

# Community Involvement Plan – April 2017

For the:

- **Development Infrastructure and Contributions Supplementary Planning Document – Consultation Draft**
- **Affordable Housing Supplementary Planning Document – Consultation Draft**
- **Viability Supplementary Planning Document – Consultation Draft**

## 1. Background

Mid Sussex District Council has recently adopted a new District Plan 2014-2031 which has replaced the 2004 Local Plan as the development plan for Mid Sussex District. In light of this, the Mid Sussex Development and Infrastructure SPD (previously published in 2006) is being refreshed:

- To ensure the SPD complies with all relevant national planning policy and guidance;
- To update the document to ensure that it complies with the relevant policies in the District Plan; and
- To update the requirements for each type of contribution and the costs of these contributions.

Three separate documents have been prepared to replace the 2006 Development and Infrastructure SPD:

- A Development Infrastructure and Contributions SPD, which sets out the overall framework for the management of planning obligations;
- An Affordable Housing SPD, which provides more detailed information on the requirements for on-site and off-site affordable housing provision, and
- A Viability SPD which provides information on the viability assessment process.

The three Supplementary Planning Documents (SPDs) are subject to public consultation in accordance with regulation 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

The purpose of this Community Involvement Plan is to set out:

- Who is involved in the process of producing, and consulting on, the three Supplementary Planning Documents;
- Why people are being involved in the process;
- When and how people will be able to get involved and influence this process; and
- How the results of community involvement will be used.

This Community Involvement Plan has been written in accordance with the adopted Mid Sussex Code of Practice and Statement of Community Involvement (2011) and its appendix 'How we involve you in making planning decisions'<sup>1</sup>.

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<sup>1</sup> See [www.midsussex.gov.uk/sci](http://www.midsussex.gov.uk/sci).

## 2. Who is to be involved?

### Early engagement

The three Supplementary Planning Documents (SPDs) will be subject to public consultation, to which this Community Involvement Plan applies.

In drafting the three SPDs for public consultation, the Council engaged with a number of internal and external partners. These included:

- Mid Sussex District Council Leisure, Housing, Finance, Drainage, Parking, Waste and Sustainability teams
- West Sussex County Council Highways, Library Services, Education and Drainage teams
- Emergency Services (including fire and rescue and the police)
- Sport England
- Horsham and Mid Sussex Clinical Commissioning Group (CCG)

These partners were asked for their comments on an initial draft of the SPDs as they were identified as being the most likely benefactors of s106/278 contributions (i.e. the subject of the SPDs). This early engagement has built on the findings of this consultation in order to ensure that the SPDs are effective and relevant for the partner organisations, and built on best practice.

### Including everyone

The Equality Impact Assessment considers the needs of people classified as having ‘protected characteristics’<sup>2</sup>. For the three Supplementary Planning Documents, this has shown that community involvement should in particular consider and provide for the needs of people with a physical disability or a mental impairment, young and older people, women who are pregnant or have very young babies, and Gypsies and travellers. Consideration should also be given to people who are disadvantaged by their socio-economic background and people who live in isolated rural areas. Further information is available in the Equality Impact Assessment<sup>3</sup>.

### Who will be contacted?

A number of groups will be directly contacted and asked for their comments. These are:

- District Councillors;
- Town and Parish Councils;
- ‘Specific consultation bodies’/‘general consultation bodies’ (statutory consultees) as set out in legislation<sup>4</sup>. These include West Sussex County Council, adjoining local planning authorities, service providers and government agencies such as the Environment Agency and Natural England, and the South Downs National Park Authority<sup>5</sup>;
- Other organisations, groups or individuals that may have an interest in the District Plan<sup>6</sup>. These include members of the Mid Sussex Partnership, voluntary services’ associations, residents’ associations, housing associations, business groups and associations, environmental, countryside and conservation groups, youth and elderly persons’ groups and the development industry<sup>7</sup>;

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<sup>2</sup> As defined by the Equality Act 2010

<sup>3</sup> Available at [www.midsussex.gov.uk/6536.htm](http://www.midsussex.gov.uk/6536.htm)

<sup>4</sup> Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

<sup>5</sup> Details of these groups are set out in a list of ‘key contacts’ available at [www.midsussex.gov.uk/sci](http://www.midsussex.gov.uk/sci).

- Representatives of those groups highlighted as requiring targeted consultation by the Equality Impact Assessment;
- Subscribers to the Planning Policy email alert service<sup>6</sup>; and
- Internal consultees at the District Council.

Elected District Councillors have a key role to play in forming the SPDs and will be fully involved in the process through:

- The Scrutiny Committee for Community, Housing and Planning (any District Councillor can attend and request to speak);
- Council (consists of all District Councillors); and
- Councillors will be directly informed and can respond during the public consultation period.

### 3. Why are people being involved?

We are asking for people’s views on the three Supplementary Planning Documents (SPDs):

- Development Infrastructure and Contributions SPD
- Affordable Housing SPD
- Viability SPD

Comments received during this consultation will be considered by the District Council when preparing the final SPD for adoption.

### 4. When will people be involved?

<b>Early engagement</b>	Undertaken January 2018
<b>Reg13 Consultation</b>	Consultation 9 <sup>th</sup> April 2018 – May 21 <sup>st</sup> 2018, in accordance with this Community Involvement Plan.

Further details of the timetable will be updated on the SPD web page

[www.midsussex.gov.uk/spds](http://www.midsussex.gov.uk/spds)

### 5. How will people be involved?

The consultation will be open to all and we will seek to inform and receive comment from the widest possible range of people. We will:

- Send out a press release, an email alert and utilise social media where possible;
- Put all the details and documentation on the Council’s website<sup>7</sup> including an on-line response form. All on-line material will be compatible with ‘BrowseAloud’ for people who find it difficult to read on-line;
- Utilise electronic methods wherever possible in addition to traditional methods to make it as easy as possible to respond to the consultation;
- Provide paper copies of the Supplementary Planning Documents to view at the district’s libraries (including the mobile library); help points<sup>8</sup> and District Council offices (Main Reception);
- Send letters or emails to all the ‘specific consultation bodies’ (statutory consultees) and to all the other organisations listed in section 2 above;
- A translation service is available to those for whom English is a second language.

<sup>6</sup> See [www.midsussex.gov.uk/sci](http://www.midsussex.gov.uk/sci)

<sup>7</sup> See [www.midsussex.gov.uk/sci](http://www.midsussex.gov.uk/sci)

<sup>8</sup> Details of libraries and help points available at [www.midsussex.gov.uk/sci](http://www.midsussex.gov.uk/sci)

Comments must be submitted in writing and cannot be accepted as anonymous. All information received is public information (subject to the Data Protection Act). Comments can be submitted via email or by post. A response form will be made available. The Council's contact details are available on the website.

## **6. What happens to the results?**

Representations will be considered by the District Council

If you have any comments or queries on this Community Involvement Plan, please contact the Planning Policy team - [planningpolicy@midsussex.gov.uk](mailto:planningpolicy@midsussex.gov.uk) or (01444) 477394.

If you have a comment or concern with your experience of a Council-led community involvement exercise, you should in the first instance contact the officer detailed in the Community Involvement Plan. Alternatively, you can contact the Customer Services and Communications Team by phone (01444) 477478 or by writing to Customer Services and Communications, Mid Sussex District Council, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS.