

Haywards Heath Town Centre Masterplan SPD Community Involvement Plan (CIP) – October 2020



1. Background

- 1.1. The draft Haywards Heath Town Centre Masterplan is a Supplementary Planning Document, supplementing adopted District Plan policy DP2: Town Centre Development.
- 1.2. The aim of the draft Masterplan is to set a framework and guiding principles for regeneration and renewal within the defined Town Centre boundary. It sets out a series of public realm and transport infrastructure recommendations as well as Opportunity Sites which have potential for regeneration. Each is accompanied by principles for development should projects come forward in the future.
- 1.3. The Haywards Heath Town Centre Masterplan SPD will be adopted as a Supplementary Planning Document (SPD). SPDs cannot set new policy or allocate sites for specific uses, however can provide supplementary information and guidance to assist those wishing to develop within the defined area. They can set out intentions and provide clarity to the community with regards to future plans. Once adopted, they contain weight in the planning process, and will be a material consideration in the decision-making process.
- 1.4. The draft SPD is subject to public consultation in accordance with regulation 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 1.5. This Community Involvement Plan has been written in accordance with the adopted Mid Sussex District Council Statement of Community Involvement (SCI) (2019).¹

2. Role and Purpose of the Community Involvement Plan

- 2.1. Mid Sussex District Council adopted its Statement of Community Involvement (SCI) in March 2019.
- 2.2. 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
- 2.3. 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 draft Masterplan SPD) so that consultation can be tailored.

¹ Available at: www.midsussex.gov.uk/sci.

2.4. This Community Involvement Plan follows the template contained within the SCI. It sets out:

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

3. Who is to be involved?

Early engagement

3.1. In the SCI, the Council commits to 'front load' consultation activity, to identify potential issues and options. The draft Masterplan has been prepared following engagement with District, Town and County Council Members, as well as specialist consultants and internal customers (e.g. teams from across the Council). This consultation represents the earliest opportunity for all stakeholders, including the community, to have their say in order to inform future versions of the Masterplan.

Including everyone

3.2. The Equality Impacts Assessment (EqIA) that accompanies the draft Masterplan considers the needs of people classified as having 'protected characteristics'.² This assessment concludes that there are a number of future actions to ensure that everyone has the opportunity to engage with the consultation, and particularly in terms of removing barriers of involvement for protected groups.

3.3. In terms of consultation, the Council must continue to promote consultation exercises that are inclusive of all, including engagement with representative organisations and monitoring of the consultation. This consideration includes things like making documents available on the website, which is equipped with 'BrowseAloud' and other functionality to make the website more accessible.

3.4. 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 draft SPD.

Who will be contacted?

3.5. 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.³ 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;⁴

² As defined by the *Equality Act 2010*

³ *The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)*

⁴ Details of these groups are set out in the 'Key Contacts List' available at: www.midsussex.gov.uk/sci.

- Other organisations, groups or individuals that may have an interest in the draft Masterplan SPD. 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;
 - Representatives of those groups highlighted as requiring targeted consultation by the EqIA;
 - Subscribers to the Planning Policy e-mail alerts service⁵; and
 - Internal consultees at the District Council.
- 3.6. Elected District Councillors have a key role to play in forming the draft Masterplan SPD and will be fully involved in the process through:
- The Scrutiny Committee for Housing, Planning and Economic Growth (any District Councillor can attend and request to speak);
 - Full Council (consists of all District Councillors); and
 - Councillors will be directly informed and can respond during the public consultation period.

4. Why are people being involved?

- 4.1. We are asking for people's views on the draft Masterplan SPD through a formal consultation period. It is important to seek input from the wider public, as the Masterplan will set a framework and guiding principles that will help shape the future of Haywards Heath Town Centre. This will have an impact upon both the existing and future communities of Haywards Heath as well as locations further afield, including smaller settlements that rely on the facilities and activities offered within Haywards Heath Town Centre.
- 4.2. In order to make the consultation more meaningful, it is important to understand the role of the Town Centre Masterplan SPD.
- 4.3. The Masterplan will:
- Support economic vitality, recover and growth
 - Bring a series of existing plans and projects together
 - Set a framework and guiding principles
 - Demonstrate intentions
 - Aid future development, planning and investment decisions
 - Set out an implementation strategy
 - Be adopted as a Supplementary Planning Document therefore have material weight when making planning decisions
- 4.4. The Masterplan will not:

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>

- Deliver the schemes – further studies, projects and funding will be required to deliver any recommendations set out in the Masterplan
- Introduce new planning policy or allocations – only guidance
- Provide guarantees of delivery – only a framework and plan for implementation
- Provide fine detail or detailed designs – only principles

5. When will people be involved?

Early engagement	Undertaken throughout drafting process.
Public Consultation for draft SPD (Regulation 13)	Following Cabinet Member agreement in October 2020, the draft Haywards Heath Town Centre Masterplan SPD will be published for a six-week consultation period between October – December 2020. During this time, the public can make representations on the draft SPD. Full details will be publicised on the Council’s website and using the methods set out under section 6 below.

6. How will people be involved?

6.1. 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;
- Put all the details and documentation on the Council’s website 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;
- Provide hard copy documents to Haywards Heath library and Haywards Heath Town Council, and other such venues as the Council deem appropriate, for people to view (as long as these facilities are open and are able to make the documents available, given Covid-19 restrictions)
- Utilise electronic methods wherever possible in addition to traditional methods to make it as easy as possible to advertise and respond to the consultation;
- Utilise electronic methods to make the document contents accessible, including the use of interactive methods to help residents and stakeholders navigate the content and make it easy to respond;
- A translation service is available to those for whom English is a second language;
- Send letters or emails to all the ‘specific consultation bodies’ (statutory consultees) and to all the other organisations listed in section 3 above to notify them of the consultation period.

Availability of Documents

6.2. 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—

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(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,

- 6.3. As a result of the Covid-19 pandemic, the Government made a temporary amendment to remove criterion (a). The Council is therefore only required to publish the information on its website however will still supply hard copies to the locations set out above – it will be for each individual location to determine whether it is appropriate and safe to make hard copy documents available for the public to view, respecting Government guidance in place at that time.

Submitting Responses

- 6.4. 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.⁶
- 6.5. Comments can be submitted via the website, email or by post. A response form will be made available which can be completed and submitted on the MSDC website. All responses can also be returned by:

eForm: Available online at www.midsussex.gov.uk/TownCentres

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

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

7. What happens to the results?

- 7.1. All comments will be treated equally, and it will be up to the Council to balance any conflicting opinions when considering the final document.
- 7.2. A consultation report summarising the issues raised by consultation and how these comments have been used will be published on the Council's website and will be considered by the Scrutiny Committee for Housing, Planning and Economic Growth. The issues raised during consultation will help inform future iterations of the Masterplan, which will be discussed by the above Committee ahead of formal adoption by the Council as a Supplementary Planning Document.
- 7.3. If you have any comments or queries on this Community Involvement Plan, please contact Andrew Marsh (Andrew.Marsh@midsussex.gov.uk)
- 7.4. 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.

⁶Such as the *Data Protection Act (2018)*