

STATEMENT OF COMMUNITY INVOLVEMENT – CONSULTATION STATEMENT

1. Introduction

1.1 Background

Basingstoke and Deane BC has prepared a new Statement of Community Involvement (SCI). The council's Statement of Community Involvement (SCI) sets out the authority's policy on involving the community and others in all aspects of planning, including the production of planning documents (including the support offered to neighbourhood planning) and the determination of planning applications.

1.2 Purpose of the Consultation Statement

This consultation sets out the following information:

- (i) The persons the local planning authority consulted when preparing the SCI;
- (ii) A summary of the main issues raised by those persons; and
- (iii) How those issues have been addressed in the SCI.

2. Evidence Gathering and Early Engagement

The draft consultation document was informed by informal discussions with stakeholders including other departments within the council.

The draft document was discussed at the Council's Economic, Planning and Housing Committee in September 2017 and approved for consultation.

3. Formal consultation on the draft SCI: Who was consulted and how?

The LPA consulted on the draft SCI for six weeks from 30 October 2017 and 11 December 2017.

In accordance with the adopted SCI, the Council consulted a wide range of stakeholders. The engagement was tailored to ensure the consultees were engaged in the most effective and appropriate manner.

Where letters/emails were sent out they contained the following information (in accordance with the SCI):

- What is being consulted on
- Where documents can be viewed
- How and when comments could be made
- What the next steps are in the process

3.1 Statutory consultees

Emails and letters were sent to the relevant statutory consultees. The consultees are listed in **Appendix A**, and an example email/letter is contained in **Appendix B**.

3.2 Members of the public

The LPA consulted members of the public people registered on the Council's Planning Policy Database. Targeted notification was also made via the Basingstoke Area Strategic Partnership (BASP) and via known channels used to contact borough community and local interest groups. Members of the public were also engaged through a statutory notice which was placed in the Basingstoke Gazette (this shown in **Appendix C**). Paper copies of the consultation version of the SCI was also available for viewing at the borough council's offices and all libraries across the borough.

The consultation was also advertised via social media through the borough council's twitter account and Facebook account.

3.4 Where was the information available to view?

The LPA set up a bespoke web page (<http://www.basingstoke.gov.uk/SCI>) where consultees could find out more about the consultation and read the document (web text in **Appendix D**). The web page included a PDF copy of the document. The consultation was also advertised on the borough council's website front-page.

The web page explained where hard copies of the document could be viewed, explained how to make comments (including links to a comments form), and set out the deadline for making comments.

4. What issues were raised and how were they taken into account in the final document?

4.1 What responses were received?

In response to the consultation, the LPA received responses from 12 individuals or groups:

- Member of Parliament
- Local groups – Access Basingstoke, Natural Basingstoke, Hatch Warren Nature Group
- Statutory consultees – the Environment Agency, Historic England, Natural England, Highways England
- Organisations – Thames Water and Southern Water
- Bramley Parish Council and Enborne Parish Council

A table showing who said what and how the LPA responded to those issues is set out in **Appendix E (Part i)**. The full comments can be viewed on the consultation portal at: <http://basingstoke-consult.limehouse.co.uk/portal>

There are a number of other relatively minor changes to the draft Development Brief that relate to typos, presentational amendments and factual amendments/ updates. These minor changes are not noted in Appendix E (Part i).

An acknowledgement email/ letter was sent to all the respondents that made representations.

Changes are also made to the SCI as a result of legislative provisions coming into force. These amendments and additions are listed in Appendix E (Part ii).

4.2 Issues raised and how was the document changed?

A summary of the responses received and the LPA responses are set out in full in **Appendix E**. A number of changes were made to the draft document. The changes relate to specific comments made, are minor in nature, and strengthen the document rather than change the overall meaning. The following key changes were made:

- Amendments to Section 5 Table 1: 'Development Plan Documents prepared by the council (e.g. Local Plan)'; to set out the council's approach to consultation and engagement in the early stages of plan making, to reference the tests of soundness applied at examination and the process for monitoring and review.
- Amendments to Section 5: 'Supplementary Planning Documents' and Table 2; to refer to consultation with all relevant stakeholders, parish/town councils and local groups where relevant in the early preparation of SPDs before they are subject to formal consultation.
- Additions to both Table 1 and 2 to clarify how representations will be reported and how the council's responses will be made available following consultation.
- Amendments to Section 5 'Neighbourhood Plans and Neighbourhood Development Orders' (paras 5.24 to 5.29) to clarify and set out the council's policy for supporting communities who are preparing neighbourhood plans/orders.
- Addition to Table 3: 'Neighbourhood Plan and Neighbourhood Development Orders' to set out the monitoring and review stage of neighbourhood plans/orders and to refer to neighbourhood plans coming into force immediately after a positive referendum result.
- References throughout to early engagement with infrastructure providers such as water companies.
- Inclusion of green infrastructure and open space as specific examples throughout.
- New paragraph 6.27 setting out the council's policy for breach of planning control and enforcement.
- Addition to Appendix 2 to clarify that qualifying bodies in areas where a neighbourhood plan/order is at a sufficiently advanced stage will be notified of planning applications or alterations to planning applications in their area.

Appendices

- A List of statutory consultees consulted
- B Text of emails/letters sent to consultees
- C Other consultation information: Statutory notice
- D Screen print of consultation web page
- E Full schedule of proposed changes (referencing representations made)
 - Part i: LPA response to representations received
 - Part ii: Changes proposed as a result of new legislative provisions

Appendix A: List of statutory consultees notified

Organisation
All parish councils within and adjoining the borough
Hampshire County Council
West Berkshire Council
Wokingham Borough Council
Hart District Council
East Hampshire District Council
Winchester City Council
Test Valley Borough Council
Police and Crime Commissioner
Rushmoor Borough Council
Surrey Heath Borough Council
Waverley Borough Council
Bracknell Forest Borough Council
Reading Borough Council
The Coal Authority
The Environment Agency
English Heritage
The Marine Management Organisation
Natural England
Network Strategy and Planning Network Rail South East
Highways Agency
Mono consultants (represents mobile operators)
North Hampshire Clinical Commissioning Group
NHS West Hampshire Clinical Commissioning Group
Hampshire Hospitals NHS Foundation Trust
Scottish and Southern Energy
Southern Gas Networks
National Grid
South East Water
Southern Water
Thames Water
Homes and Communities Agency
Mayor of London
Office of Rail Regulation
NHS England
Hampshire County Council Strategic Transport
Enterprise M3
Hampshire and Isle of Wight Local Nature Partnership
Transition Basingstoke
Natural Basingstoke
Cycle Basingstoke
Basingstoke Voluntary Action

Office for Nuclear Regulation
Hampshire Fire and Rescue
Hampshire Police Authority
Thames Valley Police
North Wessex Downs AONB
Hampshire and Isle of Wight Wildlife Trust
Health and Safety Executive
Defence Infrastructure Organisation
Theatres Trust
Sport England
National Farmers Union
Greater London Authority
Campaign for the Protection of Rural England

Appendix B: Text of email sent to consultees

Dear Sir/Madam

Draft Statement of Community Involvement– Public Consultation

The Council has now published its draft new Statement of Community Involvement (SCI) relating to planning matters for public consultation.

The SCI is a document that describes how the public, businesses and interest groups can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process.

The preparation of an SCI is a legal requirement and the Council is legally obliged to comply with its SCI once it is adopted. The Council adopted its first SCI in August 2007, this new SCI takes into account of changes within planning legislation and emergence of new consultation and engagement methods such as increased use of web-based consultation and social media.

Viewing the documents

The draft SCI and can be viewed on the council's website at: www.basingstoke.gov.uk/sci

Hard copies of the document are available for public viewing at the borough council's offices at London Road, Basingstoke, Hampshire RG21 4AH between the hours of 8.30 – 17.00 Mon to Thurs and 8.30 to 16.30 on Fridays. They are also available to view in all libraries across the borough during their normal opening hours.

How to Comment:

The draft SCI is available for comment until **4pm on Monday 11 December 2017.**

Representations can be submitted using the council's online consultation portal, or by email or by post. Representation forms can be completed online or you can download a copy from our website. Paper copies are also available on request. Comments can be submitted in the following ways:

Online at: <http://basingstoke-consult.limehouse.co.uk/portal>

Or by e-mail to: local.plan@basingstoke.gov.uk

Or by post to: Planning Policy Team
Basingstoke and Deane Borough Council
Civic Offices

London Road
Basingstoke
Hampshire
RG21 4AH

What happens next?

Following the consultation, all comments will be taken into consideration prior to formal adoption of the SCI in 2018.

Further information

If you require further information about the draft development brief please email local.plan@basingstoke.gov.uk or contact Vashti Gooding on 01256 845318.

Yours sincerely

Planning Policy Team

Appendix C: Other consultation information

Statutory Notice



Basingstoke and Deane Borough Council

**PLANNING AND COMPULSORY PURCHASE ACT 2004
THE TOWN AND COUNTRY PLANNING (LOCAL PLANNING)
(ENGLAND) REGULATIONS 2012**

Statement of Community Involvement

Statement of the Representations Procedure

Notice of Public Consultation on the draft Statement of Community Involvement

The SCI is a document that describes how the public, businesses and interest groups can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process.

In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, notice is hereby given that the council is inviting representations on the draft Statement of Community Involvement between **30 October and 11 December 2017**.

In accordance with the regulations, the council has made a copy of the SCI available:

- on the council's website at www.basingstoke.gov.uk/sci; and
- at the Civic Offices on London Road, Basingstoke, Hampshire, RG21 4AH, Monday to Thursday 8.30am-5.00pm and Friday 8.30am-4.30pm; and
- in all libraries within Basingstoke and Deane Borough during their normal opening hours.

All representations must be received by the council in writing during the period **30 October to 11 December 2017**. Representations can be submitted using the council's online consultation portal, by email or by post.

Online at:	http://basingstoke-consult.limehouse.co.uk/portal
Or by e-mail to:	Local.plan@basingstoke.gov.uk
Or by post to:	Planning Policy Team Basingstoke and Deane Borough Council Civic Offices London Road Basingstoke Hampshire RG21 4AH

Representations made will be considered for incorporation into the final version of the document.

Any person who has made representations about the Statement of Community Involvement may withdraw those representations at any time by giving notice in writing to the Council either by e-mail or by post at the addresses given above.

Appendix D: Text from BDBC Website

Statement of Community Involvement

The Council has now published its draft new Statement of Community Involvement (SCI) relating to planning matters for public consultation.

The SCI is a document that describes how the public, businesses and interest groups can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process.

The preparation of an SCI is a legal requirement and the Council is legally obliged to comply with its SCI once it is adopted. The Council adopted its first SCI in August 2007, this new SCI takes into account of changes within planning legislation and emergence of new consultation and engagement methods such as increased use of web-based consultation and social media.

Viewing the documents

The draft SCI can be viewed at the bottom of the page.

Hard copies of the document are available for public viewing at the borough council's offices at London Road, Basingstoke, Hampshire RG21 4AH between the hours of 8.30 – 17.00 Mon to Thurs and 8.30 to 16.30 on Fridays. They are also available to view in all libraries across the borough during their normal opening hours.

How to Comment:

The draft SCI is available for comment until **4pm on Monday 11 December 2017.**

Representations can be submitted using the council's online consultation portal, or by email or by post. If you are emailing us or writing to us, it would be helpful if you submitted your comments on the council's bespoke representation form which can be found at the bottom of the page.

Online at: <http://basingstoke-consult.limehouse.co.uk/portal>

Or by e-mail to: local.plan@basingstoke.gov.uk

Or by post to: Planning Policy Team
Basingstoke and Deane Borough Council
Civic Offices
London Road
Basingstoke
Hampshire
RG21 4AH

What happens next?

Following the consultation, all comments will be taken into consideration prior to formal adoption of the SCI in 2018.

Appendix E: Full schedule of comments and proposed changes

Appendix E (part i): Local Planning Authority response to representations received					
<p>The following provides a summary of each representations received, an officer response to the representation and also outlines any changes proposed. Each representation can be viewed in full at http://basingstoke-consult.limehouse.co.uk/portal</p> <p>This table does not note changes to the SCI that relate to typos, presentational amendments and factual amendments/ updates.</p>					
Full Name	Organisation Details	Section or paragraph	Summary of representation	Council response	Change proposed (wording in italics is proposed new wording)
Mr Paul Beevers	Hatch Warren Nature Group	All	HWNG comment that page numbers should be included throughout the document.	Agree page numbers throughout would be beneficial.	Page numbers added.
Mr Clark Gordon	Environment Agency	All	The Environment Agency do not have any comments to make.	Noted. No change required.	n/a
Mr Paul Scott	Natural England	All	Natural England are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications. Information on the service offered can be found here: https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals . No comment made on content of SCI.	Noted. No change required.	n/a

Mr Martin Small	Historic England	All	Historic England consider the document is entirely satisfactory from their perspective.	Noted. No change required.	n/a
Mr Glen Strongitharm	Highways England	All	Highways England have reviewed the draft SCI and have no comments at this time. However, they do wish to continue to be consulted as this Statement progresses towards adoption.	Noted. No change required	n/a
Mrs. Maria Miller MP		All	Respondent is supportive of the principle of full, meaningful and early engagement with local residents as well as voluntary and community organisations, both in terms of shaping policy and in participating in the decision process for planning applications, especially large scale developments. Respondent emphasises the need for groups representing the interests of disabled people to be closely consulted.	Appendix 1 General Consultation Bodies already lists 'bodies which represent the interest of disabled persons'	No change

Mrs. Maria Miller MP		All	Respondent notes that it is important that it can be demonstrated that any views expressed and ideas put forward through consultation have been properly considered and responded to.	<p>The council makes available the representations received via its online portal and publishes a schedule of its response to each representation made.</p> <p>Additional bullet points added to Table 1 and Table 2 to clarify this approach.</p>	<p>Table 1 (row 2 column 2):</p> <ul style="list-style-type: none"> • <i>Comments received will be made available on the council's website along with a summary of their content.</i> • <i>The council will publish a schedule of its response to each of the points made.</i> <p>Table 2 (row 2 column 2):</p> <ul style="list-style-type: none"> • <i>Comments received will be made available on the council's website along with a summary of their content.</i> • <i>The council will publish a schedule of its response to each of the points made.</i>
----------------------	--	-----	---	--	---

Mrs. Maria Miller MP		All	The respondent suggests that the SCI needs to rebuild the communities trust in the consultation process as public confidence has been eroded as a result of previous consultation responses being disregarded if they don't fit with the desired outcome.	This new SCI seeks to set out when and how local communities can expect to be consulted on planning matters and how their views will be considered and reported. Councillors voiced similar concerns at Economy Planning and Housing Committee and in response a set of consultation aims were added to the SCI. These aims seek to ensure that everyone is given an equal opportunity to influence and comment on plans and planning applications which shape future development within the borough. Paragraph 3.4 sets out these aims which include being open and transparent and publishing responses to consultation and explaining how responses have informed decision making.	No change
Mr Paul Beevers	Hatch Warren Nature Group	paragraph 4.1	HWNG propose additional wording to strengthen paragraph 4.1 of the document which clarifies that evidence must satisfy the criteria for decision based policies.	Agree, this will provide suitable clarification. Text added to paragraph 4.1.	4.1 Council officers are responsible for preparing relevant evidence and in order to developing planning policies and proposals for development through planning policy documents and making a recommendation on planning applications.

Mr Paul Beevers	Hatch Warren Nature Group	paragraph 4.1	HWNG propose removal of work 'ask' from last sentence.	Agree with removal of word 'ask' which is included in error.	Anyone can request to ask speak at Committee in line with the constitution.
Ms Maxta Thomas	Bramley Parish Council	5.6	Bramley Parish Council suggest that the SCI should provide more detail relating to the weight attributed to neighbourhood plans once 'made' in paragraph 5.6.	The status of neighbourhood plans is referenced in para 5.24. However, agree, this will provide suitable clarification. Text added to paragraph 5.6.	Neighbourhood Plans and Orders are an alternative means of developing policies and proposals at the local parish or neighbourhood level. In parished areas, they can be prepared by the relevant town or parish council; elsewhere, by a duly constituted 'neighbourhood forum'. The council actively supports neighbourhood planning and has an important role in providing advice and support throughout the process. The town or parish council (or forum) is responsible for public consultation and engagement in the earlier stages of the process, whilst the council undertakes consultation on the final draft version of the Plan or Order (Submission stage) and organises the referendum. <i>Following a positive referendum result a neighbourhood plan forms part of the development plan for the borough and will have the same weight as other development plan documents such as the local plan.</i>

Ms Maxta Thomas	Bramley Parish Council	5.15	Bramley Parish Council suggest that more detail is provided about feedback following consultation and how those who respond can see that their comments were logged and what the councils view is on the points raised.	<p>Agree, this will provide suitable clarification.</p> <p>Additional bullet points added to Table 1 and Table 2.</p>	<p>Table 1 (row 2 column 2):</p> <ul style="list-style-type: none"> • Comments received will be made available on the council's website along with a summary of their content. • The council will publish a schedule of its response to each of the points made. <p>Table 2 (row 2 column 2):</p> <ul style="list-style-type: none"> • Comments received will be made available on the council's website along with a summary of their content. • The council will publish a schedule of its response to each of the points made.
Ms Maxta Thomas	Bramley Parish Council	6.21	Bramley Parish Council suggest that the opportunity for parties to present their representation to Members of Development Control Committee is too restrictive as all objectors share a 4 minute time slot. Suggests that this could be better managed.	The procedure for public participation at meetings is set out in the council's constitution. This suggestion would need to be considered as part of the review of the constitution rather than through the SCI.	n/a

Mr David Wilson	Thames Water Utilities (c/o Savills)	All	<p>Thames Water confirm that they are the statutory sewerage undertaker for the north eastern part of the Borough and are hence a specific consultation body in accordance with the Town & Country Planning (Local Planning) Regulations 2012. The following document published by Thames Water will be of assistance: Water Services Infrastructure Guide for LPAs on Planning Application & Development Plan Consultation with Thames Water Utilities as Statutory Water and Sewerage Undertaker.</p> <p>Thames Water support the continued identification of sewerage and water undertakers in Appendix 1 but consider it would also be helpful if a list of the specific sewerage/water undertakers covering the area are listed.</p>	Agree that listing specific sewerage and water undertakers in appendix 1 will provide suitable clarification.	Specific Consultation Bodies: Sewage and Water (<i>Southern Water, South East Water and Thames Water</i>)
-----------------	--------------------------------------	-----	---	---	--

Mr David Wilson	Thames Water Utilities (c/o Savills)	Section 5 Planning policy documents	Thames Water suggests that extended consultation periods with water and sewerage undertakers will need to be considered for Local Plans and Neighbourhood Plans to ensure the potential impact on water supply and sewerage capacity can be properly considered.	<p>Table 1 (row 1, column2) already sets out the council's commitment to early engagement with infrastructure providers including water companies as part of the development plan process.</p> <p>Agree will provide suitable clarification for neighbourhood plans.</p> <p>Table 3 (2) strengthened.</p>	<p>Table 3 (row 2 column 2)</p> <ul style="list-style-type: none"> The parish/town council or neighbourhood forum should undertake ongoing consultation and engagement with the community (those living, working, with an interest in or affected by proposals) <i>and relevant consultees (such as infrastructure providers)</i> as the neighbourhood plan/order is being developed.
-----------------	--------------------------------------	-------------------------------------	--	---	--

Mr David Wilson	Thames Water Utilities (c/o Savills)	Section 6 Planning Applications	In relation to consultation on Planning Applications, Thames Water would expect to be consulted on most major planning applications.	<p>Agree this would provide suitable additional information.</p> <p>Additional wording added to para 6.11, 6.14 and 6.18</p>	<p>Larger and significant or complex planning applications may also require involvement of external statutory bodies such as Hampshire County Council (as the Local Highway Authority and Lead Local Flood Authority), the Environment Agency, Natural England, Historic England, Highways England and Water Companies who operate their own pre-application advice services. The Local Planning Authority will advise if contact should be made directly with these bodies when providing their written response.</p> <p>All planning applications are checked to ensure the necessary plans and details are provided, upon which the application can be determined. When an application has been validated, neighbours (those occupying buildings adjoining the site) are notified by letter. Consultees are also notified (as relevant, depending on whether the application is major or minor) such as Natural England and the Environment Agency along with infrastructure providers such as water companies.</p> <p>A planning application is determined by taking into account a number of considerations including Development plan policies, objections and representations of support, but also:</p> <p>vice from external specialist</p>
-----------------	--------------------------------------	---------------------------------	--	--	---

Mr Paul Beevers	Hatch Warren Nature Group	Section 6 Planning Applications	HWNG note that there is no section on planning enforcement and suggest its inclusion.	Agree this would provide suitable additional information. Additional para 6.27 added to the end of section 6.	<i>A breach of planning control can be reported confidentially to the council's planning enforcement team to investigate via a complaint form on the council's website. The Enforcement Register is also available on the website and provides information on what sites the council has served an enforcement, stop notice or breach of condition notice and for what purpose. The register is a public document.</i>
Mr Paul Beevers	Hatch Warren Nature Group	section 5, para 5.11	HWNG suggest amended wording in para 5.11 and appendix 1 to reflect the constraints on national organisations such as Natural England and the Environment Agency in relation to resources to comment on and review consultation documents and how responses from these consultees should be interpreted.	It isn't the role of the SCI to comment on the level of detail given in responses received from statutory bodies in response to consultations. The SCI already makes provision for early, informal and continued engagement with statutory bodies from the early stages of evidence gathering and drafting planning policy documents to ensure that the views of statutory bodies are picked up.	No change.
Mr Paul Beevers	Hatch Warren Nature Group	section 5, para 15	Face to face meetings are supported by HWNG	Noted. No change required.	n/a

Mr Paul Beevers	Hatch Warren Nature Group	Table 1	HWNG request for the soundness tests to be specified or referenced in the document.	<p>Agree this will provide suitable clarification.</p> <p>Soundness tests added to Table 1 (row 4).</p>	<p>Table 1 (row 4 column 1) Examination An Inspector, appointed by the Secretary of State, will examine the Plan. <i>It must meet the tests of soundness.</i></p> <p>Table 1 (row 4 column 2)</p> <ul style="list-style-type: none"> • <i>Representations made must relate to the tests of soundness which require plans to be positively prepared, justified, effective and consistent with national policy in accordance with section 20 of the Planning and Compulsory Purchase Act 2004 (as amended) and NPPF.</i>
Mr Paul Beevers	Hatch Warren Nature Group	Paragraph 5.22	HWNG request clarity on the status of SPD's.	Para 5.22 already sets out the status of SPDs as follows: Whilst SPDs are adopted formally by the council and are material considerations in the determination of planning applications, they do not form part of the development plan.	No change.

Mr Paul Beevers	Hatch Warren Nature Group	Paragraph 5.23	<p>HWNG request that SPDs are consulted on more widely as even when not site specific as added value will come from residents and councillors.</p>	<p>Councillors are consulted on all planning policy consultations. The council also maintains a database of anyone who has requested to be informed of/consulted on planning policy consultations.</p> <p>Text added to para 5.23 to clarify this.</p>	<p>5.23 The level and extent of consultation required in the preparation of a SPD is generally less than that for a Development Plan Document the Local Plan, and the methods used will vary, according to its content. If the SPD is a technical document, the emphasis will be on established forms of consultation with stakeholders that are relevant to the topic involved, including statutory consultees, specialist bodies, local groups and planning agents along with all these everyone on the planning policy consultation database who have asked to be kept informed of planning policy consultations. will also be notified of the consultation. If the matter is specific to a location, in addition to the above, the council will aim to engage with local residents and groups will also be involved in the consultation through meetings/workshops or via community magazines and publications. Table 2 below sets out the key stages in preparation and the opportunities for engagement at each stage.</p>
-----------------	---------------------------	----------------	--	--	---

Mrs. Maria Miller MP		Supplementary Planning Documents	Respondent suggests that there should be engagement with stakeholders and relevant interest groups at the evidence gathering/preparation stage of supplementary planning documents. Acknowledges the SCI proposes some targeted informal consultation at this stage, however notes that the intention here seems to be quite narrow. Respondent notes that they believe that informal consultation with experts in voluntary and community groups at this stage would result in much greater buy-in from such groups, and issues may benefit from their early involvement.	Wider targeted early engagement at the evidence gathering/preparation of SPDs is already undertaken when relevant. Suggest amended wording in row one of Table 2.	Table 2 (row 1 column 2) Consultation with councillors on the scope and content of the SPD will be undertaken dependant on subject matter . Targeted informal consultation will also be undertaken, with relevant agencies, stakeholders, service providers, and parish/town councils, local groups and residents where relevant.
Mr Paul Beevers	Hatch Warren Nature Group	Table 2	HWNG suggest at the evidence gathering draft SPD stage suggest that wider informal consultation is undertaken with local groups and residents. For example for the Landscape & Biodiversity SPD Natural Basingstoke can have valuable insights.	Wider targeted early engagement at the evidence gathering/preparation of SPDs is already undertaken when relevant. Suggest amended wording in row one of Table 2 to clarify this.	Table 2 (row 1 column 2) Consultation with councillors on the scope and content of the SPD will be undertaken dependant on subject matter . Targeted informal consultation will also be undertaken, with relevant agencies, stakeholders, service providers, and parish/town councils, local groups and residents where relevant.

Mr Paul Beevers	Hatch Warren Nature Group	Supplementary Planning Documents	<p>HWNG suggest that Development Brief SPDs contain as much information as the Council can reasonably specify to ensure the quality of development. It should be specified in terms of qualitative outcomes. The Council should be more assertive in relation to quality and design. Also propose that the Council should include in this document a stage for consulting on Development Briefs for large developments.</p>	<p>Development Briefs are categorised as Supplementary Planning Documents. The consultation arrangements for these documents is set out in table 2.</p> <p>The council has previously consulted on Development Brief SPDs in line with the current SCI and will continue to consult on any new SPDs in line with the approach set out in the new SCI.</p> <p>The SCI sets out the consultation and engagement the council will undertake rather than the content of the documents being consulted on.</p>	No change required.
Mr Paul Beevers	Hatch Warren Nature Group	Paragraphs 6.5, 6.6	<p>HWNG suggest it should be a compulsory requirement rather than an expectation that applicants or developers consult with the local community before submitting a planning application which is likely to generate public interest.</p>	<p>The Planning Practice Guidance makes it clear in Paragraph: 010 Reference ID: 20-010-20150326 that pre-application engagement with the community is encouraged where it will add value to the process and the outcome. It is only mandatory to carry out pre-application consultation with the local community for planning applications for wind turbine development of a certain number of turbines and height.</p>	No change.

Mr Paul Beevers	Hatch Warren Nature Group	Paragraph 6.7 (bullet point 2)	HWNG suggest examples should also include green infrastructure and natural green space.	Agree this will provide additional clarification. Addition to para 6.7.	6.7 (bullet 2) <ul style="list-style-type: none"> Identifying, at an early stage, where there is a need for specialist input such as with regard to listed buildings, trees, landscape, green infrastructure and natural green space.
Mrs Marion Wolstencroft	Natural Basingstoke	Section 6 Pre-application	Natural Basingstoke ask if a register of pre-application consultations can be made viewable as this would be helpful to local stakeholders.	Pre-application advice sought from the planning authority is confidential. It is not possible to provide a register.	No change
Mr Stafford Napier	South West Action Group	Section 6 paragraph 6.15	South West Action Group suggest that reserved matter applications should at least be subject to some level of consultation with those people and organisations who submitted comments or objections to the outline planning application as many critical issues are not determined at the outline applications stage.	Reserved matters applications are subject to the consultation arrangements set out in paragraphs 6.14 – 6.17	No change

Mr Paul Beevers	Hatch Warren Nature Group	Section 6 paragraph 6.24	Request that the list of examples is expanded to include natural green space and green infrastructure establishment, or restoration and long term management.	<p>Agree this will provide additional clarification</p> <p>Addition to para 6.24.</p>	<p>The grant of planning permission is commonly subject to planning conditions which may require the submission of further information to the council for approval. This may address matters such as materials, landscaping, <i>natural green space and green infrastructure provision or management</i>, tree protection, contaminated land or highway requirements. Details on how to submit details for approval are available on the council's website. The council will seek to deal with such applications within eight weeks from the date of receipt. Submissions made for the approval of details are not subject to publicity.</p>
-----------------	---------------------------	--------------------------	---	---	---

Charlotte Mayall	Southern Water	Section 6. Planning Applications	Southern Water is the statutory water and wastewater undertaker in parts (mainly western) of Basingstoke & Deane Borough. Whilst not a statutory consultee on planning applications it is important that they are consulted on major applications that may impact on the provision of water and wastewater services to existing customers and if development affects access to assets.	Agree this will provide suitable clarification Additional text added to para 6.11.	6.11 Larger and significant or complex planning applications may also require involvement of external statutory bodies such as Hampshire County Council (as the Local Highway Authority and Lead Local Flood Authority), the Environment Agency, Natural England, Historic England, Highways England and water companies who operate their own pre-application advice services. The Local Planning Authority will advise if contact should be made directly with these bodies when providing their written response.
Mrs Marion Wolstencroft	Natural Basingstoke	Section 6. Planning applications	Respondent submits that the documentation requirements for reserved matters applications need to be more robust so that reference back to outline or previous applications can be better tracked and monitored by stakeholders and interested bodies.	It isn't the role of the SCI to specify the document requirements for reserved matters applications. Reserved matters applications are subject to the consultation arrangements set out in paragraphs 6.14 – 6.17. The online search facility on the council's website allows searches by property. Officers are also happy to meet with interested bodies and stakeholders to discuss reserved matters applications where relevant.	No change

Mr Ian Edney	Chair Access for All Working Group for Basingstoke	Appendix 1. General consultation bodies	Respondent requests the 'Access for All Working Group' is listed in appendix 1 as an example general consultation bodies.	Agree this is a useful example to include.	Appendix 1 General consultation bodies: <i>Groups representing disabled people such as Access for All Working Group</i>
Mrs Marion Wolstencroft	Natural Basingstoke	Appendix 1 Consultees	Natural Basingstoke suggest it would be helpful if the schedule of statutory and local informal consultees was available on-line and up to date over the period of SCIs currency. Highlights that the draft illustration list includes some local bodies, like Cycle Basingstoke, but not others, like Natural Basingstoke.	The list of local informal consultees (general consultees) is a list of examples as this list is likely to change over time. This list is maintained through the council's planning policy database. The specific and general consultation bodies are published in the SCI in appendix 1 which will be available on the council's website. Natural Basingstoke are already included in the list of illustrative general consultation bodies found in Appendix 1.	No change

Mrs Marion Wolstencroft	Natural Basingstoke	General comment	Natural Basingstoke suggests that there is a need for a schematic diagram be displayed on the website to clarify a) how policy documents inter-relate and the time sequence in which the current versions of these documents have been approved. b) the timetable and sequence for review and update of policy documents going forward (LDS only deals with development plan, SPDs and Neighbourhood Plans) including wider planning policy documents such as SHLAA, CIL.	Agree that inclusion of diagram on the council's website detailing the relationship between planning policy documents and the timetable for update and review would be useful addition.	No change to the SCI required. Schematic diagram to be added to the website.
Mr Paul Beevers	Hatch Warren Nature Group	General comment	HWNG suggests the council's website is difficult to navigate and requests that topic headings similar to national planning guidance or a diagram is drawn up to try to understand how different council documents relate to one another. In addition it should be possible to click on a box and reach the relevant current version of the document. I wonder if the benefit would extend to Council Officers and Councillors as well as residents.	The council's website has recently been updated to try and improve navigation. Agree that inclusion of diagram detailing the relationship between planning policy documents would be useful addition.	No change to the SCI required. Schematic diagram to be added to the website.

Mr Alan Croney	Enborne Parish Council	General comment	<p>Enborne Parish Council request more specific information when consulting them as they are small and have no permanent staff. Supportive of continued cross boundary engagement.</p> <p>Consultation form could be more user friendly if able to electronically tick boxes.</p>	<p>Appendix 1 already lists adjoining parish councils as specific consultation bodies who will be consulted on proposals in planning policy documents which are likely to affect them.</p> <p>Future consultation forms will contain electronic tick boxes. This doesn't need to be specified in the SCI.</p>	No change required.
----------------	------------------------	-----------------	---	---	---------------------

Appendix E (Part ii): Other amendments made following consultation			
Reason for change	Paragraph and response	Change proposed (wording in italics is proposed change)	
Clarification that the SCI sets out the council's policy for consultation.	New text added to para 5.1	There are various planning policy documents prepared by the council (or neighbourhood forums/parish and town councils in the case of Neighbourhood Plans/Orders), all with different processes for preparation and public involvement. Legislation details the minimum standards for publicity and consultation. The council will always meet these requirements and, where suitable, will seek to go beyond them to secure wider-ranging involvement. <i>The SCI sets out the council's policy for discharging its duties by setting out how and when the local planning authority will engage and consult.</i>	
Clarification that the Local Plan isn't the only form of Development Plan Document the Council can prepare	Title of Table 2 and para 5.2 amended	<p>TABLE 1: DEVELOPMENT PLAN DOCUMENTS PREPARED BY BASINGSTOKE AND DEANE BOROUGH COUNCIL (E.G. LOCAL PLAN)</p> <p>5.2 The Local Plan (or Development Plan Documents where relevant) is the statutory plan setting out the principal policies and proposals for land use and development in the borough.</p>	
To clarify the approach taken when the LDS is updated.	New text added to para 5.5	5.5 The programme for the preparation and review of planning policy documents is set out in a Local Development Scheme (LDS) which lists the planning documents that the council intends to produce and the timetables for their preparation. <i>When the LDS is updated it will be published on the council's website. Notifications will be sent to consultation bodies listed in appendix 1 and those on the planning policy consultation database.</i>	
To clarify that the council can determine the approach it takes to publicising consultation in the press via a formal notice.	5.18	For all statutory consultations Public notices will be published in local newspapers <i>when appropriate</i> and press releases and/or briefings to convey information to wider audiences will also be used where appropriate.	
Clarification of the monitoring and review process for development	Additional row added to table	<i>Monitoring and Review The Authority Monitoring</i>	<i>The Council will: Publish the Authority Monitoring Report on the</i>

<p>plan documents prepared by the Council.</p>	<p>1.</p>	<p>Report assesses whether adopted planning policies are being successfully implemented and achieving the intended aims and objectives. A review of development plan documents may be triggered as a result of this report or as a result of any legislative requirements.</p>	<p>council's website on an annual basis Maintain an up to date evidence base which will be available on the council's website Timescales for preparing new Development Plan Documents will be published on the council's website. Notify consultees via the planning policy consultation database when a new LDS is adopted or the review of development plan documents is going to commence.</p>
<p>Provisions of the Neighbourhood Planning Act 2017 (Section 6) are due to come into force which require authorities to set out their policy for discharging their duty to give advice and assistance to qualifying bodies</p>	<p>Additional wording added to para 5.6 and 5.26</p>	<p>5.6 The council's policy for supporting and assisting qualifying bodies in the neighbourhood planning process is set out in paragraphs 5.24 to 5.28 and in table 3.</p> <p>5.26 The council actively supports and promotes neighbourhood planning and is committed to providing ongoing advice and support to groups who wish to prepare neighbourhood plans and orders. The council's policy for supporting qualifying bodies and facilitating the process is through the provision of the following:</p> <ul style="list-style-type: none"> • Initial advice regarding the suitability of completing a plan or order and its potential scope including attendance at suitable meetings or providing briefings. • On-going advice and support throughout the process including detailed technical input into each key stage of the process. This support will be is-provided both on an informal basis through continued support and guidance, but also on a formal written basis when responding to specific consultations. When The focus will be is on the conformity of the Neighbourhood Plan/Order with the existing national and local planning framework but guidance will also be provided to ensure that allocations and policies are fit for purpose and deliverable. • Provision ide of guidance on key issues including project management and timetabling, the role of the qualifying body, community engagement and undertaking consultation events, site selection and relevant legislation including SEA • Practical assistance such as mapping, IT advice and printing where appropriate. 	

		<ul style="list-style-type: none"> • Provide examples of best practice from plans or case-law. • Relevant contact information for consultation including statutory consultees and local interest groups and bodies. Advice on undertaking consultation, publicity and engagement. • Guidance and interpretation of the relevant legislative requirements. • Ensuring the suitable involvement of local councillors and other interested parties to enable timely decision making at key stages • Following submission of the Plan/order the council will undertake the relevant consultation on the Submission Plan and organise and fund the examination and referendum in the timescales prescribed in legislation, wherever possible. • Will provide guidance relevant to the referendum including campaigning • Advice relating to the monitoring and review of adopted plans/orders. <p>5.27 The council has prepared local guidance on the process and collated a range of resources which are available to view on the council’s website. The Neighbourhood Planning Protocol 2017 provides local communities with detail of the requirements of the regulations and guidance, including additional information on the relevant steps in the production of a plan. It also outlines the support the council will provide at each key stage of the process. Any emerging legislative changes will be reflected in the protocol which will be updated more frequently than the SCI.</p>		
Clarification that legislation now refers to Neighbourhood Plans forming part of the Development Plan as soon as a positive referendum result is published.	New text added to row 7 of Table 3.	<ul style="list-style-type: none"> • If there is a positive referendum result the NP becomes part of the Development Plan. 		
Provisions of the Neighbourhood Planning Act 2017 (Section 6) are due to come into force which require authorities to set out their policy for discharging their duty to give advice and assistance to qualifying bodies including	New row added to Table 3.	Stage 8: Monitoring and Review The Neighbourhood Plan sets out the period for which it has effect. Qualifying	The process for the ‘making’ of a replacement plan/order is the same as the process for the making of the existing plan/order. A streamlined procedure for modification of	The Council will advise on the options, process and timing for reviewing the neighbourhood plans.

<p>proposals for modification of NDPs.</p>		<p><i>Bodies in areas where policies in a made neighbourhood plan have become out of date may decide to update their plan, or part of it before the end of the plan period.</i></p>	<p><i>a neighbourhood development plans/orders where the proposed modifications would materially affect the policies in the plan/order, but would not be so significant or substantial as to change the nature of the plan is also possible.</i></p>	
<p>Provisions of the Neighbourhood Planning Act 2017 (section 13) are due to come into force which require authorities to set out policies for involving interested parties in the preliminary stage of plan making in their statements of community involvement.</p>	<p>New text added to para 5.3</p> <p>New text added to row 1 of Table 1.</p> <p>New text added to para 5.31</p>	<p>5.3 The council maintains an evidence base to support the Local Plan/Development Plan Documents. This evidence base is wide ranging and includes evidence relating to housing, employment and retail requirements, land supply assessments, landscape, biodiversity, green infrastructure, flood risk and infrastructure. The council will undertake targeted consultation on evidence base studies where suitable to the topic and provide notifications when new evidence is published. The complete set of evidence base documents will be published and maintained on the council's website. The council also has a duty to publish a Brownfield Land Register of previously developed land suitable for housing. Proposals to give any of the land on the register Permission in Principle will be the subject of consultation in line with the regulations. Table 1 provides further detail of the relevant stages involved in preparing a new development plan document and sets out the opportunities for stakeholder engagement, from early evidence gathering through to adoption and implementation.</p>		
		<p>Evidence gathering/identification of issues and options:</p> <p>The council gathers relevant social, economic and environmental information, to establish a comprehensive</p>	<p>The council will:</p> <ul style="list-style-type: none"> • Consult at the evidence-gathering stage statutory bodies about the scope of sustainability appraisal (inc. Strategic Environmental Assessment) and relevant issues at an early stage. • Ensure targeted and early involvement of agencies (Environment Agency, Historic England etc.) and infrastructure providers (Highways England, Water 	

		<p>evidence base. <i>This evidence base is maintained as suitable and the council will provide notifications when any new evidence is published to encourage involvement in the early stages of plan making.</i> <i>This evidence</i> helps to identify opportunities and constraints. Technical studies and topic papers may be prepared, drawing on monitoring of existing policies, any strategic requirements and relevant data.</p> <p><i>Consultation on the identification of issues and options or particular elements of the evidence base may also be undertaken.</i></p>	<p>Companies etc.) <i>to inform the technical studies and identification of issues and options.</i></p> <ul style="list-style-type: none"> • <i>Carry out its 'duty to co-operate' on issues which extend beyond the borough boundary with an agreed list of organisations including neighbouring authorities and infrastructure providers.</i> • <i>Undertake ongoing informal consultation with key stakeholders, such as parish councils, interest groups, landowners/ developers.</i> • <i>Notify relevant consultees, including everyone on the planning policy consultation database, when new evidence is available.</i> • <i>Make available all relevant evidence on the council's website.</i> • <i>Carry out targeted consultation on relevant evidence base studies and in relation to the identification of issues and options.</i> • <i>Use social media, local media etc to raise awareness of any issues and options consultations</i> • <i>Carry out public workshops/events or focused meetings as appropriate depending on the evidence gathered and options being considered and consulted upon. Formal consultation on issues and options for a new DPD will be undertaken in line with consultation arrangements for a draft plan set out below.</i>
Provisions of the Neighbourhood	Appendix 2 –	<p>5.31 Initially the council prepares evidence base studies to inform the Preliminary Draft Charging Schedule for public consultation which sets out the proposed levy rates . <i>The council will engage with key stakeholders and interested parties at the evidence gathering stage.</i></p> <p>Additional Notifications</p>	

<p>Planning Act 2017 are due to come into force which require local planning authorities to notify neighbourhood planning bodies of all planning applications or alterations to applications in their area where there is an advanced neighbourhood plan.</p>	<p>Additional notifications (new text added)</p>	<p><i>Qualifying Bodies (town or parish councils or designated neighbourhood forums in areas where there is no town or parish council) will be notified of any planning applications or alterations to planning applications in their area where there is an advanced Neighbourhood Plan (a plan which has been examined) and the qualifying body has not confirmed in writing to the Local Planning Authority that it does not wish to be notified.</i></p>
<p>Clarification of term Qualifying Body</p>	<p>Additional term added to Glossary</p>	<p><i>Qualifying Body: Town or parish council or designated neighbourhood forum in areas where there is no town or parish council)</i></p>