

South Downs National Park Authority Local Development Framework



South Downs
National Park Authority

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**Statement of Community
Involvement**

October 2011

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The draft Statement of Community Involvement is available:

- On the Authority website www.southdowns.gov.uk
- At the Planning Office, Rosemary's Parlour, Midhurst
- By post, on request (subject to fee)

Comments and enquiries can be sent to the Planning Policy Team at the above addresses.

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Abbreviations

AMR	Annual Monitoring Report
DM	Development Management
DPD	Development Plan Document
HA	Highways Agency
LDD	Local Development Document
LDF	Local Development Framework
LDS	Local Development Scheme
LPA	Local Planning Authority
NPPF	National Planning Policy Framework
RTPI	Royal Town Planning Institute
SA	Sustainability Appraisal
SEA	Strategic Environmental Assessment
SCI	Statement of Community Involvement
SOS	Secretary of State
SDNP	South Downs National Park
SDNPA	South Downs National Park Authority
SPD	Supplementary Planning Document

Glossary

Annual Monitoring Report - This report looks at the implementation of the Local Development Scheme and how well the policies in the Local Development Documents are being achieved.

Area Action Plan - Area Action Plans are a type of Development Plan Document. These are used to provide a planning framework for areas of change or conservation

Core Strategy – This document is another type of Development Plan Document, setting out the long term spatial vision for the District, as well as strategic objectives for the area and core policies.

Development Plan – As set out in section 38(6) of the Planning and Compulsory Purchase Act, an area's development plan consists of the relevant Regional Spatial Strategy and the Development Plan Documents contained within the Local Development Framework and Minerals and Waste Development Frameworks.

Development Plan Documents – All Planning Authorities must produce Development Plan Documents. These documents include the Core Strategy, Site Specific Allocations of Land, Area Action Plans (where needed), and generic Development Management Policies. These are spatial documents and are subject to independent examination. There will be a right for those making representations seeking change to be heard at an independent examination.

Local Community – A generic term which includes all individuals (including the general public) and organisations external to the Authority that have an interest in a local area. It includes the statutory and other consultees.

Local Development Document – The collective term for documents that form part of the Local Development Framework. These documents can either be a Development Plan Document, a Supplementary Planning Document or the Statement of Community Involvement.

Local Development Scheme – This document sets out the timetable for the preparation of the Local Development Documents. It identifies which Development Plan Documents and Supplementary Planning Documents are to be produced and when.

Management Plan – The Park Management Plans should provide statements of the Authority's policy for managing and carrying out its functions in relation to the Park and should reflect Park purposes and duty of the Authority and the need to engage other local authorities, statutory agencies and a wide range of partners, stakeholders and the community in the preparation and implementation of the Park Management Plan. They set the context for the local development framework of the Park.

Proposals Map – The adopted Proposals Map illustrates all of the policies and proposals in the Development Plan Documents and any saved policies that are included in the Local Development Framework.

Regulations – As set out in the Town and Country Planning (Local Development) (England) Regulations 2004 and the amendments made in 2008, 2009 and 2010.

Stakeholders - Stakeholders include any person or organisation, local or national, who have a legitimate interest in what happens in our area.

Statement of Community Involvement – This Statement of Community Involvement is the South Downs National Park Authority's formal policy to identify how and when local communities and stakeholders will be involved in the preparation of the documents to be included in the South Downs National Park Local Development Framework. The Statement also governs the development management process for all planning applications within the South Downs National Park.

Strategic Environmental Assessment – The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment' of certain plans and programmes, including those in the field of planning and land use.

Supplementary Planning Documents – These documents provide supplementary information to the policies in the Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

Sustainability Appraisal – Sustainability Appraisal is a tool for appraising policies to ensure that they reflect sustainable development objectives (i.e. social, economic and environmental factors). It is required under the Planning and Compulsory Purchase Act 2004 to be carried out on all Development Plan Documents and Supplementary Planning Documents where necessary.

1.0 The Statement

1.1 Statement of Community Involvement

The Statement of Community Involvement (SCI) is one of the documents that will make up the South Downs National Park Local Development Framework. It sets out how the Authority can effectively involve residents, groups, organisations, businesses, and other representatives and individuals within the community in the preparation of the various documents that make up the Local Development Framework, and in the consideration of planning applications.

1.2 The Planning System

In September 2004, the government introduced the Planning and Compulsory Purchase Act 2004. This introduced new arrangements for the preparation of Development Plans, which included the Local Development Framework. This is essentially the name given to a number of different planning policy documents each addressing different policy issues and/ or at different spatial scales (the Core Strategy setting out high level strategic policies and a document such as an Area Action Plan setting out detailed policies for a specified settlement area.).

Since the introduction of the Local Development Framework planning policy system, there have been several changes made to the process and to individual component parts/documents which make up the "suite" of documents collectively called the Local Development Framework. Of particular significance for the production of this document is the change in classification of the Statement of Community Involvement, which is no longer classed as a Development Plan Document (DPD). In addition, there is no longer a requirement to submit an SCI to the Secretary of State prior to adoption¹.

The current Government are in the final stages of preparation of radical changes to the Planning System. These proposed changes - set out in the Localism Bill, the draft National Planning Policy Framework and draft Local Planning Regulations - will change the way the planning system operates. We will monitor these changes in relation to planning policy documents and review any documents in light of changes in legislation or government guidance.

1.3 Future Changes to the Planning System

This SCI is in accordance with current policy and regulation (as of October 2011) governing the development management process, the LDF and development of its composite policy documents. However, significant changes to the planning system are being proposed by central Government which will dramatically change the way planning functions. In particular, the Localism Bill and the National Planning Policy Framework (NPPF), will bring about the reduction in regulation and control by central government, the removal of the regional tier of planning and the increase in control at the local level. These changes would include the reduction of Planning Policy Guidance/Statements into one succinct National Planning Policy Framework document, the abolition of the Regional Spatial Strategy and introduction of Neighbourhood Plans and Neighbourhood Development Orders. As these changes are implemented the SDNPA will assess the impact of changes to the National Park and review and update this document as required.

¹ The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009 declassify the Statement of Community Involvement as a Development Plan Document and removes the requirement to submit the document to the Secretary of State.

1.4 The South Downs National Park Authority and Planning

The South Downs National Park Authority assumed its full planning responsibilities as local planning authority for the National Park on 1 April 2011.

The Authority's role is to ensure that the two purposes of National Park designation are achieved. These purposes, set out in the *Environment Act 1995*, are to:

- conserve and enhance the natural beauty, wildlife and cultural heritage of the Park; and
- promote opportunities for the understanding and enjoyment of the Park's special qualities by the public.

In pursuing these purposes, the Authority also has the duty to seek to foster the economic and social well-being of local communities within the Park.

The South Downs National Park covers parts of: Adur, Arun, Chichester, East Hampshire, Eastbourne, Horsham, Lewes, Mid-Sussex, Wealden, Winchester and Worthing districts, Brighton and Hove unitary authority area, and includes land within the counties of Hampshire, East Sussex and West Sussex (for Map see Appendix 1).

As the local planning authority for the South Downs National Park the National Park Authority (NPA) is responsible for:

1. spatial planning,
2. minerals and waste planning,
3. development management,
4. planning enforcement and
5. other related regulatory functions within the Park.

On 1 April, the South Downs National Park Authority inherited all existing planning policies which apply within the National Park area (this includes Minerals and Waste Policy). This totals approximately 1500 policies which apply throughout the SDNP. We are therefore in the early stages of preparing a National Park-wide Planning Policy Framework, which will supersede the 1500 inherited policies (see Appendix 2).

Due to the size of the South Downs National Park, we anticipate approximately 4000 planning applications to be made within the National Park each year. To maximise use of resources and maintain local engagement and involvement SDNPA works in partnership with these 15 Authorities to deliver the park-wide planning service. Legal agreements have been put in place between the SDNPA and each of the 15 Councils which have any part of their administrative area within the National Park. The agreement delegates the decision making power the Councils, who are then able to determine planning applications on behalf of the SDNPA.

The South Downs National Park Authority became the Minerals and Waste Authority on 1 April 2011. It is responsible for areas previously governed by Hampshire, West Sussex and East Sussex County Councils and Brighton and Hove Unitary Authority. Due to the progress of Minerals and Waste Core Strategies across these areas and the strategic scale of both minerals and waste operations it has been agreed between the SDNPA and each of the authorities, that we will work jointly to produce Minerals and

Waste Core Strategies, ahead of producing the South Downs National Park's own Minerals and Waste Local Development Framework in the future (for further information regarding timeframe for producing these documents please see Appendix 3).

1.5 Developing this Statement of Community Involvement

In order to develop this Statement of Community Involvement, early consultation on the preparation of Local Development Documents and consideration of planning applications has taken place. During July and August 2011, the Authority contacted individuals, groups and organisations of its intention to prepare a Statement of Community Involvement and invited people to provide their comments and views on how and when they would like to get involved in the planning policy and the planning application process. A copy of the questionnaire and a summary report of the responses received can be found on the South Downs National Park website and are published alongside this document. The comments received have informed this draft Statement of Community Involvement

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2.0 Involvement in the development of Planning Policy

2.1 The Local Development Framework (LDF)

In order to replace the large number of planning policies which operate across different parts of the National Park, the SDNPA has commenced preparing a series of Local Development Documents, which will form the South Downs National Park Local Development Framework.

2.2 Local Development Documents

The Local Development Documents will set out planning policies to deliver the spatial strategy for the South Downs National Park. The different types of Local Development Documents are:

- Development Plan Documents (DPDs)
- Supplementary Planning Documents (SPDs)
- Statement of Community Involvement
- Proposals Map
- Annual Monitoring Report
- Sustainability Appraisal

The South Downs National Park Local Development Scheme (www.southdowns.gov.uk/planning/planning-policy/) contains a profile of the documents to be prepared by the SDNPA (role, timescale, status, production arrangements) together with a timetable. The documents are as follows:

Core Strategy and Development Management DPD

The document will set out the vision, objectives and provide the framework for the preparation of other Development Plan Documents. It will also include a number of criteria-based development management policies needed to achieve the strategy.

Sites and Designations DPD

To review local designations and site-specific allocations, including settlement boundaries, local nature conservation boundaries and public open space.

Proposals Map

The Proposals Map, with inset maps where necessary, is required to reflect the content of the National Park Authority's Development Plan Documents. A draft proposals map will be submitted with the Core Strategy and Development Management DPD, and will be subsequently revised when the Sites and Designations DPD is submitted, to reflect relevant policies and any allocations.

Supplementary Planning Documents

Supplementary Planning Documents expand upon existing policy or provide further detail to policies in Development Plan Documents.

Other documents that will be produced within the Local Development Framework are:

- An Annual Monitoring Report (AMR). Once produced, this will be made available on the National Park Authority's website (www.southdowns.gov.uk/planning/). The AMR will set out whether the Authority is on target to meet the milestones set out in the LDS and provides information on whether the policy targets included in various Development Plan Documents are being achieved.

2.3 Development Plan Document Production

For each Development Plan Document there are seven preparation stages which aim to 'front-load' community involvement; by focussing on the earlier stages it is hoped that potential conflict later in the process will be reduced.

- 1. Evidence gathering.** Obtaining relevant information and producing studies that will form part of the evidence base.
- 2. Consulting the statutory bodies on the Sustainability Assessment Scoping Report.** The Sustainability Appraisal is an appraisal of the social, economic and environmental effects of the document. It is a key part of the evidence base and will help with the evaluation of reasonable alternatives. The scoping report is the first stage in the production of a Sustainability Appraisal.
- 3. Regulation 25 consultation.** When preparing a Development Plan Document the authority must notify certain stakeholders and individuals that they are producing the document whilst also inviting them to make representations on what it should contain.
- 4. Publication of the Pre-Submission Document.** The Pre-Submission document will be a full draft document which will identify the preferred policy approach. This document is published for formal comment restricted to the "Soundness" of the document and not its content.
- 5. Submission of the Development Plan Document to the Secretary of State, along with any representations received at the pre-submission stage.**
- 6. Public examination.** An independent Inspector will be appointed by the Secretary of State to consider the representations and the 'soundness' of the document. The Inspector will then prepare a binding report which will specify any changes to be made to the Local Development Document. For further information regarding soundness please refer to Appendix 4.
- 7. Adoption.** The authority will make any changes required by the Inspector and adopt the Local Development Document.

2.4 Sustainability Appraisal of the Development Plan Documents

A Sustainability Appraisal (SA) of Development Plan Documents is required under the planning system; by law this must also incorporate the requirements of the European Strategic Environmental Assessment Directive (SEA). The main purpose of the Sustainability Appraisal process is to predict the positive and negative impacts of policies, whether social, environmental or economic, at an early stage, allowing any negative effects to be mitigated. The appraisal is subject to consultation, and takes place alongside the preparation of the Development Plan Document.

2.5 Compliance

Consultations on all Local Development Documents for the National Park must comply with the methods set out in the adopted Statement of Community Involvement.

2.6 Links with the National Park Management Plan

National Park Management Plans should provide a statement of the relevant National Park Authority's policy for "managing and carrying out its functions in relation to the Park and should reflect Park purposes, the duties of the Authorities, and the need to engage other local authorities, statutory agencies and a wide range of partners,

stakeholders and the community in the preparation and implementation of the MP." (English National Parks and the Broads, UK Government Vision and Circular 2010, Department for Environment, Food and Rural Affairs, 2010).

The South Downs National Park Local Development Framework ,is seen as a "spatial expression" of the Management Plan, and will draw on the key themes set out in the South Downs National Park Management Plan, which is currently is in the early stages of development.

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3.0 Approach to Consultation

3.1 Who will we consult?

The Authority is committed to opening the planning process to all sections of the community and hearing from as many groups and individuals as possible throughout the development of planning policy. There are existing legal requirements for consultation set out in the Town and Country Planning (Local Development) (England) Regulations 2004. The regulations categorise consultees into two groups, these are:

- **Specific Consultation Bodies** – The regulations list specific organisations and types of organisations that should be defined as specific bodies. A local Planning Authority must consult with those organisations in this list that they consider may have an interest in the subject of the proposed planning document.
- **General Consultation Bodies** – The regulations list categories of organisations that should be defined as general consultation bodies. A Local Planning Authority must consult with those organisations in their list of general consultation bodies, as they consider appropriate. (The lists of Consultation Bodies can be found in Appendix 5.)

In consulting with the local community the Authority will take all reasonable efforts to make documents accessible to everyone. In doing so the Authority will use a range of methods to engage with specific groups, which are often considered 'Hard to Reach'. These include:

- Young people (specifically aged 16-24)
- People with disabilities (includes people with learning disabilities)
- People from socially deprived areas (including areas of rural deprivation)
- Black and Minority Ethnic Groups (including Gypsies and Travellers)

We are working with partner organisations to develop a series of mechanisms for engaging with these hard to reach groups through targeted projects and consultation and once established, we will utilise these mechanisms to work with and consult with these harder to reach groups.

In addition the Authority will engage with key sector groups including:

- South Downs Land Management Group
- Local Businesses
- Local community planning groups

3.2 Ongoing Engagement

As a new Authority there will be significant amounts of work being undertaken by different departments including the Planning department. We are committed to providing as much information as possible and keeping our local communities up to date with progress of Planning Policy development, the Development Management Process as well as providing information on the wider / national changes to the planning system.

Three channels we will utilise are:

- **Website** – we will maintain the South Downs National Park Authority website, publishing regular updates and information, documents, and contact details. This should be a first port of call to members of the community and stakeholders.
- **Online Forum** – the South Downs National Park Authority Forum is an ongoing, electronic discussion tool, which all members of the community are free to sign up to. Officers of the South Downs National Park aim to use this

forum as an informal way of raising questions for debate, gathering views on particular topics and discussing issues raised by other members of the forum.

- **Planning Newsletter** – Due to the unusual joint working arrangements operating in parts of the South Downs National Park, the large number of changes to the planning system at a national level and in response to many comments made by stakeholders about early notification of consultations, the SDNPA will produce a newsletter three times a year, sent via email and published on the SDNPA website (<http://www.southdowns.gov.uk/>).

3.3 Adaptable and Flexible Consultation

From the responses to our questionnaire, several important issues were raised which we have taken on board and which will underpin all consultations. An important comment was that a range of consultation methods should be available and used when appropriate to the type of document being produced.

- Consultations on all Development Plan Documents will be for a **minimum of 8 weeks**.
- We will try and alert members of the public and stakeholders to upcoming consultations, to provide **early notification**, through updates on the SDNP Website and the quarterly Planning Newsletter.
- We will maintain a **consultee database** for all those who wish to be kept informed and alerted to consultations (if you would like to be added to or removed from this list, or would like to update your contact details please consult the Planning Policy Team, via the contact details on page xxx)
- We will endeavour to **avoid running consultations in the month of August or over the Christmas and New Year period**, when many people are on holiday and many local councils do not meet. If it is necessary for a consultation to run over August or the Christmas and New Year period, then the length of the consultation period will be extended.
- We will use a **range of methods of consultation** as is most appropriate for the type of document, the stage in its' production and the geographical area covered by the document.

3.3.1 Development Plan Documents

The tables below show the minimum consultation required during the production of a Development Plan Document (DPD) and the additional range of methods to be used by the Authority as it sees appropriate for the type and coverage of document and the resource implications for the SDNPA.

Stage	Minimum consultation according to Regulations	Additional consultation methods to be used by the SDNPA
DPD Initial Consultation	Consult with each of the Specific Consultation Bodies that the Authority considers may have an interest in the subject of the proposed DPD	Early notification of consultations through calendar published in Planning Newsletter
	Consult with other General Consultation Bodies that the Authority consider appropriate	Notification of the intention to prepare a document on the website
	Invite representations from persons who are resident or carrying out business in the National Park as the Authority decides is appropriate.	Press release

	The Authority must carry out the consultation on DPDs for a period of not less than six weeks	The Authority will carry out consultation period for not less than eight weeks
	Methods used to consult these bodies or invite representations: either email or where email is not available by letter in post	Publication and distribution of public notices / posters
		Notification to all contacts in consultee database

Table 1: Methods of Consultation for Initial Consultation stage (DPD)

Stage	Minimum consultation according to Regulations	Additional consultation methods to be used by the SDNPA
DPD Proposed Submission	Consult with each of the Specific Consultation Bodies that the Authority considers may have an interest in the subject of the proposed DPD	Early notification through calendar published in Planning Newsletter
	Methods used either email or where email is not available by letter in post	Production of summary leaflet to accompany DPD document
	Send copies of the proposed Submission document(s) to the Specific Consultation Bodies selected by the Authority as having an interest in the DPD (either on CD or as paper copies if requested)	Early notification of the publishing of a proposed submission document, on the website
	Consult with other General Consultation Bodies that the Authority consider appropriate. In form where documents are available. Methods used either email or where email not available by letter in post	Notification to all contacts in consultee database
	The Authority must carry out the consultation on DPDs for a period of not less than six weeks	The Authority will carry out consultation period for not less than eight weeks
	Copies of the proposed Submission document(s) to be made available in Authority Office in Midhurst and at such other places within the SDNP, as the Authority considers appropriate	Public meeting
	Publish proposed Submission DPD document(s) on website	Publication and distribution of public notices / posters
	Publish a notice in the local press.	Press release
		Stakeholder Workshop

Table 2: Methods of Consultation for Proposed Submission stage (DPD)

3.3.2 Supplementary Planning Documents

The table below shows the minimum consultation required during the production of a Supplementary Planning Document (SPD) and the additional range of methods to be used by the Authority as it sees appropriate for the type and coverage of document and the resource implications for the SDNPA.

Stage	Minimum consultation according to Regulations	Additional consultation methods to be used by the SDNPA
SPD Consultation	Consult with each of the Specific Consultation Bodies that the Authority considers may have an interest in the subject of the proposed SPD	Early notification through calendar published in Planning Newsletter

Invite representations from persons who are resident or carrying out business in the National Park as the Authority decides is appropriate.	Notification of the publication of the draft SPD document(s) on the website
Methods used to consult these bodies or invite representations: either email or where email is not available by letter in post	Press release
The Authority must carry out the consultation on SPDs for a period of not less than four or more than six weeks	Publication and distribution of public notices / posters
Copies of draft SPD documents to be made available in Authority office in Midhurst and at such places within the South Downs National Park as the Authority considers appropriate.	Notification to all contacts in consultee database
Publish draft SPD document(s) on website	Production of Summary leaflet to accompany SPD document(s)
Publish a notice in the local press.	

Table 3: Methods of Consultation (SPD)

3.4 Resources

The nature and extent of the consultation and community involvement methods identified in this document have been influenced by staff capacity, timescales identified in the current version of the Local Development Scheme and the resources available. When carrying out a consultation exercise as part of the LDF the Authority will refer to Tables 1,2 and 3 which identify a variety of methods of consultation that the Authority may use. However, the exact approach taken will depend on the nature of the document being produced or the issue concerned.

3.5 Standards for acknowledging and reporting back on representations

The Authority will acknowledge any comments received via email, and anyone who comments early on in the production process of a document will be included on the Authority's electronic database and will automatically be informed of any consultation exercise that takes place at later stages in the process of producing a planning policy document. At the end of each period of consultation we will analyse the responses received and prepare a summary report. This report will be considered by the Planning Committee and made available for inspection at the Planning Office in Rosemary's Parlour, North Street, Midhurst, GU29 9SB and on the Authority's website.

4.0 Involvement in the Development Management Process

4.1 Introduction

Involvement of the community and stakeholders at an early stage is more likely to deliver development which meets their needs and aspirations. Consequently the application process will be more efficient and the outcome will be enhanced to the benefit of the public, local groups and organisations, developers and local authorities. The Statement of Community Involvement is an important tool for involving the wider community on all planning applications, particularly significant planning applications and applies to all planning applications within the South Downs National Park.

4.2 Significant Applications

Determination of most applications will be delegated to the councils around the SDNPA under a system of delegation agreed by the SDNPA and each of the council's within the Park. Significant applications will be 'called in' for consideration and determination by the SDNPA planning officers and planning committee (although all administrative functions relating to the processing of significant applications will be carried out by the delegated Council). "Significant applications" are either:

- applications for large schemes which meet the following criteria for 'major' applications under the government classification namely:-
 - a) Residential development comprising 10 or more dwellings, or a site area of 0.5 or more hectares,
 - b) Other uses where the proposed floor space exceeds 1000m² or the site area exceeds 1 hectare, and
 - c) Minerals and waste operations

Or:

- applications likely to have a significant impact on the National Park. These might include minor developments for tourism, leisure or energy schemes, houses on the edge of settlements, or smaller-scale development that might cumulatively have an adverse impact.

Whilst some proposals for development may be considered significant by immediate neighbours the SDNPA will only 'call in' applications for development which have a 'more than local', strategic significance.

The 'call in' process is a 'Direction' served on the relevant local authority by the SDNPA stating the reason. In some cases although an application fits the major criteria it is not considered likely to have a significant impact on the SDNP and in those cases a 'reverse direction' is served which allows the local council to continue dealing with the application. Directions can be served at any time after the application has been accepted as valid, even after it has been reported to the planning committee of the local council concerned. These are known as 'red cards'. All such Directions are published on the website of both the relevant local authority and the SDNPA.

4.3 Pre-application consultation

Under the system of delegation pre-application advice/consultation is currently provided by each of the local authorities around the SDNP under the delegation scheme and is

subject to their terms and conditions, which may include a fee/ charge payable to the Council. But where an application is known or likely to be determined by the SDNPA we will participate in such pre-app discussions, though contact should still be made via the council.

For applications which are likely to be 'called in' and considered by the South Downs National Park Authority, pre-application advice registration and fee charges are still administered by the relevant local authority but a planning officer from the SDNP will provide the advice.

This service is under review with the objective of providing a consistent approach and process across the SDNPA.

Applicants will be encouraged to consult the community when developing their proposal. As there are a wide range of applications that will be considered significant, the type and nature of this consultation will vary depending on the complexity and scale of the proposal. The SDNPA is currently preparing a list of documents that will be required before an application is accepted as valid and this is likely to include the requirement for a statement setting out who has been consulted in the preparation of the scheme for applications likely to be considered significant. The proposed list of documents required will be the subject of a separate consultation over the autumn /winter 2011-2012. Guidance will be provided on when and how to meet the requirement standards in the documents submitted. We will update this in due course.

4.4 Publicity for Planning Applications

From our initial consultation with stakeholders and members of the public the importance of site notices, the publicising of planning applications in the local press and informing adjoining neighbours was evident.

Significant planning applications will be publicised by:

- A site notice ² displayed on each road frontage of the application site for at least 21 days, and
- An advertisement in a local newspaper and
- Letters sent to adjoining ³ neighbours

Applications that are not major and not considered significant will be advertised only by letters sent to adjoining neighbours.

There will be a minimum of 21 days to respond to the site notice, the newspaper advertisement and/or the letter and the date of the 21 day period expiry will be clearly stated on each form of publicity. However, if the site notice is put up, the newspaper is published, and the letter is sent out to neighbours on different days the 21 day period for each will expire at slightly different times. Therefore the overall expiry date will be the latest of the 21 day expiry periods. As soon as the overall publicity date has expired the application can be determined. Letters of representation will therefore need to be sent in before the expiry date on the form of publicity to which they are a response to

² The SDNPA are developing procedures specifying how and where site notices should be produced and located, ensuring they are clear and easy to read and accessible to all in terms of their placement.

³ Neighbours will be considered to be adjoining where the boundaries of the properties are at any point adjoining, or would be adjoining if there was not a foot path or highway between.

ensure they are taken into account. It will also not be possible to respond via the public access web site after this date. However comments received after the overall expiry date will be considered up to 12 noon on the day before the decision is issued where a decision is delegated to officers, or 7 working days before the planning committee.

It was clear from the consultation responses that email communication was preferred for both receiving information and providing comments to the SDNPA (for further information on response please see summary report of responses). For initial contact, such as to neighbouring owners, when email addresses will be unknown, information will have to be provided in hard copy but where an email address is then provided subsequent contact will be made via email. The following will be made available:

- A weekly list of applications will be available on the relevant local planning authority website;
- Consultations will be sent by email (including to Town and Parish Councils⁴);
- Comments on applications by email will be facilitated.

Comments on applications will not be acknowledged but will be published on the web site of the local authority administering the application whether or not it has been 'called in'. All consultation responses received by the publicity expiry date and comments by third parties received by the publicity expiry date (and others received before the report is finalised) which are material to planning and relevant to the proposal, will be summarised in the case officer report and taken into account in determining the application whether the application is determined by officers or by the planning committee.

All those who make a representation on planning applications will be informed (by email if they have provided their email address) of the date when the application is going to committee at least 3 working days in advance (for more information on public speaking at Planning Committee meetings please go to <http://www.southdowns.gov.uk/about-us/committees/planning-committee/planning-have-your-say/>).

4.5 Planning Application Decisions

All those who make a representation on planning applications will be informed of the decision on the application, by email where email addresses have been provided. All decision notices be available to view on the SDNPA and relevant local authority's website.

⁴ We will work with Town and Parish Councils to increase the use of web-based material to reduce the environmental impact of producing paper copies of planning materials.

5.0 Further information

5.1 Planning Aid

South East Planning Aid is a voluntary service linked to the Royal Town Planning Institute (RTPI) which offers free independent and professional advice on planning issues. Planning Aid is aimed at community groups and individuals who have limited resources to participate effectively in planning matters.

The current remit of Planning Aid involves advising community groups in negotiations with the Local Planning Authority, and, if necessary, representing the groups at examination. The Government is promoting the expansion of this service and as a result it is intended to produce a more proactive service.

Every part of the UK is covered by Planning Aid; each region has its own service. Further information regarding contact details etc can be found on the RTPI website: www.rtpi.org.uk.

5.2 Monitoring and review of the Statement of Community Involvement

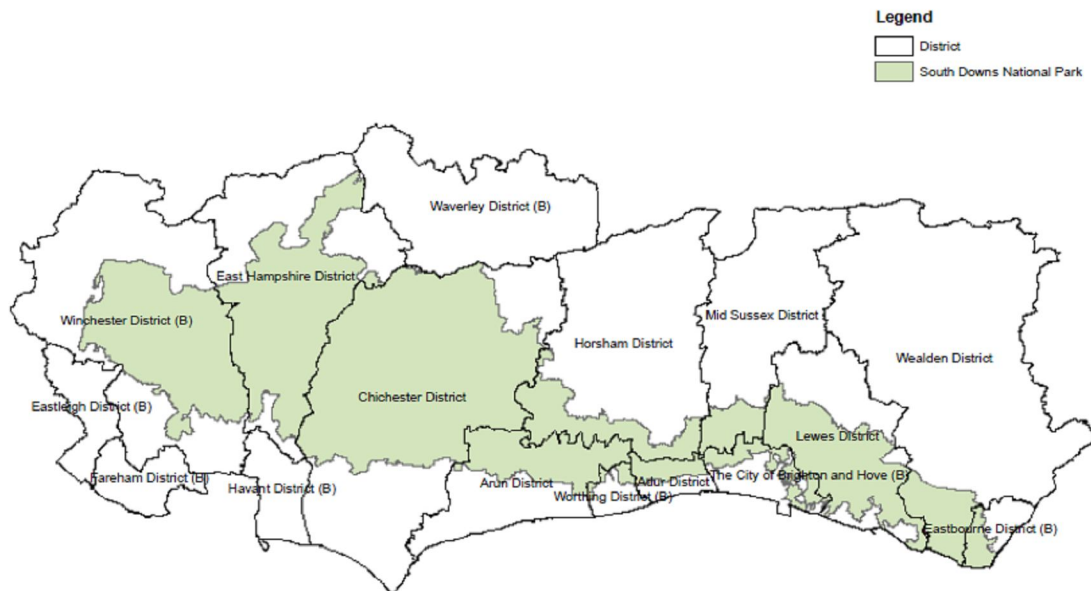
Community Involvement and engagement should evolve and develop as circumstances change. Therefore once the Statement of Community Involvement has been formally adopted the document will be subject to annual review through the Annual Monitoring Report which will be set out in the Local Development Scheme. As the success of Community Involvement techniques are monitored and reviewed, the results will be fed into the preparation of future Local Development Documents and the consideration of significant planning applications.

We have endeavoured to make the Statement of Community Involvement flexible enough to deal with changing circumstances; it should only be necessary to revise the document if significant changes have occurred in government legislation or to the South Downs National Park Management Plan.

5.3 Legislation

In the preparation of the Local Development Framework, the South Downs National Park Authority will have regard for current legislation particularly: the Human Rights Act 1998, Race Relations Act (Amendment) 2000, Disability Discrimination Act 1995, the Freedom of Information Act 2000 and the Data Protection Act 1998.

Appendix 1 – Indicative Map of the South Downs National Park showing Local Authority boundaries



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Appendix 2 – Inherited Planning Policy within the National Park

'Development Plan' for the SDNP consists of:

South East Plan – for the entire National Park

Adopted Core Strategies:

- the adopted Horsham Core Strategy - for Horsham District, and
- the adopted Worthing Core Strategy - for Worthing Borough

Saved Local Plan policies for districts where these policies have not yet been superseded by an adopted Core Strategy:

- Adur District Local Plan (1996) – for Adur District
- Arun District Local Plan 2003 – for Arun District
- Brighton and Hove Local Plan (2005) – for Brighton and Hove unitary authority area
- Chichester District Local Plan First Review (1999) – for Chichester District
- Eastbourne Borough Plan (2003) – for Eastbourne Borough
- Mid Sussex Local Plan (2004) – for Mid Sussex
- East Hampshire Local Plan Second Review (2006) - East Hampshire District
- Lewes District Local Plan (2003) – for Lewes District
- Wealden Local Plan (1998) (non-statutory Wealden Local Plan, 2005) – for Wealden District
- Winchester District Local Plan Review (2006) – for Winchester District
- Worthing Local Plan (2003) – saved policies that were not deleted following the adoption of the Core Strategy
- Hampshire Minerals and Waste Core Strategy (2007) – for Hampshire part of the National Park
- East Sussex Minerals Local Plan (1999), East Sussex Waste Local Plan (2006) – for East Sussex, and Brighton and Hove part of the National Park, and
- West Sussex Minerals Local Plan (2003) – for West Sussex part of the National Park.

Appendix 3 – Minerals and Waste Joint Working Timetables

	Hampshire County Council	West Sussex County Council		East Sussex County Council and Brighton & Hove
		Waste	Minerals	
Informal community and stakeholder engagement	n/a	n/a	Jan – Mar 2013	n/a
Preferred Strategy approved	Mar 2011	n/a	Apr – Oct 2013	Summer 2011
Submission Core Strategy approved	July – Sept 2011	Sept – Oct 2011	Sept - Oct 2013	Autumn 2011
Pre-submission consultation	Oct – Nov 2011	Nov – Dec 2011	Nov – Dec 2013	2011/12
Core Strategy submitted	Spring 2012	Feb 2012	Feb 2014	2012
Examination in Public	Spring 2012	Jun 2012	Jun 2014	2012
Inspector's Report	Summer 2012	Sept 2012	Sept 2014	2012/13
Adoption of Core Strategy	Summer 2012	Dec 2012	Dec 2014	2012/13

Appendix 4 - Soundness criteria

Legal requirements

Under the Planning and Compulsory Purchase Act 2004 S 20(5)(a) an Inspector is charged with firstly checking that the Development Plan Document has complied with legislation. This includes in particular checking that it :

- **has been prepared in accordance with the Local Development Scheme and in compliance with the Statement of Community Involvement and the Regulations**
- **has been subject to sustainability appraisal;**
- **has regard to national policy;**
- **conforms generally to the Regional Spatial Strategy; and**
- **has regard to any sustainable community strategy for its area (i.e. county and district).**

“Soundness”

In addition the Section 20(5)(b) of the Act requires the Inspector to determine whether the Development Plan Document is “sound”.

To be “sound” a Development Plan Document should be **JUSTIFIED, EFFECTIVE** and consistent with **NATIONAL POLICY**.

“Justified” means that the document must be:

- founded on a robust and credible evidence base
- the most appropriate strategy when considered against the reasonable alternatives

“Effective” means that the document must be:

- deliverable
- flexible
- able to be monitored

Appendix 5 – List of Statutory Consultation Bodies

These consultation bodies are those referred to in Regulation 25 of the Town and Country Planning (Development) (England) Regulations 2004 (as amended). Please note, this list is not exhaustive and relates to successor bodies where reorganisations occur.

Specific Consultees

- Regional Planning Body (SEERA) *
- Regional Development Agency (SEEDA) *
- County Councils (Hampshire, West Sussex, East Sussex) and Brighton and Hove Unitary Authority
- Adjoining Local Planning Authorities (LPAs)
- Town and Parish Councils both within and adjoining the South Downs National Park
- The Environment Agency (EA)
- Natural England
- Historic Buildings and Monuments Commission for England (English Heritage) (EH)
- Relevant telecommunications companies:
- Primary Care Trusts,
- Relevant electricity and gas companies
- Relevant sewerage and water undertakers
- Government Departments
- Secretary of State for Transport
- The Coal Authority
- The Homes and Communities Agency

* These organisations have been abolished.

General Consultees

- Voluntary bodies some or all of whose activities benefit any part of the authority's area;
- Bodies which represent the interests of different racial, ethnic or national groups in the authority's area;
- Bodies which represent the interests of different religious groups in the authority's area;
- Bodies which represent the interests of disabled persons in the authority's area;
- and Bodies which represent the interests of persons carrying on business in the authority's area."