

HASSOCKS PARISH COUNCIL

To: All Members of the Neighbourhood Plan Working Group (Bill Hatton, Ian Weir, Frances Gaudencio, Nick Owens, Emma Wood, Mark Higgins, Judith Foot, Victoria Standfast, Virginia Pullen and David Withycombe)
Dowsett Mayhew Consultants: Dale Mayhew and Laura Bourke, with copies to all other Councillors for information.

A meeting of the NEIGHBOURHOOD PLAN WORKING GROUP will be held on Thursday 26 July 2018 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

AGENDA

1. APOLOGIES FOR ABSCENCE

2. DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under Hassocks Parish Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. MINUTES

3.1 To accept Minutes of the Meeting held 27th June 2018 (previously Circulated).

4. REPORTS

4.1 NEIGHBOURHOOD PLAN – FUTURE WORK PLAN

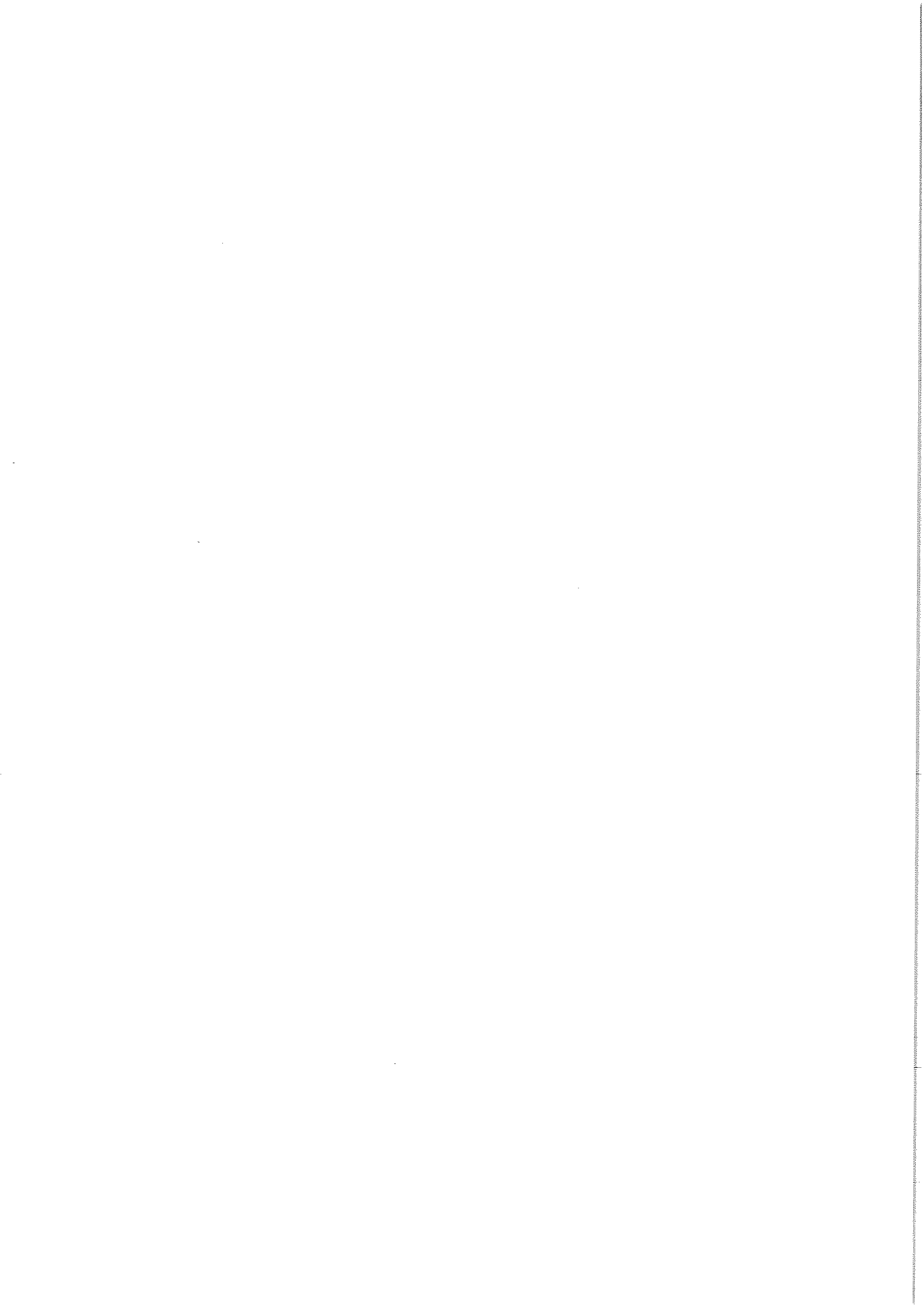
Members are requested to consider the attached report setting out the proposed work plan/timeline to develop Hassock Parish Councils revised Neighbourhood Plan (Appendix 1) **(papers to follow)**

5. DATE OF NEXT MEETING

To be agreed

EXCLUSION OF PUBLIC AND PRESS

In the event that any confidential business may be transacted, members of the public or press will be requested to withdraw from the meeting.



Proposed Project Plan for the Preparation of the Revised Hassocks Neighbourhood Plan

Prepared for
Hassocks Parish Council

Prepared by
Dale Mayhew BA (Hons) BTP MRTPI

July 2018

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1. INTRODUCTION

- 1.1. This document has been prepared for Hassocks Parish Council (HPC) following a decision by Members to progress with the preparation of a revised Neighbourhood Plan.
- 1.2. Options for progressing the production of Hassocks Neighbourhood Plan (HNP) was discussed at a meeting on Wednesday 27 June 2018 where it was agreed a "light touch" review would be undertaken¹.
- 1.3. Set out below is a proposed scope of works and associated schedule for work required to progress the preparation of a revised HNP up to the point of being "made" by Mid Sussex District Council (MSDC) .
- 1.4. The work outlined in this document is considered to be in accordance with both the legislative requirements, and National Planning Practice Guidance on the preparation of Neighbourhood Plans.

2. REGULATORY AND NATIONAL PLANNING PRACTICE GUIDANCE ON PREPARING A NEIGHBOURHOOD PLAN

- 2.1. The procedures that must be followed in preparing a Neighbourhood Plan are set out in the Neighbourhood Planning (General) Regulations 2012. These Regulations are supported by the National Planning Practice Guidance (NPPG) which set out a summary of the key stages in Neighbourhood Planning. The key stages are as follows:
 - Step 1: Designating Neighbourhood Area
 - Step 2: Preparing a Draft Neighbourhood Plan
 - Step 3: Pre-Submission Publicity and Consultation by Qualifying Body
 - Step 4: Submission of a Neighbourhood Plan to the Local Planning Authority
 - Step 5: Independent Examination
 - Steps 6 and 7: Referendum and making the Neighbourhood Plan or Order (Bringing it into Force)
- 2.2. For the purposes of this Paper, it is assumed, the area which was designated by MSDC in July 2012 and the South Downs National Park (SNDP) in September 2012 remains unchanged.
- 2.3. The designated area is co-terminus with the parish boundary. The proposed plan period mirrors that of the District Plan and covers the period up to 2031.

3. SCOPE OF WORKS

- 3.1. Set out below is a proposed Scope of Works to be undertaken from July 2018 up to the submission of the Plan to MSDC in July 2019.

¹ See Appendix 1 of Paper of Hassocks Parish Council meeting_26 June 2018

- 3.2. An accelerated timetable is proposed, given the associated history and existing evidence base of the Hassocks Neighbourhood Plan (HNP) which was prepared between 2012-2016.
- 3.3. It is proposed a revised draft Pre-Submission HNP will be prepared between July 2018 and December 2018.
- 3.4. At this stage it is envisaged the Regulation 14 Pre-Submission HNP will be subject to a 6 week public consultation period during January - February 2019.

Review The Technical Evidence Base: July - August 2018

- 3.5. The technical evidence base of the HNP has largely been established. As a starting point, this will be refreshed and updated to take account of changes to national and local planning policy and relevant government publications. This includes the imminently expected revised National Planning Policy Framework (NPPF), the recent adoption of the Mid Sussex District Plan 2014-2031, and key planning permissions that have been granted over the last few years in the Parish, in the respect of housing.
- 3.6. The evidence base will also comprise information on environmental data, including landscape and ecology, heritage data, social data, including Census information, health data and Indices of Multiple Deprivation, Flood Risk data, Air Quality Management data, and collation and assessment of a range of existing Plans and programmes that will influence the formation of the HNP.
- 3.7. The technical evidence base is an iterative process and will be continually updated during the Neighbourhood Plan-making process.
- 3.8. **ACTION:** DOWSETTMAYHEW Planning Partnership to undertake a review of the technical evidence base.

Stakeholder Engagement: July - October 2018

- 3.9. Stakeholder engagement (including but not limited to Parish residents) will need to be undertaken throughout the plan preparation process.
- 3.10. It is recommended an initial stakeholder engagement exercise is undertaken to let stakeholders know HPC have resolved to undertake a revised HNP and invite involvement.
- 3.11. Stakeholder engagement should include and extend beyond local residents, to include, for example, the Local Planning Authority, landowners, developers, agents, neighbouring parishes, and other stakeholders within the development process, such as infrastructure providers, where necessary.
- 3.12. Given HPC have elected to undertake a light touch review of the HNP, it is envisaged stakeholders could be informed of Plan progress through the local press, by way of updates on the dedicated HPC webpage and through social media. Email alerts could also be shared with those who have previously expressed an interest in being kept informed of Plan process.

- 3.13. Should the revised HNP seek to allocate additional areas of land as Local Green Space (LGS), more extensive, direct engagement such as a public meeting/exhibition may need to be undertaken to gain public feedback on the additional areas proposed.
- 3.14. **ACTION:** The Neighbourhood Plan Working Group (NPWG) undertake stakeholder engagement with guidance and support provided by DOWSETTMAYHEW Planning Partnership.

Vision And Strategic Objectives Of A Revised HNP: July - August 2018

- 3.15. A Vision and set of Strategic Objectives have previously been identified and consulted on. In light of the preparation of a revised HNP, it is recommended these are reviewed to ensure they remain fit for purpose, as these will guide the Plan's policies and aims.
- 3.16. **ACTION:** The NPWG undertake a review of the Vision and Strategic Objectives with guidance and support provided by DOWSETTMAYHEW Planning Partnership.

Scoping Report For The Sustainability Appraisal: August - September 2018

- 3.17. To accord with legislative requirements and best practice, it is recommended that the HNP is accompanied by a Sustainability Appraisal (SA) (incorporating a Strategic Environmental Assessment).
- 3.18. This commences with the production of and consultation on, a Scoping Report. This must be issued for a statutory 5 week consultation process with the statutory bodies (Environment Agency, Natural England and Historic England).
- 3.19. **ACTION:** DOWSETTMAYHEW Planning Partnership to prepare the Scoping Report and manage the statutory consultation.

Planning Policies And Aims: August - October 2018

- 3.20. Planning policies and aims have previously been prepared and agreed by the NPWG. These cover key topic areas of: Environment and Heritage; Community Infrastructure; Housing; Economy; and Transport.
- 3.21. It is important to note that for a policy to have the best prospect of endorsement by the appointed Examiner, it must be justified by supporting evidence. This means that once a policy area is identified, evidence will need to be sourced to inform and support the inclusion of policies.
- 3.22. It is envisaged the Environment and Heritage chapter could retain many, or all, of the previously identified policies. For ease, these comprise policies relating to:
- Hassocks-Burgess Hill Gap;
 - Hassocks-Ditchling Gap & Hassocks-Hurstpierpoint Gap;
 - Local Green Spaces;
 - Green Infrastructure;
 - South Downs National Park;

- Conservation Areas;
 - Air Quality Management; and
 - Character and Design.
- 3.23. As set out in the Basic Conditions, the HNP is required to be in “general conformity” with the strategic policies of the District Plan. Furthermore planning policies will need to be justified against a robust and clear evidence base.
- 3.24. With respect to the proposed Gap policies, the MSDC Local Plan (2004), had previously identified “Strategic Gaps”, at Burgess Hill and Hurstpierpoint/Keymer/Hassocks and “Local Gaps” at at Kemyer/Hassocks and Ditchling; and Keymer/Hassocks and Hurstpierpoint with the objective of preventing coalescence and retaining the separate identity and amenity of the settlements. The Policies sought to prohibit development within the Gaps unless it meet certain criteria.
- 3.25. The recently adopted District Plan does not include such Gap policies and seeks to prevent coalescence more generally between settlements (DP13: Preventing Coalescence). No specific areas of land are identified.
- 3.26. The District Plan Policy confirms:
- “Local Gaps can be identified in Neighbourhood Plans or a Site Allocations Development Plan Document...where there is robust evidence that development within the Gap would individually or cumulatively result in coalescence and the loss of the separate identity and amenity of nearby settlements. Evidence must demonstrate that existing local and national policies cannot provide the necessary protection”.*
- 3.27. Against this backdrop, it is recommended an accompanying background paper is prepared to support and justify gap policies in a revised HNP including the specific extent/boundaries of the Gap. The Paper will need to demonstrate the landscape value of those areas identified and the reasons why these should be protected. As set out in Policy DP13, the Paper will also need to demonstrate that development would individually or cumulatively comprise the purposes of the Gaps and result in coalescence. Further it will also need to demonstrate that a locally specific policy is required above the strategic policies of the District Plan.
- 3.28. The District, and in time an Examiner, will seek such evidence to justify the identification of Gaps and therefore a background paper will need to clearly demonstrate the requirements of DP13 are met.
- 3.29. **ACTION:** Given the specialist skills of Members of the NPWG, it is recommended consideration is given to the preparation of the background paper by the NPWG.
- 3.30. With respect to Local Green Spaces, a background paper has previously been prepared to support the identification of areas of particular importance which are considered to warrant special protection.
- 3.31. It is recommended the NPWG review the existing background evidence paper and consider whether these, and/or further areas of land should be identified. The background paper should be

reviewed to confirm if there is any further evidence available to inform consideration of potential designations against the requirements of paragraph 77 of the NPPF. In particular this will need to take account of planning applications and representations submitted at the Regulation 16 stage of the previously prepared Plan.

- 3.32. **ACTION:** Given the specialist skills of Members of the NPWG, it is recommended the background Paper is reviewed by the NPWG.
- 3.33. It is not considered any further Background Papers are required to support the Environment and Heritage section of the HNP.
- 3.34. It is envisaged the Community Infrastructure chapter could retain many of the previously identified policies. For ease, these comprise policies relating to:
- Open Space;
 - Outdoor Play Space;
 - Community Facilities;
 - Education Facilities; and
 - Healthcare Facilities.
- 3.35. The strategic allocation at Clayton Mills, proposes a new primary school. The revised HNP may therefore seek to support the provision of the Primary School at this location in order to meet the local and wider education need.
- 3.36. No background papers are required to support the above proposed policies/aims.
- 3.37. With respect to the Housing chapter, I recommend this section of the HNP provides a background summary of the level of housing provided and planned for within the Parish, as set out in the District Plan, and recent planning permissions.
- 3.38. I also recommend the Background Paper acknowledges the recently published Strategic Housing and Economic Land Availability Assessment (SHELAA) which identifies a number of potential candidate housing sites within Hassocks.
- 3.39. In light of the quantum and level of development completed or committed within the Parish, I recommend the background paper details HPC's decision for the HNP not to allocate additional housing.
- 3.40. In the absence of site allocation policies, it is envisaged the Housing chapter could retain some of the previous policies identified. If considered appropriate by the NPWG, policies could relate to matters such as:
- Windfall Development;
 - Housing Mix;
 - Affordable Housing; and

- Reuse of Rural Buildings for Residential Use.

3.41. No background papers are required to support the above proposed policies/aims.

3.42. **ACTION:** DOWSETTMAYHEW Planning Partnership, in conjunction with NPWG, to prepare a background paper to detail the level of housing provided and planned for within the Parish, as set out in the District Plan. Paper to detail HPC's decision not to allocate any further housing within the Parish.

3.43. It is envisaged the Economy chapter could retain it's previous policy and aim. For ease, these comprise:

- Village Centre; and
- Tourism.

3.44. No background papers are required to support the above proposed policies/aims.

3.45. It is envisaged the Transport chapter could retain some or all of the previous aims. For ease, these comprise aims relating to:

- Roads, Traffic and Congestion;
- Speed and Speed Limits;
- Parking;
- Safety;
- Pollution;
- Public Transport - Rail/Bus;
- Footpaths and Accessibility; and
- Cycleways and Bridleways.

3.46. No background papers are required to support the above proposed policies/aims.

3.47. **ACTION:** The NPWG to undertake a review of the Policies and Aims to ensure policies remain fit for purpose and are in line with the Vision and Strategic Objectives of the HNP. Guidance and support provided by DOWSETTMAYHEW Planning Partnership.

Preparation Of Sustainability Appraisal Analysis: October 2018

3.48. The obligation to undertake a SA is set out in Section 39 of the Planning and Compulsory Purchase Act 2004. This requires Local Development Documents to be prepared with a view to contributing to the achievement of sustainable development. The process involves examining the likely effects of the Plan and considering how they contribute to social, environmental and economic well-being.

- 3.49. A Strategic Environmental Assessment (SEA) involves the evaluation of the environmental impacts of the plan or programme. The requirement for SEA is set out in the European Directive 2001/42/EC adopted in UK law as the “Environmental Assessment of Plans or Programmes Regulations 2004”. The SEA process is very similar to the SA process, with more prescriptive guidance that needs to be followed in order to meet the SEA Directive’s requirements. Government guidance (in a Practical Guide to the Strategic Environmental Assessment Directive (ODPM 2005) suggests incorporating the SEA process into the SA and consider economic and social effects alongside the environmental effects considered through the SEA.
- 3.50. It is recommended this approach is followed and a SA which incorporates the SEA is prepared to support the HNP. Its purpose is to assess whether the HNP may have effects on a range of sustainability topics and consider alternatives and mitigation to reduce any negative impact. The policies and aims of the HNP will dovetail into the preparation of the SA which by necessity must consider policies against “reasonable alternatives”.
- 3.51. **ACTION:** DOWSETTMAYHEW Planning Partnership to prepare the Regulation 14 Pre-Submission SA.

Prepare Regulation 14 Pre-Submission HNP: September - October 2018

- 3.52. The main body of the HNP substantially exists. It will however be updated to reflect updates to national and local planning policy; any necessary amendments to the Vision and Strategic Objectives; and planning Policies and Aims.
- 3.53. In line with best practice, it is recommended a draft Regulation 14 HNP is shared with MSDC for review and comment. It is envisaged, the draft HNP, accompanying SA and Background Paper(s) will be shared with the District in November 2018.
- 3.54. Following MSDC’s review, any required updates and amendments will be made to the document(s) during December 2018.
- 3.55. Following this, it is envisaged the Regulation 14 Pre-Submission Plan will be consulted on for 6 weeks during January - February 2019.
- 3.56. **ACTION:** DOWSETTMAYHEW Planning Partnership to prepare the Regulation 14 Pre-Submission HNP and to liaise with MSDC on the draft documents. The NPWG to manage Regulation 14 consultation.

Collate And Analyse Feedback: March - April 2019

- 3.57. To aid discussions on responses received and to guide decisions on whether the HNP needs amendments in light of representations received, DOWSETTMAYHEW Planning Partnership will prepare in the first instance prepare a summary of the representations received. Following this, recommendations will be made on appropriate amendments to the HNP.
- 3.58. **ACTION:** DOWSETTMAYHEW Planning Partnership to review the Regulation 14 Pre-Submission representations and provide summary to NPWG. Further advice prepared to recommend proposed amendments to the HNP. NPWG to consider and agree amendments to be made to the Submission Plan.

Prepare Submission Version Neighbourhood Plan And Associated Documentation: May - June 2019

- 3.59. In light of feedback received and subsequent amendments made, a "Submission Version" Neighbourhood Plan will be prepared for review by the NPWG.
- 3.60. In line with the Neighbourhood Plan Regulations, the Submission Plan must be accompanied by a range of documents. These comprise: the Consultation Statement, Basic Conditions Statement, and Submission SA (and associated Non-Technical Summary).
- 3.61. **ACTION:** DOWSETTMAYHEW Planning Partnership to prepare Submission Documentation. NPWG to consider and agree Submission Documentation

Submit Submission Version Neighbourhood Plan To The Local Planning Authority: July 2019

- 3.62. Subject to the agreement of the HPC, the suite of documents will then be submitted to MSDC.
- 3.63. Upon receipt, MSDC are required to consider whether the HNP and its associated supporting documentation complies with legislative requirements.
- 3.64. **ACTION:** DOWSETTMAYHEW Planning Partnership to liaise with and submit requisite Documentation to MSDC.
- 3.65. For ease, I set out below the process which follows once the HNP is submitted. MSDC and SDNP have agreed, MSDC will lead on the HNP and therefore I set out the role of MSDC in the final stages of plan preparation.

Local Planning Authority Publicity Period

- 3.66. Subject to confirmation from the MSDC that the Plan is accepted, the District arranges and undertakes a statutory 6-week consultation exercise.
- 3.67. Following public consultation, MSDC will collate associated responses received and pass these and all relevant material to an Examiner.

Examination

- 3.68. MSDC are responsible for the arrangement of the Examination of the Plan.
- 3.69. The appointment of an Examiner is undertaken by MSDC and should be in consultation with HPC.
- 3.70. As set out in National Planning Policy Guidance, it is expected that the examination of a draft neighbourhood plan will not include a public hearing. Rather the examiner should reach a view by considering written representations².

The Examiner's Report And Progress To Referendum

- 3.71. Upon receipt of the Examiner's Report, MSDC must decide whether to move the Plan forward to Referendum.
- 3.72. This involves considering the recommendations of the Examiner, including in relation to amendments to the Plan.

² National Planning Policy Guidance: Paragraph: 056 Reference ID: 41-056-20180222

Referendum

- 3.73. MSDC, in discussion with the Parish, arrange for the Plan to be subject to Referendum.

Adoption

- 3.74. Subject to the result of the Referendum, MSDC considers the Plan in relation to EU Obligation and Convention Rights and, providing these are not breached, the Local Planning Authority makes the Plan (i.e. it is adopted as a Development Plan for the Parish of Hassocks).

4. TIMELINE

- 4.1. Having regard to the scope of works outlined above, attached at Appendix 1 is an outline timeline for the work required in producing the revised HNP.
- 4.2. This assumes a commencement date of work going forward from July 2018. It sets out a summary of the stages of work that are required, up to the point at which the Submission Plan is submitted to MSDC.
- 4.3. The timeline does not provide details of the period thereafter in respect of MSDC's publication of the Submission Version Plan, the Independent Examination, MSDC's approval of the Plan and the arrangements and undertaking of a Referendum. Those processes are led by MSDC's and, as such, timelines cannot be assured.
- 4.4. The timeline at Appendix 1 is presented as a best case scenario. It assumes that there are no unforeseen impediments to the progress of the Plan (e.g. Policy shift by the LPA). It assumes that the engagement of other key stakeholders and the supply of requisite information can be provided in a timely and efficient manner. It also assumes that approval of stages of work and key documents by the NPWG occurs expeditiously.

5. SUMMARY

- 5.1. This report seeks to provide guidance on facilitating the progress of the revised HNP. It seeks to identify the elements of work required to progress the Plan through to Submission to MSDC.
- 5.2. It sets out an associated estimated timeline, which is considered the best that can be achieved, allowing for regulatory and best practice requirements on consultation and stakeholder involvement. It assumes efficient progress with no unforeseen delays.

APPENDIX 1

(DOWSETMAYHEW Role and Timelines
associated with the preparation with the HNP)

DOWSETTMAYHEW role and associated timescales in the preparation of a revised Hassocks Neighbourhood Plan

Stage of Plan preparation	DOWSETTMAYHEW Role	When
Evidence Gathering and Plan preparation	Review of Evidence Base	July - August 2018
	Guidance on stakeholder engagement	July - October 2018
	Sustainability Appraisal (SA) Scoping Report	August - September 2018
	Drafting and publication of the Pre-submission Plan (Reg 14)	September - October 2018
	Preparation of Pre-submission SA (Reg 14)	October 2018
	MSDC review draft Plan and provide feedback	November 2018
	Update and finalise Pre-submission Plan	December 2018
	Pre-Submission (Reg 14) Consultation	
Preparation of Submission Plan and associated documents	Review of Pre-submission responses and preparation of advice in response to matters raised	March - April 2019
	Guidance in relation to finalising the Submission Plan (Reg 16)	May - June 2019
	Preparation of Basic Condition Statement	May - June 2019
	Preparation of Consultation Statement	May - June 2019
	Preparation of Submission SA (Reg 16) including Non Technical Summary	May - June 2019

Stage of Plan preparation	DOWSETTMAYHEW Role	When
Submission of Plan and associated documents to MSDC		July 2019
	Attendance at Steering Group meetings	During plan preparation
	Liaison with Mid Sussex District Council and other key stakeholders (where necessary)	During plan preparation