



Statement of Community Involvement in Planning Matters

September 2013



This Revised Statement of Community Involvement in Planning Matters (SCI) was subject to a period of consultation from 24 May 2013 to 5 July 2013 for a six week period. It was adopted by Test Valley Borough Council in September 2013.

If you have any queries on the content of this document please contact the Planning Policy & Transport Service.

Telephone: 01264 368000

Fax: 01264 368099

E-mail: planningpolicy@testvalley.gov.uk

Write to: Planning Policy and Transport Service
Test Valley Borough Council
Beech Hurst
Weyhill Road
Andover
Hampshire
SP10 3AJ

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1 Introduction

1.1 This is the Council's Statement of Community Involvement in Planning Matters (SCI). It describes how the Council intends to involve the local community in:

- the preparation of planning policy documents; and
- the consideration of planning applications.

It has been through a process of consultation and provided organisations, local people and other interested parties with an opportunity to have a say in the way in which the Council consults the community.

1.2 It provides a structured approach to community involvement and sets out the Council's standards for consultation on planning matters. Its purpose is to ensure active and continuous community participation in the planning process.

1.3 The SCI complements the Council's broader commitment contained within its Corporate Plan 2011 – 2015 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. This is to be achieved through continuing community engagement, the strengthening of representative and participative democracy and having community engagement form part of the evidence for making decisions.

1.4 The preparation of a Statement of Community Involvement is a requirement of the Planning and Compulsory Purchase Act 2004. The Council adopted its first Statement of Community Involvement in August 2006 in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2004. That SCI was later superseded by a revised version (December 2009) in recognition of key changes within planning legislation.

1.5 Since the adoption of the revised SCI, there have been additional changes within the planning system, particularly the 2012 Town and Country Planning Regulations, the Localism Act 2011, the removal of Planning Policy Statements and the introduction of the National Planning Policy Framework (NPPF).

1.6 The Localism Act 2011 places strong emphasis on the importance of community involvement within the planning system and enabling communities to have a significant contribution towards shaping the places where they live. The Localism Act introduced Neighbourhood Planning, allowing Parish Councils and Town Councils to develop their own Neighbourhood plans for their local areas. The preparation of Neighbourhood Plans is optional; however, the Council has a duty to support the preparation process. The SCI focuses on the consultation / notification element of the NDP process. The Act and the Neighbourhood Planning (General) Regulations 2012¹ provide further detail of the process of Neighbourhood Planning, including the consultation and publication of neighbourhood areas and plans.

1 The Neighbourhood Planning (General) Regulations 2012 [S.I 2012 No. 637]

- 1.7** The Act also introduced a new duty to co-operate, which places a legal requirement for all local Planning Authorities, National Park Authorities, County Councils and a number of other public organisations to co-operate with one another in a collaborative manner and consider joint approaches as part of the preparation of their local plans. In response to this, the Council will continue to work with neighbouring authorities, key stakeholders, statutory bodies, Local Enterprise Partnerships (LEP) and Partnership for Urban South Hampshire (PUSH) during the preparation of its Development Plan Documents as well as considering cross boundary issues.
- 1.8** In April 2012, a key change in planning legislation was made with the Town and Country Planning (Local Planning) (England) Regulations 2012 [S.I 2012 No.767] (The Regulations) coming into force. These Regulations set out the minimum requirements for community involvement in local plan making. Accordingly, the SCI must be updated to reflect the requirements outlined within the new Regulations.
- 1.9** In light of the key changes in the planning system, there is a need for a revised and updated SCI to ensure consistency with the Regulations, planning legislation and current consultation procedures performed by the Council.
- 1.10** This revised document has been prepared in accordance with the current legislation, including the provisions of the Town and Country Planning (Local Planning) (England) Regulations 2012 [S.I 2012 No.767] (The Regulations), Localism Act 2011 and the National Planning Policy Framework. The Council is legally obliged to comply with its Statement of Community Involvement once it is adopted.
- 1.11** The Council uses a professional translation service for those people whose first language is not English. For information on how to use this service please contact 01264 368617. A large print version of the document is also available on request from the address below:

Planning Policy and Transport Service

Test Valley Borough Council
Beech Hurst
Weyhill Road
Andover
Hampshire
SP10 3AJ

2 The Planning System

2.1 This **Statement of Community Involvement (SCI)** describes how the Council intends to involve the community in the preparation and review of the various documents that will make up the Local Development Framework. It also provides details of how the Council will consult on planning applications.

2.2 The Local Development Framework for Test Valley will comprise a collection of **Local Development Documents (LDDs)** including:

Development Plan Documents (DPDs) this comprises primarily the Revised Local Plan DPD. This will set out the Council's main planning policies and show the allocations of land for development. A further topic based DPD may be produced if necessary.

Supplementary Planning Documents (SPDs) provide supplementary information, either in the form of site-based or topic-based guidance.

2.3 The programme for the preparation and review of the Council's Local Development Framework is set out in the Test Valley Borough **Local Development Scheme (LDS)**. The scheme lists those Local Development Documents the Council intends to produce and also includes individual timetables for their preparation.

2.4 Each Development Plan Document will be accompanied by a **Sustainability Appraisal (SA)**, which will show how the policies reflect sustainable development objectives (i.e. social, environmental and economic factors).

2.5 The Council also produces an Authority's Monitoring Report on an annual basis as part of the Local Development Framework (LDF) to assess the extent to which policies are being successfully implemented.

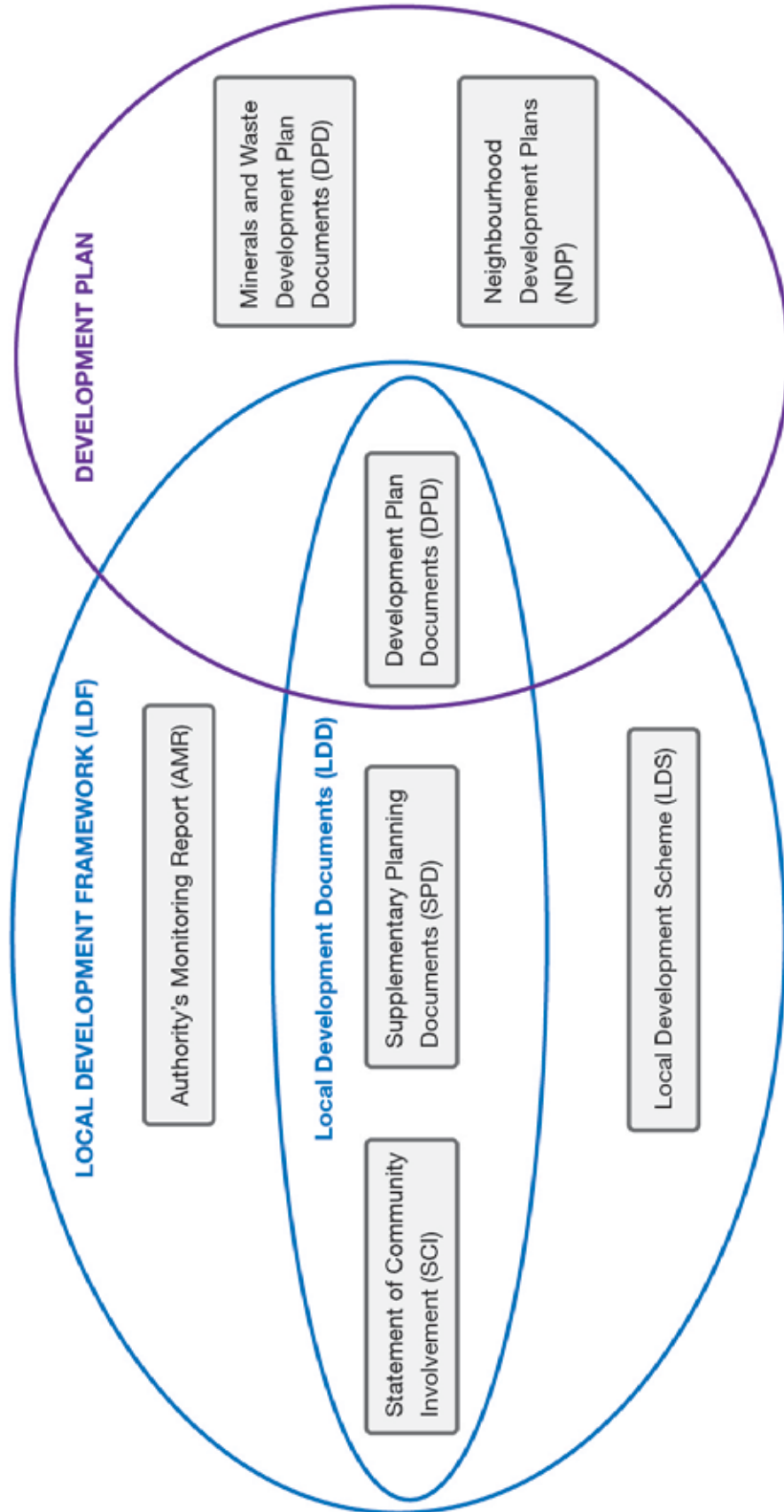
2.6 Under the planning system any Development Plan Documents relevant to the Borough² will form the Development Plan as shown in Figure A below³. A comprehensive glossary is included in Appendix 3.

2.7 The South East Plan was the Regional Strategy for Test Valley. The Localism Act 2011 has abolished the South East Plan with the partial revocation taking place on 25 March 2013.

2 This includes not only the Development Plan Documents within the Council's Local Development Framework, but also DPDs prepared by other authorities operating within the Borough, for example those relating to minerals and waste produced by Hampshire County Council and Neighbourhood Development Plans prepared by Parish Councils.

3 Section 38(6) of the Planning and Compulsory Purchase Act 2004 provides the statutory basis for the 'plan-led' system of development control. It indicates that planning decisions must be made in accordance with the Development Plan unless material considerations indicate otherwise. The other documents contained within the Council's Local Development Framework, including Supplementary Planning Documents, are also important material considerations in making development control decisions.

Figure A: Local Development Framework



3 Consultation Principles

Vision

3.1 In line with the Government's intention to strengthen community involvement in planning, the Council's vision is:

- 'A community that is actively and effectively involved in the planning process'.

Aims

3.2 More specifically the Council's two main aims are:

- To develop community ownership of the Local Development Framework; and
- To ensure that the views of the local community are understood and taken into account in the consideration of planning applications.

Principles

3.3 To achieve its vision and aims the Council will use its communications toolkit which identifies measures for effective communication and consultation. The four key principles which have been identified are as follows:

3.4 To inform: The Council is committed to providing local people with access to the information they require to become engaged in the planning process. Documents will be available in both paper and electronic versions. The Council will also inform the public about development proposals by letter, by e-mail, social media, by producing press releases for local newspapers and through articles in the Test Valley News which is circulated to all households in the Borough. The Council will endeavour to prepare documents in plain English wherever possible. For those whose first language is not English the Council uses a professional translation service. The Council also provides a large print version of documents. For further information please refer to paragraph 1.11 within this document.

3.5 To involve: The Council will encourage the active participation of individuals, groups, landowners and developers in the planning process through techniques such as public exhibitions, meetings and community workshops. The Council will, wherever possible, undertake these consultation exercises in locations which are accessible to the local community, for example in village or local community halls and at a variety of times.

- 3.6** The Council hopes to achieve greater community involvement by establishing a genuine dialogue with the community, particularly affected groups and individuals within the community, and by listening to the views of local people. Local communities, Parish Councils, landowners and developers will be involved at the earliest possible opportunity as this will help to resolve potential conflicts before plans or proposals are worked up in detail.
- 3.7** **To consult:** The local community's statutory right to be consulted and make representations is set out in the Regulations⁴. The Council intends to do more than just meet the minimum statutory requirements and will actively seek to involve those who find it hard to participate in the planning process. The Council will promote social inclusion and will actively seek to involve those groups that have traditionally been hard to reach.
- 3.8** **To respond:** It is important that the Council gives proper consideration to any views expressed in consultation exercises. The Council will take account of all responses to consultation and will report back on how views expressed in representations have been incorporated into the Council's decision-making processes. Respondents will be advised of the dates of meetings of the Council when their comments are to be considered and details of how to access the appropriate reports.
- 3.9** The principles set out above should help to improve the quality of the planning process in Test Valley by encouraging community involvement. They also reflect the Council's Corporate Plan 2011 – 2015 which includes four aims. The most relevant aim is 'encouraging all our communities to reach their full potential.' This aim will be supported by the SCI through the active engagement of communities in the planning process.
- 3.10** The Council has a dedicated consultation portal on its website allowing the public to access consultations. The Council also provides guidance and resources on the intranet for Council staff when undertaking consultation. The Council will endeavour to avoid duplicating requests for comments by co-ordinating consultation initiatives. The Council also intends to build on its existing consultation practices on planning matters and to focus the level of community involvement according to the scope and content of the issue under consideration. For example community involvement on site-specific issues will have a more local focus than community involvement relating to issues that may affect a wider area.

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

3.11 One Compact for Hampshire⁵ is an agreement, drawn up by voluntary and community groups and public bodies together, setting out guidelines for how they should behave towards each other in order to deliver mutual benefits. It is a ready-made manual about best practice. The purpose of this Compact is to improve communication, understanding, trust and respect. It seeks to encourage closer working and co-operation between the Compact partners for the benefit of all people in Hampshire. With regard to consultation with the voluntary and community sector the Compact sets out the following commitments:

All partners agree to:

- a) develop and improve ways of consulting
- b) make sure that consultation is inclusive
- c) consider together new policies and procedures
- d) use views and information received to make a difference

3.12 The statutory Regulations⁶ relating to consultation on Development Plan Documents limit formal consultation periods to a minimum of 6 weeks (Part 6, Regulation 17). For Supplementary Planning Documents the public consultation period is limited to a minimum of 4 weeks (Part 5, Regulation 12). In accordance with the principles of the Compact, the Council will endeavour to provide a flexible approach to public consultation. We will try to avoid consultation during school holidays although if we have to consult over holiday periods as a last resort, we will consider extending the consultation period to ensure widest possible engagement from our communities and stakeholders.

3.13 In the preparation of formal planning documents the Council has to have regard to statutory requirements for public consultation. In many cases the formulation of policy documents involves significant informal consultation prior to the formal period for responses. The Council formally considers policy documents at public meetings before publishing them for consultation. This means that the content of a document (subject to amendments at a Cabinet or Council meeting) is available to the public before it is published. The Regulations require local authorities to notify interested bodies of the intention to produce a Development Plan Document and invite interested bodies to make representations to the Council (Part 6, Regulation 18).

5 www3.hants.gov.uk/compact

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

- 3.14** To give Parish Councils, voluntary and community bodies as much time as possible, the Council will endeavour to give them advance warning of forthcoming consultation exercises. For example, articles could be included in publications such as the Test Valley News and Information Bulletin, which is circulated to Parish Councils, voluntary groups and community organisations.
- 3.15** The Department for Communities and Local Government (CLG) sets targets for local planning authorities to determine planning applications within specified time periods. Other than major planning applications the specified time period is 8 weeks. More detail on community involvement on planning applications is given in Section 13.

4 Who Will Be Consulted on the Preparation of Local Development Documents?

Specific Consultation Bodies

- 4.1 Regulation 18 requires the Council to consult a number of organisations (known as Specific Consultation Bodies) during the preparation of Development Plan Documents. These include utility companies, Government agencies and adjacent Councils. A full list is provided in Appendix 1. These bodies will receive a copy of the Pre Submission DPD as required by Regulation 19 (b).

General Consultation Bodies

- 4.2 The Council is committed to strengthening community involvement in the planning process and seeks to involve as many people and organisations in the preparation of Development Plan Documents as possible. Whilst involvement in the preparation of a Development Plan Document is open to everyone, the Council will try to target consultation towards those most likely to be affected, for example by setting up workshops on particular topics or holding events in particular areas. The main groups that the Council will consult are outlined below and are listed in more detail in Appendix 2. These bodies will be notified of the Pre Submission DPD as required by Regulation 19 (b).

- **The Test Valley Partnership:** The Partnership enables the Council to reach many different groups in the local community because it includes a wide range of organisations e.g. public sector bodies, private businesses, voluntary organisations and community groups. The Partnership can also help to ensure that any Local Development Documents are consistent with wider community objectives because it has played a major role in developing the Council's Community Plan 'Your Test Valley';
- **Representative Forum:** Within the Borough there are a number of forums where various organisations come together such as Romsey Forum and Test Valley Association of Town and Parish Councils. The Council will attend these forums.

- **Interest Groups:** The Council has a large database of organisations and community groups active in the Borough, which has been developed through previous consultation exercises. It includes amenity groups, conservation bodies, local residents associations, religious groups, sports clubs, disability groups, business interests, landowners, developers and umbrella organisations, such as Romsey Disability Forum and Andover & District Disability Forum. The Council will involve these organisations and groups in the preparation of relevant Development Plan Documents. The Council will endeavour to keep the database up-to-date and will actively encourage other organisations to register their interest;
- **Hard to Reach Groups:** The Council recognise that certain groups in society have specific needs or have less chance than others to get involved and are therefore under - represented in the planning process. In Test Valley such 'hard to reach groups' may include young people, elderly people, rural communities, homeless people, people on low incomes, people with disabilities, gypsy and traveller communities and ethnic minorities. Organisations, such as the Test Valley Partnership and Community Action Hampshire⁷, already help to involve these groups in local issues. The Council will continue to promote social inclusion by actively seeking to involve 'hard to reach groups' in the planning process;
- **Individuals:** The Council intends to keep individuals who have expressed an interest previously involved at each stage of the process. The Council will raise awareness about the preparation of new Local Development Documents through a range of activities including social media. Individuals can register an interest in the preparation of individual Local Development Documents in writing, by telephone, by fax, by e-mail and through the Council's website.

The Involvement of Councillors and Officers

- 4.3** Planning policies or proposals for development in DPDs need to be supported by sound technical information on matters such as highways, drainage and utilities. Officers will consult other Council Services and external organisations to obtain the necessary information to formulate policies and development options. Councillors decide on the content of DPDs and their decisions on what they should contain are informed both by the relevant planning issues and the views of the local community. Councillors will be involved at each stage of the preparation of DPDs.

Neighbouring Authorities

4.4 The Council is required to consult all neighbouring local planning authorities on the preparation of DPDs. The Council will also consult on other planning matters which may have cross-border implications. These may include:

- individual planning applications that fall within two (or more) local authority areas;
- major planning applications or proposals for significant sub-regional schemes where the impacts are likely to extend into other local authority areas; and
- joint policy documents developed by two or more authorities.

New Forest National Park

4.5 The New Forest National Park was formally designated on 1st March 2005 and includes parts of the parishes of Wellow and Melchet Park & Plaitford, south of the A36. The New Forest National Park Authority was established on 1st April 2005 and became the planning authority for this part of the Borough on 1st April 2006 when it assumed its full statutory functions.

4.6 Since 1st April 2006 planning applications for these parts of the parishes of Wellow and Melchet Park & Plaitford have been determined by the New Forest National Park Authority (NFNPA). The Borough Council's Statement of Community Involvement does not apply in this area and it is for the National Park Authority to determine what arrangements for community involvement are to be put in place. The NFNPA will be consulted on applications outside of the NFNPA boundary, dependant on the nature, scale and potential impact of the proposal on the National Park, at the discretion of the Head of Planning and Building.

Consultation on Minerals and Waste Issues

4.7 In Hampshire, planning policies relating to minerals and waste are jointly prepared by Hampshire County Council, New Forest National Park Authority, Portsmouth City Council, Southampton City Council and South Downs National Park Authority. Within Test Valley individual planning applications are determined by the County Council. The County Council will undertake consultation on minerals and waste issues in Test Valley and will set out its proposals for community involvement in a separate Statement of Community Involvement dealing exclusively with consultation on minerals and waste issues.

5 How Will We Consult on Local Development Plan Documents?

5.1 The Council will carefully consider how consultation exercises are undertaken in order to ensure that all citizens in Test Valley's diverse community are made aware of any relevant planning proposals and any opportunities to comment on them. The Council will use a range of consultation techniques during public consultation, building on those methods of communication that are already used.

5.2 The main consultation techniques used by the Council will be:

- The Council's website (www.testvalley.gov.uk)
- Articles in the Council's newspaper, the Test Valley News and the Council's Community News and Information Bulletin;
- Press releases and formal press notices;
- Displays in the Council Offices;
- Public exhibitions;
- Presentations and briefings;
- Meetings with Parish Councils, groups and individuals;
- Community workshops, including 'Planning for Real' events;
- Letters, including the dispatch of consultation documents to specific consultation bodies at the start of each statutory consultation period;
- E-mails and social media
- Surveys, such as those undertaken by the Citizens Panel; and
- Questionnaires.

5.3 Examples of the main consultation techniques that the Council will use to inform, involve, consult and respond to individuals, community groups and specific consultation bodies are given in Figure B below.

Figure B: Consultation Techniques and Consultees Matrix

	Individuals	Specific Cons. Bodies (see Appendix 1)	General Cons. Bodies (see Appendix 2)
Inform	E-mail Letters Press Articles Press Notices Website	E-mail Letters	E-mail Letters Presentations and Briefings Press Articles Website
Involve	Exhibitions Meetings Workshops	Meetings	Exhibitions Meetings Workshops
Consult	E-mail Letters Website	E-mail Letters Website	E-mail Letters Website
Respond	E-mail Letters Website	E-mail Letters Website	E-mail Letters Website

6 When Will We Consult?

- 6.1** Each Development Plan Document will have to go through various stages, with consultation taking place at each stage. These stages are explained in detail in Sections 7 and 8. The timetables for the production of each Local Development Document are set out in the Council's latest Local Development Scheme (LDS) which is available on the Council's website and at the Council's offices.

7 Getting Involved in Preparing Development Plan Documents

- 7.1 The process for involving the community will be broadly the same for each DPD, although the level and scope of the consultation will vary according to the scale and location of the proposals under consideration. The key opportunities for community involvement in the process are outlined below (Stages 1 to 4) and the preparation process as a whole is summarised in Figure C. Details of the consultation that the Council will undertake on each accompanying Sustainability Appraisal are set out in Section 10.

Stage 1- Preparation of Development Plan Document (Regulation 18)

- 7.2 In preparing any Development Plan Document, the Council will gather relevant social, economic and environmental information 'The Issues'. This 'evidence base' will be used to understand the community's needs and identify constraints and opportunities. There will be a consultation period on the DPD being prepared during which the Council will seek views from key organisations in the community (as listed in Appendices 1 and 2) where relevant.

Stage 2 – Publication of a Development Plan Document (Regulation 19)

- 7.3 The Council will set out its chosen way forward within its Pre Submission DPD. This document will be consulted on for a statutory period of six weeks. Any representations made must be within the six week period. Responses submitted after the consultation deadline will not be considered. The document will be available at the Council offices and local libraries. In accordance with Regulation 19 (b), the Council will consult Specific Consultation Bodies and General Consultation Bodies as listed in Appendix 1 and 2.

Stage 3 – Submission

- 7.4 When submitting the DPD to the Secretary of State the Council must produce a statement setting out which bodies and persons were consulted at stage 1 (Preparation of Development Plan Document) and how they were consulted, a summary of the main issues and how these were taken into account⁸.

8 This is the statement required by Regulation 22 (1) (c)

- 7.5** If comments have been made during stage 2 (Publication of a Development Plan Document) then a statement setting a summary of the main issues raised by the representations and how have the representations been taken into account⁹ will be produced.
- 7.6** As soon as reasonably practicable after the DPD has been submitted the Council will publish all relevant documents on its website and notify all interested bodies.

Stage 4 – ‘Public Examination’

- 7.7** An independent Planning Inspector will hold a public examination into the ‘soundness’ of the Development Plan Document. Only comments made at Stage 2 will be considered by the Inspector at the public examination of the Development Plan Document. The Inspector will determine the procedure to be adopted at the independent examination of the DPD. Following the ‘Public Examination’, the Inspector will produce a report setting out the changes the Council must make to the Development Plan Document.
- 7.8** The Council will then adopt the Development Plan Document and notify those interested parties of its adoption. Any person may challenge the validity of all or part of a development plan document by making a High Court Challenge, which must be made within six weeks of the date of the advertisement publicising that the Development Plan Document has been adopted.
- 7.9** The main elements of the Development Plan Document preparation process are summarised in Figure C below.

9 This is the statement required by Regulation 22 (1) (c)

Figure C: The Main Elements of the Development Plan Document Preparation Process

Consultation Periods		DPD Preparation Process	Sustainability Appraisal Preparation Process
		Background work on issues	Prepare scoping report for sustainability appraisal
		Prepare, publish and consult on 'Issues'	Prepare an initial appraisal of issues and options
Stage 1 – Preparation of a Development Plan Document	→	↓	
		Analyse comments and draft Pre Submission version.	Prepare a final appraisal
Stage 2 – Publication of a Development Plan Document	→	↓	↓
		Analyse comments and make changes to Pre Submission version	Analyse any comments made
Stage 3 - Submission	→	↓	↓
		Subject to outcome of stage 2 consultation submit DPD for Examination.	Submit final sustainability report to Government
Stage 4 – Public Examination	→	↓	
		Stage 4 - Independent 'Public Examination' of the DPD before an Inspector	
		↓	
		Inspector issues the report	
		↓	
		The Council adopts the DPD	

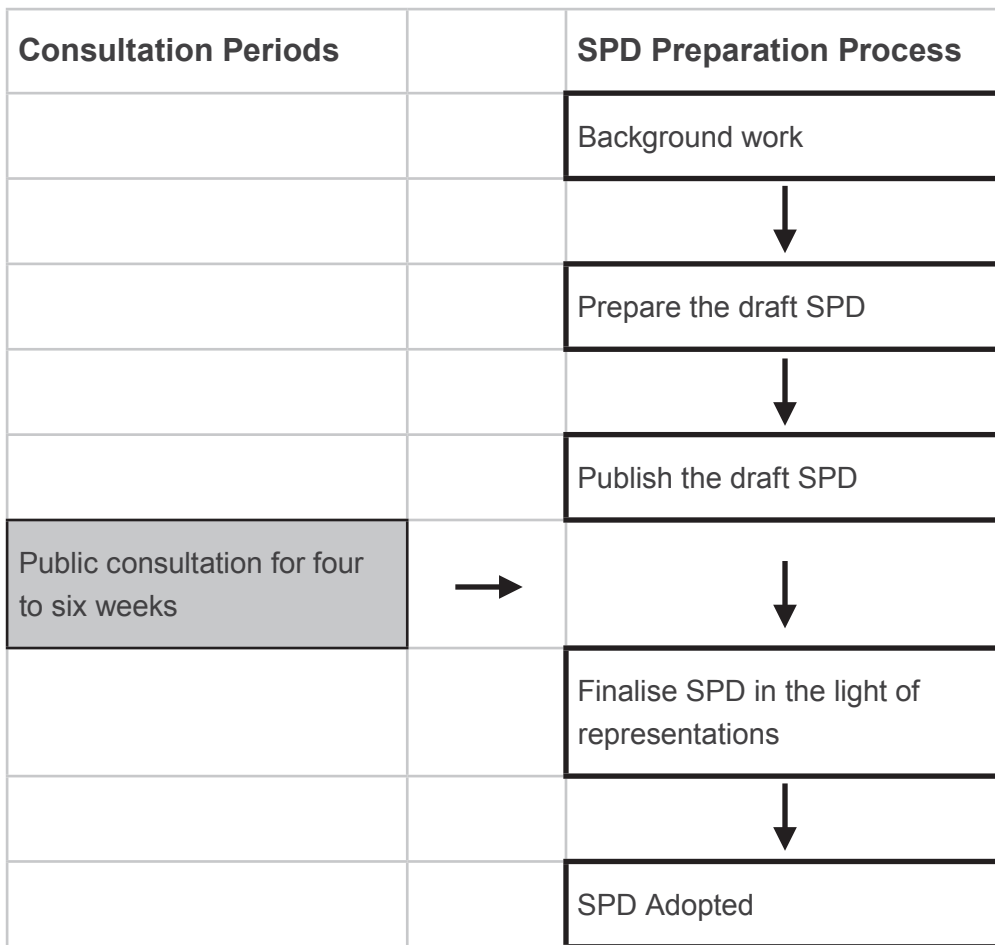
8 Getting Involved in Preparing Supplementary Planning Documents

- 8.1 The process for preparing Supplementary Planning Documents is similar to the process for preparing Development Plan Documents. Full details of the Supplementary Planning Documents the Council intends to produce and timetables for their preparation are set out in the Local Development Scheme.
- 8.2 Supplementary Planning Documents may relate to a particular locality for example: a Village Design Statement, or may relate to a topic such as Affordable Housing. The Council is committed to involving the community in the preparation of these documents, but the level and scope of the consultation will vary according to the nature of the document being produced. The consultation period will last for between four and six weeks.¹⁰
- 8.3 The Council will consider all the comments made on draft Supplementary Planning Documents and will make any changes that are considered appropriate. A summary of the main issues raised during consultation will be published explaining how they have been dealt with. The final Supplementary Planning Document will include a statement explaining what consultation has been undertaken and how the Council has dealt with representations.¹¹
- 8.4 The main elements of the Supplementary Planning Document preparation process are summarised in Figure D overleaf.

10 Regulation 12 (b) (i) stipulates that the date which representations must be made being not less than 4 weeks from the date the local authority complies with this paragraph

11 These are requirements of Regulation 12 (a)

Figure D: The Main Elements of the Supplementary Planning Document Preparation Process



9 Other Policy Documents and Projects

- 9.1** The Council is committed to partnership working with organisations on key issues and creating strategies and policy documents to provide a co-ordinated joint-working approach. An example of this is the Romsey Waterways and Wetlands Strategy and the Biodiversity Action Plan. These do not have Supplementary Planning Document (SPD) status nor form part of the Local Development Framework (LDF) although they may be relevant when considering planning applications. These policy documents are publicly available on the Council's website.
- 9.2** The Council is committed to involving the public and organisations in the preparation of these documents, but the level and scope of the consultation will vary according to the nature of the strategy being produced. A summary of public comments submitted during consultation will be published and made available on the Council's website.

10 Sustainability Appraisals and the Authority's Monitoring Report

Sustainability Appraisals and Strategic Environmental Assessment

- 10.1** The Council is required to carry out a Sustainability Appraisal of each Development Plan Document. European legislation¹² also requires Councils to undertake Strategic Environmental Assessments of planning documents in order to assess the potential impact of proposals on the environment.
- 10.2** The Council intends to incorporate Strategic Environmental Assessments within Sustainability Appraisals and to produce a single Sustainability Report to accompany each Development Plan Document. For each Sustainability Appraisal the Council will assess the likely impacts of draft policies and potential development sites against a series of social, economic and environmental criteria, highlighting the issues raised by the Strategic Environmental Assessment.

¹² European Directive 2001/42/EC on the "Assessment of Certain Plans & Programmes on the Environment"

- 10.3** The Sustainability Appraisal for each document will be started at an early stage and amended as the document is progressed. This should ensure that the likely impacts of policies and proposals are taken into account from the beginning. The process will enable changes to be made in the light of the predicted impacts before the document is finalised.
- 10.4** The Council will consult the local community on its Sustainability Appraisals and involve key stakeholders such as the Environment Agency and Natural England in its preparation.
- 10.5** For each Sustainability Appraisal, the Council will set out its methodology for making an assessment of the impacts (including the relevant social, economic and environmental criteria which will provide the basis for making the assessment) and summarise the 'baseline' information it already has in a 'Scoping Report'. The Council will publish its scoping report that covers all Development Plan Documents and will consult the public at each stage of the preparation of the relevant Development Plan Document.
- 10.6** Section.180 (5) (d) of the Planning Act 2008 removed the compulsory requirement for a Sustainability Appraisal for a Supplementary Planning Document.

Authority's Monitoring Report

- 10.7** Monitoring Reports are an important component of the planning system. The Council is required to publish an Authority's Monitoring Report each (AMR) year as a result of the Planning and Compulsory Purchase Act 2004. The Localism Act (2011) has removed the requirement for local planning authorities to submit an Authority's Monitoring Report to Secretary of State. However, the Act retains the duty to monitor, so the Council will continue to produce monitoring information for public information on an annual basis for the preceding financial year. The Act enables local authorities to choose what targets and indicators to include in their monitoring whilst ensuring that they are prepared in accordance with relevant UK and EU legislation. This report, which will largely contain factual information, will form part of the 'evidence base' that will inform the preparation and review of the Council's planning documents¹³. The report will be a useful document for the local community to refer to when considering if, or how, the Council's planning policies should be changed.
- 10.8** The Authority's Monitoring Report will be prepared with technical information from various Council departments and from technical experts in other organisations.

13 Details of the planning documents the Council intends to produce are contained in the Council's Local Development Scheme (LDS).

11 Community Infrastructure Levy (CIL)

- 11.1 The Community Infrastructure Levy (CIL) is a charge that allows local authorities in England and Wales to raise funds from most types of new development in their area to fund essential infrastructure.
- 11.2 Local authorities who decide to introduce a CIL are known as charging authorities and must produce a Charging Schedule which sets out the levy rate (s) that the authority will charge. The rate is charged per square metre. The Community Infrastructure Regulations 2010¹⁴ sets out the procedure that charging authorities must follow prior to adopting a Charging Schedule, which is set out below:

Preliminary Draft Charging Schedule

- 11.3 The Council must prepare a Preliminary Draft Charging Schedule for public consultation which sets out the proposed levy rates informed by evidence base studies. Regulation 15 (3) makes certain requirements about who the charging authority should consult. The Council must also invite representations on the preliminary draft in accordance with Regulation 15 (5).

Publication of a Draft Charging Schedule

- 11.4 Before submitting a draft Charging Schedule for examination, the Council must publish the draft schedule, appropriate evidence on infrastructure delivery, including funding mechanisms, economic viability and a statement of the representations procedure in accordance with Regulation 16. The Community Infrastructure Levy Guidance (April 2013)¹⁵ published by Department of Communities and Local Government states that it is 'good practice to allow at least a six week period for consultation, and longer if the issues under consideration are particularly complex.'
- 11.5 Any person may make representations about a draft Charging Schedule and that person must be heard before the examiner at the Community Infrastructure Levy examination, if they have requested to be heard and the request has been made as set out in Regulation 21.

14 The Community Infrastructure Levy Regulations 2010 (as amended) [S.I 2010 No.948]

15 Community Infrastructure Levy Guidance, Department of Communities and Local Government, 2013

Modifications to the Draft Charging Schedule after Publication

- 11.6** Where any modifications are made, the Regulations require the authority to produce a 'statement of modifications' (as set out in Regulations 11 and 19) and to allow requests to be heard on the modifications to be made within a period of four weeks. The Council should take the steps considered necessary to inform those persons invited to make representations under Regulation 15 that the statement has been published.

Examination

- 11.7** A Charging Schedule must be examined in public by an independent person (usually a Planning Inspector) appointed by the Council. Any person requesting to be heard at the examination must be heard in public.
- 11.8** The Council must publish the examiner's recommendations and as soon as practicable after the approval of the Charging Schedule, the Council will publish the Schedule on its website and give notice by local advertisement of the approval of the Charging Schedule and notify those interested parties of its adoption (Regulation 15).

12 Neighbourhood Development Plans

- 12.1** The Localism Act 2011 introduced the legal framework for the preparation of Neighbourhood Development Plans (NDP) by Parish Councils and Town Councils for all or part of their area. The Borough is fully parished, therefore the creation of a Neighbourhood Forum is not applicable to Test Valley.
- 12.2** The NDP can set out policies and plans for that area, similar to a Development Plan Document but on a local scale. Subject to conforming to the Neighbourhood Planning (General) Regulations 2012¹⁶, national policies, as well as local plan policies for the area, and gaining support through a referendum of the local area, this plan will be adopted as a formal part of the development plan. This means that planning decisions have to be made in accordance with the neighbourhood plan (and other parts of the development plan) unless material considerations indicate otherwise.
- 12.3** The preparation of an NDP is optional, however, the Council, as a local planning authority, has a significant role in managing the formal stages of the preparation process and ensuring that the Neighbourhood Planning Regulations are complied with.

16 The Neighbourhood Planning (General) Regulations 2012 [S.I 2012 No. 637]

- 12.4** The procedures set out within this chapter are the minimum consultation requirements in accordance with the Neighbourhood Planning Regulations. Please contact the Council directly for further information on the process.

Regulation 6 - Publicising an Area Application

- 12.5** Parish Councils must identify the area intended to be included in the Neighbourhood Development Plan. Regulation 6 sets out the requirements for local planning authorities to publicise a neighbourhood area application on their website. The Council must also publicise in any other manner as they consider is likely to bring the area application to the attention of people who live, work or carry on business in the area to which the area application relates. The Council must make the following publicly available on their website:

- 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 from the date on which the area application is first publicised.

Regulation 7 - Publicising a Designation of a Neighbourhood Area

- 12.6** Regulation 7 requires that as soon as possible after designating a neighbourhood area, the Council must publish in such other manner as they consider is likely to bring the designation to the attention of people who live, work or carry on business in the neighbourhood area, the following on their website:

- the name of the neighbourhood area;
- a map which identifies the area; and
- the name of the relevant body who applied for the designation.

- 12.7** If the application for the neighbourhood area is refused, then the Council must publish the 'decision statement' which must set out the reasons for refusing the application, together with details of where the decision statement can be inspected.

Regulation 16 - Publicising a Plan Proposal

12.8 Regulation 16 sets out the action that the Council must take once a Neighbourhood Development Plan is submitted by a qualifying body. As soon as the Council has received a NDP; it must publish the proposals for a minimum of 6 weeks and in such other manner as they consider is likely to bring the proposal to the attention of people who live, work or carry on business in the neighbourhood area, and publicise the following on their website:

- 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 local planning authority's decision under regulation 19¹⁷ in relation to the Neighbourhood Development Plan; and
- the date by which those representations must be received, being not less than 6 weeks from the date on which the plan proposal is first publicised; and
- notify any consultation body which is referred to in the consultation statement submitted in accordance with regulation 15¹⁸, that the plan proposal has been received.

Regulation 18 - Publication of the Examiner's Report and Plan Proposal Decisions

12.9 Following the receipt of the examiner's report, the Council must make a decision on how to proceed with the plan proposal. As soon as the Council has made a decision on the proposed Neighbourhood Development Plan, the Council must publish:

- the decision and their reasons for it ("the decision statement"),
- details of where and when the decision statement may be inspected; and
- in the case of a decision mentioned in paragraph (1)(c), the report made by the examiner under paragraph 10 of Schedule 4B to the 1990 Act (as applied by section 38A of the 2004 Act),

on their website and in such other manner as they consider is likely to bring the decision statement and, as the case may be, the report to the attention of people who live, work or carry on business in the neighbourhood area.

17 Regulation 19 – Decision on a Plan proposal

18 Regulation 15 – Plan Proposals

Regulation 19 - Decision on a Plan Proposal

12.10 As soon as possible after deciding to make a Neighbourhood Development Plan under section 38A(4) of the 2004 Act or refusing to make a Plan under section 38A(6) of the 2004 Act, the Council must publish on their website and in such other manner as they consider is likely to bring the decision to the attention of people who live, work or carry on business in the neighbourhood area:

- a statement setting out the decision and their reasons for making that decision (“the decision statement”);
- details of where and when the decision statement may be inspected; and
- send a copy of the decision statement to:
 - the qualifying body; and
 - any person who asked to be notified of the decision.

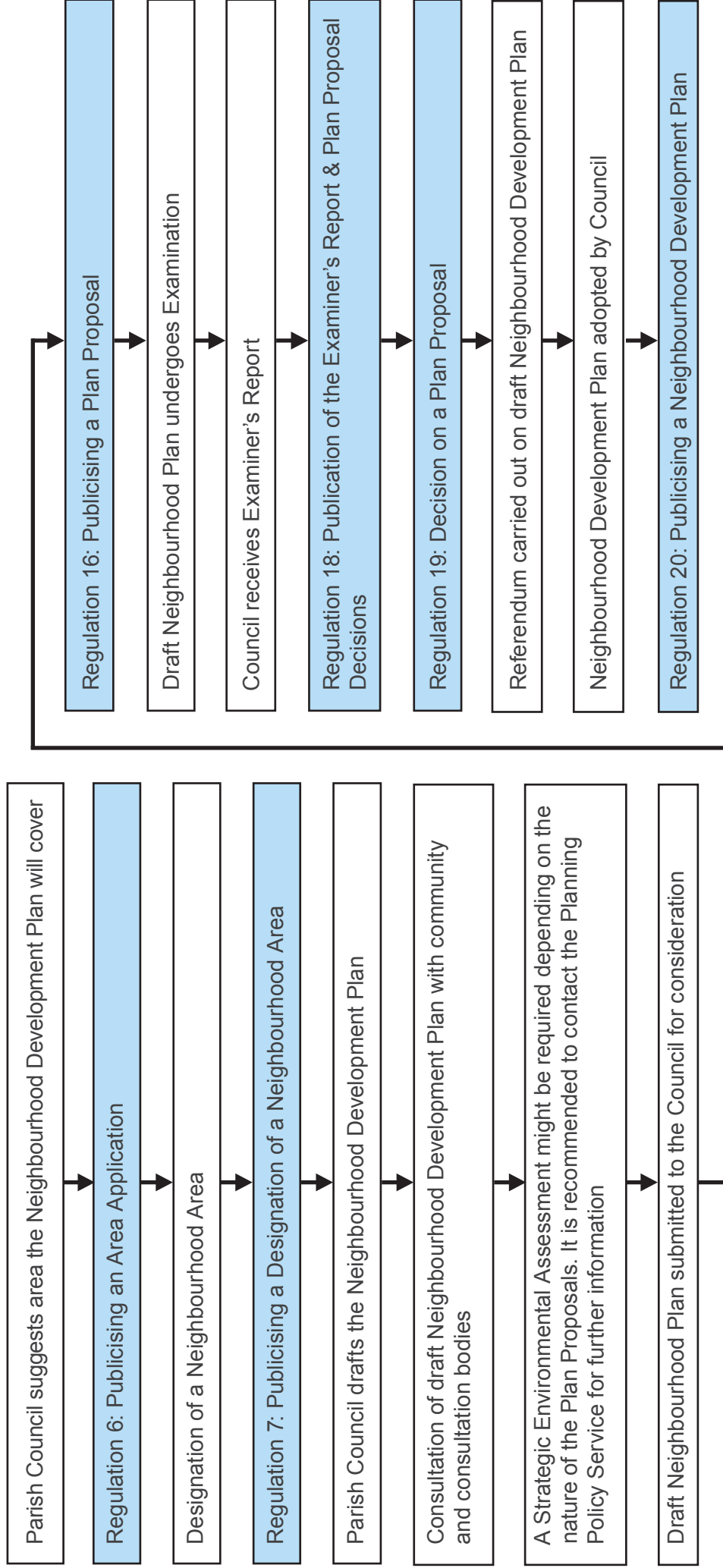
Regulation 20 - Publicising a Neighbourhood Development Plan

12.11 As soon as possible after making a Neighbourhood Development Plan under section 38A(4) of the 2004 Act, the Council must:

- publish on their website and in such other manner as they consider is likely to bring the decision to the attention of people who live, work or carry on business in the neighbourhood area:
- the neighbourhood development plan; and
- details of where and when the neighbourhood development plan may be inspected; and
- notify any person who asked to be notified of the making of the neighbourhood development plan that it has been made and where and when it may be inspected.

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

The procedure for producing Neighbourhood Development Plans are summarised in the following chart.



13 Planning Applications

Introduction

- 13.1** 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 ensuring that any views expressed on material planning matters are taken into account when the application is determined.
- 13.2** 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.

Publicising Planning Applications

- 13.3** 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 2010, are described below.
- 13.4** When a valid planning application is received, the Council will notify the occupiers of neighbouring properties (properties that share a common boundary with the site) and the occupiers of properties immediately on the opposite side of the road to the site. A letter will be sent to each known address. The occupiers will be informed of the period in which they can make comments (usually 21 days) and when and where they can view the application.
- 13.5** For more significant or sensitive planning applications the consultation area will be widened at the discretion of the Head of Planning and Building¹⁹. For significant or sensitive applications there is a requirement for the consultation with a number of statutory bodies.

¹⁹ 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 where development is proposed in environmentally sensitive locations (for example within or close to a Site of Special Scientific Interest or Groundwater Source Protection Zone). There may be different timescales for responses from Natural England concerning applications affecting statutory nature conservation sites.

- 13.6** Planning applications can be viewed on the Council's website and at the Council office in Andover and Romsey. Comments can be made in writing and online. Any comments on a planning application (whether made electronically or on paper) will be available for the public to view on the Council's website and at the Council offices.
- 13.7** A site notice will be placed on or close to the planning application site advertising the details of the proposed development. Site notices that are displayed on the land, building or tree include a Quick Response (QR) Barcode. The QR barcode can be scanned by a smart phone, tablet or other mobile device with internet capability. This will take the user directly to the relevant application details and associated documents published on the Council's website. The introduction of QR barcodes will not only offer members of the public instant access to the Council's planning portal but provide a further means to submit representations.
- 13.8** All major planning applications²⁰ will be advertised in a locally circulating newspaper as formal notices. 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 Development Plan will also be similarly advertised as formal notices.
- 13.9** The Council prepares 'weekly lists' of newly registered planning applications. These lists are posted at the Council offices and made available to the local press. Weekly lists are available on the Council's website and are also sent to Parish Councils and Local Ward members. All applications made within a particular parish are sent to the relevant Parish Council inviting a response within the publicity period of the application.
- 13.10** Consultations are carried out, with other statutory bodies and with other Council departments to obtain views on highways, drainage, pollution, health and safety and other technical matters. 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 will be consulted on significant major applications.
- 13.11** Any third party that makes a representation on a planning application will be notified of how the application was determined (i.e. whether it was granted permission or refused).

20 The term 'major development' is defined in The Town and Country Planning (Development Management Procedure) (England) Order 2010. Developments are considered to be 'major' when they involve (a) 10 or more dwellings, or if this is not known, where the site area is 0.5 hectares or more or (b) in other cases, where the floorspace to be created is 1,000 square metres or more or the site is 1 hectare or more in size. The definition in the 2010 Order also includes minerals and waste developments, but applications for these developments will be submitted to and determined by Hampshire County Council (as explained in Paragraph 4.7).

13.12 The Head of Planning and Building has delegated powers to determine planning applications as set out in the scheme of delegation included in the Council's Constitution. The scheme of delegation is periodically reviewed in response to changing circumstances (for example, the introduction of new legislation). If a planning application is to be considered by a planning committee, all those who made representations will be informed of the committee date. Parish Councils, objectors and supporters (including applicants and/or agents) are eligible to speak at the meeting, although the time slot allocated to each group of speakers is limited to a total of three minutes. Further details are contained in the document 'Playing Your Part at Planning Meetings' published by the Council's Legal and Democratic Service which is available on the Council's website.

Pre-application Advice and the Involvement of the Local Community

13.13 The Council encourages applicants to seek Pre-Application advice on all but the most straight forward cases prior to submitting a planning application. Details of the Council's Pre-Application Advice Service which can be used by applicants or their agents are set out in the 'Pre-Application Advice' published by the Planning and Building Service which is available on the Council's website.

13.14 Pre-Application advice is intended to provide an initial view on proposals and to assist with what is required for a comprehensive planning application. It also gives the Council an opportunity to advise applicants or their agents about arrangements for consultation with the local community and the planning policy documents relevant to the local area, such as Village Design Statements.

13.15 A request for pre-application advice may be made by the Council's 'Pre-Application Advice Request' form available from Test Valley Borough Council Customer Service Receptions or the Council's website along with information on Pre-Application advice fees, timescales and details needed with the submitted request.

13.16 Wherever possible, the Council will discuss the need for community involvement with applicants and agents at the pre-application stage. 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 householder proposals before applications are submitted.

13.17 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 proposed schemes with the Council. Methods for early community consultation could include undertaking 'planning for real' exercises, public exhibitions and questionnaires being sent to local residents. Applicants may wish to submit a report on any community involvement exercise undertaken with their planning application summarising the views expressed and indicating how the scheme has been amended to address matters of concern.

13.18 Community involvement in planning applications is much more effective if the community is properly informed as to the background, rationale and approach adopted by applicants in drawing up their plans and designs. Applicants should consult Council officers and other bodies, such as the Environment Agency, Design out Crime Consultation Service to obtain the necessary technical information (for example on issues such as highways, drainage, flood risk, open space provision, utilities and community safety) in order to create appropriate design solutions. Where appropriate, the Council encourages on major applications a Planning Performance Agreement to form part of the Pre - Application submission.

Planning Obligations

13.19 The Council has adopted an Infrastructure and Developer Contributions SPD (2009).

14 Resources

- 14.1** Local Development Documents will be produced by the Policy, Design and Conservation Team within the Council's Planning Policy and Transport Service. The team comprises of planning policy officers, transport planners and specialist officers dealing with landscape, trees, the historic built environment and support staff.
- 14.2** The Council will seek advice on specialist areas from external sources where it is appropriate to do so e.g. the County Council on transport and ecology. It will also commission advice from consultants who specialise in particular areas of work.
- 14.3** An initial assessment of the financial resources required to produce the Local Development Documents has been undertaken and provision has been made for this in the Council's Budget Estimates 2013/14.
- 14.4** The Council will use electronic media, such as electronic databases, e-mail and the internet, where possible to aid the consultation process, whilst taking care not to exclude groups and individuals who do not have access to this technology. The Test Valley Partnership is a valuable resource which will help the Council to involve many different groups in the local community, including those that are hard to reach.

15 Planning Aid

- 15.1** Planning Aid provides free, independent and professional advice and support on planning issues to people and communities who cannot afford to hire a planning consultant. It enables groups and individuals to become more involved in the planning process and is supported by the Council. The Council's website provides a link to the Planning Aid website as follows:

www.rtpi.org.uk/planning-aid

Appendix 1 - Specific Consultation Bodies

The Regulations specify that the following bodies must be consulted if the Council considers that they may have an interest in the proposals within a Development Plan Document. Where bodies listed cease to exist, successor bodies will be consulted:

The Coal Authority

The Environment Agency

Marine Management Organisation

The Historic Buildings and Monuments Commission for England (English Heritage)

Homes and Communities Agency

Natural England

Network Rail

Highways Agency

The Secretary of State for Transport in relation to the Secretary of State's functions concerning railways by virtue of section 1 of the Railways Act 2005 and the Secretary of State's functions as highway authority by virtue of section 1 of the Highways Act 1980

County Councils operating within or adjoining Test Valley Borough - Hampshire County Council.

National Park Authority operating within and adjoining Test Valley Borough - the New Forest National Park Authority

Unitary Authorities adjoining Test Valley Borough - Southampton City Council, West Berkshire Council and Wiltshire Council

Borough and District Councils adjoining Test Valley Borough – Basingstoke & Deane Borough Council, Eastleigh Borough Council, New Forest District Council and Winchester City Council

All town and parish councils within and adjoining Test Valley Borough

Local Economic Partnerships (LEP) operating within the Borough – the Solent LEP and Enterprise M3 LEP

Partnership for Urban South Hampshire

Local Nature Partnership

Electronic communications companies / owners or operators of telecommunications apparatus operating within Test Valley Borough – British Telecommunications plc, Mono Consultants on behalf of the Mobile Operators Association (MOA) (representing Hutchison 3G UK Limited, O2 (UK) Limited, Orange PCS Limited, T-Mobile UK Limited and Vodafone Limited), NTL Group Ltd, SSE Telecoms ²¹

NHS West Hampshire Clinical Commissioning Group

Southern Health NHS Foundation Trust

Hampshire Hospitals NHS Foundation Trust

Electricity and gas companies operating within Test Valley Borough – British Gas, National Grid Electricity Transmission plc, National Grid plc, E.ON, Scottish & Southern Energy plc, Southern Gas Networks, Southern Electric, National Grid²²

Sewerage and water undertakers operating within Test Valley Borough –Sembcorp Bournemouth Water Ltd; Cholderton and District Water Company Ltd; Southern Water Services Ltd and Wessex Water.

Police and Crime Commissioner for Hampshire

HM Prison Service / National Offender Management Service

Royal Mail Properties

Hampshire and Isle of Wight Local Nature Partnership (LNP)

21 The companies, owners and operators above are known to be active in Test Valley Borough and are listed in the Council's Telecommunications Mast Register. To this extent it is considered that the proposed subject matter of Development Plan Documents might affect these particular bodies. This list is not, however, definitive and may be subject to change over time.

22 There are a large number of licensed electricity and gas companies in the UK and the extent to which they are active in Test Valley Borough is not always clear. Those listed are known to have particular interests in the Borough, but the list is not definitive and may be subject to change over time.

Appendix 2 – General Consultation

Bodies Involved in Preparing the Local Development Framework

In addition to the specific consultation bodies listed in Appendix 1, the Council will involve as many people and groups as possible in preparing the Local Development Framework. A list of the types of organisation that the Council will seek to involve in the process is set out below. The Regulations requires only those bodies that the Council considers appropriate should be notified and consulted.

Test Valley Association of Parish Councils
Local Strategic Partnership (Test Valley Partnership)
Romsey Forum
Romsey and District Society
Amenity groups
Environment / conservation groups including the Royal Society of the Protection of Birds and Hampshire & Isle of Wight Wildlife Trust
Design out Crime Consultation Service
Minority ethnic groups
Gypsy and traveller groups
Housing interest groups
Landowners and developers
Local business / business groups
Local disability groups
Local residents' associations
Older persons groups
Public service providers including the police, ambulance services and fire & rescue service.
Religious groups
Youth groups, schools and colleges including Andover College
Health care groups
Transport groups including public transport operators
The North Wessex Downs Area of Outstanding Natural Beauty Council of Partners
Other relevant groups.

Appendix 3 – Glossary

Authority’s Monitoring Report (AMR): part of the Local Development Framework, the monitoring report will assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being successfully implemented.

Community Strategy: local authorities are required by the Local Development Act 2000 to prepare these, with the aim of improving the social, environmental and economic well being of their areas. Through the Community Strategy, authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors. Responsibility for producing Community Strategies may be passed to Local Strategic Partnerships, which include local authority representatives. The Sustainable Communities Act 2007 formally changed the name of community strategies into Sustainable Community Strategies.

Development Plan: The Development Plan comprises the Development Plan Documents contained within the Local Development Framework and the Minerals and Waste Plans produced jointly by Hampshire County Council, Portsmouth and Southampton City Councils, New Forest and South Downs National Park Authorities and any future Neighbourhood Development Plans prepared by Parish Councils.

Development Plan Documents (DPDs): Planning documents that are subject to independent examination and form part of the Development Plan. For Test Valley draft Development Plan Documents formerly included the Core Strategy & Development Management DPD and Designations DPD. The Core Strategy DPD and the Designations DPD will now be consolidated to form one document entitled ‘Local Plan’. Individual Development Plan Documents or parts of a DPD can be reviewed independently from other DPDs. Each authority must set out the programme for preparing its Development Plan Documents in the Local Development Scheme (LDS).

Generic Development Management Policies: these will be a suite of criteria-based policies which are required to ensure that all development within the areas meets the spatial vision and spatial objectives set out in the Local Plan. They may be included in any Development Plan Document or may form a stand alone document.

Localism Act 2011: The Localism Bill gained Royal Assent on 15 November 2011. The Localism Act delivers a key part of the Government’s priority agenda for decentralisation and democratic engagement, as outlined in the coalition agreement, by giving new powers to councils, communities, neighbourhoods and individuals.

Local Development Document (LDD): the collective term for Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

Local Development Framework (LDF): the name for the portfolio of Local Development Documents. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Monitoring Reports. Together these documents will provide the framework for delivering the spatial planning strategy for a local planning authority area and may also include local development orders and simplified planning zones.

Local Development Scheme (LDS): sets out the programme for preparing Local Development Documents.

Local Plan: This document sets out the long term spatial vision for the local authority area and the objectives and strategic policies to deliver that vision. The Local Plan will have the status of a Development Plan Document. The Test Valley Local Plan also includes development management policies and strategic site allocations.

Local Strategic Partnership (LSP): partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood in how services are provided. They are often single non-statutory, multi-agency bodies which aim to bring together locally the public, private, community and voluntary sectors. The LSP in Test Valley is the Test Valley Partnership.

National Planning Policy Framework (NPPF): The National Planning Policy Framework (NPPF) was published on 27 March 2012 and supersedes Planning Policy Statements (PPS). The NPPF is a more concise document and one that follows the pro-growth agenda.

Neighbourhood Planning: Plans and Development Orders produced by parish councils or other designated neighbourhood forums with the support of the local community, including Community Right to Build Orders.

Proposals Map: the adopted proposals map illustrates on a base map (reproduced from, or based upon a map base to a registered scale) all the policies contained in Development Plan Documents, together with any saved policies. It must be revised as each new Development Plan Document is adopted, and it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals map accompany submitted development plan documents in the form of a submission proposals map.

Regional Planning Body: One of the nine regional bodies in England (including the Greater London Authority) responsible for preparing Regional Strategies. The South East England Partnership Board (SEEPB) was the relevant body for Test Valley. However, SEEPB was formally closed on 31st July 2010 as part of the Coalition Government's action to remove regional planning bodies.

Regional Strategy: The South East Plan was the Regional Strategy for Test Valley. The Localism Act 2011 has abolished the South East Plan with the partial revocation taking place on 25 March 2013.

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

Saved Policies or Plans: Certain policies from the Borough Local Plan (2006) have been saved in accordance with the Planning & Compulsory Purchase Act 2004. Details of those which have been saved are available on the Councils website.

Site Specific Allocations: allocations of sites for specific or mixed uses or development to be contained in Development Plan Documents. Policies will identify any specific requirements for individual proposals.

Statement of Community Involvement (SCI): sets out the standards which authorities will achieve with regard to involving local communities in the preparation of local development documents and development control decisions.

Strategic Environmental Assessment (SEA): a generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment of certain plans and programmes, including those in the field of planning and land use.'

Supplementary Planning Documents (SPDs): provide 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.

Sustainability Appraisal (SA): tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all Development Plan Documents.

Planning Policy and Transport Service

Council Offices

Beech Hurst

Weyhill Road

Andover

Hampshire

SP10 3AJ

Email: planningpolicy@testvalley.gov.uk

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