Hampshire County Council

Statement of Community Involvement

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

For adoption

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Executive Summary

Involving the local community (consultees and interested parties) in the planning process is seen as a priority by the Government, who want local planning authorities like Hampshire County Council (HCC) to make it easier for everyone to be involved in planning in their local area.

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

This SCI describes how HCC will involve the local community:

- in **preparing**, **altering** and **reviewing minerals and waste planning policy** documents; and
- in **determining planning applications** for minerals, waste and County Council developments.

Local communities were asked for their views on the content of the Hampshire SCI through a consultation which ran from 13 January 2014 to 24 February 2014. The outcomes of the consultation were taken into account through the finalisation of the SCI, as appropriate.

This SCI includes improved procedures, reflecting the introduction of new procedures for consultation on planning applications (minerals and waste and County Council developments) and the methods used and experiences learnt from the preparation of the Hampshire Minerals & Waste Plan in relation to minerals and waste plan-making.

The SCI was adopted by HCC on [Date and month to be added once adopted 2014]. It replaces the SCI adopted by HCC in 2006[1] and its associated Addendum (2010)[2].

1 Hampshire Statement of Community Involvement (Hampshire County Council, 2006)
2 Hampshire Statement of Community Involvement Addendum (Hampshire County Council, 2010)

How to get involved in planning in Hampshire

If it's important to you how Hampshire develops in the future, you can contribute to decisions shaping its development. Everyone in Hampshire uses minerals and discards waste. Everyone in Hampshire is therefore an interested party in these industries. This means that local communities (interested parties and consultees) will be affected by the planning policy decisions taken in Hampshire (in relation to minerals and waste).

Hampshire County Council (HCC) is also responsible for the provision of important community facilities such as schools and libraries which are important to all of Hampshire's residents in one way or another. This means that local communities will be affected by proposals for minerals or waste sites as well as County Council developments in Hampshire.

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

- reading this Statement of Community Involvement (SCI);
- commenting on Minerals and Waste Development Plan Documents as they are published for consultation;
- checking HCC's website[(3)] for details of minerals, waste or County Council proposals and let HCC have your views;
- reading site notices and newspaper announcements to find out more about local proposals;
- visiting HCC or your local district or borough council offices to look at planning application documentation for local minerals, waste or County Council development proposals;
- responding with your comments on proposals if you get a direct neighbour notification letter about minerals, waste or County Council proposals in or close to your area (of if you have any other interest), let HCC know what you feel about it;
- looking out for planning policy newsletters (for minerals and waste planning policy only);
- reading your parish newsletter or noticeboard for information about proposals in your area;
- attending public meetings and exhibitions about minerals, waste and County Council development proposals for your area, and ask questions about what is involved.

If you're short of time remember you can:

- access HCC's website at www.hants.gov.uk/county-planning; or
- email the planning team at HCC at planning@hants.gov.uk.

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

If you need help to view or understand documents or plans produced by HCC, the council can make information available in alternative formats or languages (see back cover of this document).

These are just a few ways to get involved. All of these issues are considered in more detail in this SCI.

3 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

1. Introduction to the Hampshire Statement of Community Involvement

1.0.1 Involving the local community (consultees and interested parties) in the planning process is seen as a priority by the Government, who want Local Planning Authorities (LPA) like Hampshire County Council (HCC) to make it easier for everyone to be involved in planning decisions in their local area.

1.0.2 This Statement of Community Involvement (SCI) is a statutory planning document which HCC is required to prepare by planning legislation[4]. It is a statement of policy for involving local communities in matters relating to development within the local area. In relation to HCC's planning role, the SCI relates to minerals, waste and County Council developments.

1.0.3 HCC as Local Planning Authority has the following responsibilities in relation to planning in Hampshire:

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

1.0.4 The SCI describes how HCC will involve the local community:

- in **preparing, altering** and **reviewing minerals and waste planning documents** (such as the Hampshire Minerals & Waste Plan (HMWP) and any subsequent plans / documents produced as part of the monitoring and implementation of the Plan); and
- in **determining planning applications** for minerals and waste developments, and developments relating to HCC's statutory duties (County Council developments).

1.0.5 This SCI includes improved procedures for involving Hampshire's local communities plan-making and in the determination of planning applications determined by HCC. It reflects the introduction of new procedures on consultation on minerals, waste and County Council development planning applications and the methods used and experiences learnt from the preparation of the HMWP.

1.0.6 HCC is committed to encouraging and improving participation from all sections of the community in planning.

1.1 Why prepare a Statement of Community Involvement?

1.1.1 It is important that local communities are involved in shaping plans for their areas. There are many benefits to be gained from consulting with the local communities. These include benefits highlighted in the following diagram.

4 Planning and Compulsory Purchase Act 2004, section 18: www.legislation.gov.uk/ukpga/2004/5/contents

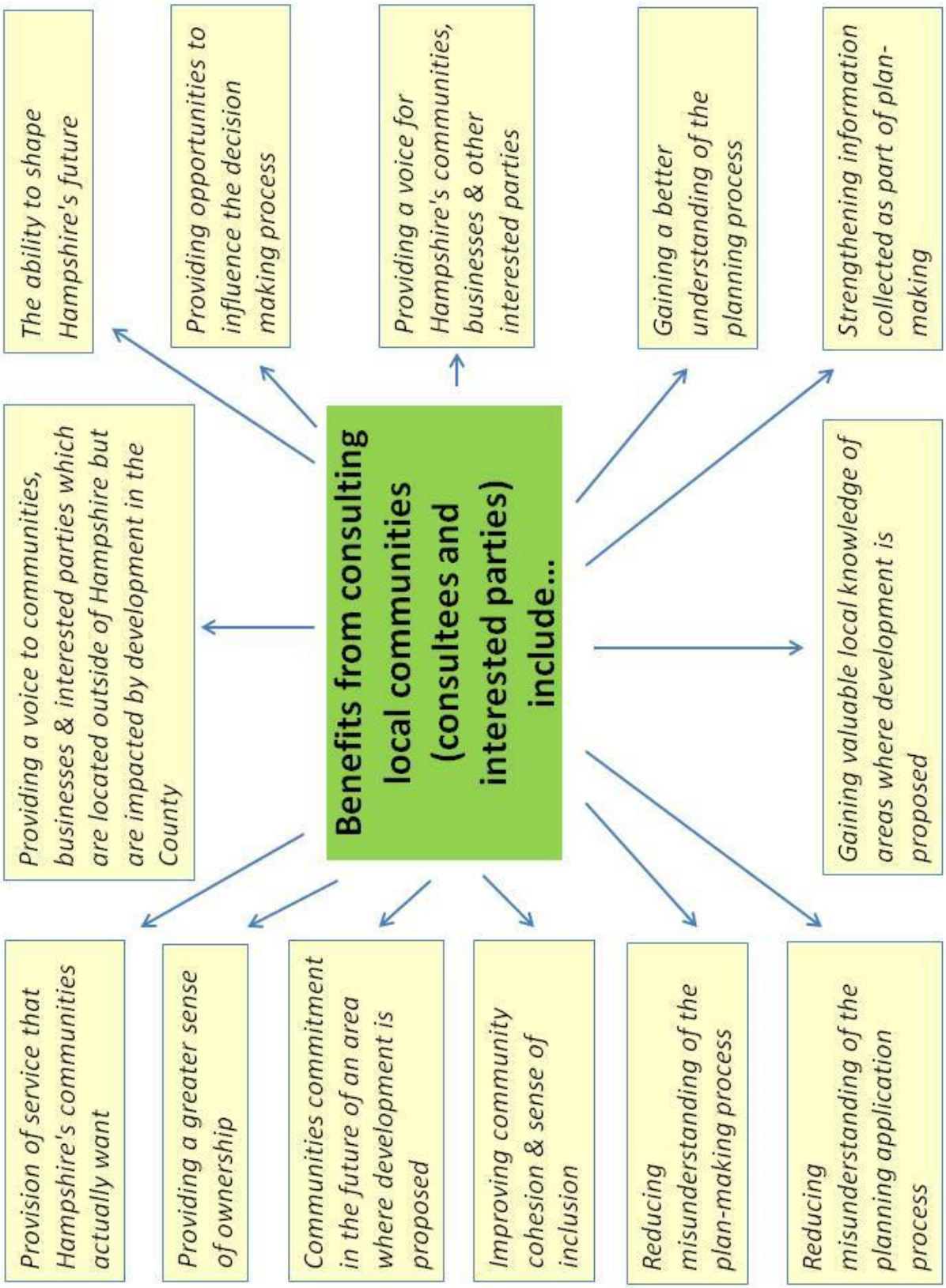


Figure 1 - Benefits associated with consultation with local communities on planning issues

1.1.2 The introduction of the Planning and Compulsory Purchase Act 2004 was intended to make the planning system more efficient and relevant to local people. The Act [5] sets out the requirement for a Local Planning Authority to:

> *'prepare a statement of community involvement as a statement of the authority's policy to the involvement in the exercise of the authority's functions of persons who appear to the authority to have an interest in matters relating to development in their area'.*

1.1.3 Section 18 of the Act defines a local planning authority's SCI as:

> *'a statement of their policy for involving interested parties in matters relating to development in their area'.*

1.1.4 The SCI is a Local Development Document which is produced to describe the strategy. It is not a Development Plan Document (i.e. it is not a spatial plan and has not been subject to a Public Examination by an independent Planning Inspector).

1.1.5 HCC has have a duty to comply with its SCI once it has been adopted[6].

1.2 Why has Hampshire revised it's Statement of Community Involvement?

1.2.1 Various changes in legislation have occurred since the previous Hampshire SCI was adopted in 2006. In 2008, the requirements to include the SCI in the Local Development Scheme (LDS) and for it to be independently examined were removed[7]. In addition, the LDS and the SCI no longer need to be submitted to the Secretary of State. The addendum to the SCI prepared in 2010 reflected some of these changes.

1.2.2 In 2011, the Localism Act[8] set out a series of measures which sought to achieve a substantial and lasting shift in power away from central government and towards local people. The Act has resulted in a streamlining of plan preparation as well as a number of other relevant changes. Although the Localism Act did not propose any changes to the requirements for the SCI, it did introduce the 'duty to co-operate' and set out the requirements for consultation with key bodies and organisations on matters of strategic cross-boundary significance. HCC has a duty to co-operate[9] with:

- Hampshire's **district and borough councils**;
- **surrounding minerals and waste planning authorities** (such as the other minerals and waste planning authorities[10], Dorset, Wiltshire, West Sussex, Isle of Wight, West Berkshire and Surrey);

5 Planning and Compulsory Purchase Act 2004, Part 2 sections 18, 19, 26 and 28 and Part 3
6 Planning and Compulsory Purchase Act 2004, Part 2 section 19 - *'Once the authority have adopted their statement of community involvement they must comply with it in preparing any local development document'*
7 Planning Act 2008, Section 180: www.legislation.gov.uk/ukpga/2008/29/contents
8 The Localism Act (2011): www.legislation.gov.uk/ukpga/2011/20/contents/enacted
9 National Planning Policy Framework, paragraph 178 (DCLG, 2012): www.gov.uk/government/publications/national-planning-policy-framework--2
10 The other minerals and waste planning authorities in Hampshire: Southampton City Council, Portsmouth City Council, the New Forest National Park Authority and the South Downs National Park Authority

- **other minerals and waste planning authorities** with an interest in minerals and waste activities in Hampshire; and
- those that have a **related mineral or waste interest**.

1.2.3 Consequently, in preparing minerals and waste plans and in circumstances where development in Hampshire may impact other areas, it is important to involve neighbouring LPA's and other consultees and interested parties. As a result, the duty to co-operate is also an important consideration which needs to be reflected in a revised SCI.

1.2.4 In recognition of these reforms, the Government published revised Local Planning Regulations in 2012[(11)]. These introduced changes which are relevant to the SCI. In particular:

- a simplified plan preparation process with fewer formal stages; and
- more streamlined consultation and engagement requirements which reflect the simplified system; and
- taking account of increased use and availability of electronic communications such as email and the web.

1.3 What does the Hampshire Statement of Community Involvement cover and how will it be used?

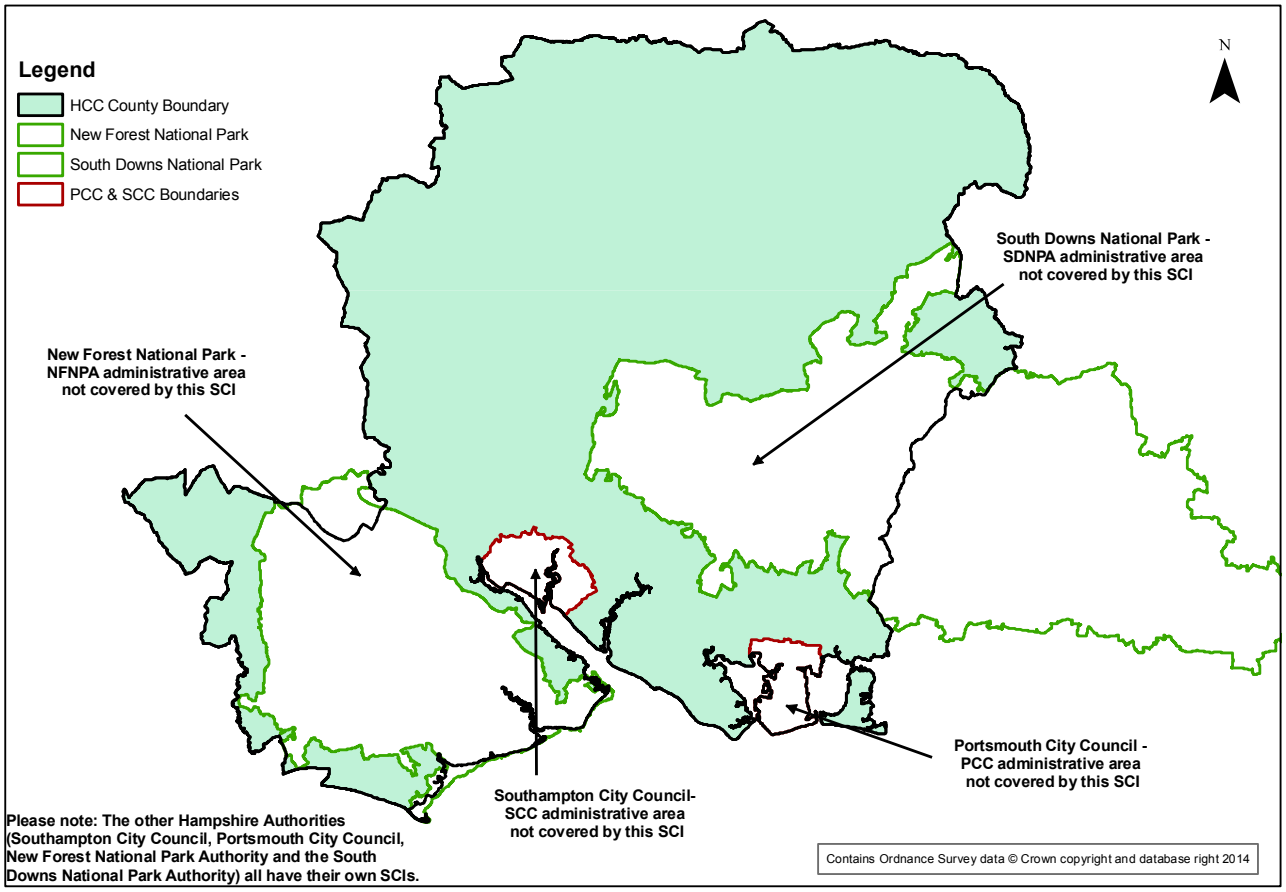
1.3.1 This SCI applies to the:

- **preparation** and **revision** of **Minerals and Waste Plans** and **associated documentation**; and the
- **exercise of HCC's functions in relation to development management** (processing and determining planning applications for minerals, waste and County Council developments).

1.3.2 The SCI covers the administrative area of HCC only, as set out in the following map.

11 Town and Country Planning (Local Planning (England) Regulations 2012: www.legislation.gov.uk/uksi/2012/767/contents/made

Figure 2 - The area this Statement of Community Involvement covers - Hampshire County Council



1.3.3 Involvement in the preparation of Minerals and Waste Plans and in the planning application process (for minerals, waste or County Council developments) is a key area where local communities can be involved in the planning process in Hampshire and there are various ways in which this can be achieved.

1.3.4 This SCI describes how HCC will:

- **meet legal requirements** to ensure community involvement in the planning process, who should get involved, when, and how (see section 2. 'Who needs to be involved in the planning process in Hampshire?').
- **involve** the local communities at each **stage of plan-making for Minerals and Waste Plan's or associated planning documents** (e.g. Supplementary Planning Documents - see section 3. 'Planning Policy - Preparation of a Minerals and Waste Plan or Supplementary Planning Documents');
- **involve** the local communities in **coming to decisions on planning applications for minerals, waste and County Council developments** (see section 4. 'Development management - minerals, waste and County Council development planning applications'); and
- **provide feedback** to local communities.

1.3.5 With regards to plan-making, HCC has worked in partnership with other Minerals and Waste Planning Authorities to produce joint minerals and waste development plans. This has included the:

- Hampshire Minerals and Waste Local Plan (1998) (HMWLP): prepared in partnership with Southampton and Portsmouth City Council's;
- Hampshire Minerals and Waste Core Strategy (2007) (HMWCS): prepared in partnership with Southampton and Portsmouth City Council's and the New Forest National Park Authority; and the
- Hampshire Minerals & Waste Plan (2013): prepared in partnership with Southampton City Council and Portsmouth City Council and the New Forest National Park Authority and South Downs National Park Authority.

1.3.6 More information on plan-making and planning applications is set out in sections 3. 'Planning Policy - Preparation of a Minerals and Waste Plan or Supplementary Planning Documents' and 4. 'Development management - minerals, waste and County Council development planning applications'.

1.3.7 Copies of this SCI are available to view at the following locations:

- on the HCC website at www.hants.gov.uk/county-planning; or
- at HCC offices in Winchester (by appointment and during normal office hours).

1.3.8 Further information on how to contact the HCC Planning team can be found in section 9. 'Where can I find out more information on planning issues and the Hampshire Statement of Community Involvement?'.

1.4 How was the Hampshire Statement of Community Involvement prepared?

1.4.1 Local communities were consulted on the content of a draft SCI through a consultation which ran from 13 January 2014 to 24 February 2014. The consultation gave an opportunity to comment on the contents of the revised SCI.

1.4.2 A summary report of the outcomes of the consultation was produced and is available to view on the HCC website[(12)].

1.4.3 The outcomes of the consultation were taken into account through the finalisation of the SCI, as appropriate.

1.5 What is not covered by the Hampshire Statement of Community Involvement?

1.5.1 Section 1.3 'What does the Hampshire Statement of Community Involvement cover and how will it be used?'already clearly shows the administrative areas which is covered by this SCI. In particular, the SCI does not cover the the administrative areas of:

- Southampton City Council (SCC);
- Portsmouth City Council (PCC);

12 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

- New Forest National Park Authority (NFNPA); or
- South Downs National Park Authority (SDNPA).

1.5.2 SCC, PCC, NFNPA and SDNPA are Minerals and Waste Planning Authorities within their own administrative area.

1.5.3 These LPA's have produced their own SCIs[13][14][15][16], describing how each Council will seek to get their own local communities involved in the most effective way.

1.5.4 The other partner's SCIs reference the HCC SCI with regards to:

- plan-making for minerals and waste; and the
- involvement of local communities in the implementation and monitoring of the HMWP and any subsequent guidance documents produced as part of the partnership.

1.5.5 SCC, PCC, NFNPA and SDNPA are also the determining authority for other non minerals, waste or County Council developments (e.g. housing, offices, industrial, retail units etc) as well as Hampshire's District, and Borough Councils. This SCI does not relate to other non minerals, waste or County Council developments as HCC is not the determining Local Planning Authority for other such proposals. Like the City Council's and National Park Authorities, Hampshire's District and Borough Councils will also have their own SCIs which describe how each Council will seek to get their own local communities involved in the planning process.

13 Southampton Statement of Community Involvement: www.southampton.gov.uk/s-environment/policy/developmentframework/communityinvolvement/
14 Portsmouth Statement of Community Involvement: www.portsmouth.gov.uk/yourcouncil/25280.html
15 New Forest National Park Statement of Community Involvement: www.newforestnpa.gov.uk/info/20040/planning_policy/106/community_involvement
16 South Downs National Park Statement of Community Involvement: www.southdowns.gov.uk/planning/planning-policy/local-plan/statement-of-community-involvement

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

2.0.1 Hampshire County Council (HCC) is committed to ensuring local communities (consultees and interested parties) are involved in the planning process so that everyone has an opportunity to be involved in planning decisions that affect them. This section of the Statement of Community Involvement (SCI) considers:

- who needs to be involved in the **minerals and waste plan-making** process and **planning application** process (minerals, waste and County Council developments) in Hampshire; and
- how the **SCI links to the Hampshire Sustainable Community Strategy** (HSCS).

2.1 Who is the local community?

2.1.1 Since they are affected by planning decisions, consultees (organisations and individuals who are consulted on plan-making and /or planning applications) and interested parties need an opportunity to make their views known before minerals and waste plans are adopted and before any planning decisions are made.

2.1.2 To do this effectively, it is necessary to first identify the relevant consultees and interested parties for minerals and waste and County Council developments.

2.1.3 For minerals and waste planning (plan-making and planning applications) in Hampshire, it is suggested that the local community includes anyone who is:

- **affected** or **potentially affected** by **minerals developments**;
- **reliant** on the **production of minerals**;
- **involved in the production, landing or importation of minerals** in Hampshire **or with an interest** in those activities;
- **affected** or **potentially affected** by **waste developments**;
- **involved in the production, recycling** or **disposal of waste**; and
- **affected** or **potentially affected** by an **existing or proposed minerals or waste proposal**.

2.1.4 Since most people who live or work in Hampshire rely on minerals and produce waste, the local community therefore covers just about all of the people, groups and organisations who live, work or spend time in Hampshire. The local community also includes Hampshire's neighbouring areas (where relevant). Together, they may all be affected by minerals and waste plan-making or impacted by minerals, waste or County Council development planning decisions and therefore all have a ‘stake’ or an interest in the planning process.

2.1.5 For County Council developments (planning applications) in Hampshire, it is suggested that the 'local community' includes anyone who:

- **is affected** or **potentially affected by a County Council proposal** or **development**; and
- **uses** or **relies on County Council developments** (e.g. Schools and libraries).

2.1.6 Figure 3 divides potential consultees and interested parties into:

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

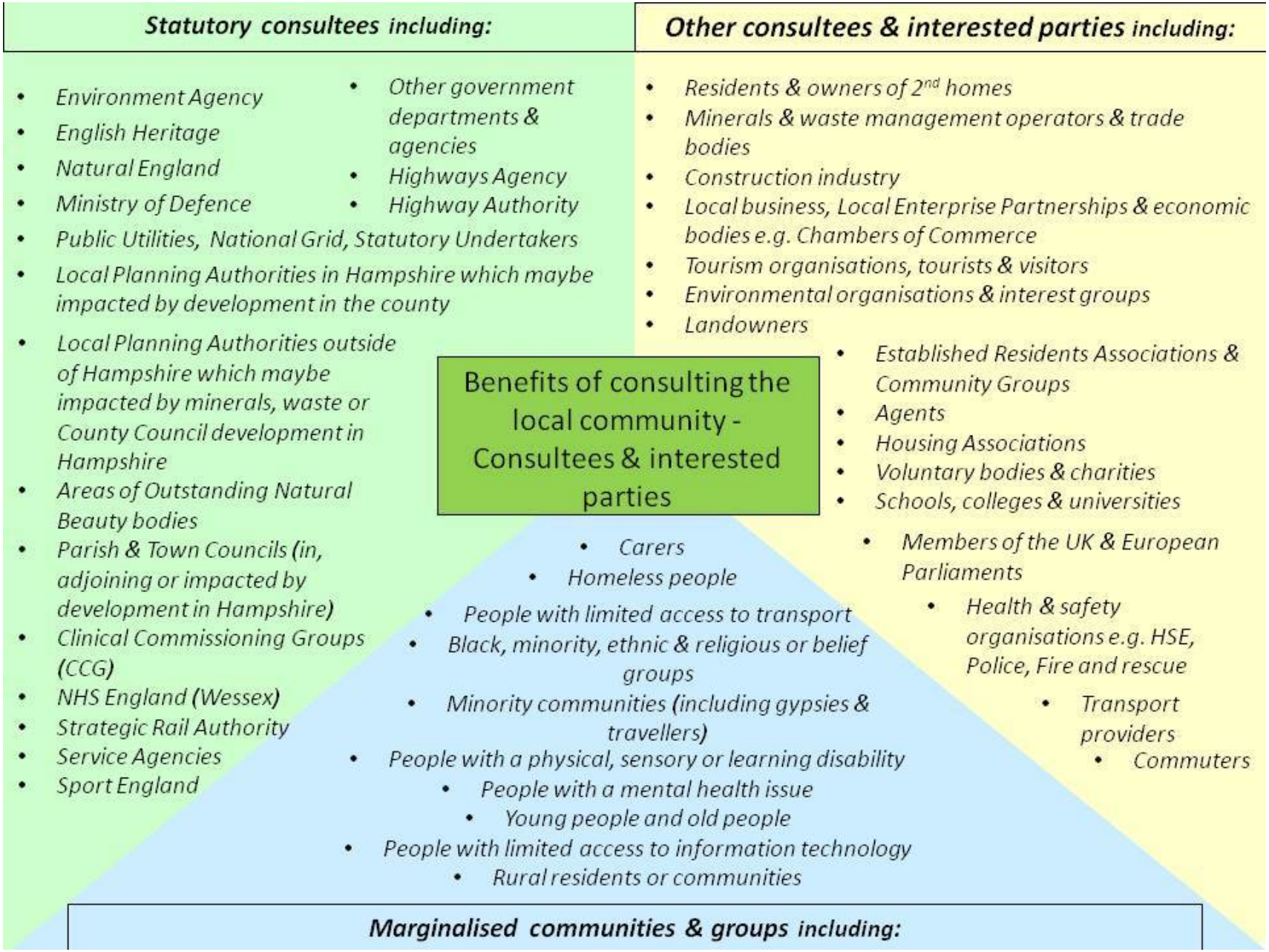
2.1.7 The diagram gives examples of the range of groups which should and could be involved. It sets out those interested parties and consultees who may need to be involved in plan-making or in the planning application process as they have a known interest and/or who have expressed an interest in getting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

2.1.8 It is important to note that this SCI **does not set out an exhaustive list of consultees or interested parties**. However, HCC will comply with Regulation 2 of the Town and Country Planning (Local Development) (England) Regulations 2004[17][18] in identifying consultees.

2.1.9 HCC will only consult with bodies where the subject matter of the Plan or planning application affects them or where a specific request has been made to be consulted. Relevant 'other consultees and interested parties' and 'marginalised communities and groups' groups will be identified and contacted as appropriate, depending on the nature of the issue. More detailed information on consultees and interested parties is provided in 'Appendix 1: Consultees and interested parties'. Table 2 in 'Appendix 3: Options for community involvement - plan-making' includes more information on approaches that may be used in contacting consultees.

17 Local Planning Regulations (March 2012) – replaced and consolidated all previous regulations: www.legislation.gov.uk/uksi/2012/767/contents/made
18 The Town and Country Planning (Local Planning) (England) Regulations 2012: www.legislation.gov.uk/uksi/2012/767/contents/made

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



2.2 How does the Hampshire Statement of Community Involvement link to the Hampshire Sustainable Community Strategy?

2.2.1 The Government has indicated that it would like to see greater integration between community strategies and planning documents. In 2000, the Local Government Act[19] gave local authorities increased responsibility for promoting the economic, social and environmental well-being of their area.

2.2.2 The community priorities, at the time, were captured in the *Sustainable Community Strategy (SCS)*. The first *Hampshire Community Strategy (HCS) - Shaping our future together - a Community Strategy for Hampshire 2004 - 2007*[20] was published in 2004 and developed by the Hampshire Strategic Partnership. This was subsequently endorsed by the Hampshire Senate to reflect the priorities for Hampshire's communities and provide a framework for collaborative working in the County.

2.2.3 A new community strategy was published in 2008. This is known as *Hampshire Sustainable Community Strategy* (HSCS)[21] which covers 2008-2018. The HSCS builds on the HCS (2004).

2.2.4 The HSCS sets out quality of life issues and key trends that impact on Hampshire and identifies 11 long term ambitions to achieve the vision that:

'Hampshire continues to prosper, providing greater opportunity for all without risking the environment'.

2.2.5 The long term ambitions of the HSCS are as follows:

1. Hampshire is a globally competitive environment for business growth and investment, where everyone has the opportunity to develop their skills and play a full part in the county's success;
2. Hampshire provides excellent opportunities for children and young people;
3. Infrastructure and services are developed to support economic and housing growth whilst protecting the environment and quality of life;
4. Social and affordable housing needs are met, including provision to support rural communities;
5. Hampshire's communities are cohesive and inclusive, and vulnerable people are safeguarded;
6. Hampshire and it's partners work to reduce inequalities in outcomes for residents according to individual needs and through a focus on specific areas of multiple disadvantage;
7. Hampshire's communities feel safe and can expect not to suffer violence or anti-social behaviour;
8. Hampshire's residents can make choices to improve their health and wellbeing;

19 Local Government Act 2000: www.legislation.gov.uk/ukpga/2000/22/contents
20 Hampshire Community Strategy, Shaping our future together - a Community Strategy for Hampshire 2004 - 2007 (Hampshire County Council and Hampshire Strategic Partnership, 2004)
21 Hampshire Sustainable Community Strategy (Hampshire County Council and Hampshire Strategic Partnership, 2008): www.hants.gov.uk/localareaagreement/hampshirescs.htm

9. Hampshire's environment and cultural heritage are enjoyed and celebrated;
10. Hampshire is acclaimed for conserving and using natural resources more efficiently, and for reducing and adapting to the effects of climate change; and
11. Hampshire's residents receive excellent public services and value for money.

2.2.6 The HSCS looks at the sort of place people want Hampshire to be, drawing on community plans from across the county and from a range of consultations. It describes the quality of life in Hampshire in 2008, then considers the challenges to that quality of life over the years covered by the HSCS.

2.2.7 The HSCS takes account of community planning at district and more local level and reflects priorities that have been developed in regional[22] and county strategies. It is based on what is known from a wide range of surveys conducted by HCC and partners. It includes a quality of life analysis which is based on data that enables measurement and comparisons of circumstances in different parts of the county. By stating a longer-term vision and ambitions, the HSCS provides a framework for partners in their individual and collaborative work. Partner's plans and strategies are increasingly based on rigorous assessments to establish clear outcomes and priorities. Examples of needs assessments carried out included surveys on:

- children and young people;
- older people and other vulnerable groups;
- public health and inequalities;
- housing;
- the Regional Spatial Strategy;
- the regional economic strategy; and
- community safety.

2.2.8 The HSCS document aims to support planning processes by considering how major challenges might affect the outcomes that partners are aiming for. It promotes debate on how these challenges might be addressed collectively and in a way that cuts across different topics.

2.2.9 The duty to produce the HSCS is planned to be repealed as part of the Deregulation Bill which is currently going through Parliament. A general power of competence has been introduced, following the preparation of the HSCS, through the Localism Act 2011[23].

2.2.10 Minerals and waste plan-making and the determination of minerals, waste or County Council planning applications in Hampshire both have a role to play in supporting the HSCS and the delivery of its objectives.

22 It is important to note that the HSCS was prepared at the time when the Regional Spatial Strategy still formed part of the development plan. The South East RSS has since been revoked (with the exception of two saved policies)

23 The Localism Act 2011: www.legislation.gov.uk/ukpga/2011/20/contents/enacted

3. Planning Policy - Preparation of a Minerals and Waste Plan or Supplementary Planning Documents

3.0.1 This section of the Statement of Community Involvement (SCI) considers how the Hampshire County Council (HCC) will:

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

3.0.2 The Hampshire Minerals & Waste Plan (HMWP) (2013) was prepared by HCC in partnership with Portsmouth and Southampton City Councils and the New Forest and South Downs National Park Authorities (the 'Hampshire Authorities'). It was adopted by the Hampshire Authorities on 15 October 2013 and supersedes the Hampshire Minerals and Waste Core Strategy (2007) (HMWCS) and the saved polices of the Hampshire Minerals and Waste Local Plan (1998) (HMWLP).

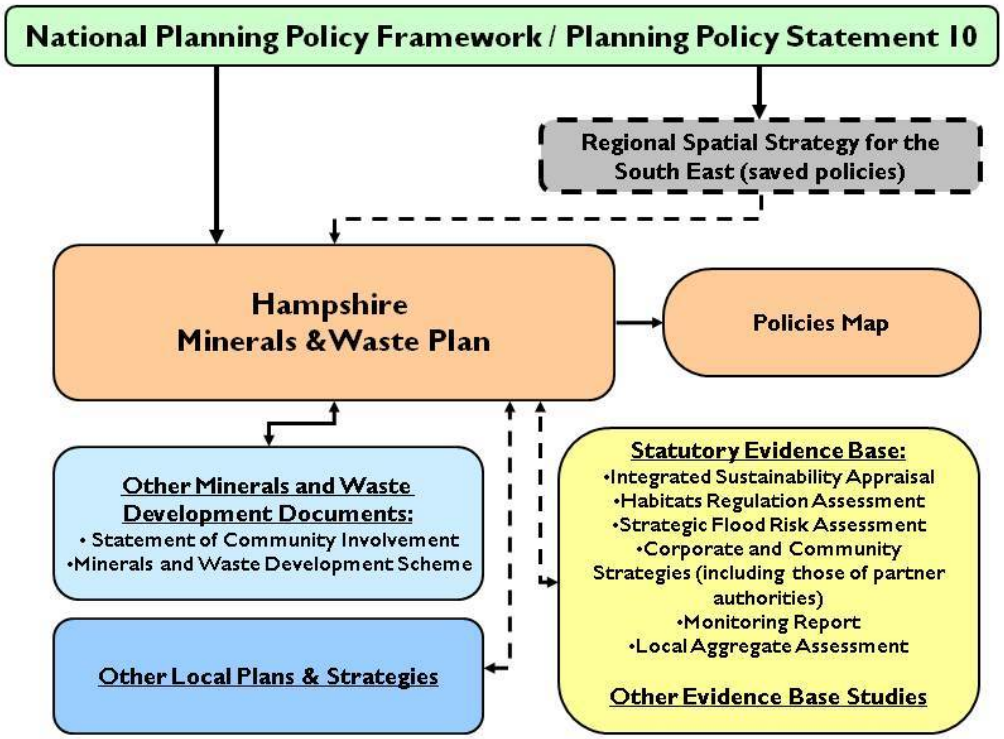
3.0.3 The HMWP was developed, taking into account national and local minerals and waste policy and issues. It will guide HCC in determining county-related minerals and waste planning applications. This issue is considered in more detail in section 4. 'Development management - minerals, waste and County Council development planning applications'. It will also be used by the other Hampshire Authorities to guide minerals and waste development within their own administrative boundaries.

3.0.4 The Hampshire Minerals and Waste Development Scheme (HMWDS) is the project timetable which gives information and detail about the preparation and review of all the various minerals and waste development documents in Hampshire. The HMWDS is particularly useful for anyone involved in plan-making for the HMWP and associated work, as it sets out when each minerals and waste development document was available for formal consultation.

3.0.5 The HMWDS is produced by HCC. The HMWDS does not cover the Portsmouth City Council, Southampton City Council, New Forest National Park or South Downs National Park Authority administrative areas who are minerals and waste planning authorities within their own areas. The other Hampshire Authorities are responsible for preparing their own separate Local Development Schemes (LDS). However, the other Hampshire Authorities LDSs will signpost the HMWDS in relation to preparation of minerals and waste plans and associated work.

3.0.6 As described in the HMWDS, the SCI sits alongside the adopted HMWP and other planning documents. This is highlighted in Figure 4.

Figure 4 - How planning policy documents in Hampshire sit with the Statement of Community Involvement and national policy and other documentation



3.0.7 The current HMWDS is available online on the HCC website[24]. Further information can also be obtained from HCC via the contact details outlined in section 9. 'Where can I find out more information on planning issues and the Hampshire Statement of Community Involvement?'.

3.0.8 Other strategies such as the Hampshire Sustainable Communities Strategy (HSCS) sit alongside the evidence base for the HMWP (see section 2.2 'How does the Hampshire Statement of Community Involvement link to the Hampshire Sustainable Community Strategy?').

3.0.9 The HMWDS will be monitored and updated if new Minerals and Waste Plans or associated planning documents need to be produced, or changes to the published timetable are required. Any updates to the HMWDS will also be made available on the HCC website[25].

24 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
25 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

3.1 Plan-making

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

3.1.2 The stages that each planning document has to go through during its preparation, together with the community involvement and consultation is required at each stage is set out in the Town and Country Planning (Local Planning) (England) Regulations 2012[(26)].

3.1.3 This SCI explains how HCC's commitment to consultation in the published SCI will apply to these stages. It is important to note that the Regulations introduced a number of changes to the process of preparing the development plans from that which was included in the previous Hampshire SCI (2006).

3.1.4 The following table sets out the key stages of plan-making. 'Appendix 2: Stages of plan-making and the delivery of the Hampshire Minerals & Waste Plan (2013)' sets out more information on how each stage was delivered through the HMWP.

26 Town and Country Planning (Local Planning) (England) Regulations 2012: www.legislation.gov.uk/uksi/2012/767/pdfs/uksi_20120767_en.pdf

Table 3.1 - Stages of plan-making as set out in the Town and Country Planning (Local Planning) (England) Regulations 2012

Stage	Description
Stage 1: Preparation and Pre Publication Participation *Regulation 18*	Depending on the type and nature of the Development Plan Document (DPD) being prepared, engagement with local communities (consultees and interested parties) will encouraged in relation to: a) Evidence gathering: • At the beginning of the Plan preparation, HCC will gather evidence from a variety of sources and relevant groups and organisations to ensure that we have an understanding of the main issues that need to be addressed in the Plan. Non-technical summary of evidence base documents will be prepared as appropriate. Any representations received during this stage will be taken into account in preparing the Plan[27]; • An Integrated Sustainability Appraisal (ISA) Scoping Report will be published for consultation with statutory consultees to facilitate the ISA process. b) Development of policy options - Local communities (consultees and interested parties) will: • be encouraged to participate in the on-going policy development process. Where appropriate, a range of potential approaches for providing minerals and dealing with waste will be put forward by the Minerals and Waste Planning Authorities in Hampshire; • be given the opportunity to comment on policy and proposal options (as required) and reasonable alternatives; • be encouraged to participate using the approaches set out in the SCI. Interim ISA Reports or where appropriate an Integrated Sustainability Appraisal Report (the document which is produced when a Sustainability Appraisal / Strategic Environmental Assessment is carried out) will be produced, setting out the likely significant effects of all options considered and those selected. This will be accompanied by a non-technical summary. This will also be published for comment as part of consultation exercises undertaken.
▼	
Stage 2: Publication and Representations Period *Regulation 19*	Following *Stage 1*, a draft Plan will be published. This will take into account the representations previously received. Local communities will be invited to make comments on the draft Plan for a minimum of six weeks (or period set by the other plan-making partner SCIs above six weeks) before it is submitted to the Secretary of State for Public Examination. The purpose of this stage is to gather representations on the 'soundness'[28] of the Plan before it is submitted to the Secretary of State for examination. The documents likely to be published at this stage [29]may include the:

27 Regulation 25 of The Town and Country Planning (Local Development) (England)(Amendment) Regulations 2008: http://www.legislation.gov.uk/uksi/2008/1371/made

28 The criteria for soundness is set out in paragraph 182 of the National Planning Policy Framework. This states that for a Plan to be considered 'sound' is should be positively prepared, justified, effective and consistent with national policy

29 As defined by Regulation 24 of The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008.

Stage	Description

	• published Plan (as proposed to be submitted);
	• Policies Map;
	• ISA Report;
	• Habitats Regulation Assessment (HRA) documentation (as required);
	• a Consultation Statement setting out:
	
	  • who was invited to be involved in the Plan preparation;
	  • how they were invited to be involved in the Plan preparation;
	  • a summary of the main issues raised and how they have been addressed; and
	  • any other supporting documents relevant to the preparation of the DPD.
	
	As this is a statutory stage of engagement the formal arrangements will apply where by copies of each of the proposed submission documents (and a consultation statement of the representations procedure) will be made available during normal office hours at:
	
	• the principal LPA offices (e.g. HCC offices in Winchester, by appointment and in normal office hours); and
	• other places within the local authority area considered appropriate.
	
	The following will be published on the HCC website:
	
	• all the proposed submission documents;
	• a Consultation Statement of the representations procedure;
	• a statement advertising the documents availability and setting out where and when the proposed submission documents are available for inspection.
	
	Each of the specific consultation bodies[30] will be sent a copy of each of the proposed submission documents and a Consultation Statement of the representations procedure.
	
	Each of the general consultation bodies will be sent a Consultation Statement of the representations procedure and a statement advertising the documents' availability and setting out where and when the proposed submission documents are available for inspection.
	
	The following will be set out in a local newspaper (circulating in the whole of the Plan area):
	
	• a Consultation Statement of the representations procedure; and
	• a statement advertising the documents' availability and setting out where and when the proposed submission documents specified in the what to publish section (above) are available for inspection.

▼	

30 As defined in Regulation 3 of the Town and Country Planning (Local Development) (England) Regulations 2004, as amended in 2008 and 2009. These include, amongst others, the Environment Agency, English Heritage, Natural England and the Secretary of State for Transport.

Stage	Description
Stage 3: Submission of Development Plan Document for Examination *Regulation 22*	All the representations received during *Stage 2* will be read and considered and, if necessary, 'focused' changes to the Plan will be proposed. If a focused change is proposed, the following will take place: • An addendum to the proposed submission DPD setting out the proposed change(s) will be prepared; • An ISA of the implications will be conducted; • Associated HRA documentation (as required); and • Consultation with local communities on the addendum for a minimum period of six weeks (or period set by the other plan-making partner SCIs above 6 weeks). After the close of a consultation on the submission DPD, the first representations, the addendum and the responses to the addendum will be submitted to the Secretary of State (SoS). If focused changes are not proposed then the proposed submission Plan, the ISA, the representations made and any other supporting documents will be submitted to the SoS.
▼	
Stage 4: Independent Examination *Regulation 24*	The SoS will appoint an independent Planning Inspector to conduct a public examination of the DPD. The public examination hearings are held in public HCC, as minerals and waste planning authority (MWPA), will publicise the time and venue for the public examination hearing sessions, and any other information considered helpful to the relevant consultees or interested parties, as required. Those who made representations under *Stage 2* may be invited by the Planning Inspector to attend the relevant parts of the public examination hearings. The Planning Inspector will decide who is invited to hearing sessions, not HCC, meaning that invitations are at the discretion of the Planning Inspector. If as part of the hearings, proposed modifications to the Plan are required, HCC will prepare and consult on these modifications as directed by the Planning Inspectorate. If a full consultation is required, consultation will be in line with the provisions of this SCI.
▼	
Stage 5: Inspector's Report and Adoption *Regulation 26*	Following the end of the public examination, the Inspector will submit a report to HCC. This Report will recommend either that the Plan is 'unsound', 'sound' or can be made sound if specific changes are made to it. When received, the Inspector's Report will be published and publicised by HCC. This will include putting it on the HCC County Planning website[31], as well other methods which are considered to be appropriate.

31 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

Stage	Description
	Provided that the Plan receives a 'sound' recommendation from the Inspector's Report, the Plan will be adopted. This will take place through democratic approval of the Plan for adoption by all of the relevant authorities involved in plan preparation. When the DPD is formally adopted, the local community who have asked to be informed of the adoption will be notified. The information will be published on the HCC website[32], and notices will be placed in local newspapers. The adoption of the Plan will be subject to a 6 week legal challenge period[33].

32 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
33 Planning and Compulsory Purchase Act 2004, section 113: www.legislation.gov.uk/ukpga/2004/5/contents

3.1.5 Further information on each of the stages in the preparation of DPDs is available from the Planning Advisory Service[34].

3.1.6 Where required and appropriate, HCC will appoint consultants to supplement the work for minerals and waste plan-making and associated work. Appointment of consultants will be carried out, where applicable, in discussion with the other Hampshire Authorities. Appointments will be made in accordance with HCC guidance.

How will Hampshire County Council meet the requirements of the Strategic Environmental Assessment Directive?

3.1.7 HCC will prepare an environmental report, as required under the Strategic Environmental Assessment (SEA) Directive[35]. HCC combines this with Sustainability Appraisal in a process known as Integrated Sustainability Appraisal (ISA).

3.1.8 An ISA Report and associated work was prepared to facilitate the delivery of the HMWP. Following the adoption of the HMWP, any further Minerals and Waste Plans or associated work (e.g. Supplementary Planning Documents) produced will also be subject to ISA, to ensure that the requirements of European and National policy are met. ISA work to be undertaken is noted in Stages 1 to 4 of Table 3.1 '- Stages of plan-making as set out in the Town and Country Planning (Local Planning) (England) Regulations 2012'.

3.1.9 HCC will ensure that consultees and interested parties will have an opportunity to comment on the ISA throughout its development to allow the findings to inform the development of any Plan and associated documentation being produced.

How will Hampshire County Council meet the requirements of the Habitats Regulations?

3.1.10 HCC has a duty to ensure that any Plan (and associated documentation) prepared is in accordance with the Conservation of Habitats and Species Regulations 2010 (the Habitats Regulations)[36]. This assessment examines the impact that a Plan would have on the integrity of the sites designated under the EU Habitats Directive. The HMWP was subject to continuous iterative assessment throughout Plan preparation. In accordance with Regulation 102 of the 2010 Regulations, Natural England was consulted on the Habitats Regulation Assessment (HRA) as part of plan preparation. A final HRA Record[37] was produced and was published alongside the Plan upon adoption. This includes concluding comments from Natural England.

3.1.11 Any further or future plan preparation work will also be undertaken in accordance with the requirements of the 2010 Regulations as appropriate. Relevant statutory consultees (e.g. Natural England) will be consulted in relation to this issue.

34 Planning Advisory Service website: www.pas.gov.uk/plan-making
35 Strategic Environmental Assessment (SEA) Directive: http://ec.europa.eu/environment/eia/sea-legalcontext.htm
36 Conservation of Habitats and Species Regulations 2010: www.legislation.gov.uk/uksi/2010/490/contents/made
37 Assessment Under the Habitats Regulations - Habitat Regulations Assessment Record (Hampshire Authorities, 2013) / Assessment Under the Habitats Regulations - Habitat Regulations Assessment Record Appendices (Hampshire Authorities, 2013)

How will Hampshire County Council monitor the implementation of an adopted Minerals and Waste Plan?

3.1.12 Following the adoption of a Minerals and Waste Plan (e.g. the HMWP), HCC and its partners will implement and monitor the Plan. If further work is required following the adoption of the HMWP, as part of its implementation and monitoring, the work will be developed in line with the provisions of this SCI.

3.1.13 HCC will produce a Monitoring Report (MR) on behalf of the plan-making partnership for the HMWP. The MR will review how effective the implementation of the adopted planning policies has been as well as providing statistical information on minerals and waste planning permissions granted annually. This implements the commitment to monitor the Plan. The results of the monitoring will identify if a review of the adopted Plan is required or if further work is required as part of the implementation of the Plan.

3.1.14 The latest version of the MR is available to view on the HCC website[38].

3.1.15 A review of the HMWP is anticipated within 5 years of the adoption of the Plan unless monitoring of the Plan indicates that a full or partial review of the Plan is required at an earlier date. Any further minerals and waste plans prepared will need to comply with this SCI.

3.1.1 Consultation on plan-making

3.1.1.1 Planning legislation[39] sets out specific consultation groups that HCC must contact for plan-making including:

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

3.1.1.2 It also identifies General Consultation Bodies who may be contacted. 'Appendix 1: Consultees and interested parties' has more information on the members or potential members of these 'consultation bodies'.

3.1.1.3 An extensive database of consultees and interested parties thought likely to have an interest in mineral and waste planning policy in Hampshire is maintained and updated as required. This database has been built up by those who have previously contributed to consultations on Hampshire's planning policy work over the years and have requested to be kept informed about plan-making. Everyone on this database has been contacted to confirm their continuing interest in minerals and waste issues, and in community involvement as part of the preparation of the HMWP and this SCI.

3.1.1.4 Any organisation or individual can be added to this list at any time by emailing, writing to or telephoning the Planning Policy team at HCC with their details (see section 9. 'Where can I find out more information on planning issues and the Hampshire Statement of Community Involvement?').

38 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
39 Town and Country Planning (Local Planning) (England) Regulations 2012 replaced and consolidated all previous regulations: www.legislation.gov.uk/uksi/2012/767/contents/made

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

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

3.1.1.6 As already indicated, the Localism Act 2011[40] introduced a 'duty to cooperate' on planning issues that cross administrative boundaries[41]. This co-operation must be done 'constructively, actively and on an on-going basis'. This may in some cases involve consulting with authorities who are not geographically adjacent. For the purposes of the HMWP or subsequent plans, the duty is taken to apply to the authorities and bodies who are impacted by the minerals and waste provision or requirements for Hampshire.

3.1.1.7 Various stages of plan-making can include consultation periods (see Table 3.1 in section 3.1 'Plan-making'). In the event of a consultation, consultees and interested parties will be invited to make comments on:

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

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

3.1.1.9 A variety of approaches will be used by HCC to involve the local community in preparing any further or future minerals and waste plans and associated documentation. 'Appendix 3: Options for community involvement - plan-making' links the techniques outlined in this section of the SCI as well as other techniques to the specific stages of preparing the HMWP and any subsequent minerals or waste plans or associated documentation which may be prepared.

3.1.1.10 The following table sets out the types of consultation methods which HCC will use to consult on minerals and waste plan-making in Hampshire.

40 Localism Act 2011: www.legislation.gov.uk/ukpga/2011/20/contents/enacted
41 Localism Act 2011, section 110

Table 3.2 - Consultation methods for minerals and waste plan-making

	How will consultation take place and where associated documentation can be viewed
Notice of consultation	• Notice of the consultation will be placed on the HCC website[42] together with details of where and when the document being consulted on may be inspected or copies obtained. • This information will also be available to view at HCC Discovery Centres[43], Libraries[44] and Information Centres[45]. • The timing of the consultation period will be set out in the Notice of Consultation.
Publicising the consultation	• Notification of the consultation will be given to statutory consultees and to other consultees and interested parties by letter or by email and their views invited. • A press notice containing details of the consultation will be issued to local newspapers to meet the relevant requirements for notification. At the time of the adoption of this SCI, the notices will be place in the 'Hampshire Independent'[46]. All press notices are available to view on the HCC Statutory Notices List[47]. • The HCC newspaper (Hampshire Now), along with district and parish magazines, will also be used to publicise details of consultations (where appropriate). • Relevant local newspapers outside of Hampshire will be used, as appropriate, for matters which may impact areas beyond the Hampshire administrative boundary. • Local radio and TV may also be used (where appropriate). • Social media (such as the use of Facebook and Twitter) will be used (where appropriate), to publicise consultations. • Information on the consultation will be available on the HCC website[48]. • Newsletters on planning policy work will be sent out to consultees and interested parties, detailing consultations to be undertaken.
Neighbourhood notification	• Neighbouring properties surrounding specific sites identified in Minerals and Waste Plans will be individually notified at the pre-publication participation (including publication) stage as well as when final draft versions of these plans are submitted to Government (submission). • Similarly, neighbouring properties of sites submitted for consideration during the plan-making process will also be individually notified. In both cases, this will be done by sending a letter to properties which are within 50 metres of the proposed site in urban areas or 100 metres from the site allocation in rural areas. Additional notification beyond these areas is at the discretion of the planning officer[49].
Meetings and workshops	• Use will be made of meetings and/or workshops with local communities (consultees and other interested parties) (as appropriate). These can and will take place at any stage in the plan-making process as required. Public meeting and workshops provide an opportunity for local communities to engage directly to HCC officers. • A written record of all discussions of all meetings or workshops will be prepared by HCC.

42 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
43 Hampshire County Council Discovery Centres: www.hants.gov.uk/discoverycentres
44 Hampshire County Council Libraries: www.hants.gov.uk/library
45 New Milton Information Centre
46 The Hampshire Independent is a new free local newspaper. It can be viewed on line at: www.hantsdirect.com. Copies are also available in a number of locations across the county including local supermarkets
47 Hampshire County Council Statutory Notices List: www.hants.gov.uk/publicnotices
48 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
49 The distances of 50 metres or 100 metres from the proposed site boundary, as shown on GIS mapping provided by Ordnance Survey. All address points within these distances will be notified

	How will consultation take place and where associated documentation can be viewed
Viewing the consultation documents	• Copies of consultation documents will be sent to the statutory consultees and will also be made available to the public on the HCC website[50]. • Hard copies will be available for inspection during opening hours at HCC offices (by appointment and during normal office hours), HCC Discovery Centres[51], Libraries[52] and Information Centres[53].
Responding to consultations	• All responses should be made by letter, e-mail, formal questionnaire or response form and received by the consultation deadline. Late representations will not be considered unless there has been prior agreement. • Other response formats (e.g. verbal) will be considered where appropriate, such as with marginalised communities and groups.

3.1.1.11 Section 3.1.3 'Reporting back on the outcomes of plan-making consultations' sets out what HCC will do once a consultation has been completed.

50 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
51 Hampshire County Council Discovery Centres: www.hants.gov.uk/discoverycentres
52 Hampshire County Council Libraries: www.hants.gov.uk/library
53 New Milton Information Centre

3.1.2 Commenting on plan-making

3.1.2.1 Anyone can comment during the preparation of a Minerals and Waste Plan by submitting comments to HCC for consideration. The plan-making process offers stages in which local communities (consultees and interested parties) will be asked for their views (see Table 3.1 '- Stages of plan-making as set out in the Town and Country Planning (Local Planning) (England) Regulations 2012' which sets out the stages of plan-making).

3.1.2.2 The HCC website provides the opportunity to comment on the plan-making process in the following ways:

- via the HCC website: www.hants.gov.uk/county-planning;
- by email: planning@hants.gov.uk; or
- in writing: see address in section 9. 'Where can I find out more information on planning issues and the Hampshire Statement of Community Involvement?'.

3.1.2.3 Guidance on how to respond to consultations on plan-making will be issued at the time of the consultation.

3.1.2.4 All comments received will be available to view at HCC offices in Winchester (by appointment and within normal office hours).

3.1.2.5 All written representations will be entered on the HCC consultation database prepared for each specific consultation.

3.1.2.6 A redacted copy (i.e with all personal information removed) of all comments received will be made available following the end of the consultation period on the HCC website[54].

3.1.2.7 Responses received will be summarised and documented in the officers report, as required (see section 3.1.3 'Reporting back on the outcomes of plan-making consultations').

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

54 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

3.1.3 Reporting back on the outcomes of plan-making consultations

3.1.3.1 The following table considers how HCC will report back on the results of consultations on plan-making.

Table 3.3 - Reporting back on the outcomes of consultation

	How will consultation take place and where associated documentation can be viewed
Logging and acknowledging responses	• All representations made during any stage of consultation for the preparation of a Minerals & Waste Plan will be logged and acknowledged, using e-mail as far as possible.
Summarise responses	• Once a consultation exercise has been completed, the comments received together with points raised will be analysed. • A summary of the comments will be made publicly available on the HCC website[55] and will also be available to view at the HCC offices in Winchester (by appointment and in normal office hours). • The summary report will show how views received from the consultation have been taken into account, and what actions resulted from the consultation comments. Summarising responses received as part of minerals and waste plan preparation is a statutory requirement, to be observed when a document goes to the next stage of consultation or before it is submitted to the Government. • In the case of comments received on evidence base documents, the same approach will be followed by which the representations received will be analysed and a summary of the comments will be made publicly available on the HCC website[56] and at the HCC offices in Winchester (by appointment and during normal office hours).
Reporting back on the outcomes of a consultation	Any or all of the following methods may be used, as appropriate, to report back on the outcomes of consultations on plan-making or the evidence base: • publishing the information online; • publishing information in Hampshire Now; • issuing press releases and statements; • publicising on social media (such as the use of Facebook and Twitter); • providing copies of the feedback at HCC offices in Winchester (by appointment and during normal office hours); and • contacting respondents directly. Findings will be considered by HCC in the: • production and/or review of development plan document; • production of any supplementary planning documentation; or • production of associated documentation as part of Plan implementation.
Viewing responses received	All responses received as part of any plan-making consultation will be available to view on HCC's website[57] in a redacted form (i.e all personal information will be removed). This will enable people who have been involved in consultations and other events to see the results and how they have influenced plan-making.

55 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
56 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
57 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

3.1.4 Notification of adoption of a Minerals and Waste Plan

3.1.4.1 Once a public examination of a Minerals and Waste Plan has been completed, HCC will receive an Inspector's Report from the Planning Inspectorate. This will detail the findings of the public examination and will set out whether the Plan is suitable for adoption (if the plan is sound).

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

3.1.4.3 Anyone who has asked to be notified of the adoption of the Plan will be notified (by email or letter) that adoption has taken place and will be sent a copy of the Adoption Statement.

3.1.4.4 The Inspector's Report and adoption documentation will be available to view on the HCC County Planning website[(58)] and at the HCC offices in Winchester (by appointment and during normal office hours).

58 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

3.2 Supplementary Planning Documents

3.2.1 There may be a need to prepare Supplementary Planning Documents (SPDs). SPDs can be developed to provide guidance on local planning matters or to explain how adopted policies in Local Plans are to be delivered. HCC may prepare SPDs to provide greater details on the policies of its development plan documents if these are considered to be required.

3.2.2 There is no requirement for SPDs to be listed in a LPA's Local Development Scheme (e.g. In the case of HCC, the HMWDS), so they can be brought forward as circumstances change. However, where HCC and it's plan-making partners intend to deliver supplementary documentation and this is known, this will be presented in any updates to the HMWDS.

3.2.3 SPDs are not required to have a specific link or be related to a DPD policy. SPDs must be consistent with national planning policy but must not include further policies over and above what is already included in adopted Minerals and Waste Plans e.g. the HMWP. Therefore, where a DPD has already been adopted, this consistency will be achieved by ensuring that the SPD is not in conflict with them.

How will Hampshire County Council meet the requirements of the Strategic Environmental Assessment Directive?

3.2.4 HCC will carry out an ISA during the preparation of a SPD and publish the findings for comment at relevant stages of the SPD preparation.

How will Hampshire County Council meet the requirements of the Habitats Regulations?

3.2.5 HCC will carry out HRA work during the preparation of a SPD and publish the findings, as appropriate.

3.2.1 Consultation on Supplementary Planning Document preparation

3.2.1.1 Unlike DPDs, SPDs are not examined by a Planning Inspector. However, the preparation of a SPD is still subject to a process of consultation and engagement with relevant consultees and interested parties. The preparation of any SPD will adhere to the following minimum level of public participation, in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012[(59)].

3.2.1.2 Consultees and interested parties will be invited to make comments on the draft SPD for a minimum of six weeks (or period set by the other plan-making partner SCIs above six weeks). This is over and above the minimum requirements for consultation on SPDs as set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 of 4 weeks.

3.2.1.3 The following table sets out the consultation methods for SPD preparation.

59 Town and Country Planning (Local Planning) (England) Regulations 2012: www.legislation.gov.uk/uksi/2012/767/contents/made

Table 3.4 - Consultation methods for SPD preparation

	How will consultation take place and where associated documentation can be viewed
Notice of consultation	• Notice of the consultation will be placed on the HCC website[60] together with details of where and when the document being consulted on may be inspected or copies obtained. • The SPD will also be available to view at HCC offices in Winchester (by appointment and during normal office hours) and at HCC Discovery Centres[61], Libraries[62] and Information Centres[63]. • The timing of the consultation period will be set out in the Notice of Consultation.
Publicising the consultation	• A press notice containing details of the consultation will be issued to local newspapers as appropriate. At the time of the adoption of this SCI, the notices will be place in the 'Hampshire Independent'[64]. • Relevant local newspapers outside of Hampshire will be used, as appropriate, for matters which may impact areas beyond the Hampshire administrative boundary. All press notices are available to view on the HCC Statutory Notices List[65]. • The HCC newspaper (Hampshire Now), along with district and parish magazines, will also be used as appropriate to publicise details of consultations (where appropriate). • Local radio and TV may also be used, where appropriate. • Social media (such as the use of Facebook and Twitter) will be used (as appropriate), to publicise consultations. • Notification of the consultation will be given to statutory consultees and to other interested parties considered likely to have an interest in the SPD by letter or by email and their views invited. • Information on the consultation will be available on the HCC website[66].
Meetings	• Use of consultee events to focus and develop the scope, content and early versions of the SPD will be used as appropriate. This may include focus groups of interested parties with a particular expertise in the relevant field.
Viewing the consultation documents	• Copies of consultation documents will be sent to the statutory consultees and will also be made available to the public on the HCC website[67]. • Hard copies will be available for inspection during opening hours at HCC offices in Winchester (by appointment and during normal office hours) at HCC Discovery Centres[68], Libraries[69] and Information Centres[70].
Responding to consultations	• All responses should be made by letter, e-mail, formal questionnaire or response form and received by the consultation deadline. Late representations will not be considered unless there has been prior agreement. • Other response formats (e.g. verbal) will be considered where appropriate, such as with marginalised communities and groups.

3.2.1.4 Section 3.2.3 'Reporting back on the outcomes of consultations' sets out what HCC will do once a consultation has been completed.

60 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
61 Hampshire County Council Discovery Centres: www.hants.gov.uk/discoverycentres
62 Hampshire County Council Libraries: www.hants.gov.uk/library
63 New Milton Information Centre
64 The Hampshire Independent is a new free local newspaper. It can be viewed on line at: www.hantsdirect.com. Copies are also available in a number of locations across the county including local supermarkets
65 Hampshire County Council Statutory Notices List: www.hants.gov.uk/publicnotices
66 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
67 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
68 Hampshire County Council Discovery Centres: www.hants.gov.uk/discoverycentres
69 Hampshire County Council Libraries: www.hants.gov.uk/library
70 New Milton Information Centre

3.2.2 Commenting on Supplementary Planning Documents

3.2.2.1 Anyone can comment during the preparation of a SPD by submitting comments to HCC for consideration.

3.2.2.2 The HCC website provides the opportunity to comment on the SPD preparation in the following ways:

- via the HCC website: www.hants.gov.uk/county-planning;
- by emailL planning@hants.gov.uk; or
- in writing (see address in section 9. 'Where can I find out more information on planning issues and the Hampshire Statement of Community Involvement?').

3.2.2.3 Guidance on how to respond to consultations on SPD will be issued at the time of the consultation.

3.2.2.4 All comments received will be available for viewing at HCC offices in Winchester (by appointment and in normal office hours).

3.2.2.5 All written representations will be entered on the HCC consultation database prepared for each specific stage of consultation.

3.2.2.6 A redacted copy of all comments received in relation to a SPD will be made available following the end of the consultation the HCC website[71].

3.2.2.7 The responses to any consultation on SPD preparation will be considered and taken into account as part of it's preparation. Responses received will be summarised and documented in the officers report, as required (see section 3.2.3 'Reporting back on the outcomes of consultations').

3.2.3 Reporting back on the outcomes of consultations

3.2.3.1 The following table considers how HCC will report back on the results of consultations on SPDs.

Table 3.5 - Reporting back on the outcomes of consultation on a SPD

	How will consultation take place and where associated documentation can be viewed
Logging and acknowledging responses	• All representations made during any stage of consultation for the preparation of a SPD will be logged and acknowledged, using e-mail as far as possible.
Summarise responses	• Once a consultation exercise has been completed the comments received together with points raised will be analysed and a summary of the comments will be made publicly available on the HCC website[72] and at the HCC offices (on appointment and in normal office hours). The summary will show how views received from the consultation have been taken into account, and what actions resulted from the consultation comments.
Reporting back on the outcomes of a consultation	Any or all of the following methods may be used, as appropriate, to report back on the outcomes of consultations on plan-making or the evidence base:

71 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
72 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

	How will consultation take place and where associated documentation can be viewed
	• publishing the information online; • publishing information in Hampshire Now; • issuing press releases and statements; • publicising on social media (such as the use of Facebook and Twitter); • providing copies of the feedback at HCC offices in Winchester (on appointment and in normal office hours); and • contacting respondents directly. Findings will be considered HCC in the: • production of any supplementary planning documentation; or • production of associated documentation as part of SPDs implementation.
Viewing responses received	All responses received as part of consultations for the preparation of a SPD will be available to view on HCC's website[73] in a redacted form (i.e all personal information will be removed). This will enable people who have been involved in consultations and other events to see the results and how they have influenced the development of the SPD.

3.2.4 Notification of adoption of a Supplementary Planning Document

3.2.4.1 HCC will be responsible for adopting any SPD it prepares.

3.2.4.2 An Adoption Statement, together with the adopted SPD and associated documentation, will be placed on HCC's website[74] and will be available to view in the HCC offices in Winchester (by appointment and during normal office hours) as well as the offices of the other Hampshire Authorities involved in document preparation.

3.2.4.3 HCC will prepare and publish a consultation statement at the time of adoption. This will set out the following:

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

3.2.4.4 HCC will publish a Statement of Conformity with the SCI when the SPD is adopted. This will be available to view on HCC website[75].

3.2.4.5 Anyone who has asked to be notified of the adoption of the SPD will be notified (by email or letter) that adoption has taken place and will be sent a copy of the Adoption Statement.

73 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
74 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
75 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

4. Development management - minerals, waste and County Council development planning applications

4.0.1 This section of the Statement of Community Involvement (SCI) considers how Hampshire County Council (HCC) will:

- **publicise and consult** on the **minerals, waste and County Council development planning applications** it deals with; and
- show how the **local community (consultees and interested parties) will be involved in the consideration of these planning applications**.

4.0.2 The planning applications which HCC deal with are 'County Matters' and 'County Council' developments. Hampshire's District, Borough, City Councils and National Park Authorities are the Local Planning Authorities (LPA) which deal with other planning applications. This includes proposals for housing, offices, industrial, retail etc.

4.0.3 There are three types of '**County Matters**'. These are planning applications for:

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

4.0.4 '**County Council**' developments are those related to HCC's own development proposals including:

- schools;
- libraries;
- social services facilities; and
- highways.

4.0.5 Minerals and waste planning applications within the administrative areas of Portsmouth and Southampton City Councils and the New Forest and South Downs National Park Authorities will be dealt with by those Authorities and HCC is not the Local Planning Authority within those areas.

4.0.6 At the time of the adoption of this SCI (2014), HCC is processing minerals, waste and County Council development planning applications on behalf of the South Downs National Park Authority (SDNPA) under a legal agreement. This agreement works to the standards and requirements set out in a Service Level Agreement. The final decision on whether a planning application should be granted or refused will be taken by the SDNPA.

4.0.7 Any County Council developments which may fall within the National Park administrative boundaries will also be considered by the relevant National Park Authority and not HCC.

4.0.8 The planning process is summarised on the HCC website[76].

4.0.9 A Development Control Charter is available on the HCC website[77] which sets out the standards of service the HCC aims to provide.

4.1 Pre-application discussions

4.1.1 The National Planning Policy Framework (NPPF)[78] encourages pre-application discussions and states that:

> *'early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties'*[79].

4.1.2 It also indicates that:

> *'good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community'*[80].

4.1.3 HCC as local Minerals and Waste Planning Authority (MWPA) has a key role to play in encouraging other parties to take maximum advantage of the pre-application stage. HCC encourages developers to enter into pre-application discussions with the Council to:

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

4.1.4 Pre-application discussions mainly take place between the developer and the relevant MWPA as they are largely technical exercises. However, they can in some instances provide an opportunity for local communities to be engaged in the planning application process.

4.1.5 HCC also encourages developers to talk to local communities about proposals, at the earliest stage, to inform them of their plans and to ensure that a link with the local community is established at an early stage in the planning application process. This may take place through the relevant Parish or Town Council or could involve the developer setting up an independent event for the local community to attend.

4.1.6 HCC charges a fee for pre-planning application advice for proposed minerals and waste development. More information on pre-application advice and the process for this being delivered can be found on the HCC website[81].

76 Hampshire County Council website (summary of planning process): www.hants.gov.uk/planning-process-flowchart.pdf
77 Hampshire County Council website (planning section - development control charter): www.hants.gov.uk/development_control_charter.pdf
78 National Planning Policy Framework, paragraph 188 (DCLG, 2012) : www.gov.uk/government/publications/national-planning-policy-framework--2
79 National Planning Policy Framework, paragraph 188 (DCLG, 2012)
80 National Planning Policy Framework, paragraph 188 (DCLG, 2012)
81 Hampshire County Council website (pre-application section): www.hants.gov.uk/pre-application-2.htm

4.1.7 HCC cannot require a developer to engage with the authority before submitting a planning application. HCC can only encourage the take-up of any pre-application services which are offered.

4.2 Current publicity on planning applications

4.2.1 Once a planning application (minerals, waste or County Council developments) has been submitted, validated, and entered onto the Public Planning Register[82], the statutory consultation will begin. At that point, representations will be invited in accordance with the timescales set out in the legislation. Publicity will take place in accordance with the Town and Country Planning (Development Management Procedures) (England) Order 2010[83].

4.2.2 HCC already exceeds the minimum requirements in publicising planning applications, in particular by carrying out neighbour notification in the vicinity of the application site over and above the minimum requirements. The following table outlines what publicity is undertaken when a valid planning application is received by HCC.

Table 4.1 - Publicity for planning applications

	How will publicity been undertaken and where associated documentation can be viewed
Press notice	There are minimum standards for advertising planning applications which are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2012[84]. A notice will be placed in a local newspaper (currently the Hampshire Independent), allowing at least 21 days for comments to be made in the following cases: • for all minerals and waste applications; • if the application is accompanied by an Environmental Statement; • if it is a Departure from the Development Plan; • if it affects a public right of way; • if it is any other 'major' County Council development planning application; and • if it affects the setting of a Listed Building and/or the character or appearance of a Conservation Area. In addition, the Planning (Listed Buildings and Conservation Areas) Act 1990[85] requires that proposals which affect a Listed Building or appearance of a Conservation Area are advertised by a notice in a local newspaper for a minimum of 21 days. Relevant local newspapers outside of Hampshire will be used, as appropriate, for matters which may impact areas beyond the Hampshire administrative boundary. All press notices are available to view on the HCC Statutory Notices List[86].
Site notices	HCC is required to place a minimum of 1 site notice[87] on or near the land to which a planning application relates[88]. In some instances, depending on the size of the site and its location, more than one site notice will be issued.

82 The Public Planning Register is held by the relevant District or Borough Council
83 Town and Country Planning (Development Management Procedure) (England) Order 2010, section 13: www.legislation.gov.uk/uksi/2010/567/contents/made
84 Town and Country Planning (Development Management Procedure) (England) (Amendment No. 3) Order 2012: www.legislation.gov.uk/uksi/2012/3109/made
85 Planning (Listed Buildings and Conservation Areas) Act 1990: www.legislation.gov.uk/ukpga/1990/9/contents
86 Hampshire County Council Statutory Notices List: www.hants.gov.uk/publicnotices
87 A notice displayed close to or on the planning application site.
88 Town and Country Planning (Development Management Procedure) (England) Order 2010, section 13 (3) (b): www.legislation.gov.uk/uksi/2010/567/contents/made

	How will publicity been undertaken and where associated documentation can be viewed
	The requirements vary according to the nature of the application, as follows: • if the planning application is accompanied by an Environmental Statement, is a 'Departure' from the Development Plan[89] or would affect a Public Right of Way it must be publicised by a site notice displayed for at least 21 days and a notice in a local newspaper; • if the application is not one of the above but is a 'major' [90]minerals or waste application it is publicised by a site notice displayed for at least 21 days, neighbour notification[91] and a notice in a local newspaper; • 'minor' applications [92]must be publicised by a site notice and neighbour notification. Sites notices will be displayed for a minimum of 21 days. Site notices will invite comments to be submitted to HCC within a relevant timescale in relation to the type of development being considered (see section 4.3 'Commenting on planning applications'). Where a site notice, without any fault or intention of HCC, is removed, obscured or defaced before the 21 days is completed, HCC shall be treated as having complied with its requirements if reasonable steps have been taken for the protection of the notice, and if needs be its replacement[93]. The Planning (Listed Buildings and Conservation Areas) Act 1990[94] requires that proposals which affect a Listed Building or appearance of a Conservation Area are advertised by a site notice for a minimum of 21 days. A copy (or copies) of all site notices associated with major minerals or waste development will be available to view on the HCC website[95] under the relevant pages for the planning application. The site notices can be viewed or downloaded from the website.
Consultation with statutory consultees and other consultees and interested parties	The relevant District or Borough Council[96] will be formally consulted on any minerals, waste or County Council development within their administrative boundary. As an adjoining MWPA to Hampshire, Southampton and Portsmouth City Councils as well as the New Forest and the South Downs National Park Authorities will be routinely consulted by HCC regarding any minerals, waste or County Council planning applications within Hampshire that are considered likely to have an impact on their administrative areas. A letter / email will be sent to the relevant Parish Council, Town Council[97] or known established residents associations or groups providing links to the planning application available on the HCC website[98]. Adjoining District, Borough, Parish and Town Councils as well as established residents associations or groups will also be consulted when the planning application is adjacent to their boundaries, or the proposal will clearly have an impact on them. The local County Councillor[99] will be notified of the planning application.

89 A proposal that does not conform to existing planning policy as set out in the adopted development plan.
90 'Major' applications are all minerals and waste applications, applications for buildings creating 1000 square metres or more floor space where the site area is 1 hectare or more.
91 Direct contact, usually by letter, with residents and other occupiers within a given distance of the application site.
92 Definition of major in previous footnote - i.e. any proposal not considered to be major
93 Town and Country Planning (Development Management Procedure) (England) (as amended) Order 2010, section 13 (6): www.legislation.gov.uk/uksi/2010/567/contents/made
94 Planning (Listed Buildings and Conservation Areas) Act 1990: www.legislation.gov.uk/ukpga/1990/9/contents
95 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
96 Hampshire's district and borough councils: www.hants.gov.uk/localgov.htm
97 Hampshire's parish and town councils: www.hants.gov.uk/index/council/localgov/parish.htm
98 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
99 Who is my County Councillor?: www.hants.gov.uk/yourcountycouncillors

	How will publicity been undertaken and where associated documentation can be viewed
	The views of specific consultees (e.g. Highway Authority, Environment Agency, District Council, Environmental Health Officer, Natural England, English Heritage, airfield operators) are requested as appropriate. Consultees and interested parties will have at least 28 days to respond to the consultation unless longer consultation periods have previously been agreed. Statutory consultees such as Natural England will be allowed a longer period of time to comment on planning applications where this is prescribed by legislation (e.g. E.I.A) and this is required and has been agreed with the LPA. Where requested (e.g. by English Heritage) consultation will take place via email. Where possible all other consultation will also take place via email. The involvement of organisations and individuals on the list of consultees and interested parties may be tailored to particular interests or circumstances for planning applications. For example, some may be concerned only with mineral planning issues whereas others may wish to be consulted on waste matters. Some consultees and interested parties may only be concerned with development in certain geographical locations. The Localism Act 2011[100] introduced a duty to cooperate on planning issues that cross administrative boundaries. This co-operation must be done 'constructively, actively and on an on-going basis'[101]. This may in some cases involve consulting with authorities who are not located in Hampshire, but are impacted by development within the County.
Neighbour notification	Neighbour notification is undertaken for all minerals, waste and County Council development planning applications. This is undertaken by sending a letter addressed to 'the occupier' to all properties which are within 50 metres of the application site in urban areas or 100 metres from the application site in rural areas. Additional notification beyond these areas is at the discretion of the case officer[102]. For all planning applications requiring an Environmental Impact Assessment (EIA), the area in which neighbour notification will be carried out will be extended from the current 50 metres in urban areas or 100 metres in rural areas and will include the area identified by the accompanying Environmental Statement as being directly impacted upon by the proposal. If the area covered by the EIA is less than the 50 metres urban or 100 metres rural areas, then neighbour notification will be extended to cover these areas as appropriate. Any objectors to previous minerals, waste or County Council planning applications on a given site within the previous two years will be notified should there be a new proposal on that site. Established residents associations or groups involved in the development of the HMWP in relation to site allocations, or any subsequent planning policy work in relation to the site allocations identified will be notified should there be a proposal for development of interest on specific site.
Viewing planning applications	All applications and supporting information for minerals, waste and County Council developments will be available to view on the HCC website[103]. The website will include the following information: • the address and location of the proposed development; • a description of the proposed development; • the date by which representations should be received; • where the application can be inspected; and • how representations may be made about the planning application. The application and all supporting information will also available for public inspection at HCC's offices in Winchester (by appointment and during normal office hours) (see section 9. 'Where can I find out more information on planning issues and the Hampshire Statement of Community Involvement?').

100 Localism Act 2011: www.legislation.gov.uk/ukpga/2011/20/contents/enacted
101 Localism Act 2011, Section 110
102 The distances of 50 metres or 100 metres from the proposed site boundary, as shown on GIS mapping provided by Ordnance Survey. All address points within these distances will be notified
103 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

	How will publicity been undertaken and where associated documentation can be viewed
	Copies of the application are sent to the relevant District or Borough Council[104] offices where they will be registered by the Council, placed on the public register, allocated a specific application number and will be available for the public to examine at the District or Borough Council offices.

4.3 Commenting on planning applications

4.3.1 Anyone can comment on a minerals, waste or County Council development planning application submitted to HCC for determination.

4.3.2 The HCC website provides the opportunity to comment on any applications directly to HCC:

- via the HCC website: www.hants.gov.uk/county-planning[105];
- by email: planning@hants.gov.uk; or
- in writing: see address in section 9. 'Where can I find out more information on planning issues and the Hampshire Statement of Community Involvement?').

4.3.3 HCC is required to consult on planning applications for a minimum of 21 days as set out in Town and Country Planning (Development Management Procedure) (England) Order 2012[106]. HCC applies this minimum requirement but extends it to a minimum of 28 days.

4.3.4 Responses received outside of the consultation period will only be taken into account if prior agreement for late submissions has been made. If the proposal has been subject to Environmental Impact Assessment (EIA), consultation will be extended to six weeks[107].

4.3.5 HCC is required to determine planning applications within specific timescales. These timescales are considered in more detail in section 4.4 'Determining planning applications'. The timescales set include the requirements for consultation on each planning application.

4.3.6 Comments can be made to support, to object or to make a general observation about the proposal. Responses should focus on 'material considerations' when responding to a proposal. Examples of what is and is not considered to be a 'material consideration' are highlighted in the following table. More information on 'material considerations' can be found on the Planning Portal website[108].

104 Hampshire's district and borough councils: www.hants.gov.uk/localgov.htm
105 Forms to comment on planning applications are available under each planning application details webpage
106 Town and Country Planning (Development Management Procedure) (England) Order 2012 (as amended), part 3, section 16 (3) (b)
107 Town and Country Planning (Environmental Impact Assessment) 2011
108 Planning Portal website: www.planningportal.gov.uk

Table 4.2 : What is considered to be a 'material consideration'?

What are considered to be 'material considerations' in planning	What is not considered to be 'material considerations' in planning?
Planning policy - national, regional and local	The applicant
Visual impact	Land ownership
Privacy and overbearing	Private rights (e.g. access)
Daylight and sunlight	Restrictive covenants
Noise, dust and smell etc.	Impact on property values
Access and traffic	Competition
Health and safety	“Better" site or “better” use
Ecology	Loss of view
Crime (and fear of)	Change from previous scheme
Economic impact	Financial viability
Planning history	That it will make something lawful
Related decisions	
Cumulative impact	
Personal factors (rarely)	

4.3.7 A name and postal address must be provided for the comments to be accepted on planning applications which are being considered by HCC. Anonymous representations cannot be accepted.

4.3.8 All comments will be kept with the relevant planning application and will therefore be available for viewing by the applicant and the public at HCC offices in Winchester (by appointment and during normal office hours).

4.3.9 All written representations will be entered on the HCC planning application database.

4.3.10 A redacted copy of all comments received (i.e. version where names and other personal information has been removed before public display) in relation to a planning application will be made available within 5 working days of receipt and will be available to view on the HCC webpage for the specific planning application on the HCC website[(109)].

4.3.11 Responses received will be summarised and documented in the officers report, as required. The responses to any consultation on planning applications will be considered and taken into account in decisions made by, and on behalf of, HCC.

109 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

4.4 Determining planning applications

4.4.1 HCC is required to determine planning applications within a specific timescale, as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2012[110] and the EIA Regulations[111]. This means HCC needs to determine planning applications for the following types of developments within the following timescales:

- **'Major' minerals, waste and County Council developments** - within 13 weeks;
- **'Minor' County Council developments** - within 8 weeks; and
- **EIA applications** - within 16 weeks.

Planning applications (Delegated)

4.4.2 Delegated planning applications are those which do not give rise to substantive or irreconcilable planning objections. These types of planning applications will be determined by the Director of Economy, Transport and Environment under the HCC delegation arrangements[112]. Further information on the scheme of delegation is available at the HCC website[113].

4.4.3 A delegated report will be written that will address the planning issues and material considerations. It will include the decision (i.e. whether the proposal has been granted or refused planning permission).

4.4.4 The following persons / groups will be informed of any decision made under delegation:

- the **applicant**;
- the **landowner** or **tenant of an agricultural holding** in which a proposal is located in response to the issue of a Statutory Notice;
- **statutory consultees**; and
- any **other consultee or interested party**.

4.4.5 Notification of the determination of the planning application will be carried out through use of e-mail where appropriate.

4.4.6 All delegated reports and decisions notices will be available for public inspection:

- on the HCC website[114]; and at
- HCC offices in Winchester (by appointment and during normal office hours).

4.4.7 All decisions notices will be placed on the Planning Public Register[115] and will also be available to view on the HCC website[116].

110 Town and Country Planning (Development Management Procedure) (England) Order 2012 (as amended), part 4, section 29 (2)
111 EIA Regulations: www.legislation.gov.uk/uksi/1999/293/contents/made
112 The procedure whereby the Director of the Economy, Transport and Environment Department (at HCC) makes decisions under delegated powers on certain categories of planning applications
113 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
114 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
115 The Planning Public Register is held by the relevant District or Borough Council
116 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

All other planning applications (not Delegated)

4.4.8 Planning applications submitted to HCC cannot be determined by delegation where:

- a **County Councillor** (elected member of HCC) requests that the decision be made by the Regulatory Committee;
- the **Director of Economy, Transport and Environment** (at HCC) considers that the planning application be considered by the Regulatory Committee;
- the proposal **involves HCC** (either as land owner or applicant) and the scheme is not of a minor and/or temporary nature;
- the **applicant is an officer** of the County Council;
- the **decision may result in a financial compensation claim** being made against any Local Authority; and
- a representation is received requesting to make a '**deputation**'.

4.4.9 When a planning application is referred to the Regulatory Committee, people who have made representation on a planning application will be informed[117] and will also informed of the County Council's deputation procedure[118].

4.4.10 Regulatory Committee meetings are public meetings. Applicants and the members of the public have the right to make a deputation directly to the Regulatory Committee. A request to make a deputation at committee must be received at least three clear working days before the date of the meeting if the individual wants to address committee. These timescales are a corporate requirement and not set by the planning officers.

4.4.11 District or Borough Councils[119] are consulted on planning applications which impact their administrative areas in line with the provision set out in Table 4.1 in section 4.2 'Current publicity on planning applications'. Responses received will be documented in the Committee Report. District or Borough Councils elected members are allowed to make a deputation at Regulatory Committee but it is important to note that District or Borough Council officers cannot.

4.4.12 All committee reports which are due to be considered by the Regulatory Committee will be available to view 7 days prior to committee[120]. The reports will also be available to view on the HCC website[121] under the pages relevant to each planning application.

4.4.13 When a decision has been made by the Regulatory Committee, the following persons / groups will be informed of any decision made:

- the **applicant**;
- the **landowner** or **tenant of an agricultural holding** in which a proposal is located in response to the issue of a Statutory Notice;
- **statutory consultees**; and
- any **other consultee or interested party**.

117 i.e. the date the application would go to HCC Regulatory Committee for decision
118 Hampshire County Council information on deputations: www.hants.gov.uk/f2councilmeetings.htm
119 Hampshire's district and borough councils: www.hants.gov.uk/localgov.htm
120 Hampshire County Council Regulatory Committee meetings - www.hants.gov.uk/councilmeetings.htm (search regulatory committee)
121 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

4.4.14 Notification of the determination of the planning application will be carried out through use of e-mail where appropriate.

4.4.15 All committee reports and decisions notices will be available for public inspection:

- on the HCC website[122]; and at
- HCC offices in Winchester (by appointment and during normal office hours).

4.4.16 All decisions notices will be placed on the Planning Public Register[123] and will also be available to view on the HCC website[124].

4.5 Planning appeals

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

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

- a Public Inquiry;
- a hearing; or
- written representations.

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

Table 4.3 - Publicity for planning appeals

	How will publicity been undertaken and where associated documentation can be viewed
Site notices	• A site notice will be placed at the appeal site only where a public inquiry has been called to hear the appeal (by the Planning Inspectorate). This notice will be published by the Planning Inspectorate and given the HCC to ensure its display. • A copy (or copies) of all site notices associated with a planning appeal will be uploaded to the HCC website[125] under the relevant pages for the original planning application. The site notices can be viewed or downloaded from the website.
Neighbour notification	• All those persons who made written representations on the original planning application will be advised by letter of the appeal procedure and how they can submit further comments. At that stage, there will be no need to resubmit previous representations sent in on the application as this information is copied and sent to the Planning Inspectorate. • Standard notification letters will also be sent to local County Councillors, Parish Councils and other interested parties. HCC will notify interested parties of the appeal within 14 days of the start date of the appeal. • The relevant District or Borough council will be informed of the appeal.
Viewing planning appeal documents	All appeals and all supporting information for minerals, waste and County Council development will be available to view on the HCC website[126]. The website will include the following information: • appeal number and application number;

122 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
123 The Planning Public Register is held by the relevant District or Borough Council
124 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
125 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
126 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

	How will publicity been undertaken and where associated documentation can be viewed
	• the address and location of the appeal site; • a description of the proposed development and the associated appeal; • description of the type of appeal; • description of how the appeal will be heard; • where the appeal documentation can be inspected; • location and times of the appeal (as appropriate); and • all associated documentation. The application and all supporting information will also available for public inspection at HCC's offices in Winchester (upon appointment and during normal office hours) (see section 9. 'Where can I find out more information on planning issues and the Hampshire Statement of Community Involvement?').

4.5.4 Once the appeal has been heard by the Planning Inspectorate, and a decision has been made, the HCC website[127] will be updated with the details of the decision, the date in which the decision notice was issued as well as all associated documentation (e.g. the decision notice).

4.5.5 HCC will notify the relevant District or Borough Council[128] once a decision notice has been issued so the Public Register can be updated accordingly.

4.5.6 All decisions notices will be placed on the Planning Public Register[129] and will also be available to view on the HCC website[130].

4.6 Liaison Panels

4.6.1 HCC encourages the formation of local Liaison Panels for major or controversial minerals or waste sites. These provide a forum for discussing operational issues between the operator, HCC (as Planning Authority), representatives of the local community and other interested parties.

4.6.2 Hampshire already as a number of active Liaison Panels which are associated with existing minerals or waste sites. A list of the current Liaison Panels is available on the HCC website[131].

4.6.3 The specific makeup of Liaison Panels varies according to the local situation, but potential members of a Panel might include:

127 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
128 Hampshire's district and borough councils: www.hants.gov.uk/localgov.htm
129 The Planning Public Register is held by the relevant District or Borough Council
130 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
131 Hampshire County Council website (liaison panel section): www.hants.gov.uk/liaison-panels.htm

- the **operator** of the relevant facility;
- **Environment Agency**;
- representatives from the relevant **District**, **Borough**[132], **Parish** or **Town Councils**[133];
- any relevant **Residents Association representatives**;
- **representative or representatives of residents** directly affected by the development; and
- any **other interested parties**.

4.6.4 HCC expects that operators of major minerals and waste developments will run and manage Liaison Panels at their sites. This is supported by the provisions of the Hampshire Minerals & Waste Plan and supports local County Councillor's acting to independently chair the panel.

132 Hampshire's district and borough councils: www.hants.gov.uk/localgov.htm
133 Hampshire's parish and town councils: www.hants.gov.uk/index/council/localgov/parish.htm

5. E-Government

5.0.1 HCC has a dedicated website for it's planning section[134]. This provides the opportunity for consultees and other interested parties to view:

- **relevant HCC policies** (e.g. the adopted Minerals & Waste Plan);
- **planning applications** (minerals, waste or County Council development planning applications) and their associated documentation:
  - consultation responses;
  - representations received by HCC on proposals being consideration by the authority;
  - supporting documentation;
  - associated delegated or committee reports and associated recommendations;
  - decision Notices (for minerals, waste and county council development planning applications); and
  - associated Article 30 (Discharge of planning condition) reports.

5.0.2 It is possible for applicants to download planning application forms and to submit planning applications online through the HCC website[135].

5.0.3 The website also allows the opportunity for consultees and interested parties to make representations on planning applications (minerals, waste or County Council development planning applications).

5.0.4 Copies of the adopted Minerals & Waste Plan as well as any subsequent planning policy work and associated public consultations are and will also be hosted on the website.

5.0.5 A copy of the Monitoring Report is also available on the HCC website[136].

6. Plain English

6.0.1 Hampshire County Council (HCC) will ensure that all written communications associated with the discharges of its statutory planning duties are written in Plain English.

6.0.2 Where appropriate, written communications will be subject to a Plain English audit.

6.0.3 Non-technical summaries of evidence base documents produced as part of minerals and waste plan-making will be produced, as appropriate. These will be prepared and made available alongside the main evidence base documents.

134 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
135 Hampshire County Council link to planning portal: www.hants.gov.uk/make-an-application.htm
136 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

7. Equalities

7.0.1 In order to show due regard to the Equality Act 2010[137] and the Equality Standard for Local Government[138], the Hampshire Minerals & Waste Plan (HMWP) was subject to an Equalities Impact Assessment (EQIA) as part of plan preparation, in order to identify and eliminate any discrimination.

7.0.2 EQIA seeks to identify and eliminated any discrimination as part of plan preparation.

7.0.3 Any further planning policy work following the adoption of the HMWP will also be subject to further EQIA work, as appropriate.

7.0.4 As a minimum standard, all documents and information produced will be available, on request, in all languages and in other formats such as Braille, large print and audio media versions. Relevant voluntary and community groups will be involved where appropriate.

7.0.5 For planning applications taken to the Regulatory Committee, issues such as safety and security, well-being and quality of places are addressed in relation to equalities in the Committee Report.

8. Monitoring of the implementation of the Hampshire Statement of Community Involvement

8.0.1 The Hampshire Statement of Community Involvement (SCI) will be reviewed, where necessary, to ensure it is up-to-date with current legislation and sets out an appropriate benchmark for meeting consultation requirements.

8.0.2 In addition, the effectiveness of the SCI will be reviewed and monitored through the publication of Monitoring Reports (MR). These reports will be prepared annually as part of the statutory requirements to monitor adopted plans and will report on the preparation and implementation of minerals and waste development documents, including the SCI. The MR will indicate, among other things, the extent to which the policies and proposals in the adopted minerals and waste development documents, including the SCI, are being achieved.

8.0.3 As already set out in section 3. 'Planning Policy - Preparation of a Minerals and Waste Plan or Supplementary Planning Documents', the Hampshire Minerals and Waste Development Scheme (HMWDS) sets out the programme for planning document preparation. The MR will indicate if and where the programme for the preparation of planning documents in the HMWDS is under pressure or likely to slip. The HMWDS will be regularly reviewed and will consider any need to review the SCI, as appropriate.

137 Equality Act 2010: www.legislation.gov.uk/ukpga/2010/15/contents
138 Hampshire County Council webpages on the Equality Standard for Local Government: www.hants.gov.uk/equality/policy-guide/standardlg.htm

8.0.4 Monitoring the SCI will include:

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

8.0.5 The MR will help to facilitate this process.

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

9.0.1 Planning Aid is a voluntary service offering free, professional and impartial advice on planning issues to community groups and individuals who cannot afford to employ a planning consultant. Planning Aid in Hampshire is provided by the South East Regional branch of the Royal Town Planning Institute. Further information is provided on the Planning Aid web site at: www.planningaid.rtpi.org.uk.

9.0.2 The Planning Portal is also a useful source of information on the planning process for residents, operators and the regulators. More information can be found at: www.planningportal.gov.uk.

9.0.3 Copies of the Hampshire Statement of Community Involvement (SCI) are available to view:

- on the Hampshire County Council (HCC) website[(139)]; and
- at HCC offices in Winchester (by appointment and during normal office hours).

9.0.4 If you require further information on this SCI, please contact HCC by:

- calling: 0845 6035654 (Hantsdirect)
- e-mailing: planning@hants.gov.uk; or
- writing to: County Planning, Economy, Transport and Environment Department, Hampshire County Council, The Castle, Winchester, Hampshire. SO23 8UD

139 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

Glossary and acronyms

Area of Outstanding Natural Beauty (AONB): Areas of countryside considered to have significant landscape value, and protected to preserve that value. Originally identified and designated by the Countryside Commission under Sections 87 and 88 of the National Parks and Access to the Countryside Act 1949. Natural England is now responsible for designating AONBs and advising Government and other organisations on their management and upkeep.

Campaign for the Protection of Rural England (CPRE)

Clinical Commissioning Groups (CCG)

Confederation of British Industry (CBI)

Department for Communities and Local Government (DCLG): The Government department with responsibility for planning and local government.

Department of food and rural affairs (Defra): The UK Government department responsible for environmental protection, food production and standards, agriculture, fisheries and rural communities.

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

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

Development Plan: This includes adopted Local Plans, neighbourhood plans and the London Plan, and is defined in section 38 of the Planning and Compulsory Purchase Act 2004.

Development Plan Document (DPD): Spatial planning documents that are subject to public examination. There will be a right for those making representations seeking change to be heard at a public examination.

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

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

English Heritage (EH): This is a non-departmental public body which acts to preserve and protect England's historic environment.

Enquiry by Design: This process helps reach agreement between groups that would normally hold differing aspirations by bringing them together and focusing on the sustainability and quality of the urban environment itself. All concerns - technical, political, environmental and social – are tested and challenged by the design itself, so that design leads rather than follows the process.

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

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

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

Hampshire Community Strategy (HCS): The first Community Strategy was developed by the Hampshire Strategic Partnership in 2004 to reflect the priorities for Hampshire's communities and provide a framework for collaborative working.

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

Hampshire and Isle of Wight Association (HIOWA)

Hampshire Minerals and Waste Core Strategy (HMWCS): The Hampshire Minerals and Waste Core Strategy was an 'over-arching' strategic approach to development and was adopted in 2007. It was prepared by Hampshire County Council in partnership with Southampton City Council, Portsmouth City Council and the New Forest National Park Authority. The Core Strategy was subject to a successful legal challenge by Associated British Ports in 2008 which resulted in policies relating to safeguarding and wharves and rail depots (as well as all associated references) being quashed (deleted) from the Strategy. The Core Strategy covered the period 2005-2020. The Core Strategy was superseded by the Hampshire Minerals & Waste Plan (HMWP) in 2013.

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

Hampshire Minerals and Waste Local Plan (HMWLP): Minerals and Waste Local Plan produced by Hampshire County Council, Portsmouth City Council and Southampton City Council. The Plan was adopted in 1998. The Local Plan was superseded by the HMWCS with the exception of 4 saved policies which related to minerals and waste sites. These saved policies were superseded by the Hampshire Minerals & Waste Plan.

Hampshire Minerals & Waste Plan (HMWP): The Hampshire Minerals & Waste Plan is the adopted development plan for minerals and waste in Hampshire. The Plan was prepared in partnership between Hampshire County Council, Portsmouth City Council, Southampton City Council, the New Forest National Park Authority and the South Downs National Park Authority. The Plan will guide all minerals and waste development up to 2030. It supersedes the HMWCS (2007) and the saved policies of the Hampshire Minerals and Waste Local Plan (1998) and was adopted in October 2013.

Hampshire Sustainable Community Strategy (HSCS): The purpose of the HSCS is to agree a vision and specific ambitions for the next 10 years and beyond to meet the future needs of Hampshire. The Hampshire Sustainable Community Strategy covers a period of 2008-2018 and was published in 2008. The HSCS sets out quality of life issues, key trends that impact on Hampshire and 11 long term ambitions to achieve the vision that *"Hampshire continues to prosper, providing greater opportunity for all without risking the environment".* The HSCS 2008–18 builds on the Community Strategy for Hampshire, prepared by the Hampshire Strategic Partnership and published in 2004. The Local Government Act 2000 requires Hampshire County Council to prepare such a strategy in consultation with our partners. The County Council has worked with the Hampshire Strategic Partnership to undertake this review. The HSCS looks at the sort of place people want Hampshire to be, drawing on community plans from across the county and from a range of consultations. It describes the quality of life in Hampshire today, then considers the challenges to that quality of life over the coming years.

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

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

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

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

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

Mediation: Intervention into a dispute by an acceptable impartial neutral person whose role it is to assist the parties in dispute to reach their own mutually acceptable settlement. It is essentially a voluntary procedure, and proceedings are confidential to the participants; any settlement however can be made public with the agreement of all parties.

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

Minerals and Waste Development Scheme (MWDS): Sets out the programme for the preparation of Development Plan Documents.

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

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

National Health Service (NHS)

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

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

National Trust: Charity which protects historic houses, gardens, mills, coastline, forests, woods, fens, beaches, farmland, moorland, islands, archaeological remains, nature reserves, villages and pubs and provides public access to these features.

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

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

Planning application: Operators proposing a new minerals or waste development need to apply for permission from the relevant planning authority in order to be allowed to carry out their operations.

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

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

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

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

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

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

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

Redacted: To redact is to edit, or prepare for publishing. Frequently, a redacted document, such as a memo or e-mail message, has simply had personal (or possibly actionable) information deleted or blacked out. As a consequence, redacted is often used to describe documents from which sensitive information has been expunged.

Royal Society for the Protection of Birds (RSPB): The RSPB speaks out for birds and wildlife, tackling the problems that threaten the environment. The RSPB is the largest wildlife conservation organisation in Europe with over one million members. Wildlife and the environment face many threats. Their work is focused on the species and habitats that are in the greatest danger.

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

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

Soundness: Soundness is an issue which is considered as part of the public examination of a development plan document. A sound Plan should be:

- positively prepared i.e. based on a strategy which seeks to meet objectively assessed requirements;
- justified;
- effective; and
- consistent with national policy.

A Plan can only be adopted if it has been 'found sound' by a Planning Inspector.

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

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

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

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

Sustainable Community Strategy (SCS) *See Hampshire Sustainable Community Strategy*

World Wildlife Fund (WWF)

Appendix 1: Consultees and interested parties

The following tables set out a broad list of the types of statutory consultees as well as other consultees and interested parties who may have interest in the planning process in Hampshire.

A full list is not included here as it is continually subject to change as Hampshire County Council (HCC) adds, updates or removes consultees. A full and up-to-date list of consultees will be available on the HCC website[(140)].

Please note the lists are not exhaustive. **Not all consultees and interested parties noted in the tables will be consulted on plan-making or on planning applications.** HCC will only consult with consultees and interested parties where the subject matter of the Plan (or associated documentation) or planning application affects them. **This will be determined by the relevant policy or planning officer.**

Please note this list also relates to successor bodies where reorganisations occur.

Table 1 - Statutory consultees and interested parties

Who this may include	
Local Authorities (including Parish and Town Councils) within Hampshire	Those relevant local authorities with a known interest and/or who have expressed an interest in being involved. This may include any: • Local Planning Authority (LPA) with an interest in minerals and waste plan-making which would be affected by the Local Plan documents identified in this SCI; • LPA with an interest in a proposal for minerals, waste or County Council development. Local authorities may include: • District, Borough, Parish and Town Councils in the Hampshire County area; • New Forest National Park Authority; • Portsmouth City Council; • South Downs National Park Authority; and • Southampton City Council.
Local Authorities (including Parish and Town Councils) adjoining Hampshire	Those relevant local authorities with a known interest and/or who have expressed an interest in being involved. This may include any:

140 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

Who this may include	
	• LPA with an interest in minerals and waste plan-making which would be affected by the Local Plan documents identified in this SCI; • LPA with an interest in a proposal for minerals, waste or County Council development. Local authorities may include adjacent: • LPAs (Wiltshire, Dorset, West Sussex, West Berkshire, Surrey, Isle of Wight); and • District, Borough, Parish and Town Councils beyond the Hampshire County area
Local Authorities (including Parish and Town Councils) influenced by developments in Hampshire	Those relevant local authorities with a known interest and/or who have expressed an interest in being involved. This may include: • any other LPA with an interest in minerals and waste which would be affected by the Local Plan documents identified in this SCI.
Natural England	Relevant Natural England office / representative with an interest in: • minerals and waste plan-making which would be affected by the Local Plan documents identified in this SCI; • a proposal for minerals, waste or County Council development.
Environment Agency	Relevant Environment Agency office with an interest in: • minerals and waste plan-making which would be affected by the Local Plan documents identified in this SCI; • a proposal for minerals, waste or County Council development.
Highways Agency	Relevant office with an interest in: • minerals and waste plan-making which would be affected by the Local Plan documents identified in this SCI; • a proposal for minerals, waste or County Council development.
Highway Authority	Each Highway Authority (including the Secretary of State, where the Secretary of State is the highways authority) with an interest in: • minerals and waste plan-making which would be affected by the Local Plan documents identified in this SCI; • a proposal for minerals, waste or County Council development.
Department for Environment, Food and Rural Affairs (DEFRA)	DEFRA if there is a known interest and/or who have expressed an interest in being involved. This may include: • engagement in the minerals and waste plan-making process on areas of interest; and • if a minerals, waste or County Council development proposal impacts agricultural land.
Department of Communities and Local Government (Minerals and Waste Division) (DCLG)	DCLG if there is a known interest and/or who have expressed an interest in being involved. This may include: • engagement in the minerals and waste plan-making process on areas of interest.
Other Government Departments and Agencies	Government departments and agencies if there is a known interest and/or who have expressed an interest in being involved. This may include:

Who this may include	
	• engagement on the minerals and waste plan-making process on areas of interest; • if this is relevant to a proposal for minerals, waste or County Council development proposal.
Service Agencies, Public Utilities (electricity, gas, water and sewerage utilities), National Grid and Statutory Undertakers	Relevant agency, utility company or undertaker if there is a known interest and/or who have expressed an interest in being involved. This may include: • minerals and waste site allocations in the Plan which may impact services, utilities etc; • if services, utilities etc. are impacted by a proposal for minerals, waste or County Council development proposal. In the case of water companies, the relevant water company will be consulted on any minerals (including conventional and unconventional oil and gas developments), waste or County Council development which may have the potential to impact on their water resources.
Sport England	Sport England if there is a known interest /or expressed an interest in being involved. This may include: • Regulation 3 developments (Schools) where a minerals, waste our County Council development proposal may impact a playing field; or • minerals, waste or County Council development proposals which may impact recreational areas.
NHS England (Wessex) and Clinical Commissioning Groups (CCG) - North east and Farnham, North Hampshire, West Hampshire, South East Hampshire or Fareham and Gosport	NHS England (Wessex) or relevant CCG if there is a known interest and/or who have expressed an interest in being involved. This may include: • engagement on the minerals and waste plan-making process on areas of interest; • if the CCG is impacted by a minerals, waste or County Council development proposal.
Department for Transport Rail Group	Department for Transport Rail Group if there is a known interest and/or who have expressed an interest in being involved. This may include: • engagement on the minerals and waste plan-making process on areas of interest, in particular for site allocations; • if the rail network is impacted by a minerals, waste or County Council development proposal.
Ministry of Defence (MoD) and Defence Estates (including the Royal Navy, British Army, Royal Air Force and MoD land holdings)	MoD or Defence Estates if there is a known interest and/or who have expressed an interest in being involved. This may include: • engagement on the minerals and waste plan-making process on areas of interest; • if MoD land is impacted by a minerals, waste or County Council development proposal.
Historic Buildings and Monuments Commission for England (known as English Heritage)	English Heritage if there is a known interest and/or who have expressed an interest in being involved. This may include: • engagement on the minerals and waste plan-making process on areas of interest; • if historical assets are impacted by a minerals, waste or County Council development proposal.
Bodies representing Areas of Outstanding Natural Beauty	Bodies if there is a known interest and/or who have expressed an interest in being involved. This may include:

Who this may include	
	• engagement on the minerals and waste plan-making process on areas of interest, in particular for site allocations; • if the AONB is impacted by a minerals, waste or County Council development proposal. Bodies may include: • Chichester Harbour; • Cranborne Chase and West Wiltshire; and • North Wessex Downs.

Table 2 - Other consultees and interested parties

Who this may include	
Residents	Those residents with a known interest and/or who have expressed an interest in being involved. This may include such: • residents that are likely to be affected by a minerals or waste plan's proposals; • residents with an interest in any supplementary planning policy work following the adoption of a Minerals and Waste Plan; • residents that are likely to be affected by a specific planning application for minerals, waste or County Council developments; • other residents that have asked to be kept informed (upon request).
Established community and residents organisations or community groups	Those relevant established community or residents groups / organisations with a known interest and/or who have expressed an interest in being involved. This may include established community and residents organisations or community groups with an interest in: • minerals and waste plan-making; • a specific minerals, waste or County Council development planning application. Established community and residents organisations or community groups may include: • Awbridge Quarry Action Group; • Brookvale Community Association; • Community Action Hampshire; • Community Forest Newbury; • East Dorset Community Partnership; • Fleet Pond Society; • Friends of Ringwood Forest; • Hamble Residents Against Gravel Extraction (RAGE); • Harbridge Protection Society; • Power Triangle; • Walkford and Roeshot Against Gravel Extraction (WRAGE)

Who this may include	
	• Wallington Residents Association; • Warsash Residents Association; • Yateley Society.
Other Minerals and Waste Planning Authorities	Those relevant other minerals and waste planning authorities with a known interest and/or who have expressed an interest in being involved. This may include: • other minerals or waste planning authorities with an interest in plan-making in Hampshire; • other minerals or waste planning authorities with an interest in a specific planning application in Hampshire; • Mayor of London.
Minerals and Waste Management operators, industry and their trade bodies	Those relevant minerals and/or waste operators with a known interest and/or who have expressed an interest in being involved. This may include: • minerals operators with an interest in minerals and waste plan-making; • waste operators with an interest in minerals and waste plan-making; • minerals operators with an interest in specific planning applications; • waste operators with an interest in specific planning applications. Minerals and Waste Management operators, industry and their trade bodies may also include: • British Aggregates Association; • British Marine Aggregates Products Society; • Chartered Institute for Waste Management; • Crown Estate; • Department of Energy and Climate Change (for oil and gas); • Minerals Product Association; • Marine Management Organisation; • United Kingdom Onshore Operators Group (for oil and gas).
Other environmental groups and organisations	Those relevant environment groups with a known interest and/or who have expressed an interest in being involved. This may include environmental groups and organisations with an interest in: • minerals and waste plan-making; • a specific minerals, waste or County Council development planning application. Other environmental groups and organisations may include: • Amphibian and Reptile Conservation; • British Dragonfly Society; • British Geological Survey;

Who this may include	
	• Campaign to Protect Rural England (CPRE); • Dorset Heathlands Trust; • Dorset Wildlife Trust; • Forestry Commission; • Friends of the Earth (FoE) (including all relevant local area FoE groups); • Game and Wildlife Conservation Trust; • Hampshire and Isle of Wight Wildlife Trust; • Landmark Trust; • Nature after Minerals; • Royal Society for the Protection of Birds (RSPB); • Winchester Action on Climate Change (WinAcc); • World Wildlife Fund (WWF) (UK).
Landowners	Those landowners with a known interest and/or who have expressed an interest in being involved. This may include landowners with an interest in: • minerals and waste plan-making; • a specific minerals, waste or County Council development planning application.
Agents and consultants	Those agents or consultants with a known interest and/or who have expressed an interest in being involved. This may include agents or consultants with an interest in: • minerals and waste plan-making; • a specific minerals, waste or County Council development planning application.
Housing Associations	Those housing associations with a known interest and/or who have expressed an interest in being involved. This may include housing associations with an interest in: • minerals and waste plan-making; • a specific minerals, waste or County Council development planning application
Voluntary bodies, other interest groups and charities	Those relevant voluntary bodies with a known interest and/or who have expressed an interest in being involved. This may include voluntary bodies or charities with an interest in • minerals and waste plan-making; • a specific minerals, waste or County Council development planning application. Interest groups may include: • Community Action Hampshire; • Georgian Society; • Victorian Society.

Who this may include	
	Charities may include: • Age UK; • British Red Cross; • National Trust (also landowner).
Bodies representing the interests of different religious groups	Those bodies representing the interests of religious or belief groups with a known interest and/or who have expressed an interest in being involved. This may include bodies with an interest in: • minerals and waste plan-making; • a specific minerals, waste or County Council development planning application. Bodies representing the interests of different religious groups may include: • Churches Together in Hants & Isle of Wight; • Church Commissioners.
Bodies representing the interests of disabled persons	Those relevant groups with a known interest and/or who have expressed an interest in being involved. This may include bodies with an interest in: • minerals and waste plan-making; • a specific minerals, waste or County Council development planning application. Bodies representing the interests of disabled persons may include: • Spectrum Centre for Independent Living.
Bodies representing the interests of persons carrying out business	Those relevant business groups with a known interest and/or who have expressed an interest in being involved. This may include bodies with an interest in: • minerals and waste plan-making; • a specific minerals, waste or County Council development planning application. Bodies representing the interests of persons carrying out business may include: • Business Link Wessex; • Confederation of British Industry (CBI); • Enterprise M3 Local Enterprise Partnership; • Hampshire Chamber of Commerce; • Solent Local Enterprise Partnership.

Who this may include	
Local businesses within Hampshire	Those relevant businesses with a known interest and/or who have expressed an interest in being involved. This may include local businesses with an interest in: • minerals and waste plan-making; • a specific minerals, waste or County Council development planning application.
Education bodies	Those relevant education bodies with a known interest and/or who have expressed an interest in being involved. This may include education bodies with an interest in: • minerals and waste plan-making; • a specific minerals, waste or County Council development planning application. Education bodies may include: • Pre-schools; • Schools; • Colleges; • Universities.
Members of the United Kingdom and European Parliaments	Those relevant members of United Kingdom and European Parliaments groups with a known interest and/or who have expressed an interest in: • minerals and waste plan-making; • a specific minerals, waste or County Council development planning application.
Health, safety and crime organisations	Those relevant health, safety and crime organisations with a known interest and/or who have expressed an interest in being involved. This may include organisations with an interest in: • minerals and waste plan-making; • a specific minerals, waste or County Council development planning application. Health, safety and crime organisations may include: • Hampshire Fire & Rescue Service; • Health and Safety Executive; • Hampshire Police; • South Central Ambulance Service; • Southampton University Hospitals; • NHS Commissioning Board / clinical commissioning groups[(141)]

141 The Health and Social Care Act 2012 abolished Strategic Health Authorities and NHS Primary Care Trusts. The Local Planning Regulations will be amended to reflect their replacement by the NHS Commissioning Board and clinical commissioning groups. This will apply to specific consultation bodies and the duty to co-operate.

Who this may include	
Transport providers	Those relevant transport providers with a known interest and/or who have expressed an interest in being involved. This may include transport providers with an interest in: • minerals and waste plan-making; • a specific minerals, waste or County Council development planning application. Transport providers may include: • Bournemouth Airport; • British Waterways; • Bus Companies in Hampshire; • Civil Aviation Authority; • Department for Transport Rail Group; • Network Rail Infrastructure Limited; • Office of Rail Regulation; • Southampton Airport; • Transport for London.
Any person covered by the Electronic Communications Code or who owns or controls electronic communications Apparatus situated within the administrative area of Hampshire County Council	Those relevant organisations with a known interest and/or who have expressed an interest in being involved. This may include organisations with an interest in: • minerals and waste plan-making; • a specific minerals, waste or County Council development planning application.
Other organisations and interested parties	Those relevant other organisations with a known interest and/or who have expressed an interest in being involved. This may include organisations with an interest in: • minerals and waste plan-making; • a specific minerals, waste or County Council development planning application. Other organisations and interested parties may include: • Associated British Ports; • British Petroleum; • Civic and amenity Society; • Commuters / people who work in Hampshire but do not live in Hampshire; • Esso Petroleum; • Friends, families and travellers; • Hampshire Association of Local Councils;

Who this may include	
	• Hampshire County Council (other departments outside of the Economy, Transport and Environment department); • Hampshire and Isle of Wight Association (HIOWA); • Hampshire Playing Fields Society; • Hampshire County Council Gypsy and Traveller Liaison Service; • Hampshire Ramblers Association; • Owners of second homes in Hampshire; • Partnership for Urban South Hampshire; • Tourists; • Youth Parliament.

Appendix 2: Stages of plan-making and the delivery of the Hampshire Minerals & Waste Plan (2013)

Stages of plan-making as set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 and how this was achieved in the preparation of the Hampshire Minerals & Waste Plan

Stage	Hampshire Minerals & Waste Plan		
	Key Milestones passed	**Date**	**Description**
Stage 1: Preparation and Pre Publication Participation *Regulation 18*	Hampshire County Council (HCC) Cabinet and Council (and partners democratic meetings)	October - November 2010	Formal decisions were made by HCC's Cabinet and Council on the proposed approach to the Hampshire Minerals & Waste Plan. The other Hampshire Authorities also took the same democratic decisions.
	Consultee and interested party engagement	January 2010	All consultees and interested parties were informed of the next steps in the process.
	Have your Say on Planning for Hampshire's Minerals and Waste (consultation)	17 February - 24 March 2011	Consultation and engagement allowed all consultees and interested parties an opportunity to comment on the approach to the Plan. The Hampshire Authorities tried to make sure that all possible ways of dealing with various minerals and waste issues in Hampshire were considered. The consultation discussed options and these issued and on geographical location of facilities/development related to minerals and waste.
	Have your Say - Additional Mineral Issues (consultation)	27 June - 15 July 2011	Further consultation took place to look at an alternative site suggested for sharp sand and gravel extraction, to be worked as an extension to the existing Bramshill Quarry (Yateley Heath Wood) as well as changes to the boundaries for brick-making clay extraction (Selborne brickworks and Michelmersh brickworks).
	Revisions to the Plan	Summer 2011	The results of the consultation were processed and influenced the writing of the Plan. Any updates needed to the evidence base were carried out and the Plan was revised, taking into account the evidence and the results from the engagement.
	HCC Cabinet and Council meetings (and partners democratic meetings)	September - October 2011	The prepared Plan went to HCC Cabinet and Council for agreement for consultation on the publication version of the Plan. HCC had a special Council meeting on the 13 October 2011. Arrangements were made so that non-Hampshire residents near the suggested sites could speak at Council by following the regular deputation procedures (e.g. residents of Dorset in relation to the Purple Haze site allocation). The other Hampshire Authorities also took the same democratic decisions.
Stage 2: Publication and Representations Period *Regulation 19*	Publication of the draft Hampshire & Minerals Plan (Statutory Consultation)	7 November - 19 December 2011	The prepared Plan was published for 6 weeks, inviting comments on its 'soundness'.

Stage	Hampshire Minerals & Waste Plan		
	Key Milestones passed	**Date**	**Description**
Stage 3: Submission of Development Plan Document for Examination *Regulation 22*	Submission to Secretary of State	29 February 2012	The Plan and any comments received during the Statutory Consultation were submitted to the Secretary of State for public examination.
Stage 4: Independent Examination *Regulation 24*	Public Examination	6-8 June and 11-15 June 2012	Hearing sessions to examine the 'soundness' of the draft Plan took place. Hearings were adjourned by the Planning Inspector 15 June 2012 to allow the Hampshire Authorities to prepare modifications to the Plan.
	HCC Cabinet and Council meetings (and partners democratic meetings)	September 2012	HCCs Cabinet and Council considered and approved the proposed changes for consultation. The other Hampshire Authorities also took the same democratic decisions.
	Public consultation on proposed changes to the draft Plan	22 October - 17 December 2012	A schedule of proposed changes to the Plan was published for public comment on 'soundness'.
	Resumed Public Hearing	13-14 March 2013	Hearing sessions resumed to examine the 'soundness' of the proposed changes to the draft Plan.
Stage 5: Inspector's Report and Adoption *Regulation 26*	Report received from Planning Inspector	23 May 2013	Inspector's Report issued to the Hampshire Authorities for consideration. The Hampshire Authorities published the report in June 2013. All consultees and interested parties involved in the plan-making process were informed of the receipt of the Inspector's Report. FAQ's were issued at this stage to inform consultees and interested parties of the outcomes of that stage of the plan-making process.
	Adoption of the Hampshire Minerals & Waste Plan by HCC and its Partners	15 October 2013	Following democratic approval by Hampshire County Council, Portsmouth and Southampton City Councils and the New Forest and South Downs National Park Authorities, the Plan was formally adopted as planning policy for minerals and waste development in the Plan area. All consultees and interested parties involved in the plan-making process were informed of the adoption of the Plan and issued with an Adoption Statement. FAQs were issued to inform consultees and interested parties of the outcomes of adoption of the Plan and on key minerals and waste issues.

Appendix 3: Options for community involvement - plan-making

The following tables set out options for community involvement for plan-making and any subsequent guidance documents. **In both instances, Hampshire County Council (HCC) is not committed to using all of these techniques, but will draw from this list (as well as from other sources) as needed, to ensure the most effective involvement of the local community (consultees and interested parties) in plan-making in Hampshire.**

Table 1 - Options for community involvement - Development Plan Document (DPD) (plan-making) work

	Development Plan					
Plan preparation stages	**Option development**	**Publication of preferred approach**	**Submission of the Plan**	**Public examination**	**Further consultation on proposed changes to the Plan**	**Inspector's Report and Adoption of DPD**
Options for community involvement	**Regulation 18**	**Regulation 19**	**Regulation 22**	**Regulation 24**		**Regulation 26**
Make documents available to view online on the HCC website[142]	✓	✓	✓	✓	✓	✓
Use of newsletter (where appropriate) to publicise details (distributed via website, mail and e-mail)	✓	✓	✓	✓	✓	✓
Make consultation documents available for inspection at HCC offices (in Winchester, by appointment and in normal office hours)	✓	✓	✓		✓	✓
Make consultation documents available for inspection at other local authority offices (as appropriate), libraries and online		✓	✓		✓	
Notifying neighbouring properties of sites to be considered at the public examination		✓	✓		✓	
Formal written consultation	✓	✓	✓		✓	
Send hard copies of relevant documents to statutory consultees and other consultees and interested parties	✓	✓	✓	✓		✓

142 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

	Development Plan					
Plan preparation stages	**Option development**	**Publication of preferred approach**	**Submission of the Plan**	**Public examination**	**Further consultation on proposed changes to the Plan**	**Inspector's Report and Adoption of DPD**
Options for community involvement	**Regulation 18**	**Regulation 19**	**Regulation 22**	**Regulation 24**		**Regulation 26**
Email or letter (where email is not available) to statutory consultation bodies (listed in Regulations) with links to documents on website	✓	✓	✓		✓	✓
Email or letter (where email is not available) to general / informal consultees / interested parties, with links to documents on website	✓	✓	✓		✓	✓
Use of the internet (e-mail shots, putting documents and statutory notices on the County Council's website, use of response forms via the internet)	✓	✓	✓		✓	✓
Responding to consultee / interested parties enquiries about general plan preparation (by post and e-mail)	✓	✓	✓	✓	✓	✓
Acknowledging respondents representations and notifying them of our response in a summary report	✓	✓			✓	
Use of the media (e.g. local press, radio, television) to publicise and promote community involvement (where appropriate)	✓	✓	✓	✓	✓	✓
Leaflets/brochures – mailed out or placed in public places, such as libraries (where appropriate)	✓	✓	✓		✓	
Use of public exhibitions/ displays/stalls/road shows (where appropriate)	✓	✓	✓		✓	
Use of focus groups (selected groups of participants with particular characteristics) (where appropriate)	✓	✓	✓		✓	
Use of interactive consultees / interested parties workshops, e.g. 'enquiry by design' and 'planning for real' exercises, possibly done via internet (where appropriate)	✓	✓			✓	

Plan preparation stages	Development Plan					
	Option development	Publication of preferred approach	Submission of the Plan	Public examination	Further consultation on proposed changes to the Plan	Inspector's Report and Adoption of DPD
Options for community involvement	**Regulation 18**	**Regulation 19**	**Regulation 22**	**Regulation 24**		**Regulation 26**
Area forums (standing groups with geographical remit) – e.g. potential use when Plans consider site allocations	✓	✓			✓	
Encourage consultees / interested parties to make use of Planning Aid services (advertised by link on web site)	✓	✓			✓	
Use of a steering / advisory group	✓	✓			✓	
Use of social media (where considered appropriate)	✓	✓	✓	✓	✓	✓

Table 2 - Options for community involvement - Supplementary Planning Documents (SPD)

	Supplementary Planning Documents			
SPD preparation stages	**Option development**	**Publication of a preferred approach for the guidance and consultation**	**Further consultation on changes to the guidance**	**Adoption**
Make documents available to view online on the HCC website[(143)]	✓	✓	✓	✓
Use of newsletter (where appropriate) to publicise details (distributed via website, mail and e-mail)	✓	✓	✓	✓
Make consultation documents available for inspection at HCC offices (in Winchester, by appointment and in normal office hours)	✓	✓	✓	✓
Make documents available for inspection at Local Authority offices, libraries and online		✓	✓	✓
Formal written consultation	✓	✓	✓	
Send hard copies of relevant documents to statutory consultees, as appropriate	✓	✓	✓	✓
Email or letter (where email is not available) to statutory consultation bodies with links to documents on website	✓	✓	✓	✓
Email or letter (where email is not available) to general / interested parties or consultees, with links to documents on website	✓	✓	✓	✓
Use of the internet (e-mail shots, putting documents on our website, use of response forms via the Internet)	✓	✓	✓	✓
Responding to consultee and interested parties enquiries about the preparation of guidance (by post and e-mail)	✓	✓	✓	✓
Acknowledging respondents representations and notifying them of our response in a summary report	✓	✓	✓	
Use of the media (e.g. local press, radio, television) to publicise and promote community involvement in the preparation of guidance documents (where appropriate)	✓	✓	✓	✓

143 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning

	Supplementary Planning Documents			
SPD preparation stages	**Option development**	**Publication of a preferred approach for the guidance and consultation**	**Further consultation on changes to the guidance**	**Adoption**
Leaflets/brochures – mailed out or placed in public places, such as libraries (where appropriate)	✓	✓	✓	✓
Use of public exhibitions/ displays/stalls/road shows (where appropriate)	✓	✓	✓	
Use of focus groups (selected groups of participants with particular characteristics) (where appropriate)	✓	✓	✓	
Use of interactive consultees and interested parties workshops, e.g. 'enquiry by design' and 'planning for real' exercises, possibly done via internet (where appropriate)	✓	✓	✓	
Area forums (standing groups with geographical remit)	✓	✓	✓	
Encourage consultees and interested parties to make use of Planning Aid services (advertised by link on web site)	✓	✓	✓	
Use of a steering / advisory group	✓	✓	✓	
Use of social media (where appropriate)	✓	✓	✓	✓

Appendix 4: Options for community involvement - minerals, waste and County Council developments planning applications and planning appeals

The following table sets out options for community involvement for minerals, waste and County Council planning applications and planning appeals which are submitted to Hampshire County Council (HCC) for determination.

Table 1 - Options for community involvement

	Planning applications		Planning Appeals	
	Receipt and processing of planning application	Notification of decision for a planning application	Notification of receipt of a Planning Appeal	Notice of decision for Planning Appeal
Make documents available for inspection online on HCC website[144]	✓	✓	✓	✓
Make documents available for inspection at Hampshire County Council offices in Winchester (by appointment and in normal office hours)	✓	✓	✓	✓
Make documents available for inspection at local authority offices (district and borough)[145]	✓	✓	✓	✓
Copies of documents sent to relevant parish and council[146] (if not signed up for email consultation)	✓	✓	✓	
A notice placed in a local newspaper for at least 21 days	✓	✓ (EIA only)		
Notify relevant County Councillor[147]	✓	✓	✓	✓
Notify objectors to previous planning application (where objections have been made within 2 years of receipt of new planning application at the same site) at specific sites	✓		✓	
Place site notices on the planning application site / appeal site	✓		✓	

144 Hampshire County Council website (planning section): www.hants.gov.uk/county-planning
145 Hampshire's district and borough councils: www.hants.gov.uk/localgov.htm
146 Hampshire's parish and town councils: www.hants.gov.uk/index/council/localgov/parish.htm
147 Who is my County Councillor?: www.hants.gov.uk/yourcountycouncillors

	Planning applications		Planning Appeals	
	Receipt and processing of planning application	**Notification of decision for a planning application**	**Notification of receipt of a Planning Appeal**	**Notice of decision for Planning Appeal**
			(Public Inquiry only)	
Send copy (by email or letter) of site notices to relevant Parish or Town Council[(148)] for display.	✓			
Notifying neighbouring properties of sites where an application / appeal has been submitted - in line with the requirements of the SCI	✓		✓ (Those who has responded on original application only)	
Notify and send hard copies of relevant documents to statutory consultees (and to any other consultees or interested parties as considered appropriate) (if not signed up for email consultation)	✓	✓	✓	
Letter, e-mail to statutory consultation bodies (listed in Regulations) with links to documents to HCC website	✓	✓	✓	
Letter, e-mail to general consultees and interested parties, with links to documents on website	✓			
Place details of application on HCC statutory notice board	✓			✓
Encourage consultees and interested parties to make use of Planning Aid services (advertised by link on website)	✓		✓	

148 Hampshire's parish and town councils: www.hants.gov.uk/index/council/localgov/parish.htm

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

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

Telephone: 0845 603 5634 (Hantsdirect)
Email: planning.policy@hants.gov.uk

Write to:
Planning Policy
County Planning
Economy, Transport & Environment Department
Hampshire County Council
Floor 1, Elizabeth II Court West
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