

Appendix 16a

Letter to Local Businesses

A.J.TAYLOR
Sussex Cottage
Lower Road
East Lavant
Chichester
West Sussex
PO180AQ
Tel: 01243 527769
Email: alanjt@mac.com
24th August 2015



Ref. Lavant Neighbourhood Plan Draft business policy

Dear Sir/Madam,

I write to you on behalf of the Lavant Neighbourhood Plan Steering Group.
The business policy now being prepared for inclusion in the Lavant Neighbourhood Plan could impact your business in Lavant, for the next 15 years. We are therefore keen to get your views on the content of that policy.

Q. What is the Lavant Neighbourhood Plan?

A. The Lavant Neighbourhood Plan is a tool by which the Lavant community can influence planning decisions relevant to the use and development of land and buildings within Lavant over the next 15 years.

Through the policies in our Neighbourhood Plan we can.....

- Decide where and what type of development should happen in the Parish of Lavant
- Promote more development (e.g. more affordable housing, more business premises) than is set out in the Local Plans issued by CDC & SDNPA
- Specify design standards, that will take precedence over the Local Plans for our area – provided our Neighbourhood Plan policies do not conflict with the strategic policies in the Local Plans

Q. Why have you written to me?

A. We want your ideas, suggestions or comments on the business policy, while it's still in draft format and before it becomes an approved part of the local planning process. A well-formulated business policy will serve to shape the facilities and business infrastructure that Lavant needs for the future.

By offering your input now, you could influence the content of the policy which will in turn influence local planning decisions taken during the next 15 years.

Q. What would you like me to do now?

A. Please read the draft policy shown below and email your responses, comments or suggestions to me before 7th September 2015, at the following address: alanjt@mac.com

Alternatively, should you prefer to meet representatives of the NP Steering group in order to discuss the draft policy, or any other matter in relation to the Lavant Neighbourhood Plan, please email your request to me at the above address and we will be pleased to arrange such a meeting.

I look forward to hearing from you.

Kind regards,

Alan Taylor
LNP, Steering Group, Chair

**Lavant Neighbourhood Plan
Draft business policy v1**

Intent:

This Neighbourhood Plan seeks to facilitate the needs of businesses seeking to expand, develop or operate within Lavant whilst at the same time accommodating the needs of local residents and respecting the rural character of the village.

Justification:

Lavant is a rural parish, the residents of which have expressed a desire to continue to accommodate and support local businesses. There are currently approximately sixty businesses operating within the parish. The village has a small scale industrial site which has several empty buildings, is under utilised and in need of investment. Lavant has the capacity to accommodate more businesses and employers.

Draft Policy:

- Existing commercial capacity, sites, infrastructure and their associated employment opportunities will be retained and protected wherever possible.
- The change of use of brownfield sites from commercial/industrial/business purposes is strictly limited to circumstances in which the foreseeable on-going commercial non-viability of the site can be independently and robustly demonstrated. Where such conditions are demonstrated then mixed commercial/work units and domestic dwellings specifically designed to meet the local housing need may be considered.
- New enterprises, business start-ups, businesses seeking to re-locate and or current businesses wanting to expand or develop shall be required to have no detrimental effect on the surrounding environment, inclusive of noise, vibration and odours, neither shall it have any adverse impact on transport, traffic flows, parking or infrastructure.
- The provision of live/work units, or retail/commercial units within new developments or through conversion, where economically viable and in accordance with Neighbourhood Plan policies are supported only where such units do not impinge on the peaceful enjoyment of the surrounding residential environment.
- Notwithstanding the above, strong support will be given to:
 - Proposals in support of micro-businesses looking to locate in Lavant parish and requiring planning permission in respect of their premises.
 - Proposals for residential extensions or separate buildings in the grounds of residential properties where the expressed purpose is to provide B-class commercial space from which to operate a business and where the work area for its occupant(s) is ancillary to the primary residential use
 - Proposals generating sustainable employment within Lavant generated by or from tourism (as defined by the European Charter for Sustainable Tourism)
 - Proposals which support the expansion and or enhancement of broadband capacity and other digital communication technologies for Lavant parishioners

Appendix 16b

Invitation to Lavant Community Day

Lavant Parish Council

Parish Clerk: Imogen Whitaker
2 McAdam Close, Hambrook, PO18 8FG
Tel: 01243 575094

lavantparishcouncil@gmail.com

www.lavantpc.org.uk



3rd December 2014

Dear Organiser

LAVANT COMMUNITY DAY – SATURDAY 21st FEBRUARY 2015

Lavant Parish Council (LPC) is committed to encouraging community awareness and involvement and to that end it is holding an event early in 2015, in conjunction with the Lavant Neighbourhood Plan group, to give all local associations and groups an opportunity to promote their activities to the local residents. We know there are many excellent groups operating locally, but maybe not everyone in the wider community will be aware of what you do. All Lavant residents will be told about the event, and wider advertising in Summersdale, West Dean and Singleton etc will take place nearer the time, so hopefully we'll have a grand turn out on the day. An ideal opportunity for you to advertise what your group does, and possibly sign up some new members!

All the groups that are currently operating in and around the village, either at the Memorial Hall or at one of the two church halls, are being invited to attend our **Lavant Community Day**. We would like to see as many groups as possible represented, the only limiting factor being how many we can fit into the Memorial Hall on the day. We hope to have all age groups represented, so if you would like to attend we would love to hear from you. There will be no charge for this event, either to your group or anyone attending on the day.

**Lavant Community Day
Saturday 21st February 2015
10am until 3pm
Lavant Memorial Hall**

A table (or equivalent space) will be provided for you to display any photos or other information materials about your group. If you need access to power, you will need to specifically request this. Tea/coffee/biscuits will be provided for those people manning the tables at the appropriate times.

RSVP

Please respond **before Friday 16th January 2015**, by returning the reply slip below, or by contacting Elaine Mallett on tel 01243 776997 or on email elaine-mallett@sky.com Further details about the day will be provided in due course.

We look forward to hearing from you.

Kind regards

Lavant Parish Council & Lavant Neighbourhood Plan Group

Lavant Parish Council

Parish Clerk: Imogen Whitaker
2 McAdam Close, Hambrook, PO18 8FG
Tel: 01243 575094

lavantparishcouncil@gmail.com

www.lavantpc.org.uk



Lavant Community Day – Saturday 21st February 2015

We would / would not* like to have a table at the Lavant Community Day (*delete as appropriate)

Name of Organisation: _____

Contact Name: _____ Contact Tel Number: _____

Do you need access to an electric socket? Yes / No

Please return this slip to: Elaine Mallett, 68 Midhurst Road, Lavant, PO18 0DA.

Appendix 17a

Pre-Submission Launch Leaflet

LAVANT PARISH COUNCIL

IMPORTANT INFORMATION



The start of 7 weeks' public consultation on the first draft of the
LAVANT NEIGHBOURHOOD DEVELOPMENT PLAN
(Pre-submission document)

OPEN EVENTS will be held at St Nicholas' Church on:

Thursday 10th March, 4pm-7.30pm

Saturday 12th March, 10am-4pm

Tuesday 15th March, 4pm-7pm

What are these events for? On 9th Feb the LPC approved the draft plan (pre-submission document) and this consultation period, starting on 10th March, is your last opportunity to influence the content of the final document.

How can I view the draft plan? At these open events. The document will also be made available to view/download on the LPC website from 10th March. Printed copies of the document will be available to buy at cost price at the open events, or you can order a copy.

Who can comment on the draft plan? All Lavant residents; all public utilities; relevant regulatory bodies and councils; adjoining councils, major landowners and businesses.

When is the Consultation Period? 10th March 4pm - 28th April 4.01pm

How do I make my comments? Any comments must be submitted in writing by the deadline (4.01pm on 28th April). They must be submitted to the Parish Clerk either by mail or email. No alterations will be made to the document during this consultation period.

What will happen to my comments? LPC will hold a public **Extraordinary Parish Council Meeting in the Lavant Room at St Mary's on Monday 9th May at 7pm**, at which it will consider and vote on every submission received. Petitioners will have the opportunity at this meeting to briefly address Council on their written issue if they wish. Finally at this meeting, LPC will vote as to whether to accept, reject, or put forward with amendments, the draft Lavant Neighbourhood Development Plan.

Then what? Final Steps to Referendum... if the plan is accepted by LPC, they then submit it for external technical scrutiny. Assuming it passes this official examination, the draft plan will then be presented to you all by the Parish Council for the final referendum. This is the final YES or NO vote. The plan must achieve a majority of votes cast in favour in order to be formally adopted as the Lavant Neighbourhood Plan.

I need help to get to one of these meetings. If so, please contact the Parish Clerk, Imogen Whitaker. Her contact details are shown below.

If you need to contact the NP team prior to the release dates in March, please call 07503 637472 or email: lavantneighbourhoodplan@gmail.com
Also, check out the Neighbourhood Plan page on the LPC website www.lavantparishcouncil.co.uk

If you have any questions on the process described above, please contact the Parish Clerk: Imogen Whitaker, 2 McAdam Close, Hambrook, PO18 8FG,
Home tel: 01243 575094, email: lavantparishcouncil@gmail.com

Thank you.

Lavant Parish Council

Appendix 17b

Pre-Submission Launch Poster

LAVANT NEIGHBOURHOOD DEVELOPMENT PLAN



Pre-Submission Document Launch (this is the first draft of the plan)

OPEN EVENTS

at St Nicholas' Church

to start 7 weeks' public consultation. Your last opportunity to contribute before the plan is finalised

Thursday 10th March, 4pm-7.30pm

Saturday 12th March, 10am-4pm

Tuesday 15th March, 4pm-7pm

Copies of the pre-sub document will be on display
Purchase at cost at the events or download for free from

www.lavantparishcouncil.co.uk

Email lavantneighbourhoodplan@gmail.com or ring
07503 637472 to order a copy of the pre-sub document

Appendix 17c

Pre-Submission Launch Email

LAVANT PARISH COUNCIL

IMPORTANT INFORMATION

**This e mail is to remind you
you of the start of 7 weeks
public consultation on the
first draft of the
LAVANT
NEIGHBOURHOOD
DEVELOPMENT
PLAN
(Pre-submission document)**

OPEN EVENTS will be held at St Nicholas' Church on:

Thursday 10th March, 4pm-7.30pm

Saturday 12th March, 10am-4pm

Tuesday 15th March, 4pm-7pm

Printed copies of the document will be available at cost price at the public events for any villager to purchase or order.

On 10th March the main document and all the supporting documents will be made available to view/download on the LPC website, SDNPA and CDC websites. A response form for you to record any comments will also be available.

A copy will be sent to all public utilities, relevant regulatory bodies, relevant councils, major landowners, major businesses, smaller business directly affected and all organizations directly affected.

**1. Give your final comments on the content of the draft plan to
Lavant Parish Council - during the Consultation Period- 10th**

March 4pm - 28th April 4.01pm. During this time any comments on the plan can be submitted in writing, only to the Parish Clerk either by mail or email. A name and contact details must be supplied, although these will not be made public without specific permission. No alterations will be made to the document during this consultation period.

2. Lavant Parish Council will formally consider your comments on May 9th 7 p.m. Lavant Room

This is, by regulation, a public meeting. At this meeting, the Council will consider and vote on every submission that parishioners, businesses, utilities or regulatory authorities put forward. Each will have the opportunity to briefly address Council on their issue. Multiple submissions on the same issue may only be addressed by one speaker and resolved by one vote. LPC will not accept submissions from groupings of villagers not formally recognised; but Councillors will be aware of multiple submissions and will be briefed by the Steering Group on each issue. Petitions and unofficial polls will not be accepted as evidence. Finally at this meeting, LPC will vote as to whether to accept, reject, or put forward with amendments, the Lavant Neighbourhood Plan.

3. Final Steps to Referendum

If the plan is accepted by LPC, they then submit it for external technical scrutiny. Assuming it passes this official examination, the draft plan will then be presented to you all by the Parish Council for the final referendum. This is the final YES or NO vote. The plan must achieve a majority of votes cast in favour in order to be formally adopted as the Lavant Neighbourhood Plan.

If you need to contact the NP team prior to the release dates in March, please call 07503 637472 or email: lavantneighbourhoodplan@gmail.com

Also, check out the Neighbourhood Plan page on the LPC website www.lavantparishcouncil.co.uk

If you have any questions on the process described above, please contact the Parish Clerk:

Imogen Whitaker
2 McAdam Close
Hambrook, PO18 8FG
Home tel: 01243 575094
E-mail: lavantparishcouncil@gmail.com

Scheduled OPEN EVENTS organised by Highways England and
Mott-MacDonald, the consultants, **due to be held at Lavant
Memorial Hall**

HAVE BEEN CANCELLED



**A27 DEVELOPMENT OPTIONS,
including the northern by-pass routes**

Thursday 17th March, 10am-6pm

Friday 18th March, 10am-8pm

Saturday 19th March, 1pm-6pm

CANCELLED

Appendix 17d

Pre-Submission Organisation

THE PRIMARY PURPOSE OF THIS CONSULTATION IS TO SEEK COMMENTS ON:

1. The Pre-Submission **Lavant Neighbourhood Development Plan**
2. The Pre-submission **Lavant Neighbourhood Development Plan Map**
3. The SEA/**Sustainability Appraisal** of the Pre-Submission Lavant Neighbourhood Development Plan

OTHER EVIDENCE BASE DOCUMENTS ARE ALSO PROVIDED FOR YOUR INFORMATION:

4. Consultation Document
5. Assessment of potential Development Sites
6. Lavant Rural Needs Housing Report (CDC)
7. Lavant 2015-2014 Housing Needs Analysis
8. Settlement Boundary Review
9. Open Space Assessment
10. Review of Heritage Assets in Lavant
11. Community Matters
12. Lavant Watershed Biodiversity Opportunity Area
13. Historical Flooding

The PROCESS ..

1. **PreSub Document.**

March 10th 2016 accompanied by Evidence Base documents

2. **7 week Consultation Period** ..ending April 29th 4:01 pm 2016

Lavant residents and other Statutory Bodies respond

3. **Consideration of comments LPC Meeting** May 9th 7p.m
4. LPC Council will consider and vote on every. Respondents will have the opportunity to briefly address Council on their issue .Councillors can/will be briefed by the Steering Group on each issue.
5. **Regulation 14 document** –
Summarizes the modifications / responses to the PreSub Document)
completed by Parish Clerk.
6. **Changes made to PreSub** and it becomes the Draft/Submission LNDP
7. **Consultation Document.** Will need to be updated with info about the PreSub phase and all the comments and responses added to the Appendix.
8. **Submission Plan** . Sent to CDC and SDNPA .. After a further 6 week consultation period, Possible changes and document goes with final draft of SEA/SA and Consultation Document etc. and....
9. **Basic Conditions Statement** goes (*at last!*) to
10. **The Examiner.** Possible changes and document goes to ..
11. **Referendum**

Informing the Public ...At the launch meetings there will be

1. **6x A3** copies of the **PreSub document**
2. **2x A3** copies of all the **supporting Documents**
3. **20 copies to sell at cost price** (Order sheet .. name / address/ prepayment / collect on one of the other dates /we can deliver)
4. **Handout/s**
 - Hardcopy of response sheet (x 50)
 - Key points /guide to reading the document (x100)
5. **SG members available to chat**
6. **Display items ..**
 - A large copy of a MAP to indicate all the relevant policies
 - The Site Specific Pages from the PreSub document
 - Copy of Roads and Traffic Policy (as was of great concern to public)
7. Tea and biscuits

Other arrangements

8. Information will all be available on lavantparishcouncil , CDC and SDNPA websites
 9. Members of the public who would like assistance with the recoding of their comments should contact the Parish Clerk ..who will make the appropriate arrangements.
 10. Comms group will ,remind via e mail list , of closing date
 11. Parish Clerk to remind Statutory Bodies
-

PROTOCOLS

It goes without saying that as SG and or LPC councillors we can encourage residents to comment but we cannot tell or suggest to them what they might say.

Appendix 17e

Pre-Submission Response Form



LPC NEIGHBOURHOOD DEVELOPMENT PLAN PRE-SUBMISSION (DRAFT) DOCUMENT RESPONSE FORM

RESPONSES CAN BE MADE UP TO 28TH APRIL BY 4:01PM

HOW	EITHER -Paper copy can be posted to:- Parish Clerk. 2 McAdam Close, Hambrook. PO188FG OR - Emailed to lavantparishcouncil@gmail.co.uk
PLEASE NOTE	All comments be available for public inspection. Forms without personal details can be logged but the content cannot be considered.

All responses received by the 28th April. 4:01pm will be considered by the **Lavant Parish Council** and *may* be used to amend the **Pre-Submission (Draft) Neighbourhood Development Plan**. A revised **Consultation Statement** including a summary of all comments received and how these were considered will be made available along with the amended LNDP. These will be submitted for **Independent Examination** and eventually for **Referendum** by Lavant Residents.

PERSONAL DETAILS

Name	
Address	
Please also indicate:-	
Resident? .	Yes. No
OR Name of Organisation	
OR Agent: Name of Client.	

YOUR VIEWS

Has this Pre-Submission (DRAFT) Document identified the important aspects of living in Lavant?	yes	no
Comment		
Overall do you support the ideas and policies of this Pre-Submission (DRAFT) Document?	yes	no
Comment		

HAVE YOU NOTICED ANY KEY OMISSIONS OR INACCURACIES?

Section number /page	
Section number /page	
Section number /page	
Section number /page	

IF NEEDED Please carry on over the page

WOULD YOU LIKE TO COMMENT ON OR SUGGEST CHANGES ABOUT A PARTICULAR POLICY?

Policy number	
Policy number	

Policy number	
Policy number	
Policy number	
DO YOU HAVE ANY OTHER COMMENTS RELATING TO ANY OF THE SUPPORTING DOCUMENTS?	
Document. Page. Section. Number	
Document. Page. Section. Number	
Document. Page. Section. Number	
Document. Page. Section. Number	
<i>IF NEEDED Please carry on here. REMEMBER TO INCLUDE SECTION/PAGE/POLICY DETAILS</i>	

Thank you for your participation. If you have any further questions or comments relating to the LNDP and the LNDP process please contact the Parish Clerk via the details above.

Appendix 17f

Event Board (Introduction)



presub.introboard

LAVANT NEIGHBOURHOOD PLAN

Steering group

THE PRIMARY PURPOSE OF THIS CONSULTATION IS TO SEEK COMMENTS ON:

- The Pre-Submission **Lavant Neighbourhood Development Plan**
- The Pre-submission **Lavant Neighbourhood Development Plan Map**
- The **Sustainability Appraisal** of the Pre-Submission Lavant Neighbourhood Development Plan

OTHER EVIDENCE BASE DOCUMENTS ARE ALSO PROVIDED FOR YOUR INFORMATION:

- Consultation Document
- Assessment of potential Development Sites
- Lavant Rural Needs Housing Report (CDC)
- Lavant 2015-2014 Housing Needs Analysis
- Settlement Boundary Review
- Open Space Assessment
- Review of Heritage Assets in Lavant
- Community Matters
- Lavant Watershed Biodiversity Opportunity Area
- Historical Flooding

Appendix 17f

Event Board (Where do I find)

Appendix 17g

Event Board (Where do I find)

Appendix 17h

Event Handout

Lavant's Neighbourhood Development Plan

Pre-Submission Documents



Now I'm here, what do I do?

The Pre Submission Document, which will eventually become the Lavant Neighbourhood Development Plan, consists of 4 key parts:

1. **The Pre-Submission Document.** This is the part that contains the Policies and the Sites that could be developed.
2. **Evidence Documents.** These include: Heritage Assets; Open Spaces; Settlement Boundary; Biodiversity Opportunity Area.
3. **The Consultation Statement.** This describes the ways in which the community and other key groups have been consulted.
4. **Community Matters.** This records aspirations and ideas which cannot be included in the plan but which have community support; it has no legal weight.

Copies of the above are on the tables around the room – signs show you where to find them

Please take time to familiarise yourself with them

Next, we want and need you to:

- Tell us if we have made mistakes – if you notice any factual inaccuracies or inconsistencies.
- Make comments that will help ensure the document is an accurate reflection of the community's views.

You will probably need more time to think about the information contained in the documents, if so...

- You can view them on the websites of Lavant Parish Council, Chichester District Council or the South Downs National Park Authority.
- You can buy your own copy – at cost price (please see a member of the Steering Group).

Once you have read the information, your feedback is vital.

Comments **MUST** be received in writing, preferably on a "Comment Form", available here today or to download from the LPC website. Comments can be posted or emailed to the Lavant Parish Clerk. If you are unable to complete a form for yourself, please ask for help.

All comments/feedback **MUST** be received **by 4.01pm on Thursday 28th April 2016.**

What Happens Next?

Your comments along with those from other organisations and groups are collated and logged by the Clerk of the Parish Council. These will be available to view after the closing date. Every response will be viewed and assessed by the Parish Council at a public **Extra-Ordinary LPC Meeting at the Lavant Room on May 9th at 7pm** and decisions will be made whether to amend the documentation accordingly.

Thank you for taking the time to read this and for participating in the process.

Appendix 17i

Consultation letters

Lavant Parish Council

Imogen Whitaker | Parish Clerk | 2 McAdam Close | Hambrook | PO18 8FG
Telephone: 01243 575094

lavantparishcouncil@gmail.com / www.lavantparishcouncil.co.uk

To All Lavant Businesses

3rd March 2016

Dear Lavant Business,

Thank you for having your business in Lavant. We enclose leaflets covering two very separate consultation events in which you may well have some interest. The Neighbourhood Plan leaflet gives details of when you can access a full copy of the pre-submission document at three public meetings, and your input there would be welcomed. (Hard copies will be available.) The pre-submission document will be available for all Lavant residents and businesses to view and consider, and to make any final amendments. The plan will also be on-line from March 10th and comments can be submitted on-line.

Parish Councillors and members of the Steering Group will be on hand at the meetings to answer any queries.

An extraordinary public meeting of the Parish Council will be held on Monday 9th May at 7pm. The Parish Council will review and vote on all the amendments received. Any amendments receiving approval will be added to the plan before submission to CDC and SDNPA. Once the plan is approved by CDC and SDNP, and following an independent examination, the village will vote on it at a referendum.

We do hope that you will come and view the plan – your input is very important to us.

Yours sincerely,

Imogen Whitaker

Clerk to the Council

Parish Councillors: Mr Ian Hutton (Chairman of the Council) | Mr Adrian Blades (Vice-Chairman)
Mrs Elaine Mallett | Mr Roger Benson | Mr James Pickford | Mrs Brigid Whyte
Mrs Caroline Reynolds | Mr Robert Newman

Lavant Parish Council

Imogen Whitaker | Parish Clerk | 2 McAdam Close | Hambrook | PO18 8FG
Telephone: 01243 575094

lavantparishcouncil@gmail.com / www.lavantparishcouncil.co.uk

The Venerable Douglas H McKittrick
211 New Church Road
Hove
BN3 4ED

24th March 2016

Dear Mr McKittrick,

Please find below a link to the Lavant Neighbourhood Development Plan pre-submission draft document. As the Church is a consultee (as a landowner) with the right to make comments please could you let us have any such comments before the closing date of 28th April 2016 at 4pm. Should you have any questions please don't hesitate to contact me.

I would be grateful if you could acknowledge receipt of this letter either by email or by post.

http://lavantparishcouncil.co.uk/neighbourhood_plan_presubmissions_documents.asp

(I did send this to you by email on 14th March, but it has been returned to me as undeliverable.)

With many thanks,

Yours sincerely,

Imogen Whitaker
Clerk and RFO to the Council

Parish Councillors: Mr Ian Hutton (Chairman of the Council) | Mr Adrian Blades (Vice-Chairman)
Mrs Elaine Mallett | Mr Roger Benson | Mr James Pickford | Mrs Brigid Whyte
Mrs Caroline Reynolds | Mr Robert Newman