



HAMPSHIRE  
**STATEMENT OF COMMUNITY  
INVOLVEMENT**

*Getting involved in minerals and waste planning, County Council and  
cross boundary developments in Hampshire*

OCTOBER 2023



**Hampshire**  
County Council



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# How to get involved in planning in Hampshire

If it is important to you how Hampshire develops in the future, you can contribute to decisions shaping its development. Everyone in Hampshire uses minerals and discards waste, and therefore has an interest in these industries. Additionally, Hampshire County Council is responsible for the provision of infrastructure and community facilities, such as transport and highways, schools, public rights of way, country parks, social service infrastructure and libraries, which are all important to Hampshire residents. Local communities, businesses, interest groups and organisations (known as 'interested parties') may be affected by proposals or site allocations for minerals or waste sites, as well as County Council developments in Hampshire. We are committed to encouraging and improving participation from all sections of the community.

The Hampshire Statement of Community Involvement (SCI) is a statement of policy for involving interested parties in matters relating to minerals, waste and County Council planning and associated developments within Hampshire.

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

- Signing up for the Residents Newsletter<sup>1</sup> selecting 'Minerals and Waste Planning' for latest information;
- commenting on Minerals and Waste Development Local Plans and associated documentation as they are published for consultation;
- checking our website for details of minerals, waste or County Council proposals and submitting your views;
- reading site notices, newspaper announcements, parish newsletters/ noticeboards to find out more about local proposals;
- reading newsletters on for minerals and waste planning policy work;
- visiting our or your local district or borough council offices to look at planning application documentation for local minerals, waste or County Council development proposals;
- responding with your comments on proposals if you receive a neighbour notification letter about proposals in your area;
- getting involved in emerging Neighbourhood Plans for your area; and
- attending public meetings and exhibitions about minerals, waste and County Council development proposals for your area.

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1. [www.hants.gov.uk/community/residentnewslettersignup](http://www.hants.gov.uk/community/residentnewslettersignup)

# 1

## Introduction

- 1.1 Involving the local community, consultees and interested parties in the planning process is seen as a priority by the government, that wants Local Planning Authorities, like Hampshire County Council, to make it easier for everyone to be involved in planning decisions in the local area.
- 1.2 This Statement of Community Involvement (SCI) is a planning document that we are required to have by law. It is a statement of policy for involving local communities in matters relating to development within the local area and relates to minerals, waste, and County Council developments.
- 1.3 The key areas where local communities and interested parties can be involved in the planning process we are responsible for in Hampshire are as follows:
  - the preparation of minerals and waste planning policy (minerals and waste plans and associated documents) which set the framework for making decisions on minerals and waste planning applications;
  - making decisions on planning applications for mineral and waste management developments and County Council proposals such as schools and libraries or any cross boundary (with a National Park) planning applications submitted to us;
  - monitoring mineral and waste management sites to ensure compliance with planning permissions granted, and consider enforcement where breaches occur; and
  - enforcing against unauthorised minerals and waste developments.
- 1.4 The SCI describes how we will involve the local community in the planning duties we carry out. The SCI also reflects changes to National Planning Practice Guidance, corporate strategies, policies and guidance, as well as our involvement in Neighbourhood Plans.
- 1.5 We will comply with any additional policy or regulations in relation to neighbourhood notification in the event of unforeseen circumstances e.g. a pandemic.
- 1.6 We will build in any digital requirements and best practice into its procedures and processes as they emerge.

### Why is an SCI required?

- 1.7 We are committed to encouraging and improving participation from all sections of the community in planning. It is important that local communities are involved in shaping their local area and there are many benefits to be gained from effective consultation.
- 1.8 The Planning and Compulsory Purchase Act 2004 intended to make the planning system more efficient and relevant to local people. It sets out the requirement for a Local Planning Authority to: 'prepare a statement of community involvement as a statement of the authority's policy to the involvement in the exercise of the authority's functions of persons who appear to the authority to have an interest in matters relating to development in their area'.
- 1.9 Section 18 of the Act also defines a local planning authority's SCI as: 'a statement of their policy for involving interested parties in matters relating to development in their area'.
- 1.10 The SCI is a planning policy document but is not subject to a Public Examination by an



independent Planning Inspector.

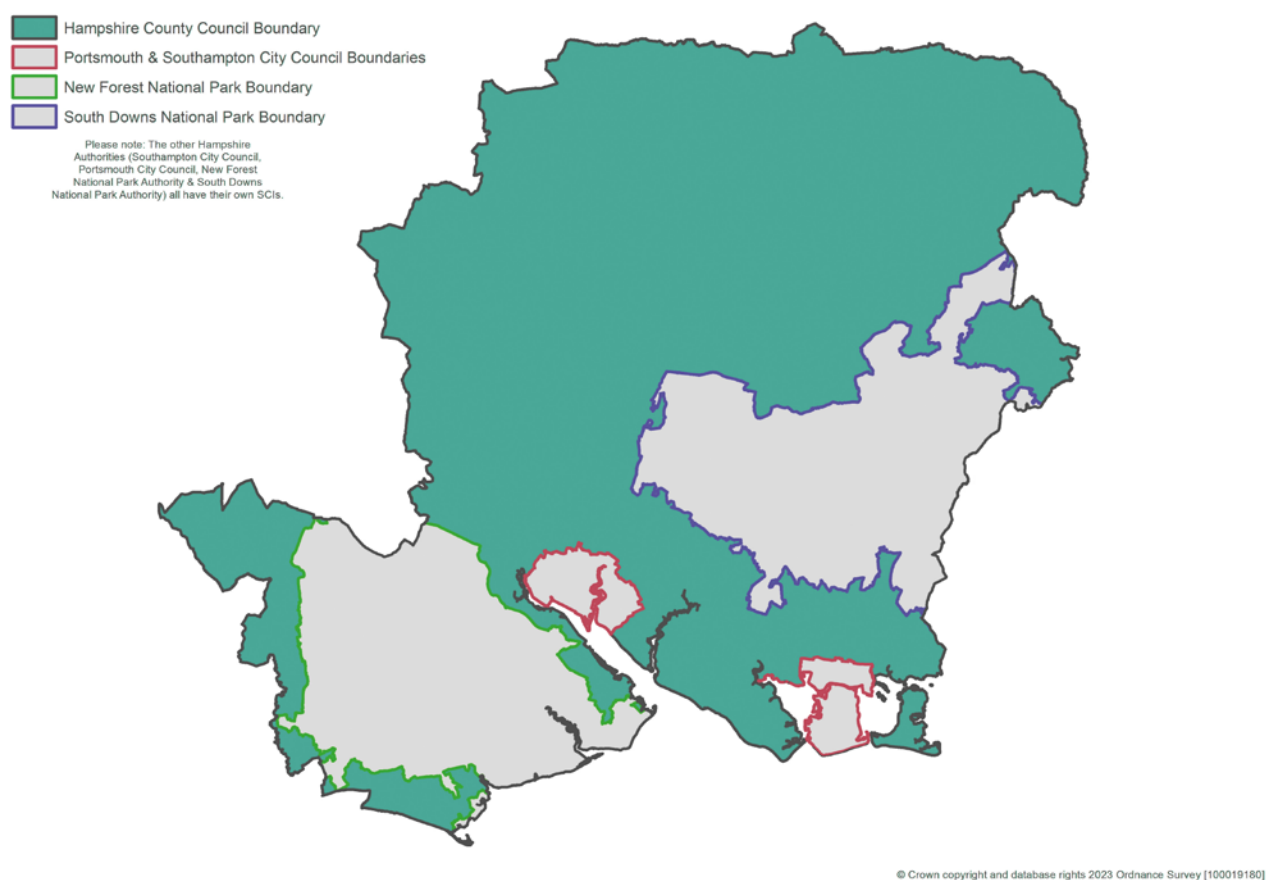
1.11 We have a duty to comply with the SCI once it has been adopted.

## What is covered by the SCI?

1.12 The SCI describes how we will:

- meet legal requirements to ensure community involvement in the planning process (see section 2 - 'Who should be involved?');
- involve the local communities and interested parties at each stage of plan-making for minerals and waste plans or associated planning documents (see section 3 - 'Preparing Development Documents');
- involve the local communities and interested parties in coming to decisions on planning applications for minerals, waste, County Council developments and cross boundary developments (those being determined by the authority) (see section 4 - 'Decisions on planning applications'); and
- provide feedback to local communities and interested parties.

1.13 The SCI covers our administrative area only, as shown on Figure 1:



**Figure 1: The area covered by the Hampshire Statement of Community Involvement**

1.14 With regards to plan-making, we work in partnership with minerals and waste planning authorities within the Hampshire area. The adopted joint plan is the Hampshire Minerals

and Waste Plan (2013)<sup>2</sup>. This plan is currently being partially updated<sup>3</sup>.

## What is not covered by this SCI?

- 1.15 The SCI does not cover the administrative areas of Hampshire's other Minerals and Waste Planning Authorities (Southampton City Council, Portsmouth City Council, the New Forest National Park Authority, or the South Downs National Park Authority). These authorities produce their own SCIs describing how each Authority will seek to get its own local communities involved in the most effective way
- 1.16 Within Hampshire, other types of developments are determined by district and borough councils who have their own SCIs.

## Meeting the Duty to Cooperate

1.17 The Localism Act 2011 introduced the 'Duty to Cooperate' and sets out the requirements for consultation with key bodies and organisations on matters of strategic cross-boundary significance. The SCI meets the requirements for the duty by ensuring cooperation with:

- Hampshire's district and borough councils;
- surrounding minerals and waste planning authorities such as:
  - New Forest National Park Authority
  - Portsmouth City Council
  - South Downs National Park Authority
  - Southampton City Council
  - Bournemouth, Poole and Christchurch Council;
  - Bracknell Forest Council;
  - Dorset Council;
  - Isle of Wight Council;
  - Surrey County Council;
  - West Berkshire District Council;
  - West Sussex County Council;
  - Wiltshire Council; and
  - Wokingham Borough Council.
- other minerals and waste planning authorities with an interest in minerals and waste activities in Hampshire; and
- those that have a related mineral or waste interest (including statutory consultees).

1.18 The National Planning Policy Framework (NPPF) reinforces this requirement and states

2. [www.hants.gov.uk/landplanningandenvironment/strategic-planning/hampshire-minerals-waste-plan](http://www.hants.gov.uk/landplanningandenvironment/strategic-planning/hampshire-minerals-waste-plan)

3. [www.hants.gov.uk/landplanningandenvironment/strategic-planning/hampshire-minerals-waste-plan/minerals-waste-plan-partial-update-consultation](http://www.hants.gov.uk/landplanningandenvironment/strategic-planning/hampshire-minerals-waste-plan/minerals-waste-plan-partial-update-consultation)

that co-operation should be effective and on-going. It highlights that joint working should determine where additional infrastructure is required, and whether development need that cannot be met within the Plan area could be met elsewhere. Furthermore, Statements of Common Ground should be prepared and maintained documenting the cross-boundary matters being addressed. Further guidance is given in the Planning Practice Guidance which supports the NPPF.

- 1.19 Consequently, in preparing minerals and waste plans and in circumstances where development in Hampshire may impact other areas, it is important to involve neighbouring local planning authorities and other consultees and interested parties. As a result, the Duty to Cooperate is also an important consideration and is reflected in the SCI.
- 1.20 The Levelling-Up and Regeneration Bill proposes to repeal the Duty to Cooperate and replace it with a more flexible alignment test. There is no information yet on how this will work, however we will comply with any changes as the legislation comes into force.

## How does the SCI link to Hampshire's Corporate Strategy, Policies and Procedures?

- 1.21 Consultation and public engagement on planning matters will take place in line with our corporate strategies, policies and guidance.

### CORPORATE STRATEGY

- 1.22 The Serving Hampshire's Residents - Strategic Plan 2021 to 2025<sup>4</sup> sets out how we will promote the economic, social and environmental well being of Hampshire, and minerals and waste plan-making and the determination of planning applications both have a role to play in supporting this. There are four strategic aims:
  - Hampshire maintains strong and resilient economic growth and prosperity;
  - People in Hampshire live safe, healthy and independent lives;
  - People in Hampshire enjoy a rich and diverse environment; and
  - People in Hampshire enjoy being part of strong, inclusive, resilient communities.

### USE OF SOCIAL MEDIA

- 1.23 Our social media accounts may be used to publicise information in relation to planning e.g. the start of public consultations;
  - Twitter ([www.twitter.com/hantsconnect](https://www.twitter.com/hantsconnect))
  - Facebook ([www.facebook.com/hantsconnect](https://www.facebook.com/hantsconnect))
  - Instagram ([www.instagram.com/hampshire\\_county\\_council](https://www.instagram.com/hampshire_county_council))

### E - GOVERNMENT

- 1.24 Electronic communication provides a way to disseminate large amounts of information and is especially important for the more rural areas of the county where it can be difficult for

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4. [www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/corporatestrategy](https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/corporatestrategy)



some residents to get to our offices.

- 1.25 In particular with regards to plan-making, the National Planning Policy Framework (NPPF) states that local plans should 'be accessible through the use of digital tools to assist public involvement and policy presentation'.
- 1.26 We are committed to making the most appropriate use of electronic communication when undertaking consultation and notification activities. As a result, this SCI outlines several areas where email or use of the internet will be the primary method of communication when engaging communities during the plan making process or consulting on planning applications. Nevertheless, reliance on electronic communication will not always be appropriate and in those instances, alternatives will be used where necessary to ensure effective communication.
- 1.27 We will abide by National Regulations on the accessibility of new public sector websites (or any subsequent accessibility Regulations) in relation to website delivery. We have a dedicated webpage for planning<sup>5</sup>. This provides the opportunity for consultees and other interested parties to view:
- relevant minerals and waste policies and associated documentation;
  - planning applications (minerals, waste, County Council development or planning applications that cross administrative boundaries with a National Park) and their associated documentation;
  - consultation and representations received on planning applications we are considering;
  - supporting documentation, associated reports and recommendations;
  - decision notices (for minerals, waste and County Council development planning applications); and
  - details relating to the discharge of planning conditions (Article 27 decisions).
- 1.28 It is possible for applicants to download planning application forms, and to submit planning applications, online through the Planning website. The website also provides information on how local communities, consultees and other interested parties can make representations on planning applications we are considering.

## **FREEDOM OF INFORMATION ACT 2000 AND ENVIRONMENTAL INFORMATION REGULATIONS (EIR) 2004**

- 1.29 Under the Freedom of Information Act (FOIA) (2000) and Environmental Information Regulations (EIR) (2004), members of the public have the right of access to any recorded information we hold or is held on our behalf. We aim to make as much information as possible available via our website, either in the form of Open Data or within reports to councillors. If you cannot find the information you want, you have the right to request information we hold either under FOIA or EIR. More information on such requests can be found on our website.

## **INCLUSION & DIVERSITY**

- 1.30 Our website includes information on equalities<sup>5</sup> and also has a number of equalities

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5. [www.hants.gov.uk/aboutthecouncil/equality](http://www.hants.gov.uk/aboutthecouncil/equality)

objectives<sup>6</sup>.

- 1.31 To show due regard to the Equality Act 2010, all minerals and waste plan making work will be subject to an Equalities Impact Assessment as part of plan preparation, in order to identify and eliminate any unlawful discrimination.
- 1.32 We aim to provide opportunities for all interested members of the community to be involved in the consultation process for both plan-making and the processing and determining of planning applications.
- 1.33 For planning applications taken to the Regulatory Committee, issues such as safety and security, well-being and quality of places are addressed in relation to equalities in any associated committee decision report.

## ACCESSIBILITY

- 1.34 Our website includes a statement on accessibility<sup>7</sup> to ensure as many as people as possible can access the information.
- 1.35 As a minimum standard, all documents and information we produce will be available, on request, in a variety of other languages and in other formats such as Braille, large print and audio media versions.
- 1.36 We ensure that all written communications limit the use of jargon and technical terms, where possible. However, in some cases this cannot be avoided to ensure we comply with requirements set out in legislation. A Glossary of Terms can be found at the end of this document which provides explanations of some technical terms which may be included in information we provide.
- 1.37 Non-technical summaries of evidence base documents produced as part of minerals and waste plan-making will be produced, as appropriate. These will be prepared and made available alongside the main documents.

## PRIVACY AND DATA PROTECTION

- 1.38 We comply with the provisions and principles of the Data Protection Act 2018 and General Data Protection Regulation (GDPR).
- 1.39 As part of the planning process, we display representations received on planning applications on the allocated planning application webpage. We will remove personal and sensitive information from any responses received from members of the community.
- 1.40 Our website<sup>8</sup> includes more information on the handling of data.
- 1.41 In the event that national policy or guidance on data protection or privacy is changed, the discharge of our planning duties will meet any new or amended requirements.
- 1.42 For legal purposes:
  - documentation prepared in support of plan-making is retained for a period of at least seven years post adoption of a Plan. This includes representations (comments received) regarding the Plan. Following the end of the retention period,

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6. [www.hants.gov.uk/aboutthecouncil/equality/objectives](http://www.hants.gov.uk/aboutthecouncil/equality/objectives)

7. [www.hants.gov.uk/aboutthecouncil/accessibility](http://www.hants.gov.uk/aboutthecouncil/accessibility)

8. [www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection](http://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection)

representations will be destroyed, and other documentation may not be available;

- any representations received on planning applications will be removed from the web records following determination, but kept in our secure filing system for seven years in accordance with file retention requirements. Following the end of the retention period, all electronic representations will be destroyed;
- all hard copy of representations received on planning applications will be removed from the hard copy file following determination and will be destroyed following the end of the planning appeal period; and
- any personal complainant information will be stored in our confidential electronic planning database for complaints received and retained for seven years after which time it will be deleted from our database records.

## ROLE OF COUNTY COUNCILLORS

- 1.43 County councillors play an essential role in the preparation of and final decision-making on local planning policy, as well as approving many planning applications (non-delegated).
- 1.44 The Regulatory Committee makes planning decisions in accordance with our constitution (see Section 4 - Decisions on Planning Applications). Councillors on the Regulatory Committee are under a specific duty to determine planning applications based on material planning considerations and adopted planning policy and guidance. These decisions may or may not accord with the wishes of their communities, depending on whether the community concerns are valid planning issues.

# 2

## Who should be involved?

- 2.1 The County Council is committed to ensuring local communities, consultees and other interested parties have an opportunity to be involved in planning decisions and matters that affect them. This section of the Statement of Community Involvement (SCI) considers who needs to be involved in the minerals and waste plan-making process and planning application process in Hampshire.
- 2.2 Since they may be affected by planning decisions and plan making, or have specific knowledge to contribute, local communities, consultees (organisations and individuals who are consulted on plan-making and /or planning applications) and interested parties need an opportunity to make their views known. To do this effectively, it is necessary to first identify the relevant consultees and interested parties for those developments we deal with.
- 2.3 Since most people who live or work in Hampshire rely on minerals and produce waste, the local community therefore includes most of the people, groups and organisations who live, work, or spend time in Hampshire. Likewise, a large proportion of Hampshire may have an interest in County Council developments. Communities local to any applications that cross administrative boundaries being considered by the authority may also have an interest. Together, they may all be affected by minerals and waste plan-making, or impacted by minerals, waste or County Council developments, and therefore all have an interest in the planning process. The local community may also include Hampshire's neighbouring areas. Therefore, for the purposes of this SCI, it is suggested that the local community includes anyone who is identified in Figure 2.



### MINERALS PLANNING

- Those affected, or potentially affected, by minerals developments through a planning application/permission, or included in an emerging/adopted minerals plan
- Those reliant on the production of minerals
- Those involved, or within an interest in, the production, landing or importation of minerals in Hampshire



### WASTE PLANNING

- Those affected, or potentially affected, by waste developments through a planning application/permission, or included in an emerging/adopted waste plan
- Those involved in the production, recycling or disposal of waste
- Those involved, or with an interest in, the processing or importation of waste in Hampshire



### COUNTY COUNCIL DEVELOPMENTS

- Those affected, or potentially affected, by a County Council proposal or development
- Those who use or rely on County Council developments (e.g. schools and libraries)

Figure 2: The Local Community for minerals, waste, and County Council developments

- 2.4 **Appendix A** provides some examples of consultees and interested parties that may have any interest in minerals and waste plan-making and planning applications in Hampshire. It sets out examples of the range of groups who may need to be involved in plan-making or in the planning application process as they have a known interest and/or who have expressed an interest in getting involved planning decisions and plan-making. They are divided into the following categories:
- statutory consultees (those bodies which are automatically consulted on planning applications);
  - other consultees and interested parties; and
  - marginalised communities and groups.
- 2.5 It is important to note that Appendix A does not set out an exhaustive list of consultees or interested parties. We will comply with Regulation 2 of the Town and Country Planning (Local Development) (England) Regulations 2012 in identifying consultees. We will only consult with bodies where the subject matter of the Plan or planning application affects them, or where a specific request has been made to be consulted. Relevant 'other consultees and interested parties' and 'marginalised communities and groups' groups will be identified and contacted as appropriate, depending on the nature of the issue.
- 2.6 For some people it may be difficult to get involved in planning matters and decisions for a variety of reasons. These groups are sometimes called 'marginalised communities and groups' and may change over time. The following methods will be used to facilitate the involvement of these groups in the planning process:
- Officers will assess the involvement of hard-to-reach groups or individuals during the production of planning policy documents and the consideration of planning applications and how best to contact and involve them;
  - Where the demand is significant, and resources allow, documents will be available to be accessed electronically at the nearest Library, Discovery Centre or Information Centre.

## CONSULTATION TECHNIQUES

- 2.7 A variety of consultation techniques can be employed in different parts of the planning process. This may include:
- Virtual classrooms;
  - Interactive mapping;
  - Use of social media;
  - Customer survey;
  - Use of videos;
  - Site tours / promotion;
  - Use of My Neighbourhood; and
  - Environmental education.
- 2.8 We will consider the use of a variety of consultation techniques when preparing a Minerals and Waste Plan.

2.9 We also encourage all applicants to also use a variety of consultation techniques in undertaking pre-application discussions and during the planning process.



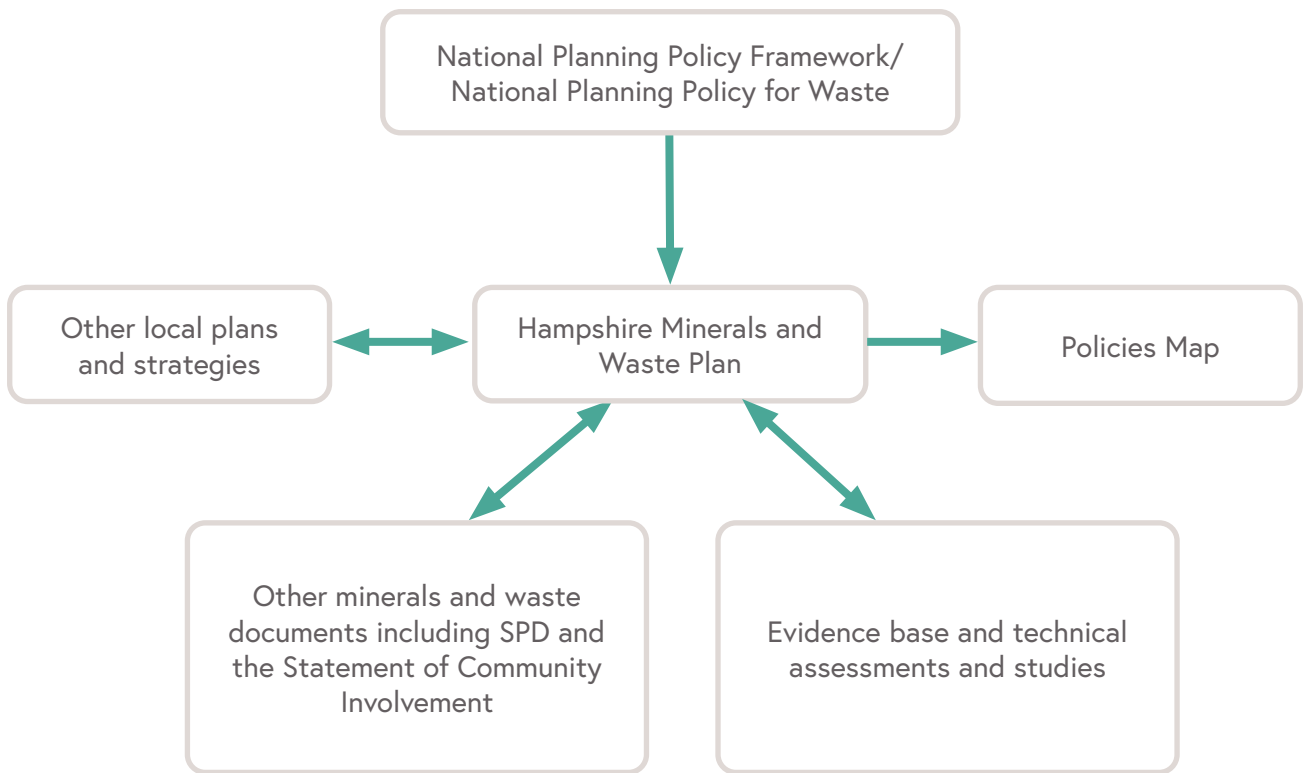
# 3

## Preparing Development Documents

- 3.1 This section of the Statement of Community Involvement (SCI) considers how the County Council will:
- publicise and consult on the local plans produced for minerals and waste developments in Hampshire;
  - publicise and consult on any supplementary documents produced to support the implementation of the adopted Hampshire Minerals and Waste Local Plan;
  - outline how the local community, consultees and interested parties will be involved in the preparation of minerals and waste local plans and associated documentation in Hampshire; and
  - manage responses received as part of any consultation on plan-making.
- 3.2 The Hampshire Minerals & Waste Plan (HMWP) was prepared by us in partnership with Portsmouth and Southampton City Councils and the New Forest and South Downs National Park Authorities. It was adopted in 2013 and is the development plan for minerals and waste matters for the whole of Hampshire.
- 3.3 When preparing an update to the Minerals and Waste Plan, we will prepare a minerals and waste development scheme<sup>9</sup>. This sets out a project timetable which gives information and detail about the preparation and review of minerals and waste development documents in Hampshire. The development scheme provides information on when formal consultation will take place within the timetable.
- 3.4 The development scheme will not cover any of the administrative areas covered by other authorities who may be working in partnership with us on minerals and waste plan-making. The other authorities will be responsible for preparing local development schemes, but may signpost ours in relation to preparation of minerals and waste plans and associated work (where this work is part of the plan-making partnership).
- 3.5 The SCI sits alongside the adopted Minerals and Waste Plan as well as other planning documents. This is highlighted in Figure 3.

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9. <https://documents.hants.gov.uk/mineralsandwaste/HMWP-PartialUpdate-DevelopmentScheme-May2022.pdf>



**Figure 3: The SCI and relevant planning documents**

- 3.6 The Development Scheme and any updates will be available online on our website and will be monitored and updated if new minerals and waste plans, or associated planning documents, need to be produced; or if changes to the published timetable are required.

## Preparation of a Minerals and Waste Local Plan

- 3.7 It is important that community involvement begins at the start of plan preparation so that there are opportunities to raise relevant issues, considerations, or concerns which local communities, consultees and interested parties wish the plan to take on board, and to ensure any options are considered early on. We consider it vital to keep local communities informed about the progress of plans and the outcome of consultations.
- 3.8 The stages that each planning document goes through during its preparation, together with the community involvement and consultation required at each stage, is set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. Figure 4 sets out the key stages of plan-making and explains how we commit to consult and inform interested parties at each of these stages.

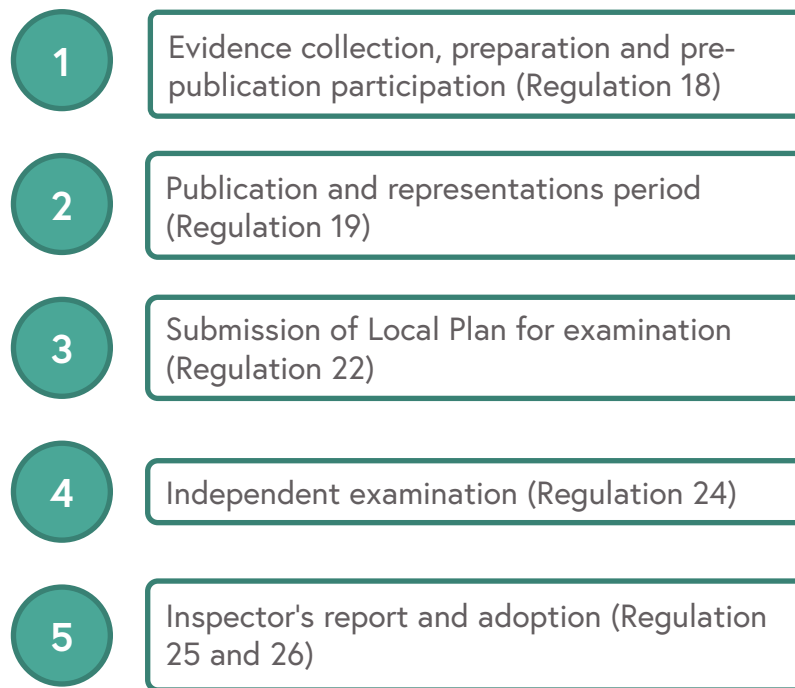


Figure 4: The stages of plan-making

## ASSESSMENT OF THE PLAN

- 3.9 We will prepare an environmental report, as required under the Strategic Environmental Assessment (SEA) Directive to support any minerals and waste plan-making. This is combined with Sustainability Appraisal (SA).
- 3.10 We also have a duty to ensure that any Plan (and associated documentation) prepared is in accordance with the Conservation of Habitats and Species Regulations 2010 (the Habitats Regulations). This assessment examines the impact that a Plan would have on the integrity of the sites designated under the EU Habitats Directive. All minerals and waste plan-making will be undertaken in accordance with the requirements of the Regulations as appropriate. Relevant statutory consultees (for example Natural England) will be consulted as part of this process.
- 3.11 We will ensure that relevant statutory consultees, other consultees and interested parties have an opportunity to comment on the SEA/SA and Habitat Regulations Assessment (HRA) throughout the process to allow the findings to inform the development of any plan and associated documentation being produced.
- 3.12 The plan will also be subject to further assessment in addition to the SEA/SA and HRA including a Strategic Flood Risk Assessment and an Equalities Impact Assessment.
- 3.13 The Levelling-Up and Regeneration Bill seeks to replace the current system of SEA/SA with Environmental Outcome Reports. We will comply with any changes as they are introduced in legislation.

## CONSULTATION ON PLAN-MAKING

- 3.14 Planning legislation sets out specific consultation groups that we must contact for plan-making including:
- statutory agencies;

- organisations; and
- government departments.

3.15 It also identifies General Consultation Bodies who may be contacted in line with this SCI.

3.16 In addition, those with an interest in minerals and waste planning can register ('opt in') to be kept informed via the Minerals and Waste Newsletter.

3.17 When a public consultation takes place, consultees and interested parties will be invited to make comments on:

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

3.18 Consultation will take place for a minimum of six weeks (or such other period set by the other plan-making partner SCI, whichever is greater).

3.19 We will use a variety of approaches to involve the local community in preparing any future minerals and waste plans and associated documentation (see Appendix B). Figure 5 sets out the types of consultation methods which we will use.

## Figure 5 - Consultation Methods used by the County Council

### Notice of consultation

- Will be placed on our website
- Available to view at Hampshire County Council Discovery Centres, Libraries and Information Centres
- The consultation period will be set out in the notice of consultation

### Publicising the Consultation

- Notification of the consultation will be given to statutory consultees and interested parties by letter or email and their views invited
- A press notice will be issued to local newspapers
- All press notices are available to view on the County Council Statutory Notices list
- District and parish magazines will publish details of consultations
- Relevant local newspapers outside of Hampshire will be used, as appropriate, for matters which may impact areas beyond the Hampshire administrative boundary
- Local radio and TV may also be used
- Social media may be used

### Neighbourhood notification

- Neighbouring properties around the sites identified in Plans will be notified at the pre-submission stage as well as when final draft versions of these plans are submitted to Government
- Neighbouring properties of sites submitted for consideration during the plan making process will also be notified
- For both, this is done by sending a letter to properties within 50m of the site in urban areas or 100m in rural areas. Additional notification will be at the discretion of the planning officer.

### Meetings & Workshops

- Local community and interest party meetings and/or workshops. These can take place at any stage in the plan-making process as required
- We will prepare a written record of all discussions, meetings or workshops

### Viewing Consultation Documents

- Links to consultation documents will be sent to statutory consultees
- Available on the County Council website
- Hard copies can be viewed during opening hours at the County Council offices (by appointment during normal office hours)
- Electronic copies will be available at discovery centres, libraries and information centres.

### Responding to consultations

- Responses should be made by response form, email or letter and received by the deadline
- Late representations will not be considered unless there has been prior agreement
- Other response formations (e.g. verbal) will be considered where appropriate

### 3.20 Important information relevant to Figure 5 - 'Consultation Methods used by the County Council':

- The Statutory Notices List is available online<sup>10</sup>.
- *Viewing documents related to plan-making:*
  - Our website;
  - Hampshire's Discovery Centres and Libraries;
  - Hampshire has one Information Centre at New Milton;
  - The nearest relevant local newspaper publication. This may include (but not limited to) Petersfield Post, Farnham Herald, Basingstoke Gazette, Hampshire Chronicle, Southern Daily Echo, Salisbury Journal, Hampshire Chronicle Lite, Bournemouth Echo, Romsey Advertiser and the Andover Advertiser.
- *Neighbourhood notification:*
  - Neighbour Notification letters will be sent to address points within 50 metres of proposed allocations in urban areas or 100 metres in rural areas. The distance is measured from the proposed site boundary, as shown on GIS mapping provided by Ordnance Survey. All address points within these distances will be notified.

## COMMENTING ON PLAN-MAKING

3.21 Anyone can comment during the preparation of a minerals and waste plan by submitting comments to us for consideration.

3.22 The plan-making process offers stages in which local communities (consultees and interested parties) will be asked for their views (as identified in the stage of plan-making diagram). Guidance on how to respond to consultations on plan-making will be issued at the time of the consultation.

3.23 Comments which contain any unacceptable language or threats will not be considered by the council.

3.24 Once comments are received:

- All accepted comments will be available to view at our offices in Winchester (by appointment and during normal office hours);
- Responses received and accepted will be summarised and documented in a consultation summary report, as required;
- All accepted responses received will be considered and taken into account during plan- preparation;
- All accepted responses (from Regulation 19 – Proposed Submission Stage) will be made available to view on our website following the close of the consultation;
- Planning legislation requires that, for responses to be valid, names and addresses need to be provided. However, personal/sensitive information will be redacted prior to publication.

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10. [www.hants.gov.uk/publicnotices](http://www.hants.gov.uk/publicnotices)



## PETITIONS

- 3.25 We will accept petitions relating to plan-making. Petitions will be treated as a representation and will be reported in the same way as a representation in officers reports.
- 3.26 For a petition to be accepted it must:
- clearly state on each page of the petition the planning application reference number to which it is referring, giving the full address of the property / site and the reasons for the petition;
  - contain full names, full addresses and signatures; and
  - state who the Lead Petitioner is and how they can be contacted.
- 3.27 It should be noted that each signatory will not be recorded separately as a representation if they have been received as part of a petition.

## PLAN ADOPTION

- 3.28 Once a public examination of a minerals and waste plan has been completed, we will receive an Inspector's Report from the Planning Inspectorate. This will detail the findings of the public examination and will set out whether the plan is suitable for adoption. The following will then occur:
- All consultees and interested parties will be advised of the publication of the Inspector's Report when it is published by Hampshire County Council and where it can be viewed;
  - Anyone who has asked to be notified of the adoption will be notified and will be sent a copy of the Adoption Statement;
  - The Inspector's Report and adoption documentation will be available to view on our website and to view at our offices in Winchester (by appointment and during normal office hours).

## PLAN IMPLEMENTATION AND REVIEW

- 3.29 Following the adoption of a minerals and waste plan, we (and any relevant partners) will implement and monitor the plan. The plan will be used to inform decision-making on minerals and waste planning applications in Hampshire (see Section 4 - Decisions on Planning Applications).
- 3.30 We will produce a monitoring report to review how effective the implementation of the adopted planning policies has been, as well as providing statistical information on minerals and waste planning permissions granted annually. The latest version of the monitoring report will be available on our website so that interested parties have an opportunity to view it.
- 3.31 National Planning Policy Framework (NPPF) requires that adopted plans are reviewed at least every five years to check whether the Plan needs to be updated to take into account a change in circumstances or due to a relevant change in national policy. If a plan update is required, a development scheme will be prepared, and the plan update will be undertaken in compliance with the SCI. If the review determines that a plan update is not required, the reasons should be stated as set out in planning practice guidance.

## Preparation of Supplementary Planning Documents

3.32 There may be a need to prepare Supplementary Planning Documents (SPD) following the adoption of a minerals and waste local plan. SPD provide guidance on local planning matters or explain how adopted policies in local plans are to be delivered. We may prepare SPD to provide greater details on the implementation of policies of its development plan documents if these are required.

### ASSESSMENT OF SUPPLEMENTARY PLANNING DOCUMENTS

- 3.33 In the event that SPD are prepared, we will carry out Sustainability Appraisals incorporating Strategic Environment Assessment during the preparation of the documents, and publish the findings for comment at the relevant stages.
- 3.34 We will carry also out Habitats Regulations Assessment work during the preparation of the documents and publish the findings, as appropriate.

### CONSULTATION ON SPD

- 3.35 Unlike local plans, SPD are not examined by a Planning Inspector. However, their preparation is still subject to consultation and engagement with relevant consultees and interested parties. The preparation of any SPD will adhere to the following minimum level of public participation, in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 3.36 Consultees and interested parties will be invited to make comments on the draft SPD for a minimum of six weeks (or such other period set by the SCI of a plan-making partner, whichever is greater).
- 3.37 The consultation methods available are the same as for local plans (see Figure 5 - Consultation Methods).

### COMMENTING ON SPD

- 3.38 Anyone can comment during the preparation of SPD by submitting comments for consideration. Guidance on how to respond to consultations on SPD will be issued at the time of the consultation.
- 3.39 Comments which contain any unacceptable language or threats will not be considered by the council.
- 3.40 Once comments are received:
- All accepted comments will be available to view at our offices in Winchester (by appointment and during normal office hours);
  - Responses received and accepted will be summarised and documented in a consultation summary report, as required;
  - All accepted responses received will be considered and taken into account during plan- preparation;
  - All accepted responses will be made available to view on our website following the close of the consultation;

- Planning legislation requires that, for responses to be valid, names and addresses need to be provided. However, personal/sensitive information will be redacted prior to publication.

## SPD ADOPTION

- 3.41 We will be responsible for adopting any SPD we prepare.
- 3.42 An Adoption Statement, together with the adopted SPD and associated documentation, will be placed on the website and will be available to view at our offices in Winchester (by appointment and during normal office hours), as well as the offices of the other relevant partner authorities involved in document preparation.
- 3.43 We will prepare and publish a consultation statement at the time of adoption. This will set out:
- who was consulted during the preparation of the SPD;
  - the main issues raised; and
  - how these issues have been taken into account in the adopted SPD.
- 3.44 Following the adoption of a SPD, we (and any relevant partners) will implement and monitor, where relevant, the SPD alongside its accompanying minerals and waste local plan.
- 3.45 The Levelling-Up and Regeneration Bill proposed to replace Supplementary Planning Documents with Supplementary Plans. Supplementary Plans are a new type of document that may be prepared by a local planning authority and, unlike SPD, will be independently examined and carry the weight of the development plan. We will review the need for Supplementary Plans to replace existing SPD at the point that any new legislation comes into effect.

# 4

## Decisions on planning applications

4.1 This section of the Statement of Community Involvement (SCI) considers how we will:

- publicise and consult on the planning applications it deals with;
- show how the local communities, consultees and other interested parties will be involved in the consideration of these planning applications; and
- show how communities can be involved in the longer-term following planning permission being granted.

4.2 Figure 6 sets out the types of planning applications which we deal with.

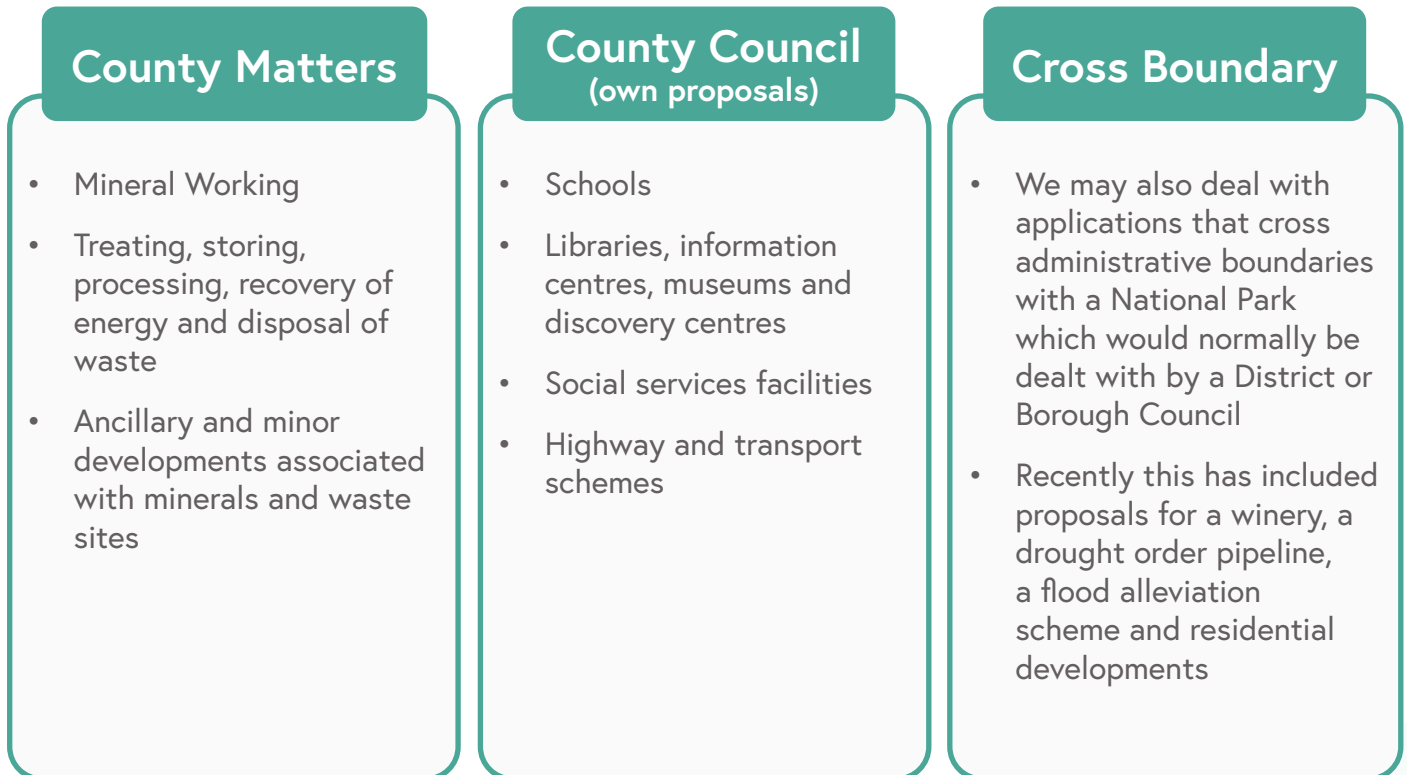


Figure 6: Publicity and consultation for planning applications

4.3 Minerals and waste planning applications within the administrative areas of Portsmouth and Southampton City Councils, and the New Forest and South Downs National Park Authorities, will be dealt with by those Authorities. Any County Council development which is within the National Park will be considered by the relevant National Park Authority.

4.4 The planning process is summarised on the County Council website

4.5 A Development Management Charter<sup>11</sup> is available on our website setting out the standards of service we aim to provide.

### Public engagement and in the planning process

4.6 We expect applicants to pro-actively engage as part of the planning process. This can be included as part of pre-application discussions or more generally as part of the operation

11. <https://documents.hants.gov.uk/mineralsandwaste/HampshireCountyCouncilDevelopmentManagementCharter.pdf>

of development sites such as minerals and waste.

- 4.7 Recent successful examples have included community open days and site tours which are useful tools to help the wider local community engage and understand how a site operates.

## Pre-application discussions

- 4.8 The National Planning Policy Framework (NPPF) encourages pre-application discussions and states that 'early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community'.
- 4.9 We encourage applicants to take maximum advantage of the pre-application stage in order to:
- establish the information that will be required at the planning application stage;
  - identify key issues associated with any potential planning application; and
  - identify key planning policies associated with any potential planning application.
- 4.10 We offer a pre-application service and welcome and encourage discussions before a planning application is submitted.
- 4.11 We cannot require a developer to engage with the authority before submitting a planning application, it can only encourage use of the pre-application services offered.

## Publicity and consultation on planning applications

- 4.12 Before any planning application is submitted, the applicant is required to serve notice on any owner or agricultural tenant of land within the planning application site or to take other steps if the owner is not known.
- 4.13 We, as a Local Planning Authority, are statutorily required to publicise all the planning applications that it determines.
- 4.14 Once a planning application has been submitted, validated, and entered onto the Public Planning Register (held by the district or borough council), the statutory consultation will begin. At that point, representations will be invited from statutory consultees, local communities and other interested parties within 21 days (or such other timescale as required e.g. for Public Service Infrastructure applications or Environmental Impact Assessment applications). To ensure comments are taken into account it is important that representations are received within the set consultation period.
- 4.15 We will comply with any additional policy or regulations in relation to public consultation in the event of unforeseen circumstances e.g. a pandemic.

### PUBLICITY

- 4.16 In publicising planning applications, we will meet the minimum requirements in the Town and Country Planning (Development Management Procedures) (England) Order 2015. Table

1 outlines what publicity is undertaken when different types of valid planning application are received.

Type of planning application	Publicity			Consultation
	Newspaper ad	Site notice	Letter	
Environmental Impact Assessment Screening/ Scoping	N/A	N/A	N/A	Not normally undertaken. Statutory consultees and other bodies / organisations are only consulted if the case officer decides it is relevant.
Minerals & Waste/ Major County Development	✓	✓	✓	An email (or letter when email not available) will be sent to the relevant bodies. <sup>12</sup>
All County Development (Minor)	N/A	✓	✓	An email (or letter when email not available) will be sent to the relevant bodies. <sup>13</sup>
Discharge of Planning Conditions	N/A	N/A	N/A	Statutory consultees and other bodies and organisations are consulted if they requested a particular condition or are likely to have comments. Decision Notice will be sent to the relevant district, borough, parish or town council and local councillor, if appropriate.
Non-Material Amendment	N/A	N/A	N/A	Statutory consultees and other bodies and organisations are consulted if the case officer decides it is relevant. Decision Notice will be sent to the relevant district or borough council.
Certificate of Lawfulness of Existing Use or Development	✓	N/A	N/A	An email (or letter when email not available) will be sent to the relevant bodies <sup>14</sup> . Statutory consultees and other bodies and organisations will be consulted as required.
Certificate of Lawfulness of Proposed Use or Development	N/A	N/A	N/A	Publicity is not required and not normally undertaken. Public consultation only undertaken in exceptional circumstances. This is purely a legal interpretation of the General Permitted Development Order so the planning merits of the case are not relevant.

**Table 1: Publicity and consultation for different types of applications**

4.17 Publicity shall be carried out normally within five days of the registration of the planning application.

<sup>12</sup> Local county councillor; district or borough council; parish or town council; Adjoining mineral and waste planning authorities in Hampshire where proposals are considered likely to have an impact on their administrative areas; Relevant service providers; Water companies (oil & gas proposal only); Known established residents associations or groups including those relevant adjoining bodies when the planning application is adjacent to their boundaries, or the proposal is considered likely to have an impact on their administrative areas; and Any objectors to applications of a similar nature at the proposed development site (where permission has been given to notify of any applications after permission has been granted by the objector) will be notified.

<sup>13</sup> As above

<sup>14</sup> As above



4.18 What constitutes a major or minor development is defined in the Town and Country Planning (Development Management Procedures) (England) Order 2015.

### PRESS NOTICES

- 4.19 A press notice will be placed in a relevant local newspaper. The nearest relevant local newspaper publication will be used and may include (but not limited to) Petersfield Post, Farnham Herald, Basingstoke Gazette, Hampshire Chronicle, Southern Daily Echo, Salisbury Journal, Hampshire Chronicle Lite, Bournemouth Echo, Romsey Advertiser and the Andover Advertiser), allowing at least 21 days for comments to be made, except in the case of Public Service Infrastructure applications where the consultation period is 18 days.
- 4.20 In the event that the designated newspaper cannot be used (e.g. goes out of circulation for an unforeseen reason), we will endeavour to use another local newspaper which covers the application area (where appropriate to do so). Relevant local newspapers outside of Hampshire will be used, as appropriate, for matters which may impact areas beyond the Hampshire administrative boundary
- 4.21 All press notices will be available to view on the our Public Notices webpages<sup>15</sup>.

### SITE NOTICES

- 4.22 We will display a minimum of one site notice on or near the land to which a planning application relates. In some instances, depending on the size of the site and its location, more than one site notice will be displayed. Officers will attempt to distribute site notices in suitable and accessible locations, in proximity to the proposed site.
- 4.23 Sites notices will be displayed for a minimum of 21 days, except in the case of Public Service Infrastructure applications where the consultation period is 18 days. It will invite comments to be submitted within a relevant timescale in relation to the type of development being considered. We will comply with any additional policy or regulations in relation to site notices in the event of unforeseen circumstances e.g. a pandemic.
- 4.24 We plan to introduce QR codes to site notices to increase accessibility to planning application information. We will also look to amend how site notices are delivered e.g. use of biodegradable coverings (as appropriate).
- 4.25 If a site notice is removed, obscured or defaced before the publicity period has expired, we will have complied with the requirements as long as reasonable steps were taken to protect the notice and, if needed, its replacement.
- 4.26 A copy (or copies) of all site notices associated with major minerals or waste development will be available to view on the website under the relevant pages for the planning application and are also available to download.
- 4.27 A record of the location of where all site notice(s) were displayed will be placed on the application file.
- 4.28 It is the responsibility of the applicant to remove site notices once the consultation period has been completed.

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15. <https://www.hants.gov.uk/community/publicnotices>

## NEIGHBOURHOOD NOTIFICATION

- 4.29 Neighbour notification is undertaken for all planning applications we receive, within certain distances of the proposed development site. We will send a letter addressed to 'the owner / occupier' of all properties which adjoin or are within 50 metres of the application site in urban areas or 100 metres from the application site in rural areas. The distances of 50 metres or 100 metres are calculated from the boundary of the development site and is based on GIS mapping provided by Ordnance Survey. All address points in Ordnance Survey dataset within these distances will be notified. The letter will be marked 'planning application notice'.
- 4.30 We may consider an extension of neighbourhood notification boundaries on a case-by-case basis based on specific local circumstances.
- 4.31 Neighbours who are notified of a planning application will be given 21 days from the date of the letter within which to respond, except for in the case of Public Service Infrastructure applications which have an 18 day consultation period and Environmental Impact Assessment (EIA) applications which allow 30 days.

## PUBLICITY FOR AMENDMENTS TO PLANNING APPLICATIONS

- 4.32 There is no requirement to publicise changes to planning applications that do not require EIA.
- 4.33 All amendments to EIA proposals will be subject to further publicity for 30 days.
- 4.34 We will publicise amendment to any other application where, in the opinion of the case officer, significant amendments are made to a proposal during the course of its determination for a minimum of 14 days. Table 2 highlights how we publicise amendments to non-EIA planning applications.

Amendment proposed	Publicity		
	Newspaper ad	Site notice	Letter
No comments on application as part of public consultation	N/A	N/A	N/A
Amendments are minor and the level of public interest in application is low	✓	✓	✓ <sup>16</sup>
Amendments are significant, public interest is high and people have objected to the application	✓	✓	✓

Table 2: Publicising amendments to planning applications

## CONSULTATION WITH STATUTORY AND NON-STATUTORY CONSULTEES

- 4.35 Statutory consultees are those organisations and bodies, defined by law, that local planning authorities are legally required to consult before reaching a decision on relevant planning applications. An example of a statutory consultee is the local highway authority that must be consulted on all applications that will increase traffic onto a highway, or proposes alterations to a highway.

16. Email (or letter where email is not available) will be sent to those who made comments on the original planning application during public consultation. This may be specific to those who commented on the specific issues which the amendments relate to.

- 4.36 Non-statutory consultees are those organisations and bodies that the planning authority are not legally required to consult but believe are likely to have an interest in the planning application or can provide expert advice. For example, these may include the local education authority, County archaeologist, County landscape architect, the County arboriculturist or the County ecologist.
- 4.37 We are required to give statutory consultees 21 days to respond to planning applications, as set out in Town and Country Planning (Development Management Procedures) (England) Order 2015. In the case of Public Service Infrastructure applications consultees have 18 days to respond.
- 4.38 Statutory consultees will be permitted a longer period to comment on planning applications where this is prescribed by legislation or has been agreed with the local Planning Authority.
- 4.39 Other consultees (where relevant) will also have 21 days to respond to the consultation, unless longer periods have previously been agreed. In the case of Public Service Infrastructure applications consultees have 18 days to respond. Where possible, all consultation will take place via email.
- 4.40 Appendix C sets out more information on the options for community engagement in development management.

## How to view a planning application

- 4.41 All planning applications and supporting information will be available to view on our website. The website will include the following information:
- the address and location of the proposed development;
  - a description of the proposed development;
  - the date by which representations should be received;
  - where the application can be inspected; and
  - how representations may be made about the planning application.
- 4.42 Online viewing of planning applications is encouraged. The planning application and all supporting information will also be available for public inspection at our offices in Winchester (by appointment and during normal office hours) (see Section 9 - 'Where can I find out more information on planning issues and the Hampshire Statement of Community Involvement?').
- 4.43 Electronic copies of the application are sent to the relevant district or borough council offices where they will be registered, placed on the public register, allocated a specific application number and will be available for the public to examine at their Council offices (by appointment and during normal office hours).

## How to comment on a planning application

- 4.44 Anyone can comment on a planning application. Our website provides the opportunity to comment on applications by using the 'Comment on this application<sup>17</sup>' link that features at

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17. [www.hants.gov.uk/landplanningandenvironment/strategic-planning/comment-on-application](http://www.hants.gov.uk/landplanningandenvironment/strategic-planning/comment-on-application)

the top of the page when viewing an application.

4.45 Officers can provide assistance and clarification on the content of planning applications should this be required.

## What should the comments cover?

4.46 Comments can be made to support a proposal, object to a proposal or to make a general observation about the proposal. Responses should focus on 'material considerations' when responding to a proposal. We have published some additional guidance to help local communities prepare responses to planning applications.

4.47 The following comments will not be considered:

- Comments which contain any unacceptable language, racism or threats; and
- Comments and objections collected or recorded elsewhere (e.g. other organisations' websites).

4.48 Our Zero Tolerance Statement can be found at [www.hants.gov.uk/aboutthecouncil/equality/objectives](http://www.hants.gov.uk/aboutthecouncil/equality/objectives)

## How long do communities and other interested parties have to respond to a planning application?

4.49 Communities and other interested parties will have a minimum of 21 days (unless it is a Public Service Infrastructure application which is 18 days, or an EIA development which is 30 days) within which to provide comments on an application, the deadline date for submission of comments will be published on the press notice, site notice and on our website.

4.50 Representations should be received before the end of the consultation period deadline. Representations received outside of the consultation period will only be taken into account if prior agreement for late submissions has been made.

4.51 In the event that additional information is submitted during the planning process and this requires re-consultation, this will take place for 14 days (30 days for EIA developments).

4.52 All representations received will be made available for inspection. A name, as well as a postal address, must be provided for the comments to be accepted on planning applications which are being considered. Anonymous or confidential representations without the required personal information cannot be accepted and will not be published.

## What happens to the responses when they are received?

4.53 When comments are received, the following will take place:



*\*comments will only be available to view on the website until a decision is made. They will then be removed from the website and the paper files to meet data protection requirements. Records will be kept in the planning database in line with file retention requirements.*

**Figure 7: What happens to comments received on planning applications?**

- 4.54 We will aim to make representation available to view within five working days. If there are any delays to this process (e.g. due to a pandemic or due to the numbers of representations received), an update will be shown on the relevant planning application page.
- 4.55 All representations received will form part of the background documentation for the planning application during the planning process.
- 4.56 Every effort will be made to remove personal details before publication on the website (such as telephone number/ email/ signature / addresses). More information on how we manage personal data can be found on our website<sup>18</sup>.
- 4.57 Officers will not normally enter into direct correspondences on responses received to a planning application due to the volume of correspondence received. Key issues raised will be documented in the officer's report.
- 4.58 When representations are received by email, an automatic acknowledgement will be sent out. A separate written notification will not be sent out for any representations received in writing.

## Decision making

- 4.59 We are required to determine planning applications within a specific timescale as set out in the Town and Country Planning (Development Management Procedure) (England) Order

18. <https://documents.hants.gov.uk/mineralsandwaste/StrategicPlanningPrivacyNotice-Planningapplications.pdf>

(2015) and the Environmental Impact Assessment Regulations (2017), unless an extended period is formally agreed with the applicant. Timescales for determination are as follows:

- Minor County Council Developments – determination within 8 weeks;
- Public Service Infrastructure Applications - determination within 10 weeks;
- Major Minerals, Waste and County Council Developments - determination within 13 weeks); and
- Environmental Impact Assessment (EIA) Applications - determination within 16 weeks.

4.60 The Hampshire Development Management Charter<sup>19</sup> is available to view on the website and provides more information on delegated and committee decision-making.

4.61 Our constitution sets out how decisions on planning applications can be made<sup>20</sup>. Applications must be determined by the Regulatory Committee in the following circumstances:

- A member of the County Council requests that the decision be made by the Regulatory Committee;
- The Director of Universal Services considers that the application should be determined by the Regulatory Committee;
- The applicant is a member or an officer of the County Council acting in a private capacity;
- The proposal involves the County Council either as land owner or applicant and the scheme is either a major departure from policy, not of a minor nature or not of a temporary nature;
- A representation is received requesting to make a 'deputation'; and/or
- A decision may result in a financial compensation claim being made against any local authority.

4.62 All other planning applications may be determined by the Director of Universal Services under delegated powers. If it is unclear who should make the decision, the Chairman of the Regulatory Committee will be consulted on who should make the decision

4.63 When a planning application is referred to the Regulatory Committee, those who have made a representation on a planning application will be advised and informed of our procedure for addressing the Committee (referred to as a Deputation) by Committee Services. Applicants and members of the public have the right to make a deputation directly to the Regulatory Committee. A request to make a deputation must be received at least three working days before the meeting.

4.64 District or borough council elected members are allowed to make a deputation to the Regulatory Committee. District or borough council officers may not make representations at committee.

4.65 The local county councillor will also have an opportunity to address the committee should they wish.

4.66 All committee reports will be available to view on our website seven days prior to a committee meeting and also via the planning application webpages.

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19 <https://documents.hants.gov.uk/mineralsandwaste/HampshireCountyCouncilDevelopmentManagementCharter.pdf>

20 <https://democracy.hants.gov.uk/ieListMeetings.aspx?CId=620&info=1&MD=Constitution>

4.67 If update reports are prepared after the committee reports have been published, these will be made available on the Regulatory Committee webpages and at the committee meeting. A copy of the update report will also be added to the planning application webpages.

## What happens after a delegated or committee decision has been made?

4.68 Once a delegated or committee decision has been made:

- The applicant, landowner and all statutory consultees and interested parties will be advised of the decision, including information on where the report can be viewed. We will notify the relevant district or borough council once a decision notice has been issued, so the Public Register can be updated accordingly.
- Anyone who has asked to be notified will be informed of the decision via email, or letter if email is not available, and where the report can be viewed.
- The decision report, notice and associated documentation will be available to view at our offices in Winchester (by appointment, during normal office hours).
- Our website will be updated with details of the decision, including date the decision was issued as well as all associated documentation.

### PLANNING APPEALS – PUBLICITY, NOTIFICATION AND DETERMINATION

4.69 If an applicant is granted planning permission conditionally, or if planning permission is refused, the applicant has the opportunity to appeal against the decision.

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

- Written Representations
- Informal or formal hearing; or
- Public Inquiry.

4.71 More information on planning appeals can be found on our website<sup>21</sup>. Figure 9 sets out the publicity which will be undertaken for planning appeals.

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21. <https://www.hants.gov.uk/landplanningandenvironment/strategic-planning/appeal-against-decision>



## Site Notices

A site notice will be placed at the appeal site where a public inquiry has been called by the Planning Inspectorate.

Copies of all associated site notices will be uploaded to our website on the relevant pages for the original planning application, to be viewed or downloaded.

## Neighbour Notification

Anyone who made written representations on the original planning application will be advised of the appeal procedure. All representations received will be forwarded to the Planning Inspectorate.

Standard notification letters will be sent to local county councillors, parish councils and the district/borough council as well as other interested parties.

We will notify interested parties of the appeal within 14 days of its commencement.

## Viewing Appeal Documents

All appeal and supporting information will be available to view on our website, as well as at our offices in Winchester.

**Figure 9: Publicity for Planning Appeals**

- 4.72 Once a planning appeal has been heard by the Planning Inspectorate, and a decision has been made, notification of the appeal outcome will take place per the methods detailed in paragraph 4.68 for standard decisions.

# 5

## How can communities and other interested parties stay involved?

- 5.1 There are a number of ways local communities and other interested parties can stay involved outside of the plan-making and planning application process.

### ASK TO BE NOTIFIED

- 5.2 Those with an interest in minerals and waste planning can register ('opt in') to be kept informed via the Minerals and Waste Newsletter.

### HELPING US TO MONITOR PERMITTED MINERALS AND WASTE DEVELOPMENTS

- 5.3 It is important that all development that we permit is undertaken in compliance with the planning permission that has been granted. Our Planning Enforcement and Site Monitoring Plan<sup>22</sup> provides more information on our monitoring duties and how to make a complaint in relation to the developments we deal with (minerals, waste and County Council developments).

### GET INVOLVED IN A SITE LIAISON PANEL

- 5.4 We encourage the formation of local liaison panels for major or controversial minerals and waste sites. These provide a forum for discussing operational issues between us as the local planning authority, the operator, representatives of the local community and other interested parties.
- 5.5 We already have a number of active liaison panels which are associated with existing minerals or waste sites. A list of the current liaison panels is available on our website<sup>23</sup>.
- 5.6 The specific makeup of liaison panels varies according to the local situation, but potential members of a panel might include:
- the operator of the relevant facility;
  - Environment Agency;
  - representatives from the relevant district, borough, parish or town councils
  - any relevant residents association representatives; and
  - residents or representatives of residents directly affected by the development; and
  - any other interested parties.
- 5.7 We expect that operators of major minerals and waste developments will run and manage liaison panels at their sites and supports local county councillors acting to independently chair the panel. We have prepared a Liaison Panel Protocol<sup>24</sup> to help with the establishment of the panels.

22. <https://documents.hants.gov.uk/planning-strategic/HampshireCountyCouncilPlanningEnforcementandSiteMonitoringPlan2021.pdf>

23. <https://www.hants.gov.uk/landplanningandenvironment/strategic-planning/sites-in-hampshire/site-liaison-panels>

24. <https://documents.hants.gov.uk/mineralsandwaste/LiaisonPanelProtocolformineralsandwastesites.pdf>

## HELPING US TO ENSURE DEVELOPMENT DOES NOT TAKE PLACE WITHOUT PLANNING PERMISSION

- 5.8 Sometimes development takes place without the necessary planning permission. Local knowledge of what is taking place in an area is often essential to addressing development which is taking place without the benefit of planning permission.
- 5.9 We will investigate all complaints in relation to unauthorised minerals or waste developments or breaches of minerals or waste site planning permissions.
- 5.10 The Planning Enforcement and Site Monitoring Plan<sup>25</sup> provides more information on the enforcement powers and how to make a complaint.

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25. <https://documents.hants.gov.uk/planning-strategic/HampshireCountyCouncilPlanningEnforcementandSiteMonitoringPlan2021.pdf>

# 6

## Neighbourhood Planning in Hampshire

- 6.1 We are fully supportive of neighbourhood planning as a way for local communities to have a greater say in where they live and work. We will provide appropriate and timely support to parish and town councils, as well as neighbourhood forums working on Neighbourhood Plans. Given the wide range of duties and responsibilities we perform, it is important that we engage in the preparation of neighbourhood plans from the outset.
- 6.2 We have prepared a guide<sup>26</sup> to help those interested in preparing a neighbourhood plan to quickly identify what information, guidance, help and support can be provided. The guide:
  - explains the main County Council services that may have to be considered when carrying out neighbourhood planning;
  - provides links to the policy guidance and to the County Council teams that might be able to provide further advice and information; and
  - explains the distinction between the role of the County Council compared to that of the district, borough, city councils or national parks in neighbourhood planning.

# 7

## Charging for information

- 7.1 Charging for planning documents, planning histories, committee reports, decision notices, copying of plans, etc. could exclude some members of the community from gaining information on issues that may affect them. For this reason, we will try to send all requested information electronically, free of charge. Where this is not an option, paper copies will be sent, and we reserve the right to charge to cover the cost of the document production and/or copying of information and posting.

# 8

## Reviewing the Hampshire Statement of Community Involvement

- 8.1 The Hampshire Statement of Community Involvement (SCI) will be reviewed to ensure it is up to date with current legislation and sets out an appropriate benchmark for meeting consultation requirements. Current regulations require SCI to be reviewed at least every five years.
- 8.2 Reviewing the SCI will include assessing:
  - how effective its approach is in helping the community, consultees and interested parties to be involved in minerals and waste planning in Hampshire;
  - how appropriate the SCI's proposed techniques are and how easy they are to use; and
  - whether new government guidance will result in the requirement to revise the adopted SCI.

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26. <https://documents.hants.gov.uk/planning-strategic/NeighbourhoodPlanninginHampshire.pdf>

# 9

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

- 9.1 Planning Aid is a voluntary service offering free, professional and impartial advice on planning issues to community groups and individuals who cannot afford to employ a planning consultant.
- 9.2 The government's Planning Portal is also a useful source of information on the planning process for residents, operators and the regulators.
- 9.3 Copies of the Hampshire Statement of Community Involvement (SCI) are available to view:
  - on our website<sup>27</sup>; and
  - at our offices in Winchester (by appointment and during normal office hours).
- 9.4 If you require further information, you can contact the Development Management and Minerals and Waste Policy teams using the information below:

Development Management	Minerals and Waste Policy
Universal Services, Hampshire County Council, The Castle, Winchester, Hampshire, SO23 8UL	Hampshire 2050, Hampshire County Council, The Castle, Winchester, Hampshire, SO23 8UJ
<a href="mailto:planning@hants.gov.uk">planning@hants.gov.uk</a>	<a href="mailto:planning.policy@hants.gov.uk">planning.policy@hants.gov.uk</a>
0300 555 1389	0300 555 1389

27. [www.hants.gov.uk/landplanningandenvironment/strategic-planning/statement-community-involvement](http://www.hants.gov.uk/landplanningandenvironment/strategic-planning/statement-community-involvement)

# Glossary and Acronyms

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

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

**Development Plan Document (DPD):** Spatial planning documents which are subject to independent examination.

**Development Scheme:** A project plan for the development of statutory and other planning documents.

**Discharge of planning conditions (Article 27s):** Where a planning permission includes conditions which require further work or further details to be submitted, which need to be agreed and signed off by the relevant planning authority.

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

**Environmental Impact Assessment (EIA):** Systematic investigation and assessment of the likely effects of a proposed development, to be taken into account in the decision-making process under the Town and Country Planning (Environment Impact Assessment) (England and Wales) Regulations 1999. The process is undertaken for a proposed development that would significantly affect the environment because of its siting, design, size or scale.

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

**Habitats Regulation Assessment (HRA):** Statutory requirement for Planning Authorities to assess the potential effects of land-use plans on designated International Sites in Great Britain. The Habitats Regulations Assessment is intended to assess the potential effects of a development plan on one or more International Sites comprising Special Protection Areas (SPAs) and Special Areas of Conservation (SACs).

**Hampshire Minerals & Waste Plan (HMWP):** The Hampshire Minerals & Waste Plan is the adopted development plan for minerals and waste in Hampshire.

**Inspector's Report:** This is produced by the Planning Inspector following the public examination of the development plan documents and is binding.

**Interested party:** Any party who has a concern or interest in the proceedings of a particular minerals and waste development.

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

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

**Neighbour notifications:** Nearby neighbours to a development site are notified of the submission of a planning application by letter.

**Negotiation:** Process of reaching consensus by exchanging information, bargaining and compromise that goes on between two or more parties with some shared interests and conflicting interests.

Negotiation is likely to be part of the process of mediation but can also happen outside of any formal mediation and without the assistance of a neutral person.

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

**Planning application:** An application to carry out development for which planning permission is required.

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

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

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

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

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

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

**Redacted:** To redact is to edit or prepare for publishing. Frequently, a redacted document, such as a memo or e-mail message, has simply had personal (or possibly actionable) content removed or blacked out.

**Soundness:** Soundness is an issue which is considered as part of the public examination of a development plan document. A Plan can only be adopted if it has been 'found sound' by a Planning Inspector.

**Statement of Community Involvement (SCI):** A Local Development Document which sets out the standards the Planning Authority intends to achieve when involving the community in preparing Local Development Documents, or when making a significant development control decision. It also sets out how the Authority intends to achieve these standards. A consultation statement must be produced showing how the Authority has complied with its SCI.

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

**Strategic Environmental Assessment (SEA) / Sustainability Appraisal (SA):** Sustainability appraisal is a systematic and repeated appraisal process, incorporating the requirements of the Strategic Environmental Assessment Directive (European Union 'SEA Directive' 2001/42/EC). The purpose of sustainability appraisal is to appraise the social, environmental and economic effects of the strategies and policies in any minerals and waste development document from the outset



of the preparation process. This will ensure that decisions are made that accord with sustainable development. All references to sustainability appraisal must be taken to include the requirements of the Strategic Environmental Assessment Directive as the work on the Hampshire Minerals and Waste Plan merges these together. The Sustainability Appraisal (incorporating Strategic Environmental Assessment) documents are support the preparation of the plan.

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

# Appendix A – Potential Consultees & Interested Parties

## Statutory Consultees (defined by relevant regulations) including:

- Local planning authorities, parish and town councils (inside and outside Hampshire) and national parks which may be impacted by a development proposal
- Environment Agency
- Natural England
- Historic England
- Lead Local Flood Authority
- Sport England
- National Highways
- Local Highway Authority
- Public utilities, the National Grid, statutory undertakers (plan-making only)

## Marginalised communities and groups, including:

- Carers
- Homeless people
- People with limited access to transport
- Rural residents communities
- Black, minority ethnic, religious and belief groups
- Minority communities (inc. gypsy and travellers)
- People with physical, sensory, learning disability or mental health issues
- Young and old people
- People with limited access to information technology

## Other consultees including:

- Residents (inc. renters), owners of second homes
- Area of Outstanding Natural Beauty bodies
- Minerals and waste management operators, trade bodies and agents
- Construction businesses
- Housing associations
- Transport providers
- Ministry of Defence
- Members of Parliament
- Environmental organisations & interest groups
- Established residents and community groups
- Public utilities, National Grid, statutory undertakers (planning applications only)
- Local business & Economic bodies
- Tourism organisations, tourist and visitors to Hampshire
- Health and safety organisations (Health and Safety Executive, Police and Crime Commissioner, Fire and Rescue, Clinical Commissioning groups)
- Volunteer groups and charities
- Schools, colleges and universities
- Commuters
- Other Government departments & agencies
- Neighbourhood Forum (where Neighbourhood Plan is in place)
- Existing and adjoining landowners
- Network Rail

## Appendix B – Options for community involvement in plan-making

Options for Community Involvement	Plan-making Stages (Regulations)					
	Regulation 18 Options Development	Regulation 19 Proposed Submission	Regulation 22 Submission	Regulation 24 Public Examination	Regulation 24 Proposed changes to the Plan	Regulation 26 Inspector's Report
Make documents (including consultation documents where relevant) available to view on our website with internet access at Discovery Centres, and Libraries	✓	✓	-	-	✓	✓
Use of newsletter (where appropriate) to publicise details (distributed via website, email or post)	✓	✓	✓	-	✓	✓
Make consultation documents available for inspection at our offices (in Winchester, by appointment and during normal office hours)	✓	✓	-	-	✓	✓
Notify neighbouring properties of sites to be considered within public consultation documents as proposed allocations	✓	✓	-	-	-	-
Formal written consultation	✓	✓	-	-	✓	✓
Send link to electronic copies of relevant documents to Statutory consultees and other consultees and interested parties	✓	✓	-	-	✓	✓
Send email or letter (where email is not available) to statutory consultation bodies (listed in Regulations) with links to documents on our website	✓	✓	-	-	✓	✓
Send email or letter (where email is not available) to general/informal consultees/interested parties, with links to documents on website)	✓	✓	-	-	✓	✓

	Plan-making Stages (Regulations)					
Options for Community Involvement	Regulation 18 Options Development	Regulation 19 Proposed Submission	Regulation 22 Submission	Regulation 24 Public Examination	Regulation 24 Proposed changes to the Plan	Regulation 26 Inspector's Report
Use internet (email shots to put documents and statutory notices on our website, use of response forms via the internet)	✓	✓	-	-	✓	-
Respond to consultee/interested parties enquiries about general plan preparation (by post and email)	✓	✓	✓	✓	✓	✓
Acknowledge respondent representations and notifying them of our response in a summary report	✓	✓	-	-	✓	-
Use media to publicise and promote community involvement (where appropriate)	✓	✓	-	-	✓	-
Use leaflets/brochures - mailed or placed in public places, such as Discovery Centres, libraries (where appropriate)	✓	✓	✓	✓	✓	✓
Use public exhibitions displays/stalls/road shows (where appropriate)	✓	✓	-	-	-	-
Use focus groups (selected groups of participants with particular characteristics) (where appropriate)	✓	✓	-	-	-	-
Use interactive consultees/ interested parties workshops, e.g. 'enquiry by design' and 'planning for real' exercises, including via internet (where appropriate)	✓	✓	-	-	-	-
Use of Area Forums (standing groups with geographical remit) e.g. potential use when plans consider site allocations	✓	✓	-	-	-	-
Encourage consultees/interested parties to make use of planning aid services (advertised by link on website)	✓	✓	✓	✓	✓	✓
Use social media (where appropriate)	✓	✓	✓	✓	✓	✓

## Appendix C – Options for community engagement in development management

	Planning application		Planning appeal	
	Receipt and processing of planning application	Notification of decision for a planning application	Receipt and processing of planning appeal	Notification of decision for a planning application
Make documents available to view online on our website	✓	✓	✓	✓
Make documents available for inspection at County Council offices in Winchester (by appointment and in normal office hours)	✓	✓	✓	✓
Make documents available for electronic inspection at local authority offices (District and Borough)	✓	✓	✓	✓
Place a notice in a local newspaper for the required timescale	✓	✓	✓	
Notify relevant county councillor	✓	✓	✓	✓
Notify objectors who have requested notification following previous planning application (where objections have been made within 2 years of receipt of new & approved) planning application at the same site) at specific sites	✓	-	✓	-
Place site notices on the planning application site/appeal site	✓	-	✓	-
Send copy (by email or letter) of site notices to relevant Parish or Town council for display (as appropriate).	✓	-	-	-
Notify neighbouring properties of sites where an application/appeal has been submitted - in line with the requirements of the SCI	✓	-	✓	-
Notify and send, upon request, hard copies of relevant documents to Statutory Consultees (if not signed up for email consultation)	✓	-	-	-

	Planning application		Planning appeal	
	Receipt and processing of planning application	Notification of decision for a planning application	Receipt and processing of planning appeal	Notification of decision for a planning application
Send email (letter if email is not available) to statutory consultation bodies (listed in Regulations) with links to documents on our website.	✓	-	-	-
Send email (letter if email is not available) to general consultees and interested parties, with links to documents on website	✓	-	-	-
Place details of application on our Statutory notice board	✓	-	✓	-
Encourage consultees and interested parties to make use of planning aid services (advertised by link on website)	✓	-	-	-
Use social media (where appropriate)	-	-	-	-

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

For further information, please contact:

Development Management	Minerals and Waste Policy
Universal Services, Hampshire County Council, The Castle, Winchester, Hampshire, SO23 8UL	Hampshire 2050, Hampshire County Council, The Castle, Winchester, Hampshire, SO23 8UL
<a href="mailto:planning@hants.gov.uk">planning@hants.gov.uk</a>	<a href="mailto:planning.policy@hants.gov.uk">planning.policy@hants.gov.uk</a>
0300 555 1389	0300 555 1389
<a href="http://www.hants.gov.uk/landplanningandenvironment/strategic-planning">www.hants.gov.uk/landplanningandenvironment/strategic-planning</a>	



Hampshire  
County Council