

Statement of Community Involvement in Planning

2023

A guide on how you can get involved in planning decisions



Background

On the 3rd August 2022 the Cabinet agreed to consult on the draft 2022 version of the SCI. The consultation ran from the 2nd September 2022 to the 28th October 2022 (an eight-week period). The consultation was repeated from the 11th November 2022 for a five-week period to the 16th December 2022. On the 18th of January, 2023 Cabinet approved the draft SCI.

A draft Statement of Community Involvement (SCI) is published for public consultation to give residents, businesses, Parish and Town Councils and other groups an opportunity to have a say on how they want to be involved in guiding future development within Test Valley. Decisions we make, and policies we set, affect local residents, businesses and organisations now and in the future, so it's important that everyone has the opportunity to be involved from the start. We aim to work positively and proactively with our local communities to make sure they are fully informed, feel involved in the decision-making process and have timely and meaningful opportunities to have a say on planning matters upon which we consult. This Statement of Community Involvement ('SCI') explains how we ensure this happens.

Contents Page

1	Introduction	5
	What is a Statement of Community Involvement?	5
2	Why is it important to produce a new SCI?	
	6 Growing our Potential – the Corporate Plan 2019 - 2023	6
	Test Valley Borough Council Customer Charter 2015	6
	Test Valley Community Planning Toolkit	7
	Andover Vision 2017 - 37	7
	Romsey Future – A Vision for Romsey 2022 – 2042	7
3	Why should I / my community get involved?	8
4	Barriers to effective participation	9
	<i>Table 1: Barriers to Effective Participation</i>	9
5	Planning Policy	10
	What is Planning Policy?	10
6	Development Plan Documents (DPDs)	
	10 How can you get involved?	11
	Who will the Council consult on DPDs?	11
	<i>Table 2: Potential Consultation Methods and their Effectiveness</i>	15
	When to get involved	20
	<i>Table 3: Key Statutory Stages of Development Plan Production</i>	20
7	Supplementary Planning Documents	24
	Getting involved in preparing Supplementary Planning Documents	24
	<i>Table 4: Getting Involved in Preparing Supplementary Planning Document</i>	25
	Village / Town Design Statements	26
8	Other Policy Documents and Projects	27
	Sustainability Appraisal Scoping Report	27
	Statement of Community Involvement (SCI)	27
9	Neighbourhood Planning	28
	The Council's role in Neighbourhood Planning	29
	Figure 2: The Main Elements of the Neighbourhood Development Plan Preparation Process	30
	<i>Table 5: Key statutory requirements that the Council must undertake when supporting the preparation of Neighbourhood Development Plans</i>	31
10	Community Infrastructure Levy	35
	Charging Schedule	35
	<i>Table 6: Opportunities to make representations in the preparation of a CIL Charging Schedule</i>	37
	CIL Expenditure	41

11	Planning Applications	42
	Community involvement in decision making	42
	Pre-Application Advice	42
	Community Involvement in Planning Applications	43
	Publicising Planning Applications	44
	How to view a Planning Application	44
	How to make a comment / view a comment on a Planning Application	44
	Significant / Sensitive Planning Applications	45
	Major Planning Applications	45
	Applications of Significant Interest	45
	Public Rights of Way / Conservation Area / Listed Building Consent.....	45
	Applications for Prior Approval	46
	Determining a Planning Application	46
	Planning Committees	46
11.4	Community involvement in decisionmaking	47
12	Tree Works	47
	Applications for consent to work on trees subject to Tree Preservation Orders	47
	How to view a Tree Works Application	47
	How to make a comment / view a comment on a Tree Works Application	48
	Determining Tree Works Applications	48
	Notifications of intent to undertake works to trees within a Conservation Area	48
	Hedgerow Removal Notices	49
13	Planning Aid England	49
	Appendix 1 – Community demographics and possible engagement methods	54
	Appendix 2 – Publicising Planning Applications	53
	Glossary	60

1 Introduction

What is a Statement of Community Involvement?

- 1.1 Given the complexities of the planning system, a key issue is that local communities, individuals and local groups do not fully understand how they can participate in the planning process.
- 1.2 A Statement of Community Involvement (SCI) seeks to address this by describing how the public, businesses and interest groups can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process aimed at shaping where we live, work and enjoy the natural and built environment. This is essential to help improve

understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way.

- 1.3 Effective consultation enables stakeholders and the public to express their views. However, there may be instances where the Council has to balance all relevant matters or considerations, and this may mean a different outcome to some of the views expressed. Where this is the case, the Council will be transparent in its reasoning.
- 1.4 The Council's Corporate Plan 2019-23¹ sets out an overarching strategy for the Borough. It aims to establish mechanisms and processes by which communities in Test Valley can help identify local issues and play a key role in the planning of the places where they live, work and spend their leisure time. The Council want to achieve this through continuing community engagement, the strengthening of representative and participative democracy and having community engagement form part of the evidence for making decisions. The SCI is one of the tools which sets out how this commitment will be delivered.
- 1.5 Whilst the SCI primarily sets out how the Council will engage with communities, it also provides guidance to help inform developers and applicants on how to undertake effective community consultation activities on draft masterplans and planning applications for major development proposals.

2 Why is it important to produce a new SCI?

- 2.1 The preparation of a SCI is a legal requirement of the Planning and Compulsory Purchase Act 2004 (as amended). Once adopted, the Council is legally obliged to comply with its SCI. The council has to update the SCI every 5 years². This version reflects the government's latest planning policy guidance and legislation including the revised National Planning Policy Framework (NPPF, 2021). For Planning purposes, Test Valley Borough Council does not cover that part of the borough that lies within the New Forest National Park, therefore the SCI does not cover engagement in this area.

Growing our Potential – the Corporate Plan 2019 - 2023

- 2.2 The Corporate Plan identifies a priority to 'grow the potential of communities to be empowered, connected and able to build upon their strengths'. Through the Corporate Plan the Council is striving to be an organisation of excellence, committed to empowering communities by improving the quality of life of all the people of Test Valley as well as supporting communities to plan for their own needs, do more for themselves, and support Councillors to develop their community leadership role.
- 2.3 Further information can be found here:

¹ More information on the Corporate Plan is available at:
<https://www.testvalley.gov.uk/aboutyourcouncil/corporatedirection/corporate-plan-for-2019-to-2023>

Test Valley Borough Council Customer Charter 2015

2.4 The Council's Customer Charter³ sets out the following vision:

To be an organisation of excellence committed to improving the quality of life of all the people of Test Valley.

It is our aim to ensure each person who contacts the Council is treated as an individual and has a positive experience. Understanding customer needs is at the centre of how we develop the way we conduct our business with and on behalf of the citizens of the Borough.

2.4 Customer service is a key priority and the Council recognises that there have been significant changes in the way communities and the Council interact. Access to the internet has increased and there has been a shift towards online services and correspondence by email and social media. Despite these changes, there remains a significant number of people that are unable to use electronic forms of communication and access to information or prefer not to do so. As such, we will continue to ensure that consultation materials are available

² Under regulation 10a of the Town and Country Planning (Local Planning) (England) regulations 2012 (as amended) The SCI is subject to a 5 year review after its adoption date.

³ Available at: <https://www.testvalley.gov.uk/aboutyourcouncil/howarewedoing/customercharter> in a variety of formats and that there are varied ways of taking part in consultations to encourage the widest possible accessibility and inclusivity.

2.5 To ensure that customer service and community engagement is united across all Council functions, this SCI ensures that local communities are informed on how they can get involved in local planning policy, neighbourhood planning and planning applications.

Test Valley Community Planning Toolkit

2.6 Test Valley Borough Council and the Test Valley Association of Town and Parish Councils have jointly developed this toolkit as a guide to the different types of community plans available to communities (i.e., Parish Plans, Neighbourhood Plans, and Village Design Statements); along with practical tools and guidance to help you take forward these initiatives. It is a live document and updates will be made, with additional information included when appropriate.²

² <http://www.testvalley.gov.uk/cpt>

⁵ <https://www.andovervision.org.uk/>

- 2.7 Andover Vision is a partnership of Andover's residents, community groups, businesses and public bodies. This document sets out the partnership's ambitions for the town and its future over the next 20 years. It has been shaped by local people through extensive consultation and has been brought together by the Vision partnership. The Andover Vision is underpinned by five themes, one of which is 'Being Part of a Connected Community'. This SCI complements this theme by supporting communities to get involved in planning matters.⁵

Romsey Future – A Vision for Romsey 2022 – 2042

- 2.8 Romsey Future sets out a long term vision for Romsey. Romsey Future is a partnership of many groups and organisations working together to build consensus and deliver on shared ambitions. The vision for Romsey will be delivered through a set of strategic ambitions. Each ambition has been developed as a result of local organisations and the community coming together to talk about what a successful Romsey will look like in 20 years. The vision has then been grounded by reviewing a strong evidence base of what's needed and why. Romsey Future is underpinned by five principles one of which is 'Be inclusive by bringing together all of our communities within Romsey'. This SCI complements this theme by supporting communities to get involved in planning matters.³

3 Why should I / my community get involved?

- 3.1 Our role as the Local Planning Authority is to ensure the planning process, rules and policies are followed properly. It is also very important that the policies we create and the planning decisions we make take into account the views of local communities. The planning process seeks to promote sustainable development through managing, guiding and facilitating the provision of new homes, economic growth and investment, leisure and recreation facilities, retail and provision of new infrastructure. The principal purpose of the planning system is to ensure that new development meets the social and economic needs of our communities whilst at the same time conserving the natural and built environment.
- 3.2 Planning has a direct impact on the daily lives of residents and the business community therefore it is important that the decision making process for development proposals is transparent and that you have the opportunity to have a say in the planning decisions that are made by the Council. The public has a right to get involved and the only way that the Council will understand what people's views are if they are told by the public.

³ <https://www.romseyfuture.org.uk/>

- 3.3 Getting involved at an early stage of the planning process means that you can make your views known and thus help shape planning decisions. Your local knowledge is a valuable resource to help us understand the aspirations of local communities.
- 3.4 There are different aspects of the planning system that people can get involved with such as Planning Policy, including Neighbourhood Plans, Planning Applications, and reporting unauthorised development. This SCI is designed to assist you with the different aspects of the planning system as well as inform you of the different stages of when you can get involved and how to get involved.

4 Barriers to effective participation

- 4.1 Consulting residents, community organisations and businesses is not without its challenges and we recognise that there are barriers to effective participation. Through this SCI we will strive to address these barriers wherever possible. The main barriers are set out in Table 1.

Table 1: Barriers to Effective Participation

Barriers To Effective Participation	Why
Planning Jargon	<p>Whilst the Planning System is trying to simplify the planning process there is still technical jargon and abbreviations used. Plain English will be used wherever possible, and the Council will provide glossaries within Planning Policy documents to explain any planning language or terms that we use. Jargon Busters of Planning terms can be found on the Planning Portal and Planning Aid websites:</p> <p>https://www.planningportal.co.uk/directory/4/a_to_z https://planningaid.zendesk.com/hc/enus/articles/209767445-Jargon-buster-glossary-ofplanning-terms</p>
Community demographics and possible engagement methods – see appendix 1	<p>The Council is conscious that there are certain community demographics that find us less accessible and whose views are often under represented. It is important that efforts are made to seek views from these under represented or “seldom heard” groups. This SCI sets out a range of consultation techniques and approaches to ensure that involvement is inclusive and accessible as possible. We will continuously review the way we do this.</p>

Doubts / concerns that views won't be taken into account or won't make a difference	The Council is committed to listening to what their residents and business community has to say. The Council will carry out necessary steps to explore possible solutions and where justified, changes will be made. However, the Council has to make decisions based on national and local planning policy and therefore it is not always possible to Make decisions that accord with views expressed all concerns especially if it is not a planning issue (e.g., if proposed development is considered to have an impact on local property prices). Where this is the case, the Council will provide reasoning for its response.
Consultation Fatigue / multiple consultations	The Council will carry out public consultation where it is justified and it is a legal requirement to do so e.g., because something has changed such as
Barriers To Effective Participation	Why
	Government guidance or there is new evidence. There may be instances when the Council is carrying out frequent consultation exercises (such as for the Local Plan) however this enables the community to get involved should they have missed out previously.
Technology	Whilst digital technology makes communication easier to administer and access, there are members of the community that are not able to use technology or have access to email or internet ⁴ . In undertaking consultation, the Council will not disadvantage these groups.

5 Planning Policy

What is Planning Policy?

- 5.1 In a nutshell, the Council's Planning Policy team is responsible for preparing Development Plan Documents, such as the Local Plan, and Supplementary Planning Documents. Collectively these documents deliver the planning strategy and policies for future development in Test Valley. This type of work is referred to as 'Planning Policy'.
- 5.2 The approach to preparing Planning Policy documents differs, taking account of the legal framework in place. Therefore, the SCI includes separate sections for the document types to help explain how you can get involved in their

⁴ For details on how to access computers for customer use in a number of public locations please view: <http://www.testvalley.gov.uk/business/learningeducationandskills/pcsinthecommunity/>

preparation. We will take account of the consultation approaches identified below for all consultations, although they may be applied in different ways to reflect the requirements and processes for different types of Planning Policy documents.

6 Development Plan Documents (DPDs)

6.1 The National Planning Policy Framework (NPPF) requires Local Planning Authorities to prepare DPDs to set out a vision (“forward planning”) for the future development of the Borough (usually 15-20 years). DPDs aim at addressing needs and opportunities in relation to population growth, housing, the economy, community facilities and infrastructure – as well as a basis for safeguarding the environment, adapting to climate change and securing good design. DPDs are underpinned by evidence base studies such as housing and economic projections to understand future growth.

6.2 The Council is legally required to monitor the effectiveness of the Local Plan and ensure that it is kept up to date. Whilst Local plans cover a minimum plan period of 15 years, changes happen regularly, both nationally and locally, so the Local Plan needs to be reviewed regularly to ensure that its policies are up to date. Your local community can make a contribution to the review of the Local Plan, for instance you can undertake studies of local green spaces to protect, traffic studies and audits of local facilities.

6.3 Currently the Council’s only DPD is the Test Valley Borough Revised Local Plan DPD 2011-2029. The Council has commenced work on the preparation of the next Local Plan.

6.4 Further information on the review of the Local Plan and how to get involved within the review process can be found within Test Valley Community Planning Toolkit (<http://www.testvalley.gov.uk/cpt>). Please refer to Practical Guide 3C.

How can you get involved?

6.5 DPDs could affect where you live, work, shop, play and how you get around. If you are interested in your area and would like to be involved in shaping future planned growth then DPDs will be relevant to you. The earlier you can get involved, the better the chance you can help influence shaping the plan as well as having an understanding of the Plan making process.

6.6 The council maintains a ‘Keep Informed Database’ of individuals, groups, stakeholders and other consultees who have requested to be informed on consultations for planning policy documents such as the Local Plan, supplementary planning documents, neighbourhood planning documents, the Strategic Housing and Economic Land Availability Assessment (SHELAA) etc. We will contact those on the KI database in accordance with what is set out in the SCI document as applicable.

You can register your contact details i.e., email address or by postal address if an email address is not available. Your details will not be passed on to third parties and you can request to have your details removed at any time. This applies to the development of planning policy only and not the determination of planning applications. Please contact:

Email: planningpolicy@testvalley.gov.uk

Telephone: 01264 368000

Who will the Council consult on DPDs?

- 6.7 Government Regulations⁵ require us to ensure that certain organisations, known as Specific Consultation Bodies⁶, are consulted at key stages during the preparation of the DPD where that organisation may have an interest in the

document. These include neighbouring planning authorities⁷, parish councils within and adjoining our area, Environment Agency, Natural England, and Historic England for example.

- 6.8 In addition there is a legal requirement to notify General Consultation Bodies as appropriate. This includes certain types of voluntary bodies and organisations that represent the interests of different communities and representing the interests of businesses within the Borough. This includes voluntary groups, groups for people with disabilities, and religious groups.

- 6.9 In some cases, we have a degree of discretion over whether to notify certain consultation bodies. For example, if the topic of the document in question is not likely to be of interest or relevance to that body they will not be consulted. We will seek to target consultation towards those most likely to be affected, for example by setting up workshops on particular topics or hosting public exhibitions in areas of site allocation proposals.

- 6.10 In addition, the council is committed to involving a wide range of other individuals and organisations, including members of the 'hard to reach' groups.

How will we consult?

- 6.11 The Government sets out statutory⁸ consultation requirements that the Council must follow. In addition to the requirements, the council will carefully consider options for additional community involvement to maximise the likelihood that all residents in Test Valley are made aware of any planning proposals and of the

⁵ Town and Country Planning (Local Planning) (England) Regulations 2012 [S.I 2012 No. 767]

⁶ https://www.legislation.gov.uk/ukxi/2012/767/pdfs/ukxi_20120767_en.pdf

⁷ Neighbouring planning authorities are Basingstoke & Deane Borough Council, Eastleigh Borough Council, New Forest District Council, New Forest National Park Authority, Southampton City Council, West Berkshire Council, Wiltshire Council, and Winchester City Council.

⁸ Town and Country Planning (Local Planning) (England) Regulations 2012 [S.I 2012 No. 767] (as amended)

opportunity to comment on them. We will do this taking account of the consultation approaches identified in this section.

- 6.12 DPDs are supported by additional documents (e.g., Sustainability Appraisals and potentially Habitat Regulations Assessments) and technical studies (referred to as the evidence base). With regards to providing hard copies for reference purposes at the Council Offices, the Council will only provide paper copies of the main consultation document (i.e., the Local Plan), Sustainability Appraisal and Habitat Regulations Assessments (where relevant) and this is if there are no coronavirus restrictions in place. All evidence base reports will be publicly available on the Council's website, however, should you wish to receive a hard copy of the consultation document and any evidence base document please contact the Planning Policy team (this will be subject to staff costs of printing, postage and packaging).

Consultation Principles- Planning Policies

To Inform:

- 6.13 Planning Policy will inform people of the planning process and to provide people with the information they need to get involved at the earliest opportunity possible. The following approaches, where relevant will be used to inform people:

Statutory Requirements:

- Electronic version of the consultation document will be made publicly available on the Council's website.
- Hard copies for reference use will be made available during office hours⁹ at the Council Offices provided there are no coronavirus (or similar) restrictions in place.
- Hard copies for reference use will be made available at Libraries¹⁰
- Statutory Notice in local newspapers –Andover Advertiser, Romsey Advertiser and Hampshire Independent
- Consultation notifications will be sent via email / post.

Additional Notification Methods That May Be Used to Advertise Consultation:

- Test Valley Borough Council Consultation Portal:
<https://testvalley.gov.uk/consultations>
- Press releases on the Council's website <http://www.testvalley.gov.uk/news>
- Consultations may be publicised via social media – Twitter / Facebook

⁹ Monday – Thursday (8:30am – 5pm) Friday (8:30am – 4:30pm)

¹⁰ Library locations: Andover, Romsey and North Baddesley

- Test Valley News which is circulated to all residents in the Borough <http://www.testvalley.gov.uk/aboutyourcouncil/mediacentre/testvalleynews>

6.14 The Planning Policy team will use plain English wherever possible. For those whose first language is not English the Council provides access to a professional translation service

To access the service please call: 0800 757 3026.

To Involve:

6.15 The Planning Policy team will where possible and depending on coronavirus restrictions, encourage the active participation of individuals, groups, landowners and developers in the planning process through a variety of techniques such as:

- Public exhibitions
- Council Officers to attend Parish Council meetings
- Workshops

6.16 The Planning Policy team, wherever possible, undertake these consultation exercises in locations which are accessible to the local community, for example at village halls / local community halls and at a variety of times.

To Consult:

6.17 The local community's statutory right to be consulted and make representations is set out in the Regulations.¹¹ The Planning Policy team will endeavour to do more than just meet the minimum statutory requirements and will also actively promote social inclusion amongst other demographics such as the hard to reach groups (Appendix 1). We will understand the needs of different stakeholders and engage and consult using appropriate and relevant consultation methods, making best use of technologies. We need to be very clear about what we are asking people and we must be sure that people understand what will happen as a result of this engagement.

To Respond:

6.18 It is important that the Planning Policy team gives proper consideration to any views expressed in consultation exercises. The Planning Policy team will take account of all responses to consultation and will report back on how views expressed in representations have been taken into account in the Council's decision making processes. Respondents will be advised of the dates of meetings of the Council when their comments

¹¹ Town and Country Planning (Local Planning) (England) Regulations 2012 [S.I 2012 No. 767]

are to be considered and details of how to access the appropriate reports.

- 6.19 In addition to those consultation approaches set out above, the Planning Policy team will, where appropriate, undertake additional consultation and engagement approaches at various stages of the document preparation process. Not all methods will be used; they will be tailored to the specific stage, be proportionate to the importance of the document in question, take account of the resources available and any coronavirus restrictions that may be in place.
- 6.20 Table 2 provides an assessment of consultation methods with regards to their effectiveness. This table also provides useful information to be considered by Developers when undertaking public consultation on draft development proposals and it also provides a source of information for those local communities who wish to prepare Neighbourhood Plans.

Table 2: Potential Consultation Methods and their Effectiveness

Consultation Method	Benefits	Weaknesses
<p>Electronic copy of consultation document and associated documents on the Council’s website.</p>	<p>Relevant documents will be made available on the Council’s website. Customer Services at Beech Hurst as well as Andover and Romsey library, offer internet access and assistance to those who need it. There are also opportunities to respond to consultations via email and using response forms.</p>	<ul style="list-style-type: none"> • Not everyone has access to the internet • Not everyone is able to use the internet • Large documents to download and view
<p>Hard copies of main consultation document and any associated documents for reference use at Council Offices during office opening hours:</p> <p>Monday – Thursday (8:30am – 5pm) Friday (8:30am – 4:30pm)</p>	<ul style="list-style-type: none"> • Accessible location • Inclusive for those who do not have access to the internet or not able to use the internet • Easy to read • Access to Council Officers for information 	<ul style="list-style-type: none"> • Limited to opening hours • Not able to take documents away • Coronavirus or other public health restrictions
<p>Electronic and hard copies of main consultation document and any key associated documents for reference use at Libraries in Andover, Romsey and North Baddesley.</p>	<ul style="list-style-type: none"> • Accessible location • Inclusive for those who do not have access to the internet • Supported access to computers where available • Easy to read • Reaches residents on cross boundary issues 	<ul style="list-style-type: none"> • Limited to opening hours • Not able to take documents away • Coronavirus or other public health restrictions
<p>Notification emails / letters to relevant Specific Consultation Bodies and General consultation bodies upon commencement of consultation.</p>	<ul style="list-style-type: none"> • Direct notification • Provides accurate information 	<ul style="list-style-type: none"> • Council may not be informed of changes to contact details.

Consultation Method	Benefits	Weaknesses
Notification emails / letters to those who are registered on the Keep Informed database.	<ul style="list-style-type: none"> • Direct notification • Provides accurate information • People can have their contact details removed at any time if they no longer wish to be kept informed 	<p>Council may not be informed of changes to contact details</p> <ul style="list-style-type: none"> • May not be accessible for those people whose first language is not English • May not be the most inclusive method for hard to reach groups
Statutory Notice in Local Newspapers – notice will provide details of where and when documents can be inspected. It will also detail how and when to respond to consultation documents.	<ul style="list-style-type: none"> • Can reach a wider audience • Provides the public with accurate information 	<ul style="list-style-type: none"> • May not be accessible for those people who first language is not English • May not be the most inclusive method for hard to reach groups • Only relevant to those who access local newspapers
Local press release	<ul style="list-style-type: none"> • Effective way of reaching wider community 	<ul style="list-style-type: none"> • Council has no editorial control over articles unless we choose to include a paid supplement with the paper which can be expensive
Test Valley Newsletter	<ul style="list-style-type: none"> • Distributed to all households in Test Valley • Can be provided in alternative formats • Provides the public with accurate information 	<ul style="list-style-type: none"> • Only published twice a year so may not coincide with timing of Planning Policy consultations • May not be accessible for those people who first language is not English

Social media – Twitter / Facebook	<ul style="list-style-type: none"> • Effective way of reaching hard to reach including youth, people with limited time e.g., business/professional people, working people with families • Information can be accessed 24 hours 	<ul style="list-style-type: none"> • Not everyone has access to the internet or has a Twitter / Facebook account • Difficult to manage posted comments / content
--	--	--

Consultation Method	Benefits	Weaknesses
Posters	<ul style="list-style-type: none"> • Can be used to publicise consultation information / events 	<ul style="list-style-type: none"> • May not be located in places utilised by all sectors of the community so not wholly inclusive • May not be accessible for those people who first language is not English • May be removed or taken down without the council's knowledge
Leaflets	<ul style="list-style-type: none"> • Can be used to publicise information/events • Provides a useful summary of the main planning proposals • Small leaflets are easier to provide in a variety of formats to improve accessibility 	<ul style="list-style-type: none"> • Limited information • Relies on others to put up / remove notices • May not be accessible for those people who first language is not English
Questionnaire surveys	<ul style="list-style-type: none"> • Can be used to encourage people to provide their comments • Results can be analysed electronically and reported in a quantitative and qualitative format to inform production of documents 	<ul style="list-style-type: none"> • Survey questions are predetermined so issues may be missed • Concerns of specific groups may not come out through survey – need to target groups specifically

Public exhibitions	<ul style="list-style-type: none"> • Enables people to access information display boards • Provides the opportunity to speak with Council officers for further information / discuss concerns • People can fill out comment forms 	<ul style="list-style-type: none"> • Targeting hard-to-reach groups is still difficult • May not be accessible for those people who first language is not English • Creating and updating displays is expensive and time consuming • Coronavirus or other public health restrictions
Consultation Method	Benefits	Weaknesses
Planning for Real Workshops¹²	<ul style="list-style-type: none"> • Session is led by an independent facilitator • Provides a structured, creative and meaningful session • Issues can be covered in depth and recorded • Can be targeted to represent particular groups so can address areas where under representation is required • Use of a variety of techniques to encourage high levels of participation i.e., post it notes, models, group working etc. 	<ul style="list-style-type: none"> • Issues may get raised that does not fall within the remit of Local Plans / Neighbourhood Plans • Some people are reluctant to get involved in interactive workshops • Coronavirus or other public health restrictions

¹² Planning for Real (PFR) is a nationally recognised community planning process based on a 3D model. The process allows residents to register their views on a range of issues, to work together to identify priorities, and in partnership with local agencies go on to develop an action plan for change.

Council Officers attending Public Meetings	<ul style="list-style-type: none"> • Reaches out to people in the local community / provides accessibility • Provides the opportunity to speak with Council Officers for further information / discuss concerns • Council Officers can understand the views of the community • Could be used as a basis for workshop exercises • Meetings are targeted at local issues rather than broader ones. 	<ul style="list-style-type: none"> • Need to ensure there is sufficient publicity in order to have a good attendance rate to encourage a constructive / meaningful meeting • Meetings could divert to unrelated or national issues rather than local issues • Sometimes there can be too many views to be heard in a limited time frame • People don't want to air their views in a public forum • The loudest voices tend to get heard • Not fully inclusive / representative of local community
---	---	---

Consultation Method	Benefits	Weaknesses
		<ul style="list-style-type: none"> • May not be accessible for those people who first language is not English • Coronavirus restrictions
Hosting exhibitions at Secondary schools / Colleges	<ul style="list-style-type: none"> • Effective way of reaching young people and their parents 	<ul style="list-style-type: none"> • Need to ensure there is sufficient publicity in order to have a good attendance rate to encourage a constructive / meaningful session • Coronavirus or other public health restrictions

When to get involved

- 6.21 The Town and Country Planning (Local Planning) (England) Regulations 2012, the Planning Compulsory Purchase Act 2004 and the Localism Act 2012, sets out the prescribed stages of Development Plan preparation and also the requirements for consultation. The production of a DPD is an iterative process developed through a number of stages in consultation with the public and key stakeholders. In order for the Local Plan to be adopted by the Council, it must be found sound¹³ by a government appointed Planning Inspector.
- 6.22 Further requirements are set out within the National Planning Policy Framework (NPPF)¹⁴ and guidance is provided within the National Planning Practice Guidance (PPG)¹⁵. Table 3 shows both the key stages of Plan production and the opportunities for involvement at each stage.

Table 3: Key Statutory Stages of Development Plan Production

Key Stages of Production	Your Opportunities for Involvement
<p>Initial Evidence Gathering</p> <ul style="list-style-type: none"> • Begin initial evidence gathering process (commissioning technical studies, identifying available sites, collating data, identifying the scope of the Plan) • Formulate initial aims and objectives • Start preparing the Sustainability Appraisal Scoping Report and collating baseline data • Identify relevant environmental, economic and social objectives to inform a Sustainability Appraisal 	<ul style="list-style-type: none"> • Register your contact details on the Keep Informed Database • Provide the Planning Policy team with details of any sites you may wish to promote for development • Provide the Planning Policy team with any local evidence studies

¹³ The NPPF sets out the criteria for a DPD being sound. The examination assesses whether the plan has been prepared in accordance with legal and procedural requirements and if it is sound. The four tests of soundness are set out in the National Planning Policy Framework (NPPF).

¹⁴ National Planning Policy Framework:

<https://www.gov.uk/government/publications/nationalplanning-policy-framework--2>

¹⁵ National Planning Practice Guidance: <https://www.gov.uk/guidance/local-plans--2>

<p>Issues & Options (Optional Stage)</p> <ul style="list-style-type: none"> • Draft Local Plan considering a wide range of key topics and issues facing the Borough (such as homes and jobs needed in the area; the provision of retail, leisure and commercial development; the provision of infrastructure, community facilities and climate change etc.) as well as identifying 	<ul style="list-style-type: none"> • Review the Issues and Options Document, evidence base and any other associated documents • Submit a formal representation to the Council outlining your comments, views and responses to any questionnaire style questions • Attend any public exhibitions / workshops
--	--

Key Stages of Production	Your Opportunities for Involvement
<p>possible options to address identified key issues</p> <ul style="list-style-type: none"> • Undertake public consultation for a minimum period of 6 weeks • Engage with local communities, businesses and other interested parties • Engage with duty to cooperate partners • Ensure compliance with the Council's adopted Statement of Community Involvement • Continue evidence gathering • Take into account of representations received from consultation to inform the next stage 	<p>All submitted representations will be made public and can be viewed by others. Signatures, postal address and email address details will be redacted.</p>

<p>Regulation 18: Consultation</p> <p>Formal Public Consultation</p> <ul style="list-style-type: none"> • Undertake public consultation for a minimum period of 6 weeks • Engage with local communities, businesses and other interested parties • Take into account representations received from consultation • Engage with duty to cooperate partners • Ensure compliance with the Council's adopted Statement of Community Involvement • Continue evidence gathering • Test emerging options through a Sustainability Appraisal 	<ul style="list-style-type: none"> • Review the Local Plan, Sustainability Appraisal, Habitat Regulations Assessment (where relevant), evidence base and identify any comments you may have • Submit a formal representation to the Council outlining your comments, support or objection • Attend any public exhibitions <p>All submitted representations will be made public and can be viewed by others. Signatures, postal address and email address details will be redacted.</p>
<p>Regulation 19: Pre-Submission Consultation</p> <p>Formal Public Consultation and final consultation stage before submitting Plan for Examination</p> <ul style="list-style-type: none"> • The Planning Policy team will have reviewed all the representations submitted during Regulation 18 consultation and make any changes to the Plan where justified 	<ul style="list-style-type: none"> • Review the Local Plan, Sustainability Appraisal and Habitat Regulations Assessment (where relevant) and identify any comments you may have • If you submitted a representation during the previous consultation and that it remains unresolved, resubmit your comments should you wish to maintain your position • Attend any public exhibitions

Key Stages of Production	Your Opportunities for Involvement
---------------------------------	---

<ul style="list-style-type: none"> • The Council will provide a Schedule comprising of Officer responses to all representations received • Undertake public consultation on the revised draft Plan, Sustainability Appraisal and Habitat Regulations Assessment (where relevant) for a minimum period of 6 weeks • Engage with local communities, businesses and other interested parties • Take into account of representations received from consultation • Engage with duty to cooperate partners • Ensure compliance with the Council's adopted Statement of Community Involvement • 	<p>This is the final opportunity to submit a duly made representation.</p> <p>You should be specific as to why you consider the Plan to be unsound, what change (s) you are seeking and why it would make the document sound.</p> <p>The Planning Inspector will only consider written representations submitted during this stage.</p> <p>Representations submitted during Regulation 18 Consultation will not be considered by the Planning Inspector.</p>
<p>Regulation 22: Submission of Local Plan</p> <p>Final Draft Plan</p> <ul style="list-style-type: none"> • Submit Plan and any representations submitted during Regulation 19 consultation, along with the Sustainability Appraisal, evidence base, Statement of Consultation to Secretary of State • The Government will appoint a Planning Inspector • The Council has to wait for the Planning Inspector to set the timetable for Examination in Public 	<p>The Council will notify those on the Keep Informed Database and those who submitted representations that the Local Plan has been submitted to the Secretary of State for independent examination.</p>
<p>Examination of submitted Local Plan</p> <ul style="list-style-type: none"> • Independent Inspector assesses the submitted Local Plan to determine whether it has been prepared in line with the Duty to Cooperate and other legal requirements • The Council via the Programme Officer will write to representors informing them of the hearing start date (at least 6 weeks in advance of commencing) 	<ul style="list-style-type: none"> • The Inspector will invite participants (via the Programme Officer) to speak at the hearing sessions on those matters and issues considered relevant by the Inspector • Selected participants will receive a programme (via the Programme Officer) for hearing sessions including matters/issues and the Inspector's guidance note

Key Stages of Production	Your Opportunities for Involvement
<ul style="list-style-type: none"> • The Council can ask the Inspector to recommend main modifications to make Plan sound or comply with other legal requirements • Inspector issues a report at the end of Examination in Public which may trigger consultation on any modifications • Exceptionally, the Inspector will recommend the draft Local Plan to be withdrawn if it has not been prepared in accordance with the Duty to Cooperate or it is likely to be found unsound for any other reasons 	<ul style="list-style-type: none"> • The hearing sessions are public, and anyone can observe even if they haven't been selected to participate • Further information regarding the Examination in Public process can be found within the Planning Inspectorate Procedure Guide for Local Plan Examination¹⁶
<p>Adoption</p> <ul style="list-style-type: none"> • Local Plan is adopted by the Council • The Council publishes a post adoption statement 	<ul style="list-style-type: none"> • The Council will notify those on the Keep Informed Database and those who submitted representations at the Regulation 19 stage of receipt of the Inspector's Report and the date the Local Plan will be taken to Full Council for adoption
<p>Monitoring</p> <p>Local Plan policies are monitored against objectives and indicators and are reported within the Council's Authority's Monitoring Report (AMR)</p>	

7 Supplementary Planning Documents

Getting involved in preparing Supplementary Planning Documents

- 7.1 Supplementary Planning Documents (SPDs) provide supplementary information in respect of the Policies in Development Plan Documents and provide greater detail and guidance on the application of a particular Policy in practice. SPDs do not form part of Development Plan Documents and are not subject to independent examination. However, once adopted, the SPD will be a 'material consideration' in planning decisions. At the time of writing, the Council has produced the following SPDs¹⁷:

¹⁶ Planning Inspectorate's Procedure Guide for Local Plan Examination

<https://www.gov.uk/government/publications/examining-local-plans-procedural-practice/procedureguide-for-local-plan-examinations>

¹⁷ <http://www.testvalley.gov.uk/planning-and-building/planningpolicy/local-developmentframework/supplementary-planning-documents>

- Affordable Housing
- Cycle Strategy and Network
- Romsey Town Access Plan
- Test Valley Access Plan
- Andover Town Access Plan
- Infrastructure and Developer Contributions
- Shopfront Design Guide
- Residential Areas of Special Character

7.2 The Council is committed to involving the community in the preparation of these documents and has adopted a number of Village Design Statements as SPDs but the level and scope of consultation will vary according to the nature of the document being produced. If the matter is specific to a location the Council will aim to engage with local residents and groups through meetings/workshops or via community magazines and publications.

7.3 The preparation of an SPD is different to preparing a DPD. As with DPDs the statutory requirements for their preparation are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). Key statutory stages and opportunities for community involvement are set out within Table 4 below. It is recommended that Table 4 is read in conjunction with Part

5 of the Town and Country Planning Regulations:
<http://www.legislation.gov.uk/uksi/2012/767/part/5/made>

7.4 Before adoption, the Council will prepare a statement setting out the persons and organisations consulted, a summary of any of the issues raised, and how those issues have subsequently been addressed in the final version of the SPD.

Table 4: Getting Involved in Preparing Supplementary Planning Document

Key Stages of Production	How Will We Consult	Your Opportunities for Involvement
<p>Initial Background Work</p> <ul style="list-style-type: none"> The Planning Policy team will carry out research to identify the issues and relevant policy context as part of evidence gathering 	<p>Not applicable</p>	<ul style="list-style-type: none"> Register your contact details on the Keep Informed Database
<p>Regulation 12 & 13: Publish the draft SPD for consultation</p> <ul style="list-style-type: none"> The Planning Policy team will undertake public consultation on the draft SPD for a minimum statutory period of 4 weeks 	<p>Statutory Requirements:</p> <ul style="list-style-type: none"> Electronic version of the consultation document will be made publicly available on the Council’s website Hard copies for reference use will be made available at the Council Offices Statutory Notice within relevant local newspaper Notification to relevant specific consultation bodies <p>Additional notification methods to be used where relevant:</p> <ul style="list-style-type: none"> Please refer to paragraph 6.12 and Table 2 	<ul style="list-style-type: none"> Review the SPD and identify any comments you may have Submit a formal representation to the Council outlining your comments, support or objection Attend any public exhibitions / workshops / meetings if relevant

Finalise SPD <ul style="list-style-type: none"> The Planning Policy team will review all the representations submitted during consultation and make any changes to the SPD where justified The Council will provide a Schedule 	Not applicable	Not applicable
Key Stages of Production	How Will We Consult	Your Opportunities for Involvement
comprising of Officer responses to all representations received		
Regulation 14: Adoption of the SPD <ul style="list-style-type: none"> SPD is adopted by the Council The Council publishes a post adoption statement 	The Council will notify those who submitted representations of the date the SPD will be taken to Cabinet and Full Council for adoption	Opportunity to speak at Cabinet and full council meeting prior to the adoption of the document

Village / Town Design Statements

- 7.5 The preparation of Village and Town Design Statements is undertaken by the local community, headed by either the Parish Council or a working group, but supported by the Borough Council.
- 7.6 These documents can help influence the design of new development in a local community area. The local community will be expected to lead on consultation initiatives, but will be assisted by the Council wherever possible, for example by providing advice and support on appropriate consultation methods and techniques to ensure constructive and informative feedback in line with the SCI. A log should be kept of all consultation undertaken throughout the document's preparation.
- 7.7 Once a final draft of the Design Statement is completed, the Borough Council will undertake a statutory consultation for a period of at least 4 weeks and then feedback comments to the Parish Council or a working group, working with them to help address any comments received with the draft document. Once finalised the Design Statement will be adopted by the Cabinet as a Supplementary Planning Document. To be considered for adoption, the document must be guidance based on existing adopted local plan policy.

8 Other Policy Documents and Projects

Sustainability Appraisal Scoping Report

- 8.1 Sustainability appraisals are a tool for appraising policies to ensure they reflect sustainable development objectives (i.e., social, environmental and economic considerations). There is a requirement in the Planning and Compulsory Purchase Act that sustainability appraisals are undertaken for all Development Plan Documents.
- 8.2 The first stage of the sustainability appraisal is to consider the scope of the appraisal process. This is often set out through a Scoping Report. The scoping stage includes a review of other relevant plans, policies and programmes; information on the current state of the local environment (the baseline) and how it may change; and a discussion of the local sustainability issues. Scoping Reports also tend to set out a series of sustainability objectives that are used as a framework for undertaking the sustainability appraisal of DPDs.
- 8.3 The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended) require that when assessing the scope of the sustainability appraisal process, local authorities consult Natural England, the Environment Agency, and Historic England. These organisations need to be given a period of five weeks to respond. The Council will also undertake public consultation on draft Scoping Reports

Statement of Community Involvement (SCI)

- 8.4 The SCI is reviewed regularly to ensure it is in accordance with the regulations and the Council's consultation procedures. Should fundamental changes take place that warrant a fresh SCI, the Council will undertake public consultation for a minimum period of four weeks. There is no legal requirement to notify specific consultation bodies however the Council will notify those bodies considered relevant. Reference copies will be made publicly available at the Council Offices provided there are no coronavirus or other public health related restrictions in place. A summary of public representations submitted during consultation will be provided within the Schedule of Officer Responses to Representations Received and will be made publicly available on the Council's website. Those who submitted representations will be notified of the Cabinet and Council dates for adoption of the final document.

Top Tips:

- † Register on the Council's Keep Informed Database
- † Find out what documents are going to be produced and when – look up the Local Development Scheme: <https://testvalley.gov.uk/planning-andbuilding/planningpolicy/lds>
- † Monitor the Council's Planning Policy webpages for updates and latest news: <http://www.testvalley.gov.uk/planning-and-building/planningpolicy>
- † Contact your Parish Council and make them aware of your interest to be involved in local planning matters. Details of how to contact your Parish Council can be found here: <https://democracy.testvalley.gov.uk/mgParishCouncilDetails.aspx?bcr=1>
- † Contact other groups / people in your area and find out if they are getting involved
- † Often a joint approach is best, enabling you to share ideas, expertise, resources and workload

9 Neighbourhood Planning¹⁸

9.1 Neighbourhood planning gives communities the ability to develop a shared vision for their neighbourhood and shape the development and growth of their local area. This includes where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided.

You and / or your community may also be interested in getting involved in Neighbourhood Planning which enables your community to shape local development in your area through the Localism Act 2011. Neighbourhood Development Plans (NDPs) set out planning policies for the neighbourhood area and must be in general conformity with strategic local policies.¹⁹

9.2 The Council doesn't initiate the preparation of a Neighbourhood Plan as this is a tool whereby local communities have powers to prepare their own planning

¹⁸ It is recommended that this chapter is read in conjunction with the Council's Test Valley Community Planning Toolkit. Please refer to Practical Guide 3B. <http://www.testvalley.gov.uk/cpt>

¹⁹ Neighbourhood Plans must be prepared in accordance with The Neighbourhood Planning (General) Regulations 2012 [S.I. 2012 No.637]²², Neighbourhood Planning (General) (Amendment) Regulations 2015 [S.I. 2015 No.20]²² and Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016 [S.I. 2016 No. 873]²².

policies and site allocations and therefore Neighbourhood Plan initiation rests with a Town or Parish Council and therefore has discretion and responsibility for the process.

The role of the Parish Council (PC) is to represent local views and should:

- Provide local knowledge.
- Raise areas of concern.
- Inform, debate, and add value to the process.
- Contact and involve District Councillors if required.

9.3 Although a much simpler process than producing a DPD, there are still legal processes that must be followed, evidence gathered to inform polices and

consultation undertaken. Therefore, this SCI sets out information on the statutory requirements that the Council must follow when supporting communities preparing Neighbourhood Plans.²³

9.4 This SCI won't prescribe what methods of community engagement must be followed as the appropriate level of community engagement and the scope of the Plan is to be decided by the Parish Council. However, as a starting point, it is recommended that local communities follow the general consultation principles and methods outlined in this SCI as set in Table 2.

The Council's role in Neighbourhood Planning

9.5 Figure 2 sets out an illustrative procedure for producing Neighbourhood Development Plans. Table 5 identifies the key statutory requirements set out in the Regulations that the Council must undertake with regards to the Council's role when supporting communities in the preparation of preparing Neighbourhood Plans. It does not set out the statutory requirements that the Parish must undertake. It is recommended that Table 5 is read in conjunction with Regulations.

-
- ²³ [Further information on Neighbourhood Planning can be found on the Council's website: 1](#)
[and the following information sources may also be of assistance:](#)
- [National Planning Practice Guidance on neighbourhood planning;](#)
 - [Guidance on neighbourhood planning provided by the community support organisation Locality including the Neighbourhood Plan Roadmap.](#)

Figure 2: The Main Elements of the Neighbourhood Development Plan Preparation Process

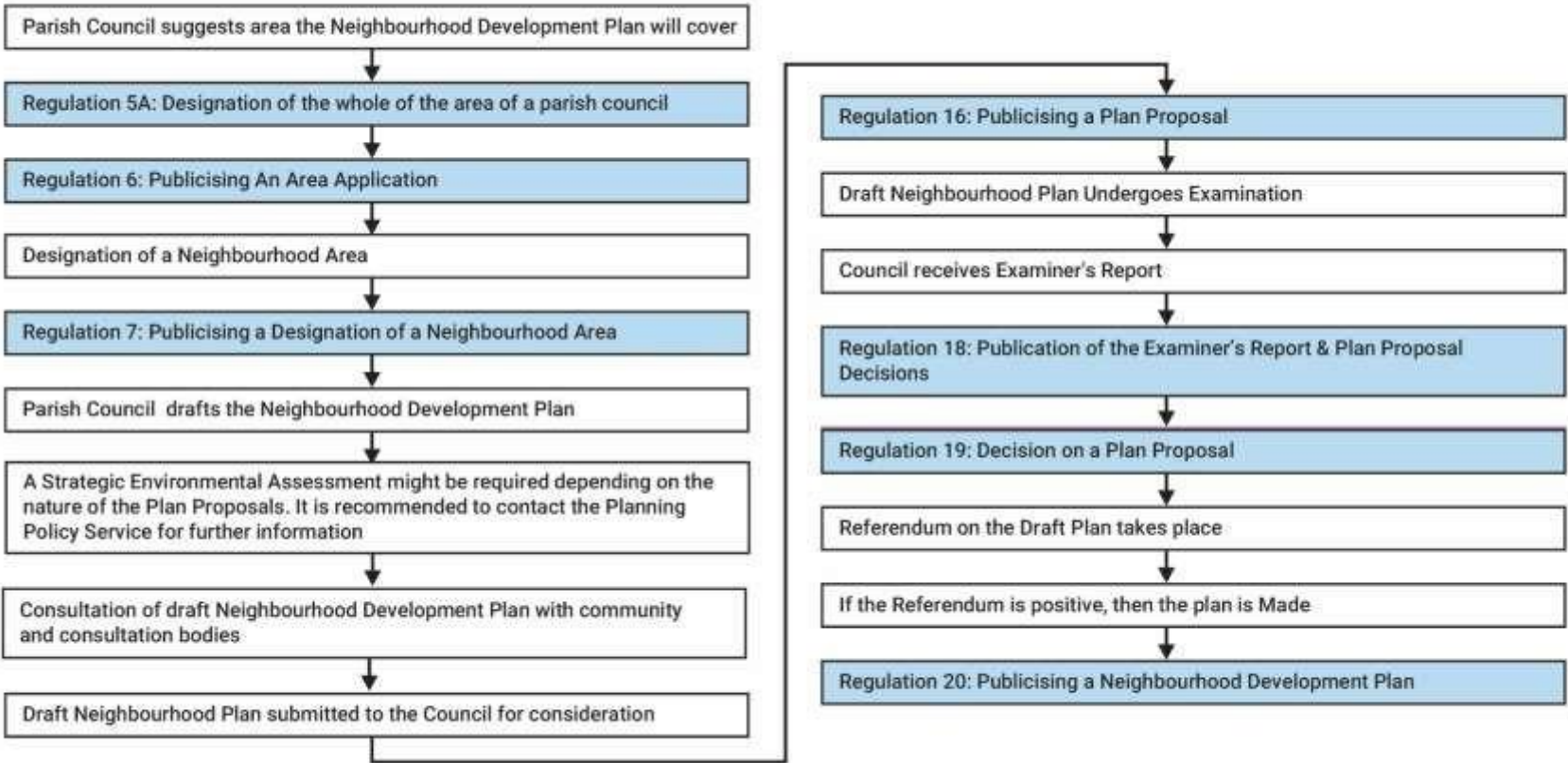


Table 5: Key statutory requirements that the Council must undertake when supporting the preparation of Neighbourhood Development Plans

Key Stages of Production	What the Council Must Do	Additional Notification Methods that the Council may Carry Out
Regulation 5A: Designation of the whole of the area of a parish council	<p>The local planning authority must exercise their powers under section 61G of the 1990 Act to designate the specified area as a neighbourhood area.</p> <p>Where this regulation applies, regulations 6 and 6A do not apply.</p>	<p>Notification is sent to:</p> <ul style="list-style-type: none"> • Elected Members • Hampshire Councillors in Test Valley • The Parish Council <p>The Council may notify specific and general consultation bodies²⁰ where appropriate</p>
Regulation 6: Publicising An Area Application	<p>As soon as possible after receiving an area application from a relevant body, the Council must publicise the following on their website:</p> <ul style="list-style-type: none"> • a copy of the area application; • details of how to make representations; and • the date by which those representations must be received, being not less than 6 weeks (unless the neighbourhood area is identical to the parish boundary of a single parish then it will be 4 weeks) 	<p>Notification is sent to:</p> <ul style="list-style-type: none"> • Statutory Consultees • Elected Members • Hampshire Councillors in Test Valley • The Parish Council • Relevant local organisations • Relevant local voluntary organisations <p>The Council may notify specific and general consultation bodies where appropriate</p>

²⁰ <https://www.legislation.gov.uk/ukSI/2012/767>

Regulation 7: Publicising a Designation of a Neighbourhood Area	As soon as possible after designating a neighbourhood area, the Council must publish the following on their website:	Notification is sent to: <ul style="list-style-type: none"> • Those who submitted a representation • Elected Members • Hampshire Councillors in Test Valley
--	--	--

Key Stages of Production	What the Council Must Do	Additional Notification Methods that the Council may Carry Out
	<ul style="list-style-type: none"> • the name of the neighbourhood area; • a map which identifies the area; and • the name of the relevant body who applied for the designation. <p>If the application for the neighbourhood area is refused, then the Council must publish on their website:</p> <ul style="list-style-type: none"> • ‘decision document’ setting out the decision and a statement of the reason(s) for refusing the application; and details of where the decision document may be inspected 	<ul style="list-style-type: none"> • The Parish Council <p>The Council may notify specific and general consultation bodies where appropriate</p>

<p>Regulation 16: Publicising a Plan Proposal</p>	<p>As soon as the Council has received a NDP or a modification to a NDP, the Council must publish the proposals for a minimum of 6 weeks on their website:</p> <ul style="list-style-type: none"> • details of the plan proposal; • details of where and when the plan proposal may be inspected; • details of how to make representations; • a statement that any representations may include a request to be notified of the Council's decision under Regulation 19 	<p>Notification is sent to:</p> <ul style="list-style-type: none"> • Those who submitted a representation • Statutory Consultees • Elected Members • Hampshire Councillors in Test Valley • The Parish Council <p>The Council may notify specific and general consultation bodies where appropriate</p>
--	---	--

Key Stages of Production	What the Council Must Do	Additional Notification Methods that the Council may Carry Out
	<p>(Decision on a Plan Proposal) in relation to the NDP;</p> <ul style="list-style-type: none"> • the date by which those representations must be received, and notify any consultation body which is referred to in the consultation statement submitted in accordance with Regulation 15 (Plan Proposals) that the Plan proposal has been received 	

<p>Regulation 18: Publication of the Examiner’s Report and Plan Proposal Decisions</p>	<ul style="list-style-type: none"> • Following the receipt of the Examiner’s report, the Council must make a decision on the NDP. The Council must publish on their website: • the decision and their reasons for it (decision statement) • details of where and when the decision statement may be inspected; and • a report stating what action to take in response to the examiners proposed modifications required to the NDP 	<p>Notification is sent to:</p> <ul style="list-style-type: none"> • Those who submitted a representation • Statutory Consultees • Elected Members • Hampshire Councillors in Test Valley • The Parish Council <p>The Council may notify specific and general consultation bodies where appropriate</p>
<p>Regulation 19: Decision on a Plan Proposal</p>	<p>As soon as possible after deciding to make a NDP, the Council must publish on their website:</p> <ul style="list-style-type: none"> • a statement setting out the decision and their reasons for making that decision (decision statement) 	<p>Notification is sent to:</p> <ul style="list-style-type: none"> • Those who submitted a representation • Statutory Consultees • Elected Members • Hampshire Councillors in Test Valley • The Parish Council
<p>Key Stages of Production</p>	<p>What the Council Must Do</p>	<p>Additional Notification Methods that the Council may Carry Out</p>
	<ul style="list-style-type: none"> • details of where and when the decision statement may be inspected; and • send a copy of the decision statement to <ul style="list-style-type: none"> - the qualifying body; and - any person who asked to be notified of the decision 	<p>The Council may notify specific and general consultation bodies where appropriate</p>

<p>Regulation 20: Publicising a Neighbourhood Development Plan</p>	<p>As soon as possible after making a NDP, the Council must publish on their website:</p> <ul style="list-style-type: none"> • the NDP; and • details of where and when the NDP may be inspected; and • notify any person who asked to be notified of the making of the NDP that it has been made and where and when it may be inspected. 	<p>Notification is sent to:</p> <ul style="list-style-type: none"> • Those who submitted a representation • Statutory Consultees • Elected Members • Hampshire Councillors in Test Valley • The Parish Council <p>The Council may notify specific and general consultation bodies where appropriate</p>
---	--	--

10 Community Infrastructure Levy

10.1 The Community Infrastructure Levy (CIL) Regulations 2010 (as amended) enable local authorities to raise funding for new infrastructure by levying a charge on some development within their area. The Community Infrastructure Levy (CIL) is an important tool for the Council for funding and delivering infrastructure to enable growth and mitigate the impact of new development within the Borough. CIL is an important component of funding infrastructure for local communities as 15% (or 25% where there is an adopted Neighbourhood Development Plan) of CIL funds received within individual parishes is passed on to Parish Councils.

10.2 For the purposes of CIL, infrastructure is defined in the Planning Act (2008) as roads and other transport facilities, flood defences, schools and other educational facilities, medical facilities, sporting and recreational facilities, and open spaces. Some or all of these types of infrastructure can be funded, either whole or in part, through CIL.

10.3 As part of the CIL process, the Charging Authority (in this case the Borough Council) produces the following documents:

- 1) Charging Schedule
- 2) Spending Protocol
- 3) Infrastructure Funding Statement

Charging Schedule

10.4 The Charging Schedule sets out the rate for CIL and details the amount of CIL for different types of CIL liable development. The Council must publicly consult on a Draft Charging Schedule prior to an examination in public. The examination is undertaken by an independent person and may involve

representation by interested parties. The examiner will recommend that the Charging Schedule is acceptable, subject to modifications, before being formally approved and implemented by a charging authority. Alternatively, the examiner can also recommend that the Charging Schedule should not be approved. Further consultation can be undertaken by the charging authority if it considers this is appropriate. Unlike a Local Plan Examination, the selection and appointment of the examiner is made by the charging authority.

- 10.5 The Council adopted its CIL Charging Schedule on 27 January 2016, and it was implemented on the 1 August 2016. Although the Council has implemented its Charging Schedule, the Charging Schedule has to be reviewed to ensure it is up to date. This will involve gathering evidence and preparing a revised charging schedule for public consultation and independent examination in public. This SCI sets out the key statutory procedures that the Council must follow prior to adopting a revised Charging Schedule as enclosed within Table 6. It is recommended that Table 6 is read in conjunction with Part 3 of the CIL Regulations.
- 10.6 Further information regarding the CIL process, Charging Schedule (January 2016) and charging rates, CIL liable development, and penalties / surcharges can be found here: www.testvalley.gov.uk/CIL
- 10.7 Information can also be found on the National Planning Practice Guidance website: <https://www.gov.uk/guidance/community-infrastructure-levy>

Table 6: Opportunities to make representations in the preparation of a CIL Charging Schedule

Key Stages of Production	How Will We Consult	Your Opportunities for Involvement
<p>Initial Evidence Gathering</p> <ul style="list-style-type: none"> • The Planning Policy Team will carry out research and evidence work to inform the proposed levy rates to be set out within the Draft Charging Schedule 	<p>Collaborate with neighbouring and overlapping authorities such as Hampshire County Council to determine infrastructure requirements</p>	<p>Register your contact details to be kept informed of each stage of the process in preparing or reviewing a CIL Charging Schedule. Those already on the keep informed database, along with statutory and specific consultation bodies will be contacted at this stage</p>

<p>Regulation 16: Publish the CIL Draft Charging Schedule for Consultation</p> <ul style="list-style-type: none"> The Planning Policy Team will undertake public consultation on the Draft Charging Schedule for a minimum period of 6 weeks 	<p>Statutory Requirements:</p> <ul style="list-style-type: none"> Electronic version of the consultation document, relevant evidence, statement of the representation's procedure and statement of how to view hard copies will be made publicly available on the Council's website Hard copies of the consultation document, relevant evidence, statement of the representation's procedure used will be made available at the Council Offices Send a copy of the consultation document and statement of representation procedure to Local Planning Authorities (that adjoin the Charging Authority's area), Hampshire County Council and all Parish Councils that fall within the charging authority's area 	<ul style="list-style-type: none"> Review the Draft Charging Schedule and relevant evidence base and identify any comments you may have. Submit a formal representation outlining your comments, support or objection, usually within 4 weeks from the date of publication. <p>The examiner will consider representations submitted and persons making a representation can make a request to be heard by the examiner. At this stage, persons making representations can also make a request that they are notified of the Draft Charging Schedule submission to the examiner, publication of the recommendations of the examiner and approval of the charging schedule.</p>
--	---	--

Key Stages of Production	How Will We Consult	Your Opportunities for Involvement
---------------------------------	----------------------------	---

	<p>Invite representations from businesses, residents, voluntary organisations and bodies that represent businesses within the charging authority's area.</p> <p>Additional notification methods that may be used where relevant:</p> <ul style="list-style-type: none"> • Please refer to paragraph 6.13 and Table 2 of this document 	<p>The Charging Authority must take into account any representation made on the Draft Charging Schedule before submitting a draft to the examiner.</p>
<p>Regulation 19: Submission of CIL Draft Charging Schedule to Examiner</p> <ul style="list-style-type: none"> • Submit CIL Draft Charging Schedule, evidence base and representations received during Regulation 16 consultation • Submit statement setting out the number of representations made during Regulation 16, a summary of the main issues raised and how the issues raised in the representations have been taken into account. • Submit copies of any representations made • The Council has to wait for the examiner to set the timetable for Examination in Public 	<p>Statutory Requirements:</p> <ul style="list-style-type: none"> • All submission documents will be electronically available on the Council's website and reference copies available at the Council Offices • Give notice to those persons who requested to be notified of the submission of the CIL Draft Charging Schedule 	

Regulation 21: CIL Examination, right to be heard	Statutory Requirements:	
--	--------------------------------	--

Key Stages of Production	How Will We Consult	Your Opportunities for Involvement
Modifying a draft charging schedule after publication at Regulation 16 stage	<ul style="list-style-type: none"> • Submit to the examiner a copy of each request it has received to be heard in relation to modifications and include details of modifications on which the person wishes to be heard • Where a request to be heard by the examiner has been submitted, the Council must publish the time and place of the examination as well as the name of the examiner. The Council must also provide notification of the above to any person who has made a representation and any person who has made a request to be heard at least 4 weeks before the examination • Where a request to be heard by the examiner has been submitted in relation to modifications on the draft charging schedule (in a Statement of Modifications), the Council must comply with the requirements set out above at least 2 weeks before the examination 	<ul style="list-style-type: none"> • This must be done within 4 weeks of the Draft Charging Schedule being submitted to the Examiner.

<p>Regulation 25: Approval & Publication of CIL Charging Schedule</p> <ul style="list-style-type: none"> • CIL Charging Schedule is adopted by the Council and published 	<p>Statutory Requirements:</p> <ul style="list-style-type: none"> • Publish CIL Charging Schedule including the examiner's recommended modifications on the Council's website 	<p>The Council will notify those that have submitted representations including a request to be kept informed in relation to the production of the CIL Charging Schedule, elected Members, Parish Councils</p>
<p>Key Stages of Production</p>	<p>How Will We Consult</p>	<p>Your Opportunities for Involvement</p>
	<ul style="list-style-type: none"> • Make the CIL Charging Schedule, including the examiner's recommended modifications, available for inspection • Give notice to those persons who requested to be notified of the approval of the CIL Charging Schedule 	

CIL Expenditure

- 10.8 The Council adopted a Community Projects Reserve in 2021. Access to these funds is through a competitive bidding process that runs annually between 1st April and 30th June. and Parish Councils. As part of the approved assessment criteria bids must provide evidence of community support through a range of consultation methods. Recommendations are made to Cabinet and the final allocation of funds is adopted at Council.
- 10.9 Bidding is open to Ward Members, Parish Councils, TVBC's internal services, Hampshire County Council, the Environment Agency and other community groups and organisations that wish to deliver infrastructure covered by CIL that will benefit the residents and businesses of Test Valley.²¹
- 10.10 A Regeneration Reserve was created in 2021 to assist in the delivery of the Council's adopted Masterplans in Romsey and Andover. This will result in up to 64% of the Council's CIL receipts being allocated to the reserve each financial year.
- 10.11 The Council also produces an annual Infrastructure Funding Statement that is published in December. This provides information on CIL receipts and expenditure for the previous financial year.
- 10.12 Further information regarding how to bid for CIL funds can be found here:
<https://testvalley.gov.uk/planning-and-building/cil/bidding-for-cil-funds>
- 10.13 Information can also be found on the National Planning Practice Guidance website:
<https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy>
- 10.14 The Council's annual Infrastructure Funding Statement can be found here:
<https://testvalley.gov.uk/planning-and-building/cil/cil-expenditure>

11 Planning Applications

- a. The Council considers and determines planning applications made under planning legislation with proposals ranging from the more minor householder developments such as extensions, through to major applications for residential developments, retail and industrial schemes and new infrastructure.

²¹ Please complete A CIL Bid Form ([top of the list of documents to the right](#)) and submit this, along with any supporting documents, to planning@testvalley.gov.uk or by post to; CIL Officer, Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ
For more information see: <https://testvalley.gov.uk/planning-and-building/cil/bidding-for-cil-funds>

- b. The Council does not determine planning applications relating to mineral processing and waste disposal or Hampshire County Council proposals such as new schools as these types of planning applications are determined by Hampshire County Council.

11.2 Further information on whether planning permission is required and guidance on how to submit a planning application can be found here:

www.testvalley.gov.uk/Planningguidance

11.3 The Council's website has guidance on the planning application process which can be viewed here: [Guidance | Test Valley Borough Council](#)

Community involvement in decision making

- 11.4 The Council wishes to ensure that any person, group or service providers affected by or interested in a planning application has the opportunity to comment on the proposals. The Council is also committed to consider all views expressed but they are afforded weight in the decision-making process if they are a material planning consideration relevant to the development proposed when the application is determined. The Council will aim to work with the applicant, the community, Elected Members and other statutory consultees throughout the planning application process.
- 11.5 Community involvement in planning applications is of great benefit to all affected including the applicants themselves. It is encouraged from an early pre-application discussion stage through to determination of the planning application. Community involvement can allow the planning application process to be carried out more efficiently by working with people who are most directly involved, interested in, and affected, by potential development at the outset and have a chance to influence the proposed development.
- 11.6 The key areas on which the Council will concentrate are:
- Informing people or groups about applications that may affect them or which they may have an interest in; and
 - Encouraging the early involvement of those likely to be affected by, or those who have an interest in, the proposals.

Pre-Application Advice

- 11.7 The Council encourages applicants to seek Pre-Application advice on all but the most straight forward cases prior to submitting a planning application as this will add value to the process and outcome. Pre-application advice is intended to provide an initial view on proposals, and to assist individuals by advising them what is required of a comprehensive planning application. It is not a formal judgement of acceptability, or a prediction of the outcome of any subsequent application. All responses will be given at an officer level and will be made without prejudice to the consideration of any future planning application.

- 11.8 A request for Pre-Application advice may be made by the Council's 'Pre-Application Advice Request' form which is available on the Council's website along with further information on Pre-Application advice fees, timescales and details needed with the submitted request. Further information can be found here:

<https://www.testvalley.gov.uk/planning-and-building/guidance/pre-application-advice>

The form can also be accessed from customer services at Beech Hurst Andover and Former Magistrates' Court, Romsey.

- 11.9 Wherever possible, the Council will discuss the encouragement for community involvement with applicants and agents at the Pre-Application stage. The Council will identify for the applicant all relevant planning policy documents. In particular, the Council will:
- actively encourage applicants making major or sensitive applications to undertake consultation with the local community, including Parish Councils at an early stage; and
 - actively encourage householders to undertake informal discussions with neighbours on proposals to extend their homes before applications are submitted.
- 11.10 It is mandatory for developers to carry out pre-application consultation with the local community for planning applications for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 meters.

Community Involvement in Planning Applications

- 11.11 The Council recognises the importance of local communities being engaged within the planning application process. Applicants should undertake early consultation with the community and the Council will encourage applicants to do so. Applicants may also wish to discuss proposals with the local Elected Members. For information on how to contact Elected Members please visit:
<http://testvalley.cmis.uk.com/testvalleypublic/ElectedRepresentatives.aspx>
- 11.12 Parish Councils (PC) are statutory consultees in the planning process and must be informed of all planning applications within the parish if they so request. The PC can only comment on these planning applications in the same way as any other member of the public. In line with legislation Parish Councils can be notified of amendments to planning applications where they have made a written request and if the amendment is not trivial, as determined by the Council.
- 11.13 For the applicants, effective community involvement in preparing a planning application is an opportunity to explain proposals to that community and thereby reduce any misconceptions; potentially it can help address some problems before the application is submitted and prevent abortive work. For the community, it is an opportunity to help shape proposals from an early stage.
- 11.14 A major application may require a series of meetings with an applicant and / or their agent. The Council will discuss how the community should be consulted at an early

stage in the process. It would be helpful if applicants had already given some consideration to how consultation could be undertaken before discussing proposals with the Council. Methods for early consultation could include undertaking 'planning for real exercises', public exhibitions and questionnaires being sent to local residents and Parish Council. Please refer to Table 2 for further information.

- 11.15 When submitting a planning application, it would be helpful to include within the Planning Statement (or provide a separate statement on community involvement) an explanation as to how the community has been consulted, a summary of what comments have been received and how the scheme has been amended to address matters of concern.

Publicising Planning Applications

- 11.16 The Council's standards for publicising planning applications, which exceed the statutory minimum standards set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015²², are described below. Appendix 2 sets out a comprehensive list of different types of planning applications, (i.e., Change of Use, Listed Building Consent, Consent to display advertisement) the statutory publicity requirements and publicity procedures carried out by the Council.

- 11.17 When a valid planning application is received, the Council will:
- Notify the occupiers of neighbouring properties (properties that can be identified and who share a common boundary with the application site) and the occupiers of properties immediately opposite side of the road of the application site
 - A letter will be sent to each known address
 - The occupiers will be informed of the period in which they can make comments (21 days) and when and where they can view the application
 - Notify local Ward Members
 - Notify the relevant Parish Council

How to view a Planning Application

- 11.18 Planning applications can be viewed on the Council's website and at the Council offices in Andover and Romsey during office working hours. The online planning application search register can be viewed here: www.testvalley.gov.uk/planningapplications

How to make a comment / view a comment on a Planning Application

- 11.19 Comments can be made online via the planning application search register. Comments can also be submitted via email / post. All comments received will be open

to public inspection including on our website so you should only include information you are happy to be made available in this way. Please do not include any telephone

²² <http://www.legislation.gov.uk/uksi/2015>

numbers or signatures, if possible, as we do not require this information. Receipt of comments is acknowledged.

- 11.20 A site notice will be placed on or close to the planning application site advertising the details of the proposed development. Site notices include a Quick Response (QR) Barcode. The QR barcode can be scanned by a smart device with internet capability. This will take the user directly to the relevant application details and associated documents published on the Council's website.

Significant / Sensitive Planning Applications

- 11.21 For more significant or sensitive planning applications the consultation area will be widened at the discretion of the Head of Planning and Building. The need to widen the consultation area will be examined on a case by case basis. As a general guide, 'significant' applications are those which are likely to have impacts beyond the immediate locality or those with potentially hazardous effects. 'Sensitive' applications are those where development is proposed in environmentally sensitive locations (for example within or close to a Site of Special Scientific Interest). For significant or sensitive applications there is a requirement for consultation with a number of statutory bodies.

Major Planning Applications

- 11.22 All major planning applications will be advertised in a locally circulating newspaper as formal notices. Major development is defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015 [S.I No.595] as:

For housing:

- the number of dwelling houses to be provided is 10 or more; or
- the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the number of dwelling houses to be provided is 10 or more.

For non-residential development:

- the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- development carried out on a site having an area of 1 hectare or more.

Applications of Significant Interest

- 11.23 The Council advertise on its website details of those applications that are considered to have a significant interest to local communities. Further information can be found here: www.testvalley.gov.uk/planningapplications

Public Rights of Way / Conservation Area / Listed Building Consent

- 11.24 Any application which affects a public Right of Way, falls within a Conservation Area, affects a Listed Building or involves a departure from the policies of the Local Plan will also be similarly advertised as formal notices in a locally circulating newspaper.

Applications for Prior Approval

- 11.25 There are certain provisions under the Town and Country General Permitted Development Order (2015) that require the submission of an application to the Local Planning Authority for Prior Approval. These particular provisions and the corresponding publicity requirements are set out within Appendix 2. However, there are also provisions that only require a developer to notify the Local Planning Authority of their intention to carry out development. In these instances, there will be no publicity exercise as there is no decision-making process to be undertaken. As the General Permitted Development Order legislation is updated and amended, there may be other types of applications for prior approval not listed in Appendix 2. The Local Planning Authority will meet the minimum statutory publicity requirements for these types of applications.

Weekly Planning Lists

- 11.26 The Council prepares 'weekly planning lists' of newly registered planning applications. These lists are posted at the Council's offices and made available to the local press. Weekly lists are also available on the Council's website and are also sent to Parish Councils and Local Ward Elected Members. The weekly list can be viewed here: www.testvalley.gov.uk/planningapplications

Determining a Planning Application

- 11.27 Consultations, where necessary, are carried out with other statutory bodies and where appropriate non-statutory bodies with Council departments to obtain technical advice / views on highways, drainage, conservation, environmental health, landscape etc. The views of local or national amenity conservation and environmental groups will also be sought where they have an interest. All new developments need access to essential services and essential service providers (i.e., utility providers) will be consulted on major applications.
- 11.28 The statutory time limits to determine planning applications are usually 13 weeks for applications for major development and 8 weeks for all other types of development, unless an application is subject to an Environmental Impact Assessment, in which case a 16-week period applies. These periods of time can be extended by agreement with the applicant.
- 11.29 After a decision is made on a planning application, the Council must formally notify the applicant of their decision in writing via a decision notice. The decision notice will also be publicly available online through the planning application search register.

Planning Committees

- 11.30 Most planning applications are determined under delegated powers under the Council delegation scheme. However, a small amount of planning applications may be determined at planning committee by elected Members (Northern Area Planning

Committee / Southern Area Planning Committee²³). The Council will write to interested parties to notify them that a planning application is going to committee and to invite them to speak. The list of forthcoming meetings can be obtained from the Council website and Officers will be able to advise on the progress of applications. Further information can be found here: www.testvalley.gov.uk/Planningguidance

11.31 If you submitted a comment on a planning application that is being determined at Planning Committee, you may wish to attend or address the committee. Please note that you must register in advance of the committee date to speak on a planning application (by 12 noon the working day before committee).

11.32 The Council wishes to ensure that any person, group or service providers affected by or interested in a planning application has the opportunity to comment on the proposals. The Council is also committed considering all views expressed but they are afforded weight in the decision making process if they are a material planning consideration relevant to the development proposed. The Council will aim to work with the applicant, the community, Elected Members and other statutory consultees throughout the planning application process.

12 Tree Works

12.1 If you wish to carry out tree work on any tree(s) that are protected by a Tree Preservation Order (TPO), in most cases it will be necessary to make a written tree works application to the Council. For any proposed works affecting certain trees within a Conservation Area, you will need to submit written notification to the Council.

Further information about how to submit an application / notification and which works are exempt, can be found here: www.testvalley.gov.uk/TreesandLandscape

Applications for consent to work on trees subject to Tree Preservation Orders

12.2 There is no statutory requirement to publicise applications for works to trees that are protected by a TPO. However, when a valid tree works application is received, the Council will:

- List the tree works application on the 'Weekly Planning Lists' (please refer to paragraph 9.25 for further information)
- Publicise details of the application within the local newspaper
- Notify local ward Members
- Provide the relevant Parish Council with a copy of the application inviting their comments within 21 days.
- Provide the applicant with a laminated site notice to display, inviting comments to be submitted within 21 days.

²³ <https://www.testvalley.gov.uk/aboutyourcouncil/councilcabinetandcommitteemeetings/council-cabinetcommittee-meetings>

How to view a Tree Works Application

-
- 12.3 Tree works applications can be viewed on the Council's website. The online planning application search register can be viewed here: www.testvalley.gov.uk/planningapplications

How to make a comment / view a comment on a Tree Works Application

- 12.4 Comments can be made online via the planning application search register. Comments can also be submitted via email / post. All comments received will be open to public inspection on our website so you should only include information you are happy to be made available in this way. Please do not include any telephone numbers or signatures, as we do not require this information. Receipt of comments is acknowledged. Applications are open for comments to be made for a period of 21 days from the date of their registration.
- 12.5 We ask the applicant to display a site notice on or close to the tree works application site advertising the details of the proposed work. Site notices include a Quick Response (QR) Barcode. The QR barcode can be scanned by a smart device with internet capability. This will take the user directly to the relevant application details and associated documents published on the Council's website.

Determining Tree Works Applications

- 12.6 The Council will aim to determine a tree works application, once the 21-day consultation period has expired within 8 weeks from the registration date of the application. After a decision is made on a tree works application, the Council must formally notify the applicant of their decision using a written decision notice. The decision notice will also be publicly available online through the planning application search register.

Notifications of intent to undertake works to trees within a Conservation Area

- 12.7 In Conservation Areas, it is a requirement²⁴ to give the Council six weeks' notice of intent before carrying out most works on or felling trees over 75mm in diameter (or 100mm if the works are being carried out to improve the growth of other trees), as measured at 1.5m above ground level.
- 12.8 The Council will undertake the following publication procedures with respect to notifications of intent to work on trees in a Conservation Area:
- List the notification of intent on the 'Weekly Planning Lists' (please refer to paragraph 11.25 for further information)
 - Publicise details of the notification within the local newspaper
 - Notify local ward Members

²⁴ Town & Country Planning Act 1990 S.211: <http://www.legislation.gov.uk/ukpga/1990/8/section/211>

- Provide the relevant Parish Council with a copy of the application inviting their comments within 21 days
- Provide the applicant with a laminated site notice to display, inviting comments to be submitted within 21 days.

Hedgerow Removal Notices

- 12.9 A notice must be submitted prior to the removal of some hedges that are not within a domestic curtilage in accordance with the Hedgerows Regulations 1997 [SI No.1160]. Further information about the notice process can be found here: www.testvalley.gov.uk/TreesandLandscape
- 12.10 The Council will undertake the following publication procedures to notify intention of works:
- List the notification of intent on the ‘Weekly Planning Lists’ (please refer to paragraph 11.25 for further information)
 - Publicise details of the application within the local newspaper
 - Notify local ward Members
 - Provide the relevant Parish Council with a copy of the notice inviting their comments within 21 days.

13 Planning Aid England

- 13.1 Planning Aid England (PAE) provides free, independent and professional advice on town and country planning issues to community groups and individuals. They believe everyone should have the opportunity to get involved planning their local area and provide people with the knowledge and tools to do this. For further information on the services they offer visit their website: <http://www.rtpi.org.uk/planning-aid/>
- 13.2 You can also access Planning Aid guidance notes which are publicly available on the Council’s website as follows: www.testvalley.gov.uk/Planningguidance

Appendix 1 – Community demographics and possible engagement methods

The Council is keen to involve under-represented groups of people, often referred to as ‘hard to reach’ or ‘seldom heard’ groups, in relevant planning matters. The table enclosed below reflects the commonly recognised groups within the community as a whole however it is not exhaustive.

Demographic	Proposed Engagement Methods
Children and Young People	<ul style="list-style-type: none"> • Build links with schools in advance • Notification sent to youth and community groups, schools and colleges

	<ul style="list-style-type: none"> • Social media – Twitter / Facebook • Hosting exhibitions at Schools / Colleges • Sports clubs • Planning for Real Workshops
Elderly people	<ul style="list-style-type: none"> • Documents and information made available in Large Print on request • Hard copies of consultation documents available for reference use at Council Offices and Libraries • Local press release • Attend older people's groups/ forums • Use network of contacts to send information to • Public exhibitions • Planning for Real Workshops • Council Officers attending Public Meetings
People with disabilities	<ul style="list-style-type: none"> • Notification sent to local disability groups • Fully accessible venues for consultation events, where appropriate • Clear directions to venue provided prior to event • Attend disability groups • Make documents and information available at a wide variety of locations and in alternative formats on requests • Offer one-to-one meetings with disabled and neurodivergent on request²⁵ • representatives/community members to assist understanding • Planning for Real Workshops and involving neurodivergent representation
	<ul style="list-style-type: none"> • Design website with a clear hierarchy/page order.

²⁵ having or related to a type of brain that is often considered as different from what is usual, for example that of someone who has autism [NEURODIVERGENT | meaning in the Cambridge English Dictionary](#)

	<ul style="list-style-type: none"> • If printed material is requested, the text will be formatted correctly (e.g., bold/underline etc. will not be used excessively outside of headings) and make sure that the most important things catch the reader's eye first. • Where possible imagery to be used as opposed to text.
Black and minority ethnic groups	<ul style="list-style-type: none"> • Appropriate translation and interpretation service on request • Written information made available in appropriate languages on request • Attend black and minority ethnic group meetings and keeping an up to date record of the current community demographic in the borough. • Use network of contacts to send information to • Planning for Real Workshops • Posters/ flyers in community venues where groups are likely to meet e.g., churches, mosques, etc. • Share information through local diverse owned businesses
Gypsies, Travellers and Travelling Showpeople	<ul style="list-style-type: none"> • Notification sent to Gypsy, Traveller and Travelling Showpeople organisations / charities • Utilise the services of Hampshire County Council Gypsy Liaison Officer • Social media – Twitter / Facebook • Offer one-to-one meetings to assist understanding • Planning for Real Workshops
Residents in rural areas	<ul style="list-style-type: none"> • Notification to Parish Councils and those who are on the Keep Informed Database • All documents and information published on the website to be accessible 24 hours a day • Social media – Twitter / Facebook • Send information to local Village Halls and Community venues to be displayed

	<ul style="list-style-type: none"> • Hold Planning for Real sessions in rural settings
<p>Working people who are unavailable during core working hours</p>	<ul style="list-style-type: none"> • All documents and information published on the website to be accessible 24 hours a day • Social media – Twitter / Facebook • Offer interactive sessions in evenings or weekends • Engage with local employers to share consultation/ information materials • Planning for Real Workshops

Appendix 2 – Publicising Planning Applications²⁶

Nature of proposed development	Statutory publicity	Publicity carried out by TVBC
Application accompanied by an EIA (Environmental Impact Assessment)	<ul style="list-style-type: none"> • Local Planning Authority (LPA) to advertise in local press • Site notice to be displayed for 21 days • Website 	<ul style="list-style-type: none"> • Online Planning Register • Press notice • Site notice • Neighbour notification • Notify parish/town councils • Weekly List
Proposal affecting a public right of way	<ul style="list-style-type: none"> • LPA to advertise in local press • Site notice to be displayed for 21 days • Website 	<ul style="list-style-type: none"> • Online Planning Register • Press notice • Site notice • Neighbour notification • Notify parish/town councils • Weekly List

²⁶ The weekly list is circulated to Local Ward Members, Parish/Town Councils and consultative bodies.

Major development	<ul style="list-style-type: none"> • LPA to advertise in local press • Site notice to be displayed for 21 days <i>or</i> neighbour notification • Website 	<ul style="list-style-type: none"> • Online Planning Register • Press notice • Site notice • Neighbour Notification
-------------------	--	---

Nature of proposed development	Statutory publicity	Publicity carried out by TVBC
		<ul style="list-style-type: none"> • Notify parish/town councils • Weekly List

Minor development	<ul style="list-style-type: none"> • Site notice to be displayed for 21 days or neighbour notification • Site notice and Press notice if application affects the character or appearance of a Conservation Area or Listed Building • Website 	<ul style="list-style-type: none"> • Online Planning Register • Press notice • Site notice • Neighbour notification • Notify parish/town councils • Weekly List
Householder Development	<ul style="list-style-type: none"> • Site notice to be displayed for 21 days or neighbour notification • Site notice and Press notice if application affects the character or appearance of a Conservation Area or Listed Building 	<ul style="list-style-type: none"> • Online Planning Register • Press notice • Site notice • Neighbour notification

Nature of proposed development	Statutory publicity	Publicity carried out by TVBC
---------------------------------------	----------------------------	--------------------------------------

	<ul style="list-style-type: none"> • Website 	<ul style="list-style-type: none"> • Notify parish/town councils • Weekly List
Change of Use	<ul style="list-style-type: none"> • Site notice to be displayed for 21 days or neighbour notification • Site notice and Press notice if application affects the character or appearance of a Conservation Area or Listed Building • Website 	<ul style="list-style-type: none"> • Online Planning Register • Press notice • Site notice • Neighbour notification • Notify parish/town councils • Weekly List
Variation or removal of condition(s) attached to a previous approval	<ul style="list-style-type: none"> • Site notice to be displayed for 21 days or neighbour notification • Site notice and Press notice if application affects the character or appearance of a Conservation Area or Listed Building • Website 	<ul style="list-style-type: none"> • Press notice • Online Planning Register • Site notice • Neighbour notification letter to those who previously commented on application (subject to data protection requirements) • Weekly List
Listed Building Consent Conservation Area Consent	<ul style="list-style-type: none"> • LPA to advertise in local press • Site notice • Website 	<ul style="list-style-type: none"> • Online Planning Register • Press notice • Site notice

--	--	--

Nature of proposed development	Statutory publicity	Publicity carried out by TVBC
		<ul style="list-style-type: none"> • Neighbour notification • Notify parish/town councils • Weekly List
Consent to display advertisements	Nil	<ul style="list-style-type: none"> • Online Planning Register • Press notice • Site notice • Neighbour notification • Notify parish/town councils • Weekly List
Approval of details pursuant to conditions	Nil	Nil
Applications for Non-material Amendments	Nil	Nil

Certificate of Lawful Use or Development – Existing	Nil	<ul style="list-style-type: none"> • Online Planning Register • Press notice • Site notice • Neighbour notification • Notify parish/town councils • Weekly List
---	-----	---

Nature of proposed development	Statutory publicity	Publicity carried out by TVBC
Certificate of Lawful Use or Development – Proposed	Nil	<ul style="list-style-type: none"> • Online Planning Register • Press notice • Site notice • Neighbour notification • Notify parish/town councils • Weekly List
Applications for works to trees covered by Tree Preservation Orders and Tree notifications in conservation areas	Nil	<ul style="list-style-type: none"> • Online Planning Register • Press notice • Site notice • Weekly List

Applications for Prior Approval to demolish an existing building	<ul style="list-style-type: none"> • Applicant/agent to display site notice for 21 days of the 28 day period 	<ul style="list-style-type: none"> • Online Planning Register • Press notice • Site notice • Neighbour notification • Weekly List
Application for Prior Approval of telecommunication development	<ul style="list-style-type: none"> • Site notice to be displayed for 21 days <i>or</i> neighbour notification 	<ul style="list-style-type: none"> • Online Planning Register • Press notice • Site notice • Neighbour notification • Weekly List

Nature of proposed development	Statutory publicity	Publicity carried out by TVBC
Applications for Prior Approval for extensions to an existing dwelling	<ul style="list-style-type: none"> • Notify each adjoining owner or occupier of the application including a description of development (including dimensions), date the application was received, date a decision needs to be made, date by which comments need to be made to the LPA. 	<ul style="list-style-type: none"> • Online Planning Register • Site notice • Notify each adjoining owner or occupier of the application site • Weekly List

Applications for Prior Approval for the construction of additional storey(s) to an existing dwelling	<ul style="list-style-type: none"> • Notify each adjoining owner or occupier of the application site including a description of development (including dimensions of maximum height), date by which comments need to be made to the LPA. 	<ul style="list-style-type: none"> • Online Planning Register • Notify each adjoining owner or occupier of the application site • Weekly List
Applications for Prior Approval for the change of use of existing buildings to dwellinghouses or other alternative uses	<ul style="list-style-type: none"> • Site notice to be displayed for 21 days or neighbour notification 	<ul style="list-style-type: none"> • Online Planning Register • Site Notice or neighbour notification • Weekly List
Applications for Prior Approval for the erection of an additional dwelling(s)	<ul style="list-style-type: none"> • Site notice to be displayed for 21 days and notify each adjoining owner or occupier of the application site including a description of development, date by which comments need to be made to the LPA. 	<ul style="list-style-type: none"> • Online Planning Register • Site notice • Notify each adjoining owner or occupier of the application site
Nature of proposed development	Statutory publicity	Publicity carried out by TVBC
		<ul style="list-style-type: none"> • Weekly List

Glossary

Authority's Monitoring Authority (AMR): Section 113 of the Localism Act (2011) requires that a monitoring report must be published assessing the implementation of policy and progress of the Local Development Scheme. The report which contains information on how the policies set out in the local development documents are being achieved, has to be produced at least, yearly.

Community Infrastructure Levy (CIL): Is a levy that local authorities can choose to charge on new development. The charges are related to the size and type of the new development. The money collected can be spent on funding infrastructure which the Council has identified as being required.

Development Plan: The Development Plan comprises the Development Plan Documents, Neighbourhood Development Plans, and the Minerals and Waste Plans produced jointly by Hampshire County Council, Portsmouth and Southampton City Councils and the New Forest and South Downs National Park Authorities

Development Plan Documents (DPDs): Spatial planning documents that are subject to independent examination and will form the development plan for a local authority area for the purposes of the 2012 Act. Individual Development Plan Documents or parts of a document can be reviewed independently of other Development Plan Documents

Duty to Cooperate: The duty to cooperate was created in the Localism Act (2011). It places a legal duty on local planning authorities, county councils and public bodies to engage constructively, actively and on an ongoing basis on strategic cross boundary matters.

Evidence Base: The evidence and information used to inform Development Plan Documents. It should be as up to date as possible.

General Consultation bodies: The general consultation bodies are listed in Part 1, section 2 of the Town and Country Planning (Local Development) (England) Regulations 2012. The regulations identify five types of bodies as general consultation bodies that relate to voluntary organisations representing certain groups within the community. <https://www.legislation.gov.uk/uksi/2012/767>

Householder Development: Defined by The Town and Country Planning (Development Management Procedure) (England) Order 2015 as the following:

- (a) an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, or
- (b) an application for any consent, agreement or approval required by or under a planning permission, development order or local development order in relation to such development but does not include an application for change of use or an application to change the number of dwellings in a building.

Keep Informed Database: The council has a database of interested parties including members of the public that have expressed their interest to be kept informed of all

public consultations. Those already on the database are emailed at the start of a consultation and any representations they make are recorded. Those wishing to be informed are encouraged to email the planning policy team to be added to the database.

Local Plan: sets out the long-term spatial vision for the local planning authority area and the spatial objectives and strategic policies to deliver that vision through development management policies and strategic site allocations. The new Local Plan will have the status of a Development Plan Document.

Major development: (Development of more than 10 dwellings, 1000m² or more of floor space or on a site of 0.5ha or more)

Minor development: (Development of 10 or less dwellings, less than 1000m² floorspace or on a site less than 0.5ha)

Neighbourhood Plans; Through the Localism Act parish councils can influence planning decisions in their area and can propose land for development provided that they are in line with the development plan.

National Planning Policy Framework (NPPF): The NPPF sets out the national planning guidance for plan making and decision taking. The NPPF was revised on 20 July 2021. This revised Framework replaces the previous National Planning Policy Framework published in March 2012, revised in July 2018 and updated in February 2019.

National Planning Practice Guidance (NPPG): An online resource published by central Government which provides guidance on how to apply the NPPF.

Non-Statutory Consultees: where there are planning policy reasons to engage other consultees who – whilst not designated in law – are likely to have an interest in a proposed development.

SHELAA; The SHELAA is a technical document which provides information on sites; submitted by Landowners and Agents, for potential housing, economic development, Gypsy and Travelling Showpeople, Self Build housing etc. in relation to their suitability, availability and achievability.

Specific Consultation Body: The specific consultation bodies are listed in The Town and Country Planning (Local Development) (England) Regulations 2012 (as amended) and relate to organisations responsible for services and utilities and infrastructure provision. <https://www.legislation.gov.uk/uksi/2012/767>

Statement of Community Involvement (SCI): This sets out the standards which authorities will achieve with regard to involving local communities in the preparation of planning documents and development management decisions. The Statement of Community Involvement is not a Development Plan Document. The Test Valley SCI can be viewed on the Planning pages of the Council's website.

Statutory Consultee: Statutory consultees are those organisations and bodies, defined by statute, which local planning authorities are legally required to consult before reaching a decision on relevant planning applications.

Supplementary Planning Documents: These provided supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination. The Council has produced a number of SPDs; they can be found on the Planning pages of the Council's website.

Sustainability Appraisal: This is a tool for appraising policies to ensure they reflect sustainable development objectives (i.e., social, environmental and economic considerations). There is a requirement in the Planning and Compulsory Purchase Act that sustainability appraisals are undertaken for all Development Plan Documents.

