



## **ADOPTION OF REVISED STATEMENT OF COMMUNITY INVOLVEMENT**

### **1. PURPOSE OF THIS REPORT**

- 1.1 This report recommends that Cabinet and Council adopt, as part of the Local Development Framework, the revised Statement of Community Involvement (Appendix 1). The Statement of Community Involvement (SCI) sets out how the District Council will consult and involve others in planning matters in New Forest District outside the National Park. It covers both the preparation of local plans and planning guidance, and applications for planning permission.

### **2. BACKGROUND**

- 2.1 This SCI replaces the previous version adopted in 2006. The SCI provides information on how the District Council will work with other organisations and statutory bodies when producing Development Plan documents. The review of the SCI was needed to bring the document up to date to reflect changes to the planning system since 2006, including the National Planning Policy Framework, the Duty to Co-operate under the Localism Act 2011, Neighborhood Planning, and allocating the Community Infrastructure Levy (CIL) to projects.
- 2.2 The portfolio holder approved a draft of the revised SCI for the purposes of public consultation on 20<sup>th</sup> November 2014. The revised SCI was published for public consultation for a period of 7 weeks from Friday 21st November 2014 – Friday 9th January 2015. Comments were received from 6 organisations, but none were received from members of the public. Their comments are set out in the Statement of Consultation attached as Appendix 2 of this Report.

### **3. CONTENTS OF THE STATEMENT OF COMMUNITY INVOLVEMENT**

- 3.1 The SCI sets out clearly who and when individuals and organisations will be consulted during the preparation of planning documents and sets out the councils procedure for consulting on planning applications.
- 3.2 The approach within the SCI is to meet the regulatory requirements in the most cost efficient way.
- 3.3 The revised SCI does not propose any major changes from existing practices. Extending existing practices would have cost implications for the council.

### **4. CONSULTATION RESPONSE**

- 4.1 The comments received during the consultation period have been considered and some minor changes, as indicated in the schedule in Appendix 2, have been made in

response. These have been incorporated in the document in Appendix 1 as recommended for adoption.

## **5. ENVIRONMENTAL IMPLICATIONS / CRIME AND DISORDER IMPLICATIONS / EQUALITY AND DIVERSITY IMPLICATIONS**

5.1 There are no environmental implications, or implications for Crime and Disorder, or for Equality and Diversity.

## **6. FINANCIAL IMPLICATIONS**

6.1 There are none arising directly from this report.

## **7. COMMENTS OF PLANNING AND TRANSPORTATION PORTFOLIO HOLDER**

7.1 Consultation with the public and appropriate local bodies is the key to getting support for changes and development in the District. The Statement of Community Involvement sets out how this will be managed by this Council and now incorporates the numerous new requirements introduced by the Government (See paragraph 2.1).

## **8. RECOMMENDATIONS**

- i. To the Cabinet: It is recommended that insofar as it is empowered to do so by law, the Cabinet approves and adopts the revised Statement of Community Involvement as attached at Appendix 1.**
- ii. To the Council: That, insofar as it is empowered to do so by law, the Council approves and adopts the revised Statement of Community Involvement as attached at Appendix 1.**

### **For further information contact:**

Andrew Herring  
Planning Policy Officer  
Policy and Plans Team  
Tel: 023 8028 5588  
e-mail: [andrew.herring@nfdc.gov.uk](mailto:andrew.herring@nfdc.gov.uk)

Louise Evans  
Principal Policy Planner  
Policy and Plans Team  
Tel: 023 8028 5588  
e-mail: [louise.evans@nfdc.gov.uk](mailto:louise.evans@nfdc.gov.uk)

### **Background Papers:**

Published documents

## **Appendices**

1. The revised 'Statement of Community Involvement'.
2. Statement of Consultation - including schedule of comments received during public consultation November 2014 – January 2015 and how they have been addressed.



# Statement of Community Involvement



February 2015

## **Contents**

Introduction

1. What is a Statement of Community Involvement?
2. A brief guide to the planning system
3. Planning in New Forest District
4. The process of Local Plan and Supplementary Planning Document preparation
5. How we will involve and consult others on the preparation of the Local Plan
6. How we will involve and consult others on the preparation of Supplementary Planning Documents
7. Neighbourhood Planning
8. How we will involve others on allocating the Community Infrastructure Levy to projects
9. How we will involve and consult others on planning applications

## **Appendices**

Appendix 1: Local Planning documents - consultees

Appendix 2: Glossary



## **2. A brief guide to the planning system**

- 2.1 Local planning authorities are responsible for producing Local Plans and other planning policy documents which set the framework under which decisions on planning applications are made. All local planning authorities are expected to have an up-to-date Local Plan for their area. The Plan guides new development, setting the overall planning strategy for the area and setting policies and proposals for what development can happen, and where. The Local Plan is the main planning policy document for the area, but can be supplemented by Supplementary Planning Documents (which provide additional guidance on the implementation of policies in the Local Plan) and by Neighbourhood Plans (which are community-led plans).
- 2.2 The Government sets national planning policies in the 'National Planning Policy Framework' (NPPF). Local Plan policies must comply with this national framework. The Government also publishes national Planning Practice Guidance (PPG), which gives further guidance and advice on how local authorities are expected to prepare local planning documents and implement Government policy.
- 2.3 The current planning system has no hierarchy of plans between national and local planning policies. However, the Localism Act established a new 'Duty to Co-operate' which requires local planning authorities and other organisations to work together constructively in preparing their plans, to try to resolve cross boundary planning issues.

## **3. Planning in New Forest District**

- 3.1 The Council has an adopted Local Plan for the area. The key documents which make up the Local Plan for New Forest District (outside the National Park) are:
- The Local Plan Part 1: Core Strategy, adopted in 2009, which sets the planning strategy for the area up until 2026.
  - The Local Plan Part 2: Sites and Development Management, adopted in April 2014, which sets out more detailed policies implementing the strategy, including identifying specific sites for new development.
- 3.2 The Local Plan Part 1: Core Strategy sets out the broad planning strategy for housing and employment provision, protection of sensitive environments, town centres, and transportation.
- 3.3 The Local Plan Part 2: Sites and Development Management sets out the detailed proposals and policies required to implement the planning strategy for the area agreed through the Core Strategy. It includes allocations of specific sites for new housing, affordable housing and employment land. It also provides additional development management policies to assist the implementation of the Core Strategy.
- 3.4 The Council has adopted a number of Supplementary Planning Documents. These include Local Distinctiveness SPDs and the Mitigation Strategy for European Sites SPD.
- 3.5 The District Council commenced early work on the review of the Local Plan in 2014.

- 3.6 Full details of all current planning policy documents prepared by New Forest District Council are available on the Planning Policy page of the Council's website: [www.newforest.gov.uk/planningpolicy](http://www.newforest.gov.uk/planningpolicy)

### **Working with others**

#### The New Forest National Park

- 3.8 The Council attaches great importance to having a close working relationship with the New Forest National Park Authority (NFNPA). Given the geography of the Plan Area and its relationship with the National Park, it is essential to the proper planning of the area that there is collaboration between the two planning authorities. The Council also has a duty to have regard to the purposes of the National Park under Section 85 of the Countryside and Rights of Way Act (2000). Planning policies for the area recognise that development proposals within the Plan Area can have a significant impact on the National Park, and in particular on protected European nature conservation sites within the National Park.

#### Neighbouring authorities and Local Economic Partnerships

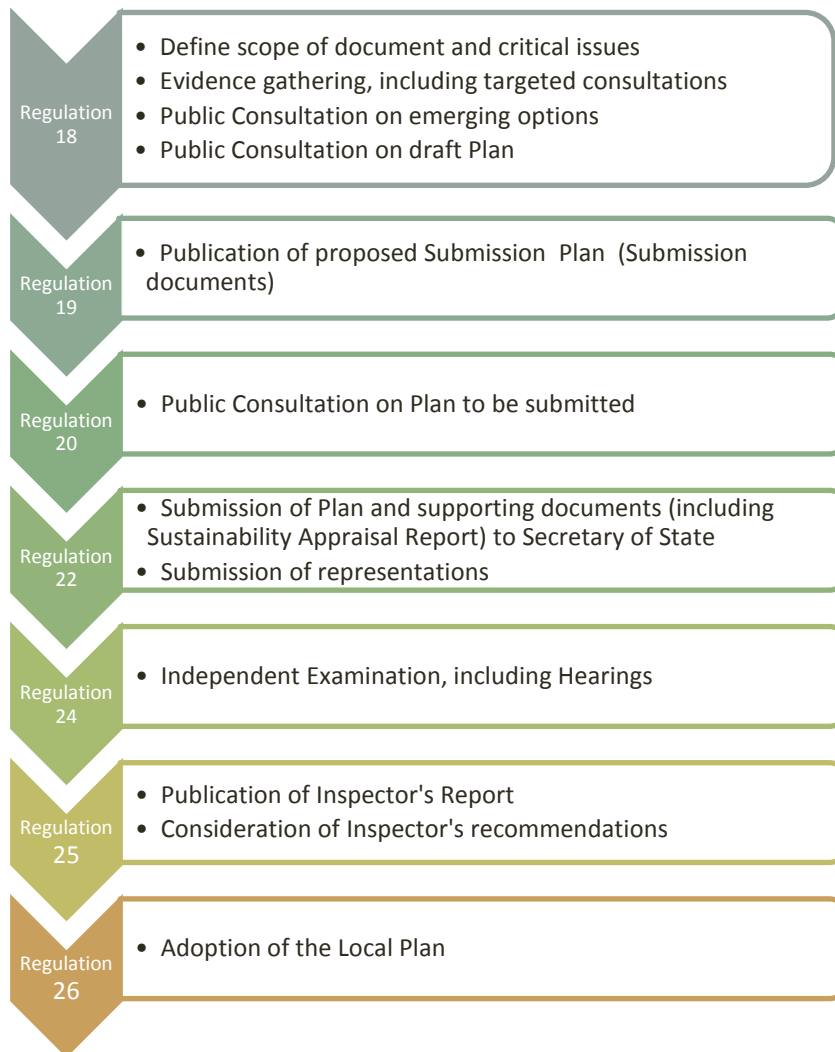
- 3.9 The Duty to Co-operate (DTC), brought into effect by the Localism Act (2011), aims to ensure that bodies engaged in planning work together on issues that are of more than local significance. The Council will continue to work with a wide range of statutory and non-statutory bodies in fulfilling its planning duties and ensuring that issues of more than local significance are dealt with by working with its neighbours and other appropriate bodies.
- 3.10 The Council will work with neighbouring authorities and other authorities in the sub-regions on matters of strategic significance, where cross-boundary working is essential to ensure an appropriate planning strategy for the wider area is established (including the work of the Solent Local Enterprise Partnership, the Partnership for Urban South Hampshire, and the Enterprise M3 Local Enterprise Partnership). This will include the joint commissioning of appropriate studies to assess housing and business needs locally and within the wider area.

See Section 5 for further information on the Duty to Co-operate.

#### 4. The process of Local Plan and Supplementary Planning Document preparation

4.1 Procedures for preparing development plan documents are set out in national regulations, currently the Town and Country Planning (Local Planning) (England) Regulations 2012. The figure below sets out the stages in plan preparation, indicating consultation stages, as set out in the Regulations.

**Figure 1 – Stages in Local Plan preparation**



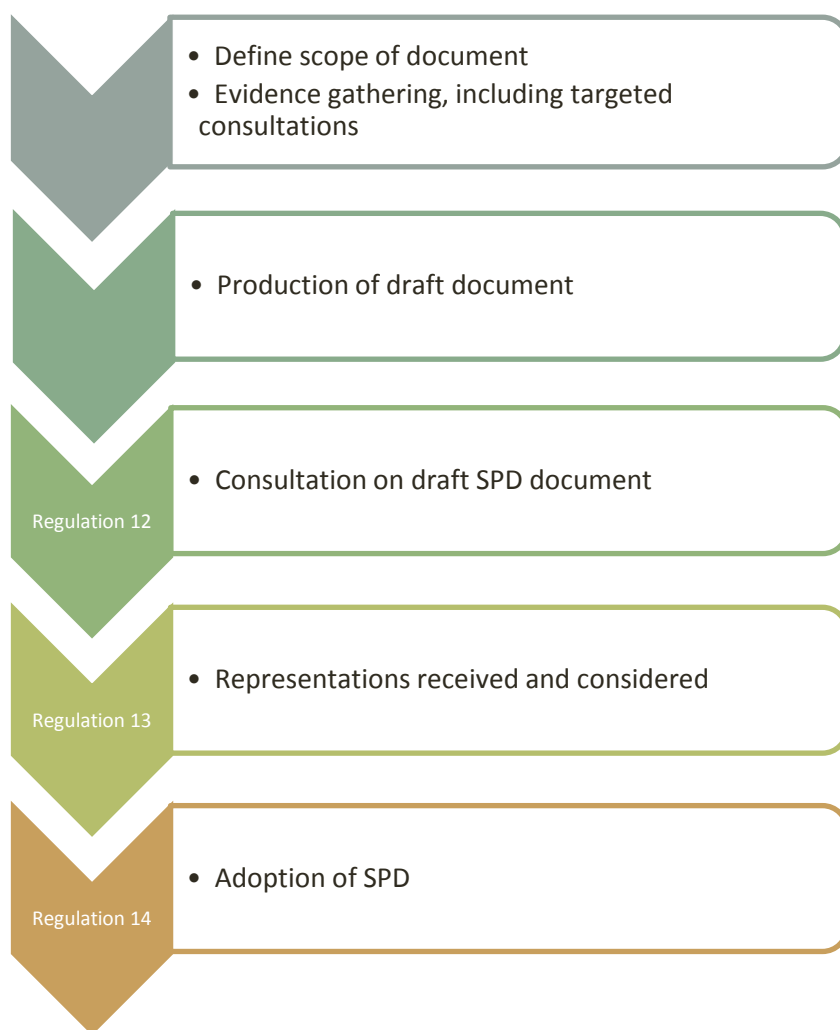
4.2 In the preparation of documents the Council will be consulting and involving others at various stages of plan preparation, from evidence gathering and developing strategic approaches to preparing the Plan for Submission and public Examination by an independent Inspector. The methods and techniques used to involve the community will vary depending on the stage of preparation reached and the type of planning document being prepared. More detail is given in section 5.

4.3 The Local Development Scheme sets out the programme for preparing local planning documents. As well as the Local Plan itself, Supplementary Planning Documents (SPDs), covering particular



areas, sites or topics may be prepared. Examples of SPDs which have been prepared by New Forest District Council include the Lymington Local Distinctiveness SPD and the Mitigation Strategy for European Sites SPD (a full list of current SPDs is provided in the Local Development Scheme). The process for preparing Supplementary Planning Documents is simpler than for the Local Plan, the main difference being that an SPD is not subject to public Examination by an independent Inspector. However, the procedure followed in preparing Supplementary Planning Documents includes targeted involvement and consultation during the preparation of the document. The process is set out in the figure below.

**Figure 2 – Stages in Supplementary Planning Document preparation**



Further details of how we will involve others in the production of SPDs is set out in section 6.

## 5. How we will involve and consult others on the preparation of the Local Plan

- 5.1 The National Planning Policy Guidance requires that Local Plans are prepared with meaningful engagement and collaboration with neighbourhoods, local organisations and businesses. The final Plan should aim to be a ‘collective vision and a set of agreed priorities for the sustainable development of the area’ (Paragraph 155).
- 5.2 The Town and Country (Local Planning (England) Regulations 2012 set out the procedure to be followed by local planning authorities in relation to the preparation of local plans and supplementary planning documents, including consultation with interested persons and bodies and the documents which must be made available at each stage. The Regulations can change over time; therefore the Council will comply with the relevant Regulations in force at the time.
- 5.3 The main means of finding out the latest news about progress with Plan preparation will be the Council’s web-site [www.newforest.gov.uk](http://www.newforest.gov.uk).

The Council will use its website to:

- Provide information about progress with the preparation of planning documents
  - Publish all current planning policy documents
  - Give notice and details of current public consultations on planning policy documents under preparation
  - Publish summaries of comments it has received on draft planning policy documents
- 5.4 The Council will keep a database of those wishing to be kept informed directly (normally by e-mail) about stages in plan preparation (the LDF contacts database).
- 5.5 Table 1 below sets out how the Council will involve others in the preparation of its Local Plan at various stages of plan preparation.

**Table 1 - The key stages of involving and consulting on Development Plan Documents (DPD):**

Stage:	What we will do:
<b>Early preparation Evidence gathering</b>	<ul style="list-style-type: none"> <li>- Consult on the scope of the Plan: identifying matters which may need particular attention in a new Plan</li> <li>- Gather relevant social, economic and environmental information to provide for background information and evidence</li> <li>- Engage in discussions and joint studies with neighbouring authorities</li> </ul>
<b>Production of draft plan</b>	<ul style="list-style-type: none"> <li>- Prepare a draft Plan based on evidence and views collected</li> </ul>
<b>Formal Consultation on draft plan</b>	<ul style="list-style-type: none"> <li>- Provide a minimum period of six weeks for comments to be made on the draft Plan</li> <li>- Publish the consultation document with supporting information and background studies on website</li> <li>- Give details of the consultation and how to comment in a news release and on the Council’s web-site</li> <li>- Notify all those on the LDF contacts database of the opportunity to comment</li> </ul>

<b>Stage:</b>	<b>What we will do:</b>
	<ul style="list-style-type: none"> <li>- Hold local consultation events, such as exhibitions or workshops, if appropriate</li> <li>- Make all documents available for public inspection at Appletree Court, Lyndhurst</li> <li>- Publish a summary of the comments received on the website</li> </ul>
<b>Production of Plan for Submission</b>	<ul style="list-style-type: none"> <li>- Take into consideration all comments received on the draft Plan in preparing the Plan for submission</li> </ul>
<b>Publication of Plan for Submission to the Secretary of State</b>	<ul style="list-style-type: none"> <li>- Publish the Plan with supporting information and background studies on website</li> <li>- Give details of the consultation and how to comment in a news release and on the Council's website</li> <li>- Provide a minimum period of six weeks for representations to be made on the Plan</li> <li>- Notify all those who commented on the draft Plan that a revised Plan has been published and where the relevant documents can be inspected</li> <li>- Make relevant documents available for public inspection at Appletree Court, Lyndhurst and on the Council's website.</li> <li>- Publish a summary of the representations received on the Council's website</li> </ul>
<b>Submission to Secretary of State</b>	<ul style="list-style-type: none"> <li>- Submit for public Examination the Submission Plan, all supporting documents and all representations received on the Submission documents</li> <li>- Make all documents available for public inspection at Appletree Court, Lyndhurst</li> <li>- Give notice to those persons who requested to be notified of the submission of the local plan to the Secretary of State that it has been so submitted.</li> </ul>
<b>Examination by independent inspector</b>	<ul style="list-style-type: none"> <li>- Those making representations on the Plan will be invited by the Local Plan Inspector to respond to questions on matters identified</li> <li>- If required, Hearing sessions will be held during the Examination on matters decided by the Inspector</li> <li>- Those indicating they wish to appear at a Hearing session will be given the opportunity to do so</li> </ul> <p>(Note: the organisation and content of the Examination is a matter for the appointed Inspector)</p>
<b>Formal Adoption by NFDC</b>	<ul style="list-style-type: none"> <li>- Publication of Inspector's Report and any Modifications to the plan required for Soundness</li> <li>- Adoption Statement published alongside the adopted DPD.</li> <li>- Notify all those who commented on the draft Plan that the DPD has been adopted.</li> </ul>

## **Sustainability Appraisal**

- 5.6 Alongside the preparation of the Local Plan the Council will undertake a Sustainability Appraisal of the emerging Plan and its proposals. This work will consider the impact of proposals on environmental, social and economic factors, including internationally significant nature conservation sites, which will be a key consideration. The Sustainability Appraisal will be subject to targeted consultation at its 'scoping' stage, and wider consultation when published for comment alongside a consultation draft Local Plan and submission Local Plan.

## **Fulfilling the Duty to Cooperate**

- 5.7 The "Duty to Co-operate" requires local authorities and other prescribed bodies to work together on planning issues, and particularly on strategic matters which have a significant impact on at least two planning areas.
- 5.8 New Forest District Council will work co-operatively with neighbouring planning authorities in Hampshire, Wiltshire and Dorset and other relevant public bodies on matters relating to the development of appropriate planning strategies within the Plan Area and in neighbouring areas.
- 5.9 In addition to formal written consultations, this co-operation will involve discussions at both Officer, and as appropriate, Member level. Cross- boundary issues will be identified and, where possible, appropriate planning strategies will be agreed as a basis for preparing Local Plans and ensuring compatibility across administrative boundaries.
- 5.10 In south Hampshire a formal partnership of local authorities (Partnership for Urban South Hampshire – PUSH) is well established as a vehicle for developing planning strategies for the area. The Council will participate in and contribute to the work of PUSH at both Officer and Member level.
- 5.11 New Forest District Council will also cooperate with Local Enterprise Partnerships (LEPs) and Local Nature Partnerships (LNPs) and have regard to their activities when preparing the Local Plan, so long as those activities are relevant to local plan making. For the New Forest District area these are currently the Solent LEP, M3 Enterprise LEP, and the Hampshire & Isle of Wight LNP. Local Enterprise Partnerships have a key role to play in delivering local growth by directing strategic regeneration funds and in providing economic leadership through their Strategic Economic Plans. Local Nature Partnerships work strategically to help their local areas manage the natural environment and they are encouraged to work at a broader 'landscape scale'.
- 5.12 Working relationships on strategic planning matters with neighbouring authorities in Wiltshire and Dorset will be developed from an early stage in plan preparation.

## 6. How we will involve and consult others on the preparation of Supplementary Planning Documents

6.1 Supplementary Planning Documents (SPDs) provide additional guidance on the implementation of Local Plan policies.

6.2 Although supplementary to the main policies, it is also important that the local community and interested organisations are involved in the preparation of these documents, and have a chance to comment on the detail of how Local Plan policies and/or proposals are to be implemented. Supplementary Planning Documents are not subject to a formal examination by an independent Inspector.

**Table 2 - The key stages of involving and consulting on Supplementary Planning Documents:**

Stage:	What we will do:
<b>Awareness raising and evidence gathering</b>	<ul style="list-style-type: none"> <li>- Gather relevant background information and evidence</li> <li>- Engage in selective discussions and targeted consultation as appropriate</li> </ul>
<b>Production of draft plan</b>	<ul style="list-style-type: none"> <li>- Prepare a draft document based on evidence and views collected</li> </ul>
<b>Formal Consultation on draft plan</b>	<ul style="list-style-type: none"> <li>- Publish the consultation document with supporting information on the website</li> <li>- Contact those on the LDF contacts database by e-mail to inform of the draft publication and opportunity to comment</li> <li>- Give details of the consultation and how to comment in a news release and on the Council's web-site</li> <li>- Provide a minimum period of four weeks for comments to be made on the draft SPD document (although the norm will be for a six week consultation period)</li> <li>- Write to all those specifically requesting postal notification of publication of a specific SPD</li> <li>- Make all documents available for public inspection at Appletree Court, Lyndhurst and on the Council's website.</li> <li>- Publish a summary of the comments received on the website</li> </ul>
<b>Adoption by NFDC</b>	<ul style="list-style-type: none"> <li>- Revised plan submitted with summary of comments received and how comments have been addressed</li> <li>- Comments received reported to members (with summary of comments)</li> <li>-</li> <li>- Publication of Consultation Statement, Cabinet / Full Council papers, and final document for adoption</li> <li>- Adoption Statement released alongside the adopted SPD</li> </ul>

## **7. Neighbourhood Planning**

- 7.1 The Localism Act 2011 introduced statutory Neighbourhood Planning in England. It enables communities to draw up a Neighbourhood Plan for their area (within certain limits and parameters set by the agreed strategy in the Local Plan). Through preparing a Neighbourhood Plan local communities can have a greater say in deciding how the planned development is accommodated in their area. These can be taken forward by Town / Parish Councils.
- 7.2 It is the role of the local planning authority to agree the (geographical) neighbourhood planning area. Additionally, the local planning authority must provide advice and assistance; hold an examination; and make arrangements for a referendum.
- 7.3 Parish and Town Councils can use neighbourhood planning powers to establish general planning policies for the development and use of land in their neighbourhood through the preparation of a Neighbourhood Plan.
- 7.4 Neighbourhood Plans must be in general conformity with the strategic policies of the Local Plan which the District Council will continue to produce. The District Council will continue to produce detailed plans for (geographical and policy) areas where Neighbourhood Plans are not produced by the local community.
- 7.5 They must also meet a number of conditions before they can be put to a community referendum and legally come into force. The conditions ensure that plans are legally compliant and take account of wider policy considerations (e.g. national policy and the Local Plan strategy). Neighbourhood Plans do not take effect unless there is a majority of support for it in a local Referendum and the Plan is adopted by the District Council.
- 7.6 It will be for those preparing a Neighbourhood Plan to decide how best to consult during the preparation of the document, but they must comply with the Neighbourhood Planning Regulations in place at the time. More information about Neighbourhood Planning can be found at: <http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/>

## **8. How we will involve others on allocating the Community Infrastructure Levy to projects**

- 8.1 The Community Infrastructure Levy Regulations 2010 require the Council to set out a list of those projects or types of infrastructure that it intends to fund, or may fund, through the levy. This list of projects may be revised from time to time following appropriate consultation.
- 8.2 The consultation process will involve providers of infrastructure including bodies such as HCC, the Police and Health Authorities, NFDC departments and Town and Parish Councils, as appropriate. A recommended list of projects (known as a Regulation 123 list) will then be prepared and subject to further consultation before being presented for approval by the Council's Cabinet at the start of the year. Requirements for who should be consulted are currently set out in Regulation 15 of the Community Infrastructure Levy Regulations 2010 (with amendments) and the Council will apply the relevant regulations in force at the time.

## **9. How we will involve and consult others on planning applications**

- 9.1 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. In decision-making on planning applications, as well as taking into account the advice of specialist consultees (e.g. the Highways Authority, the Environment Agency), it is important that all sections of the community have an opportunity to express their views either in support of, or objection to, the proposal. On major applications the Council is encouraging applicants to undertake community consultation prior to making a formal planning application, independent of the consultations the Council itself will undertake once an application has been received.
- 9.2 The Council advocates the use of its pre-application advice service for which charges are levied to cover costs. By using this service applicants receive advice from planning officers which will assist in ensuring the development proposal complies with the Council's local planning policies and requirements, so that when a planning application is made, if the advice has been followed, the development proposal can normally be recommended for approval. No community consultation takes place as part of this process but the views of the relevant specialist consultees are sought and taken into account.
- 9.3 Minimum standards for planning application publicity are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2010. This requires local planning authorities to publicise planning applications submitted to them. New Forest District Council will publicise planning applications to meet the minimum requirements set out in Table 3 below.

**Table 3 - Publicising planning applications:**

Type of publicity	Examples:
<b>Notices or Direct Notifications:</b>	- Posting of notices on (or close to) a site and sending neighbour notification letters to relevant properties.
<b>Documentation:</b>	- Making documents available normally in an electronic format on the council's Public Access webpages. - Making paper copies of application forms, supporting documents

	<p>and plans available at Appletree Court on request when notice is given, or some local offices if more convenient for the application site.</p> <ul style="list-style-type: none"> <li>- Making copies of current planning applications available on its Public Access webpages (NFDC will maintain a facility to accept comments by e-mail, via the Public Access website, or by post)</li> </ul>
<b>Newspaper advertisements:</b>	<ul style="list-style-type: none"> <li>- Where required by the Town and Country Planning (Development Management Procedure) (England) Order 2010 (and amendments) applications are advertised in newspapers circulating in the locality</li> </ul>
<b>The community:</b>	<ul style="list-style-type: none"> <li>- Local Town and Parish Councils and the relevant District Councillors are directly advised as to the receipt of applications in the area they cover.</li> </ul>
<b>Adjoining Local Authorities:</b>	<ul style="list-style-type: none"> <li>- Notifying adjoining authorities where applications are close to the boundary.</li> </ul>

9.4 Where the Council receives significant amendments to a current planning application, that it is able to accept, it will re-publicise the application making it clear that amendments to the application have been proposed.

9.5 The determination of most applications is delegated to Council officers, but some applications are determined by the Planning Development Control Committee. In cases where applications are to be considered by the Planning Development Control Committee, those who have already made written comments on the application can request to address the Committee at the meeting.



## **Appendix 1: Local Planning documents - consultees**

New Forest District Council has an electronic database used solely for the purpose of contacting interested organisations, groups, and individuals about the preparation of local planning documents. There are four types of consultee identified on the database, as set out below.

### **Type A - Specific Consultation bodies**

In accordance with the Town & Country Planning (Local Planning) (England) Regulations 2012, this Council will consult the following organisations on parts of the Local Plan to the extent that it considers the document to be relevant to the organisation:

- All town and parish councils within New Forest District
- The New Forest National Park Authority
- Hampshire County Council
- Dorset County Council
- Wiltshire Council
- Test Valley Borough Council
- Isle of Wight Council
- Melchet Park & Plaitford; Nursling & Rownhams; Romsey Extra; Wellow Parish Councils
- 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
- Eastleigh Borough Council
- Alderholt; Cranborne & Edmondsham; Sixpenny Handley with Pentridge; St Leonards & St Ives; Verwood Parish council
- The Partnership for Urban South Hampshire (PUSH)
- The Coal Authority
- The Homes and Communities Agency
- The Environment Agency
- Natural England
- Network Rail
- The Historic Buildings and Monuments Commission for England (English Heritage)
- The Highways Agency
- The Hampshire and Isle of Wight Local Nature Partnership
- NHS West Hampshire Clinical Commissioning Group
- British Telecommunications PLC
- Southern Electricity
- Scottish and Southern Energy
- Southern Gas Networks
- RWE npower
- EON PLC
- The National Grid Company PLC
- British Gas

- The Police and Crime Commissioner for Hampshire
- The Solent Local Enterprise Partnership
- The Enterprise M3 Local Enterprise Partnership
- The Marine Management Organisation
- Wessex Water
- Southern Water
- Sembcorp Bournemouth Water PLC
- The Mobile Operators Association (which represents telecommunications operators such as: Airwave, Dolphin Communications; Hutchinson 3G; Mercury; NTL; One2One; Orange; O2; T-Mobile; Vodafone etc).

### **Type B - General Consultation bodies**

In addition to the identified 'Specific' consultees set out above, the Regulations require the Council to also notify and consult additional bodies it considers appropriate.

The list below represents the type of different organisations which are likely to have an interest in the Local Plan process, and is not meant to be exhaustive.

The Council has created a contacts database which includes local groups and organisations in the categories below. However, the Council is dependent on up-to-date information being provided by these local groups and organisations in order to effectively contact them. The Council is keen to hear from other organisations that wish to be involved in the plan-making process, and will be happy to add local groups and organisations to its LDF contacts database on request.

Organisations likely to have an interest in the Local Plan process will include:

- Residents groups and associations.
- Amenity and conservation societies.
- Sports & recreation organisations.
- Schools & colleges.
- Disability organisations and groups.
- Older persons groups.
- Ethnic minority groups.
- Gypsies and travelling show people, including the Traveller Education Service.
- 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 Verderers, Commoners and other representative organisations.
- Port operators and harbour authorities at Southampton and Lymington.
- Transport operators and managers including Network Rail, train and bus companies.
- Coastal interests including commercial, leisure and amenity organisations.
- Major estates.

- The Ministry of Defence.
- Southampton and Bournemouth Airports.
- Other Government organisations not already listed in Annex B

### **Type C - Statutory consultees for the Duty to co-operate**

In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, this Council will co-operate with the following organisations on matters in the Local Plan it considers to be of strategic significance.

- The Environment Agency.
- The Historic Buildings and Monuments Commission for England (known as English Heritage).
- Natural England.
- The Civil Aviation Authority.
- The Highways Agency
- The Homes and Communities Agency.
- Each Primary Care Trust established under section 18 of the National Health Service Act 2006(16) or continued in existence by virtue of that section (in 2014 this was the NHS West Hampshire Clinical Commissioning Group).
- The Office of Rail Regulation
- The Solent Local Transport Body / Transport for South Hampshire
- The Marine Management Organisation.
- The Solent Local Enterprise Partnership.
- The Enterprise M3 Local Enterprise Partnership.
- The Hampshire and Isle of Wight Local Nature Partnership

### **Type D - Individuals**

In addition to the above, any individual that has a particular interest in local planning, for example as a landowner or a local resident, can ask to be included in the LDF contacts database, and will receive notification of consultation stages in Local Plan preparation.

Anyone making a comment during public consultation stages of plan preparation will be added to the LDF contacts database and will receive further notifications (normally by e-mail) about the preparation of that document until the time it is adopted.

## Appendix 2 - Glossary

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.

**Appropriate Assessment** - Part of the HRA process, considers the impacts of a plan or policy on the integrity of the European sites. Where there are adverse impacts, an assessment of mitigation options is carried out to determine adverse effects on the integrity of the site.

**Council's website** - [www.nfdc.gov.uk](http://www.nfdc.gov.uk) or [www.newforest.gov.uk](http://www.newforest.gov.uk)

**DPD** - Development Plan Documents, are the main planning policy documents in the Local Plan. These include the Core Strategy which sets out the main planning strategy for the area.

**Duty to Co-operate** - The 'Duty to Co-operate' is set out in the Localism Act and ensures that local planning authorities work with neighbouring authorities and other public bodies to address strategic issues that affect local plans and cross administrative boundaries.

**European Sites** – A collective name for internationally important nature conservation sites, including Special Protection Areas (SPAs), Special Areas of Conservation (SACs) and Ramsar Sites. Areas of international nature conservation importance that are protected under the Habitats Directive and the Ramsar Convention for the benefit of the habitats and species they support.

**HRA (Habitat Regulations Assessment)** - An assessment of the impacts of implementing a plan or policy on international protected sites for nature conservation (European Sites and Ramsar sites - wetlands of international importance designated under the Ramsar Convention). Helps determine likely significant effect of a plan or project on international protected sites and, where appropriate, assess adverse impacts on the integrity of a site, and examines alternative solutions.

**LDF contacts database** – A list of names and contact details of specific consultees and others to be kept informed about the preparation of Local Development Framework documents by NFDC

**Local Development Scheme (LDS)** - a sort of project plan for the preparation of the Local Development Framework. This sets out the timescales for preparing the Local Plan, including when each document will be consulted on.

**NFDC** – New Forest District Council

**NPPF** - National Planning Policy Framework, sets out the Government's key economic, social and environmental objectives and the planning policies needed to deliver them. Came into force in March 2012 and streamlined the existing suite of national planning policy documents into a single document (removing previous Planning Policy Statements and Circulars).

**NPPG** - National Planning Practice Guidance, brings together many areas of English planning guidance into a new online format to accompany the NPPF. It contains 41 categories; from

'Advertisements' to 'Water supply'. Each category contains sub-topics which when clicked on reveal a series of questions and answers.

**Neighbour notification letters** - 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.

**Neighbourhood Plan** - Communities can now set a vision for the future and establish general planning policies for the development and use of land in their neighbourhood in a document known as a Neighbourhood Plan. Can be detailed or general, depending on what local people want. Only become adopted policy if agreed by a majority in a local community referendum.

**Plan Area** – New Forest District Council area outside of the New Forest National Park (or part of that area) for which the District Council is the Local Planning Authority.

**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 Plan.

**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 Plan, and when determining planning applications.

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

**Site notices** - 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.

**Targeted consultation** - 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. 'Targeted' means that the consultation will not be universal and will concentrate on those that the Council needs information or advice from at a particular stage in plan preparation.

**Town & Parish Councils** - The District is made up of 37 Town and Parish Councils. These local councils are able to prepare Neighbourhood Plans for their parish if they chose to do so.

**STATEMENT OF CONSULTATION – FEBRUARY 2015**

Consultation has been undertaken during the preparation of this document with consultees on the Council's LDF database.

The revised SCI has been produced by NFDC Policy Officers, taking full account of changes in national planning policy, government legislation, and statutory planning instruments (e.g. planning regulations).

**Formal Consultation**

The draft revision was subject to 7 weeks of formal public consultation from Friday 21st November 2014 – Friday 9th January 2015 through the following elements:

- The revised SCI document was published for comment on the NFDC website, alongside a News Release to local media.
- Paper copies were made available for inspection at New Forest District Council Reception, Appletree Court, Lyndhurst
- The District Council directly consulted the bodies and individuals listed below:
  - Hampshire County Council
  - Dorset County Council
  - Wiltshire County Council
  - Test Valley Borough Council
  - Parish town councils neighbouring Hordle – Sway, Lyminster and Pennington, Milford on Sea, Brockenhurst, New Milton
  - New Forest Association of Local Councils
  - 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 Partnership for Urban South Hampshire

- The Coal Authority
- The Homes and Communities Agency
- The Environment Agency
- Natural England
- Network Rail
- The Historic Buildings and Monuments Commission for England (known as English Heritage)
- The Highways Agency
- The Hampshire and Isle of Wight Local Nature Partnership
- Hampshire and Isle of Wight Wildlife Trust
- NHS West Hampshire Clinical Commissioning Group
- British Telecommunications PLC
- Southern Electricity
- Powergen PLC
- The National Grid Company PLC
- British Gas/Transco
- The Police and Crime Commissioner for Hampshire
- The Solent Local Enterprise Partnership.
- The Enterprise M3 Local Enterprise Partnership
- The Marine Management Organisation
- Wessex Water
- Southern Water
- Bournemouth & West Hampshire Water PLC
- following telecommunications operators: Airwave, Dolphin Communications; Hutchinson 3G; Mercury; NTL; One2One; Orange; O2; T-Mobile; Vodafone.
- Forestry Commission
- Verderers of the New Forest
- New Forest Association
- Campaign to Protect Rural England
- Planning agents acting for landowners on the council's LDF database
- Local residents who have expressed a wish to be consulted on future planning matters.

## **Main Issues raised in consultation and recommended responses from NFDC**

The following table sets out the main issues raised during the consultation of the revised SCI in November 2014 – January 2015 together with the recommended response of NFDC.





Organisation	Section of draft SCI the comments relate to	Issue Summary	NFDC Recommended Response
New Forest National Park Authority	General	Thank you for consulting the Authority on the above document. On behalf of the Authority, I write to advise that I have no comments to make.	Noted. No change to SCI.
Southern Water	<p>Appendix 1</p> <p>5.5</p> <p>5.5</p> <p>Section 6</p>	<p>Southern Water welcomes being included as a specific consultation body in Appendix 1 of the revised version of the SCI. This enables Southern Water to highlight planning policy issues that relate to provision of water and wastewater at an early stage in the plan preparation process.</p> <p>As well as publishing a 'summary of the representations' received at various stages, it would be useful if the Council's response to those representations could be published. This would be beneficial to Southern Water as it helps us to understand the Council's position and gives us an opportunity to clarify any misunderstandings.</p> <p>It would be useful if further details could be given on the proposed publication of the adopted plan/DPDs as Southern Water would welcome receiving a notification.</p> <p><u>Neighbourhood Plans (page 12)</u></p> <p>It would also be useful if the section on Neighbourhood Plans could detail the requirements of the consultation stages, including a commitment to consult consultation bodies, such as Southern Water.</p>	<p>Noted. No change to SCI.</p> <p>Noted. The Council will identify key issues for the Inspector to enable them to test soundness of the DPD. No change to SCI.</p> <p>As Southern Water has been identified in Appendix 1 of the SCI as a 'Specific Consultation Body' it will receive appropriate notifications.</p> <p>The section on Neighbourhood Planning (Section 7 in the final document) has been revised.</p> <p>Those preparing Neighbourhood Plans will be expected to comply with National Planning Practice Guidance and the Neighbourhood Planning (General) Regulations 2012. It will be for those preparing</p>

Organisation	Section of draft SCI the comments relate to	Issue Summary	NFDC Recommended Response
	8.3	<p><u>Publicising planning applications (page 14)</u></p> <p>It is important that Southern Water is consulted on applications that may impact on the provision of water and wastewater services to existing customers, for example, if the proposed development affects access to Southern Water's operational assets, including underground mains and sewers. Accordingly, it is suggested that under the heading 'Notices or Direct Notifications' in the above table 'service providers' or 'specific consultation bodies' are included.</p>	<p>Neighbourhood Plans to decide how they undertake consultations on their plans.</p> <p>Applications for development should check with local infrastructure providers as a matter of course. Information is published on the council's website about individual applications. No change to SCI.</p>