

## Supporting Communities and Neighbourhoods in Planning

Neighbourhood Plan Brief

Maresfield Parish

### Neighbourhood Plan Project Brief

<b>Neighbourhood Plan Title:</b>	Maresfield Parish Neighbourhood Development Plan
<b>Neighbourhood Plan Area</b>	Maresfield Parish
<b>Author:</b>	Tony Allen, Project Manager & Parish Council Clerk
<b>Owner:</b>	Maresfield Parish Council
<b>Version:</b>	Final

#### Revision History

#### Date of next revision:

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked
30/07/2012	N/A	First Draft	N/A
02/08/2012	30/07/2012	Second Draft	N/A
24/08/2012	02/08/2012	Third Draft (use better Parish map)	N/A
26/11/2012	24/08/2012	Final version for adoption by Council	N/A

#### Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
All members	NDP Steering Group	24/08/2012	DV3
All Members	Maresfield Parish Council	26/11/2012	Final

For more information on the Supporting Communities and Neighbourhoods in Planning project please visit [www.cpre.org.uk](http://www.cpre.org.uk) or [www.nalc.gov.uk](http://www.nalc.gov.uk)

## Supporting Communities and Neighbourhoods in Planning

Neighbourhood Plan Brief

Maresfield Parish

### Overview

**Purpose** This Neighbourhood Plan Project Brief provides a full and firm foundation for the initiation of the Maresfield Neighbourhood Plan project.

The Brief will serve to:

- guide the Council's own work on the project
- introduce and describe the project to partner organisations who will need to contribute to the Council's work, (particularly Wealden District Council (WDC) as Local Planning Authority - LPA).
- explain the project to key consultees who will wish to influence the Plan.

### 1.0 Neighbourhood Plan Definition

#### 1.1 Plan area

The Plan area is Maresfield Parish; see map attached.

#### 1.2 Background

The Council has previously prepared a formal Parish Plan. This sets out the Council's current strategy for improving and developing the life of the Parish. The Plan guides all aspects of the Council's day to day work.. There is now a need to review and update the Parish Plan. This will be done in the form of a Community Led Plan (CLP), the methodology for which will be formed from Council experience and support from Action in Rural Sussex (AiRS).

The Council wishes use its Parish plan / CLP update as the start point for preparing a statutory Neighbourhood Development Plan (NDP). Having a NDP will put the Council in a much stronger position to implement the land use and transport planning aspects of an updated CLP.

At its meeting on 20<sup>th</sup> December 2011, the Parish Council resolved that both the CLP and the NDP should be developed alongside each other; to enter into a contract to engage the services of Action in Rural Sussex (AiRS) to ensure the full completion of

## Supporting Communities and Neighbourhoods in Planning

Neighbourhood Plan Brief

Maresfield Parish

the NDP and CLP and that the 'Maresfield Parish NDP & CLP Steering Group' should be formed.

At its meeting on 19<sup>th</sup> June 2012, the Parish Council resolved that the area to be designated for the Neighbourhood Development Plan should be the whole of Maresfield Parish.

Some initial project planning assistance has been provided by Campaign to Protect Rural England (CPRE) and National Association of Local Councils (NALC) under the Government's Supporting Communities and Neighbourhoods in Planning Project (SCNP).

### 1.3 Desired outcomes

- Greater Parish Council control and influence in respect of planning decisions that affect the Parish.
- Through the above, a better ability to safeguard the future of the Maresfield Parish villages as thriving communities within a high quality environment.
- A community led and supported Plan that will address all priority issues and requirements in relation to development in the Parish, (having regard to consistency with the Wealden District Council (WDC) LDF Core Strategy / Local Plan, but also with awareness of the potential to influence the longer term planning WDC will be undertaking).
- Adoption of the Plan by the end of 2014.

### 1.4 Plan Prerequisites

- Clarity of planning strategy within the context of the **WDC LDF Core Strategy / Local Plan**.
- Engaging the local community in the Plan's production.
- Maintaining the commitment of the Parish Council and the community over a long plan preparation period.
- Maintaining an organised and structured project planning and budgeting approach.

For more information on the Supporting Communities and Neighbourhoods in Planning project please visit [www.cpre.org.uk](http://www.cpre.org.uk) or [www.nalc.gov.uk](http://www.nalc.gov.uk)

## Supporting Communities and Neighbourhoods in Planning

Neighbourhood Plan Brief

Maresfield Parish

- Seeking expert guidance as required.
- Appropriate co ordination and co operation with WDC as LPA.

### 1.5 External Dependencies

The scope and content of the Plan and the preparation timetable will be heavily dependent upon the approach to, and progress of, WDC on their LDF Core Strategy / Local Plan and related matters such as:-

1. Ashdown Forest protection by the EU Habitats Regulations.
2. Current and future uncertainties regarding the overall strategy for housing levels in the District.
3. Strategic infrastructure provision and future requirements.
4. The economic climate for development generally
5. Available public finance and in particular the economic and public funding context for affordable housing provision

### 1.6 Planning Assumptions

It is assumed that WDC's LDF Core Strategy / Local Plan will be adopted during the early stages of preparation of the NDP and that this will provide a clear strategy and policies for housing provision levels and their relationship with environmental constraints around Ashdown Forest (ref EU Habitats Regulations) (in the plan period to 2027.)

It is also assumed that it will then be possible to prepare a NDP in conformity with that strategy, but that the NDP will determine the detailed location and infrastructure provision / design requirements for the new development planned within the Parish. It is also assumed that there will be scope to develop detailed policies for limited, small scale, development in the villages most subject to environmental constraints. This will influence WDC's proposed approach to preparation of a Site Allocations Plan.

It is assumed that reliance can be placed on the WDC Core Strategy Sustainability Appraisal (SA) to meet Strategic Environmental Assessment statutory requirements, but it is proposed to conduct a supporting NDP SA in addition.

An assumption is that the plan will have to work within the constraints of known infrastructure plans of the principal local authorities and other public agencies.

It is assumed that the NDP will create scope to negotiate and influence longer term plans for housing provision and infrastructure provision (post the WDC Core strategy / Local Plan time horizon of 2027).

## Supporting Communities and Neighbourhoods in Planning

Neighbourhood Plan Brief

Maresfield Parish

In particular it is assumed the Plan can influence use of future local authority funding in the form of New Homes Bonus and Community Infrastructure Levy, including its distribution to the Parish.

An underlying assumption is that it will be possible to progress the plan to full statutory status. However if this is not for any reason possible, or desirable, the Plan will be promoted to WDC for incorporation into the Local Plan, or as a Supplementary Planning Document.

### 1.7 Lessons Incorporated

In 2002, Maresfield Parish Council was one of the first councils to develop a Parish Plan and over the last 10 years this Plan has been reviewed and updated in consultation with Parishioners to ensure that it was up-to-date and addressing the areas of most concern. Expertise and experience from this and from being continuously engaged in the District Planning process will be brought to the NDP and CLP development process.

The expertise of AiRS and CPRE/NALC will lend additional support to producing the NDP and CLP..

### 1.8 Neighbourhood Plan Steering / Working Group Structure

The Constitution for the NDP/CLP Steering Group is attached.

The Steering group has established Working Groups for each of the three village wards in the Parish to ensure full engagement of each community in the detail of the Plan.

The Terms of Reference for the Ward Working Groups are also attached.

### 1.9 Role Descriptions

The Steering Group (SG) is the main controlling body for the NDP development process and reports to the Parish Council on a monthly basis. Three Working Groups (WG) sit under the SG, one for each Ward, and report directly to the SG.

The SG is Chaired by the Parish Chairman and comprises of six Parish Councillors and nine Parishioners (three from each Ward) who bring experience and expertise into the process.

## Supporting Communities and Neighbourhoods in Planning

Neighbourhood Plan Brief

Maresfield Parish

The SG has identified specific roles and areas of expertise (a full list is in preparation and will be maintained alongside this brief and the detailed Project Plan (see attached)).

The SG monitors all aspects of the NDP process at its meetings, including the Project and Budget Plans and reports from the WG's. Time commitment is one meeting per month on average and some work actioned between meetings.

The WG comprises a Chairman, appointed by the SG, and approximately 6-8 Parishioners who have expertise, experience and/or a keen interest in village development. The role of the WG is to tease out all known issues and needs relating to development and community life. Time commitment is one meeting per month on average and some work actioned between meetings,

### 1.10 Details of the Development Plan position for the area

The current position (December 2012) of the WDC Core Strategy and related policies in respect of Maresfield Parish is summarised as follows:

- According to the Planning Inspector, the WDC Core Strategy has been subject to adequate and clear consultation and clearly reflects the feedback received, that the Protection of the Ashdown Forest, rural landscapes and habitats is of prime importance, and therefore this principle has been adopted by WDC.
- At an Examination In Public, held by the Planning Inspector in March 2012, some amendments were proposed, which have been agreed by WDC and were put out for public consultation.
- At the Examination In Public, land owners and developers spoke against the Habitats Regulations, but the Inspector remained firm concerning the need to protect the Ashdown Forest and his letter stated the requirement for the 7km boundary.
- EU Habitat Regulations were assumed into British Law in 2007 when it became a legal requirement to carry out assessments for land use planning to cover threats to areas such as the Ashdown Forest in relation to pollution (nitrogen levels), wildlife and recreation.
- In March 2012 Government guidance was received which required strict policies to be put in place temporarily which restrict development in and around the Ashdown Forest without suitable mitigation measures.

## Supporting Communities and Neighbourhoods in Planning

Neighbourhood Plan Brief

Maresfield Parish

- On 6<sup>th</sup> September 2012 the Planning Inspector held an additional hearing at which representations on development in and around the Ashdown Forest and other new matters relating to the Core Strategy were heard. After this the Inspector made a final ruling which accepted WDC's modifications and left the 400m and 7km provisions for the Ashdown Forest protection zones unchanged.

### 1.11 Formal decisions to start and working arrangements

Extract from the Parish Council minutes of 20<sup>th</sup> December 2011, re. starting the NDP/CLP process:-

**5. Neighbourhood & Community Parish Plan Development Working Party – To note and approve the outcomes from the meeting held on 1<sup>st</sup> December 2011, in particular:-**

*i. That the new Community Led Plan (CLP) should be developed alongside the new Neighbourhood Development Plan (NDP) – It was resolved that both the CLP and the NDP should be developed alongside each other.*

*ii. That the services of AiRS should be engaged to ensure the timely completion of the NDP & CLP – It was resolved to enter into a contract to engage the services of AiRS to ensure the full completion of the NDP and CLP.*

*iii. To approve the inclusion of an appropriate amount in the 2012/13 budget to meet the estimated charges for engaging AiRS and other initial costs – It was noted that this had been resolved in the budget discussions earlier in the meeting.*

*iv. That henceforth the WP is to become the 'Maresfield Parish NDP & CLP Steering Group' – This was resolved.*

Extract from the draft Parish Council minutes of 19<sup>th</sup> June 2012, re. designating the NDP area:-

#### **5. Neighbourhood & Community Plan Development Steering Group:-**

***It was resolved that the area to be designated for the Neighbourhood Development Plan should be the whole of Maresfield Parish.***



## Supporting Communities and Neighbourhoods in Planning

Neighbourhood Plan Brief

Maresfield Parish

### 2.0 Outline Business Case

#### 2.1 Neighbourhood Plan Description

The whole of Maresfield Parish forms the Plan area. The Plan will take account of, and include policies for, the following matters:

1. Environmental constraints.
2. The individuality of each of the three Parish Wards (Fairwarp, Maresfield & Nutley).
3. Site/land allocation and design for approved developments in the WDC Core Strategy (particularly housing).
4. Additional development of a small number of homes, especially in Fairwarp and Nutley for affordable housing and the elderly.
5. Design quality and features relating to developments and the Parish environment.
6. Community infrastructure provision and public and developer funding
7. Improving local community facilities, e.g. recreation grounds, village halls, sports pavilions, etc.
8. Improving holiday and tourism facilities.
9. Meeting local employment needs- business and commerce development:-
  - a. Agriculture, farming and other rural environmental business support.
  - b. Ashdown Business Park:-
    - i. Site design /quality.
    - ii. Local community support and sponsorship.
  - c. Farmers Markets.
  - d. Shops.
  - e. Equestrian facilities.

#### 2.2 Project Approach

The approach will necessitate working closely with Wealden District Council to ensure that the Plan is consistent with its LDF Core Strategy; understanding the detail of that Plan's policies and the supporting data.

Full community involvement is sought, to build support for referendum success.

The aim is to encouraging the Parish community to develop a strong preference to take control of the development of the Plan, enabled by the Parish Council and using local volunteers as much as possible in the Plan's production.



## Supporting Communities and Neighbourhoods in Planning

Neighbourhood Plan Brief

Maresfield Parish

Any available help will be sought from AiRS, CPRE / NALC Government agencies and other partners as necessary.

Direct engagement with partner organisations and public agencies and landowners and developers will be necessary at the earliest stage. This will be carefully coordinated with WDC so as to avoid duplication of effort and confusion of objectives. Where property and financial issues are involved, due attention will be paid to appropriate confidentiality, balanced with openness and probity. .

The full Project Plan and timetable is presented as a Gantt Chart and attached to this Brief. An up to date version is maintained at the Parish Council Office.

A special Parish Council Budget has been made available to support preparation of the Plan. Details are available on request.

### **2.3 Potential Benefits of Plan**

Appropriate local control and considerable influence on planning for the Parish can be achieved.

The Planning process can draw out all known issues, by consulting the community in order to address land use and development in the Parish, so that the needs of its developing population are catered for.

### **2.4 Monitoring and Control**

The Project Plan and Budget Plans (see above) will be strictly monitored and regularly updated by the NDP Steering Group.

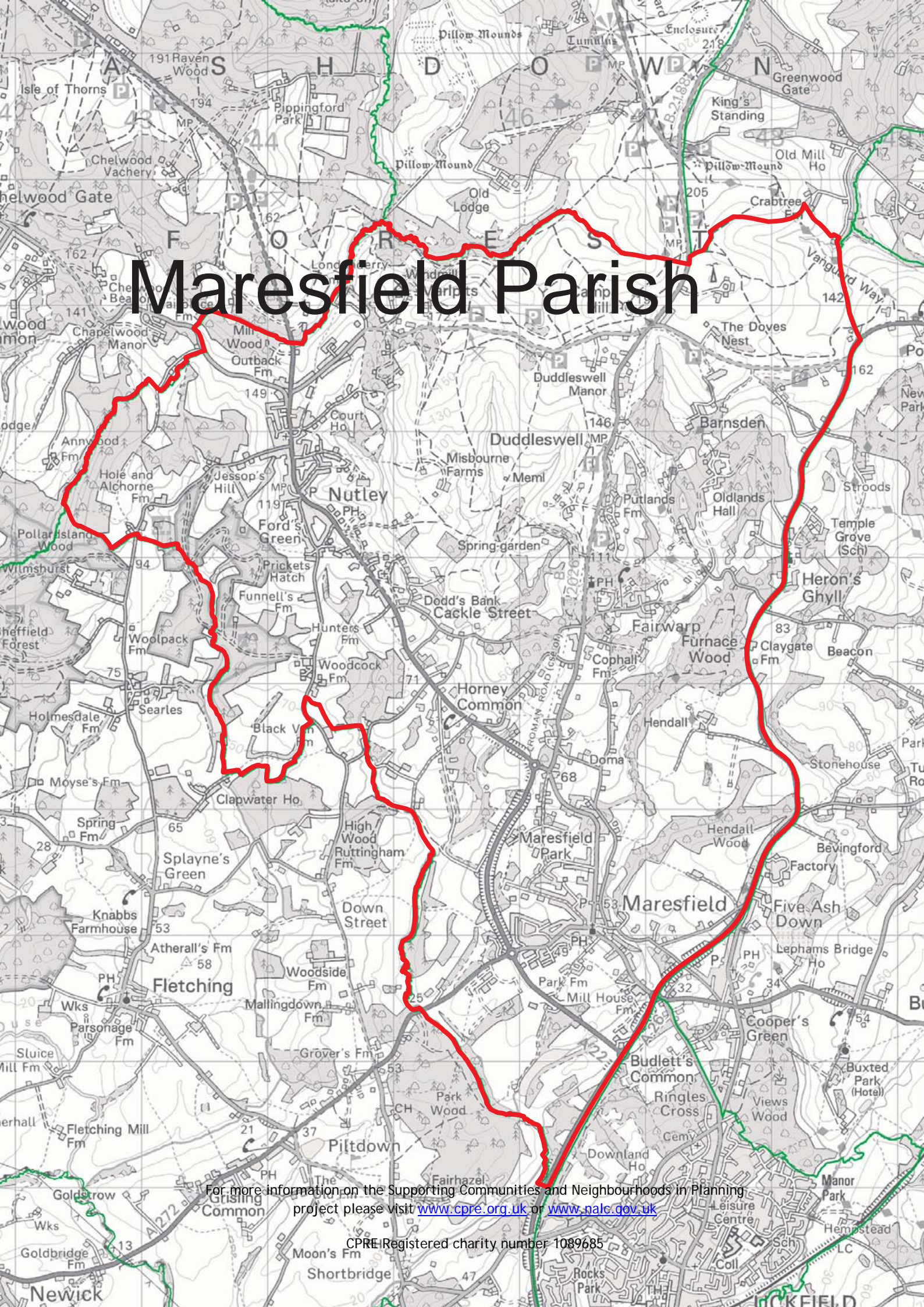
### **2.5 Budgets**

A Budget Plan is in place, covering time and cost, including provisions for risks and changes. This is strictly monitored by the NDP Steering Group.

Current funding is from the Parish Council's precept, which in the main covers the contract with AiRS. Additional funding and support is being sought.



# Maresfield Parish



For more information on the Supporting Communities and Neighbourhoods in Planning project please visit [www.cpre.org.uk](http://www.cpre.org.uk) or [www.nalc.gov.uk](http://www.nalc.gov.uk)

CPRE Registered charity number 1089685



## Supporting Communities and Neighbourhoods in Planning

Neighbourhood Plan Brief

Maresfield Parish

### **MARESFIELD PARISH NDP STEERING GROUP CONSTITUTION**

Adopted by Maresfield Parish Council at its meeting on 21<sup>st</sup> February 2012  
(Amended 22<sup>nd</sup> October 2012 to include Code-of-Conduct provision)

#### **Name**

The name of the organisation shall be the Maresfield Parish Community Led Neighbourhood Plan Steering Group, hereafter referred to as the Steering Group.

#### **Purpose**

The purpose of the Steering Group shall be to work in partnership with the Parish Council and, with the assistance of Action in rural Sussex (AiRS), to carry out the following tasks:-

1. Investigate and identify support for the Community Led Neighbourhood Plan
2. Identify sources of funding
3. Take responsibility for planning, budgeting and monitoring expenditure on the plan and report back to the Parish Council on these matters
4. Liaise with relevant authorities and organisations to make the plan as effective as possible
5. Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible
6. Determine the types of survey and information gathering to be used
7. Liaise with AiRS for the analysis of the survey and the production of the final report
8. Identify priorities and timescale for actions in the plan including lead organisations and potential sources of project funding
9. To report at each Parish Council meeting on progress, issues arising and outcomes from the exercise
10. To liaise with the Parish Council who will submit the plan to Wealden District Council to arrange an independent examination
11. Organising a referendum for the plan
12. To liaise with local authorities for plan to be adopted

#### **Membership**

- The Steering Group will include up to 15 members.
- No more than six of these members will be members of the Parish Council.
- The Steering Group may co-opt additional members at its discretion, so long as the total number of co-opted members does not exceed the number of original members.
- A person shall cease to be a member of the Steering Group having notified the chair or secretary of his or her wish to resign.

#### **Officers**

Chairperson – Cllr R Street.

Secretary – Asst. Clerk Mrs Jessica Bradford.

Treasurer – Clerk T Allen.

Publicity Officer – To be decided as soon as possible.

Volunteer Coordinators – To be decided as soon as possible (one per Ward).

## Supporting Communities and Neighbourhoods in Planning

Neighbourhood Plan Brief

Maresfield Parish

All other Steering Group members should have a specific role, to be agreed by the Steering Group

### Meetings

- The Steering Group shall meet every month, or as may be required.
- At least five clear days notice of meetings shall be given to members by written notices or emails left at, or sent by post to the member's last known email or home address. All notices of Steering Group meetings must detail the matters to be discussed.
- Every matter shall be determined by a majority of votes of the Steering Group members present and voting. In the case of equality of votes, the chair of the meeting shall have a casting vote.
- The Steering Group quorum will be five members.
- The secretary shall keep a record of meetings in a minute folder, and circulate minutes to members of the Steering Group not more than 14 days after each meeting.

### Working Groups

- The Steering Group may appoint such working groups, as it considers necessary to carry out the functions specified by the Steering Group. Each working group should have a nominated chair. This person must be a member of the Steering Group.
- Working groups do not have the power to authorize expenditure on behalf of the Steering Group.
- Working groups will be bound by the terms of reference set out for them by the steering group

### Finance

- The treasurer shall keep a clear record of expenditure, where necessary, supported by receipted invoices.
- Members of the community who are involved as volunteers with any of the working groups may claim back any expenditure that was necessarily incurred and pre-approved by the Steering Group (or delegated Officer) during the process of producing the Parish Plan.
- The treasurer will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses and the rates they may claim.
- The treasurer will report back to the Steering Group and the Parish Council on planned and actual expenditure for the project, and liaise with the parish clerk to set up a petty cash system and enable cash withdrawals and payment of invoices to be made as required.

### Code-of-Conduct

- Non-Councillor members of the Steering Group will abide by the spirit and provisions of the Members Code-of-Conduct adopted by the Parish Council.

### Changes to the constitution

- This constitution may be altered and additional clauses may be added with the simple majority of the Steering Group present.

For more information on the Supporting Communities and Neighbourhoods in Planning project please visit [www.cpre.org.uk](http://www.cpre.org.uk) or [www.nalc.gov.uk](http://www.nalc.gov.uk)

## Supporting Communities and Neighbourhoods in Planning

Neighbourhood Plan Brief

Maresfield Parish

### **Dissolution of the Steering Group**

- Upon dissolution of the Steering Group any remaining funds shall be disposed of by the Steering Group, in accordance with the decisions reached at an Extraordinary Meeting open to the public in the area of benefit called for that purpose. No individual member of the Steering Group shall benefit from the dispersal.
- The return of any unused funding given as grants to the Steering Group may need to be considered if this was part of the condition of the grant.

## **MARESFIELD PARISH NDP STEERING GROUP**

### **TERMS OF REFERENCE FOR WORKING GROUPS**

(Adopted by the NDP Steering Group at its meeting on 28<sup>th</sup> February 2012)  
(Amended 22<sup>nd</sup> October 2012 to include Code-of-Conduct provision)

The purpose of each working group is to assist the Community Led Neighbourhood Plan Steering Committee (CLNPSC) to prepare a neighbourhood plan for the community. Each working group will be Ward based and will tackle a specific issue, or set of issues, or the needs and opportunities facing a specific group of people within the community.

#### **Each working group should:**

1. Clearly set out its purpose and take its lead from the NDP Steering Group.
2. Outline how it will gather and present information or findings to Steering Group.
3. Set out the timescale and estimated costs of gathering information and carrying out requested or suggested exercises.
4. Produce a short action plan setting out:
  - What is proposed?
  - Why the action is needed
  - Who will be responsible for taking the action?
  - When will the action be taken forward?
  - How the action will be implemented and how much it will cost?
5. The working group must be able to demonstrate that projects it has identified have the support of the local community and show that they have, where relevant, discussed projects with other organisations who will be able to assist in carrying out the action.
6. The Chairman of each working group will attend the regular NDP Committee meetings.

For more information on the Supporting Communities and Neighbourhoods in Planning project please visit [www.cpre.org.uk](http://www.cpre.org.uk) or [www.nalc.gov.uk](http://www.nalc.gov.uk)

## Supporting Communities and Neighbourhoods in Planning

Neighbourhood Plan Brief

Maresfield Parish

7. Each working group will be responsible for organising its own meetings and must provide a summary progress report to the CLNPSC meetings.
8. Financial expenditure in excess of £50 must be approved by the Treasurer in consultation with the NDP Committee. Receipted expenses for reimbursement should be passed to the Treasurer on a monthly basis with reasons for the expenditure clearly given.
9. Non-Councillor members of the working groups will abide by the spirit and provisions of the Members Code-of-Conduct adopted by the Parish Council.

### Roles and Responsibilities – Steering Group

Role	Responsibility	Expertise	Phone Contact	E mail contact
Chairman Project Sponsor Cllr Roger Street	Chair of Parish Council and Chair of NDP/CLP Steering Group		01825 713227	rogerstreet@rocketmail.com
Project Manager Tony Allen	Project management/ administration / record keeping	Administrative/ constitutional Financial Budgeting Project Management	01825 714555	clerk@maresfieldparish.org.uk
Project Consultant AiRS Ms Faustina Bayo	Consultation... ....	Statistics Consultations Questionnaires Analysis	01273 407320	Faustina.Bayo@ruralsussex.org.uk
Architectural design Lead				
Planning / Property Lead				

For more information on the Supporting Communities and Neighbourhoods in Planning project please visit [www.cpre.org.uk](http://www.cpre.org.uk) or [www.nalc.gov.uk](http://www.nalc.gov.uk)



Campaign to Protect  
Rural England  
Standing up for your countryside



## Supporting Communities and Neighbourhoods in Planning

Neighbourhood Plan Brief

Maresfield Parish

### Roles and Responsibilities – Working Groups

Role	Responsibility	Expertise	Phone Contact	E mail contact
Maresfield Chairman  Cllr Grace Brady	Capturing and collating local issues and needs for presentation to the Steering Group		01825 768911	grace.brady@sky.com
Fairwarp Chairman  Cllr Lolita Reeves	Capturing and collating local issues and needs for presentation to the Steering Group		01825 713630	lhreeves@btinternet.com
Nutley Chairman  Cllr David Watson	Capturing and collating local issues and needs for presentation to the Steering Group		01825 713034	notyetded@btinternet.com

For more information on the Supporting Communities and Neighbourhoods in Planning project please visit [www.cpre.org.uk](http://www.cpre.org.uk) or [www.nalc.gov.uk](http://www.nalc.gov.uk)