

Consultation Statement

Wivelsfield Parish Neighbourhood Plan 2015-2030



Neighbourhood Planning Regulations 2012 (Part 5 s15)

Neighbourhood Plan Proposal - Consultation Statement

To: Lewes District Council (Local Planning Authority)

By: Wivelsfield Parish Council (Qualifying Body)

Neighbourhood Plan Title: Wivelsfield Parish Neighbourhood Plan (WNP)

Date: Submission Version January 2016

V6.11

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Table 1: Consultation Framework Key Elements – Main Roles,
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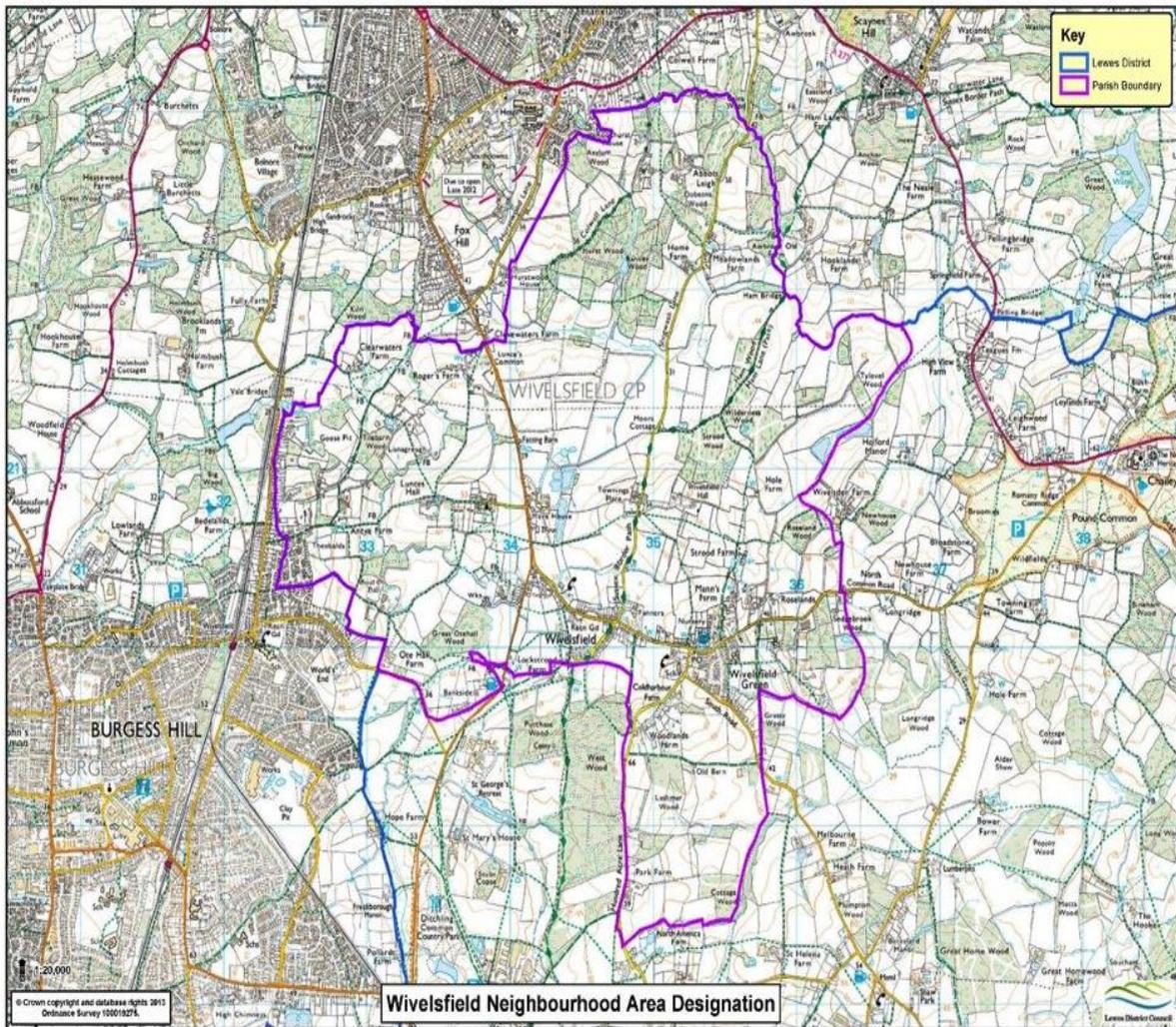
Table 2: Locations where the Draft Proposal was available for inspection

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Neighbourhood Plan

Wivelsfield Parish Neighbourhood Plan.

In the Spring of 2013 the Wivelsfield Parish Council voted to undertake a Neighbourhood Plan. On May 23, 2013 the Wivelsfield Parish Council (WPC) applied for the whole of the Parish area to be designated as the Neighbourhood Plan Area. The application was approved on 17 July 2013 by the local planning authority, Lewes District Council (LDC), for the purpose of enabling Wivelsfield Parish Council to prepare the Wivelsfield Parish Neighbourhood Plan (WNP) (see Appendix A). The Plan A below shows the boundary of the designated Neighbourhood Area.



Plan A - Wivelsfield Neighbourhood Plan Area Designation

1 Introduction

1.1 This Consultation Statement has been produced in respect of the Wivelsfield Parish Neighbourhood Plan (WNP), to meet the legal obligations defined in Regulations 14 and 15 of the Neighbourhood Planning (General) Regulations 2012. It contains the following:

- a) details of the persons and bodies consulted about the proposed Neighbourhood Plan;
- b) details of 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 Plan.

It meets the requirements of Regulation 15 to provide a detailed description and record of the pre-submission consultation required by Regulation 14. It also contains details of the earlier consultation undertaken when developing the Wivelsfield Draft Neighbourhood Plan (Draft Plan). The Draft Plan and The Plan have been prepared by Wivelsfield Parish Neighbourhood Plan Steering Group, comprising Parish Councillors and Parish resident volunteers, together with the support from the officers of Lewes District Council and Consultants AirS and rCOH.

1.2 This Consultation Statement summarises all statutory and non-statutory consultation undertaken within the local community and with other relevant bodies and stakeholders in developing the Proposed Plan. It describes how some of the concerns that arose during the statutory pre-submission consultation have been addressed and what changes have been made to convert the Draft Plan into the Plan.

1.3 Wivelsfield Parish Council has been dedicated to ensuring the Neighbourhood Plan should be a plan developed by the residents of the Parish for the Parish. Considerable efforts were made to ensure that all residents, societies, clubs and businesses in the Parish were involved at every stage in the plan making process.

1.4 Feedback of the many consultation activities were placed in the public domain by various means of communication to all parties in the Parish. The various consultation exercises carried out during the process of developing the Pre Submission Plan are summarised in this Consultation Statement. The main documents produced during the development of the Draft Plan are listed under Table 4 in this document.

1.5 A Pre-submission Consultation Period Evidence File has been compiled. It provides a full record of all Responses received during the pre-submission consultation 6 week period. A copy of the Response Forms and comments on the Forms can be downloaded from the Community21 website. Name, address and Post Code details on Response forms have been redacted.

A number of Responses had documents attached. These documents have been cross referenced and scanned to a separate file. As this file is extremely large a digital copy can be transferred to a memory stick (minimum storage capacity 3 GB) at the Parish Office.

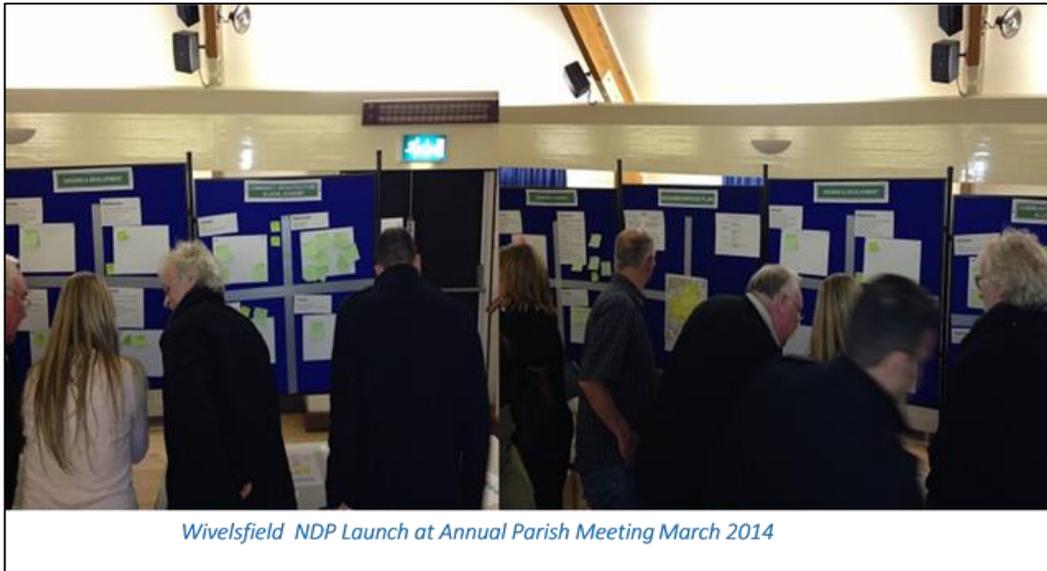
- 1.6 The Pre Submission Plan and the subsequent Submission Plan have been prepared by Wivelsfield Parish Neighbourhood Plan Steering Group, comprising Parish Councillors and Parish resident volunteers, together with the support from the officers of Lewes District Council and Consultants AirS and rCOH.

2 Summary of Consultation during the Development of the Draft Plan



- 2.1 Early consultation was undertaken to involve a wide a range of local people and interested parties from the very beginning of the process and long before any proposals were formulated. Every effort to involve the Parish residents was undertaken to make them aware of the proposed development of the Neighbourhood Plan. Also, every effort was undertaken to seek out the views and priorities of the residents and all other interested parties in order their views could influence the development of the Plan from the outset.
- 2.2 At all times during the Neighbourhood Plan process, communication with the community, consultation and inclusion have been key factors and consideration when producing the numerous documents, reports and Appendices which form the Draft Plan/Pre-submission Plan and The Plan.
- 2.3 In October 2013 a Steering Group was formed comprising the Parish Councillors and community volunteers. The Terms of Reference for the Steering Group is attached at Appendix B. In the final months of 2014 meetings were held to discuss the way forward and the process to be adopted. A Consultation Framework Key Elements – Main Roles, Membership and consultation method was adopted to produce the Neighbourhood Plan – See Table 1.
- 2.4 To ensure that Parish residents, stakeholders, and Statutory Consultees have been able to contribute and input their views in the plan-making process, the Steering Group and Focus Group members undertook a number of public events, communications and information sharing activities.
- 2.5 In July 2013 at the Village Day celebrations the Parish Council displayed in broad outline, materials explaining the need and purpose of a Neighbourhood Plan, the content of a Neighbourhood Plan, the process to be followed in producing the Plan and the need for the community to engage and identify with the Neighbourhood Plan. At the same time the Parish Council called for volunteers from the community to assist in the production of the Neighbourhood Plan

- 2.6 In early 2014 a straw poll was completed to ascertain and identify the topics and subjects which were considered to be the most important to the community in the forthcoming Plan period. The resultant Focus Groups were: Housing and Development; Infrastructure, Facilities and Local Economy; Environment and Countryside.
- 2.7 In February 2014 additional volunteers from the community were called for to work on the Focus Groups which would be addressing the various topics.

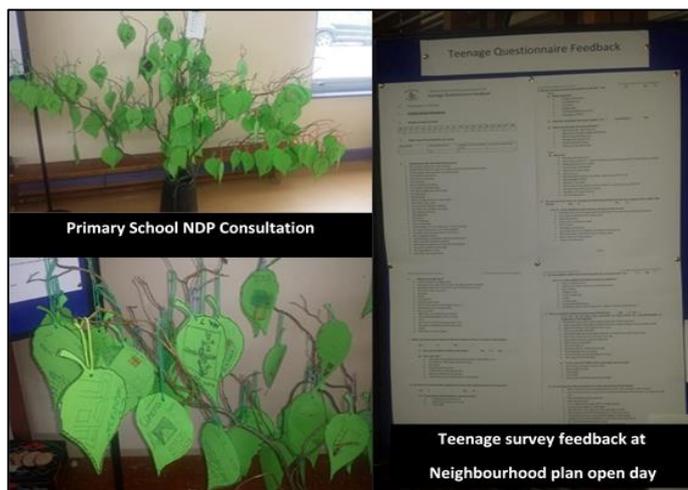


- 2.8 The first public consultation event was held at the Annual Parish Meeting on 13 March 2014 where residents attended the formal launch of the Wivelsfield Parish Neighbourhood Plan. District councillors also attended the meeting. There were numerous Display Boards detailing the Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis of each of the Focus Groups; the members of the community were invited to add ideas and suggestions to each Focus Group SWOT analysis. A presentation was made by AirS, the consultant engaged by the Parish Council to direct and guide the Steering Group on the process (Statutory and non-Statutory) for the production of the Neighbourhood Plan.
- 2.9 In March 2014 Letters were sent to Landowners by both the Parish Council and Lewes District Council, on behalf of the Steering Group. Landowners were invited to come forward with sites for consideration for development. Notices were displayed on all Parish notice boards and the Parish website in April 2014. (Appendix C). Sites put forward by Landowners were subsequently displayed at the Neighbourhood Plan Open Day on 7 June 2014 and Village Day 13 July 2014.
- 2.10 In April 2014 letters and emails were sent to stakeholders – businesses, farmers, local societies, local clubs in the Parish and Statutory Consultees to make them aware of the Neighbourhood Plan preparations, seeking their involvement, engagement and contribution.
- 2.11 In May 2014 a general Neighbourhood Plan survey was carried out. This survey was sent to all residents / households in the Parish. In order to collect wider views in the Parish the General Survey was also sent to local businesses, farmers, local clubs and societies. A total

of 231 responses to the survey were received, which provided the survey with a response rate of 27.0%. A copy of the report was made available on the website.

2.12 A detailed Housing Needs Survey was also undertaken and sent to all residents, at the same time as the General Survey. A total of 209 responses to the housing needs survey were received, which provided it with a response rate of 24.5%. A copy of the report was made available on the website.

2.13 A flier was delivered to all houses in the Parish requesting and reminding residents to complete both surveys. A summary report of the two surveys were displayed at an open day with the full report available on the Community21 website for download.



2.14 The Steering Group, in order to include the younger members of the Parish, undertook several initiatives to seek out what was important and mattered to the schoolchildren, given that the Neighbourhood Plan covers the next 15 years when the children would be growing up in the Parish. With the support of their teachers the younger children (at Wivelsfield Primary School) took part in a tree activity by writing what they like to see and what they did not like, on cut out leaves. The children completed about 140 'leaves' giving their feedback on what they like about the Parish and/or would like to see in the Parish. The teenagers at Chailey School, 31 children of secondary school age completed the 'teenager questionnaire'.

2.15 In May and June 2014 the Parish Website and Wivelsfield Community21 website were updated with various events which had taken place and which were scheduled to take place.

2.16 On Saturday 7th June 2014, the first Neighbourhood Plan Open Day was held at the School Hall. To publicise this event fliers were delivered to all households and 150 additional reminder fliers were sent via the primary school children's 'book' bags. The Wivelsfield column in the Mid Sussex Times announced in May and June the forthcoming Open Day and posters were placed on all Parish notice boards. Fliers were also left in local business premises frequented by members of the community such as the village shop, the village pub and the convenience shop in the local garage. Roadside Notice Boards were erected at various locations in the Parish.

2.17 The Open Day was attended by 153 residents. Approximately 20 display boards were erected to explain, inter alia, the reason for the Neighbourhood plan, the Key Stages of the Plan, to display the detailed Project Plan and progress to date. Information from each of the Focus Groups was presented. There was considerable interest in the Housing and Development Focus Group display boards and 47 suggestions/responses were placed in the Suggestions Box.



2.18 In June progress on the Neighbourhood Plan was reported in Wivelsfield Parish Newsletter

2.19 In the third week of June 2014 the four Focus Group Reports were completed and accepted by the Steering group and Parish Council. The four reports were shown on the Community21 website.

2.20 Village day took place on 12th July 2014 and there was a marquee dedicated to the Neighbourhood Plan. There were details of progress displayed alongside information about potential development sites which had been brought forward by Landowners.

Wivelsfield Village Day - Community Consultation



At the Wivelsfield Village Day, held on Saturday 12th July, the Parish Council and Neighbourhood Planning Steering Committee to the opportunity to further consult with the community over our emerging Neighbourhood Plan.

Home About **Communities** Projects Case studies Toolbox 21st century cc

ACRE 2012 Rural Community Profile
ACRE 2013 Rural Community Profile

Wivelsfield Village Day - Community Consultation

At the Wivelsfield Village Day, held on Saturday 12th July, the Parish Council and Neighbourhood Planning Steering Committee to the opportunity to further consult with the community over our emerging Neighbourhood Plan.

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WIVELSFIELD

Chance to view plan

More than 150 Wivelsfield residents attended an open day where they viewed the plan for their neighbourhood.

Wivelsfield Neighbourhood Plan Steering Group held an open day on Saturday (June 7) where residents were able to see progress on the Neighbourhood Plan to date. Residents were also shown preliminary results of the recent household and children's surveys, as well as the potential development sites put forward for consideration by landowners.

Visitors were encouraged

to give feedback. Members of the Parish Council, Steering Group, Action in Rural Sussex and The Democratic Society were on hand to answer questions. The draft Neighbourhood Plan is expected to be ready for submission to Lewes District Council in the first quarter of 2015. There will be another opportunity to find out how the plan is progressing and to get involved at Wivelsfield Village Day on July 12. To find out more visit: www.wivelsfield.net or www.community21.org/communities/wivelsfield/



Wivelsfield Neighbourhood Plan Steering Group

invites you to attend an

Open day

about



Local Development

Wivelsfield Primary School

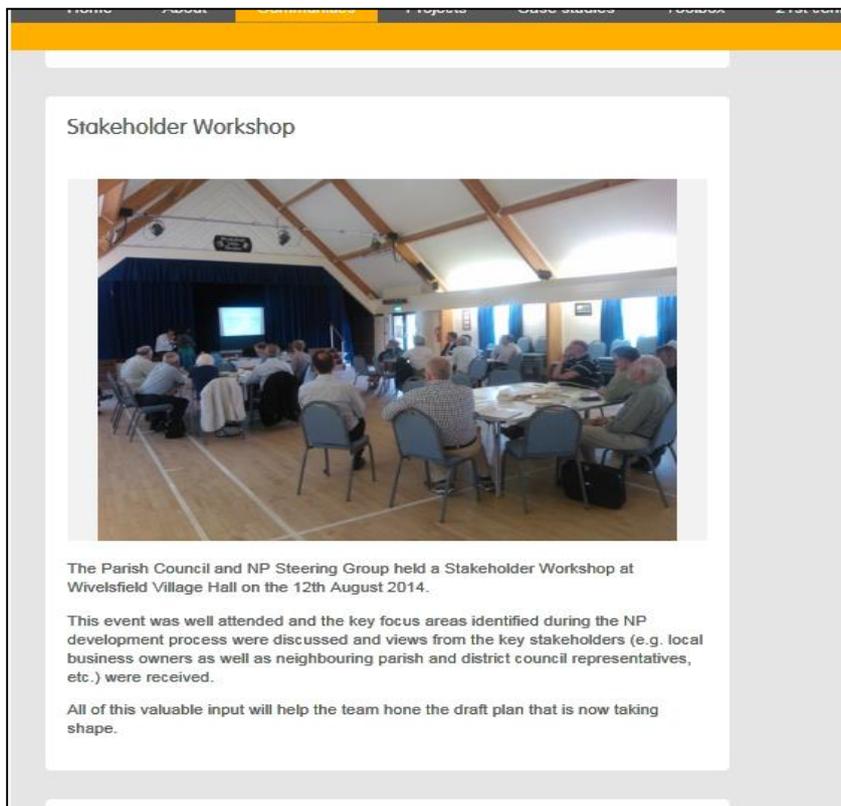
Saturday 7 June 10.00am – 2pm

Refreshments provided

Come & tell us how you'd like your community to evolve in the coming years & find out how our Neighbourhood Plan is progressing – we'd love you to be involved.



- 2.21 On 12 August 2014 a planning workshop was held for stakeholders in the Village Hall. Invitations were issued to statutory consultees, local businesses and local groups and societies. A Report of the meeting is available on the Community21 website by following the website links below.



http://community21.org/downloads/9078866135549c4cc575100_85871333_wivelsfield_np_workshop_environment_.pdf

http://community21.org/downloads/12205354245549c4de29a521_36545516_wivelsfield_np_workshop_housing_note_120814.pdf

http://community21.org/downloads/2914675495549c5123b3aa8_27444088_wivelsfield_np_workshop_infrastructure.pdf

- 2.22 On 20 August a meeting was held with LDC Planning Officers to discuss the Neighbourhood Plan. General progress was discussed and also Screening Opinion was requested from LDC
- 2.23 On 4 September 2014 the Steering group held a Landowners' Presentation Evening in the School Hall. The meeting was open to members of the public and 18 attendees were recorded. As previously stated Landowners had responded to the request in March 2014 for land to be brought for consideration.



Following a recent Wivelsfield Parish Council Meeting, the Neighbourhood Plan Final Site Assessment Report was approved.

Following a recent Wivelsfield Parish Council Meeting, the Neighbourhood Plan Final Site Assessment Report was approved.

Attached are the Site Assessment Report and the Site Assessment Schedule

Downloads

Site Assessment Schedule (Final)
Site Assessment Report (Final)

Landowners Presentation and Site Assessment Report September 2014

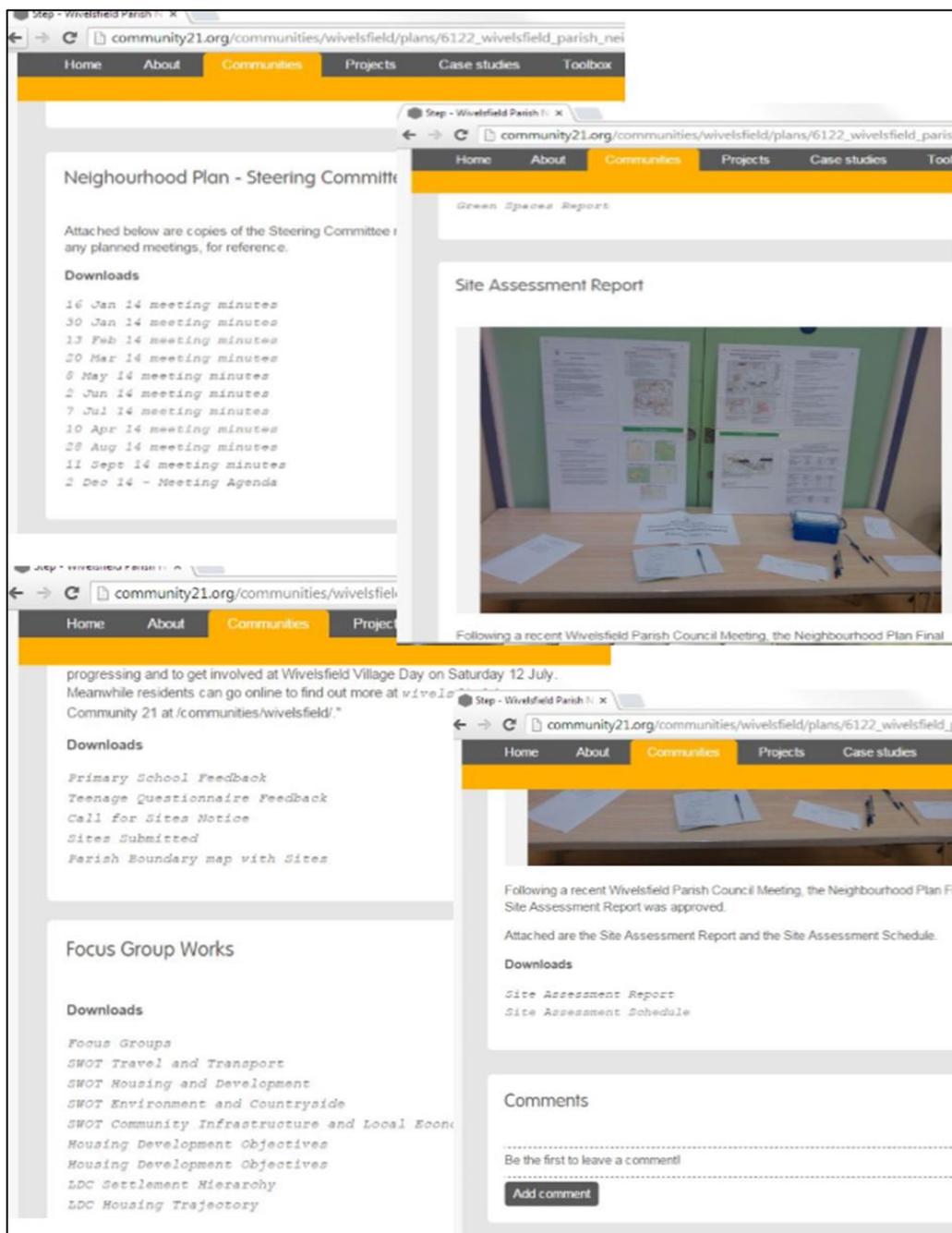
At the meeting were 4 landowners or their representatives in attendance; one further landowner was unable to attend due to prior commitments but a written submission was read out by the Chairman of the Steering Group. Each Landowner or representative was invited to make a presentation detailing the potential development they were putting forward for consideration. A detailed report of the presentations is available on the Community21 website

http://community21.org/downloads/104758998354fd8be6c7e938_10938350_notes_of_landowner_presentation_evening_4_sept_14.pdf

2.24 Prior to September 2014, a number of members in the Working Group and the Steering Group had prepared lists of possible site criteria; additionally General Survey responses by residents were also added for consideration. Much discussion took place during a number of Working Group meetings and after all factors had been considered an agreed list of site criteria emerged. The Landowner sites were subsequently reviewed against the site criteria. A summarised Site Assessment Schedule and a Site Assessment Report was produced. These documents were displayed on the Community21 website, the Parish Notice Boards and hard copies could be obtained from the Parish Office if requested. However, following discussions with LDC in the Spring of 2015 LDC requested that a more detailed and comprehensive updated Site Assessment Report should be produced fully detailing all the steps taken and issues considered when undertaking the site selection process.

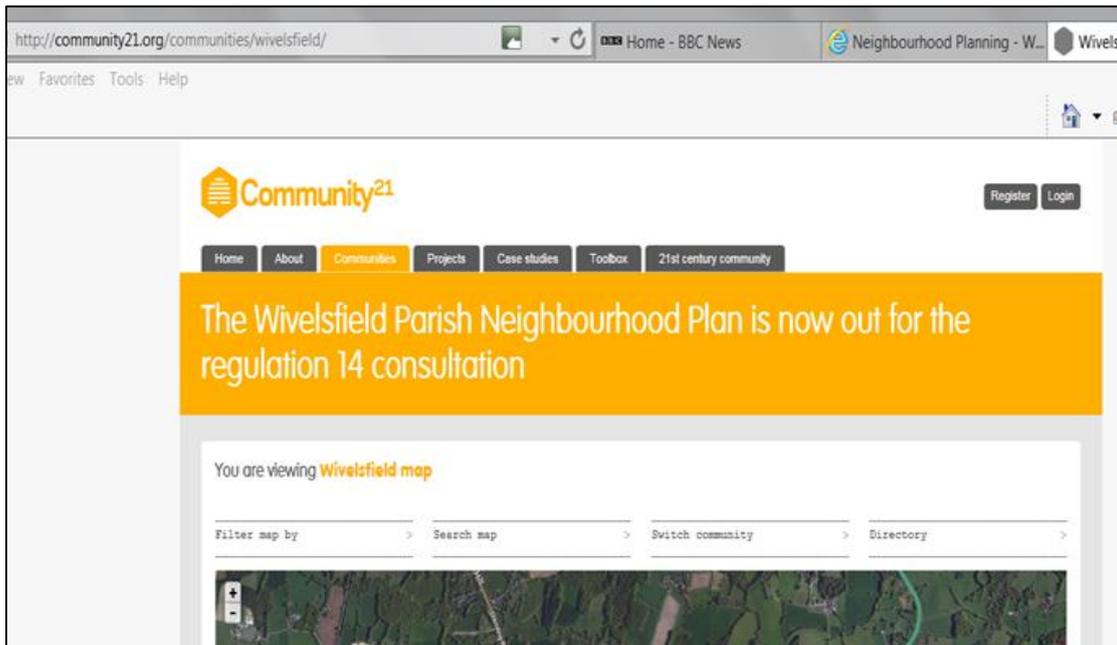
2.25 A meeting with LDC was undertaken in mid-December 2014 with LDC to ascertain the views of the officer identified with Neighbourhood Plans. A number of observations were made but none were considered to be of a serious nature. The LDC Officer was broadly happy with the draft plan. Three working Groups were established to ensure that the LDC comments were ~~actioned~~ actioned as appropriate.

- 2.26 Neighbourhood Plan Project Plan: A detailed Project Plan comprising in excess of 500+ Tasks and Sub Tasks has been produced and updated on a weekly basis. The Project Plan period commenced in February 2014 to the present time and will continue to the forecast end of the development period of The Plan. The Project Plan is displayed regularly on the Community21 (C21) website.
- 2.27 Steering Group Meetings: Steering Group Meetings have taken place on a regular / monthly basis. Members of the public are able to attend the Steering Group Meetings but there was little interest from the members of the community until the Site Selection Report was produced in September. Minutes and agendas were made available on the Community21 website



3 Pre-submission (Regulation 14) Consultation

- 3.1 The Statutory Consultation time frame: The Statutory Consultation Period lasts for no less than 6 weeks. If there are any Public Holidays within the 6 week period then extra days must be added to the time frame to compensate for such days.
- 3.2 The Steering Group recommended to the Parish Council that Draft Plan Consultation Period should commence on 16 February 2014 until 29 March 2014.
- 3.3 At the beginning of February a letter was mailed to Stakeholders - Residents and Non-Statutory Stakeholders informing them of the Pre-submission Plan Consultation Period details of Open Sessions along with a two page Response Form. A similar letter was produced for Statutory Consultees along with the two page Response Form. The letters also included dedicated contact information and a link to information on the Community21 website etc. (See Appendix D)
- 3.4 A series of 5 Open Sessions in 3 locations were held during the 6 week Consultation Period. Members of the community attended and 147 signed the visitors' book. One of the sessions was held on the evening of the Annual Parish Meeting which was attended by the then Lewes Member of Parliament and District Councillors
- 3.5 Other Methods utilised to communicate the pre submission plan consultation
 - A separate email address was established specifically for the Consultation communication
 - The Wivelsfield column in the Mid Sussex Times newspaper (Appendix E).
 - Announced in the Church Magazine and e-news circulation (Appendix E).
 - Fliers left in the local pub, village shop and other premises used by the community (Appendix E)
 - Posters in Parish Notice Boards, the village shop, the village pub etc (Appendix E)
 - The Parish Council newsletter (Appendix E)
 - The AirS Comms21 website
 - Lewes District Council website announced the Consultation Period





WIVELSFIELD PARISH NEIGHBOURHOOD PLAN

**THE WIVELSFIELD
PRE-SUBMISSION NEIGHBOURHOOD PLAN
IS OUT FOR CONSULTATION
16 February - 29 March 2015**

Please give us your views

Come along to our drop-in sessions to find out more:

- Saturday 21 February 10.00am – 12.30pm - Renshaw Room - Village Hall
- Wednesday 4 March 6.30 – 8.30pm - Renshaw Room - Village Hall
- Tuesday 10 March 7.30 – 9.30pm - Worlds End Pavilion, Worlds End Recreation Ground, off Janes Lane, Burgess Hill
- Thursday 12 March 7.00 – 8.00pm - Annual Parish Meeting, Village Hall
- Saturday 21 March 11.00am – 3.00pm Renshaw Room - Village Hall

**DOWNLOAD THE PLAN FROM OUR WEBSITE wivelsfield.net
& SEND YOUR COMMENTS TO neighbourhoodplan@wivelsfield.net**

**Saying YES is better for all of us
Saying NO makes us vulnerable to developers**

**Please support the Plan
to stop unwanted and speculative
development**

- 3.6 Consultees: The following stakeholders were consulted: 855 residents' dwellings; 111 businesses, farmers, clubs, Societies Places of Worship; 40 Statutory Consultees; 9 neighbouring councils.
Copies of the pre submission plan were emailed to them and where necessary hard copies were mailed to recipients where no email address was provided. An initial run of 100 hard copies of the Pre-submission Plan was made available if requested for at the Parish Office.
- 3.7 All residents, non-statutory and Statutory Consultees were invited to give their opinion on the Draft Plan on a two page Response Form – Responses could be sent by email to the dedicated Parish Neighbourhood Plan email address, completion of the Response Form (posted in the Address Paid envelop), hand delivered to the Parish Office or the mail box at the Parish Office, or handed in at the Open Sessions, separate letters were also accepted.
- 3.8 Press releases were made to announce the pre submission plan consultation period through the Mid Sussex Times, Wivelsfield News and Church Magazine.



Wivelsfield Neighbourhood Plan
Pre-Submission Plan 2015-2030

Middy Column

Formal Announcement: Wivelsfield Neighbourhood Plan Pre Submission Consultation period 16th February to 29th March 2015. All households in the Parish are invited to comment on the pre-submission report that will help shape the future of the Parish until 2030. By giving your views both positive and negative the report can be improved prior to review by an inspector and then a referendum later this year. For the report and more details

Announcement in the Wivelsfield Column of the Mid Sussex Times

Wivelsfield News – Parish Magazine March 2015



Wivelsfield Parish Neighbourhood Plan

After many months of working on our Neighbourhood Plan we are very pleased to report that we are at the draft submission plan stage. We would really like your opinion and say in what happens for our Parish over the next 15 years. Enclosed with the Newsletter is information relating to the plan.

Community Speedwatch Operation Crackdown

We need volunteers to help with the speed monitoring.
Community Speedwatch allows residents to monitor the speed of passing vehicles and report those exceeding the speed limit to Sussex Police.

own Speed Monitoring Device (speed gun) and a reporting mechanism for advising Sussex Police of speeding motorists. They go on to a Sussex-wide database of offenders, and repeated offences lead to police prosecution.
We work in a team of two to check

Sussex Police is all you need. If you have an hour or two a month, at times that are convenient to you, then we'd really appreciate your help.
Please get in touch with
John Wigzell

News from the Parish Council

Neighbourhood Plan
Wivelsfield Neighbourhood Plan has now entered its six week Pre-Submission Consultation period - 16th February to 29th March 2015. All households in the Parish are invited to comment on the Pre-Submission Plan that will help shape the future of the Parish until 2030. Open Events where you can meet members of the Neighbourhood Plan Steering Group and Parish Councillors will be held on: Wednesday 4 March 8.30 – 9.30 Village Hall, Remshaw Room, Tuesday 10 March 7.30 – 9.30 Worlds End Pavilion, Worlds End Recreation Ground, off James Lane, Burgess Hill, Thursday 12 March 7.00 – 8.00 Annual Parish Meeting, Village Hall, Saturday 21 March 11.00 – 3.00 Village Hall, Remshaw Room. Copies of the document can be read in the Parish Office adj. to the Cock Inn pub and on line at www.wivelsfield.net.
Please take this opportunity to have a say in the future of our Parish

Annual Parish Meeting
This year's Annual Parish Meeting will take place on Thursday 12 March, from 7pm at the Village Hall. Please come along to talk to members of the Parish, District and County Councils and Sussex Police, ask questions, express your views and find out what is happening locally. There will also be an opportunity to find out more about the Neighbourhood Plan and give your views. The formal meeting will begin at 8pm and refreshments will be available. Please see the Parish Council website and notice boards for a copy of the agenda.

Councillor Vacancies

Wivelsfield Monthly News
March 2015 60p



Published by The Church of St. Peter and St. John The Baptist, Church Lane, Wivelsfield Registered Charity No. 1130751

Church Magazine March 2015

4 Outcome of the Pre-submission Consultation Period

4.1 A Pre-submission Consultation Period Evidence File has been compiled. It provides a full record of all Responses received during the pre-submission consultation 6 week period. A copy of the Response Forms and comments on the Forms can be downloaded from the Community21 website. Name, address and Post Code details on Response forms have been redacted.

A number of Responses had documents attached. These documents have been cross referenced and scanned to a separate file. As this file is extremely large a digital copy can be transferred to a memory stick (minimum storage capacity 3 GB) at the Parish Office.

4.2 Overall Summary

It is not the purpose of this brief summary report to discuss reaction to the comments made in the consultation, or report on subsequent decisions and actions taken by the Steering Group or the Parish Council. This report summarises the views of the community, submitted within the statutory consultation period using the response forms provided by the Parish Council. Every household in the parish had been sent a response form, and they were also made available at the parish office and every public consultation. 2000 response forms were printed.

This section of the report (4.2 to 4.8) only considers the resident's views while those provided by representatives, Agents and statutory consultees are considered in Section 4.9.

In total, there were responses from 217 residents on the draft pre-submission plan. These comprised 198 forms of which 19 were signed by two residents and therefore counted as two responses. In addition to the 198 forms considered in this report there were also 10 invalid forms which were recorded but rejected from the analysis. These comprised 3 non-Parish residents, 2 duplicated forms, 2 minors, 2 received outside the period and 1 anonymous.

For five of the eight of the policies (No's 3, 4, 5, 6, 8) outlined in the plan, resident support was between 80% and 90%.

For the Spatial Plan however (Policy 1), it was 70%; for the Local Green Spaces policy (Policy 7) it was 58%; and for the housing site allocations (Policy 2), as might be expected, it was lower, at 45%.

Asked whether they would support the plan in a referendum, 53% of residents responding reported that they would do so.

4.3 Overall Reaction

Of the 217 total resident's responses, 83% considered that the Neighbourhood Plan had identified the important aspects of life in Wivelsfield, and 60% supported it.

However, only 53% said that in a referendum they would vote for the plan as it stood; 41% would vote against it. The difference between the general support and the specific voting intention can be attributed to a group which opposed some of the sites preferred for possible housing development in the plan.

4.4 Response to specific policies

Spatial Plan (Policy 1)

This policy sets the general direction for the other specific policies contained within the plan, and puts those policies in an overall context. 70% of residents' supported the proposals.

There was relatively little specific comment on this policy, but where comments were made they were generally indicative of opposition to moving the settlement boundaries.

Housing site allocations (Policy 2)

Not surprisingly, the issue of sites for possible housing development caused the most controversy. Nor was it surprising that those who lived close to the preferred sites were the most adamant in opposing this policy. 47% opposed this policy; 45% supported it.

There was a considerable amount of comment to the effect that Slugwash Lane was not a suitable area for development, largely because of the narrowness of the lane itself and the problems that additional traffic would cause, particularly at the Eastern Road junction with Green Road, but also because it was seen to be extending development beyond the existing limits, and out of sympathy with the existing housing.

It was noted that there were a number of duplicated response forms offering a set of opinions very much in the same vein as those above, and adding the opinion that the plan process had been mismanaged. (See further details in the general comments section.)

Education (Policy 3)

90% supported the idea of extending the village primary school. A number of residents commented that the school was very clearly in need of expansion, and there were a few concerns expressed about the additional traffic and parking issues that such expansion would inevitably cause.

Community Facilities (Policy 4)

90% agree with the need to preserve or enhance the listed community facilities, such as the village green and hall, various churches, the shop, Post Office and the local pub.

Design (Policy 5)

The design of new building to ensure it respected the existing character of the village; preservation of the conservation area around Church Lane; and the need for new building to make adequate provision for off-road parking – all of which are subsumed within this policy – found support from 88% of those responding.

Only one or two comments were made, referring to the apparent disregard of this policy in the existing Shepherd's Close exception site development, the need for more off street parking, and calling for eco-friendly design, grey water use and modern design

Green Infrastructure and Biodiversity (Policy 6)

89% of respondents agreed with this policy, and there was little or no adverse comment. What few additional comments were made indicated support.

Local Green Spaces (Policy 7)

58% agreed with this policy; 35% disagreed.

There was a good deal of comment that the sites chosen as Green Spaces appeared to direct future development to the North of Green Road and/or to Blackmores. Although at face value this may seem to be a slightly strange inference from this policy as it is stated, the repetitive phrasing in many of these comments suggests it may have originated from the pre-prepared response forms and associated campaigning. Several comments revealed a misapprehension that in order to be designated as Green Spaces the sites needed to be publicly accessible.

A few comments questioned the justification for the choice of sites as Green Spaces, and some noted particularly that one of them has already been granted planning permission. On the other hand, a number of residents expressed the view that Local Green Spaces were of fundamental importance to the community, and for that reason supported the policy.

Allotments (Policy 8)

83% agreed with the policy; 3% disagreed. 9% of returns were blank, and the remaining 4% were unsure.

There was little comment, but it included questions as to the real need, concern about where they might be sited, and support for the principle of land set aside for allotments.

4.5 General comment

There was an opportunity in the response form for general comment, and a good many had used that opportunity. A few residents had also added separate letters, and in four cases appended files.

One theme from the comments was that the village had already been allocated 75 houses as a result of the successful appeal by Gleeson Developments against the LDC's refusal of planning permission for a site off North Common Road. A number of people felt that therefore the Neighbourhood Plan should not have to allocate the minimum of 30 houses it proposed. This misinterpretation may have been fostered by the campaign referred to previously under Policy 2.

A great deal of the free comment reiterated the themes from comment on Policy 2 for Housing site allocations. Opposition to development in Slugwash Lane was repeated in this section. The transparency of the site selection process was questioned by a few respondents. A few people questioned why there had been no apparent attempt to include the 2012 LDC Landscape Capacity Study within the site assessment criteria.

There was also mention of traffic and the parking problems associated with increased traffic throughout the village.

Several people felt that there were contradictions within the plan, and that the Housing Allocations policy contradicted some of the other policies. Again, the recurrence of a particular set of phrases indicated a template-led response.

A substantial number of free comments praised the work of those who put together the plan, and recognized the enormous amount of time and effort that had obviously been put into it. A number of people wanted to register thanks to the authors.

4.6 Appended letters

Although 44 people had appended letters or emails, some of which were several pages long and developed their arguments at some length, and all of which raised objections to the plan, there was little new to add to the substance or nature of the objections already raised on the response forms themselves.

4.7 Appendix: Approach to pre-printed/duplicated response forms

A large number of pre-completed response forms and texts had been distributed by residents who were objecting to one potential site identified in the Plan's housing site allocation policy. The people to whom they distributed these forms had been asked to sign and return these forms as for normal responses. However, it became known that some of these people had been misinformed by the information presented, or believed that they were indicating their general support for the plan, even believing that the forms had been provided by the Parish Council.

Although the Steering Group were advised that where the forms received were clearly pre-prepared duplicate forms, we could count them all together as one single response, it was decided that we would include them as separate and valid responses, and they have been included as such in this analysis.

4.8 Analysis as at 9th May 2015

Total Resident's valid Responses 198 forms with 217 signatories

Single forms

	Blank	No	Unsure	Yes	yes/no	N/A	Total
Policy 1	10	44	4	139	0	1	198
Policy 2	7	91	5	93	2		198
Policy 3	10	3	2	182		1	198
Policy 4	11	3	1	182		1	198
Policy 5	11	5	3	178		1	198
Policy 6	11	0	4	182		1	198
Policy 7	7	73	3	114	1		198
Policy 8	15	5	9	169			198

Additional signatures – Single Forms with 2 Respondents

	Blank	No	Unsure	Yes	yes/no	N/A	Total
Policy 1	2	3	1	12		1	19
Policy 2	2	11		5	1		19
Policy 3	3	1		14		1	19
Policy 4	3	1		14		1	19
Policy 5	3	1		14		1	19
Policy 6	3	0		15		1	19
Policy 7	3	3		12	1		19
Policy 8	5	2		12			19

Total signatures

	Blank	No	Unsure	Yes	yes/no	N/A	Total
Policy 1	12	47	5	151	0	2	217
Policy 2	9	102	5	98	3	0	217
Policy 3	13	4	2	196	0	2	217
Policy 4	14	4	1	196	0	2	217
Policy 5	14	6	3	192	0	2	217
Policy 6	14	0	4	197	0	2	217
Policy 7	10	76	3	126	2	0	217
Policy 8	20	7	9	181	0	0	217

Percentage signatures

	Blank	No	Unsure	Yes	yes/no	N/A	Total
Policy 1	6	22	2	70	0	1	100
Policy 2	4	47	2	45	1	0	100
Policy 3	6	2	1	90	0	1	100
Policy 4	6	2	0	90	0	1	100
Policy 5	6	3	1	88	0	1	100
Policy 6	6	0	2	91	0	1	100
Policy 7	5	35	1	58	1	0	100
Policy 8	9	3	4	83	0	0	100

RESIDENTS 198 forms	YES	NO	UNSURE YES/NO YES? NO?	BLANK	TOTAL
Identified Important Aspects?	164	24	2	8	198
Overall Support Plan?	119	71	2	6	198
Vote for Plan?	106	80	6	6	198

19 Forms with more than one person	YES	NO	UNSURE YES/NO YES? NO?	BLANK	TOTAL
Identified Important Aspects?	16	1	2		19
Overall Support Plan?	12	5	1	1	19
Vote for Plan?	9	9		1	19

TOTAL 217 RESIDENTS	YES	NO	UNSURE YES/NO YES? NO?	BLANK	TOTAL
Identified Important Aspects?	180	25	4	8	217
Overall Support Plan?	131	76	3	7	217
Vote for Plan?	115	89	6	7	217

TOTAL 217 RESIDENTS Percentages	YES	NO	UNSURE YES/NO YES? NO?	BLANK	TOTAL
Identified Important Aspects?	83	12	2	4	100
Overall Support Plan?	60	35	1	3	100
Vote for Plan?	53	41	3	3	100

4.8.1 The following Statutory Consultees made representations to the Pre-submission Plan

- Lewes District Council
- East Sussex County Council
- Highways Agency
- Haywards Heath Town Council
- South East Water
- Southern Water
- Marine Management Organisation
- Office of Rail Regulation

4.8.2 The following organisations also made representations to the Pre-submission plan.

- Gleeson Developments
- Bovis Homes
- Bluemark Projects
- Taylor Wimpey and
- The Trustees of the Burgoyne 1993 Family Settlement
- Wivelsfield Green Playgroup
- Mr & Mrs Mundy
- Owner of Antye Fields

4.8.3 A review of all Responses from the Residents (excluding Statutory Consultees and groups/organisations) was undertaken. The following issues were identified as requiring action to meet the issues raised by Residents:

- Preferred Sites at Slugwash Lane.
A considerable number of residents objected to these sites as unsuitable development. Whilst there were a large number of pre-prepared forms submitted, some with incorrect information, it was however considered by the Steering Group that the objections did carry weight. Additionally, Lewes District Council and East Sussex County Council raised concerns as to the suitability of the sites. Given the objections the sites were removed from the Draft Plan.
- Green Spaces
There was representation regarding the number of Green Spaces being proposed especially in the southern part of Wivelsfield Green. The Steering Group agreed to remove the site to the south of North Common Road and the Village Recreation Area.
- Hundred Acre Lane Site – Second Site
The residents in the converted buildings behind Coldharbour Farm raised the issue of access to the proposed second site / rearmost of the two sites. The Parish Council has written to Mr and Mrs Brook (landowner Coldharbour Farm) to ascertain the formal details of the access. The landowner has responded stating they have retained access to the rearmost site. The Parish Council and the Steering Group are continuing to investigate and ascertain the legal position concerning access.

4.9. Summary of Statutory Consultees and Stakeholders

4.9.1 The purpose of this section is to summarise the outcome from Statutory Consultees and Stakeholders from the consultation period on the Pre Submission Wivelsfield Parish Neighbourhood Plan (WNP) held from 16 February 2015 to 29 March 2015.

4.9.2 During the consultation period there were many representations made by local people which have been detailed in Section 4.2 to 4.8. A number of responses were made by the statutory consultees developers/landowners and by other local and interested organisations.

- 4.9.3 **This section of the report therefore summarises those representations made by the statutory consultees, developers/landowners and other interested organisations** in relation to the extent to which the proposed land use policies meet the basic conditions as required by the Regulations.

Consultation Analysis

- 4.9.4 The local planning authority – Lewes District Council (LDC) – has provided officer comments on the Draft Plan.
LDC raised a number of points on the proposed policies. However the policies were broadly supported and suggestions were made on how they could be improved. A particular area of concern was that the Site Selection process and it was considered that not sufficient information and detail had been supplied to justify the sites selected. More evidence and detail of what was considered and undertaken was required.
The Parish Council resolved to adopt the suggestions made by LDC where it was considered appropriate.
- 4.9.5 The landscape team at East Sussex County Council has made comments on Policies 1, 2, 6 and 7. It supports these policies, recognising that the WNP is seeking to protect local landscape character and that the sites of Policy 2 “are likely to have no detrimental impact on local landscape character”. It notes the choice and justification for the Local Green Spaces are well defined, although it has made some suggestions on how they may be better aligned together and with Policy 6 to provide a more effective network of green infrastructure. The transport team recommends that the car parking element of Policy 5 should be replaced with a reference to the new county calculator for this purpose. The other county council teams have made helpful suggestions or provided further background data for the WNP.
- 4.9.6 The neighbouring Mid Sussex District Council and Haywards Heath Town Council have both supported the WNP, though the former has requested that Policy 7 be worded to allow for an allotment use of land in its ownership (Green Space 6).
- 4.9.7 Southern Water has raised no objections to the scale or distribution of development in respect of the capacity of the existing utilities infrastructure.
- 4.9.8 A number of representations have been made by landowners of sites that have either not been allocated in Policy 2 and/or have been proposed as Local Green Spaces in Policy 7. Strutt & Parker acting on behalf of the Trustees of the Burgoyne Family, object to the inclusion of Green Space 1 and Green Space 4 in Policy 7 on the basis that neither site meets the criteria of para 77 of the NPPF.
- 4.9.9 Savills, acting on behalf of Mr & Mrs Mundy, observe that the WNP makes no reference to their clients’ land on the edge of Burgess Hill. Turley, acting on behalf of Bovis Homes, object to the exclusion of their client’s land east of the B2112 Ditchling Road from Policy 2 (for 100 dwellings) and more generally to the under-provision of new homes to be planned for in the Joint Core Strategy. Peter Brett Associates, acting on behalf of Wates Developments, object to the exclusion of their client’s land south of South Road from Policy 2 and its designation as a Local Green Space in Policy 7. It too questions the timing

of the WNP being submitted for examination prior to the adoption of the Joint Core Strategy. Town & Country Planning Solutions, acting on behalf of Gleeson Developments, object to the inclusion of land in its client's ownership (Green Space 7) in Policy 7 and to the exclusion of the land as a housing commitment with planning permission from Policy 2.

4.9.10 Anthony Padfield, acting on behalf of Bluemark Projects, supports the inclusion of his client's land at Springfield Industrial Estate in Policy 2 and has confirmed the land is available for that purpose and that the policy provisions are deliverable.

4.9.11. Actions Taken on the Responses Received.

4.9.11.1 Every response received was logged categorised by Statutory Consultee, Stakeholder and Resident. The complete list of responses was passed to each member of the Steering Group for discussion at the Working Group meetings to decide on the appropriate action to be taken. The complete listed of responders can be viewed on the Comms31 website, names and addresses redacted. There is also a detailed list of the responses submitted but as this is a very large file (some 2 Gbs) a digital copy can be obtained from the Parish Council Office when presenting a storage stick or disc.

4.9.11.2 Responses Received.		
Respondent	Response	Actions Taken
Stakeholders	As stated in Section 4.8.2, responses were received from a small number of Stakeholders promoting sites being considered through the neighbourhood plan process, including Bovis and Wates, who had advised that land may be available and who had presented outline considerations at the Landowners Presentation submitted. The companies objected to the fact that their sites had not been selected as Preferred sites in the Site Assessment and Selection of Preferred sites process.	With the outline information provided at the Landowners presentation the sites were fully considered through the site selection process (Site Assessment Report). No further information was put forward which altered the outcome of the Site Assessment Report and so no changes were necessary. It must also be noted that since the Regulation 14 consultation, a more detailed and robust Site Assessment Report has been produced to inform the neighbourhood plan.
	Bluemark Projects	
	This developer submitted in support of the development at Springfield Industrial Estate.	This development had was selected as a preferred site in the Site Assessment process and report. No additional information was put forward that may have resulted in changes to relevant policies

		and so no further action was necessary
	Other developers/agents	
	Responses were submitted by other interested parties but no information was presented about the sites	No further action was appropriate
	Village Hall Playgroup	
	The Village Hall Playgroup raised concern about the increase in housing and the subsequent increase in children for the Playgroup. They requested that funds be considered in order to cope with increased numbers of children	The request for additional funds was duly noted and would be considered by the Parish Council when 106 agreements were being drawn up
Statutory Consultees	The following Statutory Consultees responded with No Comments	No action was necessary
	Office of Rail Regulation	
	Highways Agency	
	Maritime Management Organisation	
	Southern Water	
	South East Water	
Lewes District Council	Policy 1 A Spatial Plan for the Parish	
	The following comment was made by LDC. This policy intends to set a spatial plan and direct development within the neighbourhood plan area. However, it appears to do little more than reference national and adopted local planning policy. Policy CT1 in the Lewes District Local Plan (2003) sets out the planning boundaries and is an important policy which aims to direct development to inside the development boundaries and protect against unsustainable development in the countryside. Having said this, we do not believe there is any need to repeat adopted local policy (which will be retained once the Core Strategy has been adopted) in the neighbourhood plan.	As a result of the comments made by LDC the Policy was amended to the following..... <i>The Neighbourhood Plan defines development boundaries at Wivelsfield Green, and Theobalds (east of Burgess Hill) on the Policies Map for the purpose of directing future housing, economic and community related development to within those settlements to enhance their role as sustainable communities and encouraging the re-use of previously-developed land and of land of a similar character that currently detracts from the appearance of a settlement.</i>
Lewes District Council	Policy No. 2 Housing Site Allocations	
	LDC raised concerns with some of the sites chosen as allocation in the WNP and more specifically with the	As a result of these comments the Site Assessment Report was completely rewritten to fully articulate the detailed

	evidence supporting site selection and deliverability of the sites.	process followed and the considerations undertaken in the evaluation of all sites in the Wivelsfield Green area. The Site Assessment Report now comprises some 18,000 words/80 pages which has been accepted by LDC. Comments made with regards to individual sites were reflected in the report.
Lewes District Council	Policy No.3 Education	
	This Policy was broadly supported by a detailed map showing the school curtilage was requested	The following comment was inserted as requested. This policy supports development proposals to extend the primary school on land within the school grounds. The facility and use already benefit from the protection offered by Core Policy 7 of the LDLP1. A detailed map was also inserted in this Policy as requested
Lewes District Council	Policy No. 4 Community Facilities	
	The Policy was broadly supported but some clarification is requested. Also more detailed maps showing the location of the facilities was requested.	The Policy was amended to make the details of the Policy much clearer. Also, as requested 3 detailed maps were added to clearly show the locations of the facilities throughout the area.
Lewes District Council	Policy No. 5 Design	
	Comments were made that the Policy may be overly- restrictive	Various sections of the Policy were reworded to comply with the request made by LDC
East Sussex County Council	ESCC requested that the County's parking calculator was included.	The following was added to the details of the Policy..... The County Council's parking calculator will guide how many spaces over the minimum number should be provided.

Lewes District Council	Policy No. 7 Local Green Spaces	
	LDC considered that additional justification for the choice of the Green Space was necessary. Also, some of the Green spaces proposed were forming a 'Green Belt' around the southern part of the settlements.	The support and detailed consideration for each site was articulated in considerably more detail as requested. Also in response to the view that a 'Green Belt' was being formed, two of the sites were dropped.
Haywards Heath Town Council	Policy No. 8 Allotments	
	Whilst there is no space currently available for Allotments in the Parish Policy is supporting the Town Council's proposals for a Country Park and allotments on Land on north-west boundary of Parish	
Residents	Policy No.2 Housing Site Allocations	
	Two Sites on Slugwash Lane.	
	A number of local residents objected to the selection of the two sites as Preferred Sites. They also canvassed the support of a number of other residents.	Given the number of responses objecting to the two sites, albeit prefilled forms and multiple copies it was considered that the sites should be removed from the Preferred Site List. Subsequent updated evidence documents (Site Assessment Report and SA) support the removal of these sites.

5 Submission of the Plan to LDC

5.1 Working on the advice of the Consultant Rcoh, the Parish Council was advised to make some modifications and changes to the Draft Plan and then to submit The Plan and supporting documents to LDC. Accordingly, the Plan and documents were submitted to LDC at the end of May 2015.

5.2 In response to the submission, LDC still considered that the Plan document required changes, albeit minor changes, to some of the Policies. Additionally, LDC required significantly more justification for the housing site selection through an amended Site Assessment Report which would fully detail the process undertaken and provide more evidence of the methodology used in the selection of sites.

6 Meeting with LDC Officers

6.1 At the end of June 2015, District Councillor Davy organised a meeting between LDC and the NP Steering Group. In attendance were Ed Sheath, Head of Planning Policy LDC, James Garside LDC Neighbourhood Planning Officer, Jason Stoner, the then Chair of Wivelsfield Parish Council and Gordon Harper NP Steering Group member.

6.2 The purpose of the meeting was to agree a way forward to update the Wivelsfield Neighbourhood Plan to address LDC's concerns raised during the Regulation 14 consultation. There were two main issues for discussion a) the Site Assessment Report which was considered by LDC to be insufficiently robust as an evidence document b) the need for the NP to include a Sustainability Appraisal incorporating a Strategic Environmental Assessment.

6.3.1 It was resolved that the Site Assessment Report would be completely rewritten, whilst building on the findings of the initial report, and would fully document and detail the methodology undertaken in the site selection process. LDC advised that they would make available the services and support of the Neighbourhood Planning Officer resource to help with the production of this revised document and to ensure its compliance with relevant planning policy, guidance and legislation, as well as the standards that LDC require.

6.3.2 It was further resolved that the Neighbourhood Plan would require the undertaking of a Sustainability Appraisal incorporating a Strategic Environmental Assessment. Once again LDC advised that they would make available the services and support of the Neighbourhood Planning Officer resource to help with the production of this document and to ensure its compliance with relevant planning policy, guidance and legislation.

7 Site Assessment Report

7.1 This report was rewritten in close co-operation with the LDC Neighbourhood Planning Officer and now comprises some 80 pages and 18,000 words which fully details all aspects undertaken in the site assessment process

7.2 When producing the more detailed Site Assessment Report great care was taken to ensure that the updated document accurately reflected the detailed process undertaken by the Steering Group. Whilst the new Site Assessment Report built on the initial report, it effectively comprised a refresh of the entire site selection process to ensure that fair consideration was given to all the sites under consideration.

7.3 The topics included in the report are as follows:-

- Introduction and Methodology
- Identification of Potential Sites
- The Assessment Process
- Assessment Criteria
- Sustainability Objectives
- Suitability Assessment Criteria
- Acceptability Criteria

Assessment of Individual Sites and Summary Tables

Individual Site Tables

Summary of Conclusions and Sites

Appendices

Site Suitability Assessment Tables

Site Suitability Assessment Tables Summary

Site Location Maps

Distances from Sites to Local Community Facilities and Services

LDC Landscape Capacity Study – 2012

Character Area Capacities

Landscape Capacity Study Glossary

Wivelsfield Neighbourhood Plan Open Day

Consultation on Future Development – Comments Received

8 Sustainability Appraisal (SA) incorporating a Strategic Environmental Assessment (SEA)

8.1 SEA Screening Opinion

In February 2015 a SEA screening opinion was published by Lewes District Council which concluded at the time that a SEA was not required for the Wivelsfield Neighbourhood Plan as the scope of the plan was unlikely to result in any significant adverse environmental effects.

8.2 In July 2015, an update to the earlier screening opinion was published by Lewes District Council which concluded that a SEA would be required for the Wivelsfield Neighbourhood Plan. Subsequently, the Wivelsfield Neighbourhood Plan was withdrawn to allow the SEA process to take place and inform the revised submission version of the plan. The SEA has been prepared in accordance with the relevant statutory requirements and legislation and has been submitted alongside the Neighbourhood Plan to LDC.

8.3 A Habitat Regulations Screening Report was also undertaken by Lewes District Council officers to determine whether the neighbourhood plan was likely to impact on the integrity of European protected sites within and surrounding the district. The HRA concluded that it was unlikely that this would be the case.

8.4 SA SEA Scoping Report

8.4.1 Given that the Wivelsfield Neighbourhood Plan was required to produce a SA SEA report a Scoping Report was produced for submission to the following Statutory Consultees

Environment Agency

Natural England

Historic England

Lewes District Council (LDC was working in close co-operation with the Steering Group)

The 5 week Consultation Period was conducted in line with the relevant requirements of the SEA Regulations and took place from Monday 3rd August and Friday 5th September 2015. Responses from the Statutory Consultees were used to inform the SA SEA report as appropriate

8.4.2 The Scoping Report included the following issues:-

Legal Requirement

How to Comment

Background to a SA SEA

Parish Characteristics

Sustainability Issues

Identifying the Issues

Sustainability Appraisal

8.5 The Draft SA SEA Report

8.5.1 The Draft SA/SEA Report comprises some 70 plus pages and 22,000 words and was produced in close co-operation with LDC Neighbourhood Planning Officer.

The Consultation Period was for 6 weeks and commences Monday 16th November and ended at 5.00 pm Wednesday 30th December 2015.

At the end of the Consultation Period the responses were evaluated by the Steering Group, with assistance from LDC Officers, and actions taken as appropriate

8.5.2 In order to announce the Consultation Period to a wide audience the following was undertaken:-

230 letters were sent to the Regulation Stage 14 Respondents

110 letters to stakeholders

40 letters to Statutory Consultees

10 neighbouring District Councils and Parish Councils

Hard copies of the document were available at the Parish Council Office

Posters placed in the local shop, pub, village hall and several retail outlets in the village

Posters displayed in the Parish Council notice boards and at the local railways station

Flyers left in the village hall, pub, local shop and other retail outlets

Details posted in the Wivelsfield column of the Mid Sussex Times each week of the Consultation

Details posted in the Church magazine and the Church email newsletter

Information posted on the Parish website

Information posted on the LDC website

Report uploaded to the Comms21 website

8.5.3 The SA SEA report included the following topics

Legal Requirements

How to Comment

Background

Parish Character

Selected Parish Statistics

Planning Context

Sustainability Issues

Identifying the Issues

Sustainability Appraisal

Sustainability Framework

Objectives and Questions

Key Sustainability Issues

Sustainability Objectives Assessment of Neighbourhood Plan Objectives and Matrix

Appraising Options and Sites Appraised

Summary of Outcomes Matrix

Preferred Options

Appraising Neighbourhood Plan Policies

Sustainability Assessment and NP Policies Matrix Summary

Next Steps

8.6 Responses Received as a result of the Public Consultation

The following Responses were received by the end of the Consultation Period – 30th December 2015

5 - Statutory Consultees

3 - Supported SA SEA

2 – No Comment

2 Agents for Developers

2 – Objections

49 Residents

18 – Supported SA SEA

10 – Separate Objections

21 Objections on 1 Response document

All responses were circulated to all members of the Steering Group and members of the Steering Group appraised all comments in the responses.

All responses were forwarded to the LDC Neighbourhood Planning Officer for his comments.

The responses were considered and discussed at a Working Group Meeting together with the comments and suggestions from the LDC Neighbourhood Planning Officer.

The SA SEA Report was duly updated to incorporate suggestions, points of clarification and additional commentary as was considered appropriate.

9 Conclusion

This Wivelsfield Parish Neighbourhood Plan Consultation Statement and its appendices are considered to comply with Section 15(2) of Part 5 of the 2012 Neighbourhood Planning Regulations



Lewes District Council

Lewes District Council

**Town & Country Planning Act 1990
Neighbourhood Planning Regulations (General) Regulations 2012**

Designation of Wivelsfield Parish as a neighbourhood area

Lewes District Council received from Wivelsfield Parish Council, under Regulation 5 of the above Regulations, an application to designate the whole parish as a neighbourhood area for preparing a neighbourhood plan.

Comments were invited on the application between Tuesday, 4 June and Tuesday, 16 July 2013. Under Regulation 7 of the above regulations and following the statutory consultation period, the District Council has designated Wivelsfield Parish as a neighbourhood area in order to facilitate the preparation of a Neighbourhood Development Plan by Wivelsfield Parish Council.

Handwritten signature of Lindsay Frost in black ink.

Lindsay Frost
Director of Planning & Environmental Services
Lewes District Council

Handwritten signature of Councillor Tom Jones in blue ink.

Councillor Tom Jones
Lead Member for Planning
Lewes District Council

17th July 2013

Appendix B: Steering Group Terms of Reference

WIVELSFIELD PARISH NEIGHBOURHOOD PLAN STEERING GROUP

TERMS OF REFERENCE

Name

The name of the organisation shall be the Wivelsfield Parish Neighbourhood Plan Steering Group, hereafter referred to as the Steering Group. The Steering Group shall be dissolved when the Neighbourhood Plan has been approved by a community referendum and has become part of the statutory Plan for the area.

Purpose

The purpose of the Steering Group shall be to work in partnership with Wivelsfield Parish Council and, with the assistance of Action in rural Sussex (AirS), to carry out the following tasks:-

1. To develop and oversee a process that will result in the preparation of a draft Neighbourhood Plan for the whole of Wivelsfield Parish.
2. Investigate and identify support for the Neighbourhood Plan and identify ways of involving the whole community to gather the views and opinions of residents, groups and organisations in the community.
3. Keep the residents of the Parish informed of progress and consulted by means of newsletters, public meetings and any other appropriate means of communication.
4. Liaise with relevant authorities and organisations to make the plan as effective as possible.
5. Take responsibility for planning, budgeting and monitoring expenditure on the plan and report back to the Parish Council on these matters.
6. Determine the types of survey and information gathering to be used.
7. Identify priorities and timescale for actions in the plan including lead organisations and potential sources of project funding.
8. To report back to the Parish Council on progress, issues arising and outcomes from the exercise.
9. To liaise with Lewes District Council regarding submission of the plan for independent examination.
10. To liaise with Lewes District Council in undertaking a referendum for the plan.
11. To liaise with Lewes District Council for plan to be adopted.

Membership

- No less than 4 of the members will be members of Wivelsfield Parish Council.
- Whilst chair of a Focus Group that person shall also be a member of the Steering Group.
- A person shall cease to be a member of the Steering Group having notified the Chairman or Clerk of his/her intention to resign.
- Councillors and other members of the Steering Group will be required to declare any actual or potential conflicts of interest.

Officers

The Steering group shall appoint from within its number a Chairman, Publicity Officer and Clerk. The Clerk shall be responsible for obtaining approval for expenditure to be incurred by the Steering Group from Wivelsfield Parish Council.

Meetings

- The Steering Group shall meet on a regular basis and as necessary to ensure the preparation of the plan proceeds expeditiously.

- At least three clear days' notice of meetings shall be given to members by written notice or email left at, or sent by post to the member's last known email or home address. All notices of Steering Group meetings must detail the matters to be discussed.
- Every matter shall be determined by a majority of votes of the Steering Group members present and voting. In the case of equality of votes, the chair of the meeting shall have a casting vote.
- The Steering Group quorum will be three members including at least one member of the Parish Council.
- Steering Group members should advise the Clerk - in advance - of any meeting(s) that they are unable to attend.
- The Clerk shall keep a record of meetings (a record of decisions made and actions taken or agreed). Normally these should be forwarded to the Chairman within three days for ratification and agreement before circulation to members of the Steering Group.
- Meetings of the Steering Group shall be open to the public to attend.

Confidentiality:

- The first principle of the information received or generated by the Steering Group is that wherever possible all information should be publically available. Only in very exceptional circumstances, agreed by vote at a meeting, specific information may be retained as confidential.
- Steering Group members will sign and agree to adhere to the Group's policy on confidentiality and publicity.

Focus Groups

- The Steering Group may appoint such Focus Groups, as it considers necessary to carry out the functions specified by the Steering Group.
- Each Focus Group should have a nominated chair. If the chair is not already a member of the Steering Group, that person shall be co-opted onto the Steering Group and remain a member whilst chair of the Focus Group.
- Focus groups do not have the power to authorize expenditure on behalf of the Steering Group.
- Focus groups will be bound by the terms of reference set out for them by the Steering Group.

Finance

- The Clerk shall keep a clear record of expenditure supported by receipted invoices.
- Members of the community who are involved as volunteers with the Steering Group or with any of the Focus Groups may claim back expenditure that is necessarily incurred and approved in advance by the Steering Group during the process of producing the Parish Plan.
- The Clerk will report back to the Steering Group and Wivelsfield Parish Council on planned and actual expenditure for the project.

Changes to the Terms of Reference (TOR)

- This TOR may be altered or additional clauses added with the simple majority of the Steering Group present.
- Any alteration that would involve the incurring of expenditure must also be approved by Wivelsfield Parish Council.

These Terms of Reference were approved by the Wivelsfield Parish Neighbourhood Plan Steering Group on 27th March 2014.

Wivelsfield Neighbourhood Development Plan

Call for Sites

Background

A Neighbourhood Plan is a mechanism for helping communities, including both local residents and businesses, to influence the planning of the area in which they live and work. It can be used to:

- Develop a shared vision for the neighbourhood.
- Propose where new homes, shops, offices and other development should be built.
- Identify and protect important local green spaces.
- Influence what new buildings should look like.

Wivelsfield Parish is preparing a Neighbourhood Development Plan, under the provisions of the Localism Act 2012. As part of its work in assessing future development needs, the Steering Group is calling upon landowners and agents of land within the Parish for expressions of interest in applying for future development permission.

Why are we calling for sites?

This is an informal opportunity for landowners and developers to propose sites within Wivelsfield Parish, for development. This exercise will not in itself decide whether a site would be allocated for development by the neighbourhood plan nor will it commit the proposer(s) to applying for planning consent, but it will enable the Steering Group to better understand the needs and wishes of the electors within its Parish area.

The site suggestions received by us will be used to guide and inform the preparation of the Allocations of Land and Site Development section of the Neighbourhood Plan.

If you want a site/s to be considered for development by the Neighbourhood Plan, we would like to hear from you. The sites need not be in your ownership if you have a responsibility for managing them and proposals can be put forward for a wide range of development uses.

Please contact the clerk of Wivelsfield Parish Council at:

Parish Council Office (Adj. to The Cock Inn)
North Common Road
Wivelsfield Green
Haywards Heath
RH17 7RH

Or email clerk@wivelsfield.net

Please let us hear from you no later than 7 April 2014

Wivelsfield Neighbourhood Development Plan

Sites Submitted

LIST OF SUBMITTED SITES

SITE NUMBER	DESCRIPTION	APPROX. SITE SIZE	SHOWN ON MAP
1	North of Slugwash Gardens, Slugwash Lane.	0.9 ACRES	MAP 2
2	Rest of Coldharbour Farm Field, Hundred Acre Lane/South Road.	7+ ACRES	MAP 3
3	Gleasons site, North Common Road. Note:- Plans currently under appeal.	9.5 ACRES	MAP 3
4	Three plots adjacent to Site 1, Slugwash Lane.	0.5 ACRES	MAP 2
5	East of B2112, behind Blackmores, Green Rd.	29 ACRES	MAP 2
6	Springfield Industrial Site, West of B2112.	2.8 ACRES	MAP 2
7	Taylor Wimpy, Ridge Way. Note:- Planning permission given on top half of site.	6.7 ACRES	MAP 5
8	Green Road, opposite war memorial.	2 ACRES	MAPS 2 & 3
9	Next to Rookhurst Cottages, Slugwash Lane.	0.5 ACRES	MAP 4
10	Two plots adjacent to Site 2, Hundred Acre Lane.	NOT KNOWN	MAP 3
11	Peak Nursery, Theobalds Road.	NOT KNOWN	MAP 1

Compiled by DW, 26 May 2014

Appendix D: Pre-Submission Letters and Response Form
Letter to Statutory Consultees



Wivelsfield Parish
Neighbourhood Plan

WIVELSFIELD PARISH COUNCIL

Parish Office
Adj. to The Cock Inn
North Common Road
Wivelsfield Green
RH17 7RH
February 2015

Dear Consultee,

Statutory Consultation of the Pre-Submission Neighbourhood Plan for Wivelsfield Parish

On Monday 16 February 2015 we shall be entering into the six week period of Statutory Consultation for the Wivelsfield Pre-submission Neighbourhood Plan

How to access the Pre-submission Plan
For those receiving this invitation to comment by email an electronic copy of the Pre-submission Plan is attached.
If you have received this invitation by letter you can find the complete Plan at the following ~~website~~,
<http://wivelsfield.net>.
Within the Neighbourhood Plan section there is a link to the Community21 website where you will find details of the complete plan together with all supportive and evidential material
If you require a hard copy please contact the Wivelsfield Parish Clerk on the following telephone number 01444 471898

How to comment on the Pre-submission Plan
We would appreciate any comments on the content of the Plan for consideration by the Steering Group. These need to be received by Sunday 29th March 2015 which marks the end of the Consultation period. All comments received will be assessed and incorporated where necessary, prior to submission to the Independent Inspector.

Your comments should be sent in writing to the Clerk to the Parish Council either by email or by post using the attached form.
The email address is..... neighbourhoodplan@wivelsfield.net
The postal Address is...Clerk to Wivelsfield Parish Council, Parish Council Office, Adj to The Cock Inn, North Common Road, Wivelsfield Green, East Sussex, RH17 7RH.

If you have any queries please contact me via the following email address: jason.stoner@wivelsfield.net

If you are not the correct person this email/letter is intended for please forward to the appropriate colleague or department and advise us of the recipient.

Thank you for your support, we are looking forward to hearing from you.

Jason Stoner
Chairman Wivelsfield Parish Council

Letter to Residents



Wivelsfield Parish
Neighbourhood Plan

WIVELSFIELD PARISH COUNCIL

Parish Office
Adj. to The Cock Inn
North Common Road
Wivelsfield Green
RH17 7RH
February 2015

Dear Member of Wivelsfield Parish,

Statutory Consultation of the Wivelsfield Draft Neighbourhood Plan for Wivelsfield Parish
As you know the Wivelsfield Parish Neighbourhood Plan Steering Group have been working on the Parish Plan since the summer of 2013. On Monday 16 February 2015 we shall be entering into the six week period of Statutory Consultation of the Wivelsfield Pre-submission Neighbourhood Plan for our Parish.

How to access the Pre-submission Plan
As you have received this invitation by letter you can find the complete plan and all supportive and evidential material at the following website: <http://wivelsfield.net>

If you require a hard copy please contact the Wivelsfield Parish Clerk at the number shown below.

How to comment on the Pre-submission Plan
We would appreciate your comments on the content of the plan for consideration by the Steering Group. These need to be received by Sunday 29th March 2015 which marks the end of the Consultation period. All comments received will be assessed and incorporated where necessary, prior to submission to the Independent Inspector.

Your comments should be sent in writing to the Clerk to the Parish Council either by email or by post using the attached form.

- The email address is: neighbourhoodplan@wivelsfield.net
- The postal Address is...Clerk to Wivelsfield Parish Council, Parish Council Office, Adj to. The Cock Inn, North Common Road, Wivelsfield Green, East Sussex, RH17 7RH. Telephone 01444 471898

Learning more about your Neighbourhood Plan
There will be a series of open events during the six week consultation period as follows:-

Saturday 21 February	10.00 – 12.30	Wivelsfield Village Hall - Renshaw Room
Wednesday 4 March	18.30 – 20.30	Wivelsfield Village Hall - Renshaw Room
Tuesday 10 March	19.30 – 21.30	Worlds End Pavilion, Worlds End Recreational Ground, off Janes Lane, Burgess Hill
Thursday 12 March	19.00 – 20.00	Annual Parish Meeting, Wivelsfield Village Hall
Saturday 21 March	11.00 – 15.00	Wivelsfield Village Hall - Renshaw Room

If you have any queries please contact me on this email address: jason.stoner@wivelsfield.net

If you are not the correct person this email/letter is intended for please forward to the appropriate colleague or department and advise us of the recipient.

Thank you for your support, we are looking forward to hearing from you.

Jason Stoner
Chairman Wivelsfield Parish Council



Wivelsfield Pre-submission Neighbourhood Plan Public Consultation 16th February – 29th March 2015 Response Form



Please:

1. Use this form to comment on the Pre-submission Wivelsfield Neighbourhood Plan.
2. Fully complete the Personal Details section. Any forms that do not have the Personal Details section fully completed will be logged but not considered.
3. Note that, after personal details are removed, all forms will be available for public inspection.
4. Return the form to Wivelsfield Parish Council by either:
 - Hand / Post : to the Parish Council Office, Adj. to The Cock Inn, North Common Road, Wivelsfield Green, East Sussex, RH17 7RH or
 - Download the form from the Neighbourhood Plan section of the Parish website at wivelsfield.net and return by email to: neighbourhoodplan@wivelsfield.net

Thank you

ALL COMMENTS MUST BE RETURNED BY 12 NOON ON Sunday 29th MARCH 2015

All responses received by the above date will be considered by the Wivelsfield Neighbourhood Plan Steering Group and may be used to amend the Pre-submission Wivelsfield Neighbourhood Plan. A Consultation Statement, including a summary of all comments received and how these were considered, will be made available along with the amended Neighbourhood Plan.

If you would like to receive email updates on the progress of the Wivelsfield Neighbourhood Plan then please provide the details requested below.

	Personal Details – must be completed for comments to be considered	
Name		
Address		
Postcode		
Email address	<i>Please give your email address if you would like to receive updates on the progress of the Plan</i>	
Are you a:	Please tick	If responding as an agent or on behalf of an organisation please give name of client/organisation
Resident	<input type="checkbox"/>	
Agent	<input type="checkbox"/>	
Representative of an organisation?	<input type="checkbox"/>	

Please circle

Have we identified the important aspects, both good and bad, of living in Wivelsfield? Please add any comments you may wish to make at the end of this response form.	YES	NO
Overall, do you support the Wivelsfield Neighbourhood Plan?	YES	NO
Would you vote for the Plan at referendum?	YES	NO

Wivelsfield Neighbourhood Plan – Pre-submission Plan Consultation Response Form
Closing Date for comments – 12 noon on Sunday 29th March 2015.

Response Form Page 2

Please give us your views of the Neighbourhood Plan policies by completing the table below
(the policies can be found on p47-60 of the Pre-Submission Plan)

Policy Number	Policy Description	Do you agree with this policy? (please tick)			Comments and/or suggested changes
		Yes	No	Unsure	
1	Spatial Plan				
2	Housing Site Allocations				
3	Education				
4	Community Facilities				
5	Design				
6	Green Infrastructure & Biodiversity				
7	Local Green Spaces				
8	Allotments				

Additional Comments: (if referring to specific text, please quote the page number)

If using additional pages, please write your name at the top of each page.

Wivelsfield Neighbourhood Plan – Pre-submission Plan Consultation Response Form
Closing Date for comments – 12 noon on Sunday 29th March 2015.

Wivelsfield News

Published by Wivelsfield Parish Council

You Are Invited To The 2014 Annual Parish Meeting

Come along and join us for our APM on Thursday 13 March, doors open from 7pm. Have a drink at the pay bar or tea / coffee and a scrumptious meal made by the school PTA.

At the meeting start at 8pm there will be presentations from Lunch Bunch, Historical Society, The Parish Council, Wivelsfield Films, Wivelsfield Youth Group, Wivelsfield Day and the Fireworks Group. The Parish Council will be displaying information on the Parish Council budget, the progress of the neighbourhood plan, information on the planning system and the Parish Councilors will be on hand to chat.

The formal meeting will commence at 8pm and speaking will be Jason Stoner Chairman of The Parish Council, Jim Sheppard ESCC Councillor, Richard Spencer Chairman of The Village Hall Management Committee, John Wigzell School Governor, Faustina Bayo from Action in Rural Sussex and Revd. Christopher Breeds.

After hearing from all the speakers Jason Stoner will conduct a question and answer session where you can raise issues and get answers from all the representatives. This is a great opportunity to get face to face with those that represent our parish.



The Speakers

John Wigzell
School Governor

Faustina Bayo
Community Development Officer

Jason Stoner
Chairman

Jim Sheppard
ESCC Councillor

Richard Spencer
VHMC Chairman

Revd. Breeds

We look forward to seeing you there

Planning Applications

Jason's application for 75 dwellings on the adjoining North Common Road has been refused.

A packed meeting of the Lewes District Council's Planning Committee members rejected the application by ten votes to one after hearing from Mr M. Humphrey on behalf of Wivelsfield Parish Council and Jason Stoner on behalf of the Parish Council followed by Gordon Harper (KWGAG), John Hill, Richard Walker (planning expert engaged by Parish Council) and Jason Stoner on behalf of the Parish Council. The case for supporting the development presented by Mr M Pickup.

Mr Wimpey won their appeal against the Parish Council's refusal for 62 dwellings at Ridge Way. The successful appeal by the developer was heard on the 12th December.

Neighbourhood Planning

On the recommendation of the Neighbourhood Planning Steering Group the Parish Council has contracted Action in Rural Sussex (AIRS) to manage the production of The Neighbourhood Plan. AIRS will keep The Plan on track with their knowledge in project planning, community engagement and local government.

Within the coming months there will be a Housing Needs Survey and Community Questionnaire conducted with the assistance of AIRS, the results of which will directly influence the Neighbourhood Plan. Also look out for information about the first of the community engagement events where your thoughts and ideas will all help to produce the plan for our parish's future.

Page 1

February 2014

Wivelsfield News Parish Magazine
– February 2014

Wivelsfield Annual Parish Meeting – Thursday 13 March 2014

Please come along to the Annual Parish Meeting on Thursday 13 March from 7pm. This is not a Parish Council meeting, but an opportunity for members of the community to come and talk to/hear from those that represent them locally – Parish, District and County Councillors.

The evening will begin at 7pm with refreshments (tea/coffee/cake and pay bar available) and the chance to find out more about various village clubs and organisations, from displays of information that they will be providing. There will be an opportunity to chat to local Councillors and representatives from Sussex Police, Wivelsfield Primary School and the Church (amongst others), before the formal meeting which will commence at 8pm. Please click [here](#) for a copy of the agenda.

We will also be seeking feedback and ideas to inform our Neighbourhood Plan. What do you love about the Parish? What would you particularly like to see retained or protected? What do you perceive to be the weaknesses or gaps in the Parish? What could be improved? How would you like to see the community develop in the future?

If you would like to help shape the future of the Parish in the coming years, please come along and share your views.

Invitation to attend Annual Parish Meeting and hear Neighbourhood Plan Update

www.midSussexTimes.co.uk Thursday May 23, 2014

MORE TO SEE @MIDSUSSEXTIMES FACEBOOK.COM/MIDSUSSEXTIMES

PRE-SCHOOL Monday to Friday from 8.00am to 12.00pm (Thursday) – Rising to only 17 years to 3 years welcome. Spacious indoor and outdoor play areas in village location with maximum of 24 children per session. Qualified staff. Government funding accepted. £5.00 per hour. Spaces available. Email: managing@wivelsfieldpre.co.uk Telephone: Kay Waterman on 01444 478445 (session times only). www.wivelsfieldpre.co.uk

PARISH COUNCIL MEETINGS All Parish Council meetings are open to members of the public and begin with an "open forum" session during which members of the Parish are welcome to ask questions or bring matters to the attention of the Council. Meetings are held at 8.00pm in the Rosebush Room at the far end of the village hall. Meetings are held on Mondays and Thursdays. People are very welcome to call in to bring matters to the attention of the Council or to share their views on the future of the Village. www.wivelsfield.org.uk

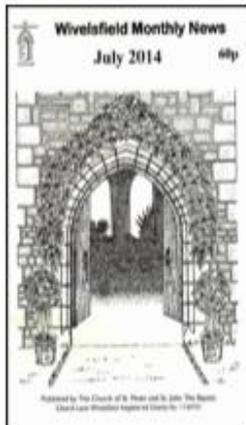
LOCAL SUSSEX POLICE contact – PCSO 1 Council Hill 0787 431006 or 09458 070339 (ext 40220).

BRIDGE CLUB NEWS
West Sussex Bridge Club
Results for week ending Friday May 23, 2014
Monday evening
2nd Christine Jagan & Neil White
3rd Norman Hardy & Peter Brown
4th Jeremy Williams & Philip Hunt

VOLUNTEERS
The local Volunteer Centre provides a free service, helping to link people who want to volunteer with organisations who need volunteers. We work out of venues in both Burgess Hill and Haywards Heath and appointments can be booked to discuss your individual requirements with a Volunteer Centre. The Disability Trust has been chosen as the charity of the year for the Cornish Polo and Family Day. Proceeds will go toward developing our equine facilitated learning programme. Volunteers are needed to help with setting up the work, stewarding, helping with games and activities and clearing up afterwards. Volunteers receive meals to do a 7 hour shift. And will be given a food and drink voucher.

Dole area
STAR Female speyed tabby + white cat. White "star" on chest. Four white paws. Short-haired. 3 years. More chipped. Missing from Franklands Village.
MISSING African grey parrot Grey wings and body red tail. Missing from Franklands Village.
MISSING SPANIEL Liver + white springer spaniel 7 year old bitch. Docked tail. Speyed. Close cut coat. Is now believed stolen from her home in Timberley Littlehampton.
PERCY Blue neutered black + white fella type cat. White on chest, tummy + front paws. Short-haired. 3 years. Feath. More chipped. Very Timid. Missing from One Hundred Acres Lane Luffield.
PLEUR Female speyed white cat with tabby patches. Short-haired MOP. Missing from the

Mid Sussex Times
Wivelsfield Column –
Announcing Open Day



Church Magazine July 2014

Monday 7 July * 7.30am Church Meeting

Neighbourhood Plan Open Day
 Saturday 7 June witnessed a successful Open Day as part of the Neighbourhood Plan engagement process with the community. Hosted by the Steering Group, the Open Day attracted more than 150 visitors. Residents were able to see progress on the Neighbourhood Plan to date, preliminary results of the recent household and children's surveys, as well as the potential development sites put forward by landowners for consideration. Visitors were encouraged to give feedback on any of the information on display. Community involvement and support is vital to the Neighbourhood Planning process and the Steering Group would like to thank everyone who took the time to attend. There will be another opportunity to find out how the Plan is progressing at Wivelsfield Village Day on Saturday 12 July.

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Mid Sussex Times – Annual Parish Meeting – NP Update – Report

Wivelsfield Parish Neighbourhood Plan

Wivelsfield Neighbourhood Plan Steering Group invites you to attend an

Open day

about

Local Development

Wivelsfield Primary School

Saturday 7 June 10.00am – 2pm

Refreshments provided

Come & tell us how you'd like your community to evolve in the coming years & find out how our Neighbourhood Plan is progressing – we'd love you to be involved.

Reminder to residents to return General Survey and Housing Needs Survey

Wivelsfield Parish Neighbourhood Plan

YOU SHOULD HAVE RECEIVED A NEIGHBOURHOOD PLAN SURVEY AND A HOUSING NEEDS SURVEY. IT IS VERY IMPORTANT THAT WE COLLECT THE VIEWS OF AS MANY PEOPLE AS POSSIBLE TO GUIDE THE FUTURE DEVELOPMENT OF WIVELSFIELD PARISH. PLEASE COMPLETE YOUR SURVEYS AND RETURN THEM IN THE PREPAID ENVELOPE BY 20 MAY 2014. THANK YOU.

Appendix F: Wivelsfield Local Green Spaces Consultation



Green Spaces Consultation

Which Local Green Spaces do you value?

As part of the Neighbourhood Plan we are required to identify Green Spaces within the Parish.

Green spaces could be a field or woodland that you and your family cherish. It could be an area where you walk, cycle or ride through, or an area you admire. It could be somewhere where your children play or that you just value within the community. It could be as simple as a wide verge or an area displaying wildflowers and wildlife.

Please let us know which sites you value by emailing the Parish Clerk on clerk@wivelsfield.net or by dropping a note into the Parish Council Office, by the Cock Inn. (Please mark it clearly as Green Spaces).

Your thoughts would be much appreciated and will contribute to the evidence base for the Wivelsfield Neighbourhood Plan, which will help to shape the future of the Parish for the next fifteen years.

Thank you.



Appendix G: List of Statutory Consultees and Businesses and Group etc

Statutory Consultees

East Sussex County Council
Lewes District Council - Neighbourhood Plan Officer
Lewes District Council - Head of Planning Services
Brighton and Hove City Council
Wealden District Council
Mid Sussex District Council - Head of Economic Promotion & Planning
Mid Sussex District Council - Neighbourhood Plan Officer
West Sussex County Council
Environment Agency
Sussex Police
Southern Water
South East Water
Southern Electric
UK Power Networks
Southern Gas Networks
CPRE Sussex Countryside Trust
South Downs National Park Authority
AMEC (on behalf of the National Grid)
Historic Buildings and Monuments Commission
(English Heritage)
British Telecom
Cable and Wireless
Hutchinson G3 UK Ltd
Mobile Operators Association
02 UK Ltd
Natural England
Orange Personal Communications Ltd
T-Mobile
Virgin Media
Vodafone Ltd
East Sussex County Council
Highways Agency
Network Rail
British Telecom
South East Water - (Sussex)
South East Water - (Kent)
Office of Rail Regulation
Marine Management Organisation
High Weald Lewes Havens CCG
Eastbourne, Hailsham & Seaford CCG
Barcombe Parish Council
Chailey Parish Council

Lewes Town Council
Plumpton Parish Council
Ditchling, Streat and Westmeston
Hassocks Parish Council
Burgess Hill Town Council
Haywards Heath Town Council
Lindfield Rural Parish Council

Businesses, Farmers, Groups etc

4Paw Services
4x4-4u
A & D Computer & Electronics Repairs
Abri Furniture
Acres Design & Print Services
Alan Cooper
Alun Gedrych Ltd
Arc-Can Shade Structures Ltd
Archer Stone Restoration
ARCHERS SPECIALIST TREATMENTS
AtoZ Taxi Travel
Baldocks
Barnard & Brough Ltd
Barnard & Brough Ltd. (Nissan)
Bellman Media Limited
Bethel Strict Baptist Chapel
Birch Tanker Services
Bruce Cumner
Business Car Contracts Ltd
C B Landscapes
C.J.C Joinery
Carroll Shaw & Associates
Chailey Secondary School
Chailey Secondary School Governors
Christopher Elsey Letter Carver
Church of Jesus Christ of the Latter Day Saints
Coldharbour Farm
Coldharbour Farm Barns management Ltd
Compass Bus Travel
Creative Workshop
Fox Hill Christmas Tree Farm
G Jupp & Sons
G Lincoln & Sons
Golf Course Farm
Hairdressers
Harland Driving School
Hemsley Consulting Ltd
Innovation Blinds & Shades
Insight Commercial Services
J.D Wood
JMG Design
John Wigzell
K E Hicks
Meadowland Farm
Metrobus
MG Kleen
Mid Sussex Veterinary Clinic
Mizzles of Ote Hall Farm
Mobile PC Repair & Upgrades
More House Farm
More House Farm Cattery
Nhance Web Solutions UK Ltd
NWT International Ltd
O J B Burgoyne
Oast House Farm Snacks
One Vision Cables Ltd
Ote Hall Chapel
Ote Hall Farm
Park Farm
Paul Stratton Furniture
Permanent Make-Up Training Academy
Pinpoint Photography
R Coltherd Wood Carver
Rainbow International
RDH Coaches
RTFJ
Rupert Burgoyne Ltd
S.A Hancock
S.J Vicary
Scruff to Fluff Dog Grooming
Stealth Engineering
Strood Farm
Sussex Permanent Make-Up
The 4 & 5 Star Holiday Co
The Beer Piper Co
The Cock Inn
The St Peter and St James Hospice
the Sussex Bus Company
The Village Shop
Theobalds Farm
Thomlinson's Oak-Framed Buildings
Timber Oak Garages
Tolley Carpentry
Travis Perkins Trading Co. Ltd
Turnstone Ltd
Welcome Home

King Construction
L.D Robinson & Son
Leading Edge Investment Consulting Ltd
Lucy Locksmith
Marchant Joinery
Mark M Awcock Ltd
Marston Renovations
Maxim Lamps
MCI

Westbury Services
Wivelsden Farm
Wivelsfield Green P.O
Wivelsfield Hall Management Committee
Wivelsfield Parish Church
Wivelsfield Primary School
Wivelsfield Primary School Governors
X9 Internet
Zip N Tuck

Table 1: Consultation Framework Key Elements – Main Roles, Membership and consultation method

Group and Role	Membership	Method
Parish Council: To formally direct, approve and adopt the preparation, policies and proposals of the Neighbourhood Plan for Wivelsfield and the community consultation process with its residents and key stakeholders.	Parish Councillors	Formal process through full Parish Council meetings schedule, with extraordinary meetings called as necessary.
Steering Group: To oversee the preparation, presentation and adoption of the Neighbourhood Plan. To facilitate the establishment, in the long term, of a balanced, sustainable community with the appropriate facilities, services and infrastructure within a quality environment accessible to all.	Parish Councillors and volunteer residents with availability to participate in regular meetings over a prolonged period of time.	Regular programme of meetings with Parish Councillors, residents and stakeholders as appropriate.
Focus Group: To assist the Steering Group in the preparation of the Neighbourhood Plan by seeking primary and secondary information to support the plan policy areas and final policies. To assist in the production of Focus Group Reports outlining the direction of community requirements and aspirations.	By invitation from Steering Group and personal volunteering by residents	Written requests, individual meetings, presentations and group “sounding board” sessions and production of reports as appropriate
Residents: To assist the Parish Council and the Steering Group in the preparation of the Neighbourhood Plan by contributing views and responding to surveys, consultation on policies and local area based aspects of the Neighbourhood Plan.	All individuals and parties living or working within the parish	Public events, fliers, posters, newsletters. drop in sessions, websites, written requests, village day celebrations, emails, etc.
Lewes District Council: To assist the Parish Council and the Steering Group in the preparation and adoption of the Neighbourhood Plan. Advising and responding to consultations on every aspect and policies of the Neighbourhood Plan and required supporting documentation and processes.	Relevant officers as appropriate	Written requests, emails, telephone conversations and meetings.
Key Stakeholders and Statutory Consultees Natural England, Environment Agency, English Heritage, South Downs National Park AONB, County Council, Neighbouring District and Town Councils See full list – Attachment		Written requests and emails
Landowners and their Agents		Written requests and emails

Table 2: Locations where the Draft Plan was available for inspection

Location	Made available from	Comments
District Council website	The date formal consultation started	
District Council Neighbourhood Plan Officers	The date formal consultation started	
Parish Council office		Open Mondays, Tuesdays, 9.30 – 15.00 Friday mornings 10.15 – 12.30
Village Hall Reception Area		

Table 3: Additional publicity undertaken (meetings, events, posters from inception of plan)

Method	Target Group	Location	Date
Websites and webpage updates	Residents and interested stakeholders	Parish Website & Community 21 Website	Early 2014
Public events (Launch & Open Day)	Residents and interested stakeholders	Village Hall & School Hall	March/June/July 2014, March 2015
Tree Exercise	Primary school children		May / June 2014
Surveys (General NDP, Housing Needs and Teenagers)	Residents and Teenagers at Chailey Secondary School		May/June 2014
Planning Workshop	Statutory stakeholders and service providers	School Hall	August 2014
Call for sites and Landowner Presentations	Landowners and Residents	School Hall	September 2014
Letters	All stakeholders		February March 2015
Flyers and Posters	All Stakeholders	Notice Boards, Mailshot, School Bags, Local shop and pubs	Throughout 2014/15
Press Releases	All residents and stakeholders	Wivelsfield News and Mid Sussex Times	Throughout 2014/2015
Annual Parish Meeting	All Stakeholders	Village Hall	June 2014 March 2015
Church Magazine	All stakeholders	Church Magazine	July 2014 March 2015
Emails	All Stakeholders		Throughout 2014/15

Table 4: Main Documents Produced for the Wivelsfield Neighbourhood Plan are listed below:

Project Plan
Steering Group Terms of Reference
Steering Group Confidentiality Undertaking
Vision Statement
Objectives
Scope of Neighbourhood Plan
Constraints of Neighbourhood Plan
Key Stages
Steering Group Roles and Aims
SWOT Analysis for each Focus Group
Focus Group Report – Housing and Development
Focus Group Report – Infrastructure, Facilities and Local Economy
Focus Group Report – Travel and Transport
Focus Group Report – Environment and Countryside
Housing Development Objectives
Sites Submitted by Landowners for Consideration
Survey of Young People’s Views - Primary School Feedback
Survey of Young People’s Views - Secondary School Feedback
Parish General Survey Results
Housing Needs Survey Results
Open Day Consultation on Future Development – Comments Received
State of the Parish Report
Green Spaces Report
Landowner Presentations Report
Site Assessment Schedule
Site Assessment Report
Pre-submission Plan
Consultation Statement
Basic Conditions Statement