



Henfield Neighbourhood Plan 2017-2031

Consultation Statement



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Consultation Statement

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1. Introduction

1.1 This Consultation Statement has been prepared with the aim of fulfilling the legal obligations of the Neighbourhood Planning Regulations 2012, which are set out in the Legislative basis in section 5.0. It included the following:

- a) details of the persons or bodies consulted and how they were consulted
- b) summaries of the issues or concerns of respondents to draft plan consultation; and
- c) how they were addressed.

1.2 The consultation statement also includes the following:

- Annex A - Comments from statutory consultees and the responses to them
- Annex B - Summary of comments from non-statutory consultees
- Annex C - Activity Log
- Annex D – Community Engagement Strategy
- Annex E – Young People Consultation Report
- Annex F - Report on Planning Workshop

1.3 Henfield Parish Council and the Neighbourhood Plan Steering Group have carried out consultation activities with both community and statutory bodies as well as interested parties. This is to enable extensive engagement and involvement in the preparation of the Henfield Parish Neighbourhood Plan.

1.4 This consultation statement sets out details of all the events and activities carried out in the community and with key bodies identified as stakeholders. The engagement activities were carried out to ensure full inclusivity in the decision-making throughout the development of the plan. It also aimed to promote fairness and transparency to help achieve a high quality Neighbourhood Plan for the Parish.

1.3 This Consultation Statement document is available on the Henfield Hub at www.henfieldhub.com.

2. Background and Plan Preparation Process

Background:

2.1 Henfield Parish Council had been working with the community to help shape the future of the Parish. The Henfield Parish Action Plan was produced in 2004, and updated in 2011, and 2015; and a supplementary planning document, the Henfield Parish Design Statement was produced in 2008, and subsequently updated in 2019 and appended to the Henfield Neighbourhood Plan. The Henfield Parish Design Statement 2019 defines the character of the landscape setting; the character of Henfield with its conservation area (revised 2018); and establishes a number of principles and guidelines covering Countryside and Landscape Planning, the Conservation area, Buildings and Design, Street Boundary Treatment, Trees; Roads and Footways; Street Furniture; and Environmental Guidelines. Many of these policies and guidelines are relevant today, and the Henfield Neighbourhood Plan published for consultation in June/July 2019 draws heavily on the Henfield Parish Design Statement.

2.2 As a statutory consultee, Henfield Parish Council has represented the views of residents over the years by responding to consultations from Horsham District and West Sussex County Councils in the light of influencing local plan policies and infrastructural development proposals to benefit the parish and its residents.

2.3 On 7 March 2017 at the Annual Parish Meeting with 114 parish residents present, the meeting voted for the Henfield Parish Council to draft a second Neighbourhood Plan. On 4 April 2017 Henfield Parish Council took the formal decision to produce a second Neighbourhood Plan. On 12 April 2017 a Sub-Group of Parish Councillors and residents met to discuss the initial stages of a Neighbourhood Plan and establish a Steering Group to oversee the process.

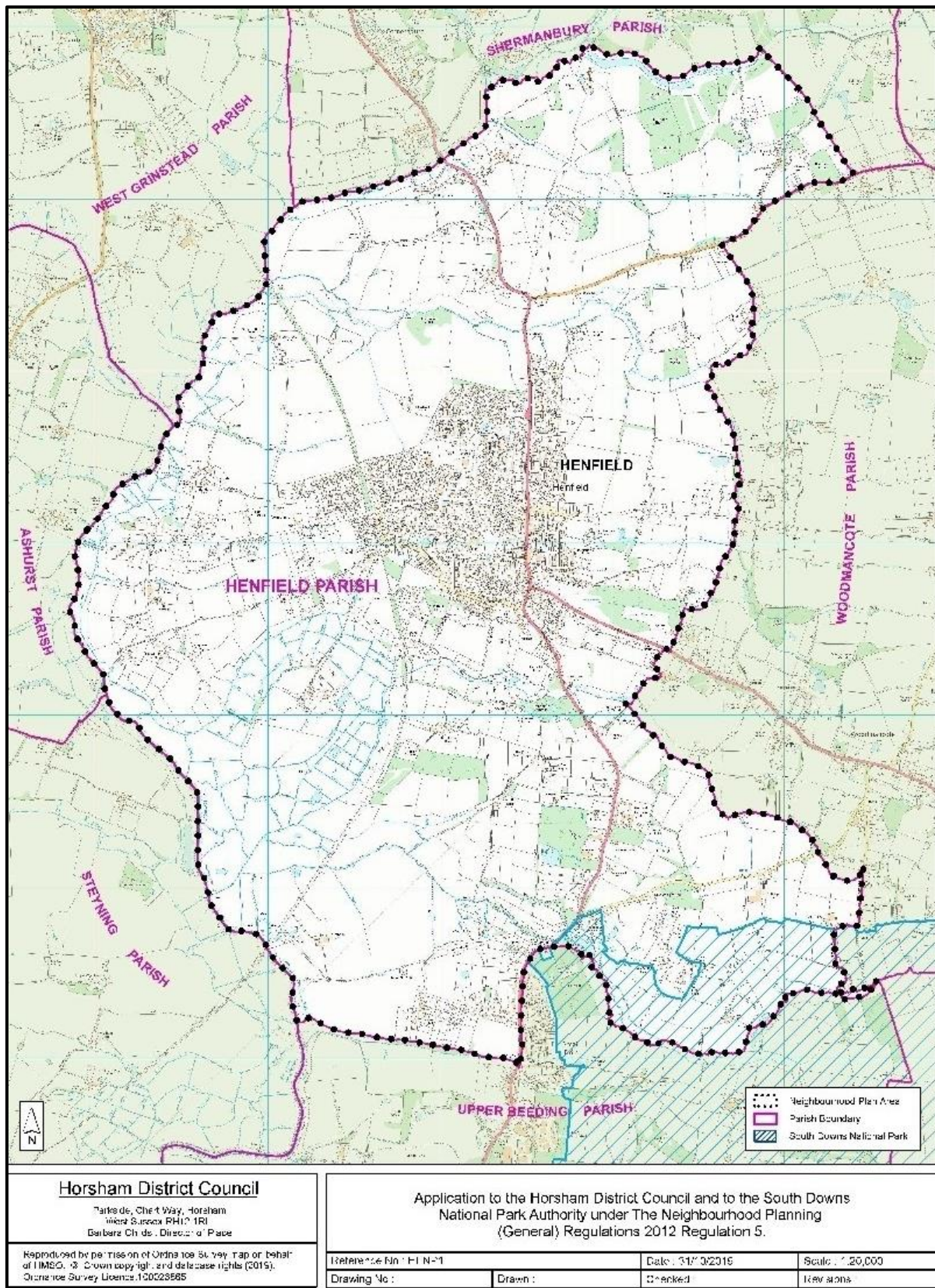
Plan preparation process:

2.4 Henfield Parish Council informed Horsham District Council (HDC) and the South Downs National Park Authority (SDNPA) of its intention to produce a second Neighbourhood Plan. Confirmation that the Neighbourhood Plan area did not have to be re-designated was received from HDC on 20 April 2017, and from SDNPA on 18 April 2017. Therefore the original Designated Area remains the same as for the first Neighbourhood Plan.

2.5 The boundary of the Henfield Neighbourhood Plan Area is as shown on page 5. A small area in the south east of the Parish lies within the National Park.

2.6 On 12 April 2017 Henfield Parish Council signed a Memorandum Of Understanding with its neighbour, Upper Beeding Parish Council, on how the proposals for the settlement of Small Dole, which lies in both parishes, would be handled.

Map of Henfield Parish Neighbourhood Plan Area



2.7 The three main stages up to submission comprise the following:

- State of the Parish Report, a Housing Needs Survey, and the information from the six focus groups whose input informed the evidence base on which the Henfield Neighbourhood Plan is based;
- Pre-Submission HNP – this report comprised the draft vision, objectives, policies, proposals and map of the plan for a statutory six week public consultation from 7 June 2019 to 26 July 2019 across the Neighbourhood Plan area; and
- Submission HNP – this report took into account the representations received on the draft proposals during the public consultation period and its contents were amended as necessary before submission to the local planning authorities for further consultation across the whole of Horsham District.

2.8 Some community engagement activities undertaken throughout the plan included:

- Getting support at the Annual Parish Meeting on 7 March 2017 to produce a second Neighbourhood Plan
- Baseline information on the Parish from 2001 and 2011 censuses gathered
- A number of parish wide surveys carried out in Henfield and Small Dole
- Articles in the BN5 Magazine and Parish Magazine, and on the Henfield Hub
- Letters delivered to all residents and businesses in Henfield and Small Dole
- Open days and public events held in Henfield and Small Dole
- Consultations carried out with young people
- Planning workshop held with key partners
- Workshops held with businesses and key stakeholders
- Engaging with landowners and residents at site presentation meetings
- Consultation on Pre-submission Plan and draft Sustainability Appraisal/Strategic Environmental Assessment (Regulation 14 Consultation)
- Ongoing provision of information and updates for residents through posters, letters, emails, regular articles in BN5 Magazine and Parish Magazine, and via the Henfield Hub, and BN5 website and Parish Council websites and Facebook. The Henfield Hub has a section dedicated to the Neighbourhood Plan where all publicly available material; agendas and notes of Steering Group meetings; reports from Focus Groups, and consultation documents were regularly posted; with key events shown on the home page when necessary.

(see Annex C – Activity Log)

3. Steering Group and Focus Groups

Steering Group:

3.1 A Neighbourhood Plan Steering Group was set up on 12 April 2017 to oversee the production of the Neighbourhood Plan on behalf of Henfield Parish Council who hold overall responsibility. Initial membership of the Steering Group comprised members of Henfield Parish Council and representatives from the local community.

Focus Groups:

3.2 Six Focus Groups were established - each group comprising 5 or 6 members. These Focus Groups were: Housing & Development, Environment and Countryside, Community Facilities and Infrastructure, Transport and Travel, Local Economy and Small Dole.

3.3 These groups investigated a number of primary and secondary sources of information to inform the production of the Henfield Neighbourhood Plan. The visions of the Focus Groups were:

Housing & Development

By 2031 Henfield and its wider parish will have become a place where a programme of planned and controlled house building and some other development has resulted in sustainable, integrated and sympathetic growth.

Development has been of high quality and appropriate in scale and has resulted in affordable housing for people with links to Henfield, created employment opportunities along with the provision of the necessary support services and utility infrastructure improvements that have been implemented with the development programme.

Environment and Countryside

The Vision of the Environment and Countryside for Henfield Parish in 2031 has sought to capture the views and aspirations for the Parish, businesses and the community. The historical and cultural character of the village, green space and surrounding landscape is valued, enhanced, and promoted ensuring an attractive place for communities, business and for welcoming additional visitors.

It therefore forms the objectives and proposed policies set out in the document:

Environment- The distinct village feel has been retained, and close links have been developed with the South Downs National Park. The historical and cultural character of the splendid village, green space and surrounding landscape is valued, enhanced, and promoted ensuring an attractive place for communities, business and for welcoming additional visitors. Henfield Parish will have improved its integration within the surrounding countryside by the retention and development of green access corridors. Agricultural land will have been preserved, and

Henfield will be making greater use of local produce by encouraging local farmers to sell produce within the area.

Countryside - Henfield will have become a place that has retained its pleasant rural countryside ambience and village feel, abundance of wildlife and nature.

Accommodated change to support the environment, will enhance and retain the many green spaces, footpaths with sustainable environment friendly transport being promoted. to support the environment, will enhance and retain the many green spaces, footpaths with sustainable environment friendly transport being promoted.

It will also cater adequately for enjoyment of all with green spaces and wildlife supporting the community, visitors, walkers, cyclists and the private vehicle. With sustainable environment and transport for the community and visitors to enjoy the special village countryside adjoining the South Downs National Park that exists and will be protected.

The vision covers a range of economic, social and environmental issues. The Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) of the HNP has assessed the objectives to be compatible with the principles of sustainable development (see the separate SA/SEA report published alongside the HNP).

Community Facilities and Infrastructure

In 2031 Henfield continues to be a thriving village community where people want to live, with a diverse range of community assets and facilities, inclusive of and delivering to all sections of Henfield society.

Health services, social support, educational facilities, utility infrastructure, roads footpaths and car parking have been improved and capacity increased in advance of need generated by new development.

An extensive and integrated network of routes exist to safely access village facilities, neighbouring communities, the countryside and public transport on foot, by cycle and mobility vehicle.

Leisure facilities have been expanded and enhanced to offer an increased range of activities, appealing to a broad range of people (something for everyone) and sustaining the high quality of life, in particular conserving and taking advantage of Henfield's natural resources.

The village centre is the vibrant hub of the community, providing a comprehensive range of shops, services, entertainment and meeting spaces which are needed and used by village residents, neighbouring communities and visitors.

Transport and Travel

By 2031 Henfield will have become a place that has retained its pleasant rural ambiance and village status but has accommodated change to support a sustainable and resilient economy with a transport infrastructure that caters adequately for the private vehicle and improved public transport to provide a viable alternative to the private vehicle.

Local Economy

By 2031 Henfield has a successful, sustainable and prosperous economy, for business and visitors alike, which is technologically outward-facing and innovative

There is a strong retail economy in a physical form on the High Street, acting as a focal point for residents and visitors and forming a social presence in an ever-increasing digital world

Entrepreneurship is actively encouraged, with the provision of pop-up shops and start-up units being seen as important facilitators to achieving this goal

There are new business premises to accommodate these businesses and to replace any Business Parks lost to housing development

Our current mixed economy continues and our local economy is not dependent on one sector or one employer

There is a good pool of skilled labour, with a strong provision for the future, by having strong links with training and apprenticeship providers

All businesses, including home businesses, are connected to ultrafast full-fibre broadband

The inclusion of employment land in the vicinity of the Henfield Business Park and Hollands Lane Business Centre will be supported.

Small Dole Focus Group

The Small Dole Focus Group was set up jointly under Henfield Parish Council and Upper Beeding Parish Council, as part of the Neighbourhood Plan programme to enable residents to have a greater say on how their local community should evolve.

In 2031, to retain and enhance its village feel; a small rural community in the heart of the West Sussex countryside, closely associated with, and partly within the South Downs National Park. The village setting is much valued, set within farmland, ancient woodland, nature reserves, and the historic common. Green spaces, including high quality agricultural land

within, and on, the western side of the village need to be protected as an amenity for the community. It will be desirable to continue to be able to serve the wider community as an important area for walking the South Downs and surrounding area and for providing habitats for significant flora and fauna including some less common species. In the longer term the landfill site, now closed and landscaped, should be opened up for community access and pastoral leisure activities.

Employment facilities

Small Dole will continue to have a significant business community providing local employment, with industrial sites at Mackley's (in the centre of the village), Golding Barn, market gardens and in farm outbuildings at Streatham Lane.

Sustainable growth for business beyond these resources should be located on a redeveloped Shoreham Cement Works site. Small Dole may also develop through many small businesses operating from private houses in the village encouraged by superfast broadband becoming the norm.

Housing

In the Horsham District Planning Framework, Small Dole is categorized as a 'smaller village' with limited services, facilities, social networks, but with good accessibility to larger settlements (e.g. road or rail) or settlements with some employment but limited services, facilities or accessibility. Residents are reliant on larger settlements to access most of their requirements.

Small Dole already has a mixed housing stock – social, affordable, terraced, semi-detached and detached houses, flats and bungalows, small and larger properties, and also accommodates a designated Traveller Site. Additional housing growth will be provided by small-scale infill rather than larger developments in a way consistent with the rural vision.

Facilities

Small Dole will continue to rely on the schools, medical centres and leisure facilities provided in the neighbouring areas. The Sports Field in the centre of the village, including the skateboard slope, will continue to provide the local community with a flat area for local sports activity, and the site for the annual village fete. Greater usage of this field, and the community hall in Small Dole village to provide more youth activities would be welcomed. The community needs to continue to benefit from the general grocery shop, post office and the public house as a village focus.

The Appearance of Small Dole

Improvements are needed, for example, to the village green, entrances by road into the village, especially with regards to extra screening around the sewage treatment plant at the northern boundary, and

commercial advertising signage. There also needs to be better management of litter.

Transport

Speed of traffic through the village is a concern to local residents, and steps need to be taken to encourage road users to limit their speed. There is a need to improve public transport both in frequency, destinations and hours of operation.

TERMS OF REFERENCE for HENFIELD NDP FOCUS GROUPS



(Adopted by Steering Group on 2nd August 2017)

The purpose of each Focus Group is to assist the Henfield Neighbourhood Plan Steering Group (HNPSG) to prepare a Neighbourhood Plan (NP) for the parish of Henfield. Each focus group will deal with a specific theme for the NP and will undertake evidence gathering setting out the issues, needs and opportunities that needs to be addressed through the Henfield NP.

Each focus group will:

1. Clearly understand its purpose and take its lead from the HNPSG.
2. Outline how it will gather and present information or findings to Steering Group.
3. Approve of a Leader from their numbers, if the Leader is not present, members shall elect a leader for the meeting from amongst those present.
4. Set out the timescale and estimated costs of gathering information and carrying out requested or suggested exercises.
5. Be responsible for organising its own meetings and must provide a summary progress report or points to the steering group meetings via their Leaders.
6. Be able to demonstrate that projects and proposals it has identified have the support of the local community and show that they have, where relevant, discussed projects with other organisations or persons who will be affected either positively or negatively or could assist in carrying out the action. The methods used to obtain proper community engagement (in accordance with the agreed community engagement strategy) must be fully documented, including where appropriate photos.
7. Need to seek authorisation from the steering group for the general direction of their activities and any financial implications involved.
8. Produce a report upon completion (using approved template) setting out:
 - Introduction and purpose of the group
 - Evidence gathered / Work undertaken (summary)
 - Focus group general recommendation on future development
 - List of documents, bodies, groups, individuals etc consulted
 - Conclusion

Membership is not limited and is open to residents in the designated parish boundary and to skilled and professional body representatives who can positively support the work of the group to achieve their remit.

Financial expenditure in excess of £10 must be approved by the Chair/Deputy Chair of the HNPSG. Receipted expenses for reimbursement should be passed to the Chair/Deputy Chair of the Steering Group on a monthly basis with reasons for the expenditure clearly given.

Agreed by Steering Group 02.08.17

4. Neighbourhood Plan Engagement Activities

4.1 On 2 August 2017 the Steering Group produced a Community Engagement Strategy (see Annex –E) to provide a clear understanding of the process to be followed in engaging stakeholders, so a well-informed Plan, over which the whole community has a real sense of ownership, is developed.

Open days

4.2 On 7 March 2017 Henfield Parish Council held its Annual Parish Meeting in the Henfield Hall with over 114 residents present. The meeting voted in favour of Henfield preparing a new Neighbourhood Plan.

4.3 On Saturday 4 November 2017 the Steering Group held a day-time open Drop-in Event in the Henfield Hall for the residents of the Parish to learn what a Neighbourhood Plan entailed; the process of producing a Neighbourhood Plan, the structure and remit of the various Focus Groups; and how the general public could become involved and help shape the Neighbourhood Plan. 241 persons attended and completed questionnaires on the various aspects of the Neighbourhood Plan. This Drop-in event was repeated on the evening of Wednesday 8 November 2017, when a further 85 persons attended and completed questionnaires.

Drop in event – 4 November 2017





4.4 Previous to the Drop-in event in Henfield, on Saturday 12 August the Steering Group held a Drop-in event at Small Dole Summer Fair to inform residents of progress and seek volunteers for the Small Dole Focus Group.

Small Dole Drop in Event – 12 August 2017



4.5 On 6 March 2018 Henfield Parish Council held its Annual Parish Meeting in the Henfield Hall with over 100 residents present. There were displays of the work to date of the Focus Groups. The report from the Chairman of the Steering Group included an update on progress on the Neighbourhood Plan, followed by questions and answers from the public.

4.6 Following landowners presentations on the 14th and 28th November 2017, Public Site Open Days were organized in the Henfield Hall for the 5th and 8th May 2018, with 141 and 183 residents respectively attending where they had the opportunity to comment on all sites that came forward during the Plan process.

Public Site Open Days – May 2018





Engaging with Young people

4.7 To ensure that the Henfield Neighbourhood Plan represents the views of all residents of Henfield, Steering Group members visited the Henfield Youth Club on 9 November 2017; and a survey of young person's views was undertaken. The results of the survey are given in the Young People Consultation Report in Annex F.

Surveys

4.8 During the Henfield Summer Fair on 22 July 2017, a Neighbourhood Plan stall was on display on Henfield Common showing an outline of the Plan process and issuing a call for volunteers.

4.9 In August 2017, a detailed neighbourhood plan survey was undertaken across the whole Parish including all of Small Dole. A total of 3,100 of these surveys were hand delivered to every household with prepaid self-addressed envelopes for responses to be returned to Action in rural Sussex for analysis. These surveys generated 985 responses, a response rate of 31.8%.

Engaging with Businesses

4.10 During November 2017 the Local Economy Focus Group and AiRS conducted an online and face-to-face business survey. A summary of the results was included in the Local Economy Focus Group Report.

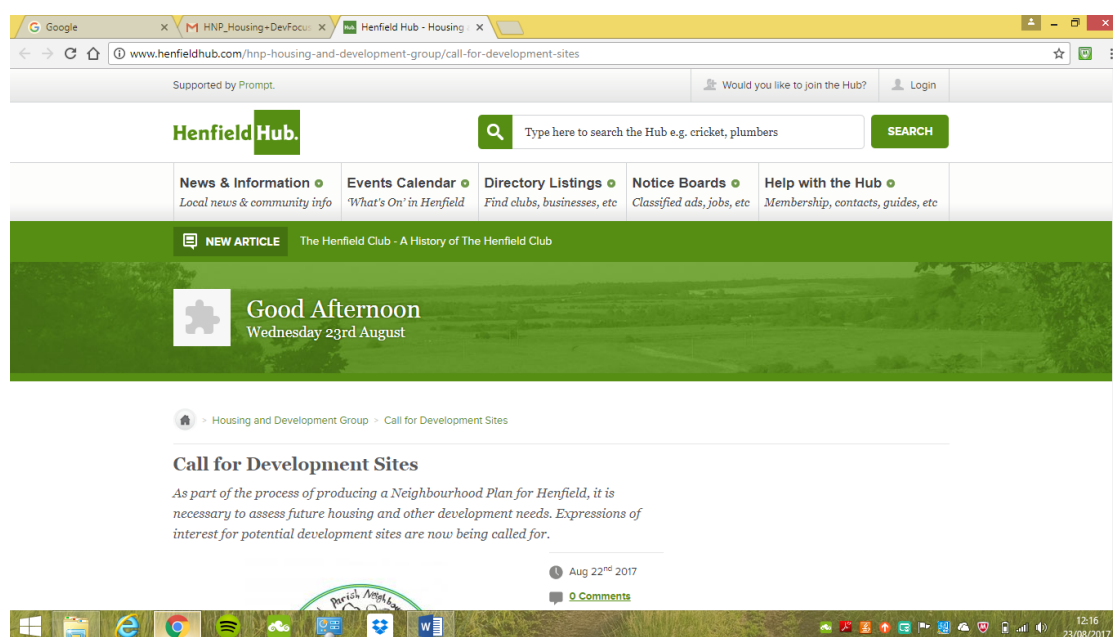
Engaging with statutory bodies and organisations

4.11 On 30th January 2018 the Steering Group held a planning workshop in Henfield Hall run by AiRS, and attended by 34 invited representatives of statutory bodies and organisations. The workshop was split into a number of break-out groups to discuss various aspects of the emerging Henfield Neighbourhood Plan and to propose areas where policies needed to be formulated. The output from this workshop was fed back to the appropriate Focus Group to inform their proposals. The report from this workshop is given in Annex G.

Engaging with landowners

4.12 The Steering Group also set out to involve all residents, landowners and developers within and beyond the Parish who wanted their potential sites within the Parish to be considered by the Steering Group and brought forward for potential development. Call for Development Sites notices were displayed in BN5 Magazine, Parish Magazine, Henfield Hub, Henfield Parish Council Website, on Parish Council notice boards in Henfield High Street, outside Henfield Hall and at Small Dole, and in the Post Office window at Small Dole from August to October 2017.

Screen print from the Henfield Hub – call for sites



4.13 On 14th and 28th November 2017 in Henfield Hall the Steering Group held presentations of sites where their respective owners had responded to the public notice calling for sites. 203 and 147 residents respectively were present to hear the presentations and question the owners or their representatives.

Call for Sites Presentation – November 2017



Working with the Horsham District Council

4.14 Horsham District Council was the principal Statutory Consultee on the Pre-submission draft of the Neighbourhood Plan; and on 24th April 2017 agreed that the area designated on the 4th February 2014 could remain in place for the second Henfield Neighbourhood Plan.

4.15 The Henfield Neighbourhood Plan Steering Group worked closely with the principal Neighbourhood Planning Officer at Horsham District Council, corresponding and attending meetings at regular intervals throughout the plan process.

Working with the South Downs National Park Authority

4.16 South Downs National Parks Authority was engaged from the outset. On the 13th April 2017 confirmation of the existing Designated Plan Area was requested and on 18th April 2017 it was confirmed by officers that the Designated Area for the first Henfield Neighbourhood Plan could remain in place for the second Henfield Neighbourhood Plan. The South Downs National Parks Authority was a Statutory Consultee on the on the plan process.

Co-operation with Neighbouring Parishes

4.17 The village of Small Dole is divided between the Parishes of Henfield and Upper Beeding. On 12 April 2017 a Memorandum of Understanding was signed between Henfield and Upper Dole Parishes covering how engagement would proceed in Small Dole; to ensure all residents on both sides of the Parish boundary in Small Dole would be treated equitably. In addition a Small Dole Focus Group was set up as part of the Neighbourhood Plan programme to enable all of the residents of Small Dole to have direct input into the emerging plan.

Updating Residents

4.18 Residents in Henfield Parish, and the residents in the portion of Small Dole within Upper Beeding Parish have been updated with progress with the emerging Henfield Neighbourhood Plan through:

- regular articles in the BN5 Magazine and St Peter's Church Parish Magazine
- posters, letters, emails, and flyers
- stalls at the Henfield Village Fete and Christmas Shopping evenings
- the Henfield Hub (see screen-print above) and Parish Council websites
- Parish Council and Steering Group meetings that are open to the public
- site presentations, where residents could question the development plans of the site owners or their representatives
- further updates have been given at the Henfield Annual Village Meetings in March of each year. When the Pre-submission draft of the Neighbourhood Plan was published, a short summary was produced.

Consultation on Sustainability Appraisal/Strategic Environment Assessment

4.19 Enplan undertook a consultation exercise on the proposed scope of the Sustainability Appraisal/Strategic Environmental Assessment from 6 March 2018 to 10 April 2018 and published a Scoping Report in September 2018. The list of consultees was:

1. West Sussex County Council
2. Horsham District Council
3. Mid Sussex District Council
4. Crawley Borough Council
5. Chichester District Council
6. Arun District Council
7. Adur & Worthing Councils
8. Environment Agency
9. Southern Water
10. South Downs National Park Authority
11. Natural England
12. Network Rail
13. Highway Agency
14. National Health Service

15. Coal Authority
16. Historic England
17. Sussex Police
18. Mobile Operators Association
19. Marine Management Organisation
20. Surrey County Council
21. Brighton & Hove City Council
22. Mole Valley District Council
23. Waverley Borough Council
24. Woodmancote Parish Council
25. Steyning Parish Council
26. Ashhurst Parish Council
27. West Grinstead Parish Council
28. Upper Beeding Parish Council
29. Shermanbury Parish Council

MEMORANDUM OF UNDERSTANDING

WORKING RELATIONSHIP BETWEEN HENFIELD PARISH COUNCIL AND UPPER BEEDING PARISH COUNCIL FOR THE PREPARATION OF THE RESPECTIVE COUNCIL'S NEIGHBOURHOOD PLANS IN RELATION TO THE SETTLEMENT OF SMALL DOLE

The aims of this memorandum are:

- To work together on issues and projects of interest and concern to those living or working in the settlement of Small Dole to ensure a coherent and consistent approach to Small Dole in both Council's Neighbourhood Plan.
- To put in place a process to facilitate this joint working approach.

1. Henfield Parish Council and Upper Beeding Parish Council agree the need for both Councils to work together to provide this coherent and consistent approach to Small Dole in their respective Neighbourhood Plans.
2. To aid this process, a Focus Group will be formed to consider all issues relating to Small Dole which are relevant to the development of both Council's Neighbourhood Plan.
3. The Focus Group will be called the Small Dole Focus Group.
4. Membership of the Small Dole Focus Group shall consist of a maximum of 12 members, with up to 6 members being nominated by each of the Parish Councils. A minimum of 50% of the members of the Small Dole Focus Group shall be either residents of Small Dole or persons with a business interest in Small Dole.
5. The Chairman of the Small Dole Focus Group shall regularly report to the Neighbourhood Plan Steering Groups of both Parishes on the issues under consideration by the Focus Group.
6. Any matters of dispute between the Neighbourhood Plan Steering Groups shall be referred to their respective Parish Councils for resolution.
7. No expenditure shall be incurred by the Small Dole Focus Group without the prior agreement of both Henfield Parish Council and Upper Beeding Parish Council.
8. No amendment to this Memorandum of Understanding shall be made without prior consultation with Horsham District Council as the Local Planning Authority and agreement of both Parish Councils.

Signed Ray Osgood - Chairman, Henfield Parish Council

Signed Simon Birnstingl - Chairman, Upper Beeding Parish Council

Dated: 12th April 2017

5. Pre submission Plan consultation (Regulation 14)

5.1 The Pre Submission Henfield Neighbourhood Plan was published for consultation on 7 June 2019 and made available until 26 July 2019 on the Henfield Parish Council website, Henfield Hub website, BN5 website and Horsham District Council website.

5.2 Statutory consultees were informed of the consultation by email on Wednesday 5 June 2019. Towards the end of the consultation period, Statutory consultees were reminded of the need to respond by the closing date of 26 July 2019.

5.3 The residents of Henfield Parish were informed of the consultation on the Pre-submission draft of the Henfield Neighbourhood Plan by the following means:

- Articles in the BN5 Magazine and Parish Magazine
- Articles on the Henfield Hub, BN5 website and Parish Council website and Facebook
- Posters around Henfield and Small Dole stating where to view copies of the Neighbourhood Plan; and where copies of the summary and comment form could be obtained.
- Stalls in the Monday Market.

5.4 The plan was also made available for inspection in the locations set out in Table 1 below. The Pre-submission Plan was available along with the SA/SEA for inspection and a Summary, which contained the response form, was produced for people to take away. The Summaries were replenished on a regular basis.

Table 1: Locations where the Pre-Submission Plan, Summaries and response forms were available

Location	Made available from	Comments
Parish Council office Open (open weekdays 10-1, Wednesdays 10-3)	7 June 2019 to 26 July 2019	Also available on Parish Council website BN5 website and Henfield Hub from 7 June 2019
Henfield Library (open daily Mon-Fri 10am-5pm; Sat 10am-2pm)	7 June 2019 to 26 July 2019	
Small Dole Post Office (open daily)	7 June 2019 to 26 July 2019	Aimed at Small Dole residents

Henfield Haven (open weekdays)	7 June 2019 to 26 July 2019	
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Table 1: Locations where Summaries and response forms were available

Location	Made available from	Comments
Henfield Medical Centre (open daily)	7 June 2019 to 26 July 2019	
Henfield Leisure Centre (open Mon-Fri 7.30am-10.30pm, Sat 8.00 am to 5.00pm; Sun 8.00am to 6.00pm)	7 June 2019 to 26 July 2019	
Henfield Youth Club (open 3 evenings per week)	7 June 2019 to 26 July 2019	Aimed at young persons
Budgens, High Street store (open daily 8.30am-8.00pm, Sundays 10.00am to 4.00pm)	7 June 2019 to 26 July 2019	
Hamfelds, High Street store (open daily)	7 June 2019 to 26 July 2019	

5.5 The following organisations were consulted on the Henfield Neighbourhood Plan (asterisk = no response received):

- West Sussex County Council
- Highways England
- Horsham District Council
- Adjoining Parish Councils:
 - West Grinstead
 - Shermanbury
 - Woodmancote
 - Upper Beeding
 - Steyning
 - Twineham
 - Ashurst
- South Downs National Park Authority
- English Heritage
- Natural England
- Historic England
- Southern Water
- Environment Agency
- Owners of all sites put forward for adoption by the Henfield Neighbourhood Plan resulting from the call for sites

5.6 A Response Form was provided alongside the plan asking residents and interested parties for their representations. Respondents were able to comment and suggest modifications.

5.7 People were able to comment by the following means:

- Post or drop off the comment form to the Parish Council

- Download the comment form from the Henfield Hub and return it by email or post to the Henfield Parish Council.

5.8 Details of the responses from statutory consultees are given in Annex A; and responses from Non-statutory consultees are given in Annex B.

5.9 The Regulation 14 Summary Report below summarises the main issues and concerns raised by the statutory consultees. It also describes how these issues and concerns have been considered and, where relevant, addressed in the submission draft of the Neighbourhood Plan.

5.11 The issues and recommendations in these reports were reviewed and discussed by the Steering Group, with their planning consultant and Horsham District Council officers; and appropriate amendments made to the Neighbourhood Plan and SA/SEA. These amended documents were submitted to Henfield Parish Council for approval on 22 October 2019.

Regulation 14 Responses Summary

RESIDENTS

94 residents responded of which

"Support" the plan	57
"Support with modifications"	16
and "Oppose"	9

5.12 Most of the responses follow the same themes particularly where the Plan is supported.

5.13 Most of the comments and suggestions are matters already considered during the Plan process and the Steering Group Comment/Response is likely to be to the effect that the comment is noted and the Steering Group feels no further action is required.

5.14 The responses highlighted in yellow may warrant action (ranging from slight amendment to the Plan to the inclusion of further evidence within the evidence base.) Or the Steering Group may consider the comment but decide no action is required.

5.15 The vast majority of comments are supportive and simply emphasize evidence collected on previous occasions. Many respondents express the view that they are pleased that the NP has reached this stage and the village able to control its own destiny by selecting sites for allocation, irrespective of whether they agree with the sites selected.

5.16 With regards to those who object to sites there are a small number (fewer than 10) who Oppose the plan because of the inclusion of Site A (distance from

village centre, loss of walking area). Others agree with this view but do not say they will oppose the plan.

5.17 Similarly there are a small number (fewer than 10) who object to the plan because of the perceived access/traffic problem at Furners Lane. Others agree with this view but do not say they will oppose the plan.

5.18 As is to be expected, overall many of the adverse comments are against development close to where the respondent lives.

LANDOWNERS, STATUTORY CONSULTEES & OTHER ORGANISATIONS

There were 28 respondees.

5.19 There are some useful comments, particularly from the statutory consultees and other organisations, which need to be considered by the Steering Group. The comments from the landowners are either matters already considered during the compilation of the Plan or technical issues on which the Steering Group needs to take advice. However there are some comments which necessitate the Steering Group checking that the Neighbourhood Plan is accurately written and that the evidence base is complete; if wording changes to the Neighbourhood Plan and if additions to the evidence base may be required.

5.20 The report will be published by Henfield Parish Council (HPC) as part of the Consultation Statement that will accompany the submitted HNP in due course, in line with the Neighbourhood Planning (General) Regulations 2012.

Conclusion

5.22 The programme of community consultation carried out during the production of the Pre-submission Henfield Neighbourhood Plan was extensive and varied. It reached a wide range of the local population and provided opportunities for many parts of the local community, including people of different ages and diverse social groups, to have an input or make comments on the draft Neighbourhood Plan.

5.21 In the main the responses from the statutory and non-statutory consultees to the Pre-submission Henfield Neighbourhood Plan were supportive and where issues were identified, changes were implemented. Responses from landowners and developers were closely analysed and where necessary, actions taken.

5.23 The comments received in response to the Pre-submission Henfield Neighbourhood Plan have been addressed in so far as they are practicable and compatible with the emerging Horsham District Council Local Plan.

5.24 This Consultation Statement is considered to comply with Section 15(2) of part 5 of the 2012 Neighbourhood Planning Regulations.

6. District Consultation (Regulation 16)

6.1 Horsham District Council carried out a district-wide Regulation 16 Consultation on the Submission Henfield Neighbourhood Plan (HNP) from 8 November 2019 to 20 December 2019.

6.2 The responses received from the Regulation 16 Consultation were posted on the Horsham District Council Website on 20 March 2020; and were subsequently submitted to the Independent Examiner, Andrew Ashcroft, along with the Henfield Neighbourhood Plan and its documentation, in line with the Neighbourhood Planning (General) Regulations.

6.3 The Steering Group and Horsham District Council considered that there were no material changes to be made to the Henfield Neighbourhood Plan or its supporting documentation.

6.4 On 16 March 2020 Horsham District Council, as Local Planning Authority, appointed Andrew Ashcroft BA (Hons) M.A. DMS M.R.T.P.I., a director of Andrew Ashcroft Planning Limited, as the Independent Examiner of the Henfield Neighbourhood Plan.

7. Examiner's Report

7.1 On 25 March 2020 Horsham District Council and Henfield Parish Council received a 'Request for Points of Clarification' from the Independent Examiner, Andrew Ashcroft. Horsham District Council and Henfield Parish Council responded separately with a 'Statement in Response to the Examiner's Clarification Note' on 17 April 2020. The Horsham District Council's Statement can be viewed on the Horsham District Council website at:

https://www.horsham.gov.uk/__data/assets/pdf_file/0007/83527/HDC-Statement-in-response-to-Examiners-Clarification-Note-17-April-2020.pdf; and the Henfield Parish Council's Statement can be viewed on the Horsham District Council website at:

https://www.horsham.gov.uk/__data/assets/pdf_file/0008/83528/HNP-FINAL-Response-to-Examiners-Clarification-Note-17-April-2020.pdf

7.2 On 11 May 2020 Horsham District Council received the Final Examiner's Report on the Henfield Neighbourhood Plan; recommending that the Henfield Neighbourhood Plan proceed to Referendum with modifications; and confirming the Neighbourhood Area for the Referendum (see Executive Summary on page 27). The full Examiner's Report can be viewed on the Horsham District Council website at:

https://www.horsham.gov.uk/__data/assets/pdf_file/0007/84283/Henfield-Examiners-Report-Final-11-May-2020.pdf

Executive Summary

- 1 I was appointed by Horsham District Council in March 2020 to carry out the independent examination of the Henfield Neighbourhood Development Plan.
- 2 The examination was undertaken by written representations. I visited the neighbourhood plan area on 17 March 2020.
- 3 The Plan includes a range of policies and seeks to bring forward positive and sustainable development in the neighbourhood area. There is a very clear focus on safeguarding local character and providing a context within which new homes can be accommodated. In this context it proposes the allocation of four housing sites. It also proposes a series of local green spaces. In the round the Plan has successfully identified a range of issues where it can add value to the strategic context already provided by the wider development plan.
- 4 The Plan has been underpinned by community support and engagement. It is clear that all sections of the community have been actively engaged in its preparation.
- 5 Subject to a series of recommended modifications set out in this report I have concluded that the Henfield Neighbourhood Plan meets all the necessary legal requirements and should proceed to referendum.
- 6 I recommend that the referendum should be held within the neighbourhood area.

Andrew Ashcroft
Independent Examiner
11 May 2020

7.3 On 11 May 2020 The Steering Group Members agreed the Independent Examiner's modifications; and recommended acceptance of the revised Neighbourhood Plan by Henfield Parish Council. This Steering Group agreement was by email, due to the Covid-19 lockdown in place.

7.4 On 12 May Henfield Parish Council approved the Neighbourhood Plan incorporating the modifications and recommendations made by the Independent Examiner.

Annex A - Comments from statutory consultees and the responses to them.

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
S&L26	Natural England			No specific comments. (Their ref 284813). An annex of issues and opportunities attached.		No action required
	Ashurst Parish Council					
S&L1	WSCC	11		Borrer Bank and Bull Common and Kidders Lane Picnic Area are parcels of land held by West Sussex County Council on behalf of our highways department. All of these sites are required to ensure that the road remains safe and can be well maintained. Future highways requirements are as yet unknown. However, we would be concerned if the land became unavailable for any necessary future improvements or maintenance to take place.	Remove the areas of land known as Borrer Bank (15), Bull Common (16) and Mockbridge Picnic Area (17) in the proposed list of designated areas of Local Green Space within the proposed Henfield Neighbourhood Plan as they may be required for highway maintenance and are therefore unavailable for allocation as green space.	Agreed. LGS 15, 16 & 17 removed from NP.
	Highways Agency					
S&L6	Site A: Dears Farm Paddock			Opposes Parsonage Farm site because it is contrary to the views		Not Accepted. Justification for Parsonage Farm is

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				<p>of the residents of Henfield who support small developments with a variety of types and styles over monotonous estate type development.</p> <p>Supports The Paddock, Dears Farm because self-build positively received by the community; below market rates for villagers; 100% affordable housing and would provide quality houses.</p>		<p>set out in the NP and Sustainability Appraisal.</p> <p>Site A may be appropriate as an exception site and could therefore come forward under existing HDC policies. Self /custom-build is not the same as affordable housing.</p>
S&L2	Highways England			<p>Concerned about impact on A23 of proposed development of 270 but also thinks AECOM's higher potential number of 400 should be tested. HE advise that this should be via HDC's transport assessment. Unable, therefore, to advise that the HNP is sound due to its potential to cause harm to the safe and efficient operation of the highway network.</p> <p>(Impact on A23 junctions and queuing at A27 junctions.)</p>	<p>The development should be included within the HDC Transport Study. Need to see an assessment of the cumulative traffic generation and distribution to and from the SRN.</p>	<p>Not Agreed.</p> <p>The AECOM HNA methodology is advocated by Locality, the government body to support neighbourhood planning and has been employed to identify a housing requirement figure which is both robust and in line with best practice.</p> <p>The adopted HDPF's evidence base includes a transport assessment of the impact of strategic development on the transport network. The Horsham Transport Study (April 2014), supports HDPF growth up to 2031. It follow that the growth proposed within the HNP is within the 1,500 dwellings</p>

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
						<p>to come from neighbourhood planning as stipulated in the HDC Transport Study. HDC is reviewing its Local Plan and this will include an assessment of future growth scenarios as stipulated from the Standard Methodology.</p> <p>It is not considered appropriate for neighbourhood planning to undertake district wide assessments of the cumulative impact of traffic derived from development and it should be regarded as an ongoing strategic concern for HDC.</p>
S&L3	Taylor Wimpey Site DD: Land east of London Road			<p>Housing Need The NP does not meet Basic Conditions, in particular in its approach to housing need.</p> <p>Site Assessment</p> <ul style="list-style-type: none"> • Site DD does not appear on the plan at the beginning of the report. • Site DD is closer to the majority of facilities within the Parish than site Xa, and is within walkable distance to the remaining facilities. <p>Inconsistent approach of assessment, such as 'Conformity to Local Plan' and 'General Character',</p>		<p>Not Accepted Housing Need: See response to S&L19 below</p> <p>Site Assessment: NP amended to include site DD. Site assessment has been reviewed with the additional information provided. The opportunity for engagement had been provided previously but not taken up by the promoters.</p> <p>Assessment of site DD has been added to the Sustainability</p>

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				<p>which has resulted in more negative assessment of Site DD than Site Xa. Further assumptions have been made, where more information could have been provided to demonstrate that landscape, biodiversity, open space and community facilities could be provided on the site. The incorrect assumptions are a result of a lack of engagement from the Neighbourhood Plan Group with the promoters of the site up to this point.</p> <p>Sustainability Appraisal Provided further information relevant to the site assessment</p>		Appraisal (Addendum to the SA/SEA) both as a strategic option alone and in combination with site C. This further information has been used to review the site assessment.
S&L3	Taylor Wimpey Site DD: Land east of London Road	4.1		Too onerous and goes beyond NPPF and HDPF.	Recommend amend to "Demonstrate that safe pedestrian routes from residential and employment sites to community facilities, including education, health and recreational facilities can be achieved, in order to minimise conflict between traffic, cyclists and pedestrians"	<p>Agreed. Considered with comments from WSCC (S&L 12 below) and wording of 4.1 amended: a "They demonstrate that safe pedestrian routes from residential and employment sites, to community facilities, including education, health and recreational facilities can be achieved..." b "They protect the existing network of footpaths (twittens)"</p>

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
						and bridleways within the village and into the surrounding countryside and ensure the continuing safe provision of accessible pedestrian routes for all users. c "They demonstrate that cycleways can be achieved..."
S&L3	Taylor Wimpey Site DD: Land east of London Road	4.2		Onerous and may prejudice good design	Recommend amend to "Where possible and appropriate, and where the design quality of a development would not be jeopardised, all roads, cycle ways and footpaths must conform to West Sussex Highway Standards".	Not Agreed.
S&L3	Taylor Wimpey Site DD: Land east of London Road			The allocation policies include density restrictions which do not have regard to national policy in terms of supporting development that makes efficient use of land.	The densities for the allocation policies are made flexible to comply with the NPPF 2019 and allow for detailed master planning, in collaborating with the Parish, to identify an appropriate density that creates a high quality sense of place.	Accepted. "about" added to policies 2.1.1, 2.2.1, 2.3.1, 2.4.1.
S&L3	Taylor Wimpey Site DD: Land east of London Road			The designation of land as Local Green Space which does not in its current form meet the definition contained in the NPPF 2019, but is proposed for allocation for 'sports and recreation' in the draft		Agreed. Wantley Hill and Backsettown have been removed from LGS policy but allocation of the relevant part of the sites has been identified as public open space within the site allocation policies.

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				Neighbourhood Plan is contrary to the NPPF 2019.		
S&L3	Taylor Wimpey Site DD: Land east of London Road	10.3 (b)		The proposed approach for maintenance (and insinuating retention) of all trees would place great emphasis on the environmental objective of sustainable development (paragraph 8 of the NPPF) at potential detriment to high quality design or efficiency of layout of new housing developments (social objectives at paragraph 8 of the NPPF), or the provision of sufficient housing to support the economy of Henfield, which would therefore not contribute to the achievement of sustainable development (basic condition d).		Accepted. 10.2 d amended to read: "retains trees in Categories A and B as defined in the BS5837:2005 wherever possible. Where it is not possible to retain a Category A or B tree, a replacement is planted."
S&L4	DMH Stallard Site Xa: Parsonage Farm	1		Supports		Comments noted
S&L4	DMH Stallard Site Xa: Parsonage Farm	2		Supports		Comments noted
S&L4	DMH Stallard Site Xa: Parsonage Farm	2.1 c		Support subject to minor amendments: c) seeks to restrict development to 2 storeys. Much of the development could be 2 storeys in height, in keeping with the	Removed or amend to allow for a proportion of 2.5 – 3 storey dwellings.	Accepted for the size of the development. Policy 2.1.1 c amended to read "Generally no dwellings are to exceed 2 storeys in height. A small number of 2.5 storey dwellings will

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				character of the area. However, in order to make best use of the site, parts of the site could accommodate 2.5 / 3 storey development (for example, a sensitively design apartment building), particularly in those parcels close to the existing built up area.		be accepted in low lying areas away from the existing built up area."
S&L4	DMH Stallard Site Xa: Parsonage Farm	2.1 j		(j) requires that the proposal maintains / enhances connectivity, through the emerging 'Henfield Trails'. The location, implementation and delivery of the Henfield Trails does not appear to be contained within the Henfield Neighbourhood Plan or other policy document.	Reword to require that the development maintains and enhances connectivity through its support for the Henfield trails, dependant on the proposed routes and measures of delivery, which are currently unknown.	Paragraph 5.23 added. "Henfield is well served with walking routes. HPC is in the process of improving this facility through the development of the "Henfield Trails" project. Development of this site should have regard to the emerging "Henfield Trails" project to enhance the accessibility of the nature reserve."
S&L5	Site			Detailed submission		
S&L7	Woodmancote PC			Support the NP but asks that if a strategic site is approved, then the NP allocation is reduced.		Comments noted
S&L8	Southern Water	2.1		Local sewerage system needs reinforcement to accommodate additional development. There is an existing pumping station and associated infrastructure in the SE corner of	Add "u. Occupation of development to be phased to align with the delivery of sewerage network reinforcement, in liaison with the service provider. v. Layout is planned to ensure	Agreed. Criteria added to the NP as proposed.

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				the site. A 15 metre gap is required and easements for the existing underground infrastructure.	future access to the existing sewerage infrastructure for maintenance and upsizing purposes. w. Provide an adequate gap between the pumping station and development to help prevent any unacceptable impact from noise and/or vibration."	
	Southern Water	2.3		Local sewerage system needs reinforcement to accommodate additional development.	Add "u. Occupation of development to be phased to align with the delivery of sewerage network reinforcement, in liaison with the service provider."	Agreed. Criteria added to the NP as proposed.
	Southern Water	5		Support 5.1 5.3 needs amending to reflect the need to protect both mains and sewers.	Amend 5.3 to "Development proposals will be supported provided they ensure future access to the existing water mains and wastewater infrastructure for maintenance and upsizing purposes."	Agreed. Amended as proposed.
S&L9	Southern Piling (Employment Site G)	p36 Site G, 5.36, 5.37		Welcomes the allocation of employment sites, local to the community but far enough away from populated areas. Replaces some of the sites lost to residential development in recent years. Will allow other local businesses to relocate from built up areas.		Comments noted

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
S&L10	Downsettmayhew Site W: The Paddocks			NP fails to meet Basic Conditions.	<p>Review NP taking account of the strategic policies of both HDPF and SDLP.</p> <p>Amend BUAB to include recent developments/planning permissions.</p> <p>Review the HNA to take account of the changes to NPPF in Feb 2019.</p> <p>Include Site W and redo Reg14 consultation, because with the above amendments it now meets the selection criteria.</p>	<p>Not agreed.</p> <p>BUAB will be amended at the end of the plan-making process (through the NP process or Local Plan Review).</p> <p>Henfield hasn't been allocated a specific housing number. That strategic issue will be dealt through the local plan review. The current HNP is working off the HDPF which remains an up to date development plan.</p>
	Downsettmayhew Site W: The Paddocks		3.8	The HNP failed to take account of the strategic policies contained in the SDLP and therefore fails to meet the Basic Conditions in this regard.		<p>Agreed that para 3.8 is poorly worded.</p> <p>Replaced with "The policies referred to above are the most relevant to this Neighbourhood Plan. A small part of the parish lies within the South Downs National Park Authority which has a recently adopted Local Plan. The Neighbourhood Plan does not allocate any development within this part of the Plan Area, however any future proposals will need to</p>

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
						have regard to the South Downs National Park Local Plan."
	Downsettmayhew Site W: The Paddocks			Housing needs evidence out of date.		Not agreed.
	Downsettmayhew Site W: The Paddocks		Community Aim 1	No justification for this in the NP.		Not agreed.
	Downsettmayhew Site W: The Paddocks			Site W was not considered as an option within the SA/SEA, because it was unfairly deemed not to be adjacent to the BUAB. Similarly the SA/SEA fails to take account of the transport improvements from the Barratts development.		An Addendum to the SA/SEA has been prepared.
	Downsettmayhew Site W: The Paddocks			The SA/SEA does not deal with flood risk at Site Xa accurately: Parsonage Farm is partly in Flood zone 2/3 and therefore a sequential flood risk test should have been carried out.		No development is proposed within the Flood zone 2/3 area and therefore a sequential test is not necessary. The Environment Agency has not requested such a test and is supportive of the allocation of public open space in this part of the site.
S&L11	CPRE			Support the proposals. However the sustainability objectives give insufficient weight to the importance of protecting Henfield's rural setting and	Clarify/make explicit within the NP that the sustainability appraisal must be interpreted in the light of local circumstances and likely impacts.	Comments noted but no change to the NP.

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				<p>character because they ignore the economic value of Henfield's countryside setting; discount the social and economic importance of protecting environmental quality and overlook the social value of biodiversity.</p> <p>The methodology used to evaluate groups of sites, averages scores and therefore loses the differentiation between limited adverse effects and unacceptable harm.</p>	Make clear in NP that the sustainability assessments are only a starting point for consideration, not a prescriptive endpoint.	
S&L11	CPRE	pol 3		It is not appropriate to assess road capacity against urban standards which do not value the tranquillity characteristic of outer Henfield.		
S&L11	CPRE	pol 5			Development proposals should support amelioration of existing issues and not just mitigate the harm caused by the new development.	Not agreed.
S&L11	CPRE	pol 7			Policy should be more specific in resisting any proposal that requires children to travel outside the village for primary schooling.	Not agreed.
S&L11	CPRE	pol 10			Include a commitment to a programme of re-greening.	Not agreed.
S&L11	CPRE			The Vision for the Environment and Countryside is diluted in the NP	Include a statement of intent to enhance the rural character of	Not agreed.

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				becoming a defence against damage rather than pro-active.	Henfield and strengthen the sense of community, based on specific proposals which can be implemented regardless of the quantity and location of housing development.	
S&L11	CPRE			D1- support inclusion whilst retaining public conveniences. D2 - support redevelopment of this unsightly site E - support redevelopment F - site undervalued within NP G - redevelopment should enhance the Conservation Area I- insignificant O - redevelopment offers positive benefits P ditto Q - not favoured R - unsuitable ribbon development U- ditto V - development has potential for positive impacts.		Comments noted
S&L12	WSCC			"It is considered that due to the scale and location of the proposed site allocation in the Henfield Neighbourhood Plan, the level of growth proposed is not in accordance with the background level growth assumptions in the Strategic Transport Assessment.		Comments noted. Relevant response to counter Highways England's concerns.

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				However, it is considered that further work is not required at this stage, as the impacts on the local highways and transport network would be unlikely to be severe. A full transport assessment will continue to be required to support any planning application".		
S&L12	WSCC	Policy 2.1(i), 2.2(h) and 2.3(h)		In addition to CIL, a s106 agreement and planning conditions would require the developer to implement or provide contributions to make the application acceptable in planning terms. Therefore, this sentence is not necessary and should be removed as follows: "A comprehensive transport assessment is submitted with the application"	Remove last sentence.	Not agreed. It may not be necessary, but neither is it incorrect.
S&L12	WSCC	2.1k, 2.2j, 2.3j 2.4i		Not a requirement of the Highway Authority	Remove	Not agreed. It is acknowledged that this is not a WSCC requirement which is why the criteria were considered necessary.
S&L12	WSCC	2.3, 2.4		Seasonal groundwater	This should be taken into account in the groundwater and drainage strategies.	Agreed. New criterion added to policy 2.3 (p) and 2.4 (l) "A groundwater and drainage strategy is prepared for the development which includes how

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
						seasonal groundwater is addressed,"
S&L12	WSCC	2.3.1m		Welcomed that this criterion recognises the existence of existing PROW.	It could recognise that these could be up-graded for cycling.	Agreed. "and upgraded to cycleways where appropriate" added to 2.3.1m
S&L12	WSCC	3		The 3 sites would benefit from working together re access. 3.2.1c a transport assessment might not be required.	Replace "...their transport assessment can demonstrate..." with "...it can be demonstrated..."	Agreed. Paragraph 5.39 added. "Business sites E, F and G would benefit from working together to create a joint access which would be desirable for these sites."
S&L12	WSCC	4		4.1 Developers can only be required to mitigate the impact of their development. 4.2 as 2 above 4.5 WSCC standards are maximum. See new guidelines of 2/8/2019	4.1 Check this policy for compliance with NPPF. 4.2 Remove 4.5 Delete words "the minimum"	Agreed. See S&L 3 above for amendments to 4.1. Suggest 4.4 and 4.5 replaced by 'Adequate off-road car parking must be provided for all developments in accordance with West Sussex Parking Standards'.
S&L12	WSCC	9.5		What "special regard" is intended?	Clarify	Agreed. Wording amended to "Improvements to the Downs Link will be given priority."
S&L12	WSCC		5.56	WSCC would welcome the Council's support for establishing appropriate decision-making arrangements re the allocation of funds to priority projects.		Comment noted but not appropriate to include in the neighbourhood plan.
S&L12	WSCC		5.74	Footpaths & RoW are the responsibility of WSCC but there		Add 'primarily' before 'the responsibility of West Sussex County Council'.

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				are other legal responsibilities on landowners, users etc.		
S&L12	WSCC	pol map 4			Add legend.	Agreed.
S&L13	Henfield Birdwatch			Concerned about the loss of hedgerows and trees at Backsettown.	<p>Add Green Spaces included in the previous NP namely:- Sandpit (Henfield Common) Gresham Fields Land i/f South View Tce Verge E Dropping Holms (response does not include justification for this one)</p> <p>Tottington Wood and Woods Mill should be mentioned within the NP.</p> <p>Developments should include provision for swift boxes in appropriate locations.</p> <p>NP should protect the hedgerows and trees at Backsettown.</p> <p>The old-established native hedgerows on land east of Wantley Hill should be protected.</p>	<p>Partly agreed. Sandpit added. The others are not included because they are not in public ownership.</p> <p>Woods Mill is mentioned (2.13) and Tottington Wood is not within the parish.</p> <p>Swifts covered by policy 10.2b</p> <p>Policies 2.2.1f and 2.3.1f expanded to specifically include hedgerows</p>
S&L14	HDC (Property) & Seaward Properties Site D2 & U: Hollands Lane	Pol 2		Objects to the non-inclusion of Land South of Hollands Lane: Sites D2 and Site U. The sites were deemed unsustainable but were not assessed together.		Not accepted.

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				Sustainability Objectives not balanced.		
	HDC (Property) & Seaward Properties Site D2 & U: Hollands Lane	pol 2.1		Opposes Parsonage Farm on deliverability grounds		Not accepted. No substantial evidence provided as to why this would not be deliverable and agent can provide more evidence on this if objection pursued to next stage.
	HDC (Property) & Seaward Properties Site D2 & U: Hollands Lane	3.2		Objects because prevents use of part of site U for employment		Not agreed. This policy is intended to prevent unallocated expansions into the countryside.
	HDC (Property) & Seaward Properties Site D2 & U: Hollands Lane	4.4		Lack of evidence to support the car parking requirement exceeding WSCC parking calculator.		Not accepted.
	HDC (Property) & Seaward Properties Site D2 & U: Hollands Lane			Opposes Transport Focus Group report on basis that it has not consulted WSCC highways and should not be used to justify development locations. Opposes lack of transport assessment for Parsonage Farm. Opposes sustainability appraisal conclusions that development in the west is less accessible than in		Not accepted. The report has not been used in this way. Not accepted. Transport assessment not required until planning application stage. Not agreed. The SA does not make such an assumption. Not agreed. This judgement is made at planning application stage

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				the east as not based on traffic evidence. Opposes site assessment report because it says some sites will be subject to transport assessments and others unlikely to have an affect on traffic and congestion without technical highways support.		based on the WSCC threshold for requiring transport assessments .
	HDC (Property) & Seaward Properties Site D2 & U: Hollands Lane			Lack of flooding sequential tests.		Not agreed. Not necessary as no built development proposed within zones 2/3.
	HDC (Property) & Seaward Properties Site D2 & U: Hollands Lane			Timing: NP should be delayed until at least Reg 18 consultation on the Horsham Local Plan so it can take account of any increase in housing numbers.		Not agreed. The NP is being prepared against the existing adopted Local Plan and to a timetable agreed with HDC Planning.
S&L15	Fairfax Site F: Chanctonbury View			Refers to current appeal and reasons for refusal conceded by the Council. Makes detailed comments on site assessment. Overall, there would be a distinct lack of visual/landscape or any harm to heritage assets arising from the redevelopment of this land. Evidently, development of this site would be entirely		Not agreed.

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				sustainable. Further it is a site that is subject to adequate exceptional circumstances that cumulatively justify the sites release from its countryside designation for allocation as a residential development site.		
S&L15	Fairfax Site F: Chanctonbury View		5.78	Contests that there are prominent views from Sandy Lane and corner of Mill End/Dropping Holms.		Not agreed.
S&L15	Fairfax Site F: Chanctonbury View		2.1	Does not take account of Horsham District Landscape Capacity Assessment which says it has low/moderate capacity for medium scale development (100-500 units).		Not accepted, the landscape capacity assessment is a high level assessment and each site has been considered on individual merits.
S&L15	Fairfax Site F: Chanctonbury View+J64			No reference in NP to minerals resources even though WSCC raised as an issue with Site F, albeit didn't object.		Comment noted. No objections raised by WSCC as Minerals LPA.
S&L15	Site F: Chanctonbury View	12		Does not mention statutory duties re listed buildings and conservation areas.		Comments noted.
S&L15	Fairfax Site F: Chanctonbury View			The Parish Council's proposed housing figures for the Plan period are considered to be insufficient to meet the needs of the local area, and the wider District requirements. Henfield is a sustainable location in the context of Horsham District, and we		Not Agreed. See S&L19 below

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				consider that it should be aiming to provide an increased housing figure during the Plan period.		
S&L16	SDNP			The South Downs Local Plan was adopted on 2 July 2019 In particular supports pol 1, pol 3.1.3, 3.1.4 & 3.1.5	Remove word "emerging"	Agreed: NP amended to remove "emerging"
S&L17	Batchellor Monkhouse Site B: West End Lane			<ul style="list-style-type: none"> Refers to reasons for the quashing of the previous neighbourhood plan and to paragraph 5.12 of the NP which says that the option for consolidating development around the Barratts development at the western side of the village was rejected as it was too far from the village centre. Considers that the site at Parsonage Farm is the same distance from the village centre than Site B. The sites would be adjacent to the settlement edge it would be if sites Q, A.B and W are taken together and would have defensible boundaries formed by the roads. Whilst site B North is not currently adjacent to the settlement it would be if site W was allocated. 		An Addendum to the Sustainability Appraisal has been prepared to include sites A and B; and sites Q, A, B and W have been assessed together as a strategic option (308 homes).

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				<ul style="list-style-type: none"> • Nature of landscape along West End Lane changed by the Barratts development and has a number of dwellings and nursery sites. Rural area to the north is less developed and completely greenfield. • Cumulatively the development sites to the west would meet all of the Local Plan criteria and would score better than Parsonage Farm. 		
S&L18	Historic England	Other		Some policies and the evidence base could be improved to make policies more robust or further achieve the community's objectives.	Include the effects of the recent past developments on landscape and the historic environment within the baseline of the SA at 3.24 - 3.26, their impact and whether any impacts are likely to result in cumulative effects with the developments within the NP.	Comments on the SA are for HDC to consider as the client for this work but, unless there are factual inaccuracies, it is not a good use of resources to spend time tinkering with the SA. The SA was just the starting point for consideration of sites and the Steering Group has put more weight on other matters in a transparent and justified way.
S&L18	Historic England	pol 2.1			<p>Clarify the type of development the community desires by setting out in the opening paragraph and supporting text, the vision for and quality of development expected.</p> <p>2.1.1h Should this be "public" open space?</p>	<p>Not agreed. Overly prescriptive design requirements could inhibit the creativity of the designers/architects involved in the development.</p> <p>Agreed. "open space" amended to "public open space".</p>

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
S&L18	Historic England	pol 3.1.3, 3.1.4 and 3.1.5 - Employment Development		Bringing these 3 sites forward separately misses opportunities a co-ordinated single development could achieve e.g. single access point, mitigation of environmental impact such as sustainable drainage or landscape buffer.	Either A) Integrate sites into a single policy or b) Review the features which could be achieved through a single approach and incorporate these either in an overarching employment sites infrastructure policy or through requirements within each policy (e.g. avoidance of creation of ransom strips.)	Not agreed. Whilst there might be some merit in principle, in practice this would be difficult to achieve given the separate ownerships and likely timescales for implementation.
S&L19	Wates Site J: Shoreham Rd, Small Dole			Argues that the NP does not meet Basic Conditions, in particular in its approach to housing need: no provision for increased housing need in national policy and in emerging HDPF; and only considers sites within the BUAB.		Not Accepted The NP is being prepared against the adopted HDPF and the AECOM report was prepared to establish what proportion of the 1500 homes should be met at Henfield. This report was prepared in good faith prior to the Government's standard housing need methodology being finalised and HDC agreed that the recommended figure of 270 homes was appropriate to base the neighbourhood plan on. The HDC letter of 13th March 2019 acknowledged that the new Local Plan would be prepared using the Government's new standard methodology and provided options for neighbourhood plans currently in progress. HPC agreed to

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
						progress the NP based on the housing number of 270 on the proviso that any higher numbers required through the emerging Local Plan would be allocated in that Plan. This approach has been agreed with HDC.
S&L19	Wates Site J: Shoreham Rd, Small Dole			<p>There is good accessibility to larger settlements such as Henfield.</p> <ul style="list-style-type: none"> • Upper Beeding NP has allocated residential development within Small Dole indicating that Small Dole is suitable for residential development. There is no reason why the same approach cannot be taken with the Henfield NP. • The previous NP included new housing within Small Dole which again demonstrates the suitability for the village to accommodate additional residential development. • In previous application for 60 homes on the site although the Council raised concerns regarding sustainability and landscape, no technical reason was put forward as to why the proposed development, that would provide 	The NP should look to allocate housing within Small Dole	<p>Not Accepted.</p> <p>When compared to other potential sites within or adjacent to Henfield the sites at Small Dole did not score so highly because of distance to services.</p> <p>Upper Beeding had a different set of site options to Henfield and were unable to meet their housing needs even by using all of the suitable and available sites. The circumstances are therefore different to the Henfield NP where there are more sustainable options.</p> <p>The previous NP had fewer site options than the current one and the site selected in Small Dole was only for 11 dwellings.</p> <p>At plan-making stage sites are considered in the context of other options to meet the housing need.</p>

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				<p>significant benefits including the provision of new market and affordable homes with open space, parking and landscaping; could not be delivered.</p> <p>Details provided of how proposed development would meet access to services, ecology, flood risk and landscape criteria.</p>		<p>In this case there are more sustainable options within and adjacent to Henfield.</p> <p>Noted but see above.</p>
S&L20	Independent Age Site L - Land West of Backsettown	2.3		Welcome this allocation but feel the Policy too inflexible.	<p>More properties across a slightly larger site.</p> <p>A mix of single and 2 storey properties.</p> <p>Flexibility to allow all access options to be considered.</p>	<p>Not Accepted.</p> <p>The site area should remain as proposed in the NP to allow for the open space allocation to provide an appropriate setting for Backsettown House as well as public open space. The higher density could only be achieved by including 2/3 storey homes, see comments below.</p> <p>2/3 storey dwellings are considered to be inappropriate given the single storey nature of Furners Mead and the need to protect the setting of Backsettown House.</p> <p>The preference for access off Furners Mead is because a new access on to Furners Lane is likely</p>

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
						to result in a detrimental change of character of this rural lane not because of technical highway constraints. The drawings submitted show the extent of the highway boundary but do not show what alterations to the lane or its vegetation would be needed to provide the access or sightlines. These are likely to result in the loss of hedgerow and the urbanisation of this rural lane.
S&L21	Site I:			Site I provides needed housing for the young and the elderly.		Comments noted.
S&L22	Site U:			Proposes that the NP should consider an additional site of 60 units on a 2.6 hectare site partly owned by HDC.		Not agreed.
S&L23		2.1		Supports criteria to ensure that the land area identified as Flood Zone 2/3 is allocated as Open Space. Recommends some consideration of the impacts of climate change for this site.		Comments noted.
S&L24	Gladman Development			Objects to the use of settlement boundaries if these preclude otherwise sustainable development from coming forward	Recommends the following replacement wording: “When considering development proposals, the Neighbourhood Plan will take a positive approach to new development that reflects the	Not Agreed. The NP has been prepared in general conformity with the HDPF which includes settlement boundaries.

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
					<p>presumption in favour of sustainable development contained in the National Planning Policy Framework. Applications that accord with the policies of the Development Plan and the Neighbourhood Plan will be supported particularly where they provide:</p> <p>New homes including market and affordable housing; or</p> <p>Opportunities for new business facilities through new or expanded premises; or</p> <p>Infrastructure to ensure the continued vitality and viability of the neighbourhood area.</p> <p>Development adjacent to the existing settlement will be permitted provided that any adverse impacts do not significantly and demonstrably outweigh the benefits of development.”</p>	
				Proposed Local Open Space Borrer Bank too extensive & evidence does not demonstrate it is worthy of designation.		Borrer Bank removed from Local Green Spaces. See WSCC comment.
S&L25	Montagu Evans Site Q - Sandgate Nursery			<p>Disagrees with decision not to allocate site, because:</p> <ul style="list-style-type: none"> Dismissed on appeal because not 		<p>Not Accepted.</p> <p>Also dismissed on impact on rural setting of West End Lane which the</p>

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				<p>allocated and impact on listed building, these issues can be addressed by allocation and new layout.</p> <ul style="list-style-type: none"> SA scores similar to Parsonage Farm and Option 1 gives rise to no red scores unlike the Councils preferred option 5 which scores 2 reds. Higher affordable housing need than suggested by AECOM. Site could provide minimum of 40% but could go up to 100% affordable housing as an exception site. 		<p>new layout does not overcome.</p> <p>Explanation given in SA why the NP does not include highest scoring option.</p> <p>Does not need allocating then, as the site could come forward as an exception site under existing HDC policy.</p>
S&L27	WSCC			Has the initial stage of approval to commence work re this site.		Comment noted
S&L28	Site K1/2:		pol 2 and para 5.15 to 5.24	<p>Provides a critical assessment of the SA.</p> <p>The SA is flawed because K1 has been split from K2.</p> <p>Detailed reasons provided as to why the SA assessments of K2 are wrong, and therefore Site K2 wrongly excluded from further consideration.</p> <p>Site X. Ignores HDC Landscape capacity study; less than 250m from river; furthest from village centre; new access on to A281 required; close to ancient</p>	Include K1 and K2 in the SA	<p>Not agreed.</p> <p>HDC Landscape assessment is a high level assessment of capacity.</p> <p>K1 and K2 have been assessed together as an option.</p>

Ref R14		Policy Ref	Para No	Comment (summary)	Amendment proposed	Steering Group Comments/Response
				woodland; ignores duty to find alternative sites.		
S&L28	Site K1/2:			Disagrees with site assessment as should have been assessed as one site which would then adjoin settlement boundary with more opportunities for housing and open space and a defensible boundary. • Disagrees with assessment concerning opportunities for biodiversity, access, public rights of way and flooding. • Inconsistent with assessment of Site C.		Not agreed. HDC Landscape assessment is a high level assessment of capacity. K1 and K2 have been assessed together as an option. No supporting information was submitted previously by the landowner.
S&L28	Site K1/2:			Site X. Ignores HDC Landscape capacity study; less than 250m from river; furthest from village centre; new access on to A281 required; close to ancient woodland; ignores duty to find alternative sites.		Not agreed.
S&L28	Site C			Site C: Wantley Fields. Conflicts with green spaces map. Inconsistent with HDC Landscape Capacity Study		Agreed. See S&L 3 above.

Annex B - Comments from non-statutory consultees and the responses to them

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
R14-1	Page 4			Supports sites ABCD - minimises traffic congestion		Comments noted
R14-1	Page 10			Supports EFG - youth employment		Comments noted
R14-2	2.3.1		2.3.1	Opposes inclusion. Near listed building, old trees on west side; detrimental to rural character; views destroyed	Increase Parsonage Farm allocation. Use site for allotments - would retain trees & amenity value.	Not agreed.
R14-3	Page 3				Extend Area A to Downs Link, incorporating areas C & D. Development in one area, avoiding urban sprawl	Not agreed.
R14-4				None		
SEA/SA RV14-15				Comments on SA/SEA	"reasonable rail and/or bus services". This can be disputed easily, therefore the exact definition of reasonable is necessary to fully understand the meaning of this statement "to provide for this ageing population" is meaningless as all the population is ageing. Do you mean the older segment of the population?	Comments on the SA/SEA are for HDC to consider as the client for this work but, these are not factual inaccuracies therefore no action required.
R14-5			2.1	Supports because accessible	Keep to plan of nature reserve. Wild flower verges where possible	Comments noted

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
R14-5			2.2	Support - will enhance new estate already there	Ensure wild life not disrupted	Comments noted
R14-5			3.1.2	Support - bring more employment & supporting local firms	as above	Comments noted
R14-6			6.1	Medical facilities already stressed	Modify 6.1 or add 6.3 "Proposals for housing development should have regard to the availability of medical facilities in the local catchment area."	Comments noted but consider point adequately covered therefore no amendment required.
R14-7			3	Local jobs, new/local businesses. Good that they are local but far enough away from populated areas.	Lower speed limit on Old Shoreham Rd	Comments noted.
R14-8	52		11	<p>6 - There is no Chanctonbury Drive. Should this read Charlbury Drive. The area is described as agricultural and general playing field but there is no legal access to the playing field?</p> <p>9 Should this read Chess Brook Green Playground?</p> <p>19 Should this read Green land around Bishops Park (Barratt Homes development)?</p> <p>20 Should this read Green land around Meadow Walk (completed Croudace development) land east of Manor Close?</p>		Agreed. NP amended accordingly
			Policy map 4	i) There is no key to distinguish roads, footpaths, bridleways, rivers,		Agreed and implemented

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
				boundaries etc. ii) Red fails to distinguish between footpaths and A roads iii) 3 public telephones shown. Only 1 now exists and is probably unusable.		
R14-9				Opposes more development without an exit point other than Furners Lane.		Not agreed.
R14-10			2.3	c & d - Access problems: poor visibility at Furners Mead junction; Furners Mead is a car park; emergency vehicles; Bowls Club; within Daisycroft the road is not wide enough and unsuitable construction	Expand 2.3a for a new access 2.3 c and d - remove from plan	Not agreed.
R14-11	9		2.4	d - site too high: would damage amenities; flooding. h and l - Daisycroft is a private road, brick surfaced. There would be no advantage to residents if it were re-engineered. A281 congested junction; new properties will exacerbate the problems; parking(non-residents) in Furners Mead; would reduce parking for those properties without off-road parking.	Discount The Daisycroft as a means of Access	Not agreed.
R14-11	18	4.2		Agree with Vision. Need houses and to retain Henfield's character.		Comments noted
R14-12	p20 pol 2 5.1		2.5.1	Sites appear sensible		Comments noted
R14-13	para 5.2	5.2		Absolutely necessary		Comments noted
R14-14	22	5.12		Agree		Comments noted

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
R14-15	33 & 35	5.28 & 5.33		Agree		Comments noted
R14-16	44		4		Provide all day parking (for non-residents)	Comments noted. See paragraph 5.5.1
R14-17	52		10.5.8 11	Agree		Comments noted
R14-12	18		4.2	Agree with Vision.		Comments noted
R14-13	p20 pol 2 5.1			Sites appear sensible		Comments noted
R14-14	para 5.2			Essential		Comments noted
R14-15	p22 5.12			Agree		Comments noted
R14-16	33 & 35		5.28 & 5.33	Support		Comments noted
R14-17	44		4	Support	Improve long term parking.	Comments noted. See paragraph 5.5.1
R14-18	49		5.7.4		HNP should oppose any development which would remove footpaths.	Comments noted.
R14-19	52		10.5.8 11	Agree		Comments noted
R14-14				No comments		
R14-16				In line with residents desires	More emphasis to maintaining and enhancing rural community. More emphasis on improving bio-diversity not merely maintaining the status quo.	Comments noted.
R14-17			12	Infrastructure is at capacity. NP acknowledges landscape character. Further large scale development could		Comments noted There are several comments along the same lines valuing

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
				<p>not be integrated.</p> <p>Residents support development on the east, as reflected in the NP.</p> <p>Proposed buffers are excellent ideas.</p> <p>Purpose built new industrial sites should encourage appropriate industry. And Henfield itself should evolve new work centres to provide work locally.</p>		<p>the character of Henfield. To ensure clarity, 'adopted' removed from Policy 12.</p> <p>The Henfield Parish Design Statement (revised 2019) forms part of the Henfield Neighbourhood Plan.</p>
R14-18				No comments		
R14-19				<p>HDC's housing targets can be met by smaller developments. Larger developments set a precedent and increase the threat of a Mayfield type development.</p> <p>The Ridge in Deer Park is the only west facing high ridge in Henfield.</p> <p>The views are unique.</p> <p>The current transition from built up to open countryside is a valued asset and amenity.</p> <p>The (current) open space amenity is accessible to all, popular with residents & attractive to visitors.</p>	<p>Protect valued views by requiring big open avenues.</p> <p>Require the protection of the oak trees and other trees of consequence.</p> <p>The design must be compatible with the ambition of attracting more visitors to the village and the Downslink.</p> <p>Better articulation of the protection of green spaces in the development.</p>	Comments noted but no changes to HNP considered necessary.
R14-20				<p>I support local democracy and the NP gives a considered and realistic expansion strategy.</p> <p>I am upset that the development by the bowls club has had to be included.</p>	A significant amount of tree planting.	Comments noted

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
R14-21			3 & 3.1	Sensible	Access to the site for pedestrians/cyclists needs to be further considered. Perhaps a free, electric minibus.	Comments noted.
R14-21				NP vital to protect the village & community.		Comments noted
R14-22			2 & 2.3c	Site good for bungalows.	Protection for Backsettown house. Preserve 2 oaks, 2 acacias & pear tree	Comments noted. NP with amendment below adequately addresses these points.
R14-23	8		2.3	<p>Access is inadequate.</p> <p>Development will destroy wildlife habitat.</p> <p>Open space a good idea but this should be a peaceful environment not allowing organised football etc</p>	<p>Add requirements to 2.3 - retain existing hedgerows on N and W. Expand 2.3f to establish new hedgerows incorporating small trees to mitigate the loss of central hedgerows.</p> <p>2.3I-More precisely define the acceptable design of the open space</p> <p>Add requirement 2.3 for a landscape buffer zone to existing properties on the Southern boundary</p> <p>Ensure full protection for the trees with TPOs</p>	<p>Comments noted and NP amended.</p> <p>" hedgerow and trees" added to 2.3f "Mature trees are protected and maintained."; "peaceful" added to 2.3I</p>
R14-24				The views must be protected.		Comments noted

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
				<p>Support new access road to the north. Access on the west would be inadequate for further development.</p> <p>NP complies with residents preference for development on the north and east.</p> <p>Support open spaces as buffers.</p> <p>Support new industry towards Small Dole. Henfield can evolve new office based work.</p>		
R14-25				<p>Building predominantly in the north. A good balance at Wantley. The west access has become too bottle-necked.</p> <p>Views to the south preserved.</p>		Comments noted
R14-26	25 fwd			Single storey bldgs provision	Low rise retirement flats instead of bungalows	Comments noted. 2 storey retirement flats are supported within the NP where appropriate.
R14-27	52			Local green spaces	Include provision for their maintenance eg dog mess	Comments noted
R14-27				Easier to deliver infrastructure to development north & east. Views to the south protected.		Comments noted
R14-28	6		2.1.1a	Would lose/compromise the most popular, accessible walking area around Henfield	Limit development to fields north of Parsonage Farmhouse and the area close to the A281	Not agreed.

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
				205 too many dwellings putting too much pressure on infrastructure and amenities (j) Agree cycle and footpaths only	Smaller development Require no vehicular access through Meadow Drive or Deer Park	
R14-29			2.1	205 too high a density Popular walking area. Ensure access from A281	Reduce density and spread across other sites. Ensure development is away from existing footpaths & Downslink	Not agreed.
R14-30	8 & 9		2.3 & 2.4	Difficult access. No requirement for 1 bed starter homes	More consideration to access. Require provision of a certain number of starter homes.	Not agreed.
R14-31				Good plan but less supportive of Daisycroft development due to its proximity to important buildings.	Add this number of homes to an already developed (or in the NP) site.	Not agreed.
R14-32	33 & 34		5.27 to 5.30	NP does not preclude access via Furners Lane. Pol 10.2c requires the hedgerow retention "where possible".	No access via Furners Lane. Require the retention of the hedgerow bordering Furners Lane in full.	Comments noted. 2.3.1i addresses this point. See above
R14-33				North more suitable for development.		Comments noted
R14-34				Development to the north avoids access problems		Comments noted
R14-35				Against high concentration of properties in one isolated area. Development should be evenly spread	Reduce Parsonage Green development area. (Map provided).	Not agreed.

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
				<p>across the village.</p> <p>Housing requirement for Henfield too high. Henfield should resist taking so many.</p> <p>Infrastructure inadequate for the number.</p> <p>Destruction of farmland.</p> <p>Destruction of wildlife habitat.</p> <p>Detrimental to village character.</p>	Add Seaward properties proposal on Hollands Lane.	
R14-36				<p>NP protects the views.</p> <p>Meets residents desire for any development to be to the north or east.</p> <p>Addresses access</p> <p>Open spaces buffer supported.</p> <p>Supports industry towards Small Dole and evolution of office based work within Henfield.</p>		Comments noted
R14-37				<p>NP protects the views.</p> <p>Meets residents desire for any development to be to the north or</p>		Comments noted

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
				east. Addresses access Open spaces buffer supported. Supports industry towards Small Dole and evolution of office based work within Henfield.		
R14-38				SA/SEA page 67 option 5: Sites LA & I: Low density, single storey supported. Must be a condition of approval.	More consideration to traffic problems. Retention of hedges where possible.	Comments noted.
R14-39			2.1	Connectivity to the village centre is essential. Support - nature reserve, allotment provision, electric charging points.		Comments noted
R14-39			2.2f		Clearer protection for the landscape east of Wantley.	Comments noted.
R14-39			2.3b	Development well away from Backsettown House		Comments noted.
R14-39			5	Sewage system under duress	Mention specifically	Comments noted but the policies adequately cover this point.
R14-39			10.2b	Conservation of wildlife important	Include nightingales in the list.	Agreed. NP amended accordingly
R14-40			2.1.1	c) 3 storeys would increase number of homes with more suitable for the old, disabled or young families	Amend to allow some 3 storey	Not agreed. Low density low rise development is

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
						appropriate to the edge of the village.
R14-40			2.1.1	m) Open space in north supported	Ensure open space requirement delivered through solid blocks rather than wide verges etc	Comments noted
R14-40			2.1.1		n) Put allotments away from new common.	Comments noted.
R14-40			2.1.1	Support inclusion of electric charging points.		Comments noted
R14-41				Supports locations of proposed development. Industrial development should be towards Small Dole.		Comments noted
R14-42				Comment on the SEA - Highdown Nursery site should be used only for bungalows; full attention must be given to the flood risk.		Comments noted
R14-43				Comment on the SEA - Highdown Nursery site should be used only for bungalows; full attention must be given to the flood risk.		Comments noted
R14-44				NP recognises access better to sites in the north; importance of views to the south; open space buffers. Industry will be attracted to the A2037 and lighter services for local people within Henfield.		Comments noted
R14-45				No comments		

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
R14-46				<p>NP meets residents desire for any development to be to the north or east.</p> <p>Protects the views.</p> <p>Addresses access problems.</p> <p>Supports industry towards Small Dole and encouragement of lighter industries within Henfield.</p>		Comments noted
R14-47			2	<p>Supports the selected sites; the well considered proposals for Parsonage Farm; the requirement for affordable housing; the requirement for single storey dwelling; the protection of views and the unique nature of Henfield.</p> <p>Supports the employment development proposals.</p>		Comments noted
R14-48				No comments		
R14-49			2.1 2.2 10.1 10.2	<p>Support maintaining the rural setting of the village.</p> <p>Support development to the north because it meets residents wishes.</p> <p>No adequate road access to the west.</p> <p>Support open spaces as landscape buffers.</p>		Comments noted
R14-50	1.1, 1.2				Include Hub URL for clarity.	URL added to Appendix A

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
R14-50	1.2			The last word "area" is undefined.	Replace with eg "parish"	Agreed. "plan" added before area
R14-50	3 p1.1				Boundary should have (HBUA) after it	Not agreed. Term BUAB defined in paragraph 5.4
R14-50	3 p2.3			Plural maps	Change "map" to "maps"	Amended.
R14-50				Green outlines unidentified	Add to key	Wording added "The green outlines show the open space incorporated within each allocated development.
R14-50				That part of Small Dole which is part of Henfield Parish is not distinguishable	Change map	Not agreed. Map 1b shows the part of Small Dole within Henfield parish.
R14-50				"shared surfaces"	Use clearer wording	Not agreed.
R14-50			2.1.1s; 2.2.1n; 2.3.1n; 2.4.1;	The density of charging points is not stated.	Give indication of density	Not agreed. However the wording has been amended to require an adequate number of charging points.
R14-50			2.3.1l	Unclear if Furners Mead is to be only access	Add "only"	Wording amended to clarify this criterion
R14-50			3.11	2 maps are referenced	Change maps to 2a and 2b	Not agreed. Policy maps are different from other maps.
R14-50			3	Key duplicates info on p10	Combine & delete	Not agreed.
R14-50			3.1.3; 3.1.4; 3.1.5	Logical to require charging points in employment areas too.	Add to criteria	Agreed. Criterion added to Policy 3.1.3, 3.1.4, 3.1.5
R14-50			3.2.1c	"acceptable" is imprecise	Consider making it "Direct" to the two roads referred to.	No change considered necessary.
R14-50				NP indicates that HPC will react to the initiatives of others to improve the quality of life in Henfield.	Add paragraph indicating what HPC would promote.	Comments noted. No change considered necessary.

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
R14-51	8		2.3	Too much traffic ; pinchpoint at junction; access already difficult would worsen.		Not agreed.
R14-51			2.4	Too much traffic for narrow roads; pinchpoint at junction; access already difficult would worsen. Access to site would be through land owned by a resident of Daisycroft.		Not agreed.
R14-52				No comments		
R14-53				No comments		
R14-54				Block of 250 homes would have a negative effect on the countryside, with little attention for leisure or walks. Access must not be through Bysshops Meadow Estate		Not agreed.
R14-55				No comments		
R14-56			3.1	The industrial development is a positive opportunity, attracting investment & providing local work.		Comments noted
R14-56			2.3 2.4	Access inadequate: already hazardous.		Not agreed.
R14-57				Support employment policy to accompany new homes. Support the site allocation but would like assurances that the houses will be appropriate for the area and a mix of private & social housing.		Comments noted

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
R14-58			2.1	<p>Cannot support Site A. North already overdeveloped. Infrastructure at capacity. It would encourage car use.</p> <p>Infill and smaller sites more able to revitalise Henfield centre. Feels the NP has gone back on communication at the meetings where it was stated there would not be a high concentration in one area, and development would be spread over the whole parish.</p>	Substitute Seaward properties site for Site A	Not agreed.
R14-59			2.1	<p>Disagree with Site A. Smaller sites, particularly to the east would allow a more natural growth pattern bringing people closer to the core of the village. Site A too far from the centre encouraging car use and more traffic.</p>		Not agreed.
R14-60				No comments		
R14-61				No comments		
R14-62				<p>Astonished that the flyer was the first notification of the proposed blue housing area.</p> <p>Crowded entrance roads; no parking; more pressure on medical centre & schools, too much build on north & east.</p>		Not agreed.
R14-63				The allocations are against the stated objective of development spread around, using brownfield wherever		Not agreed.

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
				<p>possible.</p> <p>Oppose inclusion of Site A which would result in the loss of agricultural land; the concreting over of wildlife areas. People will now have to use cars to access the countryside. Deer Park hedges and Open Spaces have not been properly maintained. How is the NP ensuring maintenance of such within the new development. NP creates a northern ghetto from which the elderly will not be able to access the village on foot.</p> <p>Why is Seaward proposal not being considered?</p>		
R14-64	29		2.2 5.26	<p>The proposal will separate the Meadow Wal Estate from the proposed sports area and distance this facility from the rest of Henfield.</p> <p>Access poor.</p>	<p>Transpose the sports area and the developed area.</p> <p>Opportunity then to access site from the north.</p>	
R14-64	30			2nd photo is not taken from Charlwood Dr	Correct. Add a photo of the Recreation area.	Photo removed
R14-64			2.2.1f	No building on green field will ever enhance rural character.	Change language from over emotive, subjective.	Not agreed
R14-64	29			No mention of power line on SW and W boundaries.	Remove possibility of relocating on eastern boundary. Consider requiring burying of the cables.	Comment noted. NP adequately covers this point.

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
R14-64	29			Not consistent with promises of full consultation.	Give further consideration to the location of the housing on this site.	Not agreed.
R14-65			2.3h & i 2.4h		Map with alternative route supplied.	Not agreed.
R14-66				Supports - sites in N & E - preserves the views - new road easy to the development in the north - open spaces as buffers - industry moved out of the west of Henfield.		Comments noted
R14-67				Supports because: - sites in N & E - preserves the views - new road easy to the development in the north - open spaces as buffers - industry moved out of the west of Henfield.		Comments noted
R14-68				Supports because: - sites in N & E - preserves the views - new road easy to the development in the north - open spaces as buffers - industry moved out of the west of Henfield.		Comments noted
R14-69				Supports NP because: - seeks to preserve nature & character of Henfield		Comments noted

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
				<ul style="list-style-type: none"> - preserves the views - Access to development in the west difficult - seeks to provide local jobs. 		
R14-70				No comments		
R14-71			9.2		Change "will be resisted" to "will not be supported"	NP amended.
R14-72			4.2	Medical centre: increase number of GPs - Economy: encourage new business - Proposed housing not on the west due to poor access		Comments noted
R14-73				<p>Henfield is growing too rapidly and facilities cannot cope.</p> <p>Access to Wantley Hill inadequate</p>		Not agreed.
R14-74			<p>2</p> <p>3</p> <p>5</p> <p>9</p> <p>10 & 11</p>	<p>In particular:</p> <p>pol 2: north and east better for access; buffer zones; & seems feasible.</p> <p>Pol 3 would encourage local employment</p> <p>pol 5 Viability and character of the High St important.</p> <p>Pol 9 Henfield's strong community feel and its organisations must be protected.</p> <p>pol 10 & 11 Preserve the views and</p>		Comments noted

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
				Henfield's identity as a Downland village.		
R14-75				Supports without modification - Don't agree there is a need for additional housing but supports having a neighbourhood plan.		Comments noted
R14-76				Object to Wantley because of the loss of leisure facility.	Replace with Seaward's Holland Lane proposal.	Not agreed.
R14-77				Too much housing planned: traffic congestion; difficult to see doctor; NHS dentists full. Access unsuitable for lorries. Might be a rat problem.		Not agreed.
R14-78				Supports because: - sites in N & E where roads can be built more easily - preserves the views - new road easy to the development in the north - activity area for Wantley and open spaces buffer at parsonage Farm - industry moved out of the west of Henfield.		Comments noted
R14-79				Important to keep clear of new development the south & west where the road system is under strain. Restricting to 2 storey development supported.		Comments noted

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
R14-80				<p>Henfield losing its rural character. In particular traffic congestion affects wellbeing, is unsafe, makes access difficult for emergency vehicles .</p> <p>Infrastructure (supermarket, carpark nurseries, doctors, leisure centre, cemetery & roads) would need expansion.</p>	Widened roads; new school, more nurseries; larger doctors surgery; larger chemist; greater police presence.	Not agreed.
R14-81				No comments		
R14-82	26-27		2.1		NP must ensure access is only from A281	Comments noted
R14-83			2	Village expansion must be carefully planned to ensure its assimilation into the existing village and sites must have well-defined boundaries to discourage speculative proposals into the countryside	Include a policy mechanism to ensure phasing of development.	Phasing addressed in Community Aim 1
R14-83			2.2	<p>An illogical incursion into the countryside which opens the way to speculative development to the east.</p> <p>Access would destroy green space (& is contrary to pol 11)</p> <p>The open space to the west is without purpose. Illogical to scatter sports facilities.</p>	Retain as agricultural land.	Not agreed
R14-83			2	No specific reference to the level of affordable housing required.	Further define "two storey" to allow/disallow using roof space.	Comments noted but no changes considered necessary

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
					Clarify electric charging points. Per house or communal. Ensure it is enforced. All development should contribute towards public transport improvements.	
R14-83					Add policy to support creation of housing units above shops to ensure vibrancy in the village centre.	Covered by 3.3.1. Explanatory paragraph added "The creation of housing units above retail premises is encouraged to ensure the continuing vibrancy and full utilisation of the village centre."
R14-83			3.1	Employment site too remote & therefore unsustainable.	Ensure development includes improved access to village by sustainable means.	Comments noted
R14-83	pol 3.2		3.2	Omission of Settyres site.		Comments noted
R14-83			Community Aim 2	Difficult to understand what this is trying to achieve.		Comments noted
R14-84				Disappointed with the flyer from Seaward. Enough development already.		Comments noted.
R14-85				Too much development for the infrastructure. Supports Holland Lane development.		Comments noted
R14-86				No comments		
R14-87			2 10	Supports development where good access to A281 can be achieved.		Comments noted

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
				Support protecting existing wildlife. This cannot be replaced with mitigating features.		
R14-88			2.1; 2.4.1; 2.3.1, 2.1.1	Building single storey bungalows a long way from amenities will result in increased mobility scooter/car use and not enough disabled spaces or parking for scooters. Support single storey developments.	Future proofing for the needs of the elderly - Rooms large enough to allow for future medical needs e.g. hospital beds & hoists. Properties able to have lifts fitted.	Comments noted.
R14-89				Likes single storey proposals. Concerned that such a large site as A would be alien to the character of the village. Important that the design of the housing is good. Likes the nature reserve proposal. Supports the employment proposals		Comments noted
R14-90				Comments 270 must be a maximum; employment sites should be outside the village; extra car-parking is needed; additional retail openings are needed.		Comments noted
R14-91				Supports - sites in N & E; the west is constrained by the heritage areas and the floodplain and has access problems - preserves the views - open spaces as buffers		Comments noted

Ref	Page	Para No	Policy	Reasons for support/opposition (summary)	Suggested improvements or modifications (summary)	Steering Group Comments/Response
				-heavy industry moved out of the west of Henfield.		
R14-92				Supports - sites in N & E - preserves the views - new road easy to the development in the north - open spaces as buffers - industry moved out of the west of Henfield.		Comments noted
R14-93				Supports - sites in N & E - preserves the views - new road easy to the development in the north - open spaces as buffers - industry developments to encourage employment.		Comments noted
R14-94				Supports - sites in N & E - preserves the views - new road easy to the development in the north - open spaces as buffers - industry developments to encourage employment.		Comments noted
R14-95				Sensible allocation of sites. Support aspirations for improvements to infrastructure and the preservation of rural character. Support employment proposals.	Improvements to amenities need to be more robustly promoted and enforced.	Comments noted

Annex C - Activity Log

Date	Event	Comments	By whom	Evidence
	Info on JR			See file
	HDC correspondence			See file
01.12.16	Meeting HPC / HDC			Notes on file
06.02.17	Meeting HPC / Will Edmonds representing Montague Evans	Re Sandgate Nurseries		File
March 17	Intelligent Plans	Review of HNP evidence base	Intelligent Plans	File
07.03.17	Annual Parish Meeting (114 residents present)	Presentation by Cllr Ray Osgood regarding Neighbourhood Planning. 74 members of the public voted for HPC to draft a second NP, 11 against and nine abstained. Remainder did not vote.	Public	Minutes, HPC website Presentation notes on file
29.03.17	Meeting HPC / HDC to discuss the production of a second HNP.	HDC agreed to support the process with officer engagement.		File
04.04.17	Full Council Meeting	HPC agree to produce a second NP, 11 votes in favour, two against.	HPC	Minutes, HPC website
12.04.17	NP Sub group meeting	Parish Councillors met with local residents to discuss the initial stages of a Neighbourhood Plan.		Agenda and notes - see file
12.04.17	MOU between Upper Beeding and Henfield Parish Councils - signed	Acknowledging decision to proceed, with consideration to Small Dole		MOU and letter – see file
13.04.17	Email HPC Clerk to SDNPA	Advising of intention to	Clerk	See file

Date	Event	Comments	By whom	Evidence
		proceed with second NP and requesting confirmation that area does not need to be re-designated. Confirmation email received 18.04.17.		
18.04.17	Emails Amy Tyler-Jones and Chris Paterson, SDNPA	Confirmation that designated area will remain and evidence required for small area Henfield Parish that falls within the SDNPA.		See file
13.04.17	Email HPC Clerk to HDC	Advising of intention to proceed with second NP and requesting confirmation that area does not need to be re-designated. Confirmation email received 20.04.17.		
13.04.17	Email HPC Clerk to Shermanbury	Advising of intention to proceed with second NP	Clerk	
13.04.17	Letter to Upper Beeding PC	Advising of intention to proceed with second NP and request to reconstitute MOU between Henfield PC and Upper Beeding PC	Clerk	Letter
13.04.17	Email Upper Beeding PC to HPC	Confirming acceptance of revised MOU		Email
18.04.17	Email HPC Clerk to Woodmancote PC	Advising of intention to proceed with second NP	Clerk	

Date	Event	Comments	By whom	Evidence
18.04.17	SDNPA agree area designation	SDNPA agree that the area designated by them on 13 th December 2013, for the first NP, is satisfactory to them for a new plan.		
20.04.17	HDC agree area designation	HDC agree that the area designated by them on the 4 th February 2014, for the first NP, is satisfactory to them for the new plan.		
21.04.17	Letter to residents	Confirming intention to proceed with second NP.	HPC	See file
27.04.17	Email Ray Osgood to Norman Kwan (HDC NP Officer)	Request for confirmation of validity of Henfield Parish Design Statement (2008). Advice received 05.05.17 that Statement will need updating, links to info provided.	Cllr Osgood	
04.05.17	Letter to residents	Confirming intention to proceed with second NP.	HPC	See file
05.05.17	Locality funding	Expression of interest in application for grant funding, submitted by Cllr Osgood to Locality.		KW may have copy
10.05.17	NP Sub group meeting	Agenda and notes		See file
14.05.17	BN5 Magazine article	Confirming intention to proceed with second NP.		See file

Date	Event	Comments	By whom	Evidence
17.05.17	Place advertisement for NP Administrator	HPC allocated budget	HPC	See file
31.05.17	HNP Sub-Group meeting			Find notes
22.06.17	HNP Sub-Group meeting			Find notes
22.06.17	AECOM	Applied to AECOM for technical support regarding new Housing Need Survey		
23.06.17	Locality	Locality confirm teleconference regarding Housing Need Survey.		
23.06.17	Volunteers meeting called	Meeting called for responses to an article placed in the June edition of the BN5 and Parish Magazine and to articles on the Henfield Hub, Parish Council and BN5 websites.		
26.06.17	Locality teleconference	Cllr Osgood teleconference with Locality regarding a Housing Need Assessment.		
28.06.17	NP Administrator appointed	Rebecca Luckin		
28.06.17	AiRS Provision of Service	Meeting with Cllr Osgood / AiRS regarding services.		
29.06.17	AiRS quote received - £11,693.74+VAT			See file
04.07.17	Full Council agreed AiRS quote in order to meet deadline for Locality funding application.	Accept quote.	Cllr Osgood	Minutes Full Council 04.07.17

Date	Event	Comments	By whom	Evidence
05.07.17	Application for Locality funding - £9,000 submitted.	Confirmation email received 05.07.17	Cllr Osgood	See file
10.07.17	Cllr Osgood, Nigel Stevens, Rebecca Luckin preparation for first Focus Group meeting.	Contact Faustina Bayo (AiRS), Norman Kwan (HDC NDP Officer) and Amy Tyler-Jones (SDNPA NDP Officer) as instructed.	RL	See file
12.07.17	Volunteers Meeting	Focus Group Brief circulated with Agenda	All	See file
14.07.17	Reading materials circulated to FG and SG members	<ul style="list-style-type: none"> □ The 2015-2035 Henfield NDP – all focus groups □ NFFP – all focus groups (but they can concentrate on areas relevant to them) □ DCLG simple guide to neighbourhood planning – all focus groups □ English Heritage NDP information (mostly the Environment and Countryside Group) □ Examiners Report on the 2015-35 NDP □ 2014 Survey Results to compare with Upcoming Survey Results □ HDPF – all focus groups (but they can concentrate on areas relevant to them- Pages 1-2 will guide them 	RL	As per Faustina email 13.07.17

Date	Event	Comments	By whom	Evidence
		to their relevant sections)		
14.07.17	Documents circulated to FG and SG members	Key dates for FG tasks FG task sheet Key project dates (AiRS) Template for FG closing report	RL	As per Faustina email 13.07.17
21.07.17	Locality grant funding approved	To be spent within 6 months – 21 January 2018		Email
22.07.17	Henfield Summer Fayre	HNP Stand recruiting volunteers	Chairman	See file
	Photos of Summer Fayre	KW – HPC office PC/pictures/hnp2		Download photos and print
25.07.17	Woodmancote NP is 'made'	Confirmation email from HDC	N Kwan	
26.07.17	Wineham and Shermanbury NP is 'made'	Confirmation email from HDC	N Kwan	
26.07.17	AiRS Provision of Service Agreement and agreement for NP Survey	Signed and returned to AiRS	Clerk	PC file
27.07.17	AECOM - new Housing Need Survey	Teleconference with Ivan Tenant (AECOM), Cllr Osgood and Rebecca Luckin regarding issues and questions for a new housing need survey to be sent to residents. Questions received from AECOM and sent to Catherine Howe, HDC, for comments on 01.08.17		See file
31.07.17	Housing Focus Group meeting	Norman Kwan (HDC) invited		Print notes
02.08.17	Submission of Due Diligence Form to Locality regarding grant	Clerk		See file

Date	Event	Comments	By whom	Evidence
	funding received			
02.08.17	Steering Group Meeting	Documents circulated to members: Registers of Interest for completion FG Final Report template		See file
03.08.17	Signed into YAMMER, on behalf of HNP, a forum provided by HDC.	Rebecca Luckin		
03.08.17	Register of SG Members Interests	Copy for completion circulated to all SG members		File
08.08.17	Initial meeting with extra HNP volunteers	Ray Osgood, Julie Mitchell and Gillian Perry		
08.08.17	Emailed volunteers for help with survey delivery			
08.08.17	Email from Ivan Tenant	Confirmation that study will be progressed on basis of questions previously circulated.		
08.08.17	Facebook call for Small Dole volunteers			See file
10.08.17	Meeting with Faustina Bayo AiRS	Ray Osgood, Tony Jackson, Gavin Sargent, Rebecca Luckin to agree documents, prior to circulation, agree final draft of survey and set delivery, collection and report dates.		See file
10.08.17	Steering Group documents	TOR for SG TOR for FG	RL	Print documents

Date	Event	Comments	By whom	Evidence
	circulated to members	Focus Group Brief Community Engagement Strategy HNP final survey		
10.08.17	Upcoming survey advertised	Henfield Hub article uploaded Parish Magazine Henfield Hub Facebook		See file for both articles and screen shot of Facebook Copy extract from Parish Mag
11.08.17	Housing FG meeting	Agreed Call for sites letter		
12.08.17	Small Dole Summer Fayre	Volunteer recruitment, SG members 21 members of the public visited the stand		See file for photos
14.08.17	Housing & Development FG meeting	Norman Kwan attended		
21.08.17	Residents' Survey	Information placed on HPC Facebook, Henfield Hub, BN5 Facebook		See file
18.08.17 – 25.08.17	Residents Survey	Received and delivered to all households Including letter to Small Dole residents requesting volunteers for HNP A small number of surveys were delivered up until 29.08.17. Delivery schedule on file		See file
22.08.07	Call for sites letter Closing date 06.10.17	Henfield Hub website Henfield PC Facebook Henfield PC website		See file

Date	Event	Comments	By whom	Evidence
		BN5 Publication and Facebook Developers Norman Kwan HDC NP Officer		
08.09.17	Residents' Survey	Deadline for return of completed surveys		
13.09.17	Steering Group meeting			Agenda and notes
13.09.17	Call for sites reminder letter to developers	Letter sent to know landowners / developers		See file
19.09.17	Replacement Call for Sites letter to developers	Letter sent to know landowners / developers		
19.09.17	Letter to Southern Water	Regarding pumping station capacity	RO	See file copy
19.09.17	Reminded SG members to complete Registers of Interest	Completed – file held in office.		
21.09.17	Meeting with AiRS	Regarding forthcoming Focus Group Workshop sessions		Notes
21.09.17	Email to Catherine Howe, and Norman Kwan requesting a meeting	To discuss HDC input at Planning Workshop and FG Public Presentations.		
27.09.17	Provided an update of the HNP to the Small Dole Village Hall Management Committee	Ray Osgood		
02.10.17	Facebook, BN5 magazine and websites	Update on NP		See file
04.10.17	Email Locality	Enquiry regarding support for sites assessment process		See file

Date	Event	Comments	By whom	Evidence
10.10.17	Meeting with HDC / AiRS / Ray / Gavin / Nigel / Rebecca	Regarding Planning workshop		Agenda and notes
11.10.17	Steering Group meeting	Agenda posted on noticeboard and Henfield Hub website		Agenda and notes
11.10.17	Draft Survey Report received			See file
19.10.17	Locality grant application submitted			
17.10.18	Call for sites	Follow up letter to landowners / agents and form requesting further information on proposed site		See file
Oct / Nov	Focus Group Open Days advertised	Facebook, websites, BN5 Magazine and banners		See file
November	Youth Survey – RO has contacted Youth Club, Scouts and Guides	Steering Group members visited Youth Club on 09.11.17		See file
November	Local Economy FG Business Survey	Emailed / delivered directly to businesses, posted on Hub and BN5 website and Facebook and on noticeboards		Survey – see file Print screen shot
04.11.17	Focus Group Open Days	Saturday morning session FG Public questionnaires 241 members of the public attended		Photos – Tony J
08.11.17	Focus Group Workshop	Weekday evening session FG Public questionnaires 85 members of the public attended		Photos – Tony J

Date	Event	Comments	By whom	Evidence
09.11.17	Landowner / Agent presentations advertised	Facebook, websites, BN5 Magazine and banners		
	Independent Planning Consultant employed	Claire Tester		
14.11.17	Landowner / Agent presentations	Attended by 203 members of the public		Schedules – see file
21.11.17	Site visits undertaken	Claire Tester, Housing Focus Group members		
22.11.17	Locality grant application varied to allow for employment of Planning Consultant.	Agreed by locality 24.11.17		
23.11.17	Letter to Southern Water			See file
24.11.17	Youth Survey results received			See file
28.11.17	Landowner / Agent presentations	Attended by 147 members of the public		Schedules – see file
04.12.17	Facebook and websites	HNP update and thank you to members of the public for attending the Site Presentation events.		See file
12.12.17	Steering Group meeting			Print agenda and notes
December 2017	HNP Business Survey report received			See file
14.12.17	Planning Workshop 30.01.18	Invites sent Including plan programme, FAQ's, and response form		See list in file See file for documents

Date	Event	Comments	By whom	Evidence
		(deadline for response 10.01.18) Links provided to Henfield Hub, HDC PPF and NPPF		
	Planning Workshop 30.01.18	Send State of the Parish Report AECOM Housing Need Assessment		
20.12.17	Sussex Biodiversity Record Centre, Woods Mill, Henfield	Ecological survey for the Parish has been commissioned and is due mid-January 2018.		E copy held on file
04.01.18	Sussex Wildlife Trust Biodiversity Report	To assist E&C FG and also site selection process		See file for summary
10.01.18	Southern Water response			File
11.01.18	Planning Workshop 30.01.18	Reminder invitation, FAQ's and response form sent to all stakeholders		
18.01.18	Meeting with AiRS	Re Finance, State of the Parish Report, Plan Programme, Planning Workshop		See file
18.01.18	Existing agreement with AiRS	Copy signed		See file
18.01.18	Steering Group Meeting			Print agenda Notes
19.01.18	Meeting with Small Dole Steering Group	Re MOU and potential sites within the village and agreement regarding potential sites		Notes – see file
19.01.18	Meeting with HDC	Re AECOM Report and HNP		Notes

Date	Event	Comments	By whom	Evidence
		housing number to be identified		
23.01.18	Email to Planning Workshop attendees	Sent copies of draft State of the Parish Report and link to Focus Group Final Reports and Small Dole – to all invitees, including those who had not responded		
30.01.17	Planning Workshop 30.01.18	List of attendees AiR Powerpoint presentation Agenda		See file
	Letter to HDC	Re Housing number and AECOM Report		File
07.02.18	Agreed draft Scope SA / SEA	Copy returned to HDC		Print copy for file.
07.02.18	Facilitator Topic Reports following Planning Workshop			Print copies – RL / HNP2 / Planning Workshop / Facilitator Reports
13.02.18	Steering Group Meeting			Agenda and notes
14.02.18	Emailed FG Leaders to ask that they request permission from FG Members to include their names in Final Reports			
20.02.18	End of Grant Report sent to Locality	Copy of report and AiRS invoices filed.		
01.03.18	Email to HDC regarding concerns	Requested a meeting to discuss housing number and lack of progress on SA / SEA		

Date	Event	Comments	By whom	Evidence
March 18	Resignation of Julia Simpson from SG, due to other commitments			
05.03.18	Policy Reviews drafted	Cllr Tony Duggan and Wendy Whittaker		See Policy File
06.03.18	SA / SEA Scoping Report consultation 06.03.18 – 10.04.18	Uploaded to Henfield Hub and sent to list of statutory consultees		See SA / SEA file – RO has copies
07.03.18	HNP Meeting with HDC regarding Housing Number for Henfeild	Norman Kwan, Gavin Curwen Ray, Tony Duggan, etc		Print notes HNP2/Meetings HDC/07.03.18
14.03.18	Steering Group meeting	Appointed Gillian Perry as replacement SG member		Print notes and agenda
10.04.18	Steering Group			Print Agenda and Notes
19.04.18	Grant offer letter received	NP Ref: NPG-10010 £7,919.00		See file
20.04.18	Meeting with HDC	Re: housing number, site assessments		See file
23.04.18	Meeting with HDC and Claire Tester	Site summaries and assessments		
24.04.18	Open day publicity: Village Hall display Websites Letter to all stakeholders (including landowners)			
27.04.18	Estimate received from AiRS	Re further consultancy works		Print / see AiRS folder
May	BN5 Magazine	Article re site assessments and open days		See file
05.05.18	Site Assessment Open Days	Re Site Assessments –		Tony J photos

Date	Event	Comments	By whom	Evidence
		141 members of public attended		
08.05.18	Site Assessment Open Days	Re Site Assessments – 183 members of public attended		
10.05.18	Steering Group meeting			Agenda and notes – see file
31.05.18	Draft Site Assessment Open Days Report			
04.06.18	Housing & Development FG meeting	Sign off Site Assessment sheets and Summaries (Front Sheets) to send to HDC and Enplan		
05.06.18	Site Assessment Sheets and Summaries sent to HDC and Enplan			
14.06.18	Steering Group Meeting	Agreed the Site Assessment Open Days (May 2018) Public Comment Report. Copy sent to Planning Consultant and AiRS		Print
11.07.18	Steering Group Meeting			Print notes
15.08.18	Steering Group Meeting			Print notes
17.08.18	Meeting with HDC / Enplan / Steering Group Members	Regarding discussion of Site Options, Reasonable Alternatives, Policies, NDO, Update on Local Plan, Employment Sites,		Print notes
August 2018	Planning consultant			

Date	Event	Comments	By whom	Evidence
	assessed Sites Xa, La and CC.			
22.08.18	SE Tyres site owner has made contact with next door property owner.	With a potential to expand Site G		Email from Richard Raper 22.08.18
23.10.18	SG Meeting with HDC	To discuss draft SA / SEA and potential options		Print agenda and notes
21.11.18	Sub-Group Meeting	With HDC to discuss draft SA / SEA and potential options		
10.12.18	Steering Group Meeting	Mainly focused on the SA/SEA		
17.12.18	Sub-Group Meeting	Discussion regarding options to deliver 260-270 homes		
11.1.19	Sub-Group Meeting	With representatives from DMH Stallard regarding Site Xa at Parsonage Farm		
23.1.19	Steering Group Meeting	Provisional adoption of Option 5 to deliver 270 homes		
31.1.19	The Future of Neighbourhood Planning 2019	The Chairman attended the seminar at HDC		
5.2.19	HNP Report to Henfield Parish Council	Update Council on plan progress		
11.2.19	Housing and Development Focus Group Meeting	Discussion regarding comments from Henfield Parish Council		
19.2.19	Sub-Group Meeting with Norman Kwan	Discussed Policy Draft and SA/SEA		
27.2.19	Steering Group Meeting	Update on plan activity by Chairman		
5.3.19	Neighbourhood Plan Update	Update on HNP to residents at the Annual Parish Meeting		

Date	Event	Comments	By whom	Evidence
13.3.19	The Future of Neighbourhood Planning – Letter from HDC	Preparation for meeting with HDC Officers on 17 th May 2019		
27.3.19	Steering Group Meeting	Discuss Draft Pre-Submission – HNP		
29.3.19	Pre-Submission HNP	Draft Pre-Submission HNP and Evidence Base Documents sent to HDC for Health Check		
24.4.19	Steering Group Meeting	Draft response to HDC Letter 13 th March 2019		
1.5.19	Sub Group Meeting	Agree changes to above, The Chairman to circulate document to Sub Group Members once amended		
29.05.19	Steering Group meeting	Agree to commence Regulation 14 Consultation on 7 June 2019 to 19/26 July 2019 RO, NS and TJ to complete arrangements		
07.06.19 – 26.07.19	Regulation 14 Consultation throughout the Parish			
17.06.19	Open Forum in Henfield Hall	RO in attendance answering questions and handing out Summaries and Response Forms		
01.07.19	Open Forum in Henfield Hall	RO in attendance answering questions and handing out Summaries and Response Forms		
13.07.19	Village Summer Fete, Henfield Common	RO in attendance answering questions and		

Date	Event	Comments	By whom	Evidence
		handing out Summaries and Response Forms		
23.08.19	Meeting with Steering Group, Planning Consultant and HDC officers in attendance	Discuss internal reports prepared by Steering Group on Non-statutory Consultees and by Consultant on Statutory Consultees		Actions to implement agreed changes
10.09.18	Article updating residents on HNP progress sent to BN5 and Parish Magazine	Published in October edition		
27.09.19	Article updating residents on the HNP progress put on the Henfield Hub and Parish Council websites			
01.10.19	Report on HNP progress given to the Henfield Parish Council			
11.10.19	Steering Group meeting	Draft documents approved		
22.10.19	Parish Council meeting	Submission Henfield Neighbourhood Plan agreed by majority to proceed to Regulation 15	HPC	Minutes, HPC website
08.11.19 to 20.12.19	Regulation 16 Consultation throughout the District			Notice published in the West Sussex County Times, Local websites and posters around the Plan Area.
03.02.20	Planning meeting between Steering Group and HDC	To discuss Regulation 16 responses		
03.03.20	Annual Parish Meeting	Community updated with		

Date	Event	Comments	By whom	Evidence
		latest position on Neighbourhood Plan		
09.03.20	Planning meeting between Steering Group, HDC and SDNPA	To Discuss preparation for examination		
16.03.20	HDC appoints Andrew Ashcroft as Independent Examiner			
20.03.20	HDC publishes responses to Regulation 16 Consultation on HDC Website			HDC website
25.03.20	Independent Examiner Request for Points of Clarification received			
17.04.20	HDC Statement in response to Examiner's Clarification Note issued			
17.04.20	Parish Council Statement in Response to Examiners Clarification Note issued			
11.05.20	Final Examiner's Report received	Final report recommends the Neighbourhood Plan proceed to Referendum with minor modifications.		Final Examiners Report
11.05.20	Steering Group agrees examiners modification and recommend acceptance by Parish Council	Steering Group members agreement by email, due to Covid-19. Final Neighbourhood Plan prepared.		Emails
12.05.20	Parish Council approves Neighbourhood	Video meeting due to Covid-19 Lock-down		Minutes of video meeting

Date	Event	Comments	By whom	Evidence
	Plan incorporating modifications from Examiner			
20.05.20	Steering Group and HDC approve final version of Neighbourhood Plan	Telephone conference due to Covid-19 lock-down		
22.06.20	Horsham District Council issues Decision Statement	<p>HDC accepts all the modifications made to the draft plan by the Examiner.</p> <p>HDC is also in agreement with the Examiner that the SEA has considered an appropriate range of alternatives, and agrees that the SEA meets the regulatory requirements.</p>		HDC Decision Statement

Annex D – Community Engagement Strategy

Agreed by Steering Group 02.08.17

July 2017

HENFIELD NEIGHBOURHOOD PLAN 2017-31.

1 Introduction

A Neighbourhood Plan is a community-led framework for guiding the future development, regeneration and conservation of an area. Neighbourhood Plans are led by authorised local community organisations. Henfield Parish Council is the qualifying body for Henfield and is also the body ultimately responsible for consulting on the Plan.

On 4th April 2017 Henfield Parish Council resolved to produce another Neighbourhood Plan, following the quashing by the High Court of the previous plan.

A Steering Group, comprising Henfield Parish Councillors, a Member of the Henfield Community Partnership and the local community has been formed to oversee engagement with the local community and production of the Plan.

2. Objective of Strategy

The purpose of this strategy is to provide a clear understanding of the process to be followed so a well-informed Plan, over which the whole community has a real sense of ownership, is developed.

3. Benefits of Community Engagement

Community engagement is the active participation of local residents and community groups in the decisions that affect their lives. Meaningful two way engagement will bring extensive benefits in progressing the Plan and will encourage the involvement of residents, local groups, businesses, developers, landowners and various agencies. The benefits include:

- Trust – between Henfield Parish Council, local people, developers and service providers.
- Opportunity to influence – by communities of decisions that will affect them.
- Knowledge of local issues – enables Henfield Parish Council and the local community to better understand issues and needs which can be addressed in the Plan
- Removing Barriers – physical or social, to communities getting access to information or voicing needs or opinions
- Community understanding – helps the community understand the neighbourhood planning process and progress of the Plan
- Satisfaction – increases satisfaction with progress of the plan and the community's ability to shape its future environment.

- A sense of ownership – by supporting community spirit and encouraging local people to influence control of their neighbourhood. This should increase chances of a successful outcome

4. Principles of the Community Engagement

The Steering Group will seek to ensure all consultation is: Well publicised, Well facilitated, Timely, Inclusive, Meaningful, Community focused, Interactive, Open, Fair and subject to Evaluation, Flexible and Effective. It will also seek to ensure it is cost effective.

5. Neighbourhood Plan Area

Henfield Parish in its entirety (including the relevant part of Small Dole) was designated by Horsham District Council on the 4th of February 2014 and by the South Downs National Park Authority on the 13th of December 2013. This designation is still in force and has been adopted by both authorities as the basis for the new Plan.

6. Publicising Production of the Neighbourhood Plan

This process commenced in March 2017 with the annual Parish meeting. It will continue- via public meetings and in publications circulating in the Henfield area, namely West Sussex County Times, BN5 magazine (free and delivered monthly to all homes in BN5 postal area including Henfield

Henfield, Shermanbury and Woodmancote), the Parish Magazine and the Henfield Hub, BN5 and Henfield Parish Council websites. A manned display at the 2017 Henfield Summer Fayre provided a focus for advertising the Plan and responding to questions. An initial detailed questionnaire will be delivered to every home in both Henfield Parish and Small Dole. This process will continue throughout the period of preparation of the Plan via the above publications and websites, as well as posters, further consultations, questionnaires and community events detailed in the Methods of Engagement statement below. To aid this, a Member of the Steering Group has specific responsibility for publicity of the preparation process.

7. Engaging with the whole community

Everyone within the community will be given the opportunity to have their views heard and respected. Particular attention will be paid to reach out to those who are traditionally under- represented in local issues and meetings. This will include those who don't often get their voices heard such as younger persons and those living in the more remote parts of the Henfield Parish. Focus Groups, made up primarily of local residents and business people, will be used to carry out in-depth discussions on certain topics, obtain information concerning people's opinions and concerns, and recommend appropriate actions. An equality impact assessment will be carried out.

8. Identifying Issues and Themes for Consideration

Consultation will be as open as possible to new ideas and will not seek to stifle input. Nevertheless, there are limitations as to what the Plan is realistically able to deliver and care will be taken not to encourage or raise unachievable expectations.

Methods of engagement with the community in the preparation of the Plan will include:

Questionnaire to all homes in the Parish	Use of Henfield Hub, BN5 and Council websites
BN5 magazine and Parish Magazine	Meetings with Local Partners/Stakeholders
Display in Henfield Library	Use of Village Notice Boards/shop windows
Local Community events	Newspapers circulating in the area
Drop in sessions	Social networking

9. Involving Key Local Partners and Stakeholders

There are many and varied persons and bodies in the Henfield area whose views will be sought on issues for which they have a particular knowledge, involvement or interest in the outcome. These include:

Community Groups	Sports Clubs	Recreational Activity Groups
Support Groups for the Elderly	Local Businesses	Shopkeepers
Henfield Traders Group	Henfield Youth Club	Schools in catchment area
Henfield Medical Centre	Local Churches	Housing Associations
Locally Elected Councillors	Land Owners	Business Park Owners
Henfield Community Partnership	Henfield Haven	"Hands Off Henfield" Group

10. On-going Engagement to Support Preparation of the Plan

To ensure the Neighbourhood Plan has the support of the community, there will be on-going consultation as the identified issues are investigated and developed. This will include: Interactive Comment/Facebook features on Meetings with local partners/stakeholders Henfield Hub

Local Community Events	Drop in Sessions
Display in Henfield Library	Social networking

11. Consultation on Draft Neighbourhood Plan

Once the Draft Plan has been produced, pre-submission consultation with the community will take place over a 6 week period. Feedback will be considered to determine the need to change any aspect of the Plan. The Plan will then be submitted to the local planning authorities who will also publicise the plan over a six week period across the whole of Horsham district. Feedback from the consultation will again be assessed to determine any changes, which if agreed between HDC and the Steering Group, will lead to HDC appointing an appropriately qualified person to examine the Plan. The examiner may suggest modifications are needed before the Plan proceeds to referendum, or may conclude the Plan does not meet the basic conditions and no modifications could ensure it meets those conditions and recommends the Plan does not proceed to referendum. If and when the Plan does proceed to referendum, if

more than 50% of those voting in the designated area vote 'yes', then the local planning authority will bring the Plan into force.

12. Record of Community Engagement

To demonstrate there has been proper community engagement and that it has informed the content of the Plan, the Steering Group will maintain a record of the following:

- Details of people and organisations consulted about the proposed Plan
- Details of how they were consulted
- A summary of the main issues and concerns raised through the consultation process □ Description of how these issues and concerns were considered and addressed in the Plan. □ Photographs of events.

A Consultation Statement will be included with the Neighbourhood Plan when submitted to the Local Planning Authority for examination to demonstrate there has been proper community engagement, that it has informed the content of the Plan and has sought to address the issues raised during the consultation process.

Henfield Neighbourhood Plan Consultation Schedule

Plan Stage	Proposed Consultation Method/s	Target Audience and why	Start and End dates	Venue Required?	Evidence to gather and log
Inception – appeal for volunteers)	All residents				
Evidence Gathering	Survey mail out Open days Drop in session Workshop Others (list)				
Call for Sites and Landowner Engagements	Posters Website Engage with LPA Notice boards Landowners presentation				
Draft Plan					

Regulation 14					
Submission Plan					
Regulation 16 and Examination					
Referendum					

Annex E – Young Persons Consultation Report



Neighbourhood Plan

Young People Consultation Report

Henfield Parish



November 2017
Action in rural Sussex

Henfield Neighbourhood Plan Consultation Statement 2017 - 2031

Introduction

This consultation exercise was developed and undertaken by the Neighbourhood Plan Steering Committee and Henfield Parish Council working in conjunction with Action in rural Sussex

The exercise aimed to engage with the young people of Henfield to ensure their views are heard as part of the consultation activities to inform the development of the Henfield Neighbourhood Plan. The Neighbourhood Plan can be used to:

- Develop a shared vision for Henfield
- Influence where new homes, shops and other developments should be built
- Influence the type, design and layout of new developments
- Identify important amenities such as green spaces and ensure they are protected

The steering group worked with the youth club workers to deliver and support children under the age of 12 to fill in the forms about what they would like to see in Henfield.

A visit was made to the youth club to on Thursday 9th November to engage and interact with the children over the age of 12 about their views on Henfield now and how they see the parish in the next 15 years. There was a mapping exercise to identify where they live and how far they travel to their places of leisure and recreational activities.

The Youth Survey 2017 was also completed by members of the Henfield Girl Guides, under the supervision of their leader, at meetings in November 2017 where they were encouraged to fill in more detailed survey forms about the parish.

Methodology

The survey was conducted using a questionnaire consisting of both closed and open-ended questions. This mix allows questions to focus on obtaining specific pieces of information tailored at responding to certain issues or themes (closed questions), whilst allowing a degree of freedom in the responses which people provide (open questions).

Responses

A total of **38** survey forms were filled in by the young people of Henfield.

Presentation of the responses

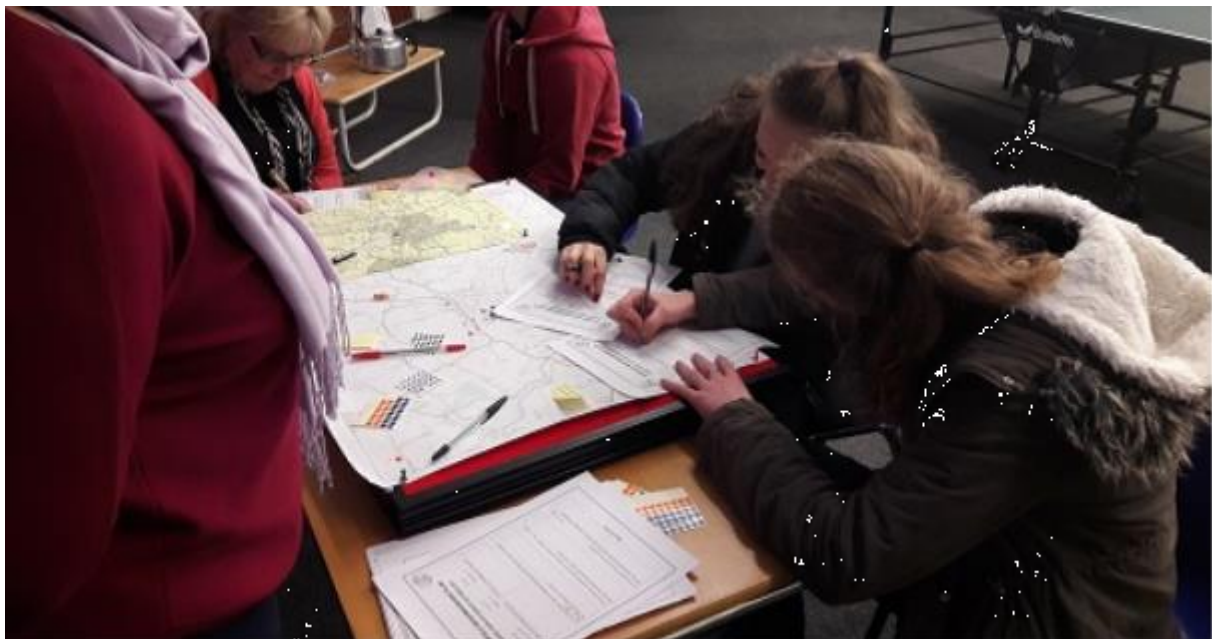
Actual response figures and percentage breakdowns are provided for each question. These represent the number of responses received in relation to each answer as a proportion of all those responding to that particular question. This may *not* reflect the total number of responses received to the entire survey.

Key Findings

- Out of the respondents, 30 were aged between 10-14 years, 5 were aged between 15-18 years and 2 were between 19-20 years with one person skipping the question.
- In response to where they live, 36 respondents to the survey live in Henfield, 1 in Small Dole and one unspecified.

In response to what they as young people like about living in the parish, 13 said they liked the peace and quiet of Henfield and feel safe, 11 mentioned that they liked being close to family and friends and that it was a friendly community with nice people. 8 mentioned the High street and how local everything was. 7 respondents mentioned the youth club, whilst 5 mentioned the skate park and parks

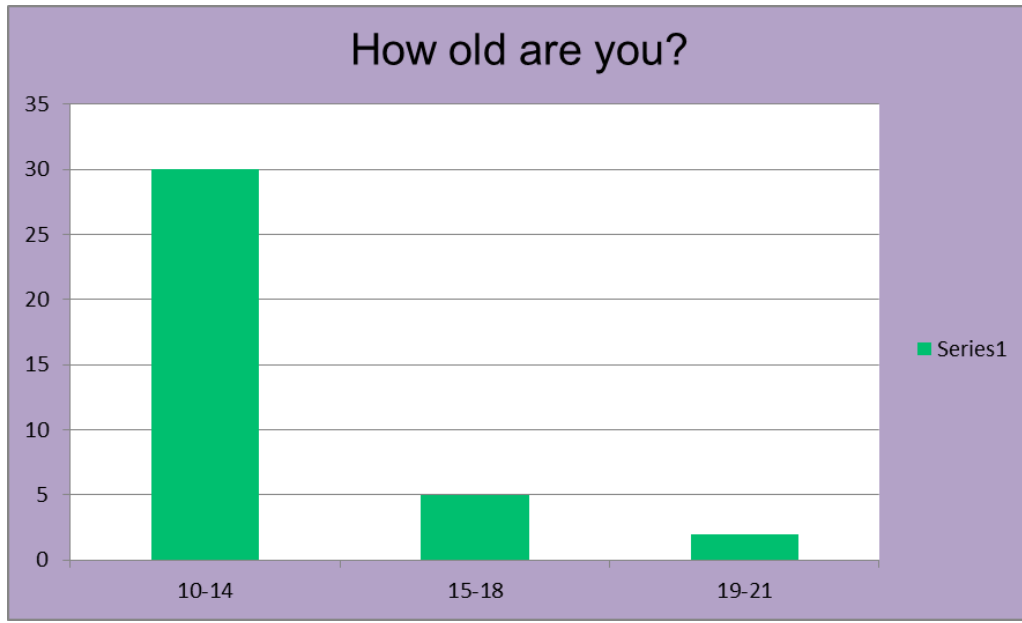
- In response to what they as young people do not like about living in the parish, the majority responded that there was nothing for young people to do. There were mentions of the public toilet not smelling nice and not flushing well as well as dog poo everywhere with no bins. There were a few mentions of older people telling them off and the business of the High Street.
- In response to the question “pretend it is the year 2031 (14 years from now), you are describing Henfield in a post card. How has it changed and why do you say so?” the most brought to attention were a swimming pool, new or more houses with some things staying the same although not having changed much. More jobs, a bigger skate park and hoverboards with floating cars



Survey Responses

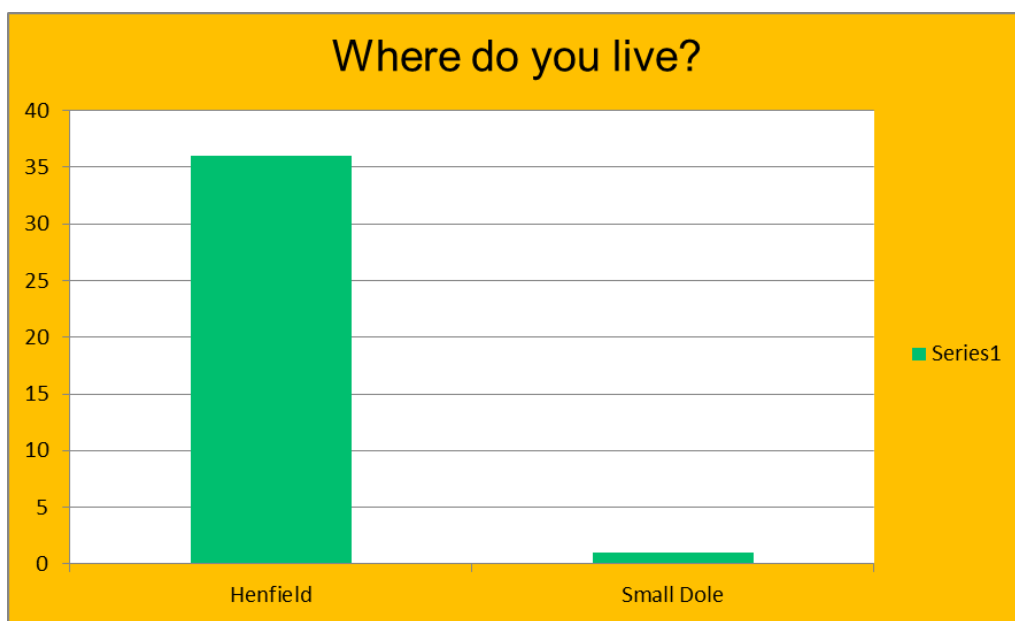
How old are you?

10-14	15-18	19-21
30	5	2
1 respondent skipped this question		



Where do you live?

Henfield	Small Dole
36	1



What do you like MOST about living here?

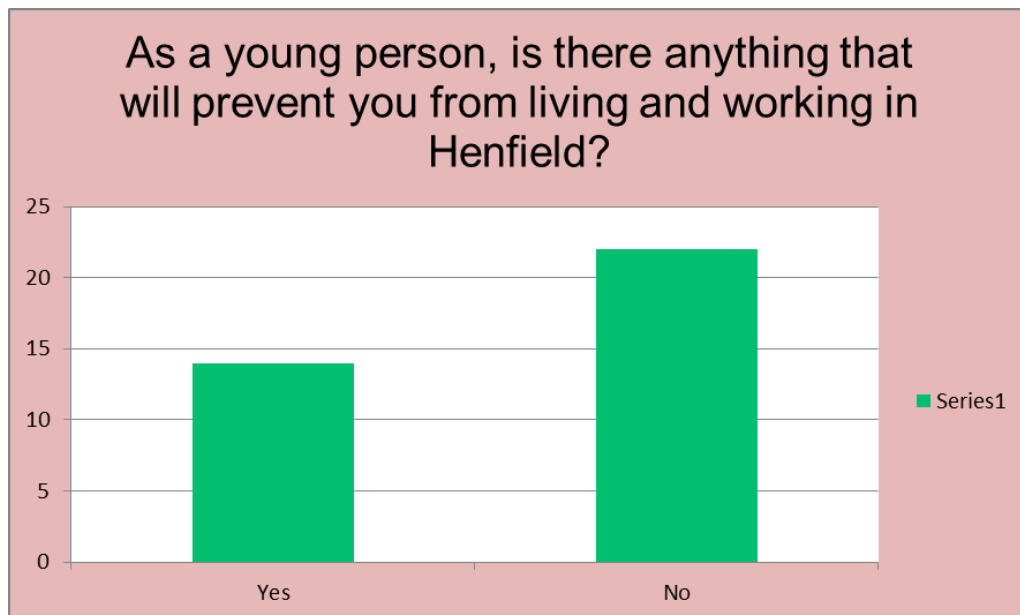
Youth club x 7
All my friends are close by.
Seeing my friends
It is close to lots of shops and people live close so it is good to see them
I like that it is close to my friends and I like we are all friendly
I like living near my friends
All my friends and a lot of family live in Henfield
Everything is close together, Family and friends live here
Close to my friends
Its calm and youthful
Not overcrowded, and I feel safe
Peace and quiet
Feel quite safe
Its peaceful
It is very friendly
Friendly Place
It's quiet
Skate park
I like the parks as entertainment
Sharky's
I like the skate park
I like the parks
housing and gym close
The High Street and my neighbourhood
Going to the High Street
Everything is local
Events, view, walking to places easily
Lots of nice people and in the High St there are very useful shops
Everything
Everything
Shops are easy to walk for views
Like how it's a quiet and small village so you know most people
Like that it's not too busy
Like the school and my friends live here so I sometimes see them in the High St
Lots of things to do, very friendly
The community is so nice to each other
The shops, the events, the people
Very friendly and people help one another
Events
Nice countryside
Is in the countryside and is very quiet

What do you like LEAST about living here?

Everything else
Small area
New people who don't respect the place and nothing for teens to do
Nothing for teens to do. Not enough shops. too many cafes
Not much to do
Apart from the gym, not much for kids to do
Noisy motorbikes outside my house, Need more parking
Not being much to do
Nothing to do
Nothing, Some people
Everything
Always expanding with new build sites
School
The noise is horrific, the public toilets stinks
Public toilets are gross and road to school has too much traffic jams
Nothing
Not a big enough skate park and a better football pitch
Like to see more wildlife
I don't like the village at night. Needs more lighting. There are some terrible people
Old people telling me off
Not enough shops
Public toilet stink and don't flush
Cycle paths, dog poo everywhere people don't clean it up
Don't have a place where you can meet people like a park with flowers and fountain
Not many clothes shops
Not being able to see my friends enough
Dog poo! Everywhere you go and bags on trees with poo in!
Should be more places in the High St
Don't like the public toilets
Not a lot of things some children would like to do
Don't like the public loos
It is very busy
Very busy and noisy, crowded
Cycle paths
The rumours that go around
Traffic on the High St

As a young person, is there anything that will prevent you from living and working in Henfield?

Yes	No
14	22
2 respondents skipped this question	



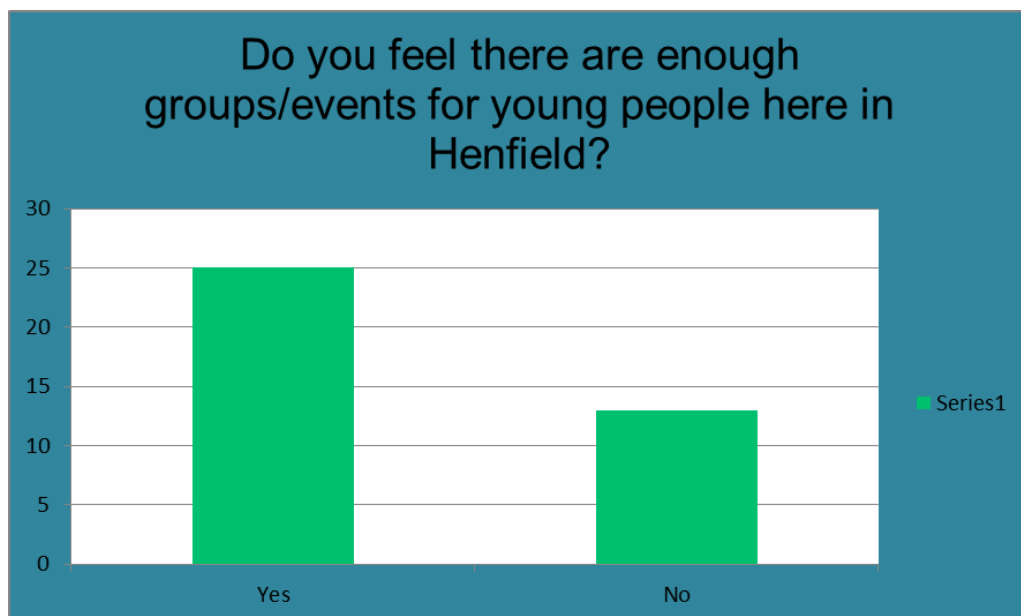
Please give a reason for your answer.

Its close
Nothing to do, Too many houses
Nothing to do and too many cafe and houses
No, because I like it here
Everything is alright
depends on the choices available
No exciting big companies to work for
The people
Not having the job I could do .Not being in the vicinity of said job. No houses/flats available, rent price too expensive/unaffordable
because I want to go to the Olympics in London
Not enough jobs. Not enough transport around Henfield
There is no work in what I want to become
I would like to become a vet so I will have to move away to train and work if there are no jobs here
Rather be somewhere with more opportunities like the town and transport
Some of the people that live around Henfield

I don't know
There are lots of jobs you can apply for
Gets very busy
There are lots of jobs
There are not many options for a job
It hasn't got as many jobs to attend
Want to work in China with the pandas
It's all very enjoyable
Lots of appropriate jobs and so good
Don't feel that
Good amount of transport or the buses aren't too expensive
Price of houses, train station
Nothing really bad happens
Building new estates and there are lots of shops to work in

Do you feel there are enough groups/events for young people here in Henfield?

Yes	No
25	13



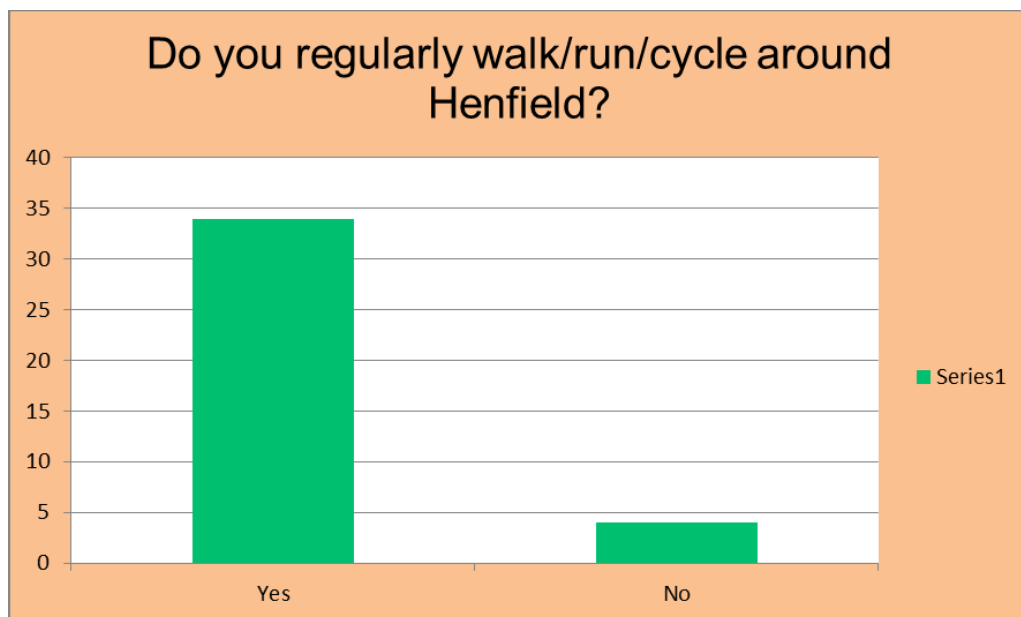
If no, what additional opportunities would you like to see?

Starbucks, Coster, McDonalds. More fun things to do
Starbucks it added more things to do
Swimming pool
Not enough for people needing extra help (I am 24 with additional needs)
Swimming pool, McDonalds, Exercise equipment in the park
Bigger skate park
Free gym
Need festivals
More rave/disco parties

Brownies, Cubs, Guides, Beavers
Dance class, Singing and acting
No Rugby team
An exercise park would be good, Swimming pool
I want a swimming pool and more restaurants
More cake sales, something like a competition
Henfield disco Christmas party
Don't know but there should be more activities
Don't know
More sports events
Would like to see more shows near the High St
More shows down the High St

Do you regularly walk/run/cycle around Henfield?

Yes	No
34	4



If yes, do you have any comments about the roads, bridleways, pavements and footpaths?

No traffic parking on the curb in the High Street
Rubbish, more bridle paths to be concrete
Not many pavement
Path I use to come up to the youth club are not well lit
Some signposts are falling down. Paths are generally okay for walking, although some are a bit over grown leading to the railways line
Not enough street lights
Smoother paths
All fine
Pavements need to be a bit more smooth

Smoother paths and bigger skate park
Some of the pavements could be a bit wider. hedges overgrown
Put traffic lights at the bottom of the road by Wantley. some hedges overgrown
More traffic lights, More street lights and Wide roads
Cycle paths aren't very flat but I like the countryside 100k
Should be a lollipop man/woman at the road by Wantley as it's a busy road and there used to be one
I walk/run. More driveways so people have clear roads to drive on
There could be more careful drivers
Nice to walk through and places to go on my horse
People should let you go over the road when you are waiting
They are fine
On the way to school there are a lot of cars that go quite fast
They are very wide which is a good thing
Very safe and easy route
It is good but you should fence off some places better
Pavements are too big because two cars try to get past and end up on the pavement kerb
Some roads are very bumpy
Some are bumpy

As a young person, do you feel Henfield has the right mix of employment opportunities for you in the future?

Yes	No
18	17
3 respondents skipped this question	



If no, please give you reasons and tell us what you would like to see in terms of employment opportunities.

Because you have to have level 3 to get a job
Because you have to be a student to get a job
More options for different age ranges
More international, multinational companies e.g. McDonalds
It doesn't have 11+ education and there are no science-based jobs apart from medicine. Most are in shops which are ok for jobs when you are in college and part-time work, but unless you're the owner, not a career
Disco DJ
make an archaeologist or an Olympics
More unique jobs + modern
Because there's only a small amount of jobs - More buses to town
I really want to be a vet so not a lot of opportunity
Not enough engineering jobs and local experience. Too many shop jobs, and not enough practical jobs
I don't really know
Only Bugden's and I don't want to work there
There could be more vets and zoos
More interesting jobs like a place to act
Not a lot of variety
Like to see more places to help young children
There are no large companies

Pretend it is the year 2031 (14 years from now), you are describing Henfield in a post card. How has it changed and why do you say so?

It has McDonalds, Coster Cafe, KFC and subway
There's Starbucks. Lovely place to be. Not overcrowded.
It's a great place with loads of opportunities but we need more activities for kids
Henfield looks very different. There are less paths because there are more houses. There are less shops as there are too many bigger shops now.
It would have more modern houses, more roads, mixed age group of people
More houses, Lots of new shops and Henfield is still an old people's place
Free Gyms
Henfield has expanded due to numerous new build sites popping up over the years. The shops have changed but apart from that, no new jobs have been created. Youth facilities have pretty much stayed the same. All in all, things have pretty much stayed the same as I don't see them changing any time soon, apart from more and more land being brought
Hi, everything's old now.
Also a vet and a spa. A hedgehog centre and Maybe Olympics
Dance studio, vet, spa, one stop, furniture shop, swimming
Henfield hasn't changed much. It's still as charming as it was when I moved here 15 years ago. A few shops have changed over the years but not much. Me being 26, there's still lots of jobs to have.

Henfield has changed a bunch. It has a lot more employment now and a lot of chances for lots of things
I have just come back to Henfield after 14 years - I am pleased to say that it has not changed that much. some of the houses have changed and look more modern and I have seen lots of deer and other wildlife on a walk which was lovely
I have just come back to Henfield. There is a bigger skateboard park. There is more lighting at the Kingsfield and better pitch at the Rothery
There are more jobs. Bigger skate park. The indoor skate park is amazing. Really friendly, some a bit dodgy and 8 out of 10 - such a happy and fun place to live
There are sky scrapers in Henfield now and a swimming pool
I am in Henfield and it is much bigger than it used to be. There is a swimming pool
It has a zoo, vets, swimming pool, sports hall, dance studio, spa, Tesco and clothes shop
It's wonderful in Henfield, there are many things to do and see. I love walking in the park and looking at the fountain
There are lots of floating cars and aliens. I met Dr Who when I was 7.
There is my cousin the Dr Who and I met Tom Hiddleston, Chris Hemsworth
OK!!!
Vet, zoo, Primark, swim pool, Tesco, bowling
OK!
It has changed from not very nice toilets to lovely toilets
I still live in Henfield. There are lots more people in our community and we invited a time machine
There are hoverboards, cars and people and the shops are cooler
Might have got more advanced things/buildings and better system to buildings so they aren't so complicated
Easy to get somewhere, cycle paths
A load of new houses and it will become very popular
Will have more houses and will be busier than it was today

Annex F – Facilitator Reports from Planning Workshop

Facilitator Reports from Planning Workshop 30th January 2018

Housing and Development Theme

Issues & potential policy areas (suggested by workshop participants):

Three key issues:

- Mix of housing types (incl. affordable)
- Housing numbers & development sites
- Design standards – scale, density, landscape, etc.

General

Discussed whether the AECOM evidence justified a different approach on size of units and type of affordable housing

Update the Village Design statement and link new policy to it as current VDS is 2008 and linked to Core Strategy that no longer exists so has little weight.

Scale and distribution – prefer brownfield, smaller scale sites but need to be clear on reasons why larger sites are less acceptable.

Scope for policy requiring water and energy efficiency as the area has a water supply under stress. Support for flexible housing that can be adapted to future needs.

Consider Community Land Trusts (CLT) as a way of looking at all existing community assets holistically and investing in new facilities / affordable housing.

Housing Mix

Table 1

Pepper potting of affordable housing versus in one lump – easier to do the former on larger sites.

HDPF policy on affordable housing - if deviate from this, need to justify on the basis that Henfield's needs (as in AECOM report) are different to rest of the district. Some justification for smaller units (2-3 bed) as over-provision of larger units.

May be a need for single storey dwellings. The ones in the Croudace development sold very quickly. Also youngsters cannot afford larger units

Support for flexible homes – can be adapted to annexes etc. Flats 3-4 storey with lifts for elderly people.

Existing stock getting larger. Do we need policy restricting extensions to smaller homes? See SDNPA Local Plan.

Self-contained in terms of parking to reduce pressure on-street. But development should be in sustainable locations. Parking standards needed? WSCC has a car parking standards/ calculator – suggest go down design route and public realm improvements.

Parking can slow down traffic. More an issue in new developments. Enforcement tricky, especially as most people use garages for storage.

Table 2

Statistics show greater than average older people.
 Need more housing suitable. But where? Not necessarily smaller. Bungalows.
 Tenure important
 Single storey accommodation needed, not necessarily smaller.
 Quite a few sheltered accommodation – one owned by Saxon Weald. Link to carer needs to support people to stay in their own homes.

Some discussion about whether removal of young people (20-40) is about affordable housing or aspirations to move away from home and spread their wings.
 Affordable rents not very affordable

Table 3

Affordable vs Social housing – lack of employment in Henfield. Occupants in 20s struggle to find what they need. Need to consider allocation of homes taking into account wider prospects for occupants of accessing jobs and services. If can't supply services, unbalances community.

Needing smaller units for young people and downsizing.
 Local young people have to move away. What has been successful in recent developments?
 Shared ownership, level of management on AH is lower than private.

Table 4

Suggesting following HDC approach. Should have an element of affordable housing.
 Older population – more 65+ - how can people downsize/more appropriate accommodation
 Higher proportion of challenged households/ indices of deprivation. Large number of single parent families repatriated from Brighton to distance them from abusive partners – want to support this continuing. Affordable housing needs to be suitable and support those households.
 Young people and affordability – shared ownership schemes, demand more for 2-3 bedroom dwellings

Housing Number and development sites**Table 1**

Made a decision that want to allocate sites. Don't want to abdicate that to HDC
 Restrictions on infrastructure – have to be realistic and evidenced
 Numbers in AECOM housing need assessment (272 -285) need to take into account existing commitments.
 Where sites are sustainable – how can it be brought forward?
 Scale of development and phasing – Restricted by rate they can develop. All developers can say they are ready to develop within 5 years.
 Develop policies re access, greenspace criteria for each site.
 Allotments

Table 2

Henfield wants to have control over its own destiny. Discussion about targets and whether sites should be developed if sustainable.
Mayfield Market Town in the background.

Still issues about which commitments count towards target.
Approach to spread development around rather than in one lump.
Risk of many small sites is less infrastructure provided, although may be less of an argument with CIL.

Areas of light industry within residential areas - move out to business parks and redevelop for housing? Could identify zones where residential would be encouraged.

Table 3

Opportunity to influence own destiny. Want to earmark the sites – local knowledge better than decisions made at a distance.
Brownfield sites and smaller sites preferred. The Barratts and Parsonage Phase III sites show the problems of larger development – just look like urban areas rather than a village. Need for better landscaping.
More, smaller sites have less detrimental impact visually and because traffic is not funnelled through one area - important quality of life.

Table 4

Definitely don't want to leave it to HDC
Commitments need to be taken into account.
Brownfield site preferred.
Greenfield sites should avoid Grade 2 land.
Protecting green spaces within the parish.
Henfield will be a Market Town but with village ambience

Permissions too big (Croudace/Barratts) Visually challenging – out of character (esp Barratts)
Croudace better – shape of site helps it to feel more part of the village and design is good.
Need to assimilate any development into character of the village.

Design Standards**Table 1**

HDPF had design policy struck out because not locally distinctive enough.
Have to identify what the character of Henfield is.
Character Assessment – VDS may provide evidence to form design policy – (2008).
There is a group currently refreshing the VDS.

Table 2

Henfield has a design policy. Good design is important. Meadow Walk (Croudace) considered attractive. Other modern developments considered acceptable.

Update one we already have (VDS)

Table 3

Smaller scale helps design to fit in.

Detailed level – high quality local materials.

Policy to encourage developer with high levels of water and energy efficiency.

Areas of serious water stress may justify voluntary Building Regs on water efficiency

Some way of encouraging developers of properties with large roof spaces to make them easily convertible.

Space standards. Are there National ones now?

Need to strike a balance between making housing affordable and providing enough space.

Table 4

Need policy to protect against Barratts type development – design appropriate for village. Screening to avoid looking like a town and protect the countryside.

Smaller developments are easier to screen. Large developments get more infrastructure – doing deals is easier on big sites.

Other Policy Areas

Exception sites – policy 17 in HDPF – any scope?

Issue around management of community buildings. Create right hubs in the village to service clubs in the village. look at facilities in the round. What does the village need and is there a better way of dealing with it. Can CLTs help?

Table 1. P6 - Viability assessment – if only social rented, providers willing? If we want those high levels we will need CLTs. Don't want dormitory village so employment also essential.

Shops – impact of supermarket and online shopping – Impact of delivery vehicles
Niche markets but not too specialist.

Countryside and Environment Theme

1. Characteristics of settlements

- **Retain the rural feel of the parish settlements.** How do we break up the impact of new developments, especially on the periphery and retain the existing settlements characteristics. It is the feel of the settlement that attract visitors and these boost the economy. Spoil that and everyone loses out. Keep to the architectural styles that are traditional – use bricks and materials that are compatible. Links to the Design statement.
- **Ensure that the new settlement areas include green areas,** informal openspace, wooded spaces, increasing biodiversity and integrate into the footpath and bridlepath network which are so important in the communities.
- Policy to replace lost trees 1 for 1.
- **Footpaths, bridlepaths are important in Henfield.** They are well used, cover the whole settlement and link the settlement into the surrounding countryside. It is important to maintain and develop this infrastructure to encourage greater use and to encourage more visitors to the village / town from and to the Downlink footpath and cycleway. These are important to the economy of the town and especially the High Street. Links to the SDNP facilities also important. Possible candidate for CIL.

There are existing plans to enhance and develop a series of Trails for residents and visitors alike. All will start and finish in the centre. There are to be 5 trails :- 1. History; 2. Woodland; 3. Commons – linking all 3; 4. High Points; 5. Wetlands.
- Ongoing programme of maintenance and repair of the footpath network. Some suggestion of a hierarchy of footpaths with regard to maintenance to ensure greater use, encourage healthier lifestyle, encourage cycling. Therefore footpaths to and from school, shops, surgery, church, cemetery, Downlink should be top of that hierarchy. Also need to include cycle racks and storage as part of any provision.
- Policy needed to ensure that footpaths are an integral part of the new development and that they link to the network. Redress the mistakes of some new developments which didn't have the foresight to link into existing network.
- Screening / buffer areas at the periphery of new developments. This is essential in order to retain the country feel and keep the village ambience with new developments. Some new housing areas have not done the landscaping that was promised. It is essential that there are robust systems to ensure that plans are adhered to.
- **The IDP** which is currently an addendum to the report should be fully integrated into the plan policies so the right investments are made to achieve the policy statements.
- Need to think about crossing points of footpaths and roads in the overall strategy to reduce dangers
- **Views and Vistas.** Policy is required to protect certain views and vistas in and out of the villages. The most frequently mentioned is Southview terrace and the escarpment there. Careful attention needs to be paid to other views that need protecting. Incorporate in the design statement element of the NP.

- Need to have strategy to increase use of footpaths overall as a way to get around so that use of car is reduced & fitness levels increase.
- Pace of development. A community like Henfield needs to grow at a pace that it can cope with. The developments needs to be brought forward at a pace that is tolerable. The design criteria are critical to maintaining the ambience.

2. Biodiversity and safeguarding agricultural land

- Policy to state that brownfield and grade 3 land is used before grade 2 land in any new developments
- Policy to safeguard nature reserves, river banks, floodlands – to maintain the biodiversity. This may mean restricting or controlling access to some areas so that policy needs to be linked to the plans for the footpaths so one doesn't detract from the other.
- Biodiversity is as much about species choice for trees and leaving nature alone so this should be considered in any new developments. Perhaps favouring woodland habitats as informal green areas, possibly with limited public access.
- Possibility of buffer areas for the new developments where they abut agricultural land. Some felt that this was in place anyway as long as hedgerows and trees weren't lost. Make those buffers as natural as possible. Western edges of new developments were particularly mentioned.
- Need to maintain the 'lungs ' of the village. In particular existing open spaces and commons. Not necessarily for access but for biodiversity.

3. Playing fields, green and open spaces.

- The playing fields need to be maintained to a high standard (some are waterlogged frequently). Perhaps the need for an all weather pitch as part of CIL etc. Cross reference to the IDP.
- There is a current deficit of playing fields at the moment so as population grows the number needs to be increased. Some tables thought this was not the case. Possible funding from FA Community Foundation.
- Site owned by WSCC (Wantley??) was mentioned as good site for more pitches.
- Field in Trust status for the Memorial Fields – link this to Policy 43 of HDC plan.
- Pavilions on existing fields are past their sell by date. Potential renewal by CIL.
- Allotments – some are not currently used. There could be scope to provide community allotments / orchard or other community initiative rather than single allotments only.
- Work with landowners to ensure that the footpath network is maintained. This is of concern because of lack of resources to provide maintenance.
- Balance between informal and formal space needs attention. There isn't enough informal open space. When the pitches are being used there isn't anywhere else to go.
- Policy to increase amount of informal and green open spaces.
- Need even distribution of open space in relation to the new houses.
- Can we have a policy that encourages small clusters of allotments rather than one big site.

Linked to other conversations/ areas :

Is the sewage treatment works adequate for new housing in all areas.

The natural environment, village feel and landscape of the area are all key to visitor numbers and therefore the local economy, especially the High Street.

Encourage walking /cycling by planning safe and well maintained footpath/ bridlepath networks for health and environment reasons. Good signage is important.

Play areas need to be planned into new developments – but question about where the ongoing costs fall. Likely to be the parish council and not sure if they can take on that responsibility.

Design statement is critical to keeping village character

Community Facilities and Infrastructure Theme

Issues & potential policy responses (suggested by workshop participants):

Community Facilities

- Henfield possesses a significant number of loved and well-used community facilities. These include The Henfield Hall, The Haven, The Medical Centre, the leisure centre, the school, church halls, scout hut, guide hut and sports facilities (Football/Cricket pavilion/Leisure Centre). The community has in excess of 120 community groups, clubs and activities, which demonstrates the local volunteer and participation culture, as well as the significance and value of these facilities locally.
 - There is a strong desire to ensure that these facilities remain in use and are upgraded and improved in order to respond to the demands that have already been identified, but any that arise in response to development.
- Many of the local facilities have been, and are being, incrementally upgraded over time in order to ensure that they remain fit-for-purpose and meet the changing needs of the populace. However, some are being used for activities that they were not designed to cater for, whilst others are reaching the end of their lifespan as they are no longer fit-for-purpose, costly to maintain or there is no scope for further alteration/expansion.
 - NDP policies should refer to the Infrastructure Delivery Plan developed by the Parish Council in conjunction with the user groups and local populace. This document assesses the current capacity and capability of the local facilities and infrastructure to respond to local demands, as well as ensuring they remain fit for future use.
 - Any reconfiguration of existing facilities could and should be considered in a joined up way, rather than each facility/user group operating independently in order to prevent duplication/overlap. Consideration could be given to the development of new facilities which bring together multiple functions or which provide specialist/dedicated facilities that aggregate services currently delivered across multiple venues.
 - Any planning for the use of Section 106 monies should consider the need for 'commuted sums' in order to pay for the upkeep and maintenance of any facilities developed over time, in addition to the upfront capital required for their construction.
- The primary school is currently at or very close to capacity in terms of its intake, with over-subscription leading children in Henfield having to attend schools in adjacent communities. Significant concerns were raised over its ability to cater for an increase in the number of children within its catchment without an upgrade in the capacity and potentially quality of its existing facilities.
- Childcare/Nursery provision is largely at capacity throughout the parish, with expansion limited to the lack of suitable delivery space, the inappropriateness of existing buildings for upgrade/expansion and the imposition of restrictions on the use of existing space by external organisations/regulators (e.g. Ofsted).

- Henfield Medical Centre is extremely stretched in terms of its capacity, primarily due to the challenges associated with staff recruitment, but also recruitment issues in other health-related organisations and companies, such as for carers. This in turn leads people to visit the health centre as there are limited alternative support mechanisms available. The demographic profile of the local population, which is generally older than the average, also places pressure on demand.
- Questions were posed over the use of locally generated funding (e.g. Section 106/CIL contributions) as a means of potentially supporting or expanding capacity in key public services, where responsibility for their provision and operation currently lies elsewhere.
 - NDP policies should reflect the need for increases in the capacity of key public services, particularly healthcare and education, in line with any existing and projected increase in population over the lifespan of the plan. This should reflect increases both within Henfield and the wider catchment that they serve.
 - It was acknowledged that the facilities which offer key services to both Henfield and a wider catchment such as the Medical Centre and school are very valued, however, many of the decisions surrounding their operation and future development are controlled outside of Henfield (e.g. CCG, WSCC). There can be a mis-match between local demands/preferences and the parameters imposed by these bodies, such as school funding or future NHS commissioning priorities.
- Consideration was given to the potential for amalgamating/combining some facilities which may be better aligned than is currently the case (e.g. library/museum), due to the buildings in which they are housed. Similarly, discussion identified the potential value of an open space within the village, as it currently possesses no discernible central feature.
 - NDP policies could consider how future development should explore the alignment of key community facilities and buildings in a way which best-fits likely future need.

Infrastructure

- Concerns were raised about the capability of some existing utilities, particularly those in relation to water supply, drainage and waste water (including the water treatment works), to cope with any significant increase in the numbers of properties in Henfield. An additional factor was the proximity of the existing water works to one of the development sites, thereby potentially inhibiting its potential expansion, but also potentially there being an 'odour risk' should that site be developed.
 - Correspondingly, it was suggested that NDP policies should consider the supply of water in the construction of any future development, particularly in the construction standards of any properties in order to ensure that they adhere to government recommendations regarding water usage.
 - An additional consideration should be both incorporating for adequate capacity in relation to waste water from homes as well as land drainage/surface water, as many areas of the parish were prone

to periodic flooding. Therefore, any development must adequately respond to both of these points, rather than potentially add to the existing problem.

- Delineation of responsibility between waste water and land drainage/surface water may need to be clarified when planning future development.
- Broadband provision was generally considered to be patchy in terms of availability, speed and reliability. Similarly, mobile signals for normal connectivity, but more particularly for 3G/4G were generally quite limited and there were 'not spots' in certain parts of the parish.
 - Consideration should be given to the means of ensuring that these core facilities are progressively upgraded to increase both levels of coverage and reliability. This may be through working in partnership with service providers, but also considering how the community could contribute to improvements (e.g. mapping not spots).
- The road network within was broadly considered to be fit-for-purpose in its current form, other than some issues regarding maintenance. However, it was acknowledged that usage was likely to increase in line with natural population growth, especially as Henfield operates as a central service hub for the surrounding parishes, thereby attracting visitors and through traffic. The level of use would also increase in line with any future development within and beyond Henfield.
 - NDP policies should reflect the importance of an adequate road network in providing connectivity within the parish, to the parish from surrounding areas and from the parish to other settlements. These factors are key in sustaining the local economy (shops and services).
- Parking capacity overall was considered adequate in catering for existing demand, however, the introduction of fees in central car parks had led to an increase in on-street parking in those areas adjacent to the centre of Henfield. However, increases in traffic numbers due to a rise in resident and visitor numbers may generate future problems and congestion.
 - NDP policies should consider the potential future issues regarding parking capacity and seek to consider how these may be addressed over the lifespan of the plan, particularly in ensuring adequate off-street parking for new developments.
- A number of participants commented on the linkages between Henfield and the South Downs and surrounding communities via foot and bicycle. Whilst these are currently serviced by footpaths, it was thought that there was considerable scope for improvement in these linkages and their promotion, particularly in relation to cycle ways and the Downslink.
 - NDP policies should consider how existing travel linkages could be safeguarded, but also enhanced to better utilise the visitor economy.
- Public toilets and similar core facilities were seen to be important in retaining central services that were valued both by local people and the visitors to the village. This is important given Henfield's role as a service centre for a wider hinterland.

Local Economy and Transport Theme

Transport and Travel

Limited parking, Traffic congestion on High Street,

- Could the new Act be taken advantage off to allow HDC appoint traffic wardens as the police no longer do enforcements? There are no wardens in Henfield at present and people park on the double yellow lines and at pedestrian crossings.
- There is no need for an addition a car park in Henfield as there is nowhere to allocate or create one at the moment. What is needed is enforcement especially on the High Street. The introduction of the parking charges has made it easier now to park as there is a churn. This is good for the shops although it also mean people now park on the High street and there is no churn there. Consider introducing a one hour restriction on the High St
- It will be a good idea to extend present parking policy to immediate areas of the High St and Furners Mead.
- High Street – Church Street junction is a traffic bottleneck – danger spot and needs some form of enforcement. Maybe a physical barrier such as a fence- to prevent cars parking on the pavements.
- The bus top is also not in the best of locations. It is in the narrowest part and causes traffic. Could it be moved from outside the printers to the George (pub)? Compass could help re-allocate bus stops with a bit of CIL money. HDC bus partnership.
- The village has very narrow roads – single track roads so care should be given in terms of how much traffic is sent down such roads e.g. Furners Lane, bottom of West End lane and Nep Town. Consider traffic calming such as give way signs on such roads.

Cycle paths and footpaths

- Retain and maintain the fantastic footpath network (possibly improve)
- Residents cycle for recreation so need to encourage that
- Make it easy in new housing developments for children to be able to cycle /scoot to schools etc. Sustainable footpath and cycle-ways – safer roads to school
- Cycle access to employment sites between Henfield and small Dole. The roads are not safe for cycling. Also a cycle way from Downslink into the village

Improvement in public transport links

- With regards to transport links. Most drivers and traffic are headed to the major conurbations (Brighton, Horsham, Crawley) and many head to Hassocks to catch the train to head into London etc. There are no buses from Henfield to Hassocks or Crawley, therefore easy links to main public transport is not available.
- The current transport links are also making it impossible for patients to get to the services they require. None to hospitals in Haywards Heath.
- Consider transport infrastructure with new developments – to help promote links from new developments to major transport links.

Local Economy

Encourage wide mix of independent businesses on High St Develop and maintain a sustainable visitor economy

- There is little employment in Henfield. Housing developments (affordable housing) cater for the people on low income who need access to employment. The lack of both employment and good public transport links only makes the problem worse for the economy.
- Maybe development should consider starter units/homes (live work units) (How can new development be matched with local employment?)
- New developments to recognise the need for affordable shared employment units/ office space to encourage business take ups
- A lot was said about encouraging people to shop locally. As to how was another debate. Consumer behaviour cannot be changed by policies. Businesses on the High Street will have to take account of what is happening nationally in terms of consumer behaviours and change accordingly.
- There is the need to look at the high cost of business/ retail premises
- For connectivity - improving internet connections
- Consider public realm improvements – community gardens, seating, benches etc. to encourage people to walk up and down the High street
- Ensure retail units remain for the purposes of retail. Discourage retail properties to become residential by ensuring they remain business units
- Create cycle/walking trails for visitors across the parish
- Could there be a visitor centre somewhere in the Henfield Hall?
- Encourage local business to link up with larger businesses such as Amazon, Ebay, Argos and other big online retailers to become delivery points for

residents to click and collect their parcels from. This can be encouraged through a local trading network



Henfield Neighbourhood Plan 2017-2031

Site Assessment Open Days May 2018 Questionnaires



31st May 2018

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Summary

324 people attended the Site Assessment Open Day event on 5th and 8th May 2018, and a total of 1,564 questionnaires were returned. 153 of these were responses to the general questions and between 19 and 69 people responded about each specific site.

The applicability of the information returned is limited because of several factors. These include that the event was open to all, therefore we do not know how many of the responses are from parish residents. There was no control over the issue of questionnaires for completion. Most of the questions were unstructured and requested free format responses, and therefore needed interpretation.

The number of responses to specific sites varies greatly. Some responses indicate collaboration between neighbours. Generally, the number of responses for a particular site is low. The consolidated results have limited statistical value although the comments themselves are useful in assisting the NPSG in compiling its report, contributing to the SG's knowledge of the public's priorities.

There are some conclusions which can be drawn, however. There was a good level of engagement in the process. People are interested and of the nnn attending at least 153 wished to make comments and express opinions.

A significant majority 87% were in favour of brownfield sites being developed first.

A large majority 58% were in favour of developments consisting of smaller sites as against 25% in favour of larger sites.

A small majority 41% were in favour of developments being phased evenly over the plan period as against 33% favouring the second half of the plan and only 10% favouring the first half of the plan.

The responses to the site specific questionnaires were diverse with people both in support and against each site. The statistical sample is small with the result that no definitive conclusions can be drawn.

1. Introduction

A Site Assessment Open Day event was held on 5th May (9.30 to 12.30) and 8th May (18.30 to 21.30). Site summaries for all sites were displayed as well as general information about the purpose of the event. Questionnaires were made available for people to record their views.

324 people attended the Open Day event, and a total of 1,564 questionnaires were returned.

This report summarises the responses received, notes some factors which limit the usefulness of the information which can be derived from these questionnaires, and draws conclusions.

2. General Questionnaires Observations

There are factors to note when analysing the questionnaires:-

- The events were open to all, therefore we do not know how many of the responses are from parish residents, however, apart from some developers, those who attended were recognised as local residents.
- There was no restriction on the completion of the questionnaires. People could complete more than one, and because they did not have to be completed at the time, respondents had not necessarily seen the exhibits.

3. Analysis of General Questionnaire Responses

153 completed questionnaires were returned.

The numbers replying to the different parts of questions 1 to 3 were counted. Question 4 was a free format question. However, there are recurring concerns allowing these to be grouped into the following categories:- Roads, access, congestion; Schools and education; Medical centre and other health facilities; Car parks; Public transport; High Street shops/ retail centre; Chemist; Utilities/drainage; and Other.

Where respondents had added comments (Question 5) the subject matter of these was noted, so that the original full comment can be referred to later.

3.1 Question 1: Do you have a preference for the housing target being met by a few large sites (over 100 each) or many smaller sites (less than 30 each)?

A large majority 58% were in favour of developments consisting of smaller sites as against 25% favouring larger sites (Chart 1).

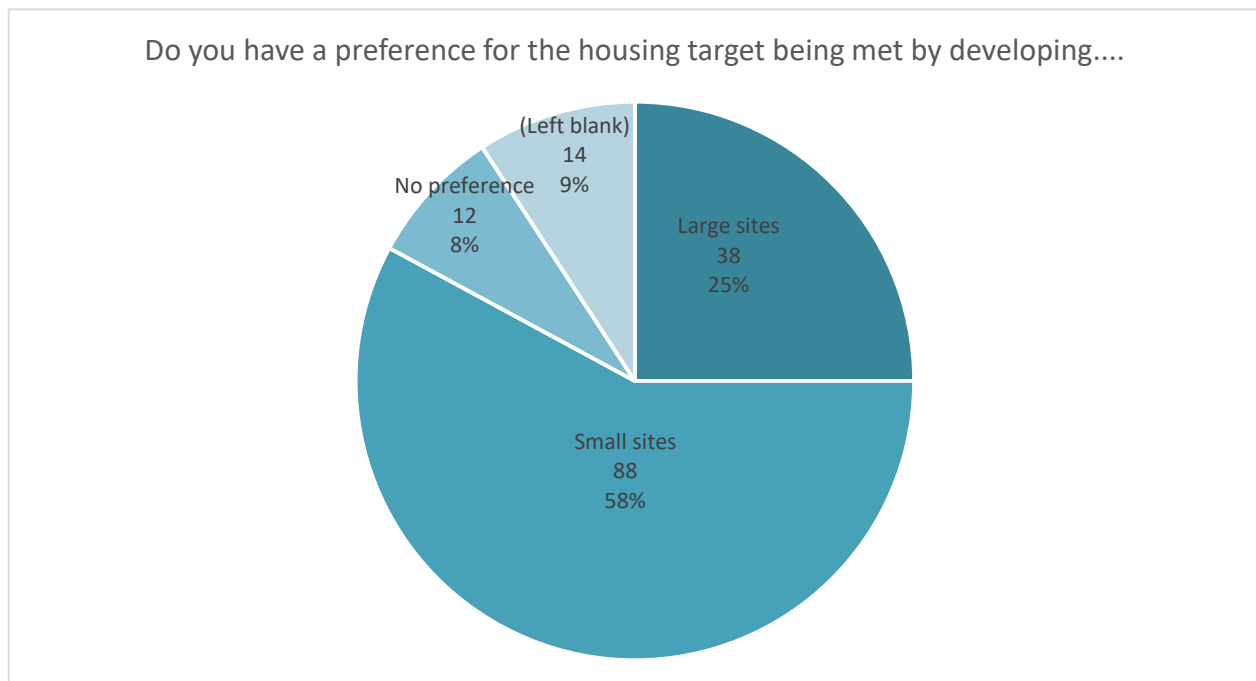


Chart 1

3.2 Question 2: Would you prefer the brownfield site being developed first?

A significant majority 87% were in favour of brownfield sites being developed first (Chart 2).

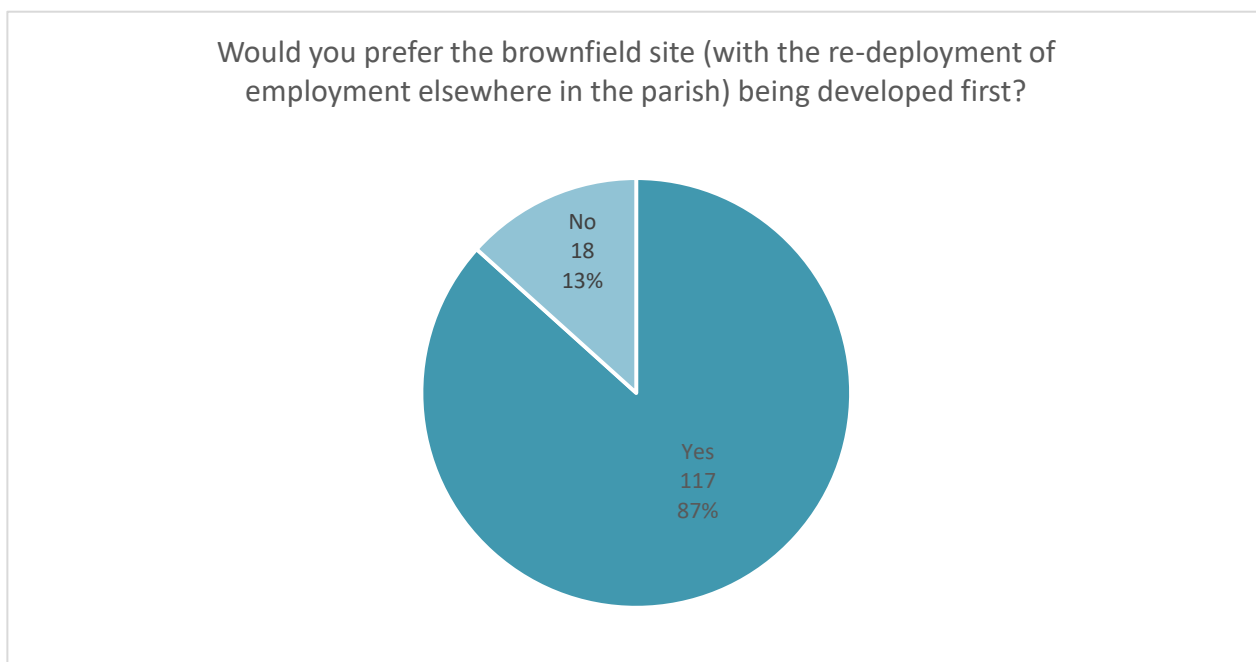


Chart 2

3.3 Question 3: Would you rather development was phased...?

A small majority 41% were in favour of developments being phased evenly over the plan period as against 33% favouring the second half of the plan and only 10% favouring the first half of the plan (Chart 3).

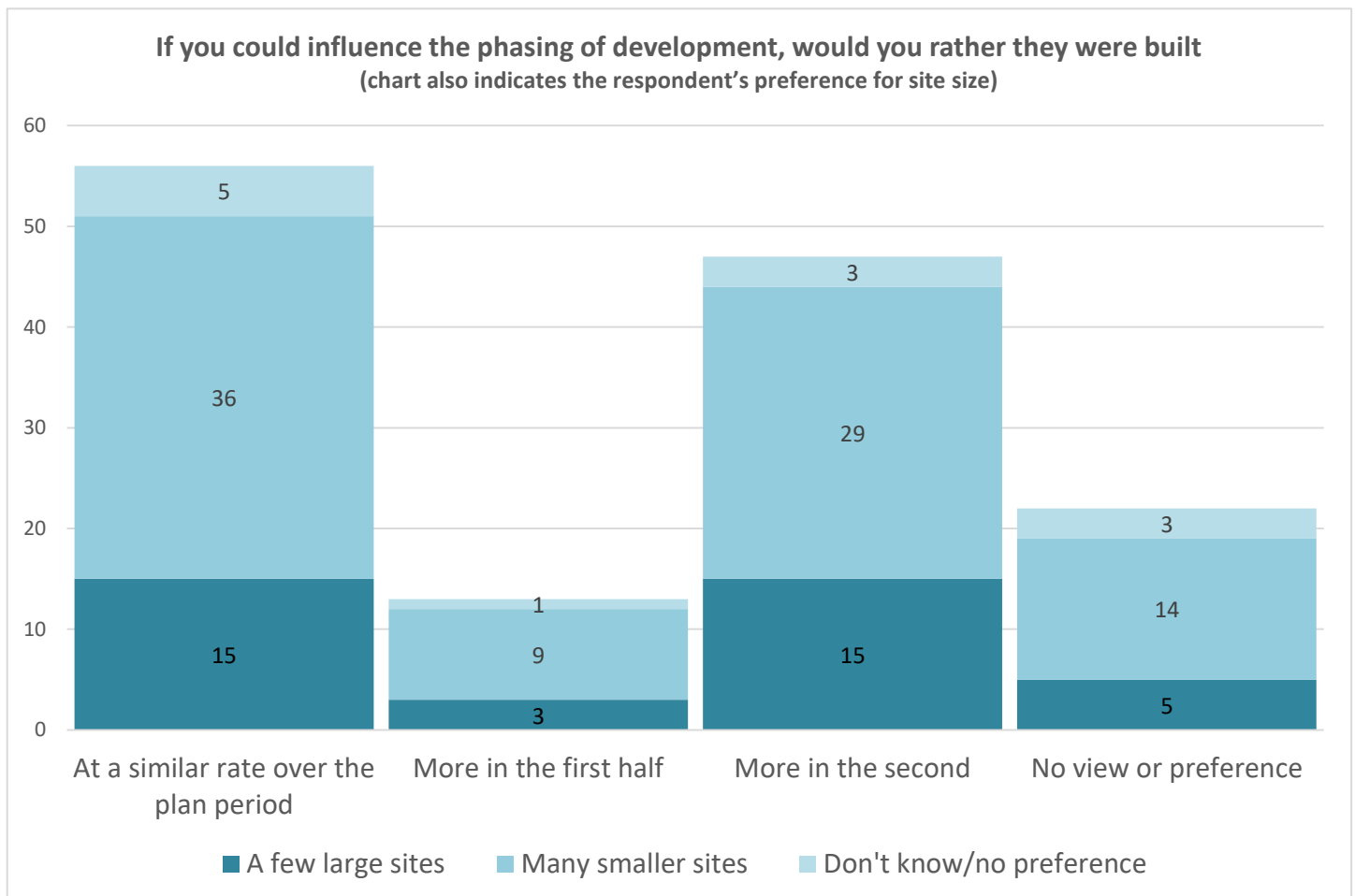


Chart 3

3.4 Question 4: Are there any infrastructure improvements you regard as being essential BEFORE any more significant development takes place?

The responses to this question (Chart 4) show the same concerns and priorities as expressed in the 2017 HNP Survey, the results of which were incorporated in the State of the Parish Report and informed the work of the Community Facilities and Infrastructure Focus Group.

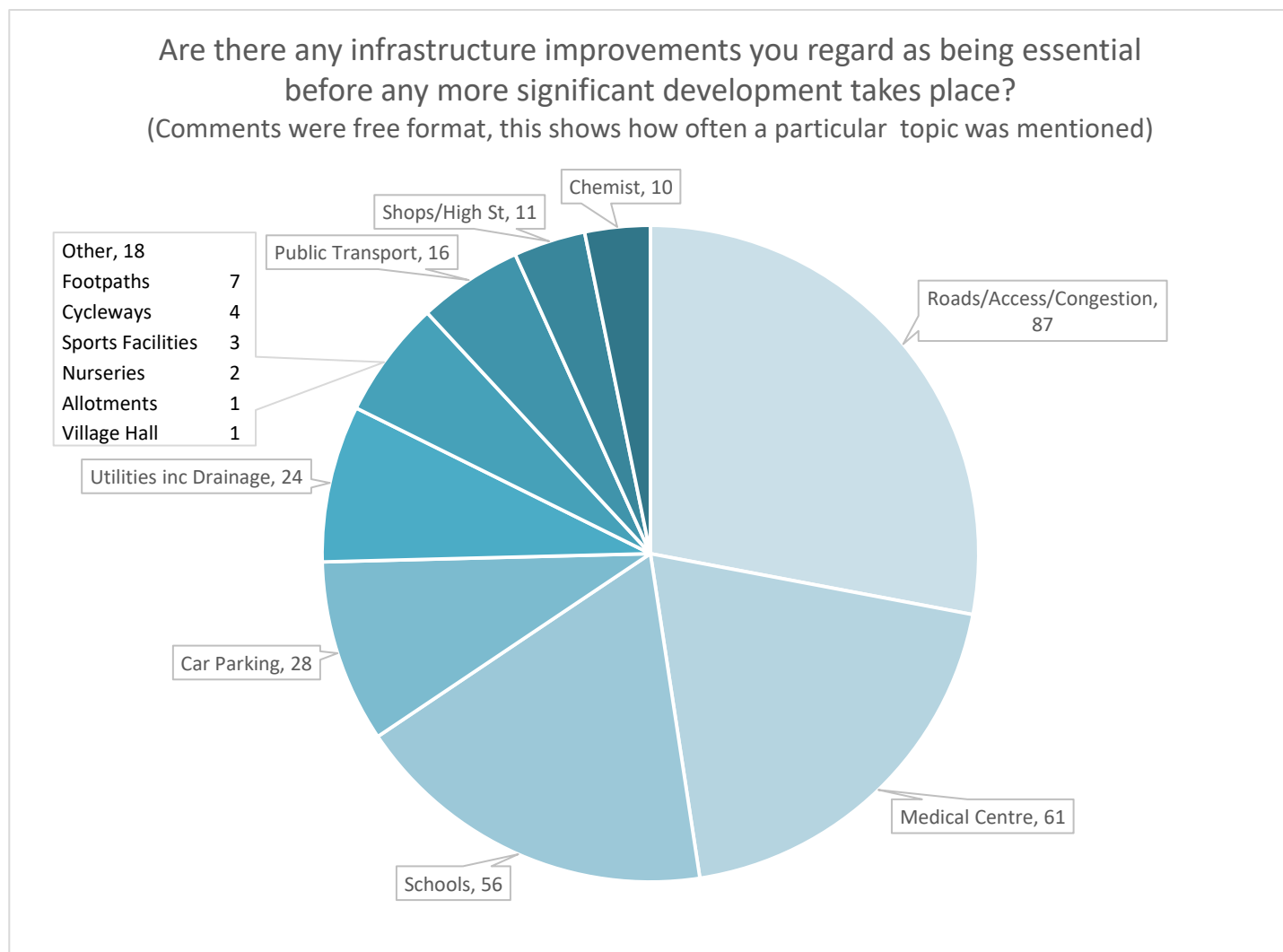


Chart 4

3.5 Question 5: Any other comments?

Many of the comments were amplifications or reiterations of responses to the earlier questions. Also mentioned were the need for affordable housing; the need for developers to make financial contributions for infrastructure improvements; need for a bypass; need to retain farming land for food production; and environmental concerns.

4 Site Specific Questionnaires Observations

In addition to the factors noted in paragraph 2 above there are further caveats to the site-specific questionnaires.

- Most of the questions were unstructured and requested free format responses, and therefore needed interpretation.
- We asked for reasons for negative response but not for positive responses therefore the responses are likely to be weighted towards the negative with only a few positive comments.
- The number of responses to specific sites varies greatly. It is not possible to say whether a response is one of many from an individual or a solitary response where the respondent feels strongly about a specific site.
- There is no correlation between the general questionnaires and the site specific questionnaires.

Because of these factors the consolidated results have limited statistical value. The comments themselves are valuable in assisting the NPSG in compiling its report, contributing to the SG's knowledge of the public's priorities.

5 Analysis of Site Specific Questionnaire Responses

1402 responses were received in total, ranging from 69 (Site L) to 19 (Site T).

The numbers supporting and not supporting inclusion of a particular site (question 1) were counted.

The diversity of responses and the unstructured format of the questionnaire makes it impossible to rank individual sites. Although the sites are grouped in charts for ease of reference, the data is not comparative. The base used is a straight count of "yes" minus "no" to give a net figure. However a different base can be used and a different result achieved.

5.1 Question 1: Would you support the inclusion of this site in the Neighbourhood Plan at referendum?

Chart 5 shows the net number supporting or not supporting a specific site. The ordering of the sites and the colouring of the bars is to make the data easier to read. The bars have been coloured to differentiate between small sites, (less than 30 housing units proposed), larger sites (over 30) and Employment sites (no housing proposed).

The total of "Yes" responses have also been shown on the chart. This highlights potential "block" responses and shows that every site had at least 3 respondents supporting its inclusion.

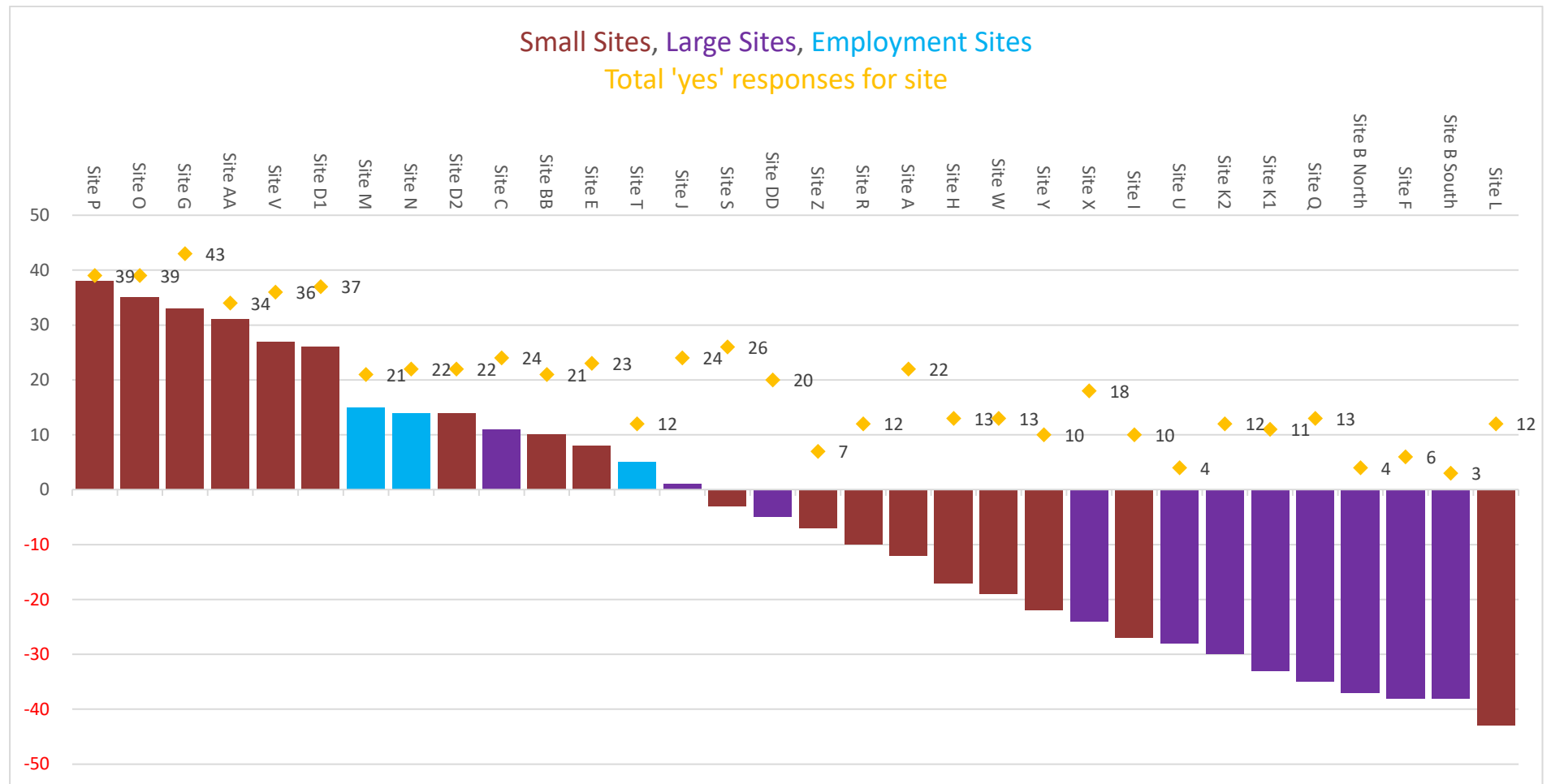


Chart 5

5.2 Other Questions

Comments made under the other questions were collated under the following headings:- Too large a development; Negative impact on the nature of the village; Problem with access, traffic, congestion or parking; Outside the built up area, in open countryside or on farming land; Flood risk; and Unsustainable or lack of infrastructure.

There is a spreadsheet for each site showing this information and the gist of any other comments made regarding suggestions to make the site more acceptable or information which the respondent felt might help with the site assessment. The summary is cross-referenced to the original so that it can be read in full if required.

The following charts separate the sites in order to make the data easier to read.

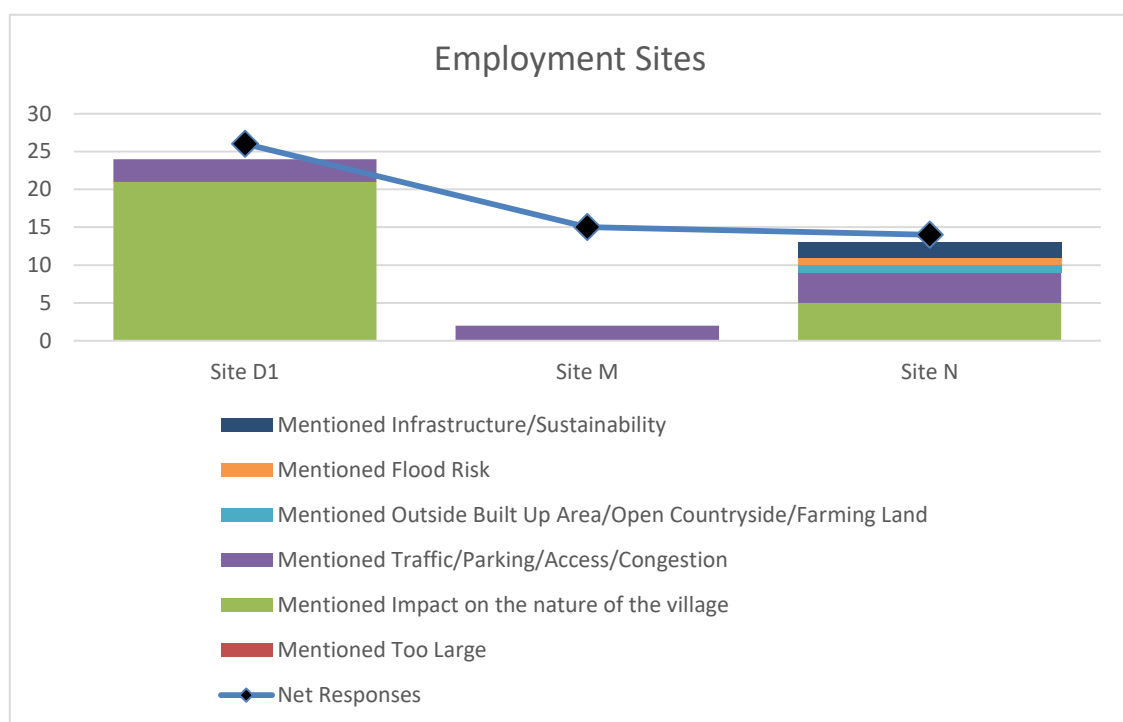


Chart 6

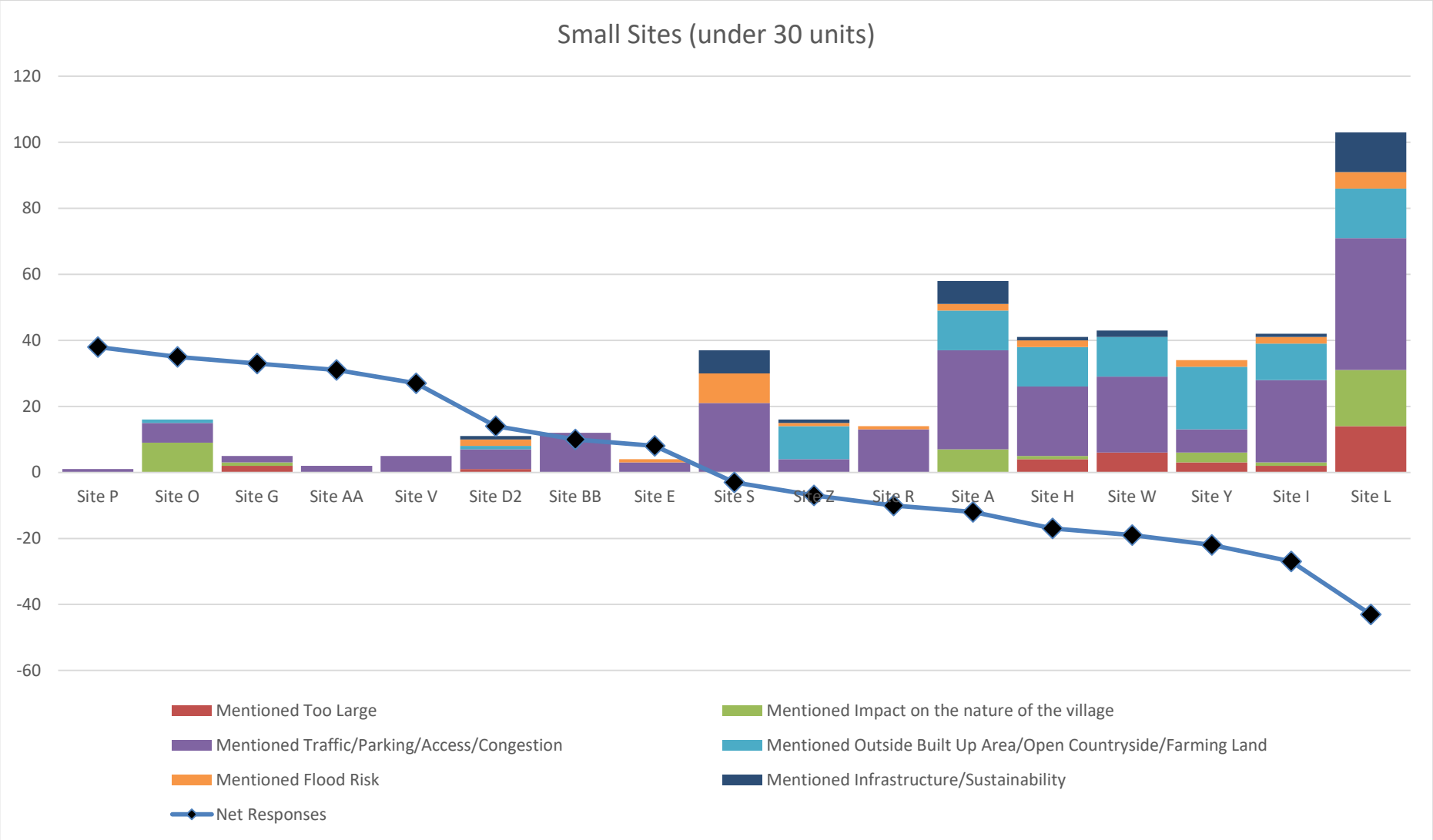


Chart 7

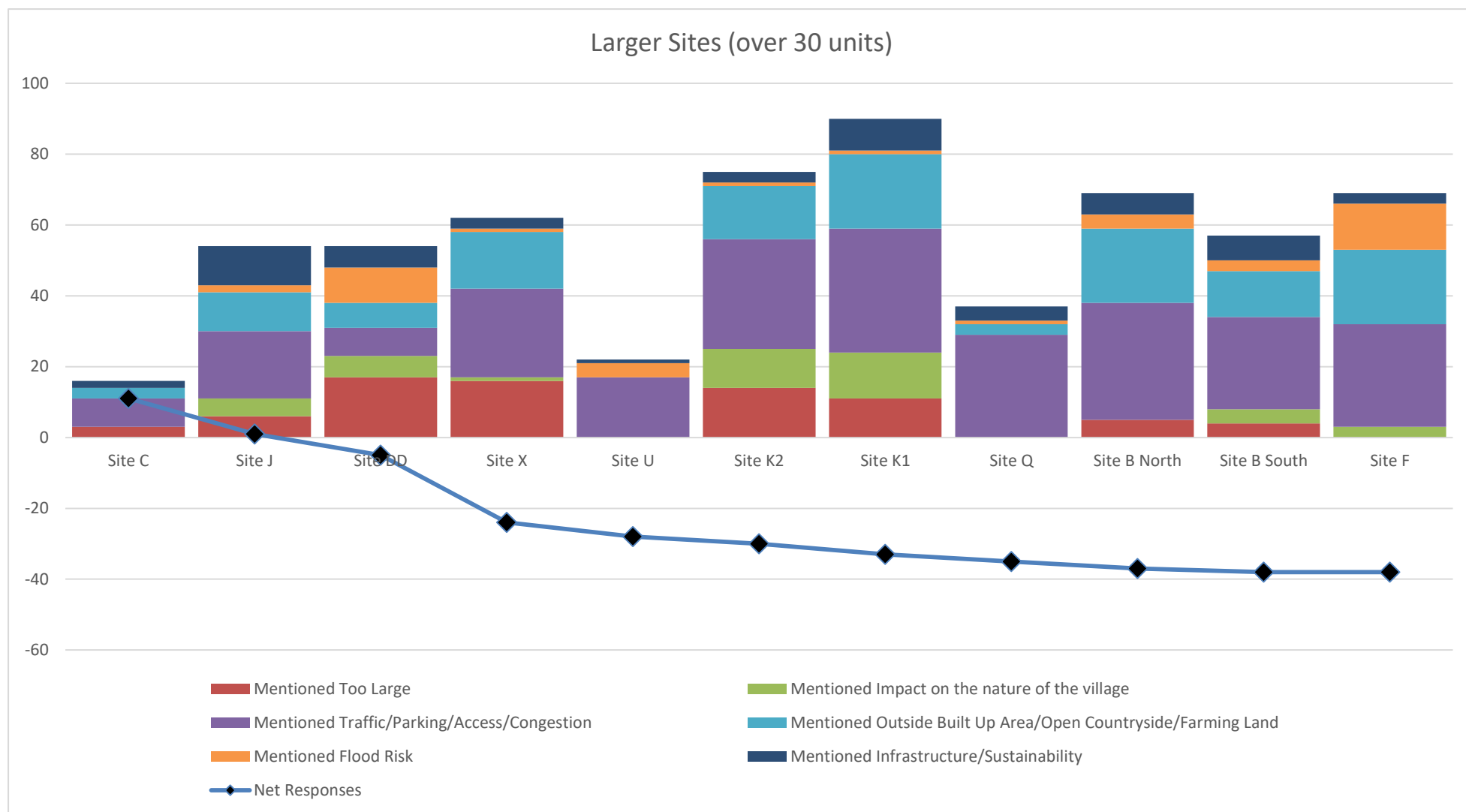


Chart 8

6 Conclusions

There was a good level of engagement in the process. People are interested and of the 324 attending at least 153 wished to make comments and express opinions.

Of the 153 completing the general questionnaire, a significant majority 87% were in favour of brownfield sites being developed first. A large majority 58% were in favour of developments consisting of smaller sites as against 25% in favour of larger sites. A small majority 41% were in favour of developments being phased evenly over the plan period as against 33% favouring the second half of the plan and only 10% favouring the first half of the plan.

The responses to the site specific questionnaires were diverse and the statistical sample small with the result that no definitive conclusions can be drawn from the data.

ANNEX A - General Questionnaire

ANNEX B - Site Specific Questionnaire (example – all sites were the same)

ANNEX C – WORKING PAPERS

General Questionnaire

Site Specific Questionnaire (example – all sites were the same)

Summary of General Questionnaire Responses

Summary of Site Specific questionnaires

- Yes-No Site Analysis
- Sites A to D2
- Sites E to J
- Sites K to O
- Sites P to U
- Sites V to DD