Guidance Note on making representations on the submitted Fernhurst Neighbourhood Plan

A Neighbourhood Plan is a plan which sets out policies (however expressed) in relation to the development and use of land in the whole or any part of a particular neighbourhood area.

The Fernhurst neighbourhood plan is now at an advanced stage. Key stages of production are described below:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Dates</th>
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<tr>
<td>Draft Consultation by Parish Council (Regulation 14)</td>
<td>3 June to 21 July 2013</td>
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<tr>
<td>Publicising the plan proposal by South Downs National Park Authority (Regulation 16)</td>
<td>2 May to 13 June 2014</td>
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<td>Appointment of examiner by South Downs National Park Authority and submission of representations to the examiner</td>
<td>During Regulation 16 consultation</td>
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<td>Examination</td>
<td>Directly following Regulation 16 consultation – dates of any hearing to be confirmed</td>
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<td>Referendum</td>
<td>To be confirmed (subject to outcome of examination)</td>
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Once a Neighbourhood Plan is prepared it is submitted to the Local Planning Authority for examination. South Downs National Park Authority is publishing the Neighbourhood Plan for consultation (the consultation period is Friday 2 May to Friday 13 June 2014). The National Park Authority has a statutory duty to take neighbourhood plans through a process of examination and referendum (the later in conjunction with the relevant district/unitary council).

The core documents submitted by the Parish Council are:-

- Fernhurst Neighbourhood Plan Submission Version (incorporating map of the neighbourhood area)
- Fernhurst Neighbourhood Plan Sustainability Appraisal
- Fernhurst Neighbourhood Plan Basic Conditions Statement
- Fernhurst Neighbourhood Plan Consultation Statement

The Sustainability Appraisal  The Sustainability Appraisal is an iterative process that considers the environmental, social and economic consequences of a plan and its policies, and seeks to identify ways of achieving a proper balance between these three considerations. It incorporates the requirements of the Strategic Environmental Assessment (SEA) Directive to determine whether plans will have significant environmental impacts.

The Basic Conditions Statement  This explains how the proposed neighbourhood development plan meets the requirements set out in legislation. These requirements are tested through the independent examination. In order to meet the Basic Conditions, a Neighbourhood Plan must:

- Have regard to national policies and advice contained in guidance issued by the Secretary of State
- Contribute to the achievement of sustainable development
- Be in general conformity with the strategic policies of the development plan for the area and
- Be compatible with EU obligations and human rights requirements.
The Consultation Statement contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan; it explains how they were consulted; summarises the main issues and concerns raised by the persons consulted and describes how these issues and concerns have been considered and, where relevant, addressed in the neighbourhood development plan.

A series of supporting documents have also been submitted which provide further explanation and justification for the policies set out in the Neighbourhood Plan.

The core and supporting documents can be viewed by going to: www.consult.southdowns.gov.uk

How to make representations on the Neighbourhood Plan

You should consider in particular whether the plan meets the basic conditions set out above. The Basic Conditions Statement submitted by the Parish Council, alongside the draft Neighbourhood Plan, explains how the plan meets the statutory requirements.

South Downs National Park Authority is publicising this consultation using our consultation software. This allows representations to be made electronically. You will need to register your details the first time you use this facility. Please visit www.consult.southdowns.gov.uk

Alternatively, you can send your representation by e-mail: neighbourhood@southdowns.gov.uk or by post:

Planning Policy Team SDNPA: Up to 8 May 2014 the address is Rosemary’s Parlour, North Street, Midhurst GU29 9SB; from 9 May 2014 the address is South Downs Centre, North Street, Midhurst GU29 9DH. The deadline for comments is 13 June 2014 (23:59hrs).

*In making your representations please make clear which para. and/or policy you are referring to and give the page number.*

*If the comments relate to any of the Core or Supporting Documents (except the Neighbourhood Plan itself), please state which document your comment relates to.*

All of the representations will be forwarded to the neighbourhood plan Examiner to consider. It should be noted that it is not a Local Plan examination. The key test is whether the proposed neighbourhood plan meets the basic conditions not the tests of soundness used in Local Plan examinations.

As a general rule the examination is through the use of written representations. However, oral representations must be heard, in public, if the examiner considers they are needed to ensure adequate examination of an issue or for a person to have a fair chance to put a case. The examiner decides on the conduct of the hearing.

Where to find further information

The Localism Act

It sets out how communities can get more involved in planning for their areas – specifically around creating plans and policies to guide new development and in some cases grant planning permission for certain types of development.
Neighbourhood development plans (or neighbourhood plans) can be prepared by two types of body – town or parish councils and neighbourhood forums. Local Planning Authorities will continue to produce development plans which will set the strategic context within which neighbourhood plans will sit, e.g. SDNP Local Plan.

Website: http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted

**National Planning Policy Framework**

This sets out national planning policy for England. There is particular reference to neighbourhood planning and National Parks.

Website: https://www.gov.uk/government/publications/national-planning-policy-framework--2

**Planning Practice Guidance**

This is a web based tool providing guidance on plan making and preparing and determining planning applications. There is a specific element of the guidance on neighbourhood planning. It was launched on 6 March 2014.

Website: http://planningguidance.planningportal.gov.uk/

**The Regulations**

These are intended to enforce rules established through legislation. The Neighbourhood Planning (General) Regulations 2012 set out key requirements relating to the production of neighbourhood development plans. Separate regulations have been issued for neighbourhood plan referendums.

Website: http://www.legislation.gov.uk/uksi/2012/637/contents/made

**Planning Advisory Service**

This offers a range of neighbourhood planning support materials for communities, Local Planning Authority Officers and Members. There is a range of advice, case studies of successful neighbourhood planning activity and tools e.g. for project management.

Website: http://www.pas.gov.uk/neighbourhood-planning

**Locality**

Arranges grant payments and direct support to bodies preparing neighbourhood plans. They have also published the Neighbourhood Planning Roadmap Guide

Website: http://mycommunityrights.org.uk/neighbourhood-planning/

**RTPI/ Planning Aid – The Forum for Neighbourhood Planning**

Includes discussion boards and resources for communities preparing neighbourhood plans and wanting to share their experiences. The site details support opportunities and case studies across England.

Website: http://www.ourneighbourhoodplanning.org.uk/home

**South Downs National Park Authority Neighbourhood Planning Workshops**
Presentations from the well attended programme of neighbourhood planning workshops and surgeries are available through the neighbourhood planning sub-group on the South Downs Forum.

Website: [http://southdownsforum.ning.com/main](http://southdownsforum.ning.com/main)

Information relating to the South Downs National Park neighbourhood planning programme

Details of area designations and other plans submitted for examination are available on the SDNPA website.