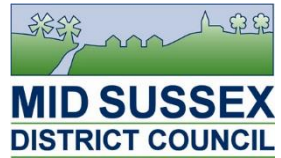


District Plan

Community Involvement Plan (CIP) – July 2026



For the:

- **Schedule of Main Modification to District Plan (July 2026)**
- **Main Modification Sustainability Appraisal (July 2026)**
- **Habitats Regulations Assessment (July 2026)**

1. Background

The District Council is revising the 2018 District Plan to guide development and the provision of infrastructure over the period to 2040. The District Plan provides a vision for how Mid Sussex wants to evolve over this time and a delivery strategy for how this will be achieved.

Community involvement plays a vital role in the preparation of District Plans. In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, there are two formal consultation periods for District Plans:

- Regulation 18: Preparation of a Local Plan
- Regulation 19: Publication of a Local Plan (Pre-Submission)

Consultation was held on a Regulation 18 draft District Plan in November - December 2022 and on a Regulation 19 Plan in January 2024. This Community Involvement Plan relates to the Schedule of Main Modification to the District Plan. The Main Modifications are changes, additions or deletions required to make the plan 'sound' and have been prepared in liaison with the Planning Inspector during the course of the Examination. The Council is now undertaking a public consultation on the Main Modifications that are proposed on behalf of the Inspector and in accordance with Examination procedure.

2. Role and Purpose of the Community Involvement Plan

Mid Sussex District Council adopted its Statement of Community Involvement (SCI) in March 2019. The SCI contains 6 General Principles for Community Engagement:

- 1) **Be Timely:** Involve the community as early as possible in decision making
- 2) **Be Inclusive:** Accessible to all those who wish to take part
- 3) **Be Transparent:** Consultation material should be clear and plain-English
- 4) **Be Respectful of Other's Views:** The Council will listen to all views
- 5) **Be Efficient:** Consultation to be proportionate and use resources wisely
- 6) **Be Clear About the Results:** Decisions and results should be made clear

The SCI recognises that there is no "one size fits all" approach to consultation; recognising that each decision that requires community involvement may be for different audiences or different purposes. The SCI therefore requires that a bespoke Community Involvement Plan (CIP) is prepared for each consultation on Planning Policy documents (such as the District Plan) so that consultation can be tailored.

This Community Involvement Plan follows the template set out in the SCI. It sets out:

- Who is involved in the production and consultation of the Main Modifications to the submission draft District Plan;
- Why people are being involved in the process;
- When and how people will be able to get involved and influence the Main Modifications to the submission draft District Plan; and
- How the results of community involvement will be used.

The Schedule of Main Modifications is accompanied by a Sustainability Appraisal, Habitats Regulations Assessment, all of which are also subject to consultation at this stage.

3. Who is to be involved?

Early engagement

Community involvement has been sought from the very start of the process of formulating the District Plan. Much of this work has been led by elected Councillors through the District Plan Member Policy Working Group¹, which has included liaison with and input from the Town and Parish Councils regarding local needs and aspirations and through work on their neighbourhood plans.

Public consultation was undertaken on the Consultation Draft District Plan 2021 – 2040 for a period of six weeks from 7th November – 19th December 2022. The Pre-Submission Draft District Plan 2021 – 2040 was then published for public consultation for a period of six weeks from 12th January – 23rd February 2024.

Including everyone

The Equality Impacts Assessment (EqIA) that accompanies the District Plan considers the needs of people classified as having ‘protected characteristics’.² This assessment concludes that there are no additional specific measures or actions needed at this time. However, the Council will continue to promote consultation exercises that are inclusive of all, including engagement with representative organisations and monitoring of the consultation. There is further analysis of consultation practices and the actions that will be taken to ensure that everyone has the opportunity to engage with the consultation included within the EqIA which accompanies the Schedule of Main Modifications to the submission draft District Plan.³

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.⁴ 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;
- Other organisations, groups or individuals that may have an interest in the submission draft District Plan. These include members of the public, 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;
- Representatives of those groups highlighted as requiring targeted consultation by the EqIA;
- Subscribers to the Planning Policy e-mail alerts service which includes members of the public as well as organisations⁵;
- Those that made representations at Regulation 19 stage; and
- Internal consultees at the District Council.

¹ Terms of reference agreed at Better Environment Advisory Group on 22nd June 2011. For terms of reference see www.midsussex.gov.uk.

² As defined by the *Equality Act 2010*

³ Available at: <https://www.midsussex.gov.uk/planning-building/mid-sussex-district-plan/district-plan-review/>

⁴ *The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)*

⁵ To receive news and updates on policy documents being prepared please sign up to our email alerts at: <https://www.midsussex.gov.uk/planning-building/consultation-monitoring/#topic-planning-policy-email-alerts>

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

- Briefings;
- Meetings with Ward Councillors directly impacted and
- being directly informed and able to respond during the public consultation period.

The Council has committed to ongoing engagement with Town and Parish Councils and this too involves group and individual briefings and workshops. In addition, Town and Parish Councils are a 'Specific Consultation Body' and are therefore invited to respond to formal consultations.

4. Why are people being involved?

We are asking for comments on the Schedule of Main Modifications to the District Plan through a formal consultation period. It is important to seek input from the wider public, as the Plan will set the strategy and allocate sites for development in the district. It also includes planning policies that will have an impact on both the existing and future communities of Mid Sussex. This consultation is being held in accordance with examination procedure on behalf of the Inspector.

The results of the consultation will be submitted to the District Plan Inspector, who will consider the comments made before he writes his final report into the soundness of the District Plan. However, in order to make the consultation more meaningful, it is important that people understand the context within which the Plan has been drafted and that certain aspects of the Plan may not be able to be changed as a result of consultation:

- The Main Modifications to the Draft District Plan have been produced following the Examination hearings that have taken place and the subsequent conclusions made by the Inspector with regards to the soundness of the Plan.
- At this time comments can only be made on the changes proposed in the Main Modifications to the District Plan.
- The Main Modifications to the Draft District Plan have been written in the context of the National Planning Policy Framework and the National Planning Practice Guidance published by the Government. The District Plan and statutory planning documents need to maintain consistency with national planning policy and guidance⁶.
- The Main Modifications to the Draft District Plan need to be produced and written in accordance with legislation and regulations⁷.
- The Main Modifications to the Draft District Plan have been informed by the results of the accompanying Sustainability Appraisal. This shows which options have been considered for its strategy and policies and why the options chosen are preferred over those rejected.
- The Main Modifications to the Draft District Plan have been informed by background evidence. The background evidence (and any updates) will be made available to view on the Council's website, linked to the District Plan web page⁸.
- The Main Modifications to the Draft District Plan is accompanied by a Sustainability Appraisal, a Habitats Regulations Assessment, and an EQIA, all of which are part of the public consultation

⁶ Such as National Planning Policy Framework, Planning Practice Guidance and Government Circulars

⁷ Such as Acts of Parliament and Statutory Instruments (Regulations)

⁸ www.midsussex.gov.uk/DistrictPlan

5. When will people be involved?

Main Modifications	The Council will publish the Main Modifications to the District Plan for a six-week consultation periods from 27 th July until 23:59 on 7 th September. During this time, the public can make representations on the Main Modifications to the District Plan and these will be considered by the Planning Inspector appointed to carry out the Public Examination.
Adoption	Assuming the Inspector concludes that it is sound (or can be made so if Main Modifications are accepted) the new District Plan is due to be adopted in Winter 2026. No consultation is required at this stage although it will be widely advertised.

6. 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:

- Issue a press release, and utilise social media;
- Put all the details and documentation on the Council's website including an on-line response form.
- Send letters or emails to all the 'specific consultation bodies' (statutory consultees) and to all the other organisations listed in Section 2 above;
- Send letters or emails to all those who have signed up to the Planning Policy alert;
- Send letters or emails to all those who made a representation at Regulation 19 stage;
- 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 advertise and respond to the consultation;
- A translation service is available to those for whom English is a second language;

Availability of Documents

Regulation 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 sets out the requirements for documents to be made available for inspection.

35.—(1) A document is to be taken to be made available by a local planning authority when—

(a) made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours, and

(b) published on the local planning authority's website,

In terms of criterion (a), the District Plan consultation documents will be available to view at the Mid Sussex District Council offices (Oaklands, Oaklands Road, Haywards Heath, RH16 1SS) during normal office hours.

In terms of "other such places" set out in criterion (a), the Council will send hard copies of the District Plan consultation material to each of the libraries and help points within the district and provide instructions for accessing the documentation on the Council website (which could be accessed using library PCs for example).

The Schedule of Modifications to the draft District Plan, supporting documentation and evidence base will be available to view on the Council's website at

<https://www.midsussex.gov.uk/planning-building/mid-sussex-district-plan/district-plan-review/>

Submitting Responses

Comments must be submitted in writing (physical or digital) and cannot be accepted as anonymous. All information received is public information, subject to relevant data protection legislation.⁹

Comments can be submitted via the interactive consultation portal, by email or by post. Electronic submissions are encouraged to facilitate ease of processing. A response form, following the Planning Inspectorate's defined template for this stage, will be made available. Where hard copy responses must be submitted these can be sent to:

Planning Policy, Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS

E-mail to: policyconsultation@midsussex.gov.uk

7. What happens to the results?

Representations will be considered by the Planning Inspector appointed to carry out the public examination.

If you have any comments or queries on this Community Involvement Plan, please contact the Planning Policy team on PlanningPolicy@midsussex.gov.uk or 01444 477053.

If you have a comment or concerns with your experience of a Council-led community involvement exercise, you should in the first instance contact the team using the details above.

⁹Such as the *Data Protection Act (2018)*