

# **Statement of Community Involvement**

**July 2024**



## Contents

1. Introduction and Background .....	3
2. Planning Policy .....	8
3. Supplementary Planning Documents .....	16
4. Other Policy Documents .....	18
5. Planning Applications .....	23
Appendix A – Specific and General Consultation Bodies.....	26
Glossary.....	28

## 1. Introduction and Background

### What is a Statement of Community Involvement?

- 1.1 A Statement of Community Involvement (SCI) describes how the public, businesses and interested groups can get involved in both plan making and decision making within East Hampshire District Council (EHDC). This includes the preparation of the Local Plan, Neighbourhood Planning and the planning application process.
- 1.2 The SCI sets out how individuals and groups can engage with the planning system in the best way. Figure 1.1 indicates all key groups that engage and contribute to the planning system.

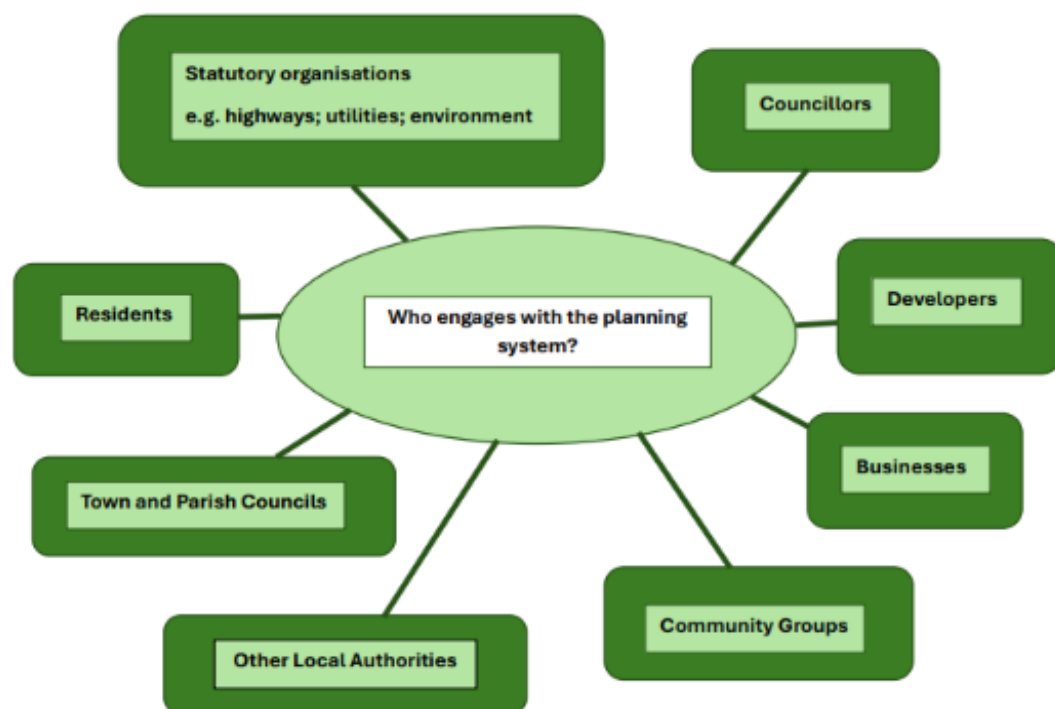


Figure 1.1: Who engages with the planning system and uses the SCI

- 1.3 East Hampshire contains two local planning authorities: East Hampshire District Council (EHDC) and the South Downs National Park Authority (SDNPA). This is due to the central part of the district falling within the South Downs National Park (SDNP).
- 1.4 EHDC has a service level agreement with the SDNPA that EHDC processes and determines all SDNPA planning applications within the district boundary of East Hampshire on behalf of the SDNPA.
- 1.5 However, the Council's planning area relating to all planning policy matters, i.e. the Local Plan, are those areas of the district outside of the SDNPA, such as Alton, Whitehill & Bordon, Liphook and Horndean. Figure 1.2 illustrates the planning area that East Hampshire is responsible for planning policy matters. Therefore EHDC does not include the SDNP in its Local Plan nor does the Council's policies apply.

The SDNPA has its own separate Local Plan and associated planning policies that are referred to for SDNPA planning matters.

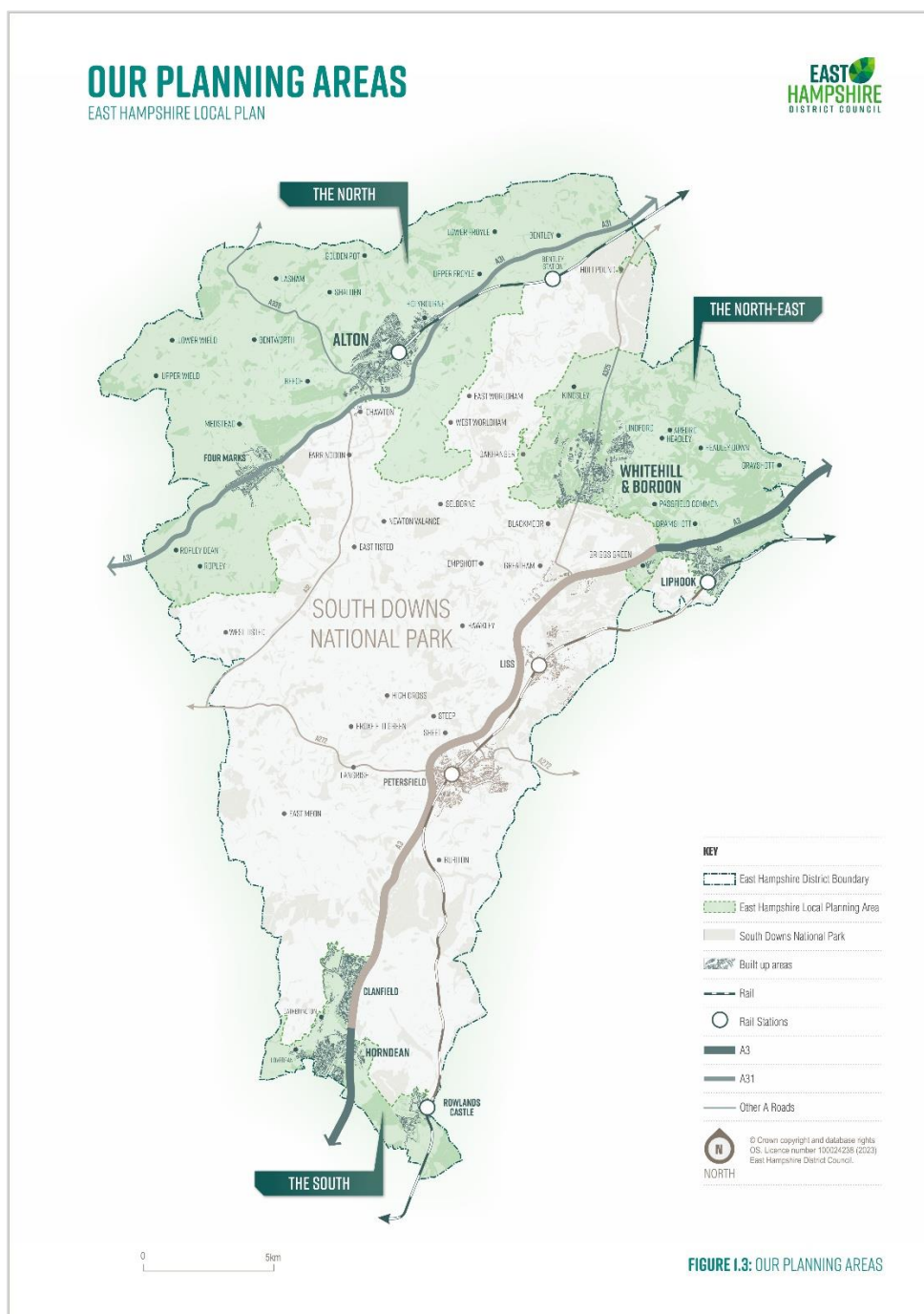


Figure 1.2: East Hampshire planning area relating to planning policy

## Roles of Council Officers, Councillors, Parishes and Member of Parliament

### Council Officers

- 1.6 Council Officers will undertake research, draft planning policies and assess planning applications. In some cases, officers will produce public reports or make decisions under delegated powers. Major decisions are made at Council Committees and

occasionally at a Full Council meeting. At these meetings the Council Officers make recommendations, but it is the members of the Committee/Council who make the decision.

- 1.7 Officers provide advice on technical aspects of planning based on their professional experience. Officers are the first people to be contacted for queries on planning matters. Officers can assist both members of the public and Councillors with all aspects of the planning process, including planning applications and planning policy.

#### Councillors

- 1.8 Councillors (also sometimes called members) are the local elected representatives for the area. The District is comprised of Wards and each Ward has one or more Councillors who represent it. Councillors attend Council meetings and a number of them will also be members of various committees such as the Planning Committee and Planning Policy Committee. The members of committees will listen to any statements made by the public, discuss and debate the reports of officers, question the officers and ultimately vote on any recommendations.
- 1.9 Councillors are a bridge between the community and the Council, being able to liaise with constituents and raise any issues with Council Officers. Your local Councillor is able to act as an advocate on planning applications for constituents or applicants if they are not a member of planning committee and can also give advice on the planning process and talk about local planning issues in the area. Councillors can call for applications to be discussed at committee and there are specific provisions for them to address committees. If you would like to contact your local Councillor the list of names and contact details can be found on the [relevant EHDC website page](#).
- 1.10 The Council has produced a guide as to how to [get involved at Council meetings](#).

#### How the Council communicates with you

- 1.11 The Council has made its website more [accessible](#) and data collected via our various consultation methods set out below will be held in accordance with our [privacy policy](#) and the Council's [data protection policy](#).

#### How to communicate with the Council

- 1.12 Representations on planning policy documents should be submitted as detailed in the individual consultation. Alternatively, the contact details for the East Hampshire Planning Policy team are:
- Email: [localplan@easthants.gov.uk](mailto:localplan@easthants.gov.uk)
  - Telephone: [01730 234339](tel:01730 234339)
- 1.13 Representations on a planning application should be submitted via the [online public access system](#), and also make use of the associated [supporting information for a planning application](#).
- 1.14 Alternatively, the contact details for the East Hampshire Planning Development Management team are:

- Email: [planningdev@easthants.gov.uk](mailto:planningdev@easthants.gov.uk)
- Telephone: [01730 234080](tel:01730 234080)

- 1.15 Representations on the Community Infrastructure Levy (CIL) charging schedule should be submitted as detailed in the individual consultation. Alternatively, the contact details for the East Hampshire Developer Contributions team are:

- Email: [cil@easthants.gov.uk](mailto:cil@easthants.gov.uk)
- Telephone: [01730 234064](tel:01730 234064) / [01730 234271](tel:01730 234271)

#### Parish and Town Councils

- 1.16 There are Parish and Town Councils covering the district, these are formally notified of planning applications and are also consulted on planning policy issues. Most Parish and Town Councils have their own Planning Committees where they discuss applications and agree on a response to submit to EHDC.

#### Your Local Member of Parliament

- 1.17 The role of your local Member of Parliament (MP) is to represent the people of their constituency in Parliament. MPs can act as an advocate on behalf of individuals or groups in a wide range of situations, however, MPs are entirely separate from local government and do not have a role within it or any special rights or privileges. Therefore, when planning concerns are raised with MPs, these are often passed directly to the Council for consideration.

### Why has a new Statement of Community Involvement been produced?

- 1.18 The preparation of a SCI is a legal requirement of the Planning and Compulsory Purchase Act 2004 (section 18) as amended by the Planning Act 2008, the Localism Act 2011 and the Neighbourhood Planning Act 2017. This legislation requires the Council to prepare a statement for how it will involve those with an interest in development in the area, including the preparation and review of the Local Plan and Supplementary Planning Documents (SPDs), Neighbourhood Plans/Orders, CIL and the consideration of planning applications. It is a legal requirement to review the SCI every five years.
- 1.19 The purpose of this refresh is to take account of Council and legislative changes in the way the Council consults with the community about its planning functions.
- 1.20 In recent years, there have been significant changes in the way communities and stakeholders interact with the Council. Access to the internet has increased and there has been a shift towards online consultation platforms and online meetings. Correspondence by email and social media has significantly increased.
- 1.21 However, despite these changes, there are still some sectors of our community that are unable to use electronic forms of communication to access information or prefer

not to do so. We will therefore, continue to ensure that consultation materials are available in a variety of formats to enable participation for all in consultations.

### Why should I / my community get involved?

- 1.22 The planning process seeks to promote sustainable development through managing, guiding and facilitating the building of new homes, economic growth and investment, leisure and recreation facilities, retail and provision of new infrastructure. The principal purpose of the planning system is to ensure that new development meets the social and economic needs of our communities whilst at the same time protecting the natural and built environment.
- 1.23 Planning has a direct impact on the daily lives of residents and the business community therefore, it is very important that development proposals are transparent and that there are opportunities to participate and comment on planning matters. The Council operates an email alert system, this is the quickest way of being informed of any changes to planning documents, but you must be [registered](#) to receive these. For alternative methods of being informed of planning matters, other than email, then please refer to Table 2.1.
- 1.24 There are different parts of the planning system that people can get involved with such as, local plans, neighbourhood planning and planning applications. Figure 1.3 illustrates how the SCI is designed to assist with the different aspects of the planning system and provide information<sup>1</sup> about how and when you can get involved.

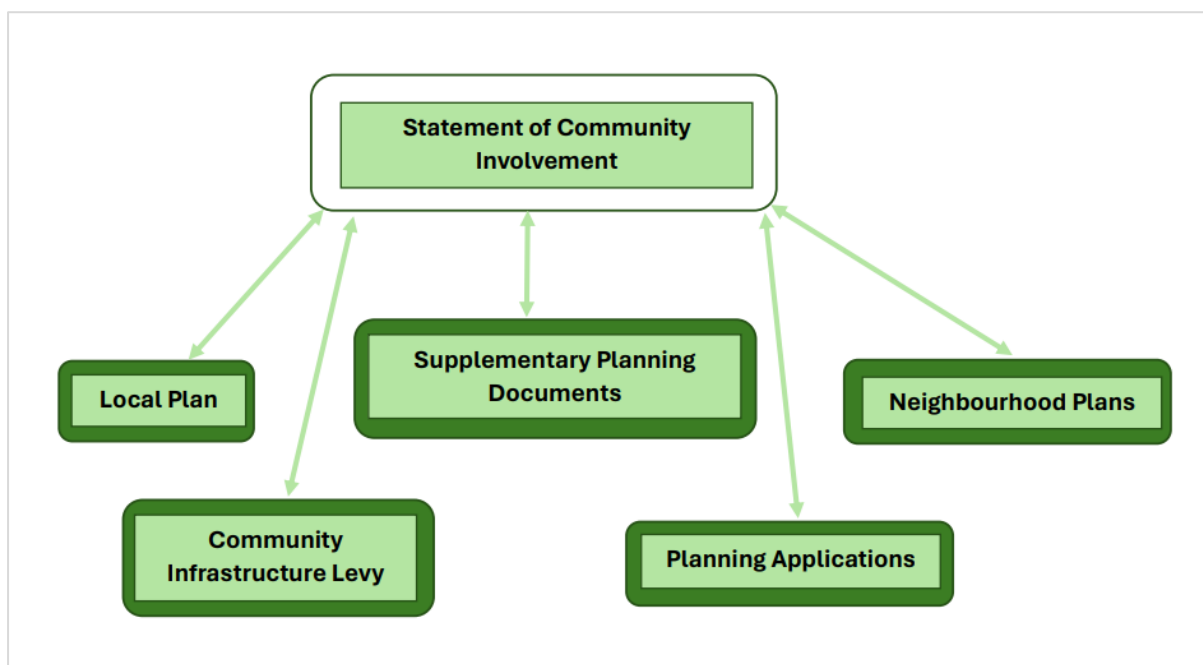


Figure 1.3: The SCI and aspects of the planning system

<sup>1</sup> See Table 2.1, 2.2, 3.1, 4.1 and Section 5 for further details

## 2. Planning Policy

### What is Planning Policy?

- 2.1 To put it simply, the Council's Planning Policy team is responsible for preparing a range of documents including:
- **The Local Plan**
    - which sets the strategic direction for the district (outside of the SDNPA), allocates land for development and includes a suite of policies to guide development decisions;
  - **Supplementary Planning Documents (SPDs)**
    - which support policies within the Local Plan by providing guidance on particular subjects;
- 2.2 Neighbourhood Plans are prepared by the community, typically Neighbourhood Planning Steering Groups representing the Town and Parish Councils:
- **Neighbourhood Plans**
    - which are prepared by communities. These may also allocate land and include policies to guide development at a local level;
- 2.3 Figure 2.1 provides a summary of the processes involved in preparing a number of planning policy related documents.





Figure 2.1: Preparation process of planning policy documents

- 2.4 In addition, the Developer Contributions team is responsible for the administration of the district's Community Infrastructure Levy (CIL) in accordance with the statutory regulations. This is a charge that can be levied by local authorities on most types of new development to raise funds in their area to enable the delivery of essential infrastructure.

### Getting Involved in Plan Making

- 2.5 The Council is required to monitor the effectiveness of the Local Plan which is published annually in the [Authority Monitoring Report](#) and ensure that it is kept up-to-date, with a formal review every five years.
- 2.6 The Council is currently preparing a new Local Plan. So, if you are interested in planning matters in your area and would like to be involved in shaping future planned growth, then Local Plan Documents and future consultations on the Local Plan will be relevant to you.

## Who will the Council consult on Local Plan Documents?

- 2.7 Government Regulations require us to ensure that certain organisations (known as Specific Consultation Bodies, prescribed under 'Duty to Co-operate' of The Town and Country Planning (Local Development) (England) Regulations 2012<sup>2</sup>) are consulted at key stages during the preparation of the Local Plan. These include for example neighbouring Local Planning Authorities, Town and Parish Councils, the Environment Agency, Natural England, English Heritage and utility companies. The full list of Specific Consultees is provided in Appendix A.
- 2.8 In addition to Specific Consultation Bodies, Planning Policy consults General Consultation Bodies. Examples of General Consultation bodies are contained within Appendix A.
- 2.9 The list in Appendix A is not exhaustive and is amended or added to as required. In some cases, we have a degree of discretion over whether to notify certain general bodies if the topic of the document in question is not likely to be of interest or relevance to that body. We will target consultation towards those most likely to be affected.
- 2.10 In addition, all planning policy documents are available to the public and individuals across the district to comment on.

## Consultation Principles – Planning Policy

- 2.11 **To Inform:** The Planning Policy team will inform people of the planning process and to provide people with the information they need to get involved at the earliest opportunity possible. The following approaches, where relevant will be used:
- 2.12 Statutory Requirements:
- Electronic versions of the consultation documents will be made publicly available on the Council's website.
  - Hard copies for reference use will be made available during normal opening hours at certain deposit locations across the district, and by appointment when necessary.
  - Consultation notifications will be sent via email to anyone who has registered to receive [email alerts](#) through the main Council email alert system.
- 2.13 Additional notification methods that may be used to advertise consultation
- Notifications from digital consultation platforms being utilised by the Council;
  - Advertised on the front page of the Council's website within the News section; and
  - Publicised via social media – Twitter / Facebook.
- 2.14 **To Involve:** The Planning Policy team will encourage the active participation of individuals, groups, landowners and developers in the planning process through a variety of techniques including the use of online services.
- 2.15 The Planning Policy team, wherever possible, will undertake consultation exercises in locations and in a form which are accessible to the local community. For example

---

<sup>2</sup> [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(legislation.gov.uk\)](#)

at village / community halls or online and at a variety of times of the day (for example events run from the early afternoon until the evening).

- 2.16 **To Consult:** In order to understand the needs of different stakeholders, consultation methods will be as wide-ranging as possible, making the best use of new technologies and digital platforms, to actively engage and consult comprehensively.
- 2.17 **To Respond:** The Planning Policy team will take account of all responses to consultations and will identify how views expressed in representations have been incorporated into the Council's decision-making processes

### HOW will the Council consult on Local Plan Documents?

- 2.18 Table 2.1 provides an assessment of consultation methods with regards to their effectiveness in relation to the preparation of the Local Plan, but can equally apply to other planning policy documents. It also provides a source of information for those local communities who wish to prepare Neighbourhood Plans.

**Table 2.1 – Consultation Methods**

<b>Consultation Method</b>	<b>Benefits</b>	<b>Limitations</b>
Electronic copy of consultation document and associated documents on the Council's website	<ul style="list-style-type: none"> <li>• Opportunities to respond to consultations via our online consultation platforms, email and using response forms (if available).</li> </ul>	<ul style="list-style-type: none"> <li>• Not everyone has access to or can use the internet.</li> </ul>
Hard copies of main consultation documents and any key associated documents for reference use will be available during normal opening hours at certain deposit locations across the district, and by appointment when necessary.	<ul style="list-style-type: none"> <li>• Accessible location.</li> <li>• Inclusive for those who do not have access to the internet or not able to use the internet.</li> <li>• Easy to read.</li> <li>• Reaches residents on cross boundary issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Restricted opening hours.</li> <li>• Not able to take documents away.</li> </ul>
Notification emails to Specific Consultation Bodies upon commencement of consultation.	<ul style="list-style-type: none"> <li>• Direct notification.</li> <li>• Provides accurate information.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact details may have changed that the Council is not aware of.</li> </ul>
Notification emails / letters to those who have registered to receive the Council's email alerts	<ul style="list-style-type: none"> <li>• Direct notification.</li> <li>• Provides accurate information.</li> <li>• People can unsubscribe at any time if they no longer wish to be kept informed.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact details may have changed that the Council is not aware of.</li> <li>• Not everyone has access to email.</li> <li>• May not be accessible for those people whose first language is not English.</li> <li>• May not be the most inclusive method for hard to reach groups.</li> </ul>

Consultation Method	Benefits	Limitations
Statutory Notice in local newspapers – the notice will provide details of where and when documents can be inspected. It will also detail how and when to respond to consultation documents	<ul style="list-style-type: none"> <li>• Statutory requirement (only at certain stages of document preparation).</li> <li>• May reach those that do not or cannot use the internet.</li> <li>• Provides the public with accurate information.</li> </ul>	<ul style="list-style-type: none"> <li>• May not be accessible for those people whose first language is not English.</li> <li>• May not be the most inclusive method for hard to reach groups.</li> <li>• Not many rely on local newspapers for information anymore.</li> </ul>
Social media	<ul style="list-style-type: none"> <li>• Effective way of reaching a wide audience including hard to reach groups such as young people, people with limited time e.g. business/professional people, working people with families.</li> <li>• Information can be accessed at anytime during the consultation period.</li> </ul>	<ul style="list-style-type: none"> <li>• Not everyone has access to the internet or a social media account.</li> <li>• Difficult to manage posted comments / content.</li> <li>• Danger of fake news.</li> </ul>
Posters / Leaflets	<ul style="list-style-type: none"> <li>• The council will provide posters/leaflets to town and parish councils to display within their areas.</li> </ul>	<ul style="list-style-type: none"> <li>• May not be located in places visited by all sectors of the community so not wholly inclusive.</li> <li>• Limited information.</li> <li>• May not be accessible for those people whose first language is not English.</li> </ul>
Public exhibitions (online or face to face)	<ul style="list-style-type: none"> <li>• Enables people to access information on display boards.</li> <li>• Provides the opportunity to speak with Council officers for further information / discuss concerns .</li> </ul>	<ul style="list-style-type: none"> <li>• May not be attended by hard-to-reach groups.</li> <li>• May not be accessible for those people whose first language is not English.</li> <li>• Creating and updating displays is expensive and time consuming.</li> <li>• Not everyone has internet access.</li> </ul>
Council Officers attending Public Meetings	<ul style="list-style-type: none"> <li>• Reaches out to people in the local area.</li> <li>• Provides the opportunity to speak with Council Officers for further information / discuss concerns.</li> <li>• Council Officers can understand the views of the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Need to ensure there is sufficient publicity in order to have a good attendance rate to encourage a constructive / meaningful meeting.</li> <li>• Sometimes there can be too many views to be heard in a limited time frame.</li> <li>• People may not want to discuss their views in a public forum.</li> <li>• The loudest voices tend to get heard.</li> </ul>

Consultation Method	Benefits	Limitations
		<ul style="list-style-type: none"> <li>• Not fully inclusive / representative of local community.</li> <li>• May not be accessible for those people whose first language is not English.</li> </ul>

## WHEN will the Council consult on Local Plan Preparation

- 2.19 The Local Plan is the statutory plan setting out the principal policies and proposals for land use and development in the district of East Hampshire, for those areas outside of the South Downs National Park. It contains the overall vision and objectives, the development strategy, allocates sites for development and sets out a suite of policies used in decision making on planning matters
- 2.20 The process for preparing the Local Plan is summarised in Table 2.2 which identifies each of the stages and the key opportunities for community involvement in the process.

**Table 2.2: Statutory Stages of Local Plan Production**

Key stages of production	Your opportunities for involvement
<b>Initial Evidence Gathering and Informal Engagement</b>	
<ul style="list-style-type: none"> <li>• Begin initial evidence gathering process (commissioning technical studies, identifying available sites, collating data, identifying the scope of the Plan).</li> <li>• Formulate initial aims and objectives.</li> <li>• Start preparing the Sustainability Appraisal / Integrated Impact Assessment Scoping Report and collating baseline data.</li> <li>• Identify relevant environmental, economic and social objectives to inform the Sustainability Appraisal / Integrated Impact Assessment.</li> <li>• Where appropriate, the Council will publish evidence base documents once they have been finalised.</li> <li>• Engage with consultation bodies set out in Appendix A.</li> </ul>	<ul style="list-style-type: none"> <li>• Register to receive notifications from the Council's <a href="#">email alerts system</a>.</li> <li>• Provide the Planning Policy team with details of any sites you may wish to promote for development through the Call for Sites process.</li> <li>• Participate in any informal engagement exercise – workshops, meetings etc, to share your knowledge of local matters.</li> </ul>
<b>Regulation 18: Consultation</b>	
<ul style="list-style-type: none"> <li>• The Council will undertake public consultation for a minimum period of 6 weeks.</li> </ul>	<ul style="list-style-type: none"> <li>• Review the Local Plan, the supporting evidence base and identify any comments you may have.</li> </ul>

Key stages of production	Your opportunities for involvement
<ul style="list-style-type: none"> <li>Engage with local communities, businesses and other interested parties.</li> <li>Engage with consultation bodies set out in Appendix A.</li> </ul>	<ul style="list-style-type: none"> <li>Submit a formal representation to the Council outlining your comments, support or objection.</li> <li>Attend any public exhibitions being held.</li> </ul>
Regulation 19: Proposed Submission Consultation	
<ul style="list-style-type: none"> <li>The Planning Policy team will review all the representations submitted during Regulation 18 consultation and make any changes to the Plan where justified.</li> <li>The Council will prepare a statement summarising how they consulted during the Regulation 18 consultation, the key issues that came out of the consultation and how these will be taken into account in amending the Plan.</li> <li>The Council will undertake public consultation on the revised draft Plan, Integrated Impact Assessment and Habitat Regulations Assessment for a minimum period of 6 weeks.</li> </ul>	<ul style="list-style-type: none"> <li>Review the Local Plan and supporting documentation and identify any comments you may have – these must be expressed in terms of the <a href="#">‘tests of soundness’ (NPPF para 35)</a> <ul style="list-style-type: none"> <li>Is it positively prepared</li> <li>Is it justified</li> <li>Is it effective</li> <li>Is it consistent with national policy</li> </ul> </li> <li>If you submitted a representation during the previous consultation that remains unresolved, resubmit your representation if you wish to maintain your objection.</li> <li>Attend any public exhibitions (online or face to face).</li> </ul> <p><b>Please Note:</b> This is the final opportunity to submit a duly made representation.</p> <p>You should be specific as to why you consider the Plan to be unsound (see soundness tests above) and what change(s) you are seeking and why it would make the document sound.</p> <p>The Planning Inspector will only consider written representations submitted during this stage as it is considered that these representations (objections) are unresolved.</p> <p>Representations submitted during Regulation 18 Consultation will not be considered by the Planning Inspector.</p>
Regulation 22: Submission of Local Plan	
<ul style="list-style-type: none"> <li>The Council will provide a Schedule that provides Officer responses to all representations received.</li> <li>The Council will produce a statement setting out how it consulted throughout the development of the Plan, the issues raised and how the Plan has been amended to address relevant issues.</li> </ul>	<ul style="list-style-type: none"> <li>The Council will notify those registered for the Council’s email alerts and those who submitted representations, that the Plan has been submitted to the Secretary of State for independent examination.</li> <li>There is no opportunity to submit further comments at this stage.</li> </ul>

Key stages of production	Your opportunities for involvement
<ul style="list-style-type: none"> <li>• The Council will submit the Plan and any representations submitted during Regulation 19 and the Statement of Consultation to the Secretary of State.</li> <li>• The Government will appoint a Planning Inspector to examine the Plan.</li> <li>• The Planning Inspector will set the timetable for Examination in Public.</li> </ul>	
<b>Examination of submitted Local Plan</b>	
<ul style="list-style-type: none"> <li>• An independent Inspector assesses the submitted Local Plan to determine whether it has been prepared in line with the Duty to Cooperate and other legal requirements and whether it is sound.</li> <li>• The Council via the Programme Officer will write to representor's informing them of the hearing start date (at least 6 weeks in advance of commencing).</li> <li>• The Council can ask the Inspector to recommend main modifications to make the Plan sound or comply with other legal requirements</li> <li>• The Inspector issues a report at the end of the Examination in Public.</li> <li>• Exceptionally, the Inspector will recommend the draft Local Plan to be withdrawn if it has not been prepared in accordance with the Duty to Cooperate or it is likely to be found unsound.</li> </ul>	<ul style="list-style-type: none"> <li>• The Inspector will invite participants (via the Programme Officer) to speak at the hearing sessions on those matters and issues considered relevant by the Inspector.</li> <li>• Selected participants will receive a programme (via the Programme Officer) for hearing sessions including matters/issues and the Inspector's Guidance Note.</li> <li>• The hearing sessions are public and anyone can observe even if they haven't been selected to participate.</li> <li>• Further information regarding the Examination in Public process can be found within the <a href="#">Planning Inspectorate Procedure Guide for Local Plan Examinations</a> (February 2023).</li> </ul>
<b>Adoption</b>	
<ul style="list-style-type: none"> <li>• The Local Plan is adopted by the Council.</li> <li>• The Council publishes a post adoption statement.</li> </ul>	<ul style="list-style-type: none"> <li>• The Council will notify those registered for the Council's email alerts and those who submitted representations of receipt of the Inspectors Report and the date the Local Plan will be taken to Full Council for adoption.</li> </ul>
<b>Monitoring</b>	
<ul style="list-style-type: none"> <li>• Local Plan policies are monitored against objectives and indicators and are reported within the Council's Authority Monitoring Report.</li> </ul>	



### 3. Supplementary Planning Documents

- 3.1 Supplementary Planning Documents (SPDs) may cover a range of issues, both thematic and site specific, which support policies in the Local Plan. They do not set new policy or allocate land. Whilst SPDs are adopted formally by the Council and are material considerations in the determination of planning applications, they do not form part of the development plan and are not subject to independent examination.
- 3.2 The Council has produced several SPDs which can be found on the Council's [website](#).
- 3.3 The Council is committed to involving the community in the preparation of these documents, but the level and scope of consultation will vary according to the nature of the document being produced. The preparation of an SPD is different to preparing a Local Plan document. The Government sets out statutory consultation requirements that the Council must follow. Key statutory stages and opportunities for community involvement are set out within Table 2.3. It is recommended that Table 3.1 is read in conjunction with [Part 5 of the Town and Country Planning Regulations 2012](#).

Table 3.1 – SPD Key Stages of Production

Key Stages of SPD Production	How we will consult	Your opportunities for involvement
<b>Initial Background Work</b>		
The Planning Policy team will carry out research to identify the issues and relevant policy context as part of evidence gathering.	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Register to receive notifications from the Council's <a href="#">email alerts system</a>.</li> </ul>
<b>Regulation 12 &amp; 13: Publish the draft SPD for consultation</b>		
The Planning Policy team will undertake public consultation on the draft SPD for a minimum statutory period of 4 weeks.	<b>Statutory Requirements:</b> <ul style="list-style-type: none"> <li>Electronic version of the consultation document will be made publicly available on the Council's website.</li> <li>Hard copies for reference use will be made available at deposit locations across the district and by appointment when necessary.</li> <li>Notification to relevant bodies listed in Appendix A.</li> </ul>	<ul style="list-style-type: none"> <li>Review the SPD.</li> <li>Submit a formal representation to the Council outlining your comments, support or objection.</li> </ul>
<b>Finalise SPD</b>		
The Planning Policy team will review all the representations submitted during consultation and make any changes to the SPD where justified.	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>



Key Stages of SPD Production	How we will consult	Your opportunities for involvement
<b>Initial Background Work</b>		
The Council will provide a schedule summarising the representations received and detailing the Officers responses.		
<b>Regulation 14: Adoption of the SPD</b>		
<p>The SPD is adopted by the Council.</p> <p>The Council publishes an adoption statement.</p>	<ul style="list-style-type: none"> <li>• The Council will notify those who submitted representations of the date the SPD will be taken to Full Council for adoption.</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunities to speak at Full Council.</li> </ul>

## 4. Other Policy Documents

### Neighbourhood Plans and Neighbourhood Development Orders

- 4.1 The Localism Act 2011 brought in 'Neighbourhood Planning'. You and or your community may also be interested in producing a 'Neighbourhood Plan' which enables your community to shape local development in your area. It is a way for communities to decide the future of the places where they live and work by having more of a say in where new homes, businesses, shops and community facilities should be placed in their local area, along with being able to allocate sites for development. Where they choose to, local people can draw up a plan or a development order:
- Neighbourhood Plans allow communities to establish general planning policies for the development of land in their defined area. A Neighbourhood Plan comes into force as part of the statutory development plan once it has been approved at referendum. This means that the Council and planning inspectors will need to take the plan into consideration when making planning decisions.
  - Neighbourhood Development Orders (including community right to build orders) grant planning permission for a specific type of development in a particular area. This could be either a particular development or a particular class of development such as housing or retail.
- 4.2 It is important to note the Council's role is to provide advice and support to groups developing a plan. Up to submission of the final draft ('proposed submission') plan, it is the Town or Parish Council (or forum) that is responsible in creating and holding public consultation and engagement in its preparation.
- 4.3 The Council has produced more detailed guidance in relation to Neighbourhood Planning for use by the community which can be accessed on our [Neighbourhood Planning website](#).

### Community Infrastructure Levy (CIL)

- 4.4 The CIL Regulations enable local planning authorities to raise funding for new infrastructure by levying a charge on new development within their area. CIL is an important mechanism for the Council and its partners to fund infrastructure provision to support the development of an area.
- 4.5 The Council adopted its CIL charging schedule for those parts of the district located outside of the South Downs National Park Authority in April 2016.
- 4.6 It is possible for applications to be made by organisations for strategic CIL funding from the Council. The strategic CIL fund is open to applications annually and the CIL spending protocol (2021) sets out how CIL spending is administered in East Hampshire.
- 4.7 As part of the CIL process, the Council as the charging authority has produced the following documents:

- [Charging Schedule](#)
- [CIL spending protocol and guidance](#)
- [Infrastructure Funding Statement](#)

4.8 Each of the separate elements of CIL are described in more detail below.

## Charging Schedule

- 4.9 CIL is a levy that local authorities can charge on developments in their area. CIL income can be used to fund additional infrastructure required to support new development including roads, schools, health facilities, green spaces and community facilities.
- 4.10 The levy is charged in pounds (£) per square metre on new floorspace (measured as gross internal area) of any type of development which has a CIL rate set in the Charging Schedule (plus indexation as set out in the CIL Regulations). The Council adopted its [CIL Charging Schedule](#) on the 25 February 2016 and it was implemented on the 8 April 2016.
- 4.11 Although the Council has implemented its Charging Schedule, each year the Council manually updates the figures (in January) for each zone to ensure they are charged at the correct indexation.
- 4.12 This SCI will set out the key statutory procedures that the Council must follow prior to adopting a revised Charging Schedule once initiated, as set out in Table 4.1 below. It is recommended that Table 4.1 is read in conjunction with [Part 3](#) of the CIL Regulations.
- 4.13 Further information regarding the operation of CIL in the district can be found [here](#).
- 4.14 Further information can also be found on The National Planning Practice Guidance website.

**Table 4.1: CIL Charging Schedule Key Stages of Production**

Key stages of production	How we will consult	Your opportunities for involvement
<b>Initial Evidence Gathering</b>		
The Developer Contributions team will carry out research and evidence work to inform the proposed levy rates to be set out within the Preliminary Charging Schedule.	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Register your contact details on the Council's <a href="#">email alerts system</a>.</li> </ul>
<b>Regulation 15: Publish the Preliminary Draft Charging Schedule for consultation</b>		
The Developer Contributions team will undertake public consultation on the CIL Preliminary Draft Charging Schedule for a minimum period of 6 weeks.	<b>Statutory Requirements:</b> <ul style="list-style-type: none"> <li>• Send a copy of the preliminary draft to Local Planning Authorities that adjoin the charging authority's area, Hampshire County Council and all Town and Parish Councils</li> </ul>	<ul style="list-style-type: none"> <li>• Review the CIL Preliminary Draft Charging Schedule.</li> <li>• Submit a formal representation outlining your comments, support or objection.</li> </ul>

Key stages of production	How we will consult	Your opportunities for involvement
	<p>that fall within the charging authority's area.</p> <ul style="list-style-type: none"> <li>Notification to be sent to persons who are resident or carrying out business in its area, appropriate voluntary bodies and bodies which represent the interests of persons carrying on business in the charging authority's area.</li> <li>Notice within relevant newspaper</li> </ul> <p><b>Additional notification methods to be used where relevant.</b></p> <ul style="list-style-type: none"> <li>Electronic version of the consultation document will be made publicly available on the Council's website.</li> <li>Hard copies for reference use will be made available at deposit locations across the district.</li> </ul>	<p><b>Please Note:</b> Representations submitted during this consultation stage will not be considered by the Inspector.</p>
<b>Regulation 16: Publish the CIL Draft Charging Schedule for consultation</b>		
<p>The Developer Contributions team will undertake public consultation on the Draft charging Schedule for a minimum period of 6 weeks.</p>	<p><b>Statutory Requirements:</b></p> <ul style="list-style-type: none"> <li>Electronic version of the consultation document, relevant evidence, statement of the representations procedure and statement of how to view hard copies will be made publicly available on the Council's website.</li> <li>Hard copies of the consultation document, relevant evidence, statement of the representations procedure use will be made available at deposit locations across the district and by appointment when necessary.</li> <li>Send a copy of the consultation document and statement of representation procedure to Local Planning Authorities (that adjoin the Charging Authority's area), Hampshire County Council and all Town /Parish</li> </ul>	<ul style="list-style-type: none"> <li>Review the Draft Preliminary Charging Schedule.</li> <li>Submit a formal representation outlining your comments, support or objection.</li> <li>This is the final opportunity to submit a duly made representation.</li> <li>The Planning Inspector will only consider representations submitted during this stage as it is considered that these representations (objections) are unresolved.</li> </ul>

Key stages of production	How we will consult	Your opportunities for involvement
	<p>Councils that fall within the charging authority's area.</p> <ul style="list-style-type: none"> <li>Statutory Notice.</li> </ul>	
<b>Regulation 19: Submission of CIL Draft Charging Schedule to Examiner</b>		
<ul style="list-style-type: none"> <li>Submit CIL Draft Charging Schedule, evidence base and representations received during Regulation 16.</li> <li>Submit statement setting out the representations made during Regulation 16 and a summary of the main issues raised by representations.</li> <li>The Council will then wait for the Planning Inspector to set the timetable for the Examination of the Charging Schedule.</li> </ul>	<p><b>Statutory Requirements:</b></p> <ul style="list-style-type: none"> <li>All submission documents will be electronically available on the Council's website and reference copies available at deposit locations.</li> <li>Publish the examiners recommendations and reasons as soon as practically possible after receiving. Will be electronically available on the Council's website and reference copies available at deposit locations.</li> <li>Give notice to those persons who requested to be notified of the submission of the CIL Draft Charging Schedule.</li> </ul>	<ul style="list-style-type: none"> <li>The Council will notify those registered to receive notifications, elected Members, Town/Parish Councils and those who submitted representations that the CIL Draft Charging Schedule has been submitted for Examination.</li> </ul>
<b>Regulation 25: Approval &amp; Publication of CIL Charging Schedule</b>		
<p>CIL Charging Schedule is adopted by the Council and published.</p>	<p><b>Statutory Requirements:</b></p> <ul style="list-style-type: none"> <li>Publish CIL Charging Schedule on the Council's website.</li> <li>Make the CIL Charging Schedule available for inspection.</li> <li>Statutory notice in local newspapers</li> </ul> <p>Give notice to those persons who requested to be notified of the approval of the CIL Charging Schedule.</p>	<ul style="list-style-type: none"> <li>The Council will notify those registered to receive notifications, elected Members, Town/Parish Councils and those who submitted representations that the CIL Charging Schedule has been approved.</li> </ul>

### Infrastructure Funding Statement (IFS)

- 4.15 The Infrastructure Funding Statement (IFS) indicates how the Council will deliver infrastructure across the district using Developer Contributions consisting of CIL or Section 106 (S106) planning obligations and whether contributions are required to be pooled to ensure the delivery of infrastructure is met. It should be noted that the purpose of CIL is to provide infrastructure to support the development of an area, whereas S106 is a legal agreement which makes a development proposal acceptable in planning terms, that would not otherwise be acceptable. The IFS also details how funding from development will be utilised to secure varying infrastructure

under S106 or CIL and provides a summary of the financial contributions relating to the CIL and S106 within East Hampshire District of the relevant financial year.

### CIL Spending Protocol

- 4.16 The CIL Spending Protocol sets out the Council's process for spending the CIL receipts received in the district (outside of the SDNP). The Spending Protocol sets out:
- the proportion the Council utilises for monitoring;
  - the frequency by which the Council provides the Neighbourhood Proportion of the Levy to Town or Parish Councils; and
  - the process by which the Council will allocate the remaining CIL funding to strategic infrastructure types or projects.

## 5. Planning Applications

- 5.1 East Hampshire District Council is the Planning Authority for those parts of the district outside of the South Downs National Park Authority (SDNP). We also determine planning applications on behalf of SDNPA. As Planning Authority, the Council considers and determines planning applications made in accordance with planning legislation with proposals ranging from minor household developments such as extensions, through to major applications for residential development, retail, office schemes, industrial schemes and infrastructure schemes (e.g. new roads).
- 5.2 The Council does not determine planning applications relating to mineral processing and waste disposal. Such proposals are determined by Hampshire County Council. Further information can be found [here](#).
- 5.3 The Council wishes to ensure that, where applicable, any person, group and service providers affected by or interested in a planning application has an opportunity to comment on planning applications.

### Pre-Application Advice

- 5.4 The Council considers it very important that the local community is involved in the development management process as early as possible. The Council therefore encourages applicants of [major](#)<sup>3</sup>, significant or sensitive sites to engage with the local community before a planning application is submitted to ensure that issues are identified and that applicants have the opportunity to make appropriate amendments to their scheme.
- 5.5 The Council encourages potential applicants to engage with the local community on major development at the pre-application stage. Applicants may also wish to discuss proposals with the local Councillor(s) or Town/Parish Council.
- 5.6 The Council would expect applicants for major development to undertake proportionate consultation that is transparent for the community, is not misleading and makes it clear that no decision has been made by the Council. The Local Planning Authority wishes to encourage developers to undertake pre-application engagement between communities and developers for major development as it will add value to the process and the outcome.
- 5.7 Wherever possible, the Council will discuss the need for community involvement with applicants and agents at the pre-application stage, and early consultation is encouraged. Further information can be found at the Council's pre-application [advice service](#).

### Development Consultation Forum

- 5.8 Where appropriate, the Council will establish a Development Consultation Forum as a mechanism to allow a developer of significant proposals to explain their proposals to councillors, public and key stakeholders at an early stage. The Forum will seek to:
- Identify any issues that may be considered in a formal application;

---

<sup>3</sup> [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#).

- Inform pre-application discussions between officers and the developer; and
- Enable the developer to shape an application to address community issues.

## Publicity

- 5.9 All planning applications are subject to statutory consultation requirements and these are set out in the Development Management Procedure Order<sup>4</sup>. EHDC will continue to engage its community based on these requirements.
- 5.10 Where a press advertisement is required this is published in The Hampshire Independent.
- 5.11 Site Notices - Statutory site notices and major application site notices will be placed on or close to the planning application site advertising the details of the proposed development.
- 5.12 Neighbour notification letters are sent to the occupiers of any “adjoining property” and give 21 days from the date of the letter to make comment. Where that property lies outside the EHDC planning area (i.e. within the SDNP or within an adjoining administrative area) the Council will notify the occupier of that property. For major or significant schemes the Council may, at its discretion, notify the occupiers of more properties than the minimum.
- 5.13 Where significant amendments are made to an application the Council may undertake additional publicity in the form of a subsequent round of neighbour notification. This will be for a shorter time period and will only be undertaken where the amendments may have a material impact off the site.
- 5.14 When submitting a planning application, it would be helpful to include within the Planning Statement (or provide a separate statement on community involvement) how the community has been consulted, a summary of what comments have been received and how the scheme has been amended to address matters of concern.

## Viewing / Commenting on a Planning Application

- 5.15 Planning applications can be viewed on the Council’s website or by appointment at the Council offices during opening days/hours. Anyone can view and make comments on planning applications online via the planning application [search register](#).
- 5.16 Comments can also be submitted via email / post<sup>5</sup>. Representations received cannot be treated in confidence and will form part of the public planning application file which (subject to the Data Protection Act) is available on line, or, for inspection by appointment at the Council Offices.
- 5.17 All representations that contain valid planning issues, will be taken into account in the decision making process and will be summarised in the case officers report. Representations should be sent in to the Council before the end of the consultation period, which will be the last of the neighbour notification, site notice or press advertisement periods, whichever is the latest. Where an application is considered

---

<sup>4</sup> [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(legislation.gov.uk\)](#)

<sup>5</sup> EHDC, PO Box 310, Petersfield, GU32 9HN



at Planning Committee any late representation will also be brought to the attention of the Committee.

- 5.18 The Council has a scheme to allow the public to speak at its Planning Committee but there are some [rules](#) that must be followed. You can speak only on a planning application where you have submitted comments in writing within the publicised date for comments and where that application is to be determined by the Planning Committee. If you are an applicant or an objector we will tell you in advance when you have a right to speak to the Committee and you must let Democratic Services know 48 hours before the meeting if you do wish to speak. If you have any questions about participating at a Planning Committee, you can contact the democratic services team by emailing [democraticservices1@easthants.gov.uk](mailto:democraticservices1@easthants.gov.uk).

## Appendix A – Specific and General Consultation Bodies

The Town and Country Planning (Local Development) (England) Regulations 2012<sup>6</sup> require the Council to consult the following ‘[specific](#)’ and ‘[general](#)’ [consultation bodies](#) if proposals in planning policy documents affect them. A number of these bodies are also considered to be Duty to Co-operate bodies<sup>7</sup>. It is important to note that the Neighbourhood Planning (General) Regulations 2012 (schedule 1)<sup>8</sup> also requires qualifying bodies to consult the same consultation bodies in the preparation of Neighbourhood Development Plans. In instances where any of the organisations (bodies) detailed below cease to exist, successor bodies will be consulted.

### Specific Consultation Bodies

<b>Local Authorities</b>
A relevant authority any part whose area is in or adjoins the local planning authority's area:  Hampshire County Council Surrey County Council West Sussex County Council All neighboring district/borough Councils South Downs National Park Authority Local Policing body – Hampshire Constabulary / Police and Crime Commissioner Town/Parish Councils within and adjoining East Hampshire District
<b>Other</b>
The Coal Authority (The coal authority has informed the Council that it does not wish to be consulted) Homes England Natural England Environment Agency Historic England Network Rail Infrastructure Ltd Highways England Marine Management Organisation Relevant telecommunications companies Relevant health bodies e.g. Integrated Care Board Relevant electricity and gas companies South East Water and Portsmouth Water (Water Supply) Southern Water and Thames Water (Waste Water) Active Travel England

In addition to the specific consultation bodies listed above, the Council/qualifying body will involve as many people and groups should they deem them affected by the proposal, in the categories below:

---

<sup>6</sup> [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(legislation.gov.uk\)](#)

<sup>7</sup> [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)

<sup>8</sup> [The Neighbourhood Planning \(General\) Regulations 2012 \(legislation.gov.uk\)](#)

## General Consultation Bodies

Voluntary bodies some or all of whose activities benefit any part of the local planning authority's area;

Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area;

Bodies which represent the interests of different religious groups in the local planning authority's area;

Bodies which represent the interests of disabled persons in the local planning authority's area;

Bodies which represent the interests of persons carrying on business in the local planning authority's area.

### **Examples of organisations which are General Consultation Bodies**

Environment and conservation groups (e.g. the Royal Society for the Protection of Birds and Hampshire and Isle of Wight Wildlife Trust);

Landowners and developers;

Local businesses/ bodies which represent local businesses;

Local resident associations;

Transport providers/operators;

Religious groups;

Minority ethnic groups;

Gypsy and Traveller groups;

Sport England and Sport Hampshire;

Youth groups, schools and colleges;

Health care groups;

Housing interest groups;

Older persons groups.

## Glossary

Community Infrastructure Levy (CIL)	A levy that local authorities can choose to charge on new developments in their area. The charges are based on formula relating to the size and type of new development and money can be used to fund infrastructure.
Development Plan	Documents which set out the policies and proposals for the development and use of land. In the East Hampshire District (outside of the South Downs National Park Authority) the development plan currently comprises the Joint Core Strategy (2014), Housing and Employment Allocation Plan (2016) and the Saved Policies of the Local Plan Second Review (2006), Hampshire County Council Minerals and Waste Plan and Neighbourhood Plans.
Duty to Co-operate	The NPPF and Localism Act 2011 places a statutory requirement on Local Planning Authorities, County Councils, and public bodies to actively engage on an on-going basis during the Local Plan preparation.
Evidence Base	Information gathered by the Local Planning Authority to support the Local Plan and other Development Plan Documents.
National Planning Policy Framework (NPPF)	Introduced in 2012, this framework sets out the government's planning policies and how these are expected to be applied.
Neighbourhood Plans	Neighbourhood Plans are a way for communities to allocate land for new homes, shops or offices to be built, and to have a say on what those new buildings should look like and the type of infrastructure which would be provided.
EHDC Email Alert	Database maintained by the Council which includes anyone who has requested to be consulted on the preparation of Planning Policy documents.
Section 106 (S106)	A legally binding agreement or planning obligation between a local planning authority and a person with an interest in the land.
Supplementary Planning Documents (SPDs)	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 (SA) / Integrated Impact Assessment (IIA)	Process to appraise policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors and including health and equalities in an integrated impact assessment).