



Consulting with communities

incorporating the revised
Statement of Community Involvement

New Forest National Park Authority, December 2013



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New Forest National Park Authority | December 2013

This document sets out how local communities and others can get involved in the New Forest National Park Authority's future plans and in the determination of planning applications.

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Summary

This document sets out how the New Forest National Park Authority will involve local communities and others in its work, including the development of planning policy documents, the determination of planning applications and the preparation of other documents and strategies. We will use a range of methods to engage people depending on the nature of the documents and the topics covered. We want to encourage people to get involved in our work and all comments received will be taken into account when we make decisions on whether to modify or adopt these documents and making decisions on planning applications. The document also sets out how people can sign up to be kept informed of our future work.

1 Introduction

- 1.1** All planning authorities are required to prepare a Statement of Community Involvement setting out how they intend to engage with residents, businesses and other local organisations on planning and other matters relating to their areas. We want to encourage people and organisations to get involved in our work and have therefore extended these principles to cover not only our statutory planning work, but also the development of other plans and strategies. The aim is to provide clarity over how people will be engaged in our work. Involvement in consultations will be open to all who live in, work in and visit the New Forest National Park.

2 Why prepare a Statement of Community Involvement?

- 2.1** The preparation of a Statement of Community Involvement is a requirement of the Planning and Compulsory Purchase Act 2004. The Localism Act 2011 re-emphasises the importance of enabling communities to contribute towards shaping the places where they live. At the heart of the planning system is the aim of encouraging local people to engage in both plan-making and decisions on planning applications.
- 2.2** The Authority adopted its first Statement of Community Involvement in 2007 following public consultation and independent examination by the Government's Planning Inspectorate. Since then there have been significant changes within the planning system and we are taking this opportunity to update the document and also set out how local communities can have their say in our wider work.

Overall Aim for Community Involvement

The local community and a wide range of interest groups will be fully involved and engaged in the Authority's work so that everyone has the chance to help shape the future of the New Forest National Park. This document has been prepared to guide the Authority's more formal work, including the preparation of planning policy documents and other plans and strategies. We will help the community and other interests to be aware of planning applications, to understand what is proposed, to express their views on the proposal, and to be informed of the Authority's decision. We are committed to engaging people using a wide range of methods and will report in a transparent manner how comments have been taken into account.

3 How should this document be used?

- 3.1** The aim of this document is to set out how we intend to involve people in:
- (i)** the preparation of local planning policy documents (Sections 6 to 9)
 - (ii)** the determination of planning applications (Section 10)
 - (iii)** the development of other strategies and plans (Section 11).
- 3.2** **Appendix 1** identifies broad categories of stakeholders, as set out in the relevant planning regulations, who are likely to be engaged during plan preparation stages. This is intended to give an indication only as the full list of consultees is held on a database by the Authority and is regularly updated. This provides a good basis to use for consultation and liaison on other non-planning documents where required.
- 3.3** **Appendix 2** sets out where you will be able to find out more information about the Authority's consultations (including the Local Information Points). **Appendix 3** is a Glossary of terms used in this document, and where terms appear in the Glossary they are highlighted in **bold**.

4 Consultation on the draft document

- 4.1** Consultation on this draft document took place for a seven week period between October 2013 and November 2013. All of the consultation comments received were considered before a revised version of the document was prepared and presented to the full National Park Authority meeting on 12 December 2013 for formal adoption. The revised document was accompanied by a 'Statement of Consultation' setting out a summary of the main points raised during the consultation and how they were taken into account.

5 What are the Planning Policy Documents for the National Park?

5.1 We are committed to engaging local communities in our local plan making. The diagram below sets out the planning policy documents prepared by the Authority (the Glossary provides a further explanation of the terms used).



5.2 The Authority's **Local Development Scheme (LDS)** sets out a timetable for preparing planning policy documents. The current LDS identifies the following documents:

- Core Strategy and Development Management Policies Development Plan Document (adopted 2010) – this sets out the vision, objectives and spatial strategy for the National Park, and the primary policies for achieving the vision. Due to recent changes in the planning system, the Authority will be undertaking a review of its adopted planning policies.
- Supplementary Planning Documents – these provide guidance to support policies in the Core Strategy and are used in assessing planning applications (for example **Village Design Statements**, Design Guide, Guidelines for Horse-related Development, Standards Document).

6 Who we will consult on planning policy documents

- 6.1** This document does not name everyone we intend to engage with in the plan-making process, but provides guidance on the types of people and bodies that will be involved (see **Appendix 1**). We maintain a planning policy consultation list, updated on a rolling basis, which includes all the authorities, agencies, organisations, bodies and individuals that we will consult. Groups and organisations can be added to the list at any time.

The National Park Authority is encouraging people to sign up to our monthly e-newsletter which provides regular updates on our work and the opportunities for people to have their say. Our website provides details on how to sign up at www.newforestnpa.gov.uk.

7 When we will consult on planning policy documents

7.1 There will be opportunities to get involved in the preparation of the planning policy documents as follows. The references to the '**Regulations**' are taken from the Government's Planning Regulations and are the key stages of plan production.

Plan Preparation (Regulation 18)

7.2 The Government confirms that local communities and other groups should be involved in the plan preparation process at an early stage. This initial phase will vary according to the nature of the document and may involve establishing the policy issues to be addressed, and collecting evidence or information. It will also allow discussion of potential options to address each issue.

7.3 At this stage it is important to seek a wide spectrum of opinion and to engage with groups with expertise on particular issues. Under the 'duty to co-operate' we will also engage with neighbouring authorities around the Park to develop strategic policies on issues such as housing, recreation, minerals and infrastructure.

7.4 Although there is no statutory requirement to do so, after considering the initial comments and evidence base the Authority is likely to consult on a draft document. This informal consultation will last six weeks and will explain the issues to be considered and may also include a selection of preferred options, and a summary of the alternatives that were considered.

7.5 All comments received during this stage will be acknowledged and respondents will be notified of the next stage of the plan-making process. A publicly available 'Statement of Consultation' will be prepared setting out who was involved in the plan-preparation stage, a summary of their comments, and how their comments were taken on board.

SCI – 1 Local Plan Preparation

In preparing the Local Plan, the Authority will use a series of methods to both raise awareness of the Local Plan and to generate debate about the issues. At the plan preparation stage these methods will involve:

- Notifying relevant specific consultation bodies, general consultation bodies, residents and local businesses that the Local Plan is being prepared
- Updates at the regular National Park Parish Quadrant meetings and the New Forest Consultative Panel where appropriate
- Updates in the Authority's monthly e-newsletter (sign up required)
- The issuing of a press release and general publicity including social media
- Where timings permit, an article in 'Park life' newsletter
- The publication of a non-statutory draft Plan for a six week period of consultation. This will be available for inspection at the Authority's office and via our website www.newforestnpa.gov.uk.

Publication of the 'Proposed Submission' document (Regulation 19)

- 7.6** Having considered all of the comments received during the plan-preparation stage, we will then prepare and publish the 'Proposed Submission' draft document (or equivalent under any revision to the relevant **Regulations**). This document will be subject to further public consultation for a period of six weeks (which will be extended if the consultation covers a holiday period).
- 7.7** At this stage comments will be invited from respondees to the 'soundness' of the plan and whether the plan is legally compliant. It will be for the Government's Planning Inspector to consider these comments and whether the draft plan should be amended accordingly.

SCI – 2 Local Plan Publication

The Authority will consult on the 'Submission Draft' Local Plan for a six week period using the following methods:

- Circulation of document to specific consultation statutory bodies, appropriate general consultation bodies, residents and local businesses
- Notify all of those who have asked to be consulted or kept informed of plan preparation progress
- Publication of the document on the Authority's website
- Make documents available at the Authority's office in Lymington and details will be available at the Local Information Points in the Park (see **Appendix 2**)
- Publication of formal press notices. The Authority will also issue a press release and generally publicise the publication via social media channels
- Updates at the regular National Park Parish Quadrant meetings and the New Forest Consultative Panel where appropriate
- Updates in the Authority's monthly e-newsletter
- Where timings permit, an article in the 'Park life' newsletter.

Plan Submission (Regulation 22)

- 7.8** The Plan will then be submitted to the Secretary of State with supporting documents (sustainability appraisal and other accompanying evidence documents), including a 'Statement of Consultation' which will set out all of the representations received at the final consultation stage.
- 7.9** We will inform interested parties and anyone who has asked to be notified that the plan has been submitted and that the documents are available for inspection.

Independent Examination (Regulation 24)

7.10 An independent Inspector appointed by the Secretary of State will consider representations on the submission document and its 'soundness'. Anybody with an outstanding representation on the Plan will be notified of the Examination. The date, time and place of the Examination hearings will be advertised in the local press and on the Authority's website. After the Examination, the Inspector will produce a report with recommendations. Everyone who has requested to be notified will be informed that the Inspector's Report is available and the report will be published on the Authority's website and made available for inspection at our offices.

Adoption of a Plan (Regulation 26)

7.11 If the Authority accepts the recommendations of the Inspector and proceeds to adopt a plan it will, as soon as practicable publish the plan and sustainability appraisal. An 'Adoption Statement' will also be published and be advertised in the press and on the website. The plan will be available on the website, to view at locations as before and for purchase at a reasonable charge. Consultees, and anybody else who responded at any stage throughout the process, will be notified of its adoption. There is a 6-week period of legal challenge. A legal challenge is made to the Court and can be made on a point of law only.

Monitoring and Review

7.12 The Authority publishes a **Monitoring Report** each year. This report covers the period from 1 April in one year to 31 March in the next and is intended to assess the effectiveness of the local planning policies.

7.13 This document will also need to be reviewed periodically. This will not necessarily be based on set time periods, as it can be triggered by a number of factors, such as a change to the planning regulations, the success and effectiveness of the Statement and changes to the Local Development Scheme, for example where new documents are to be produced.

8 Supplementary Planning Documents (SPDs)

8.1 The National Park Authority prepares Supplementary Planning Documents to provide guidance and more detailed planning advice. Supplementary Planning Documents are not subject to independent examination, but public consultation is carried out to inform the preparation of the document in accordance with the relevant Regulations as set out below.

Preparation stage

8.2 At this stage information and evidence is gathered to help inform the preparation of the Supplementary Planning Document. This may be done by officers of the Authority, or in the case of Village Design Statements by a parish council or local steering group. Ideas, views and information will be gathered from appropriate organisations, individuals and communities and the work undertaken at this stage will be proportionate to the scope of the Supplementary Planning Document being prepared.

Consultation on draft Supplementary Planning Document

8.3 Before adopting a Supplementary Planning Document, we will consult on a draft document for a period of six weeks. Following the consultation, we will prepare a 'Consultation Statement' setting out who was consulted during the preparation of the document, a summary of the main issues raised, and how those issues have been addressed.

SCI – 3 Supplementary Planning Documents (SPDs)

Before the Authority adopts a Supplementary Planning Document (SPD) we will:

- Invite relevant statutory bodies, local groups, residents and local businesses to discuss the issues to be covered and provide information
- A draft Supplementary Planning Document will then be published for a six week period of public consultation. During this period the Authority will:
 - (i) circulate the draft document to statutory bodies, interest groups and local residents as appropriate
 - (ii) notify all of those who have asked to be consulted or kept informed of the Supplementary Planning Document preparation process progress
 - (iii) publish the draft Supplementary Planning Document on our website
 - (iv) make documents available at the Authority's office in Lymington
 - (v) publish a formal press notice, issue a local press release and publicise the document via social media channels
 - (vi) provide updates at the regular National Park Parish Quadrant meetings
 - (vii) publicise the consultation via the Authority's monthly e-newsletter.

8.4 The outcome of the consultation will be reported to the Authority's members and everyone who commented during the six week consultation period will be notified when the revised document is going to an Authority meeting for adoption. Once the Supplementary Planning Document has been adopted a formal notice will be placed on the website and in the press. The adopted document will also be placed on the website and anybody who responded at any stage of the process will be notified of its adoption.

9 Neighbourhood Plans

- 9.1** Local town and parish councils were given powers to prepare their own planning policy documents – known as **Neighbourhood Plans** – through the Localism Act 2011. This enabling legislation provides the framework for local communities to prepare their own planning policy documents, but it remains discretionary whether local town and parish councils take up these powers.
- 9.2** As Neighbourhood Plans are not prepared by the National Park Authority, this document does not prescribe what methods of community engagement they must follow. It will be for the qualifying bodies and communities to decide an appropriate level of community engagement in relation to the size and complexity of the Plan. Nevertheless we will expect this to meet the requirements set out in appropriate legislation and to follow wherever possible the general principles and techniques set out in this document.

10 Planning Applications

- 10.1** The Authority is the local planning authority for the National Park and deals with around 1,600 applications a year. These include planning applications; applications for listed building consent; conservation area consent; advertisement consent; applications for works to trees protected by Tree Preservation Orders; applications for works to trees in conservation areas; applications for mineral extraction; and applications for waste disposal facilities. We also deal with notifications under the provisions of the Town and Country Planning (General Permitted Development) Order 1995.
- 10.2** As the local planning authority, we consult neighbours and undertake other forms of publicity required in respect of planning applications within the National Park. Minimum standards for publicising applications are set nationally and the Authority delivers a Development Control service that goes beyond these national standards. Local consultation arrangements for planning applications include:
- Planning officers are available between 8:45am and 1pm Monday to Friday at Lymington Town Hall to provide general planning advice and information (including advising on the need for planning permission and offering pre-application advice). The Authority encourages people wanting formal pre-application advice to write in. Applicants and other interested parties can also telephone or write to the office or email dev.control@newforestnpa.gov.uk

- All applications are recorded on the public register of applications, available for information at the National Park Authority offices
- A weekly list of new applications is posted on the National Park Authority website and sent to Town & Parish Councils within the Park
- Copies of the application can be viewed at the Authority's offices and electronically via the Authority's website
- A green site notice will be displayed at the site
- Neighbours will be directly notified by letter
- Certain cases (e.g. Conservation Area development, listed buildings), will be advertised in a local newspaper.

Publicity

10.3 All planning applications received will be publicised by a green site notice and through the neighbour notification scheme. All applications are scanned and published on our website and site notices give the date by which comments should be made (21 days is the statutory minimum). Immediate neighbours will be notified of a proposed development by letter and advised of their rights to comment. For larger applications, this notification process may be extended to include a wider area. We may also consider additional publicity depending on the scale of the application and will also notify adjoining authorities where applications are close to the boundary with an adjoining district/borough. The role of publicising the majority of planning applications falls to the local planning authority, although in certain cases related to the Permitted Development rights of statutory undertakers, the developer has the responsibility of carrying out the publicity.

SCI – 4 Publicity on planning applications

The Authority will publicise planning applications in accordance with established national standards, which will include:

- posting of site notices
- a weekly list of new applications posted on the Authority's website
- send neighbour notification letters to relevant properties
- making documents available to view at our office

10.4 Comments on applications should be made in writing (or email) and should quote the planning application number, the address of the property to which it relates, and your own address. Comments on planning applications can also be made online via the Authority's website. Comments will be taken into account before any decision is made, and all comments received are available for public inspection on the application file. In the event of an appeal to the Secretary of State against the refusal of planning permission or the imposition of a condition, anyone who has commented on an application will be notified.

Public speaking at the Planning Development Control Committee

10.5 If an application is to be considered by the Authority's Planning Development Control Committee, those people who have made previous comments on the application will be notified at least five working days before the meeting. Applications are determined at Committee where certain criteria apply, or where the applications are major. These include applications referred by members; applications submitted under the Commoners Dwelling Scheme; applications referred by local district, borough or county councillors; applications where the town or parish council has expressed a view contrary to the planning officer (and would not accept a decision reached by officers under delegated powers); applications which are contrary to the Authority's approved policies which are recommended for approval; or where an Authority officer or member has a clear pecuniary interest.

10.6 The Planning Development Control Committee meets on the third Tuesday of every month at Lymington Town Hall (details of the schedule of meetings are available on the Authority's website) and the agenda is published five working days before the meeting. The meetings are open to the press and public. Arrangements for public speaking are available and although the time available must be limited, this provides a useful opportunity for people to address the Committee. People who wish to speak on individual items must register their interest at least two working days before the date of the meeting. The opportunity to speak is provided for the applicant, supporters or objectors to the application (who have up to three minutes) and Parish and Town Councils (who, as representatives of the local community, are not time limited). All speakers have the 'right of reply' during discussions on planning applications considered by the Planning Development Control Committee.

SCI – 5 Speaking at Planning Development Control Committee

In cases where applications are to be considered by the Authority's Planning Development Control Committee, opportunity will be provided to address the Committee for those who have registered their interest at least two working days before the date of the meeting.

10.7 More information on the planning application processes can be viewed on the Authority's website at: www.newforestnpa.gov.uk/info/20132/planning_processes/12/planning_application_process

Planning Enforcement

10.8 We rely upon the help of the public to bring suspected breaches of planning control to our attention. All such reports are treated in confidence. The Authority has an adopted **Local Enforcement Plan** (2013) which gives advice on how town and parish councils and members of the public can report breaches of planning control. The Plan sets out how we keep people informed about an investigation as it progresses. A summary of all current enforcement cases, describing the nature of the alleged breach and the relevant stage of the investigation, is sent each month to all town and parish councils and uploaded onto the Authority's website.

Planning Aid Advice Line

10.9 We recognise that some people prefer to seek independent planning advice. Planning Aid England is run by the Royal Town Planning Institute and provides an advice line which provides free professional advice to all callers. Eligible callers may then receive further professional advice through a network of professional volunteers, who give their services free of charge to individuals and groups who are unable to afford professional fees.

Tel 0330 123 9244 Email advice@planningaid.rtpi.org.uk

11 The Authority's other work

11.1 As outlined in the introduction, although the requirement to prepare a Statement of Community Involvement arises through planning legislation, we believe this document provides a useful framework for consulting on our wider work. Although this work may be less tied to specific legal requirements and regulations, it is equally important in taking forward the two National Park purposes and related duty¹. This section therefore sets out how local communities and other interested parties will be involved in our wider work.

11.2 The Authority's non-planning work is wide ranging and includes the preparation of the National Park Management Plan and other work relating to its purposes (such as Conservation Area Management Plans and Landscape Action Plans). The Authority seeks to engage people in a number of ways. Where we are preparing specific plans and strategies, the broad framework below sets out the methods that will be used to engage local communities and others in this work.

SCI – 6 The Authority's other plans and strategies

We will engage local communities during the preparation of our other plans and strategies using the following methods:

- Public consultation on draft plans and strategies will be undertaken for a minimum period of six weeks
- Updates on the Authority's work will be given to the regular Parish Quadrant meetings and at the New Forest Consultative Panel where appropriate
- Draft documents will be available during consultation periods via the Authority's website and to view at Lymington Town Hall. Information will also be available at the Local Information Points in the Park (see **Appendix 2**)
- The Authority will also issue a press release and generally publicise the publication via social media
- Updates in the Authority's monthly e-newsletter
- Where timings permit, an article in the 'Park life' newsletter.

¹ The National Park purposes are:

- To conserve and enhance the natural beauty, wildlife and cultural heritage of the area.
- To promote opportunities for the understanding and enjoyment of the special qualities of the Park by the public.

The Authority also has a duty in pursuing the two purposes to seek to foster the economic and social well-being of the local communities within the National Park.

- 11.3** It is important to note that this work can vary significantly in its scale, from Park-wide strategies and plans to locally specific appraisals. The engagement undertaken will therefore be proportionate to the scale of the issues being addressed.
- 11.4** As outlined above, we will use a range of consultation methods to raise awareness of our wider work and encourage local communities and interested groups to share their views. This may include using the New Forest Consultative Panel to engage local groups and bodies in the New Forest in its work. The Consultative Panel was established in the 1970s and is currently made up of over 80 voluntary and statutory organisations in the New Forest, including representatives of local communities, recreational and environmental groups, land managers and local authorities. The Panel meets every two months to debate in public matters which affect the New Forest, and acts as a sounding board. The Authority recognises the importance of the Consultative Panel as a long standing consultative forum and will ensure that any of its own plans, documents or strategies that are relevant to the whole Forest will be presented to the Panel for discussion.
- 11.5** We will also wherever possible make use of the 'Park life' newspaper which is currently distributed twice a year within the New Forest Post weekly newspaper and also available at community outlets throughout the Forest. The Authority can also provide more frequent updates via social media including channels such as Twitter and Facebook. If people wish to receive more regular information they can also sign up for a monthly e-newsletter.
- 11.6** Our website includes a dedicated 'Consultations' page which provides details of all the current 'live' consultations that are open at any one time, and also summarises the results of previous consultations. Looking ahead, we will look to work with key partners on raising local awareness of consultations affecting the New Forest. This could include a single consultation page where all local consultations will be hosted.
- 11.7** As with other consultations, all comments received will be acknowledged and respondents will also be given an indication of what the next stages in the process are. A Consultation Statement will be prepared setting out the main issues raised during the consultation, and how they were taken into account in preparing the revised document.

People who wish to be kept informed of the Authority's work and potentially have their say on emerging plans and strategies should consider:

- Signing up to our free monthly e-newsletter, which can be done via www.newforestnpa.gov.uk. This newsletter provides regular updates on our work and will include details of any opportunities to have your say on emerging plans.
- Keep an eye on the 'Consultations' section of the Authority's website www.newforestnpa.gov.uk/consultations which sets out all current 'live' consultations and also summarises the outcome of previous consultations.
- Where timings permit, important Park-wide consultations will feature in the 'Park life' newspaper which is distributed twice a year within the New Forest Post weekly newspaper and also available at community outlets throughout the Forest.
- By responding to consultations you will ensure that you are directly notified of the next stages. If you do make a comment, remember that all plans and strategies adopted by the Authority will be accompanied by a 'Consultation Statement' setting out a summary of the comments received and how they have been taken on board.

Appendix 1

Consultees for planning policy documents

The following list is a guide to the types of stakeholders who will be consulted as appropriate, in the course of preparing planning policy documents. This is not intended to be a comprehensive list of names, which may soon become out of date. We maintain a full consultation list of all the authorities, agencies, organisations and individuals that we will consult, to which individuals or organisations can be added on request.

The Authority has a statutory obligation to consult a number of authorities, organisations and bodies during the preparation of the Local Development Framework, if it considers they may have an interest. These statutory consultees are indicated by an * in the list below.

Adjoining local authorities*

Hampshire County Council, Dorset County Council, Wiltshire Council, New Forest District Council, Test Valley Borough Council, Southampton City Council, East Dorset District Council, Christchurch Borough Council, Isle of Wight Council

Parish and Town Councils*

Parish and Town Councils whose areas lie partly or wholly within, or adjoin, the National Park; The New Forest Association of Local Councils

Government departments and agencies

Natural England*; Environment Agency*; English Heritage*; Marine Management Organisation*; Local Enterprise Partnerships; and Government Departments as appropriate

Community and voluntary sector

Including Residents' Associations

Farming and land management and local bodies

Including New Forest Verderers; NFU; National Trust; Forestry Commission; major estates and landowners; New Forest Association; Commoners Defence Association; Country Land & Business Association (CLA)

Wildlife and biodiversity

Including RSPB; Hampshire and Isle of Wight Wildlife Trust; local field, bird, animal and butterfly groups;

Conservation of the built environment

Including national and local civic, conservation and historic societies; Historic Building Trusts

Sport and recreation interests

Including Sport England; Ramblers' Association; local and national recreation and user groups; New Forest Local Access Forum

Utilities

Relevant gas and electricity providers* (Southern Electricity; Powergen PLC; The National Grid Company PLC; British Gas/Transco); sewage and water undertakers* (Wessex Water; Southern Water; Sembcorp Bournemouth Water); communications and telecommunications companies*

Cultural heritage

Including local, regional and national archaeological organisations; County Museums Services

Health and emergency services

Primary Care Trusts (now Clinical Commissioning Groups)*; Police & Crime Commissioner*; Fire and Rescue

Older Persons, access and disabled people

Regional and local organisations representing disabled people; Older person groups;

Racial and Ethnic groups

Including groups representing ethnic minority groups; Gypsies and travelling show people, including the Traveller Education Service; Hampshire County Council Gypsy and Traveller Unit; Wiltshire Council Gypsy and Traveller Unit

Tourism and accommodation interests

Including local and regional tourist organisations; accommodation and attraction providers

Religious groups

Groups representing religious organisations

Transport interests

Including companies and organisations providing rail, road and public transport services and infrastructure; Southampton and Bournemouth Airports; Civil Aviation Authority; The Highways Agency*; Network Rail*; The Hampshire and Isle of Wight Strategic Rail Authority; Port operators and harbour authorities at Southampton and Lymington

Education and young people

Local schools and colleges; youth groups and organisations

Housing

Including Housing Associations and registered social landlords

Commerce and employment interests

Local Enterprise Partnerships; Business and Chambers of trade/commerce; developers and planning agents/architects

Coastal Interests

Including commercial, leisure and amenity organisations

Lobby groups

Including Campaign for National Parks; New Forest One Voice

Members of Parliament and Members of European Parliament Individuals

Contact will be maintained with all those who express an interest in the preparation of the local planning policy documents. We would also encourage people to sign up to the Authority's monthly e-newsletter which can be accessed via the website www.newforestnpa.gov.uk

Please note, this list is not exhaustive and also relates to successor bodies where reorganisations occur.

Appendix 2

Where you will be able to see planning documents

Copies of planning policy documents and Notices will be available to view on the Authority's website www.newforestnpa.gov.uk and at the Authority's office:

New Forest National Park Authority, Lymington Town Hall, Avenue Road, Lymington, SO41 9ZG

Telephone 01590 646600

Information on our current consultations will also be available at the Local Information Points and other information points in the National Park, such as the New Forest Centre in Lyndhurst. Information on the location and opening times of the Local Information Points within the National Park can be found at:

www.newforestnpa.gov.uk/info/20052/visitor_information/34/local_information_points

Appendix 3

Glossary

Core Strategy and Development Management Policies: Sets out the long-term spatial vision for the National Park Authority area, and the spatial objectives and strategic policies to deliver that vision. Also contains a suite of criteria-based policies which are required to ensure that all development within the Park meets the spatial vision and spatial objectives set out in the Core Strategy. The Core Strategy is a Development Plan Document (DPD).

Development Plan: All proposals for development in the New Forest National Park must comply with policies in the Development Plan. This is currently made up of the Core Strategy & Development Management Policies DPD (December 2010) and the Hampshire Minerals and Waste Plan (adopted September 2013 jointly prepared by New Forest National Park Authority, Hampshire County Council, Southampton City Council, Portsmouth City Council and South Downs National Park Authority).

Formal Statutory Notices: These generally fulfil minimum statutory requirements of the planning process and are submitted to local newspapers, and in some cases to national publications such as The London Gazette. The notices provide information on matters such as deposit of planning documents, or proposals for development and set out arrangements for how and when to comment.

Local Development Framework: The Local Development Framework (LDF) contains the development plan documents, policies and programmes which guide the development and use of land in the National Park, and informs decisions on planning applications and appeals. Some parts of the LDF have development plan status, and form the development plan for the area (see 'Development Plan').

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

Local Enforcement Plan: The National Park Authority adopted its Local Enforcement Plan in June 2013. The Plan has been produced to provide information on how the Authority's dedicated Enforcement Team will manage enforcement proactively in a way that is appropriate to New Forest National Park. The Plan therefore sets out how we will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate to do so.

Monitoring Report: This assesses the effectiveness of the planning policies in the adopted Core Strategy. Produced in December each year.

National Park Management Plan: Guides the management of the National Park in a way which will help to achieve its statutory purposes and duty, improving the quality of life for those who live or work in the Park, or are visitors to it. It is aimed at all those with responsibilities or influence over the area and can only be taken forward by partnership working. The New Forest National Park Authority's Management Plan 2010-2015 was approved in December 2009.

Neighbourhood Plans: Introduced by the Localism Act 2011, Neighbourhood Plans enable local communities to plan for the future of their area. Once adopted following examination and a referendum, they form part of the statutory development Plan and enable local communities to choose where new development occurs for example.

Proposals/Policies Map: The adopted proposals map (December 2010) illustrates on a base map the spatial application of the policies contained in the Core Strategy. It must be reviewed to reflect the up-to-date planning strategy for the area.

Publicity leaflets: Where specific new policies or proposals need to be explained or advertised, the Authority may produce information leaflets which provide more detail of a proposal.

The Regulations: The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

Soundness: The 'soundness' of a submission Core Strategy and Development Management Policies Document, and objections to it, must be considered by an independent inspector at Examination. 'Soundness' includes assessing whether it has been prepared in the right way using the right procedures, and if it broadly conforms with national planning guidance.

Statement of Community Involvement: A document which sets out how the Authority will involve and consult the public and other organisations when preparing the LDF.

Strategic Environmental Assessment (SEA): A formal environmental assessment of policies, plans and programmes, as required by the European 'SEA Directive' (2001/42/EC).

Supplementary Planning Documents (SPD): Provide supplementary information in respect of the policies in the Core Strategy and Development Management Policies DPD. They are not subject to independent examination.

Sustainability Appraisal (SA): A tool for appraising policies to ensure that they reflect sustainable development objectives (i.e. social, environmental and economic factors) which must be undertaken for the Core Strategy and Development Management Policy document and sometimes for SPDs.

Targeted consultation: This can take many forms, including sending early drafts of documents to specific organisations, or holding meetings with individuals or groups to discuss relevant issues

Village Design Statements: A Village (or Parish) Design Statement (VDS) is a practical tool to help influence decisions on design and development. Prepared correctly, a VDS will provide a clear statement of the character of a particular village or parish against which planning applications may be assessed. It is not about whether development should take place (this is one of the purposes of the Authority's Core Strategy/Local Plan, but about how development should be carried out to respect the local distinctiveness.





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Front page photographs: New housing development, Sway, Brookley Road, Brockenhurst, Donkeys at Norleywood, Planning site notice.



New housing development, Sway