

**Chailey Neighbourhood Development Plan  
Steering Group Meeting**  
@ The Reading Rooms  
29<sup>th</sup> March 2019  
18:30



**AGENDA**

1. **The timetable**
2. **The Plan** – outstanding work
3. **Regulation 14** – what needs to be done
4. **Consultation statement**
5. **Basic conditions statement**
6. **Any other business**

**1. TIMETABLE**

<b>Indicative timescale</b>	<b>STATUS</b>
Moles to send draft plan to SG on 25th March	Done
Meeting 29th March @ 6:30 (discuss Reg.14 consultation process)	
Comments back from LDC by 1st April	
Moles refine plan and submit to PC – 8th April	
PC to sign off plan at their meeting on 16th April	
Reg.14 consultation – 17th May - 28th June	
All collated responses with any PC/SG comments sent to Moles by 5th July	
Comments addressed and Moles submit final plan to the parish -15th July	
PC to sign off plan (any possibility of a special meeting because if not this will be delayed till September)	
Reg.15 submission to LDC – 26th July	
Seek Reg.16 consultation dates from LDC (suggest 5th August to 16th September)	
Seek Examination date from LDC (suggest 7th Oct – 21st Oct)	
Seek referendum date from LDC (suggest late November)	

## 2. THE PLAN

As per the timetable, I will revise the Plan further pending comments from Julia by 1<sup>st</sup> April 2019. I spoke to Julia last week and she has no major concerns so all good to proceed.

Outstanding work	STATUS
The para and page numbering and formatting still needs tweaking which I will do when I get the comments from Julia on the bits that she is looking at.	
The front cover has been changed and while I have no issues with this, it may be useful to get this in a better resolution for the final document. Can you find me this image in a better resolution?	
All NPPF references are 2018. Para 1.3.3 makes reference to the 2018 version.	
Need all the maps including ANNEX 1 :Map 1	
New objective 3 has been renumbered to 3a and the original 3 as 3b. This will prevent all the objectives from being renumbered and all policy references from changing.	
The words ' <u>the majority of</u> 'is removed as this would need to be quantified.	
<b>Objective 3a:</b> To ensure that new housing development in the Parish comprises dwellings with 1, 2 or 3 bedrooms, suitable for starter homes or for elderly residents downsizing from elsewhere in the village.	
<b>Policy HO3: Housing mix</b> The word significant has been removed as this can not be quantified. Replaced 'designed for live long living' with 'designed in accordance with lifetime homes principles'	
<b>Policy HO9:</b> Replace 'normally be opposed' with 'not be supported' Replace 'so long as' with 'subject to'	
<b>Policy ENV2: Wildlife protection</b> – noted, as with all planning decisions, an element of judgement is needed. Are there some key area specific arboricultural amenity that you would like included in the policy? <b>This policy still needs work.</b>	
<b>Policy ENV3 and 4</b> Have you done a map showing these? If not then this needs to be done ASAP. Most will exist so have a look at the LPA work as a starting point so might be worth contacting Lewes, they may even do the mapping for you.	

<p><b>Policy ENV6</b>  We spoke about taking photos and showing clearly on a map which views these were. Has this been done? If not then it needs to be addressed and I suggest we include it in the plan and not in the character assessment. There are a few bits of mapping to do, this has to either be done by you or Lewes. More and more LPAs are opting to do it so that once the plan is made then they already have all the mapping layers in their system. Have you had this discussion with Lewes yet?  Spoke to Julia about maps but she is unsure of timescales for LDC providing this.</p>	
<p>Policy ENV8: I suggest that the policy is re-worded to include Natural England’s requirement for a SSSI Impact risk zone. So perhaps a policy such as  <b>Policy ENV8: Chailey Common buffer zone</b>  <b>Development proposals will need to establish a buffer zone based on Natural England’s SSI Impact Risk Zone in relation to any proposed development within Chailey Common or within the curtilage of Chailey Common. The zones around this SSSI will reflect the particular sensitivities of the features for which it is notified and indicate the types of development proposal which could potentially have adverse impacts. Developments with adverse impacts on the SSSI site will be resisted. Any proposed development within this buffer zone will need to demonstrate how it will minimise the impact on the SSSI site.</b>  Is there a map being produced to accompany this?</p>	
<p>Please provide the area designation map to be inserted at ANNEX B</p>	
<p>I will have a look at Policy TRA2 and ECO3 to see how we can strengthen it.</p>	
<p>I need clarification on what the conflict is between ECO4 and JCS CORE POLICY 4, Julia is looking at this.</p>	
<p><b>TRA2:</b> community transport moved to community aspirations</p>	
<p><b>ECO7:</b> Facilities to support and encourage home working through ultra-fast telecommunication provision moved to community aspirations</p>	

### 3. REGULATION 14

#### **Pre-submission consultation and publicity**

- 14.** Before submitting a plan proposal to the local planning authority, a qualifying body must—
- (a)publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area—
- (i)details of the proposals for a neighbourhood development plan;
- (ii)details of where and when the proposals for a neighbourhood development plan may be inspected;
- (iii)details of how to make representations; and
- (iv)the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised;
- (b)consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan; and
- (c)send a copy of the proposals for a neighbourhood development plan to the local planning authority.

The Regulation 14 Consultation	STATUS
1. The Regs. require at least 6 weeks consultation which is organised by the Parish Council (qualifying body) to people who live work or run businesses in the area or anyone who could be affected by the Plan.	
2. The publicity must include details of the proposed neighbourhood plan, where and when it may be viewed and how to make comments on the Plan and by what date.	
3. Certain statutory bodies must be consulted including the County Council, the Environment Agency, Natural England and Historic England.	
4. Request a statutory consultation list from the local planning authority (LPA) because there may be others.	
5. Create a further local consultation list (significant landowners, local businesses, local community organisations). Don't forget the LPA and neighbouring parishes. Ensure an accurate copy of this database is saved as this will need to be submitted to the LPA at Reg.15.	
6. Produce a document list of all the information which will be part of the consultation (the Plan plus supporting evidence base documents). Decide on whether a concise summary version with the vision and policies would be useful to the general public and timescales for producing this and printing.	

<b>Publicity and awareness raising /Consultation material</b>	<b>STATUS</b>
1. Decide on the format of consultation (various methods, door to door leaflets, public notices in strategic places in the parish, local publication media (leading timescale), libraries and PC office (hard copy of the Plan).	
2. Project plan the timescales for printing the notices, any publication outlets plus the actual hard copies of the Plan.	
3. Be clear on how and by when people may respond. Produce the response forms for the plan (hard copy and electronic) Remember to inform consultees that their details will be passed onto the LPA for the Reg.16	
4. Decide on any drop in sessions and advertise these in advance. Have a rota for SG members to help.	
5. Decide on any social media networks or presence at any upcoming local events.	
6. Ensure all the correct information is on the website and easily accessible.	
7. Consider whether there will be a service available to collect response forms from those who have accessibility issues.	
8. Decide how many additional hard copies will be available to send to people who can't access a digital or displayed copy.	

<b>Considering representations and modifications</b>	<b>STATUS</b>
1. Any comments received by the end of the consultation period must be considered conscientiously by the neighbourhood planning body.	
2. All representations need to be considered but it is for the body to take a view by making a planning judgement and a decision made.	
3. The decisions on whether to amend the plan, and the reasoning behind them, should be recorded accurately. This will form part of the consultation statement which needs to be submitted at Regulation 15. Record these as they come in to minimise time at the end of the consultation period.	
4. The neighbourhood planning body will need to agree the modifications and approve the revised plan before submitting to the local planning authority at Regulation 15.	

## 4. CONSULTATION STATEMENT

As part of the formal submission of the Plan for Examination, there is a requirement for the Parish Council, as the ‘qualifying body’ to illustrate that they have consulted with the community and relevant bodies.

It is required to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012. Section 15(2) Part 5 of the Regulations.

The consultation statement should contain the following details of the Regulation 14 consultation:

- details of people and organisations consulted about the proposed neighbourhood plan;
- details of how they were consulted;
- a summary of the main issues and concerns raised through the consultation process;
- descriptions of how these issues and concerns were considered and addressed in the proposed neighbourhood plan.

<b>Consultation statement document information required</b>	<b>Action</b>
Consultation statement	Written by Moles for the Reg.15 submission with input from the SG as below
A consultation and history timeline	The SG to provide a table outlining the key consultation events from the very start of the process. It can be relatively simple, 3 columns: date, event and key details of the event. <b>This should be started by the SG now.</b>
Regulation 14 consultation responses	This will be done post Reg.14. It is important that the table is set up and all the responses logged by the SG as they come in. SG and Moles to produce final table with actions.
<b>List of appendix and description</b>	<b>Action</b>
Appendix 1: Communications engagement strategy	<b>SG to send this to Moles</b>
Appendix 2: Survey and survey analysis	<b>SG to send this to Moles</b>
Appendix 3: The various community events comments and photographs	<b>This should be started by the SG now.</b>
Appendix 4: Details of various consultation events	<b>This should be started by the SG now.</b>
Appendix 5: letter to stakeholders and response	<b>This should be started by the SG now.</b>

## 5. BASIC CONDITIONS STATEMENT

As part of the formal submission of the Plan for Examination, there is a requirement for the Parish Council, as the 'qualifying body' to illustrate that they have complied with a series of 'basic conditions' as set out in the Town & Country Planning Act 1990 (as Amended).

This statement is to illustrate compliance with these basic conditions. Section 1 of this report summarises the legislative requirements associated with these 'basic conditions'; Section 2 summarises and responds to the matters that the appointed examiner must consider; Sections 3 - 6 set out the basic conditions and assesses how the Plan meets these requirements; Section 7 confirms that the Plan is compatible with the Convention Rights.

<b>Basic condition document information</b>	<b>Action</b>
Basic condition document	Written by Moles for the Reg.15 submission with input from the SG as required
<b>List of appendix and description</b>	<b>Action</b>
Appendix 1: Area designation map	<b>SG to send this to Moles</b>
Appendix 2: Screening response	<b>SG to send this to Moles</b>