications are normally advertised using a notice posted in a convenient location near to the property or land to which the application relates. This notice both describes the proposed development, and gives details of how and when to comment.

Stakeholder forums (SCI-2)

These will be high profile events, taking place in local centres across the District. The events will be open to invited local groups and organisations and will be an opportunity to discuss a range of topics relating to the preparation of the Core Strategy. Workshop sessions may form part of these events.

Targeted consultation (SCI-2 & 6)

This can take many forms, including sending early drafts of documents to specific organisations, or holding meetings with individuals or groups to discuss relevant issues.

Town & Parish Councils (SCI-5, 6, 7, 9 & 10)

The District is made up of 37 Town and Parish Councils.

Young People's Panel surveys (SCI-2 & 3)

This is comprised of 790 young people aged 11-16. Consultations usually take the form of questionnaire surveys.

Annex B

Statutory consultees

B1 In accordance with the Town & Country Planning (Local Development) (England) Regulations 2004, this Council will consult the following organisations on parts of the Local Development Framework to the extent that it considers the document to be relevant to the organisation.

- ✓ The South East England Regional Assembly
- ✓ The South East England Development Agency
- ✓ The South West Regional Assembly
- ✓ The South West Regional Development Agency
- ✓ The New Forest National Park Authority
- ✓ Hampshire County Council
- ✓ Dorset County Council
- ✓ Wiltshire County Council
- ✓ Test Valley Borough Council
- ✓ Melchet Park & Plaitford; Nursling & Rownhams; Romsey Extra; Wellow parish councils.
- ✓ Salisbury District Council
- ✓ Bishopstone; Bower Chalke; Broad Chalke; Coombe Bisset; Downton; Landford; Odstock; Redlynch; Stratford Tony parish councils.
- ✓ Southampton City Council
- ✓ Christchurch Borough Council
- ✓ Burton; Hurn parish councils.
- ✓ East Dorset District Council
- ✓ Alderholt; Cranborne & Edmondsham; Pentridge; St Leonards & St Ives; Verwood parish councils.
- ✓ All town and parish councils within New Forest District.
- ✓ The Environment Agency
- ✓ The Countryside Agency
- ✓ English Nature
- ✓ The Historic Buildings and Monuments Commission for England
- ✓ The Strategic Rail Authority
- ✓ The Highways Agency
- ✓ British Telecommunications PLC
- ✓ The Hampshire and Isle of Wight Strategic Health Authority
- ✓ Southern Electricity
- ✓ Powergen PLC
- ✓ The National Grid Company PLC
- ✓ British Gas/Transco
- ✓ Wessex Water
- ✓ Southern Water
- ✓ Bournemouth & West Hampshire Water PLC
- ✓ The following mobile telecommunications operators: Airwave, Dolphin Communications; Hutchinson 3G; Mercury; NTL; One2One; Orange; O2; T-Mobile; Vodafone;

Annex C

Other organisations

- C1 The list of Statutory Consultees in Annex B is only a minimum list, legally required by the Regulations. In practice this Council intends to consult a much wider range of groups and organisations who will have an interest in all of the Local Development Documents.
- C2 The list below is based on information already held by the Council from consultation on the previous Local Plan. It represents the type of different organisations which are likely to have an interest in the LDF process.
- C3 The list is not meant to be exhaustive. In particular, the Council has already identified that it has little contact with ethnic minority organisations.
- C4 The Council intends to create an LDF contacts database which will be kept up to date as much as possible. This will be used as a basis both of general notifications and targeted consultation with stakeholders. The Council is therefore keen to hear from other organisations who wish to be involved in the process, and will be happy to add these contacts to its database on request.
- C5 Organisations likely to have an interest in the LDF process will include:
- Residents associations.
 - Amenity and conservation societies.
 - Sports & recreation organisations.
 - Schools & colleges.
 - Disability organisations and groups.
 - Older persons groups.
 - Churches and other religious organisations.
 - Housing associations and registered social landlords.
 - Tourism organisations.
 - Youth groups and organisations.
 - Businesses and chambers of trade/commerce.
 - Developers and planning agents/architects.
 - New Forest representative organisations.
 - Coastal interests including ports, societies and leisure interests.
 - Major estates.
 - The Ministry of Defence.
 - Airport operators.
 - Other Government organisations not already listed in Annex B

Annex D

Development Control procedures

- D1 The following detailed procedures are intended to supplement the policies set out in Section 11 of this Statement. They reflect the arrangements set out in the document “Development Control – A Users Guide” published in May 2003, which explains the full development control process at New Forest District Council.
- D2 This Annex also provides supplementary detail regarding the procedures by which those wishing to comment on a planning application can present a statement direct to the Planning Development Control Committee. This reflects the information published in the Council’s booklet “Having Your Say” published in January 2004.
- D3 In both cases, the procedures summarised here relate only to those wishing to make comments on planning applications being considered by the Council. Further information for applicants for planning permission, or their advisers, is given in the documents above.

Planning Application Publicity

- D4 All planning applications received will be publicised by a site notice and a neighbour notification scheme. Certain types of major applications are advertised in the statutory notices section of a local newspaper circulating in the area where the application relates. All applications are scanned and publicised on the Council’s website.
- D5 **Site notices** are posted by the case officer, and usually one notice will be placed on the main entrance to the proposed development. The notice should be placed in a position where it can easily be read by the public without entering the application site. Site notices give a date by which comments should be made, the name and telephone number of the case officer, and the local office where the application can be inspected. A replacement notice will be posted where the original is removed or lost within three days of its original posting. Green site notices are posted for new applications, yellow notices for the receipt of amended plans on existing applications.
- D6 Applications which legally require **newspaper publicity** are publicised every week in the statutory notices section of one of four newspapers circulating in the District. The newspaper used depends on the Parish in which the application site is located, as follows:

Avon Advertiser (published Wednesday) – Breamore; Damerham, Ellingham, Harbridge & Ibsley; Fordingbridge; Hale; Hyde; Martin; Ringwood; Rockbourne; Sandleheath; Whitsbury; Woodgreen.

New Forest Post (published Thursday) – Ashurst & Colbury; Hythe &

Dibden; Fawley; Marchwood; Totton & Eling.

Southampton Advertiser (published Thursday) – Totton & Eling.

Advertiser & Times (published Friday) – Beaulieu; Boldre; Bramshaw; Bransgore; Brockenhurst; Burley; Copythorne; Denny Lodge; East Boldre; Exbury & Lepe; Hordle; Lymington & Pennington; Lyndhurst; Milford-on-Sea; Minstead; Netley Marsh; New Milton; Sopley; Sway.

- D7 Under the neighbourhood notification scheme, the Council will write to persons whose residential properties directly adjoin or are directly opposite (across the road) a planning application site. In addition, when a case officer visits the site, they will check whether they consider that any other neighbouring properties are particularly affected and should also be notified.
- D8 All those originally notified about an application, and everyone who has made comments on it, will be notified of amended plans that are received, and which require further publicity.
- D9 Planning applications cannot be decided until the publicity period has expired. This will be 21 days after the site notice has been posted, any statutory press advertisement was published, or the date on the neighbour notification letter.
- D10 The letter, notice and press advertisement explain where the public can view the planning application. The application file containing correspondence is always held at Appletree Court, Lyndhurst. Persons wishing to view the file or seek more information about the application should contact the planning case officer.

Making Comments

- D11 Comments on applications should always be **made in writing**. Even where the publicity period has expired it may not be too late to comment, and this can be established by telephoning the case officer or clerical assistant. Written comments should be addressed to:

Head of Development Control
Community Services
New Forest District Council
Appletree Court
Lyndhurst
Hants SO43 7PA

- D12 Comments can also be **e-mailed** to dev.control@nfdc.gov.uk

- D13 All letters or e-mail should quote:
- ✓ The planning application number
 - ✓ The address of the property to which it relates
 - ✓ Your own address

- D14 All comments will be **acknowledged in writing** and will be taken into account before a decision is reached provided they are received in time. All comments are placed on the application file and are available for public inspection.
- D15 If the application is to be considered by the **Planning Development Control Committee**, anyone making written comments will be notified of the date of the meeting and how they can address the Committee if they wish. Once a decision has been reached, people who have made comments will also receive a copy of the **decision notice**.

Amended Plans Publicity

- D16 Where publicity is considered appropriate for amended plans, it follows the same procedure as that for the original application. If a press advertisement was used for the original proposal, the new plans will also be advertised with a combination of the words – amended plans; additional plans or amended description.
- D17 A yellow site notice will be published by the case officer with the heading “Planning Application – Amended Plans”, and a further 21 day period for comments is available. Copies of the amended plans are available for inspection at Appletree Court, Lyndhurst or at the local office where the original application is displayed.

Addressing the Planning Development Control Committee

- D18 This Committee has the power to determine planning applications, although most applications are determined by the professional officers through delegated powers. The Committee consists of elected members, and meets at 9:00am on the second Wednesday of every month, in the Council Chamber at Appletree Court, Lyndhurst.
- D19 Where an application is to be determined by the Planning Development Control Committee, an opportunity is provided to address the committee. The opportunity to speak is provided for:
- ✓ The applicant or supporters of the application
 - ✓ Objectors to the application who have already made written comments.
 - ✓ Parish & Town Councils.
- D20 Each of these groups is entitled to speak for three minutes. Up to three people can speak in each group, and the time is therefore divided equally between them. The speakers will be the first three people from each group who register with the public speaking organiser. The Public Speaking Organiser can be contacted on 023-8028-5542.

Annex E

The SCI Focus groups

- E1 The following organisations were represented at the focus groups held to discuss community involvement in planning, and the SCI:

March 9th 2005:

Bournemouth & West Hampshire Water Company
 Beaulieu Estate
 The Lymington Society
 Marchwood Motorways
 New Forest Access For All
 New Forest Commoners Defence Association
 New Forest District Council (Cllrs Robinson; Heron & Holding).
 Ringwood Town Council
 Solent Protection Society
 Tanner & Tilley

March 16th 2005:

Adams Hendry Consulting
 Breamore Parish Council
 Brockenhurst Parish Council
 Cadland Estate
 CPRE (Hants)
 English Nature
 Hampshire & IOW Wildlife Trust
 Hampshire Constabulary
 Hampshire County Council Estates Practice
 Hoburne Ltd
 New Forest Association
 New Milton, Barton-on-Sea & District Residents Association
 New Milton Town Council
 Pennyfarthing Homes Ltd
 Solent Protection Society
 Sway Women's Institute

- E2 The groups were provided with a briefing on the new planning system, and on the Statement of Community Involvement. The groups were then asked to consider and debate the following issues:

- *What problems occur when getting involved in the planning process and what are the barriers?*
- *How can we raise awareness of planning to the community and to business?*
- *What examples are there of methods that have worked well, or worked badly?*
- *What ways can the process be improved?*

- E3 The main findings of the groups are set out below. The symbol (2)

means that both groups made the same finding.

- Avoid jargon and educate people on the process and the issues. (2)
 - Educate people on Government planning policy, and on others points of view.
 - Explain how issues link together.
 - Define the community - it may include groups outside the area for specific issues.
 - Recognise the value of parish and town plans. (2)
 - Publicise parish and town plans more widely.
 - Continue to use the website, but put documents on quicker. (2)
 - Recognise that some organisations need more time to respond. (2)
 - Use more convenient venues to display information.
 - Allow more pre-application discussions. (2)
 - Keep databases up to date and make consultation letters more personal. (2)
 - Provide feedback on comments, and explain how they have influenced the issue.
 - Use business organisations more.
 - Make more use of the local press for providing information.
- E4 It is not practical to translate all of these comments into the Statement of Community Involvement. However a number of the points raised area are covered in the document.
- E5 A programme of awareness raising has been specifically included (see Policy SCI-1). This could be a useful opportunity to inform people more about the process, the issues, and to explain some of the jargon.
- E6 The value of Parish and Town plans is recognised (section 4), and the Council has appointed an dedicated officer part of who's role will be to help link these plans into the LDF process. The Council will also try to raise the profile of these plans to outside organisations.
- E7 Use of the website is an important part of the document, both for the LDF and for planning applications. The need to put documents onto the website more quickly is recognised. (Policy SCI-12 & 14)
- E8 Policy SCI-12 also refers to the need to keep accurate databases wherever possible.
- E9 Press releases form part of the involvement policies for the Core Strategy, other Development Plan Documents, and Supplementary Plan Documents.

Annex F

Summary of involvement methods

| Stage in LDF process | Pre-Production | Production (6-weeks) | Submission (6-weeks) |
|--------------------------|---|---|---|
| Document | | | |
| Core Strategy DPD | <ul style="list-style-type: none"> Stakeholder forums on Core Strategy topics. Targeted consultation and engagement with statutory bodies and interest groups as appropriate. Citizens Panel and Young Peoples Panel surveys. Evidence from the Community Strategy and from Parish Plans and Healthcheck studies. | <ul style="list-style-type: none"> Circulation of draft document to statutory bodies, town and parish councils and interest groups as appropriate. Notification of all those who have asked to be consulted or kept informed of progress in preparation of the Core Strategy. Publication of the document on the council's website Documents made available at the council's offices at Lyndhurst, Lymington, Ringwood, Hythe, New Milton, Fordingbridge, Totton and Fawley. Publication of formal notices. Press releases and general publicity. | <ul style="list-style-type: none"> Publication of formal notices Notification of consultees including statutory bodies, town and parish councils and interest groups as appropriate. Publication of the document on the council's website. Circulation of document to statutory bodies and town and parish councils as appropriate. Documents made available at the Council's offices at Lyndhurst, Lymington, Ringwood, Totton, Hythe, New Milton, Fordingbridge and Fawley. Press releases and general publicity. Publicity for alternative site proposals in accordance with regulation 32. |

ANNEX 2

| Stage in LDF process | Pre-Production | Production (6-weeks) | Submission (6-weeks) |
|---|---|---|---|
| Document | | | |
| Other DPDs (including area action plans) | <ul style="list-style-type: none"> ● Citizens Panel surveys. ● Young People's Panel surveys. ● Other opinion surveys. ● Targeted consultation and engagement with statutory bodies and key stakeholders as appropriate. ● Meetings with key stakeholders. ● Focus groups. ● Planning for Real and other community engagement exercises. ● Inviting submissions from stakeholders. ● Evidence from the Community Strategy or from Parish Plans and Healthcheck studies. | <ul style="list-style-type: none"> ● Production of local publicity leaflets for distribution to local residents. ● Parish or community seminars. ● Targeted consultation and engagement with statutory bodies and interest groups as appropriate. ● Targeted consultation with any promoters of alternative sites. ● Publication of formal notices. ● Circulation of document to statutory bodies, interest groups and town and parish councils as appropriate. ● Notification of all those who have asked to be consulted. ● Publication of the document on the Council's website. ● Documents made available at Appletree Court, Lyndhurst and any other local office or other locations where more convenient. ● Press releases and general publicity. | <ul style="list-style-type: none"> ● Publication of formal notices. ● Notification of consultees including statutory bodies, town and parish councils and interest groups as appropriate. ● Publication of the document on the council's website. ● Circulation of document to statutory bodies and town and parish councils as appropriate. ● Documents made available at the Council's offices at Lyndhurst, Lymington, Ringwood, Totton, Hythe, New Milton and Fawley, whichever are relevant to the content of the particular document. ● Press releases and general publicity. ● Publicity for alternative site proposals in accordance with Regulation 32. |

ANNEX 2

| Stage in LDF process | Pre-Production | | Production (6-weeks) |
|---|--|--|--|
| Document | | | |
| Supplementary Planning Documents - | <ul style="list-style-type: none"> ● Meetings and written consultation with statutory bodies, interest groups and town and parish councils as appropriate. ● Discussions with invited focus groups ● Local exhibitions, seminars and workshops ● Targeted consultation letters or leaflets | | <ul style="list-style-type: none"> ● Publication of formal notices; ● Notification of consultees including statutory bodies, specific interest groups and local residents as appropriate. ● Circulation of document to statutory bodies and town parish councils as appropriate; ● Publication of the document on the council's website; ● Documents made available at the council's offices at Lyndhurst and Lymington, and at any local office or other location relevant to the area to which the document relates; ● Press releases and general publicity. |

New Forest District
Local Development Framework

MAKING AN IMPACT

Statement of Community
Involvement
Easy read summary
Draft for submission
October 2005



1 The Basics:

How has the planning system changed?

The new Planning Act has replaced the old Local Plan with a new Local Development Framework. It also replaces the old County Structure Plan with a Regional Spatial Strategy. You can think of the Local Development Framework as a folder of different documents. These documents include a general planning strategy for New Forest District, allocations of land and planning policies on specific topics like employment, open space and transport. There will also be a proposals map.

Why have the changes been made?

The Government decided to make changes to the planning system because:

- It was seen as very slow and needed to be speeded up.
- It was difficult to understand and needed to be simpler.
- It was not easy for people to get involved, and needed to be more accessible.
- It was seen as being too rigid, and needed to be kept up-to-date more easily.

What is the Statement of Community Involvement?

This document sets out how the Council will involve people in the preparation of the Local Development Framework, and on planning applications. Its production is a Government requirement. It is sometimes referred to as the SCI.

The SCI applies throughout the whole of the District, including the area within the National Park.

What other documents make up the Local Development Framework?

There are a few other planning documents in the new system which have strange names. They also can be abbreviated using initials and we have shown these as well:

Development Plan Documents (DPD) - these are part of the Local Development Framework and contain the main planning policies and all locations for the District. One of the most important is the Core Strategy which sets out the overall planning policy and strategy for the District.

Supplementary Planning Documents (SPD) - these contain more detailed guidance to supplement existing planning policies. They do not propose new policies or allocations and again are part of the Local Development Framework.

Annual Monitoring Report (AMR) - This will be produced every December and will look back at how successful each policy or allocation has been.

Local Development Scheme (LDS) - A sort of project plan, where you can find out what planning documents will be produced and how long each will take.

2 The Aim

In future, when the Council consults and involves the community in preparing planning documents or dealing with planning applications, it will always try to stick to the following aims:

The community and other interests will be fully involved in preparation of the Local Development Framework so that everyone has a chance to help shape the future of New Forest District

When dealing with planning applications, the Council will help the community and other interests to be aware of the proposal, to understand what is proposed, to express their views on the proposal, and to be informed of the Council's decision.

The term 'the community and other interests' includes a very diverse range of sectors, and will include:

- The general public
- Town & Parish Councils
- Amenity groups
- Statutory Consultees
- Landowners and landlords in both the private and public
- Developers
- Businesses
- Planning and development professionals
- Voluntary groups in the environmental, social and cultural sectors.

Some of these groups will be based outside the District but will have interest in future development within it.

3 The Process

How will these new planning documents be produced?

Most documents which make up the Local Development Framework are prepared in three stages.

The first stage, known as pre-production, involves a discussion of issues, and gathering evidence. At this stage the Council will try to talk to a wide cross-section of people and organisations to find out as much information and opinions on the particular issue as possible.

After this, the Council will prepare a draft planning policy document, such as a Development Plan Document. This is the production stage. The Council will then consult people again on the draft document for a minimum of 6 weeks.

The Council will examine the comments it receives and will make any necessary changes to the document. They then formally submit the document to the Secretary of State for approval, this is the submission stage. Another period of 6 weeks is provided for comments on the document at this stage. The Secretary of State will appoint a planning inspector to examine the "soundness" of the document, and he or she will also consider the comments people have made on it. The Inspector will issue a report which the Council must comply with. The document is then adopted.

Supplementary Planning Documents follow a two stage process with no formal submission to the Secretary of State.

How will I be involved?

People will be able to give their views right from the start of the process (pre-production), perhaps commenting on what planning issues they think are important in their local area. They will then have the opportunity to comment on the draft document, and to send more formal views on the submitted document for the Secretary of State to consider.

The table at the back of this document sets out the ways and means by which the Council might involve people. These cover things like questionnaire surveys, public forums and focus groups, placing documents in local offices and on the website, and issuing press releases. More detail is available in the main Statement of Community Involvement document.

What about planning applications?

This Council already operates a comprehensive publicity process for planning applications. Site notices are posted, and immediate neighbours receive publicity letters. The Council makes extensive use of its website to allow people to view and comment on current planning applications. Arrangements also exist for people to give their views on an application directly to the Planning Development Control Committee.

The Statement of Community Involvement sets out these arrangements in detail.

Can I comment on the Statement of Community Involvement too?

Yes, the Statement of Community Involvement must also go through the same three stages of preparation as the main planning documents. The first pre-production stage of the SCI took place in March 2005 and involved two focus group meetings. These were made up of organisations who are regularly involved in the planning process such as residents associations, parish councils, statutory organisations, businesses and

developers. The groups discussed how people could be better involved in the process. This was followed by a 6-week consultation on a draft document during the summer of 2005.

We are now inviting comments on the submitted Statement of Community Involvement, and this will involve a period of public consultation between 28th October and 9th December 2005. During this period the Council will:

- Publish the draft SCI on its website.
- Put copies in all its local offices.
- Send copies to all consultees, all town and parish councils, and anyone else who has requested a copy or made comments on the draft documents..
- Send a copy to the SCI Focus group members.
- Place notices in local newspapers setting out the consultation arrangements.

4 The Ways and Means

You can use this table to find out the sort of methods the Council will use to consult and involve you in preparing the different parts of the Local Development Framework. A full glossary of terms is available in the full Statement of Community Involvement.

| Stage in LDF process | Pre-Production | Production (6-weeks) | Submission (6-weeks) |
|--------------------------|---|---|---|
| Document | | | |
| Core Strategy DPD | <ul style="list-style-type: none"> • Stakeholder forums on Core Strategy topics. • Targeted consultation and engagement with statutory bodies and interest groups as appropriate. • Citizens Panel and Young Peoples Panel surveys. • Evidence from the Community Strategy and from Parish Plans and Healthcheck studies. | <ul style="list-style-type: none"> • Circulation of draft document to statutory bodies, town and parish councils and interest groups as appropriate. • Notification of all those who have asked to be consulted or kept informed of progress in preparation of the Core Strategy. • Publication of the document on the council's website • Documents made available at the council's offices at Lyndhurst, Lymington, Ringwood, Hythe, New Milton, Fordingbridge, Totton and Fawley. • Publication of formal notices. • Press releases and general publicity. | <ul style="list-style-type: none"> • Publication of formal notices • Notification of consultees including statutory bodies, town and parish councils and interest groups as appropriate. • Publication of the document on the council's website. • Circulation of document to statutory bodies and town and parish councils as appropriate. • Documents made available at the Council's offices at Lyndhurst, Lymington, Ringwood, Totton, Hythe, New Milton, Fordingbridge and Fawley. • Press releases and general publicity. • Publicity for alternative site proposals in accordance with regulation 32. |

ANNEX 3

| Stage in LDF process | Pre-Production | Production (6-weeks) | Submission (6-weeks) |
|---|---|---|---|
| Document | | | |
| Other DPDs (including area action plans) | <ul style="list-style-type: none"> • Citizens Panel surveys. • Young People's Panel surveys. • Other opinion surveys. • Targeted consultation and engagement with statutory bodies and key stakeholders as appropriate. • Meetings with key stakeholders. • Focus groups. • Planning for Real and other community engagement exercises. • Inviting submissions from stakeholders. • Evidence from the Community Strategy or from Parish Plans and Healthcheck studies. | <ul style="list-style-type: none"> • Production of local publicity leaflets for distribution to local residents. • Parish or community seminars. • Targeted consultation and engagement with statutory bodies and interest groups as appropriate. • Targeted consultation with any promoters of alternative sites. • Publication of formal notices. • Circulation of document to statutory bodies, interest groups and town and parish councils as appropriate. • Notification of all those who have asked to be consulted. • Publication of the document on the Council's website. • Documents made available at Appletree Court, Lyndhurst and any other local office or other locations where more convenient. • Press releases and general publicity. | <ul style="list-style-type: none"> • Publication of formal notices. • Notification of consultees including statutory bodies, town and parish councils and interest groups as appropriate. • Publication of the document on the council's website. • Circulation of document to statutory bodies and town and parish councils as appropriate. • Documents made available at the Council's offices at Lyndhurst, Lymington, Ringwood, Totton, Hythe, New Milton and Fawley, whichever are relevant to the content of the particular document. • Press releases and general publicity. • Publicity for alternative site proposals in accordance with Regulation 32. |
| | | | |

ANNEX 3

| | | | |
|---|--|--|--|
| | | | |
| Stage in LDF process | Pre-Production | | Production (6-weeks) |
| Document | | | |
| Supplementary Planning Documents - | <ul style="list-style-type: none"> • Meetings and written consultation with statutory bodies, interest groups and town and parish councils as appropriate. • Discussions with invited focus groups • Local exhibitions, seminars and workshops • Targeted consultation letters or leaflets | | <ul style="list-style-type: none"> • Publication of formal notices; • Notification of consultees including statutory bodies, specific interest groups and local residents as appropriate. • Circulation of document to statutory bodies and town parish councils as appropriate; • Publication of the document on the council's website; • Documents made available at the council's offices at Lyndhurst and Lymington, and at any local office or other location relevant to the area to which the document relates; • Press releases and general publicity. |

MAKING AN IMPACT

NEW FOREST DISTRICT LOCAL DEVELOPMENT FRAMEWORK DRAFT STATEMENT OF COMMUNITY INVOLVEMENT

STATEMENT OF DPD MATTERS

This Statement of Proposals Matters is produced in accordance with Regulation 28 of the Town & Country Planning (Local Development) (England) Regulations 2004. It sets out basic information about the Statement of Community Involvement for New Forest District, which will form part of the Local Development Framework.

Document Title

The Council has submitted to the Secretary of State a Statement Of Community Involvement, under the title of "Making An Impact".

Two documents have been submitted:

- The Statement of Community Involvement itself.
- An "easy-read" summary of the Statement of Community Involvement.

Further comments on both documents can be made during a 6-week submission consultation stage.

Subject Matter

The submitted Statement of Community involvement sets out the Councils aims for involving the public and other organisations in the preparation of the Local Development Framework, and in determining planning applications.

The SCI sets out a number of policies which explain how the Council will involve people during the stages of pre-production, production and submission of Development Plan Documents. Policies also set out consultation arrangements for Supplementary Planning Documents and the Annual Monitoring Report, and for the planning application process.

The submitted Statement of Community Involvement also explains the important links between consultation on the Local Development Framework, and other community consultations such as the Community Strategy and Parish Plans.

The "easy-read" summary document summarises the consultation and involvement process to provide basic information. The document is much less detailed, but is designed to inform a wider audience with much less knowledge of the planning system.

Area covered

The submitted Statement of Community Involvement is not an area based document. However it is intended that the document will cover the whole of New Forest District, including, at this stage, the area of the District within the New Forest National Park.

Consultation period

The submitted Statement of Community Involvement is published for a period of 6 weeks public consultation. **The consultation period will begin on 21st October 2005 and will end on 2nd December 2005.**

Address for comments

A representations form has been supplied with the submitted Statement of Community Involvement, and with the "easy-read" summary. This form provides an address for comments to be sent to.

The Council will, however, accept comments by letter and by e-mail. The following is the address for comments:

FAO Simon Trueick
Policy, Design & Information
Appletree Court
Lyndhurst
Hants
SO43 7PA

Simon.trueick@nfdc.gov.uk

Please note that the Council is happy to answer other queries on the submitted SCI by telephone on 023-8028-5375.

Any representation may be accompanied by a request to be notified at a specified address of the publication of the recommendations of the person appointed to carry out and examination on the soundness of the SCI, or that the SCI has been adopted, or both.

MAKING AN IMPACT

NEW FOREST DISTRICT LOCAL DEVELOPMENT FRAMEWORK DRAFT STATEMENT OF COMMUNITY INVOLVEMENT

PUBLICITY ARRANGEMENTS

This statement is made under Regulation 28 of the Town & Country Planning (Local Development) (England) Regulations 2004. The statement sets out the arrangements for consultation on the Draft Statement of Community Involvement.

Title of Document:

The Council has submitted to the Secretary of State its Statement Of Community Involvement, under the title of "Making An Impact".

Two documents have been submitted:

- The Statement of Community Involvement itself.
- An "easy-read" summary of the Statement of Community Involvement.

Further comments on both documents can be made during a 6-week submission consultation stage.

Period for Consultation:

The submitted Statement of Community Involvement is published for a period of 6 weeks public consultation. **The consultation period will begin on 21st October and will end on 2nd December 2005.**

Where and when the documents can be viewed:

The documents can be obtained and inspected at the following locations, during the times shown:

Appletree Court, Lyndhurst (Mon. - Thurs. 8.45am - 5.15pm and Fri. 8.45am - 4.45pm)

Public Offices, Christchurch Road, Ringwood (Mon. - Thurs. 8.45am - 5.15pm and Fri. 8.45am - 4.45pm)

Town Hall, Avenue Road, Lymington (Mon. - Thurs. 8.45am - 5.15pm and Fri. 8.45am - 4.45pm)

Town Hall, 2 Ashley Road, New Milton (Mon. - Fri. 8.45am - 4.30pm)

The Grove, St John's Street, Hythe (Mon. - Fri. 8.45am - 4.30pm)

West Wing, School House, Provost Street, Fordingbridge (Mon. - Fri. 8.45am - 4.30pm)

Civic Centre, Totton (Mon. - Thurs. 9.00am - 5.00pm and Fri. 9.00am - 4.30pm)

Jubilee Hall, The Square, Fawley (Mon. - Fri. 9.00am - 5.00pm)

Availability on the Internet:

The Statement of Community Involvement, and the Easy-Read summary will be displayed on the Council's website
www.newforest.gov.uk

Making comments:

A representations form has been supplied with the submitted Statement of Community Involvement, and with the "easy-read" summary. This form provides an address for comments to be sent to.

The Council will, however, accept comments by letter and by e-mail. The following is the address for comments:

FAO Simon Trueick
Policy, Design & Information
Appletree Court
Lyndhurst
Hants
SO43 7PA

Simon.trueick@nfdc.gov.uk

Please note that the Council is happy to answer other queries on the submitted SCI by telephone on 023-8028-5375.

Any representation may be accompanied by a request to be notified at a specified address of the publication of the recommendations of the person appointed to carry out and examination on the soundness of the SCI, or that the SCI has been adopted, or both.

TOWN & COUNTRY PLANNING (LOCAL DEVELOPMENT) (ENGLAND) REGULATIONS 2004

MAKING AN IMPACT

NEW FOREST DISTRICT LOCAL DEVELOPMENT FRAMEWORK
STATEMENT OF COMMUNITY INVOLVEMENT**CONSULTATION ON SUBMITTED DOCUMENTS UNDER REGULATION 28.**

New Forest District Council gives notice that it has submitted the following documents to the Secretary of State:

- "Making An Impact" - A Statement of Community Involvement.
- Statement of Community Involvement - Easy-Read Summary document.

The documents set out how the Council will involve and consult the public and other organisations on the preparation of its Local Development Framework, and on planning applications. The documents cover arrangements for consultation across the whole of New Forest District including, at this stage, the area of the District within the New Forest National Park.

The documents are now published for a further 6-week period of public consultation beginning on 21st October 2005 and ending on 2nd December 2005.

Copies can be obtained or inspected at:

Appletree Court, Lyndhurst (Mon. - Thurs. 8.45am - 5.15pm and Fri. 8.45am - 4.45pm)

Public Offices, Christchurch Road, Ringwood (Mon. - Thurs. 8.45am - 5.15pm and Fri. 8.45am - 4.45pm)

Town Hall, Avenue Road, Lymington (Mon. - Thurs. 8.45am - 5.15pm and Fri. 8.45am - 4.45pm)

Town Hall, 2 Ashley Road, New Milton (Mon. - Fri. 8.45am - 4.30pm)

The Grove, St John's Street, Hythe (Mon. - Fri. 8.45am - 5.00pm)

West Wing, School House, Provost Street, Fordingbridge (Mon. - Fri. 8.45am - 4.30pm)

Civic Centre, Totton (Mon. - Thurs. 9.00am - 5.00pm and Fri. 9.00am - 4.30pm)

Jubilee Hall, The Square, Fawley (Mon. - Fri. 9.00am - 5.00pm)

Copies of the documents can be also be viewed or downloaded from the Council's website www.newforest.gov.uk; or can be obtained from the Policy & Plans Team, Appletree Court, Lyndhurst, Hants S043 7PA, telephone 023-8028-5375.

The Council will accept comments on the submitted Statement of Community Involvement by post or by e-mail. Comments should be sent to:

**Simon Trueick
Policy, Design & Information
Appletree Court
Lyndhurst
Hants
SO43 7PA**

Simon.trueick@newforest.gov.uk

Any representation may be accompanied by a request to be notified at a specified address of the publication of the recommendations of the person appointed to carry out and examination on the soundness of the SCI, or that the SCI has been adopted, or both.

Nick Gibbs, Director of Community Services
New Forest District Council
Appletree Court
Lyndhurst
Hants
SO43 7PA

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NOTICE TO BE PLACED IN THE FOLLOWING NEWSPAPERS:

SOUTHERN DAILY ECHO
BOURNEMOUTH DAILY ECHO
LYMINGTON TIMES
NEW FOREST POST
AVON ADVERTISER

for one week commencing **Wednesday 19th October 2005**

MAKING AN IMPACT

STATEMENT OF COMMUNITY INVOLVEMENT

REGULATION 25 CONSULTATION REPORT

- 1 This statement is produced in accordance with section 28 (c) of the Town & Country Planning (Local Development) (England) Regulations 2004. It sets out the consultation carried out by the local planning authority under section 25 of the above regulations at the pre-production stage of the document.
- 2 The involvement process at pre-production stage was in two parts. Firstly two invited focus groups were convened. These groups met to discuss issues of community involvement in the planning process, both local plans and development control. The groups discussed four issues:
 - What problems occur when getting involved in the planning process and what are the barriers?
 - How can we raise awareness of planning to the community and to business?
 - What examples are there of methods that have worked well, or worked badly?
 - What ways can the process be improved?
- 3 Representatives of around 30 organisations attended these groups, and covered the full spectrum of "customers" of the planning service - consultees, businesses, agents, amenity societies and other community groups.
- 4 The outcome of the groups is already set out in Annex E of the Statement of Community Involvement, however the full minutes of the two workshops are reproduced in this consultation report as Appendix 1.
- 5 Following the groups, the local planning authority produced an early draft Statement of Community Involvement. In direct response to an issue raised in the focus groups, it was also decided to draft an "easy-read" summary version of the document, designed to be read by those who would have less knowledge of the planning system, nor who would require as much detail as contained in the main document.
- 6 The local planning authority used these early draft documents as the basis of a short consultation in accordance with section Section 25 (1) and (2) with the following organisations:
 - The South East England Regional Assembly
 - The Highways Agency
 - The New Forest National Park Authority
 - Dorset County Council

ANNEX 7

- Hampshire County Council
 - Wiltshire County Council
 - Test Valley Borough Council
 - Salisbury District Council
 - Southampton City Council
 - Christchurch Borough Council
 - East Dorset District Council
 - All 37 Town & Parish Councils within New Forest District
 - The 20 adjoining Parish Councils within Christchurch, East Dorset, Test Valley and Salisbury districts as set out in Annex B of the SCI.
- 7 The local planning authority allowed a short period for informal comments on the documents from 20th -31st May 2005. Two comments received after this date were however accepted.
- 8 Only 6 responses were received during this informal consultation, and these are set out in Appendix 2 of this consultation report.
- 9 The main changes made to the draft SCI were:
- The inclusion of a number of definitions into the glossary in Annex A of the SCI. These mainly covered explanations of abbreviations for new planning documents (LDF, SCI, DPD etc.)
 - References to engaging with adjoining local authorities where issues emerge which would have cross boundary implications.
- 10 A number of requests were made for clarity in the relationship between the District Council's SCI and that of the New Forest National Park Authority. The Park Authority's intentions on preparation of an LDF are still emerging. At pre-production stage it was not however possible to set out detailed clarification on arrangements between the two authorities.

Appendix 1

Notes of meetings of the SCI Focus Groups - March 2005.

9TH MARCH 2005

Attendees:

Sara Scobie (Solent Protection Society); Peter Tanner (Tanner & Tilley); Cllr Maureen Robinson (NFDC); Peter Osborne (Marchwood Motorways); Rachel Pearson (Beaulieu Estate); Terry Simpson (Ringwood Town Council); Cllr Jeremy Heron (NFDC); Clive Sutton (The Lymington Society); Donald Mackenzie (The Lymington Society); Cllr Maureen Holding (NFDC); Charlotte Stride (New Forest Commoners Defence Association); Les Simmonds (New Forest Access For All); Mary Lewis (New Forest Access For All).

John Ward (Head of Policy, Design & Information); Chris Elliott (Head of Development Control); Graham Ashworth (Policy & Plans Team Leader); Simon Trueick (Policy Planner).

Apologies:

Peter Edwards (Bournemouth & West Hants Water Company); Richard Manley (New Forest Commoners Defence Association).

The meeting opened with a short presentation on the Government's policy to increase community involvement in the planning system, and the role of the Statement of Community Involvement.

1) What problems occur when getting involved in the planning process and what are the barriers?

- The process is very complex, and beset with jargon and terminology only understandable to planners.
- There is a lack of understanding of national planning policies and the implications these have (e.g. high density development). There is a need to educate people on what the Government requires local authorities to do.
- This might overcome some of the perceived unwillingness of consultees to accept development proposals.
- Some consultee groups meet too infrequently to respond to the consultation period, especially on planning applications. Groups often need to take consultations back to meetings to get feedback and ratify their response. More time for this should be allowed. There may be conflict however between speeding up the system and increased community involvement.
- More time should be allowed at DC Committee for major applications where a range of people and organisations want to speak. EG at recent DC Committee exactly the same time was allowed for objectors to the Webbs site development (1.5 minutes) as for a single storey extension.
- There can be a lack of understanding of other parties positions- perhaps linked to defining the parameters these organisations work to. Again there is a role for Government or the Council to educate.
- Dominated by upper and middle class objectors.

2) How can we raise awareness of planning to the community and to business?

- Need to define the community. There is traditional a focus on local groups, but this should be broadened to include organisations outside the local area who can bring specific expertise, e.g. developers in the care facilities sector.
- Use of more convenient venues, such as supermarkets, leisure centres, railway/bus stations to publicise planning issues/documents.
- Dedicated information points could also be placed in these locations, perhaps with "letter box" for comments.
- Need to involve businesses more.
- Could structure a series of planning "conferences" to discuss topics of interest at different levels: e.g. a large conference to discuss responses to regional planning consultations, with more locally based focus groups discussing individual policies or site proposals.
- Town & village plans have a key role - formed out of locally based community involvement. The planning process can build on these.
- But need to avoid false aspirations by village plans attempting to dictate above regional or national planning policies and objectives.
- Affected people should be sent copies of plans for development proposals, not just told where they can see them.
- People need to be involved at an early stage, not when it is too late to change policies or proposals.
- Disabled organisations could be more involved in examining planning proposals and accessibility criteria.

3) Examples of what works well/badly.

- Website - very valuable tool for displaying information. Appreciation of the amount of current planning information on the Council's site and for current planning applications.
- Documents could go on the site sooner.
- Pre-application discussions have reduced - this is detrimental both to applicants and to the local community who might wish to be involved. More emphasis should be placed on structured discussions.
- Databases need to be kept up to date and co-ordinated - e.g. some organisations are widely consulted by some parts of the Council but never by others.
- Interested businesses are often missed out on consultation. E.G. recent example of a contract being issued to operate a bus service to a place where the operator's vehicles could not access.
- Village plans and healthchecks are not being publicised enough, especially to organisations which cover the whole District.
- More freedom should be given to Councillors to express opinions on development at an early stage. Planning Committee Councillors often feel unable to get involved in order to remain impartial on debate on any subsequent planning application.
- Make consultation more focussed.

4 Bringing it together - key messages and ideas.

1. Avoid jargon and educate people on the process and the issues.
2. Educate people on Government planning policy, and on others points of view.
3. Define the community - it may include groups outside the area for specific issues.
4. Recognise the value of parish and town plans.
5. Publicise parish and town plans more widely.
6. Continue to use the website, but put documents on quicker.
7. Recognise that some organisations need more time to respond.
8. Use more convenient venues to display information.
9. Allow more pre-application discussions.
10. Keep databases up to date.

 16TH MARCH 2005

Attendees:

Lorna MacLean (Hants & IOW Wildlife Trust); Mark Adams (Pennyfarthing Homes); William Marris (Solent Protection Society); Mary Herbert (Sway Womens' Institute); Leonard Trott (New Milton, Barton-on-Sea & District Residents Assn); Ian Legge (Hoburne Ltd); Brian Dixon (Breamore Parish Council); Alan Gray & John Mason (New Milton Town Council); Debra Ivory (Adams Hendry); Peter Roberts (New Forest Assn); Richard Wilson (HCC Estates Practice); Liz Truman (HCC Estates rep. Hampshire Constabulary); Amanda Craig (English Nature).

Chris Elliott (Head of Development Control); Graham Ashworth (Policy & Plans Team Leader); Simon Trueick (Policy Planner).

Apologies:

Mary Pattison (Brockenhurst Parish Council); Graham Baker (CPRE); Maldwin Drummond (Cadland Estate).

The meeting opened with a short presentation on the Government's policy to increase community involvement in the planning system, and the role of the Statement of Community Involvement.

1) What problems occur when getting involved in the planning process and what are the barriers?

- Planning is a complex process and not easily understood by the public.
- There is too much jargon and initials (SCI, LDF, PPG etc).
- There is a lack of understanding by the public of what the wider issues are, issues often get misinterpreted which leads to "NIMBYism".
- Small rural parishes meet infrequently (e.g. only every 2 months), this often means they miss the chance to respond to consultations.
- Statutory consultees have limited resources - e.g. only one officer at English Nature for the whole District on planning consultations.
- There can be a lack of understanding of other parties positions - perhaps linked to defining the parameters these organisations work to. Again there is a role for Government or the Council to educate.

ANNEX 7

- Mixed views on pre-application involvement by developers. HCC have good experiences, but recognised that sometimes things agreed with the community informally then get removed by the planning authority. Developers are not always able to make promises and commitments where they do not control the site.
- Confidentiality is a barrier - informal site discussions do not seem open to the public.
- Should be more emphasis on pre-application discussions with developers.
- Some experience of not getting answers to queries at the Council.

2) How can we raise awareness of planning to the community and to business?

- Make issues simpler for people to understand and relate to, and make the connections between them, e.g. how does the Regional Plan relate to the Local Plan and to the National Park.
- Emphasise the importance of a plan-led system, so that people realise they should get involved.
- Use the website more, but put documents on quicker.
- Recognise that there are still many people who don't have (or want) access to the Internet.
- Contact the organisations who represent the community.
- Make use of Parish Plans.
- People are more likely to be interested if they feel they can influence the process or issue, but need to understand what is possible.
- You can succeed - e.g. CPRE recently held a conference on the South East Plan and filled Winchester Guildhall.
- People don't want to raise the same issue time after time, so make use of existing consultations to obtain public opinion.
- Get the website address better known - advertise it.
- More user friendly adverts/articles in local papers.

3) Examples of what works well/badly.

- There is often lack of any feedback when comments have been submitted.
- Use of targeted stakeholder groups to discuss topics and issues worked well for the Hampshire Minerals & Waste Local Plan.
- Parish Councils have sometimes used a projector linked to the NFDC website when discussing planning applications - more access to this would be useful.
- Not enough use made of business organisations to reach small businesses.
- Letters on the local plan are very impersonal, and often sent to the wrong person - database needs to be up to date.

4) Bringing it together - key messages and ideas.

- 1 Avoid jargon and complexity.
- 2 Make the issues more understandable, and explain how they link together.
- 3 Consider the limitations on time/resources of consultees.
- 4 Increase pre-application discussions on planning applications.
- 5 Make more use of the website and advertise it more, but put documents on more quickly.
- 6 Make use of Parish Plans and the results of consultations on them.
- 7 Provide feedback on comments, and explain how people can influence issues.
- 8 Use business organisations more.
- 9 Keep databases up to date, and make consultation letters more personal.
- 10 Make more use of the local press for information.

Appendix 2

Schedule of informal comments and responses - Regulation 25 consultation.

| No | Organisation & Comments | Response |
|---------|--|---|
| Sci25/1 | South East England Regional Assembly: no comments at this stage but wish to be kept informed. | No amendments proposed |
| Sci25/2 | Highways Agency: No comments | No amendments proposed |
| Sci25/3 | Hale Parish Council: There is confusion between NFDC and the NFNPA. the LDF should be produced by NFDC thus reducing the need for duplication of planning departments. There is a need for a breakdown of acronyms in the document. | Further glossary will be added as Annex Relationship with NFNPA will become clearer during 2005. It is not yet possible to provide information on this at this stage. |
| Sci25/4 | Lymington & Pennington Town Council No comments at this stage. | No amendments proposed |
| Sci25/5 | Southampton City Council SCI should make reference to consultation with adjoining authorities, including on major planning applications. Welcome the easy-read document. | References added to paras 7.6 and 11.5 |
| Sci25/6 | Test Valley Borough Council SCI should explain in more detail the relationship Between the District Council and the National Park Authority's responsibilities on consultation. Needs to Be clearer as to whether the NFNPA will produce its Own SCI. Production of a joint core strategy will need Careful discussion. | No changes proposed. Arrangements for responsibilities between the Council and the NFNPA will be clarified during 2005. It is not yet possible to provide information in the SCI at this stage. |

MAKING AN IMPACT

STATEMENT OF COMMUNITY INVOLVEMENT REGULATION 26/27 CONSULTATION REPORT

- 1 This statement is produced in accordance with section 28 (d) of the Town & Country Planning (Local Development) (England) Regulations 2004. It sets out the consultation carried out by the local planning authority under section 26 of the above regulations at the production stage of the document.
- 2 The local planning authority produced a number of documents for consultation:
 - The draft Statement of Community Involvement
 - The draft Easy-Read summary.
 - A statement of proposals matters.
 - A statement of publicity arrangements.
- 3 A consultation period of just over 6 weeks was held between June 30th and August 12th 2005.
- 4 These documents were made available at the Councils offices at Lyndhurst, Lymington; Ringwood, Fordingbridge, New Milton, Fawley, Hythe and Totton. The document could be viewed or collected from any of these venues. No charge was made for the draft documents.
- 5 Copies of all the documents, and a comments form were published on the Council's website www.newforest.gov.uk. The publicity statement was also published, explaining where paper copies of the SCI could be inspected.
- 6 The following organisations received copies of all of the above documents:
 - All those consultees listed in Annex B of the SCI.
 - All NFDC Councillors.
 - All members of the SCI focus groups as listed in Annex E of the SCI.
- 7 In addition, the local planning authority distributed the statements of proposals matters and the statement of publicity arrangements to a larger list of people and organisations whose details were held on the local plan contacts database, approximately 300 in total. These included environmental and amenity groups, local businesses, developers and planning agents, harbour authorities, housing associations, disabled organisations, transport operators and government organisations not listed as Statutory Consultees. A detailed listing of these organisations can be supplied if requested.
- 8 A copy of the Statement of Proposals Matters is attached as Annex 2 of this statement, and a copy of the newspaper notice is attached as Annex 3.

- 9 The local planning authority published a notice of the proposals matters and publicity arrangements for one week (w/b 27th June) in the following newspapers:
- The Southern Daily Echo
 - The Bournemouth Daily Echo
 - The Lymington Times
 - The Avon Advertiser
- 10 The local planning authority considers that it has fully complied with Section 26 of the Town & Country Planning (Local Development) (England) Regulations 2004.
- 11 A total of 40 representations were received on the draft Statement of Community Involvement. Many of these supported the documents or simply wished to be kept informed of preparation. A full schedule of representations received and the authority's response is attached at Annex 1.
- 12 These representations raised the following main issues:
- It should be made clear that SPDs do not introduce new policies or allocations;
 - The relationship with the National Park Authority should be clarified;
 - Reference should be made as to how the SCI will be reviewed.
 - References to the community should include the development industry, including those companies not based within the District but which have interests within it;
 - Confusing terms such as "relevant" statutory bodies, should be clarified or amended.
 - References should be added to demonstrate publicity for alternative site proposals.
 - Reference to the mechanisms used to adopt all or parts of Parish Plans as SPD should be added.
 - The summary table of methods from the Easy Read Summary should be added to the main document.
- 13 The Council has responded to all of these main points, as set out in the attached schedule, together with a number of other issues raised. The main changes to the SCI as a result are:
- Section 3 has been expanded to include information on the emerging relationship with the National Park Authority, and on the way in which the SCI will be reviewed.
 - Section 5 has been revised to include a defined term "the community and other interests". This term is defined as including a list of organisations. The point is made that some of these

organisations may not be based in the District. The overall aims of the SCI have been revised to include this term.

- Section 7 & 8 have seen various amendments to remove the terms "specific" and "relevant" when referring to stakeholders and statutory bodies. The policies now refer to consulting such organisations as appropriate.
- Policy SCI7 and associated text now refers to publicity for alternative site proposals.
- Section 8 has been amended to clarify the role of SPDs and to include references to the adoption of Parish Plans as SPD.
- The summary of methods and techniques table from the Easy Read SCI has been added as Annex F to the main document.
- Some consequential changes have been made to the Easy Read summary SCI in the light of the changes to the main document.

- 14 The Council has not made changes in response to every representation, and in some cases, has had to disagree with the comments made. However, the Council considers that it has made significant changes to the draft document to satisfy the majority of comments made, and that the documents should now be submitted to the Secretary of State.
- 15 The Council wishes to thank all those who have taken time to comment on the draft documents, and also welcomes the level of general support it has received.