



South Downs National Park

Statement of Community Involvement

(First Revision)

January 2014

If you need this document in a different format please contact the Planning Policy Team at:

Hatton House,
Bepton Road,
Midhurst
West Sussex
GU29 9LU

Or to: planningpolicy@southdowns.gov.uk

or contact the Planning Policy Team on 01730 811759

The Statement of Community Involvement is available:

- On the SDNPA website www.southdowns.gov.uk
- At the Planning Office, Rosemary's Parlour, Midhurst
- By post, on request

Contents

| | Page |
|--|-----------|
| Abbreviations | 4 |
| Glossary | 4 |
| 1.0 Introduction | 7 |
| 1.1 What is a Statement of Community Involvement | 7 |
| 1.2 The Planning System | 7 |
| 1.3 Future Changes to the Planning System | 7 |
| 1.4 The South Downs National Park Authority and Planning | 7 |
| 1.5 Developing this Statement of Community Involvement | 8 |
| 2.0 Developing Planning Policy | 10 |
| 2.1 The Planning Policy Framework | 10 |
| 2.2 Local Development Documents | 10 |
| 2.3 Local Plan Production | 12 |
| 2.4 Neighbourhood Development Plan Production | 13 |
| 2.5 Compliance | 13 |
| 2.6 Links with the National Park Partnership Management Plan | 14 |
| 3.0 Approach to Consultation (Planning Policy) | 15 |
| 3.1 Who will we Consult? | 15 |
| 3.2 Ongoing Engagement on the Local Plan | 16 |
| 3.3 Consultation Principles | 16 |
| 3.4 Minimum Consultation Requirements | 17 |
| 3.5 Optional Consultation Methods | 18 |
| 3.6 Resources | 18 |
| 3.7 Standards for Acknowledging and Reporting Back on Representations | 18 |
| 4.0 Approach to Consultation (Development Management) | 19 |
| 4.1 Introduction | 19 |
| 4.2 Significant Applications | 19 |
| 4.3 Pre-Application Consultation | 19 |
| 4.4 Publicity for Planning Applications | 20 |
| 4.5 Planning Application Decisions | 21 |
| 5.0 Further Information | 22 |
| 5.1 Planning Aid | 22 |
| 5.2 Monitoring and Review of the Statement of Community Involvement | 22 |
| 5.3 Legislation | 22 |
| Appendix 1 – Indicative Map of the South Downs National Park Showing Local Authority Boundaries | |
| Appendix 2 – Planning Policy within the National Park | |
| Appendix 3 – List of Statutory Consultation Bodies | |
| Appendix 4 – Minimum Statutory Publicity Requirements | |

Abbreviations

| | |
|--------------|-------------------------------------|
| AMR | Authority Monitoring Report |
| DM | Development Management |
| DPD | Development Plan Document |
| LDD | Local Development Document |
| LDS | Local Development Scheme |
| LP | Local Plan |
| LPA | Local Planning Authority |
| NPA | National Park 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

Authority 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.

Development Plan – As set out in section 38(6) of the Planning and Compulsory Purchase Act 2004, an area’s development plan consists of adopted Local Plans and neighbourhood plans. In March 2013, the relevant Regional Strategy, the South East Plan (2009) was partially revoked. The order revokes the South East Plan (2009), except for Policy NRM6: Thames Basin Heaths Special Protection Area.

Development Plan Documents – All Planning Authorities must produce Development Plan Documents, such as the Local Plan. 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 SDNPA 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 wider Local Plan. These documents can either be a Development Plan Document, a Supplementary Planning Document.

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.

Local Plan – The plan for the future development of the local area. The Local Plan will set out the vision, objectives and provide the framework for the preparation of Supplementary Planning Documents (SPDs) and Neighbourhood Development Plans. It will also include a number of criteria-based development management policies needed to achieve the strategy.

National Planning Policy Framework – The Government published the National Planning Policy Framework (NPPF) on 27 March 2012, with immediate effect. It replaces all the previous Planning Policy Statements (other than the Planning Policy Statement 10: Planning for Sustainable Waste Management; Minerals Planning Guidance 4, 8, 9 & 14).

Neighbourhood Development Plan – A community led and developed document which forms part of the planning policy framework. It is subject to independent examination and a community referendum.

Neighbourhood Forum – Body responsible for the production of a Neighbourhood Plan if there is no Parish or Town Council.

Partnership Management Plan – The National Park Partnership Management Plan should provide statements of the National Park Authority's policies for managing and carrying out its functions in relation to the National Park and should reflect the Purposes and Duty of the National Park 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 National Park Partnership Management Plan. This document sets the context for the planning policy framework of the National 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 Plan.

Regulations – As set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. The 2012 regulations come into force on 6 April 2012 and replace the Town and Country Planning (Local Development) (England) Regulations 2004; the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 and 2009.

Stakeholders - Stakeholders include any person or organisation, local or national, who has 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 Plan. The Statement also governs the development management process for all planning applications within the South Downs National Park.

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.

DRAFT

1.0 Introduction

1.1 What is a Statement of Community Involvement?

The Statement of Community Involvement (SCI) sets out how the SDNPA can effectively involve residents, groups, organisations, businesses, other representatives and individuals within the community in planning decisions and the preparation of planning policies, including those in the emerging South Downs National Park Authority Local Plan.

1.2 The Planning System

There have been a number of changes to the planning system in the past couple of years. This includes the introduction of the Localism Act 2011, the amendments to the Planning and Compulsory Purchase Act 2004 and the publication of the National Planning Policy Framework.

The National Planning Policy Framework

The Government published the National Planning Policy Framework (NPPF) on 27 March 2012. It came into force immediately and replaces the Planning Policy Statements which previously guided the planning process. It aims to simplify the system of writing plans and the planning application process and clarify the Government's aims for sustainable development. Particular reference is made to National Parks in the document (Paragraphs 115 and 116). It also directs readers to the English National Parks and the Broads: UK Government Vision and Circular 2010 for further guidance.

The NPPF introduced a more flexible approach to local planning policy. Each Local Authority is required to produce a Local Plan, which can be reviewed in whole or in part. Any additional development plan documents should only be used where clearly justified.

The Localism Act 2011

The Localism Act 2011 has introduced a number of changes to the planning system. This includes the introduction of Neighbourhood Plans and Neighbourhood Development Orders and the removal of Regional Spatial Strategies, such as the South East Plan. In March 2013, the South East Plan (2009) was partially revoked. The order revokes the South East Plan (2009), except for Policy NRM6: Thames Basin Heaths Special Protection Area.

1.3 Future Changes to the Planning System

This SCI is in accordance with current policy and regulation (as of 6th January 2014) governing the development management process and development of planning policy documents.

1.4 The South Downs National Park Authority and Planning

The South Downs National Park Authority (SDNPA) assumed its full planning responsibilities, as local planning authority (including minerals and waste planning) for the National Park on 1 April 2011.

The National Park 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 area; and
- promote opportunities for the understanding and enjoyment of the park's special qualities by the public.

In pursuing these purposes, the SDNPA 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 (SDNP) 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 (Map, see Appendix 1).

As the local planning authority for the National Park the South Downs National Park Authority (SDNPA) 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 National Park.

On 1 April, the SDNPA 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 (see Appendix 2).

Due to the size of the National Park, we anticipate approximately 4000-5000 planning applications to be made within the National Park each year. To maximise use of resources and maintain local engagement and involvement, the SDNPA works in partnership with the local authorities covering the National Park to deliver the planning service. Legal agreements have been put in place and will be renewed for 3 years from 1st April 2014 with 10 of the authorities. The agreements delegate the decision making power to the authority, who are then able to determine planning applications on behalf of the SDNPA. The development management service, including enforcement, is delivered directly by the SDNPA in Arun, Eastbourne, Brighton and Hove, Wealden and (in relation to minerals and waste matters) West Sussex.

The SDNPA also became the minerals planning authority and the waste planning authority on 1 April 2011. It is responsible for areas within the SDNP previously covered by Hampshire, West Sussex and East Sussex County Councils and Brighton and Hove Unitary Authority. Due to the progress of minerals and waste plans 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 Local Plans.

1.5 Developing this Statement of Community Involvement

During July and August 2011, the SDNPA notified 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. The comments received informed the draft SCI.

A second consultation was carried out for eight weeks between 17 October 2011 and 9 December 2011. This asked for comments on the content, format and ease of use of the document. These comments informed the final Statement of Community Involvement, adopted on 13 March 2012.

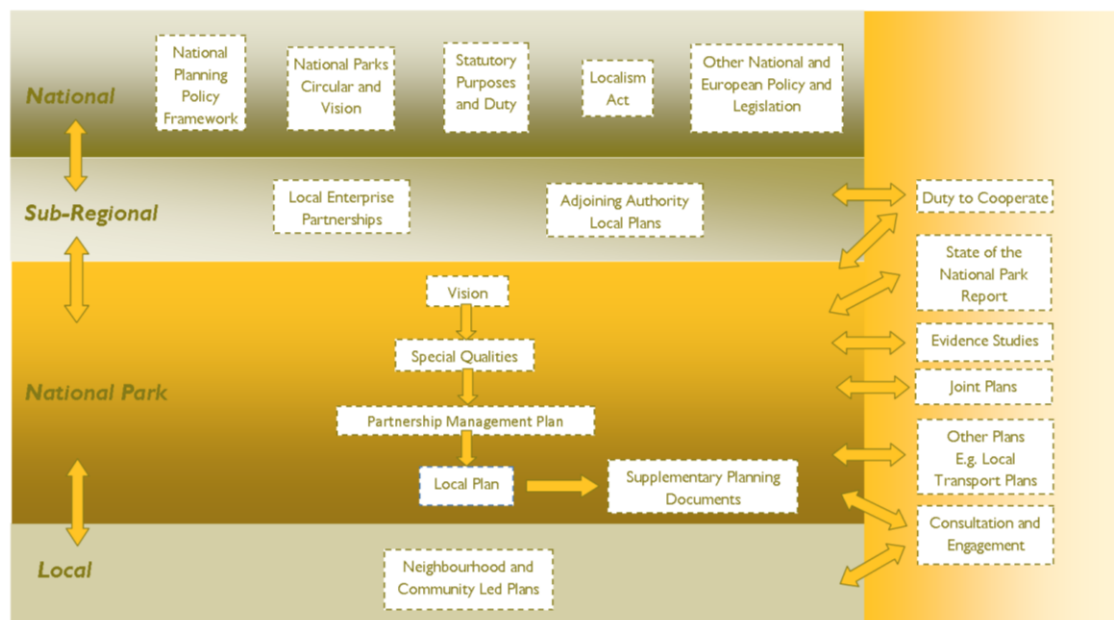
In January 2014, the SDNPA updated the adopted SCI. This focussed primarily on factual updates as a result of changing national planning policy and legislation.

DRAFT

2.0 Developing Planning Policy

2.1 The Planning Policy Framework

In order to replace the large number of planning policies which operate across different parts of the National Park, the SDNPA has started preparing the South Downs National Park Local Plan. The diagram below shows the influence of different policies and plans.



2.2 Local Development Documents

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

- Local Plan
- Neighbourhood Development Plans (NDPs)
- Supplementary Planning Documents (SPDs)

There are a number of other supporting documents which provide information or inform the plan:

- Statement of Community Involvement (SCI)
- Local Development Scheme (LDS)
- Annual Monitoring Report (AMR)
- Sustainability Appraisal (SA)

The SDNP 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. A summary of the joint minerals and waste plans to be prepared is included in the SDNP Local Development Scheme but the full details are contained in the respective West Sussex, East Sussex and Hampshire minerals and waste development schemes (MWDS). The documents are as follows:

Local Plan– the plan for the future development of the local area. The Local Plan will set out the vision, objectives and provide the framework for the preparation of

Supplementary Planning Documents (SPDs) and Neighbourhood Development Plans. It will also include a number of criteria-based development management policies needed to achieve the strategy, together with site allocations, policy boundaries and proposals for some specific sites.

Joint Minerals and Waste Local Plans - The joint Hampshire Minerals and Waste Plan (October 2013) and joint East Sussex, Brighton & Hove and South Downs Waste and Minerals Plan (February 2013) have both been adopted. The remaining joint minerals and waste local plans being prepared will guide the future provision for minerals and waste in each of the plan areas as well as including criteria-based development management policies.

Neighbourhood Development Plans

These are local level planning policy documents, created by local communities. Adoption will be subject to majority support at a local referendum.

Supplementary Planning Documents

Supplementary Planning Documents expand upon existing policy or provide further detail to policies in the Local Plan. They should only be used where clearly justified to help applicants make successful applications or aid infrastructure delivery and should not be used to add unnecessarily to the financial burdens on development.

Sustainability Appraisal

A Sustainability Appraisal (SA) of the Local Plan and Neighbourhood Plans is required 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 Local Plan.

Other documents that will be produced alongside the Local Plan are:

- The Proposals Map, with inset maps where necessary, is required to reflect the content of the Local Plan. A draft proposals map will be submitted with the Local Plan.
- An Authority Monitoring Report (AMR). Once produced, this will be made available on the SDNPA's website (www.southdowns.gov.uk/localplan). The AMR will report on progress with Local Plan preparation, report activity relating to the duty to cooperate and show how the implementation of policies in the Local Plan is progressing.

2.3 Local Plan Production

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 Park-wide evidence base. Such studies include a Local Housing Requirements Study; an Employment Land Review and a Strategic Flood Risk Assessment.

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. Initial Consultation (Regulation 18). When preparing a Local Plan the SDNPA must notify 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 (Regulation 19 consultation). 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 report which will recommend any changes to the SDNPA.

7. Adoption. The SDNPA will adopt the Local Plan.

2.4 Neighbourhood Development Plan Production

The production of a Neighbourhood Development Plan (NDP) is led by the local community. There are a number of stages involved in preparing a Neighbourhood Plan:

1. Define the Neighbourhood area The Town or Parish Council or Neighbourhood Forum (see Glossary, page 4) that wants to prepare a Neighbourhood Development Plan will apply to the SDNPA to designate the Neighbourhood Plan area. Where an area is covered by a town or parish council, the neighbourhood development plan can only be prepared by that town or parish council.

2. Approval from Local Planning Authority (LPA) The LPA will need to check that the area of the proposed Neighbourhood Plan and the group wishing to undertake it are compliant. For example the proposal may not be possible if it overlaps the boundary of another NDP, or if the Neighbourhood Forum is too small (minimum 21 members).

3. Preparing the Plan The Parish or Town Council or Neighbourhood Forum is responsible for the preparation of the plan. This includes the gathering of evidence, consultation with the community (including residents, organisations/institutions e.g. schools, business community, interest groups) and the writing of the Plan.

4. Preparation of the Neighbourhood Development Plan Sustainability Appraisal This is an important piece of work which must accompany the development and submission of a Neighbourhood Plan. A sustainability appraisal is designed to test the policies put forward in the plan and, importantly, testing the options that were not selected.

5. Relationship to other policies and laws The Neighbourhood Development Plan must be in general conformity with the Local Plan policies and National Planning Policies. It must be in accordance with other laws.

6. Examination Once a neighbourhood plan has been prepared, an independent examiner will check that it meets the right basic standards. If the plan does not meet the right standards, the examiner will recommend changes. The planning SDNPA will then need to consider the examiner's views and decide whether to make those changes. If the examiner recommends significant changes, then the Parish, Town Council or Neighbourhood Forum may decide to consult the local community again before proceeding.

7. Referendum The relevant authority (District, Borough, City or Unitary Authority, not the SDNPA) will organise a referendum on any plan that meets the basic standards. If more than 50 per cent of people voting in the referendum support the plan, then the SDNPA must bring it into force.

More information on Neighbourhood Planning within the National Park is available at www.southdowns.gov.uk/neighbourhoodplanning

2.5 Compliance

All consultations on the Local Plan must comply with the methods set out in this adopted SCI.

2.6 Links with the National Park Partnership 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 National Park and should reflect National 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 SDNP Local Plan, 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 Partnership Management Plan (adopted 2013).

DRAFT

3.0 Approach to Consultation (Planning Policy)

3.1 Who will we Consult?

The SDNPA 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 2012. The regulations categorise consultees into two groups (see Appendix 3). 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.

In consulting with the local community the SDNPA will take all reasonable efforts to make documents accessible to everyone. In doing so the SDNPA 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 (including people with learning disabilities)
- People from socially deprived areas (including areas of rural deprivation)
- Black and Minority Ethnic Groups (including Gypsies and Travellers)
- People with no or limited internet access

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

3.2 Ongoing Engagement on the Local Plan

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, as well as providing information on the wider / national changes to the planning system.

Four channels we will utilise are:

- **Website** – we will maintain the SDNPA 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 SDNPA Forum is an ongoing, electronic discussion tool, which all members of the community are free to sign up to. Officers of the SDNPA 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.
- **Local Plan Newsletter** – the SDNPA will produce a newsletter, covering a range of topics relating to the Local Plan. This will be sent via email to all contacts on the consultee database and published on the SDNPA website (<http://www.southdowns.gov.uk/localplan>). Paper copies will be made available to those without access to email or the internet.
- **Media Releases and Social Media** – the SDNPA will publicise consultations through media releases and through social media channels.

3.3 Consultation Principles

From the responses to our questionnaire, several important issues were raised which we have addressed and which will inform all future consultations. An important comment was that a range of consultation methods should be available and that a range of techniques, appropriate to the type of document being produced, are used.

- Consultations on all South Downs National Park Development Plan Documents will be for a **minimum of 8 weeks**¹.
- We will alert members of the public and stakeholders to upcoming consultations, to provide **early notification**, through updates on the SDNPA Website and the 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 contact the Planning Policy Team, via the contact details on page 2)
- 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.

¹ This applies to consultations on the South Downs National Park Local Plan up to the point of submission (see paragraph 2.3 above).

3.4 Minimum Consultation requirements

Local Plan

The tables below show the minimum consultation required during the production of the Local Plan.

| Minimum consultation required by Regulations (Local Plan) | |
|---|--|
| Initial Consultation (Reg. 18) | Proposed Submission (Reg. 19) |
| Consult with each of the Specific Consultation Bodies that the SDNPA considers may have an interest in the Local Plan | Consult with each of the Specific Consultation Bodies that the SDNPA considers may have an interest in the Local Plan |
| Consult with other General Consultation Bodies that the SDNPA considers appropriate | Send copies of the proposed Submission document(s) to the Specific Consultation Bodies selected by the SDNPA as having an interest in the Local Plan (either on CD or as paper copies if requested – subject to fee) |
| Invite representations from persons who are resident or carrying out business in the National Park as the SDNPA decides is appropriate. | Consult with other General Consultation Bodies that the SDNPA consider appropriate. In form where documents are available. Methods used either email or where email not available by letter in post |
| Methods used to consult these bodies or invite representations: either email or where email is not available by letter in post (subject to fee) | Methods used: either email or where email is not available by letter in post |
| | The SDNPA must carry out the consultation on the Local Plan for a period of not less than six weeks |
| | Copies of the proposed Submission document(s) to be made available in SDNPA offices in Midhurst and at such other places within the SDNP as the SDNPA considers appropriate |
| | Publish proposed Submission Local Plan document(s) on website |

Table 1 Consultation Requirements (Local Plan)

Supplementary Planning Documents (SPDs)

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 SDNPA as it sees appropriate for the type and coverage of document and the resource implications for the SDNPA.

| Minimum consultation required by Regulations (SPD) |
|--|
| Before adopting an SPD, the authority must prepare a consultation statement setting out who has been consulted, a summary of the main issues raised and how these issues have been addressed in the SPD. |
| Before adopting an SPD the proposed document must be made available for comment along with the consultation statement. (Reg. 12) |

Table 2 Consultation Requirements (SPD)

3.5 Optional Consultation Methods

The following are a list of additional consultation methods for Local Plan and SPD production processes, which they may also be used by the SDNPA:

- Early notification through Local Plan newsletter
- Production of summary leaflet to accompany Local Plan/SPD documents
- Consultation of general consultees as appropriate (e.g. may depend on location for SPDs)
- Notification to all contacts in consultee database
- Public meetings and/or manned and unmanned exhibitions
- Public notices/ posters
- Media release
- Stakeholder workshop

3.6 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 Local Plan the SDNPA will refer to Tables 1 and 2 which identify a variety of methods of consultation that the SDNPA may use. However, the exact approach taken will depend on the nature of the document being produced or the issue concerned.

3.7 Standards for Acknowledging and Reporting Back on Representations

The SDNPA will acknowledge any comments on Local Plan consultations received electronically. Anyone who comments early on in the production process of a document will be included on the SDNPA'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 SDNPA's offices and on the SDNPA's website.

4.0 Approach to Consultation (Development Management)

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, whilst ensuring the statutory purposes of the SDNP are adhered to. The SCI is an important tool for involving the wider community in the planning process, particularly in the decision making process for significant planning applications.

4.2 Significant Applications

Determination of the majority of applications is dealt with by councils within the SDNPA. Having operated since 2011, legal agreements are being put in place for the 3 year period from 1st April 2014 with 10 of the authorities. The agreement delegates the decision making power to the authority, who are then able to determine planning applications on behalf of the SDNPA. The development management service, including enforcement, is delivered directly by the SDNPA in Arun, Eastbourne, Brighton and Hove, Wealden and (for minerals and waste matters) in West Sussex. In these local authority areas where the planning service has been 'recovered' by the SDNPA all development management work, including processing of all applications and related activities, will be undertaken directly by the SDNPA.

Within the authority areas where the role of dealing with the applications is delegated, the SDNPA will also identify 'significant' applications which could potentially generate particular, special or major issues for the National Park and which will then be 'called in' to be dealt with by the SDNPA (although all administrative functions relating to the processing of major applications will be carried out by the delegated authority).

Information and guidance on what could be considered as significant development is available on the website at http://www.southdowns.gov.uk/data/assets/pdf_file/0013/123232/Agenda_Item_8_Appendix_1_20101203.pdf

The 'call in' process is a 'Direction' served on the relevant local authority by the SDNPA stating the reason for the 'call in'. In some cases an application may be considered to be major development, but it is not considered likely to have a significant impact on the SDNP. 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, up to the point before a decision is made. In some cases the SDNPA may accept a local authority recommendation to its planning committee, but would have issued a 'Potential Recovery Direction' (informally "red card") which gives the SDNPA an opportunity to call the application in if local councillors resolve to make a decision against officer recommendation. All such Directions are published on the SDNPA website.

4.3 Pre-Application Consultation

The SDNPA directly provides the pre-application service for the parts of Arun District Council, Brighton & Hove City Council, Eastbourne Borough Council and Wealden District Council, and for West Sussex minerals and waste matters within the National

Park. Outside these areas, but within the National Park, the existing partner local authorities will continue to provide the pre-application service on our behalf.

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, in conjunction with and sometimes involving SDNP Planning Link Officers. Advice provided by SDNPA regarding new dwellings and larger developments require a fee, however there is currently no fee charged for either householder advice or advice regarding whether residential planning permission is required.

For applications which are likely to be 'called in' and considered by the SDNPA, any pre-application advice registration and fee charges are still administered by the relevant local SDNPA but a planning officer from the SDNPA may provide the advice with input from a planning officer working for the local SDNPA or vice versa.

The SDNPA operate a transparent service, whereby pre-application details and responses, although not actively publicised will be placed on the online planning register. This is unless the applicant gives reasons why the enquiry is commercially sensitive.

Applicants will be encouraged to consult the community when developing their proposal in a way that is proportionate to the scale and impact of the proposal. The SDNPA is currently reviewing the 'Local List' of documents and information that, together with the national government list, will be required before an application is accepted as valid.

4.4 Publicity for Planning Applications

Our initial consultation with stakeholders and members of the public showed the importance of site notices, the publicising of planning applications in the local press and informing adjoining neighbours.

All applications will be publicised via a site notice and the issuing of letters to adjoining neighbours². In addition to site notices and the issuing of letters to neighbours we will place an advertisement in the local press where specifically directed by Article 13 of the Town and Country Planning Development Management Procedure Order 2010.

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 dates of the site notice being put up, the newspaper being published, and the letter being sent out to neighbours are different then the 21 day period for each will expire at 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. It is therefore advisable to ensure that a letter of representation is sent before the expiry date on the form of publicity to which they are a response. 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.

² Neighbours will be considered to be adjoining where the boundaries of the application site are at any point contiguous, or would be contiguous if there was not a footpath or highway in between.

It was clear from the consultation responses that email communication was preferred for both receiving information and providing comments to the SDNPA³. 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.

For applications made since 1 April 2012, a public access system allows users to do the following:

- Search and view a weekly or monthly list of applications, appeals and enforcements,
- Search and view applications, appeals and enforcements, using address, keyword or using a map based search,
- Track the progress of applications (once registered),
- Register to be notified of applications.

Comments on applications will not be acknowledged but will be published on the SDNPA website⁴. 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, or by letter if they have not provided their email address) of the date when the application is going to committee. Reports and agendas for Planning Committee meetings can be found on the website 5 clear working days before the meeting date.

Anyone can speak at a SDNPA Planning Committee providing they have made written representations on the planning matter in question beforehand and have notified the Member Services Officer at the SDNPA at least 3 working days before the meeting.

A maximum of six people are invited to speak on each planning application or related matter, for example, three in support and three against. If more than three individuals or representatives wish to raise similar points, then they will be asked to agree amongst themselves who should speak on their behalf. If necessary, the Chair of the Planning Committee will make any final decision on which members of the public may speak on an issue. The Chair may also use his/her discretion to increase the number of people who may speak.

For further information on public speaking at Planning Committee meetings please go to www.southdowns.gov.uk/about-us/about-the-authority/committees/speaking-at-a-planning-committee

4.5 Planning Application Decisions

All decision notices will be available to view on the SDNPA website.

³ For further information on responses please see Summary Report of Questionnaire Responses.

⁴ Pre-application enquiries, notifications and EIA screening/scoping are available to view on the Public Access system, however comments cannot be taken in to account as the merits of the proposal are not a consideration at this stage.

5.0 Further information

5.1 Planning Aid

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 public examination or inquiry. 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 on Planning Aid is available on the RTPI website:

<http://www.rtpi.org.uk/planning-aid/>

5.2 Monitoring and Review of the Statement of Community Involvement

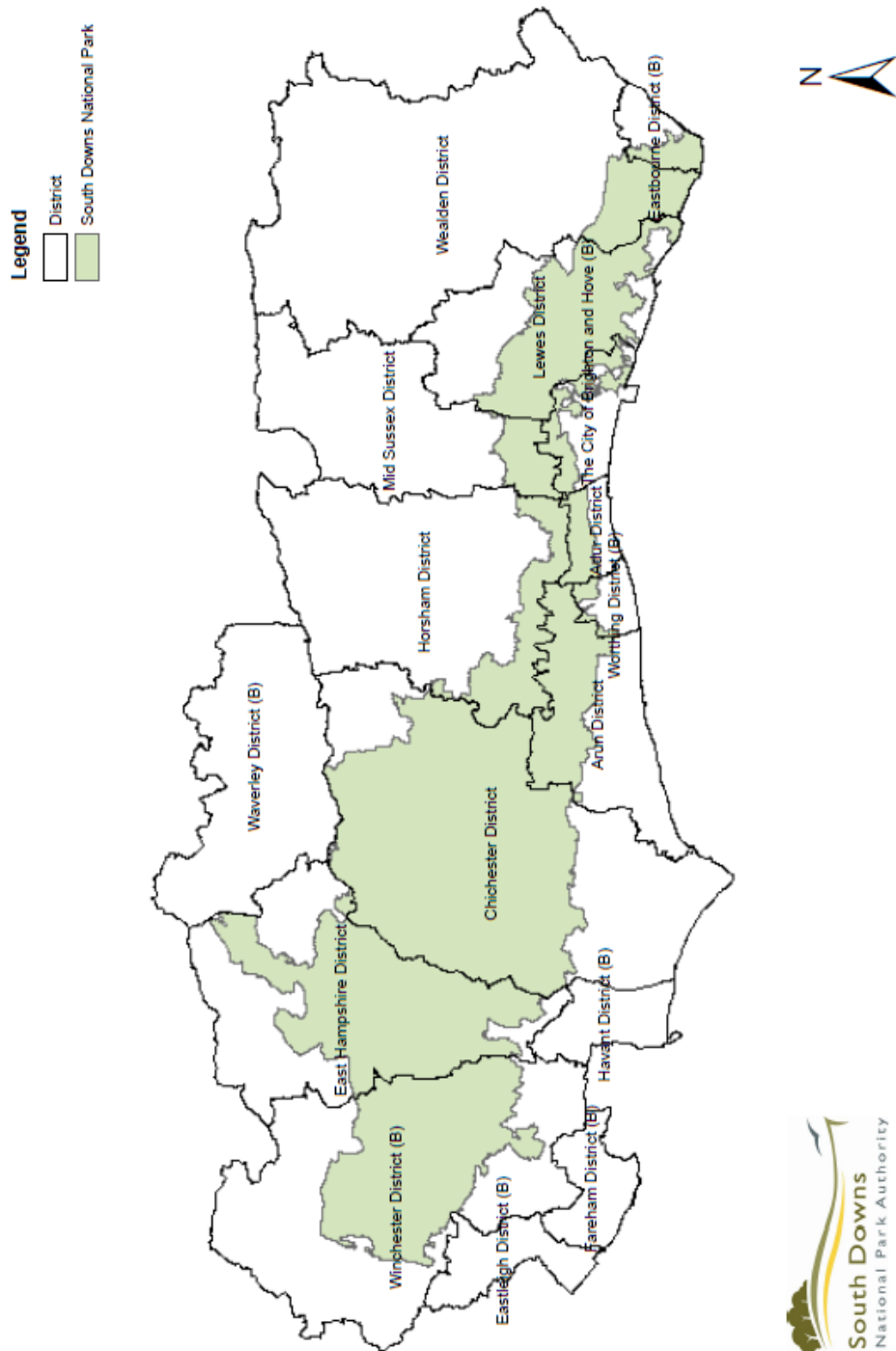
Community involvement and engagement should evolve and develop as circumstances change. Therefore, once the SCI has been formally adopted the document will be subject to annual review through the Authority Monitoring Report. As the success of community involvement techniques are monitored and reviewed, the results will be fed into the preparation of future stages of the Local Plan and other planning policy documents and the consideration of significant planning applications.

We have endeavoured to make the SCI 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 SDNP Partnership Management Plan.

5.3 Legislation

In the preparation of the Local Plan, the SDNPA 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 I – Indicative Map of the South Downs National Park Showing Local Authority Boundaries



Appendix 2 – Planning Policy within the National Park

‘Development Plan’ for the SDNP consists of:

Adopted Core Strategies:

- Horsham Core Strategy - for Horsham District,
- Worthing Core Strategy - for Worthing Borough,
- Winchester Joint Core Strategy – for Winchester District, and
- Wealden District (Incorporating Part of the South Downs National Park) Core Strategy Local Plan – for Wealden District.
- East Sussex, South Downs and Brighton & Hove Waste and Minerals Plan (2013) – for minerals and waste development in the East Sussex and Brighton & Hove areas of the SDNP.
- Hampshire Minerals and Waste Local Plan (2013) – for Hampshire part of the SDNP.

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
- East Sussex Minerals Local Plan (1999), East Sussex Waste Local Plan (2006) – for East Sussex, and Brighton and Hove part of the National Park, - saved policies that were not deleted following the adoption of the East Sussex, South Downs and Brighton & Hove Waste and Minerals Plan (2013)
- West Sussex Minerals Local Plan (2003) – for West Sussex part of the National Park.

Appendix 3 – 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

- 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)
- the Marine Management Organisation
- Relevant telecommunications companies:
- Primary Care Trusts,
- Relevant electricity and gas companies
- Relevant sewerage and water undertakers
- Government Departments
- Network Rail Infrastructure Limited
- the Highways Agency
- Secretary of State for Transport
- The Coal Authority
- The Homes and Communities Agency

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.”

Appendix 4 – Minimum Statutory Publicity Requirements

As a local planning authority we are required by law to publicise all planning applications. This can include advertisements in a local newspaper, site notices and neighbour notifications. Applications are also advertised weekly on the SDNPA's website.

| Nature of Development | Publicity Required |
|--|---|
| Applications that: <ul style="list-style-type: none"> • are accompanied by an environmental statement. • are departures from development plan. • affect a public right of way, or • are made by the authority. | Site notice and advert in local newspaper. |
| Major development (which includes Minerals and Waste applications). | Site notice and advert in local newspaper. |
| Minor development. | Site notice and advert in local newspaper. |
| Development affecting the setting of a listed building. | Advert in local newspaper and either a site notice or neighbour notification. |
| Development affecting the character or appearance of a conservation area. | Advertisement in newspaper, site notice and neighbour notification. |
| Permitted development requiring prior notification to local planning authority. | Site notice posted by developer. |