

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 11th June 2019
at 7.30 pm in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Parish Clerk 6 June 2019

Members of the public are encouraged to come to the meetings and there is an opportunity for them to address the Council relating to the non-confidential items on the published agenda.

AGENDA

1. APOLOGIES

- 1.1 To Accept Apologies for Absence.

2. DECLARATIONS OF INTEREST

- 2.1 Disclosure by Councillors of personal interests in matters on the agenda, and whether the Councillor regards their interest as prejudicial under the terms of the Code of Conduct.

3. MINUTES

- 3.1 To accept the minutes of the:

Parish Council meeting 14th May 2019

4. PUBLIC PARTICIPATION

*Up to fifteen minutes will be available to allow for the public to make representations, answer questions or give evidence **in respect of any item of business included in the agenda**, in accordance with Standing Orders.*

5. MINUTES

To accept the following Minutes

- 5.1 **Planning Committee** - 20 May 2019
- 5.2 **Policy Resources & Communications** 21 May 2019 (for noting)
- 5.3 **Grounds & Environment** – 30 May 2019 (for noting only)
- 5.4 **Neighbourhood Plan Working Group** – to agree the minutes for 25 April 2019 and to note the minutes for the meeting 23 May 2019

6. FINANCE

- 6.1 To approve the Financial Report and authorise the list of payments in the sum of £ 20,877.50 for the period ending 30 April 2019 set out in (**Appendix 1**.)
- 6.2 To consider the Annual Governance Statement for 2018/19 (**Appendix 2**) this report sets out how the Council has met its governance responsibilities.

- 6.3 To consider, approve and sign the summary draft Internal Auditors report and completed action plan (**Appendix 3**) and to consider and approve the Accounting Statements for 2018/19 (**Appendix 4**) and the Annual Return (**Appendix 5**)
- 6.4 To consider the Council Risk Assessments in accordance with the Councils requirement to review annually. (**Appendix 6**)
7. **Neighbourhood Plan Submission** –The Neighbourhood Plan Working Group considered the following documents at its recent meeting held on 23 May 2019
- Hassocks Parish Council (HPC) Draft Submission Plan – May 2019
 - Submission HNP updates
 - Review of Policy 2 – Local Green Spaces – May 2019
 - Regulation 14 Response in respect of Housing
 - Policy 1 Local Gaps Policy
 - Draft Submission Sustainability Appraisal

The original documents can be viewed via the following link
<http://2yhfme3psm0f3oogbm3pmsyc-wpengine.netdna-ssl.com/wp-content/uploads/2018/11/NPWG-Agenda-23.05.19-Website.pdf>

After detailed discussion Members of the working group **RESOLVED** to **RECOMMEND** approval of the revised documents to Council subject to them being updated to reflect the changes agreed at the meeting held on the 23 May 2019. The revised version is produced as (**Appendix 7**)

The amended documents post the Neighbourhood Plan Working Group were also agreed to be forwarded onto Mid Sussex District Council (MSDC) for comment to enable Members to reflect on any issues raised prior to formal submission of the Plan to Mid Sussex District Council.

Unfortunately the Council did not receive these at the time of publication of this agenda therefore Members will need to consider any material comments at this meeting to determine whether they wish to amend the current document(s) to reflect these observations or submit the plan as is. A verbal update will be provided on feedback received from MSDC to assist member's deliberations.

Members are therefore requested to consider the attached Neighbourhood Plan together with any material feedback provided by the District Council and determine whether they wish to approve the submission of the Plan to Mid Sussex District Council.

8. **REPORTS**

- 8.1 District Councillors' Report
- 8.2 County Councillor Report
- 8.3 Rail Matters (oral report, Leslie Campbell)
- 8.4 Youth Initiatives
- 8.5 Police report
- 8.6 Report from Councillors on meetings of outside bodies where the Council is represented.

9. **CHAIRMAN'S REPORT**

- 9.1 Current matters (oral report)

10. **CLERK'S REPORT**

- 10.1 **LETTER TO MSDC** at the previous Council meeting Members (PC19/40.2) requested that a letter be sent to MSDC regarding the implementation of the Community Infrastructure Levy (CIL) regime. Members requested to note that a letter was accordingly sent to MSDC.

11. **Urgent Matters** at the discretion of the Chairman for noting and/or inclusion on a future agenda.

- 12 Date of next meeting 9th July 2019

EXCLUSION OF PUBLIC AND PRESS In view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential agenda. If any members of the public or press are present they will be requested to withdraw from the meeting.

FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA
During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded. If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

Please Note

All members of the public are welcome to attend meetings of the Parish Council and its Committees.

Item 4 – a period of 15 minutes will be set aside for the public statements and questions relating to the published non-confidential business of the Meeting.

It may be necessary to consider particular items in confidential session and where this arises, these items will be considered at the end of the agenda

Hassocks Parish Council 2018/19					
Current Bank A/C 2114					
List of Payments made between 01/04/2019 and 30/04/2019 (incl VAT)					
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail	
02/04/2019	Scottish Water Business Stream	5992	8.56	Bowls W/Water 2.8.18-14.3.19	
02/04/2019	Rob Eager- Rooted Gdn Services	5993	375.00	B/Ground Maint Jan-Mar19	
02/04/2019	G A Hinde Window Cleaning Serv	5994	55.00	P/O Window Clean March 19	
02/04/2019	Biffa Waste Services Ltd	5995	214.50	Biffa Waste 23..2.19-29.3.19	
02/04/2019	Mark Mulberry	5996	126.00	Payroll Jan - March 19	
02/04/2019	AM Fire & Security	5997	196.69	Intruder Alarm service 2019	
09/04/2019	West SussexALC Ltd	5998	2121.73	WSALC/NALC Subs 19/20	
09/04/2019	Ernest Doe & Sons	5999	600.00	Long Handled Hedge Trimmer	
09/04/2019	Institute of Cemetery and Crem	6000	95.00	ICCM Subs 2019/20	
09/04/2019	The Information Commissioner	6001	40.00	Data Protection reg 19-20	
18/04/2019	HMRC/PAYE	6002	2091.64	April PAYE/NI	
24/04/2019	Service Vent Ltd	6003	198.00	Heat Recovery Sys service Pav	
24/04/2019	Warnes Windows	6004	25.00	P/O Window Clean April	
24/04/2019	James Wilson Tree Care	6005	80.00	Tree removal Parklands Copse	
24/04/2019	CVC Direct Ltd	6006	57.40	Heat recovery Sys filters	
24/04/2019	Kaycee Roofing Ltd	6008	78.00	P/O roof repairs	
24/04/2019	Computer Systems Engineers Ltd	6009	94.85	3yr server warranty	
24/04/2019	Rialtus Business Support	6010	330.00	Year End Support 18/19	
24/04/2019	Downsview Monumental	6011	168.00	Headstone adjustment	
29/04/2019	James Wilson Tree Care	6012	400.00	Tree Work in Adastra Park	
29/04/2019	Alan Jarrett	6013	360.00	Tractor/Hayter Service	
29/04/2019	Burgess Hill Town Council	6014	480.00	Bus Shelter Clean 1st Install	
29/04/2019	Fast Key Services Ltd	6015	62.27	Pavilion cabinet keys x10	
29/04/2019	Kaycee Roofing Ltd	6016	144.00	Pavilion roof repair	
29/04/2019	Rob Eager- Rooted Gdn Services	6017	77.00	2 x mowing burial ground	
29/04/2019	KCS Professional Services	6018	203.06	P/copier contract/charges 1	
09/04/2019	The Flintwall Company	BACS	1548.00	Flintwall Repair Gdn of Rem	
09/04/2019	Sports and Play Consulting Ltd	BACS	1250.00	Skatepark Project Stage 4	
18/04/2019	Total April Salaries	BACS	6325.95	April 19 Salaries	
18/04/2019	WSCC Pension Fund	BACS	2299.97	April 19 Pension Contributions	
01/04/2019	Barclays Bank	BARCLAYS	24.12	Bank Charges 13.2.19 - 12.3.19	
18/04/2019	British Gas	BRITGASD/D	48.51	P/O Gas March	
29/04/2019	British Gas	BRITGASD/D	11.51	P/O Gas additional March	
15/04/2019	British Telecom	BT D/D	101.34	P/O Telephone D/D April	
29/04/2019	Castle Water	CASTLE D/D	8.67	P/O Water supply April	
01/04/2019	edf energy	EDF D/D	77.00	P/O Elec April D/D	
01/04/2019	edf energy	EDF D/D	223.00	Pavilion elec April D/D	
01/04/2019	Mid Sussex District Council	MSDC D/D	271.73	Business Rates D/D April	
01/04/2019	Southeast water	SEWAT D/D	6.00	Allot water supply April D/D	
	Total Payments		20877.50		
	Signed.....				
	Date.....				

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/C 2114	30/04/2019	3	46,894.56
			<u>46,894.56</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
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2,683.73

44,210.83

Receipts not Banked/Cleared (Plus)

0.00

0.00

44,210.83

Balance per Cash Book is :-

44,210.83

Difference is :-

0.00

07/05/2019

Hassocks Parish Council Current Year

15:45

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

	<u>Receipt Totals</u>	<u>Payment Totals</u>
Total Year to Date	37,652.28	20,877.50

Total Receipts / Payments	37,652.28	20,877.50	<u>Closing Trial Balance</u>
Opening Balance	27,436.05		
Closing Balance		44,210.83	<u>44,210.83</u>
	<u>65,088.33</u>	<u>65,088.33</u>	

Date: 14/05/2019

Hassocks Parish Council Current Year

Page 1

Time: 15:08

Bank Reconciliation Statement as at 14/05/2019
for Cashbook 2 - Tracker A/C 3548

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tracker A/C 3548	29/04/2019	1	348,357.55
			<u>348,357.55</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			348,357.55
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			348,357.55
		Balance per Cash Book is :-	348,357.55
		Difference is :-	0.00

14/05/2019

Hassocks Parish Council Current Year

15:09

Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Year to Date	0.00	25,000.00	
Total Receipts / Payments	0.00	25,000.00	Closing Trial Balance
Opening Balance	373,357.55		<u> </u>
Closing Balance		348,357.55	<u>348,357.55</u>
	<u>373,357.55</u>	<u>373,357.55</u>	

14/05/2019

Hassocks Parish Council Current Year

15:11

Receipts and Payments Summary - Cashbook 4

Business Saver 2

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Receipts / Payments	0.00	0.00	Closing Trial Balance
Opening Balance	0.05		
Closing Balance		0.05	0.05
	<u>0.05</u>	<u>0.05</u>	

14/05/2019

Hassocks Parish Council Current Year

15:10

Receipts and Payments Summary - Cashbook 3

Business Saver 3

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Total Receipts / Payments	0.00	0.00	Closing Trial Balance
Opening Balance	85.44		
Closing Balance		85.44	85.44
	<u>85.44</u>	<u>85.44</u>	

HAS SOCKS PARISH COUNCIL

To: Council

Date: 11 June 2019

Contact for this report: Parish Clerk

Subject: **Item 6.2** Annual Governance Statement for year ended 31 March 2019

1. Hassocks Parish Council (HPC) is responsible for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. It must demonstrate that the following accounting statements are in place for the year ended 31 March 2019.

<p>1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</p>	<p>HPC has prepared its accounting statements in accordance with the Accounts and Audit Regulations.</p> <p>At each full Council meeting members consider and approve monthly expenditure:</p> <p>Under the transparency agenda all expenditure transactions are listed approved and signed by the Chairman.</p> <p>A monthly current account bank reconciliation is considered and approved by the Chairman at the monthly meeting.</p> <p>A quarterly bank reconciliation is carried out for each of the three savings accounts and signed by the Chairman at Council Meetings.</p>
<p>2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p>	<p>HPC has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</p>
<p>3. We took all reasonable steps to assure ourselves that there are no matters of actual potential non-compliance with laws, regulations and proper practises</p>	<p>HPC has only done what it has the legal power to do so and has complied with the proper practises in doing so.</p>

that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Standing Orders and Financial Regulations are adhered to and are kept under review.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<p>During the year, HPC has given all persons interested the opportunity to inspect and ask questions about the authority's accounts.</p> <p>HPC displays relevant documents on the village notice boards and in the Parish Council's front window.</p>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover when required.	<p>HPC has considered the financial and other risks it faces and has dealt with them properly.</p> <p>An annual risk assessment is written and reviewed.</p>
6. We maintained throughout the year an adequate effective system of internal audit of the accounting records and control systems.	<p>HPC has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the Council.</p> <p>An Internal Auditor was appointed and will undertake two visits a year to review accounts and procedures as a minimum.</p>
7. We took appropriate action on all matters raised in reports from internal and external audit.	HPC has responded to any matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or	HPC disclosed everything it should have about its business activity during the year

after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	including events taking place after the year-end if relevant. There were none
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharge are accountability responsibilities for the fund(s)/assets, including financial reporting and if required, independent examination or audit.	HPC has met all of its responsibilities where it is a sole managing trustee of a local trust.

2. **OFFICER RECOMMENDATION** Members are recommended to approve this Annual Governance Statement for year ended 31 March 2019.

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

HAS SOCKS PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/06/2019

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.hassocks-pc.gov.uk

(1 of 8)

HASOCKS PARISH COUNCIL

To: Council
Date: 11 June 2019

Contact for this report: Parish Clerk

Subject: **Item 6.3** Annual Return supporting documentation – Internal Auditors report for the year ended 31 March 2019 and Accounting statements for the year ending 31st March 2019.

1. The Internal Auditor's report has been received and the year-end report has been attached as (**Appendix 3**) for Members information. He reports that the overall systems and procedures that Hassocks Parish Council operates are fit for purpose and indeed are a model of good practice and has signed the Annual Internal Audit Report 2018/19. (**Appendix 4**)
2. A copy of the accounting statements to support the Annual Return are attached and were reviewed as part of the Internal Auditors review and are set out as (**Appendix 5**)

RECOMMENDATION

5. Members are **RECOMMENDED** to note the contents of the Internal Auditors report.
6. Members are **RECOMMENDED** to approve that the Accounting statements for the year ended 31st March 2019, in this Annual return, present fairly the financial position of Hassocks Parish Council and its income and expenditure.


MULBERRY & CO

Chartered Certified Accountants
Registered Auditors
& Chartered Tax Advisors

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w www.mulberryandco.co.uk

Our Ref: MARK/HAS002

Mr I Cumberworth
Hassocks Parish Council
Parish Centre,
Adastra Park
Hassocks
West Sussex
BN6 8QH

29th April 2019

Dear Ian

Re: Hassocks Parish Council
Internal Audit Year Ended 31st March 2019

Following completion of our interim audit on the 13th November and our final internal audit on 25 April 2019 we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire financial year. Recommendations for future action are shown in the table at Appendix A.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the authority's approval of the annual governance statement.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the authority's approval of the annual governance statement.

Interim Audit – Summary Findings

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the use of the accounts package.
- Review of Bank Reconciliations
- Compliance with Regulations
- Salaries and Wages

It is our opinion that the systems and internal procedures at Hassocks Parish Council are very well established, regulated and followed. The Clerk ensures the Council follows best practice regulations and has over time adapted and changed the internal procedures as regulations and technologies have changed to maintain compliance.

It is clear the Council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose and indeed are a model of good practice. I would like to thank Ian and Tracy for their assistance and hard work.

Final Audit – Summary findings

We completed the following work at the final audit.

- Review of annual accounts & annual return
- Review of bank reconciliation
- Testing of income and expenditure, last 4 months of financial year
- Review of fixed asset register
- Review of information for external auditor.

I have set out the results of my testing against each of the control objectives set out in the internal audit section of the annual return below.

I am of the opinion that the annual accounts and annual return are ready to be signed off by council and the external auditor. Accordingly, I have signed off the Annual Internal Audit Report.

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

The Council continues to use RBS, an industry specific accounting package. I have tested the brought forward balances against the 2017-18 audited annual return and following confirmation with the software company regarding treatment of the year end creditors balance, I can confirm these have been brought forward correctly.

The RBS system is used daily to report and record the financial transactions of the council and a review of the cashbook shows that all data fields are being entered, the hard copy bank reconciliation reports are easy to read and logically filed. I therefore make no recommendation to change in this system.

I checked that the Council is up to date with VAT, with the VAT return completed for the period to 30 September 2018. I confirmed that balances on the return were derived from RBS generated reports.

The Council received a clear audit certificate from the external auditors in 2017-18. I am satisfied that the Council has met its legal obligation to publish the 2017-18 annual return on the Council website. The correct sections of the annual return have been published, along with the external audit certificate. I also confirmed that the Council has properly considered internal and external audit reports at meetings of the Full Council and that review has been minuted, with internal audit reported in June 2018, and the external audit report taken to the October 2018 meeting.

I note that the Council has completed the conclusion of audit certificate and published this on the website. The certificate was dated 2 October, which is after the due date of 30 September. This is entirely due to the tardiness of the external auditors in issuing the audit opinion, it did not arrive at HPC until the weekend of 29/30 September. I suggest it might be sensible to retain all communication relating to the lateness of the audit opinion.

Final Audit.

I agreed the statement of accounts back to annual return reports produced by the Council's accounting system, RBS. I conclude that all figures on the annual return have been correctly derived from the Council's accounting system. Arithmetic has been checked and the accounts cast.

I checked comparative figures for the previous financial year disclosed on this year's annual return back to last year's signed accounts, and can confirm that opening reserves balances, and comparative figures are accurately recorded in this year's annual return.

I also confirmed that VAT is up to date. At the time of my audit the VAT return had been completed and submitted to HMRC for the period to 31.3.19. VAT reclaimed could be agreed to a schedule of transactions extracted from RBS.

The Council produced an excellent final accounts folder which clearly supported the financial statements and should be considered a model set of working papers. I am satisfied that the Council has met this control objective

B. Financial Regulations & Payments

Interim Audit

Financial Regulations were approved at the September 2018 meeting of Full Council, with Standing Orders due to be considered at the November 2018 meeting.

The Council gives authority to spend via the annual budget process and this was minuted and approved in accordance with regulations. The minutes describe in detail the payments made since the last meeting and this is duly approved and signed. Councillor authorisation of payment is evidenced by signature of 2 councillors on authorisation slip attached to invoices. Payments are then made by cheque. These are signed off by 2 councillors and the signature is evidenced on the cheque stub. I tested a sample of expenditure transactions selected at random from a variety of general ledger codes, and for each transaction I was able to confirm:

- Cashbook entry could be agreed back to an invoice from the supplier
- Approval for the payment was recorded in a minute of a council meeting
- 2 councillors had approved the payment by signature attached to the invoice
- Cheque stubs recorded two councilor signatures.

I confirmed by sample testing that all councillors have signed acceptance of office forms, which have been counter signed by the Clerk.

I understand that the Council is actively considering moving to a system of making payments by electronic banking in the new financial year. I have discussed this with the Clerk and suggested that the financial regulations should be checked as part of this process.

Hassocks is considered a large council under transparency regulations and must therefore follow the 2015 Transparency Code. I note that Hassocks PC is compliant with requirements of the Transparency Code. The transparency section of the website lists information required by the Code, including regular uploads of payments above £500, information on grants paid and budgetary information. I sample checked expenditure and grant reporting on the website and confirmed that the Council was up to date in transparency reporting at the end of June, with updates due after presentation of relevant quarter 2 data to councillors.

Final Audit

I note that payment and procurement data for the final quarter of the financial year has not been updated on the website at the time of my audit, but I understand this is in hand.

Expenditure per box 6 to the accounts was £117,009 (2017/18: £116,556)

A further sample of expenditure transactions from the final four months of the financial year was selected. For all transactions selected I was able to:

- Agree expenditure back to invoice
- Confirm that the invoice had been signed off by two councilors

- Confirmed that the payment had been approved at a council meeting

I have identified no errors in my testing of expenditure recorded in box 6 to the accounts.

C. Risk Management & Insurance

Interim Audit

The Council has a risk strategy in place and monitors and reviews risk on an ongoing basis. A full risk assessment was approved at the Full Council meeting in June 2018. An appropriate minute was recorded, and this risk assessment meets the requirements of the Annual Governance Statement. I reviewed the detailed risk assessments. General and physical asset assessments have been carried out, these are comprehensive, and cover risks I would expect to see recorded in a council of this nature.

The Council is insured with Axa Insurance, on a standard local authority package. This is the first year of a three-year deal after the Council went through a market testing exercise managed by Came and Co. I have viewed the insurance certificate and confirmed insurance cover is in place with policy end date of 31 May 2019. Assets listed in the insurance schedule are consistent with the fixed asset register.

Money cover does not appear sufficient for a Council that had over £375K held at bank at last year end:

- Fidelity insurance cover is £100K
- Money loss cover (non-negotiable money) is £250K. This is a little low, given the level of cash held at the Council.

However, this has been considered by members and risk is accepted, following recommendations I made last year.

The Council backs up computer data to a local NAS drive at the office and then an additional backup runs to output the data to offsite drives which are removed and taken offsite. This ensures remote back up is in place for Council data. The Clerk has confirmed that back up will be tested in the next 12 months,

Final Audit

The Council has met its obligation to complete a risk assessment in 2018/19 by way of the June 2018 review noted above. The 2019/20 review is under way.

I am satisfied that the Council has met this control objective

D. Budget, Precept & Reserves

Interim Audit

The Council is well advanced in 2019-20 budget setting process. Budget plans have been discussed with committees and will be discussed at the Policy and Resources Committee in November. There is adequate capacity in the budget planning cycle to ensure that a draft precept and budget can be approved at the December 2018 meeting of Full Council, with a January meeting in place in case the council tax base is provided at a later date by the district council. The Council is well placed to ensure that precepting authority deadlines will be met. Detailed budget notes have been supplied to support the budget setting process.

The Council has well developed reserves, with earmarked reserves of around £240K at the time of my audit. I was pleased to note the budget setting information pack includes details on the Council's reserves position. I will review reserves in more detail at my year-end audit.

I have confirmed that budget reporting to members is occurring quarterly. I checked the quarter 2 budget outturn report and was satisfied that expenditure is being controlled within approved budgets, with no significant

overspends, Variance reporting to members was accurate. The budget reports are derived directly from the RBS system.

Final Audit

The budget for 2018/19 was approved at Full Council meeting of 11 December 2018. Approval for the budget has been recorded in the minutes and a full report on the budget setting process has been set out. There is clear evidence that members were properly informed during the budget and precept setting process and that the budget was properly considered by members.

Reserves per box 8 to the account are £386,302 (2017/18 £343,830)

Earmarked reserves are £275K. These are closely managed, and there is evidence from minutes of Full Council that members receive regular updates about these reserves. £188K is held in the Adastral Skate / Masterplan reserve, work has recently commenced on the new skatepark.

General reserves are around £111K, around 40% of 2018/19 precept. This is appropriate for a Council of this size, given the well-developed earmarked reserves held.

I am satisfied that the Council has met this control objective

E. Income

Interim Audit

I confirmed that the Council has properly approved fees charged as required by financial regulations. Burial Ground fees were approved by council January 2019, after a fee comparison exercise. Sports fees were approved by Council in approved in February 2018.

Final Audit

Income per box 3 to the accounts is £22,817 (2017/18 £45,964) Reduction is due to reduced grant income in 2018/19.

I selected a sample of income due to hires and in all cases I was able to agree income per ledger back to invoice. Hire rates were then agreed to fees and charges as approved by Council.

Precept at box 2 to the accounts is £275,009 (2017-18 £188,760) I have agreed this to third party information recorded on the Mid Sussex DC website. The Council approved a significant rise in precept for 2018/19.

I have found no errors in my testing of precept income per box 2 to the accounts and other income per box 3.

F. Petty cash

Interim Audit

I confirmed petty cash is reviewed on a periodic basis and reconciled to supporting records. Petty cash balance was £100 at year end.

G. Payroll

Interim Audit

The payroll is processed by an external provider. I checked the October 2018 payroll cost entered into the cashbook back to payroll summary and payslip produced by the payroll company. We found the cashbook entry to be accurate. I selected a sample of three officers from the payroll and agreed monthly gross pay back to annual pay award for the officer for the year, as set out on annual pay letter signed off by the Clerk.

I have no observations to raise from this testing.

Final Audit

Payroll per box 4 to the accounts £131,138 (2017/18 £135,259)

No further work carried out at final audit

H. Assets and investments**Interim Audit**

I will test this in detail at year end as part of the process of reconciling the accounts to the fixed asset register.

Final Audit

Fixed assets per the accounts are £957,255 (2017/18 £952,554)

I was able to reconcile the asset register per the accounts back to a schedule of assets. These have been correctly recorded at cost or proxy cost.

The council has prepared a schedule showing changes to the asset register made in 2018/19. I was able to confirm that assets have been written off as disposed (eg old stairlift) and new assets have been added at cost.

I have identified no errors in my testing of fixed assets.

I. Bank reconciliations**Interim Audit**

The Council holds 4 bank accounts, of which 2 are dormant. The Council is in the process of reviewing cash and investments with the aim of adopting an investment policy and reinvesting cash assets by the start of the new financial year. This is a sensible response to points I raised at my last audit and meets the regulatory requirement for parish councils to have an investment policy in place if they are planning to make investments in excess of £100K. I note that the Council is currently holding all of its cash (£358K at 12.11.18) with a single financial institution. However, I note that this is under active review, and consequently make no further recommendation.

I confirmed that reconciliations are completed monthly for all accounts. I re-performed the bank reconciliations for August 2018 for the current account and June 2018 for the tracker account. I found that the bank reconciliation had been properly prepared and were supported by bank statements and cashbooks. Proper councillor review had been completed for all accounts. I checked that the bank reconciliations had been presented to the September meeting of Full Council. The system of reconciliation is working correctly and in accordance with regulations. I make no recommendation to change in this system.

Final Audit

Cash per box 8 to the accounts is £400,979 (2017/18 £358,979)

Investment policy is now in place, and the clerk is working up plans to invest monies in line with the policy. I look forward to reviewing new bank accounts and investment accounts at my interim audit in December.

I re-performed the bank reconciliation for 31 March 2019.

I agreed all bank balances back to year end bank statements. All cash book balances were agreed to the trial balance. I note the reconciliations are due to be submitted to councillors for review at the next council meeting. Unpresented cheques were not material. I note the Barclays bank statements are dated 29 March, I have advised the clerk to obtain the statements to 31 March prior to submission of papers to external audit.

Loans outstanding per box 10 to the accounts were £38,200 (2017/18 £43,500.) I have agreed the balance outstanding year end statements provided by PWLB.

Boxes 10 and 8 to the accounts are fairly stated.

J. Year end accounts

The Council has compiled accounts on accruals basis, as required by regulation.

I confirmed that the Council has completed a reconciliation between box 7 and 8 of the accounts and that this is supported by schedules of debtors and creditors. A year on year variance report has been produced

I am satisfied that the Council has met this control objective

K: Trusteeship

Interim Audit

The Council has confirmed that it the sole trustee of the Talbot Field Trust, and the charity commission website has been updated accordingly. The annual return for 2017/18 has been uploaded to the Charity Commission, and the 2017-18 return is due. The Council will need to declare that it is a sole trustee of a charity on the annual governance statement in 2018/19 (this also happened in 2017-18).

L: Exercise of Public Rights - Inspection of Accounts

This new internal control objective is not active for 2018/19 financial year. However, I confirmed with the Clerk that that arrangements are in place at this Council to ensure proper exercise of public rights. Relevant dates are set out in the table below.

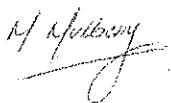
Inspection Stage	2018/19 Proposed Inspection Dates
Accounts approved at full council	11 June
Date Inspection Notice Issued and how published	12 June
Inspection period begins	17 June
Inspection period ends	26 July
Correct length	Yes
Common period included?	Yes
Summary of rights document on website?	Confirmed with Council that this will be published.

Plans are in place to allow for inspection periods to be published and set correctly for 2018/19 accounts.

Should you have any queries please do not hesitate to contact me, finally I enclose a fee note for your kind attention.

Kind regards

Yours sincerely



Mark Mulberry

Annual Internal Audit Report 2018/19

HASSOCKS PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

08/11/2018

25/04/2019

Name of person who carried out the internal audit

Mark Mulberry BA (Hons) FCA CIPFA

Signature of person who carried out the internal audit

[Signature]

Date

29/04/2019

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 2 – Accounting Statements 2018/19 for

HASOCKS PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	368,375	343,830	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	188,760	275,009	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	45,964	22,817	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	135,259	131,138	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	7,454	7,207	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	116,556	117,009	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	343,830	386,302	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	358,979	400,979	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	952,554	957,255	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	43,500	38,200	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

11/06/2019

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Working details for ANNUAL RETURN - Year ended 31 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	144,245	195,039	310	0	General Reserves
1	23,100	26,000	320	0	EMR- Pension Provision
1	1,500	0	321	0	EMR- Salaries - Casual Staff
1	100	0	322	0	EMR- Training - Staff
1	500	500	323	0	EMR- Hassocks Traders Assoc
1	2,100	0	325	0	EMR- Professional Fees
1	775	0	326	0	EMR- Training - Councillors
1	2,400	0	327	0	EMR- Elections
1	4,000	5,000	328	0	EMR- Youth Work
1	5,000	0	329	0	EMR- Adastra Playgrounds
1	10,000	0	330	0	EMR- Adastra Sports Pavilion
1	17,775	17,775	331	0	EMR- Adastra Bowling Green
1	1,653	1,650	332	0	EMR- Adastra Tennis Courts
1	69,700	69,700	333	0	EMR- Adastra Skate/Masterplan
1	16,000	0	334	0	EMR- Adastra Toilets
1	7,360	7,360	335	0	EMR- Adastra Memorial Garden
1	700	0	337	0	EMR- Footpaths/Monday Group
1	3,000	3,000	338	0	EMR- Village Sign
1	800	0	340	0	EMR- Finger Post Maintenance
1	1,000	0	341	0	EMR- Bus Shelter Maintenance
1	2,600	6,000	345	0	EMR- Tree Maintenance
1	8,605	8,806	346	0	EMR- Tree Planting
1	27,000	0	348	0	EMR- Neighbourhood Plan
1	9,963	0	349	0	EMR- Burial Ground
1	500	0	350	0	EMR-Pupil Voice
1	0	3,000	351	0	EMR-Replacement Play Equipment
1	8,000	0	352	0	EMR - Twinning Event
1	Balances brought forward	368,375	343,830	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	188,760	275,009	1076	110	Precept
2	Annual Precept	188,760	275,009	Total amount of Precept income received in the year	
3	1,487	1,435	1000	140	Allotment Income
3	4,910	2,521	1020	150	Burial Fees
3	0	785	1030	220	Memorial Bench donations
3	4,425	3,529	1040	170	Adastra Park Income
3	8,374	7,098	1040	180	Adastra Park Income
3	1,818	1,830	1040	183	Adastra Park Income
3	4,302	2,810	1040	190	Adastra Park Income
3	201	582	1050	240	Street Tree Fund
3	1,332	1,099	1060	270	Parking Disc Income
3	309	1,128	1090	110	Bank Interest
3	15,433	0	1900	180	Miscellaneous Income
3	3,374	0	1900	181	Miscellaneous Income
3	Total other	45,964	22,817	Total income or receipts as recorded in the cashbook minus the Precept	

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
receipts					
4	79,669	75,999	4000	100	Salaries - All Staff
4	1,248	1,248	4010	100	Salaries - Office Cleaning
4	1,575	1,117	4035	100	Salaries - Extra Time
4	25,189	24,557	4040	100	PAYE/NI
4	27,556	28,183	4045	100	Pension Costs
4	22	33	4050	100	Staff Expenses
4 Staff costs	135,259	131,138	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses		
5	7,454	7,207	4155	110	PWLB
5 Loan interest/Capital repayments	7,454	7,207	Total expenditure or payments of capital and interest made during the year on borrowings		
6	0	205	4030	100	Salaries - Casual Staff
6	488	310	4055	100	Training Staff
6	2,505	2,583	4060	110	Subscriptions
6	0	587	4065	110	Communications/Publications
6	420	420	4070	100	Payroll
6	58	106	4075	110	Hospitality
6	2,573	2,650	4100	110	Rates
6	1,098	1,131	4105	160	Utilities
6	1,963	2,108	4105	170	Utilities
6	20	115	4110	140	Repairs & Renewals
6	0	1,194	4110	150	Repairs & Renewals
6	296	4,718	4110	160	Repairs & Renewals
6	378	1,191	4110	170	Repairs & Renewals
6	1,300	2,349	4110	180	Repairs & Renewals
6	3,912	1,556	4110	181	Repairs & Renewals
6	431	0	4110	182	Repairs & Renewals
6	956	0	4110	183	Repairs & Renewals
6	1,659	866	4110	190	Repairs & Renewals
6	9,923	10,355	4110	230	Repairs & Renewals
6	2,576	1,720	4120	110	Web-site & IT Support
6	758	728	4125	160	Equip incl Comp/Photocopier
6	924	0	4125	170	Equip incl Comp/Photocopier
6	1,135	1,281	4130	110	Telephone
6	1,478	1,861	4135	110	Stationery & Office Supplies
6	4,143	3,001	4140	110	Insurance
6	1,306	1,243	4145	110	Audit Fees
6	500	0	4150	110	Professional Fees
6	432	387	4160	110	Bank Charges
6	518	620	4200	120	Chairman's Allowance
6	70	351	4205	120	Training - Councillors
6	112	43	4210	120	Members Allowances

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	2,575	2,415	4250	130	S137 Grants/Expenditure
6	4,469	3,200	4255	280	Christmas Lights
6	25	0	4260	130	Pupil Voice&Charities Youth
6	8,000	0	4265	130	Grants made
6	193	81	4300	140	Water
6	86	185	4300	150	Water
6	253	271	4300	160	Water
6	433	417	4300	170	Water
6	0	84	4300	190	Water
6	200	200	4305	140	HAHA Funding
6	1,409	1,022	4410	160	Building Maintenance Contracts
6	3,590	4,861	4410	170	Building Maintenance Contracts
6	497	0	4415	100	Grounds Maintenance Contracts
6	3,253	2,804	4415	150	Grounds Maintenance Contracts
6	4,435	4,500	4415	180	Grounds Maintenance Contracts
6	420	338	4415	181	Grounds Maintenance Contracts
6	120	658	4415	210	Grounds Maintenance Contracts
6	177	239	4420	170	Grounds Supplies
6	1,500	1,597	4420	180	Grounds Supplies
6	226	120	4420	183	Grounds Supplies
6	0	1,018	4425	180	Op W/Shed Project Ad Park
6	0	272	4430	180	Adastra Park Masterplan
6	0	3,000	4430	182	Adastra Park Masterplan
6	3,500	0	4500	240	Footpaths
6	2,091	1,607	4510	240	BHTC Reactive Work
6	2,578	2,664	4515	220	S137/Mobile Refuse Collection
6	2,509	2,294	4520	220	Floral Displays
6	70	40	4525	220	Finger Post Maintenance
6	1,200	328	4530	220	Bus Shelter Maintenance
6	693	764	4535	220	Seats
6	1,200	800	4540	270	Parking Discs
6	0	129	4545	220	Litter Bins
6	750	750	4560	240	S137/The Monday group
6	3,505	3,952	4600	230	WSCC Energy
6	2,164	1,402	4650	180	Biffa Waste
6	1,500	1,200	4655	180	Tree Maintenance
6	60	51	4655	220	Tree Maintenance
6	0	5,700	4660	240	Tree Planting
6	2,068	2,068	4665	220	Dog Bins & Maintnce Contract
6	996	800	4700	160	Grounds Machinery&Equip
6	496	117	4710	140	Grounds Projects
6	0	4,930	4710	180	Grounds Projects
6	17,386	16,453	4800	260	Neighbourhood Plan
6	Total other payments	116,556	117,008	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)	

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
7	Balances carried forward	343,830	386,302	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]	
8		38,189	27,436	200 0	Current Bank A/C 2114
8		320,605	373,358	205 0	Tracker A/C 3548
8		85	85	210 0	Business Saver 3
8		0	0	215 0	Business Saver 2
8		100	100	250 0	Petty Cash
8	Total Cash & Investments	358,979	400,979	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March	
9		952,554	957,255	9 0	Total Fixed Assets
9	Total Fixed Assets	952,554	957,255	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register	
10		43,500	38,200	10 0	Total Borrowings
10	Total Borrowings	43,500	38,200	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)	

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

HASSOCKS PARISH COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

HASSOCKS PARISH COUNCIL

To: Council
Date: 11 June 2019

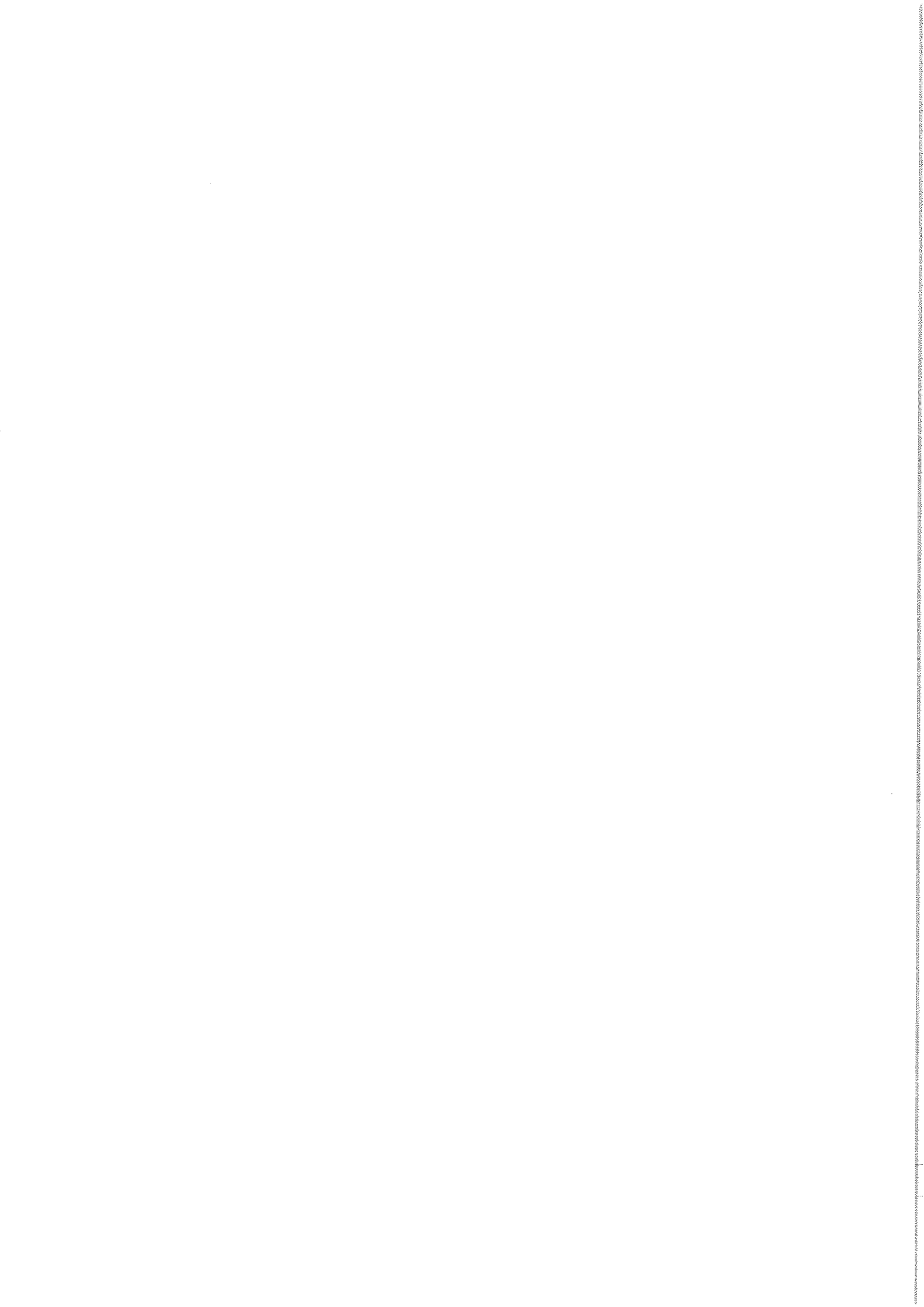
Contact for this report: Parish Clerk

Subject: **Item 6.4** Annual Risk Report.

1. Hassocks Parish Council is required to monitor and review risks on an ongoing basis and to consider policies arrangements in place to mitigate these.
2. This report sets out the risk assessments for Hassocks Parish Council covering:
 - Financial and Management risks
 - Physical risks.
3. Members are requested to review and consider the attached risk assessments to determine they are satisfied with current management/controls of the risk in operation and that appropriate actions are being taken to reflect the changing risk environment.

RECOMMENDATION

- 4 Members are **RECOMMENDED** to consider the contents of the risk report and note the actions put in place to manage the risks to the Council and to approve the current approach to risk management.



HASSOCKS PARISH COUNCIL – RISK ASSESSMENT

The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or mitigate the risks, insofar as is practically possible. Making sure that all employees and councilors are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to

In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

FINANCIAL AND MANAGEMENT Key, High, Medium, Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Precept	Adequacy of precept	L/M	<p>To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Clerk.</p> <p>With this information the Council maps out the required monies for following year and projects for the figures to budget headings, the total of which is resolved to be the precept amount to be requested from the District Council. This figure is submitted by the Clerk in writing to the District Council.</p> <p>The Clerk informs Council when the monies are received</p>	<p>Existing arrangement adequate</p> <p>The Council has developed a business plan which will inform the Councils budget strategy going forward.</p> <p>Existing arrangement adequate</p>
Financial Records	Inadequate records	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Financial Regulations are reviewed as required to reflect the increasing size of the authority and are based on NALC model documents.

FINANCIAL AND MANAGEMENT Key , High , Medium , Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
	Financial irregularities	L	<p>The records are subject to both internal and external audit. Money can only be withdrawn from the bank account under signature of two councillors, who are independent of the financial record keeping. Segregation of duties are in place where feasible.</p>	Current arrangements adequate.
Bank and Banking	Inadequate checks	L	<p>The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.</p>	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, Monitor the bank statements monthly.
	Bank mistakes Loss Charges	L	<p>If the bank makes occasional errors in processing cheques this would be discovered when the Clerk/Deputy Clerk reconciles the bank accounts once a month when the statements arrive. Errors would be dealt with immediately by informing the bank and awaiting their correction.</p>	
Cash	Loss through theft or dishonesty	L	Council has Financial Regulations which set out the requirements for handling transactions.	Existing procedure adequate. Review the Financial Regulations when necessary.
Reporting and Auditing	Information Communication	L	A monitoring statement is produced regularly at each main Council meeting, discussed and approved at the meeting.	Existing communication procedures adequate. Budget monitoring reports were introduced 2017/18 and reported to Policy Resources & Communications Committee periodically.

FINANCIAL AND MANAGEMENT Key , High , Medium , Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Direct costs Overhead expenses Debits	Compliance	L	This includes, bank reconciliation, and a breakdown of receipts and payments balanced against the bank. Council should regularly audit internally to comply with the Fidelity Guarantee.	Council appoints an appropriate Internal auditor to provide assurance on the control environment.
	Goods not supplied but Billed	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.
	Incorrect invoicing	L	At each Council meeting the list of invoices paid is distributed to Councillors, and considered	
	Cheque payable Incorrect	L	Each Councillor who signs the cheque also checks each invoice against the cheque book and associated paperwork and initials the chq stub as evidence of this.	
	Loss of stock	L	The Council has minimal stocks, these are checked and monitored periodically where necessary.	
	Unpaid invoices	L	Unpaid invoices to the Council for use of the playing field are pursued by the clerk/deputy clerk and reported to Council as appropriate.	
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minutes and is listed accordingly.	Existing procedure adequate.

FINANCIAL AND MANAGEMENT				
Key , High , Medium , Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One off grants would come with terms and conditions to be satisfied.	Procedure would need to be Formed, if required and be influenced by the conditions associated by any grant funding received.
Best value Accountability	Work awarded Incorrectly	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought.	Existing procedure adequate. This area is kept under review and amended as required.
	Overspend on services	L	If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	
Salaries and associated costs	Salary paid incorrectly Wrong deductions of NI or Tax Unpaid Tax & NI contributions to HMRC	L	The Parish Council authorises the appointment of all employees. All staff are paid on National Joint Council (NJC) rates. All salary calculations/Tax/NI and pension contributions are calculated by a payroll provider and paid over directly by the Council. All is subject to the internal audit.	Existing procedure adequate
Employees	Insufficient resources available to continue to operate effectively.	L/M	Vacant posts would be advertised and another appointment made. In the event of the Clerks role being vacant assistance of neighbouring parish clerks would be sought or utilise locum support.	Existing procedures adequate
	Fraud by staff	L		Existing procedures adequate

FINANCIAL AND MANAGEMENT Key , High , Medium , Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
	Actions undertaken by staff	L	Financial Regulations in place. Segregation of duties in operation to reduce the risk of fraud The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud.	Existing procedures adequate.
	Health & Safety	L	The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Monitor working conditions, safety requirements and Insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	L	No allowances are currently allocated to Parish Councillors with the exception of the Chairs allowance	Existing procedure adequate
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. However reserves are held to cover the likely cost based upon the estimated cost supplied by the district council from time to time.	Existing procedure adequate
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate

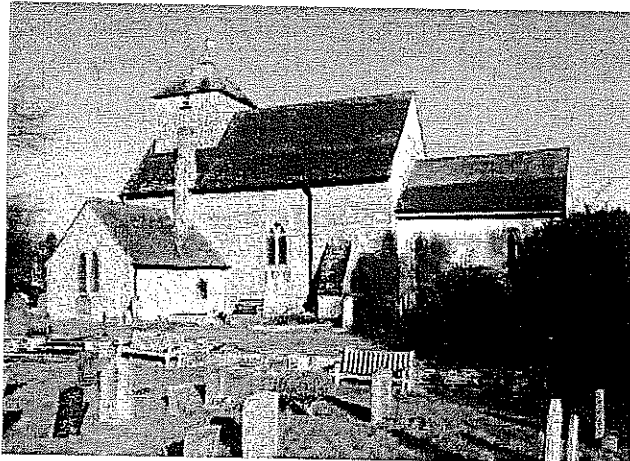
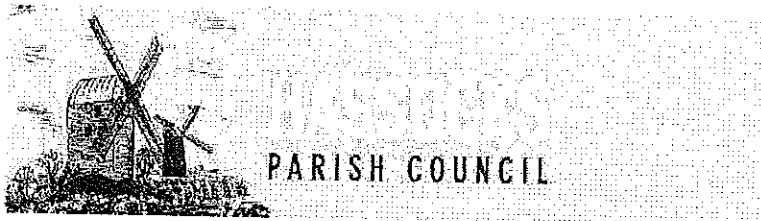
FINANCIAL AND MANAGEMENT				
Key, High, Medium, Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	Existing procedure adequate
Minutes/Agendas/Notices Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements.	Existing procedure adequate. Guidance/training to Chair should be given (if required).
	Business conduct	L	Business conducted at Council meetings should be managed by the Chair.	Members adhere to Code of Conduct and Standing Orders.
Members interests	Conflict of interest	L/M	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda. Guidance notes have been provided to members.	Existing procedure adequate.
	Register of Members interests	L	Register of Members Interest forms should be reviewed regularly by Councillors.	Members take responsibility to update their Register.
Insurance	Adequacy	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place.	Existing procedure adequate.
	Cost	L	Employers and Employee liability insurance is a necessity and must be paid for.	Review insurance provision annually.

FINANCIAL AND MANAGEMENT				
Key , High , Medium , Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
	Compliance Fidelity Guarantee	L	Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Review of compliance.
Data protection	Policy	M	The Council is registered with the Information Commissioner.	Ensure annual review of registration. Changes in legislation in May 2018 will impact on the Council therefore current arrangements are kept under review to ensure compliance.
Freedom of Information Act	Policy	L	The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts of requests made under the Freedom of Information Act.
	Provision	L	The Council is able to request a fee if the work will take more than 15 hours.	
Code of Conduct	Failure to comply with This will be reported to the MSDC Monitoring Officer	L	The clerk is therefore able to offer suitable advice re compliance. The Councilors are offered training. The clerk has access to NALC resources if further support is required.	Existing procedure adequate. This will be reviewed in 2019/20

PHYSICAL ASSET Key High , Medium , Low					
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise	
Assets	Loss or Damage Risk/damage to third party(ies)/property	L/M	Annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Existing procedure adequate. Fundamental review of Assets completed in 2017/18 and is reviewed on an ongoing basis	
Maintenance	Poor performance of assets or amenities	L/M	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council.	Existing procedure adequate. Ensure inspections carried out.	
	Loss of income or Performance	L	All assets are insured and reviewed annually.		
	Risk to third parties	L	All public amenity land is inspected regularly.		
Notice boards	Risk/damage/injury to third parties	L	Parish Council has a number of notice boards sited within the park and village.	Condition inspections carried out. Existing procedure adequate.	
Street furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for a number of streetlights, dog bins, litter bins, bus shelters around the village and covered by insurance. Periodic condition inspections are undertaken all reports of damage or faults are reported to Council and/or dealt with.	Existing procedure adequate	
Playing Fields – Adastra Park	Risk/damage/injury to third parties	L	There is a formal programme of inspections carried out, all reports of damage or faults are reviewed by the	Existing procedure adequate	

PHYSICAL ASSET				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
			Clerk and appropriate action taken. Independent monthly play equipment inspections are undertaken which is supplemented by an annual condition survey undertaken by an independent accredited third part organisation. Appropriate insurance cover is obtained. A grounds man is responsible for ensuring the preparation of the playing fields in Adastra Park in conjunction with a contractor to ensure appropriate standards are maintained.	
Allotments	Risk/damage/injury to third parties	L	Documented arrangements in operation. Managed in partnership with Hassocks Allotment Association. Inspection regime in operation supported by a maintenance regime.	Existing arrangements adequate.
Burial Grounds	Risk/damage/injury to third parties	L	Documented arrangements in operation. Operated in conjunction with local undertaker(s)	Arrangements were independently reviewed 2017/18 to provide assurance on frameworks in operation. These continue to kept under review
Council records – paper	Loss through: theft fire damage	L/M	The Parish Council records are stored at the Parish offices. Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc. Recent materials are in a (filing cabinet) and	Document storage arrangements to be reviewed to ensure they meet the Councils standards. Deeds/leases security to be reviewed to reduce the risk of damage from fire

PHYSICAL ASSET					
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise	
			older more historical records in cupboards		
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L/M	The Parish Council's electronic records are stored and backed up remotely via a third-party contractor.	Existing procedure adequate.	



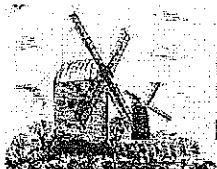
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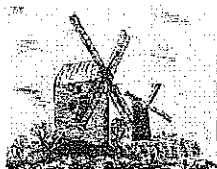
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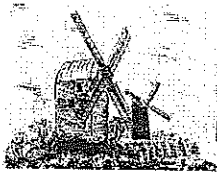
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FOREWORD

This Amended Version of the Hassocks Neighbourhood Plan has been prepared by Hassocks Parish Council following the refusal of Mid Sussex District Council (MSDC), the Local Planning Authority, for those areas of Hassocks Parish outside the South Downs National Park to allow the original 2016 Neighbourhood Plan to proceed to Public Examination. The reason for this was that following the Government Inspectors instruction to MSDC to increase the supply of housing across Mid Sussex in February 2017, our Plan made insufficient provision for new homes in Hassocks Parish.

This decision presented the Parish Council with a choice. Either abandon the Neighbourhood Plan altogether, or prepare a new one which complied with the housing requirement of the new District Plan which was finally adopted by MSDC in March 2018.

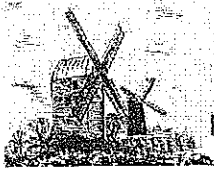
The Parish Council concluded that, in spite of this set back, and the fact that we would need to at least double the amount of new housing to meet the District Plan figure for Hassocks, we should prepare a new Plan for the following reasons:-

- The District Plan is a legally binding document. Hassocks and all other town and parish councils in the District will have to comply with its housing requirements.
- Once adopted, a Neighbourhood Plan becomes a Development Plan Document which gives protection against further development.
- If we have no Neighbourhood Plan we will be more susceptible to pressure from unwanted development and have less ability to shape and control our future and protect our environment.
- If we have no Neighbourhood Plan we will benefit much less from the substantial infrastructure contributions arising from the Government's Community Infrastructure Levy when this is introduced in Mid Sussex.

In light of the above, this Plan, which has been prepared by the Parish Council and co-opted members of the community, sets out a vision for our Parish from 2014 (which is the technical start date we must use) until 2031 (which is the end date of the District Plan).

The aims of the Plan are to:

- Provide a framework for future development in the Parish;
- Protect and enhance existing open spaces;
- Harness development value to improve infrastructure; and
- Establish Hassocks as an exemplar of high quality design and sustainable development.



This Amended Plan takes full account of the higher housing requirement for Hassocks set out in the District Plan. In this regard you will notice that the Strategic Site for 500 new homes on the Land North of Clayton Mills, which caused such controversy, has been included in our Plan.

The reason for this is that it is a District Plan Strategic Allocation included in the District Plan on the instruction of the Government Inspector. As mentioned above, the District Plan is a legally binding document so this site must be accepted. The addition of this site means that, taken with the other sites which already have planning permission, such as Ham Fields and the Hassocks Golf Club, we can fully meet the District Plan Housing Requirement for Hassocks.

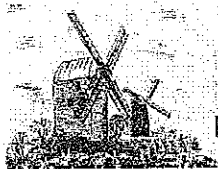
There is no need to allocate any more land for residential development in the Plan Period.

This Plan is now issued for public consultation. Please let us have your views.

Councillor Bill Hatton
Chairman, Neighbourhood Plan Working Group

Chapter 1

Introduction



1. INTRODUCTION

- 1.1. The Hassocks Neighbourhood Plan (HNP) has been prepared by Hassocks Parish Council (HPC). The HNP will guide and influence development in the Parish up to 2031. It covers the whole of the Parish, including Keymer and Clayton, as shown in Figure 1.

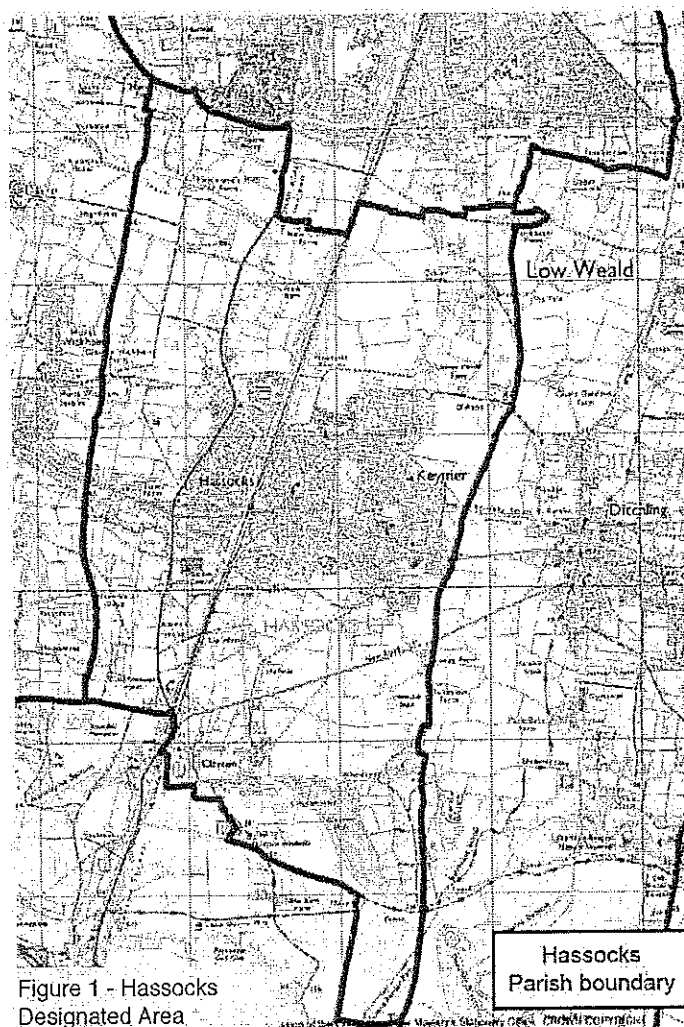
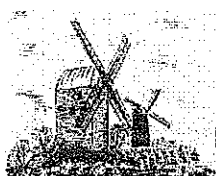


Figure 1 - Hassocks Designated Area

- 1.2. The southern and eastern boundary of the Parish lies in the South Downs National Park (SDNP). The extent of the SDNP is shown at Figure 2. South Downs National Park Authority is the Local Planning Authority for those areas of the Parish within the South Downs National Park.
- 1.3. Mid Sussex District Council (MSDC) designated the Parish for the purposes of neighbourhood planning on the 16 July 2012. Given part of the Parish lies within the SDNP, the South Downs National Park Authority (SDNPA) also designated the Parish in September 2012.



- 1.4. The preparation of the HNP commenced thereafter with the formation of the Neighbourhood Plan Working Group (NPWG).

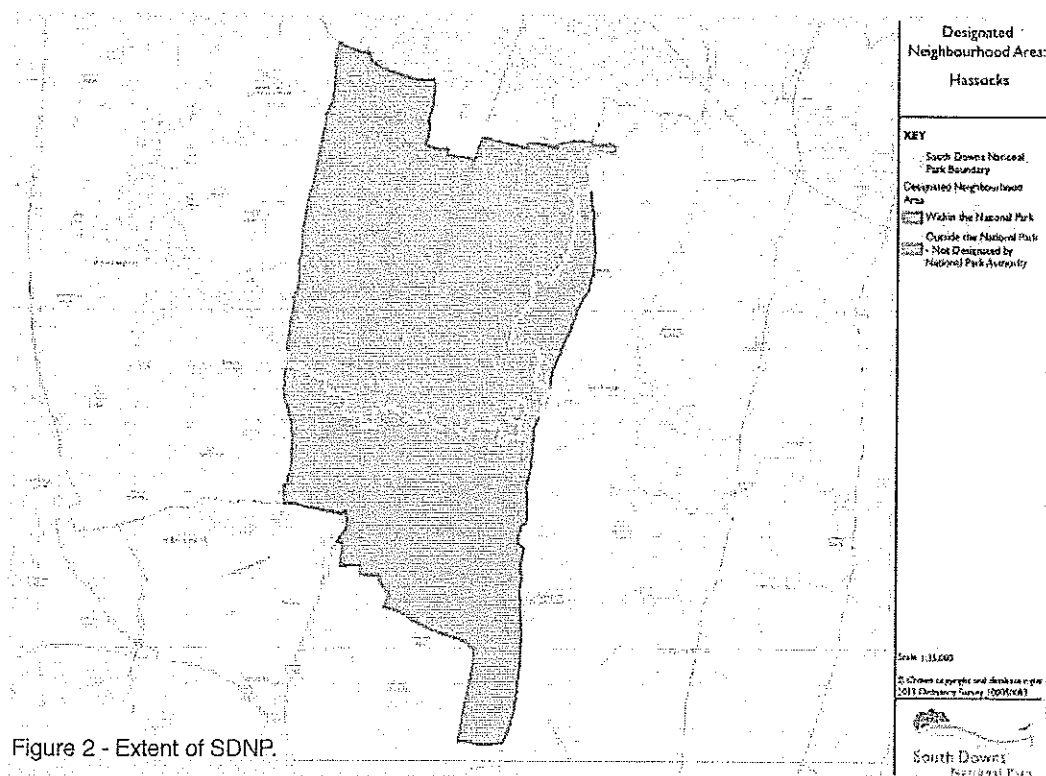
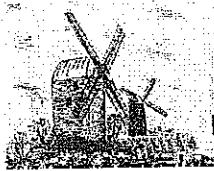


Figure 2 - Extent of SDNP

- 1.5. The Regulation 14 Pre-submission HNP and accompanying SA were submitted to MSDC in June 2016. Regulation 16 consultation followed between July-September 2016. However, the Submission HNP was not progressed to Examination. In light of feedback from the ongoing examination of the Mid Sussex District Plan (MSDP), in particular with respect to the overall level of housing need, MSDC determined that the Submission HNP should not proceed to Examination. Progress of the HNP was paused, pending the final adoption of the MSDP, which occurred in March 2018.
- 1.6. Following this, and in light of a meeting with MSDC Officers, the NPWG met on the 27 June 2018 to discuss the HNP and future options. It was agreed the NPWG would progress a 'light touch' review of the HNP.¹
- 1.7. This Submission Plan has been prepared following extensive background work, publication and consultation on the Regulation 14 Pre-submission HNP.

¹ See minutes of NPWG meeting on 27 June 2018



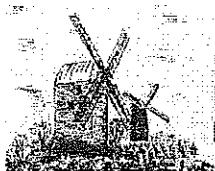
Planning Context

- 1.8. The Localism Act 2011 introduced new rights and powers to allow local communities to shape new development by preparing neighbourhood plans. A neighbourhood plan establishes planning policies for the development and use of land, for example where new homes should be built and what they should look like. Neighbourhood plans allow local people to influence the type of development for their area while contributing to the wider needs of the area.
- 1.9. The Government published the revised National Planning Policy Framework (NPPF) in February 2019. This sets out the Government's planning policies for England and how these should be applied. It provides a framework within which locally-prepared plans for housing and other development can be produced.
- 1.10. With respect to neighbourhood planning, the NPPF advises:
- "Neighbourhood planning gives communities the power to develop a shared vision for their area. Neighbourhood plans can shape, direct and help to deliver sustainable development, by influencing local planning decisions as part of the statutory development plan. Neighbourhood plans should not promote less development than set out in the strategic policies for the area, or undermine those strategic policies."*²
- 1.11. Neighbourhood plans must be in general conformity with the adopted Development Plan Document.³ For those parts of the Parish which fall within Mid Sussex District planning boundary, the most recently adopted Development Plan is the MSDP 2014-2031.⁴ This was adopted by MSDC on the 28 March 2018.
- 1.12. For those parts of the Parish which fall within the SDNP, the adopted Development Plan is the Mid Sussex Local Plan 2003.
- 1.13. The SDNPA is preparing a Park-wide South Downs Local Plan (SDLP). The SDLP was submitted to Government in April 2017. The Examination of the SDLP is ongoing. The Inspector's Report is awaited. Once adopted, the SDLP will replace the existing planning policies operating across the SDNP.

² Paragraph 29 of the National Planning Policy Framework

³ Paragraph 37 of the National Planning Policy Framework

⁴ Small Scale Housing Allocations Document forms part of the Development Plan

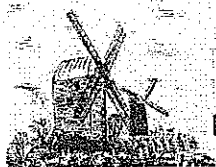


Plan Preparation

- 1.14. This HNP reflects the culmination of work by the NPWG since the Parish was designated for neighbourhood plan making in July 2012. It builds upon the evidence gathering, stakeholder engagement and plan preparation that took place in formulating the initial version of the HNP that was the subject of statutory consultation in 2016.
- 1.15. Since HPC resolved to progress with a revised HNP in June 2018, the NPWG have undertaken a detailed review and update of the evidence base. Integral to this approach has been a review and update of the Vision and Strategic Objectives of the Submission HNP.
- 1.16. In addition, a review has been undertaken of the planning policies and aims. This has been informed by new and revised background papers on Housing; Policy 1: Local Gaps; Policy 2: Local Green Spaces.
- 1.17. Public consultation on the Regulation 14 Pre-Submission took place between January-February 2019. Following a review of representations received, the Submission HNP has been prepared. It has been prepared in accordance with the Neighbourhood Planning (General) Regulations 2012 and is in "general conformity" with the strategic policies of the MSDP.
- 1.18. In addition, a review has been undertaken of the planning policies and aims. This has been informed by new and revised background papers on: Housing; Policy 1: Local Gaps; and Policy 2: Local Green Spaces have also been updated.

Plan Structure

- 1.19. The HNP sets out:
 - Chapter 2: Description of the Parish;
 - Chapter 3: HNP's Vision and the Strategic Objectives for the area up to 2031;
 - Chapter 4: Environment and Heritage;
 - Chapter 5: Community Facilities;
 - Chapter 6: Housing;
 - Chapter 7: Economy; and
 - Chapter 8: Transport.



- 1.20. Stakeholder and residents have previously expressed support for improvements to community facilities and transport infrastructure.⁵ Where issues are outside the remit of the HNP these have been included as Aims to support the aspirations of the local community.

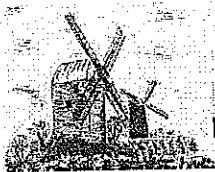
Consultation

- 1.21. This Submission HNP and the accompanying documents (Sustainability Appraisal including Non-Technical Summary, Basic Condition Statement and Consultation Statement) have been approved by HPC for submission to MSDC.
- 1.22. Following a period of public consultation, the Submission HNP will be subject to Examination. Subject to receipt of a positive Examiner's Report, the HNP will then proceed to Referendum and be "made" in due course by MSDC.

⁵ Public consultation events held during 2014-2015

Chapter 2

Panel Profile



2. PARISH PROFILE

2.1. Hassocks Parish is located south of Burgess Hill, east of Hurstpierpoint and west of Ditchling. To the south of the main built-up area of Hassocks and Keymer village is the SDNP, beyond which is the urban area of Brighton.

2.2. It is a Parish of high landscape and townscape quality. It includes the steep chalk scarp slopes of the South Downs that gives way to the low weald to the north. In total, the Parish extends to some 10.88kms² (4.20sq miles).

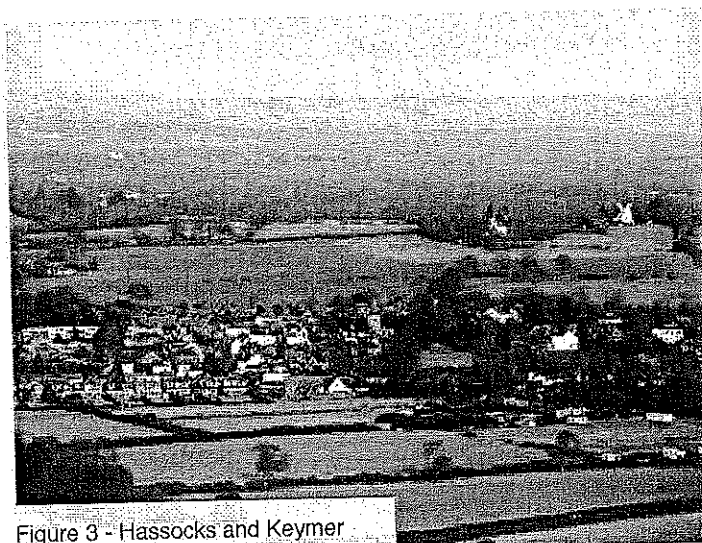
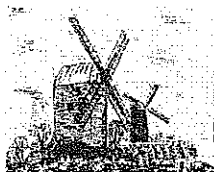


Figure 3 - Hassocks and Keymer

- 2.3. At its centre is the built-up area of Hassocks and Keymer, whilst to the south is the hamlet of Clayton. The main built-up area is separated from Hurstpierpoint in the west, Ditchling in the east, and Burgess Hill to the north by narrow, but important, rural hinterland 'gaps' of generally undeveloped land.
- 2.4. The main access routes through the Parish are the east-west B2116 and the north-south A273. The London to Brighton railway line also runs through the Parish north-south, with a station serving the local community.

Environment and Heritage

- 2.5. The countryside character of the Parish is dominated by the north-facing steep chalk scarp slopes of the South Downs. These are on the southern edge of the Parish, contained south of Underhill Lane. They include an important area of species rich chalk grassland, that is recognised by its designation as part of a Site of Special Scientific Interest (SSSI).
- 2.6. To the north of this is the scarp footslopes. These run from Underhill Lane, north to the southern edge of the built-up area of Hassocks and Keymer. The character area is defined by its undulating, low sandstone ridges and gentle clay vales. There are areas of ancient woodland, predominantly either side of the A273 and railway line to the south of the main built-up area (e.g. Butchers Wood).



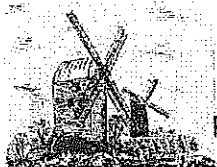
- 2.7. The northern area of the Parish comprise part of the low weald. This is predominantly a lowland mixed arable and pastoral landscape with low ridges and clay vales.
- 2.8. The watercourses of the Parish typically drain north, and comprise part of the Upper Adur streams. This includes the Herring Stream which runs through the built-up area of Hassocks (see Figure 4). Parts of the periphery of the stream are defined as being at risk of flooding at a greater incidence than a 1 in 100 year event.
- 2.9. There is a Scheduled Ancient Monument within the Parish, comprising 4 bowl barrows, some 800m south of New Barn Farm. These are funerary monuments dating from the late Neolithic period to late Bronze Age.
- 2.10. Evidence of Roman habitation of the Parish has also been found. The area may have been a crossroads between routes running north-south and east-west, the latter along the low sandstone ridge.
- 2.11. There is also evidence of medieval occupation of the area, perhaps most notably, the Grade I Listed St John the Baptist Church at Clayton. This dates from the 11th Century and contains important frescoes.
- 2.12. There are 3 Grade II* Listed Buildings within the Parish, namely Ockley Manor, Clayton Windmills and the attached Millhouse, and Clayton Priory. There are a further 22 Grade II Listed Buildings.
- 2.13. The Parish has two Conservation Areas; the historic core of Keymer, focussed around Keymer Road, The Crescent and Lodge Lane; and the historic core of Clayton, focussed around Underhill Lane.



Figure 4 - Herring Stream

Community Infrastructure

- 2.14. The community facilities of the Parish are predominantly focussed within the built-up area of Hassocks and Keymer.
- 2.15. State education provision is contained with 3 schools; Hassocks Infants, The Windmills Junior and Downlands Community School (Secondary).



2.16. There is a health-centre in Windmill Avenue, and this is operated as part of a group of 3 health centres that also incorporates those in Hurstpierpoint and Ditchling.

2.17. The Hassocks Public Library is located on Keymer Road and is operated by West Sussex County Council.

2.18. Recreation and public open space is provided throughout the Parish. It includes Adastra Park within the centre of the built-up area, and comprises playing fields, tennis courts, pavilion, children's equipped play space, and a public hall with seating for 240 people. On the north-west periphery of the village is

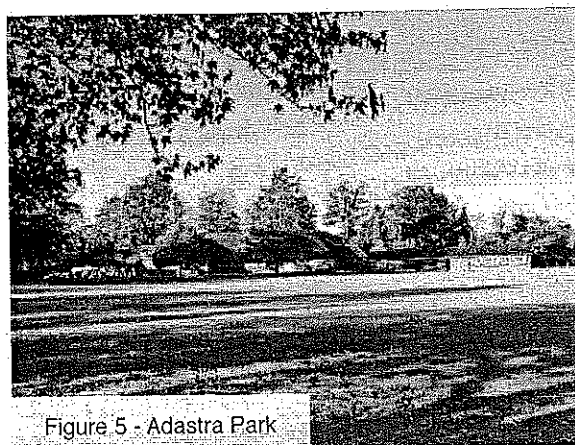


Figure 5 - Adastra Park

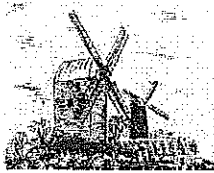
Belmont Recreation Ground, to the west is Talbot Field, and to the south is Clayton Recreation Ground. These provide a mix of sports pitches, associated pavilion, and/or informal open space.

2.19. There are a number of private sports clubs and facilities, and these include the Weald Lawn Tennis and Squash Racquets Club on South Bank, and Hassocks Football Club on the east side of Brighton Road. Informal open space and an equipped play space has more recently also been provided at the northern edge of Hassocks, in conjunction with the development known as Clayton Mills.

Housing

2.20. Much of the development of the Parish occurred as a result of, and following, construction of the London to Brighton railway line in the 1840s. This was typified by the construction of Victorian terraced houses, semi-detached houses and larger detached villas. More recently, the periphery of Hassocks and Keymer has been expanded by more modern housing development on land north of the built up-area boundary at Clayton Mills and to the west of the built-up area boundary along London Road.

2.21. The latest Census data shows that the total population of the Parish as at 2011, was 7,667 persons (an increase of 846 (12.4%) from the Census of 2001). The population comprised 20% aged 0-17; 27% aged 18-44; 27% aged 45-64; and 26% aged 65 and over.



- 2.22. The Census data from 2011 reveals there were 3,342 households, providing an average household size of 2.28 persons. This was an increase in the average household size from the 2001 Census data from 2.21 persons.
- 2.23. More recently a number of planning permissions have been granted in the Parish. These include 16 dwellings at Stafford House;⁶ 130 dwellings at Hassocks Golf Club;⁷ and 129 dwellings on land west of London Road.⁸
- 2.24. In addition, the Parish is set to experience significant growth with the delivery of the strategic allocation on land to the north of Clayton Mills. MSDP - Policy DP11, the site for strategic development for 500 new homes.

Economy

- 2.25. Census data from 2011 indicates that some 82.1% of Parish residents aged between 16-64 are 'economically' active of which most are in employment. Almost two-thirds of the workforce are 'white-collar' workers, of which almost a quarter are in 'professional' jobs. This is higher than both the rest of the District, and nationally. Some 41%⁹ have a degree level or higher qualification, compared with 30% in the country as a whole. Conversely, 7% have no qualifications compared to 15% in the country as a whole.
- 2.26. Some 15% of the workforce are self-employed and some 14% work from home. Of those that travel to work, only 9% work within 2km of home, which compares to 17% in the wider District. A total of 11% travel more than 60km to work, compared to 4% in the wider District.

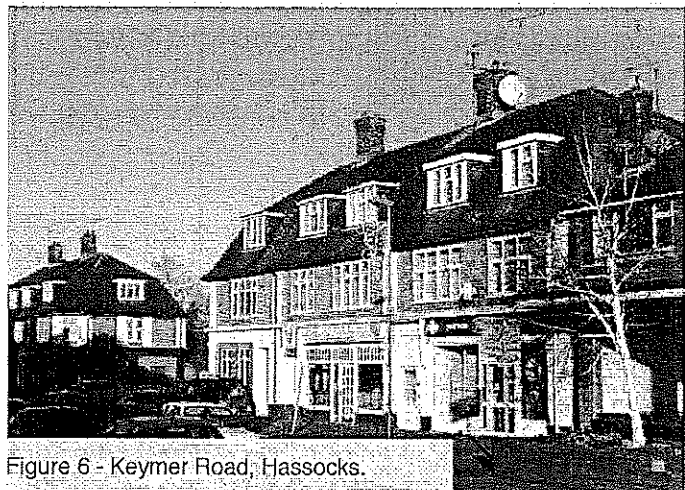


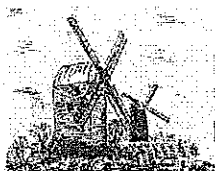
Figure 6 - Keymer Road, Hassocks.

⁶ DM/15/3309

⁷ DM/16/1775

⁸ 13/03818/OUT

⁹ 2011 Economically active persons



- 2.27. This data gives a picture of a relatively highly skilled workforce, many of whom either work from home or commute significant distances to work. This reflects the relative absence of industrial and employment floorspace in the Parish, and its relative accessibility by train to higher tier centres such as London.
- 2.28. According to the 2015 District Council non-domestic rates record there are 170 business premises in the Parish. Of this, 48 are shops. Many of these are independent retailers. Collectively these provide a range of retail and business services. Retail and associated high street uses (financial services, cafes etc) are typically clustered along Keymer Road, to the east of the railway line. The main exception to this is the Garden Centre on Brighton Road, south of the Stonepound Crossroads.
- 2.29. There is a cluster of commercial premises within 'Hassocks Goods Yard' immediately south of Keymer Road and west of the railway line, and at Broadhill Craft Workshops, to the north of the main built-up area and east of Ockley Lane. There is no major industrial estate within the Parish.
- 2.30. Despite its proximity and accessibility to the SDNP, the Parish has a relatively limited level of tourism facilities. There is 1 camp site and 3 self-catering holiday lets within the Parish.

Transport

- 2.31. The Parish is located to the east of the A23 and north of the A27. Within the Parish the principal roads are the A273 which runs north-south, on the western periphery of the main built-up area, and the B2116 which runs east-west, through the centre of the main built-up area, and connects to Ditchling and Hurstpierpoint. The B2112 also runs east-west connecting Ditchling to Clayton, to the south of the main built-up area.
- 2.32. The intersection of the A273 with the B2116, known as Stonepound Crossroads, is a phased, traffic light junction. As a result of the volume of traffic at this crossroads, the local environment around the junction experiences high levels of nitrogen dioxide. This resulted in the area being designated as an Air Quality Management Area (AQMA) in March 2012. An Action Plan was approved in 2013 to reduce levels of pollution below target levels. This principally seeks to change the phased light sequencing, minimise HGV movements in the area through

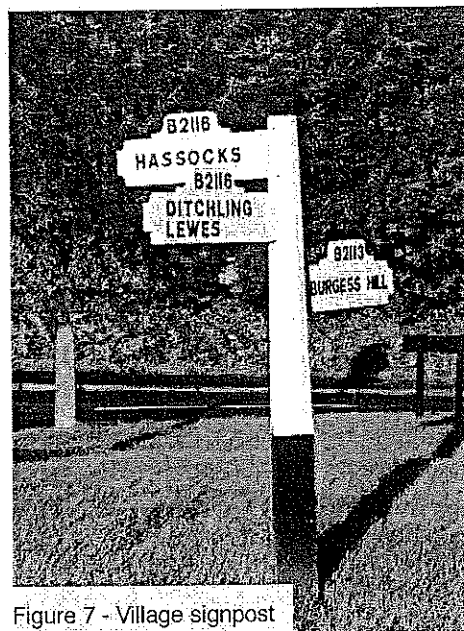
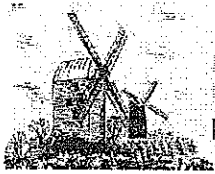
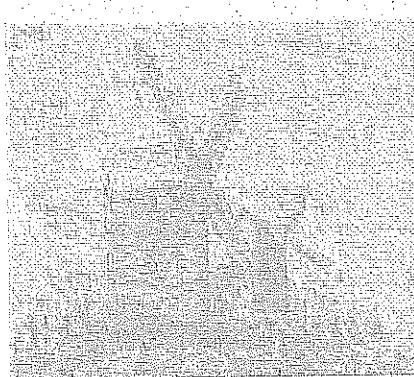


Figure 7 - Village signpost



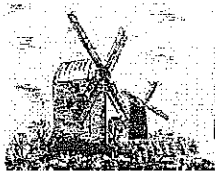
advisory alternative route signage, and encourage stationary motorists to turn-off engines, again through signage.

- 2.33. The Parish is served by the London to Brighton railway line which runs north-south, with a station located within the centre of Hassocks village. There are typically 3 trains per hour in each direction during the day. The station serves a rural hinterland and as a result, there is extensive commuter parking in and around the vicinity of the station.
- 2.34. There is a limited number of bus routes that serve the Parish. The majority operate along the A273, with a relatively limited service within and around the main built up area. The main routes operate on an hourly basis during the day.
- 2.35. There is an extensive Public Rights of Way (PRoW) network within the Parish, and this includes access to, and within, the SDNP. These are used by walkers, cyclists and horse-riders.



Chapter 3

Vision and Objectives



3. VISION AND OBJECTIVES

Introduction

- 3.1. As part of the preparation of the revised HNP, the NPWG reviewed the Vision and Strategic Objectives as contained in the previous version of the HNP. It was considered that both should be amended to reflect the current aspirations of the Parish.
- 3.2. Set out below is the updated Vision and set of Strategic Objectives.

Vision:

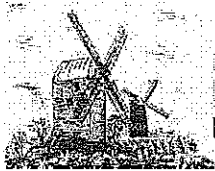
To ensure Hassocks, Keymer and Clayton continue to develop sustainably as a vibrant Parish within a countryside setting.

To provide access for the whole community to local social, cultural, sporting and environmental amenities.

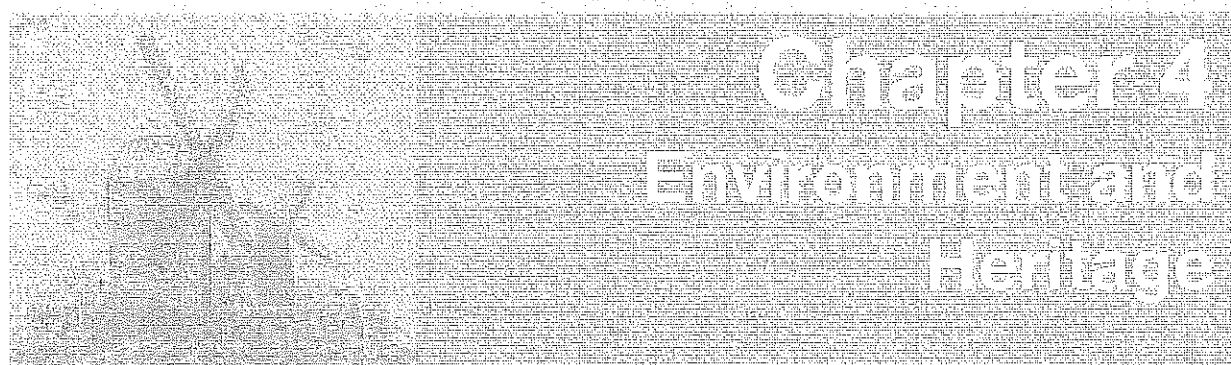
To ensure the Parish retains its rural feel and remains a desirable place to live, work and visit. Changes that occur should protect and enhance the existing character of the Parish.

Strategic Objectives:

1. To preserve and enhance the rural character and biodiversity of the Parish and its historic buildings, maintaining gaps to neighbouring towns and villages, and having regard to the relationship of the Parish within, and part of the setting to the South Downs National Park.
2. To ensure all sections of the community have access to key local services including education, health, community services, sporting, cultural, religious, performing and social clubs, groups and shops.
3. To provide the opportunity for appropriately sized, affordable and sustainable housing, developed in sympathy with the village and its surroundings, built to very high standards of design, construction, energy efficiency and water management.
4. To encourage economic development and job creation within the built-up area of the village.

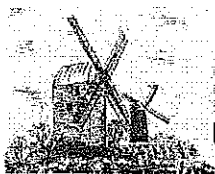


5. To develop the centre of the village to form a distinctive social hub.
6. To promote non-car modes of travel, including through accessibility to public transport and improvements in pedestrian and cycle safety; encouraging people to walk, cycle and ride in and around the Parish; to reduce the impact of traffic in terms of congestion, pollution, parking and vehicle speeds; and to encourage the use and availability of electric vehicles.
7. To ensure the whole Parish is safe, accessible and attractive to all, acting as a gateway to the South Downs National Park, encouraging tourism, and supporting healthy lifestyles and wellbeing.



Chapter 4

Environment and Heritage



4. ENVIRONMENT AND HERITAGE

Strategic Objective:

To preserve and enhance the rural character and biodiversity of the Parish and its historic buildings, maintaining gaps to neighbouring towns and villages, and having regard to the relationship of the Parish within, and part of the setting to the South Downs National Park.

Introduction

- 4.1. The Parish benefits from a rich and varied environment. This includes the scarp slopes of the south downs in the south, merging with the low weald in the north. The main built-up area of the Parish is located broadly centrally within its hinterland.
- 4.2. Immediately beyond the Parish boundaries are the settlements of Burgess Hill, Hurstpierpoint and Ditchling.
- 4.3. The Parish benefits from a range of heritage assets and areas of townscape quality, including areas of open space within the built-up area.
- 4.4. These individually and collectively positively contribute to the character of the Parish. It is important that the environment and heritage assets of the Parish are protected over the HNP period.

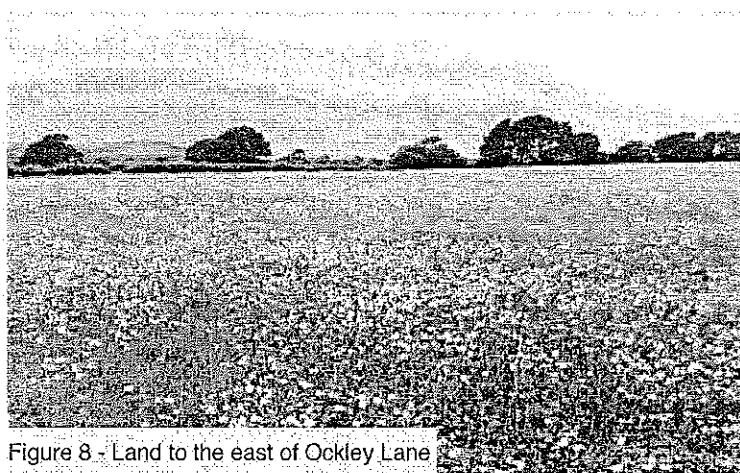
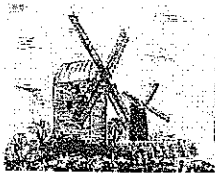


Figure 8 - Land to the east of Ockley Lane

Policy 1: Local Gaps

- 4.5. The main built-up area of Hassocks and Keymer is separated from Burgess Hill to the north and from Ditchling to the east and from Hurstpierpoint to the west by generally undeveloped land.
- 4.6. The importance of the separation of these settlements has previously been acknowledged in the adopted Mid Sussex Local Plan through the identification and designation of Strategic and Local Gaps.

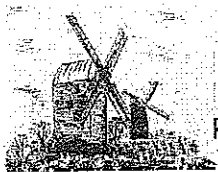


- 4.7. The MSDP acknowledges the settlement pattern of the District makes an important contribution to the distinctive character of Mid Sussex. The Strategic Objectives of the MSDP seek "to promote well located and designed development that reflects the District's distinctive towns and villages, retains their separate identity and character and prevents coalescence."
- 4.8. In order to achieve the Strategic Objectives of the MSDP, Policy 13: Preventing Coalescence of the MSDP, sets out a framework to prevent coalescence between settlements. Furthermore, it confirms the importance that the separate identity of settlements is maintained and people have a sense of having left one settlement before arriving in the next.
- 4.9. The Policy sets out support for the identification of Local Gaps in Neighbourhood Plans. It does not however identify specific areas for protection. In order for Local Gaps to be identified, MSDC require "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". Furthermore, the policy requires that it must be demonstrated that existing local and national policies cannot provide the necessary protection to these areas.
- 4.10. In light of the requirements of the MSDP, the HNP is underpinned by a background paper¹⁰ which reviews Policy 1 and Policy 2 of the Submission HNP (2016) against the requirements of MSDP DP13: Preventing Coalescence, specifically to assess whether there is a need for a gap policy in the HNP.
- 4.11. In reviewing whether there is a need for a gap, the background paper has taken account of changes to planning policy, both locally and nationally, and also had regard to planning decisions for proposals on land within the previously proposed gap areas. These include approval for up to 97 homes on land to the west of London Road¹¹ and refusal on appeal for 130 homes on land at Friars Oak.
- 4.12. The proposed development of 97 homes on land west of London Road was the subject of a complex planning appeal process. Ultimately, planning permission was granted in March 2017,¹² by the Secretary of State, having regard to, and following, a Public Inquiry in August 2016. Although planning permission was granted, the appointed Inspector acknowledged that the gap between Hurstpierpoint and Hassocks serves an important planning function in preventing the coalescence of the two settlements, and maintaining their separate identities and amenities, and this is in accordance with the NPPF. The Inspector concluded that with appropriate mitigation, the purpose of the gap and its character would be unduly changed

¹⁰ Revised Hassocks Neighbourhood Plan Local Green Space Policy Review, October 2018

¹¹ APP/D3830/W/14/2226987

¹² APP/D3830/W/14/2226987



by the proposed development. The mitigation referred to by the Inspector included the retained and new planting in the outer open space of the site, to enable the delivery of a softer edge to this part of the settlement than currently exists.¹³

4.13. As part of the preparation of the background paper, a Landscape and Visual Assessment has been undertaken. This demonstrates that:

- The land within the respective gaps retains a strong rural character which reflects key characteristics as described in the HNP Landscape Character Assessment; and
- The land within the respective gaps is of importance in maintaining the setting and identity of the individual settlements.

4.14. In light of the above, the HNP proposes a local gap policy within the revised HNP. The policy seeks to protect the area to the north of the main built-up area of Hassocks and Keymer and areas to the east and west of the main built-up area of Hassocks, as defined on the Proposals Map. These areas are considered important and the HNP seeks to keep these areas free from development in the long-term in order to secure the objectives of the Local Gap. Where there are buildings, or groups of buildings, within the Local Gap, these will be treated as part of the Local Gap.

Policy 1: Local Gap

Local Gaps have been defined and will be safeguarded between:

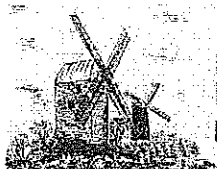
- a. Keymer/Hassocks and Ditchling;
- b. Keymer/Hassocks and Hurstpierpoint; and
- c. Keymer/Hassocks and Burgess Hill.

as defined on the Proposals Map with the objectives of preventing coalescence and retaining the separate identity and amenity of settlements.

Development will be supported within the Local Gap where:

1. It is necessary for the purposes of agriculture, or some other use which has to be located in the countryside; or
2. It is a scheme for housing that is in accordance with MSDP Policy DP6 (1-3) and includes an appropriate landscape buffer to strengthen the purposes of the

¹³ See Paragraph 207 of APP/D3830/W/14/2226987



Local Gap; and

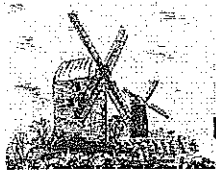
it would not compromise individually or cumulatively the objectives and fundamental integrity of the gaps between Hassocks and the settlements of Ditchling, Hurstpierpoint, and Burgess Hill.

Policy 2: Local Green Spaces

- 4.15. The NPPF enables the designation of land as Local Green Space (LGS) through local and neighbourhood plans.
- 4.16. Paragraph 99 of the NPPF allows communities to identify and protect green areas of particular importance to them. The NPPF notes LGS's should only be used where the green space is:
- in reasonably close proximity to the community it serves;
 - demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquility, or richness of its wildlife; and
 - local in character and not an extensive tract of land.¹⁴
- 4.17. Having regard to these criteria, it is considered that there are a number of green spaces both within, and around, the built-up areas of the Parish that warrant protection.
- 4.18. The HNP/Policy is supported by a background paper¹⁵ which sets out and demonstrates how the identified areas meet the requirements of the NPPF. This paper was originally prepared to support the Submission Version HNP (June 2016). It has been updated to take account of changes to national planning policy and to reconsider whether all, or part of the previously proposed LGS sites meet the criteria of the NPPF. In addition to consideration of previous LGS's proposed, the background paper also assesses an additional location to be protected.
- 4.19. The background paper includes a traffic light assessment to provide an overview of whether each site fully, partially, or does not meet the requirements of the NPPF. This concluded all of the sites assessed, wholly or predominantly, meet the NPPF criteria and are therefore proposed as LGS in the HNP. These areas are defined on the accompanying Proposals Map. Within such areas the HNP seeks to protect these green areas from development.

¹⁴ Paragraph 100 of the NPPF

¹⁵ Revised Hassocks Neighbourhood Plan, Local Green Space Policy Review, October 2018



- 4.20. The purpose of the proposed designations are to provide special protection against the inappropriate development of areas of particular local importance as green space. Where the LGS benefits from an existing public access and/or recreational use, designation as an LGS would not prohibit the use of that LGS for future public access and/or recreational uses.

Policy 2: Local Green Spaces

The Hassocks Neighbourhood Plan designates the following locations as Local Green Spaces (as shown on the Proposals Map):

1. Land to the north of Shepherds Walk (LGS1).
2. Land at the Ham (LGS2).
3. Land to the south of Clayton Mills (LGS3).
4. Land to the east of Ockley Lane (LGS4).
5. Land at south of Downlands (LGS5).
6. Land to the west of the railway line (LGS6).
7. Land at Pheasant Field (LGS7).
8. Land at Clayton Mills (LGS8).

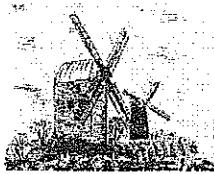
Development proposals, which conflict with the purpose of this designation, will be resisted in these areas.

Policy 3: Green Infrastructure

- 4.21. The NPPF defines 'green infrastructure' as a *"network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental quality of life benefits for local communities."*¹⁶
- 4.22. Within the Parish, green infrastructure includes woodland and hedges, parks and open spaces, recreational space (e.g. golf course), watercourses, PRow, allotments, tree lined streets and aged or veteran trees.¹⁷ It also includes an important area of species rich chalk grassland that is recognised and protected by its designation as part of an SSSI.
- 4.23. The benefits that result from this green infrastructure include an enhancement in the visual appearance of the area, provide access for residents to sport, recreation and quiet

¹⁶ See Annex 2 of the NPPF

¹⁷ See definition in Annex 2 of the NPPF



enjoyment, connected networks for wildlife, help to reduce flood risk, facilitate non-car modes of travel, and provide allotments. Well managed green infrastructure contributes to wider economic and social benefits, improved physical and mental health outcomes, economic competitiveness and greater attraction to tourists.

- 4.24. The HNP seeks to both conserve and enhance existing green infrastructure assets, and ensure new development contributes to the enhancement of this network.

Policy 3: Green Infrastructure

Development proposals, which seek to conserve, maintain or enhance the existing green infrastructure network will be supported.

Where proposals include the provision of additional green infrastructure these will be supported where:

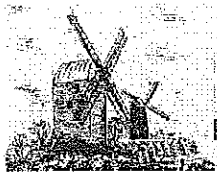
1. They seek to link to the existing path and open space networks;
2. They provide off road access for walking, cycling and horse-riding;
3. Planting contributes to wildlife and links to existing woodland, hedges and streams; and
4. Proposals include the planting of native species.

Proposals, which would result in the loss of existing green infrastructure, will be resisted unless it can be demonstrated that the development proposals brings new opportunities which mitigates or compensates any loss whilst ensuring the protection of the existing ecosystem.

Policy 4: Managing Surface Water

- 4.25. The NPPF advises the planning system should support the transition to a low carbon future in a changing climate, taking full account of flood risk and coastal change.¹⁸
- 4.26. The Flood and Water Management Act 2010 requires County Councils to lead the coordination of flood risk. In light of this, West Sussex County Council (WSCC) have prepared the West Sussex Local Flood Risk Management Strategy. This sets out how WSCC carries out its flood risk responsibilities and outlines a strategy to define how local flood risk will be managed in the county.

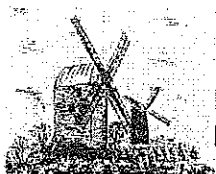
¹⁸ Paragraph 148 of the NPPF



- 4.27. With respect to Mid Sussex, the Strategy confirms the District contains six areas that are at risk of flooding. These are Burgess Hill, Copthorne, Hassocks, Haywards Heath and Lindfield, East Grinstead, and Sayers Common.
- 4.28. The Strategy confirms, that properties in Hassocks are largely at risk from surface water flooding. It identifies a number of 'wet spots' and the number of residential properties and businesses susceptible to flood risk by flood source. A total of 685 residential properties and businesses in Hassocks are susceptible to flood risk. Of these, 525 properties are identified as at risk of surface water flooding; 105 are identified as at risk of river and flooding; and 55 are at risk of flooding from a combination of both surface water and river and sea.¹⁹
- 4.29. Given the local flood risk issues, the Hassocks, Hurstpierpoint, Keymer and Ditchling Transition (HKD) group commissioned a project to gain a better understanding of flood risk in the local area. This work was funded by West Sussex County Council's Operation Watershed fund.
- 4.30. The aim of the project was to:
- Digitally map areas for potential green infrastructure (GI) interventions in Hassocks;
 - To engage with the public of Hassocks to map areas of where surface flooding and river flooding have historically happened in the town;
 - To map areas of where surface flooding is a current concern;
 - Assess the potential impact of the GI interventions in Hassocks;
 - To work with the public to identify areas where GI could be installed in the village of Hassocks;
 - To engage the public and promote GI to the wider public in Hassocks and beyond; and
 - To create one GI intervention in the town in 2017.
- 4.31. The Report²⁰ highlights measures which could be designed into the townscape to help manage local flood risk.
- 4.32. The HNP wishes to support the implementation of local measures and initiatives to ensure flood risk is managed appropriately.

¹⁹ West Sussex Local Flood Risk Management Strategy, Figure 6

²⁰ Hassocks Green Infrastructure Project, Community and Neighbourhood Sustainable Urban Drainage Report, June 2017



Policy 4: Managing Surface Water

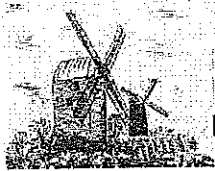
Development proposals which seek to reduce the risk of surface water flooding will be supported. Development proposals should seek to reduce existing run-off rates in the first instance.

Development proposals which incorporate sustainable urban drainage techniques to manage surface water will be supported. Where technically feasible sustainable drainage techniques should include infiltration measures that reflect natural drainage patterns and manage water as close to its source as possible.

Development proposals which seek to incorporate local measures to manage surface water will be supported.

Policy 5: Enabling Zero Carbon

- 4.33. Global heating is a world-wide threat that requires concerted action to minimise its adverse effects.
- 4.34. The Mid Sussex District Council Sustainability Strategy 2018-2023 sets out MSDC's approach to sustainability and delivering sustainable development. This is supported by a Sustainability Action Plan to help co-ordinate and structure sustainability actions and ensure they are implemented in a meaningful and pragmatic way.
- 4.35. The Sustainability Action Plan aims to:
- Embed sustainability in all corporate actions;
 - Support communities in implementing sustainable actions and becoming more resilient to a changing climate; and
 - Support businesses in achieving savings through energy efficiency and other sustainability initiatives.
- 4.36. The HNP supports the aims of the Sustainability Action Plan. In particular, the HNP wishes to support proposals which seek to implement sustainable measures including those which increase the use and supply of renewable and low carbon energy and heat. In addition, the HNP seeks to support proposals which make provision for, and support the provision of charging facilities for charging electric vehicles.



Policy 5: Enabling Zero Carbon

Support will be offered for development proposals that maximise the opportunity to include sustainable design features, providing any adverse local impacts can be made acceptable.

All residential development proposals that modify existing buildings (including extensions) should seek to maximise the inclusion of energy-saving measures and renewable energy generation.

Planning applications for developments of new dwellings must be accompanied by an Energy Assessment using the standard assessment procedure* (SAP) to demonstrate how carbon dioxide emissions are to be minimised onsite.

All new residential development will be required to demonstrate that the net maximum heat energy requirement of the dwelling calculated using the SAP is 15 kWh/m²/year or less**/***.

Proposals which make provision for charging electric vehicles at each dwelling (where feasible) and on-street; and making parking areas charging ready will be supported.

* For a definition of this process see Part L1 of the Building Regulation.

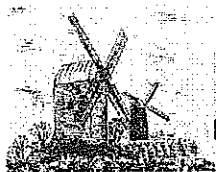
/ A negative value would mean the development is expected to be a net exporter of energy to the grid or to a district heating system.

A 15 kWh/m²/year is the German Passivhaus standard. However this Policy is not saying that Passivhaus standard should be adopted, as the UK climate is better suited to automated domestic heating and ventilation controls that were not available when the Passivhaus standard was developed; but it does take the Passivhaus level of heating energy efficiency as the objective standard to be achieved.

Policy 6: Development Proposals Affecting the South Downs National Park

- 4.37. The South Downs was designated as a National Park in April 2011. It stretches from Lewes in the east to Winchester in the west, and covers an area of approximately 1,627 square kilometres. It includes the long distance footpath, the South Downs Way.
- 4.38. The statutory purposes for National Parks is set out in the Environment Act 1995 as:

1. To conserve and enhance the natural beauty, wildlife and cultural heritage of the area;



2. To promote opportunities for the understanding and enjoyment of the special qualities of the national park by the public.

- 4.37. The southern and eastern boundary of the Parish lies in the SDNP, as identified in Figure 2.
- 4.38. The HNP recognises the importance of the South Downs National Park and seeks to positively support the purposes of the Park and the duty of the Park Authority in discharging its functions with respect to land use.
- 4.39. In addition, the HNP acknowledges the areas of land surrounding the SDNP makes a positive contribution to the setting of the SDNP. The HNP therefore wishes to protect the setting of the SDNP from inappropriate development.

Policy 6: Development Proposals Affecting the South Downs National Park

Development proposals within the South Downs National Park will be supported where they:

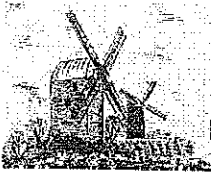
1. Have regard to the purposes and duty of the Park Authority; and
2. Conserve and enhance the landscape character, scenic beauty, wildlife and cultural heritage of the Park.

Development proposals on land outside of, but contributing to, the setting of the South Downs National Park will be supported where proposals:

3. Do not detract from, or cause detriment to, the special qualities and tranquillity of the South Downs National Park; and
4. Do not significantly harm the South Downs National Park or its setting.

Policy 7: Development in Conservation Areas

- 4.40. The Parish contains two Conservation Areas. These comprise the historic core of Keymer, and the historic core of Clayton. The Conservation Areas include a number of Listed Buildings.
- 4.41. The NPPF makes clear that Conservation Areas and Listed Buildings are 'heritage assets' and are an irreplaceable resource that should be conserved in a manner appropriate to their



significance, so that they can be enjoyed for their contribution to the quality of life for existing and future generations.²¹

- 4.42. The Parish Council supports this requirement, and recognises the importance of heritage assets and the contribution they make to the quality of the area, in terms of local character and distinctiveness, and their associated cultural, economic and environmental benefits.

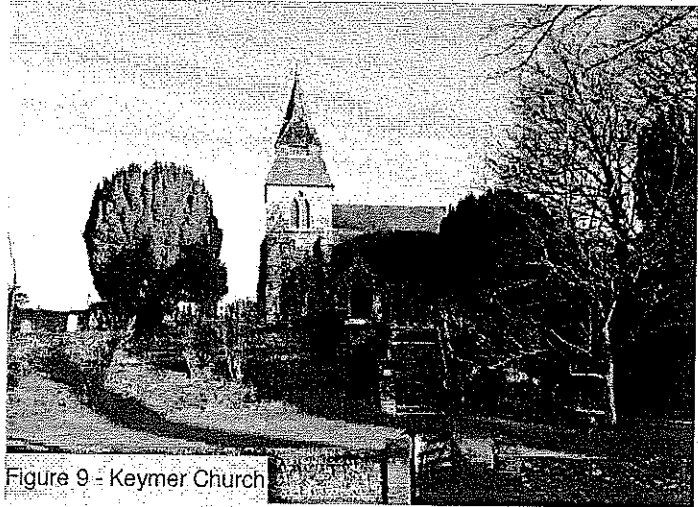
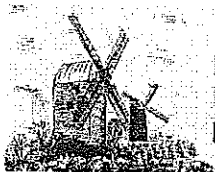


Figure 9 - Keymer Church

²¹ Paragraph 184 of the NPPF



Policy 7: Development in Conservation Areas

Development proposals which seek to conserve and enhance the Keymer Conservation Area and Clayton Conservation Area will be supported.

The following special features have been identified in the Keymer Conservation Area:

1. Keymer Terrace and the stone wall by the church;
2. The Church and its setting;
3. Properties in the Crescent;
4. Properties and features of Lodge Lane;
5. The Greyhound Pub;
6. The bend in Keymer Road;
7. Views into and out of the Conservation area; and
8. The use of traditional building materials.

Any development in the conservation area must conserve and enhance these features.

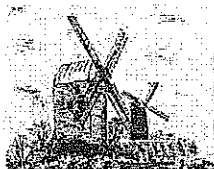
The following special features have been identified in the Clayton Conservation Area:

9. The Church and its setting;
10. Former farm buildings associated with Clayton Farm;
11. Clayton Court Barn;
12. The Manor House;
13. Clayton Castle;
14. Building materials including flint, brick, hanging tiles and roof tiles;
15. Views out of the Conservation Area to the open downland, including the Jack and Jill Windmill;
16. Rural setting with the Downs rising steeply to the south;
17. Rural character of Underhill Lane; and
18. The sense of enclosure created by the narrow sunken lane.

Any development in the conservation area must conserve and enhance these features.

Policy 8: Air Quality Management

- 4.43. The Parish contains a designated Air Quality Management Area located at the Stonepound Crossroads. The AQMA was designated in March 2012 as a result of the high levels of

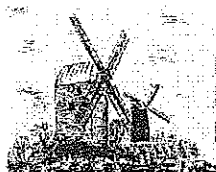


nitrogen dioxide being likely to breach the Air Quality (England) Regulations 2000 (as amended). This area includes a number of residential properties that are immediately to the south-east of the crossroads (1-6 Overcourt; The Coach House; and Shouldarry).

- 4.44. The main reasons for the crossroads being affected by air pollution is the volume of road traffic and the stop-start routine of driving conditions at peak times, caused by the queuing traffic at the traffic lights.
- 4.45. In 2013 MSDC approved an Action Plan, noting that a 'do-nothing' option would fail to bring about improvements in nitrogen dioxide levels. The Action Plan includes three main measures to (i) change light sequencing to reduce stationary times; (ii) minimise HGV movements through advisory alternative route signage; and (iii) reduce pollution from queuing vehicles by encouraging drivers through signage to turn-off engines when stationary. There were also a series of other measures proposed that were noted to be less likely to have a significant impact.
- 4.46. HPC supports proposals which will reduce nitrogen dioxide levels within its area, and reduce the harmful impacts on its residents.
- 4.47. The District Council note that for the AQMA to be revoked, annual air quality monitoring data will need to show levels of air pollution at consistently below the target level.
- 4.48. HPC consider that development should not be supported where it has an unacceptable adverse effect on the AQMA, or where a proposed use or users within the AQMA would be unacceptably adversely effected by the air quality.
- 4.49. HPC do not wish to support proposals which could lead to unacceptable adverse effect upon air quality within the AQMA, in line with European Union air quality standards.
- 4.50. HPC consider this position should be maintained unless, and until, the levels of air pollution are demonstrably below the target level in the Regulations, sufficient to enable the AQMA to be revoked.

Policy 8: Air Quality Management

Development will be supported where it would not have an unacceptable adverse effect upon air quality within the Air Quality Management Area.



Policy 9: Character and Design

- 4.51. The Parish contains a broad range of architecture styles and townscapes. This reflects its evolution from the medieval origins of the Church of St John the Baptist at Clayton, through to the Georgian farmsteads and manor houses, the ribbon development of settlements along main access routes, and the rapid growth of Keymer and Hassocks following the construction of the railway line in the 1840s, up to the current day.
- 4.52. In support of the preparation of the HNP, a Townscape Appraisal has been undertaken of the main built-up area of Hassocks and Keymer.
- 4.53. The purpose of the Appraisal was to assess the village of Hassocks within the built form boundary to determine a baseline for the future. The study goes on to assess the local distinctiveness of the village, helping to determine characteristics to be appreciated and strengthened when more development takes place.
- 4.54. The Appraisal identifies 14 Local Townscape Character Areas. These comprise: Stonepound; South Bank; London Road; Priors; Shepherds Walk; Home Estate; Butchers Wood; Dale; Clayton Mills; Adastral; Church Mead; Keymer, Hurst Road; and Village Centre. Each area was surveyed to determine its particular and discernible sense of place.
- 4.55. The Appraisal concludes the overall finding is that the village of Hassocks has a particular character derived from its location, views, topography, spatial qualities and historical development which makes it distinctive. The Appraisal confirms the village does not have the homogenous quality of its medieval neighbours due to its continuous development in the 19th, 20th and 21st century. The Appraisal confirms the variety enlivens the villages and give a spacious village centre, compared with the villages either side of Hassocks.

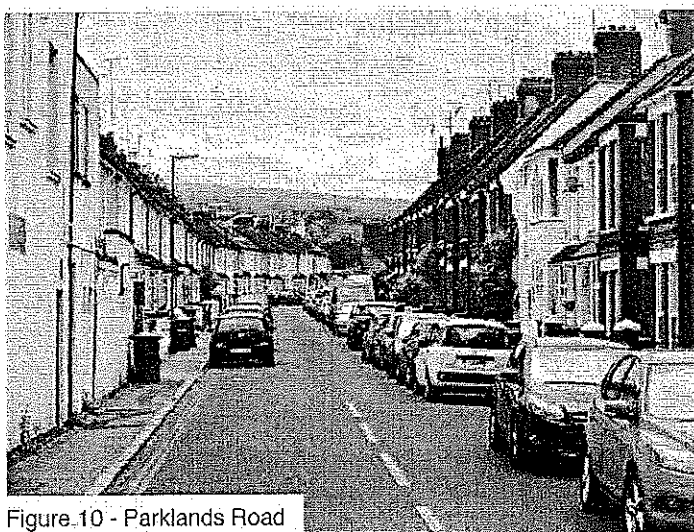
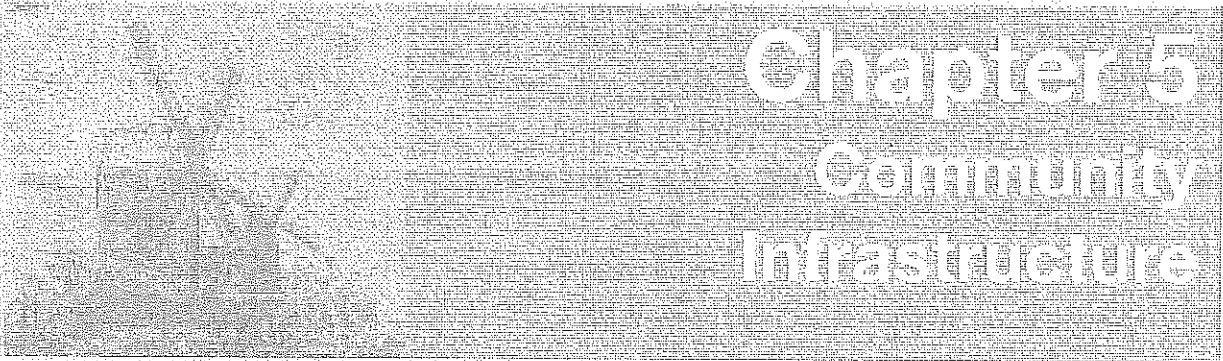


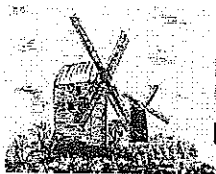
Figure 10 - Parklands Road

- 4.56. The Appraisal confirms the use of local materials, especially local soft-coloured red brick with plain, soft brown, clay roof and red wall tiles give the built form cohesion and local distinctiveness. Furthermore, it confirms small-scale housing with generous front gardens and wide grass verges give a spacious feel that is typical across the major part of the village.



Chapter 5

Community Infrastructure



5. COMMUNITY INFRASTRUCTURE

Strategic Objectives:

- To ensure all sections of the community have access to key local services including education, health, community services, sporting, cultural, religious, performing and social clubs, groups and shops.
- To develop the centre of the village to form a distinctive social hub.

Introduction

- 5.1. Community infrastructure is critical to the well-being of Parish residents. Ensuring adequate provision, in locations that are readily accessible to the community, is fundamental to the local quality of life. This includes open space, recreation facilities, local community facilities (e.g. Parish Hall, library), education provision and health services. These relate to all sectors of the community from younger to older persons.
- 5.2. Ensuring the delivery of such adequate infrastructure often lies outside the scope of a Neighbourhood Plan, and is reliant on other organisations. However, insofar as this Plan can, control will be exercised, and support offered, for the provision and retention of necessary community infrastructure both in terms of timing and quality.

Policy 10: Protection of Open Space

- 5.3. The NPPF defines open space as *"all open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes, reservoirs) which offer important opportunities for sport and recreation and can act as a visual amenity."*²³
- 5.4. This definition is considered to include, but not be limited to, formal space such as sports pitches and tennis courts etc, informal space, such as parkland, and children's play

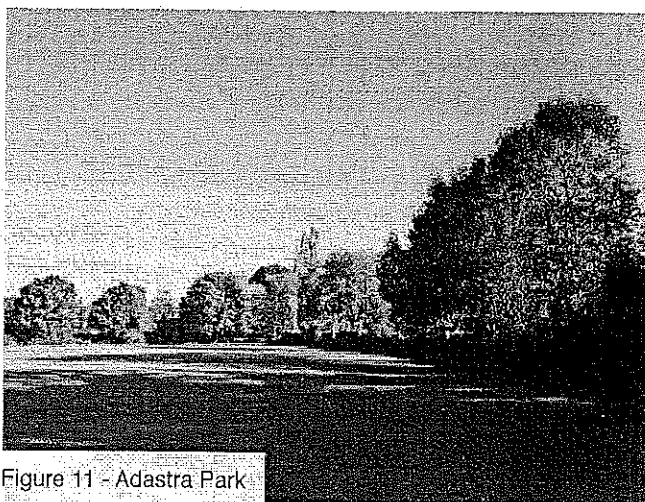


Figure 11 - Adastra Park

²³ Annex 2 of the NPPF



- space, including equipped areas both for young and older children.
- 5.5. The Parish benefits from a range of such open space, as well as the wider open space within the South Downs National Park. Individually and collectively, these areas bring social benefits and offer important opportunities for sport and recreation, with associated benefits for the health and social well-being of the resident population and visitors. Furthermore, open space can provide important ecological and environmental benefits, including in relation to the character and attractiveness of the area.
- 5.6. The NPPF confirms access to a network of high quality open spaces and opportunities for sport and physical activity is important for the health and well being of communities.²⁴
- 5.7. The HNP identifies specific areas of public open space within the Parish to be protected from development. The areas identified provide access to open space which provide health and recreational benefits. Furthermore it is considered these areas have an ecological value and contribute to the Parish's green infrastructure.
- 5.8. HPC seek to resist the loss of existing open space; or alternatively, where such loss is unavoidable, secure compensatory mitigatory provision. Furthermore, it is considered that development proposals should include the provision of open space within schemes, to the extent necessary to meet the need arising from the associated development.

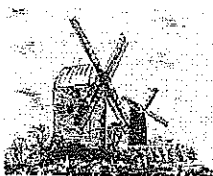
Policy 10: Protection of Open Space*

Development proposals, which provide a mix of formal and informal open space to meet local need, will be supported. Open space is to be of high quality and serve local need.

The Proposals Map identifies the following areas of public open space:

- a. Land at the Golf Club;
- b. Land at Ham Fields;
- c. Land at Clayton Mills;
- d. Land comprising the strategic allocation to the north of Clayton Mills, to be agreed through the planning application, in accordance with MSDP Policy DP11;
- e. Land at Clayton Recreation Ground;
- f. Land at Adastra Park;
- g. Land at Talbot Fields; and
- h. Land at Belmont playing fields.

²⁴ Paragraph 91 of the NPPF



Development proposals for the replacement of existing open space, including the identified areas of public open space, will be supported where:

1. Equivalent (in qualitative and quantitative terms) or enhanced open space is provided to serve local needs; and
2. Proposals for the replacement of open space ensure the replacement is made available before the loss of the existing.

Development proposals which result in the loss of existing open space, including the identified areas of public open space, will not be supported unless:

3. As assessment has been undertaken which has clearly shown the facility to be surplus to requirements; or
4. The loss resulting from the proposed development would be replaced by equivalent, or better, provision in terms of quantity and quality in a suitable location; or
5. The development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss.

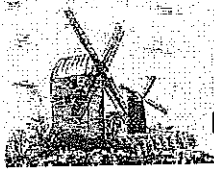
** Open space referred to in the context of the above policy is defined as per Annex 2: Glossary, National Planning Policy Framework.*

Policy 11: Outdoor Play Space

- 5.9. In support of the retention of existing forms of open space, it is considered desirable and appropriate to specifically seek residential development of 5 units or more, to provide outdoor play space. The overall quantum of space will be determined having regard to the prevailing standards of the District, or as calculated by reference to the need arising from the associated development.



Figure 12 - Play Space Clayton Mills



- 5.10. There is concern locally that too often such play areas, provided in conjunction with residential development comprise a limited number of low quality pieces of equipment, poorly sited in relation to the wider development, and demarcated by austere boundary treatment.
- 5.11. HPC wish to encourage the provision of children's equipped play areas and play space for young people, in creative and imaginative forms that are fully integrated and relate well to the overall development scheme.

Policy 11: Outdoor Playing Space

Development proposals of 5 or more homes will be required to provide play areas and associated equipment. This should be preferably provided on site or alternatively financial contributions should be provided towards both the provision and long term maintenance of off site community facilities.

Policy 12: Community Facilities

- 5.12. The Parish benefits from a range of community facilities. These include, but are not limited to, community halls, library, schools, medical centre, public houses, religious meeting venues, allotments and cemeteries. Individually and collectively these contribute to the well-being of the local community.

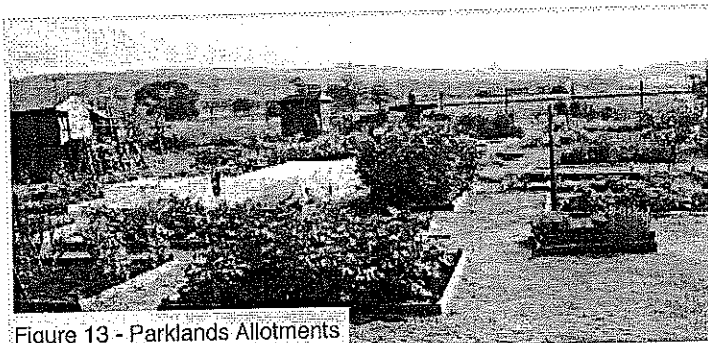
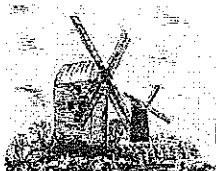


Figure 13 - Parklands Allotments

- 5.13. HPC therefore seek to resist the loss of these facilities; or alternatively, where such loss is unavoidable, secure compensatory mitigatory provision. Proposals for the enhancement of such facilities, either by alteration, extension or replacement will be supported.



Policy 12: Community Facilities

Development proposals which result in the loss of community facilities will not be supported.

Development proposals for the alteration and/or replacement of community facilities will be supported where:

1. Equivalent (in qualitative and quantitative terms) or enhanced facilities are provided to serve local needs; and
2. Proposals for the replacement of a community facility ensure the replacement facility is made available before the closure of the existing facility.

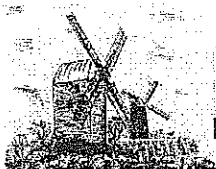
Aim 1: Assets of Community Value

- 5.14. The Localism Act 2011²⁵ enables the nomination of Assets of Community Value (ACV) by a community group that is locally connected to the area. In order for land and/or building(s) to be nominated they must meet the requirements of the Localism Act. The nomination must set out and demonstrate *"the land and/or building(s) in current use, (or in the recent past), furthers the social wellbeing or social interests of the local community"*. In addition, nominations must demonstrate *"it is realistic to think that the land and/or building(s) will continue to further the social wellbeing or social interests of the local community."*
- 5.15. There is a statutory duty upon local authorities to maintain a list of ACV. Where any of the ACV are put up for sale, the community is given time to prepare a bid and can attempt to buy the asset themselves.
- 5.16. HPC wish to support nomination(s) which are in line with the legislative requirement of the Localism Act and complement the Vision and Strategic Objectives of the HNP.

Aim 1: Assets of Community Value

Support is offered for nominations for building(s) or land in the Parish to be listed as an Asset of Community Value, where such proposals reflect the legislative requirements to further the social wellbeing or social interests of the local community.

²⁵ Part 5 Community Empowerment, Chapter 3 - Assets of Community Value



Policy 13: Education Provision

- 5.17. The Parish currently contains 3 state education schools. These are Hassocks Infants, The Windmills Junior, and Downlands Community School (Secondary). Recent provision of additional school places has occurred at primary level to deliver a 3-form entry at both Hassocks Infants and The Windmills Juniors.
- 5.18. The MSDP advises there are known deficiencies in primary school education in Hassocks, with the existing primary school operating at capacity. In light of this, the strategic allocation at Clayton Mills makes provision of land for a new primary school, which MSDC advise will alleviate existing deficiencies as well as providing extra capacity.
- 5.19. The delivery of adequate school places to serve the local resident population is the responsibility of the Local Education Authority (LEA), West Sussex County Council. HPC wish to support the provision of a two-form entry primary school in the Parish and will therefore work with the Local Education Authority, to ensure a school is provided to meet demand.

Policy 13: Education Provision

The provision of a two-form entry primary school within the Parish will be supported.

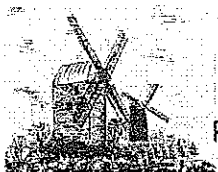
The Parish Council will work with the Local Education Authority, Mid Sussex District Council, and developers to ensure a school is provided to meet growing demand in the Parish and in accordance with other policies in the HNP.

Aim 2: Education Facilities

- 5.20. In addition to the need for a Primary school, HPC consider that other educational facilities may be required over the lifetime of the HNP, but acknowledge that these requirements are not yet known.
- 5.21. HPC supports the provision of adequate facilities to meet the needs of the local resident population.

Aim 2: Education Facilities

Support will be offered for the delivery of adequate education facilities to meet the needs of all ages of the local resident population.

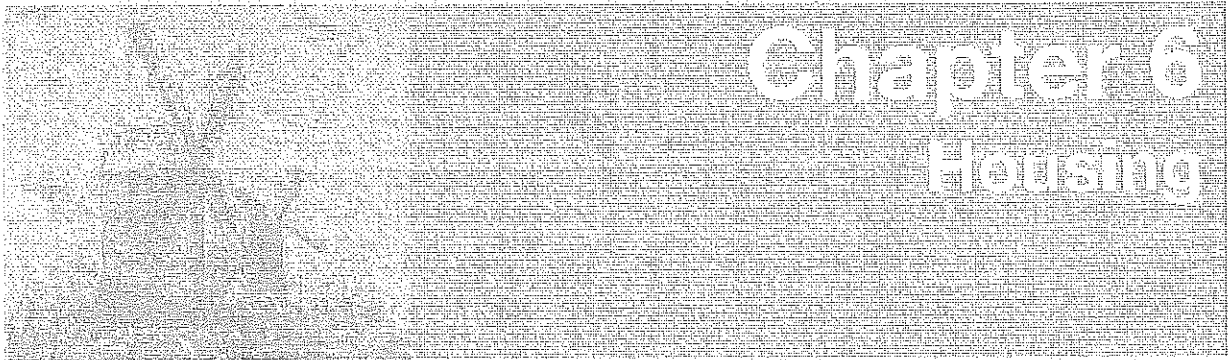


Aim 3: Healthcare Facilities

- 5.22. The Parish is currently served by a health centre in Windmill Avenue. The delivery of adequate healthcare is the responsibility of the Local Clinical Commissioning Group.
- 5.23. Whilst, at this stage, no requirement for additional facilities has been identified, it is acknowledged that additional facilities may be required over the lifetime of the HNP.
- 5.24. HPC supports the provision of adequate healthcare facilities to meet the needs of the local resident population.

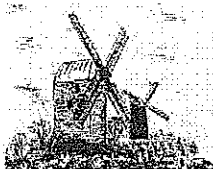
Aim 3: Healthcare Facilities

Support will be offered to the Clinical Commissioning Group to deliver adequate locally based health care provision in the Parish.



Chapter 6

Flouting



6. HOUSING

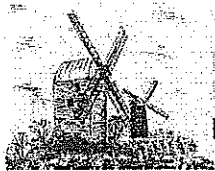
Strategic Objective:

To provide the opportunity for appropriately sized, affordable and sustainable housing, developed in sympathy with the village and its surroundings, built to very high standards of design, construction, energy efficiency and water management.

Introduction

- 6.1. A background paper on housing,²⁶ amongst other matters, sets out HPC's position in light of the adoption of the MSDP.
- 6.2. The MSDP 2014-2031 was adopted on 28th March 2018. It replaces the Mid Sussex Local Plan 2004 (other than the saved Local Plan policies). It does not apply to that part of the District within the SDNP.
- 6.3. With respect to meeting housing need, the MSDP has established the objectively assessed housing need (OAHN) of the District as 14,892 dwellings over the Plan period. Provision is also made for 1,498 dwellings to ensure unmet need is addressed in the Northern West Sussex Housing Market Area. This results in a District Plan minimum housing requirement over the Plan period of 16,390.
- 6.4. The MSDP will facilitate the delivery of an average of 876 dwellings per annum (dpa) until 2023/24; and thereafter, an average of 1,090 dpa between 2024/2025 and 2030/2031, subject to there being no further harm to the integrity of European Habitat Sites in Ashdown Forest.
- 6.5. Policy DP4 of the MSDP, sets out how the Districts OAN will be delivered. This comprises:
 - Strategic development north and north-west of Burgess Hill: 3,500 dwellings;
 - Land north of Clayton Mills: 500 dwellings;
 - Windfall allowance: 450 dwellings; elsewhere in the District, and
 - As allocated through future Neighbourhood Plans and the Site Allocations document: 2,439 dwellings.

²⁶ Background Paper: Housing Hassocks Neighbourhood Plan, October 2018

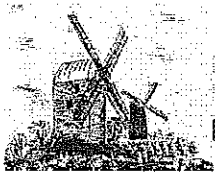


- 6.6. With respect to Neighbourhood Plans, Policy DP4 sets out the spatial distribution of the housing requirement by reference to settlement categories. The MSDP identifies five settlement categories of which Burgess Hill, East Grinstead and Haywards Heath fall within Settlement Category 1 and are required to deliver the majority of the housing requirement over the Plan period.
- 6.7. Hassocks and Keymer fall within Settlement Category 2 (together with Copthorne, Crawley Down, Cuckfield, Hurstpierpoint and Lindfield). Collectively MSDP Policy DP4 identifies a minimum requirement over the Plan period for Category 2 settlements to provide 3,005 dwellings, with the minimum residual from 2017 onwards (i.e. accounting for existing completions and commitments) of 838 dwellings.
- 6.8. With respect to the Neighbourhood Plan Strategy, the MSDP provides clarity between the District housing requirement and the role of individual Neighbourhood Plans in meeting this. It shows the minimum residual amount of development for each settlement over the rest of the Plan period, as at April 2017.
- 6.9. For Hassocks, the MSDP sets out:
- A minimum requirement of 882 dwellings to be delivered over the Plan Period (based on stepped trajectory);
 - A minimum requirement of 519 dwellings to be delivered up to 2023/24 (based on 876 dpa);
 - The number of commitments and completions in Hassocks, as at 1 April 2017 amounts to 882 dwellings;²⁷ and
 - In light of the number of commitments and completions in Hassocks, the minimum residual number of dwellings to be delivered from 2017 onwards is zero.
- 6.10. The revised NPPF makes clear that strategic policy-making authorities should establish a housing requirement figure for designated neighbourhood areas.²⁸ Whilst this post-dates the MSDP, the District Plan Inspector required a similar exercise be undertaken as part of the preparation of the MSDP.²⁹ This resulted in the terms of policy DP4: Housing, and the supporting text, including the Table on page 36 of the MSDP, as detailed above.
- 6.11. The MSDP therefore requires within Hassocks Parish, the delivery of a minimum housing requirement of 882 dwellings over the MSDP period. This housing requirement figure is met

²⁷ 882 includes strategic allocation to the north of Clayton Mills

²⁸ See Paragraph 65 of NPPF 2018

²⁹ See J Bore letter of 20th February 2017



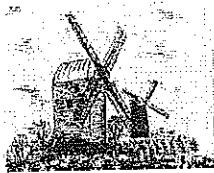
by existing commitments and completions as at April 2017 which includes the strategic site allocation of land north of Clayton Mills (MSDP DP11).

- 6.12. It is noted that this number is substantially higher than any of the other settlements that are identified at Category 2 in the settlement hierarchy.³⁰
- 6.13. In light of the above, HPC concluded that there is no requirement to make housing allocation provision for additional residential development within the Parish over the HNP period. The HNP does however, support the delivery of further windfall development within the Parish, subject to compliance with policies in the HNP.

Policy 14: Residential Development Within and Adjoining the Built-Up Area Boundary of Hassocks

- 6.14. The NPPF defines windfall development as "sites not specifically identified in the development plan."
- 6.15. Paragraph 68 of the NPPF acknowledges small and medium sized sites can make an important contribution to meeting the housing requirement of an area, and are often built-out relatively quickly. In order to promote the development of a good mix of sites Local Planning Authorities should "support the development of windfall sites through their policies and decisions, giving great weight to the benefits of using suitable sites within existing settlements for homes."
- 6.16. MSDP Policy DP6: Settlement Hierarchy sets out support for development within towns and villages with defined built-up area boundaries. The Policy states that outside of the defined built-up area boundaries, the expansion of settlements will be supported where:
- The site is allocated in the District Plan, a Neighbourhood Plan or subsequent Development Plan Document or where the proposed development is for fewer than 10 dwellings; and
 - The site is contiguous with an existing built-up area of the settlement; and
 - The development is demonstrated to be sustainable, including by reference to the settlement hierarchy.
- 6.17. In accordance with the NPPF, HPC wish to plan positively for the future of the Parish. Therefore, and in line with MSDP DP6, HPC wish to support further windfall development within the built-up area boundary; and outside of the built-up area boundary, where this is on land that lies outside of the identified Local Gap and South Downs National Park, subject to a number of criteria.

³⁰ See Policy 6: Settlement Hierarchy of the MSDP and Table on page 26 of the MSDP



- 6.18. Given the historic supply of windfall development within the Parish, it is anticipated this will facilitate the delivery of further residential development over the HNP period, in excess of the minimum housing requirement figure in the MSDP.

Policy 14: Residential development within and adjoining the built-up area boundary of Hassocks

Development proposals for residential development on unidentified sites within the defined built-up area of Hassocks will be supported where proposals:

1. Are of an appropriate nature and scale; and
2. Positively respond to the character and function of the area.

Development proposals for residential development outside of the built-up area of Hassocks will be supported where:

3. The proposed development is for fewer than 10 dwellings; and
4. The site is contiguous with an existing built-up area of the settlement; and
5. The site is outside of the South Downs National Park; and
6. The development is demonstrated to be sustainable, including by reference to Hassock's position in the settlement category hierarchy of MSDP Policy DP6; and
7. The development is located within the Local Gap, it complies with the criteria of Policy 1: Local Gap.

Policy 15: Hassocks Golf Club

- 6.19. Hassocks Golf Club is an existing 18-hole golf course with an associated clubhouse and infrastructure. It is open to both members and non-members. It is located on the north-west edge of the built-up area of Hassocks and Keymer, on the west side of the A273 and north and west of Reed Close and Pavilion Close.

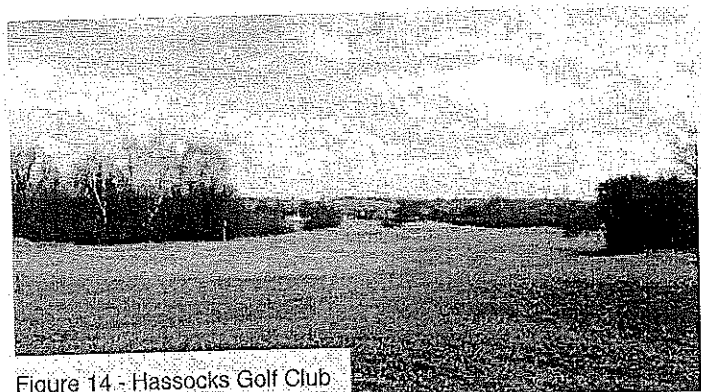
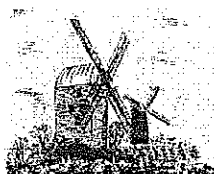


Figure 14 - Hassocks Golf Club

- 6.20. The previous Submission HNP allocated land at Hassocks Golf club for up to 130 residential units and a 9 hole golf course facility, subject to a number of criteria.



- 6.21. An application to comprehensively redevelop the site for up to “130 residential units, replacement golf clubhouse and new driving range, new golf holes and associated infrastructure” was submitted in April 2016, and subsequently approved by MSDC in June 2017.³¹
- 6.22. Since the grant of planning permission, a further application for the redevelopment of the site comprising of 165 residential units has been submitted to MSDC.³² This application was resolved to be approved at the MSDC District Planning Committee on 29 November 2018.
- 6.23. The principle of development has been established on the site through the grant of planning permission. HPC wish to ensure any future applications on the site are developed in line with the Vision and Strategic Objectives of the HNP. The HNP therefore includes a policy to support the development of the site in line with the Vision and Strategic Objectives of the HNP.

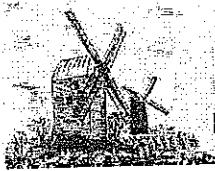
Policy 15: Hassocks Golf Course

Residential development proposals on land at Hassocks Golf Club (as identified on the Proposals Map) will be supported where proposals:

1. For residential development do not extend into the Local Gap (as identified on the Proposals Map);
2. Protect ancient woodland;
3. Allow for the retention of existing mature trees and hedges;
4. Protect and do not adversely affect heritage assets, including Friars Oak House and its rural setting;
5. Provide a suitable mix of dwelling types and sizes to meet the needs for current and future households;
6. Protect the amenity of existing residential properties bordering the site;
7. Provide a mix of high quality formal and informal open space;
8. Include details for the maintenance of public open space;
9. Provide land to the west of Belmont Recreation Ground for formal/informal open space;

³¹ DM/16/1775

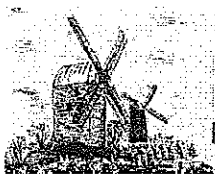
³² DM/18/2616



10. Provide suitable access and parking; and
11. Maximise opportunities to facilitate and provide the increased use of alternative means of transport to private non-carbon fuelled vehicles.

Policy 16: Land to the North of Clayton Mills and Mackie Avenue

- 6.24. The previous Submission HNP allocated land to the north of Clayton Mills and Mackie Avenue for up to 140 units.
- 6.25. As part of the MSDP Examination, MSDC were directed to undertake further work to identify sites or broad areas of land for potential development in order to meet the minimum housing requirement for the MSDP period.
- 6.26. The MSDP, subsequently allocated part of the site and further land to the north, for 500 dwellings and associated infrastructure, including a new primary school (MSDP Policy DP11).
- 6.27. HPC made representations to the Inspector of the MSDP setting out strong objections to the proposed allocation of 500 dwellings and associated infrastructure. Notwithstanding this, the Inspector concluded that the site should be allocated, and this is reflected in MSDP Policy DP11.
- 6.28. This allocation has established the principle of development of the site. HPC nonetheless wish to ensure any future application(s) on the site is developed in line with the Vision and Strategic Objectives of the HNP. The HNP therefore, includes a policy to support the development of the site in line with the Vision and Strategic Objectives of the HNP.



Policy 16: Land to the north of Clayton Mills and Mackie Avenue

Land to the north of Clayton Mills and Mackie Avenue is allocated as a Strategic Development in MSDP Policy DP 11. Development Proposals on this site will be supported where they accord with MSDP DP 11.

To ensure the site is developed in line with the Vision and Strategic Objectives of the HNP, HPC will support proposals which:

1. Do not extend into the Local Gap (as identified on the Proposals Map);
2. Provide a greenspace buffer on the northern periphery of the site to form a defensible boundary and to prevent coalescence with Burgess Hill;
3. Transfer land within the greenspace buffer to the Parish Council;
4. Protect the amenity of existing residential properties bordering the site;
5. Provide a suitable mix of dwelling type and sizes to meet the needs of current and future households;
6. Protect existing Public Rights of Way within, and adjacent to, the site and their open aspect through suitable landscaping;
7. Provide and enhance safe pedestrian and cycle routes from Hassocks village centre to Burgess Hill via the development site;
8. Do not detract from, or cause detriment to, the special qualities and tranquillity of the South Downs National Park (in line with HNP Policy 6);
9. Protect the setting of the nearby heritage asset;
10. Protect existing open space to the south of the strategic allocation;
11. Provide a mix of high quality formal and informal open space;
12. Provide suitable access and parking arrangements; and
13. Maximise opportunities to facilitate and provide the increased use of alternative means of transport to private non-carbon fuelled vehicles.

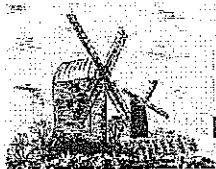
Land to the West of London Road

6.29. The previous Submission HNP allocated a number of green spaces both within and around the built areas of the Parish that met the requirements of the NPPF. This included Land at the Ham³³ (LGS2) as a Local Green Spaces.

6.30. Notwithstanding this, an application for residential development for 97 dwellings on land west of London Road³⁴ was submitted to MSDC in November 2013. The application was

³³ Also known as land to the west of London Road

³⁴ DM/13/03818



refused in May 2014; and was the subject of an appeal which was dismissed in March 2015. However, this decision was challenged in the High Court and was subsequently quashed in February 2016. The appeal was therefore the subject of re-determination by the Secretary of State (SoS).

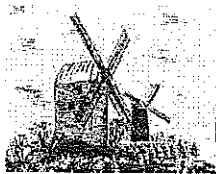
- 6.31. The Government appointed Inspector held a Public Inquiry in August 2016. HPC made representations at the Public Inquiry setting out strong objections to the proposed development. Notwithstanding, the SoS allowed the appeal and planning permission was granted in March 2017.³⁵
- 6.32. Since this granting of permission for 97 residential units, a subsequent application for residential development for 129 dwellings and associated infrastructure was submitted to MSDC in October 2017. The application was approved in July 2018.³⁶
- 6.33. The principle of development on this site has been established through the granting of planning permission.

Aim 4: Housing Mix

- 6.34. The Census data indicates that the average household size in the Parish was 2.28 persons in 2011; an increase of 2.21 persons from the Census of 2001. It is considered that this change, which runs contrary to the general trend of decreasing household size, is considered likely to be attributable to the development of Clayton Mills which is typified by family style dwellings.
- 6.35. The Census data from 2011 also reveals that there is a broad range in the size of households. Some 30% are 1 person; 38% are 2 persons; 14% are 3 persons; 14% are 4 persons; and 5% are 5 persons or more.
- 6.36. This demonstrates that the actual size of households is predominantly 2 or less (68%). Whilst this does not necessarily automatically translate into a demand for 1 and 2 bedroom properties (as some smaller households may wish to have additional bedrooms for use as study/spare room etc), it does indicate that the demand from the resident population is likely to be more toward smaller properties, than larger properties.
- 6.37. The NPPF, advises the size, type and tenure of housing needed for different groups in the community should be assessed and reflected in planning policy.
- 6.38. HPC wish to support new residential development to provide a mix of housing types. Support will therefore be offered to developments which seek to contribute to the demand

³⁵ APP/D3830/W/14/2226987

³⁶ DM/17/4307



for 1 and 2 bedrooms dwellings. This will serve to ensure that the needs of all sizes of households are likely to be met in future developments.

- 6.39. It is also considered that the different needs of varying sectors of the community need to be provided for within new housing developments, including older people and vulnerable groups. An example of this is via the provision of dwellings that meet the Lifetime Homes Standard. This is justified given the Census data from 2011 indicates that 26% of the resident community of the Parish are aged 65 or over.

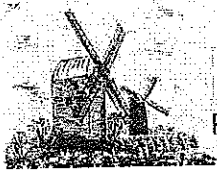
Aim 4: Housing Mix

Development proposals which provide a mix of dwelling types and sizes to meet the needs of different groups will be supported.

Policy 17: Affordable Housing

- 6.40. The MSDP sets out the requirement for the provision of affordable housing for residential development. MSDP Policy DP31 sets out different thresholds with respect to the provision of affordable housing, dependent upon the size and location of development.
- 6.41. In addition, Policy DP31 requires all affordable housing to be integrated with market housing and meet national technical standards for housing. The HNP supports the requirements of MSPD Policy DP31.
- 6.42. MSDC is required to publish an Allocation Scheme which sets out how it decides who to put forward as a prospective tenant of a housing association property. The Scheme must show how MSDC awards priority to particular descriptions of applicants and the procedure that is followed in allocating housing.
- 6.43. MSDC published, a report entitled "Housing Allocation Scheme", in April 2018. It sets out who qualifies to go on the housing register; how priority is given to Applicants with differing housing circumstances; and the procedures that are to be followed when applicants are selected to be allocated accommodation by MSDC.
- 6.44. The Report confirms MSDC is concerned that new developments of general needs housing in the towns and villages of Mid Sussex should enable those local people in housing need who wish to do so to remain in their local community in order to contribute to the sustainability of that community. The Report³⁷ sets out "special rules" designed to ensure this happens.

³⁷ Section 39, MSDC Housing Allocation Scheme with effect from April 2018



- 6.45. The provision of affordable housing for local people is an aspiration of the HNP. The HNP therefore supports people with a local connection who wish to secure affordable housing in the Parish.

Policy 17: Affordable Housing

Residential development proposals should provide a mix of affordable housing sizes, types and tenures aligned to meet the needs of the Parish.

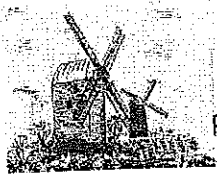
When allocating the first letting of a home within a new development of general needs housing, priority will be given to bids from applicants who have a local connection to the parish of Hassocks. In order to establish a local connection, the applicant(s) must meet one of the following criteria:

1. Resides in the Parish of Hassocks as their only, or principal home, and has done so for the previous 2 years; or
2. Has resided in the Parish of Hassocks as their only, or principal home, for a period of at least 3 years in aggregate out of the preceding 5 years; or
3. Is in paid employment in the Parish of Hassocks (working 16 hours or more a week) and has been for the previous 2 years; or
4. Has close relatives who reside in the Parish of Hassocks as their only, or principal home, and have done so for at least the previous 5 years, or the previous 2 years if the Applicant is aged 65 or over.

Larger new developments containing 250 homes or more in total are intended to meet the housing needs of the whole District and are therefore exempt from the local connection criteria above.

Chapter 7

Economy



7. ECONOMY

Strategic Objectives:

- To encourage economic development and job creation within the built-up area of the village.
- To develop the centre of the village to form a distinctive social hub.

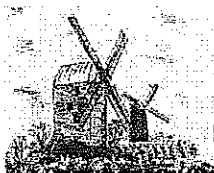
Introduction

- 7.1. The Census data from 2011 indicates that the 'economically active' residents of the Parish are more likely to be 'white-collar' workers in 'professional' jobs, that work from home or commute to London, than the District and National average.
- 7.2. This is reflected in the general absence of large areas of employment floorspace in the Parish, and a lack of demand for such provision in the results of surveys³⁸ undertaken as part of the preparation of the HNP.
- 7.3. Other economic activity floorspace of the Parish is therefore focussed on the retail shops and services located predominantly along Keymer Road.

Policy 18: Village Centre

- 7.4. A District Council Retail Study, dated November 2014, found a healthy commercial centre, of the Parish with a typically well-maintained public realm and limited number of vacant units. It noted that in the 10 years since the previous survey, the overall number of units had increased. There was however, some shift in use with a decline in 'convenience' and 'comparison' units, and an increase in, amongst others, cafes.
- 7.5. It is considered important to seek to preserve and enhance the vitality and viability of this retail and commercial centre. In particular, support is offered for proposals that would enhance the character and sense of place of the centre. Such works should facilitate the experience and enjoyment of users of these facilities. This could be achieved by a range of measures.

³⁸ NP Business Questionnaire, March 2015



Policy 18: Village Centre

Development proposals which seek to enhance the character and sense of place of the central retail and commercial area of Hassocks will be supported.

This will include, but is not limited to, proposals to enhance parking facilities, traffic flow, pedestrian and cycling facilities, shop frontages, green spaces, public realm and signage.

Policy 19: Tourism

- 7.6. The southern part of the Parish, including Clayton, lies within the South Downs National Park (see Figure 2), whilst the main built-up area of Hassocks and Keymer lies at the foot of the scarp slopes.
- 7.7. Within the Parish boundary are the iconic 'Jack and Jill' Clayton windmills, which are visible from the east-west South Downs Way, located a short way to the south.
- 7.8. The position of the main built-up area of the village, including its railway station provides a convenient and accessible gateway to visitors to the South Downs National Park (SDNP).
- 7.9. Aligned to this, the SDNPA commissioned, Visitor Accommodation Review (December 2014) concludes that there is potential for visitor accommodation development across all parts of the SDNP, both in terms of expansion and upgrade of existing accommodation, and the development of new accommodation. The survey concludes that the visitor accommodation sector is performing very strongly at weekends and during the week in the peak summer months, with frequent shortages of all types of accommodation at these times. It also concludes that there is strong demand for high quality accommodation which generally trades at the highest levels of occupancy and price. It considers that there is a clear prospect for future growth in the demand for all types of visitor accommodation in the National Park, and there are some clear gaps in accommodation supply along the South Downs Way.

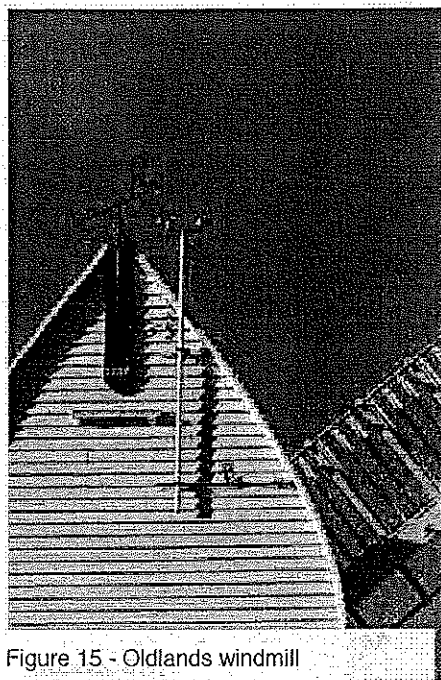
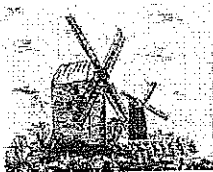


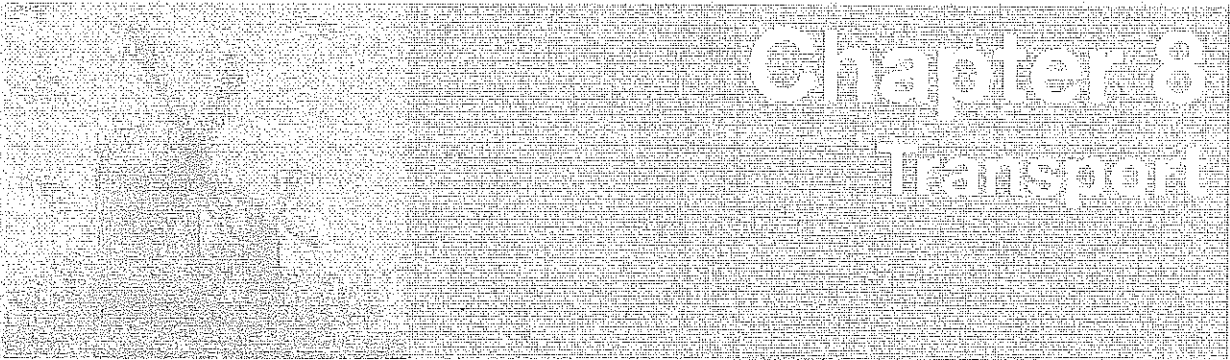
Figure 15 - Oldlands windmill



- 7.10. It is considered that the Parish is geographically well-placed to contribute to meeting the demand for accommodation in and around the SDNP. However, at present the Parish has only a limited provision of overnight accommodation.
- 7.11. HPC therefore supports the growth of overnight accommodation within the Parish to contribute to meeting the need identified in the National Park commissioned survey. Such provision must have regard to impact on its immediate environs.

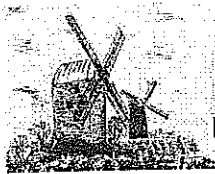
Policy 19: Tourism

Development proposals, which promote tourism activities and include overnight accommodation, will be supported provided the siting, scale, and design has regard to, and reflects the local area.



Chapter 8

Transport



8. TRANSPORT

Strategic Objectives:

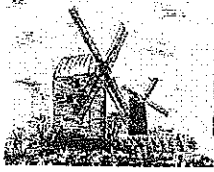
- To promote non-car modes of travel, including through accessibility to public transport and improvements in pedestrian and cycle safety; encouraging people to walk, cycle and ride in, and around the parish; to reduce the impact of traffic in terms of congestion, pollution, parking and vehicle speeds; and to encourage the use and availability of electric vehicles.
- To ensure the whole parish is safe, accessible and attractive to all, acting as a gateway to the South Downs National Park, encouraging tourism, and supporting healthy lifestyles and wellbeing.

Introduction

- 8.1. Hassocks is readily accessible by road and rail and benefits from public bus services. However, the intersection of the north-south and east-west routes at Stonepound Crossroads suffers from congestion at peak times. Air pollution is a key concern in this area. The village centre and some residential streets in the vicinity of the train station also experience parking congestion.
- 8.2. Delivering improvement to the existing infrastructure network and associated public transport services, generally lies outside the scope of a Neighbourhood Plan, and is reliant on other organisations. However, transport measures to improve existing deficiencies is supported by HPC and are therefore included within the HNP as Aims.

Aim 5: Non-Car Route Ways

- 8.3. The Parish is relatively well served by footpaths within the main built-up area and the adjacent countryside. There are 'gaps' in provision where a short link between existing paths could improve the value of the overall network. HPC therefore, wish to support measures, either individually or collectively to form a linked PRow or non car route network to create a circular accessibility route around the built-up area of Hassocks.
- 8.4. The footpaths and cycle ways are generally well marked. Nevertheless, the surface of many paths is poor and many become impassable in the winter months. HPC wish to support the repair and upgrade of PRows to enhance their physical usability all year round by those with mobility impairments.

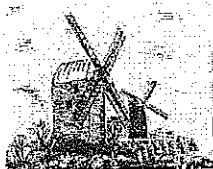


- 8.5. HPC wish to support measures to increase and improve off road routes and inter-connectivity. In particular, HPC wish to support the creation of all-weather publicly accessible non-car routes to link Hassocks and Clayton villages; Hurstpierpoint and Burgess Hill in particular on land to the east of the railway line.
- 8.6. Public consultation events have highlighted local concern with the PRoW which includes the unprotected railway crossing between the Clayton Mills and Shepherd's Walk estate as a potential safety issue. HPC therefore wish to support enhancements in the safety of the PRoW crossing of the railway line on land between Clayton Mills and Shepherds Walk.
- 8.7. Given the development pressures facing Hassocks, HPC wish to support the provision and/or enhancement of non-car accessibility routes, including for mobility impaired between new development and Hassocks centre.

Aim 5: Non-Car Route Ways

Support will be offered for measures to improve the accessibility and usability of Public Rights of Way (PRoW). This includes, but is not limited to:

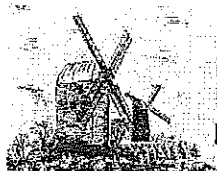
1. Measures, either individually or collectively, to form a linked PRoW or non-car route network to create a circular accessibility route around the built-up area of Hassocks;
2. The repair and upgrade of PRoWs to enhance their usability all year round and by those with mobility impairments;
3. Enhancement in the safety of the PRoW crossing of the railway line on land between Clayton Mills and Shepherds Walk;
4. Provision and/or enhancement of non-car accessibility routes, including for mobility impaired between new development and Hassocks centre;
5. The creation of an all-weather publicly accessible non-car route linking Hassocks and Clayton villages;
6. The creation of an all-weather publicly accessible non-car route linking Hurstpierpoint and Hassocks (in consultation with Hurstpierpoint and Sayers Common Parish Council); and
7. The creation of an all-weather publicly accessible non-car route linking Hassocks to Burgess Hill, in particular on land to the east of the railway line.



Aim 6: Public Transport

- 8.8. The London to Brighton line which serves Hassocks is operating at capacity and this has an impact on the reliability of services. It is acknowledged some improvement in reliability should be possible as the existing signaling system is replaced, which is due to take place in stages over the next ten years.
- 8.9. Given the wider capacity constraints, it is acknowledged there are limited measures that could be undertaken to improve train services from Hassocks. However, HPC supports measures which could increase train services serving Hassocks.
- 8.10. In contrast to rail services, the Parish is not as well served by buses. At present the majority of buses serving Hassocks run parallel to the railway on the A273 and do not directly serve the railway station or the village centre.
- 8.11. The village is served by the following buses: No.33 (a service between Hurstpierpoint, Burgess Hill and Haywards Heath, operating Monday-Saturday); 33A (a service between Warden Park School, Haywards Heath, Burgess Hill and Hurstpierpoint, operating Monday-Saturday. 590 (a service between Sayers Common, Hurstpierpoint, Keymer and Albourne, operating Monday-Friday); and 331 (a service between Sayers Common, Hurstpierpoint, Hassocks and Downlands, operating on school days only).
- 8.12. The 'Village Rider' No.167 (Burgess Hill, Hassocks, Ditchling and Offham, operating Monday-Friday) and No.168 (Burgess Hill, Wivelsfield, East Chilmington, Ditchling and Burgess Hill operating Monday to Friday) also serves the village.
- 8.13. In addition, the 270, 271, 272 and 273 offer services to Brighton operating Monday-Sunday. There is a community bus service which is operated by volunteers.
- 8.14. From Hassocks train station there are regular services running daily to London. The average direct journey time (from Hassocks to London Victoria) is 1hr 04 mins. The fastest journey is 47 minutes. On an average weekday, there are 40 trains per day traveling from London Victoria to Hassocks.³⁹ There are also regular services running daily from Hassocks train station to Brighton taking on average 11 minutes.
- 8.15. HPC therefore supports improvements to both bus and rail services, as well as improvements to public transport infrastructure.

³⁹ www.thetrainline.com/train-times/london-victoria-to-hassocks



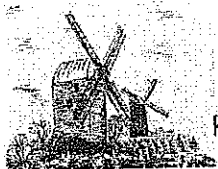
Aim 6: Public Transport

Support will be offered for measures to improve public transport accessibility to, within, and around the Parish. This includes, but is not limited to:

1. Enhancement of bus and rail services, including the number and times of services, frequency, capacity and connectivity to the wider public transport network; and
2. Enhancement of bus and rail infrastructure, including bus stops and rail station car parking.

Aim 7: Traffic and Accessibility

- 8.16. Stonepound Crossroads is an AQMA, due to the high levels of nitrogen dioxide in the area, caused by the volume of traffic and the start-stop routine of driving conditions at peak times. During peak hours there are significant queues on the approaches to Stonepound Crossroads. This is reflected in the findings of the AQMA; and the Action Plan for the area sets out a range of proposals to seek to reduce the amount of traffic using the junction, in particular by HGV's. HPC wish to support the routing of HGVs away from the A273 in proximity to the Stonepound Crossroads.
- 8.17. Public consultation, as part of the preparation of the HNP has highlighted concern regarding congestion and safety within the centre of the village, particularly on Keymer Road between Dale Avenue and Woodsland Road.
- 8.18. HPC therefore wish to support proposals that will result in a reduction in traffic and congestion, association pollution and highway safety problems at these junctions.
- 8.19. Traffic accident data has highlighted road safety as an issue on the A273, with particular focus at Stonepound Crossroads, and on Keymer Road between Dale Avenue and the Parklands Road junction.
- 8.20. During a public consultation exercise as part of the preparation of the HNP, concern was expressed by local residents at the speed of vehicular traffic in the Parish, particularly on Grand Avenue and Keymer Road. There were requests for improved enforcement of speed limits. Furthermore, there was strong support from local residents for the introduction of 20mph speed limits around the schools and in the centre of the main built-up area.
- 8.21. HPC therefore wish to support the introduction of 20mph zones within the Parish's existing and proposed residential areas.



- 8.22. Public consultation exercises as part of the preparation of the HNP identified concerns with road safety at the junction of Lodge Lane and New Road, where traffic from Lodge Lane seeks to enter the flow of traffic on New Road. In light of this, HPC wish to support the introduction of roundabouts at the junctions of Keymer Road/Grand Avenue, and Lodge Lane/New Road.
- 8.23. HPC wish to support efficient, safe and accessible means of transport with overall low impact on the environment. In line with paragraph 105 of the NPPF, HPC wish to support the adequate provision of, or contribution towards infrastructure, to facilitate electric and other ultra low emission vehicles within the Parish.

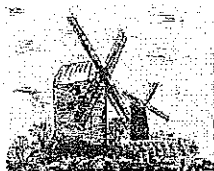
Aim 7: Traffic and Accessibility

Support will be offered for proposals to minimise the impact of traffic and enhance traffic safety within the Parish. This includes, but is not limited to:

1. Reduction in traffic congestion, associated pollution and highway safety problems at Stonepound Crossroads, Dale Avenue and Keymer Road;
2. Introduction of 20mph zones within the Parish's existing and proposed residential areas;
3. Introduction of roundabouts at the junctions of Keymer Road/ Grand Avenue, and Lodge Lane/New Road;
4. Routing HGVs away from the A273 in proximity to the Stonepound Crossroads; and
5. Promotion of, or contribution towards, infrastructure to enable use of non-carbon fuelled vehicles within the Parish, including from new development.

Chapter 9

Implementation & Delivery

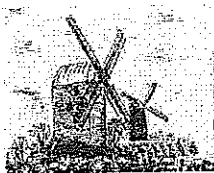


9. IMPLEMENTATION AND DELIVERY

- 9.1. The HNP will provide a long-term planning framework for the Parish. The HNP will subsequently be subject to an independent Examination and if successful will be subject to Referendum.
- 9.2. The HNP once "made" by MSDC will become part of the Development Plan for the District. It will be used by MSDC officers to guide development, in those areas which fall outside of the SDNP up to 2031.
- 9.3. The HNP will also become a Development Plan of the SDNPA. It will be used by SDNPA Officers to guide development, in those areas which fall inside of the SDNP up to 2031.
- 9.4. Once part of the Development Plan Document, it is envisaged MSDC will monitor the effectiveness of the HNP to ensure the effective delivery of its Strategic Objectives.
- 9.5. MSDC have prepared an Infrastructure Delivery Plan (IDP) to support the MSDP. This sets out and identifies the infrastructure required to support the growth identified within the MSDP. MSDC have confirmed they are intending to progress work on a Community Infrastructure Levy Charging Schedule, which will set out the charging rates for new development in Mid Sussex. MSDC have advised there is no timetable for this work program agreed at this time.
- 9.6. In the meantime, infrastructure facilities and services directly required by development will be funded through financial contributions and will be negotiated via S106 agreements.

Chapter 10

Proposals Map



PARISH COUNCIL

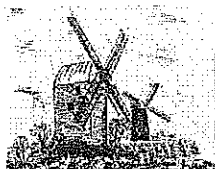
Hassocks: Gateway to the South Downs National Park

10. PROPOSALS MAP

TO BE INSERTED

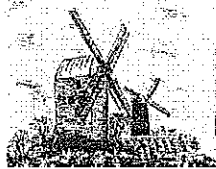
Chapter 11

Evidence Base

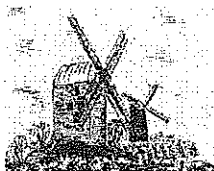


11. EVIDENCE BASE

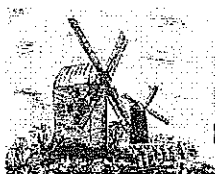
National	Date
National Planning Policy Framework	February 2019
Planning Practice Guidance (PPG) Neighbourhood Planning	-
Neighbourhood Planning (GOV.UK)	-
Strategic environmental assessment and sustainability appraisal (GOV.UK)	-
Locality, Communities ambitious for change (Neighbourhood Planning)	-
Office for National Statistics (Neighbourhood)	-
Rural Services Network	-
What is Neighbourhood Planning? Royal Town Planning Institute (RTPI)	-
What is a Neighbourhood Development Plan? (RTPI)	-
Planning for Your Neighbourhood –Statutory Tools (RTPI)	-
Planning for your Neighbourhood: Non Statutory Tools (RTPI)	-
Existing Tools for Neighbourhood Planning (RTPI)	-
Neighbourhood Planning (Historic England)	-
Information to Support Neighbourhood Planning (WSCC)	-
Sussex Biodiversity Record Centre	-
How to access Natural England's maps and data (GOV.UK)	-
Magic (Interactive GIS Mapping)	-
South East River Basin District Management Plan	-
Environment Agency Flood Maps & EA What's in your Backyard	-
Guidance For Neighbourhood Planning Grants and Technical Support Locality	-
South East Water, Water Resources Management Plan, 2010-2035.	-
Southern Water Resource Management Plan	-
West Sussex Waste and Minerals Plan	-
Marine Policy Statement	-
South Marine Plan	-
Mid Sussex Planning Policy	
Mid Sussex Local Plan (saved policies)	2004



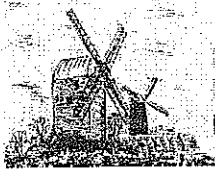
Mid Sussex District Plan	2018
Mid Sussex District Plan Examination documents	-
Sustainability Appraisal	-
Habitat Regulations Assessment	-
Housing and Spatial Planning	
Housing and Economic Needs Assessment (HEDNA)	February 2015 November 2015 August 2016
Strategic Housing Land Availability Assessment (SHLAA)	-
Mid Sussex District Windfall Study	November 2015
West Sussex Strategic Housing Market Assessment Update	October 2012
Strategic Housing Market Assessment (SHMA) Update 2014	2014
Housing Allocation Scheme, Choice-Based Lettings with effect from April 2018	-
Economic	
Mid Sussex Economic Development Strategy	April 2018
Transport	
Mid Sussex Transport Study Stage 3 Report	December 2016
Environment	
Strategic Flood Risk Assessment	June 2015
Gatwick Sub region Water Cycle Study	January 2011
Capacity of Mid Sussex District to Accommodate	June 2014
Mid Sussex Landscape Capacity Study	July 2007
Landscape Character Assessment for Mid Sussex	November 2005
Landscape Capacity Study	July 2007
A Strategy for the West Sussex Landscape	October 2005
Air Quality Action Plan - Stonepound Crossroads, Hassocks	September 2013
Ashdown Forest Visitor Survey Data Analysis	September 2010
Assessment of Open Space, Sport and Recreation	September 2006
Biodiversity 2020: A Strategy for England's Wildlife and Ecosystems Services	-
Biodiversity Action Plan	-
Biodiversity Opportunity Areas	-



Mid Sussex Conservation Area Appraisals	-
South Downs National Park	
South Downs Integrated Landscape Character Assessment	Update 2011
South Downs Access Network and Accessible Natural Green Space Study	July 2014
South Downs Partnership Management Plan: Shaping the future of your South Downs National Park 2014-2019	-
South Downs Local Plan	-
South Downs Local Plan Examination documents	-
Parish Based Evidence	
Analysis of Preference Data Final	-
Draft Potential Housing Site	-
Hassocks Constraints and AQMA radius map	-
Hassocks Parish Housing Land Availability Assessment (PHLAA)	-
Hassocks Potential Sites Map	-
Housing Need Document August 2015	-
LGS Candidates Maps	-
Proposed Local Green Spaces	-
Recommendations of NPWG	-
Summary of Site Assessment	-
Traffic Effects of Housing Development	-
Hassocks Parish Landscape Character Assessment	-
Hassocks Landscape Character Areas Map	-
Hassocks PNP Strategic Views	-
Hassocks All Constraints Map	-
Hassocks Townscape Appraisal	-
Hassocks Centre Townscape Analysis Map	-
Local Townscape Character Areas Map	-
Green Infrastructure Report	-
NP Environment- Wildlife	-
Hassocks Parish Key Habitats Map	-
Desktop Biodiversity Report	-
Hassocks Cultural Heritage	-
Cultural Heritage Map: Archaeological Notifications Area	-



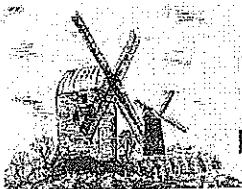
202209-153 Scheduled Monument Report	-
202209-153 Scheduled Monument Map 1	-
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202209-153 Listed Building Report	-
202209-153 Listed Building Map	-
202209-153 HER Data Report	-
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202209-153 Event/Activity Data Map	-
202209-153 Historic Landscape Characterisation Report	-
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202209-153 Archaeological Notification Areas Report	-
202209-153 Archaeological Notification Areas Map	-
Letter from Dowsett Mayhew to WSCC Education Department	18.5.15
Letter to NHS WSCC	29.4.15
Letter to NHS England	29.4.15
Hassocks Neighbourhood Plan Proposed Local Green Space Sites, Regulation 14 Pre- Consultation Plan NPWG Response Paper	April 2016
Minutes of meeting with Mid Sussex District Council	06.4.16
Minutes of meeting with Mid Sussex District Council and West Sussex District Council	06.4.16
Letter to Mid Sussex District Council re Hassocks Neighbourhood Plan Air Quality	25.4.16
Letter from Mid Sussex District Council re Hassocks Neighbourhood Plan Air Quality	6.5.16
Letter to West Sussex County Council re Hassocks Neighbourhood Plan	26.4.16
Letter from West Sussex County Council re Hassocks Neighbourhood Plan	26.5.16
Revised Hassocks Neighbourhood Plan	
Background Housing Paper	November 2018 & May 2019
Revised Hassocks Neighbourhood Plan, Review of Policy 1 Burgess Hill Gap and Policy 2 Ditchling Gap and Hurstpierpoint Gap	October 2018 & May 2019
Revised Hassocks Neighbourhood Plan Local Green Space Policy Review	October 2018 & May 2019
Hassocks Neighbourhood Plan Working Group, minutes of meetings held between June - November 2018	June 2018 - November 2018



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Hassocks: Gateway to the South Downs National Park

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