

INVOLVING YOU IN PLANNING

A Statement of Community Involvement

WHAT IS 'INVOLVING YOU IN SOUTHAMPTON'?

Planning affects us all; the homes we live in, the facilities we use, the different ways we travel, and the places we go to work and to school. These are all the result of planning decisions, ones that you have the opportunity to comment on and contribute towards.

As the local planning authority for Southampton, Southampton City Council is responsible for making decisions about future development across the city. However, the council recognises that **residents, businesses and other organisations have a valuable role to play in helping shape plans and provide new ideas.** If you live in the city **you know your community;** what works well and what needs to be improved. Businesses, local groups and organisations all have information and ideas to help shape future development in Southampton. By taking part you can ensure that we understand what you feel is best for you and Southampton, when making planning decisions.

To make sure residents, businesses and other stakeholders are clear about how and when they can have their say each planning authority must produce a 'Statement of Community Involvement' which sets out its approach. This statement is also a legal requirement under the Planning and Compulsory Purchase Act 2004 in connection with the preparation of other plans.

This document sets out how and when the council will seek the views of local people, businesses and key organisations on local planning matters. The previous Statement of Community Involvement was published in 2013 but it is important that they are reviewed every five years to ensure they reflect the latest legislation and methods of consulting.

This Statement also reflects the 'Southampton Compact' which was agreed between statutory agencies and their voluntary and community partners in 2013. However, whilst the Compact recommends a formal consultation period of a minimum of 12 weeks, this Statement follows the requirements in the Planning Acts - a minimum of 6 weeks for formal consultation together with more informal ongoing consultation during the preparation of the plan.

WHY IT IS IMPORTANT TO GET YOUR VIEWS....

Whilst there is a legal obligation to consult on a range of planning matters, Southampton City Council also recognises the value of involving local people in place shaping. After all, it is

these people who know most about their neighbourhoods and it is the local communities that are most likely to be affected by development proposals in their areas.

Involving local people in the consideration of planning matters for their area means that we, as the local planning authority, can:

- benefit from residents' detailed local knowledge, expertise and their perspectives;
- work towards gaining greater community support for, and ownership of policies, strategies and decisions;
- try to help communities be more informed, involved and committed to the future development of their area; and
- ensure we are planning for development that improves quality of life and the built and natural environment.

HOW WE WILL CONSULT WITH YOU....

Consultation Principles:

The purpose of consultation is to ensure people who may be affected by planning decisions, at all scales of development, have the opportunity to have their say on proposals and the council fully consider comments received, alongside all other evidence when making decisions. Southampton City Council takes its duty to consult very seriously and all consultations are carried out following these key principles:

- **Inclusive:** so that everyone in the city has the opportunity to express their views.
- **Informative:** so that people have adequate information about the proposals, what different options mean, and a balanced and fair explanation of the potential impact.
- **Understandable:** by ensuring that the language used to communicate is simple and clear and that efforts are made to reach all stakeholders, for example people who are non-English speakers or disabled people.
- **Appropriate:** by targeting people who are more likely to be affected and using a more tailored approach to get their feedback, complemented by a general approach to all residents, staff, businesses and partners.
- **Meaningful:** by ensuring decision makers have the full consultation feedback information so that they can make informed decisions.
- **Reported:** by letting consultees know what was done with their feedback.

Consultation methods

Understanding the diversity of local communities is critical to ensuring that the right techniques are used to consult with them, these will vary from group to group and person to person. There are a wide range of community networks that the Council can utilise in order to effectively contact communities, in particular those we seldom hear from.

'Involving you in Planning' is a flexible framework which allows different approaches to consultation so as to respond to the individual circumstances at the time – including the

nature of the plan being prepared, the potential issues involved, and the needs and preferences of the communities, groups and organisations likely to be affected.

We may use any of the following methods based on the needs of the individual consultation. IN choosing methods we will ensure these are proportionate to the scale and impact of the proposal, appropriate to those we need to consult and within resources available:

DIGITAL	Website emails: 'stay connected' social media People's Panel
HARD COPY	Letters local press public buildings
FACE TO FACE	Meetings Exhibitions ward members Workshops

What will we ask?

In order for consultation responses to be valid we will require the names and address of consultees, and the organisation they represent (if applicable). In addition to this we may, if appropriate, also ask for individuals to provide information about themselves such as their age group, gender, ethnic group or other details. This information is used only to help us understand who is responding to our consultation so we can check if they are representative of the population as a whole. If we find that we are not hearing from certain age groups or minority groups, this information can help us to focus on improving how we do this. We may then choose to use different methods to engage with people we have not heard from.

What will we do with comments received?

This document not only sets out the council’s commitment to involve local people and stakeholders in plan making, but also provides a commitment to ensure that this information is carefully considered alongside all other evidence when making planning decisions.

There are two processes for dealing with comments received, one which is followed for comments made on Local Plans and Supplementary Planning Documents and a second process for dealing with comments made on planning applications. The details for each are set out below.

WHAT SORT OF PLANS CAN YOU COMMENT ON?

As the local planning authority, we have a duty to consult within two different areas of the planning process:

1. **Plan Making and Place Shaping:**

- **Development Plan Documents (DPDs)** – the [Planning and Compulsory Purchase Act 2004](#) requires all local planning authorities to develop what is called a ‘development plan’. The development plan is a main consideration when determining planning applications for development proposals in the city. This means that they have to be considered when making a planning decision.

Development plans can consist of an individual planning document or a series of planning documents however, as a whole, these documents should provide a vision and a framework for the future development of the area. More specifically, they must set out the council’s priorities for land use and development and provide a comprehensive set of policies to address both the strategic priorities and non-strategic planning matters across the entire city.

- **Supplementary Planning Documents (SPDs)** – local planning authorities can choose to develop these documents as a means to provide further details, guidance and principles for development, beyond that of the policies set out in the development plan. SPDs can be used to provide further guidance for development on specific sites or on particular issues, such as design. SPDs are also a main consideration and must also be considered when making a planning decision.

2. **Development Management:**

- **Planning Applications** – for a specific development at a specific location, which can range from householder extensions to proposals for larger schemes such as new shopping centres, offices and housing developments a planning application must be submitted for determination, having regard to the policies set out in the development plan and any other main considerations.

There are different requirements for consultation for each of these areas of planning practice. This document sets out who the council will consult with for each of these and how we will do this.

THE DETAILS....

Plan Making and Place Shaping:

Development Plan Documents

Developing a development plan document is a lengthy process as it requires a great deal of technical evidence and input from a wide range of organisations and groups, which is ongoing as the plan is developed. It is important that we take the time to fully consider all evidence and involve the right organisations and local communities as the decisions will have a lasting impact on our city.

There is ongoing engagement and exchange of information with key organisations together with periods of formal consultation during which anyone can make comments. These consultations happen firstly when the plan is at an early stage and we are looking at the local issues and possible options for the future. Secondly, we consult once we have a draft plan. We may also consult on any changes to the draft plan made as a result of recommendations by the inspector through the examination process.

WHEN WILL WE CONSULT?

The following sets out the key stages in the development of a development plan document. Please note that some of these stages may be combined or overlap as appropriate at the time.

RESEARCH, INFORM & INVOLVE	<ul style="list-style-type: none">• Collect evidence• Work with organisations and share information• Identify key issues• Discuss potential options
CONSULTATION	<ul style="list-style-type: none">• Establishing issues and aspirations for the City• Understanding the needs of residents and businesses• Identify the housing and employment spaces needs
RESEARCH, INFORM & INVOLVE	<ul style="list-style-type: none">• Consider feedback from consultation• Collect further evidence• Ongoing discussions with relevant organisations• Identify preferred options and prepare draft plan
CONSULTATION (if required)	<ul style="list-style-type: none">• How are needs best delivered within the city
PUBLISH PLAN (PRE- SUBMISSION PLAN)	<ul style="list-style-type: none">• Prepare and publish the plan based on the evidence and views collected
CONSULTATION	<ul style="list-style-type: none">• Consultation on published plan• Can it deliver what is needed?• Have the best and most appropriate options been chosen?

	<ul style="list-style-type: none"> • Have all the right people been involved?
REFLECT AND REFINED	<ul style="list-style-type: none"> • Consider feedback from consultation • Update and amend where necessary
SUBMIT	<ul style="list-style-type: none"> • Submit final plan for inspection
INSPECT	<ul style="list-style-type: none"> • Examination held in public to discuss the soundness of the plan, before an independent inspector • Opportunity for organisations, groups and individuals who have raised objections to the plan to have their say and present evidence to the inspector
CONSULTATION (if required)	<ul style="list-style-type: none"> • Consult on any modifications to the plan
FINAL VERSION PLAN	<ul style="list-style-type: none"> • Final version of the plan, which incorporates any changes recommended by the inspector
ADOPT	<ul style="list-style-type: none"> • Council adopts the plan once the Inspector has found it to be sound

Although neighbourhood plans form part of the development plan once ‘made’ (or adopted), they follow a slightly different development process to the above. Neighbourhood plans are developed by the neighbourhood forum (NF) representing a specific area but the local planning authority (LPA) has responsibility for certain parts of the process. This process is detailed below.

APPLICATION FOR DESIGNATION	<ul style="list-style-type: none"> • Prospective NF sends application for designation to the LPA for approval (unparished areas only) • Prospective NF applies to LPA to designate neighbourhood area
CONSULT	<ul style="list-style-type: none"> • LPA consults on NA and/or NF (6 weeks) • LPA considers feedback from consultation
DESIGNATION	<ul style="list-style-type: none"> • LPA decides whether to designate (approval required to continue in neighbourhood plan process)
ENGAGEMENT & DRAFT PLAN	<ul style="list-style-type: none"> • NF conducts initial engagement to identify issues and aims for the plan • NF gathers baseline data and evidence • NF identifies and assesses options • NF conducts ongoing engagement with key stakeholders whilst developing a draft plan and any necessary background/evidence documents • NF ensures the draft plan is compliant with relevant planning legislation • LPA provides ongoing support and assistance, where required
CONSULT	<ul style="list-style-type: none"> • NF conducts pre-submission consultation according to statutory requirements • NF considers feedback from consultation and makes appropriate amendments

SUBMISSION TO LOCAL PLANNING AUTHORITY	<ul style="list-style-type: none"> • NF submits proposed neighbourhood plan to the LPA
INSPECT	<ul style="list-style-type: none"> • LPA checks compliance with planning legislation, national planning policy and local planning policy (LPA must agree the plan complies to progress)
PUBLICISE & CONSULT	<ul style="list-style-type: none"> • LPA conducts formal publication and consultation according to statutory requirements • LPA gathers representations and feedback from the public, stakeholders and other interested parties
EXAMINATION	<ul style="list-style-type: none"> • LPA submits plan for independent examination • Inspector examines the plan and issues recommendation to LPA stating whether modifications are required and if the plan may progress to referendum • NF and LPA work to address required modifications, if necessary
REFERENDUM	<ul style="list-style-type: none"> • MPA publishes notice of referendum • Polling carried out • Results declared
ADOPT	<ul style="list-style-type: none"> • If the referendum result is positive the LPA adopts the plan and it becomes part of the Development Plan immediately

WHO WILL WE CONSULT?

The development plan affects the whole city and must set out a framework for future development in the long-term. This means that it is important to ensure that engagement and consultation is designed to enable residents, businesses and organisations to give their views if they wish to do so. This includes younger people and children as plans will affect their future.

Those we will consult with can be divided into three key groups:

1. **Specific Consultation bodies** - this group includes all of the key organisations and agencies such as neighbouring councils (under duty to co-operate), Highways England, the Environment Agency, National Rail, Natural England, relevant communications companies, health authorities, electricity and gas companies, sewerage and water companies, full list of consultation bodies shown in appendix 1.
2. **General Consultation bodies** – those that represent local groups / communities, such as:
 - a. Developers and agents
 - b. Voluntary groups and residents associations
 - c. Businesses groups and forums
3. **Individual residents and local businesses**

Details for each of these groups are set out in Appendix X (use information in existing SCI).

Supplementary Planning Documents

The process for introducing an SPD is similar to DPDs as detailed above. There is a need to gather evidence and engage with relevant stakeholders, however there is just one stage of formal consultation when anyone can make comments on the document, and there is no public examination by an independent inspector from the Planning Inspectorate. The stages of this process are set out below.

RESEARCH, INFORM & INVOLVE	<ul style="list-style-type: none"> • Collect evidence • Work with organisations and share information • Identify key requirements • Discuss potential options
PUBLISH SPD	<ul style="list-style-type: none"> • Prepare and publish the plan based on the evidence and views collected
CONSULTATION	<ul style="list-style-type: none"> • Consultation on published document • Does it provide clear and appropriate guidance? • Have all the right people been involved?
FINAL VERSION PLAN	<ul style="list-style-type: none"> • Final version of the plan, which incorporates any changes recommended by the inspector
ADOPT	<ul style="list-style-type: none"> • Council adopts the document after comments have been considered and appropriate changes made

A supplementary planning document will affect different people depending on its content, therefore consultation may be targeted at those living in a particular part of the city or with a specific interest in the topic or issue. However, anyone can comment during the formal consultation stage therefore the Council will use a range of methods and engage with those in each of the three groups set out above, proportionate to the scale and impact of what is set out in the SPD.

What happens to comments you make during these consultations?

All comments will be fully considered and changes will be made to the plans where appropriate. We may also contact individuals or organisations to discuss the views and suggestions that they have made.

The council has a duty to balance the following:

- Your comments
- Comments received from other people/organisations
- Existing evidence
- Legal requirements
- Other local and national policies, needs and interests.

Consequently, there will be circumstances where the council does not alter the plan to accommodate the views of a respondent. However, in the case of a DPD, there is a further opportunity for people to put forward their views, through the public examination process.

Comments made during the development of a plan will be taken into account before the next version is published for consultation.

All written comments received during the formal consultation stages will be:

- Recorded and acknowledged within 15 days
- Made available for other to see
- Sent to the Planning Inspector (in the case of a DPD)

A summary of the main issues raised during the consultation and how these have been taken into account will be published as soon as it is practical to do so. This may be several months after the consultation period.

Planning Applications

Most people become involved in the planning system when an application for development is submitted that may have an effect on their property or area, and they want their views to be taken into account when the application is decided.

The council's Development Management Team is responsible for the processing of most planning applications within Southampton. There are two distinct stages when local people can become involved:

- 1. Non-statutory pre – application consultation** carried out by the applicant / developer before they submit the application

The National Planning Policy Guidance (NPPG) states that: Local planning authorities have a key role to play in encouraging other parties to take maximum advantage of the pre-application stage. They cannot require that a developer engages with them before submitting a planning application, but they should encourage take-up of any pre-application services they offer. They should also, where they think this would be beneficial, encourage any applicants who are not already required to do so by law to engage with the local community and, where relevant, with statutory and non-statutory consultees, before submitting their applications.

At this stage applicants may wish to carry out a consultation exercise in order to understand public views on their proposal, and therefore be able to address any major issues, before they submit the application.

Though developers are encouraged to engage with the local community before submitting the application, this is not a legislative requirement and not something carried out by the local authority.

Notwithstanding the above, the council encourages developers running pre-application consultation to:

- Agree the consultation approach with the council, including considering what is required to involve seldom heard groups or groups that will particularly be affected by the changes
- Inform local people about the details of the scheme and be clear what elements can be influenced by making comments.
- Clearly identify any changes made as a result of comments based on sound planning reasons.
- Submit a statement with the planning application outlining the community involvement that has been carried out, the comment received and any changes made as a result.

2. Consultation on the planning application

Once a planning application has been received and it has been formally checked that all the necessary information has been submitted (validated) and the application is registered, the local planning authority is required (by planning legislation) to carry out public consultation.

What sorts of planning applications will the council consult on?

Planning applications can be required for a range of different developments from householder extensions to proposals for larger schemes such as new shopping centres, offices and housing developments. The erection of new buildings, and, sometimes, changing what an existing building is used for (e.g. using a house for a pub), is likely to require planning permission. If planning permission is required, the landowner or developer must submit a planning application to the council's Planning Department. The Planning Department will then consult affected people and organisations, as set out in planning legislation (see below), in order to give them a chance to comment on the proposals. Whilst applications for Certificates of Existing Lawful Use or Development are not planning applications as such, we will consult on these requests as appropriate.

When, who and how the council will consult:

Once a planning application is validated and registered, the assessment of its merits may commence. Part of this process includes carrying out consultation, which may include:

- Consulting specialist organisations - such as the Highways Agency, Environment Agency, Natural England, utility providers to establish as to whether the proposals have an impact on the specialist concerns of the organisation;
- Consulting other council teams - such as Highways, Planning Policy, Ecology, Environmental Health etc. to establish whether the proposals would be contrary to current policy or would have an unacceptable impact on any other important aspects of city life;

- Consulting with neighbours - A notification letter is sent to neighbouring properties that share a common boundary with the application site and for some applications, usually major schemes, will be sent to those situated within a slightly larger radius of the site; and
- Consulting with the wider community – this will be done by:
 - Making applications available on-line through Public Access (found on planning webpages);
 - Using site notices as appropriate;
 - Informing residents associations of applications in their area if they have asked to be notified; and/or
 - Advertising in a local newspaper – This is only for some planning applications, such as those that concern conservation areas or listed buildings; affect a Public Right of Way; are major applications; or conflict with the policies of the adopted Local Plan.

The legislative requirements for advertising and consulting on planning applications are set out in the Town and County Planning (Development Management Procedure) (England) Order 2015. This statutory instrument also states that people have 21 days to submit written comments (which can be by letter, email or via Public Access) in order for their views to be taken into consideration as part of the application.

APPENDIX 1 - Indicative List of Consultees:

To clarify, the Council will consult on all planning matters in accordance with the latest planning regulations. The following list acts to provide a comprehensive indication of organisations to be consulted on plan-making in Southampton and is by no means finite. Furthermore, please note that this list includes both statutory consultees and general bodies and that the list may be subject to change over time

Organisation	Type
Eastleigh Borough Council	Neighbouring Councils
Hampshire County Council	Neighbouring Councils
Isle Of Wight Council	Neighbouring Councils
New Forest District Council	Neighbouring Councils
New Forest National Park Authority	Neighbouring Councils
Portsmouth City Council	Neighbouring Councils
Test Valley Borough Council	Neighbouring Councils
Fareham Borough Council	Neighbouring Councils
Winchester City Council	Neighbouring Councils
South Downs National Park Authority	Neighbouring Councils
Bursledon Parish Council	Neighbouring Parish Councils and Neighbourhood Plan Forums
Chilworth Parish Council	Neighbouring Parish Councils and Neighbourhood Plan Forums
Hedge End Town Council Office	Neighbouring Parish Councils and Neighbourhood Plan Forums
Hound Parish Council	Neighbouring Parish Councils and Neighbourhood Plan Forums
Hythe and Dibden Parish Council	Neighbouring Parish Councils and Neighbourhood Plan Forums
Marchwood Parish Council	Neighbouring Parish Councils and Neighbourhood Plan Forums
Nursling & Rownhams Parish Council	Neighbouring Parish Councils and Neighbourhood Plan Forums
Totton & Ealing Town Parish Council	Neighbouring Parish Councils and Neighbourhood Plan Forums
West End Parish Council	Neighbouring Parish Councils and Neighbourhood Plan Forums
Bassett Neighbourhood Forum	Neighbouring Parish Councils and Neighbourhood Plan Forums
Any adjacent Neighbourhod Forums	Neighbouring Parish Councils and Neighbourhood Plan Forums
Southampton BID	Local stakeholder organisation

Southampton city Residents Associations	Local stakeholder organisations
CABE / Design Council	Statutory Agencies and Sub Regional Bodies
Department For Culture, Media And Sport	Statutory Agencies and Sub Regional Bodies
Department for Education	Statutory Agencies and Sub Regional Bodies
Department for Education (DfE)	Statutory Agencies and Sub Regional Bodies
Environment Agency	Statutory Agencies and Sub Regional Bodies
Forestry Commission	Statutory Agencies and Sub Regional Bodies
Hampshire Constabulary	Statutory Agencies and Sub Regional Bodies
Health And Safety Executive	Statutory Agencies and Sub Regional Bodies
Hampshire Swift	Statutory Agencies and Sub Regional Bodies
Highways England	Statutory Agencies and Sub Regional Bodies
Historic England– South East	Statutory Agencies and Sub Regional Bodies
Home Office Civil Defence	Statutory Agencies and Sub Regional Bodies
Homes England	Statutory Agencies and Sub Regional Bodies
Ministry of Justice	Statutory Agencies and Sub Regional Bodies
Marine Management Organisation	Statutory Agencies and Sub Regional Bodies
Ministry of Defence	Statutory Agencies and Sub Regional Bodies
Natural England	Statutory Agencies and Sub Regional Bodies
Office of The Police and Crime Commissioner For Hampshire	Statutory Agencies and Sub Regional Bodies
PUSH Partnership For Urban South Hampshire	Statutory Agencies and Sub Regional Bodies
Solent Local Enterprise Partnership	Statutory Agencies and Sub Regional Bodies
Sport England	Statutory Agencies and Sub Regional Bodies
The Environment Centre	Statutory Agencies and Sub Regional Bodies
Department for Business Innovation & Skills	Statutory Agencies and Sub Regional Bodies
Department for Communities & Local Government	Statutory Agencies and Sub Regional Bodies
Department For Environment Food and Rural Affairs	Statutory Agencies and Sub Regional Bodies
Department of Constitutional Affairs	Statutory Agencies and Sub Regional Bodies
Department for Energy and Climate Change	Statutory Agencies and Sub Regional Bodies
Hampshire Fire And Rescue Service	Statutory Agencies and Sub Regional Bodies
Skills Funding Agency	Statutory Agencies and Sub Regional Bodies
Civil Aviation Authority	Statutory Agencies and Sub Regional Bodies
NATS	Statutory Agencies and Sub Regional Bodies
ABP	Other Infrastructure Bodies
Clinical Commissioning Group (CCG)	Other Infrastructure Bodies
EE	Other Infrastructure Bodies
Luken Beck Ltd On Behalf of Southampton University	Other Infrastructure Bodies
Solent University	Other Infrastructure Bodies
Mono Consultants Limited (Mobile Operators Association)	Other Infrastructure Bodies
Network Rail infrastructure limited	Other Infrastructure Bodies

O2– Telefonica UK Limited	Other Infrastructure Bodies
Red Funnel Group (TBC Graham)	Other Infrastructure Bodies
Go South Coast (Blue star)	Other Infrastructure Bodies
National Express	Other Infrastructure Bodies
First Bus	Other Infrastructure Bodies
First Great Western	Other Infrastructure Bodies
South Western Trains	Other Infrastructure Bodies
Southern Trains	Other Infrastructure Bodies
Cross Country Trains	Other Infrastructure Bodies
Office of Rail Regulators	Other Infrastructure Bodies
Southampton University Hospitals NHS Trust	Other Infrastructure Bodies
Southern Water	Other Infrastructure Bodies
Three	Other Infrastructure Bodies
Uni-Link Southampton	Other Infrastructure Bodies
Vodafone Limited	Other Infrastructure Bodies
BAA	Other Infrastructure Bodies
British Gas-Transco	Other Infrastructure Bodies
British Telecom	Other Infrastructure Bodies
Cable And Wireless Communications Plc	Other Infrastructure Bodies
Countrywide Gas	Other Infrastructure Bodies
HM Prison Service	Other Infrastructure Bodies
N Power	Other Infrastructure Bodies
Ofcom	Other Infrastructure Bodies
Road Haulage Association	Other Infrastructure Bodies
Secretary of State For Transport	Other Infrastructure Bodies
Southern Electric	Other Infrastructure Bodies
Stagecoach In Hampshire	Other Infrastructure Bodies
SWEB Energy	Other Infrastructure Bodies
T Mobile (UK)	Other Infrastructure Bodies
Virgin Mobile Management Limited	Other Infrastructure Bodies
Canal and River Trust	Other Infrastructure Bodies
Coal Authority	Other Infrastructure Bodies
COMAH	Other Infrastructure Bodies
Crown Estates commisioners	Other Infrastructure Bodies
Garden History Society	Other Infrastructure Bodies
Theatres Trust	Other Infrastructure Bodies
Southampton City Primary Care Trust	Other Infrastructure Bodies
Any other appropriate infrastructure bodies	Other Infrastructure Bodies

