

# **Chichester District Council's**

## **Guide to producing a Neighbourhood Plan**

**December 2012**

## **Introduction**

This guidance is written for Town/ Parish Councils or community groups who want to produce a Neighbourhood Plan. The guidance is based on the March 2012 Neighbourhood Planning regulations (<http://www.legislation.gov.uk/ukxi/2012/637/made>). If you decide to produce a Neighbourhood Plan, we recommend you read this guidance and contact us, so we can help you with this process.

The Government's Localism Act reforms the planning system to give local people new opportunities to shape the development of the communities in which they live.

Chichester District Council (CDC) can provide support and advice to Parish and Town Councils; however, we cannot produce the plan or provide financial assistance. Where communities have expressed an interest to progress a Neighbourhood Plan, CDC will provide advice and support, facilitate and coordinate plan production by providing sources of information / data and check conformity of plans where appropriate and arrange examinations and referendums.

In order for Neighbourhood Plans to be adopted, they will need to conform with planning policies and guidance at the district, national and European level. The support of the local community will also need to be demonstrated.

For areas of Chichester District outside the South Downs National Park (SDNP):

- CDC is the Housing Authority
- CDC is the Local Planning Authority
- SDNP is not the Planning Authority

A Neighbourhood Plan will need to be in general conformity with District policy. This is currently being developed and is due to be completed and adopted in October 2014 and will replace the current Local Plan adopted in April 1999.

For areas of Chichester District inside the SDNP:

- CDC is the Housing Authority
- SDNP is the Planning Authority
- CDC is not the Planning Authority

A Neighbourhood Plan will need to be in general conformity with the SDNP policy.

For more details please follow this link – <http://www.southdowns.gov.uk/>

CDC is working with Parish and Town Councils outside the South Downs National Park Authority; however, we will be liaising with colleagues in the South Downs National Park Authority on cross boundary issues where appropriate.

Once adopted by CDC, a Neighbourhood Plan will be used, together with other policies and plans, to help determine planning applications for the Neighbourhood Plan area.

In order to have such influence in the planning system Neighbourhood Plans must go through a statutory process; this involves significant costs and time to produce it. The Government have indicated production costs of between £20,000 and £70,000 depending on the detail and area covered. The largest cost is likely to be the referendum which will be borne by the District Council. Costs to the Town/Parish Council or community group are likely to arise from early consultation/questionnaires with the community, printing costs, sourcing local evidence, employment of consultants and production costs associated with the Neighbourhood Plan.

The key principles that make up the Neighbourhood Plan approach are:

- The community decides the types of development and where and how it will take place. They will also fund and manage the preparation and development of the Plan;
- The Local Planning Authority (LPA) has a facilitative and supportive role but no direct role in preparing Neighbourhood Plans, the LPA role is confined to supporting and ensuring conformity with national planning and EU Directives, arranging examinations and undertaking referendums and adopting the Plans;
- Neighbourhood Plans have to operate within the framework set by national policy and be in conformity with the District Council's emerging Local Plan; and
- Neighbourhood Plans can designate additional growth above and beyond that identified in Chichester District Council's Local Plan but cannot opt for less. Neighbourhood Plans cannot therefore, be seen as a tool through which development can be prevented but should be used to direct where development can take place and influence the design.

The aim of this guide is to provide guidance to communities who wish to produce a Neighbourhood Plan. It is aimed at people who are interested in getting actively involved in helping to shape their locality and will be of particular use to Town/Parish Councils and community groups. The guide will be reviewed as the Neighbourhood Planning process develops.

The Government envisages that Neighbourhood Plans contain locally specific policies in relation to development and use of land. Therefore a Neighbourhood Plan should set out locally determined policies that can be used by Chichester District Council's Development Management Team and locally determined site allocations which identify particular parcels of land for different land uses e.g. housing, employment and greenspace.

Due to their narrow focus on spatial planning and land use issues, Neighbourhood Plans will, once all the necessary requirements have been met, be adopted by CDC and form part of our planning policy. Because of the statutory weight that adopted Neighbourhood Plans will hold, they must:

- be in conformity with national and local policy and EU legislation eg production of a Sustainability Appraisal/Appropriate Assessment and Equalities Impact Assessment
- show evidence of effective community engagement
- be subject to independent examination

### **Why have a Neighbourhood Plan?**

To enable communities to make an informed decision to produce a Neighbourhood Plan a list of considerations are set out below:

- Enables local communities to shape their locality
- Identifies specific sites for different types of development and can set localised policies regarding how development should look
- The whole community have a say in the Neighbourhood Plan, voting it through a referendum and then adoption
- Once adopted it will be used by CDC to inform planning decisions and forms part of local planning policy
- A Neighbourhood Plan can only deal with planning issues (see below for other alternatives)
- Requires resources in terms of both time and money
- Due to its statutory weight there are a number of legal requirements that have to be completed in conjunction with plan preparation
- It cannot prevent development from taking place but enables developers to work towards accepted and common goals identified by the community
- Where appropriate, it needs to comply with EU legislation, national and local policy

If a community does not feel there are pressing spatial planning or wider issues to address they may opt to continue to work with the District Council to draft policy and site specific allocations for their area through the emerging Local Plan.

### **Do all areas have to have a Neighbourhood Plan and what are the alternatives?**

There is no statutory requirement for a community to have a Neighbourhood Plan. This is just one of the ways of influencing development in your area, with the value of local ownership in bringing development forward, planning and shaping the community for new residents and ensuring the community are in agreement with this. There are a number of alternative means in which a community can become involved in the planning of their neighbourhood. These include:

- **Community Led Planning (CLP)** has a long and successful track record, especially where it feeds into master planning or regeneration projects. Locally, we have seen examples of this at Graylingwell Hospital and Roussillon Barracks. Council officers and the developers' teams spent time explaining proposals, listening to the response, and adapting the schemes. In both cases, there was positive community support when the Planning applications were decided.
- **Parish Plans** are useful for setting out local priorities and actions to take within a community. They provide the freedom to look at a very broad range of

issues, including those not normally dealt with directly by the Planning system e.g. broadband speeds, rural crime initiatives, staging of events. They can be prepared more quickly and tend to be less costly than Neighbourhood Plans. All parish plans are being used to inform the development of policies in the Local Plan and to help us establish what has been identified as a local priority. It will be possible for communities to prepare a parish plan and a Neighbourhood Plan to provide a comprehensive coverage of all planning and non-planning related concerns.

- A **Village or Town Design Statement** (VDS) is a tool to help influence decisions on design and development. It provides a clear account of the character of a particular village or town against which planning applications may be assessed. It is not about whether development should take place, but about how development can influence and improve the quality of development that takes place in your area, so that it respects the setting and makes a positive contribution to the local environment. It is also a material consideration that Development Management will use when looking at planning applications.

To be able to make an informed choice we have also set out additional statutory requirements associated with each option where applicable and also what we believe to be the main resource implications. We will provide advice and support for all our communities in whichever option they choose. We expect Parish and Town councils to take the lead in plan production and engage with their local communities.

We hope that you will find this guide useful and should you require any further information on the advice please contact the Local Planning and Delivery Team on 01243 534571 or [ldf@chichester.gov.uk](mailto:ldf@chichester.gov.uk)

## Key stages of a Neighbourhood Plan

Stage	Key Tasks to be considered	Page Number
One – how to engage in Neighbourhood Plans	<ul style="list-style-type: none"> <li>• Consider whether a Neighbourhood Plan is the most appropriate way for the community to get involved in the planning of the local area</li> <li>• Get the community on board</li> <li>• Establish a Neighbourhood Plan Team</li> <li>• Consider the financial implications</li> <li>• Produce a programme/ timetable for developing the Neighbourhood Plan</li> <li>• Draw up a list of those to be consulted with</li> <li>• Develop a communication strategy to carry out the consultation</li> </ul>	7
Two – Designating your Neighbourhood Plan Area	<ul style="list-style-type: none"> <li>• Define the Neighbourhood Plan Area and submit an application and map of the area to Chichester District Council</li> <li>• Give details of the Neighbourhood Plan proposals to Chichester District Council</li> <li>• Chichester District Council publish the application on their website for a minimum of six weeks</li> </ul>	8
Three – “What you want to achieve” (vision and objectives).	<ul style="list-style-type: none"> <li>• Gather available evidence from Chichester District Council and other relevant information</li> <li>• Draft vision and objectives</li> <li>• Check for conformity with National and Council policy</li> <li>• Consult the community on draft visions and objectives</li> <li>• Develop Sustainability Appraisal Scoping Report</li> </ul>	8
Four – “How you achieve it” (developing the plan).	<ul style="list-style-type: none"> <li>• Develop policies</li> <li>• Develop an implementation plan</li> <li>• Check for conformity with National and Council policy</li> <li>• Amend draft Neighbourhood Plan in response to consultation and finalise</li> <li>• Consult the community and stakeholders on the draft Neighbourhood Plan</li> <li>• Carry out Sustainability Appraisal on the draft Neighbourhood Plan</li> <li>• Submit draft Neighbourhood Plan proposal to Chichester District Council</li> <li>• Chichester District Council publish and consult draft Neighbourhood Plan with community and stakeholders for a minimum of six weeks</li> </ul>	10
Five – independent examination	<ul style="list-style-type: none"> <li>• Appointment of an independent examiner and submission of the Neighbourhood Plan</li> <li>• Examination</li> <li>• Independent Examiner’s report published on Chichester District Council’s website and decision statement sent to the parish council and anyone who has previously made a</li> </ul>	11

	representation <ul style="list-style-type: none"> <li>Chichester District Council considers Independent Examiner's report.</li> </ul>	
Six – referendum	<ul style="list-style-type: none"> <li>Consideration of recommendations from examination</li> <li>Chichester District Council co-ordinates a local referendum</li> </ul>	12
Seven – adoption	<ul style="list-style-type: none"> <li>If the referendum indicates a majority community support (more than 50% of the turnout which must be at least 21 people), the Neighbourhood Plan is adopted by Chichester District Council and has the same weight as other planning policy for the district</li> </ul>	12

### **Stage one – how to engage in Neighbourhood Plans**

- 1.1 A Neighbourhood Plan should be led by the community and to be successful the Neighbourhood Plan depends on local participation and leadership, so prior to the main activity of developing the plan it is important to do some initial preparation.
- 1.2 It is important to get the wider community on board because if they are not supportive of the idea, then it could be difficult to produce a document that reflects their priorities and aspirations and that attracts their support at a referendum. The wider community should be informed about the Parish/Town council's intentions and given the chance to get involved right from the start.
- 1.3 This could be achieved by holding a public meeting or a public open day within the community to explain developing a Neighbourhood Plan, to identify broad issues that residents would like it to consider, the area to be covered and to recruit community volunteers to a project steering group.
- 1.4 The Parish/Town council could also write to local groups/organisations to notify them of their intentions and to identify the level of interest these groups may have in taking part in the Neighbourhood Plan. It is important to consider whether there are parts of your community who are 'harder to reach' e.g. teenagers. The key to keeping the community on board is plenty of publicity and communication at the beginning of and throughout the process.
- 1.5 The Parish/Town council for the area will need to initiate and lead the process, but this should not mean that they develop the Neighbourhood Plan in isolation from the rest of the community. The involvement throughout the process of a broad range of local stakeholders will help to strengthen community support for the plan. This is very important at the referendum stage and is likely to make the implementation easier.
- 1.6 Representation on the Neighbourhood Plan could be:
  - Residents
  - Representatives of community organisations e.g. resident associations or environmental groups
  - Elected representatives
  - Business owners
  - Landowners

- 1.7 At certain stages it will be necessary to involve officers from CDC and other public sector service providers such as West Sussex County Council as the highway and education authority. This might be to provide advice, guidance or information on a particular matter or to comment on draft documents.

### **Stage two – Designating your Neighbourhood Plan Area**

- 2.1 The Neighbourhood Area is the area to which the proposed Neighbourhood Plan will relate. The expectation in Chichester District (excluding the area within the South Downs National Park) is that Neighbourhood Areas will follow parish boundaries. However, a neighbourhood area can cover only part of a parish or a combination of parishes, if necessary.
- 2.2 Consent must also be sought from each of the affected Parish/Towns if the proposed neighbourhood area covers more than one parish. This will also have implications for representation on the steering group and the scale of community engagement that the process will require.
- 2.3 It is a legal requirement to notify CDC that a Town/Parish Council or community group wish to designate a Neighbourhood Plan Area. The Council has a statutory requirement to advertise this on their website and allow for representations to be made, which must be for a minimum of six weeks. This is to ensure all local people and businesses are made aware. The proposal should include:
- a map which identifies the area to which the area application relates;
  - a statement explaining why this area is considered appropriate to be designated as a neighbourhood; and
  - a statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act.
- 2.4 Once the minimum six week consultation period has expired, CDC officers will make a recommendation to either approve or reject (subject to the comments received) the Neighbourhood Plan Area designation. This decision will need formal approval from the Council which may take several weeks.

### **Stage three – Developing a vision and objectives**

- 3.1 Evidence gathering - As with any planning policy document, Neighbourhood Plans have to be supported by a credible and robust evidence base. The purpose of an evidence base is to allow people to clearly understand what the key issues are affecting an area and how options or alternatives have been generated. Evidence can be in the form of research reports or surveys or can be the result of a community survey or community profile carried out by the plan makers. The evidence base needs to be carefully collected and understood to be able to understand the full implications for the plan. The evidence collected need only be proportionate to the plan being produced. The development of the evidence base needs to be clearly documented and audited.
- 3.2 Information from the District Council's housing register is usually relied on as evidence of affordable housing need, however you may wish to undertake or

commission a housing needs survey to capture the wider picture. This could be based on the template in Appendix 3. You may wish to consider commissioning either CDC in its role as Local Housing Authority or an independent organisation such as Action in Rural Sussex. It is essential that once a survey is completed that the findings are presented to the district council and reconciled against the housing register to provide a comprehensive picture of the local housing need profile.

- 3.3 A local survey or questionnaire may also be useful to determine attitudes and gather evidence across a broad range of local issues. The local survey or questionnaire could incorporate the housing needs survey to ask specific housing questions relating to the need to downsize, older person accommodation or starter homes.
- 3.4 The Community Facilities Audit and Ward Profiles are also valuable sources of local information and may inform decisions that are made through the Neighbourhood Plan. These are available by emailing the Corporate Information Team: [corporateinfo@chichester.gov.uk](mailto:corporateinfo@chichester.gov.uk)
- 3.5 Parish & Town Councils are encouraged to use the Council's evidence base which can be found at the following link:  
<http://www.chichester.gov.uk/index.cfm?articleid=5085>

This may be supplemented with additional evidence gathered on a local basis.

- 3.6 Ideally the Neighbourhood Plan should cover the same plan period as the Council's Local Plan, which is due to be adopted at the end of 2014 running up to 2029. Adoption of the Neighbourhood Plan after this would help to ensure your Neighbourhood Plan is in conformity with district policy.
- 3.7 The vision and objectives should be based on the information gathered and your Neighbourhood Plan team should draft a vision statement, setting out what it will be like to live and work in the area.
- 3.8 It is important that the vision is realistic and achievable. A typical Neighbourhood Plan vision statement might include topics such as:
  - What the area will look like, including any new development
  - What facilities there will be (e.g. parks, GP surgeries, shops, schools) and what their qualities will be
  - What the social and economic outlook for the area will be
  - What style and types of development the area considers would and would not be appropriate
- 3.9 Once the draft vision and objectives has been drafted, it will be important to check that it is generally consistent with the current development plans for the district. A planning officer from CDC can offer advice and further details are available in Appendix 1.

3.10 It is essential to check that the community supports the draft vision and objectives for the area. There are many ways in which this endorsement can be sought, including:

- Making copies available for public distribution and asking for comments
- Meeting with community groups and asking for their feedback
- Organising informal discussion groups
- Holding public meetings or drop-in events
- Publishing information in the parish newsletter/magazine/website and providing an address to receive peoples' feedback

3.11 Following consultation on the draft vision and objectives, any necessary amendments can be made before moving on to developing the detailed content.

#### **Stage four – developing the plan**

4.1 Neighbourhood Plans should set out policies on the development and use of land and must be credible, justifiable and achievable. A Neighbourhood Plan is similar to the Local Plan for the district, but is written for and applied at the parish level. It is expected that a Neighbourhood Plan would provide more detailed, parish specific policies, whereas the district policy will be more strategic.

4.2 The different policies that may be developed could take the following forms:

- Policies to allocate sites for types and scales of development (e.g. residential, employment, mixed development etc.)
- Policies to specify particular requirements relating to each or any allocation (e.g. access, landscaping, location of green space etc.)
- Policies to specify sites within the neighbourhood area to be protected or enhanced as environmental assets or areas of landscape character.

4.3 The draft policies should be based on robust evidence and informed by community and stakeholder engagement. Policies should seek to achieve the vision and objectives that have already been developed by the community/Parish and for each objective that has been agreed, consideration about what policies could be put in place to try and achieve them.

4.4 Details of the full legal requirements can be found following this link <http://www.legislation.gov.uk/ukxi/2012/637/made>. Prior to submitting the plan to CDC, the draft Neighbourhood Plan should be made available for consultation to residents, businesses and other stakeholders. This should also include the sustainability appraisal and appropriate assessment (if necessary). The consultation should last for a minimum of six weeks.

- 4.5 The Neighbourhood Plan team should consult wider stakeholder organisations that may have a valuable input and this will depend on the content of the Neighbourhood Plan. The organisations listed in Appendix 2 can offer advice and guidance as it relates to their particular area of expertise. Parish or Town councils laying adjacent to its own parish boundary should also be consulted, as proposals may have implications for them.
- 4.6 Once consultation has been carried out, an analysis of comments should be made and consideration as to whether any amendments need to be made to the draft plan before submitting it to CDC. The Council will undertake a six week consultation with people who live, work and carry out business in area.
- 4.8 Once the Neighbourhood Planning team has made any necessary amendments to the Neighbourhood Plan, it should submit the plan to CDC for examination. The submission should include:
- The proposed Neighbourhood Plan
  - A map identifying the Neighbourhood Plan Area
  - A consultation statement (details of who was consulted, how they were consulted, summarise the main issues and describe how issues have been considered in the draft Plan)

#### **Stage five – Independent Examination**

- 5.1 All information submitted to CDC must also be submitted to the examiner with the addition of a copy of all representations made during the pre-submission consultation. The examination will be to check that the Neighbourhood Plan conforms with:
- the strategic content of wider development plans – this is made up of the Chichester District Local Plan and the South East Plan until rescinded.
  - the National Planning Policy Framework and/or other national guidance
  - European Directives
  - national and international designations (e.g. listed buildings, green belts)
  - adjoining Neighbourhood Plans
- 5.2 The result of the examination will be a written report, issued by the independent examiner, which will have one of the following recommendations:
- that the draft Neighbourhood Plan should proceed to a referendum
  - that it should proceed to a referendum, subject to certain amendments
  - that the proposed Neighbourhood Plan is unsound.
- 5.3 CDC must publish the decision statement on their website and send a copy to the Town/Parish Council or community group and all people who have asked to be notified of the decision. Following this, CDC will consider the examiner's report to decide whether or not the recommendations should be followed. The Council will publish its decision (using other publicity methods in addition to the website) on this matter and will notify the Parish/Town Council.

### **Stage six – Referendum**

- 6.1 CDC will co-ordinate and pay for the referendum which will normally be open to any individual registered to vote in the parish. A referendum is needed to gauge community support and if the majority of those who vote on the adoption of the Neighbourhood Plan vote in favour, then the Plan will be adopted by CDC. If the Plan does not receive the support of the majority vote, CDC cannot adopt it. Another plan cannot be produced for that area for another two years.

### **Stage seven – Adoption**

- 7.1 The Neighbourhood Plan will be adopted as soon as is reasonably practicable.
- 7.2 Adopted Neighbourhood Plans will be used by Development Management when making decisions on planning applications. There is a hierarchy of policy when making a decision and local policies within each Neighbourhood Plan will be used, alongside the emerging Local Plan and National Policy to assess each application for that Neighbourhood Plan area and decisions will be guided by those policies.

## **Support provided by Chichester District Council**

This outlines the support available from Chichester District Council to Parishes wishing to undertake a Neighbourhood Plan.

### **General Support**

The Council will

- maintain an up to date Neighbourhood Plan webpage;
- provide contact details of key officers in the Council that will be dealing with Neighbourhood Plans;
- provide information relating to funding, resources and skills;
- offer explanation and advice to help communities understand Neighbourhood Planning and whether it is the appropriate approach for what they want to achieve;
- offer to attend inaugural meetings with groups wishing to pursue producing a Neighbourhood Plan;
- provide planning advice and guidance, technical advice and advice on planning related aspects of producing the Neighbourhood Plan (drafting policies and undertaking a Sustainability Appraisal);
- provide publicity on the Council's website and linked social media sites;
- provide community profiling data, electronic copies of relevant research reports and strategies;
- signpost to relevant contacts in the Council or other stakeholder organisations (West Sussex County Council, Environment Agency, Natural England and local business groups);
- identify and appoint an Independent Examiner to examine the Neighbourhood Plan; and
- coordinate a referendum in the Parish to identify support for the Neighbourhood Plan.

### **Designating Neighbourhood Plan Areas**

The Council will

- seek to determine applications for the designation of a Neighbourhood Area as promptly as possible.
- designate a Neighbourhood Plan Area through a formal process, with an officer recommendation to Development Plan Panel, Cabinet and Council;
- use its website and place a notice in the local newspaper to publicise the Neighbourhood Plan Area Designation application to those who live, work or carry on business in the area; and
- work with neighbouring authorities where a cross-boundary Neighbourhood Area /Neighbourhood Plan is being undertaken.

## **Neighbourhood Plan Making**

The Council will

- explain where it is with its own plan making activities and share evidence and information on planning issues;
- provide advice on national and local plan policies which the Neighbourhood Plan will need be in conformity with;
- provide electronic maps of Neighbourhood Plan Areas and relevant planning designations;
- provide advice on how to communicate with partners and statutory consultees;
- provide advice and guidance on draft Neighbourhood Plans; and
- provide information and evidence.

## **Independent Examination**

The Council will

- publish the Neighbourhood Plan on their website and give details of how to respond to it in advance of the Independent Examination (in line with the Neighbourhood Planning Regulations);
- appoint an Independent Examiner;
- fund the Inspector's costs and provide a venue for the examination as needed; and
- will consider the Inspector's recommendations.

## **Referendum**

The Council will

- administer and fund the local referendum on the Neighbourhood Plan; and
- publish the results of the referendum on their website.

## **Adoption**

The Council will

- require ratification by Council to formally adopt the Neighbourhood Plan;
- publish the adopted Neighbourhood Plan on the its website; and
- adopt the Neighbourhood Plan, which will form part of the Development Plan and will be used to determine planning applications;

Please give ample notice to enable the Council to respond to your requests in the most helpful way. The Council does not currently have any grant funding for Neighbourhood Plans, however, we can advise you on any local or national community funding opportunities.

Part of this is achieved through a Sustainability Appraisal (SA) and part through the Appropriate Assessment (AA). An SA looks at the possible economic, environmental and social impacts of an emerging plan. An SA should result in a final plan which has the least negative impact possible in an area.

*Sustainability Appraisal* – Government has identified that Neighbourhood Plans should be subject to this requirement, and so the SA will need to be planned for early on in the process. It is important that it is started when work starts on drafting the Neighbourhood Plan (i.e. developing draft policies and content), so that *emerging* ideas, content and policies can be assessed, in order to inform the final plan. If the SA is done too late, it will not be able to inform the final plan, increasing the risk of a legal challenge at a later stage and may result in the plan being found unsound.

*Appropriate Assessment* – this is often incorporated within an SA. This specifically considers the wider impacts of particular emerging policies and plans on European sites of ecological importance (Natura 2000 sites) within the area. There are such sites within the district so please contact CDC to find out whether your parish is affected by a Natura 2000 site.

*Equalities Impact Assessment* – Plans, policies and programmes are required to undergo an Equality Impact Assessment (EqIA) under the Equalities Impact Assessment 2010. An EqIA is a thorough and systematic analysis of a policy, function or service to estimate the likely equality implications either of implementing a new policy or initiative or the operation of a current policy, function or service.

The primary function of an EqIA is to determine the extent of differential impact on different equality groups and in turn whether that impact is adverse. In the light of this assessment, if a policy has an adverse impact alternative policies should be considered that might better achieve the promotion of equality of opportunity, or measures which might be employed to mitigate an adverse impact.

## **Appendix 1: Contact Information for Parishes**

### **Chichester District Council**

#### *Policy Advice on Neighbourhood Plans*

Tracey Flitcroft – 01243 534683, email [tflitcroft@chichester.gov.uk](mailto:tflitcroft@chichester.gov.uk)

Sue Payne – 01243 534722, email [spayne@chichester.gov.uk](mailto:spayne@chichester.gov.uk)

#### *Housing*

Sam Irving – 01243 534699, email [sirving@chichester.gov.uk](mailto:sirving@chichester.gov.uk)

#### *Community Engagement*

David Hyland – 01243 534864, email [dhyland@chichester.gov.uk](mailto:dhyland@chichester.gov.uk)

#### *Economy/Business*

North of the District is Guy Blackmore – 01243 534686 email  
[gblackmore@chichester.gov.uk](mailto:gblackmore@chichester.gov.uk)

South of the District is George Smith – 01243 534844, email  
[gsmith@chichester.gov.uk](mailto:gsmith@chichester.gov.uk)

#### *Biodiversity and Environment*

Tom Day – 01243 534854, email [tday@chichester.gov.uk](mailto:tday@chichester.gov.uk)

Stephanie Evans – 01243 534854, email [sevans@chichester.gov.uk](mailto:sevans@chichester.gov.uk)

#### *Built Heritage and Design*

Lone Le Vay – 01243 534688, email [llevay@chichester.gov.uk](mailto:llevay@chichester.gov.uk)

### **Mapping**

If you sign up to Public Sector Mapping Agreement (PSMA) or have signed up to PSMA you have access to all the OS mapping that Chichester District Council use. If you have any specialists that can use this software then you will be able to reproduce maps and plans, however, Officers can still offer support. This is the link to PSMA -

<http://www.ordnancesurvey.co.uk/oswebsite/public-sector/mapping-agreement/index.html>

### **West Sussex County Council**

*For any information regarding, transport, education, ecology and landscape etc, the contact in the first instance is –*

Lucy Seymour Bowdery - 01243 777947, email [lucy.seymour-bowdery@westsussex.gov.uk](mailto:lucy.seymour-bowdery@westsussex.gov.uk)

## **Appendix 2: Key Stakeholders**

Environment Agency – Solent and South Downs Area Office, Guildbourne House, Chatsworth Road, Worthing, West Sussex. BN11 1LD. Telephone 0370 8506506

Natural England – 3rd floor, Guildbourne House, Chatsworth Road, Worthing, West Sussex. BN11 1LD. Telephone 0300 060 0300

Highways Agency – Federated House, London Road, Dorking. RH4 1SZ. Telephone 0300 123 5000

South East Coast Strategic Health Authority – York House, 18-20 Massetts Road, Horley, Surrey. RH6 7DE. Telephone 01293 778899 or email [info@southeastcoast.nhs.uk](mailto:info@southeastcoast.nhs.uk)

Relevant electronic communication companies  
British Telecommunications, Worthing Gate, Ivy Arch Road, Worthing. BN14 8BX

Relevant electricity and gas companies (such as EDF)  
Southern Electric, PO Box 93, Portsmouth. PO6 2PB

Relevant sewerage and water undertakers –  
Southern Water, Southern House, Lewes Road, Brighton. BN1 9PY  
Portsmouth Water, PO Box 8, West Street, Havant. PO9 1LG

Homes and Communities Agency – East & South East Operating Area, Bridge House, 1 Walnut Tree Close, Guildford. GU1 4GA. Telephone 01189 028404 or email [Paul.shorten@hca.gsx.gov.uk](mailto:Paul.shorten@hca.gsx.gov.uk)

English Heritage – Eastgate Court, 195-205 High Street, Guildford. GU1 3EH.  
Telephone 01483 252000 or email [southeast@english-heritage.org.uk](mailto:southeast@english-heritage.org.uk)

Chichester Harbour Conservancy – Harbour Office, Itchenor, West Sussex. PO20 7AW. Telephone 01243 512301 or Email: [alison@conservancy.co.uk](mailto:alison@conservancy.co.uk) or [linda@conservancy.co.uk](mailto:linda@conservancy.co.uk)

### **Adjoining Parish Councils**

This information can be obtained from the Council's website - <http://www.chichester.gov.uk/index.cfm?articleid=5123>

## Appendix 3 Housing Needs Survey Template

### Parish Housing Needs Survey

In progressing a Neighbourhood Plan, it is important to build an accurate picture of the need for affordable housing in the area. This will be done through the survey below. It will also provide an understanding of the views of local residents.

---

1. **Which Parish/Settlement do you live in?**

---

2a. **Do you support the principle of developing a small number of high quality affordable homes somewhere within the parish to meet a local housing need?**

Yes .....1

No.....2

---

2b. **If Yes, would you prefer a single development in one location or two smaller developments in separate locations?**

One .....1

Two .....2

---

3. **How many years have you/your household lived in parish?**

..... (Please write in)

---

4. **Please indicate in the table below, the age, gender and occupation of every person living at this address:**

	<b>Age</b>	<b>Gender (delete as appropriate)</b>	<b>Occupation (optional)</b>
You		Male / Female	
Other Household member 1		Male / Female	
Other Household member 2		Male / Female	
Other Household member 3		Male / Female	
Other Household member 4		Male / Female	
Other Household member 5		Male / Female	

---

5. **Is there anyone living in your household now who will need to move to alternative accommodation in the next ten years?**

Yes .....1

No.....2

If YES, the household or persons needing to move should complete questions 6 to 12  
If NO, please go to question 14 on page 3

6. When will you need to move from this home? (Tick one box only✓)

Within the next 2 years.....  1

In 2 to 5 years from now .....  2

In 5 to 10 years from now.....  3

In 10 or more years from now .....  4

---

7. Would you like to remain within the parish?

Yes .....  1

No.....  2

---

8. What is your MAIN reason for needing to move? (Tick one box only✓)

Need larger accommodation  1

Need smaller accommodation  2

Need specially adapted housing (i.e. physical disability)  
or sheltered accommodation  3

Need to be closer to family or other support  4

Need to leave family home  5

Moving to University/College etc.  6

Unable to afford current accommodation  7

Need to be closer to employment  8

Need to avoid harassment (i.e. anti-social behaviour)  9

Other (please specify :)  10

---

9a. What is the minimum number of bedrooms that would be needed? (Tick one box only✓)

One bedroom .....  1

Two bedrooms .....  2

Three bedrooms .....  3

Four or more bedrooms .....  4

---

9b. Which type of accommodation would you prefer? (Tick one box only✓)

Flat/Bedsit .....  1

House .....  2

Bungalow .....  3

Adapted/Sheltered accommodation ..  4

---

10. Which type of occupation would you consider? (Tick all that apply✓)

Buying on the open market .....  1

Renting from a private landlord .....  2

Renting from housing association ....  3

Shared ownership\* ..... 4

\*Shared ownership: allowing you to buy a share in a home (usually 40% initial stake), whilst renting the remaining un-owned share from a Housing Association, thus reducing the level of mortgage required. For the purposes of this survey, references to shared ownership may also include other forms of affordable homeownership.

---

**11. If you selected buying on the open market or shared ownership in Q10, what is the maximum house price you could afford?**

£ .....(Please write in)

---

**12. If you selected renting in Q10, what is the maximum rent you could afford (per month), including any services charges?**

£ .....(Please write in)

---

**13. Are you (or relevant household member) on the housing register held by Chichester District Council?**

Yes ..... 1

No..... 2

If this survey demonstrates an affordable housing need, you may wish to apply to Chichester District Council for a **housing register application form** so you have the opportunity to bid for a property, in accordance with the Council's Allocation Scheme.

---

**14. If you have any suggestions for locations within the Parish where this type of housing could possibly be built, you are welcome to share them with us here:**

.....

.....

.....

.....

---

**15. Please use the space below to provide any further comments;**

.....

.....

.....

.....

.....

**Thank you for taking the time to complete this questionnaire.**

## **Appendix 4 Funding and Advice**

There is currently no direct funding to help local communities prepare Neighbourhood Plans. The Government has funded four independent organisations to help advise and support local communities interested in doing Neighbourhood Planning. These are:

Planning Aid (part of the Royal Town Planning Institute)

Tel: 0203 206 1880

<http://www.rtpi.org.uk/Planningaid/>

The Prince's Foundation for the Built Environment

Tel: 020 7613 8587

<http://www.princes-foundation.org/>

Locality (The Building Community Consortium)

Tel: 0845 458 8336

<http://locality.org.uk/>

Campaign to Protect Rural England (CPRE) in partnership with the National Association of Local Councils (NALC)

Tel: 020 7981 2832

<http://www.cpre.org.uk/>