

# Central and Eastern Berkshire Authorities

## Joint Minerals and Waste Plan

### Consultation Strategy

June 2017

(Issues & Options)



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**WOKINGHAM  
BOROUGH COUNCIL**

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## 1. Introduction

### What is the purpose of this Consultation Strategy?

- 1.1 This Consultation Strategy has been produced in order to plan for efficient and effective communications with all interested parties regarding the preparation of the Joint Minerals and Waste Plan (the 'JMWP') for Central and Eastern Berkshire.

### What is the Joint Minerals & Waste Plan (JMWP)?

- 1.2 The JMWP covers the administrative areas of Bracknell Forest, Reading, Windsor & Maidenhead and Wokingham (collectively referred to as the 'Central and Eastern Berkshire Authorities').
- 1.3 The JMWP will build upon the formerly adopted minerals and waste plans for the Central and Eastern Berkshire area and improve, update and strengthen the policies and provide details of strategic sites that will deliver the vision.

### Why is consultation important?

- 1.4 Consultation, communication and engagement form an essential part of plan-making since it provides communities with information about plans for their area, and provides information about local circumstances and preferences that can influence the policies that are being prepared.

### What does this Consultation Strategy contain?

- 1.5 This Consultation Strategy sets out the stages, tasks, stakeholders, communication methods and other relevant communications information for each of the plan making stages. It also contains information on how comments will be taken into account and reported.
- 1.6 It seeks to meet the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012<sup>1</sup> (as amended) which set out the legal framework for plan-making and consultation, as well as the Statements of Community Involvement of the Central and Eastern Berkshire Authorities – Wokingham<sup>2</sup>, Bracknell<sup>3</sup>, Windsor & Maidenhead<sup>4</sup> and Reading<sup>5</sup>. Both of

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<sup>1</sup> Town and Country Planning (Local Planning) (England) Regulations 2012 - <http://www.legislation.gov.uk/ukxi/2012/767/contents/made>

<sup>2</sup> Wokingham Borough Council Statement of Community Involvement - <http://www.wokingham.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=306132>

<sup>3</sup> Bracknell Forest Council Statement of Community Involvement - <http://www.bracknell-forest.gov.uk/statement-of-community-involvement-2014.pdf>

these elements are essential to meeting the legislative and National Planning Policy Framework<sup>6</sup> requirements of a 'sound' JMWP, and more importantly to produce the best plan possible.

1.7 This Consultation Strategy describes:

- the nature of the plan;
- the purpose of the consultation;
- the nature of the issues to be consulted upon;
- who needs to be consulted;
- how they should be consulted;
- why they are being consulted;
- how comments received will be taken into account; and
- how they will be reported upon.

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<sup>4</sup> Royal Borough of Windsor and Maidenhead Statement of Community Involvement - [https://www3.rbwm.gov.uk/downloads/file/512/statement\\_of\\_community\\_involvement\\_sci\\_-\\_adopted\\_june\\_2006](https://www3.rbwm.gov.uk/downloads/file/512/statement_of_community_involvement_sci_-_adopted_june_2006)

<sup>5</sup> Reading Borough Council Statement of Community Involvement - <http://www.reading.gov.uk/media/1051/Statement-of-Community-Involvement-Adopted-March-2014/pdf/Statement-Of-Community-Involvement-Mar14.pdf>

<sup>6</sup> National Planning Policy Framework paragraph 182 sets out the requirements that make a local plan 'sound' - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

## 2. Consultation in the Plan making process

### Purpose of the consultation

- 2.1 A range of opinions and information from all consultees regarding the local area are needed in order to make sure the plan and policies reflect the needs of the local communities. The consultation will also provide the opportunity for consultees to highlight any areas that need specific consideration. The information collated from the consultees will help to plan for the requirements of both existing and future generations.

### The nature of the issues to be consulted on

- 2.2 The aim of a consultation is to notify each body, as set out below, on the local plan that the authorities are proposing and its subject matter. This is to ensure transparency about proposals, processes, outcomes, timeframes, resource limitations and statutory requirements. The notification will invite representation from these bodies about the proposed plan and whether there are any areas or issues that need to be given specific consideration.

### Who needs to be consulted

- 2.3 The following bodies need to be consulted on the JMWP, at the appropriate stages of the plan making process:

#### General

- Local residents
- Town and Parish Councils
- Voluntary groups<sup>7</sup>
- Bodies representing local businesses
- Bodies representing different racial, ethnic or national groups
- Disability forums
- Religious forums

#### Specific

- Coal authority
- Historic England
- Highways England
- Environment Agency
- Marine Management Organisation

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<sup>7</sup> Bracknell Forest Council has specified Bracknell Forest Voluntary Action Group (BFVA) as being the main contact for the wider sector in Bracknell Forest area. All consultations need to be directed via BFVA as they will coordinate wider circulation. Windsor and Maidenhead has a resident's panel 'Viewpoint' which can be accessed by the general public and so this should be utilised for communication methods too.

- Natural England
- Network Rail Infrastructure
- Relevant / adjoining authorities to any of the four areas consulting
- Clinical Commissioning Groups
- Public utility companies (water, gas, electricity)
- The National Grid
- Statutory undertakers'

### **Methods for communicating with the consultation bodies**

- 2.4 For each appropriate stage of the plan, communication with these bodies will be undertaken by electronic means where the recipient has access and means to electronic communication. Electronic information includes email and information being made available online, including the utilisation of social media and interactive online tools. Public notices may also be considered for entry into local press.
- 2.5 Throughout the various stages of the plan, in order to aid engagement with typically 'harder to reach' groups within the community, consultation documents may need to be made available in various formats (braille, large print, audio and languages other than English). Involvement tools may also include interactive workshops, questionnaires, leaflets, exhibitions, online resources and forum discussions. The potential to explore existing neighbourhood networks to also encourage engagement in the plan will also be utilised. Communication methods should remain cost effective and be capable of being maintained within the available resources and financial budgets.
- 2.6 Following each consultation, a record of how and when each body was communicated with will need to be maintained, as well as a record of groups and organisations who have specifically requested to be involved in the consultation planning matters. Data protection notices will need to be included on all communications. Community involvement for a planning policy document should last for a minimum of six weeks.
- 2.7 These bodies will continue to be contacted throughout the preparation of the plan and at each consultation stage in particular.

### **How comments received will be taken into account**

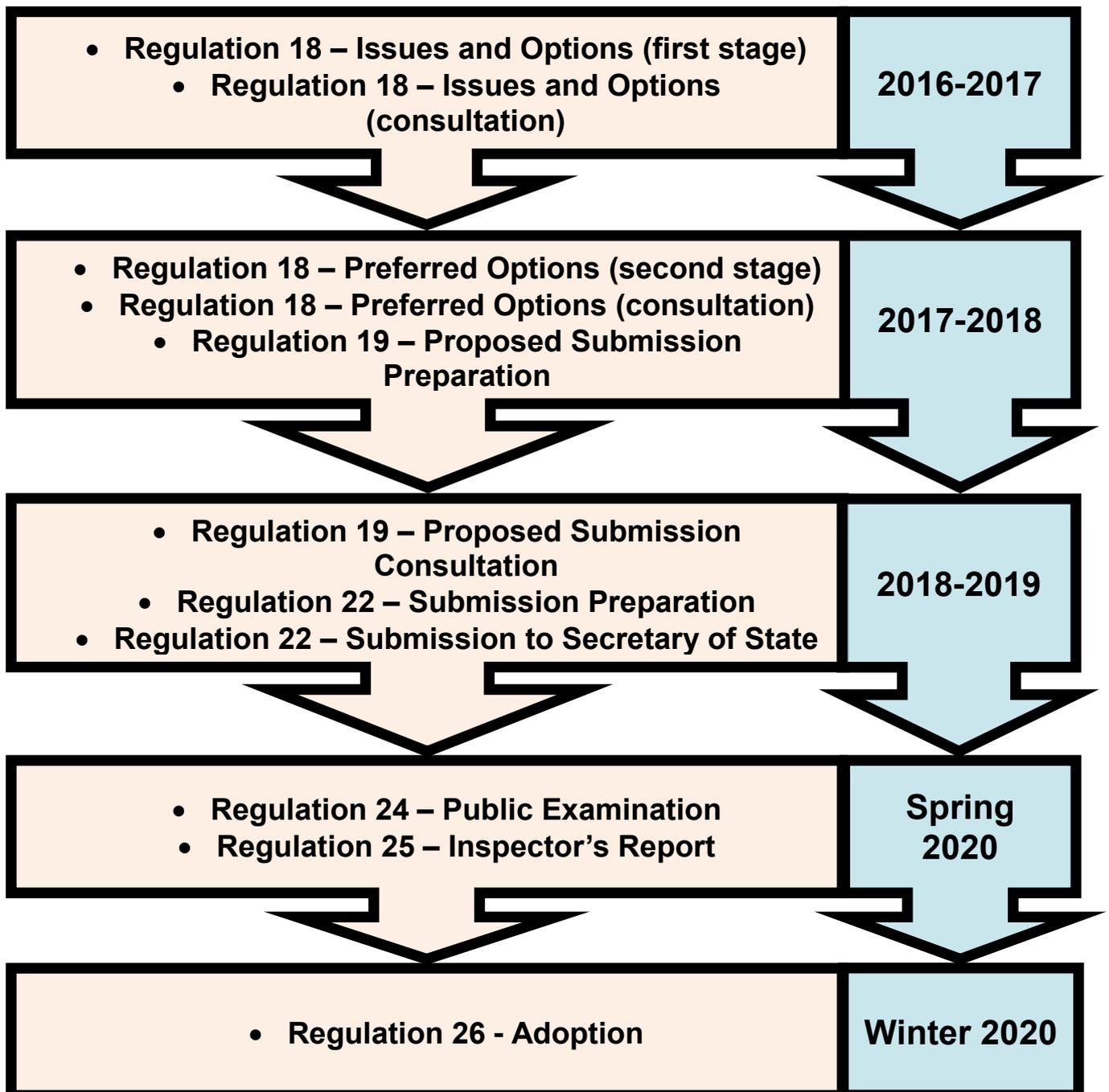
- 2.8 The issues raised and comments received from the various consultees will be considered by the authorities. Responses to the issues and comments raised by the consultees will be made available. Responses to each issue raised will be dependent upon the total number of comments received; i.e. one response

from the authorities may be applicable to a number of responses received by consultees.

### How they will be reported upon

2.9 Comments received by consultees will be published and made available online as well as in hard copy format in civic offices. The full names of those who decide to submit comments will be published, although further personal information (such as postal and email addresses) will not be made available to the wider public.

Figure 1: Timescale of the Plan



### 3. Regulation 18 – Issues and Options (first stage)

- 3.1 The issues and options stage of Regulation 18 explores what the plan should consist of and what it needs to consider (the issues) and how it could be delivered (the options). Regulation 18 is the first stage of plan making, where the vision and objectives of the plan are set out. The subject, issues and options for the plan are considered and refined to preferred options. Initial drafts of the supporting documents are prepared and, it is also the start of the various assessments that run in parallel with, and inform the preparation of, the plan.
- 3.2 It is anticipated this element of the plan will be undertaken for approximately six months between September 2016 and March 2017. The work related to this section will be publicised and made available by electronic means where possible, as well as through workshops and briefings being held when circumstances require.
- 3.3 Table 1 describes each of the tasks that need to be undertaken for Regulation 18 – Issues and Options (first stage):

**Table 1: Plan preparation tasks (Issues & Options)**

<b>Task</b>	<b>Description</b>
Call for sites	<ul style="list-style-type: none"> <li>• Members from the four authorities will be invited to attend a briefing explaining the call for sites process.</li> <li>• Landowners within the relevant zones will be invited to suggest areas of land that could be considered for potential mineral extraction and / or waste sites.</li> <li>• The primary target audience will be business and industry associates.</li> <li>• Communication methods with the primary target audience will likely be via meetings and stakeholder events.</li> <li>• These events would need to be held at times most suitable to those interested parties to allow opportunity to discuss related issues and concerns.</li> <li>• Relevant documentation would also be published online and the possibility of publicising in local press or via public notices would need to be explored.</li> </ul>
Draft plan – Vision and	<ul style="list-style-type: none"> <li>• Briefings with members from the four</li> </ul>

Objectives	<p>authorities will be held in order to give them information on the priorities for each area.</p> <ul style="list-style-type: none"> <li>• The priorities will be used to identify the aims of the plan, and provide a directional steer for the vision and objectives.</li> </ul>
Evidence base: Minerals: Background Study	<ul style="list-style-type: none"> <li>• Existing information and software will be utilised in order to identify what minerals are available for extraction, how much is available and where the mineral is available.</li> <li>• This is likely to be communicated internally only.</li> </ul>
Evidence base: Waste: Data Report	<ul style="list-style-type: none"> <li>• The Waste Data Interrogator (WDI) will be utilised in order to obtain information on waste sites, types, amounts and movements.</li> <li>• This is likely to be communicated internally only.</li> </ul>
Evidence base: Site Assessment Methodologies	<ul style="list-style-type: none"> <li>• The proposed methodologies for assessing sites will be outlined.</li> <li>• These are likely to be communicated internally only.</li> </ul>
Evidence base: Scoping report (Sustainability Appraisal (incorporating Strategic Environmental Assessment))	<ul style="list-style-type: none"> <li>• Three statutory consultees (Historic England, Natural England and the Environment Agency) will be informed of the scoping report and invited to make representations.</li> <li>• This consultation process will take place separately to the Issues &amp; Options consultation timescale.</li> </ul>
Evidence base: Screening – Habitats Regulations Assessment (HRA)	<ul style="list-style-type: none"> <li>• This will consider the possible impacts that the plan may have on sites specifically designated to nature conservation.</li> <li>• The statutory body (Natural England) will be informed of the screening report and invited to make representations.</li> <li>• The screening process will enable authorities to determine whether further investigative work is required on a specific area.</li> <li>• This consultation process will take place separately to the Issues &amp; Options consultation timescale.</li> </ul>

<p>Evidence base: Duty to Cooperate (DtC) Statement<sup>8</sup></p>	<ul style="list-style-type: none"> <li>• This will set out how the authorities will work and liaise with the associated bodies that will contribute to the production of the plan.</li> <li>• Letters and emails will need to be sent to all DtC bodies (with a list being determined in early 2017).</li> <li>• Meetings will be scheduled with DtC bodies as appropriate.</li> <li>• The authorities are in the process of agreeing a Memorandum of Understanding (MoU) with the other two Berkshire unitary authorities<sup>9</sup> regarding strategic planning (including minerals and waste) to set out how the DtC will be undertaken by the involved authorities.</li> </ul>
<p>Evidence base: Equalities Impact Assessment (EqIA) framework</p>	<ul style="list-style-type: none"> <li>• This will set out the potential impact(s) the plan may have on the communities within the plan area.</li> <li>• Services provided must meet the requirements of anti-discrimination and equalities legislation. The purpose of this exercise is to inform the format of the consultation, communication methods and list of stakeholders.</li> </ul>
<p>Consultation Paper</p>	<ul style="list-style-type: none"> <li>• Liaison with the DtC bodies on their involvement in plan- preparation will be carried out including email/letter communications and meetings, where appropriate.</li> </ul>

<sup>8</sup> Localism Act 2011 – Duty to Cooperate requirements  
<http://www.legislation.gov.uk/ukpga/2011/20/section/110/enacted>

<sup>9</sup> West Berkshire Council and Slough Borough Council

## 4. Regulation 18 – Issues and Options (consultation)

- 4.1 Regulation 18 – Issues and Options (consultation) will be the first opportunity for the public to comment on the direction of the plan and the initial stages of work.
- 4.2 It is anticipated this element of the plan will run between June and July 2017. The work related to this section will be publicised and made available by electronic means where possible, as well as workshops and briefings being held when circumstances require.
- 4.3 Table 2 describes each of the tasks that need to be undertaken for Regulation 18 Issues and Options (consultation):

**Table 2: Plan preparation tasks (Issues & Options - Consultation)**

<b>Task</b>	<b>Description</b>
Consultation mandate <sup>10</sup>	<ul style="list-style-type: none"><li>• A consultation mandate will be produced. This will aim to explain the purpose of the first stage consultation, the process and what happens afterwards.</li></ul>
Democratic process	<ul style="list-style-type: none"><li>• Each of the Central &amp; Eastern Berkshire Authorities will seek approval from the appropriate democratic decision making process as per local requirements.</li><li>• Appropriate member briefings and meetings will take place to support this process.</li><li>• Reports and minutes from the meetings held will be published.</li></ul>
Preparatory activities	<ul style="list-style-type: none"><li>• Appropriate offices, locations and stakeholders will need to be advised of upcoming consultations. This may include libraries, IT staff and the wider Members.</li></ul>
Consultation documents	<ul style="list-style-type: none"><li>• The registers of those individuals or bodies who have expressed an interest in being kept informed of consultations, or who are considered to have an interest in the preparation of the plan, will be referred to and relevant documentation shared with them.</li><li>• Documents will be made available in a variety of formats to ensure the wider community is</li></ul>

<sup>10</sup> Template available in Appendix 8 of the Bracknell SCI - <http://www.bracknell-forest.gov.uk/statement-of-community-involvement-2014.pdf>

	<p>reached.</p> <ul style="list-style-type: none"> <li>• Documents will be in plain English where possible, but jargon may be necessary in order to preserve a specific meaning of something. To aid with full comprehension of documents, a glossary will be provided for each consultation document.</li> <li>• The authorities will consider the best way to engage with key target groups.</li> <li>• Consultations will remain live for a minimum of six weeks. Should consultations take place over public holiday periods, the consultation may be extended in order to take this into account.</li> <li>• The preferred method of consultation will be via electronic means, but paper copies of all related documents will be made available upon request. Public notices will be placed in local press, and hard copies of consultation documents will be made available in libraries and in civic offices. E-copies of the documents will be made available on the authorities' websites.</li> <li>• Public meetings and workshops will be held, and meetings can be arranged upon request.</li> </ul>
Response forms	<ul style="list-style-type: none"> <li>• All response forms received will be analysed, except for anonymous responses which cannot be accepted.</li> <li>• Responses to individual representations will be made if a low number has been received. However, if the same point has been made on a number of occasions, a single response will be published by the authorities.</li> <li>• Documents will be in plain English where possible, but jargon may be necessary in order to preserve a specific meaning of something. To aid with full comprehension of documents, a glossary will be provided for each consultation document.</li> <li>• Responses to the consultations (representations) will be made available online detailing the name of the person who has raised the point. However, finer personal</li> </ul>

	<p>details, such as postal or email addresses, will not be published online.</p> <ul style="list-style-type: none"> <li>• Anyone who makes a comment on a draft development plan will remain informed of subsequent stages of the plan preparation process.</li> </ul>
<p>Consultation report</p>	<ul style="list-style-type: none"> <li>• Comments received in relation to the earlier stages of the consultation will be considered and taken into account during the later stages of the plan. If applicable, learning outcomes will be identified and reflected in the later stages of the planning procedure.</li> <li>• The report will include a summary of the main issues raised, how these will be addressed and how they will impact the plan.</li> <li>• The authorities will respond to each individual point made, including what action (if applicable) will be taken to address the point. This response to each individual will be undertaken if the number of points received is reasonably low (i.e. less than 50). If however, a significant number of responses are received, but the same issue has been raised by numerous respondents, these may be grouped and the authorities' will provide one, single response.</li> <li>• This report will be published online.</li> <li>• This report will summarise the consultation undertaken, and will include the representations made and the authorities' response to them. This report will be published by the next stage of the document and will be available via the 'consultation portal' and / or website, as well as hard copies being available in libraries and civic offices.</li> <li>• Personal information such as postal and email addresses will not be published (although comments submitted must include the name and addresses of the submitter; anonymous comments will not be accepted).</li> </ul>

## 5. Regulation 18 – Preferred Options (second stage)

- 5.1 In the second stage of Regulation 18, the initial evidence base, as well as comments from the public and bodies, will inform an assessment of options so that preferred options can be identified. Following a review of all the consultation documents and a more directional steer from the full Council meeting (democratic cycle / Members Board), the vision and objectives from the draft plan can be tailored to more specific, preferred options.
- 5.2 This is scheduled to take place between September 2017 and May 2018.
- 5.3 Table 3 describes each of the tasks that need to be undertaken for Regulation 18 – Preferred Options (second stage):

**Table 3: Plan preparation tasks (Preferred Options)**

<b>Task</b>	<b>Description</b>
Plan Preparation Revised plan – vision and objectives	<ul style="list-style-type: none"> <li>The objectives will be identified and will help to form the overall vision of the plan, setting out how the proposed lifetime of the plan will meet the requirements for minerals and waste.</li> <li>Further member briefings and workshops will be required for this stage of the plan.</li> </ul>
Evidence base: Revised Sustainability Appraisal Scoping Report	<ul style="list-style-type: none"> <li>The Scoping Report will be revised taking into account the comments made by the statutory consultees.</li> </ul>
Evidence base: Minerals: Background Study	<ul style="list-style-type: none"> <li>Any consultation responses received need to be acknowledged.</li> <li>The information will be updated taking into account the comments received and any new data.</li> <li>This work stream will be undertaken with the assistance of South East England Aggregate Working Party (SEEAWP) and other Duty to Cooperate (DtC) bodies.</li> </ul>
Evidence base: Waste: Data Report	<ul style="list-style-type: none"> <li>Any consultation responses received need to be acknowledged.</li> <li>The information will be updated taking into account the comments received and any new data.</li> <li>The Waste Data Interrogator (WDI) will need to be utilised to obtain up to date and more streamlined waste data.</li> </ul>

	<ul style="list-style-type: none"> <li>• This work stream will be undertaken with the assistance of South East Waste Planning Advisory Group (SEWPAG) and other DtC bodies.</li> </ul>
Evidence base: Minerals: Proposals Study	<ul style="list-style-type: none"> <li>• The information gathered from the background study should be used to identify what minerals can be worked and the location of the minerals.</li> <li>• The outcome of the sites assessments will be reviewed – ‘preferred’ site options identified.</li> <li>• Internal consultation and with neighbouring authorities, where appropriate.</li> </ul>
Evidence base: Waste: Proposals Study	<ul style="list-style-type: none"> <li>• Use the information gathered from the background study to identify potential additional waste sites (the types of waste sites and the locations of the waste sites), as well as establishing the longevity of existing sites.</li> <li>• The outcome of the sites assessments will be reviewed – ‘preferred’ site options identified.</li> <li>• Internal consultation and with neighbouring authorities, where appropriate.</li> </ul>
Evidence base Updated DtC statement	<ul style="list-style-type: none"> <li>• This will describe and explain how the authorities have worked with the statutory bodies during the development of the plan.</li> <li>• The various bodies will be invited to make comments (representations) on the documents related to the plan.</li> </ul>
Evidence base: Interim Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) report	<ul style="list-style-type: none"> <li>• The report will give consideration to the potential negative and positive impacts the plan could have socially, environmentally and economically.</li> <li>• If negative impacts are identified, the report should set out how the plan would aim to reduce or mitigate these.</li> <li>• Details on the development plan documents, the representation period and where the information can be viewed will be included in this report.</li> <li>• As this will be an interim document, acknowledgement would need to be given to the continuous development of the report as the plan evolves.</li> </ul>

Evidence base Habitats Regulations Assessment (HRA) – Screening and Scoping	<ul style="list-style-type: none"> <li>• Assessments to be carried out on the preferred options and recommendations setting out how to avoid or mitigate risks as appropriate.</li> <li>• Communication will be internal and external, with a particular focus on engagement with the key stakeholders.</li> </ul>
Evidence base: Strategic Traffic & Transport Assessment	<ul style="list-style-type: none"> <li>• Data collection will involve liaison with local highway authorities to establish and identify the potential impacts that the plan could have on traffic and transport.</li> <li>• Request comments and identification of areas or issues that may need specific consideration.</li> <li>• Communication will remain internal for this work stream.</li> </ul>
Evidence base: Restoration Study	<ul style="list-style-type: none"> <li>• This will identify how mineral and waste sites in the area will be restored once they have fulfilled their original purpose.</li> <li>• Landowners and site operators need to state how sites will be restored once they have fulfilled their minerals and waste purpose.</li> <li>• Communication will remain internal for this work stream.</li> </ul>
Evidence base: Minerals and waste safeguarding study	<ul style="list-style-type: none"> <li>• Identify the minerals and waste areas that could potentially require safeguarding and explain how the process to safeguard would work.</li> <li>• Communication will remain internal for this work stream.</li> </ul>
Plan Preparation: Draft policies	<ul style="list-style-type: none"> <li>• Policies used in older plans could be considered and a decision made whether the information is still applicable and transferable to the new plan.</li> <li>• Decisions need to be made on the policies to be included in the plan, and the content of each policy needs to be produced.</li> <li>• Member workshops and briefings will be scheduled if appropriate as well as engagement with key stakeholders on individual relevant policies.</li> </ul>
Plan Preparation: Draft policies map	<ul style="list-style-type: none"> <li>• This must demonstrate, geographically where the draft policies in the plan have been applied.</li> </ul>

	<ul style="list-style-type: none"> <li>• Member workshops and briefings will be scheduled if appropriate.</li> </ul>
Plan Preparation: Monitoring and Implementation plan outline	<ul style="list-style-type: none"> <li>• The plan is likely to need to include a monitoring and implementation plan and this document will consider the most effective ways of developing the plan.</li> </ul>
Evidence base: Legal compliance checklist	<ul style="list-style-type: none"> <li>• The Planning Advisory Service legal compliance checklist will be referred to in order to ensure that the proposed plan meets the standard requirements.</li> </ul>
Evidence base: Equalities Impact Assessment (EqIA)	<ul style="list-style-type: none"> <li>• This will set out the potential impact the plan may have on the various communities within the affected area of the plan.</li> <li>• Services provided must meet the requirements of anti-discrimination and equalities legislation. This information will be published and made available publicly.</li> <li>• This document will be reviewed after each public consultation to ensure its recommendations are relevant, implemented and effective.</li> </ul>

## 6. Regulation 18 – Preferred Options (consultation)

- 6.1 The second Regulation 18 – Preferred Options (consultation) will be an opportunity for the public and relevant bodies to comment on the practical implications of the plan and to highlight any issues or considerations that may inform the choice or shape of the preferred approach. General and specific consultation bodies will need to be informed of the revised plan and will be invited to make representations. The authorities will need to make this document available in paper copy at offices and other buildings or locations deemed appropriate. The information must also be made available online.
- 6.2 This is the main consultation stage as it is detailed enough to consider the proposed plan in some depth, while being early enough for any comments to be easily included in the plan. This is scheduled to take place between January and February 2018.
- 6.3 Table 4 describes each of the tasks that need to be undertaken for Regulation 18 – Preferred Options (consultation):

**Table 4: Plan preparation tasks (Preferred Options - Consultation)**

<b>Task</b>	<b>Description</b>
Consultation mandate <sup>11</sup>	<ul style="list-style-type: none"><li>• A consultation mandate will be produced. This will aim to explain the purpose of the preferred options consultation, the process to follow and what happens afterwards.</li><li>• Copies of the statement and supplementary planning document must be made available at offices of the authorities (and other places deemed appropriate), as well as being made available online.</li><li>• The date by which representations must be made and the address to which they should be sent to, have to be publicly available.</li></ul>
Democratic process	<ul style="list-style-type: none"><li>• Each of the Central and Eastern Berkshire authorities will seek approval from the appropriate democratic decision making process as per local requirements.</li><li>• Appropriate member briefings and meetings will take place to support this process.</li><li>• Reports and minutes from the meetings held</li></ul>

<sup>11</sup> Template available in Appendix 8 of the Bracknell SCI - <http://www.bracknell-forest.gov.uk/statement-of-community-involvement-2014.pdf>

	will be published.
Preparatory activities	<ul style="list-style-type: none"> <li>• Appropriate offices, locations and stakeholders will need to be advised of the upcoming consultation. This may include libraries, IT staff, and the wider Members.</li> <li>• Information on the preparatory activities will be communicated via electronic means and made available online.</li> </ul>
Consultation documents	<ul style="list-style-type: none"> <li>• The registers of those individuals or bodies, who have expressed an interest in being kept informed of consultations, will be referred to and relevant documentation shared with them.</li> <li>• Documents will be made available in a variety of formats so that the wider community can be reached.</li> <li>• Documents will be in plain English where possible, but jargon may be necessary in order to preserve a specific meaning of something. To aid with full comprehension of documents, a glossary will be provided for each consultation document.</li> <li>• The consultation period will be a minimum of six weeks and, where possible, will avoid the Christmas and New Year period. Where consultations over these or other holiday periods are inevitable, consultation periods may be extended to take account of this.</li> <li>• The preferred method of consultation will be via electronic means, but paper copies will be made available upon request.</li> <li>• Public notices will be placed in local press, and hard copies of consultation documents will be made available in libraries and in civic offices. E-copies of the documents will be made available online.</li> <li>• Public meetings and workshops will be held, and face to face meetings can be arranged upon request.</li> <li>• The authorities will refer to the previous stage of the consultation to ensure that the preferred methods of engagement with key target groups are followed.</li> <li>• Open involvement will take place as early as</li> </ul>

	<p>possible. Events (such as public exhibitions) will be held within the community involvement period which allows time for responses afterwards (i.e. not within the last 10 days before the period closes).</p>
Representation forms	<ul style="list-style-type: none"> <li>• These will need to be reviewed and analysed, except for anonymous representations which cannot be accepted.</li> <li>• Responses to individual representations will be made if a low number has been received. However, if the same point has been made on a number of occasions, a single response will be published by the authorities.</li> <li>• Documents will be in plain English where possible, but jargon may be necessary in order to preserve a specific meaning of something. To aid with full comprehension of documents, a glossary will be provided for each consultation document.</li> <li>• Representations to consultations will be made available online detailing the name of the person who has raised the point. However, finer personal details, such as postal or email address, will not be published online.</li> <li>• Anyone who makes a comment on a draft development plan will remain informed of subsequent stages of the plan preparation process.</li> </ul>
Consultation report	<ul style="list-style-type: none"> <li>• Comments received in relation to the earlier stages of the consultation will be considered and taken into account during the later stages of the plan.</li> <li>• If applicable, learning outcomes will be identified and reflected in the later stages of the planning procedure.</li> <li>• The report will include a summary of the main issues raised, how these will be addressed and how they will impact the plan.</li> <li>• The authorities will respond to each individual point made, including what action (if applicable) will be taken to address the point.</li> <li>• This response to each individual will be undertaken if the number of points received is</li> </ul>

	<p>reasonably low (i.e. less than 50). If however, a significant number of responses are received, but the same issue has been raised by numerous respondents, these may be grouped and the authorities will provide one, single response.</p> <ul style="list-style-type: none"><li>• This report will be published online.</li><li>• This report will summarise the consultation undertaken, and will include the representations made and the authorities' response to them.</li><li>• This report will be published by the next stage of the document and will be available via the 'consultation portal' and / or website, as well as hard copies being available in libraries and civic offices.</li><li>• Personal information such as postal and email addresses will not be published (although comments submitted must include the name and addresses of the submitter; anonymous comments will not be accepted).</li></ul>
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## **7. Regulation 19 – Proposed Submission Preparation**

- 7.1 Regulation 19 is the stage where the detailed version of the plan and the evidence base are produced. It is estimated the proposed submission preparation will be undertaken for five months between May and October 2018.

### **Revised plan (preparation)**

- 7.2 The preferred options work, as influenced by the consultation and engagement, will inform a more detailed version of the plan, including policy wording and site proposals. Engagement will continue with key people and bodies in order to resolve any issues that may have been identified or to refine certain details. Much of this communication will be electronic and internal. However, workshops with key bodies and potentially members and the public around specific sites may be required.

### **Revised evidence base (preparation)**

- 7.3 A detailed, near-final version of the evidence base will be produced, taking into account any comments from the previous engagement stages. Engagement will continue with key people and bodies in order to resolve any issues that may have been identified or to refine certain details. Much of this communication will be electronic and internal. However, workshops with key bodies and potentially the public around specific sites may be required.

## 8. Regulation 19 – Proposed Submission Consultation

- 8.1 The consultation during Regulation 19 is on the version of the plan that the local authorities plan to submit to the Secretary of State. These comments (representations) will be summarised by the authorities, and passed on directly to the Secretary of State, who will then appoint a Planning Inspector to consider the plan, its evidence base and all the representations.
- 8.2 It is estimated the proposed submission consultation will be undertaken for two months between November 2018 and January 2019.
- 8.3 The following table describes each of the tasks that need to be undertaken for Regulation 19 Proposed Submission Consultation:

**Table 5: Plan preparation tasks (Proposed Submission)**

<b>Task</b>	<b>Description</b>
Consultation mandate <sup>12</sup>	<ul style="list-style-type: none"> <li>• A consultation mandate will be produced. This will aim to explain the purpose of the preferred options consultation, the process to follow and what happens afterwards.</li> </ul>
Democratic process	<ul style="list-style-type: none"> <li>• Each of the Central and Eastern Berkshire authorities will seek approval from the appropriate democratic decision making process as per local requirements.</li> <li>• Appropriate member briefings and meetings will take place to support this process.</li> <li>• Reports and minutes from the meetings held will be published.</li> </ul>
Preparatory activities	<ul style="list-style-type: none"> <li>• Appropriate offices, locations and stakeholders will need to be advised of the upcoming consultation. This may include libraries, IT staff, and the wider Members.</li> <li>• This information will be communicated via electronic means.</li> </ul>
Consultation documents	<ul style="list-style-type: none"> <li>• The registers of those individuals or bodies who have been contacted during Regulation 18 and / or have expressed an interest in being kept informed of consultations, will be sent a statement of the representations procedure and a statement of the fact that the proposed</li> </ul>

<sup>12</sup> Template available in Appendix 8 of the Bracknell SCI - <http://www.bracknell-forest.gov.uk/statement-of-community-involvement-2014.pdf>

	<p>submission documents are available for inspection and of the places and times at which they can be inspected.</p> <ul style="list-style-type: none"> <li>• Documents will be made available in a variety of formats on request (e.g. audio or different languages) so that the wider community can be reached.</li> <li>• Documents will be in plain English where possible, but jargon may be necessary in order to preserve a specific meaning of something. To aid with full comprehension of documents, a glossary will be provided for each consultation document.</li> <li>• The consultation period will be a minimum of six weeks and where possible, avoiding the Christmas and New Year period. Where consultations over these or other holiday periods are inevitable, consultation periods may be extended to take account of this.</li> <li>• The preferred method of consultation will be via electronic means, but paper copies will be made available upon request.</li> <li>• Public notices will be placed in local press, and hard copies of consultation documents will be made available in libraries and in civic offices. E-copies of the documents will be made available online.</li> <li>• Public meetings and workshops will be held, and meetings can be arranged upon request.</li> <li>• The authorities will refer to the previous stage of the consultation to ensure that the preferred methods of engagement with key target groups are followed.</li> <li>• Open involvement will take place as early as possible. Events (such as public exhibitions) will be held within the community involvement period which allows time for responses afterwards (i.e. not within the last 10 days before the period closes).</li> </ul>
Representation forms	<ul style="list-style-type: none"> <li>• These will need to be reviewed and analysed, except for anonymous representations, which cannot be accepted.</li> <li>• Responses to individual representations will be</li> </ul>

	<p>made if a low number has been received. However, should the same be made on a number of occasions, a single response will be published by the authorities.</p> <ul style="list-style-type: none"> <li>• All responses will need to be sent to the inspector so that they can decide which objections need to be addressed and discussed further during the public examination stage.</li> <li>• Documents will be in plain English where possible, but jargon may be necessary in order to preserve a specific meaning of something. To aid with full comprehension of documents, a glossary will be provided for each consultation document.</li> <li>• Representations to consultations will be made available online detailing the name of the person who has raised the point. However, finer personal details, such as postal or email addresses, will not be published online. Objections will be made available online.</li> <li>• Anyone who makes a comment on a draft development plan will remain informed of subsequent stages of the plan preparation process.</li> </ul>
<p>Consultation report</p>	<ul style="list-style-type: none"> <li>• Comments received in relation to the earlier stages of the consultation will be considered and taken into account during the later stages of the plan.</li> <li>• If applicable, learning outcomes will be identified and reflected in the later stages of the planning procedure.</li> <li>• The report will include a summary of the main issues raised, how these will be addressed and how they will impact the plan.</li> <li>• The authorities will respond to each individual point made, including what action (if applicable) will be taken to address the point.</li> <li>• This response to each individual will be undertaken if the number of points received is reasonably low (i.e. less than 50). If however, a significant number of responses are received, but the same issue has been raised</li> </ul>

	<p>by numerous respondents, these may be grouped and the authorities will provide one, single response.</p> <ul style="list-style-type: none"><li>• This report needs to be made available publicly and so will need to be published online.</li><li>• This report will summarise the consultation undertaken, and will include the representations made and the authorities' response to them.</li><li>• This report will be published by the next stage of the document and will be available online, as well as hard copies being available in libraries and civic offices.</li></ul>
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## **9. Regulation 22 – Submission Preparation**

- 9.1 In Regulation 22, a final draft copy of all the relevant documents will need to be submitted to the Secretary of State. Democratic approval will be required for this version of the plan.
- 9.2 It is estimated the submission preparation will take approximately six months to complete, running between March and September 2019, with submission in Winter 2019.

### **Democratic process**

- 9.3 This final draft version of the plan must be presented to the authorities' Councillors for their approval, before submission to the Secretary of State.

### **Revised plan**

- 9.4 The version of the plan consulted upon in Regulation 19 will be the plan that is submitted.
- 9.5 The final draft submission must include a paper and electronic copy of the plan, Sustainability Appraisal (SA) report, a submission policies map (only if the adoption of the plan would require changes to the adopted policies map), a statement regarding the Regulation 18 and 20 engagement, the Regulation 20 representations and any relevant supporting documents.
- 9.6 As soon as possible following the submission of the plan to the Secretary of State, the authorities must make available copies of: the local plan; the SA report; the submission policies map (if applicable); and the statement which sets out information about how representations for the plan were coordinated. Copies of representations and supporting documents relevant to the preparation of the plan must also be made available. Finally, a statement must be produced to acknowledge the plan and the supporting relevant documentation are available for inspection, and details on where and when they can be inspected must be provided.
- 9.7 The plan must be sent to each of the general and the specific consultation bodies invited to make representations. The communication must inform the recipients that the documents are available for inspection, and details on where and when they can be inspected must be provided.
- 9.8 Documents must be made available in paper copy (in principal civic offices, local libraries and town / parish council offices where appropriate), a notice

must be placed in one local newspaper, as well as the information being published online.

- 9.9 Those who requested to be notified of the submission to the Secretary of State must be informed of the official submission (this could include those who were involved in the consultation at an earlier stage).

### **Revised evidence base (as required)**

- 9.10 Documents to be submitted need to be reviewed and prepared for the submission to the Secretary of State. This information needs to be made available to the public and so will be published online.

## **10. Regulation 24 – Public Examination**

10.1 The public examination provides the opportunity for the plan, its evidence base and the opinions of those that made a representation during the Regulation 20 consultation to be considered publically by an independent person (the Planning Inspector). The plan is examined and key issues are discussed, in order to ensure that the plan is of good quality and fit for purpose ('sound')<sup>13</sup>. A certain degree of changes to the plan (modifications) can be proposed to the Planning Inspector to help achieve this.

10.2 It is estimated the public examination will take place some time during Spring 2020. Once the plan is submitted, the timetable for the public examination and the following Inspector's Report are determined by the Planning Inspector.

### **Programme Officer**

10.3 The Programme Officer will manage the administrative and business function of the public examination. This appointment will be publicised online.

### **Examination arrangements**

10.4 Those who have made representations (and have not withdrawn them), must be notified of the independent examination. Information on the date, time and place of the hearing and the name of the Planning Inspector will be made available in principal civic offices and online. This must take place at least six weeks before the opening of the hearing.

### **Issues and questions**

10.5 These will be raised by the Inspector. A set of standard issues will be addressed as well as key issues raised during the final proposed submission consultation.

10.6 The authorities and the selected 'objectors' will be invited to provide comments on the issues, followed by discussions on each point. This information will be communicated via electronic means and will be publicised online.

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<sup>13</sup> National Planning Policy Framework (NPPF) paragraph 182 details what constitutes a sound plan [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

### **Schedule of changes**

10.7 This must set out the (possible) changes that the authorities believe are needed to make the plan 'sound'. This information will be made public and shall be available online.

### **Updated evidence base**

10.8 Where this is required, updated documents will be published online.

### **Examination correspondence**

10.9 This will be published online, as required.

### **Track change versions**

10.10 These will be published online, as required.

## **11. Regulation 25 – Inspector’s Report**

11.1 The Inspector’s Report sets out whether the Inspector considers the plan is ‘sound’, and why. If the Inspector does not consider the plan is sound in its current form, they may suggest a set of modifications that would make it sound<sup>14</sup>. Alternatively, the Inspector may find the plan unsound. It is estimated the Inspector’s Report will be published during Summer 2020.

### **Publication of the report**

11.2 The authorities must publish the recommendations of the Inspector’s Report as soon as reasonably practicable after having received the report from the Inspector. The recommendations are to be made available online and in paper form in principal civic offices.

### **Notification to persons requested**

11.3 Those who requested to be kept informed of the publication of the Inspector’s recommendations must be informed that the recommendations are available for viewing. The recommendations are to be made available online and in paper form in principal civic offices.

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<sup>14</sup> National Planning Policy Framework (NPPF) paragraph 182 details what constitutes a sound plan [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

## **12. Regulation 26 – Adoption**

- 12.1 A plan found to be sound (either as is, or with proposed modifications) needs to be accepted by the authorities as the final plan, which will apply to the area. This democratic process is the adoption of the plan.
- 12.2 It is estimated the plan will be adopted during the Winter of 2020.
- 12.3 Each of the Central and Eastern Berkshire authorities will seek approval from the appropriate democratic decision making process as per local requirements. Appropriate member briefings and meetings will take place to support this process.

### **Adopted plan**

- 12.4 The authorities must, as soon as reasonably practicable after a plan has been adopted, make the plan and associated documentation publicly available. This document must state the date on which the document is adopted as well as stating that the document is a local plan.
- 12.5 All relevant documentation must be made available in hard copy at the principal civic offices as well as being accessible online.

### **Adopted policies map**

- 12.6 This document must contain a map of the authorities' area. This must be based on an Ordnance Survey map, include a key and demonstrate, geographically the applied policies. This document must state the date on which the document is adopted as well as stating that the document is a local plan.

### **Adoption statement**

- 12.7 The authorities must, as soon as reasonably practicable after a plan has been adopted, make the adoption statement publicly available. The adoption statement must also be sent to any person who has asked to be kept informed of the adoption of the plan. The Secretary of State must also be sent a copy of the adoption statement. This document must state the date on which the document is adopted as well as stating that the document is a local plan.
- 12.8 All relevant documentation must be made available in hard copy at the principal civic office as well as being accessible online.

## **Habitats Regulations Assessment (HRA) Record and Record of Determination**

12.9 These documents must state the date on which the document is adopted as well as stating that the document is a local plan.

## **Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) Report**

12.10 The authorities must, as soon as reasonably practicable after a plan has been adopted, make the SA and SEA report publicly available. This document must state the date on which the document is adopted as well as stating that the document is a local plan.

12.11 All relevant documentation must be made available in hard copy at the principal civic offices as well as being accessible online.

## **Sustainability Appraisal (SA) and Strategic Environment Assessment (SEA) post adoption statement**

12.12 This document must state the date on which the document is adopted as well as stating that the document is a local plan.

## Appendix one

To ensure that all the legal and statutory requirements as set out in the Consultation Strategy have been satisfied, the following checklists must be completed:

<b>Regulation 18 – Issues and Options (consultation)</b>	
<b>Task</b>	<b>Date task completed</b>
Production of a consultation mandate.	
Democratic process communications including update briefings and meetings, as well as reports and minutes from these meetings being published.	
Advise appropriate locations and stakeholders to be advised of upcoming consultations.	
<p>The following tasks should be undertaken in relation to the consultation documents:</p> <ul style="list-style-type: none"> <li>• Those who have expressed an interest or are considered to have an interest in the preparation of the plan will be kept informed and relevant documentation shared with them.</li> <li>• Documents are to be made available in a variety of formats.</li> <li>• Documents will be in plain English where possible, jargon will be kept to a minimum and a glossary will be provided.</li> <li>• Consultations for six weeks and public holidays will be avoided where possible.</li> <li>• Consultation communication will be via electronic means, but paper copies of documents will be made available upon request.</li> <li>• Advertisements and public notices will be placed in local press, and public meetings or workshops will be held as required.</li> </ul>	
<p>The following tasks should be undertaken in relation to the response forms:</p> <ul style="list-style-type: none"> <li>• Responses to individual representations will be made if a low number has been received. Otherwise, if the same point has been made on a number of occasions, the authorities will publish a single response.</li> <li>• Documents will be in plain English where possible, jargon will be kept to a minimum and a glossary will be provided.</li> <li>• Responses to the consultations will be made available online, and will name of the person who has raised the issue, but personal details will not be published online (anyone who makes a comment on a draft development plan will remain informed of subsequent stages).</li> </ul>	
The following tasks should be undertaken in relation to the consultation report:	

<ul style="list-style-type: none"><li>• Comments received in relation to earlier stages of the consultation will be considered, with learning outcomes being identified and reflected where appropriate.</li><li>• The report will outline the summary of key comments, how they will be addressed and how they will impact the plan.</li><li>• Responses to the consultations will be made available online, and will name the person who has raised the issue, but personal details will not be published online (anyone who makes a comment on a draft development plan will remain informed of subsequent stages).</li><li>• The authorities' response to each comment received will be published online (via the consultation portal) as well as hard copies being made available in civic offices.</li></ul>	
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<b>Regulation 18 – Preferred Options (Consultation)</b>	
<b>Task</b>	<b>Date task completed</b>
<p>Consultation mandate:</p> <ul style="list-style-type: none"> <li>• Copies of this document and associated supplementary planning documents will be made available in appropriate civic offices, as well as being made available online.</li> <li>• This document must also include the date by which representations must be made and the address to which they should be sent. This information should be in the public domain.</li> </ul>	
<p>Democratic process:</p> <ul style="list-style-type: none"> <li>• Each of the Central and Eastern Berkshire authorities to seek approval from the appropriate democratic decision making process.</li> <li>• Appropriate member briefings and meetings to take place to support this process.</li> <li>• Reports and minutes from meetings to be published.</li> </ul>	
<p>Advise appropriate offices, locations and stakeholders of upcoming consultations.</p>	
<p>The following tasks should be undertaken in relation to the consultation documents:</p> <ul style="list-style-type: none"> <li>• Those who have expressed an interest or are considered to have an interest in the preparation of the plan will be kept informed and relevant documentation shared with them.</li> <li>• Documents are to be made available in a variety of formats.</li> <li>• Documents will be in plain English where possible, jargon will be kept to a minimum and a glossary will be provided.</li> <li>• Consultations for six weeks and public holidays will be avoided where possible.</li> <li>• Consultation communication will be via electronic means, but paper copies of documents will be made available upon request.</li> <li>• Advertisements and public notices will be placed in local press, and public meetings or workshops will be held as required.</li> <li>• The authorities will refer to the previous stage of the consultation to ensure that the preferred methods of engagement with key target groups are followed.</li> <li>• Open involvement will take place as early as possible, with events being held within the community involvement period. This should allow time for responses afterwards (not within the last 10 days before the period closes).</li> </ul>	
<p>The following tasks should be undertaken in relation to the response forms:</p> <ul style="list-style-type: none"> <li>• Responses to individual representations will be made if a low</li> </ul>	

<p>number has been received. Otherwise, if the same point has been made on a number of occasions, the authorities will publish a single response.</p> <ul style="list-style-type: none"> <li>• Documents will be in plain English where possible, jargon will be kept to a minimum and a glossary will be provided.</li> <li>• Responses to the consultations will be made available online, and will name the person who has raised the issue, but personal details will not be published online (anyone who makes a comment on a draft development plan will remain informed of subsequent stages).</li> </ul>	
<p>The following tasks should be undertaken in relation to the consultation report:</p> <ul style="list-style-type: none"> <li>• Comments received in relation to earlier stages of the consultation will be considered, with learning outcomes being identified and reflected where appropriate.</li> <li>• The report will outline the summary of key comments, how they will be addressed and how they will impact the plan.</li> <li>• Responses to the consultations will be made available online, and will name the person who has raised the issue, but personal details will not be published online (anyone who makes a comment on a draft development plan will remain informed of subsequent stages).</li> <li>• The authorities' response to each comment received will be published online as well as hard copies being made available in civic offices.</li> </ul>	

<b>Regulation 19 – Proposed Submission Consultation</b>	
<b>Task</b>	<b>Date task completed</b>
<p>Consultation mandate:</p> <ul style="list-style-type: none"> <li>• Copies of this document and associated supplementary planning documents will be made available in appropriate civic offices, as well as being made available online.</li> <li>• This document must also include the date by which representations must be made and the address to which they should be sent. This information should be in the public domain.</li> </ul>	
<p>Democratic process:</p> <ul style="list-style-type: none"> <li>• Each of the Central and Eastern Berkshire authorities to seek approval from the appropriate democratic decision making process.</li> <li>• Appropriate member briefings and meetings to take place to support this process.</li> <li>• Reports and minutes from meetings to be published.</li> </ul>	
<p>Advise appropriate offices, locations and stakeholders of upcoming consultations.</p>	
<p>The following tasks should be undertaken in regard to the consultation documents:</p> <ul style="list-style-type: none"> <li>• Individuals or bodies, who have been contacted during Regulation 18 or have expressed an interest in being kept informed of consultations, will be sent a statement of representations procedure. They will also be informed that the proposed submission documents are available for inspection.</li> <li>• Documents are to be made available in a variety of formats.</li> <li>• Documents will be in plain English where possible, jargon kept to a minimum and a glossary will be provided.</li> <li>• Consultations for six weeks and public holidays will be avoided where possible.</li> <li>• Consultation communication will be via electronic means.</li> <li>• Paper copies of documents will be made available upon request.</li> <li>• Advertisements and public notices will be placed in local press, and public meetings or workshops will be held as required.</li> <li>• The authorities will refer to the previous stage of the consultation to ensure that the preferred methods of engagement with key target groups are followed.</li> <li>• Open involvement will take place as early as possible, with events being held within the community involvement period. This should allow time for responses afterwards (not within the last 10 days before the period closes).</li> </ul>	
<p>The following tasks should be undertaken in relation to the response</p>	

<p>forms:</p> <ul style="list-style-type: none"> <li>• Responses to individual representations will be made if a low number has been received. Otherwise, if the same point has been made on a number of occasions, the authorities will publish a single response.</li> <li>• Documents will be in plain English where possible, jargon will be kept to a minimum and a glossary will be provided.</li> <li>• Responses to the consultations will be made available online, and will name the person who has raised the issue, but personal details will not be published online (anyone who makes a comment on a draft development plan will remain informed of subsequent stages).</li> </ul>	
<p>The following tasks should be undertaken in relation to the consultation report:</p> <ul style="list-style-type: none"> <li>• Comments received in relation to earlier stages of the consultation will be considered, with learning outcomes being identified and reflected where appropriate.</li> <li>• The report will include a summary of the main issues raised, how they will be addressed, and how they will impact the plan.</li> <li>• Responses to the consultations will be made available online, and will name the person who has raised the issue, but personal details will not be published online (anyone who makes a comment on a draft development plan will remain informed of subsequent stages).</li> <li>• The authorities' response to each comment received will be published online (via the consultation portal) as well as hard copies being made available in civic offices.</li> </ul>	

<b>Regulation 22 – Submission Preparation</b>	
<b>Task</b>	<b>Date task completed</b>
The final (draft) version of the plan must go through the democratic process and be approved by the authorities' Councillors prior to submission to the Secretary of State.	
<p>The final draft submission must include:</p> <ul style="list-style-type: none"> <li>• A paper and electronic copy of the Plan.</li> <li>• Sustainability Appraisal (SA) report.</li> <li>• A submission policies map (only if the adoption of the plan would mean changes to the adopted policies map).</li> <li>• A statement regarding Regulations 18 and 20.</li> <li>• Regulation 20 representations and any relevant supporting documents.</li> </ul>	
<ul style="list-style-type: none"> <li>• The plan must be sent (electronically or in hard copy) to each of the general and specific consultation bodies who were invited to make representations.</li> <li>• The communication must inform the recipients that the documents are available for inspection and details on where the documents are being held should also be included.</li> <li>• Documents must be made available in paper form in civic offices, online and a notice must be placed in a local newspaper.</li> </ul>	
Those who requested to be notified of the submission of the plan to Secretary of State must be informed of the official submission.	
Documents to be submitted need to be reviewed and prepared for the submission to the Secretary of State. This information will be published online.	

<b>Regulation 24 – Public Examination</b>	
<b>Task</b>	<b>Date task completed</b>
Details of the Programme Officer post will be publicised online.	
<ul style="list-style-type: none"> <li>• Those who have existing representations must be notified of the independent examination.</li> <li>• Information on the hearing (including the name of the Planning Inspector) will be made available in civic offices and online (at least 6 weeks before the opening of the hearing).</li> </ul>	
<ul style="list-style-type: none"> <li>• The authorities' and selected objectors will be invited to comment on issues.</li> <li>• This information will be made available online.</li> </ul>	
Where required, the evidence base documents will be published online.	
Where required, the examination correspondence documents will be published online.	
Where required, the track change versions will be published online.	

<b>Regulation 25 – Inspector's Report</b>	
<b>Task</b>	<b>Date task completed</b>
<ul style="list-style-type: none"> <li>• The authorities must publish the recommendations of the Inspector's Report as soon as it is practicably possible.</li> <li>• This information will also be made available online and in civic offices.</li> </ul>	
<ul style="list-style-type: none"> <li>• Those who requested to be kept informed of the Inspector's published recommendations must be informed when they become available for viewing.</li> <li>• The recommendations must be made available online and in civic offices.</li> </ul>	

<b>Regulation 26 – Adoption</b>	
<b>Task</b>	<b>Date task completed</b>
<p>Adopted plan:</p> <ul style="list-style-type: none"> <li>• The document must state the date on which the documents have been adopted as well as stating that the document is a local plan.</li> <li>• The authorities' must (as soon as is reasonably practicable after the adoption of a plan), make the plan and any associated documents available to the public.</li> <li>• All relevant documentation must be made available in hard copy at the principal civic offices as well as being available online.</li> </ul>	
<p>Adopted policies map:</p> <ul style="list-style-type: none"> <li>• This must contain a map of the authorities' areas and it must be based on an Ordnance Survey map. The document must include a key and show, geographically the applied policies.</li> <li>• The document must state the date on which the documents have been adopted as well as stating that the document is a local plan.</li> </ul>	
<p>Adoption statement:</p> <ul style="list-style-type: none"> <li>• The authorities must (as soon as is reasonably practicable after the adoption of a plan), make the plan and any associated documents available to the public.</li> <li>• All relevant documentation must be made available in hard copy at the principal civic offices as well as being available online.</li> <li>• The adoption statement must be sent to any person who has asked to remain informed of the adoption plan. The Secretary of State must also be sent a copy of the adoption statement.</li> </ul>	
<p>Habitats Regulation Assessment (HRA) record and HRA record of determination:</p> <ul style="list-style-type: none"> <li>• The document must state the date on which the documents have been adopted as well as stating that the document is a local plan.</li> </ul>	
<p>Sustainability Appraisal (SA) and Strategic Environment Assessment (SEA) report:</p> <ul style="list-style-type: none"> <li>• The document must state the date on which the documents have been adopted as well as stating that the document is a local plan.</li> <li>• The authorities must (as soon as is reasonably practicable after the adoption of a plan), make the plan and any associated documents available to the public.</li> <li>• All relevant documentation must be made available in hard copy at the principal civic offices as well as being available online.</li> </ul>	

SA and SEA post adoption statement:

- The document must state the date on which the documents have been adopted as well as stating that the document is a local plan.

A summary of this document can be made available in large print, in Braille or audio cassette. Copies in other languages may also be obtained. Please contact Hampshire Services by email [berks.consult@hants.gov.uk](mailto:berks.consult@hants.gov.uk) or by calling 01962 845785.