

Protocol for PUSH involvement in the preparation of Local Development Documents

General

1. This Protocol sets out how the Partnership for Urban South Hampshire (PUSH) will engage in the preparation of Local Development Documents (LDDs).
2. It enacts a resolution of the PUSH Joint Committee in January 2009 that PUSH should submit supporting representations, and if necessary objections, on key draft LDDs in order to ensure that PUSH objectives, priorities and aspirations are translated into policies and proposals in LDDs.
3. The Committee authorised the PUSH Lead Chief Executive for Housing and Planning, in consultation with the PUSH Housing and Planning Delivery Panel, to prepare this Protocol which sets out the procedure for formulating and submitting such representations.

Principles

4. The Joint Committee envisaged that this Protocol would be built around the following principles:-
 - PUSH should concern itself only with matters of sub-regional/strategic importance which are likely to have a significant impact on realisation of the Partnership's objectives
 - in respect of LDDs produced by authorities which are partly within South Hampshire, PUSH should normally only comment on policies/proposals within its area
 - PUSH's primary role is to lend support to policies and proposals in LDDs which take forward PUSH objectives/strategy
 - PUSH should be prepared if necessary (likely in practice to be only in exceptional circumstances) to lodge an objection to a LDD which does not contain a policy/proposal which is critical to realisation of PUSH's objectives or contains one which would be detrimental to PUSH objectives
 - All PUSH objections/representations will clearly state why PUSH is commenting and the PUSH objective/policy statement to which the representation relates
 - All PUSH objections/representations will be prepared by the PUSH Planning Officers Group in consultation with the PUSH Director and submitted by the PUSH Joint Committee Chairman. The latter may, in

certain cases, decide to circulate the objection/representation by email to all Joint Committee members before it is submitted

- If the LDD in question has been prepared by the Chairman's authority, then the Chairman's role will be undertaken by the Vice-Chairmen
- PUSH will, in appropriate circumstances, participate in the Examination-in-Public of the LDD
- The PUSH Director should be authorised to sign-off any written statements to the Examination-in-Public (given that such statements will simply articulate the reasoning behind objections/representations made by PUSH at an earlier stage).

Consultation with PUSH

- 5 PUSH should be treated by its constituent authorities as a 'General Consultation Body' in relation to regulation 25 of the 'Town and Country Planning (Local Development) (England) Regulations 2004 (as amended)' and be included in those authorities databases to be notified of the publication of LDDs at all stages in their preparation.
- 6 In addition to that formal consultation, PUSH should be notified informally as early as possible prior to the formal publication of a draft document. That early notification will allow time for informal discussions, with the aim of resolving any potential concerns prior to formal consultation.
- 7 It will be simplest for the authorities if they send to PUSH all their Local Development Documents, leaving PUSH to select those on which it wishes to comment. All documents should be sent to the PUSH Director.
- 8 PUSH authorities are encouraged to 'self assess' their LDDs in relation to PUSH objectives and policies before consultation with PUSH. A list of PUSH objectives and policy frameworks can be seen on the PUSH website at: www.push.gov.uk

Process for formulating PUSH representations

- 9 The process set out below for the formulation and sign-off of PUSH representations on draft LDDs strikes a balance between the need for speed (in order to meet the often relatively short deadlines for responses) and the need for appropriate political oversight. The process also ensures the authority which has produced the draft LDD is kept informed at each stage, so that they can initiate informal discussion if desired.
- 10 Representations will be formulated by the PUSH Planning Officers Group. Each PUSH authority has a representative on this Group, so this will enable all authorities to be aware from the outset of the emerging PUSH views.

- 11 The draft representations will be passed to the PUSH Lead Chief Executive for Housing and Planning and to the PUSH Director for clearance, with a copy simultaneously sent to the Chairman and Vice-Chairman of the PUSH Housing and Planning Delivery Panel. A copy will also be sent for information to the head of planning of the authority which has produced the draft LDD.
- 12 The draft representations will then be passed to the PUSH Joint Committee Chairman for approval. Before approving them, the Joint Committee Chairman will satisfy him/herself that the representations are appropriate and may wish to consult with other PUSH Members.
- 13 The PUSH Joint Committee Chairman will then submit the representations.
- 14 If the draft LDD has been prepared by the PUSH Joint Committee Chairman's authority, then his/her role in paragraphs 12-13 above will instead be undertaken by the PUSH Joint Committee Vice-Chairmen.

PUSH participation in an Examination-in-Public

- 15 The representations submitted under the process above will indicate whether PUSH wishes to participate in the Examination-in-Public (EiP) of the LDD.
 - 16 If PUSH indicates a wish to participate and a request to participate is issued by the planning inspector, then a PUSH representative will attend in order to explain and justify the representation and the PUSH objective/policy on which it is based. The decision on the officer to represent PUSH will be made by the PUSH Director.
5. In the event that the planning inspector requests PUSH to submit a written statement, then the content of that statement will be signed-off by the PUSH Director.

Miscellaneous

6. All representations on draft LDDs and all written statements submitted to planning inspectors are public documents. In view of this, PUSH will make all its representations and written statements available on the PUSH web site.
7. Individual PUSH authorities may make their own representations on another authority's LDD and nothing in this Protocol fetters that engagement.

David Williams
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