

# Consultation Statement

In respect of: Kirdford Neighbourhood Plan

31st March 2013



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<b>Neighbourhood Plan Document Title:</b>	Consultation Statement
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### Revision History

Date of next revision:

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked

### Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
Josef Ransley, Co-ordinator of Kirdford NP Steering Group	Consultation Statement		1

# Contents

Section	Page
1 Compliance with Neighbourhood Development Plan Regulations	Page 4
2 Background to Consultation on Neighbourhood Development Plan	Page 5
3 Understanding the Issues:	
❖ Overview of consultation approaches	Page 6
❖ Summary table of consultations	Page 8-11
❖ Additional consultation narrative (non-statutory)	Page 12-20
4 Developing and testing the options	Page 20
5 Regulation 14 consultation	
❖ Consultation	Page 21
❖ Summary of changes made to Plan	Page 22-24
❖ Outcome of Statutory Consultation	Page 25
6 Conclusion	Page 25

## Appendices:

Appendix 1: Consultation Evidence File references

Appendix 2: Consultation letter to statutory bodies (Regulation 14)

Appendix 3: List of all consultees

Appendix 4: Table of all comments received

## 1. Compliance with Regulation 15 (Neighbourhood Planning Regulations 2012)

Kirdford Parish Council submits its Neighbourhood Development Plan to Chichester District Council and South Downs National Park Local Planning Authorities on 22<sup>nd</sup> April 2013 for independent examination.

This Consultation Statement complies with requirements of Regulation 15 of the Neighbourhood Plan Regulations and provides the response to Regulation 14 of the Neighbourhood Plan Regulations (pre-submission statutory consultation). It has been prepared by Kirdford Neighbourhood Plan Steering Group (KNPSG) with support from CPRE to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012.

Section 15(2) of Part 5 of the Regulations sets out what a Consultation Statement should contain:

- (a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
- (b) explains how they were consulted;
- (c) summarises the main issues and concerns raised by the persons consulted;
- (d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

This Consultation Statement summarises all statutory and non-statutory consultation undertaken with the community and other relevant statutory bodies and stakeholders in developing Kirdford's Neighbourhood Development Plan (NDP). In particular it describes how concerns have been addressed and what changes have been made to the final NDP as a result of statutory pre-submission consultation.

Changes are included in the NDP submitted to both Local Planning Authorities which can be cross-referenced to comments received as part of statutory consultation.

A Consultation Evidence File providing a record of all consultation exercises, comments and feedback accompanies this Consultation Statement.

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## 2. Background to Consultation on Neighbourhood Development Plan

In March 2012 Kirdford Parish Council declared its intention to develop a Neighbourhood Development Plan (NDP) to replace the Community-Led Plan (CLP) that was close to being completed. Thus Kirdford's consultation on their NDP was a continuation of consultation on their CLP and all feedback from the CLP process has been incorporated into the final NDP.

Kirdford Parish Council was awarded Front Runner status in March 2012. The Neighbourhood Plan Steering Group was then formed from the existing CLP Steering Group which took on the new responsibilities of the Neighbourhood Plan process. In order to retain the wider aspects of Community-Led Planning, the Parish Council developed a Neighbourhood Plan which consisted of four separate documents integrated into one overarching Plan for the parish, and which included the Development Plan and Policies, recently condensed into one document for examination.

The aims of the Kirdford Neighbourhood Plan consultation process were:

- To involve as much of the community as possible throughout all consultation stages of Plan development so that the Plan was informed by the views of local people and other stakeholders from the start of the Neighbourhood Planning process;
- To ensure that consultation events took place at critical points in the process where decisions needed to be taken;
- To engage with as wide a range of people as possible, using a variety of approaches and communication and consultation techniques; and
- To ensure that results of consultation were fed back to local people and available to read (in both hard copy and via the Steering Group's website) as soon as possible after the consultation events.

In preparing Kirdford's NDP the Steering Group has consistently ensured that residents and other stakeholders including local authorities, interest groups, land owners, businesses and statutory bodies have regularly been consulted and that their comments have been noted and where appropriate incorporated into the plan as it evolved.

It is noted that whilst the Kirdford Parish Neighbourhood Plan Steering Group (KPNPSG) has continuously sought to work with its relevant Local Planning Authorities, Chichester District Council and South Downs National Park, the former has a policy of minimum support on Neighbourhood Plans. Whilst this has created difficulties for the KPNDP SG, it has sought to ensure its work aligns with the published information of the early stages of the CDC emerging Local Plan.

A greater level of consultation has been undertaken than the legislation requires and full details of all consultations are provided in the Consultation Evidence File that supports this Consultation Statement. The Consultation Evidence File is also available to view on Kirdford Parish Council's website and the Steering Group's Website (see appendix 1).

### 3. Understanding the Issues

A number of consultation exercises were designed by the Steering Group to help understand the issues of importance to the wider community, dating back to June 2010. During the two and a half years that followed, the views of local residents have been obtained through a variety of exercises including survey questionnaires, public events, seminars and written contributions. Local organisations and businesses were consulted and invited to respond to questionnaires and/or provide submissions in writing or by way of discussion groups and meetings. Steering Group contact details have been available on the website, [www.kirdfordclp.co.uk](http://www.kirdfordclp.co.uk) and subsequent consultation website [www.bankssolutions.co.uk/kirdford](http://www.bankssolutions.co.uk/kirdford), and in all updates and advertised at every event with a statement encouraging engagement.

During the development of the final NDP, Chichester District Council, South Downs National Park Authority and adjoining parishes were regularly consulted. Regular consultation has maximised the opportunities for those living and working in Kirdford to shape their final Neighbourhood Plan.

#### 3.1 Overview of consultation approaches to engage the community

The central focus of all consultation information has been the Steering Group's website which is linked to the Parish Council's website. This has been a useful and well-publicised source of valuable and up-to-date information about all aspects, and stages, of NDP development and includes information on all consultations.

In addition to the website, those attending each event were invited to leave their e-mail address in order to receive regular updates from the Steering Group. KPNPSG also linked electronically with the database managed by Kirdford's village shop in order to maximise reach of information, resulting in the ability to regularly communicate with around 300 residents of Kirdford via e-mail, which represents about 75% of all households in the parish.

All updates on the Neighbourhood Plan process, and information about forthcoming consultation exercises and events, were also published monthly in Kirdford's monthly parish magazine, The Parish News, to provide an additional means of communication, particularly for those without e-mail.

Details of all documents in draft form as they evolved have been available for viewing and commenting upon through the [www.kirdfordclp.co.uk](http://www.kirdfordclp.co.uk) website. Additionally draft Development Plan documents were regularly copied to both LPAs along with information about regular public events and consultations held during the various stages of the production of their Plan.

Notices and posters were also a regular means of communication through full use made of the four parish notice boards.

Surveys were undertaken to help understand the issues in more detail, and these findings provided the basis for further support from The Glass House (Community-

Led Planning Consultants) and The Princes Foundation to help the community to clearly define the issues to be included in the Neighbourhood Development Plan and to identify the options through workshops and presentations.

A series of informal lectures and information sharing events were also organised by the Steering Group, engaging specialists when required to help the community to understand changes in the planning system as part of converting to a NDP.

Finally the role if the Parish Council has been integral to the Plan process. Prior to the decision to develop a NP, the CLP Steering Group regularly reported progress to the Parish Council at the Council meetings and sought views from Councillors and public present. Following the decision by Kirdford Parish Council to take the lead in the preparation of the Neighbourhood Plan, the topic has been a regular agenda item. Parish Council agendas and minutes are published on the Parish Council Website [www.kirdfordpc.org.uk](http://www.kirdfordpc.org.uk) .

Kirdford Steering Group’s consultation website, which is linked with the Parish Council’s website, continues to provide a comprehensive source of up to date information on all stages of the Plan and will be used to inform the community of the referendum, along with other familiar methods of communications used for sharing information.

It is managed independently by Banks Solutions with information clearly referenced and easy to find.

Through consultation, and particularly the community survey and subsequent workshops supported by The Glass House, the following top positive and negative issues were identified:

Positive attributes	Negative attributes
2 pubs, 1 church, 1 shop, 1 chapel	Village lacks a natural heart
Shop and pubs: jobs for local people	Lack of jobs
Safe and quiet country roads and well maintained footpaths for bicycles and horses - lovely walks - excellent footpath network	Need for more local businesses/accommodation
Many beautiful old buildings form the village	Football changing pavilion - needs improvement
Great history and culture to preserve	Too much development over the past few years
Make new development small and in taste	No school and school places
	No good bus service

## 3.2 Summary table of consultations

This Consultation Statement provides an overview of each stage of consultation in accordance with Section 15(2) of Part 5 of the Regulations.

The Consultation Evidence File (CEF) maintained on the Steering Group website contains details of all non-statutory and statutory consultations that have taken place, including feedback from events, registers of attendance, survey examples and consultation reports. The website also contains a wide range of core documentation and background information to ensure that anyone who wanted to understand and comment at every stage of the Plan development process had the opportunity to do so in a clear and simple manner.

The following table provides a summary of the consultation methods used to gather information which helped to identify the above “top” positive and negative issues to address within the NDP and to develop the options.

Reports were provided by external organisations, such as the Glass House and The Prince’s Foundation which can be accessed on the Steering Group website.

Date	Consultation Approach	How publicised	Who was engaged	Outcomes
June -July 2010 See para 3.3.1	Community Survey	Posters placed on 4 village notice boards Village newsletter Website E-mail database Delivered to each address	Residents, businesses, landowners  133 questionnaires were returned, a response rate of 36% of parish households	Start of understanding key issues  See CEF ref: CD-001 and CD-002
21 <sup>st</sup> Sept 2010 See para 3.3.2	Survey Results Presentation	Posters placed on 4 village notice boards Village newsletter Website E-mail database	People living and working in Kirdford, mainly of residents and local land owners.  60-70 people attended the event	Community informed of outcome of survey  See CEF ref: CD-002 for analysis of questionnaires
25 <sup>th</sup> Sept 2010 See para 3.3.3	1 <sup>st</sup> Village Walkabout focussing on village  Organised by Steering group and supported by The Glass House	Posters placed on 4 village notice boards Village newsletter Website E-mail database	People living and working in Kirdford  Approximately 20 people participated in the village walk-about	Village mapping, understanding key local issues  See Glass House report, CEF ref CD-003



Summary table of consultations continued				
2 <sup>nd</sup> Oct 2010 See para 3.3.3	2 <sup>nd</sup> Village Walkabout focussing on village edges  Organised by Steering group and supported by The Glass House	Posters placed on 4 village notice boards  Village newsletter  Website  E-mail database	People living and working in Kirdford  Approximately 20 people participated in the village walk-about.	Continued village mapping, understanding key local issues  See Glass House report, CEF ref CD-003
12 <sup>th</sup> Oct 2010 See para 3.3.4	Mapping Kirdford  Workshop following on from the walkabouts facilitated by The Glass House	Posters placed on 4 village notice boards  Village newsletter  Website  E-mail database	People living and working in Kirdford  Stakeholder groups, developers and land owners  18 people attended plus representatives from Chichester District Council & SDNP Authority	Identified a vision, and key themes for CLP and continued to map opportunities for change and improvements.  See GH report CEF ref CD-003
19 <sup>th</sup> Oct 2010 See para 3.3.5	Applying Your Knowledge  Workshop organised by the Steering Group and facilitated by The Glass House	Village newsletter  Website  E-mail database  Posters	People living and working in Kirdford, mainly residents and local land owners  Approximately 30 people attended	Agreed a Vision for Kirdford and community-led Action Plan.  See GH report CEF ref CD-003
3 <sup>rd</sup> Nov 2010 See para 3.3.6(i)	Understanding Architecture  Workshop led by Steering Group	Posters placed on 4 village notice boards  Village newsletter  Website  E-mail database	People living and working in Kirdford, mainly residents and local land owners  Approximately 40 people attended this workshop	Increased understanding of the importance of architecture and the vernacular of the village and built environment
4 <sup>th</sup> Dec 2010 See para 3.3.6(ii)	Localism Explained  Workshop led by Steering group	Posters placed on 4 village notice boards  Village newsletter  Website	People living and working in Kirdford, mainly residents and local land owners  Between 25-40 people attended this event	An increased understanding among the community of the forthcoming Planning Policy Framework and increased community's interest and engagement in the development of Kirdford's Neighbourhood Plan

Summary table of consultations continued				
3 <sup>rd</sup> March 2011  See para 3.3.6(iii)	The Planning System  Workshop facilitated by Planning Aid	Posters placed on 4 village notice boards  Village newsletter  Website	People living and working in Kirdford, mainly residents and local land owners  Between 25-40 people attended this event	Increased understanding of the impact of the planning system in Kirdford and of land use policy and relevance to land ownership.
12 <sup>th</sup> May 2011  See para 3.3.6(iv)	The NPPF and Neighbourhood Plans Explained  Workshop led by Steering group	Posters placed on 4 village notice boards  Village newsletter  Website  Email database	People living and working in Kirdford, mainly residents and local land owners  Between 25-40 people attended this event	An introduction to Neighbourhood Plans in the context of the new NPPF  Increased interest in a Kirdford NP
19 <sup>th</sup> June 2012  See para 3.3.7	Conversion of a CLP to a NDP as agreed at a Parish Council meeting	CLP Update via Websites and newsletter, and e-mail	People living and working in Kirdford, mainly residents and local land owners	Awareness of conversion to NDP
2 <sup>nd</sup> July - 6 <sup>th</sup> August 2012  See para 3.3.8	Business survey	Letter addressed to each individual businesses  Website  Email database	Those managing a business in Kirdford (or considering starting a business)  19 completed surveys were returned, and equivalent of 38.8% of businesses contacted	Increased understanding the needs of local businesses and barriers to growth  Survey results published through the Steering group website in October 2012. See CEF refs CD-006 and CD-007
August 2012  See para 3.3.9	Site Appraisals  Results published on SG website Sept 12 (CEF ref CD-021)	The need for this appraisal was explained as part of the Enquiry by Design workshops.	The site appraisal was undertaken by the Steering Group prior to consulting with the wider community.	A clear site plan and definition of sites, identifying current uses, site potential, strengths, weaknesses and threats.  A rating was given for each site by the Steering Group, with comments.

Summary table of consultations continued				
<p>22<sup>nd</sup> - 24<sup>th</sup> October 2012</p> <p>See para 3.3.10</p>	<p>Workshops led by the Princes Foundation to help complete the NDP</p> <p>Included 2 public presentations</p>	<p>Posters placed on 4 village notice boards</p> <p>Village newsletter</p> <p>Website</p> <p>Email database</p>	<p>Local residents and businesses, vast majority of land owners, both CDC and SDNP Authority, West Sussex County Council (WSSC)</p> <p>Approximately 80 people attended both presentations with around 40 people attending the workshops.</p>	<p>Some of the site mapping exercises were undertaken again, and some of the options for meeting local need were enhanced</p> <p>See CEF ref CD-014 and CD-014a</p>
<p>16<sup>th</sup> - 19<sup>th</sup> November 2012</p> <p>See para 3.3.11</p>	<p>NP Public Exhibition of final draft NDP, supported by the Prince's Foundation</p>	<p>Posters placed on 4 village notice boards</p> <p>Village newsletter</p> <p>Website/ Email database</p> <p>Local press</p>	<p>All community, stakeholders and statutory bodies, adjoining parishes, LPAs and WSSC</p> <p>Attended by over 136 people, see CD-019 for register of attendees.</p>	<p>A public display the complete draft NDP.</p> <p>Also outcomes of Prince's Foundation workshops were displayed.</p> <p>Overall support from visitors for the Development Plan and many written comments provided, see CEF refs CD-019 and CD-019a</p>

### 3.3 Additional Consultation Narrative

The prime objective of the KPNP Steering Group has been to extensively consult the community and local organisations on a wide range of issues that will influence the well-being, sustainability and long term preservation of their rural community and to ensure that the views and plans contained in this document reflect the majority of residents of the Parish.

The Steering group were mindful of the need to engage some that could be considered “harder to reach” for different reasons including properties that are quite isolated due to the rural nature of the parish. Kirdford is a close-knit parish with awareness of residents with impairments who may have needed additional support to engage in consultations and support was provided through the Steering Group.

The following section provides a little more detail about the following aspects of each consultation activity undertaken to clarify the issues:

- ❖ Purpose
- ❖ Consultation Technique
- ❖ Outcome

It is not the intention of this Consultation Statement to repeat the findings from the reports produced from the various consultations which are all clearly referenced in the Consultation Evidence File (CEF), see appendix 1.

#### 3.3.1 Community Survey (Community-Led Plan)

##### Purpose

The purpose of the village survey was to gather up to date information on the profile of Kirdford and to provide an holistic view of the parish along with what mattered to local people i.e. key issues and concerns, including aspirations for Kirdford. The questionnaire was developed for the purpose of producing a Community Led Plan and consequently questions asked were wider-reaching than questions specific to land use only.

##### Consultation technique

The survey was designed and reviewed by the Steering Group along with being reviewed by CDC’s Senior Community Engagement officer and Housing Enabling Officer (see CEF ref CD-001).

A copy of the questionnaire was hand-delivered to all houses in Kirdford with the help of a team of volunteers which included members of the Steering Group plus additional local support, accompanied by a self-addressed envelope. The village shop was also identified as a drop-off point for manually completed questionnaires.

One survey was completed on behalf of each household with the opportunity for young people to respond to a section specifically developed for them.

The Steering Group was aware of residents that may have needed additional support to complete the questionnaire and support was offered. A telephone “help” number was on the front cover of the questionnaire if required for assistance with completing the survey or for general clarification purposes. Additionally, if required, support would have been made available with translation however there are no minority ethnic residents living in the parish.

The community were given 4 weeks to complete the survey, following which Action in Rural Sussex collated and input all responses to their own IT system in order for the Steering Group to analysis the data received and to produce a report on the findings for sharing with the community. This final report was crosschecked by Chichester District Council to ensure accuracy in reporting.

#### Outcome

133 questionnaires were returned, a response rate of 36% which, by local comparisons, was considered to be a positive response.

CEF ref CD-002, Survey Analysis and Report, provides a detailed report of all feedback from this Survey.

A significant outcome of this survey was up to date information on the parish. Prior to completion the village-wide survey LPA information on the village dated back to 1999 so it was felt essential to bring locally held information up to date in preparing for Kirdford’s CLP, later NDP.

### **3.3.2 Survey Results Presentation, St John’s Church**

#### Purpose

The purpose of this event was to feedback to the village the results of the recent survey. The event also provided a further opportunity for consultation and captured additional comments made in relation to the different topics covered by the survey.

#### Consultation technique

In presenting the results of the Community-Led Planning survey, a variety of methods were adopted which included a powerpoint presentation, photographs, hard copies of the report, visual graphs and displays and with the results also posted on the website for those unable to attend the event or for further reading. All visual materials and summaries of comments were produced by the Steering Group who managed the day without additional external support.

#### Outcome

There was a very good turnout at this event, 60 - 70 people, increasing understanding of the key issues for the CLP to address. A copy of the survey results were provided to Chichester District Council (CDC) for their records. Prior to this information being gathered, CDC’s local information relating to Kirdford was taken from 1999 along with the 2001 census data so an additional positive outcome of this exercise was to enable CDC to have up-to information about Kirdford.

### **3.3.3 Village walk-about (Led by Glass House Community-Led Design Consultants)**

#### Purpose

Two village walk-about were arranged by the Steering Group with the Glass House on two consecutive Saturdays, both involving residents. This first village walkabout focused on the majority of the village. The second walk-about concentrated on the edges of the village. These walk-about formed the basis for mapping the village and the subsequent workshops that took place in the village hall, based on discussion en route of what was valued and what was problematic.

#### Consultation techniques

The Glass House Charity provided support for the Community Led Plan focussed on the physical environment and the contribution to the village's future. They helped to define the vision and action plan which underpinned the final NDP. The whole process of this programme of Project Support was a collaboration between residents, The Glass-House and the facilitator whose role was to:

- ❖ Explain the context and value of CLPs
- ❖ Discuss examples and ideas from other areas
- ❖ Help provide a structure for the discussion of a number issues, including issues that tend to be contentious
- ❖ Contribute to the analysis of the village to better understand what is special and needs to be enhanced, protected or used to guide future change and what can be improved
- ❖ Help to develop a Vision for the village that could guide all future development
- ❖ Consider the preparation of an Action Plan that identified change that could be initiated in the short, medium and long term and who needed to be involved
- ❖ Provide a model and stimulus for on-going work being carried out by residents

#### Outcome

A full report produced by the Glass House which identifies the issues to be addressed in a Community Led Plan (see CEF ref CD-003). Specifically the report contains a Vision that was agreed by all of those present at the final workshop and which created a context to stimulate action while also providing criteria by which all proposals for change were to be judged. Linked to this Vision was an initial Action Plan identifying work that could be initiated by the Parish Council or the District Council following more broadly based consultation, feasibility work and identification of funding.

### **3.3.4 Mapping Kirdford (Led by Glass House Community-Led Design Consultants), Village Hall**

#### Purpose

The aim of this workshop was to summarise, report back and check on the findings from the first workshop and from this to begin the process of identifying a Vision, key themes and to continue to map opportunities for change and improvements.

### Consultation techniques

The workshop took place in the village hall from 6.30pm to 9.00pm and was again well attended with about 18 people present, many of whom had taken part in the walk-about. On this occasion however, there were also two representatives from Chichester District Council.

### Outcome

The main themes that emerged from the first workshop were:

- ❖ The desire for a more clearly defined village centre
- ❖ Development pressure and sustainability
- ❖ Green areas and play
- ❖ Paths, walking and movement, including parking

The presentation also summarised the findings from the walk-about and highlighted the fact that the characteristics of the historic core of the village were well described in documents supporting its designation as a Conservation Area. Finally the presentation showed a few examples of new housing that suited an historic setting in the context of the developing vision for Kirdford.

### **3.3.5 Applying Your Knowledge (Led by Glass House Community-Led Design Consultants), Village Hall**

#### Purpose

The third workshop also took place in the village hall from 6.30 - 9.00pm and was attended by approximately 30 people. The event aimed to:

- ❖ Bring together and check information gathered and discussed at the previous walk-about and workshop, as well as at the additional walk-about and the Steering Group meeting that took place on 14 October
- ❖ Progress the draft Vision statement
- ❖ Initiate an Action Plan
- ❖ Provide an opportunity for a more in depth discussion of potential development - how it should look and where it could be sited and who it should be for.

#### Consultation techniques

Presentation and maps summarising the main features of the analysis of the village and highlights the physical layout of the village and key views that needed to be protected. Also green areas that do not fully contribute to the village and areas where parking is a problem. Maps also looked at the village centre and its relationship to community facilities along with pavements, crossings and paths in need of improvement. The workshop also looked at the most acceptable potential new development sites.

#### Outcome

Guidelines for new development in line with the vision and indicative sketches which were discussed in greater detail with the architect at a subsequent workshop on 3 November, focused on understanding architecture. Also notes on how to structure the Community Led Action Plan.

### **3.3.6 Information Sharing Workshops, Village Hall**

Following The Glass House's support for developing Kirdford's Community-Led Plan, a series of information sharing workshops and informal lectures were provided by the Steering Group to keep the community informed of changes in government legislation and planning policy at a national level. The key purpose of these workshops was to ensure that the community could continue to engage in a future Neighbourhood Planning process building on Community-Led Planning activity and feedback from previous consultations. A nucleus of around 50 people attended all workshops, with the average being between 25 - 40 people at each event.

The workshops were well publicised and ran over a period of seven months and were a precursor to converting from a Community Led Plan to a Neighbourhood Plan for the parish.

Workshops included:

**(i) Understanding Architecture, Village Hall**

This workshop was to increase community understanding of the importance of architecture and the vernacular of the village and built environment of the local area, in order to inform future discussion on the developing Neighbourhood Plan. The event was publicised through all the usual means to reach as many residents and stakeholders as possible and engaged people living and working in Kirdford, mainly residents and local land owners.

The Steering group arranged for a local architect to lead a walkabout the village which focussed on local architecture, supported by a workshop also led by the architect. Approximately 40 people attended this workshop, mainly residents from the village. Results of the workshop were captured in the Village Design Statement which accompanies the Neighbourhood Development Plan.

**(ii) Localism explained, Village Hall**

This workshop took the form of a powerpoint presentation organised by the Steering Group to explain the new Planning Policy Framework in the context of emerging government legislation relating to Localism. The outcome of this workshop was an increased understanding among the community of the forthcoming Planning Policy Framework and it increased the community's interest and engagement in the development of Kirdford's Neighbourhood Plan.

**(iii) Planning System, Village Hall, 3<sup>rd</sup> March 2011**

This workshop was organised by the Steering Group and facilitated by Planning Aid. It focussed on how the planning system works and aimed to increase interest in, and understanding of, the impact of the planning system in Kirdford. A key outcome was an increased awareness among the community of land use policy and relevance to land ownership. The workshop was attended by 21 residents.



#### **(iv) NPPF & NP explained, Village Hall**

This final information sharing workshop was organised by the Steering Group to introduce Neighbourhood Plans in the context of the new NPPF. A powerpoint presentation was made by the chair of the KPNDPSG, previously utilised at an All District Parishes meeting organised by CDC/SDNP. (Josef Ransley has made such presentations at various venues on behalf of KP/CDC/SDNP/CPRE.)

#### **Launch of the Village Design Statement (VDS)**

Kirdford's Village Design Statement was adopted by CDC in July 2011. Money was raised to print the document which was launched in Nov 2011 at an event held in the Village Hall, attended by 52 people. The VDS is sold at the Village shop and 104 copies have been sold to residents and visitors in 14 months. This document was an integral part of the final draft NP which formed the basis for statutory consultation.

#### **3.3.7 Conversion to a Neighbourhood Development Plan**

From the May 2011, Kirdford Steering Group paused the CLP process as new powers were being introduced relating to Neighbourhood Planning through the Localism Bill at that time. Kirdford Steering Group became aware that the Community-Led Plan they had been developing had no status as material consideration in planning decisions as it is not adopted by the Local Planning Authority as a Supplementary Planning Document. With the introduction of Neighbourhood Plans, the decision was taken by the Parish Council to convert the CLP into a Neighbourhood Plan for the parish, with the required additional considerations to be given to land use and development policies.

This was explained to the community during an event held on 19<sup>th</sup> June 2012 in the Village Hall. A Parish Council decision also explained to community in August update.

Upon applying for Neighbourhood Plan area designation, the Steering Group for the Community-Led Planning process reconstituted to form the Neighbourhood Plan sub-committee of the Parish Council. The new Steering Group included four members of the parish council including chair, deputy chair and clerk to parish council, generating a close working relationship between the parish council and the Steering Group with Neighbourhood Planning issues and updates covered at every meeting of the Parish Council.

#### **Applying for Community Land Trust**

The parish Council proceeded to establish a Community Land Trust Co-operative to enable the Parish Council to apply for funding for feasibility studies into proposals contained with the Neighbourhood Plan and to acquire land and buildings through central government initiatives. With the Parish Council retaining the freehold on property, it is the intention that income secured through lettings will subsidise on-going consultation to support delivery of community aspirations identified in the Neighbourhood Plan e.g. affordable housing mix and employment units.

### **3.3.8 Business Survey**

#### Purpose

To identify how the Neighbourhood Plan could assist local businesses to be established, grow or relocate within their home area of Kirdford. The survey gave an overview as to why local businesses are vital to the sustainability of the community along with the social and economic wellbeing of Kirdford and for increasing local employment opportunities.

#### Consultation techniques

The Steering Group undertook extensive research in its area, utilising local knowledge and telephone enquiries to identify all businesses located in the parish area. This activity identified 49 businesses all of whom were provided with a survey questionnaire and contacted by telephone to encourage a response. This survey was used to understand the needs of local businesses and barriers to growth and employment, see Consultation Evidence File ref CD-006. The survey results were analysed during September 2013 with the report containing results of this survey published through the Steering group website in October 2012.

#### Outcome

A total of 19 responses were received, equal to a 38.8% response rate. The results of the business survey provided a wealth of information relating to business sector and plans for growth, employment statistics and recruitment, home workers and need for start-up units, the need for marketing and promotional support, rental costs of premises, distribution and internet requirements and reliability. See Consultation Evidence File ref CD-007 for Business Analysis report.

### **3.3.9 Site Appraisals**

#### Purpose

The Steering Group undertook a Sites Appraisal in August 2012 to develop a clear site plan and definition of sites, identifying current uses, site potential, strengths, weaknesses and threats and delivered a rating for each site with comments. The purpose was to develop a clear basis for further consultation with the community on future development options.

#### Consultation techniques

The Steering Group undertook their own SHLAA, identifying every site adjoining the Settlement Policy Area with results of their Site Appraisal published on the Steering group website in September 2012 (See Consultation Evidence File ref CD-021). The results of the site appraisals featured in the public exhibition held prior to going out to statutory consultation, with the community being invited to add further comments and feedback any ideas or concerns.

#### Outcome

Final appraisals formed an important part of the draft NDP and provided the basis for further site specific consultation through the public exhibition held later in November 2012.

### 3.3.10 Price's Foundation Workshops (Enquiry by Design)

#### Purpose

The Neighbourhood Plan Steering Group decided to engage the Prince's Foundation to deliver a short series of workshops that would help to maximise the community's contribution towards the design of housing mix and plan solutions for development to meet identified need in the village. The purpose of these workshops, which included two public presentations, was to review Kirdford's Community-Led Plan in the context of the Neighbourhood Development Plan and to consider the need for any enhancements. The purpose was also to continue to identify the issues and options for the draft Plan whilst planning housing and environmental schemes.

#### Consultation techniques

The form of consultation and engagement was based on a methodology known as Enquiry by Design. Enquiry by Design (EbD) process is a planning tool that brings together key stakeholders to collaborate on a vision for a new or revived community. It is developed through a workshop facilitated by the Prince's Foundation for the Built Environment. The EbD process brings key stakeholders and professionals together, to assess a range of design requirements for the development sites, with every issue tested through visual illustrations.

All workshops were based on group work to focus the community on issues and design proposals, and adopted an holistic approach to developing the Neighbourhood Plan. The work on each table was led by a consultant specialising in design solutions with a range of professionals engaged by the Princes Foundation to support and facilitate discussions. All members of the community were free to join whichever workshop they wished to, and to move about between them. The event was delivered however in such a way as to fully engage everyone present and produce a design scheme for potential development in Kirdford that inspired and excited residents, who felt satisfied that they had been fully included in the debates around issues and options, and had their voices heard.

Two presentations captured the sketched ideas for all to see and provided the opportunity for further comments and input to the NP.

#### Outcome

Approximately 80 people attended both presentations with around 40 people attending the workshops. As a result of the Prince's Foundation's involvement, some of the site mapping exercises were reviewed and undertaken again based on the Steering Group's earlier consultations on the CLP, and some of the options for meeting local need were enhanced. No new issues were identified through these workshops.

### **3.3.11 Neighbourhood Plan 4-day Public exhibition**

#### Purpose

The purpose of this four day exhibition, supported by the Prince's Foundation, was to bring together the results of all consultation on the developing Neighbourhood Plan and to share these with the parish and interested stakeholders. This exhibition, attended by over 136 people, enabled the community to review the final NDP plus related documents and encouraged people to leave comments which were assimilated after the event. The Steering Group followed up any non-response with significant stakeholders e.g. CDC, to encourage attendance.

#### Consultation techniques

The exhibition took the form of displays, photographs, written reports, charts and graphs and focussed on the issues identified and the options generated. The exhibition included a site plan layout, local design characteristics and all information that fed into each of the four documents which, combined, formed the integrated neighbourhood Plan and basis of statutory consultation.

#### Outcome

A final Draft Plan ready for statutory consultation with all present aware of process of engagement and consultation throughout coming stages of Plan completion and referendum. See Consultation Evidence File ref CD-019 and Cd-019a for responses to Public Exhibition.

## **4. Developing and testing the Options**

The aim of this stage of the Neighbourhood Planning process was to use the feedback from all consultations undertaken to date to develop a series of options for Kirdford's Plan and to test these. The Prince's Foundation workshops pulled together the outcomes from the Glass House workshops which focused on potential development - how it should look and where it could be sited and who it should be for, and brought proposals to life through a collaborative approach with the community to develop options for sites.

Using guidelines for new development in line with the vision and indicative sketches which emerged from the Glass House workshop, options for the NDP were developed mainly through the Prince's Foundation workshops which engaged a large number of the community through Enquiry by Design (see 3.3.10 above). The workshops were designed to develop strategies that could help inform the Kirdford Neighbourhood Plan.

Kirdford NP Steering Group carried out a site appraisal of ALL sites bordering the SPA boundary which were reviewed at the workshop led by The Princes Foundation. The workshops reviewed the options developed during the CLP stages and then identified some further alternatives, one of which was adopted to enhance the Neighbourhood Development Plan. This major enhancement was the combination of the two sport/recreation grounds into a new combined facility below Townfield which leaves the old grounds as reserve sites.

Using agreed appraisal criteria all sites scored positively (see Prince's Foundation workshop briefing document, CEF ref CD-14a for details of all six sites). Potential phasing options were also considered for new built development on these different sites.

In developing the options, five themes were the focus of testing against what, how, who and funding, the themes being:

- ❖ Countryside and Environment
- ❖ Community Well-being
- ❖ Roads and Transport
- ❖ Business and Services
- ❖ Areas to monitor

Within each of these overarching themes, each option to have emerged from the Glass House workshops was discussed with comments recorded to help finalise the preferred options.

A site appraisal table is contained in the final report produced by the Prince's Foundation, and is available on Kirdford's website.

Preparation of detailed development site maps accompanied discussions and formed part of the final Prince's Foundation report. Significant attention was paid to further considerations relating to sites and themes which are all captured in detail within the report and which underpinned the final options for the Plan, see CEF ref CD 14a. The results of all surveys undertaken were a key feature of developing the options and incorporated into discussions and the final report.

The Neighbourhood Plan Exhibition spanning four days was a further key stage in developing Plan options (see 3.3 11 above). Many attending provided written comments on the draft Plan which were assimilated and summarised in a consultation report, CE ref CD-019.

Whilst many identified concerns/commented in detail on individual project proposals, rather than the overall plan, such matters of detail would be addressed as the projects move forward for delivery. The comments on timing and volume of development were noted and considered to be justified and evidenced so an additional policy was incorporated in the plan to reflect this.

A register of all attendees is also available within the Exhibition report, CEF ref CD-019

**Sustainability Assessment:**

Consultation on the sustainability of sites has been on-going for the past 12 months with a range of bodies including CDC, Natural England, The Environment Agency and WSCC Highways.

## **5. Pre-submission Consultation on draft Neighbourhood Development Plan (Regulation 14)**

### **5.1 Consultation time frame**

Consultation with the community and statutory bodies on the final Draft Plan began on 12<sup>th</sup> December 2012 and initially ran until 25<sup>th</sup> January 2013.

Problems were experienced using the contact details for Statutory Consultees provided by Chichester District Council, a number of which turned out to be incorrect and/ or out of date. With the confusion this caused and with the need to afford the same amount of time to all consulted to make representations, the Steering Group took the decision to extend the consultation period from 25<sup>th</sup> January to 4<sup>th</sup> February 2013.

### **5.2 Who was consulted**

The following stakeholders were consulted:

- ❖ All residents and businesses in Kirdford
- ❖ Developers and land owners
- ❖ Statutory Undertakers (NP Regs para 1 of schedule1)
- ❖ Neighbouring parishes
- ❖ Other Community stakeholders and interest groups e.g. LPAs, West Sussex County Council

Contact details of all consultees are found in appendix 4. In publicising the list of all consultees no personal contact details of Kirdford residents are published. However the Steering Group took the decision to publish the names of individuals who have made comments on the Neighbourhood Plan as part of statutory consultation.

### **5.3 How the Group consulted**

KNPSG developed a clear guide to reviewing and commenting on their completed draft Neighbourhood Development Plan in four separate and thereby more easily accessible files:-

These documents were:

The draft Kirdford Parish Neighbourhood Plan (KPNP), plus

Section 7: The draft KPNP-Development Plan Proposals

Section 8: The draft KPNP- Village Design Statement

Section 9: The draft KPNP- Policies

The index in the draft KPNP showed how the whole document integrated.

Subsequently a consolidated version of the overarching KPNP which combined sections 7 and 9, the Development Plan Proposals and Policies, was produced with the support of the Prince's Foundation for submission to the examiner without losing any thrust of the Plan.

All 4 docs on which the community and stat bodies were consulted are appended the final NDP.

A letter was sent to all consultees (see appendix 2) informing of the statutory consultation process and inviting comments on the final draft NDP.

Statutory bodies were involved in much of the non-stat consultation with the community to ensure that comments and feedback could be reflected as far as possible in the final Draft Plan at this stage of consultation.

E-mails were sent to 75% of residents in the village directing them to the Steering Group and Parish Council websites to view the final Neighbourhood Plan where comments could be left via a comments box. The village magazine also directed the community to the websites.

SDNP requested an electronic link to the final Draft Neighbourhood Plan as all of the residents living in the South Down National Park were already being consulted as Kirdford residents.

Chichester District Council was given an electronic link to the Plan along with two hard copies of the full version of final Draft Neighbourhood Plan for anyone wishing to view the paper version.

Use of was made of all notice boards in Kirdford with a notice placed in Kirdford's shop window.

Summary of Statutory consultation techniques:

- ❖ All final draft documents were posted onto the website
- ❖ Online responses, via comments box, to the Steering Group website
- ❖ E-mail responses and comments to the Steering Group
- ❖ Posted responses to NP Co-ordinator
- ❖ Newsletter to signpost to the draft documents on website in Village Shop
- ❖ Option to leave letters at the village shop

A hard copy of the four documents could reviewed at Kirdford Village Stores

#### **5.4 Summary of consultation responses**

A total of 19 comments left on website plus statutory respondents gave feedback on the draft NDP resulting from statutory consultation (see appendix 4).

In total, 44 comments were received resulting from stat consultation.

Details of all feedback from each respondent following statutory consultation is appended along with the key impact of the policy or site and the key implications for the NDP.

The following table provides a **summary of the changes made** to the NDP.

Site or Policy	Number of Comments	Key issues/ concerns	Changes made to Plan
Policy R3, Nature conservation	2	Strengthen the intent of the policy	Change the NDP by inserting wording as follows: “designated or candidate areas, etc.”
		Reinforce importance of River Kird as designated water body under the Water framework directive.	Policy explanatory text to be amended.  Wording added to policy referencing River Kird status.
Policy R3	1	Consider protected species. Address potential impact for specific development sites	Guidance note added to Policy R3
Policy R2, verges, ditches and culverts	1	Clarify policy requirement standards.	Amend policy to “ensure the rate of run-off is no greater than existing and is reduced as far as possible, including an allowance for climate change”
Policy M2	1	Lack of clarity on future Secondary School provision for Kirdford residents	Note on monitoring requirement to be added.  Short para. added to policy M2
Action Plan- Item 3 - Community well being	1	Preservation limits ability of sensitive change without impacting on historical significance	Wording altered to “conserve” in Action Plan
Policy B4		Lack of detail on archaeology	Add requirement to Policy B4 to consult with HER and County Archaeologist. Guidance note added to Policy B4
Policy G8		WGPC identify access and traffic issues to WG Primary School and concern on capacity of local schools to accommodate planned growth	Highlight schooling provision in explanatory notes: This is already covered in Monitoring Policy 1
Development Site 9 & Lock-up		Employment allocation in the Parish - proposals supported and request	Improve clarity of site proposals map. Done and detail of Lock-up



retail units.		for further clarification	retail unit concept sent to WGPC.
Policy E3		Local fibre or internet connectivity - proposals supported and suggested improved wording provided	Review and amend Policy wording.  Existing wording retained as considered appropriate.
Listing of community assets		Community Assets - suggestion that these are drawn out in more detail.	Review document wording and amend to suit. No change made as LPA provided annually with updated listing by PC.
Policies-general		Development and Design Policy - suggested improvements to document and policy text	Review document wording and amend to suit. All suggestions reviewed and policy wording amended as appropriate
Policy B6		Affordable and Older Persons Housing - suggested improvements to document and policy text.	Review document wording and amend to suit.  No change made as Policy suitable.

The table summarising all consultation feedback at this stage of consultation is published on the Steering Group's website. This table captures key issues/ concerns and changes made to the final Plan as a result of this statutory consultation.

Appendix 4 provides the full details of all comments received, the key implications for the Plan, how concerns were addressed and also the changes to be made.

## 5.5 Outcome of Statutory Consultation

Following statutory consultation there are 19 changes to the Neighbourhood Development Plan, five of which relate to policies. There are no material changes following review of policies that would require a second consultation.

The Neighbourhood Development Plan being presented to the LPA shows the changes identified in the table above in 5.4.

In addition to changes to the Plan, the village has now signed up to the West Wild Project and is now mapping the parish environment - the landscape, wildlife, flora and fauna, passing information through the Parish Council website and onto the West Sussex Records Office.

## **6. Conclusion**

6.1 This Consultation Statement and the supporting consultation reports are considered to comply with Section 15(2) of part 5 of the 2012 Neighbourhood Planning Regulations.

### **6.2 Addendum**

A pre- submission set of the KPNP and associated documents were sent to CDC and SDNP in March 2013. At the same time KPNP Group had organised a ‘Health Check’ on the final draft with Planning Aid, their report was received on 13<sup>th</sup> April 2013, and copied to CDC and SDNP, following which CDC advised they were not happy with the pre-submission documents.

KPNP Group then appointed Alex Munroe of Maroon Planning Ltd to assist them with the re-wording of the policy text (from common language to planning terminology) and obtained support from Planning Aid to review the Basic Conditions Statement and evidence base.

The policy text was reworded into ‘technical language’ and consulted upon with CDC and SDNP, agreement on wording reached with all parties without any change to the scope and intent of the policies in early June 2013.

A public meeting was held on 14<sup>th</sup> June 2013 in Kirdford Village Hall, when the revised wording was explained to residents who reaffirmed the document was consistent with the version consulted upon. The KPNP was adopted by the Parish Council on 17<sup>th</sup> June 2013 at their regular Parish Council meeting by unanimous vote.

The Basic Conditions Statement was amended to incorporate the review comments provided by Planning Aid. All the revised documents were submitted, on 20<sup>th</sup> June 2013, to CDC and SDNP for their final review prior to submission.

## **Appendices**

### **Appendix 1**

#### **Consultation Evidence File References:**

(See website and hard copy folder)

CD-001	Survey Questionnaire 2010
CD-002	Survey Analysis and Report 2010
CD-003	The Glass House Report 2011
CD-004	Schedule of community events and workshops

CD-006	Local Business Survey 2012
CD-007	Business Analysis Report 2012
CD-013	Summary of Statutory Consultation Responses
CD-014	Princes Foundation Power Point presentation
CD-014a	Princes Foundation Workshop Briefing Document
CD-019	KPNDP Public Exhibition Consultation Responses
CD-019a	Appendix 1 KPNDP Workshop Stakeholder Response
CD-021	Site Appraisal Tables
CD-026	Statutory Consultation Letter

## Appendix 2

### Consultation Letter to all Consultees (Example)



Kirdford Parish Neighbourhood Plan  
C/o J, Ransley  
1, Hills Green Cottages,  
Kirdford,  
West Sussex  
RH14 0JN  
Tel. 01403 820360

The Chief Planning Officer  
Horsham District Council  
Park North  
North Street  
Horsham  
West Sussex  
RH12 1RL

7<sup>th</sup> December 2012

Dear Sir/Madam,

**Kirdford Parish Neighbourhood Plan – Statutory Consultation on sites considered suitable for development and draft planning policies – 12<sup>th</sup> Dec. 2012 – 25<sup>th</sup> January 2013.**

Kirdford Parish Council is producing a Neighbourhood Plan (NP) for its Parish area. The boundary of the Plan Area is shown on the attached plan. You will note that our parish lies in close proximity to your boundary and arguably, in many ways, may be impacted upon more by your emerging Local Development Plan proposals than that of the South Downs National Park or even Chichester District our Local Planning Authority.

The development plan within our NP identifies sites considered suitable for development and draft Planning Policies to manage the delivery of sustainable development in our Neighbourhood Area.

The purpose of this letter is to seek representations from Statutory Consultees and others on our draft development plan as part of the process to decide the content of the Kirdford Neighbourhood Plan. Your comments and advice will influence our final draft before independent examination.

Details of the process we have utilised and all our documentation are accessible on our consultation website [www.bankssolutions.co.uk/kirdford](http://www.bankssolutions.co.uk/kirdford) or we can provide paper copies upon request if you contact the above.

The current emerging CDC Local Plan's Housing Numbers indicate options that the 4 parishes in the North East of the District will need to provide up to 300 new houses during the period 2014-2029. The options equate to 12, 16 or 20 per annum. Our NP

Development Plan includes a master plan identifying sites and density for development of housing, commercial property and community/sports facilities in the Parish for the period 2013-2018.

This is an opportunity for you comment as appropriate on our draft proposals in advance of the details being finalised. In particular, we would welcome your advice on any consideration we should give in respect to your emerging plan regarding, for instance the impact of the planned development of new housing in Billingshurst, one of our closest towns with retail, employment and rail transport links as well as location of our main secondary school provider or any other aspects you consider relevant to our draft Development Plan proposals or policies.

There will be additional opportunity when the final draft is published before examination and should you require any clarification or wish to discuss any matter, please contact me by phone or sent your representations to [kirdfordclp@yahoo.co.uk](mailto:kirdfordclp@yahoo.co.uk) or to the address above by 25<sup>th</sup> January 2013.

Yours faithfully,

Josef Ransley  
Chair Kirdford Parish Neighbourhood Plan

### **Appendix 3**

#### **Lists of all consultees contacted by letter**

**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** - 2 Rivergate, Temple Quay, Bristol. BS1 6EH.  
Telephone 0300 123 4500

**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)

**Adjoining Parish Councils**

**Ebernoe Parish Council** - The Parish Clerk, Ebernoe Parish Council, Wassell Barn, Ebernoe Nr Petworth GU28 9LD

**Fittleworth Parish Council**- The Parish Clerk, Fittleworth Parish Council, [fittleworthparishclerk@gmail.com](mailto:fittleworthparishclerk@gmail.com)

**Loxwood Parish Council** - The Parish Clerk, Loxwood Parish Council, [mailto:loxwoodparishcouncilclerk@gmail.com](mailto:mailto:loxwoodparishcouncilclerk@gmail.com)

**Northchapel Parish Council**- The Parish Clerk, Northchapel Parish Council, [helencruikshank@btinternet.com](mailto:helencruikshank@btinternet.com)

**Petworth Parish Council**- The Parish Clerk, Petworth Parish Council, 42 Orchard Close Petworth GU28 0SA

**Plaistow and Ifold Parish Council**- The Parish Clerk, Plaistow & Ifold Parish Council, 88 Rusper Road, Horsham, RN12 4BN

**Wisborough Green Parish Council** - The Parish Clerk, Wisborough Green Parish Council, [clerk@wisboroughgreenpc.org](mailto:clerk@wisboroughgreenpc.org)

**Chichester District Council** - Mrs. A Jobling, Director of Home and Communities Chichester district Council, East Pallant House, 1 East Pallant, Chichester West Sussex, PO19 1TY

**Horsham District Council** - The Chief Planning Officer, Horsham District Council Park North, North Street, Horsham, West Sussex, RH12 1RL

**Portsmouth Water** - Portsmouth Water, PO Box 8, West Street, Havant, PO9 1LG

**West Sussex County Council** - West Sussex County Council, County Hall, Chichester, PO19 1RQ, Lucy Seymour Bowdery, Principal Community Officer

**South Downs National Park**- Mr. Andrew Triggs, South Downs National Park Rosemary's Parlour, North Street, Midhurst, West Sussex, GU29 9SB

**Waverley District Council**- The Chief Planning Officer, Waverly Borough Council, The Burys, Godalming, Surrey GU7 1HR

## **Appendix 4: Detail of Consultation Responses**

### **CD-0013 Kirdford Parish Neighbourhood Plan - Statutory Consultation Responses Summary & Actions.**

Details of consultee responses received are summarised below. These identify the consultee and, if the response relates to a specific proposal site, its reference. The summary sets out the key impact upon the proposals and the implications for the same as well as the policy or action addressed and what change where made to the Plan.

Consultation responses were invited of statutory consultees by letter, residents and other persons/organisations were advised of the consultation by email, advertisement, public events including a 4 day exhibition held at the Kirdford Village Hall. Full details of the process and development of the Neighbourhood Plan,

including the draft Neighbourhood Development Plan from commencement as a Community Led Plan through to publication of the drafts for the formal consultation period where made available on a consultation website [www.bankssolutions.co.uk/kirdford](http://www.bankssolutions.co.uk/kirdford) with links from the Kirdford Parish website and the long established steering group website [www.kirdfordclp.co.uk](http://www.kirdfordclp.co.uk). Hard copies were made available at the Kirdford Village Stores and to prime Local Planning Authority.

Key Inputs	Key Impacts	Key Implications for NP	Policy/Action addressed	Changes Made
<b>South Downs National Park</b>				
Commented prior to consultation – documents amended 28/11/12. No further comments received.				
<b>Simon R Jones – Landowner of site proposal 6</b>				
Claims no prior consultation with landowner. Accepts principle of commercial units but also seeks residential.	Was approached by KPNP 2011 but failed to respond. Consider residential element on proposal 6.	Requires support of residential development in inappropriate location and loss of existing heritage asset and existing workshop that provides 4 local jobs.	No action as contrary to Local Plan and NDP desire for employment site.	
<b>Natural England</b>				
Natural England does not consider that the plan poses any significant risk too internationally or national designated conservation sites.	None	None	None required.	
Support and Suggest amendment to Policy R3- Nature Conservation	Strengthen intent of policy.	Some sites could not be covered.	Amend policy to” unambiguously cover all sites intended.”	Final draft KPNP-DP amended
Consider protected species.	Address potential impact for specific development sites.	Condition specific applications to undertake ecological surveys as applicable were potential species habitat are identified and provide mitigation plan as appropriate.	Supplementary guidance note to be added to Policy R3	Supplementary guidance note added Policy R3
NE Standing Advice	Opportunities for enhancing the natural environment.	Encourage community to record landscape and ecology.	Community Project initiated Feb.’13 in partnership with West Weald Landscape Partnership.	No change needed to final draft of KPNP - DP
<b>Environment Agency</b>				
1/Development Sites – The Old Creamery – identified for refurbishment, partly located within Flood Zone and not included in development proposals.	Flood risk upon development.	Sequential Test to be demonstrated for any development proposal.	No development proposed in NDP	
2/Support Policy R2- Verges, Ditches and Culverts -suggest clarification for specific standards.	Clarify policy requirement standards.	Amend policy to” ensure the rate of run-off is no greater than existing and is reduced as far as possible, including an allowance for climate change.”	Policy to be amended as advised.	Policy R2 amended as advised.
<b>Key Inputs</b>	<b>Key Impacts</b>	<b>Key Implications for NP</b>	<b>Policy/Action addressed</b>	<b>Changes made</b>
3/Importance of the River Kird	Reinforce importance of River Kird as	Include reference in explanatory text Policy R3.	Policy explanatory text to be amended.	Policy explanatory



	designated waterbody under the Water framework directive.			text amended.
<b>Genesis Town Planning – representing landowner site proposal 2</b>				
1/Support the principles of the draft NP and inclusion of site proposal 2 for residential development.	Willing to engage with community to deliver designated development.	Positive intent of landowner to work on delivery with community.	None	Current policy provides for this.
2/Proposes an increase in NP for provision of 100 housing units	Seeks to target greater number of housing units than consulted upon by LPA for their emerging local plan.	Would require planning for greater numbers of housing units than are considered sustainable by LPA's Sustainability Appraisal of the Housing Numbers and Locations Consultation Document August 2011.	None	No action taken as contrary to NPPF core principles and LPA housing allocation numbers not determined.
3/Proposes an allocation of 80 housing units on site proposal 2 and requests a policy to support this.	This is a greater number of housing units than the total consulted upon for the Parish by LPA for their emerging local plan.	Would require planning for greater numbers of housing units than are considered sustainable by LPA's Sustainability Appraisal of the Housing Numbers and Locations Consultation Document August 2011. Would require a site density in excess of 30 units per ha , generally considered the maximum for rural locations.	None	Insufficient justification provided.
<b>Southern Water</b>				
Require further detail of residential development proposals to facilitate a capacity assessment.	Lack of clarity on capacities.	Proposed development viability.	Details of development sites clarified 20/02/13.	
<b>Horsham District Council</b>				
No specific comment or observations.	Lack of clarity on future Secondary School provision for Kirdford residents	Need to monitor HDC emerging Local Plan and its proposals for Billingshurst – Housing development impact on The Weald SC capacity.	Note on monitoring requirement to be added.	Note on monitoring requirement added.
<b>English Heritage</b>				
1/Supportive of historical information in plan.	None	None	None requested	
2/Request more detail information (age, material, etc.) added to Listed buildings listed.	None if core documents referenced.	Schedule of Listed Buildings & Heritage assets referenced as appendix to Policy B2 for clarification.	Consultee advised of core document information.	Detail contained in core documents.
3/Request more info. on archaeological remains and undesignated heritage assets.	None if core documents referenced.	None if core documents referenced.		Detail contained in core documents.
4/Request change of “preserve” to “conserve” in Item 3 Action Plan.	Preservation limits ability of sensitive change without impacting on historical significance.	Reduces potential to preserve historical built environment and contrary to NPPF.	Alter wording to “conserve” where applicable in text.	Wording altered in final draft.
<b>Key Inputs</b>	<b>Key Impacts</b>	<b>Key Implications for NP</b>	<b>Policy/Action addressed</b>	<b>Changes made</b>
5/ KPNP-DP does not	Does not reflect	Reduces justification of heritage	Review identifies that	None

express importance of historic built environment and landscape.	importance of historic built environment incl. landscape in KPNP-DP	policies.	NDP and its supporting documents do identify.	
6/ Request to clarify "extant" policies references.	Confusion between KPNP draft policies and extant LPA Local Plan policies.	Lack of clarity between KPNP and CDC LP Policies.	Clarify as appropriate	Done
7/ No objection to Policy proposals and welcomes design guidelines but requests to consult HER and County Archaeologist.	None. Potential to make core documents more comprehensive.	Potential to increase robust evidence base	Policy requires consultation with HER and County Archaeologist.	None
8/ Welcomes VDS and policies, request for proposed sites 1,2, 9 &12 to consult on archaeological interest	Lack of detail on archaeology for proposed sites 1, 2, 9 &12.	Condition Planning applications to consult on archaeology	Add note to Policy B4 to consult with HER and County archaeologist.	Done
<b>Highways Agency</b>				
1/ Support parish aspiration for growth development in conjunction with essential facilities, infrastructure and access to good public transport.	Align development growth with delivery of essential facilities, infrastructure and access to good public transport.	Ensure development growth is staged in phases to align with delivery of facilities, infrastructure and good public transport.	Review Policy G5- Scale of new developments to ensure it accords.	Done
2/Support KPNP transport recommendations 6.3.6	Facilitates earlier delivery of sustainable development.	Earlier delivery of improved sustainable transport modes facilitates earlier development delivery.	Review Transport Policies for potential to facilitate earlier delivery.	Addressed in Action Plan
3/ Supportive of "bus on demand" initiative and development of footpaths and cycle access.	Facilitates earlier delivery of sustainable development.	Earlier delivery of improved sustainable transport modes facilitates earlier development delivery.	Review Transport Policies for potential to facilitate earlier delivery.	Addressed in Proposal 3
4/VDS Guidelines p.24-suggest adding new development provides physical infrastructure and measures to encourage reduction in dependence on the car.	Provide funding from new development to resolve existing parking problems and for footpath/cycle network extension works.	Provides basis to resolve current transport constraints.	Review Transport Policies for potential to facilitate earlier delivery.	Addressed Policy -TR3 and in Action Plan
5/ Supports KPNP Parish cluster initiative to collectively work on strengthening need for sustainable transport in District.	Supports objectives of Policy G1	Identifies need for Strategic Policies such as G1 and Delivery Policies that focus on Planning Management	Review Policies and categorise as appropriate.	Done ( note G1 now part of Monitoring Policy)
<b>Wisborough Green parish Council</b>				
1/ Broadly support KPNP-DP proposals and consider them appropriate.	None	None	N/applicable	
<b>Key Inputs</b>	<b>Key Impacts</b>	<b>Key Implications for NP</b>	<b>Policy/Action addressed</b>	<b>Changes made</b>
2/ WGPC identify access and traffic issues to WG Primary School and concern on capacity of local schools to accommodate planned growth.	Growth delivery will create requirement for children to be placed in schools outside the immediate area.	Look at phasing growth of new housing to local schooling provision.	Policies G8- highlight schooling provision in explanatory notes.	Done (Note G8 now G5)
3/ WGPC identify safety concern over increased traffic resultant of growth in Kirdford, specifically Boxall	Potential planned development in Kirdford could impact on road safety in adjoining Parish.	Possible transport constraint on development growth.	Cross refer with Highways response. Monitor impact as development plan is implemented.	Done – Policy M1 &3

bridge and Cricketers cross roads.				
4/ Public & Community Transport provision – WGPC suggest a combined approach to improve limited services.	Potential to reduce transport impacts of development growth.	Supports Plan objective of reducing reliance on car use and increase use of public transport. Supports plan objective working with adjoining Parishes on mutual issues.	Review policy and objectives on/of Parish Cluster working.	Done – Policy M1
6/ WGPC support policy to connect footpath network between villages.	Potential to improve foot/cycle access across Parish boundary.	Improved access without reliance on private car use in wider area. Supports Tourism growth in the Parish.	Review of Access and Tourism Policies.	Done – Policy M1&3
7/ WGPC considered future combined NP Areas appropriate if mutually beneficial.	Support of Objective of combined Parish cluster working.	Support to address strategic infrastructure on combined Parish basis.	Review policy and Objectives.	Done – Policy M1
<b>Loxwood Parish Council</b>				
Statement of full support	None	None	N/applicable	
<b>West Sussex County Council</b>				
1/ Primary School places provision	Potential to constrain housing development delivery.	Advised that increased demand for school places can be satisfied at Primary level by increasing class sizes at Wisborough Green Primary School (WGPS). Concern that available places could be insufficient if adjoining parishes' housing development is factored in. Does not acknowledge current access problems at WGPS.	Need to monitor capacity and access issues as housing development is delivered in North East Parishes area.	Done – Policy M2
2/ Secondary School places provision.	Potential to constrain housing development delivery.	Advised that increased demand for school places can be provided for at Midhurst Rother College located 21km distant by car.	Requires 2 hours daily travel by bus/car. Negative environmental impacts. Need to monitor capacity as housing development is delivered in SDNP/North East Parishes area.	Done – Policy M2
<b>Chichester District Council</b>				
1/Housing Requirements – LPA will allocate numbers to be delivered in its emerging Local Plan	Scale/Numbers of Housing development to be defined by LPA and provided for by KPNP-DP.	Given the status of the emerging Local Plan, the KPNP-DP should address latest LPA published material such as consultation numbers and provide for a reasonable number to reflect the same.	Evaluate proposals to see they align with latest LPA information stated as 60-75.	Done – Monitoring Policies 1, 2 & 3
2/Housing allocation in the Parish - define % of affordable and market housing relevant to the total number. Clarify such numbers are limited/confined for delivery within a SPA Boundary or not.	Ensure compliance with Local Plan.	Given the status of the emerging Local Plan, the KPNP-DP should address existing Local Plan and give regard to published information of emerging Local Plan.	Review current LPA and published info. On emerging Local Plan – amend/clarify KPNP-DP accordingly.	Done – Monitoring Policies 1, 2 & 3
3/Employment allocation in the Parish – proposals supported and request for further clarification.	Positive on provision of employment growth.	Further clarification in terms of better plan required and review justification wording.	Improve clarity of site proposals map. Review policy wording.	Done
4/Local fibre or internet connectivity – proposals supported and suggested improved wording provided.	Improvement in provision for future internet connectivity.	Guidance provided will improve achievement of KPNP-DP objectives by policy.	Review and amend Policy wording.	Done

5/ Community Assets – suggestion that these are drawn out in more detail.	Improved refurbishment of existing and delivery of new community assets.	Further clarification will assist LPA in addressing CIL and other developer funding.	Review document wording and amend to suit.	Done
6/ Development and Design Policy – suggested improvements to document and policy text.	Clarity of focus on local issues in document.	Guidance provided will improve achievement of KPNP-DP objectives and policy.	Review document wording and amend to suit.	Done
<b>Key Inputs</b>	<b>Key Impacts</b>	<b>Key Implications for NP</b>	<b>Policy/Action addressed</b>	<b>Changes made</b>
7/ Affordable and Older Persons Housing - suggested improvements to document and policy text.	Clarity of focus on local issues in document.	Guidance provided will improve achievement of KPNP-DP objectives and policy.	Review document wording and amend to suit.	Done
<b>19 No. Individual/Residents responses posted on the website.</b>				
All 19 responses were supportive of the plan and 2 individuals posted matters for consideration set out below.	None	None	N/applicable	
S. Strickly	Challenges need for new combined sports field and Village Hall	Evidence garnered indicates a proven need.	Review need to clarify the evidence	Done
I. Campbell	Identifies 2 listed bridges in parish not listed.	Incomplete listing of Listed Structures.	Update listing.	Done

All the above comments having been considered will, where appropriate, have amendments incorporated in the final draft of the Kirdford Parish Neighbourhood Development Plan.