



*Basingstoke  
and Deane*



Basingstoke and Deane Pre-Submission  
Local Plan 2011 to 2029

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

August 2013



## Contents

1. What is this consultation about? .....	2
2. What does the Local Plan cover? .....	3
3. How can I get involved?.....	3
4. Future notification .....	4
5. Contact details .....	4
6. Guidance on completing the consultation response form .....	5
7. What happens next? .....	8

## 1. What is this consultation about?

- 1.1 This is a consultation on the 'pre-submission' draft version of the new Local Plan for Basingstoke and Deane borough known as Basingstoke and Deane Pre-submission Local Plan 2011-2029.
- 1.2 'Pre-submission' means that this is the version of the Local Plan that the Council would like to submit to the Secretary of State for examination. Before it is submitted, the Council must obtain views on the 'soundness' of the plan, and that is the purpose of this consultation
- 1.3 Throughout the process of preparing the draft Local Plan, a significant level of public consultation has been undertaken. This includes seeking views on early policy documents, such as the Issues and Options and Key Themes documents, and also on specific pieces of evidence base including the council's Strategic Housing Land Availability Assessment (SHLAA). This process has ensured that the community, partners and stakeholders have had the opportunity to influence key aspects of the draft Local Plan. This has been guided by the adopted Statement of Community Involvement (SCI) and a summary of the steps undertaken is in the Statement of Consultation which is published alongside the draft Local Plan.
- 1.4 The purpose of this stage of consultation is to provide an opportunity for you to comment on the matters that will be considered by an Inspector who conducts the examination, i.e. whether the plan:
  - a) has been prepared in accordance with the duty to cooperate, legal and procedural requirements, and
  - b) is 'sound'. Soundness means:
    - Positively prepared – the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is practical to do so consistently with the presumption in favour of sustainable development
    - Justified – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence
    - Effective – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
    - Consistent with national policy – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.
- 1.5 The notes from page 5 onwards explain what these mean and how you can respond to this consultation.

## 2. What does the Local Plan cover?

### 2.1 The Local Plan includes:

- Information about the borough and the main issues this plan is to address
- A vision, objectives and an overall strategy for the borough.
- Detailed site allocations and policies to guide and manage development, deliver infrastructure and create sustainable communities. These also set out how the plan will be implemented and monitored.
- Policy maps which sets out the Council's ideas for future development in the borough on an Ordnance Survey map base, so you can see exactly where development is proposed, and what areas are protected from development.

## 3. How can I get involved?

3.1 You can contact us directly as an individual or through being part of a group such as a residents' association or other community or special interest group.

3.2 This can be done by:

- (i) using the on-line version of the response form which can be found at [www.basingstoke.gov.uk/go/localplan](http://www.basingstoke.gov.uk/go/localplan),
- (ii) by picking up and filling in one of the response forms, available from the council's reception, all libraries in the borough or from the Planning Policy Team,
- (iii) by sending an email to [local.plan@basingstoke.gov.uk](mailto:local.plan@basingstoke.gov.uk) ,
- (iv) by writing to us at the postal address below,
- (v) attending one of the exhibitions that are being held during the consultation period set out below:

- 9 September – Oakley Village Hall, Andover Road, Oakley - 2pm to 8pm
- 11 September – Sherfield Park Community Centre, Sunwood Drive, Chineham - 2pm to 8pm
- 13 September – Bramley Village Hall, The Street, Bramley - 2pm to 8pm
- 16 September – Overton Community Centre, Winchester Street, Overton - 2pm to 8pm
- 17 September – Whitchurch Parish Hall, London Street, Whitchurch - 2pm to 8pm
- 18 September – The Ridgeway Centre, Blackdown Close, Buckskin, Basingstoke - 2pm to 8pm
- 20 September – Fieldgate Centre, Fieldgate Drive, Kingsclere - 2pm to 8pm
- 23 September – Civic Offices, London Road, Basingstoke - 9am to 5pm

#### **4. Future notification**

- 4.1 Please let us know if you would like to receive future notification for any of the following:
- If you wish to be notified of the Submission of the Local Plan
  - If you wish to be notified of the Inspector's Report
  - If you wish to be notified of the Adoption of the Local Plan

#### **5. Contact details**

- 5.1 The Civic Office is open on weekdays 8.30am to 5.00pm (Monday to Thursday) and 4.30pm (Fridays).

**By post:**

Planning Policy Team  
Civic Offices  
London Road  
Basingstoke  
Hampshire RG21 4AH

**By telephone** on 01256 845450 or 01256 845536

**By e-mail** at [local.plan@basingstoke.gov.uk](mailto:local.plan@basingstoke.gov.uk)

**By the website** at: [www.basingstoke.gov.uk/go/localplan](http://www.basingstoke.gov.uk/go/localplan)

**Alternative formats of this document, summaries or extracts can be made available in other languages, large print, in Braille or on audio cassette. Please contact the Planning Policy Team for details.**

**THE CONSULTATION PERIOD WILL COMMENCE ON 23 AUGUST 2013  
AND ALL COMMENTS MUST BE RECEIVED BY 4PM ON 4 OCTOBER  
2013.**

## 6. Guidance on completing the consultation response form

### Meeting legal requirements

- 6.1 If you think your representation is about legal compliance you need to consider the following questions:
- a. **Is the Local Plan consistent with the Council's production timetable known as the Local Development Scheme (LDS)?**
- 6.2 The Council should have complied with the key stages set out in the LDS. You can find a copy of our LDS on our website at:  
[www.basingstoke.gov.uk/go/localplan](http://www.basingstoke.gov.uk/go/localplan)
- 6.3 Although the programme has changed there have been regular updates made to this information provided and therefore the Council considers that it is consistent with the LDS.
- b. **How has the community been involved in the process and has the Council met its Statement of Community Involvement (SCI)?**
- 6.4 The SCI sets out the Borough Council's strategy for involving the community in the preparation of the local development framework as originally proposed. The SCI can be seen on Basingstoke and Deane Borough Council's website at: <http://www.basingstoke.gov.uk/browse/environment-and-planning/planning/emerging-local-plan/sci.htm>. A Statement of Consultation has been prepared which sets out how the Council has involved the local community to date.
- c. **Does the Local Plan comply with the Town and Country Planning (Local Planning) (England) Regulations 2012?**
- 6.5 You can view the Regulations by visiting:  
<http://www.legislation.gov.uk/ukxi/2012/767/contents/made>. The Regulations require that the local planning authority should publish the documents prescribed in the Regulations, and make them available at their principal offices and on their website. The local planning authority must also consult general and specific consultation bodies and any persons who have requested to be notified.
- d. **Was a Sustainability Appraisal (SA) Report produced and how has it been carried out?**
- 6.6 Sustainability appraisal is a tool for reviewing the local plan and its policies to ensure that the local planning authority has taken into account sustainability principles in preparing the plan. The local planning authority is required to prepare a sustainability appraisal report which explains how the sustainability appraisal has been carried out, the baseline information used to inform the process and the outcomes of that process. It effectively sets out how the plan has been prepared. You can find the Sustainability Appraisal Report of the pre-submission Local Plan at [www.basingstoke.gov.uk/go/localplan](http://www.basingstoke.gov.uk/go/localplan).

**e. Does the Local Plan conform with national policy?**

- 6.7 The Local Plan must conform with the National Planning Policy Framework published in March 2012 (see <http://www.communities.gov.uk/planningandbuilding/planningsystem/planningpolicy/planningpolicyframework/> ).

**f. Does the Local Plan reflect the Sustainable Community Strategy?**

- 6.8 The Local Plan must have regard to the Sustainable Community Strategy for Basingstoke and Deane. Partners, working through the Basingstoke Area Strategic Partnership agreed a Sustainable Community Strategy in 2006. This was called Pride in our Place. This Sustainable Community Strategy was reviewed and updated by the Partners in 2011 and can be found at <http://www.basingstoke.gov.uk/browse/council-and-democracy/policies-and-plans/sustainablecommunitystrategy.htm> .

Soundness

- 6.9 Soundness is explained fully in the National Planning Policy Framework, paragraph 182. To be sound the Local Plan should be:

**i. Positively prepared**

*The plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development.*

- 6.10 Following the government's declared intention to revoke the South East Plan the Borough Council has undertaken research, commissioned consultancy advice and worked with others to arrive at development requirements for the borough for the period 2011 to 2029. All this work is set out in the background papers prepared as part of the Council's evidence base which you can see at: [www.basingstoke.gov.uk/go/localplan](http://www.basingstoke.gov.uk/go/localplan)

**ii. Justified**

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

- 6.11 In preparing Basingstoke and Deane Local Plan 2011 - 2029 the Borough Council has looked at a variety of options, testing each of these against sustainability criteria informed by evidence. This process is explained in the Council's Sustainability Appraisal Report which you can see at [www.basingstoke.gov.uk/go/localplan](http://www.basingstoke.gov.uk/go/localplan). The evidence collected and used in preparing the local plan is also available to view at this location.

**iii. Effective**

*The plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities*

6.12 This means that the plan should demonstrate:

- Sound infrastructure delivery planning
- Having no regulatory or national planning barriers to delivery
- Delivery partners who are signed up to it
- Coherence with the strategies of neighbouring authorities

6.13 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. You can see the SHLAA at: [www.basingstoke.gov.uk/go/localplan](http://www.basingstoke.gov.uk/go/localplan)

6.14 In preparing the plan and assessing needs and priorities the Borough Council has been informed by joint working with other authorities. The Council has also worked with those responsible for infrastructure delivery including the highway authority (Hampshire County Council), the Highways Agency and public utilities providers including the water authorities.

6.15 'Effective' also means that the plan is flexible and able to be monitored. The plan should be able to demonstrate how the measures it proposes will be monitored, and what will happen if targets are not being met. The normal means of doing this is through an Annual Monitoring Report. This will show how the plan is working and whether it needs amending. The Council is committed to preparing an Annual Monitoring Report for this purpose.

#### **iv. Consistent with national policy**

*The plan should enable the delivery of sustainable development in accordance with the policies in the National Planning Policy Framework.*

6.16 The Local Plan has regard to all the policies of the National Planning Policy Framework and refers to these as appropriate throughout the plan. However, you may take the view that the Local Plan:

- fails to address a requirement of the NPPF. In this case you should explain what else it needs to include. Please note that the local plan does not need to repeat national policies; or
- should depart from national planning policies for good local reasons. In this case you need to explain what these local reasons are.

#### **General Advice**

6.17 The Council considers that the Pre-Submission Basingstoke and Deane Local Plan satisfies the legal requirements and the tests of soundness set out above, and is the most appropriate strategy for the future development of Basingstoke and Deane Borough. However, if you consider the authority has not met the legal requirements or that the Local Plan is unsound against one

or more of the tests of soundness, you should explain why and what changes you think should be made to rectify this.

- 6.18 If possible you should provide evidence in support of your representations. Representations should cover succinctly all the information and evidence necessary to support/justify the representation and the suggested change, as there will not normally be another opportunity to make further submissions to the Council. After this pre-submission stage, further submissions can only be made in response to a request from the Inspector, who may seek additional information on the matters and issues he/she identifies for examination.

#### Group Response

- 6.19 The Planning Inspectorate asks that where you are part of a group with a common view, the group submits a single representation outlining its concerns, rather than having a large number of individuals send in separate representations which repeat the same points. The group should make it clear how many people it is representing and how it has been authorised.

#### Appearing at the examination

- 6.20 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. If you feel that your written submission is enough, this is quite acceptable, as all the representations will be submitted to and examined by the Inspector.

#### Confidentiality

- 6.21 Representations cannot be treated in confidence. Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012 requires copies of the representations to be made publically available. The Council will place the names of respondents to this consultation on its website along with the representations they have made, but will not publish personal information such as telephone numbers, email addresses, or postal addresses. By submitting representations on the Pre-Submission Basingstoke and Deane Borough Local Plan, you confirm that you agree to this.

### **7. What happens next?**

- 7.1 Following consultation the Council cannot make major changes to the plan if it intends to submit it for examination. We will therefore endeavor to resolve objections through minor changes if necessary, but will then submit the Local Plan, the schedule of changes and any outstanding representations to the Secretary of State (SoS) for Communities and Local Government for examination. The SoS appoints an independent inspector to conduct an examination into the soundness of the plan and the inspector determines what will be discussed at the examination, and who should attend.

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

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