URS

Wisborough Green Neighbourhood Plan - Evidence Base Review

Draft Report

Prepared for: RTPI / PAE

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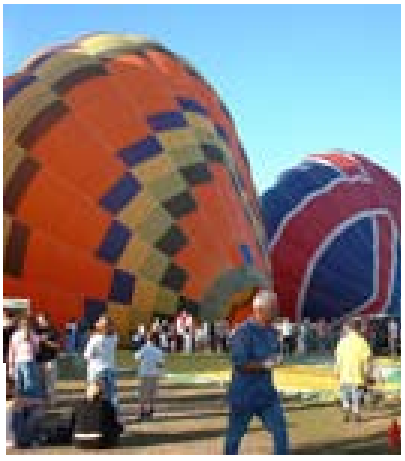

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Rev	Date	Details	Prepared by	Checked by	Approved by
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Limitations

URS Infrastructure & Environment UK Limited ("URS") has prepared this Report in accordance with the RTPI / PAE - URS Framework Contract and Letter of Instruction SCNP10926 (03/04/14) under which our services were performed. No other warranty, expressed or implied, is made as to the professional advice included in this Report or any other services provided by URS.

The conclusions and recommendations contained in this Report are based upon information provided by the RTP / PAE lead Consultant and upon the assumption that all relevant information has been provided is accurate. Information obtained by URS has not been independently verified by URS, unless otherwise stated in the Report.

The methodology adopted and the sources of information used by URS in providing its services are outlined in this Report. The work described in this Report was undertaken between 1st and 27th of May and is based on the conditions encountered and the information available during the said period of time. The scope of this Report and the services are accordingly factually limited by these circumstances.

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1. INTRODUCTION

The Wisborough Green Neighbourhood Development Plan (NDP) is at a significant stage in its preparation. The Plan is being developed in the context of the emerging Chichester District Council's (CDC) Local Plan, which will replace the saved policies of the existing adopted Plan (1999).

Wisborough Green Neighbourhood Group provided a total of 36 policies which were formulated under the Vision Statement, Objectives and issues identified by the Wisborough Green Neighbourhood Group.

This report provides a review of the evidence base that will help to justify the Wisborough Green Neighbourhood Development Plan (NDP) objectives and policy topics as drafted at May 2014. During conference call with Mike King (01/05/14), we agreed focusing this evidence base analysis on the Group's priorities: housing needs information, links between Wisborough Green and Chichester District Council's policies. It was explained and agreed that we would not able to check the South Downs National Plan within the days allocated to this work.

Taking into account information provided by the group and letter of instruction (SCNP10926), this report includes:

- List of evidence documents from interaction with Chichester District Council, South Downs National Park Authority and other organisations as required by the draft polices and neighbourhood area;
- Other evidence sources and Local Plan policies will be relevant for each draft policy;
- Other evidence that already exists where relevant
- Evidence gaps or risks such as missing/inadequate evidence in relation to proposed policies.

2. URS APPROACH

URS Evidence Review methodology is based on an approach which applies key questions relevant to the draft Wisborough Green NDP. Given the early stage of drafting, this review has identified documents that may help Wisborough Green Neighbourhood Group to assemble its evidence base in order to finalise the NDP.

The evidence for neighbourhood planning needs to be 'proportionate' i.e. in relation to the scope of the policy being proposed. Any evidence used should be clearly referenced and presented in an accessible way, both for the purpose of examination and for the benefit of residents reading a plan as well as interested parties such as landowners and developers – all of whom may be impacted.

Evidence comes from several sources, including:

- The relevant Local Plan;
- Local Plan evidence base studies (e.g. the Strategic Housing Land Availability Assessment);
- New technical evidence generated by the Neighbourhood Group (e.g. flood risk assessment, parking surveys);
- New stakeholder-derived evidence generated by the neighbourhood (e.g. a survey of local households and businesses); and
- National reports, independent research and the 2011 Census.

3. COMMENTS ON EVIDENCE REVIEW

Our review, as instructed, is to review the current evidence base and advise on the need for further evidence. In doing this we have also made recommendations on key matters that the Steering Group should consider in order to ensure that the policies in the NDP are as locally specific to Wisborough Green as much as possible.

Appendix 1 of this report sets out the specific methodology we have used to assess the evidence base relevant to Wisborough Green's objectives and draft policy options. Appendix 2 contains our detailed review carried out on the basis of reviewing 36 draft policies and material that the group has presented. For the purposes of this review, the policies have been re-enumerated as follows:

WGNP policy	Appendix 2 (number of the policy)
1.1 South of Meadowbank	Policy 1
1.2 Ansells	Policy 2
1.3 Carters Field	Policy 3
1.4 Old coal yard	Policy 4
1.5 Clarks yard	Policy 5
1.6 Newpound	Policy 6
1.7 Applying to all sites	Policy 7
2.1 Wisborough Green Village Design Guide	Policy 8
3.1 Presumption in Favour of Sustainable Development	Policy 9
3.2 Development in the Neighbourhood Plan Area that lies within the South Downs National Park	Policy 10
3.3 Setting of the South Downs National Park	Policy 11

WGNP policy	Appendix 2 (number of the policy)
3.4 The wider landscape outside of the National Park	Policy 12
3.5 The village setting	Policy 13
3.6 Nature Conservation Sites	Policy 14
3.7 Nature Conservation in the wider countryside	Policy 15
3.8 The Conservation Area	Policy 16
3.9 Conserving and enhancing the historic environment	Policy 17
3.10 Green Space	Policy 18
3.11 Open Space	Policy 19
3.12 Allotments	Policy 20
3.14 Views	Policy 21
3.15 Public Rights of Way	Policy 22
3.16 Catering for Cyclists and Pedestrians	Policy 23
4.1 Surface water	Policy 24
4.2 Foul Water	Policy 25
4.3 Street Lighting	Policy 26
4.4 Internet Access and connectivity	Policy 27
4.5 Renewable Energy	Policy 28
5.1 The use of S106 Agreements and CIL to support community development	Policy 29
5.2 The Retention of Assets of Community Value	Policy 30
6.1 Traffic Management	Policy 31
6.2 Provision of Off-Road Parking	Policy 32
7.1 New Businesses	Policy 33
7.2 Encourage/ support home working	Policy 34
7.3 Farming	Policy 35
7.4 Tourism	Policy 36

The Group has carried out public consultation that provides evidence to support the emerging plan. Results of this consultation are referenced throughout some draft policies which is helpful, however, the Group has not assembled this information or provided enough analysis yet.

At this stage the policies are presented in draft form and will need revision once analysis of the evidence base has been undertaken. The policies may be potentially changed or amended following further consideration. We have not commented on policy wording, although inevitably there is a strong association between the evidence available and the final policy wording.

Appendix 2 sets out:

Table 2: Content of appendix 2:

	Details	Appendix 2/column name
1	List of evidence documents from interaction with Chichester District Council, South Downs National Park Authority and other organisations as required by the draft polices and neighbourhood area	Documented evidence
2	Other evidence sources and Local Plan policies will be relevant for each draft policy Other evidence that already exists where relevant	Useful evidence nor sourced
3	Evidence gaps or risks such as missing/inadequate evidence in relation to proposed policies	Evidence gaps/recommendations

Appendix 2 includes main documents, information / data available for the Wisborough Green's Neighbourhood Plan that can be used to justify the current policy proposals and where possible, types of evidence that the Steering Group may wish to explore further in order to supplement the existing NDP evidence base. This is of critical importance as it will provide a level of place knowledge about Wisborough Green that goes beyond the local plan studies.

3.1 Policy context

Wisborough Green is located mainly within Chichester District Council's (CDC) area, but the southern part of the parish is within the South Downs National Park (SDNP). CDC's emerging core strategy is known as the Chichester Local Plan: Key Policies and it will be submitted for examination at the end of May 2014. Until the Chichester

Local Plan: Key Policies is adopted, the saved policies of the District Local Plan First Review (adopted April 1999) forms the Development Plan.[1]

The South Downs National Park is progressing the National Park Local Plan, but this is currently only at Options consultation stage[2] and is therefore not currently sufficiently advanced to check Neighbourhood Plan policies against. WGNPG advised that none of WGPC's neighbourhood plan site allocations lie within the National Park area in any case, and it was agreed between WGPC and URS that South Downs planning policy was therefore out of the scope of this advice note at the time of writing. However, as South Downs progress their Local Plan, this situation will change, and we advise WGPC to monitor the situation regularly, making relevant representations to SDNP as appropriate during the emerging Plan's consultation stages.

The National Planning Policy Framework (NPPF) also forms part of the relevant planning context for the emerging neighbourhood plan, and has therefore been included within the scope of this note.

3.2 Neighbourhood Plan Development context

The WGPC Neighbourhood Plan is in an advanced stage of preparation, and has already been subject to four rounds of consultation. It builds on significant existing experience of local planning, as it supersedes the Wisborough Green Parish Plan. A Village Design Guide has also been produced, which effectively comprises the design policy element of the emerging plan.

WGPC enjoy a productive relationship with CDC and have regular meetings with them- there is one planned this week to discuss the need for an SEA (Loxwood, a neighbouring village, was informed that an SEA would not be needed for their Neighbourhood Plan).

A number of sites have made it through a shortlist process and a fully consistent, transparent process for site selection needs to be demonstrated. We are providing here our URS Site Assessment Checklist and pro-forma (see Appendix 3) which might help the group to identify site assessment methodology and criteria. Further complexity and urgency has been added by a recent application for permission on one of the sites where local residents have not been in favour of development.

Key areas identified by WGPC as needing further detail are:

- CDC's evidence base on and general *approach to housing needs* (see section 3.3 below).

[1] See http://www.chichester.gov.uk/planningpolicy
[2] See http://www.southdowns.gov.uk/planning/planning-policy/local-plan

- Relationship between each policy in the emerging Neighbourhood Plan's and the wider planning context, including, for example, whether they complement or conflict with policies at a local or national level (see Appendix 2).

3.3 CDC's approach to Housing needs

The emerging Local Plan's housing needs evidence base is provided by the Coastal West Sussex Strategic Housing Market Assessment (SHMA) 2012. The most recent update to the SHMA for Chichester District is available online[3]. Its key conclusions that are relevant for the neighbourhood plan include:

- A need to increase the supply of less expensive properties (in Council Tax Bands A-D) to improve housing affordability in the District
- Taking account of the costs of either buying or renting a home an estimated 35% of households in the District (outside Chichester City) are unable to afford market housing (based on their earnings) without some form of subsidy.
- However, this percentage drops to 21.7% in the north east of the District, including Wisborough Green- specifically, 626 households unable to afford out of a total of 2,880.
- More detailed information for the north east of the District over the period 2011-6 is as follows:

Table 2: North east of the District – Housing Needs details 2011-2016

Description	Number of households
Households in current need (i.e. the backlog)	33
Newly-forming households generating new need	90
Existing households falling into need	25
Total need over the first five-year period.	148
Household spaces can be supplied through relets	61
Household spaces appear in the development pipeline	0
Total supply	61

[3] See http://andrewsmith.mycouncillor.org.uk/files/2013/02/Chichester_District_Summary_Final_22-03-13-nxi1.pdf

The figures above can be summarised as:

Table 3: Housing needs (summary)

Housing needs/Description	Units
Total net need (affordable housing)	87
Or affordable housing need per year for the first five years	17

Within the net need figure, 47% of housing is required to be intermediate and 53% social/affordable rented. The SHMA update projects that between 2011-31, 25.2% of the demand for affordable homes in the north east of the district was for 1 bed units, 39.5% for 2 bedroom properties, 32.6% for three bedroom dwellings and 2.7% for 4+ bedroom houses.

The SHMA provides a useful pointer towards a neighbourhood plan approach to determining housing need when it states: 'The need for affordable housing of different sizes will however vary by settlement across the District and over time. In considering the mix of homes to be provided within specific development schemes, this information should be brought together with details of households currently on the Housing Register in the local area, the stock and turnover of existing properties and information from local needs surveys.

The SHMA update also projects all new housing that may be required in the north east of the District over the period 2011-31, which is calculated as 410 units. Although not specifically stated, it can probably be assumed that the total of 61 net new affordable units noted above is included within this total of 410. Assessing the needs of the market housing sector in the north east of the District between 2011-31, 4.4% is projected as being one bedroom, 17.7% two bedroom, 45.9% three bedroom and 32.1% four bedrooms or more.

Finally, the SHMA covers housing for older people. It states:

'As of 2010 it was estimated that 23.8% of the population of Chichester District was aged 65 or over. By 2030 this is expected to increase significantly to 31.7% (based on 2010-based subnational population projections). Older persons are more likely to live in social rented housing (especially single pensioner households). The projected increases in older persons may therefore put additional pressure on the affordable housing stock albeit that there is no evidence of this to-date from the Housing Register. This will need to be monitored in the future.

The growing older population will however likely lead to some increase in requirements for specialist housing solutions. The SHMA states that over the 2012 to 2030 period a 68% growth in older population with dementia, and 55% increase in the older population with mobility problems is projected. Some of these people will require specialist housing such as sheltered or extra care provision. Increasing numbers of

older people with health problems will also require joint-working between housing, social care and health (Councils and NHS). The analysis also suggests that the population requiring care/ extra care homes can be expected to increase by around 860 persons between 2012 and 2030.

The SHMA recommends that planning policy should promote delivery of housing for older persons, including lifetime homes and delivery of specific housing for older people as part of major development schemes. The Council might also consider working with Registered Providers to develop shared equity homes targeted at older persons, and consider developing a specific register of accessible housing.'

4. CONCLUSIONS

The focus of much of Wisborough Green's Neighbourhood Plan is about a commitment to protect the visual characteristics, landscape and enhance nature and historic environment. The evidence underpinning much of the policies is largely from the Council's own primary evidence base used to support the Core Strategy. The Group have also carried out their own public consultation in 2013, but there currently little evidence of a systematic analysis on how the results support the draft policies.

Based upon the evidence available and from our 'light touch' analysis of this evidence we would draw out the following conclusions:

1. It is reasonable for the Neighbourhood Plan to add local depth to a number of policies in the Local Plan; but several of the policies here only seem to repeat those policies which is unnecessary since they will already be in use by the Local Planning Authority to determine planning decisions in Wisborough Green. (see details in appendix 2).

2. An introduction stating the relationship of the Neighbourhood Plan to Chichester District Council's emerging Local Plan might be helpful. It would also be helpful to see a number of objectives and an overall vision for the Plan area at the beginning of the draft Plan.

3. The review of Chichester District Council's evidence base has shown that there is a wealth of existing evidence available that the Neighbourhood Group should draw upon and analyse to support the development of the Neighbourhood Plan policies. Appendix 2 identifies both existing evidence documents (including those used as evidence sources for the emerging Local Plan) that should be used to support the policies, as well as types of information / data sources that should be drawn upon to supplement the Neighbourhood Plan's evidence base.

4. Some policies are based on primary evidence generated by the Steering Group. This will be welcomed by an examiner providing there is an objective analysis of public consultation results and reference to documents from the Local Plan's evidence base. We would recommend revisiting consultation results, analysing data, identifying how dta was

captured and identifying the number of respondents, percentage of people who support specific policies, etc.

5. The groups should also clearly source other information the group has consulted during the policy drafting process and record how different options or alternatives were dealt with. This is particularly important if the draft plan is screened in as needing an SEA.

6. The policies are largely based on the principles of the NPPF and emerging Local Plan so in the most part, the evidence base from these documents is considered robust. Where a NDP policy takes further a strategic (Local Plan) policy, we have identified pieces of evidence that could be commissioned to support the policy to demonstrate deliverability and the tangible outcomes possible; for example Policy 17 currently repeats the broad principles of the CDC's Local Plan in terms of protection of enhancing historic environment. There is no record of a specific assessment/study that identifies historic environment/heritage assets unprotected in Wisborough Green.

7. Some sources identified by the group such as *WGPC Questionnaire Survey to inform the 2004 Parish Plan* and *Feedback from Parish Consultation event to inform the 2004 Parish Plan (WGPC)* are now dated and may need to be refreshed at some stage of the neighbourhood planning process unless it can be shown that the more recent survey returns are consistent. If this is the case, then local priorities can be shown to be consistent over time which will be useful to spell out.

8. The draft plan places a strong emphasis on nature conservation. There is sufficient policy protection in the Council's existing and emerging plans so we consider there is no need to include a similar policy in the NP. However, if the group are keen to keep this policy they should consider actually identifying areas within the Neighbourhood boundary area that warrant this protection.

9. Designating the Village Green as a Local Green Space (Policy 18) falls outside the Neighbourhood Plan process. Village Green status is not granted by the Local Planning Authority, but the Council Commons Registration Authority, and follows a separate process. If the Group are keen to progress this they should submit a separate Village Green application. However, there is nothing preventing them from mentioning their intention in the Neighbourhood Plan; however, it should be identified as an aspiration and not a policy objective.

5. RECOMMENDATIONS

To ensure that the NDP is found 'sound' at examination, the following recommendations are made:

1. Site specific policies (1-6). These policies are wide-ranging and as such potentially confusing and/or overly prescriptive. It may be worthwhile identifying those elements of these policies that could be removed and re-provided in parish-wide policies to provide added flexibility across this and other sites, while limiting the site-specific policies only to those elements that are relevant to the sites and no others (e.g. density policy, housing mix, affordable housing and parking standards).

2. Planning authorities differ in terms of how they present site-specific aspirations. Some would provide a 'development brief' rather than cover these site-specific aspirations in a Plan policy. However, development briefs carry less weight, and any planning authority is perfectly justified in providing detailed site-specific aspirations in policy; many do just this in their Site Allocations documents.

3. Site policies: The affordable housing percentage would need to be consistent with all other sites as it would be based on a parish-wide assessment of need.

4. For accommodation for older people (Policy 3), the need must be clearly expressed through the findings of a parish-specific housing needs assessment. Note that there is no specific Chichester policy on housing for older people over and above general housing policies, so a policy in this regard could usefully fill a policy gap, while remaining consistent with the thrust of national and local aspirations for the provision of housing for older people.

5. WGPC already recognise the importance of strong generic policies, as the majority of its emerging policies already apply at a parish-wide level and in that sense offer the generality and flexibility required to cope with changing circumstances over the Plan period.

6. West Sussex would be likely to seek evidence that WGPC parking policy (Policy 32) is consistent with the principles of promoting sustainable transport and on this point the Parish Council might consider adding cycle parking standards, particularly as this would then strengthen and support the implementation of policy 22.

7. A revision of policy text would be useful. For example:

    a. The text 'support will not be given where the business purpose would not benefit the community' (Policy 33) is probably not able to be adopted as policy as currently worded, for the reason that national policy and legislation supports any kind of business

development in any location provided it is not for an illegal purpose. If this text were turned on its head to become a more positive statement, a similar aim could be achieved that does not conflict with the national position, such as for example, 'Support will be given to business development, particularly where it can be demonstrated that it will benefit the local community'. If there are any particular businesses that would not be supported in terms of use classes (A1, A2 etc.), there is scope to at least state the use classes that would be preferred.

b. The statement 'on the basis that such activity does not impinge on the well-being and quality of life in the parish' (Policy 35) is perhaps risky as there are instances where farming (like almost any other economic activity) has the potential to impinge on well-being and quality of life; for example, noise from machinery, allergic or respiratory reactions to pesticides, escaped animals and so on. We would simply suggest amending this to 'on the basis that farming makes a positive socio-economic and environmental contribution to parish life' or similar.

8. Policies **11, 13, 20, 22, 31** and **34** are good examples of policies applicable to the entire Plan area but that are specific enough not to be restating national or local policy. On the basis of this judgement, WGPC may wish to ensure other policies are developed further to ensure greater local specificity and do not simply restate aims and objectives at a national level that developers will already be expected to take into account.

9. We would recommend WGPG considering make more specific to Wisborough Green policies: **9, 14, 15, 16, 17, 21, 22, 24** and **28.** See comments in Appendix 2.

10. As they review the URS comments, WBPC should bear in mind that policy development and judgements on the degree to which policies overlap with, restate or conflict with policies in other plans depend upon individual interpretation to some extent.[4] However, we have tried to provide as far as possible an objective, independent assessment of the extent to which WGPC policies complement or potentially conflict with national and local policy.

11. While site-specific policies can work, a better solution would be to develop a new chapter comprising parish-wide housing policies, including more fully developed policies on affordable housing, lifetime homes standards, housing density, housing unit mix and housing for older people. This new

[4] The National Planning Practice Guidance states: 'It is important to minimise any conflicts between policies in the neighbourhood plan and those in the emerging Local Plan. This is because section 38(5) of the Planning and Compulsory Purchase Act 2004 requires that the conflict must be resolved by the decision maker favouring the policy which is contained in the last document to become part of the development plan.'

chapter would need new evidence to support its policies. Documents to refer to:

a. CDC's up-to-date SHMA comprising a comprehensive housing needs evidence base

b. SHMA update document is detailed, non-technical and clear (in our experience as planning consultants, this is unfortunately rare). We consider that the SHMA Update comprises a 'ready-made' housing needs evidence base that could usefully inform the neighbourhood plan, subject to appropriate adaptation to reflect locally-specific circumstances. Likewise, there is guidance at a local level on appropriate density: paragraph 17.6 of the emerging Local Plan supports a density of around 35 dwellings per hectare.

12. Make use of the extensive list of recently commissioned LPA evidence base studies that support the proposed submission of Chichester District Council's Local Plan, to justify the policies in the draft NDP.

13. Evidence for the local priorities emerging from the engagement exercises would benefit from further independent analysis and re-consideration of presenting the information.

14. Any evidence needs to be clearly referenced and presented in an accessible way, both for the benefit of residents reading a plan, interested parties such as landowners and developers and the purpose of examination by the inspector. Following the presentation style of the emerging Local Plan would be beneficial, with clearly presented references found immediately below each policy, pointing to the evidence base documents used.

15. The group will need to provide evidence of analysis of results of engagement and consultation processes. This means the group needs to keep good records of engagement activities right from the start at every stage covering, when and how consultation activities were developed and publicised, specific efforts to encourage participation, number and profile of people who turned up, methods used to gathered and analyse data.

16. Provide the following information for each policy: 1) Policy intent, potential alternatives, evidence (including analysis of engagement feedback), national (NPPF) and local related policies. As discussed during conference call (01/05/14), we are providing an example of Policy template (Appendix 4).

17. Additional advice on developing evidence base may be useful to the group, it is available at:

http://mycommunityrights.org.uk/wp-content/uploads/2012/04/Neighbourhood-Planning-Evidence-Base-updated.pf "Neighbourhood Planning Developing a Data Driven Evidence Base", Locality

6. APPENDICES

Appendix 1: URS Evidence Base Approach

Appendix 2: Details of Evidence Base Review

Appendix 3: URS Site Assessment Check List and Pro-forma

Appendix 4: Policy template

Appendix 1
URS Evidence Base Methodology used for Wisborough Green

1	2	3
Evidence Assembly	**Evidence Analyses**	**Evidence Documentation**
Has the evidence been assembled from verifiable and reputable sources?	Has the evidence been appropriately analysed and reasonable conclusions drawn?	Is the evidence suitably documented in support of the plan?
Has stakeholder based evidence (e.g. surveys of households) been assembled in an inclusive way?	Is there an appropriate balance struck between stakeholder derived versus technical evidence?	Are the correct policy references referred to
Has the NP group received and considered third party comments (e.g. from site owners)?		Is there useful evidence not sourced? Does the policy/evidence repeat existing local policy? Evidence gaps?

Key Checks for each of stages 1-3 above

1	2	3
Source and review any notes of LPA-NP group meetings and written comments. Check with LPA if not clear	Clarify policy intent with group via PAE lead consultant if not clear Source analysis of workshops, engagement, household surveys etc. and comment.	Check with specialist colleagues and locality evidence list & comment. Identify evidence gaps in relation to each policy and recommend possible solutions. Check local policy number references and that policy is active (saved). Check that emerging (draft) local plan policies are not on collision course Note if policy/evidence repeats existing policy

Reporting Template

	1	2	3
	Evidence Assembly	**Evidence Analyses**	**Evidence Documentation**
Policy Number/Title 1			
Policy Number/Title 2			

Conclusions
List of Recommendations

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Appendix 2: Evidence base - detailed review (section 1)

Neighbourhood Plan Name: Wisborough Green

Policy name	Policy	1		
		Evidence Assembly		
		Assembled evidence from verifiable and reputable sources	*Stakeholder based evidence assembled in an inclusive way*	*Considered third party comments (e.g., site owners)*
Policy 1	**SOUTH OF MEADOWBANK**	**A272 speed control, Max development (12/25 houses), housing mix, affordable housing (40%), parking spaces, improve public realm…**	NPPF Sections 4, 6 and 10	No information provided on stakeholder based evidence.	No evidence of third party comments (yet)
Policy 2	**ANSELLS**	**Improve public realm, retain business use, traffic calming (Kirdford rd), configure some semi-detached houses as flats…**	NPPF Section 1 (particularly paragraph 22), Sections 4 and 6	No information provided on stakeholder based evidence.	No evidence of third party comments (yet)
Policy 3	**CARTERS FIELD**	**Kirdford Rd traffic calming, affordable/Elderly accommodation, public land required at top of field, specific development**	NPPF Sections 4, 6 and 10	No information provided on stakeholder based evidence.	No evidence of third party comments (yet)
Policy 4	**OLD COAL YARD**	**Accept some appropriate development but not promote. Later phasing**	NPPF Section 6 (assuming housing development)	No information provided on stakeholder based evidence.	No evidence of third party comments (yet)

Policy name	Policy		1		
			Evidence Assembly		
			Assembled evidence from verifiable and reputable sources	*Stakeholder based evidence assembled in an inclusive way*	*Considered third party comments (e.g., site owners)*
Policy 5	**CLARKS YARD**	**A272 safety measures at entrance? Phasing later, Possible senior persons housing in part**	NPPF Sections 4 and 6; particularly paragraph 15	No information provided on stakeholder based evidence.	No evidence of third party comments (yet)
Policy 6	**NEWPOUND**	**Area to be protected for business use Re development on the same foot print and height to be supported in principle. Work/live units may be acceptable provided no effect on residents or surrounding businesses**	NPPF Section 1 (particularly paragraph 22), Section 6	No information provided on stakeholder based evidence.	No evidence of third party comments (yet)
Policy 7	**APPLYING TO ALL SITES**	**Also- no street lighting/ Dark area Sewage connections to made to sewage works, not via Moonsbrook. All plots provide minimum 2 parking spaces and off street turning area. Visitor parking area to be provided.**	NPPF Paras. 125, 156, 162; Section 6	No information provided on stakeholder based evidence.	No evidence of third party comments (yet)
Policy 8	**Village Design guide**		No information was provided.	No information was provided.	No information was provided.
Policy 9	**Presumption in Favour of Sustainable Development**	**The policies in this plan are designed to protect and where possible enhance the Economic, social and environmental well being of the community.**	NPPF CDC Core Strategy	This text is an introductory text to the neighbourhood plan (not a policy).	This text is an introductory text to the neighbourhood plan (not a policy).
Policy 10	**Development in the Neighbourhood Plan Area that lies within the South Downs National Park**	**Any development in the Neighbourhood Plan Area that lies within the South Downs National Park shall be in accordance with the policies of the National Park Development Plan.**	No evidence provided/identified	Has the group identified specific areas/sites of concern and reasons why development within these areas need to be in accordance with NPDP policies?	No evidence of third party comments (yet)
Policy 11	**Setting of the South Downs National Park**	**Development within land adjoining the SDNP that contributes to the setting of the Park will only be permitted where it enhances and does not detract from the visual qualities and essential characteristics of the National Park…**	NPPF, CDC's Plan and Public consultation	Favourite views and walks have been identified in the public consultations were either in or adjacent to the NP. Include the list of views/walks and illustrate on a map.	No evidence of third party comments (yet)

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Policy name		Policy	1		
			Evidence Assembly		
			Assembled evidence from verifiable and reputable sources	*Stakeholder based evidence assembled in an inclusive way*	*Considered third party comments (e.g., site owners)*
Policy 12	**The wider landscape outside of the National Park.**	**Development in this area will only be permitted where it enhances and does not detract from the landscape quality of these key features.**	NPPF, CDC's Plan, WSCC Landscape Character Assessment, Village Design Statement	Favourite locations, views, footpaths & buildings have been identified by the community. Include a list of these and illustrate them on a map.	No evidence of third party comments (yet)
Policy 13	**The village setting**	**Development will only be permitted where it does not detract from the traditional views into the village at its entry points on the A272 or the views out of the village from the church land, the highest point in the settlement.**	NPPF, CDC's Plan, Conservation Area Appraisal/ Consultation response on views and favourite places	Responses from an advertised and accessible (wheelchair access?)public consultation show that the local community identifies the church as a key view.	No evidence of third party comments (yet)
Policy 14	**Nature Conservation Sites**	**Development within the Neighbourhood Plan area will be refused unless it can be demonstrated that any proposal will conserve and enhance designated or potential Special Protection Areas, designated or candidate Areas of Conservation…**	NPPF, CDC's Plan, Inventory of designated sites supplied by WSCC, Biodiversity Report supplied by Sussex Biological Records Centre, Consultation process	Strong identification with environmental quality including wildlife (from consultation process?).	No evidence of third party comments (yet)
Policy 15	**Nature Conservation in the wider countryside**	**Development in the Neighbourhood Plan area will be refused unless it can be demonstrated that it enhances and does not compromise the connectivity of natural assets (green linkages) across the landscape.**	NPPF, CDC's Plan, Biodiversity Report supplied by Sussex Biological Records Centre, Conservation Area Appraisal	No information provided on stakeholder based evidence. Provide more details on consultation process.	No evidence of third party comments (yet)
Policy 16	**The Conservation Area**	**Any development in the Neighbourhood Plan Area that lies within the Wisborough Green Conservation Area shall be in accordance with the policies of the Conservation Area**	NPPF, CDC's Plan, Conservation Area Appraisal, Village Design Statement	No information provided on stakeholder based evidence. Provide more details on consultation process.	No evidence of third party comments (yet)
Policy 17	**Conserving and enhancing the historic environment**	**…- designated sites will be recognised and given the requisite level of protection.- development proposals which preserve and enhance a heritage asset will be supported. - the sustainable re-use, maintenance and repair of listed buildings and other heritage assets will be supported.**	NPPF, CDC's Plan, Conservation Area Appraisal, Listed building inventory, Village Design Statement	The draft of this policy refers to the consultation map. Can the group provide more details of this map? Does the consultation map show listed buildings and other heritage assets?	No evidence of third party comments (yet)

Policy name		Policy	1		
			Evidence Assembly		
			Assembled evidence from verifiable and reputable sources	*Stakeholder based evidence assembled in an inclusive way*	*Considered third party comments (e.g., site owners)*
Policy 18	**Green Space**	**…The Village Green: Designated as 'local green space' due to its mixture of community, recreational, historic or environmental value.**	NPPF, CDC's Plan, Village design statement	The draft of this policy refers to the consultation map. Can the group provide more details of this map? Does the consultation map show the "Village Green"?	No evidence of third party comments (yet)
Policy 19	**Open Space**	**'Community open space' designation: Mixture of community, recreational, historic or environmental value (6 open spaces)**	NPPF, CDC's Plan	No information provided on stakeholder based evidence. Provide more details on consultation process.	No evidence of third party comments (yet)
Policy 20	**Allotments**	**Within the Neighbourhood Plan Area, existing allotment provisions provides a high level of amenity value, and will be protected and where possible enhanced, by development.**	NPPF, CDC's Plan	No information provided on stakeholder based evidence. Provide more details on consultation process.	No evidence of third party comments (yet)
Policy 21	**Views**	**Protect and where possible enhance by development: South from the church, East from Harsfold Lane (views)**	NPPF, CDC's Plan, Landscape Character Assessment	The draft of this policy refers to the "views map". Can the group provide more details of this map? Does the consultation map show views (South from the church, east from Harsfold Lane)? This policy is similar to policy 13 (see above) - could these policies be merged?	No evidence of third party comments (yet)
Policy 22	**Public Rights of Way**	**In the event that a Public Right of Way crosses a proposed development site, the proposal will not be supported unless it can be demonstrated that either the current course of the right of way can be retained or that any diversion would not result in any adverse impact on residential amenity or safety of the general public.**	NPPF, CDC's Plan, Definitive rights of way plan	The draft of this policy refers to the "consultation map" and favourite walks (from public consultation?). Can the group provide more details on this?	No evidence of third party comments (yet)

Policy name		Policy	1		
			Evidence Assembly		
			Assembled evidence from verifiable and reputable sources	*Stakeholder based evidence assembled in an inclusive way*	*Considered third party comments (e.g., site owners)*
Policy 23	**Catering for Cyclists and Pedestrians**	**Aspiration: provision for safe access for cyclists and pedestrians and accommodate access and linkages to the network of local footpaths and cycleways …**	NPPF, CDC's Plan	No information provided on stakeholder based evidence. Provide more details on consultation process.	No evidence of third party comments (yet)
Policy 24	**Surface Water**	**All new developments will need to demonstrate that they have a surface water management plan, which shows that the risk of flooding both on and off site is minimised and managed…**	NPPF, CDC's Plan.	Concerns on surface water have been raised during public consultation. Please provide more details on specific feedback, questionnaire and results - have these results and discussions with the Parish Council been documented?	No evidence of third party comments (yet)
Policy 25	**Foul Water**	**...new developments and/or expansion to existing developments of greater than 6 houses will not be supported unless it can be shown by rigorous analysis that such a new connection and/or expansion of the network will not increase the risk of system back up/flooding and that the network can accommodate the additional demand for sewage disposal either in its existing form or through planned improvements to the system.**	NPPF, CDC's Plan, Results from public consultation.	The draft policy refers to issues raised at consultation and concerns around Moonsbrook (sub station), Newpound Lane. Are there records (evidence) of specific issues and future impacts? Is this affecting access to local facilities?	No evidence of third party comments (yet)
Policy 26	**Street Lighting**	**Unless it is required to mitigate a potential road safety hazard, all new roads built as part of a housing development should not feature street lighting.**	NPPF, CDC's Plan, Public consultation results?	Provide details on consultation process - and specific views/opinions on retaining character of village and nature of environment (dark sky area).	No evidence of third party comments (yet)
Policy 27	**Internet Access and connectivity**	**New development must demonstrate how it will contribute to and be compatible with local fibre or Internet connectivity. This should be demonstrated through a 'Connectivity Statement' …**	NPPF, CDC's Plan, Public consultation results	The group reports issues with lack of broadband speed and PC knowledge. Explain the following results: "62 out of 155 work from home" - does it refer to people who answered the neighbourhood questionnaire?	No evidence of third party comments (yet)

Policy name		Policy	1		
			Evidence Assembly		
			Assembled evidence from verifiable and reputable sources	*Stakeholder based evidence assembled in an inclusive way*	*Considered third party comments (e.g., site owners)*
Policy 28	**Renewable Energy**	**…Proposals: 1) would not conflict with the Environmental Policies of the NDP, 2) would not adversely affect the amenities or safety of local residents or other users of the countryside; and 3) Could be satisfactorily accommodated on or close to the existing rural road network without the need for significant changes...**	NPPF, CDC's Plan, Public consultation results	The draft policy refers to initial questionnaire and subsequent consultation (has been this information documented?). Provide details/analysis on national evidence of fuel poverty area and reliance upon oil (no mains gas provision).	No evidence of third party comments (yet)
Policy 29	**The use of S106 Agreements and CIL to support community development**	**Any planning applications for new development within the Plan Area must demonstrate how they can contribute towards the delivery of community development…**	NPPF, CDC's Plan	No information available	No evidence of third party comments (yet)
Policy 30	**The Retention of Assets of Community Value**	**Development of or change of use of an Asset of Community Value will only be supported when asset is protected or enhanced (10 assets identified)…**	NPPF, CDC's Plan,	No information available	No evidence of third party comments (yet)
Policy 31	**Traffic Management**	**Traffic management measures (traffic calming) are implemented in (five) specific locations...**	NPPF, CDC's Plan	The draft policy refers to questionnaire, consultations, CSW Group, issues raised with PC, complaints, logged accidents & incidents. This information has not been assembled in an inclusive way. Provide a brief description of the issues and explain how the mentioned evidence supports the policy.	No evidence of third party comments (yet)
Policy 32	**Provision of Off-Road Parking**	**...provision for adequate off-road vehicle parking spaces (minimum of 2 spaces per household) and to provide additional visitor parking areas to facilitate unimpeded road access for other road users, including motor vehicles and pedestrians…**	No information available	This policy refers to questionnaire, consultations, existing village issues in School Road, school issues. Also the group identified two areas of local concern: Garmans, Butts Meadow. This information has not been assembled in an inclusive way. Provide a brief description of the issues and explain how the mentioned evidence supports the policy.	No evidence of third party comments (yet)

Policy name		Policy	1		
			Evidence Assembly		
			Assembled evidence from verifiable and reputable sources	*Stakeholder based evidence assembled in an inclusive way*	*Considered third party comments (e.g., site owners)*
Policy 33	**New Businesses**	**New retail/business start ups or the expansion of existing businesses will be supported provided they can be shown to be viable and sustainable, benefit the local economy and well being of the Parish…**	NPPF, CDC's Plan	No information available. Is this policy supported by the local community and other stakeholders?	No evidence of third party comments (yet)
Policy 34	**Encourage/ support of home working**	**The provision of viable home/ rental units or rental properties within new developments will also be supported where economically sustainable and in accordance with this policy…**	NPPF, CDC's Plan	No information available. Is this policy supported by the local community and other stakeholders?	No evidence of third party comments (yet)
Policy 35	**Farming**	**The maintenance of a viable agricultural industry will be supported on the basis that such activity does not impinge on the well being and quality of life in the parish**	NPPF, CDC's Plan	No information available. Is this policy supported by the local community and other stakeholders?	No evidence of third party comments (yet)
Policy 36	**Tourism**	**...Facilities for business related to tourism will be supported subject to their adherence to the building policies set out in this plan.**	NPPF, CDC's Plan	No information available. Is this policy supported by the local community and other stakeholders?	No evidence of third party comments (yet)

Appendix 2: Evidence base - detailed review (section 2)

Neighbourhood Plan Name: Wisborough Green

Policy name		2		3
		Evidence Analyses		Documentation
		Analysed evidence	*Balance between stakeholder derived versus technical evidence*	*Documented evidence*
Policy 1	**SOUTH OF MEADOWBANK**	Provide more details on consultation results and a list of views that should be protected -any views from the community regarding this site?	Lack of stakeholder evidence and technical evidence. Provide brief description of 1) Public consultation(results and analysis relevant to this policy), 2) Housing studies and Chichester's affordability target	Evidence has not documented (yet)
Policy 2	**ANSELLS**	Provide more details on consultation results and a list of views that should be protected -any views from the community regarding this site?	Lack of stakeholder evidence and technical evidence. Provide brief description of 1) Public consultation(results and analysis relevant to this policy), 2) Housing studies and Chichester's affordability target	Evidence has not documented (yet)
Policy 3	**CARTERS FIELD**	Provide more details on consultation results and a list of views that should be protected -any views from the community regarding this site?	Lack of stakeholder evidence and technical evidence. Provide brief description of 1) Public consultation(results and analysis relevant to this policy), 2) Housing studies and Chichester's affordability target	Evidence has not documented (yet)
Policy 4	**OLD COAL YARD**	Provide more details on consultation results and a list of views that should be protected -any views from the community regarding this site?	Lack of stakeholder evidence and technical evidence. Provide brief description of 1) Public consultation(results and analysis relevant to this policy), 2) Housing studies and Chichester's affordability target	Evidence has not documented (yet)

Policy name		2		3
		Evidence Analyses		Documentation
		Analysed evidence	*Balance between stakeholder derived versus technical evidence*	*Documented evidence*
Policy 5	**CLARKS YARD**	Provide more details on consultation results and a list of views that should be protected -any views from the community regarding this site?	Lack of stakeholder evidence and technical evidence. Provide brief description of 1) Public consultation(results and analysis relevant to this policy), 2) Housing studies and Chichester's affordability target	Evidence has not documented (yet)
Policy 6	**NEWPOUND**	Provide more details on consultation results and a list of views that should be protected -any views from the community regarding this site?	Lack of stakeholder evidence and technical evidence. Provide brief description of 1) Public consultation(results and analysis relevant to this policy), 2) Housing studies and Chichester's affordability target	Evidence has not documented (yet)
Policy 7	**APPLYING TO ALL SITES**	Provide more details on consultation results and a list of views that should be protected -any views from the community regarding this site?	Lack of stakeholder evidence and technical evidence. Provide brief description of 1) Public consultation(results and analysis relevant to this policy), 2) Housing studies and Chichester's affordability target	Evidence has not documented (yet)
Policy 8	**Village Design guide**	No information was provided.	No information was provided.	No information was provided.
Policy 9	**Presumption in Favour of Sustainable Development**	This text is an introductory text to the neighbourhood plan (not a policy).	This text is an introductory text to the neighbourhood plan (not a policy).	This text is an introductory text to the neighbourhood plan (not a policy).
Policy 10	**Development in the Neighbourhood Plan Area that lies within the South Downs National Park**	Show analysis of consultation results that supports this policy. Provide a brief description/explanation of the issue associated and how this policy will address the issue.	Lack of stakeholder evidence and technical evidence. Evidence will depend on issues / concerns identified by the group. For example, if it is loss of local biodiversity, records of local species and habitats (within unprotected areas) would be useful to support this policy.	Evidence has not documented (yet)
Policy 11	**Setting of the South Downs National Park**	No evidence of analysis. The group refers to consultation results - provide more details on consultation results and a list of views that should be protected - if possible illustrate this information on a map.	Only refers to results from public consultation. Provide details of stakeholder evidence and technical evidence.	The group will need to document the consultation process (Consultation statement)

Policy name		2		3
		Evidence Analyses		Documentation
		Analysed evidence	*Balance between stakeholder derived versus technical evidence*	*Documented evidence*
Policy 12	**The wider landscape outside of the National Park.**	Provide more details on consultation results and specific locations/views/footpaths and buildings that should be protected. Are these currently unprotected? If so, is there any evidence of the importance and value of this places for the local community? For example statistics of use/survey.	Only refers to results from public consultation. Provide details of stakeholder evidence and technical evidence.	WSCC Landscape Character Assessment, Village Design Statement
Policy 13	**The village setting**	Consultation results flag the importance of the church's view for the community but does not analyse the evidence any further. Is there evidence or concern on specific past development proposals that have affected this view? Provide more details on consultation results, number of people participating, strength of feeling etc.	This refers to results from public consultation and a Conservation Area Appraisal. Provide details of stakeholder evidence and technical evidence.	Conservation Area Appraisal
Policy 14	**Nature Conservation Sites**	There is no clear reference to public consultation on this specific policy. Are there any local studies (other surveys) that identify need to protect areas/buildings/assets of local concern? Provide list or map of potential Special Protection Areas or candidate Areas of Conservation/Local Nature Reserves.	This refers to results from public consultation and Conservation Area Appraisal. Provide details of stakeholder evidence and technical evidence.	Inventory of designated sites supplied by WSCC, Biodiversity Report supplied by Sussex Biological Records Centre
Policy 15	**Nature Conservation in the wider countryside**	There is no clear reference to public consultation on this specific policy or analysis of evidence.	Provide details on community's and other stakeholders' opinion related to this policy and local studies (statistics) that support this policy.	Biodiversity Report supplied by Sussex Biological Records Centre, Conservation Area Appraisal
Policy 16	**The Conservation Area**	There is no clear reference to public consultation on this specific policy or analysis of evidence.	Provide details on community's and other stakeholders' opinion related to this policy and local studies (statistics) that support this policy.	Conservation Area Appraisal, Village Design Statement
Policy 17	**Conserving and enhancing the historic environment**	Provide more details on consultation results and specific views on buildings and local heritage assets that should be protected. Are these currently unprotected? If so, is there any evidence of the importance and value of this places for the local community? For example statistics of use/surveys.	Provide details on community's and other stakeholders' opinion related to this policy and local studies (statistics) that support this policy.	Conservation Area Appraisal, Listed building inventory, Village Design Statement

Policy name		2		3
		Evidence Analyses		Documentation
		Analysed evidence	*Balance between stakeholder derived versus technical evidence*	*Documented evidence*
Policy 18	**Green Space**	Provide more details on consultation results that support this policy. Is there any evidence of the importance and value of the Village Green for the local community? For example statistics of use/surveys.	Provide details on community's and other stakeholders' opinion related to this policy and local studies (statistics) that support this policy.	Village design statement
Policy 19	**Open Space**	The group has identified six open spaces that will be designated as "community open space", however, there is no clear reference to public consultation on this specific policy or analysis of evidence. Provide evidence on the use of these spaces. Also, provide a description and assessment of these green spaces in terms of quality, current state, future improvements, connectivity and accessibility.	Provide details on community's and other stakeholders' opinions related to this policy and local studies (statistics) that support this policy.	Not identified (yet)
Policy 20	**Allotments**	If possible provide waiting list for allotments and results of consultation.	Provide details on community's and other stakeholders' opinions related to this policy and waiting list for allotments.	Not identified (yet)
Policy 21	**Views**	Is there evidence or concern on specific past development proposals that have affected these views? Provide more details on consultation results.	Provide details of stakeholder evidence and technical evidence.	Landscape Character Assessment
Policy 22	**Public Rights of Way**	Is there evidence or concern on specific past development proposals that have affected public access and current rights of way? Provide more details on consultation results.	Provide details on community's and other stakeholders' opinions related to this policy and public access issues - can the group illustrate on a map current Public Right of Way and other key paths that need protection?	Definitive rights of way plan

Policy name		2		3
		Evidence Analyses		Documentation
		Analysed evidence	*Balance between stakeholder derived versus technical evidence*	*Documented evidence*
Policy 23	**Catering for Cyclists and Pedestrians**	Analyse local information on provision for safe access for cyclists and pedestrians, linkages to the network of local footpaths and cycleways and statistics on car use and main method of transport within Wisborough Green.	Provide details on community's and other stakeholders' opinions related to this policy and information on existing footpaths, cycleway networks and linkages. Any statistics/studies on number of active cyclists? Evidence of safety problems associated to pedestrians and cyclists?	Not identified (yet)
Policy 24	**Surface Water**	If possible provide details of consultation results and historical records of flooding events.	The group has identified specific areas of concern: Pavilion, Kirdford Road, School Road, Newpound Lane. Provide source of information and record of surface water issues in these areas. Illustrate on a map (this will be provided by CDC)	The group will need to document the consultation process (Consultation statement)
Policy 25	**Foul Water**	If possible provide details of consultation results and historical records of flooding events.	The group has identified specific areas of concern: Pavilion, Kirdford Road, School Road, Newpound Lane. Provide source of information and record of surface water issues in these areas. Illustrate on a map (this will be provided by CDC)	The group will need to document the consultation process (Consultation statement)
Policy 26	**Street Lighting**	No evidence of analysis	No clear evidence of community views on this policy	The group will need to document the consultation process (Consultation statement)
Policy 27	**Internet Access and connectivity**	Explain and analyse results from consultation.	Provide details on community's and other stakeholders' opinions related to this policy and intenet access/conectivity. Has the group considered a businesses survey to identify connectivity issues and support this policy?	The group will need to document consultation process

Policy name		2		3
		Evidence Analyses		Documentation
		Analysed evidence	*Balance between stakeholder derived versus technical evidence*	*Documented evidence*
Policy 28	**Renewable Energy**	Explain and analyse results from consultation. Are there current proposals associated with small/domestic scale renewable energy facilities will be supported? Has the group consulted developers to discuss this policy?	Provide details on community's and other stakeholders' opinions related to energy initiatives introduced in new housing developments.	The group will need to document the consultation process (Consultation statement)
Policy 29	**The use of S106 Agreements and CIL to support community development**	No information available	No information available	Not identified (yet)
Policy 30	**The Retention of Assets of Community Value**	No information available	No information available	Not identified (yet)
Policy 31	**Traffic Management**	Provide specific analysis of this evidence. When possible illustrate on a map issues (e.g. logged accidents and incidents). Any data on current average speeds of traffic on A272 and B2133?	Provide details on stakeholder consultation - has this information been documented? How were the locations to apply traffic management measures identified?	Not identified (yet)
Policy 32	**Provision of Off-Road Parking**	Provide information on current provision of off-road parking and list current issues supported by evidence (e.g. statistics on car use, number of parking spaces per household, average number of cars per household, ect.). This policy does not support sustainable development principles.	Provide details on stakeholder consultation and details of the evidence mentioned in this policy.	The group will need to document the consultation process (Consultation statement)

Policy name		2		3
		Evidence Analyses		Documentation
		Analysed evidence	*Balance between stakeholder derived versus technical evidence*	*Documented evidence*
Policy 33	**New Businesses**	Provide specific data on retails/business start ups, a survey to identify needs and local demand on products/services could help to identify type of businesses required by communities in Wisborough Green.	Provide a brief explanation on the results of the consultation process support this policy.	Not identified (yet)
Policy 34	**Encourage/ support of home working**	How many people work from home (provide an estimate). A survey might help to identify their needs and further information that will support this policy. Any community's views on redevelopment of the industrial area of Newpound?	Provide a brief explanation on the results of the consultation process support this policy. Provide information on working population, employment rate, small employers/own account workers (Source Census 2011).	Not identified (yet)
Policy 35	**Farming**	Any evidence and concern on specific impacts on well being and quality of life in the parish derived from agricultural activities in the area?	Provide a brief explanation on the results of the consultation process support this policy.	Not identified (yet)
Policy 36	**Tourism**	Provide analysis of number of visitors, provision of facilities in the area, number and type of businesses related to tourism.	Provide a brief explanation on the results of the consultation process support this policy.	Not identified (yet)

Appendix 2: Evidence base - detailed review (section 3)

Neighbourhood Plan Name: Wisborough Green

Policy name		3		
		Evidence Documentation		
		References to the policies (number/active)	*Useful evidence not sourced*	*Whether policy/evidence repeats existing local policy*
Policy 1	**SOUTH OF MEADOWBANK**	CDC's Local Plan Policies: 1, 4, 5, 6, 8, 9, 25, 33, 34, 39 and 42	Strategic Housing Land Availability Assessment (SHLAA), Housing Study (Duty to Co-operate) (2013), Housing Implementation Strategy	See comments on policy 31 (below)
Policy 2	**ANSELLS**	CDC's Local Plan Policies: 1, 3, 5, 6, 8, 9, 25, 33, 34 and 39	Strategic Housing Land Availability Assessment (SHLAA), Housing Study (Duty to Co-operate) (2013), Housing Implementation Strategy	See comments on policy 31 (below)
Policy 3	**CARTERS FIELD**	CDC's Local Plan Policies: 1, 4, 5, 6, 8, 9, 25, 33, 34, 39 and 42	Strategic Housing Land Availability Assessment (SHLAA), Housing Study (Duty to Co-operate) (2013), Housing Implementation Strategy	See comments on policy 31 (below)
Policy 4	**OLD COAL YARD**	CDC's Local Plan Policies: 1, 4 (assuming housing development), 5 (ditto), 6, 9, 25, 33 (ditto), and 34 (ditto)	Government guidance on housing and economic land availability assessment, in particular 'Final Evidence Base' section at http://planningguidance.planningportal.gov.uk/blog/guidance/housing-and-economic-land-availability-assessment/stage-5-final-evidence-base/, Strategic Housing Land Availability Assessment (SHLAA), Housing Study (Duty to Co-operate) (2013), Housing Implementation Strategy	Not yet complete enough to fully assess whether it will repeat local policies.

Policy name		3		
		Evidence Documentation		
		References to the policies (number/active)	*Useful evidence not sourced*	*Whether policy/evidence repeats existing local policy*
Policy 5	**CLARKS YARD**	CDC's Local Plan Policies: 1, 4, 5, 6, 8, 9, 25, 33, 34 and 39	Strategic Housing Land Availability Assessment (SHLAA), Housing Study (Duty to Co-operate) (2013), Housing Implementation Strategy	No policy has been directly referred to.
Policy 6	**NEWPOUND**	CDC's Local Plan Policies: 1, 3, 4, 5, 6, 9, 25, 33 and 34	Strategic Housing Land Availability Assessment (SHLAA), Housing Study (Duty to Co-operate) (2013), Housing Implementation Strategy, London Borough of Hammersmith and Fulham in 2005	No policy has been directly referred to.
Policy 7	**APPLYING TO ALL SITES**	CDC's Local Plan Policies: 1, 39, 40	Strategic Housing Land Availability Assessment (SHLAA), Housing Study (Duty to Co-operate) (2013), Housing Implementation Strategy	See comments on policies 25, 26, 32
Policy 8	**Village Design guide**	No information was provided.	No information was provided.	No information was provided.
Policy 9	**Presumption in Favour of Sustainable Development**	NPPF paragraphs 14/15	This text is an introductory text to the neighbourhood plan (not a policy).	It repeats NPPF paragraphs 14/15 and CDC CDC's LP para 4.2
Policy 10	**Development in the Neighbourhood Plan Area that lies within the South Downs National Park**	None	Landscape Character Assessment 2006, CDC Biodiversity Action Plan 2011-2014, South Downs Integrated Landscape Character Assessment (2011), Landscape Capacity Assessment (2009 and 2011), Natural Environment White Paper -The Natural Choice: securing the value of nature (2011), Planning Policicy for traveller sites 2012 (www.communities.gov.uk/planningandbuilding/travellers/)	No policy has been directly referred to.
Policy 11	**Setting of the South Downs National Park**	NPPF Para 16	Landscape Character Assessment 2006, CDC The Future Growth of Chichester: Landscape and Visual Amenity Considerations 2005, Landscape Capacity Assessment (2009 and 2011), Natural Environment White Paper -The Natural Choice: securing the value of nature (2011)	NPPF Para.116 Within the National Park area, planning permission will be refused for major developments and major development applications will include assessment of: Needs for the development, impact, cost and scope of developing. Any detrimental effect on the environment, and landscape, and extent to which it can be moderated.

Policy name		3		
		Evidence Documentation		
		References to the policies (number/active)	*Useful evidence not sourced*	*Whether policy/evidence repeats existing local policy*
Policy 12	**The wider landscape outside of the National Park.**	CDC's LP: para 19.40	Landscape Character Assessment 2006, CDC The Future Growth of Chichester: Landscape and Visual Amenity Considerations 2005, Landscape Capacity Assessment (2009 and 2011), Natural Environment White Paper -The Natural Choice: securing the value of nature (2011)	CDC's LP: para 19.40 Development will be expected to complement and enhance the varied built environment, creating interesting and attractive buildings and places.
Policy 13	**The village setting**	CDC Local Plan Policy 48	Landscape Character Assessment 2006, CDC The Future Growth of Chichester: Landscape and Visual Amenity Considerations 2005	CDC's LP. Policy 48. Planning permission will be granted when there is no adverse impact on the openness of the views in and around the coast, designated environmental areas and the setting of the South Downs National Park.
Policy 14	**Nature Conservation Sites**	CDC Local Plan Policies 48, 49 and 50	Landscape Character Assessment 2006, CDC Biodiversity Action Plan 2011-2014, CDC The Future Growth of Chichester: Landscape and Visual Amenity Considerations 2005, Natural Environment White Paper -The Natural Choice: securing the value of nature (2011)	CDC's LP. Policy 48. Planning permission will be granted when there is no adverse impact on the openness of the views in and around the coast, designated environmental areas and the setting of the South Downs National Park.
Policy 15	**Nature Conservation in the wider countryside**	CDC Local Plan A3, A5 Village Design Statement	Landscape Character Assessment 2006, CDC The Future Growth of Chichester: Landscape and Visual Amenity Considerations 2005, Natural Environment White Paper -The Natural Choice: securing the value of nature (2011)	CDC's LP. A3 The guiding principles for green infrastructure use connectivity and multifunctionality to create a robust and coherent network of green spaces to address identified deficits and needs. A5: Aim: Promote connectivity of all types of green and blue spaces at a range of scales. 3.26 Encourage the development of quality, accessible and affordable sport and leisure facilities, parks, woodlands, cycle paths, networks of linked green spaces and community halls.
Policy 16	**The Conservation Area**	NPPF Section 11, para 118. CDC Local Plan Policies 48, 49 and 50, and CDC Saved Local Plan Policies (1999)	Landscape Character Assessment 2006, CDC Biodiversity Action Plan 2011-2014	CDC's LP. Policy 48. Planning permission will be granted when there is no adverse impact on the openness of the views in and around the coast, designated environmental areas and the setting of the South Downs National Park.
Policy 17	**Conserving and enhancing the historic environment**	NPPF 17, 131. 126; CDC Local Plan paras 2.32, 3.12, 19.34, 19.38, 19.42 and Policy 48	Recognised heritage assets on the Local Buildings List 2008, Historic Landscape Characterisation of Sussex 2010, Landscape Capacity Assessment Extension 2011, Historic Environment Record (West Sussex - on going)	CDC's LP. 2.32 3.12 For the North of the Plan area, the emphasis will be primarily upon maintaining the rural character of the existing villages, whilst enabling the local communities to become more self-reliant in meeting their local needs.The conservation and enhancement of the historic environment, the high quality landscapes.

Policy name		3		
		Evidence Documentation		
		References to the policies (number/active)	*Useful evidence not sourced*	*Whether policy/evidence repeats existing local policy*
Policy 18	**Green Space**	CDC Local Plan Policy 38, 54	Landscape Character Assessment 2006, CDC Biodiversity Action Plan 2011-2014	CDC's LP. A3 The guiding principles for green infrastructure use connectivity and multifunctionality to create a robust and coherent network of green spaces to address identified deficits and needs. A5: Aim: Promote connectivity of all types of green and blue spaces at a range of scales. 3.26 Encourage the development of quality, accessible and affordable sport and leisure facilities, parks, woodlands, cycle paths, networks of linked green spaces and community halls.
Policy 19	**Open Space**	CDC Local Plan Policy 38, 54	Open Space Study 2013 (outlines open space provision and future options)	CDC's LP. A3 The guiding principles for green infrastructure use connectivity and multifunctionality to create a robust and coherent network of green spaces to address identified deficits and needs. A5: Aim: Promote connectivity of all types of green and blue spaces at a range of scales. 3.26 Encourage the development of quality, accessible and affordable sport and leisure facilities, parks, woodlands, cycle paths, networks of linked green spaces and community halls.
Policy 20	**Allotments**	CDC Local Plan, Policy 52 and 54 and para 12.64 and 20.3	Infrastructure Delivery Plan 2013	CDC's LP Policy 52 Planning permission will be granted when proposals maintain and where appropriate contribute to the network of green infrastructure i.e. public and private playing fields, recreational open spaces, parklands, allotments and water environments;
Policy 21	**Views**	NPPF 112, CDC Local Plan 19.42 and Policies 22, 48 and para 47.3 and 47.4.	Historic Landscape Characterisation of Sussex 2010, Landscape Capacity Assessment Extension 2011, Historic Environment Record (West Sussex - on going)	CDC's LP. Policy 48. Planning permission will be granted when there is no adverse impact on the openness of the views in and around the coast, designated environmental areas and the setting of the South Downs National Park.
Policy 22	**Public Rights of Way**	NNPF 17; CDC Local Plan 18.1 & Policies 48, para 7.6, 39.1	Countryside and Rights of Way Act (2000). This document provides information on public access on foot to certain types of land, amends the law relating to public rights of way.	CDC's LP. Policy 48. Planning permission will be granted when proposals do not lead to the dissection of the linear network of cycleways, public rights of way, bridleways and ecological corridors such as ancient woodlands, hedgerows, ditches and water environments.

Policy name		3		
		Evidence Documentation		
		References to the policies (number/active)	*Useful evidence not sourced*	*Whether policy/evidence repeats existing local policy*
Policy 23	**Catering for Cyclists and Pedestrians**	NNPF 17; CDC Local Plan 18.1 & Policies 48, para 7.6, 39.1	Infrastructure Delivery Plan 2013, Local Transport Note 2/08, Cycle Infrastructure Design (2008), Local Transport Note 1/12 Shared Use Routes for Pedestrians and Cyclists (2012)	A.45 On-site the new facilities should be served by segregated cycle paths and cycle lanes utilising quiet roads with weather-proof, secure and visible cycle parking facilities at strategic locations.
Policy 24	**Surface Water**	NPPF 94, 99, 100, 101, 102, 103 and 104; CDC Local Plan 19.2, 19.9, 19.10, 19.11, Policies 7.13, 9, 12 , 22, 42	Strategic Flood Risk Assessment 2008 and Environment Agency 2013 commissioned report by Black and Veatch, Environment Agency practice note GP3 "Groundwater Protection: Principles and Practice"	19.10 Any development in the District must therefore have regard to flood and erosion risk, by way of location specific measures, such as additional flood alleviation, which will protect people, properties and vulnerable habitats from flooding.
Policy 25	**Foul Water**	NPPF 94, 99, 100, 101, 102, 103 and 104; CDC Local Plan 19.2, 19.9, 19.11, Policies 7.13, 9, 12 , 22, 42, 43	Strategic Flood Risk Assessment 2008 and Environment Agency 2013 commissioned report by Black and Veatch, Strategic Growth Study - Wastewater Treatment Options (2010)	19.10 Any development in the District must therefore have regard to flood and erosion risk, by way of location specific measures, such as additional flood alleviation, which will protect people, properties and vulnerable habitats from flooding.
Policy 26	**Street Lighting**	NPPF para 125	The Dark Side of Light: A Transdisciplinary Research Agenda for Light Pollution Policy http://www.darksky.org/assets/documents/ResearchAgendaforLPPolicy.pdf?bcsi_scan_AB11CAA0E2721250=0&bcsi_scan_filename=ResearchAgendaforLPPolicy.pdf	No policy has been directly referred to.
Policy 27	**Internet Access and connectivity**	CDC Local Plan Policy 9	Infrastructure Delivery Plan 2013	CDC's LP. Telecommunications: Policy 9 - Development and Infrastructure Provision

Policy name		3		
		Evidence Documentation		
		References to the policies (number/active)	*Useful evidence not sourced*	*Whether policy/evidence repeats existing local policy*
Policy 28	**Renewable Energy**	CDC Local Plan Policy 40	Chichester District: A very special place 2009-2026, South Downs National Park: Low Carbon and Renewable Energy Study (2012)	CDC's Local Plan para 19.5 and policy 40: The need to achieve higher levels of energy efficiency and locally produced clean, low carbon and renewable energy related to new development is an important aspect of sustainable construction. However, sustainable construction for new and refurbished buildings incorporates more than just aspects of energy use.
Policy 29	**The use of S106 Agreements and CIL to support community development**	NPPF Section 3, para 28. CDC Local Plan Policy 9, 28	CDC Annual Monitoring Reports. The Council's Infrastructure Delivery Plan must be referred to here.	CDC's LP. Policy 9 - Development and Infrastructure Provision
Policy 30	**The Retention of Assets of Community Value**	NPPF 70, 74; CDC Local Plan Policy 38	CDC Annual Monitoring Reports	Settlement Capacity Profiles (2013) - Wisborough Green
Policy 31	**Traffic Management**	NPPF 17, 30, 162; CDC Local Plan 7.9, 18.1, 39.2 and Policies 7.8, 39	CDC Infrastructure Delivery Plan 2013 (for future provision) and CDC Transport Study of Strategic Development Options and Sustainable Transport Measures 2013, Chichester Transport Study (2013)	Policy 39 - Transport, Accessibility and Parking
Policy 32	**Provision of Off-Road Parking**	CDC Local Plan Policy 39	CDC Infrastructure Delivery Plan 2013 (for future provision) and CDC Transport Study of Strategic Development Options and Sustainable Transport Measures 2014, Chichester District Car Park Strategy (2010) (This strategy was approved for public off-street car parking), West Sussex Parking Standards, Chichester District: A very special place 2009-2026	Policy 39 - Transport, Accessibility and Parking

Policy name		3		
		Evidence Documentation		
		References to the policies (number/active)	*Useful evidence not sourced*	*Whether policy/evidence repeats existing local policy*
Policy 33	**New Businesses**	NPPF 7, 8, 17, 21, 28, 44, 45; CDC Local Plan Policy 3 Para 6.2, 6.3, 6.5, 6.7	Chichester Employment Land Review Update 2013 presents the planned supply of employment floorspace to accommodate now businesses. Creating a Prosperous and Sustainable Economy (2013-2019), Retail Study (2009), Chichester District: A very special place (including statistics) 2009-2026	Policy 3. Economy and employment provision
Policy 34	**Encourage/ support of home working**	CDC LP Policy 6	Employment Land review Update 2013, Refer to Growing Together: A Strategy for the West Sussex Growing Sector 2010 commissioned by the West Sussex Growers Association. Outlines Strategic Priorities to ensure planning supports the sector, Settlement Capacity Profiles (Wisborough Green, 2013), Chichester District: A very special place (including statistics) 2009-2026	Policy 6. Neighbourhood Development Plans should: . show how they are contributing towards the strategic objectives of the plan and be in general conformity with its strategic approach; 2. clearly set out how they will promote sustainable development at the same level or above that which would be delivered through the Local Plan.
Policy 35	**Farming**	CDC Local Plan Policy 37	Employment Land review Update 2013, Refer to Growing Together: A Strategy for the West Sussex Growing Sector 2010 commissioned by the West Sussex Growers Association. Outlines Strategic Priorities to ensure planning supports the sector, Chichester District: A very special place 2009-2026	Development proposals which are necessary to meet the accommodation needs of full-time workers in agriculture, forestry or other businesses requiring a countryside location should demonstrate that all the criteria set by CDC
Policy 36	**Tourism**	CDC Local Plan Policy 30	Infrastructure Delivery Plan 2013, reference to the CDC Annual Monitoring Reports that will contain information on loss or gain of key facilities on an annual basis. Destination Management Plan (Visit Chichester - 2010), Development Viability Study (2013), National Park Visitor Survey, Chichester District: A very special place (including statistics) 2009-2026	Policy 30 - Built Tourist and Leisure Development;

Appendix 2: Evidence base - detailed review (section 4)

Neighbourhood Plan Name: Wisborough Green

Policy name		
		Evidence gaps/recommendations
Policy 1	**SOUTH OF MEADOWBANK**	This policy is relevant to a range of national and local policy. It appears broadly consistent with NPPF and Chichester policy, with the exception of Chichester's affordability target of 30% (Policy 34). It is acceptable to develop a different affordability target in a neighbourhood plan **but only if this can be justified by an up-to-date Wisborough Green housing needs evidence base.** Formulating a density policy could help guide density aspirations on this site as well as others, providing densities no lower than the local plan are proposed. This policy covers the A272 access arrangements - note that traffic calming in this location is already covered by policy 31 (see below).
Policy 2	**ANSELLS**	The policy appears to be in broad conformity with the NPFF and the CDC's LP, but would benefit from some text being removed and provided as parish-wide policies. In this case, the only site-specific text left would be the pavement connection to the village, 'development area to be site-specific' and configuring some semi-detached houses as flats (although this last point in particular would need justification). Traffic calming in Kirdford Road is already covered in Policy 31 (see below) In terms of retention of business use, this would need to be justified clearly on the basis of local evidence of continued business activity, as Paragraph 22 of the NPPF states that 'Planning policies should avoid the long term protection of sites allocated for employment use where there is no reasonable prospect of a site being used for that purpose. Land allocations should be regularly reviewed.'
Policy 3	**CARTERS FIELD**	Site-specific text the group might consider retaining would relate to the public land required, and further details of the site-specific development envisaged in terms of layout, massing, relationship to surroundings etc. Traffic calming in Kirdford Road is already covered in Policy 31 (see below)
Policy 4	**OLD COAL YARD**	This policy text is not yet complete enough to fully assess whether it will be consistent with and/or appropriately complementary to national and local policy. Provide reference to evidence underpinning the policy rather than the policy itself (for example, government guidance on housing and economic land availability assessment, in particular 'Final Evidence Base' section at http://planningguidance.planningportal.gov.uk/blog/guidance/housing-and-economic-land-availability-assessment/stage-5-final-evidence-base/), as presumably when the site is delivered is outside the immediate control of WGPC. If there are indeed site-specific constraints underpinning this aspiration, then these will need to be set out fully in the policy and/or its supporting text, including measures proposed to overcome these constraints. This will help provide additional certainty for developers.

Policy name		
		Evidence gaps/recommendations
Policy 5	**CLARKS YARD**	This policy would appear to be in conformity with relevant national and local policy. A272 access arrangements are a good example of site-specific policy. The wording of this will be important i.e. site promoters will need to demonstrate that access is safe for all community groups including children, disabled and the elderly. Set out in full any factors or constraints leading to WGPC's judgement of later phasing. Senior housing would need to be justified through a parish housing needs assessment. Any evidence (statistics/studies) on specific issues related to safety in this site?
Policy 6	**NEWPOUND**	Ensure retention for business use is fully justified in light of NPPF para 22. Redevelopment footprint and height could be better guided by general design policies rather than within site-specific policy. Additionally, although live/work units are a popular policy aim, they may require covenant and enforcement to ensure that they are not used solely as residential units, which there is a natural tendency for them to become. A useful discussion of this issue was provided for the London Borough of Hammersmith and Fulham in 2005 . Note that this issue may also have some relevance to emerging policy 7.2 as well.
Policy 7	**APPLYING TO ALL SITES**	This policy could potentially be deleted entirely as all of its provisions are either already covered within other policies, or have the potential to be, namely: -Text on sewage connections within existing policy 25 (Foul water - see below) -Text on street lighting within existing policy 26 (Street Lighting - see below) -Text on parking and visitor parking within existing policy 32 (Provision of Off-Road Parking - see below) Given these overlaps, deletion of this policy would have the effect of making the plan more user-friendly.
Policy 8	**Village Design guide**	No information was provided.
Policy 9	**Presumption in Favour of Sustainable Development**	No evidence gap but this text is an introductory text to the neighbourhood plan (not a policy).
Policy 10	**Development in the Neighbourhood Plan Area that lies within the South Downs National Park**	The purpose of this policy is not clear enough. Has the group identified specific sites wthin the "30% of the Neighbourhood Plan area that lies with the South Downs National Park" that should be treated as a National Park Area? Are these areas potential conservation areas or SPA? Are there any evidence for this? Are these areas considered as a community asset or/and highly valued by locals? Provide justification for his policy.
Policy 11	**Setting of the South Downs National Park**	Authorities bordering the Park should cooperate in the development of the Park Management Plans and the achievement of their objectives (See English National Parks and the Broads: UK Government Vision and Circular 2010). Check the South Downs National Park's Management Plan and contact local authorities to discuss details of this policy. Also, Natural England and the South Downs National Park authority provide guidance on vision and priorities in the area. Can the group identify previous developments that have reduced visual qualities and characteristics of the National Park (Wisborough Green)?

Policy name		
		Evidence gaps/recommendations
Policy 12	**The wider landscape outside of the National Park.**	Provide statistics/other local surveys and studies that show how highly valued and used these spaces are by the local community and why the sites are valued by the local community would make this policy stronger. 70% of Wisborough Green area lies outside of the National Park - what proportion of this is agricultural landscape and/or is covered by woodland? If possible, provide information related to local features that have been damaged due to previous developments.
Policy 13	**The village setting**	Only stakeholder responses from the neighbourhood questionnaire. Protected views are a key aspect of characterisation studies and very relevant to historic sites and conservation areas. See also our comments on policy 21 which could be combined with this.
Policy 14	**Nature Conservation Sites**	Make this policy more specific to Wisborough Green. Has the group identified places/habitats of local concern? Include a list and map of potential SPA, SINCS (Sites of Nature importance), local nature reserves and conservation areas. Provide relevant statistics - i.e. habitat areas for wildlife, local species, local biodiversity (records and quantity/quality assessment/surveys) - the group can find this information on the Environment Agency and Natural England websites. Provide more information in regards to these areas/sites and illustrate on map. Bring in ecology/habitat expert? There may also be local groups counting numbers of specific species or extent of specific habitats.
Policy 15	**Nature Conservation in the wider countryside**	Does the purpose of this policy go beyond the Local policies? If so, provide more details on current connectivity of natural assets (green linkages) across the landscape (green corridors). Description and assessment of green networks (interlinked, natural green spaces forming a continuous, natural network through the urban area and into surrounding countryside. Illustrate on a map.
Policy 16	**The Conservation Area**	Repetition of existing Local Development Framework, not substantial enough for a separate policy. Is there any evidence that the Wisborough Green Conservation Area has been affected/damaged or is 'unprotected' in any way?
Policy 17	**Conserving and enhancing the historic environment**	Repetition of existing Local Development Framework, not substantial enough for a separate policy. Suggest make this policy specific to Wisborough Green. Any historic environment/heritage assets unprotected?

Policy name		
		Evidence gaps/recommendations
Policy 18	**Green Space**	Designating the Village Green as a Local Green Space falls outside the Neighbourhood Plan process. Village Green status is not granted by the Local Planning Authority, but the Council Commons Registration Authority, and follows a separate process. Related spatial projects like this can be put into a projects appendix attached to neighbourhood plan, referred to in introduction, but are not voted on. Alternatively or additionally a draft Community Infrastructure Schedule (CIL) can be attached as an appendix showing where CIL monies will be directed.
Policy 19	**Open Space**	Are the identified open spaces currently unprotected? Results of public consultation, statistics/other local surveys and studies that show how highly valued and used these green spaces are by the local community would make this policy stronger.
Policy 20	**Allotments**	The Council may hold a waiting list for allotments which would help determine the need for additional allotments in Wisborough Green.
Policy 21	**Views**	Provide more information on the importance and value of these views and why they should be protected. Are there any local studies (other surveys) that identify need to protect these views? This policy is similar to policy 13 (see above) - could these policies be merged?
Policy 22	**Public Rights of Way**	List, description and assessment of current right of ways and public access. Evidence of issues (studies/surveys) and adverse impacts on residential amenity or safety of the general public related to this policy.

Policy name		
		Evidence gaps/recommendations
Policy 23	**Catering for Cyclists and Pedestrians**	Results of public consultation, provision for safe access for cyclists and pedestrians, linkages to the network of local footpaths and cycleways, and statistics on car use and main method of transport would help to support this policy. Provide a brief analysis of evidence and discuss solutions with the local community and CDC. Has the group considered any target in terms of reduction of private car use? Direct reference to S106/CIL should be made when referencing developer contribution. Might be useful to reference a map showing how the new linkages will develop over time.
Policy 24	**Surface Water**	Repetition of existing Local Development Framework - does the purpose of this policy go beyond the Local policies? If so, provide details for example your expectation around SUDS (which will also fit in well with green infrastructure policy aspirations.
Policy 25	**Foul Water**	Provide details of analysis of current capacity and limit of the Wisborough Green primary sewer network. Emerging Local Plan Policy 42 covers this policy in good detail. See also SUDS reference above.
Policy 26	**Street Lighting**	The implementation of this policy requires a joined up approach to managing implications and it can't be down to the neighbourhood plan to do this. Is the emphasis here on traditional street lighting? Consider alternatives (eye level bollards) and smart lamps which only come on with pedestrian movement.
Policy 27	**Internet Access and connectivity**	Provide details of current information on level of connectivity and studies/statistics on use of intenet ans local issues (residents/businesses).

Policy name		
		Evidence gaps/recommendations
Policy 28	**Renewable Energy**	Make this policy specific to Wisborough Green. Any concern on specific amenities or safety issues? The implementation of this policy requires a joined up approach to managing implications - discuss implications with developers and community. Does this policy also apply to community energy initiatives or does it seek to encourage community involvement in any energy trust set up by promoters?
Policy 29	**The use of S106 Agreements and CIL to support community development**	Does this refer to community infrastructure (capital projects) or community development/running (revenue projects). CIL can be used to revenue fund. Section 106 cannot. Suggest referring to the Council's and Authorities Annual Monitoring Reports as these contain useful information on the loss and/or gain of community facilities on an annual basis and are useful sources information to check whether certain planning policies are working and whether there is a need for a specific policy to address a new local issue.
Policy 30	**The Retention of Assets of Community Value**	Ten "Community Assets Value" are named- was this a result of the consultation process? Was this documented? Suggest referring to the Council's Annual Monitoring Reports which contain information on the loss/gain of community facilities on an annual basis.
Policy 31	**Traffic Management**	Is there any traffic assessment which recommends measures suggested? If not, the traffic calming along the A272, B2133, Durbans Road and KIrdford Road in the Parish of Wisborough Green, will need a Traffic Assessment to support this. URS amongst others can provide this.
Policy 32	**Provision of Off-Road Parking**	Are the parking standards proposed consistent with West Sussex CC Parking Standards? There is no reference to West Sussex Parking Standards at present and the examiner is likely to welcome confirmation that dialogue with WSCC has taken place on this issue. A NP policy can only suggest a higher (sustainable) parking policy (i.e. fewer spaces per household). This policy will probably also trigger an SEA. Current information traffic movements and a Transport Assessment would be useful. A joined up approach to managing traffic and its implications will be required and it can't be down to the NP to do this.

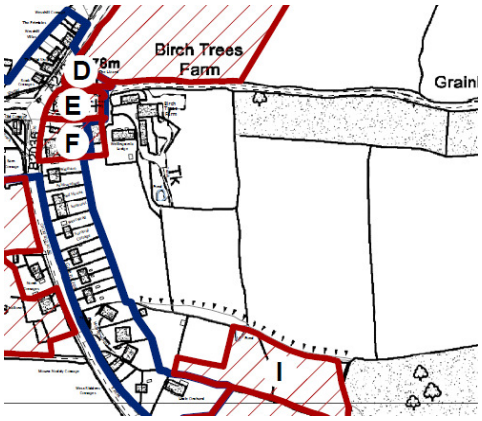
Policy name		
		Evidence gaps/recommendations
Policy 33	**New Businesses**	This policy repeats existing local policy - the group could make this policy specific to Wisborough Green. Provide information on current business floorspace and trends, the types of business start up units the Neighbourhood Plan would like to promote and encourage and sites available for new businesses.
Policy 34	**Encourage/ support of home working**	Impressive policy which supports sustainable development. Provide a brief analysis of evidence suggested and discuss results with locals and CDC. Options to redevelop the industrial area (Newpound) can be identified through the neighbourhood planning consultation process. Encouragement of 'live-work spaces could also be considered.
Policy 35	**Farming**	This policy does not add value to local policies. Make this policy specific to Wisborough Green. What type of agricultural businesses would be supported/or not supported by the neighbourhood plan?
Policy 36	**Tourism**	This policy supports Local Plan Policy but does it go any further? If so, provide details. This is more of an aspirational policy and for the policy to be realistic and deliverable it will need to be more specific in terms of promoting a particular aspect. e.g. can the group identify facilities (and areas/sites) that could improve tourism in Wisborough Green?

Appendix 3

URS

Neighbourhood Planning Site Assessment Pro-forma

Beta Version



March 2014

URS Neighbourhood Planning Site Assessment Pro-forma

Introduction

This form has been developed to assist with the Neighbourhood Planning site selection process. It will help you gather information on and weigh up the constraints and opportunities for potential development sites that you may wish to include in the Neighbourhood Plan and to decide which sites are best to allocate.

The form is in four parts. The first section is **general information** on the site location and context. The second and third sections relate to the **suitability and availability** of the site, which are key parts of the Strategic Housing Land Availability Assessment (SHLAA) process. The final section is a summary of the development potential of the site, which includes a judgement on whether the site is acceptable for development, in principle.

The information requirements for the pro-forma have also been designed to allow data to be collected for a Strategic Environmental Assessment (SEA) for a Neighbourhood Plan, should you decide to undertake one. However, the exact criteria will need to be tailored to fit with the SEA scope. The criteria included here reflect a range of environmental, social and economic considerations. A traffic-light system of colour coding has been included for most criteria listed in the 'suitability' section in order to reflect the performance of the sites in sustainability terms. This will help you to determine the relative sustainability of individual sites, whereby a **red** categorisation equates to the predication of a 'significant negative impact', an **amber** categorisation equates to the prediction of a 'moderate negative impact' and a **green** categorisation equates to the prediction of 'no negative impact or minor negative impact which could potentially be mitigated'.

Before you start

It should be established whether or not any given site is already under consideration in the SHLAA. It will also ensure you gain further information on the land use and planning history of the site. It is useful to understand whether there have been previous planning applications put forward, and if so, their grounds for approval / refusal.

Planning applications are decided by the local planning authority. Most local authorities publish information on planning applications on their websites. You can find the website address for your local planning authority on the Planning Portal https://www.planningportal.gov.uk.

Explanation of the criteria

The suitability of a site is dependent on whether there are any significant constraints to development, such as planning policy implications, access and local services.

It is essential that the **availability** of the site is investigated. This information may not always be available from the outset, but it is important to establish whether the site is likely to become available for development and the likely time frame as this will inform whether it is appropriate to include within the plan. Information on availability of sites might be available in the local authority's strategic housing land availability assessment (SHLAA). If not, we recommend contacting the local authority and local landowners.

A third crucial element that will need to be considered is the 'achievability' of the sites being assessed. This relates to the economic viability of a site, or whether development of the site works financially for a developer. For the purposes of this exercise, we advise neighbourhood groups to:

- Involve business, developers and landowners at early stages of evidence gathering to advise the neighbourhood group on viability of sites.
- Carry out the viability appraisal possibly with a panel of local developers, after the site assessment process is complete and the shortlist of suitable and available sites has been established.
- Check with the local planning authority that the proposals for development are appropriate and in conformity with the local plan / core strategy.
- If you still have doubts about the process, **URS** can also provide support on viability assessments.

Form instructions

The form should be completed with **as much detail as possible** to ensure the decision is well informed. If data is lacking, do record this as part of the pro-forma. In addition you should take additional notes, photos and sketches which may assist you in coming to decisions about which are the most appropriate sites for development. You should retain your completed site forms as evidence. See also the URS tips on developing a good site selection process (appendix 3).

1. Background information

Site location and use	
Site location *General description(see examples- Appendix 1)*	
Parish Name	
Gross area (Ha) *Total area of the site in hectares*	
SHLAA site reference (if applicable)	

Context				
Surrounding land uses *(see examples- Appendix 1)*				
Site boundaries *(see examples- Appendix 1)*				
Is the site: *Greenfield: Land (or a defined site) usually farmland, that has not previously been developed.* *Brownfield: Previously developed land which is or was occupied by a permanent structure, including the curtilage of the developed land and any associated fixed surface infrastructure.*	**Greenfield** ☐	**Brownfield** ☐	**Mixture** ☐	**Unknown** ☐
If a mixture, please provide details i.e. northern part of site Brownfield, southern part Greenfield				
Existing/ previous use				
Site planning history Have there been any previous applications for development on this land? What was the outcome?				

2.0. Suitability

Assessing the suitability of the site will give an indication of whether the site has any constraints to development. It should consider aspects such as infrastructure, planning policy, local services, historic and other considerations.

Suitability			
Where is the site located in relation to the built up area of the village?	Within the settlement	On the edge	Outside
How would development of this site relate to the surrounding uses? • *What would be the impact of the proposed land use for the site?* • *What would be the impact of the proposed design of site development?* • *What would be the impact of the proposed scale of site development?*	Well	Not very well	Don't know
How the site is currently accessed? Is it accessible from the highway network? *Provide details of site's connectivity i.e. distance to nearest motorway, A road or B road*			

Environmental Considerations		
What is the distance from the edge of the site to any of the following	**Distance**	**Comments**
Greenbelt	**<400m** **400-800m** **>800m**	
Area of Outstanding Natural Beauty (AONB)	**<400m** **400-800m** **>800m**	

Important green space? Discretionary designation for green areas of particular importance to the local community *(see appendix 2)*	**<400m** **400-800m** **>800m**	
Sites designated as being of European Importance[1] *(see appendix 2)*	**<400m** **400-800m** **>800m**	
Sites designated as being of national importance[2] *(see appendix 2)*	**<400m** **400-800m** **>800m**	
Sites designated as being of local importance[3] *(Consult local planning authority)*	**<400m** **400-800m** **>800m**	

Community facilities and services		
What is the distance to the following facilities (measured from the site centre)	**Distance (metres)**	**Observations and comments**
Town / local centre / shop	**<400m** **400-800m** **>800m**	
Public transport e.g. Train Station or Bus Stop (with at least a half hourly service during the day)	**<400m** **400-800m** **>800m**	
School(s)	**<400m** **400-800m** **>800m**	
Open Space / recreation facilities	**<400m** **400-800m** **>800m**	
Health Centre facility	**<400m** **400-800m** **>800m**	

[1] Special Areas of Conservation, Special Protection Areas and Ramsar Sites
[2] Sites of Special Scientific Interest
[3] Local Nature Reserves, Sites of Nature Conservation Importance

Key employment site	**<400m** **400-800m** **>800m**	
Cycle route	**<400m** **400-800m** **>800m**	
Amenity footpath	**<400m** **400-800m** **>800m**	

Historic considerations		
Proximity of site to the following sites / areas	**Proximity**	**Comments**
Conservation Area *(see appendix 2)*	**Site is within a conservation area** **Site is adjacent to a conservation area** **Site is not within or adjacent to a conservation area**	
Archaeological sites *(see appendix 2)*	**Site is within an archaeological site** **Site is adjacent to a SAM** **Site is not within or adjacent to a SAM**	
Scheduled ancient monument (SAM) *(see appendix 2)*	**Site is on a SAM** **Site is adjacent to a SAM** **Site is not on or adjacent to a SAM**	
Listed buildings *(see appendix 2)*	**Site contains a listed building** **Site is adjacent to, or within the setting of a listed building** **Site does not contain or adjoin a listed building**	

Other key considerations		
Which Flood risk zone (fluvial) does the site fall within or intersect with?	**Zone 3** ☐ **Zone 2** ☐ **Zone 1** ☐	**Comments**

Are there any Tree Preservation Orders on the site?	More than one ☐ One ☐ None ☐		Comments
Is the site affected by any of the following?	**Yes**	**No**	**Comments**
Ecological value? Could the site to be home to protected species such as bats, great crested newts, badgers etc? *(see appendix 2)*	☐	☐	
Contamination	☐	☐	
Significant infrastructure crossing the site i.e. power lines/ pipe lines	☐	☐	
Utility services available	☐	☐	

Characteristics	
Characteristics which may affect development on the site:	**Comments**
Topography: Flat/ plateau/ steep gradient	
Views in? Wide/ channelled/ long/ short	
Views out? Wide/ channelled/ long/ short	

3.0. Availability

A site is considered available for development, when on the best available information there is confidence that there are no legal or ownership problems. This will often mean that the land is controlled by a developer or landowner who has expressed an intention to develop, or the landowner has expressed an intention to sell.

Availability			
	Yes	**No**	**Comments**
Is the site landowner willing to submit the site for development (if known)? Please provide supporting evidence.	☐	☐	
Are there any known legal or ownership problems such as unresolved multiple ownerships, ransom strips, tenancies, or operational requirements of landowners?	☐	☐	
Is there a known time frame for availability?	☐	☐	
Any other comments?			

4.0. Summary

Conclusions	
Site name/number:	
	Please tick a box
The site is appropriate for development	☐
This site has minor constraints	☐
The site has significant constraints	☐
The site is unsuitable for development	☐

Potential housing development capacity (estimated as a development of 30 homes per Ha):	
Estimated development timeframe:	
Explanation / justification for decision to accept or discount site.	

Further information
Infrastructure requirements? *You may also need to gain additional information from service providers such as highways, water, education etc. Please provide your comments.*

Appendix 1: Examples of answers

Field	Example
Site location	• (Address) - Open field used for pastoral farming, mainly sheep grazing. Site is positioned between the BXXX and XXX Street. • Agricultural field with a road down the western boundary. Footpath connecting site to main settlement, road access only down XXX Lane.
Surrounding land uses	• Residential to the East, roads to the North and Agriculture to the South
Site boundaries	• Much of the site is surrounded by a 2 metre fence which is topped with barbed wire. Along some boundaries are hedges of varying densities. • Hedgerows to the South, remaining boundaries open with a few trees to the North. • Roads border the West and South of the site, agriculture to the East

Appendix 2: Glossary

Term	Definition
Archaeological sites	Archaeological sites are incorporated into a local Historic Environment Record (in places these are called Sites & Monuments Records). In England most Historic Environment Records are available online either in their own right, or through the Heritage Gateway: http://heritagehelp.org.uk/planning/archaeological-sites. Local planning authorities maintain a Historic Environment Record (often available online) with details of all designated heritage assets and other known archaeological sites, historic buildings, landscapes and sites of local value.
Achievability	A site is considered achievable for development where there is a reasonable prospect that housing will be developed on the site at a particular point in time. This is essentially a judgement about the economic viability of the site, and the capacity of the developer to complete and sell the housing over a certain period (Department for Communities and Local Government Guidance 2008).
Allocation/Site allocation	Area of land identified in the local planning authority's development plan. The allocation will also indicate the local planning authority's preferred use for the land. Neighbourhood groups are able to identify and allocate sites for new development including housing, employment, business use, leisure and other forms of development which the local planning authority considers appropriate. They can also protect and safeguard land for future uses (for example open spaces) and define development boundaries or settlement limits for those places where some further growth may take place.
Area of Outstanding Natural Beauty (AONB)	Areas of national importance for their landscape character and appearance, within which the conservation and enhancement of their natural beauty is a priority.
Availability	A site is considered available for development, when, on the best information available, there is confidence that there are no legal or ownership problems, such as multiple ownerships, ransom strips, tenancies or operational requirements of landowners. This means that it is controlled by a developer who has expressed an intention to develop, or a landowner has expressed an intention to sell or develop.
Conservation area	An area designated as an area of special architectural or historical interest, the character or appearance of which is desirable to preserve or enhance. There are additional controls over demolition, minor developments and the felling of trees.
Contamination	The Environment Agency provide information on local issues and environmental data at a local level: http://www.environment-agency.gov.uk/homeandleisure/37793.aspx
Brownfield	It is land which is or was occupied by a permanent structure (excluding agricultural or forestry buildings), and associated fixed surface infrastructure. The definition covers the curtilage of the development

Ecological value	Interactive maps about nature, including the location of designated sites and environmental information are available at MAGIC. This website provides authoritative geographic information about the natural environment from across government. The information covers rural, urban, coastal and marine environments across Great Britain http://magic.defra.gov.uk/
Flood risk zone	Environmental Agency classification of areas ta risk of flooding. These areas are notified to the local planning authority by the Environment Agency. More information: Technical Guidance to National Planning Policy Framework https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6000/2115548.pdf Flood Map for Planning available at: http://maps.environment-agency.gov.uk/wiyby/wiybyController?x=357683.0&y=355134.0&scale=1&layerGroups=default&ep=map&textonly=off&lang=_e&topic=floodmap
Greenbelt	An area of open land where strict controls on development are applied in order to check the unrestricted sprawl of large built up areas, safeguard the countryside from encroachment, prevent neighbouring towns from merging with one another, preserve the special character of historic towns and assist in urban regeneration.
Greenfield	Term used to describe land that has not been previously developed.
Important green space (Designation for green areas)	The UK's approach to conservation employs a range of different types of site and extensive area designations for landscape and nature conservation purposes. A list of main designations is available at http://www.naturalengland.org.uk/ourwork/conservation/designations/default.aspx
Listed buildings	The National Heritage List for England is the only official and up to date database of all nationally designated heritage assets including: Listed Buildings, Scheduled Monuments, Protected Wreck Sites, Registered Parks and Gardens, Registered Battlefields, World Heritage Sites. Further information: http://www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england/
Natural Nature Reserves (NNRs)	Areas managed for either (or both) the preservation of flora, fauna, geological and physiological features of special interest or to provide opportunities to study fauna, flora and their physical conditions.
Ramsar sites	Ramsar sites are wetlands of international importance, designated under the Ramsar Convention. Wetlands are defined as areas of marsh, fen, peatland or water, whether natural or artificial, permanent or temporary, with water that is static or flowing, fresh, brackish or salt, including areas of marine water the depth of which at low tide does not exceed six metres. Ramsar sites may also incorporate riparian (banks of a stream, river, pond or watercourse) and coastal zones adjacent to the wetlands, and islands or bodies of marine water deeper than six metres at low tide lying within the wetlands. Ramsar sites in England: http://jncc.defra.gov.uk/page-1390

Scheduled ancient monument (SAM)	'Scheduling' is shorthand for the process through which nationally important sites and monuments are given legal protection by being placed on a list, or 'schedule'. English Heritage takes the lead in identifying sites in England which should be placed on the schedule by the Secretary of State for Culture, Media and Sport. Further information: https://www.english-heritage.org.uk/content/imported-docs/p-t/guideforownersofsams.pdf
Site assessment	All potential development sites within the neighbourhood plan area should be assessed against a wide ranging and detailed list of criteria to ensure that all relevant issues are addressed and the most appropriate and sustainable sites are selected. Inevitably, not all the shortlisted sites will be chosen and other sites may be considered. But in taking this approach neighbourhood groups should be able to identify the most appropriate sites which can then be taken forward to the next, formal stage, of the process following consultation with the community and other stakeholders.
Site of special scientific interests (SSSI)	A site identified under the Wildlife and Countryside Act 1981 (as incorporated in the Countryside and Rights of Way Act 2000) as an area of special interest by reason of any of its flora, fauna, geological or physiographical features (basically, plants, animals, and natural features relating to the Earth's structure). These areas are designated by Natural England and a have statutory protection.
Special Area of Conservation (SAC)	Areas which have been given special protection under the European Union's Habitats Directive. They provide increased protection to a variety of wild animals, plants and habitats and are a vital part of global efforts to conserve the world's biodiversity. Strictly protected sites for rare and threatened species and habitats on land or sea as designated under the EC Habitats Directive.
Special Protection Area (SPA)	Areas which have been identified by the European Commission as being of international importance for certain breeding, feeding, wintering or migration of rare and vulnerable species of bird populations found within the EU countries. They have statutory protection under the EC Directive for the Conservation of Wild Birds 79/409.
Strategic Environmental Assessment (SEA)	An assessment of the significant environmental effects of the neighbourhood plan. It is a process to ensure the environmental implications of decisions are taken into account before the decisions are made. The need for environmental assessment of plans and programmes is set out in the EU Directive 2001/42/EC – known as the SEA Directive.
Strategic Housing Land Availability Assessment (SHLAA)	An assessment of the land capacity to determine potential housing development. The result is a list produced by the Local Authority of sites that have the potential for housing development. This is also used to estimate the housing supply in the area.
Suitability	A site is considered suitable for (housing) development if it offers a suitable location for development and would contribute to the creation of sustainable, mixed communities. For sites not allocated for housing in development plans or having the benefit of planning permission for housing, policy restrictions, physical problems or limitations, potential impacts and environmental conditions should be considered.
Sustainability Appraisal (SA)	The process of assessing the economic, social and environmental effects of a proposed plan. This process implements the requirements of the SEA Directive.

Tree Preservation Order (TPO)	A legally enforceable order made by the local planning authority to protect trees and woodland in the interests of public amenity.
Viability	A site is considered viable if the proposal for development is financially able to proceed. Viability therefore varies from site to site, and development to development, and over time (i.e. if the cost of development; including the price of the land and necessary borrowing) is less than the value of the development (sales, the value of rental streams and any available grant or other funds) then the development is viable and likely to go ahead.

Appendix 3: Check-list for a robust site selection process in neighbourhood planning

To be used together with URS harmonized site selection pro-forma

	Check!	Tips
1	Have a reasonable number of people been involved in site assessments and have they declared any relevant interests from outset?	Look for 3 people minimum with at least one person involved in whole process (i.e. every site)
2	Have the same people been involved with all the site assessments?	Look for consistency of expertise/experience. If not consistent, look for inconsistency in scoring (see 6)
3	Was the LPA site assessment criteria used as a basis for the NDP's criteria or was the NDP criteria developed separately and/or without knowledge of former?	If using URS criteria share with Local Planning Authority (LPA). If using LPA assessment criteria check you are using the most up to date version– see their Strategic Housing Land Availability Assessment
4	If adding your own local criteria, are they fair?	Avoid criteria that will only discriminate against one site. Check local criteria with LPA. See also URS criteria
5	Has the same criteria and scoring method been used for each site?	If any doubt do a spot check (depending on resources) for a consistency check, particularly focusing on those sections not subject to Yes/No answers in score sheet
6	Have you clearly documented every assessment meeting and in particular short-listing meeting(s) and preferred sites meeting(s)?	Identify how this was done from minutes etc. Check they have clearly summarised the journey and clearly stated why sites have been rejected, shortlisted or become preferred sites
7	Have you integrated a Strategic Environmental Assessment (SEA) into your site selection process?	NB if allocating sites you will need to carry out an SEA and consider any reasonable alternatives to short-listed sites. Check your SEA work is procedurally correct. URS can advise on this – see alsoURS's harmonised site selection pro-forma
8	Are you intending to develop site briefs?	If yes consider a simple document that identifies characteristics of a site, details relevant planning policy considerations and advises on appropriate land uses, materials, vernacular and access

9	Is there a capacity study (study to establish how much housing / commercial/ open space can be accommodated) or crude estimate for each site?	Check. If not find out the site size and multiply by the local plan's habitable room per hectare
10	How has the site selection activity and its conclusions been communicated to local people, site owners, promoters and other stakeholders?	Check relevant parties have been consulted. Check if engagement methods reasonable (see also URS engagement checklist). An SEA report will help with this
11	Have the reasons for the preferred sites been properly and effectively explained?	Check clarity of website, exhibition & newsletter material. Check whether conclusions have been clearly and fairly presented in terms of pros and cons and the finding of SEA/SA clearly presented at same time

Appendix 4: Neighbourhood Plan Policy template

Theme:

Policy name:

Policy Intent

Potential alternatives to policy

Option 1

Option 2

Evidence (including engagement feedback)

Engagement

Local Plan / Evidence Base Studies

Other studies/assessments (academic / research)

National and Local Policy Support

(NPPF)

- NPPF: Paragraphs

(Local Plan)

- Policies