

Marshall Monks
West Chiltington Parish Council
The Parish Office
Church Street
West Chiltington
RH20 2JW

Our ref:
Your ref:

Date: 25 October 2018

Dear Mr Monks,

Thank you for your letter to Barbara Childs dated 19 October 2018 in which you state your intention to submit the West Chiltington Neighbourhood Plan to Horsham District Council in November 2018. This letter has been passed to me for response.

As you will know, the adopted development plan for Horsham District is the Horsham District Planning Framework (HDPF). This strategy requires that at least 1500 homes are delivered through neighbourhood planning across the district as a whole. At the current time the HDPF will therefore be the starting point for any examiner seeking to consider whether a neighbourhood plan meets the basic conditions. Future allocations of housing numbers will need to be considered through the review of the Horsham District Planning Framework, but we do not expect that parishes should plan for this in advance of the Local Plan review process. Your intention to review any plan at a later date is therefore acceptable in principle. This is however subject to the emerging draft Neighbourhood Plan being found to meet the basic conditions and progressing to examination and then referendum.

As you will be aware, it is a matter for this Council to determine whether the necessary legislative requirements have been met, (as set out in Schedule 4B of the Towns and Country Planning Act 1990), when it receives plans that are submitted to us under Regulation 15 of the Neighbourhood Planning Regulations, before they can be put forward for formal consultation under Regulation 16 of the Neighbourhood Planning Regulations and then subsequently Examination. On a number of occasions (most recently in the letter of 26 July 2018 from Mr Chipp), this Council has raised a number of very 'high level' concerns with regard to the preparation of the plan, which in the Council's view would impact on the ability of the plan to meet the Basic Conditions. Further more detailed advice and guidance was provided to you in a schedule by Norman Kwan on 20 July 2018. Any plans which are submitted to us will therefore need to demonstrate to our satisfaction that they overcome our concerns before we publicise the plan for consultation under Regulation 16 or put forward the plan for formal Examination.

In terms of the process of submitting your current plan to the Council, we note that the parish is intending to publicise the documents on the West Chiltington Parish Council website. We are assuming that this is for information purposes, as once a plan is submitted to this Council under Regulation 15 of the Neighbourhood Plan (General) Regulation 2012 (as amended) it is Horsham District Council who must publish and run any consultation under Regulation 16. We therefore require all documentation to be submitted to us in electronic (e.g. pdf or word) format rather than as a hard copy, which we do not require at this stage. The documentation submitted will need to include supporting evidence – this will include the AECOM Housing Needs Assessment, which we have not yet received, although we have requested sight of this evidence on a number of occasions.

In addition, we will also need a definitive list of those individuals who you invited to comment at Regulation 14 (as listed in your consultation statement) as Horsham District Council will be required to notify these individuals or organisations of any consultation under the terms of Regulation 16. For the purposes of compliance to the recent adoption (May 2018) of General Data Protection Regulations (GDPR) you must seek written consent of all consultees before you pass on their details to the District Council for the purposes of consultation. The District Council must be in a position to contact all consultees that have previously been invited to comment on the plan as part of the previous Regulation 14 consultation. Failure to obtain consent could result in a breach of GDPR requirements and potentially lead to a substantial fine.

I trust that this helps to answer your queries. Should you have any further questions please do not hesitate to contact me or Norman Kwan – Senior Neighbourhood planning officer.

Yours sincerely



Catherine Howe
Principal Planning Officer
Strategic Planning