

# Statement of Community Involvement

June 2019





# Contents

Page

<b>1. INTRODUCTION</b> .....	<b>1</b>
Purpose of the Statement of Community Involvement .....	1
<b>2. ENGAGEMENT PRINCIPLES</b> .....	<b>2</b>
Whom to consult? .....	2
Principles of Community Involvement.....	3
Methods of Engagement in Planning .....	3
<b>3. PLANNING POLICY</b> .....	<b>6</b>
Local Plans .....	6
Duty to co-operate .....	8
Supplementary Planning Documents .....	9
Sustainability Appraisal .....	9
Neighbourhood Planning .....	10
<b>4. PLANNING APPLICATIONS</b> .....	<b>11</b>
Publicity for applications .....	11
Making comments on a planning application .....	11
Determining the application .....	12
What we expect from applicants .....	13
<b>5. ADMINISTRATIVE MATTERS</b> .....	<b>16</b>
GDPR .....	16
Resources .....	16
Monitoring & Review.....	16

# 1. Introduction

- 1.1 The preparation of a Statement of Community Involvement (SCI) is a requirement of the Planning and Compulsory Purchase Act 2004. The Localism Act 2011 emphasises the importance of community involvement in the planning system, and of enabling communities to make a significant contribution towards shaping the places where they live.
- 1.2 Havant Borough Council's first SCI was adopted in 2006, and revision have been made since then to reflect changes in regulations and Government policy. This SCI replaces all previous versions.

## Purpose of the Statement of Community Involvement

- 1.3 The purpose of the SCI is to explain how local people can engage in plan making and decision making in Havant Borough. Community involvement and consultation play an important role in the Borough Council's decision-making process on planning. The Council believes that the whole community should have the opportunity to engage in the preparation of the Local Plan and in the consideration of planning applications in order to promote and protect the development of sustainable communities.
- 1.4 The SCI aims to:
  - Explain the process and methods for community involvement for different types of planning policy documents and for the different stages of plan preparation, including how the diverse sections of the community are engaged
  - Explain the process and appropriate methods for effective community involvement in the determination of planning applications
  - Identify which organisations and community groups that we will engage with at different stages of the planning process,
  - Include the Council's approach to pre-application discussions
  - Include information on how the SCI will be monitored and updated
  - Include details of where community groups can get more information on the planning process.
- 1.5 The SCI gives an overview only, and weblinks throughout the document guide the reader to sources of more detailed information, and where they can get more regular updates on planning matters.

# 2. Engagement Principles

- 2.1 Havant Borough Council is committed to positive and constructive engagement with the community it serves and endeavours to involve as many organisations and local people as possible in the planning process.

## Whom to consult?

- 2.1 Stakeholders and Consultees in Planning matters come in a variety of forms, from landowners and developers, community groups and individuals, to infrastructure providers and government agencies. The list below gives an overview, but is not a comprehensive list.

### **Specific bodies that the council is required to consult on planning matters, including:**

- Neighbouring local planning authorities namely Portsmouth City Council, Winchester City Council, East Hampshire District Council, Chichester District Council and the South Downs National Park Authority.
- Hampshire County Council
- Any other 'prescribed' body including the Environment Agency, Historic England and Natural England
- Parish councils of neighbouring planning authorities
- Infrastructure providers

### **The local community including:**

- General public
- Community forums / panels / networks
- Resident / community / civic societies and associations
- Local businesses and business groups
- Charity and voluntary organisations

### **The extended community including:**

- Landowners, developers and agents
- National and sub-regional interest groups
- General business and industry
- Housing bodies
- Transport bodies.

# Principles of Community Involvement

## Meeting minimum standards

- 2.2 The minimum standards for community involvement in the preparation of Local Development Documents are set out in Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). Those for planning applications are set out in the Development Management Procedure Order 2010. Havant Borough Council currently meets these minimum standards and exceeds them in many cases.

## Continuous involvement

- 2.3 Community engagement should occur throughout the various stages of preparing a local plan. To be truly effective, this must provide appropriate opportunities for information, participation, consultation and response. For planning applications, particularly 'significant' ones, this means involving the community as early as possible in the pre-application stage, through to notifying interested groups and individuals of the Council's decision.

## General access to information

- 2.4 All planning information should be accessible to the whole community. The Council will do its best to write all consultation documents, particularly marketing material supporting consultations, in plain English, avoiding jargon and over-use of abbreviations wherever possible. Its website will be kept up-to-date with information on local planning policy documents and planning applications. This will be publicised using the Council's social media accounts.
- 2.5 The website will be the primary means of providing information. Documents are also available for public inspection on request at the Public Service Plaza during office hours (subject to the provisions of the Data Protection Act).

# Methods of Engagement in Planning

- 2.6 The main methods the Council will use to involve the community in the planning process are set out in Table 1 at the end of this section. The extent of engagement will depend on a number of factors, including the likely level of interest in the consultation. Not all methods will be used on all occasions, and the emphasis on different methods will change over time. For example in the last few years, the use of social media to promote information on the Local Plan has substantially increased, and further such changes are likely to emerge the future.
- 2.7 Specific information on how the community will be engaged in the development of local planning policy and planning applications is set out in dedicated section in this document.

Method	Description	Engagement Type
Public Service Plaza	Community / Information Hub <a href="http://www.havant.gov.uk/contact-us/how-to-find-us">www.havant.gov.uk/contact-us/how-to-find-us</a>	General <b>information</b> and advice on planning and all other Council services.
'Serving You'	The Council's in-house magazine, available at: <a href="http://www.havant.gov.uk/serving-you-magazine">www.havant.gov.uk/serving-you-magazine</a>	<b>Information</b> on upcoming local plan consultations and major planning applications.  (NB lead in times are long, so use of this method is limited to general

		updates and rarely used for specific consultation periods)
<b>Council website</b>	<p>Information and access to Local Plan documents and opportunities to comment.</p> <p><a href="http://www.havant.gov.uk/localplan">www.havant.gov.uk/localplan</a></p> <p>Information and opportunities to comment on planning applications.</p> <p><a href="http://www.havant.gov.uk/search-and-comment-planning-applications">www.havant.gov.uk/search-and-comment-planning-applications</a></p>	<p><b>Information</b> - up to date information on local plan documents and planning applications.</p> <p><b>Consultation</b> - documents available online, and make use of online questionnaires and comment forms.</p> <p><b>Feedback</b> on previous consultations and applications.</p>
<b>Local Plan Newsletter</b>	<p>Produced as necessary – emailed to statutory consultees, and groups and individuals registered for Local Plan updates on .govdelivery.</p>	<p><b>Information</b> on local plan and opportunities to get involved</p> <p>General planning <b>information</b> and advice</p>
<b>Social Media</b>	<p>Council facebook, twitter and other feeds – open to anyone to follow, share and comment.</p> <p><a href="http://www.havant.gov.uk/our-social-media">www.havant.gov.uk/our-social-media</a></p>	<p><b>Information</b> on local plan and opportunities to get involved.</p> <p><b>Information</b> updates on schemes, such as infrastructure delivery</p>
<b>Leaflets</b>	<p>Readable and accessible summaries of Local Plan documents, highlighting opportunities to get involved. Published on the website.</p>	<p><b>Information</b> on local plan and opportunities to get involved.</p> <p>General planning <b>information</b> and advice.</p>
<b>Press Releases</b>	<p>To local newspapers, radio and TV, plus local magazine and newsletter editors concerning Local Plan documents, major planning applications and other opportunities for public involvement.</p>	<p><b>Information</b> on local plan, planning applications and opportunities to comment</p> <p><b>Feedback</b> on previous consultations.</p>
<b>Written Consultation and Communication</b>	<p>Contact statutory consultees, and groups and individuals registered for Local Plan updates on govdelivery.</p> <p>Notify neighbouring properties on proposed Local Plan sites and Planning Applications.</p> <p>Receive comments on Local Plan and Planning Applications in hard copy.</p>	<p><b>Information and Consultation</b> on local plan</p> <p><b>Written consultation</b> on applications and feedback on decision.</p>
<b>E-mail</b>	<p>Direct consultations to those who have requested to be contacted by e-mail via the govdelivery service.</p>	<p><b>Information</b> on local plan and consultations</p>


	<p>Email alerts</p>  <p>General enquiry emails for:</p> <p>Planning Policy: <a href="mailto:policy.design@havant.gov.uk">policy.design@havant.gov.uk</a></p> <p>Planning Applications: <a href="mailto:planning.development@havant.gov.uk">planning.development@havant.gov.uk</a></p>	<p><b>Consultation</b> – emails with links to documents and forms</p> <p><b>Opportunity to respond</b> to Local Plan consultations and Planning applications via email</p>
<p><b>Exhibitions/Displays</b></p>	<p>Provided at key stages in the production of Local Plan documents at the Public Service Plaza, libraries, community centres, shopping centres and other public buildings as appropriate.</p> <p>Could also be used by applicants to publicise significant applications where appropriate.</p>	<p><b>Information</b> on local plan, significant planning applications and consultation opportunities.</p> <p><b>Participation</b> - where displays are staffed by Council officers or applicants.</p>
<p><b>Public meetings</b></p>	<p>Meetings arranged specifically, or attendance at wider meetings, such as Residents' Associations meetings</p> <p>Means of raising awareness and of opportunities to comment. Presentations could be on particular Local Plan documents or on specific development proposals. Opportunities for question and answer sessions with planning officers and other specialists where necessary.</p>	<p><b>Information</b> on local plan, applications/proposals and consultation opportunities.</p> <p><b>Participation</b> - opportunities to discuss projects and proposals and feedback ideas.</p> <p><b>Consultation and feedback</b> on options, draft proposals and specific planning applications.</p>
<p><b>Design Panel</b></p>	<p>Independently-appointed architects, designers and development professionals who provide unbiased design advice.</p>	<p><b>Consultation and feedback</b> on specific planning applications and other proposals.</p>
<p><b>Planning / Community Workshops</b></p>	<p>Enquiry by Design / Planning for Real / Masterplanning workshops.</p> <p>Means of getting professionals, main stakeholders and wider community to work together to explore options for an area or particular site.</p> <p>Could also be used for significant development proposals.</p>	<p><b>Participation</b> - particularly for specific area-based projects/ development proposals.</p>

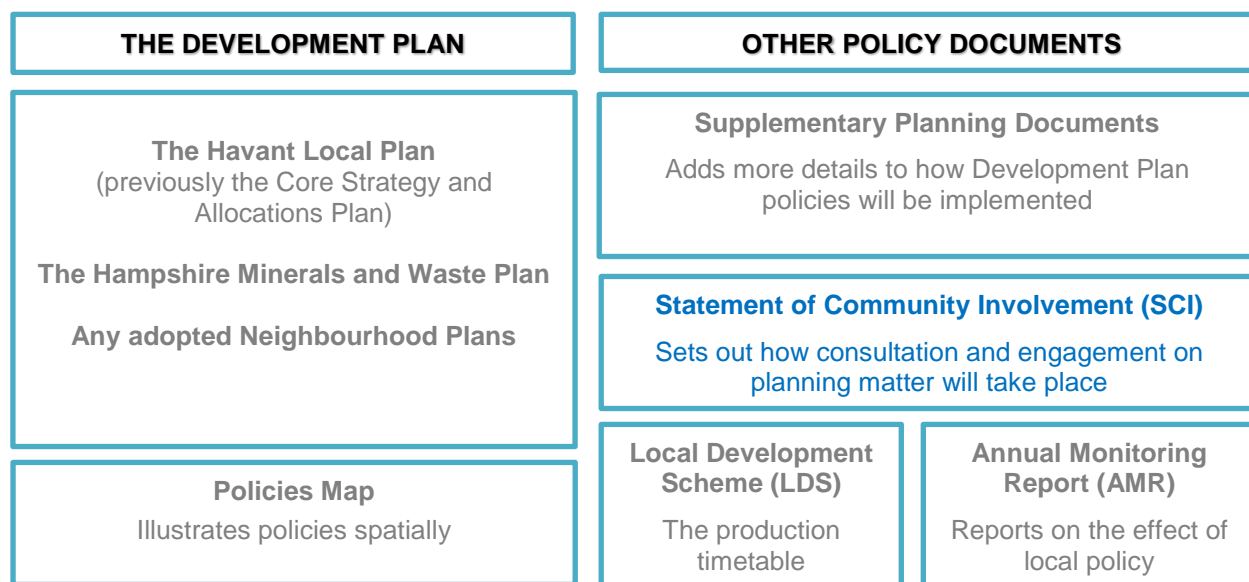
Table 1: Community Involvement Methods



# 3. Planning Policy

3.1 Havant Borough’s local planning policy is made up of a portfolio of documents, illustrated in figure 3.1. All documents can be found at [www.havant.gov.uk/planning-policy](http://www.havant.gov.uk/planning-policy).

**Figure 3.1: The Development for Havant - The Local Plan and other planning documents**



## Local Plans

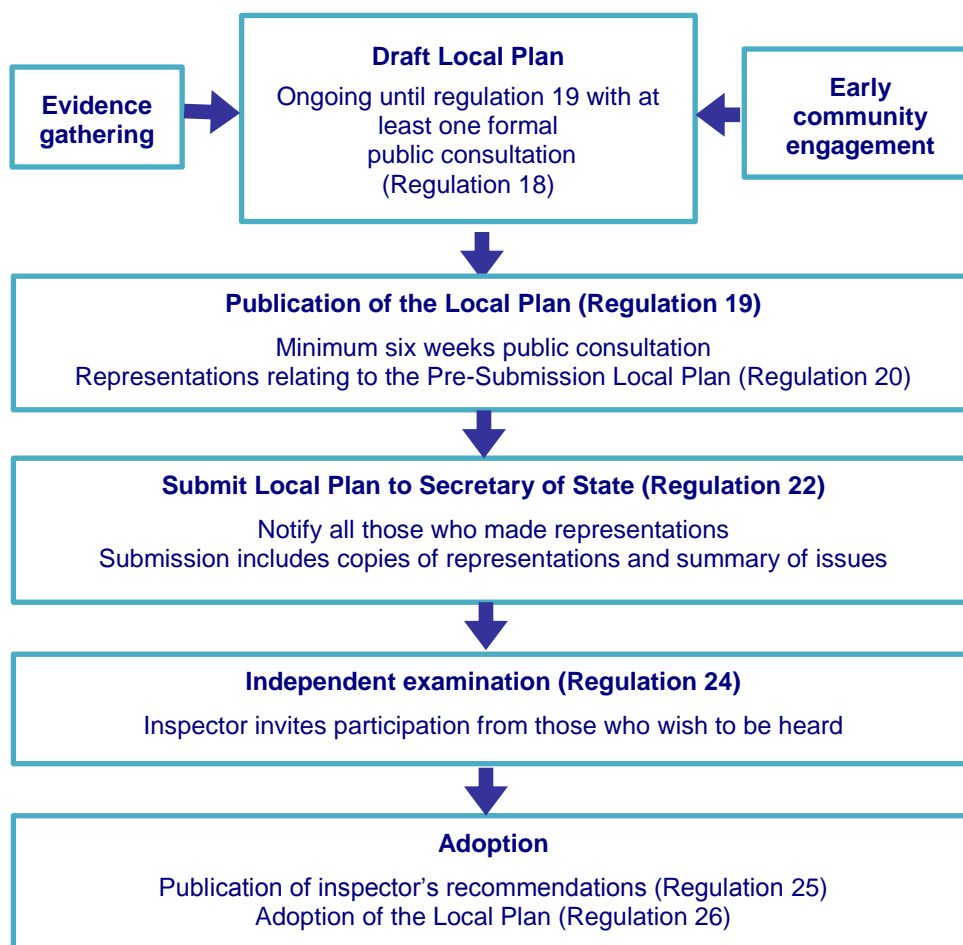
3.2 The minimum standards for consultation in the preparation of local plans set out in the regulations are:

- A period for the submission of representations of not less than six weeks at the Pre-Submission (otherwise known as publication) stage
- Notify certain bodies of the subject of a local plan, and invite representations about what the plan should contain
- Notify and issue information to specific and general consultation bodies
- Notification to residents and businesses as the Council considers appropriate.
- Make documents available on the Council’s website
- Make information available at the principal Council office, and at other places in the area as the Council considers appropriate
- Publish a statement setting out who has been consulted, how this consultation was undertaken, a summary of any issues raised and details of how these have been addressed.

3.3 Whenever possible, the Borough Council will endeavour to exceed the minimum requirements, and every effort will be made to undertake consultations at appropriate times, taking into account school terms and public holidays. Where these times are unavoidable due to the need to make progress on preparing the development plan, the Council may extend the consultation period beyond the minimum time, but not beyond any maximum prescribed period.

- 3.4 The National Planning Policy Framework (NPPF) stresses the importance of early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses in the plan-making process. Along with the Localism Act, local planning and neighbourhood planning Regulations provide the opportunity to take such initiatives further, and to empower local communities in development planning.
- 3.5 The Council's approach to community involvement during the preparation of a local plan is set out in figure 3.2. These are broadly divided between the informal stages of evidence gathering, early community involvement and draft consultation documents (together referred to as 'front loading'), and the more formal processes of publication, submission, examination and adoption.

**Figure 3.2: Local Plan preparation**



- 3.6 The Council maintains an online mailing list of contact details for all individuals and organisations who are interested in the Local Plan. This uses Govdelivery and is embedded into the Council's website. As of January 2019, there are more than 3,000 recipients on the mailing list. Only the minimum amount of personal data is collected to enable the Council to keep stakeholders up to date on the Local Plan. This mailing list is used to send out Local Plan Newsletters, notifications of formal consultations and upcoming Development Consultation Forums. Stakeholders are able to add themselves or take themselves off of the mailing list. Stakeholders also have the opportunity to request a postal letter based mailout to inform them about formal consultation stages for those who are not online.
- 3.7 Representations on local development documents must be made in writing, whether by post or email. All comments received in formal consultation periods cannot be treated as confidential and could be made available for public inspection at the Havant Public Service Plaza. All comments received will be considered in the continuing preparation of that particular document. More general feedback will be provided using the methods outlined in Table 1, particularly by keeping the Council's website up to date.
- 3.8 When local plans are formally published and submitted to the Secretary of State for independent examination, the documentation must include a Consultation Statement. This sets out the ways in which the Council has engaged the community in the preparation of the plan in accordance with the regulations and the procedures prescribed in this SCI. It provides details of who has been involved, when and how they have been engaged in the process and the Council's responses to the representations. It also must set out how these have been taken into account in preparing the relevant document.

## Duty to co-operate

- 3.9 The Localism Act and the NPPF require neighbouring local authorities, groups of authorities and/or other public bodies to work together on planning issues that cross administrative boundaries. This 'duty to co-operate' is a statutory requirement for all local planning authorities. They must demonstrate effective and on-going joint working through Statements of Common Ground, which document the cross-boundary matters being addressed and the progress in cooperating to address these (paragraphs 24 to 27 of the NPPF). The extent to which a Council has undertaken this duty will be scrutinised as part of the independent examination of its local plan.
- 3.10 The Council recognises the benefits of working collaboratively and has worked with its neighbouring authorities successfully for many years to address development needs over the wider sub-region. This takes place principally through the Partnership for Urban South Hampshire (PUSH), although the Solent Local Enterprise Partnership (LEP) and Solent Transport also play key partnership roles in addressing cross border issues and strategic barriers to economic growth.
- 3.11 In addition to this, specific engagement takes place with Chichester District Council where necessary. The Council is also part of a number of other partnerships which collectively help to address cross-boundary issues. These include the Solent Recreation Mitigation Partnership (Bird Aware Solent) and the Hampshire and Isle of Wight Local Nature Partnership.

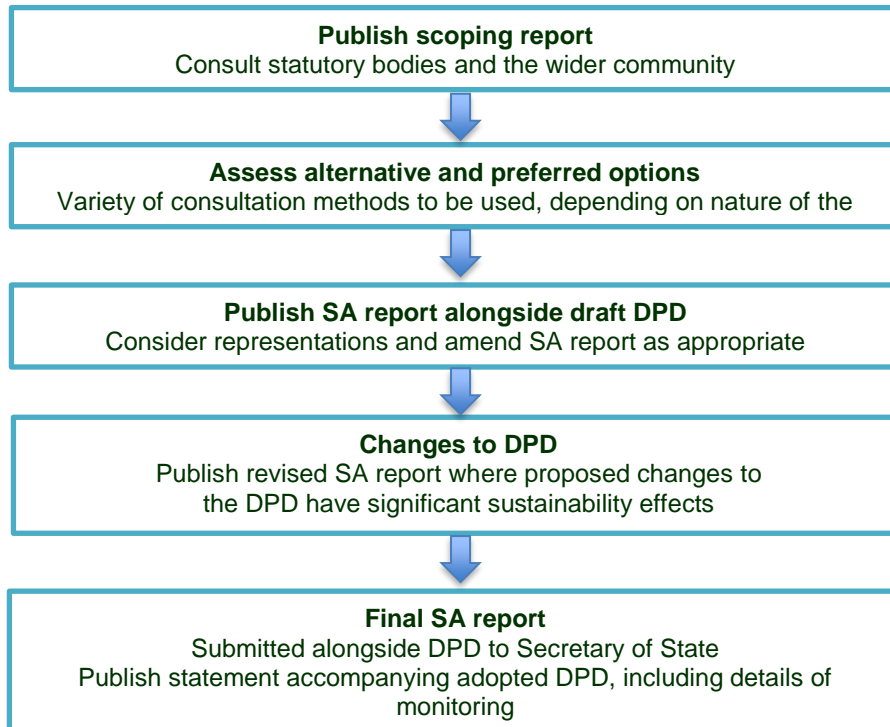
# Supplementary Planning Documents

- 3.12 SPDs are documents which add further detail to the policies in the development plan – they are used to provide further guidance for development on specific sites, or on particular issues, such as design or parking. The degree of community involvement will vary according to the nature of the SPD, and the methods used will be proportionate to the nature of the document.
- 3.13 The process for adopting SPDs requires only one stage of public consultation (minimum four weeks) and there is no independent examination. Before adoption, the council must prepare a statement setting out the persons/organisations consulted, a summary of the issues raised, and how those issues have been addressed in the SPD.

## Sustainability Appraisal

- 3.14 All plans, policies and programmes require a Sustainability Appraisal (SA). This involves an assessment of the document's economic, social and environmental impacts and performs a key role in providing a sound evidence base for the plan. A report on the findings is published alongside each consultation stage of the plan, and is itself open to public comment.
- 3.15 The SA process fully incorporates the requirements of the European Directive on Strategic Environmental Assessment (SEA), which requires an assessment of the significant environmental effects of the local plan. The legal requirements to carry out SA and SEA, while different, are usually combined into a single process that meets the requirements of both. The process is set out in figure 3.3 below.

**Figure 3.3: The Sustainability Appraisal process**



- 3.16 While an SA is not required for SPDs, it is still necessary for the Council to publish a screening report which draws on the SA of the parent Local Plan, and which clarifies whether or not the

SPD is likely to lead to any further significant effects. The screening report should also ensure that any requirements under the European Directive are met for the SPD.

- 3.17 Public consultation on other policy documents or site-specific proposals prepared by the council (e.g. management plans, design frameworks, conservation area appraisals) will be undertaken as appropriate, according to the nature and scope of the document concerned.

## Neighbourhood Planning

- 3.18 The Localism Act 2011 introduced neighbourhood plans, which designated neighbourhood planning forums are able to prepare. Neighbourhood plans must be in conformity with national planning policies (the NPPF) and the strategic policies in the local plan. Such plans have the power, if the community so wishes, to promote more development than the local plan. However they cannot promote less development than is allocated to the neighbourhood area in the local plan.
- 3.19 A Neighbourhood Plan must be produced in line with regulations, must be subject to consultation and must be assessed by an independent examination before it can go to a local referendum. If the neighbourhood plan is approved by a majority, then the Council would approve it as part of the development plan and relevant planning applications would be assessed against it.
- 3.20 If a community wishes to simplify the process for allowing development, it can propose a Neighbourhood Development Order or a Community Right to Build Order, either instead of, or in conjunction with, a neighbourhood plan. This will effectively grant planning permission for certain types of development in specified areas. Such orders, however, cannot remove the need for other permissions such as listed building or conservation area consent.
- 3.21 Any community in the five areas of the Borough could undertake a neighbourhood plan, subject to meeting the 'qualifying body' requirements set out in legislation and regulations. The first step in this process is to make an application for designation as a 'neighbourhood area' and appropriate 'neighbourhood planning forum' to the Borough Council.
- 3.22 The council will help and support any group designated as a neighbourhood planning forum by making available an officer in the Planning Policy Team to act as the main contact for the group. This can help the group in preparing a neighbourhood plan or a neighbourhood development order. This officer can provide guidance to the group on planning matters, and specifically on ensuring that the neighbourhood plan is in conformity with the Local Plan and national planning law and guidance. However, the council is not able to provide financial assistance, or be involved in the actual drafting of the neighbourhood plan.
- 3.23 Further information is available at [www.havant.gov.uk/planning-and-environment/planning-policy/neighbourhood-planning](http://www.havant.gov.uk/planning-and-environment/planning-policy/neighbourhood-planning) and at <https://neighbourhoodplanning.org/>

# 4. Planning Applications

## Publicity for applications

- 4.1 The Council will continue to carry out consultation on all planning applications to meet, and wherever possible exceed, the minimum requirements set out in the Town and Country Planning (Development Management Procedure) (England) Order 2010 as amended.
- 4.2 A weekly list of all registered applications and appeals is published on the Havant Borough Council website at [www.havant.gov.uk/weekly-list-of-applications-and-appeals](http://www.havant.gov.uk/weekly-list-of-applications-and-appeals); subscribers to the website can choose to accept notifications each time the Weekly List is published. Interested parties can also choose the self-serve weekly lists on the Public Access site.
- 4.3 Formal advertisements for certain types of application are placed in a local newspaper (The Hampshire Independent [www.hantsdirect.com](http://www.hantsdirect.com)).
- 4.4 **Site notices** are displayed for 21 days, on or close to the site of all planning applications which have been subject to a formal newspaper advertisement. Notices are also placed for proposals affecting listed buildings and conservation areas; for developments for which there are no easily identifiable neighbours; and proposals affecting trees subject to Tree Preservation Orders.
- 4.5 **Neighbour notification** letters are sent to occupiers of premises or land adjacent to the application site. The number of neighbours notified will vary according to the size of the site. Neighbours will also be notified if a proposal is amended in a 'minor' way following the grant of planning permission, unless the amendments are considered not to be significant.
- 4.6 Current applications and appeal documents are publicly available for inspection at the Havant Public Service Plaza and on the Council's website.

## Making comments on a planning application

- 4.7 Anyone can comment on a planning application. Representations must be made in writing, using the Public Access comment link or by email or by post. Representations received cannot be treated in confidence and will form part of the planning application file which is available to view online and at the Public Service Plaza. Representations are not acknowledged but commenters are notified of the outcome of the decision, which is also published on the Council's website. All representations are published on-line once they have been submitted to the Council (subject to GDPR).
- 4.8 All comments will be taken into account when the application is determined, but the Council can only properly consider comments on material considerations on relevant planning issues. A list of planning issues is set out in figure 4.1.

**Figure 4.1: Planning issues for planning applications**

<b>Relevant planning issues include:</b>
<ul style="list-style-type: none"> <li>▪ Local Plan policies</li> <li>▪ Government guidance and legislation</li> <li>▪ Design, layout and appearance of the proposal</li> <li>▪ Highway safety and traffic generation</li> <li>▪ Loss of amenity (i.e. effect on outlook, privacy or daylight).</li> <li>▪ Effect on important trees</li> <li>▪ Character of an area</li> <li>▪ Noise and disturbance</li> <li>▪ Intrusion into the countryside</li> <li>▪ Pollution (e.g. air or water quality, noise)</li> <li>▪ Flood risk</li> <li>▪ Previous planning applications / decisions</li> </ul>
<b>Issues which are not normally relevant to the planning process include:</b>
<ul style="list-style-type: none"> <li>▪ Loss of property value</li> <li>▪ Loss of private view</li> <li>▪ Competition between businesses</li> <li>▪ The applicant's motives</li> <li>▪ Matters covered by other legislation (e.g. building regulations, licensing, legal covenants)</li> <li>▪ Private disputes regarding land ownership or boundaries</li> <li>▪ Moral objections (e.g. to uses such as betting offices or adult shops)</li> </ul>

## Determining the application

- 4.9 The Government expects local planning authorities to delegate approximately 90% of all decisions on applications to officers. Havant Borough Council consistently exceeds this target. The remaining applications - predominantly major proposals - are determined by the Development Management Committee (DMC) which usually sits every three weeks and is made up of seven Councillors from around the borough. A Councillor may make a written request for an application to be considered by Committee; this written request process has been termed the 'Red Card' procedure. Councillors can submit a red card on any application in any part of the Borough. Red card requests must be submitted prior to the end of the publicity period for the planning application concerned, as notified in the weekly list of planning proposals.
- 4.10 If an application is to be considered by DMC, individuals (on behalf of themselves or organisations) and applicants (or their representatives) may personally address the meeting where the decision is due to be taken. Requests for such deputations must be made by prior arrangement.
- 4.11 Information about the committee, future meetings, and agenda papers are published at [havant.moderngov.co.uk](http://havant.moderngov.co.uk).
- 4.12 Where an application is refused permission by the Council, the applicant has the right of appeal. Appeals are determined by the Planning Inspectorate who will take account of all the representations received, along with the appellant's and the Council's cases.

# What we expect from applicants

- 4.13 The Council expects the development industry to adopt a constructive approach to development in the Borough, and to work with the Council, residents and other stakeholders.
- 4.14 Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. The level of consultation should be proportionate to the scale and significance of the application.
- 4.15 This Statement does not seek to be prescriptive about the methods of community involvement that applicants should use to consult on or publicise their proposals. Equally, it does not discourage the use of innovative techniques. To guide applicants, Table 2 below sets out the consultation techniques for the different types of applications at each stage of the process, and who is responsible for carrying them out. Subject to the nature and scale of the proposal, applicants will be encouraged to undertake as many of the suggested measures as possible.
- 4.16 The need for any wider community involvement, and the intentions of the applicant regarding the consultation methods, will be considered as part of pre-application discussions. A statement should be submitted with the application setting out the nature and scale of community involvement undertaken prior to finalising proposals in accordance with the requirements of the SCI.
- 4.17 The Borough Council considers it very important that local people are involved in the development management process as early as possible. This is clearly set out in Policy DR1 of the Havant Borough Local Plan 2036. The Council therefore encourages applicants on major, significant or sensitive sites to engage with the community before a planning application is submitted. The most commonly used consultation measures designed to address this issue are Development Consultation Forums (DCFs).
- 4.18 Pre-application discussions between the Council and developers/applicants are generally treated as confidential unless and until applicants wish to publicise their proposals with the local community. This can be done independently, but the Council's preferred method, particularly where 'significant' applications are concerned, is to arrange a DCF. These meet in public and provide the opportunity for an applicant or developer to explain proposals directly to Councillors, residents' associations, key stakeholders and the general public at an early stage in the pre-application process. In particular, a Forum will seek to:
- identify any issues that may be considered in a formal application;
  - inform pre-application discussions between officers and the developer; and
  - enable the developer to shape an application to address community issues.
- 4.19 The DCF gives local people a chance to influence proposals at an earlier stage in the development process, and aims to reduce delay and frustration in determining applications.
- 4.20 Information about future and past DCFs is published at [www.havant.gov.uk/development-consultation-forums](http://www.havant.gov.uk/development-consultation-forums)
- 4.21 The Council may also refer significant development proposals to the South East Regional Design Panel or the Portsmouth, Fareham, Gosport & Havant Architects' Panel. These comprise



independently-appointed architects, designers and development professionals who provide unbiased design advice to the Council.

- 4.22 Applicants are encouraged to make use of active community groups or residents' associations by presenting their ideas to them before submitting a major planning application. A major application is defined as a residential development of ten or more dwellings or 0.5 hectares and /or a commercial development of 1,000 square metres or more than 1 hectare.

**Table 2: Community Consultation on Planning Applications**

Stage		Category of Application		
		Significant*	Major**	Minor/Other***
PRE-APPLICATION	Press release	Applicant		
	Leaflets	Applicant		
	Public Exhibitions/Displays	Applicant		
	Planning/Community Workshops	Applicant	Applicant	
	Community Networks/Forums and Residents' Associations	Applicant	Applicant	Applicant
	Development Consultation Forum	Applicant Council		
	Public Meeting/Presentations	Applicant	Applicant	
APPLICATION	Community Networks/Forums and Residents' Associations	Applicant	Applicant	Applicant
	Neighbour Notification	Council	Council	Council
	Site Notice/ Press Advert	Council	Council	Council
	Council Website	Council	Council	Council
	Press Release	Applicant	Applicant	
	Leaflets	Applicant		
	Public Exhibitions/Displays	Applicant		
	Public Meeting/Presentations	Applicant	Applicant	
	'Serving You'	Council	Council	
	Design/Architects' Panel	Council	Council	

<b>POST-APPLICATION</b>	Where a proposal is amended in a 'minor' way without a new planning application being required, and unless the amendments are insignificant, the Council will normally notify neighbours affected before a decision is reached as to whether the changes are acceptable. Significant amendments to proposals would require a new planning application and therefore would be subject to the Council's usual publicity procedures.
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■ Required action ■ [Optional action](#)

# 5. Administrative Matters

## GDPR

- 5.1 Comments received on the Local Plan and Planning Applications will be published on the Council's websites, but all personal information will be removed in line with the General Data Protection Regulations.
- 5.2 The Council handles all personal data received in line with its Privacy Policy, available at [www.havant.gov.uk/privacy-policy](http://www.havant.gov.uk/privacy-policy).

## Resources

- 5.3 Providing and supporting the range of consultation initiatives set out in this SCI will need to be carefully managed in order to achieve the best balance between what the Council needs to do (its statutory obligations), what it would wish to do (for the most effective community involvement), and the financial and staffing resources available to do so.
- 5.4 In order to make the most effective use of limited resources, the community engagement work of the Council's community, housing, transport, economic development and planning teams will be co-ordinated and focused. This will be complemented by further shared and collaborative working with neighbouring councils and other relevant bodies under the duty to co-operate.
- 5.5 Community involvement in the production of the local plan will be the responsibility of the Planning Policy and Urban Design Team, with support from other service departments on issues such as housing, economic development, community regeneration, climate change, environmental health and historic buildings.
- 5.5 Officers in Development Management will have responsibility for pre-application advice and formal consultation on applications, as well as organising specific community involvement with regard to applications, such as Development Consultation Forums and Community Forum/Network meetings.
- 5.6 Havant Borough Council's elected members represent the community in local planning matters. Councillors are at the heart of the Council's decision-making process and provide the primary link between communities and the Council's functions. Councillor engagement with their communities is critical to ensuring local policy making reflects the needs and wants of local communities.
- 5.7 The Royal Town Planning Institute's Planning Aid service provides free, independent and professional town planning advice and support to communities and individuals who cannot afford to pay fees to a planning consultant. Where appropriate, the Council will consider using its services to facilitate community events, especially local plan consultation exercises and community planning initiatives.

## Monitoring & Review

- 5.8 The SCI is not intended to be a static document. It needs to be responsive to future developments in any of the various involvement techniques available to the Council. The Council will revise its SCI at least every 5 years, or sooner if monitoring suggests that this is necessary.

5.9 The Council will actively monitor the success of its community involvement techniques. This will ensure that the procedures are achieving an effective level of representation amongst the community and that they are making best use of resources. The Council will consider revising the SCI where monitoring information concludes that there is substantial dissatisfaction with the community involvement processes for developing local planning policy or considering planning applications. This will not preclude any minor adjustments to the methods of consultation, or updates to the consultation database.



