

You are hereby summoned to attend a meeting of the Neighbourhood Plan Working Party at the Billingshurst Centre, Roman Way, Billingshurst on Wednesday 12 June 2019, at 6.30PM.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session, at the discretion of the Chairman.


G.C. Burt
Clerk to the Council

5 June 2019

AGENDA

1. Apologies for Absence
2. Declarations of Interest and notification of change to members' interests.
3. Minutes of the Neighbourhood Plan Working Party held on 9 May 2019, previously circulated. To confirm and sign the minutes as a correct record.
4. Matters arising, for information only, not separate agenda items.
5. Public Session
6. To review decision not to allocate sites under the NP.
[HDC Future of Neighbourhood Planning & Options – Appendix A.
Navigus Briefing Note – Appendix B.]
7. To consider revisions to Vision Statement – suggested amendments attached if available – Appendix C.
8. To consider revised N Plan timelines - Appendix D.
9. To note income and expenditure to date – Appendix E.
10. Any other matters for information only
11. Date of Next Meeting: **10 July 2019**

Members:

Cllrs: **JP, AG, MW, SR, SD.**

Non Cllrs: Mrs A. Jupp, Mr P. Perks, Ms T Cranmer, **B Spicer (Vice Chair)**

Cllr. N. Jupp, Cllr. C Brown, Cllr. K. Rowbottom.

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.



Parish Council Chair
Neighbourhood Planning

Our ref: NP Planning

Your ref:

Date: 13 March 2019

Sent by email.

Dear Sir/Madam,

Re: The Future of Neighbourhood Planning

As you will know, we recently held two seminars to discuss the future of Neighbourhood Planning. The aim of the seminar was to better understand the issues that are facing both neighbourhood planning groups and the local authority as it progresses the local plan review. It was agreed Horsham District Council would follow up the seminar with a letter outlining the main issues discussed at the seminar together with the next steps.

Discussion Summary

We have already circulated a copy of the presentation from the seminar sessions. The key outcomes from the seminar session can be summarised below and full summary of the discussions is appended to this letter.

- There is an increasing burden on neighbourhood planning groups. The early 'light touch' approach for neighbourhood planning is no longer viable nor appropriate. It is clear that the burden of evidence and the time taken to navigate the process has become more costly, complicated and resource intensive for all local communities.
- The revised National Planning Policy Framework (NPPF) now requires local authorities to calculate housing need based on a standard methodology. This will lead to increased housing requirements for the district in the future, which will need to be planned for in the Council's Local Plan Review. In addition, the Council has a duty to consider whether it has any capacity to meet the unmet housing needs that may arise in surrounding districts and boroughs.
- Local authorities are also now required to set out housing requirements in their Local Plans for designated neighbourhood plan areas (paragraph 65 of the new NPPF). Any new housing to be provided in neighbourhood plans in future will need to take account of the future development strategy for the District.
- The Local Plan Review process has commenced with work taking place on a number of evidence base studies. The outcome from this work will be used to help inform a Preferred Strategy document for the new Plan. This will set out for consultation a draft strategy for the future which ensures the district continues to be able to meet its development needs. It will also identify potential development locations and the number of houses that neighbourhood planning may be expected to provide. **Please note that this work has yet to commence, and no numbers have been allotted to any settlement or neighbourhood plan area as yet.**

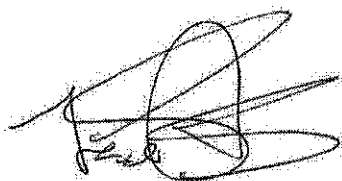
- It is recognised that current neighbourhood plans have been or are being prepared using the current Horsham District Planning Framework which has an overall requirement for at least 1500 homes to be delivered through neighbourhood plans and that this figure is likely to change when the local plan is reviewed. This will have implications for both made neighbourhood plans and plans which are currently being prepared.

Future Implications

In Horsham District, different neighbourhood planning groups are at different stages of plan preparation. Some are made, some well progressed through the process and others are still at the evidence gathering stage. As a result, the Local Plan Review will affect parishes in different ways. These detailed options are set out on the following pages together with the advantages and disadvantages of the different approaches agreed at the seminar sessions.

Although we understand that the issues that surround decisions on how and whether your parish chooses to progress with neighbourhood planning will be complex, we are asking that we receive an initial view on your preferred approach, on or before **Friday 31 May 2019**. We will continue to discuss the implications arising from the local plan review with you as we progress the preparation of this document, but if you have any immediate questions or queries please do contact our neighbourhood planning team (neighbourhood.planning@horsham.gov.uk).

Yours faithfully,



Trevor Saunders
Interim Head of Strategic Planning

Future Neighbourhood Plan Options

Parishes with Made Neighbourhood Plans

Parishes with a made neighbourhood plan will not need to consider starting a review of their plans until such time as the new Local Plan is adopted which is expected to be in mid – late 2021. The likely options are:

- 1) Commence a review of the neighbourhood plan to take account of any revised housing numbers which are allocated to the parish by the Local Plan Review. It should be recognised that to meet the step-change in housing growth that is being placed upon the Council, it is likely that most parishes will need to give serious consideration to the release of greenfield land in their parish area. Parishes will therefore need to take a view on how additional greenfield development could be brought forward in a manner that would pass the 'hurdle' of the referendum.
- 2) Retain the existing neighbourhood plan, but decide not to review it. Horsham District Council will instead lead the allocation of any sites in the parish to meet any revised housing numbers through the Local Plan Review, whilst consulting with the community. The District Council will also need to consider whether it is necessary to release additional greenfield land. This is tested by an independent inspector but there is no public referendum stage.

With this approach the existing neighbourhood plan and any allocations would remain in place for the rest of its plan period, but the new local plan policies would supersede those in the neighbourhood plan if there are areas where the two are not in alignment.

- 3) A hybrid option: Horsham District Council meets housing needs through the local plan process as set out in option 2. On adoption of the new local plan, the neighbourhood plan could still be reviewed to update on any policy issues considered to be relevant to the parish such as design or local greenspaces. The parish could also choose to allocate additional housing sites on top of those identified in the Local Plan if it wishes to do so.

Parishes with plans at and advanced stage of plan preparation

A number of parishes have reached an advanced stage in the plan preparation process, (generally at regulation 14 or beyond). It is expected that these plans will be 'made' by the time the Council submits its new local plan for Examination in the late summer of 2020. In this instance, the options are considered to be:

- 1) Commence an early review of the neighbourhood plan to take account of any revised housing numbers which are allocated to the parish in the Local Plan Review. Any review of the neighbourhood plan should recognise the step-change in housing growth required for the area, it is likely that most parishes will need to give serious consideration to the release of greenfield land in their parish area. It is recognised that neighbourhood plans must pass a referendum. Parishes may wish to take a view on how additional greenfield development could be brought forward in a manner that would pass this particular hurdle.
- 2) Retain the existing neighbourhood plan, but decide not to review it. Horsham District Council will instead lead the allocation of any sites in the parish to meet any revised housing numbers through the Local Plan Review, whilst consulting with the community. The District Council will also need to consider whether it is necessary to release

additional greenfield land. This is tested by an independent inspector but there is no public referendum stage.

With this approach the existing neighbourhood plan and any allocations would remain in place for the rest of its plan period, but the new local plan policies would supersede those in the neighbourhood plan if there are areas where the two are not in alignment.

- 3) A hybrid option: Horsham District Council meets housing needs through the local plan process as set out in option 2. On adoption of the new local plan, the neighbourhood plan could still be reviewed to update on any policy issues considered to be relevant to the parish such as design or local greenspaces. The parish could also choose to allocate additional housing sites on top of those identified in the Local Plan if it wishes to do so.

It should be noted that if for any reason the neighbourhood plan preparation process is delayed for any reason, the approaches set out for parishes at an early stage of plan making will need to be considered.

Parishes at an early stage of plan making

It is recognised that for a number of reasons, some neighbourhood plan areas are at the earlier stages of the neighbourhood plan preparation process. There is a risk that some of these neighbourhood plans may be overtaken by the local plan preparation process and superseded before the neighbourhood plan can be made.

The Council will therefore need to take a view as to the deadline by which neighbourhood plans which have not reached Regulation 15 (submission to the Council) will not be progressed to Examination by the Council. We hope to make a decision on this deadline within the next few months. For these neighbourhood planning groups it is considered that the main options are as follows:

- 1) Place the neighbourhood plan preparation process 'on hold' and then restart the process of plan preparation to take account of housing numbers which are allocated to the parish in the Local Plan Review. Any review of the neighbourhood plan should recognise the step-change in housing growth required for the area, it is likely that most parishes will need to give serious consideration to the release of greenfield land in their parish area. It is recognised that neighbourhood plans must pass a referendum. Parishes may wish to take a view on how additional greenfield development could be brought forward in a manner that would pass this particular hurdle.
- 2) Horsham District Council meets housing needs for the parish through the local plan process. Parish level needs would be met in consultation with the local community. Again it should be recognised that the District Council will need to consider whether it is necessary to release additional greenfield land if such an approach is pursued. This is tested by an independent inspector but there is no public referendum stage.

On adoption of the new local plan, the neighbourhood plan could be prepared – this could bring forward additional housing numbers on top of any allocations, or could simply consider other policy areas centred on community policies, design guidance or local green space policies and still be eligible to claim 25% CIL receipts as a result of having a made neighbourhood plan in place.

'Pros and cons' of different approaches

The following tables set out the advantages and disadvantages of pursuing the different options. It should however be recognised that they are not exhaustive, and in addition the weight of one or two advantages may be considered to outweigh a larger number of disadvantages (or vice versa).

Review / commence neighbourhood plan on adoption of new local plan	
Advantages – the 'pros'	Disadvantages – the 'cons'
There is now greater understanding and experience of the neighbourhood planning and the processes, expectations and costs involved. Expertise may potentially be retained if existing volunteers continue. New volunteers can bring a fresh perspective.	Older neighbourhood plans were produced under a 'light touch' era and the level of new evidence required may be much greater and more costly.
Neighbourhood plans remain a useful tool to help communities shape their local area, making sure the right homes are built in the right places.	Getting additional housing numbers through a referendum may be very difficult particularly given the pressure to deliver a step change in housing growth, as this is likely to require the release of greenfield land. At this stage there is still uncertainty as to what any number may be.
Neighbourhood Planning ensures the community remains engaged with the planning process. Parishes understand their communities and issues affecting them better than anyone else.	Neighbourhood Planning can be an expensive and timely process. The latest external funding committed from government amounts to £23M from 2018. Further external funding will need to be secured for later years, and as yet, is not guaranteed.
Having a neighbourhood plan in place can give some protection against unplanned development in some situations where the local authority cannot demonstrate a 5 year housing land supply.	There may be loss of valued experienced steering group members who choose to move on. Finding volunteers with particular skillsets who want to commit significant part of their free time over an extended period is difficult. Some NPs are dependent on particular individuals driving on the process.
The Plan and the associated work may help to form the basis for spinoff community projects or proposals thus yielding benefits beyond the Plan.	The planning system is complicated and overly burdensome for non-professionals. As NP sits within broader planning hierarchy and problems have arisen due to the changing policy landscape - some respondents had found their Plans subject to developer challenge, often with bruising results.
	The technical burden of having a robust evidence base is very difficult to achieve even with professional assistance, which can be costly.

	Neighbourhood Plans can also lead to particular tensions within a community – e.g. when housing proposals are put forward.
--	--

Working with the District Council to allocate land in the new local plan	
Advantages – the ‘pros’	Disadvantages – the ‘cons’
This approach will be able to make use of the resources available to Horsham District Council as part of the Local Plan preparation process. (The Council receive only limited funding to support neighbourhood planning).	The local planning authority takes the leading role and therefore some in the community will see this as a more ‘top down’ approach and perceive it to be more difficult for local issues and aspirations to be incorporated into the more strategic local plan.
More difficult decisions on the location and strategy for development is made by the local authority but in consultation with the community.	There may be less community engagement as the allocation process is considered to be more top down.
No referendum required but the release of greenfield land, which may be contentious to local communities.	
Without focussing on planning matters there may be resources to help bring forward other community projects.	
Parish Councils can still do a neighbourhood plan after adoption of the Local Plan with or without the site allocations. They will still be entitled to 25% of any CIL receipts from development in their Parish.	
Support from District Council officers who have the professional expertise to adapt quickly with Government changes and update the evidence base.	

Summary of seminar debate:

Headlines

1. The recent two seminars held over two days in January 2019, is a follow up from last year's Neighbourhood Planning Conference which sought to examine particular issues such as gathering suitably robust evidence and issues surrounding producing a neighbourhood plan.
2. The introduction of the new NPPF last year introduces many significant changes to the planning system such as the housing delivery test, regular local plan reviews and the standardised methodology to derive a housing need number for a district.
3. HDC acknowledges the assertion that a 'light touch' for neighbourhood planning is no longer viable and nor appropriate. It was clear the burden of evidence and the time taken to navigate the process was becoming more costly, complicated and resource intensive.
4. Two studies were presented to draw attention to the delivery of housing development through neighbourhood planning (Lichfields: The Delivery of Neighbourhood Planning May 2018) and another study from the University of Reading HIVE Research Study (June 2018) which looked into participants experience in Neighbourhood Planning.
5. Neighbourhood Plans remain popular but there are significant issues that require further attention such as further legislative changes which will impact on neighbourhood plan.
6. HDC have commenced its review of the HDPF. It was highlighted the extent of the evidence base that required a review requiring commissioning of many consultants. It was made explicit as part of the impending review of the Horsham District Planning Framework that the NPPF requires Local Planning Authorities are required to distribute new emerging housing numbers to individual neighbourhood plans. It is anticipated that the Inspector Report will be deposited with the Local Authority at some point in 2021. The Inspector Report will provide the necessary certainty for neighbourhood planners to proceed with confidence to
7. It is anticipated the new standard methodology will generate a new district wide housing number which HDC will accommodate as it rolls forward the local plan to 2036. Over the coming months HDC officers have started that review which means looking in earnest where it can accommodate new growth in the future. The new housing number will be distributed in accordance with any review of the settlement hierarchy. This work has yet to be done and no numbers have been allotted to any settlement or neighbourhood plan area as yet.
8. This summer presents a unique opportunity as HDC rolls forward with its Local Plan review for local communities to review if there is an appetite to pursue a neighbourhood plan or delegate the responsibility to the local authority. A number of options were discussed and presented. They should be cross referenced with the presentation slides.

1.0 Introduction

- 1.1 A significant body of work has been prepared by the Billingshurst Neighbourhood Plan Steering Group (BNPSG) over recent months. This, coupled with the skeleton framework Neighbourhood Plan document tabled at the June 2018 Steering Group meeting, means that it is appropriate to move to the next stage in the Plan preparation process, namely developing the Plan options. In order to ensure that this stage results in the preparation of a robust Plan, it is important to take stock of the current wider context, notably in respect of the Horsham District Planning Framework (HDPF).
- 1.2 When thinking about the sorts of policies you want to include in the Plan, and in particular any site allocations you might put forward, it is necessary to take account of what is known at the present time and what we understand is going to happen over the next few months. For instance, it will be important to make sure that any proposals for additional development are justified and present correctly so as to achieve an appropriate balance between what might be perceived as over-provision or under-provision. Even if the Billingshurst Neighbourhood Plan document was complete today and ready to start its first formal round of consultation, it would be unlikely to be put to a referendum until late-Spring 2019. If there is a significant change to the HDPF through its review – including housing targets – then it could mean the Neighbourhood Plan being weakened in respect of certain aspects of its policy framework.
- 1.3 Bearing in mind what is understood to be happening at the district level, as set out below, Navigus considers at this stage that there are four options for how to proceed with the Neighbourhood Plan, and these are presented to the BNPSG for consideration.

2.0 HDPF context

- 2.1 The current HDPF (adopted in 2015) covers the period 2011 to 2031. However, Horsham District Council (HDC) has commenced a review of this. The BNPSG has received a presentation on the part of the review related to Employment, Tourism and Sustainable Rural Development. Separate to this however, HDC will also review other aspects of the HDPF, including housing. Whilst the timetable for this is not yet confirmed, HDC officers have advised that a draft of the updated HDPF will be consulted on in September 2019 (following Council elections in May 2019), with a view to adopting it in Spring-2020.
- 2.2 This creates a certain level of difficulty for the BNP in that the housing numbers and strategic locations for growth in the adopted 2015 HDPF could be superseded by the HDPF review very early on in the lifetime of the Neighbourhood Plan. If the Neighbourhood Plan does not anticipate this or provide a more flexible framework to cater for what the HDPF review says, then it may not be able to achieve the aspirations of the community and the BNPSG.
- 2.3 Without knowing what any HDPF review is going to propose for Billingshurst, it is not possible to be certain as to its implications. However, in reality it is likely that:
 - i. Billingshurst will be expected to accommodate further housing growth on top of that in the current HDPF and in the current planning pipeline (i.e. with planning permission and currently under construction); and

- ii. Billingshurst will be a location where one or more strategic growth sites are identified in the HDPF review (because this is a strategic matter, it cannot be controlled by the Neighbourhood Plan)¹.

3.0 Neighbourhood Plan options

3.1 It is our view that there are four possible options for the Neighbourhood Plan. It should be stressed that these options have not been discussed with HDC Neighbourhood Planning Officers and, whatever any preferred options are, such a discussion will be required before moving forward. If there is significant disagreement with HDC, then the process is likely to slow significantly.

Option 1: Progress a Neighbourhood Plan with general policies and no site allocations

- 3.2 The Housing Needs Survey undertaken to inform the Neighbourhood Plan identified a housing need figure of between 360 and 380 dwellings to address needs over the period to 2031. This did not take account of any dwellings in the planning pipeline. Given the significant number of sites that have either been recently completed or are being developed at the present time and have planning permission – in particular the 475 dwellings East of Billingshurst - it could be argued that Billingshurst’s housing need figure will be addressed without the requirement to allocate sites. The Plan could therefore focus on simply providing policies that direct any future growth on matters such as design, parking, etc. Progressing the plan without site allocations would speed up the process, which means that the 25% Community Infrastructure Levy (CIL) contributions would be applied sooner and this could be used towards other projects, such as improving the attractiveness of the High Street. It is important to stress that this is one interpretation of what Billingshurst’s contribution towards delivering the district-wide requirements of the HDPF *could* be. However, HDC’s view could differ so it will be vital to discuss this at the earliest possible opportunity with HDC officers.
- 3.3 Option 1 would also provide the flexibility of enabling an early review of the Neighbourhood Plan once the HDPF review document has emerged and there is clarity about the amount of growth that Billingshurst would be expected to accommodate over the new HDPF plan period. Such a review could potentially focus just on allocating sites, with the existing Plan policies still applying. The work undertaken so far assessing the sites would still be relevant and could be used to inform that.

<i>Option 1 summary</i>	
<i>Pros</i>	<i>Cons</i>
<i>Simpler because there is no site allocation process (and potentially therefore no need to undertake a Strategic Environmental Assessment or possibly a Habitats Regulations Assessment)</i>	<i>If sites are not allocated then there is no potential to secure on-site provision to address community infrastructure needs, e.g. play, youth, community, sports facilities</i>
<i>An early review could be undertaken which just focuses on sites</i>	<i>An early review is likely to be necessary</i>
<i>CIL contributions would be collected at 25%, that could be used to contribute towards particular projects</i>	

¹ The HDPF defines a strategic site as ‘a location for around 200 homes or more’

Option 2: Do nothing until the HDPF Review has progressed

- 3.4 Given the fact that Billingshurst’s housing needs are already being addressed by sites in the planning pipeline and the likelihood that the HDPF review will expect Billingshurst to accommodate further growth but the extent of this will not be known until the review has progressed further, one is simply to put the Neighbourhood Plan on hold until there is more clarity. The work to date provides a significant body of evidence ready to prepare policies and any hiatus could allow further evidence gathering as necessary. The difference from Option 1 would be that the Neighbourhood Plan would not be put in place and its objectives would therefore not be addressed. Once the HDPF review provided greater clarity as to the scale of growth required in Billingshurst, the work could be re-commenced and would likely include site allocations.
- 3.5 It is important to be clear that there are significant disadvantages and risks to such an approach. With no Plan in place there would be no policies that could be applied to new developments that might come forward during the hiatus, for example on design and parking. Also, there may be significant concerns at HDC about the likelihood of a Neighbourhood Plan being put in place at any stage in the future; this may compel HDC to ‘take over’ the site allocations process through the HDPF review, albeit that this may in practice be more complicated than it sounds. What is certain is that there would be a lack of clarity between the respective roles of the HDPF review and the Neighbourhood Plan which would provide uncertainty and possibly weaken the robustness of any subsequent Plan that is prepared.
- 3.6 For avoidance of doubt, Navigus does not recommend this as the preferred option to take forward. This should only be an option of last resort.

<i>Option 2 summary</i>	
<i>Pros</i>	<i>Cons</i>
<i>Same as Option 1</i>	<i>Same as Option 1</i>
<i>Can be ready to commence the process at the most appropriate time without the need for a subsequent early review</i>	<i>No policies in place to apply to developments that do come forward</i>
	<i>Likely to meet resistance from HDC</i>
	<i>Any CIL secured during this time will be at the lower rate of 15% and will be capped</i>

Option 3: Allocate sites but keep it ‘small and specific’

- 3.7 The allocation of sites in a Neighbourhood Plan should not only be seen as required in order to contribute towards delivering a housing number. Site allocations serve wider needs and by allocating sites, there is a greater prospect of securing particular needs that a community has. Therefore, if the issue of housing numbers is put to one side, the Plan could take the approach of allocating specific sites to address specific needs.
- 3.8 Given the nature of the issues and needs raised so far, the specific opportunities that could be delivered through site allocations are relatively limited. One particular need that has arisen is for housing which is targeted towards the needs of older people, e.g. sheltered housing. There are sites which are well located, close to the shops and services in the centre of Billingshurst, so could be seen as good opportunities to address the needs of older members of the community. Subject to the

agreement of the landowner(s) in question, the Plan could allocate one or more sites to address these needs.

- 3.9 Site allocations can also be helpful in securing the provision of community infrastructure, e.g. new community centres, play facilities, sports facilities, etc. The challenge we have is that the evidence gathered to date does not identify the need for much additional provision, rather it is funding towards improvements of existing facilities which is required. Contributions through CIL – whether on sites allocated in the Plan or ‘windfall’ sites - would be the most effective way of securing those sorts of improvements.
- 3.10 That said, some people have raised the opportunity to deliver a new community hub and therefore a site allocation would be the best way of achieving this. In order to ensure that such a site was deliverable, the allocation would need to include a reasonably significant level of housing development to subsidise the provision of the community facility. This would be a choice for the Steering Group as to how ambitious the Plan wanted to be. But there are well-connected sites on the edge of Billingshurst village which could be allocated on the basis that they provide these needs.

<i>Option 3 summary</i>	
<i>Pros</i>	<i>Cons</i>
<i>Would not require the community to support a significant level of new housing growth in the short term</i>	<i>Allocation would mean accepting more growth, on top of that in the planning pipeline, with the understanding that the HDPF review would be likely to expect further allocations to be made in the near future</i>
<i>An early review could be undertaken which just focuses on sites</i>	<i>An early review is likely to be necessary</i>
<i>Could deliver any specific community infrastructure and housing needs, e.g. a new community hub and sheltered housing for older people</i>	

Option 4: Allocate larger sites to address longer term needs

- 3.11 As stated above, the evidence gathering from the community to date has not identified significant levels of need in terms of providing new community infrastructure which could be delivered through site allocations. However, the developing Plan has identified a number of projects which require potentially significant levels of funding in order to deliver them. Examples include possible traffic calming along the High Street, improvements to existing community infrastructure and improvements to walking and cycling particularly in order to access the High Street. Whilst all development will make a CIL contribution, with the Parish Council directly receiving 25% of this once a Plan is in place, a significant amount of growth is required in order to build up a large enough fund to pay for significant items. By allocating larger sites, the contributions will be greater and therefore the opportunity to fund these items in full does increase. In addition, it may be possible that such site allocations would contribute towards the housing requirements that will come forward in the HDPF review; however this would certainly need to be agreed with HDC and written assurance provided that this would be the case.

3.12 One other possible opportunity which this option could address relates to health and education provision. The planning permission for 475 dwellings east of Billingshurst also includes land for the extension of the existing doctor's surgery and land for a new primary school. Whilst these were both key matters raised by the community, at the present time any plans to provide the doctor's surgery have been frustrated, to the extent that the current GP practice is considering legal action if it cannot close its books to any new patients wishing to enroll from new housing built on this site and at the Kingsley Chase and Skylark Place developments. New allocations could possibly address this issue, although it is understood that the delay in delivering the new surgery is a matter with the health authorities rather than the developer of the land east of Billingshurst. Moreover, there is no suggestion that the land for a new primary school will not come forward to deliver this, so any alternative allocation to deliver this elsewhere could only reasonably be made if it were proven that there were no prospect of delivery of the school and/or surgery. In the case of the surgery, this would be further complicated by the fact that the whole surgery would be likely to require relocation as it would not be desirable for the surgery to operate from a split site.

<i>Option 4 summary</i>	
<i>Pros</i>	<i>Cons</i>
<i>Could deliver any specific community infrastructure and housing needs, e.g. a new community hub and sheltered housing for older people</i>	<i>Would require the community to support a significant level of new housing growth in the short term on top of that already in the pipeline</i>
<i>Could possibly offer an alternative to deliver new medical and primary education facilities although this would be unlikely.</i>	<i>Allocation would mean accepting more growth, on top of that in the planning pipeline, with the understanding that the HDPF review would be likely to expect further allocations to be made in the near future.</i>

4.0 Recommendations and next steps

- 4.1 We wanted to present these options to you at this stage because, given where the Neighbourhood Plan has got to and the likely timescales for the HDPF review, it is important that the BNPSG can make a clear decision about how it wishes to proceed. In particular, the decision to allocate sites in this emerging Neighbourhood Plan will involve a significant body of extra work – both by the members of the BNPSG and by Navigus – and this will impact on the timescales for ultimately getting a Neighbourhood Plan to referendum and then in place. This is where the relationship with the HDPF review becomes critical.
- 4.2 It is for this reason that we have presented these four options to the BNPSG. We do not recommend proceeding with Option 2 ('Do nothing until the HDPF Review has progressed'), at least at this stage. The risks are significant in this approach and it would leave the process of neighbourhood planning open to question by the wider community.
- 4.3 Of the remaining three options, all have their merits although it is not immediately clear what 'longer term needs' have been identified and therefore it would appear premature to progress Option 4 ('Allocate larger sites to address longer term needs') at this stage.
- 4.4 We consider the best options are therefore Options 1 ('Neighbourhood Plan with general policies and no site allocations') and 3 ('Allocate sites but keep it 'small and specific'). In this regard, if Option 3 is taken forward then, whilst there would be more work compared with a Plan with no

site allocations, this would not be quite so significant, particularly if the allocations in question were on small sites within or adjacent to the settlement boundary of Billingshurst village.

- 4.5 Both Options 1 and 3 envisage an early review of the Neighborhood Plan then being required. Whilst this would require further work perhaps in the nearer future than some would have envisaged, Central Government has deliberately amended the Regulations to make this process much simpler than previously. In essence, you would not be starting again but could keep the core of the Plan intact and then concentrate on addressing the new issues that will have arisen in the interim, not least the context provided by the HDPF review. In this regard, the work that has been done on site assessments would still be relevant and capable of being used.
- 4.6 Depending on what decision the BNPSG chooses to make, it will be important for us to convene an early meeting with the Neighbourhood Plan officers at HDC to understand their views on the preferred approach. Whilst any response HDC provides does not ultimately dictate the direction the Plan should go in, it is important that the BNPSG continues to work positively and closely with HDC in order to ensure a robust Plan is prepared.

Billingshurst Parish Clerk

Subject:

FW: NP Vision - revised version

By 2031, Billingshurst Parish will have evolved to provide a high standard of 21st Century living - new housing will deliver character with provision for all ages and abilities whilst sustainable transport and technology supports and connects our communities. The High Street and other businesses will be thriving and local employment opportunities have increased, in part by supporting new premises but also wider services to meet the needs of an enlarged local population. All this will be achieved at the same time as protecting and enhancing our heritage and natural environment, and providing for the wellbeing and enjoyment of residents and visitors, both then and for future generations.

Billingshurst Parish Clerk**Subject:**

FW: Billingshurst Neighbourhood Planning - timetable

Date	Activity	Comments
This week	Make a formal request to Norman Kwan at HDC that he screens the draft Plan which he provided comments on in respect of the need for a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA).	I am 99% certain that this screening process will come to the conclusion that an SEA or HRA are not needed but we have to ask the question and ideally to get a response in time for the Pre-Submission (Regulation 14) Consultation. Whilst we are making amendments to the draft Plan following Norman's comments and those of the Steering Group, it is not likely to change so fundamentally that it will make a difference to the outcome.
This week	Update Norman regarding timelines	It is important that the Parish Council confirms it intends to submit the Plan for Submission (Regulation 16) Consultation by the Autumn and to give a likely timetable.
12 th June	Steering Group signs off BNP ready for Pre-Submission (Regulation 14) Consultation	
3 rd July	Full Council of Billingshurst Parish Council signs off BNP for Pre-Submission (Regulation 14) Consultation	
8 th July – 1 st September	Billingshurst Parish Council undertakes Regulation 14 Consultation.	This should be for a minimum of 6 weeks but because this will straddle a holiday period, that should be extended to 8 weeks so it will end on 1 st September.
July and August	Navigus prepares the Basic Conditions Statement and works with Greg/Sarah to prepare the Consultation Statement.	These are documents that are needed to be submitted at Regulation 16 stage along with the Plan.
September	Navigus reviews representations and proposes amendments to the Plan.	
Late-September	Steering Group to meet to review the proposed amendments to the Plan, with a view to signing those off.	This would possibly require moving the current date for the September Steering Group meeting (or it could possibly be delayed until the October Steering Group meeting)
6 th November	Full Council of Billingshurst Parish Council signs off BNP for submission to HDC	
7 th November	Billingshurst Neighbourhood Plan is submitted to HDC	

BILLINGSHURST PARISH NEIGHBOURHOOD PLAN

I&E

Income

01/04/2016		BPC 16-17 *1		23,750.00
01/04/2017		BPC 17-18		10,000.00
17/05/2017		Locality / Groundwork UK		4,650.00
25/08/2017		Locality / Groundwork UK		2,479.00
17/05/2017		Locality / Groundwork UK/ AECOM	FREE Housing Needs Assessment	-
17/05/2017		Locality / Groundwork UK/ AECOM	FREE SEA Scoping Report	-
A				40,879.00

Expenditure

Date of Payment	Cheque No.	Payee	Description	£
27/07/2016	011503	Forest Litho Printers Ltd	Flyers and banner for N Plan	283.00
25/08/2016	011520	Forest Litho Printers Ltd	Roller banners N'hood Plan	120.00
25/08/2016	011521	Troy Navigus	Work on N'hood Plan	3,594.64
26/10/2016	11576	Billingshurst Comm. P'ship	Billifest Stall Hire	10.00
30/11/2016	011609	HFE Signs	NP Banners	355.95
25/01/2017	011628	Troy Navigus	NP work	1,343.80
25/01/2017	011638	Humphrey Signs Ltd	NP Correx boards	120.00
25/01/2017	011643	G Burt	NP M&S Vouchers	40.00
22/02/2017	011650	Wildly Upbeat Printers	NP Map printing	39.00
22/02/2017	011660	Humpreys Signs Ltd	NP Boards	90.00
13/04/2017	011711	Navigus Planning Ltd	NP work	1,979.40
24/05/2017	011737	Navigus Planning Ltd	NP work	2,463.00
08/06/2017	011766	Navigus Planning Ltd	NP work	2,954.15
11/07/2017	011809	Navigus Planning Ltd	NP work	716.70
06/09/2017	011824	HDC	Purchase of database from HDC	27.50
06/09/2017	011837	A272 Design	Double page spread in TWEET	686.70
22/09/2017	Card	Parcel2GO	Deliver flyers to mail co.	20.49
06/10/2017	011859	Mail Shot Int. Ltd	Mailshot all households NP flyer	1,855.45
06/10/2017	011864	Lavenham Press	Printing of 4,066 additional copies	203.79
19/10/2017	011868	Navigus Planning Ltd	NP work	834.70
14/11/2017	011902	G Burt	4x M&S Gift Vouchers to encourage return of forms etc.	100.00
04/12/2017	011914	Navigus Planning Ltd	NP work	2,035.04
14/12/2017	011924	Community Rights	Repayment of unused grant	144.45
12/12/2017	011918	G Burt	Workshop buffet	16.00
12/02/2018	011951	Navigus Planning	NP work	3,443.72
12/02/2018	011961	Billingshurst Centre	NP workshop buffet	87.00
31/03/2018	011996	Navigus Planning	NP work	1,607.40
25/06/2018		Navigus Planning	NP work	1,592.00
03/10/2018		Navigus Planning	NP work	2,158.62
19/03/2019	012294	Navigus Planning	NP work	853.50
29,776.00				
Uncommitted Balance A-B				11,103.00

* Notes

1

Incl. HDC grant of £3,750 in 15-16

Updated 04/06/2019