

**SD03**

# **Chichester District Council Statement of Consultation**

## **Site Allocation: Proposed Submission Development Plan Document**



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**March 2017**

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## **1 Introduction**

- 1.1 This Consultation Statement sets out how Chichester District Council has consulted and engaged with stakeholders and the community in the preparation of the Site Allocation Development Plan Document (DPD). The DPD identifies non-strategic residential and employment sites to achieve the objectives of the Chichester Local Plan: Key Policies 2014-2029, which was adopted in July 2015.
- 1.2 The primary purpose of the Consultation Statement is to provide a summary of the Council's consultation process and outcomes for the production of the Site Allocation DPD. In particular it explains the consultation that has been undertaken at each stage of the plan, including the methods used, the people involved, and the outcome of the consultation and how this has influenced the development of the Site Allocation DPD.
- 1.3 The Consultation Statement is a legal requirement and accompanies the Site Allocation: Proposed Submission DPD. As such it has been prepared in accordance with the Town and Country (Local Planning) (England) Regulations 2012.
- 1.4 Regulation 22 (1)(c) requires local planning authorities to produce a statement which sets out the following information in respect of all the consultations carried out under Regulation 18 (preparation of a local plan) and Regulation 19 (publication of a local plan). Regulation 22 of the legislation requires the Statement to demonstrate:
  - Which bodies and persons the local planning authority invited to make representations under Regulation 18;
  - How those bodies and persons were invited to make representations under Regulation 18;
  - A summary of the main issues raised by representation made pursuant to Regulation 18;
  - How any representations made pursuant to Regulation 18 have been taken into account; and
  - If representations were made pursuant to regulation 20, the number of representations made and a summary of the main issues raised in those representations.

## **2 Background**

- 2.1 The National Planning Policy Framework (NPPF) states "early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made." (Paragraph 155).

- 2.2 The NPPF also outlines the role of independent inspectors in examining local plans to "assess whether the plan has been prepared in accordance with the Duty to Cooperate, legal and procedural requirements, and whether it is sound." In order to be considered 'sound', a plan must be positively prepared, justified, effective and consistent with national policy.
- 2.3 The Town and Country (Local Planning) (England) Regulations 2012 set out in more detail how local planning authorities in England are required to prepare Local Development Documents, including the arrangements that must be made for public participation and the receipt of representations.
- 2.4 Regulation 18 of the 2012 Regulations sets out who should be invited to make representations about the preparation of a DPD, and states that these representations must be taken into account in its preparation. Regulation 19 sets out the procedures that local authorities must follow before submitting proposed DPDs to the Secretary of State, and Regulation 20 gives any person the right to make representations on proposed DPDs. Under Regulation 22, the submission documents must include a statement which describes how the local authority has complied with these requirements.
- 2.5 This statement describes how Chichester District Council has complied with Regulation 18 in the preparation of the DPD. Following the publication of the Site Allocation DPD: Proposed Submission, a separate statement will be provided which will set out the number of representations made in accordance with Regulation 20 and provide a summary of the main issues raised in those representations.

### **3 Statement of Community Involvement**

- 3.1 The Council has undertaken consultation and engagement in accordance with the Council's Statement of Community Involvement (SCI). The first SCI was produced in November 2009; and the most recent version was published in January 2013. As the document was produced in accordance with the statutory procedures required, including an explanation of consultation undertaken, it is not considered necessary to repeat those in this Statement.
- 3.2 The [Statement of Community Involvement](#) outlines who should be consulted at each stage of the Plan's production and the types of methods which could be used for effective involvement.

### **4 The Consultation Database**

- 4.1 The contact details for specific and general consultation bodies are retained in the Chichester District Council's Local Plan consultation database. In addition to these bodies, the Council holds details of members of the public and local groups/organisations who have either asked to be kept informed of progress on the Local Plan or Development Plan Documents, or have previously made representations on consultation documents. There are over 2,000 individual and group contacts on the database, including statutory consultees and

Parish, Town and City councils, all of whom are contacted when appropriate throughout the plan preparation process.

## **5 Duty to Cooperate**

- 5.1 A Duty to Cooperate Statement has been prepared as a separate document. However the Statement of Consultation outlines how the Council has worked collaboratively throughout the preparation of the Proposed Submission Site Allocation DPD.

## **6 Early Engagement**

### **Call for Sites**

- 6.1 In July 2015 the Council undertook a formal 'Call for Sites' in order to provide an opportunity for individuals and organisations to promote land for potential residential, employment or mixed use development.
- 6.2 The 'Call for Sites' consultation commenced on 24 June 2015 and ran for just over 3 weeks until 17 July 2015. Emails were sent out to stakeholders, including landowners, developers and Town and Parish Councils. The email was accompanied by a Call for Sites Assessment Pro-forma, which also included guidance on the purpose of the Site Allocation DPD and the information required for each site submitted for consideration. The Call for Sites email can be viewed at Appendix B whilst the Call for Sites Assessment Pro-forma is available at Appendix D.
- 6.3 The 'Call for Sites' was publicised on the Council's website and can be viewed at Appendix C. The Call for Sites Assessment Pro-forma was also made available to view on, and be downloaded from, the Council's website throughout the 'Call for Sites' consultation.
- 6.4 Sites that were put forward in the 'Call for Sites' and sites that were included in the Strategic Housing Land Availability Assessment 2014 were amalgamated into a long list of potential sites, which were considered in line with the Site Allocation DPD Methodology and Assessment document.

### **Member Workshop**

- 6.5 Following the 'Call for Sites', officers briefed Members of the District Council on the work undertaken and potential approaches regarding allocation of sites. Members were then invited to attend a workshop, which was held on 21 September 2015.
- 6.6 At the workshops, officers outlined the potential approaches which could be undertaken regarding the allocation of sites for housing and employment. Members discussed the approaches and provided feedback. The discussion at the workshop informed the approach taken in the Site Allocations DPD and enabled local concerns to be taken into account.

## **Informal Stakeholder Consultation**

- 6.7 The Council undertook informal early engagement with statutory consultees, including West Sussex County Council, Environment Agency, Natural England and Historic England to understand any potential issues associated with the sites to be allocated. The early engagement with statutory consultees enabled the Council to identify major constraints and limitations on potential sites which had been submitted for consideration. All statutory consultees were also formally consulted regarding the Site Allocations: Preferred Approach DPD and Further consultation Site Allocations: Preferred Approach DPD.

## **7 Site Allocation: Preferred Approach DPD Consultation**

### **A brief introduction to the consultation**

- 7.1 The Site Allocation: Preferred Approach DPD represented the first formal stage in the preparation of the document. It was approved for public consultation at Council on 15 December 2015. The public consultation ran for a period of six weeks from 7 January 2016 to 18 February 2016.

### **Who was invited to make representations?**

- 7.2 All those on the Local Plan Consultation Database were consulted and a complete list of those notified of the public consultation and invited to make representations is set out in Appendix A.
- 7.3 The consultation was also open to all District Councillors, Parish Councillors and anyone wishing to make comments as before.

### **How were they invited to make representations?**

- 7.4 The consultation documents consisted of:
- Site Allocation: Preferred Approach Development Plan Document 2014-2029
  - Habitats Regulations Assessment
  - Sustainability Appraisal
  - Site Allocation Methodology and Assessment
- 7.5 The documents can all be found on the [Council's](#) website.
- 7.6 A letter was sent out by email or post to over 2,000 bodies, organisations and individuals inviting them to make representations. The letter also explained where the documents (set out in paragraph 7.3 above) were available to view. The letter sent can be found in Appendix E.
- 7.7 A public notice was also put in the local newspapers and can be found in Appendix F.

7.8 All the documents identified in paragraph 7.3 above were made available to view at the Chichester District Council office, the Selsey Area Office and Chichester library.

### **Summary of the main issues raised as a result of the consultation**

7.9 In total 96 representations were received from 60 statutory consultees, organisations and individuals. Once the representations to the consultation were received, they were logged, processed and made available to view on the Council's consultation portal (Objective). Table 1 provides a summary of the number of representations received for each chapter of the DPD.

**Table 1: Summary of the number of representations received**

<b>Chapter</b>	<b>Number of Representations</b>
Chapter 1 – Introduction	0
Chapter 2 – Policy SA1	17
Chapter 3 – Boxgrove Parish	6
Chapter 4 – Chichester City	38
Chapter 5 – East Wittering and Bracklesham	9
Chapter 6 – Hunston Parish	4
Chapter 7 – Lynchmere Parish	1
Chapter 8 – North Mundham Parish	0
Chapter 9 – Plaistow Parish	12
Chapter 10 – Westbourne Parish	9
Chapter 11 – West Wittering Parish	0
Chapter 12 – Appendix 1	0
Chapter 13 – Appendix 2	0

7.10 Details of all the representations received and the Council's response can be viewed on the [Council's](#) consultation portal.

7.11 Due to the progress on various neighbourhood plans and further information provided on a previously discounted site, it was proposed that a further consultation would take place. This would be focussed on two sites, one within Bosham Parish and the other within Lynchmere Parish.

7.12 Other more general issues raised were:

- Highways and access;
- Concerns over the impact of development on the environment, water (supply and sewage) and views;
- The numbers provided for should be revisited;
- Reference should be made to the presence of minerals on sites; and
- Factual updates.

## **How have the main issues been addressed?**

- Further site assessment work, including consulting the statutory consultees, was undertaken within Bosham Parish which led to the selection of a site at Highgrove Farm. This led to its inclusion in the Further Consultation document.
- Further site assessment work was also undertaken in relation to the site at Sturt Avenue, Lynchmere. This included consulting adjoining authorities, particularly in relation to access and the EA in relation to the flood maps. This led to its inclusion in the Further Consultation document.
- As Westbourne Parish Council had progressed their neighbourhood plan, it was proposed to remove the site previously identified from the DPD.
- Information was received relating to a restrictive lease on the site CC5 (41 Terminus Road, Chichester) which meant residential use was not appropriate. The site was removed from the DPD and the residential units proposed were identified by increasing the density on other sites in the DPD.
- Policy EW1 (Land west of Bracklesham Lane) was deleted from the plan following the appeal decision (APP/L3815/W/14/3000690) to allow development of 110 dwellings at Land south of Clappers Lane.
- A review of the DPD site policies and supporting text to take account of comments received and new information from statutory consultees

## **8 Further consultation Site Allocation: Preferred Approach**

### **A brief introduction to the consultation**

- 8.1 Due to changes in the progress of some neighbourhood plans and further information provided on a previously discounted site as part of the consultation process, it was proposed that further consultation take place prior to the Proposed Submission of the Site Allocation DPD. The Further Consultation Site Allocations: Preferred Approach DPD was approved to be published for public consultation at Council on 19 July 2016. The public consultation ran for a period of eight weeks from 28 July 2016 to 22 September 2016.

### **Who was invited to make representations?**

- 8.2 All those on the Local Plan Consultation Database were consulted and a complete list of those notified of the public consultation and invited to make representations is set out in Appendix A.
- 8.3 The consultation was also open to all District Councillors, Parish Councillors and anyone wishing to make comments as before.

## How were they invited to make representations?

- 8.4 The consultation documents consisted of:
- Further Consultation Site Allocation: Preferred Approach Development Plan Document 2015-2030
  - Habitats Regulations Assessment
  - Sustainability Appraisal
  - Site Allocation Methodology and Assessment
- 8.5 The documents can all be found on the [Council's](#) website.
- 8.6 A letter was sent out by email or post to over 2,000 bodies, organisations and individuals inviting them to make representations. The letter also explained where the documents were available to view. The letter sent can be found in Appendix G.
- 8.7 A public notice was also put in the local newspapers and can be found in Appendix H.
- 8.8 All the documents identified in paragraph 8.4 above were made available to view at the Chichester District Council office, the Selsey Area Office and Chichester library.

## Summary of the main issues raised as a result of the consultation

- 8.9 In total 106 representations were received from 100 statutory consultees, organisations and individuals. Once the representations to the consultation were received, they were logged, processed and made available to view on the Council's website using the online consultation portal (Objective). Table 2 provides a summary of the number of representations received for each chapter of the DPD.

**Table 2: Summary of the number of representations received**

Chapter	Number of Representations
Chapter 1 – Introduction	0
Chapter 2 – Bosham Parish	53
Chapter 3 – East Wittering and Bracklesham	1
Chapter 4 – Lynchmere Parish	48
Chapter 5 – Appendix 1	0

- 8.10 Details of all the representations received and the Council's response can be viewed on the [Council's](#) consultation portal.
- 8.11 The main issues raised were in relation to the allocation proposed in Bosham and Lynchmere parishes. These are outlined in full by following the above link.

## **How have the main issues been addressed?**

- 8.12 Taking account of the high level of concern raised in relation to the potential issue of flooding on the site at Sturt Avenue, Lynchmere, a further recommendation was included by Council at the meeting held on 22 November 2016 ...that Council “*Approves the retention of the site to the rear of Sturt Avenue Camelsdale within the Site Allocation Development Plan Document: Proposed Submission for examination subject to confirmation from the Environment Agency that there is no objection once the flood zone modelling has been completed*”. Subject to this further work it may or may not be necessary to remove the site prior to the submission of the DPD.
- 8.13 Prior to the council approval for Proposed Submission Consultation the document was subject to the following:
- further work was undertaken to ensure the policies in the proposed submission document were consistent including incorporating the sites considered within the further consultation. Sites which had subsequently been granted planning permission were retained as a site allocation with a supporting policy in order to guide any future development or planning applications should the current permission not be implemented;
  - in parishes where the neighbourhood plan had progressed to pre submission stage, the sites and policy were deleted/removed from the Proposed Submission DPD;
  - a review of the DPD site policies to take account of comments received and new information from statutory consultees;
  - a review of all supporting text;
  - a reconsideration of the DPD through the Sustainability Appraisal (SA/SEA) processes to re-evaluate the social, environmental and economic effects of the DPD;
  - a reconsideration of the DPD through the Habitats Regulations Assessment (HRA) process; and
  - a review of the DPD format and layout to recognise that this will be the version that is submitted for Examination.
- 8.14 Additional sites which had been suggested as part of the consultations were assessed as part of the Site Assessment Methodology.

## **9 Site Allocation: Proposed Submission DPD Consultation**

### **A brief introduction to the consultation**

- 9.1 Prior to its submission to the Secretary of State the Site Allocation DPD was published to allow for representations to be made on its soundness and legal compliance. It was approved for public consultation at Council on the 7th March 2017. The public consultation ran for a period of eight weeks from 1st December 2016 to 26th January 2017

### **Who was invited to make representations?**

- 9.2 All those on the Local Plan Consultation Database were consulted and a complete list of those notified of the public consultation and invited to make representations is set out in Appendix A.
- 9.3 The consultation was also open to all District Councillors, Parish Councillors and anyone wishing to make comments as before.

### **How were they invited to make representations?**

- 9.4 The consultation documents consisted of:
- Further Consultation Site Allocation: Preferred Approach Development Plan Document 2015-2030
  - Habitats Regulations Assessment
  - Sustainability Appraisal
  - Site Allocation Methodology and Assessment
- 9.5 The documents can all be found on the [Council's](#) website.
- 9.6 A letter was sent out by email or post to over 2,000 bodies, organisations and individuals inviting them to make representations. The letter also explained where the documents were available to view. The letter sent can be found in Appendix I.
- 9.7 A public notice was also put in the local newspapers and can be found in Appendix J.
- 9.8 All the documents identified in paragraph 9.4 above were made available to view at the Chichester District Council office, the Selsey Area Office and Chichester library.

### **Summary of the main issues raised as a result of the consultation**

- 9.9 In total 65 representations were received from 40 statutory consultees, organisations and individuals. Once the representations to the consultation were received, they were logged, processed and made available to view on the Council's website using the online consultation portal (Objective). Table 2 provides a summary of the number of representations received for each chapter of the DPD.

**Table 2: Summary of the number of representations received**

<b>Chapter</b>	<b>Number of Representations</b>
Chapter 1 – Introduction	0
Chapter 2 – Policy SA1	11

Chapter 3 – Bosham Parish	7
Chapter 4 – Boxgrove Parish	3
Chapter 5 – Chichester City	25
Chapter 6 – East Wittering and Bracklesham	2
Chapter 7 – Hunston Parish	1
Chapter 8 – Lynchmere Parish	13
Chapter 9 – North Mundham Parish	0
Chapter 10 – Plaistow and Ifold Parish	3
Chapter 11 – West Wittering Parish	0
Chapter 12 – Appendix 1	0
Chapter 13 – Appendix 2	0

- 9.10 Details of all the representations received and the Council's response can be viewed on the [Council's](#) consultation portal.
- 9.11 From the responses received, 41 representations considered the DPD to be unsound and 9 representations considered it not to be not legally compliant. The main issue raised was in relation to the allocation proposed in Lynchmere parish. These are outlined in full by following the above link.
- 9.12 As a result of the representations made, the available evidence, and Council deliberations, it was agreed at Council to remove the site to the rear of Sturt Avenue by way of a proposed modification.
- 9.13 The Schedule of Proposed Modifications can be viewed on the Council's website.

## 10 Appendices

### Appendix A – Specific consultation bodies and Town and Parish Councils consulted

<b>Specific Consultation Bodies</b>
Arun District Council
British Telecommunications
Chichester Harbour Conservancy
Civil Aviation Authority
Coastal West Sussex
Coastal West Sussex Clinical Commissioning Group
Defence Estates (MOD)
East Hampshire District Council
Environment Agency
Hampshire County Council
Havant Borough Council
Highways England
Historic England
Home and Communities Agency (HCA)
Horsham District Council
Marine Management Organisation
Natural England
Network Rail
NHS England
Office of Rail Regulation
Planning Inspectorate
Portsmouth Water Ltd
Scotia Gas Networks
South Downs National Park Authority
South East Coast NHS Foundation Ambulance Trust
South East Water
Southern Electric Power Distribution plc
Southern Railway
Southern Water
Sport England
Stagecoach South
Surrey County Council

Sussex and Surrey Police
Sussex Local Nature Partnership
Sussex Wildlife Trust
Thames Water Utilities Ltd
Waverley Borough Council
West Sussex County Council
Western Sussex Hospitals Trust

<b>Town/Parish Council</b>
Apuldram Parish Council
Barlavington Parish Council
Bepton Parish Council
Bignor Parish Meeting
Birdham Parish Council
Bosham Parish Council
Boxgrove Parish Council
Bury Parish Council
Chichester City Council
Chidham & Hambrook Parish Council
Cocking Parish Council
Compton Parish Council
Donnington Parish Council
Duncton Parish Council
Earnley Parish Council
Eartham Parish Meeting
Easebourne Parish Council
East Dean Parish Council
East Lavington Parish Council
East Wittering & Bracklesham Parish Council
Ebernoe Parish Council
Elsted And Treyford Parish Council
Fernhurst Parish Council
Fishbourne Parish Council
Fittleworth Parish Council
Funtington Parish Council
Graffham Parish Council
Harting Parish Council
Heyshott Parish Council

Hunston Parish Council
Kirdford Parish Council
Lavant Parish Council
Linch Parish Meeting
Lodsworth Parish Council
Loxwood Parish Council
Lurgashall Parish Council
Lynchmere Parish Council
Marden Parish Meeting
Midhurst Town Council
Milland Parish Council
North Mundham Parish Council
Northchapel Parish Council
Oving Parish Council
Petworth Town Council
Plaistow And Ifold Parish Council
Rogate Parish Council
Selsey Town Council
Sidlesham Parish Council
Singleton Parish Council
Southbourne Parish Council
Stedham With Iping Parish Council
Stopham Parish Meeting
Stoughton Parish Council
Sutton Parish Council
Tangmere Parish Council
Tillington Parish Council
Trotton with Chithurst Parish Council
Upwaltham Parish Meeting
West Dean Parish Council
West Itchenor Parish Council
West Lavington Parish Council
West Wittering Parish Council
Westbourne Parish Council
Westhampnett Parish Council
Wisborough Green Parish Council
Woolbeding with Redford Parish Council

## Appendix B – Call for Sites Email

### Chichester Site Allocation Development Plan Document, and Chichester Gypsy, Traveller and Travelling Showpeople Development Plan Document

Do you have potential land that might be suitable and available for housing, employment or Gypsy, Traveller and Travelling Showpeople development over the next 15 years?

Chichester District Council is beginning work on the Chichester Site Allocation Development Plan Document (DPD) and the Chichester Gypsy, Traveller and Travelling Showpeople DPD. These follow on from the Chichester Local Plan: Key Policies 2014-2029. The development plan documents will allocate land for employment, residential development and Gypsy, Traveller and Travelling Showpeople in areas outside the National Park.

Employment sites can be located anywhere however the main focus will be on Chichester and Tangmere, in line with the Local Plan. While potential office sites should be within or adjacent to Chichester City.

Housing sites should be in locations excluding those parishes at pre-submission of their neighbourhood plan or have a plan in a more advanced stage. Sites within and/or adjoining Chichester City settlement boundary in neighbouring parishes (including sites separated from the settlement boundary by the A27).

Gypsy, Traveller and Travelling Showpeople sites can be located anywhere.

As part of the evidence gathering, the Council is undertaking a formal 'Call for Sites'. This will inform work on the Chichester Site Allocation Development Plan Document, and Chichester Gypsy, Traveller and Travelling Showpeople Development Plan Document that will identify where new development will be placed. This 'Call for Sites' will update information already held in existing databases. This means we require information about all potential development sites - new and existing.

The main purpose of this formal 'call for sites' is to:

- identify further sites with potential for development that were not identified through data sources or previous call for sites;
- ratify any inconsistent information gathered through previous submissions and desk assessment;
- get an up to date view on development progress (where sites have planning permission);
- a better understanding of what type and scale of development may be appropriate;
- gain a more detailed understanding of deliverability, any barriers and how they could be overcome.

Please find attached a **Pro forma** to suggest sites that could be considered by Chichester District Council for their availability development sites.

This should be completed and accompanied by a map showing a clear site boundary. This information will help us identify whether or not the site is suitable and if there are any constraints that need to be overcome.

Please use a separate form for each site you wish to be considered.

In regards to potential **housing**, include only sites with a minimum site size of 0.25 hectares or capable of accommodating at least 5 dwellings.

In regards to **employment**, include only sites with a minimum site size of 0.25 hectares or capable of accommodating at least 500 sqm. of floor space.

**Please note that information submitted regarding sites as part of the Assessment will be within the public domain.**

We would like to thank you in advance for your help. Completed site submission forms should be returned by **Friday 17th July 2015**.

The completed forms should be returned to:

Email: [planningpolicy@chichester.gov.uk](mailto:planningpolicy@chichester.gov.uk)

Post: Planning Policy, Chichester District Council, East Pallant House, Chichester, W Sussex, PO19 1TY

If you have any queries in relation to the 'Call for Sites' or the evidence that supports it, then please do not hesitate to contact the Planning Policy Team on 01243 785166

Kind regards

Planning Policy

Chichester District Council

Tel: 01243 785166 | Fax: 01243 776766 | <http://www.chichester.gov.uk>

[www.facebook.com/ChichesterDistrictCouncil](http://www.facebook.com/ChichesterDistrictCouncil) | [www.twitter.com/ChichesterDC](http://www.twitter.com/ChichesterDC)

## **Appendix C – Call for Sites Website Notice**

### **Call for Sites**

#### **Chichester Site Allocation Development Plan Document, and Chichester Gypsy, Traveller and Travelling Showpeople Development Plan Document**

Do you have potential land that might be suitable and available for housing, employment or Gypsy, Traveller and Travelling Showpeople development over the next 15 years?

Chichester District Council is preparing the Chichester Site Allocation Development Plan Document (DPD) and the Chichester Gypsy, Traveller and Travelling Showpeople DPD which will allocate land for residential, employment and Gypsy, Traveller and Travelling Showpeople development.

As with the Chichester Local Plan: Key Policies 2014-2029, the Development Plan Documents will cover the area outside the National Park. In order to gain a comprehensive list of all the potential development sites, we are undertaking a 'Call for Sites' for:

#### **Employment Sites:**

- Potential sites mainly focusing on Chichester and Tangmere.
- Potential office sites within or adjacent to Chichester City.
- Only sites with a minimum site size of 0.25 hectares or capable of accommodating at least 500 sqm. of floor space

#### **Housing Sites:**

- Potential sites excluding those parishes who are nearing the pre-submission of their neighbourhood plan or have a plan in a more advanced stage. If in doubt it is better to put forward a site.
- Only sites with a minimum site size of 0.25 hectares or capable of accommodating at least 5 dwellings.

#### **Gypsy, traveller and travelling showpeople sites:**

- All potential sites.

#### **The main purpose of this formal 'call for sites' is to:**

- identify further sites with potential for development that were not identified through data sources, consultation on the Local Plan or previous call for sites;
- ratify any inconsistent information gathered through previous submissions and desk assessment;
- get an up to date view on development progress (where sites have planning permission);
- a better understanding of what type and scale of development may be appropriate;
- gain a more detailed understanding of deliverability, any barriers and how they could be overcome.

Please submit the following form:

- Site Submission Pro forma (Word Version)

This should be completed and accompanied by a map showing a clear site boundary. This information will help us identify whether or not the site is suitable, when it might be available and if there are any constraints that need to be overcome. Please use a separate form for each site you wish to be considered.

**Please note that information submitted regarding sites as part of the Assessment will be within the public domain.**

We would like to thank you in advance for your help. Completed site submission forms should be returned by **Friday 17th July 2015**. The completed forms should be returned to:

Email: [planningpolicy@chichester.gov.uk](mailto:planningpolicy@chichester.gov.uk)

Post: Planning Policy, Chichester District Council, East Pallant House, Chichester, W Sussex, PO19 1TY

If you have any queries in relation to the 'Call for Sites' or the evidence that supports it, then please do not hesitate to contact the Planning Policy Team on 01243 785166.

## Appendix D – Call for Sites Assessment Pro-forma

### Call for Sites

#### Chichester Site Allocation Development Plan Document, and Chichester Gypsy, Traveller and Travelling Showpeople Development Plan Document

#### Guidance Notes for completing the Potential Sites Pro Forma

Chichester District Council is beginning work on the Chichester Site Allocation Development Plan Document (DPD) and the Chichester Gypsy, Traveller and Travelling Showpeople DPD. These documents will allocate land for residential, employment and Gypsy, Traveller and Travelling Showpeople development across the District excluding the area within the South Downs National Park. The Council will not be looking to allocate sites for housing development where parishes are at pre-submission stage or further in the neighbourhood planning process.

For clarity this means:

#### Employment Sites:

- Potential sites mainly focusing on Chichester and Tangmere.
- Potential office sites within and adjacent to Chichester City.
- Only sites with a minimum site size of 0.25 hectares or capable of accommodating at least 500 sqm. of floor space.

#### Housing Sites:

- Potential sites but excluding those parishes at pre-submission of their neighbourhood plan or have a plan in a more advanced stage. Sites within and/or adjoining Chichester City settlement boundary in neighbouring parishes (including sites separated from the settlement boundary by the A27). If in doubt it is better to put forward a site.
- Only sites with a minimum site size of 0.25 hectares or capable of accommodating at least 5 dwellings.

#### Gypsy, traveller and travelling showpeople sites:

- Any potential sites.

As part of the evidence gathering for the housing and employment land availability assessments, the Council is undertaking a 'Call for Sites'. This will inform work on the Chichester Site Allocation DPD and the Chichester Gypsy, Traveller and Travelling Showpeople DPD that will identify where new development will be placed. This 'Call for Sites' will update information already held on existing databases. This means we require information about all potential development sites - new and existing but only in areas mentioned above.

**If you wish to suggest a potential site, please use the following Pro Forma and return to:**

**Email:** [planningpolicy@chichester.gov.uk](mailto:planningpolicy@chichester.gov.uk)

**Post:** Planning Policy, Chichester District Council, East Pallant House, Chichester, West Sussex, PO19 1TY

In completing your form, please:

- **Use a separate form for each site**
- Attach a map outlining the precise boundaries of the whole site and the part which may be suitable for development (if this is less than the whole). Without this information we are unable to register the site.
- Do not submit sites that already have planning permission for the intended use, unless different proposals are identified.

**The inclusion of a site in the Assessment does not mean that it will necessarily be allocated for development.** If you are unsure about suggesting a site please contact the Planning Policy Team on 01243 785166.

## Call for Sites

### Chichester Site Allocation Development Plan Document, and Chichester Gypsy, Traveller and Travelling Showpeople Development Plan Document

#### Potential Sites Pro Forma

- Please complete the form clearly and legibly.
- You must give your name and address for your comments to be considered.
- You must attach a map showing the precise boundaries of the site
- **This form should be returned to Chichester District Council**

#### DATA PROTECTION STATEMENT

The information collected in this response form will be used by the Council to inform the Chichester Site Allocation Development Plan Document, and Chichester Gypsy, Traveller and Travelling Showpeople Development Plan Document . By responding you are accepting that your response and the information within it will be made available to the public.

Your details	
Name	
Company / Agent	
Representing	
Contact Address	
Contact Telephone No.	
E-mail	

Site details	
Site Address	
Site Postcode	
OS Grid Reference (Centre of Site)	
Are you the landowner?	Yes
	No. Who then owns the land?
<p><b>Please attach a map outlining the precise boundaries of the whole site and the part which may be suitable for housing (if this is less than the whole). <u>Without this mapped information we are unable to register the site.</u></b></p>	

**CURRENT AND POTENTIAL USE**

**What is the current use of the site?**

--

**Relevant planning history of site (please provide planning application numbers if available)**

--

**What is the estimated area of the site (hectares)?**

Area of whole site		Area suitable for development (If different to size of site)	
--------------------	--	--	--

**Means of access to site**

--

**Access to public transport and distances (e.g. bus, rail)**

--

**Availability of utilities and services (e.g. water supply and sewage disposal)**

--

**Is the site suitable for a mixture of uses (e.g. housing and employment)? Please specify**

--

**If housing, please indicate the potential capacity of the site by number and type of dwellings (e.g. older people housing, market housing, affordable housing)**

--

**If employment, please indicate the potential capacity of the site by size (sqm. or ha) and type of use (e.g. offices, industrial, warehousing)**

--

**If Gypsy, traveller or travelling showpeople, please indicate the potential capacity of the site by number of pitches or plots**

--

**POSSIBLE CONSTRAINTS**

**To the best of your knowledge, are there any constraints that may affect development on the site? Please provide brief details :**

Access	
Tree cover	
Topography	
Important open space	

Listed Building(s) Ancient Monument	
Local character	
Ownership issues	
Legal issues	
Contamination / pollution	
Environmental designation (Ecology)	
Flood risk	
Infrastructure/utility requirements	
Market viability	
Cables, pylons, electricity lines, oil pipelines	
Other considerations	
<b>Do you believe the constraints on the site can be overcome? If so, please explain why and how.</b>	

**AVAILABILITY**

**Broadly what timeframe would you anticipate the site could first become available for development:**

--

**Once commenced, how many years do you think it would take to develop the site?**

Number of years	
-----------------	--

**SURVEY AND OTHER ISSUES**

**In identifying such a site you are giving permission for an officer of the Council to access the site in order to ascertain site suitability. In this context would there be any access issues to the site? If yes, please provide contact details of the person who should be contacted to arrange a site visit.**

--

**Any other relevant information?**

--

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix E - Consultee Letter for Site Allocation: Preferred Approach

Planning Policy  
[planningpolicy@chichester.gov.uk](mailto:planningpolicy@chichester.gov.uk)  
01243 785166

7<sup>th</sup> January 2016

Dear Consultee

### **Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 - Site Allocation Preferred Approach 2014-2029**

The Chichester Local Plan: Key Policies 2014-2029 was adopted in July 2015. It sets out the planning strategy guiding the location and quantum of development over the next 15 years. It provides the framework and context for the site specific proposals contained within this and other subsequent planning documents.

The Site Allocation Preferred Approach 2014-2029 is the first formal stage in the preparation of this document. The purpose of the document is to identify specific sites to be allocated for housing and employment and other types of development in the Local Plan Area. The response to the consultation will be used to inform the Pre-submission development plan document.

There now follows a 6 week statutory consultation period from 7th January until the 18th February 2016.

Copies of the Site Allocation Preferred Approach document, Habitats Regulations Assessment, Sustainability Appraisal and Site Allocation Methodology and Assessment can be viewed at the Council offices, Selsey Area Office, and Chichester library or on our website [www.chichester.gov.uk/planningpolicy](http://www.chichester.gov.uk/planningpolicy).

**You are receiving this letter as you have previously expressed an interest in the Chichester Local Plan. If you do not wish to be contacted again regarding this matter, then please notify us using the contact details shown below.**

For more information, or if you need assistance accessing the documents, please contact Planning Policy by email at [planningpolicy@chichester.gov.uk](mailto:planningpolicy@chichester.gov.uk) or telephone 01243 785166.

Yours sincerely,  
Planning Policy Team

## Appendix F – Public Notice for Site Allocation: Preferred Approach



### Chichester District Council

**Planning and Compulsory Purchase Act 2004 (as amended) The Town and Country Planning (Local Planning) (England) Regulation 2012 (as amended) (Regulation 18)**

#### **Site Allocation Preferred Approach Development Plan Document 2014-2029**

Notice is hereby given, in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 that Chichester District Council is consulting for six weeks on the Site Allocation Preferred Approach Development Plan Document 2014-2029 from 7<sup>th</sup> January 2016 to 18<sup>th</sup> February 2016.

The purpose of the document will be to identify specific sites to be allocated for housing and employment and other types of development in the Local Plan Area.

The Site Allocation Preferred Approach Development Plan Document, together with supporting documents, is available for inspection at [www.chichester.gov.uk/newlocalplan](http://www.chichester.gov.uk/newlocalplan).

Paper copies of the documents are available at:

#### **Chichester District Council**

East Pallant House  
1 East Pallant  
Chichester  
PO19 1TY  
(08:45 – 17:10 Mon – Thurs/ 08:45 – 17:00 Fri)

Selsey Area Office  
55 High Street  
Selsey  
PO20 0RB  
(09:00 – 16:00 Mon – Fri)

Chichester Library  
Tower Street  
Chichester  
PO19 1QJ  
(09:00-19:00 Mon-Fri and 09:00-17:00 Sat)

A paper copy of the Site Allocation Preferred Approach Development Plan Document and the supporting documents can be requested, for a charge, from Chichester District Council by telephoning 01243 785166 or email [planningpolicy@chichester.gov.uk](mailto:planningpolicy@chichester.gov.uk).

## Appendix G - Consultee Letter for Further consultation Site Allocation: Preferred Approach

To All Consultees

If calling please ask  
for

Planning Policy

(01243) 785166

planningpolicy@chichester.gov.uk

28<sup>th</sup> July 2016

Dear Consultee

### **Further Consultation on the Site Allocation Preferred Approach Development Plan Document (DPD) (Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012)**

The Chichester Local Plan: Key Policies 2014-2029 was adopted in July 2015. It sets out the planning strategy guiding the location and amount of development over the next 15 years. It provides the framework and context for the site specific proposals contained within this and other subsequent planning documents.

The Site Allocation Preferred Approach DPD consultation, which ran from 7th January to 18th February 2016, was the first formal stage in the preparation of this development plan document. Due to changes in the progress of some neighbourhood plans and further information provided on a previously discounted site, it is proposed that further consultation takes place.

The consultation on the Further Site Allocation Development Plan Document (DPD) will take place from 28 July until 22 September 2016, the contents of which relate to the parishes of Bosham, East Wittering and Bracklesham, and Lynchmere.

The Proposed Submission Site Allocation DPD, which will incorporate amendments proposed following the two consultation stages, will be presented to Cabinet and Council later this year.

Copies of the Further Consultation Site Allocation Preferred Approach document, Habitats Regulations Assessment, Sustainability Appraisal and Site Allocation Methodology and Assessment can be viewed at the Council offices, Selsey Area Office, and Chichester library or on our website [www.chichester.gov.uk/siteallocation](http://www.chichester.gov.uk/siteallocation).

**You are receiving this letter as you have previously expressed an interest in the Chichester Local Plan. If you do not wish to be contacted again regarding this matter, then please notify us using the contact details shown below.**

For more information, or if you need assistance accessing the documents, please contact Planning Policy by email at [planningpolicy@chichester.gov.uk](mailto:planningpolicy@chichester.gov.uk) or telephone 01243 785166.

Yours sincerely,

Planning Policy Team

## **Appendix H – Public Notice for Further consultation Site Allocation: Preferred Approach**

### **Chichester District Council**

#### **Planning and Compulsory Purchase Act 2004 (as amended) The Town and Country Planning (Local Planning) (England) Regulation 2012 (as amended) (Regulation 18)**

#### **Further Consultation Site Allocation Preferred Approach Development Plan Document 2014-2029**

Notice is hereby given, in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 that Chichester District Council is consulting for six weeks on the Site Allocation Preferred Approach Development Plan Document 2014-2029 from 28<sup>th</sup> July to 22<sup>nd</sup> September 2016.

The purpose of the document will be to identify specific sites to be allocated for housing and a local centre in the Local Plan Area.

The Further Consultation Site Allocation Preferred Approach Development Plan Document, together with supporting documents, is available for inspection at [www.chichester.gov.uk/siteallocation](http://www.chichester.gov.uk/siteallocation).

Paper copies of the documents are available at:

#### **Chichester District Council**

East Pallant House  
1 East Pallant  
Chichester  
PO19 1TY  
(08:45 – 17:10 Mon – Thurs/ 08:45 – 17:00 Fri)

Selsey Area Office  
55 High Street  
Selsey  
PO20 0RB  
(09:00 – 16:00 Mon – Fri)

Chichester Library  
Tower Street  
Chichester  
PO19 1QJ  
(09:00-19:00 Mon-Fri and 09:00-17:00 Sat)

A paper copy of the Further Consultation Site Allocation Preferred Approach Development Plan Document and the supporting documents can be requested, for a charge, from Chichester District Council by telephoning 01243 785166 or email [planningpolicy@chichester.gov.uk](mailto:planningpolicy@chichester.gov.uk).

## Appendix I - Consultee Letter for Site Allocation Proposed Submission

To all consultees

If calling Planning Policy  
please ask for:  
planningpolicy@chichester.gov.uk

1<sup>st</sup> December 2016

Dear Consultee

### **Site Allocation Proposed Submission 2014-2029 Development Plan Document – Public representation period**

Following the Regulation 18 “Preferred Approach” consultations that took place in winter and summer 2016, the responses received and further technical work have been considered to aid the preparation of a Site Allocation Proposed Submission Development Plan Document (DPD). This is undertaken in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012. It has been published prior to its submission to the Secretary of State to allow for representations to be made on its **soundness** and **legal compliance**.

Representations can be made from **9am Thursday 1<sup>st</sup> December until 5pm Thursday 26<sup>th</sup> January 2017**.

Accompanying this letter is a “**Statement of Representation Procedures**” which sets out details of the representation period and where documents can be obtained, including Representation Forms and Guidance Notes on how representations are to be made.

Following this period, the representations will be considered by an independent Planning Inspector alongside the Site Allocation DPD and supporting evidence base at an examination hearing, where they will determine if the Site Allocation DPD is sound and legally compliant.

You are receiving this letter as you have previously expressed an interest in the progress of the Chichester Local Plan. If you have previously made a representation on the winter and summer consultations and wish to see the Council’s response, this can be viewed at <http://chichester.limehouse.co.uk/portal/>. If you do not wish to be contacted again regarding this matter, then please notify us using the contact details shown below.

For more information, or if you need assistance accessing the documents, please contact Planning Policy by email at [planningpolicy@chichester.gov.uk](mailto:planningpolicy@chichester.gov.uk), or telephone 01243 785166.

Yours faithfully,

Planning Policy Team

## **Appendix J – Public Notice for Site Allocation Proposed Submission**

### **Chichester District Council Site Allocation Proposed Submission Development Plan Document**

#### **Notice of publication of the Site Allocation Proposed Submission Development Plan Document for a public representation period**

Chichester District Council has prepared a Site Allocation Development Plan Document (DPD) which it proposes to submit to the Secretary of State for Communities and Local Government. This representation period follows on from the Preferred Approach consultation held in January-February 2016 and the Further Consultation on the Preferred Approach held in July-September 2016.

The Site Allocation DPD relates to Chichester District, excluding the area within the South Downs National Park, and looks to deliver non-strategic residential and employment sites as set out in the Local Plan (Policy 2 - Development Strategy and Settlement Hierarchy; Policy 3 - Economy and Employment Provision and Policy 5 - Parish Housing Sites), and to set out guidance for the development of these sites.

The period for submission of representations will run for eight weeks from **Thursday 1<sup>st</sup> December 2016** until **Thursday 26<sup>th</sup> January 2017**. Representations should arrive no later than **5.00pm on 26<sup>th</sup> January 2017**. Anonymous comments or comments received outside these dates will not be accepted.

Copies of the Site Allocation DPD and supporting documentation (Sustainability Appraisal, Habitats Regulations Assessment, Equalities Impact Assessment and Statement of Consultation) are available at:

#### **Chichester District Council**

East Pallant House,  
1 East Pallant  
Chichester  
PO19 1TY

(08:45 – 17:10 Mon – Thurs/ 08:45 – 17:00 Fri) (excluding 25<sup>th</sup> Dec 2016 to 2<sup>nd</sup> Jan 2017)

#### **Selsey Area Office**

55 High Street, Selsey. PO20 0RB

(09:00 – 16:00 Mon – Fri) (excluding 25<sup>th</sup> Dec 2016 to 2<sup>nd</sup> Jan 2017)

**Reference copies** of the Site Allocation DPD have been placed in Chichester library. Opening times for the library can be found at:

[http://www.westsussex.gov.uk/leisure/libraries/find\\_a\\_library.aspx](http://www.westsussex.gov.uk/leisure/libraries/find_a_library.aspx)

**An electronic copy** of the Site Allocation DPD, all of the supporting documents listed above and guidance on how to make a representation will be available to view on the Council's website:

<http://www.chichester.gov.uk/siteallocation>.

**Paper copies** of the Site Allocation DPD and all of the supporting documents listed above can be requested, for a charge, from the Planning Policy Team at Chichester District Council by telephoning 01243 785166 or emailing [planningpolicy@chichester.gov.uk](mailto:planningpolicy@chichester.gov.uk).