



*Basingstoke
and Deane*



Revised Basingstoke and Deane Pre-Submission
Local Plan 2011 to 2029

Statement of Procedure – How to Engage in Consultation on the Revised Pre-submission Local Plan

April 2014



What is the Local Plan?

The council, like local authorities across the country, has to draw up a set of policies and plans that will guide future planning and development decisions, called the Local Plan.

Once formally adopted by the council, the Local Plan is one of the key factors in determining whether planning applications are allowed. It sets out the policies on what development will or will not be permitted and where, including new homes, business space and other facilities. It also sets out how the environment will be enhanced and protected.

Why have another consultation?

This is the second consultation on the Pre-Submission Local Plan. Following consultation in August - October 2013, the Council has been working on a revised document taking into account many of the comments received. As a significant number of changes have been made to the Local Plan and accompanying supporting documents since the previous consultation, it is necessary for the council to carry out a re-consultation in order to ensure that everyone has been able to comment on the changes before the Local Plan is submitted to the Planning Inspectorate for examination.

Should I only comment on changes made since the previous consultation?

Yes. This is a focused consultation, where comments should only be made on the proposed changes to the Pre-Submission Local Plan since the previous consultation. There is no need to restate any previous comments you made on elements of the plan where no changes are suggested. All responses received through the initial August to October 2013 consultation, which have not resulted in a change, will be forwarded to the Planning Inspector for consideration at the Local Plan Examination in Public.

How do I identify the changes?

The changes are underlined and highlighted within the Revised Pre-submission Local Plan document. A fully tracked change version of the Plan (also showing deletions) is available on request. A schedule of changes, which itemises the changes made, and explains the reasons behind the changes proposed is also available on the Council website.

What changes have been made to the revised Pre-Submission Local Plan?

The changes which are being consulted on mainly relate to the development management policies, which are the policies the council will use to determine whether planning applications are acceptable (see sections 5, 6 and 7 of the Local Plan). The most significant changes are in relation to the economic development policies contained within section 7. An additional policy is also now proposed addressing housing for older people and specialist housing.

Whilst the overall housing strategy remains relatively unchanged, the Plan also includes changes to some of the allocations for future housing sites, including revised housing

numbers on the East of Basingstoke, Manydown and Kennel Farm sites, an amended site boundary at Manydown and some changes to the criteria of the relevant policies have also been made (see section 3 of the Plan).

How long do I have to comment on the consultation?

The consultation runs for seven weeks, from **9am on Friday 25 April 2014 until 4pm on Friday 13 June 2014.**

Comments received after this deadline may not be accepted or regarded as duly made.

Should I respond as an individual or as part of a group?

Where there are groups who share a common view on the Plan, it is helpful for that group to send a single representation which represents the view, rather than for a large number of individuals to send in separate representations which repeat the same points. In such cases the group should indicate how many people it is representing and how the representation has been authorised.

How do I respond?

1) Using our online consultation system

The online consultation system is our preferred means of receiving comments as it ensures that your comments are summarised and recorded accurately and are processed quickly. We would encourage everyone, including statutory consultees, agents and landowners to use the online consultation system which can be accessed at the following address:

www.basingstoke.gov.uk/go/localplan

2) Responding in writing

If you cannot reply to the consultation using the online consultation system, it would be helpful if you could fill in our response form. More detailed guidance notes on the response form are available below. This makes sure that we have all the correct information to register and process your views and to keep you informed of progress on the Local Plan.

Forms may be:

- Filled in electronically and emailed to us at: local.plan@basingstoke.gov.uk
- Downloaded from our website: www.basingstoke.gov.uk/go/localplan
- Or obtained by visiting the council offices: Planning Policy Team, Civic Offices, London Road, Basingstoke, RG21 4AH

The planning policy team is happy to answer any questions regarding the completion of the form (01256 845450 or 845536). If any members of the public have difficulties completing the form, then the planning policy team will accept letters or e-mails. However, any such correspondence should still be specific about which changes are being commented upon, and the representations should be targeted as much as possible towards the questions set out in the response form.

Where can the latest version of the Local Plan be viewed?

The Revised Pre-Submission Local Plan and the supporting documents can be viewed:

- On the council's website: www.basingstoke.gov.uk/go/localplan
- At the council offices: Civic Offices, London Road, Basingstoke
- At all libraries in the borough

What happens next?

Pending the outcome of this consultation, the Revised Pre-submission Local Plan will be submitted to the Secretary of State for examination. All the consultation comments received will be considered by an independent Planning Inspector who will hold an examination in Public.

The purpose of the examination is to consider whether the Plan meets the legal requirements and is 'sound'. The Inspector determines what will be discussed at the examination, and who should attend.

More information can be found at www.basingstoke.gov.uk/go/localplan.

Will my comments be made public?

The information collected will be processed in accordance with the Data Protection Act 1998. Information from the forms will be stored on a computer database used solely in connection with the Local Plan. Your details and comments will be forwarded to the Secretary of State when the council submits the Local Plan for examination.

As all representations received must be made available for public inspection, they cannot be treated as confidential. They will be posted in full on the council's website and will be available, on request, for public inspection. Personal information such as signatures, addresses, private phone numbers and e-mail addresses will not be published on the council's website. However, that information will be available in the council's reception, though for viewing purposes only.

How to Complete a Representation Form

1. Introduction

- 1.1 The response form is based on a template produced by the Planning Inspectorate¹. It has been used in order to try and ensure that the comments made on the Plan meet the criteria the Inspector will use to assess the Plan. Guidance in relation to the specific questions is set out below.
- 1.2 The council considers that the Plan complies with the relevant tests and is the most appropriate strategy for the future development of the Borough. However if you consider that the council has not met the legal requirements or is unsound in any way, then the form should be used to explain why and what changes you think should be made to rectify this.

2. Legal compliance and duty to co-operate (Question 2a)

- 2.1 During the examination the Inspector will assess whether the Local Plan has been prepared in line with the relevant legal requirements (including the duty to cooperate, which is a legal duty for council's to cooperate on cross boundary matters).
- 2.2 The Planning Inspectorate guidance states that the following should be considered when commenting on legal compliance:
 - **The Plan should be included in the current Local Development Scheme (LDS)² and the key stages should have been followed.** The LDS is effectively a programme of work prepared by the LPA, setting out the Local Development Documents (LDDs) it proposes to produce.
 - **The process of community involvement for the Plan in question should be in general accordance with the council's Statement of Community Involvement (SCI)³.** The SCI sets out how the council will involve the local community in planning issues. A Statement of Consultation has been prepared which sets out how the council has involved the community to date.
 - **The Plan should comply with the Town and County Planning (Local Planning) (England) Regulations 2012 (the Regulations).**
 - **The Local Planning Authority is required to provide a Sustainability Appraisal Report when it publishes a Plan⁴.** Sustainability Appraisal is a tool for appraising the local plan policies to ensure they reflect social, environmental, and economic factors. The Council's Sustainability Appraisal report explains how the sustainability appraisal has been carried out, and the baseline information used to inform the process and the outcomes of that process.

¹ http://www.planningportal.gov.uk/uploads/pins/dpd_procedure_guide.pdf

² <http://www.basingstoke.gov.uk/browse/environment-and-planning/planning/emerging-local-plan/local-development-scheme.htm>

³ <http://www.basingstoke.gov.uk/browse/environment-and-planning/planning/emerging-local-plan/statement-of-community-involvement.htm>

⁴ <http://www.basingstoke.gov.uk/browse/environment-and-planning/planning/emerging-local-plan/sustainability-appraisal/>

- **The Plan must have regard to the Sustainable Community Strategy (SCS) for the borough⁵.** The Plan has had regard to the council's SCS, called Pride in Our Place, which was agreed in 2006 and updated in 2011. It describes a vision for the future of the Borough and what is needed to achieve this.

3. Soundness (Question 2b)

- 3.1 The Inspector will assess whether the Plan meets the tests of 'soundness' contained in the National Planning Policy Framework (paragraph 182) . The Inspector has to be satisfied that the Local Plan meets the 4 relevant tests which are set out below.

Positively prepared (Question 3a)

This means that the Local Plan should be prepared based on a strategy which seeks to meet needs and requirements, including housing and infrastructure needs. The Plan should also achieve sustainable development.

The council has prepared an extensive evidence base which encompasses objectively assessed needs and infrastructure requirements⁶.

Justified (Question 3b)

The Local Plan should be the most appropriate strategy when considered against reasonable alternatives, based on proportionate evidence.

The Local Plan is the product of extensive testing through the evidence base (including a comprehensive Sustainability Appraisal), which involved analysing and evaluating different options in order to ensure that the strategy proposed is the most appropriate available.

Effective (Question 3c)

The Local Plan should be deliverable and based on effective joint working on cross-boundary strategic priorities.

The Local Plan is based on a wide variety of evidence including the council's Strategic Housing Land Availability Assessment (SHLAA), which established the deliverability of the sites now proposed to be allocated.

In preparing the Local Plan the council has engaged in joint working with other authorities, and also with bodies responsible for infrastructure delivery such as the highway authority (HCC) and the Highways Agency, as well as public utility providers including the water companies.

Consistent with national policy (Question 3d)

⁵ <http://www.basingstoke.gov.uk/browse/council-and-democracy/policies-and-plans/sustainablecommunitystrategy.htm>

⁶ <http://www.basingstoke.gov.uk/browse/environment-and-planning/planning/emerging-local-plan/evidencebase/>

The Local Plan should enable the delivery of sustainable development in accordance with the policies in the NPPF. The Local Plan has regard to all relevant national level policy.⁷

4. Proposing changes to the plan (Question 5)

4.1 If you wish to make a representation seeking a change to the Local Plan you should make it clear in what way the Plan is not sound, having regard to the legal compliance and soundness tests set out above. You should try to support your representation by evidence showing why the Local Plan should be modified. It will be helpful if you also say precisely how you think the Local Plan should be modified. Representations should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and the suggested change.

5. Appearing at the examination (Question 6)

5.1 The consultation form asks you to state whether you would like to participate at the hearing part of the examination. Please remember it is the Inspector that decides who is heard at the examination. Therefore, you need to state the reasons why you should be able to speak so that the Inspector can assess whether this is appropriate.

5.2 If you feel that your written submission is enough and you do not need to appear at examination, this is acceptable as all the representations will be forwarded to and considered by the Inspector.

⁷ <http://planningguidance.planningportal.gov.uk/>

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for example large print, CD or Braille, please
contact the council.**

