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19 January 2007

### **S U M M O N S**

**MEETING:** Transportation and Planning Sub-Board  
**DATE:** 29 January 2007  
**TIME:** 6.00pm  
**PLACE:** Committee Room 1, Town Hall, Gosport  
**Democratic Services contact:** Joe Martin

**BOROUGH SOLICITOR**

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### **MEMBERS OF THE SUB-BOARD**

The Mayor (Councillor Mrs Cully) (ex-officio)  
Chairman of the Policy and Organisation Board (Councillor Cully) (ex-officio)

Councillor Farr	Councillor Philpott
Councillor Jacobs	Councillor Mrs Salter
Councillor Langdon	Councillor Train

### **FIRE PRECAUTIONS**

(To be read from the Chair if members of the public are present)

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**IMPORTANT NOTICE:**

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# AGENDA

RECOMMENDED  
MINUTE  
FORMAT

## PART A ITEMS

1. APOLOGIES FOR NON-ATTENDANCE
2. ELECTION OF CHAIRMAN
3. ELECTION OF VICE CHAIRMAN
4. DECLARATIONS OF INTEREST

*All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.*

5. MINUTES OF THE MEETING OF THE SUB-BOARD HELD ON 28 NOVEMBER 2006 [copy attached].
6. DEPUTATIONS – STANDING ORDER 3.5

*(NOTE: The Sub-Board is required to receive a deputation(s) on a matter which is before the meeting of the Sub-Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Thursday 25 January 2007. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).*

7. PUBLIC QUESTIONS – STANDING ORDER 3.6

*(NOTE: The Sub-Board is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Sub-Board provided that notice of such question(s) shall have been submitted to the Borough Solicitor by 12 noon on Thursday 25 January 2007).*

8. STATEMENT OF COMMUNITY INVOLVEMENT - SUBMISSION DOCUMENT

*To present to the Sub Board a Statement of Community Involvement that has been revised in light of consultation and to seek approval for its submission to the Government for Examination.*

9. ANY OTHER ITEMS

*- which the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency.*

PART II  
Contact Officer:  
Head of Planning  
Policy  
Chris Payne  
Ext 5216

## **A MEETING OF THE TRANSPORTATION AND PLANNING SUB-BOARD**

### **WAS HELD ON 28 NOVEMBER 2006**

The Mayor (Councillor Mrs Cully) (ex-officio), Chairman of the Policy and Organisation Board (Councillor Hook) (ex-officio), Councillors Farr (P), Jacobs (P), Langdon (P), Philpott (P), Mrs Salter (P) and Train (P).

#### **20 APOLOGIES**

Apologies for absence were received from The Mayor (Councillor Mrs Cully) and the Chairman of the Policy and Organisation Board (Councillor Hook).

#### **21 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **22 MINUTES**

RESOLVED: That the Minutes of the Transportation and Planning Sub-Board meeting held on 9 November 2006 be approved and signed by the Chairman as a true and correct record.

#### **23 PUBLIC QUESTIONS**

No questions had been received from the public.

#### **24 DEPUTATIONS**

It was reported that no deputations had been received.

### **PART II**

#### **25 DRAFT CONSERVATION AREA APPRAISALS: PEEL ROAD AND DAEDALUS**

Consideration was given to a report of the Development Services Manager (attached as Appendix A) which presented Members with the draft Conservation Area Appraisals for Peel Road and Daedalus. It would be important that any decisions taken on the future of the Borough's Conservation Area were fully informed by the information contained in the Conservation Area Appraisals so that the areas 'special interest and character' may be preserved whilst enabling appropriate development to take place.

Officers spoke of the importance of the airfield site and its status as the most important Seaplane Base in the country.

RESOLVED: That Members approve the draft Peel Road and Daedalus Conservation Area Appraisals for consultation purposes.

## **26 LOCAL DEVELOPMENT FRAMEWORK CORE STRATEGY: ISSUES AND OPTIONS**

Consideration was given to a report of the Development Services Manager which presented to Members a LDF Core Strategy: Issues and Options report (attached as Appendix B). The Core Strategy had been prepared in accordance with Government guidance and provided the opportunity to involve the community in planning for the future of the Borough. The authorisation of the Sub Board was sought to carry out consultation on this document.

In light of the latest Hampshire County Council long-term population projections, proposed additional amendments to paragraphs 6.12 and 6.15 of the Core Strategy: Issues and Options Paper were distributed (attached as Appendix C).

Members drew the attention of officers to a short selection of paragraphs on which it was felt that minor alterations could be made.

RESOLVED: That the Sub Board approve the LDF Core Strategy: Issues and Options report for public consultation, subject to the minor alterations agreed by the Sub-Board.

## **27 ANNUAL MONITORING REPORT 2006**

Consideration was given to a report of the Development Services Manager which presented a draft second Annual Monitoring Report for the period April 2005 to March 2006 for submission to Government by December 2006 (attached as Appendix D). The preparation of the Annual Monitoring Report was a statutory requirement. The information could be used to monitor existing Local Plan policies and provide the evidence base to inform the preparation of the Local Plan policies Local Development Framework process. The draft Report had been prepared in accordance with Government Guidance and was considered to be ready for submission to the Government Office (Government Office for the South-East).

Members examined the report and suggested a small number of minor alterations. Members of the Sub-Board accordingly congratulated officers on a commendable report.

RESOLVED: That,

- 1) the Annual Monitoring Report be approved for submission to Government in order to meet the requirements of the 2004 Planning & Compulsory Purchase Act, subject to the minor alterations put forward by the Sub-Board;
- 2) a charge of £7.50 for hard copies of the Annual Monitoring Report be approved

The meeting commenced at 6.00 pm and concluded at 6.35 pm

CHAIRMAN

## AGENDA ITEM NO. 8

<b>Board/Committee:</b>	TRANSPORTATION & PLANNING SUB BOARD
<b>Date of Meeting:</b>	29th JANUARY 2007
<b>Title:</b>	STATEMENT OF COMMUNITY INVOLVEMENT - SUBMISSION DOCUMENT
<b>Author:</b>	DEVELOPMENT SERVICES MANAGER
<b>Status:</b>	FOR DECISION

### **Purpose**

To present to the Sub Board a Statement of Community Involvement that has been revised in light of consultation and to seek approval for its submission to the Government for Examination.

### **Recommendation**

It is recommended that the Sub Board approves the Statement of Community Involvement for Submission to the Secretary of State for the Department of Communities and Local Government.

#### **1 Background**

- 1.1 Under the new planning system introduced by the Planning and Compulsory Purchase Act 2004, the Borough Council as the Local Planning Authority is required to produce a Statement of Community Involvement (SCI) as part of the Local Development Framework. This document outlines how the Council will involve local residents, businesses and other interested parties in forthcoming planning policy documents that will be included in the Gosport Local Development Framework (LDF). It will also set out the Council's provisions for consulting on planning applications.
- 1.2 Under Regulation 25 of the Act the Council is required to involve the public at an early stage of preparation for all relevant planning documents including the SCI. An initial questionnaire was sent out in May 2006 to ask local community groups and other organisations whether they would like to be involved in the LDF process and what methods of consultation would suit them best. The results of this survey were incorporated into the Draft SCI.
- 1.3 The Draft SCI was approved by the Sub Board in June 2006 and consultation was undertaken in line with Regulation 26 of the Act.

#### **2 Report**

- 2.1 The next stage of the process is to revise the SCI where appropriate in light of the response to consultation. The revised SCI is attached

as Appendix A. The Schedule in Appendix B lists the responses received and how it is intended to deal with them. The main changes to the SCI include further clarification on how the Council exceeds the statutory minimum consultation arrangements. A section has also been added to indicate how the Council will deal with Pre Planning Application consultations. The SCI has also been amended to take into account the Council's emerging Corporate Consultation Policy. A number of other smaller text changes have been included to provide additional clarity.

- 2.2 The revised SCI is then submitted to Secretary of State for the Department of Communities and Local Government for an independent examination. This examination is conducted by a Planning Inspector and is normally undertaken by Written Representations although the Inspector has the right to hold a Public Inquiry. The Planning Inspector will then decide if the SCI is 'Sound'. The regulations set out 9 tests of 'soundness' that the SCI must pass (Attached as Appendix C).
- 2.3 At the same time as the SCI is submitted to the Government the Council must undertake public consultation on the submission document for a six week period. Consultees will only have the opportunity to consider if the document is 'Sound'. The responses to this consultation will then be taken into account by the Planning Inspector when examining the SCI. When the Inspector has examined the SCI a report will be issued which will be binding upon the local planning authority. If the Inspector considers the SCI to be 'Sound' the Council will be able to adopt the document.

### **3 Risk Assessment**

- 3.1 The SCI is a statutory requirement resulting from the Planning and Compulsory Purchase Act 2004. The preparation of the SCI has been identified in the Gosport Local Development Scheme with submission in January 2007. Failure to produce the SCI may affect the level of Planning Delivery Grant which the Authority could receive.

### **4 Conclusion**

- 4.1 The production of the Statement of Community Involvement is a statutory requirement and has been prepared in line with Government guidance. The draft SCI has been revised where appropriate in light of responses to consultation and is ready to be submitted to Government for Examination.

<b>Financial Services comments:</b>	None arising from this report.
<b>Legal Services comments:</b>	The Council is required to produce the SCI under the Planning and Compulsory Purchase Act 2004.
<b>Service Improvement Plan implications:</b>	Development Services SMP includes a requirement to prepare the Local Development Framework (LDF) and the SCI is requirement of LDF
<b>Corporate Plan:</b>	The preparation of the SCI is consistent with the core values.
<b>Risk Assessment:</b>	This has been dealt with in Section 3
<b>Background papers:</b>	None
<b>Appendices/Enclosures:</b>	
Appendix 'A'	Statement of Community Involvement - Submission Document
Appendix 'B'	Schedule of Response to Consultation on the Draft SCI
Appendix 'C'	Tests of Soundness
<b>Report author/ Lead Officer:</b>	Chris Payne

Gosport Borough Council

Local Development Framework

# Statement of Community Involvement

Submission: January 2007

*Delivering  
for Gosport*



People



Places

**GOSPORT**  
BOROUGH COUNCIL



# **Statement of Community Involvement**

## **Submission January 2007**

**Gosport Borough Council is committed to equal opportunities for all. If you need this document in large print, on tape, in Braille or in other languages please ask.**



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## 1.0 INTRODUCTION

- 1.1 Planning ensures that there is sufficient land for employment, housing, community and health uses, retail and leisure facilities for local residents, workers and visitors. Importantly it also aims to protect and enhance the natural and historic environment, conserve open spaces and ensure that there is appropriate infrastructure to serve new development. It aims to ensure that new development is of a good standard of design and is appropriate to its surroundings.
- 1.2 Under the new planning system, local planning authorities are now required to prepare a Statement of Community Involvement (SCI) setting out the broad principles that will underpin the Borough Council's consultation process for planning documents and planning applications.
- 1.3 The Council is required to consult with local organisations and other interested groups on the contents of the draft SCI before it is adopted. Under Regulation 28 of the Town and Country Planning (Local Development) (England) Regulations 2004 the Council will be submitting this draft Statement of Community Involvement to the Secretary of State for examination. There will be an opportunity for formal representations to be made on the submitted document over a six week period as publicised in the public notice set out in this local newspaper for the Borough area and on the Council's website.
- 1.4 This document sets out who will be consulted and when, what methods of consultation will be used and how comments received will be dealt with. It also identifies management, resource and monitoring issues relating to consultation.
- 1.5 Locally, Gosport Borough Council is responsible for preparing planning policies and proposals for the Borough. These are currently contained in the recently adopted Gosport Borough Local Plan Review but will eventually be superseded by the Gosport Local Development Framework (LDF). Further details of what documents make up the LDF and the relevant consultation arrangements are contained in Section 3.
- 1.6 The Borough Council is also responsible for determining most planning applications within the area and will use the policies in the Gosport Local Development Framework to assess proposals. Community involvement is essential to this process. Section 4 contains further details of the Council's consultation arrangements for planning applications.
- 1.7 The SCI will be kept under review and the process is explained in section 5.
- 1.8 Section 6 outlines what happens next in relation to the Statement of Community Involvement.
- 1.9 Finally, the Council is very aware that the new planning system has a large number of new terms and phrases and consequently a Glossary is provided at the back of this document to assist. Further assistance regarding the new planning system can be obtained from Planning Aid. This is an important source of planning advice and assistance to local groups and residents. For further information please visit the Royal Town Planning Institute' website <http://www.rtpi.org.uk/about-the-rtpi/planning-aid/> or contact the local case officer [socw@planningaid.rtpi.org.uk](mailto:socw@planningaid.rtpi.org.uk).

## **2.0 PRINCIPLES OF COMMUNITY INVOLVEMENT**

2.1 One of the aims of the new planning system is to strengthen community involvement. Local planning authorities should improve opportunities to encourage public involvement to drafting planning documents and in making decisions on planning applications.

2.2 The key aims of the Statement of Community Involvement are:

- Within the resources available, the Borough Council will offer a wide range of opportunities to stakeholders and the local community to participate in the preparation of the Gosport Local Development Framework.
- The Borough Council will comply with, and where appropriate exceed, the minimum legal requirements for consultation and publicity for planning applications.

2.3 The key principles of how the Borough Council will involve the community are set out below:

- Present information in a clear and effective way.
- Value the opinions and expertise of stakeholders, groups and individual members of the community.
- Provide different opportunities for people to contribute their ideas and suggestions through the use of a variety of appropriate consultation techniques.
- Ensure fair and equal treatment for all and recognise the value of diversity.
- The Borough Council will try to ensure that its consultation methods encourage the involvement of people that do not normally become involved in the planning process.
- Involve the public at an early stage in the process.
- Ensure information is accessible and available in a variety of formats to encourage a wide readership and encourage views from all parts of the community.
- Analyse consultation responses and report them in a clear and understandable way.
- Provide feedback about progress and outcomes.

2.4 This SCI has been produced taking into account the Council's draft Corporate Consultation Policy and will have future regard to this Policy and its associated best practice toolkits.

### **3.0 INVOLVEMENT IN THE GOSPORT LOCAL DEVELOPMENT FRAMEWORK**

#### **Who will be involved?**

##### **Statutory Consultees**

- 3.1 The Government Regulations require that the Borough Council consult particular organisations during the preparation of the Gosport Local Development Framework. A list of the statutory consultees is contained in Appendix 1.

##### **The Gosport Partnership**

- 3.2 The Gosport Partnership is the local strategic partnership and includes a number of key local stakeholders that have worked together to produce the Community Strategy for Gosport and accompanying Action Plans. The Strategy contains the main economic, social and environmental aims of the local community and has numerous implications for producing planning documents for Gosport. The current Community Strategy being reviewed during 2006/07.
- 3.3 The Local Development Framework is a key mechanism for delivering aspects of the Community Strategy. Where appropriate joint preparatory work and consultation will take place to ensure the LDF and Community Strategy are closely linked and enable local residents and organisations and other interest groups an opportunity to comment on key issues and options. This approach will ensure that the local community is not burdened by too many consultation exercises and will enable the Borough Council and the Gosport Partnership to use its resources more efficiently. It will also ensure that a coordinated response is fed into both the LDF and the Community Strategy.

##### **Other Organisations and Individuals**

- 3.4 Appendix 1 outlines the types of organisations that the Borough Council will consult with on various planning documents. The Council maintains a database of organisations and individuals that have registered an interest in being consulted on the Gosport LDF. The database includes a number of local groups, businesses, developers and interest groups. The latest update of the database was undertaken as part of the Council's initial consultation on the SCI where numerous groups were contacted on whether they wished to be involved in the LDF process. The inclusion of additional contacts is welcomed at all stages of the process.
- 3.5 The Borough Council is part of a partnership of voluntary, community groups and public bodies in Hampshire that have prepared a Compact agreement which sets out guidelines and develops best practice for partnership working between the voluntary and public bodies. The document is called One Compact for Hampshire and can be viewed at [www.hants.gov.uk/compact](http://www.hants.gov.uk/compact).

#### **How will the Community be Involved?**

- 3.6 The Borough Council has conducted a survey with local stakeholders on what consultation methods are preferred and these have been incorporated in Tables 1-4. The survey also asked respondents what planning documents

they wished to be consulted on and this information has been incorporated in the Council's LDF Consultation database.

- 3.7 A summary of potential consultation techniques that could be used for all or various parts of the Gosport Local Development Framework are outlined in Appendix 2.
- 3.8 The preferred methods of consultation for each part of the Gosport Local Development Framework will also depend on a number of factors including:
- Issues raised by a particular Development Plan Document or Supplementary Planning Document;
  - Geographical coverage of the document;
  - The stage of preparation; and
  - Availability of resources (financial, staff, premises).

#### **What Documents will the Community be consulted on?**

- 3.9 The Local Development Framework will comprise of a number of documents including Development Plan Documents and Supplementary Planning Documents.

#### **Development Plan Documents**

- 3.10 The Borough Council will be producing a series of Development Plan Documents (DPDs). The DPDs will be examined by an independent inspector and the resulting recommendations will be binding on the Council. When adopted they will be statutory documents. The whole process of preparing a Development Plan Document is shown in table 2 of Appendix 3.
- 3.11 The types of DPDs that the Borough Council will or could produce are:
- Core Strategy DPD
    - This provides an overall vision for the Borough and sets out the Council's core policies for land use and development planning over the next twenty years.
    - It will relate closely to the Community Strategy and its land use implications.
    - It will include strategic policies that will be used to assess development proposals.
    - It will establish the broad locations for key land uses and will include the future housing requirement for the area as set out in the South East Plan.
    - All other parts of the Gosport LDF will need to be in conformity with this document.
  - Site Allocations DPD
    - This document sets out the Council's proposals and policies for the allocation of key land uses in the Borough such as employment, housing, retail and leisure uses.
    - It includes infrastructure requirements in connection with development proposals.
  - Area Action Plans DPDs
    - Area Action Plans are used to provide a planning framework for areas of change and areas of conservation. Area Action Plans will

have the status of Development Plan Documents. No Area Action Plans are currently programmed in the Council's 2005 Local Development Scheme, however, the arrangements for carrying out consultation on these documents is set out below as they may be included in future work programmes.

- Other DPDs
  - In addition to the Development Plan Documents outlined above, the Borough Council may need to produce other DPDs relating to a particular issue for example, housing, employment, open space or biodiversity. There will also be a need to produce a DPD relating to detailed development control policies. These are not currently programmed in the Council's 2005 Local Development Scheme but it is considered necessary to outline the arrangements for carrying out other DPDs as they will be included in future work programmes where the need arises.

3.12 The DPDs will be subject to three stages of public consultation which will exceed the minimum requirements with the details set out in the tables below:

- Publication of Issues and Options (see Table 1).
- Publication of Preferred Options (see Table 2).
- Submission to the Secretary of State (see Table 3).

3.13 The Issues and Options report is the first stages in the preparation of the DPD. Following consultation on the Issues and Options stage, the Council will consider responses and prepare a preferred options version of the DPD.

3.14 Tables 1-3 set out in broad terms the type of consultation that could be carried out at each stage of consultation for DPDs.

**Table 1: Issues and Options Consultation Stage (Regulation 25)**

<p><b>Aim:</b> To establish community views on planning issues affecting the Borough early in the process and provide feedback on possible options that may be appropriate to deal with these issues.</p>
<p><b>Requirements:</b> Under Regulation 25 there are no formal periods for consultation for the Issues and Options stage. Consequently the local planning authority has greater flexibility on how it can consult the public at this stage.</p>
<p><b>Consultation period:</b> Up to a six months period of informal consultation with a formal six weeks consultation period on the Issues and Options Paper at the end of this stage.</p>
<p><b>Consultees:</b> Statutory consultees as set out in the Government Regulations (Reg. 25) and other relevant consultees on the Council's LDF database (see Appendix 1).</p>

**Discretionary consultation measures**

- Letters to all statutory consultees and other interested parties requesting views on the Issues/ Options Papers.
- Documents with questionnaires made available at Council Offices, the Gosport Discovery Centre and the other three libraries. Other appropriate sites will be considered.
- Copy of the document and questionnaire on [www.gosport.gov.uk/planning](http://www.gosport.gov.uk/planning).
- For the Core Strategy DPD it will be appropriate to hold a number of events at sites across the Borough. These will be held jointly with the Gosport Partnership (Local Strategic Partnership for the area) as part of consultation on the Community Strategy. These will enable participants to explore issues and options in more depth.
- Certain allocations contained within the Site Allocations DPD may require active community participation at a local public venue. Exercises could include 'Planning for Real' or 'Enquiry by Design'.
- Workshops/Focus Groups/other 'Active' type sessions may also be appropriate for other DPDs such as Area Action Plans depending on the nature and scope of document and the resources and time available.
- One to one meetings with local amenity groups and other organisations.
- Exhibitions at a network of venues including Council Offices and Libraries as well as other sites where appropriate. Certain exhibitions will be staffed at notified times.
- Article in 'Coastline', the Council's community newsletter.
- Summary Leaflets/Posters to raise awareness of consultation.
- Press release and adverts in the press.
- Media briefing.

**Table 2: Preferred Options Stage (Regulation 26)**

<p><b>Aim:</b> To provide a formal opportunity for the local community and stakeholders to comment on the Council's proposed preferred options outlined in the DPD. Engagement at this stage should assist refinement of the preferred options and identify key issues to be explored at the independent examination.</p>
<p><b>Requirements:</b> Formal stage in plan preparation with specific requirements set out in the Town and Country Planning (Local Development) (England) Regulations 2004 including minimum arrangements for making the document available for inspection and giving notice by local advertisement. The Council's proposals meet and exceed these minimum requirements.</p>
<p><b>Consultation period:</b> Statutory six week period.</p>
<p><b>Consultees:</b> Statutory consultees as set out in the Government Regulations (Reg. 26) and other relevant consultees on the Council's LDF database (see Appendix 1).</p>
<p><b>Minimum consultation requirements under the regulations 2004:</b></p> <ul style="list-style-type: none"> <li>• Letters to all statutory consultees together with a copy of the DPD.</li> <li>• Documents with comments form made available at Council Offices, the Gosport Discovery Centre and the other three libraries.</li> <li>• Copy of document with comments form at <a href="http://www.gosport.gov.uk">www.gosport.gov.uk</a>.</li> <li>• Advertisement in local newspaper.</li> </ul>
<p><b>Discretionary consultation measures that exceed the minimum statutory consultation requirements</b></p> <ul style="list-style-type: none"> <li>• Notify other interested parties requesting views on the Issues/Options Papers.</li> <li>• Consultation letter or e-mail (for those that have requested one) to all individuals/ organisations on mailing list.</li> <li>• Other appropriate places where documents can be made available for inspection will be considered.</li> <li>• Articles in 'Coastline', the Council's community newsletter.</li> <li>• Media briefing.</li> <li>• Summary Leaflets/Posters to raise awareness of consultation.</li> <li>• One to one meetings with local amenity groups and other organisations.</li> <li>• Meetings and presentations with local amenity groups and other identified groups.</li> <li>• Exhibitions at various locations within the Borough. Some sites will be staffed at notified times to allow people to ask questions and raise issues.</li> <li>• Summary Leaflets/ Posters to raise awareness of consultation.</li> </ul>

- 3.15 The draft Development Plan Document will be submitted to the Secretary of State. At the same time it will be published for a further six weeks statutory consultation period. The local community and other stakeholders will still be able to comment on the policies and proposals at this stage even if they have not been involved in the earlier stages although the consultation process is more formal than at the Issues and Options stage. At this stage, for Development Plan Documents that deal with specific site allocations, the Council will advertise any alternative sites proposed by objectors for consultation. There will be a six week period for representations on alternative sites to be made.

**Table 3: Submission to the Secretary of State (Regulation 28)**

<p><b>Aim:</b> To enable stakeholders to formally comment on the Council's final version of the DPD which has been submitted to the Secretary of State for Independent Examination. Outstanding representations will be dealt with at the Independent Examination.</p>
<p><b>Requirements:</b> Arrangements are prescribed by the Town and Country Planning (Local Development) (England) Regulations 2004. These include minimum arrangements for making the document available for inspection and giving notice by local advertisement. The Council's proposals meet and exceed these minimum requirements.</p>
<p><b>Consultation period:</b> Statutory six week period.</p>
<p><b>Consultees:</b> Statutory consultees as set out in the Government Regulations (Reg. 28) and other relevant consultees on the Council's LDF database (see Appendix 1).</p>
<p><b>Minimum requirements under the regulations 2004:</b></p> <ul style="list-style-type: none"> <li>• Formal letters to statutory consultees together with a copy of the DPD.</li> <li>• Documents with comments form made available at Council Offices as well as the Gosport Discovery Centre and the other three libraries.</li> <li>• Advertisement in local newspaper.</li> <li>• Copy of document with comments form at <a href="http://www.gosport.gov.uk">www.gosport.gov.uk</a>.</li> </ul>
<p><b>Discretionary consultation measures that exceed the minimum statutory consultation requirements</b></p> <ul style="list-style-type: none"> <li>• Letters to other relevant consultees.</li> <li>• Other appropriate sites for locating documents will be considered depending on nature and scope of SPD.</li> <li>• Press release.</li> <li>• Articles in Coastline.</li> </ul>

### Supplementary Planning Documents

- 3.16 Supplementary Planning Documents can provide additional policy guidance relating to issues such as design which are linked to policies in Development Plan Documents. They can also provide detailed guidance on specific sites allocated in a Development Plans Document (often referred to as Development Briefs). Community involvement will be important in preparing SPDs but they will not be subject to an independent examination by an Inspector. The only stage of consultation is public participation on a draft

SPD (see Table 4). However for certain large sites it will be necessary to undertake a consultation event (such as Planning for Real) prior to the publication of a draft SPD and use the feedback received to inform the draft SPD.

**Table 4: Public Participation on Draft SPD (Regulation 17)**

<p><b>Aim:</b> To present draft SPD to the local community in order to seek their comments, and where appropriate make amendments to the SPD prior to formal adoption by the Borough Council.</p>
<p><b>Requirements:</b> These are set out in the Town and Country Planning (Local Development) (England) Regulations 2004 including availability of document and press notification. The Council's proposals meet and exceed these minimum requirements.</p>
<p><b>Consultation period:</b> The Council proposes to consult for six weeks (Reg. 18 requires a consultation period of between 4-6 weeks).</p>
<p><b>Consultees:</b> Statutory Consultees and other relevant interested organisations/groups and members of the local community that are interested in particular issues included in the SPD (see Appendix 1). Details of interested groups will be kept on the Council's updated database.</p>
<p><b>Minimum requirements under the regulations 2004:</b></p> <ul style="list-style-type: none"> <li>• Formal letters together with a copy of the SPD to statutory consultees.</li> <li>• Documents (including consultation statement) with comments form made available at Council Offices as well as the Gosport Discovery Centre and the other three libraries.</li> <li>• Adverts in paper.</li> <li>• Copy of document with comments form at <a href="http://www.gosport.gov.uk">www.gosport.gov.uk</a>.</li> </ul> <p><b>Discretionary consultation measures that exceed the minimum statutory consultation requirements:</b></p> <ul style="list-style-type: none"> <li>• Depending on the nature and scope of SPD other locations for viewing documents will be considered.</li> <li>• In certain cases, such as a high profile development site, an exhibition may be held in the Council Offices or other appropriate venue(s). Certain exhibitions will be staffed for specified periods.</li> <li>• Press release.</li> <li>• Consultation letter and document to all interested parties.</li> <li>• Summary Leaflets/Posters to raise awareness of consultation where appropriate</li> <li>• Presentation to local interest/amenity groups may be appropriate for certain SPDs.</li> <li>• For large sites it may be necessary to undertake a consultation event (such as Planning for Real) prior to the publication of a draft SPD and use feedback received to inform the draft SPD.</li> </ul>

## **Local Development Orders**

- 3.17 Local Development Orders (LDO) grant permission for the type of development specified in such an order and by doing so remove the need for planning application to be made by the developer. An LDO can only be made to implement policy that is set out in a development plan document or local development plan.
- 3.18 It is at the discretion of the Council whether it wishes to make a LDO, however, consultation is very important and the consultation and publicity arrangements are the same as for those required for preparing a development plan document. These arrangements are set out in Tables 1-3 of this document. In addition to these requirements, the Council will consult any organisation who would have been a statutory consultee for an application for planning permission for the development.

## **Sustainability Appraisal**

- 3.19 The Council is required to carry out a Sustainability Appraisal for each of the Development Plan Documents and Supplementary Planning Documents it produces. This forms part of the Council's Strategic Environment Assessment of its policies, plans and programmes as required by the European Directive. The Sustainability Appraisal aims to identify the social, economic and environmental effects likely to arise from the different options, policies and proposals outlined in the various parts of the Gosport Local Development Framework. The Sustainability Appraisal report will include the Environmental Report of the Strategic Environmental Assessment as required by the Directive.
- 3.20 Each Sustainability Appraisal Report will be available for public comment at the relevant stage of consultation for the DPD or SPD. The Council will also consult with the relevant organisations prescribed by the Government on its Sustainability Appraisal Scoping Report which sets out the Council's framework for conducting Sustainability Appraisals.

## **How will the Borough Council deal with comments received?**

- 3.21 Comments received from the public at each consultation stage of the Gosport Local Development Framework are highly valued by the Borough Council. All responses received by letter, fax or e-mail will be acknowledged. Anyone making comment on the early stages of the Gosport Local Development Framework will be automatically consulted at the later stages unless the respondent no longer wishes to be involved in the process.
- 3.22 The results of community involvement will be reported to the Council's Transportation and Planning Sub Board or equivalent, which will make decisions on how each of the comments will be considered and whether changes are required to the DPD or SPD.
- 3.23 At submission stage a copy of the representations made at Regulation 26, will be made available at the Town Hall and all other venues that displayed the 'Preferred Options' versions of a particular DPD or SPD. A summary of all comments received and how the Council proposes to deal with the comments will be produced in a schedule and made available at the Borough Council's offices for inspection prior to the relevant Board meeting.

- 3.24 All respondents will be informed of how the representation has been considered by the Borough Council together with an explanation of the next stage of the process.
- 3.25 In relation to DPDs, the Borough Council will produce a statement outlining the following details at the Submission to the Secretary of State stage. The statement will include:
- A list of consultees;
  - How the consultees were consulted;
  - A summary of the main issues raised by consultation; and
  - How those main issues have been addressed in the DPD.
- 3.26 The Borough Council will inform those that have outstanding representations of the Independent Examination in accordance with the Government regulations (Reg. 34) and also advise them of the inspector's recommendations (Reg. 35) and the eventual adoption of the DPD (Reg. 36).

### **How will consultation be managed and resourced?**

- 3.27 The appropriate Council Board will approve Development Plan Documents for the following purposes:
- Informal Consultation on Issues/Options;
  - Preferred Options Consultation; and
  - Submission to the Secretary of State.
- 3.28 Similarly, the appropriate Council Board will also approve Supplementary Planning Documents prior to consultation.
- 3.29 Final adoption of Development Plan Document and Supplementary Planning Documents will either be made by Full Council or the relevant Board.
- 3.30 The Council will work with the Council's Press Officer and the Corporate Policy and Performance Section to co-ordinate with other Borough Council consultation exercises including those related to the Community Strategy and the Gosport Partnership. This will save on resources and make consultation more effective by reducing the risk of consultation fatigue.
- 3.31 The Council will have regard to Government guidance and best practice carried out by other local planning authorities. Wherever possible the Borough Council will use local expertise to develop and conduct its consultation exercises including the production of publicity material, exhibitions, PowerPoint presentations and maps. From time to time the Council will buy-in relevant expertise for certain aspects of the consultation process. This could include workshop facilitators or trainers to enable staff to manage and conduct workshops or apply other techniques.
- 3.32 The Council wishes to make its consultation processes as inclusive as possible and gather a diverse range of views. It will achieve this by using a range of different consultation techniques and will also consider the following:

- Venues
  - Physically accessible (to comply with the DDA 1995);
  - Accessible by public transport; and
  - Near to main populations.
- Consultation times
  - Different times of the day; and
  - Different days of the week.
- Format
  - Braille and tape versions upon request;
  - Other languages upon request;
  - Large print version upon request; and
  - Website.

3.33 The Council also has a good working relationship with the Gosport Access Group and Disability Forum who are able to advise on improving the accessibility of consultation processes and procedures for disabled persons.

## 4.0 INVOLVEMENT IN THE PLANNING APPLICATION PROCESS

### Planning Applications

- 4.1 Decisions on planning applications may be taken by the Regulatory Board or an officer of the Council in accordance with the scheme of delegation set out in the Council's Constitution. This can be viewed at the Council's website at [www.gosport.gov.uk/constitution](http://www.gosport.gov.uk/constitution).
- 4.2 The Borough Council currently consults on planning applications in accordance with the requirements of Article 8 of the Town and Country Planning (General Permitted Development Procedure) Order 1995. Table 5 below summarises the consultation techniques that the Council uses to consult on planning applications which exceed the minimum requirements set out in the Order.
- 4.3 When the Borough Council consults on planning applications it allows a period of 21 days from the date of the notification letter, press notice and/or site notice in which the public can make written representations. After this publicity period expires the application can be determined. However, any representations received up to the date of determination will be taken into consideration. There are five categories of application that are advertised both by press and site notices.
- Major Development proposals, for example:
    - Residential dwellings of 10 or more, or site area 0.5 hectares
    - Non-residential floor space of 1000+ sq.m, or site area 1.0 hectare
    - Mineral workings /deposits.
  - Applications not included in the above category but likely to be of wider interest to the community.
  - Listed Building & Conservation Area Applications.
  - Applications accompanied by Environmental Statements.
  - Applications for proposals which are departures from the Local Development Plan.
- 4.4 All other types of applications except those for domestic extensions are advertised by a notice displayed near the site.
- 4.5 Applications for domestic extensions are advertised by individual letters sent to neighbouring properties. The Council defines these as properties with contiguous boundaries to the application site and those separated by only a pedestrian footpath. It does not include those separated from the application site by a service road or other road used by vehicular traffic. In cases where the neighbouring properties are blocks of flats, or institutions with a number of different occupants, or are undergoing re-development, or other cases where occupants/owners cannot easily be identified, site notices may also be used.
- 4.6 The Borough Council offers an on-line service where applications can be viewed on the Council's website [www.gosport.gov.uk/gbcplanning](http://www.gosport.gov.uk/gbcplanning). These are usually on the website within 2-3 days of validation. The notification letter that is sent out always gives a full three week consultation period as does the website. Prospective consultees can view the applications on the website. By going online consultation is between 21 and 28 days. It is possible to make comments directly on-line if the application is still within the 21 day

consultation period. The Council is able to take comments into consideration submitted by email or letter as long as the application has not been determined if it is delegated to officers and up until 5 p.m. on the day the application is considered by the Regulatory Board. The Council publishes weekly lists on-line and these are also available in local libraries. Hard copies of the applications are available to view at the Council offices' during normal office hours. The case officer's working file may also be viewed on request. (It is advisable to give 24 hours notice.)

- 4.7 Applicants and members of the public who have made representations, will be advised if and when the application will be considered by Members of the Regulatory Board. Agendas and reports are available 5 working days before the meeting in hard copy at the Town Hall and on the website. Deputations can be made at meetings of the Borough Council's Regulatory Board. Deputation requests must be made no later than 12 noon two working days before the meeting. The request to speak must be made in writing and must be supported by 10 signatures of electors of the Borough or signed by or on behalf of the person or persons having a private interest in the object or the deputation, and addressed to the Borough Solicitor at the Town Hall, High Street, Gosport, PO12 1EB. These arrangements may be subject to change but the Council's website will provide up to date guidance on how this process works. These guidelines can be viewed at [www.gosport.gov.uk/sections/democratic-services](http://www.gosport.gov.uk/sections/democratic-services).

**Table 5: Consultation Methods for Planning Applications**

Consultation technique	Application Types		
	Major	Minor	Other
Public Meeting 1	✓ <sup>1</sup>		
Consultation with specialist organisations	✓	✓	✓
Letter to statutory consultees	✓	✓	✓
Letters to adjoining properties			✓ (house-holder only)
Discretionary press notices	✓ <sup>2</sup>	✓ <sup>2</sup>	✓ <sup>2</sup>
Discretionary site notices	✓ <sup>2</sup>	✓ <sup>2</sup>	✓ <sup>2</sup>
Statutory site notices	✓ <sup>3, 4, 5</sup>	✓ <sup>3, 4, 5</sup>	✓ <sup>3, 4, 5</sup>
Statutory press notices	✓ <sup>3, 4, 5</sup>	✓ <sup>3, 4, 5</sup>	✓ <sup>3, 4, 5</sup>
Committee agendas, reports and minutes are available at Council offices and on website	✓	✓	✓
Display of full details of application at Council offices and on website	✓	✓	✓

<sup>1</sup> These may be arranged through developers as part of their consultation with local communities.

<sup>2</sup> Where the application is considered as being of wider interest than the immediate environs of the site or in the case of householder applications, the occupiers of adjoining properties cannot be easily identified.

<sup>3</sup> Listed Buildings and Conservation Area applications.

<sup>4</sup> Applications with an Environmental Statement.

<sup>5</sup> Departures from the Development Plan.

<sup>6</sup> Statutory consultees are identified in Appendix 1.

- 4.8 Planning applications must be publicly advertised. The Council can undertake this in a number of ways through letters to adjoining properties or through press or site notices.
- 4.9 The Borough Council will consult the statutory consultees using any minimum thresholds for development they provide to the Council at both pre-application and application stage.
- 4.10 There are certain proposals that are not publicised such as those where there are interests of national security and applications for Certificates of

Lawfulness for existing or proposed works. Although works to trees must be notified to the local planning authority they do not require planning permission and therefore are not publicised in line with the consultation methods outlined above. However if the Council is minded to make a Tree Preservation Order as a result of a Tree Notification local residents will be consulted through site notices.

### **How Comments are Dealt With**

- 4.11 Representations made by interested parties are acknowledged and considered and taken into account when an application is determined. Comments made by the public and other interested groups and organisations can help to secure improvements to the original scheme or highlight particular issues. However, only comments that are relevant to planning can be taken into account. The impact on property prices and private disputes or matters dealt with under other legislation are not material considerations in the planning process. Issues that have been raised by interested parties are summarised and addressed in the final report on the application and anyone who has commented is advised of the eventual outcome in writing.

### **Pre applications**

- 4.12 The Council encourages pre-application discussion on proposals before applications are formally submitted. This allows for key issues to be identified prior to a formal submission of an application. This advice does not prejudice the full public consultation procedures as all or subsequent applications are subject to publicity procedures and the representations received are an integral part of the determination process. Pre application advice does not influence how an application will eventually be determined. Further guidance on pre-application advice is available on the Council's website at [www.Gosport.gov.uk](http://www.Gosport.gov.uk).
- 4.13 The Council wishes to encourage developers to undertake their own consultation arrangements with local communities to explain their development proposals. Updates to the Council's website will include advice to developers regarding the need for them to submit evidence demonstrating community consultation along with the planning application.

## **5.0 How will the Council monitor its Statement of Community Involvement?**

- 5.1 Throughout the production of the Gosport Local Development Framework the Borough Council will maintain details of its consultation exercises, which will be formally submitted to the Government Office for the South East for each planning document. This record will be available at the Council Offices and on its website.
- 5.2 The Borough Council will monitor the effectiveness of its consultation processes for both the LDF and planning applications. It will include an assessment in its Annual Monitoring Report which will be made available on the Council's website and at the Borough Council's offices and local libraries for inspection. If necessary the Statement of Community Involvement will be revised if it is found that changes are required to improve the Council's consultation arrangements or there has been a revision of Government Regulations, awareness of new best practice or material changes in local circumstances.

## **6.0 STATEMENT OF COMMUNITY INVOLVEMENT: NEXT STEPS**

- 6.1 The Council has undertaken public consultation on the draft Statement of Community Involvement through Regulation 25 and Regulation 26 stages of the Town and Country Planning (Local Development) (England) Regulations 2004. The representations received have been considered and a number of changes have been made to this document. A summary of representations received and the Council's response to them has been prepared and is available on the Council's website. This document will be formally submitted to the Secretary of State for independent examination that will consider the tests of soundness (see Appendix 4).
- 6.2 There will be an opportunity for formal representations to be made by the public at this stage. In most cases, any outstanding objections to the SCI are dealt with by written representations. A formal public examination may be held where one or more of those making representations wish to be heard. After the examination, the Inspector will produce a report with recommendations that will be binding on the local planning authority.
- 6.3 Once any recommended changes are made to the Statement of Community Involvement, the Borough Council will adopt the document and send it to relevant local organisations and other interested parties. Once adopted, the Council will need to ensure that all planning documents are prepared, and planning applications are considered in accordance with the requirements of the SCI. It will be necessary for the Borough Council to submit a statement of compliance with each submission DPD. This will set out in detail exactly how the local planning authority has met its community involvement requirements as set out in the SCI.

## **Appendix 1: Consultees for Local Development Documents and Planning Applications**

### **Local Development Documents**

#### **Specific Consultees**

The following bodies are specific consultation bodies and must be consulted in accordance with the Act and the Town and Country Planning (Local Development) (England) Regulations 2004.

South East of England Regional Assembly (SEERA)  
Hampshire County Council  
Portsmouth City Council  
Fareham Borough Council  
Natural England or equivalent  
The Environment Agency or equivalent  
The Historic Buildings and Monuments Commission for England (English Heritage)  
Network Rail  
The Highways Agency

South East of England Development Agency (SEEDA)

Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003

Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority

Any of the bodies from the following list exercising functions in any part of the local planning authority:

- Strategic Health Authority;
- Person to whom a licence has been granted under Section 7 (2) of the Gas Act 1986;
- Sewage Undertaker; and
- Water Undertaker.

#### **Government Departments**

The Government Office for the South East (GOSE) will also be consulted and will be the first point of contact for consultation with central Government.

#### **Gosport Partnership Board**

The Gosport Partnership Board steers and manages the Community Strategy process. It will play an important role when the Borough Council consults on local planning policy documents. The organisations that make up the Board will be main point of contact on joint initiatives.

Other organisations that make up the Gosport Partnership will also be consulted.

#### **Other Consultees**

There a number of types of organisations that the Borough Council will consult, many of them are already part of the Gosport Partnership. The LDF database of organisations and individuals for consultation is being continually updated and additional interested parties are welcome to be included at any time. Types of organisations include:

- Bodies which represent the interests of different racial, ethnic or national groups within the Gosport area;
- Bodies which represent the interests of different religious groups in the Borough;
- Bodies which represent the interests of disabled persons in the Borough;
- Bodies which represent the interests of persons carrying out business in the Borough; and
- Other types of groups including environmental, amenity, youth, charities, sports, tenants, residents associations and neighbourhood groups.

An up to date database of known 'general consultation organisations' can be viewed at [www.gosport.gov.uk/LDF](http://www.gosport.gov.uk/LDF).

## **Planning Applications**

### **Statutory consultees**

Ancient Monument Society  
Council of British Archaeology  
English Heritage  
Garden History Society  
Georgian Group  
Hampshire County Council  
Health and Safety Executive  
Natural England  
Society for the Protection of Ancient Buildings  
South East England Regional Assembly  
Sport England  
The Environment Agency or equivalent  
The Historic Buildings and Monuments Commission for England  
The Theatres Trust  
Twentieth Century Society  
Victorian Society

### **Other consultees**

Crown Estate Commissioner  
Defence Estates  
DTLR Portsmouth Division  
Gosport Society  
Government departments as appropriate  
Portsmouth Water  
Queens Harbour Master  
Southern Water Services

## Appendix 2: Methods of Consultation on the LDF

A summary of potential consultation techniques that could be used for all or various parts of the LDF are outlined below.

Methods	Main Considerations
Availability of paper versions of consultation documents	<p>A copy of all documents will be available at the Council Offices. This is a minimum requirement prescribed by the Regulations. Copies will also be placed in the Gosport Discovery Centre and the Borough's three other libraries. Other venues could be used for particular documents depending on the cooperation of the site manager. The geographical extent of a document or issues covered will have a bearing on what venues are approached.</p> <p>The Council operates a popular community loan scheme whereby local groups and residents can borrow consultation documents. This improves availability to documents for those that do not have internet access or wish to consider the document over a period of time.</p> <p>These services can be provided at little cost but need to be well publicised. Attention will need to be given to how accessible the venues are in terms of location and the ease of being able to enter and move around the venue.</p>
Availability of documents in electronic format	<p>The Council's website includes information relating to the Gosport LDF <a href="http://www.gosport.gov.uk/planning">www.gosport.gov.uk/planning</a>. This will be updated regularly and allow access to all the relevant documents as well as an opportunity to make representations.</p> <p>This can deliver an extensive information base and interactive possibilities at relatively little cost. Regular updating is necessary. The Audience is limited to those with internet access. Website needs to be user-friendly.</p> <p>The Borough Council will also consider using website surveys for certain DPDs and SPDs where appropriate.</p>
Consultation by letter	<p>The Borough Council has established a mailing list for any organisation or individual who wishes to be consulted on all or part of the Gosport LDF. A list of statutory organisations and a list of other types of organisations are shown in Appendix 1.</p>
Consultation by e-mail	<p>Alternatively, organisations and individuals can be consulted by e-mail upon request.</p>
Use of Council's community newsletter	<p>The Council will use its own newsletter 'Coastline' which is delivered to most homes in the Borough 3-4 times a year (circulation just over 32,400). The Council will use include articles to inform residents about the Gosport LDF, its progress, how they can get involved and make representations.</p>
Use of the Council's Housing	<p>The Council Housing Department already have some established methods of reaching Council tenants and other</p>

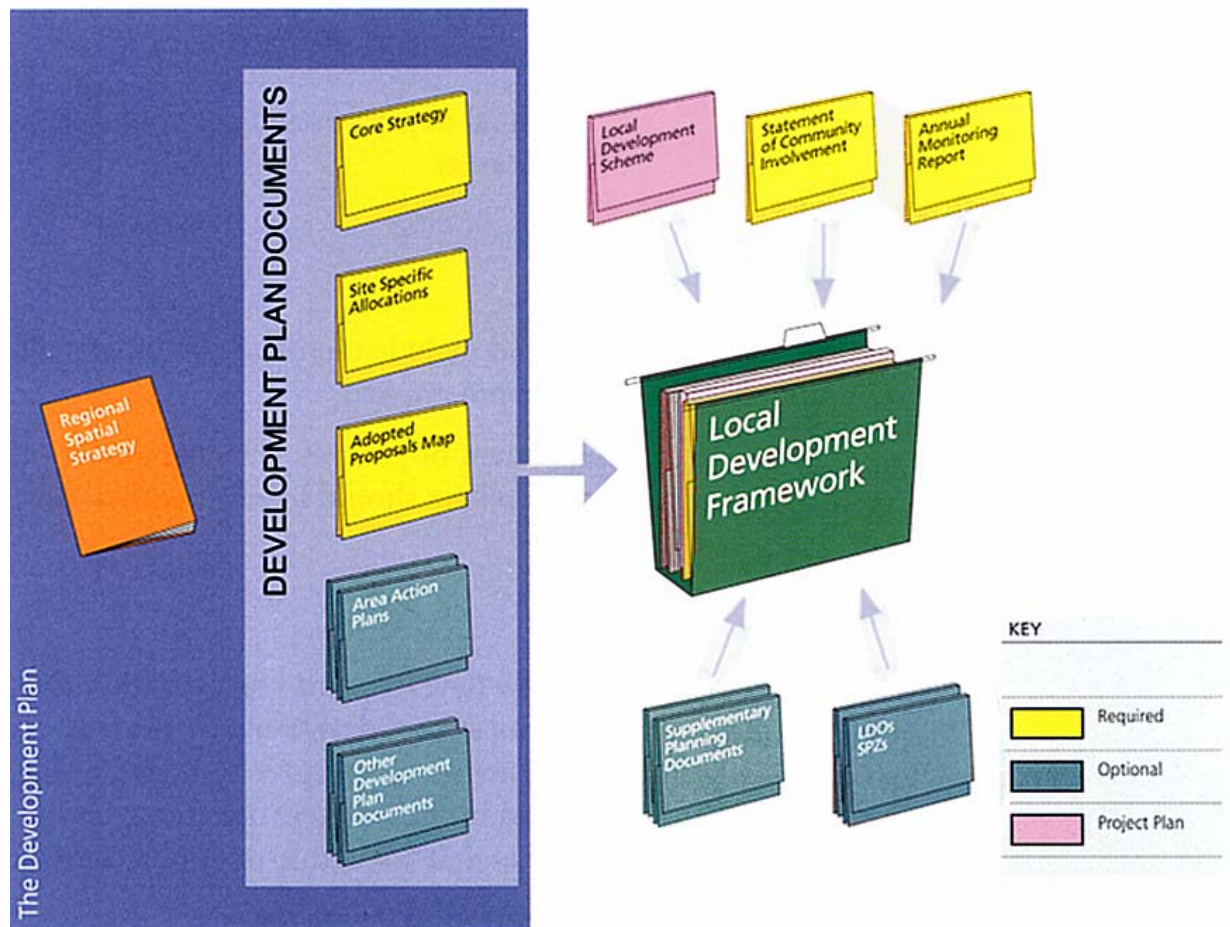
<p>Department consultation initiatives.</p>	<p>resident groups. These may represent an excellent opportunity to consult with parts of the community that may not normally be engaged in long term spatial planning issues.</p> <p>Initiatives which could be used include:</p> <ul style="list-style-type: none"> <li>• The Housing Forum which is attended by Resident Association representatives and Road Representatives.</li> <li>• quarterly newsletter 'at your service' which is delivered to Council tenants and leaseholders.</li> <li>• Tenant and Leaseholder Consultation framework which is a network of tenants and leaseholders who wish to be consulted on local issues.</li> </ul>
<p>Use of local media (local press, TV and radio)</p>	<p>In addition to statutory requirements to advertise development plan documents, the Council will brief local media (press, tv and radio) in the form of a press release. This can be a very good and cheap way of reaching a large proportion of the community.</p>
<p>Leaflets</p>	<p>The Council will produce short summary leaflets with certain consultation documents. These leaflets will be available as hard and electronic versions and be available in large print. These need to be well designed and user friendly</p> <p>Leaflets will be available at the Council Offices, local libraries, certain community venues, doctors' surgeries and other appropriate sites.</p>
<p>Hotline</p>	<p>Telephone link to a Planning Policy team member to assist with LDF queries.</p>
<p>Public exhibitions/displays</p>	<p>The Council will set up public exhibitions for certain Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). The Council will assess which documents will require a public exhibition and whether these should be in a number of venues across the Borough or targeted at a specific site. Sites include the Council Offices, the Gosport Discovery Centre and the three other libraries in the area. Other sites could include Holbrook Leisure Centre, Explosion! Museum, Gosport Bus Station, Gosport High Street, community halls, local schools, local supermarkets and other sites accessible to the public. Choices for sites will depend on availability and appropriateness, for example where a document focuses on a particularly area, it will be good practice to hold the exhibition in a site nearby.</p> <p>Certain exhibitions will need to be staffed to provide further information and answer questions.</p> <p>This is a good method of bringing information and advice to local communities. Attendees are self-selecting and good publicity is required beforehand. Attention will need to be given how accessible the venues are in terms of location and the ease of being able to enter and move around the venue. Displays will need to be well-designed.</p>

<p>Use of notice boards, community information kiosks (on-street internet access) and Council Office plasma screen.</p>	<p>The Council will also raise awareness of the Gosport LDF and consultation arrangements through the use of the Borough Council's community notice boards, community information kiosks and the plasma screen located in the Council Offices reception area. Notices will also be placed in a network of community venues.</p> <p>This can be an inexpensive way of informing the community although only limited information can be conveyed.</p> <p>The Borough Council will also consider raising awareness from limited targeted advertising for example a notice on the Gosport Ferry or on local buses.</p>
<p>General surveys/questionnaires</p>	<p>The Borough Council will continue to conduct general surveys of public attitudes on issues facing the Borough.</p> <p>Where appropriate, research focussed on particular types of organisations/ individuals who may have an interest on a particular issue/topic will be undertaken.</p>
<p>One to One informal meetings</p>	<p>The Borough Council values the input of stakeholders and will arrange meetings where appropriate in order to inform various parts of the Gosport LDF as well as seeking to resolve any objections that are made.</p> <p>The Council will consider having one-to-one meetings with organisations and individuals as part of a wider event (focus group/workshop/active planning session).</p> <p>These are good for in-depth discussions but can be resource intensive.</p>
<p>Focus groups/Workshop Sessions</p>	<p>In order to inform certain parts of the Gosport Local Development Framework, the Borough Council will consider setting up focus groups/workshops to discuss particular issues. Focus groups could also be used to understand the views of a particular group within the community, including hard to reach groups.</p> <p>They are a good way of presenting information in detail. They can generate constructive comments and can create ownership of a policy document. They can be resource intensive and involve significant preparation work.</p>
<p>Active planning sessions</p>	<p>Where the Council is producing a development plan document or supplementary planning document relating to a particular site, it will consider the merits of using particular active methods of consultation with local residents, businesses and community organisations. Such methods could include Enquiry By Design and Planning For Real (see glossary).</p> <p>They can be expensive and resource intensive and generate significant preparation work. However they are a good way of presenting information in detail and generating ideas.</p>

### Appendix 3: Local Development Frameworks

The Planning and Compulsory Purchase Act 2004 sets out the details of the new planning system. This Appendix outlines key elements of the new system relating to Local Development Frameworks that replace Local Plans. Table 1 below outlines the contents of the Local Development Frameworks. Further information is contained in the Government's Planning Policy Statement 12: Creating Local Development Frameworks and its Companion Guide.

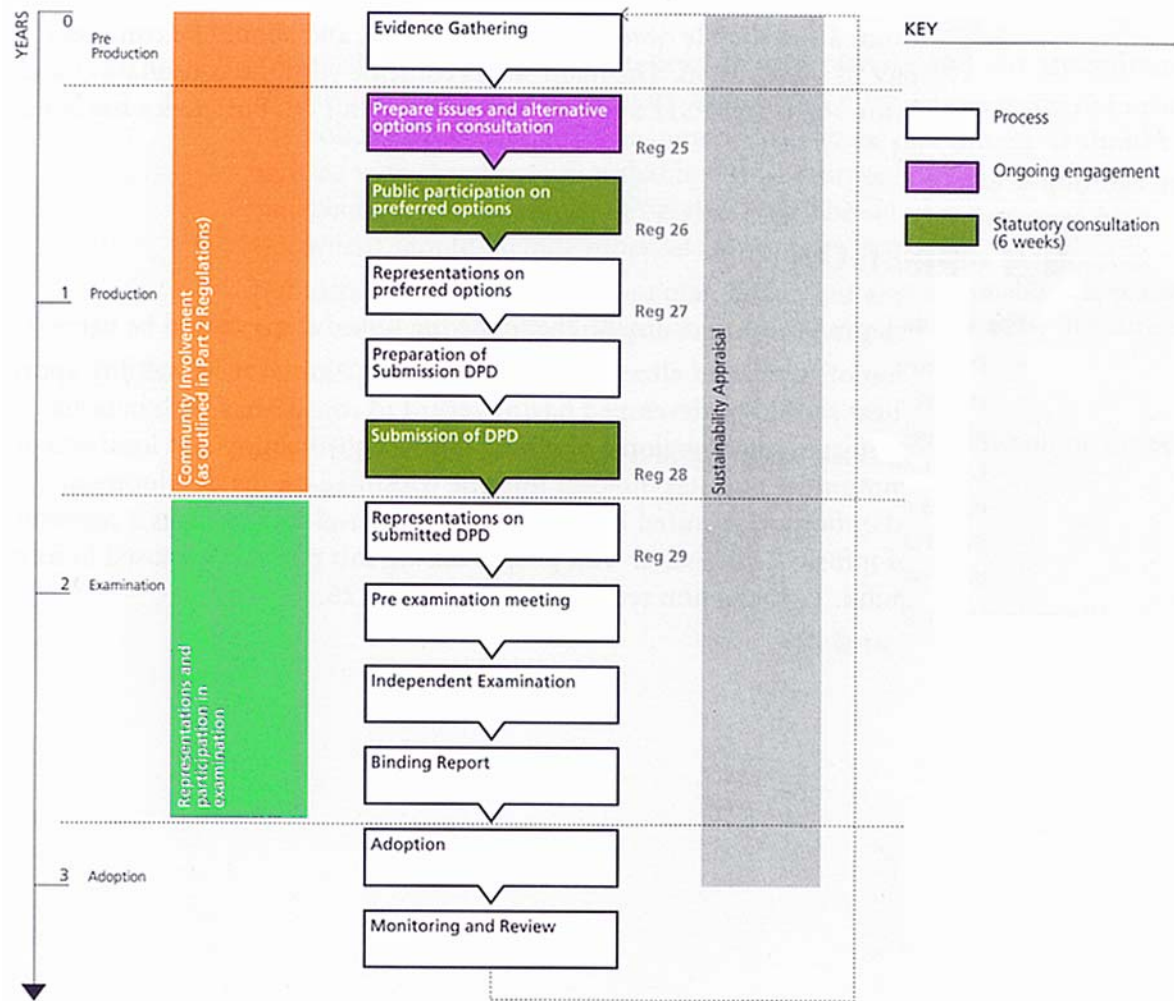
**Table 1: The Contents of the Local Development Frameworks**



Source: Creating Local Development Frameworks: A Companion Guide to PPS12 (ODPM 2004)

Table 2 outlines the detailed process of preparing a Development Plan Document including the various stages of consultation.

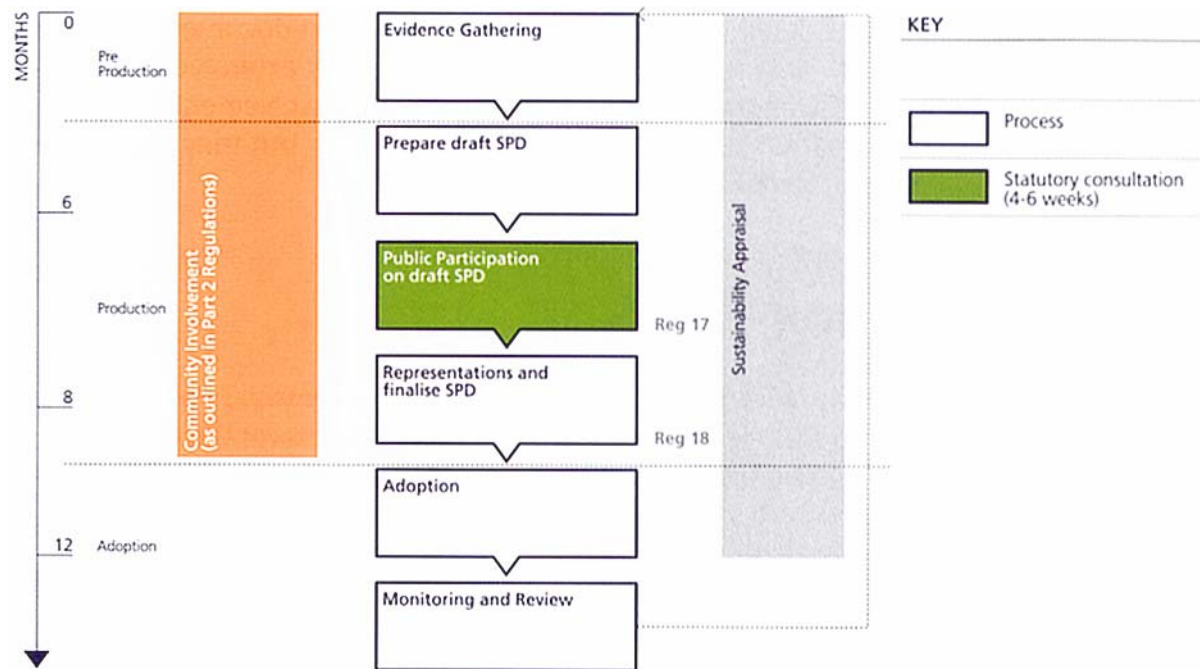
**Table 2: Preparation of a Development Plan Document**



Source: Creating Local Development Frameworks: A Companion Guide to PPS12 (ODPM 2004)

Table 3 outlines the detailed process of preparing a Supplementary Plan Document including the various stages of consultation.

**Table 3: Preparation of a Supplementary Plan Document**



Source: Creating Local Development Frameworks: A Companion Guide to PPS12 (ODPM 2004)

#### **Appendix 4: Examination of the Soundness of the Statement of Community Involvement (SCI)**

- 1) When the Borough Council formally submits its SCI for formal examination it publishes a notice and invites representations within a specified six week period.
- 2) The purpose of the examination is to consider the soundness of the SCI.
- 3) The presumption will be that the SCI is sound unless it is shown to be otherwise as a result of evidence considered at the examination.
- 4) A hearing will only be necessary where one or more of those making representations wish to be heard.
- 5) In assessing whether the SCI is sound the Inspector will determine whether:
  - The local planning authority has complied with the minimum requirements for consultation as set out in the Town and Country Planning (Local Development) (England) Regulations 2004;
  - The local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the Community Strategy;
  - Statement identifies in general terms which local community groups and other bodies will be consulted;
  - Statement identifies how the community and other bodies can be involved in a timely and accessible manner;
  - Methods of consultation to be employed are suitable for the intended audience and for different stages in the preparation of local development documents;
  - Resources are available to manage community involvement effectively;
  - Statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
  - Authority has mechanisms for reviewing the SCI; and
  - The Statement clearly describes the planning authority's policy for consultation on planning applications.

## The Glossary

The Source of this information unless stated otherwise comes from: Creating Local Development Frameworks: A Companion Guide to PPS12 (ODPM 2004)

**The Act:** The Planning and Compulsory Purchase Act 2004.

**Annual Monitoring Report:** Part of the Local Development Framework, the Annual Monitoring Report will assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being successfully implemented.

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

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

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

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

**Development Plan Documents:** Spatial planning documents that are subject to independent examination, and together with the relevant Regional Spatial Strategy, will form the development plan for a local authority area for the purposes of the Act. They can include a Core Strategy, Site Specific Allocations of land, and Area Action Plans (where needed). Other Development Plan Documents, including generic Development Control Policies, can be produced. Designations and allocations will be on an adopted proposals map. Individual Development Plan Documents or parts of a document can be reviewed independently from other Development Plan Documents. Each authority must set out the programme for preparing its Development Plan Documents in the Local Development Scheme.

**Enquiry by Design:** This process challenges local stakeholders, planners and professionals to respond to the issues of a particular site through an intensive design process <http://www.princes-foundation.org/projects.html>

**Generic development control policies:** These will be a suite of criteria-based policies which are required to ensure that all development within the areas meets the spatial vision and spatial objectives set out in the Core Strategy. They may be included in any Development Plan Document or may form a standalone document.

**Issues and Options:** Produced during the early production stage of the preparation of Development Plan Documents and will be prepared for consultation to meet the requirements of Regulation 25.

**Local Development Document:** The collective term in the Act for Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

**Local Development Framework:** The name for the portfolio of Local Development Documents. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports. Together, these documents will provide the framework for delivering the spatial planning strategy for a local authority area and may also include Local Development Orders and Simplified Planning Zones.

**Local Development Order:** Allows local planning authorities to introduce local permitted development rights.

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

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

**Planning for Real:** Consultation technique that uses simple models as a focus for people to put forward and prioritise ideas on how their area can be improved ([www.communityplanning.net/methods/method100.htm](http://www.communityplanning.net/methods/method100.htm)). Process developed by the Neighbourhood Initiatives Foundation [www.nif.co.uk](http://www.nif.co.uk)

**Preferred Options Document:** Produced as part of the preparation of Development Plan Documents, and is issued for formal public participation as required by Regulation 26.

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

**Regional Planning Body:** One of the nine regional bodies in England (including the Greater London Authority) responsible for preparing Regional Spatial Strategies. The regional planning body covering Gosport is the South East of England Regional Assembly (SEERA).

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

Strategies. The Regional Spatial Strategy that covers Gosport is known as the South East Plan.

**Regulations:** Town and Country Planning (Local Development) (England) Regulations 2004, and the Town and Country Planning (Transitional Arrangements) Regulations 2004.

**Road Representative:** This is a Gosport Borough Council initiative organised by the Housing Services Unit. It encourages a local resident to represent the needs and interests of a road, a group of roads or a block of flats. They look at issues affecting residents, encouraging greater participation and increasing the opportunity for local people to become involved. For further information contact the Tenant Initiatives Officers on 023 9254 5439/5441 or e-mail [customerservices@gosport.gov.uk](mailto:customerservices@gosport.gov.uk)

**Saved policies or plans:** Existing adopted development plans are saved for three years from the date of adoption. The Gosport Borough Local Plan Review was adopted on 17 May 2006.

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

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

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

**Sustainability Appraisal:** Tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all local development documents. Includes the requirements of the Strategic Environmental Assessment.

**Gosport Borough Council is committed to equal opportunities for all.**

If you need this document in large print, on tape, in Braille or in other languages please ask.

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INVESTOR IN PEOPLE



Reference Number	Organisation/ individual	Paragraph Number	Objection/ Support/ General comment	Comment/Suggested Change	Gosport Borough Council Response
1/1	Gerrard Coll/Sport England	No specific reference	General comment	Sport England have no specific comments to make on the content of the SCI.	No change to the SCI.
2/1	Chris Arkell/ Gosport Borough Youth F.C	No specific reference	Objection	Would like to see the members of the Gosport Partnership Listed.	PPS12: Local Development Frameworks (Companion Guide) states that it is only necessary to identify the type of organisations the Council wish to consult rather than include particular details because these can change. The organisations and types of groups identified in Appendix 1 have been prepared in accordance with Annex E in PPS12. No change to the SCI.
3/1	Robert Whiteley/ Friend of Gosport Museum	No specific reference	Support	None	No change to SCI.
4/1	Tim Austin/ South Hampshire Enterprise Agency	No specific reference	Support	Found document easy to understand and clear in its intent.	No change to SCI.
5/1	A.R.Neve/ Portsmouth Water	No specific reference	General comment	Would like to arrange a meeting to discuss key water supply issues.	This will be addressed through consultation on the Core Strategy. No change to the SCI.
6/1	Andrew Weston/ Gosport Business Centre	No specific reference	Support	None	No change to the SCI.
7/1	Heather Clay/ The Showmens Guild	No specific reference	Objection	Would like to see consideration for the needs of travelling showmen.	This will be addressed through consultation on the Core Strategy. No change to the SCI.

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8/1	Patricia Adams/ Bridgemary Methodist Church/ Bridgemary Bowling Club	No specific reference	Objection	Wants community newsletters to give as much detail as possible.	Articles will be published in the Coastline Community Newsletter as part of the possible consultation techniques outlined in the SCI which would address this point. No change proposed to the SCI.
8/2	Patricia Adams/ Bridgemary Methodist Church/ Bridgemary Bowling Club	No specific reference	Support	Wishes to see active planning sessions that involve residents.	This is addressed in Appendix 2 methods of consultation. No change to the SCI
9/1	Dennis C. Gough/ Pilbrow Court Residents Association	No specific reference	Support	None	No change to the SCI.
10/1	Christopher Raleigh / Lee-on-the-Solent Tennis, Squash, and Fitness Club	No specific reference	Support	None	No change to the SCI.
11/1	Laura Short/ Environment Agency	Paragraph 4.0	Objection	No mention of consulting statutory consultees on planning applications. The EA would like to see a description of how the Borough Council will consult statutory consultees within the main body of text of Section 4.0.	Statutory consultees are identified at the validation part of the planning applications process statutory consultees are listed in Appendix 1. GBC have amended Table 5 to clarify how statutory consultees are consulted and amendments to Appendix 1 clarify the types of statutory consultees. Paragraph 4.9 adds further detail on consultation.

Reference Number	Organisation/ individual	Paragraph Number	Objection/ Support/ General comment	Comment/Suggested Change	Gosport Borough Council Response
					New paragraph 4.9:  The Borough Council will consult the statutory consultees using any minimum thresholds for development they provide the Council for both pre-applications and planning application stages
11/2	Laura Short/ Environment Agency	Paragraph 3.15	Objection	The environmental report of the SEA should be included in paragraph 3.15 of the SA and the requirements of the directive should be highlighted throughout the document.	Amend wording of paragraph 3.19 relating to Sustainability Appraisal to provide greater clarity.
12/1	Mrs Elizabeth Wakeman/Solent Evening W.I	No specific reference	Support	None	No change to the SCI.
13/1	Roger Davies/ Queens Harbour Master Portsmouth	No specific reference	Support	None	No change to the SCI.
14/1	Geoff Bartlett/Lee Business Association	No specific reference	Support	None	No change to the SCI.
15/1	Stephen Blyth/Hampshire County Council	No specific reference	Support	None	No change to the SCI.
16/1	Ian Mullholland/ Forton Bowling Club	No specific reference	Support	None	No change to the SCI.
17/1	Jane Griffin/ SEEDA	Section 4	Objection	Wishes to see reference made	Statutory consultees are identified at the

Reference Number	Organisation/ individual	Paragraph Number	Objection/ Support/ General comment	Comment/Suggested Change	Gosport Borough Council Response
				to those organisations who are statutory consultees on planning applications.	validation part of the planning applications process. Statutory consultees are listed in Appendix 1. GBC propose amendment to Table 5 to signpost to Appendix 1 which specifies who are statutory consultees for planning applications.
18/1	R J Ruprect Hampshire Police/MCA	No specific reference	Support	None	No change to the SCI.
19/1	Rose Freeman Theatres Trust	No specific reference	Support	Statements of Community Involvement should be concise and not overly prescriptive, a long list of names should not be produced and are pleased that GBC maintains a consultation database.	No change to the SCI.
20/1	Russell Wright / Natural England	Appendix 1	Support	Natural England acknowledges the extensive range of statutory and other consultees. Natural England aim to ensure all key local, national and other stakeholders for nature conservation are included on GBC's LDF database. The Borough Council may wish to consider publishing a current list of consultees on its website.	Appendix 1 has been amended to signpost where the up to date database of known general consultation bodies can be viewed on the Council's website.
21/1	Susan Solbra/	Tables 1,2	Objection	Wants the SCI to show how the	GBC consider the minimum requirements

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	Southern Water	and 3		minimum requirements for consultation have been met as stipulated in the Town and Country Planning Regulations 2004.	<p>have been addressed in the SCI. However, in order to provide further clarification GBC proposes to insert a new paragraph 3.13 and amend tables 1, 2 and 3 .</p> <p>New paragraph 3.12</p> <p>They will be subject to three stages of public consultation which will exceed the minimum requirements with the details set out in the tables below:</p> <ul style="list-style-type: none"> <li>• Publication of Issues and Options (see Table 1)</li> <li>• Publication of Preferred Options (see Table 2)</li> <li>• Submission to the Secretary of State (see Table 3).</li> </ul>
21/2	Susan Solbria/ Southern Water	Paragraph 3.9	Objection	<p>SCI does not address consultations on proposals for alternative sites that are proposed at the submission stage.</p> <p>Some development plan documents will allocate site for development. If alternative sites or boundary changes are proposed at the submission</p>	<p>Gosport Borough Council proposes a new paragraph 3.15 to clarify the consultation arrangements on alternative sites.</p> <p>New paragraph 3.15:</p> <p>The draft Development Plan Document will be submitted to the Secretary of State. At the same time it will be published for a further six weeks statutory consultation period. The</p>

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				stage of such documents, an additional formal period of consultation will be carried out to allow interested parties to comment on them.	local community and other stakeholders will still be able to comment on the policies and proposals at this stage even if they have not been involved in the earlier stages although the consultation process is more formal than at the Issues and Options stage. At this stage, for Development Plan Documents that deal with specific site allocations, the Council will advertise any alternative sites proposed by objectors for consultation. There will be a six week period for representations on alternative sites to be made.
21/3	Susan Solbria/ Southern Water	Table 4 of section 3	Objection	The SCI must meet minimum consultation requirements.	The minimum requirements have been addressed in the SCI. However, in order to provide further clarification GBC propose to amend Table 4 to reflect how the minimum requirements for consultation have been met and show where the Council propose to exceed these.
21/4	Susan Solbria/ Southern Water	No specific reference	Objection	Would welcome a commitment in the SCI to consultation with essential service providers.	GBC propose a new paragraph 4.9 set out as follows:  New paragraph 4.9:  The Borough Council will consult the statutory consultees using any minimum thresholds for development they provide to the Council at

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					both pre-application and application stage.
22/1	Peacock and Smith on behalf of Morrison	No specific reference	Support	They would like to be included on the Council's database.	No change to the SCI.
23/1	John Rose / Hardway Sailing Club	No specific reference	Objection	Would like to see provision to ensure that developers comply with initial applications and submit variations to meet site specific allocations.	There are provisions within planning legislation that allows for departures to the development plan to be addressed. This is not a matter for the SCI. No change to the SCI.
23/2	John Roser/ Hardway Sailing Club	No specific reference	Objection	Wishes to know how the Borough Council will address variations to DPD's and the LDF.	This is not an issue for the SCI but for the preparation of DPD's which will be regularly monitored and reviewed when necessary. No change to the SCI.
23/3	John Roser / Hardway Sailing Club	No specific reference	Objection	Will the outcome of these appraisals be binding upon developers and as such form a planning approval condition?	This is not an issue for the SCI. The SA will inform the development outcome of DPD's. No change to the SCI.
23/4	John Roser / Hardway Sailing Club	Table 5	Objection	Add information upon whom determines an application or variation to extant permission.	To provide further clarity a new paragraph 4.1 has been added to the SCI.  New paragraph 4.1:  Decisions on planning applications may be taken by the Regulatory Board or an officer of the Council in accordance with the scheme of delegation set out in the Council's Constitution. This can be viewed at the Council's website at <a href="http://www.gosport.gov.uk/constitution">www.gosport.gov.uk/constitution</a> .

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23/3	John Roser / Hardway Sailing Club	No specific reference	Objection	Would like to see controls put in place to ensure changes to LDF and DPD developments or significant changes by developers are submitted to the full LDF and DPD process.	This is a matter for the planning applications departure process not the SCI. No change to the SCI.
24/1	Peggy Radford League of Friends Haslar	Paragraph 3.27	Support	Would like to see little use of outside trainers due to their lack of local knowledge.	Outside trainers would help in some instances to focus on relevant issues. Where possible the Council will use local expertise. To provide additional clarity the Council have amended paragraph 3.31. Amended 2 <sup>nd</sup> sentence:  Wherever possible the Borough Council will use local expertise to develop and conduct its consultation exercises including the production of publicity material, exhibitions, PowerPoint presentations and maps.
25/1	Mrs M.J Burbidge/ Alverstoke Townswomen's Guild	No specific reference	Support	Would like to see wider publication of works to trees in conservation areas.	These are not subject to the same publicity requirements as planning applications as they are notifications only. No change to the SCI.
26/1	Mrs Alison Roast Lee Residents Association	No specific reference	Objection	Who bears the cost of consultation?	Publicity for planning applications comes from monies secured through planning application fees. The costs for public consultation on planning documents prepared under the Local Development Framework is funded through the Planning Delivery Grant.

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					No change to the SCI.
26/2	Mrs Alison Roast Lee Residents Association	Section 3	Objection	Would like to see residents associations included under "other consultees"	Residents Associations would be consulted as part of the preparation on development plan documents and where appropriate on planning applications. For clarity GBC propose to include reference to these under Other Consultees in Appendix 1.
26/3	Mrs Alison Roast/ Lee Residents Association	Section 4	Objection	21 day consultation period on planning applications should not commence until they are available to the public.	Amend paragraph 4.6 to provide further clarity on this matter.  Amend paragraph 4.6: The Borough Council offers an on-line service where applications can be viewed on the Council's website <a href="http://www.gosport.gov.uk/gbcplanning">www.gosport.gov.uk/gbcplanning</a> . These are usually on the website within 2-3 days of validation. The notification letter that is sent out always gives a full three week consultation period as does the website. Prospective consultees can view the applications on the website. By going online consultation is between 21 and 28 days. It is possible to make comments directly on-line if the application is still within the 21 day consultation period. The Council is able to take comments into consideration submitted by email or letter as long as the application has not been determined if it is delegated to

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					officers and up until 5 p.m. on the day the application is considered by the Regulatory Board. The Council publishes weekly lists on-line and these are also available in local libraries. Hard copies of the applications are available to view at the Council offices' during normal office hours. The case officer's working file may also be viewed on request. (It is advisable to give 24 hours notice.)
27/1	K R Clarke/ GOSE	No specific reference	Objection	More detail wanted for organisations that have been included as consultees.	<p>The list of consultees has been prepared in accordance with Annex E : Consultees in PPS12. The SCI explains that this information is updated. The companion guide to PPS12 advocates that SCI's should include a list of the types of groups authorities should consult rather than have a list of individual organisations whose names can change. However for the purposes of clarity, Appendix 1 includes the following new sentence at the end of the section on 'Other Consultees'.</p> <p>New sentence:</p> <p>An up to date database of known 'general consultation organisations' can be viewed at <a href="http://www.gosport.gov.uk/LDF">www.gosport.gov.uk/LDF</a>.</p>
27/2	K R Clarke/ GOSE	No specific	Objection	There should be more	The Council considers it would be helpful to

Reference Number	Organisation/ individual	Paragraph Number	Objection/ Support/ General comment	Comment/Suggested Change	Gosport Borough Council Response
		reference		information included about the voluntary and community sectors and also whether GBC has a compact agreement.	include information about the Compact add new paragraph 3.5.  New paragraph 3.5:  The Borough Council are part of a partnership of voluntary and community groups and public bodies in Hampshire that have prepared a Compact agreement which sets out guidelines and develops best practice for partnership working between voluntary and public bodies. A copy of the One Compact for Hampshire can be viewed at <a href="http://www.hants.gov.uk/compact">www.hants.gov.uk/compact</a>
28/1	Lesley Burton/ Gosport Society	No specific reference	Support	None	No change to the SCI.
29/1	Highways Agency	No specific reference	Objection	The Highways Agency wishes it to be noted that they are a statutory consultee, and wish to be consulted on all applications that could have an affect on the motorway and trunk road network.	Add to list of specific consultees in Appendix 1.
30/1	Drivers Jonas on behalf of SEEDA	Paragraph 2.2 and Table 5 of Section 4	Objection	Section 4 of the document should put greater emphasis on the need for major development proposals to exceed the minimum legal requirements for	To provide further clarity Table 5 will be amended to show the minimum requirements and where these are exceeded and include a new paragraph 4.8 to this effect to provide additional clarity.

Reference Number	Organisation/ individual	Paragraph Number	Objection/ Support/ General comment	Comment/Suggested Change	Gosport Borough Council Response
				public consultation.	New paragraph 4.8:  Planning applications must be publicly advertised. The Council can undertake this in a number of ways through letters to adjoining properties or through press or site notices.
30/2	Drivers Jonas on behalf of SEEDA	No specific reference	Objection	SEEDA wish to see the SCI provide guidance on holding public meetings and on other methods of public consultation.	The SCI indicates the types of methods that can be used in community consultation. It is a matter for applicants to determine the appropriate methods of consultation for their development proposals. No change to the SCI.
30/3	Drivers Jonas on behalf of SEEDA	No specific reference	Objection	Considers there would be much to be gained by allowing developers access to the database of individuals and organisations that have registered an interest in being consulted on the Gosport LDF.	Appendix 1 has been amended to include additional sentence. This will assist developers and other interested organisations and individuals regarding consultation on the LDF.  Amended Appendix 1:  An up to date database of known 'general consultation organisations' can be viewed at <a href="http://www.gosport.gov.uk/LDF">www.gosport.gov.uk/LDF</a> .
31/1	Sylvia Leonard Bellway Homes	No specific reference	General Comment	Wishes to be involved in evidence gathering where	Comment noted. No change to the SCI.

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				relevant as the development industry holds useful information relating to the housing and commercial property market which could be useful.	
32/1	Alan Jones/ Sainsbury supermarket	No specific reference	Support	None	No change to the SCI.

**TESTS OF SOUNDNESS**

The following tests will be used by the Planning Inspectorate to assess if the Statement of Community Involvement is sound.

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