

## West Chiltoningon Parish Council Correspondence with HDC

04/06/2018	Email received from NK	Thank you for your email. I would be grateful if you could send over the AECOM report when you have it. HDC comments will be made within the context of the report. However, this week another neighbourhood plan has reached a crucial milestone in the process and it requires all my attention. I will endeavour to get comments back to you but getting the AECOM report would be very useful.
29/05/2018	DJ Email to BC/CH/NK	We have not yet received the AECOM report and are in the process of requesting asap. We will be meeting during the first week of June and your response to the issues raised would be appreciated before this date.
24/05/2018	Email received from NK	Thank you for your email. Workload is particularly heavy at the moment with examination and post examination issues taking a significant proportion of my time, but I will endeavour to get back to you in early June. Please accept my apologies on this matter. In the meantime, I would be grateful if you could update me regarding the progress of the AECOM report and how you intend to interpret its recommendations.
23/05/2018	DJ Email to BC/CH/NK	We are organising our next meeting and it would be useful to know when we will get your response to our previous email which has a table listing areas of concern needing your attention.
04/05/2018	Email received from NK	Please accept this email as confirmation of receipt.
04/05/2018	Email from DJ to BC/CH/NK	Following our meeting last week please find <a href="#">attached the notes</a> which include the action points table for our Neighbourhood Plan. The draft consultation document is also attached along with the HDC Reg 14 Response Roundup document which has been highlighted to show areas needing your attention. Please note that the section on Hatches has mixed up the site with east of hatches and Hatches Estate. We are expecting the AECOM report shortly. Meanwhile we would appreciate confirmation that you are looking at the issues raised and a guideline date as to when you hope to clarify the points so that we are able to move the draft plan onto the next stage.
26/04/2018	Meeting with HDC - NK/CH	

29/03/2018	Email received from BC	<p>Thank you for your letter dated 16 March.</p> <p>I attach the Reg 14 consultation <a href="#">response table</a> sent to you previously (for completeness) and an <a href="#">additional table</a> giving further clarification on the points that your Parish Council raised on those comments.</p> <p>We have tried to be as explicit as possible but if anything is not clear or you wish to discuss further, we can do so when we meet. In that respect, I have the following meeting slots for your consideration:</p> <p>Thursday 12 April - 12-1pm at Parkside, Horsham  Tuesday 17 April - 4-5pm at West Chiltington</p> <p>I am not in the office next week but please let Norman know if either of these dates suit you and he will firm up arrangements.</p>
16/03/2018	Email from AC to BC with <a href="#">letter</a> attached	Please find attached a response to your letter dated 9 <sup>th</sup> March 2018.
09/03/2018	Email received from BC. <a href="#">Letter</a> attached	Please find attached a response to your letter dated 8 February. I am happy to discuss any aspect of this letter and apologise for its late arrival which is due in part to some significant IT issues at the Council.
20/02/2018	Email received from BC	Thanks for your email. We will get a response to you next week.
08/02/2018	Email from DJ to BC with <a href="#">letter attached</a>	Please see the attached letter from the NP steering group in response to your correspondence dated 8 <sup>th</sup> January 2018. This will also be sent out to you as a hard copy today.
25/01/2018	Email from MM to BC	<p>Can you please advise when we can expect to receive a response to my email below.</p> <p>We still have not received a response from Norman Kwan to our written response on the list of points you raised as part of our consultation period last year. Can you please advise when we will receive your response as these were sent in November 2017.</p> <p>Thank you  Marshall Monks</p>

16/01/2018	Email from MM to BC	<p>Dear Barbara Childs</p> <p>Following on from our telephone call last week to inform you we had been contacted by a Mr Stevens who clearly knew you had sent a letter to us and wanted to know the content. I expressed to you the Parish Council's concern and questioned how someone would know this especially after such a very short time of receipt of your letter.</p> <p>Thank you for your letter dated 8<sup>th</sup> January 2018 in connection with the West Chiltington Neighbourhood Plan. We are reviewing the content and will give you an update and full reply in due course.</p> <p>In the interim and with reference to paragraph eight of your letter where you advise that a number of external parties have contacted Horsham District Council expressing their concerns that the process of consultation is not been following and they were not consulted at regulation 14.</p> <p>West Chiltington Parish Council publicised in a number of ways the Neighbourhood Plan regulation 14 consultation and consulted with a wide range of interested parties.</p> <p>Can you please provide the identity of the third parties you mention in your letter along with the correspondence and information exchanged between these third parties and yourselves? This request is intended to help assess the situation and support how we might proceed on this specific area you have identified.</p> <p>Marshall Monks</p>
08/01/2018	Email received from BC with <a href="#">letter</a> attached	<p>Thank you for your letter and my apologies that I have not responded to you sooner albeit I have had helpful conversations with representatives of your Neighbourhood Planning Steering Group in the meantime.</p> <p>I am happy to continue our on-going discussions and to assist the Steering Group in the preparation of a successful Neighbourhood Plan and have set out in my letter the necessary next steps in order to achieve that</p>
03/01/2018	BC email to AC	<p>Thank you for your email. I hope that your Councillors found the event on 19 December useful. Norman will be back in the office next week and I will ask him to respond to you as soon as possible thereafter.</p>
03/01/2018	AC email to BC	<p>Following on from the HDC planning event before Christmas and the conversations that you had with Councillor Monks &amp; Councillor Davis, please could you chase up the responses to our recent correspondence.</p>

14/12/2017	Email from NK	<p>Please refer to the letter from D H Stallard (1/11) in respect of Land east of Hatches House which I believe you were also copied into and I attach for your records. I refer to HDC's representation to WCPC NP Regulation 14 consultation and in particular to Site 1 'Land East of Hatches House'. It is acknowledged there may be some confusion caused by the representation. For clarification HDC's submission in regards to Site 1` is in reference to Land At Hatches Estates (SHELAA Reference SA066) and the communication from D H Stallard (1<sup>st</sup> November) is in relation to Land to the East of Hatches House (SHELAA Reference SA500). Please given the submission/ representation from D H Stallard (1/11) due full consideration in your site assessment process. On a separate matter the Council will be writing to you to formally respond to your letter dated the 10 November.</p> <p>I would be grateful if you could acknowledge receipt of this email.</p>
14/11/2017	AC email to BC with letter attached	<p>Please find <a href="#">attached a response to your letter</a> and a <a href="#">roundup of the responses in</a> reply to HDC's comments on the Regulation 14.</p>
29/09/2017	Email from BC to MM with <a href="#">letter</a> attached	<p>Please find attached our response to the Regulation 14 Neighbourhood Plan and my apologies not to have got it to you more swiftly.</p> <p>Whilst we discussed our feedback when we met last month there was further work we undertook to do in terms of getting legal advice, which we have done and is included in this response. I also attach a copy of an email sent to your Clerk in May, which is referred to in the letter.</p> <p>I said at the meeting that we would like to work with you in moving forward with your plan and that offer very much remains.</p> <p>Please feel free to contact Norman or myself when you would like to discuss this matter further.</p>
05/09/2017	Email from NK to MM	<p>I trust you are well. As a matter of courtesy it would be appropriate of me to inform you following our meeting on the 9 August I have sought legal advice as discussed and the Council has prepared a formal response. The letter will be reviewed and signed off in due course and it should be with you shortly.</p>

10/08/2017	Email from NK	<p>Thank you for hosting the meeting I thought it was very useful to catch up with the steering group. I will look into Infrastructure Delivery Plans in more detail. I had a look this morning but I couldn't find something appropriate. However I may modify something I did for a previous authority for a Local Plan but this time it would be proportionate to Neighbourhood Planning. I recall at the meeting last night someone raised the issue of costings for various sporting infrastructure. For your consideration I attach a Sport England costing guide which could be used to populate your IDP and should be used as evidence to support any infrastructure project your neighbourhood plan would support such as MUGAs (Multi Use Games Areas), sports pitch provision, sporting pavilion costs etc. I also have extracted a costing summary from Sustrans who provide guidance on costing on new footpaths and cycleways however I would recommend contact with WSCC who may have similar guidance on such matters.</p> <p><a href="https://www.sportengland.org/facilities-planning/design-and-cost-guidance/cost-guidance/">https://www.sportengland.org/facilities-planning/design-and-cost-guidance/cost-guidance/</a></p> <p><a href="https://www.sportengland.org/facilities-planning/design-and-cost-guidance/artificial-sports-surfaces/">https://www.sportengland.org/facilities-planning/design-and-cost-guidance/artificial-sports-surfaces/</a></p> <p><a href="http://www.sustrans.org.uk/sites/default/files/images/files/migrated-pdfs/17%20costs%5B1%5D(1).pdf">http://www.sustrans.org.uk/sites/default/files/images/files/migrated-pdfs/17%20costs%5B1%5D(1).pdf</a></p> <p>Furthermore, in light of last night's meeting I have spoken to Legal this afternoon on some of the issues we discuss last night and they will look into it. I hope to get back to you as soon as possible. Unfortunately as we ran out of time yesterday and I wanted to discuss a couple of other minor issues but I will bring it all together when I get back to you. I hope this is ok with you.</p>
09/08/2017	Meeting with HDC to discuss Reg 14 response	
21/06/2017	Email from NK	<p>I've sorted out the formatting on the original schedule and saved it as a PDF. Please see <a href="#">attached</a>. The issue concerned the 'site assessment section' so hopefully it has been resolved and the parish formally log the representation from HDC. Any problem please let me know.</p>

11/05/2018	Email from NK	<p>It is the entirely at the discretion of the Parish Council to decided when to formally go out to their Regulation 14 consultation. I would ask you on all your consultation literature to amend the wording from 'submit' to 'publish' in order to avoid confusion and to be in conformity with Regulations. The plan is 'submitted' to the district council under Regulation 15 and this could be misleading.</p> <p>Furthermore, I would ask you to keep comprehensive records of all the stakeholders who the documentation has gone out to. Horsham Council will need this information at Regulation 16 consultation as we are required to go out to consultation to the same statutory bodies and individuals. For your information I extracted <a href="#">a list of consultation</a> bodies from the Neighbourhood Plan Regulations which the steering group/parish council should be contacting as part of the consultation process.</p> <p>As indicated in my previous email and at the Parish Conference in Jan 2017, the protocol we have adopted here at HDC is to provide an informal health check to those plans before they go out to formal consultation. This avoids any unnecessary conflict during the formal consultation period and allows the opportunity to resolve any issues potentially identified and considered to be significant enough resulting in the plan having to go back a stage. As indicated I have programmed to return comments back to you by early June once I have collated comments from all my colleagues here at HDC. Any potential meeting will be after the 5 June. However the choice remains with the parish on the timing on when to go out to consultation and as such the district council will now be statutory consultee during the Regulation 14 consultation.</p>
10/05/2017	Email from AC to NK	<p>At its meeting on the 9th May 2017 West Chiltington Parish Council resolved to submit its Neighbourhood Plan to consultation under Reg14. This is the second Reg14 consultation but the Plan has been amended since the previous consultation.</p> <p>The NP team would welcome your comments on the document. The document is large so can be viewed at <a href="https://www.westchiltingtonnp.co.uk/draft-plan">https://www.westchiltingtonnp.co.uk/draft-plan</a></p> <p>There is a full evidence base on our web site at <a href="http://www.westchiltingtonnp.co.uk">www.westchiltingtonnp.co.uk</a></p> <p>Any comments you have should be made to West Chiltington Parish Council by the 21st June 2017.</p> <p>Comments can be made by email to <a href="mailto:westchiltingtonnp@gmail.com">westchiltingtonnp@gmail.com</a> or by post to : The Clerk West Chiltington Parish Council Parish Office Church Street West Chiltington West Sussex RH20 2JW</p>

27/04/2017	Email from NK to MC	Thank you for your email. Please accept this email as acknowledgement of its safe delivery. As part of the revised offer of support for neighbourhood plans I will start an informal consultation with my colleagues here at Horsham Council. This process involves engagement with several departments within the Council and I will return informal comments back to the Parish within approximately <b>5 weeks</b> . This may be followed up with a meeting with the Parish Council to resolve any outstanding issues. Subsequently it is my intention to return comments back to you by <b>5 June</b> .
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