

To: All members of the Planning Committee

A meeting of the **Planning Committee** will be held in the Council Chamber, Town Hall, Lewes, on 21 February 2023, at 7:00pm, which you are summoned to attend.

Laura Chrysostomou
Town Clerk
15 February 2023

Agenda

1 Filming of council meetings and mobile phones

During this meeting, the public are allowed to film the committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the exempt part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. Please switch mobile devices to silent for the duration of the meeting

2 Apologies for absence

To receive apologies from members of the committee who are unable to attend.

3 Members' declarations of interests

To note any declarations of personal or prejudicial interest in items to be considered at this meeting.

4 Question time

To receive questions regarding items on this agenda. Members of the public are invited to ask questions and raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon the day before the meeting.

5 Minutes

To agree the minutes of the meeting held on Tuesday 31 January 2023 (pages 3 to 9)

6 Chairmans Announcements

To receive any announcements from the Chair of the Committee

7 Planning applications:

- 7.1 To consider the relevant sections of the lists dated 30 January 2023 (pages 10 to 11), 6 February 2023 (page 12) and 13 February 2023 (pages 13 to 14)

8 South Downs Local Plan Review

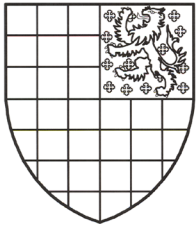
- 8.1 To consider the proposal to appoint a task and finish group to prepare the Settlement Facilities Assessment form and the Open Space Assessment form for the Planning Committee's consideration and approval ahead of submission to the South Downs National Park by 6 April 2023. (Documents attached pages 15-34).

9 Levelling-up and Regeneration Bill: reforms to national planning policy.

- 9.1 To consider the National Planning Reform consultation and agree any response. Full details can be found here
<https://www.gov.uk/government/consultations/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy>

10 Miscellaneous Planning Issues

To note various contrary decisions, withdrawn applications, amendments enquiries etc



Minutes of a Meeting of the Planning and Conservation Committee held in the Council Chamber, Town Hall, Lewes on Tuesday 31 January 2023 at 7.00pm

Present: S Catlin, I Makepeace, M Milner and S Sains

In attendance: Town Clerk and Committee Administrator

- 99. Apologies:** There were apologies from Councillor Clarke who was unwell and Councillor Handy who had a work commitment. There was no word from Councillors Baah or Lamb.
- 100. Declarations of Interest:** There were none.
- 101. Question Time:** There were none.
- 102. Minutes:** The Minutes of the meeting held on 10 January 2022 were received and signed as a true copy.
- 103. Chairs announcements:**
- 103.1. The Chair informed the committee that a hybrid planning application had been submitted by Human Nature (Lewes) Limited to the South Downs National Park Authority for a proposed redevelopment of the North Street Quarter north of Phoenix Causeway including Springman House.
- 104. Planning Applications:** The committee considered the relevant sections of the lists of applications validated in the weeks commencing 9 January 2023, 16 January 2023 and 23 January 2023. Their comments are appended.
- 105. Miscellaneous Planning Issues:**
- 105.1. The Chair Informed the committee of correspondence received from Mr C Wright, Planning Officer, Lewes District Council concerning SDNP/22/03581/FUL and SDNP/22/03578/LIS 191 High Street, The Crown Hotel. The Committee had objected to this proposal at their meeting on 23 September 2022.
- 105.2. The applicant had submitted additional information that was available on the planning portal.
- 105.3. The Committee noted that the minimum measures had now been met in relation to marketing the commercial space although still objected to the application due to lack of natural light in the proposed basement flat.
- 105.4. The Committee requested that the Committee Administrator contact Mr Wright requesting clarification on what the requirements are for natural light in a basement dwelling
- 105.5. The Committee indicated that they would like more information regarding hip to gable extensions. It was agreed that the Committee Administrator would contact Lewes District Council on planning policy regarding this.

The meeting ended at 7.54pm

Signed:

Date:

Appendix 1

Installation of metal gate at the bottom of the side garden Castlecourt Castle Precincts

Ref. No: SDNP/23/00028/FUL | Received: Thu 05 Jan 2023 | Validated: Fri 13 Jan 2023 | Status: Application in Progress

Comment:

Councillors support this application

Erection of single storey rear extension, porch to front, enlargement of rear terrace and addition of glazed canopy, and associated demolition of existing conservatory 19 The Meadows

Ref. No: SDNP/23/00014/HOUS | Received: Wed 04 Jan 2023 | Validated: Wed 04 Jan 2023 | Status: Application in Progress

Comment:

Councillors were neutral on this application although the Committee queried the calculation of the ground floor space as it appears to include temporary additions for which planning permission was not applied for

Variation of condition 2 (Plans) related to Planning Approval SDNP/22/01861/LIS to include removal of roof lantern over glazed entrance doors to new extension, relocation of electrical supply and meter and removal of existing inadequate demountable fire compartment wall in loft void with new demountable adequate fire compartment wall 32 Friars Walk

Ref. No: SDNP/22/06004/LIS | Received: Wed 04 Jan 2023 | Validated: Wed 04 Jan 2023 | Status: Application in Progress

Comment:

Councillors support this application

Erection of single storey rear extension, loft conversion, addition of driveway with dropped kerb 3 Eridge Green

Ref. No: SDNP/22/05957/HOUS | Received: Wed 28 Dec 2022 | Validated: Wed 28 Dec 2022 | Status: Application in Progress

Comment:

Councillors noted that the proposed window in the loft conversion would be a 'Cabrio' style window and would be situated at the front of the property that would be unsuitable in this location so therefore objected to this application

Single storey rear extension and associated demolition of existing conservatory 107 Highdown Road

Ref. No: SDNP/22/05960/HOUS | Received: Wed 28 Dec 2022 | Validated: Thu 28 Dec 2023 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Variation of condition 2 (Plans) related to Planning Approval SDNP/22/01860/FUL to include removal of roof lantern over glazed entrance doors to new extension, relocation of electrical supply and meter and removal of existing inadequate demountable fire compartment wall in loft void with new demountable adequate fire compartment wall 32 Friars Walk

Ref. No: SDNP/22/05928/CND | Received: Thu 22 Dec 2022 | Validated: Thu 22 Dec 2022 | Status: Application in Progress

Comment:

Councillors support this application

Erection of single storey side and rear extension and associated demolition of existing extension 1 Pelham Terrace

Ref. No: SDNP/22/05874/HOUS | Received: Tue 20 Dec 2022 | Validated: Wed 04 Jan 2023 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Front wrap around extension & drop kerb 3 Valley Road

Ref. No: SDNP/22/05758/HOUS | Received: Mon 12 Dec 2022 | Validated: Tue 03 Jan 2023 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Single storey rear extension 30 Cross Way

Ref. No: SDNP/22/05741/HOUS | Received: Fri 09 Dec 2022 | Validated: Mon 19 Dec 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Loft conversion with hip to gable conversion and dormer 37 Hamsey Crescent

Ref. No: SDNP/22/05639/HOUS | Received: Mon 05 Dec 2022 | Validated: Thu 22 Dec 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Loft conversion with hip to gable conversion and dormer 3 Hamsey Crescent

Ref. No: SDNP/22/05621/HOUS | Received: Fri 02 Dec 2022 | Validated: Thu 22 Dec 2022 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Change of use from vacant retail unit (Class E) to hot food takeaway (Sui Generis) and associated works including installation of extract and ventilation equipment,

window repairs, replacement of principal entrance door, and removal and replacement of some internal doors and walls on lower ground floor and ground floor 50 High Street

Ref. No: SDNP/22/05599/LIS | Received: Wed 30 Nov 2022 | Validated: Wed 04 Jan 2023 | Status: Application in Progress

Comment:

Councillors noted that this proposal would have a negative impact on residential amenity and that the extraction and ventilation would be too close to near neighbours. The proposal would create excessive traffic at a very busy road junction. Concern raised on the proposal included internally illuminated lighting in the conservation area and also the prospect of litter in the High Street. Therefore the committee strongly object to this application.

Change of use from vacant retail unit (Class E) to hot food takeaway (Sui Generis) and associated works including installation of extract and ventilation equipment, window repairs, replacement of principal entrance door, and removal and replacement of some internal doors and walls on lower ground floor and ground floor 50 High Street

Ref. No: SDNP/22/05598/FUL | Received: Wed 30 Nov 2022 | Validated: Wed 04 Jan 2023 | Status: Application in Progress

Comment:

Councillors noted that this proposal would have a negative impact on residential amenity and that the extraction and ventilation would be too close to near neighbours. The proposal would create excessive traffic at a very busy road junction. Concern raised that the proposal included internally illuminated lighting in the conservation area and also the prospect of litter in the High Street. Therefore the committee strongly object to this application.

Section 73A retrospective application for erection of outbuilding in rear garden 19 The Avenue

Ref. No: SDNP/22/04492/HOUS | Received: Tue 27 Sep 2022 | Validated: Mon 02 Jan 2023 | Status: Application in Progress

Comment:

Councillors could not assess whether this application was in line with Policy SD31 in the Local Plan. It was noted that although this application was retrospective the outbuilding had not yet been erected. Councillors also raised concern regarding the loss of amenity to a near neighbour. Therefore the Committee strongly objected to this application.

Discharge of Condition 3 (Planting Proposal) related to Planning Approval SDNP/22/04716/HOUS 28 Ferrers Road

Ref. No: SDNP/23/00097/DCOND | Received: Wed 11 Jan 2023 | Validated: Wed 11 Jan 2023 | Status: Decision Pending

Comment:

Councillors note this application

Ground Floor rear extension with pitched roof forming porch between storage outbuilding, with 2no. roof lights, shingle cladding and removal of existing chimney and original breeze block shed, and loft conversion with rear dormer and single front roof light and various internal works 24 Hawkenbury Way

Ref. No: SDNP/23/00141/PRE | Received: Tue 10 Jan 2023 | Validated: Tue 10 Jan 2023 | Status: Application in Progress

Comment:

Councillors note this application

Installation of external signage to include 1x part illuminated Lotus pylon, illuminated Lotus wordmark & monogram, part-illuminated entrance wayfinder sign and entrance cladding Caffyns Brooks Road

Ref. No: SDNP/23/00080/ADV | Received: Tue 10 Jan 2023 | Validated: Tue 10 Jan 2023 | Status: Application in Progress

Comment:

Councillors noted that the external signage was already in place and was not on the applicants property. It was also noted that there were inconsistencies in the planning application and that two more signs were also in place on the property. Illuminated lighting should not be required when the business is not operational, so therefore Councillors strongly object to this application.

Redevelopment of detached two bedroom bungalow 1 Windover Crescent

Ref. No: SDNP/23/00027/FUL | Received: Wed 04 Jan 2023 | Validated: Wed 04 Jan 2023 | Status: Application in Progress

Comment:

Councillors considered this proposal as overdevelopment as outlined in SD30 in the Local Plan where a replacement building should not exceed 30% GIA. The proposed development is 137% larger than the existing dwelling. The proposal does not concur with the Local Plan's Dark Skies Policy and it was noted that hedge at the front of the existing property had already been removed. Councillors felt that the design was unsympathetic to the area and therefore objected to the proposal.

Single storey side and front extension, construction of driveway and vehicle parking to front, and vehicle crossover to front 16 Firlie Crescent

Ref. No: SDNP/22/05958/HOUS | Received: Wed 28 Dec 2022 | Validated: Wed 04 Jan 2023 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Single storey side/rear extension, relocation of lower ground floor front door to side of lightwell, and installation of air source heat pump to rear 29 Grange Road

Ref. No: SDNP/22/05965/HOUS | Received: Wed 28 Dec 2022 | Validated: Fri 06 Jan 2023 | Status: Application in Progress

Comment:

Councillors were neutral on this application

Removal of external ATM, making good of wall to match existing, Removal of all signage and marketing from building 63 High Street Ref. No: SDNP/23/00252/FUL | Received: Fri 20 Jan 2023 | Validated: Fri 20 Jan 2023 | Status: Application in Progress
Comment:

Councillors support this application

Non-Material Amendment to Planning Application SDNP/22/02707/FUL to include changing all vertical timber cladding to horizontal timber cladding 130 South Street Ref. No: SDNP/23/00164/NMA | Received: Mon 16 Jan 2023 | Validated: Mon 16 Jan 2023 | Status: Application in Progress
Comment:

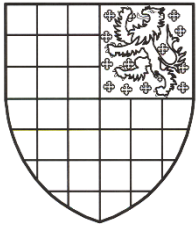
Councillors note this application and welcomed the horizontal cladding which is in keeping with the Sussex vernacular

Variation of condition 2 (plans) related to Planning Approval SDNP/22/02707/FUL to include the addition of an external staircase to the approved balcony to the back of the new build 130 South Street Ref. No: SDNP/23/00168/CND | Received: Mon 16 Jan 2023 | Validated: Mon 16 Jan 2023 | Status: Application in Progress
Comment:

Councillors note this application

Erection of single storey rear/side extension and hip to gable rear roof extension with rear dormer 39 Mill Road Ref. No: SDNP/22/05686/HOUS | Received: Wed 07 Dec 2022 | Validated: Mon 09 Jan 2023 | Status: Application in Progress
Comment:

Councillors were neutral on this application



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MEMORANDUM

To: Planning and Conservation Committee

Date: 31 January 2023

Subject: Planning Applications validated for week of 30 January 2023

The following planning applications have been validated by the planning authority for the week of 30 January 2023 Full detail on these applications is available from the South Downs National Park Planning website

<https://planningpublicaccess.southdowns.gov.uk>

These will be considered by the Planning and Conservation Committee at their meeting on **21 February 2023**

Replacement of 7 single-glazed ground floor hardwood windows to north, east, and south elevations with double-glazed wood windows, 11 single-glazed first floor hardwood windows to all elevations with double-glazed wood windows, and 1 single-glazed hardwood loft window to east elevation with double-glazed wood window
1 Park Road

Ref. No: SDNP/23/00158/HOUS | Received: Mon 16 Jan 2023 | Validated: Fri 20 Jan 2023 | Status: Application in Progress

Comment:

Erection of a replacement single storey front extension, Erection of a rear dormer, installation of front rooflight 49 South Street

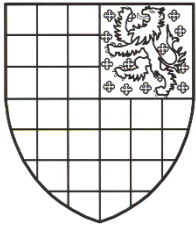
Ref. No: SDNP/23/00134/HOUS | Received: Thu 12 Jan 2023 | Validated: Thu 19 Jan 2023 | Status: Application in Progress

Comment:

Installation of rooftop solar panels and conservation roof light to south elevation
The Old Vicarage Church Lane
Ref. No: SDNP/23/00114/LIS | Received: Wed 11 Jan 2023 | Validated: Thu 19 Jan 2023 | Status: Application in Progress
Comment:

Installation of rooftop solar panels and conservation roof light to south elevation
The Old Vicarage Church Lane
Ref. No: SDNP/23/00113/HOUS | Received: Wed 11 Jan 2023 | Validated: Thu 19 Jan 2023 | Status: Application in Progress
Comment:

Replacement of windows Flat 26 Malling Close
Ref. No: SDNP/22/05956/FUL | Received: Fri 23 Dec 2022 | Validated: Mon 23 Jan 2023 | Status: Application in Progress
Comment:



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MEMORANDUM

To: Planning and Conservation Committee

Date: 7 February 2023

Subject: Planning Applications validated for week of 6 February 2023

The following planning applications have been validated by the planning authority for the week of 6 February 2023. Full detail on these applications is available from the South Downs National Park Planning website

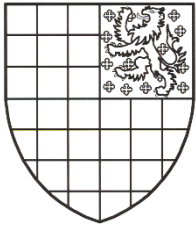
<https://planningpublicaccess.southdowns.gov.uk>

These will be considered by the Planning and Conservation Committee at their meeting on **21 February 2023**

Side/rear extension to lower ground floor with terrace to extension roof and demolition and rebuilding of existing rear extension 21 De Montfort Road
Ref. No: SDNP/23/00218/HOUS | Received: Wed 18 Jan 2023 | Validated: Tue 24 Jan 2023 | Status: Application in Progress

Comment:

Non-Material Amendment to Planning Application SDNP/22/04768/HOUS to include change of manufacturer and design of approved rooflight Brendon Rotten Row
Ref. No: SDNP/23/00167/NMA | Received: Mon 16 Jan 2023 | Validated: Fri 20 Jan 2023 | Status: Application Determined



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MEMORANDUM

To: Planning and Conservation Committee

Date: 15 February 2023

Subject: Planning Applications validated for week of 13 February 2023

The following planning applications have been validated by the planning authority for the week of 13 February 2023. Full detail on these applications is available from the South Downs National Park Planning website

<https://planningpublicaccess.southdowns.gov.uk>

These will be considered by the Planning and Conservation Committee at their meeting on **21 February 2023**

New three bedroom detached dwelling Mulberries Cuilfail

Ref. No: SDNP/23/00603/PRE | Received: Wed 08 Feb 2023 | Validated: Fri 10 Feb 2023 | Status: Application in Progress

Comment:

Discharge of Condition 4 - Site Levels, Condition 6 - Earthworks, Condition 10 - Hard & Soft Landscaping, Condition 11 - Landscape Management Plan, Condition 19 - Foul Drainage, Condition 21 - Surface Water Drainage, Condition 22 - Attenuation Pond & Permeable Pavement, Condition 23 - Drainage Management Plan, Condition 32 - Street Lighting, Condition 35 - Visibility Splays and Condition 36 - Vehicular Access, relating to planning approval SDNP/22/04909/CND

Pells Church Of England Primary School

Ref. No: SDNP/23/00547/DCOND | Received: Wed 08 Feb 2023 | Validated: Wed 08 Feb 2023 | Status: Application in Progress

Comment:

Retrospective application for internal glazed screen between library and hallway at ground floor 140 High Street

Ref. No: SDNP/23/00493/LIS | Received: Mon 06 Feb 2023 | Validated: Mon 06 Feb 2023 | Status: Application in Progress

Comment:

Internal alterations to ground floor 141 High Street

Ref. No: SDNP/23/00503/LIS | Received: Mon 06 Feb 2023 | Validated: Mon 06 Feb 2023 | Status: Application in Progress

Comment:

Conversion of existing office/storage ancillary building to residential 119A South Street

Ref. No: SDNP/23/00642/PRE | Received: Sun 05 Feb 2023 | Validated: Sun 05 Feb 2023 | Status: Application in Progress

Comment:

Installation of recessed cast iron horizontal gutter across the public pavement outside property 95 High Street

Ref. No: SDNP/23/00539/PRE | Received: Thu 02 Feb 2023 | Validated: Thu 02 Feb 2023 | Status: Application in Progress

Comment:

Variation of Condition 2 (Plans) and Removal or Rewording of Condition 3 (Matching Materials) related to Planning Approval SDNP/19/03681/HOUS to include changing external material of extension from Brick to Cedral Cladding Open for comment icon 35 Newton Road

Ref. No: SDNP/23/00356/CND | Received: Fri 27 Jan 2023 | Validated: Fri 03 Feb 2023 | Status: Application in Progress

Comment:

Erection of two-storey side extension, single-storey rear extension, porch to front elevation, associated demolition of existing garage, porch, and conservatory, and installation of solar PV panels to front roof 57 Highdown Road

Ref. No: SDNP/23/00328/HOUS | Received: Wed 25 Jan 2023 | Validated: Tue 31 Jan 2023 | Status: Application in Progress

Comment:

09 February 2023

Town/Parish Clerk
By email only

Dear Colleagues

South Downs Local Plan Review

Following on from the parish workshops, we are writing to update you on progress on the South Downs Local Plan Review and to invite you to help with some of our evidence gathering.

In December 2022 the National Park Authority considered a proposal to review the timetable for the Local Plan Review. The Authority agreed a revised timetable, more information on this can be found in the minutes and papers of the [December NPA meeting](#). The new timetable will allow the Authority to consider the major changes evolving regarding National Planning Policy reform and will ensure that the Local Plan Review is considered and adopted under the new plan making arrangements.

We ran our Call for Sites over the summer and received more than 300 site submissions. We also ran a Call for Local Green Spaces and received 95 submissions. Thank you if your parish council sent in a site. We are now processing all the submissions and will be going out on site to assess them.

As highlighted in our letter to you in December 2022 we are asking all Town and Parish Councils for help in developing the evidence base for the Local Plan Review. There are two key pieces of evidence where we would welcome your support. For both of these evidence based studies we need you to identify the facilities and open spaces for any settlements within your Parish. Please provide only factual information on the provision of open space and facilities in your settlements, we are not asking you to identify potential sites for open space or a lack of a particular facility.

Firstly, we are updating our **Settlement Facilities Assessment**, which assesses the number and type of facilities and services provided in individual settlements across the National Park. This study helps in our understanding of the relative sustainability of individual settlements. A copy of the Settlement Facilities Assessment form is enclosed for you to fill out for each settlement in your parish located in the National Park. We would be grateful if you could do this by **6 April 2023**.

Secondly, we have started work on an **Open Space Assessment**. The purpose of the study is to understand how much public open space is available across the National Park and identify any shortfall, which can be considered through the Local Plan Review. We also want to understand the different types of public open space, which exist across the National Park and any issues associated with the open space. A copy of the Open Space form and guidance note is included with this letter for you fill out for that part of your parish, which is located in the National Park. We would be grateful if you could do this by **6 April 2023**. We may

contact you after this date for follow up discussions on open space provision in your Parish if necessary.

We mentioned **Parish Priority Statements** in our previous letter to you and at the parish workshops held in October and November 2022. These are for parishes that are wholly in the National Park or whose main settlement is in the National Park. A list of these Parishes can be found in Appendix I. They are your opportunity to set out the principal needs and prevailing views of your local community and are much simpler than Neighbourhood Development Plans. PPS will be used in the preparation of the Local Plan Review and will inform our decision on policy development, land allocations and designations. They are a key part of the collaborative approach to plan making the Authority is committed to. PPS will be easier and less resource intensive to prepare than a Neighbourhood Plan and provide a helpful method for the parish to engage in the Local Plan Review Process. A copy of the template for PPS and guidance is also included with this letter. Completed PPS will need to be returned by **20 October 2023** to inform the development of the LPR. We have given you more time to complete the PPS template as this will require community engagement and may require consideration and approval at Parish or Town Council meetings.

There are a number of town and parish councils that are considering starting work on new Neighbourhood Development Plans (NDP) or a NDP Review. As stated in our June letter to Town and Parish Councils and at the autumn 2022 Parish Workshops we will only be able to offer feedback at the statutory stages of preparing an NDP namely pre-submission and submission. Instead of preparing an NDP, you may wish to prepare Parish Priorities Statement to summarise the principal needs and prevailing views of their local community, as described above, which we think offer a proportionate response to community plan making.

If you are intending to prepare a NDP or NDP review including land allocations to meet any housing provision identified by the Local Plan Review, I would be grateful if you could confirm your intention to do so, to planningpolicy@southdowns.gov.uk by **20 October 2023**. We appreciate this will be a key decision for Town and Parish Councils. We will engage with you before October to provide more information on likely housing provision (numbers) for individual settlements and to provide more information on our assessment of potential sites. This information will be made available to Town and Parish Councils before the deadline to confirm your intention to prepare a Neighbourhood Plan.

Please contact us on planningpolicy@southdowns.gov.uk if you have any queries.

Yours faithfully

Chris Paterson

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Chief Executive: Trevor Beattie

Open Space (OS) Form – Guidance Note

Introduction & Context

The South Downs National Park Authority (SDNPA) has recently commenced its Local Plan Review (LPR). As part of the LPR, the SDNPA is carrying out an Open Space (OS) Assessment to inform the review of the following policies in the Adopted South Downs Local Plan (SDLP):

- **SD45** – Green Infrastructure; and
- **SD46** - Provision and protection of open space, sports and recreational facilities and burial grounds/cemeteries.

As part of the above, the OS Assessment aims to:

- Identify the current (and any shortfalls in) publicly accessible OS provision for the SDNP¹;
- Provide evidence of OS quality to inform s106 agreements, CIL and other funding bids; and
- Protect existing, and provide new, publicly accessible OS through Policy SD45, Policy SD46, and/or (if appropriate) any potential development site allocations.

Please note:

- The inclusion, and “quality assessment”, of Open Spaces (OS) in the OS Assessment will be determined through proforma responses, and follow-up officer site visits (as appropriate).
- In terms of Local Green Spaces (LGS) [Policy SD47], a call-for-sites was carried out in Summer 2022, and the LGS Assessment 2017 will be updated in due course.

The following information has been prepared to help you complete the Open Space (OS) Form for each of OS in your parish/town.

Maps of Open Spaces (OS)

If possible – and to ensure that we have the correct understanding of the location, area, and extent of the Open Spaces (OS) – please could you also include **a map of each Open Space (OS) in your parish/town** (with any annotations you deem necessary). To do this, there are a few mapping tools available to Town and Parish Councils at no cost. These are:

- The Parish Online Digital Mapping Software: <https://www.pparish-online.co.uk/>; and
- The PSGA (Ordnance Survey): <https://beta.ordnancesurvey.co.uk/customers/public-sector/public-sector-geospatial-agreement#public-sector-how-do-i-access-os-data>.

Alternatively, you are welcome to send us your own site plan - showing the OS boundary as a red line – at a scale of 1:50 or 1:100. If you have any problems creating a map for the OS Assessment, then please contact planningpolicy@southdowns.gov.uk to discuss how we may be able to assist

¹ This includes Open Space (OS) both within, and in proximity to, the National Park.

Section 2 of Open Space (OS) Form - Site Details

The Open Space (OS) Assessment will consider the existing and future needs of communities for the following types of publicly accessible Open Spaces (OS):

- **Allotments, Community Gardens/Orchards and/or Community Growing** –
 - Allotments are (generally) used for the growing of food crops, and a statutory allotment site is defined as having an area not exceeding 1,000sqm.
 - Community Gardens/Orchards are (primarily) used for the growing of food crops; however, they are generally more informal and may include “green” landscapes for outdoor relaxation.
- **Amenity Greenspaces** – These include informal green and recreational spaces and tend to be located in and around housing and other forms of development. This typology can include village greens, and can also include ‘children and young people’ playing equipment. In some instances, amenity greenspace may also include playing fields / playing pitches whose primary function is for sport but is also used for other informal activities such as dog walking, picnics, and relaxing etc.
- **Cemeteries and Churchyards** – These tend to take the form of formal cemeteries or graveyards around churches. They are areas of quiet contemplation and for the burial of those who have passed on. This typology is often linked to the promotion of wildlife conservation and biodiversity.
- **Children and Young People’s Playing Equipment** – These include play areas, outdoor “kick about” areas, “areas for wheeled play” (i.e., skateboarding), and “hanging out” areas / teenage shelters. As part of the above, this typology may include different aspects of play such as natural of “green” play, or “iplay”, to incorporate information technology. This typology can be broken down further into:
 - Local Areas of Play (LAPs) – This is a play area designed and laid out for younger children (6 years and younger), and so includes low-level equipment. A LAP has a minimum activity zone of 100sqm and should include seating for parents.
 - Local Equipment Areas for Play (LEAPs) – This is a play area designed and laid out for children who are beginning to go outside and play independently (6-11 years). A LEAP has a minimum activity zone of 400sqm, and tends to include 6 play experiences over 3 individual play items. The increase in space is to accommodate space for “active play” (i.e. tag etc.).
 - Neighbourhood Equipped Areas of Play (NEAP) – This is a play area designed and laid out for older children (11 years+), whilst also still containing an area for younger users. A NEAP has a minimum activity zone of 1,000sqm (incl. 465sqm of hard surface for “kick around”), and tends to include 8-9 play experiences over 5 individual play items.
- **Natural and Semi-Natural Greenspaces** – These include woodlands, urban forestry, scrub, grasslands (i.e., downlands, commons, and meadows), open access lands, wetlands, open and running water, and derelict open land and rock areas. In general, maintenance is informal and may include elements of intervention such as, but not limited to; coppicing for the long-term health and natural balance of woodland; flail cutting of meadow to increase biodiversity; and clearance of water habitats.
- **Parks and Gardens** – These include urban parks, country parks, and formal gardens. This typology usually includes formal elements – i.e., ornamental lawn, herbaceous borders, or rose gardens – and a wide range of activities – i.e., children and young people’s play equipment, and natural and semi-natural greenspaces.

Sections 3 and 5 of Open Space (OS) Form – Access, Quality & Additional Information

We have provided a summary below of the aspects/elements that the SDNPA will consider as part of its “quality assessment” of OS. Please note, the below broadly aligns with the standards used for the Green Flag Award which is a benchmark national standard for publicly accessible greenspaces.

- **Access/Transport:** i.e., cycle, disabled, footpath, and road access.
- **Ancillary Facilities:** i.e., bins, catering, changing places (CP), changing rooms, footpaths, parking, seating, and toilets.
- **Cleanliness/Maintenance:** i.e., graffiti/vandalism, dog fouling, litter, noise and equipment.
- **Climate Change Adaptation:** i.e., biodiversity, green corridors, natural drainage, & shade.
- **Information/Signage:** i.e., clear, appropriate, and adequate.
- **Landscape:** i.e., grass areas, habitats, planting, and tree cover.
- **Security/Safety:** i.e., boundaries, buildings, equipment, roads/footpaths, surfaces, and trees.
- **Welcome:** i.e., entrances, heritage/history, landscaping, and lighting.

For further (more detailed) information about the criteria for assessing the quality of Open Spaces (OS), please visit the Green Flag Award website: <https://greenflagaward.org/how-it-works/judging-criteria/>

South Downs National Park Authority Open Space Assessment 2023



Open Space (OS) Form

Introduction & Context

The South Downs National Park Authority (SDNPA) has recently commenced its Local Plan Review (LPR). As part of the LPR, the SDNPA is carrying out an Open Space (OS) Assessment to inform the review of the following policies in the Adopted South Downs Local Plan (SDLP):

- **SD45** – Green Infrastructure; and
- **SD46** - Provision and protection of open space, sports and recreational facilities and burial grounds/cemeteries.

As part of the above, the OS Assessment aims to:

- Identify the current (and any shortfalls in) publicly accessible OS provision for the SDNP;
- Provide evidence of OS quality to inform s106 agreements, CIL and other funding bids; and
- Protect existing, and provide new, publicly accessible OS through Policy SD45, Policy SD46, and/or (if appropriate) any potential development site allocations.

Please note, in terms of Local Green Spaces (LGS) [Policy SD47], a call-for-sites was carried out in Summer 2022, and the LGS Assessment 2017 will be updated in due course.

Instructions

Please use this form to provide information on each publicly accessible Open Space (OS) in your parish / town area. When completing this form, please ensure you have addressed the following:

- Please submit a separate Open Space (OS) form for each OS in your parish / town area;
- Please complete as many parts of the form as possible; and
- Please include a map (if possible) showing the boundary of the OS.

Please submit your sites to us by **06 April 2023**, and please contact us if you have a problem meeting this deadline.

I. Your Details

Information Required	Response
Name of Parish / Town Council	
Main Contact Address	
Cllr/Officer Name & Role	
Cllr/Officer Email & Telephone	

2. Site Details

Information required	Response
Name of Site (If possible, please incl. address and location details)	
Site Area (in hectares)	
Open Space Typology (Please tick all that apply)	<input type="checkbox"/> Allotments, community gardens/orchards, or community growing <input type="checkbox"/> Amenity greenspace <input type="checkbox"/> Cemeteries and churchyards <input type="checkbox"/> Children and young people's playing equipment <input type="checkbox"/> Natural and semi-natural greenspace (Inc. Open Access Land) <input type="checkbox"/> Parks and gardens
What is the Open Space currently used for?	<i>If cemetery or allotment, please incl. number of plots if known. If includes sports pitches/courts/ancillary facilities etc., please list. If play equipment, please state whether LAP, LEAP or NEAP.</i>

3. Access & Quality Details

(The SDNPA will use the below responses to assess the “quality” of the site).

Information required	Response
What is <u>good</u> about the Open Space? (i.e. ancillary facilities, cleanliness, drainage, flooding, landscape, maintenance, security, safety, signage, welcome feel etc.)	
What is <u>bad</u> about the Open Space and how could this be improved? (i.e. ancillary facilities, cleanliness, drainage, flooding, landscape, maintenance, security, safety, signage welcome feel etc.)	
How is the site accessed? Please also explain if there are any access issues and/or if any access improvements are required.	
What is the approximate distance from the Open Space to the edge of the Settlement is serves?	

4. Landowner

Information Required	Response
Who is the landowner of the Open Space?	
If you are the landowner, please explain what future aspirations and plans you have for the Open Space.	
If you are <u>not</u> the landowner, please outline your interest in the land.	

5. Additional Information

Please provide any additional information (not previously captured in the above) which may assist in the development of the South Downs Open Space (OS) Assessment/Study. Please also list any attachments (i.e., photographs or Word documents) as appropriate.

Free text box to set out additional information

DISCLAIMER

The South Downs National Park Authority (SDNPA) is making no commitment in respect of which sites (submitted or otherwise) will be included in the Open Space (OS) Assessment, and what their final “quality” assessment will be. The inclusion, and “quality assessment”, of Open Spaces (OS) will be determined through officer site visits (as appropriate) and the SDNPA’s Local Plan Review (LPR).

DATA PROTECTION STATEMENT

The information collected in this response form will be used by the South Downs National Park Authority (SDNPA) to inform the Open Space (OS) Assessment and the Local Plan Review (LPR). This information will then be retained until it is superseded. **All sites that are submitted will be made public and will be published on the SDNPA website.** By responding, you are accepting that your response (and the information within it) may be made available to the public. Any personal information provided (i.e., names, addresses, phone numbers, email addresses or other contact details etc.) will not be made public. Your personal information may be passed to other formally constituted plan making bodies (such as a district or parish council) where such bodies are using the evidence base for the purposes of their plan making. Please let us know if you do not wish for your information to be shared in this way.

You may ask us to remove your personal data from the register at any time. To do this, please contact the South Downs Planning Policy team using the details below.

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Further details on how we manage your information, including your rights under the GDPR, are available in our Privacy Notice <https://www.southdowns.gov.uk/national-park-authority/transparency/privacy-statement-2/>

<input type="checkbox"/>	Please tick here to confirm you have read and agree to submit your information in accordance with the disclaimer and data protection statement.
--------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------

Information required	Response
Print Name	
Date	

Please return this form to:

planningpolicy@southdowns.gov.uk

or

Planning Policy Team
South Downs National Park Authority
South Downs Centre
North Street
Midhurst
West Sussex
GU29 9DH

South Downs National Park Authority Settlement Facilities Survey 2023



Settlement Facilities (SF) Form

Introduction & Context

The South Downs National Park Authority (SDNPA) has recently commenced its Local Plan Review (LPR). As part of the LPR, the SDNPA is carrying out an updated assessment of Settlement Facilities (SF) across the National Park. This assessment will assist in our understanding of the relative sustainability of settlements based on the availability of facilities and services which residents can access on a daily basis. The assessment will use the concept of living locally whereby local residents can access daily goods, services and places by a short walk or cycle, or without the use of a private car. The SF assessment will inform decisions regarding the provision of future housing development in the LPR and help to focus development within established and well connected settlements.

As part of the above, the SF Assessment aims to:

- Identify the current availability of services and facilities in settlements in the National Park;
- Consider the relationship between larger towns and villages which may provide facilities to nearby smaller settlements;
- Identify any gaps in facilities which may be addressed by future development.

The Assessment covers the following facilities and services:

- Childcare & Education provision (nursery, pre-school, primary & secondary schools)
- Local shops
- Transport (regular bus service, train station, active travel and electric vehicle charging)
- Health facilities (GP surgery, pharmacy)
- Community facilities (village hall, playgrounds, broadband and other community facilities)

Please note, in terms of open space provision (including children's playgrounds), a separate Open Space Assessment and associated survey seeks additional feedback on the location and quality of open space in parish/towns across the National Park.

Instructions

Please use this form to provide information on each settlement in your parish / town area. When completing this form, please ensure you have addressed the following:

- Please submit a separate form for each settlement in your parish / town area;
- For each settlement, please also indicate if facilities are available in a neighbouring settlement (inside or outside the SDNP) that are accessible within a short distance of either around 15 minutes walking or cycling for 15 minutes via a non-motorised user route.
- Please complete as many parts of the form as possible;

Please submit your completed forms to us by the **6th April 2023**, and please contact us if you have a problem meeting this deadline. For more information, please visit: **INSERT WEBPAGE**.

I. Your Details

Information Required	Response
Name of Parish / Town Council	
Main Contact Address	
Cllr/Officer Name & Role	
Cllr/Officer Email & Telephone	

2. Settlement Details

Information required	Response
Name of settlement	
District	

3. Childcare & Education Facilities

Information required	Response
<p>Is there a nursery or pre-school in the settlement?</p> <p><i>*neighbouring settlement (inside or outside the SDNP) that are accessible within 20 minutes by walking or cycling via an active travel route.</i></p>	<p><input type="checkbox"/> No nursery or pre-school provision</p> <p><input type="checkbox"/> One or more nursery or pre-school services</p> <p><input type="checkbox"/> Nursery or pre-school in neighbouring settlement* - give name of neighbouring settlement:</p>
<p>Is there an infant, primary or junior school in the settlement?</p> <p><i>*neighbouring settlement (inside or outside the SDNP) that are accessible within 20 minutes by walking or cycling via an active travel route.</i></p>	<p><input type="checkbox"/> No primary school provision</p> <p><input type="checkbox"/> One or more primary schools</p> <p><input type="checkbox"/> Primary school provision in neighbouring settlement* - give name of neighbouring settlement:</p>
<p>Is there a secondary school in the settlement?</p> <p><i>*neighbouring settlement (inside or outside the SDNP) that are accessible within 20 minutes by walking or cycling via an active travel route.</i></p>	<p><input type="checkbox"/> No secondary school provision</p> <p><input type="checkbox"/> One or more secondary schools</p> <p><input type="checkbox"/> Secondary school in neighbouring settlement* - give name of neighbouring settlement:</p>

4. Shopping

Information Required	Response
<p>Is there a local shop(s) providing for essential food, drink and convenience shopping? <i>*neighbouring settlement (inside or outside the SDNP) that are accessible within 20 minutes by walking or cycling via an active travel route.</i></p>	<p><input type="checkbox"/> No local shop <input type="checkbox"/> One or more local shops <input type="checkbox"/> One of more supermarkets <input type="checkbox"/> Local shop in neighbouring settlement* - give name of neighbouring settlement:</p>

3. Transport

Information required	Response
<p>Is there a regular bus service in the settlement? <i>For the purposes of this audit, a regular bus service is defined as at least an hourly bus service that operates during peak hours and connects the settlement with larger villages / towns nearby</i></p>	<p><input type="checkbox"/> No regular bus service <input type="checkbox"/> One or more regular bus service</p>
<p>Is there a train station in the settlement? <i>*neighbouring settlement (inside or outside the SDNP) that are accessible within 20 minutes by walking or cycling via an active travel route.</i></p>	<p><input type="checkbox"/> No train station <input type="checkbox"/> Train station in settlement <input type="checkbox"/> Train station in neighbouring settlement* - give name of neighbouring settlement:</p>
<p>Is there an active travel route (aka non-motorised user route) connecting the settlement to other nearby settlements?</p>	<p><input type="checkbox"/> No active travel / Non-motorised user route <input type="checkbox"/> Active travel / Non-motorised user route connecting to settlements within 5km <input type="checkbox"/> Active travel / Non-motorised user route connecting to settlements within 2km</p>
<p>Are there electric vehicle charging facilities in the settlement?</p>	<p><input type="checkbox"/> No EV charging <input type="checkbox"/> One EV charging station <input type="checkbox"/> Two or more EV charging stations</p>

Health Facilities

Information required	Response
Is there a GP surgery or pharmacy in the settlement?	<input type="checkbox"/> No GP surgery or pharmacy <input type="checkbox"/> One GP surgery or pharmacy <input type="checkbox"/> Two or more GP surgery or pharmacy

Community Facilities

Information required	Response
Is there a community/village hall in the settlement?	<input type="checkbox"/> No community/village hall <input type="checkbox"/> One or more community/village hall
Is there a playground in the settlement? <i>Please note, in terms of open space provision (including children's play facilities), the Open Space Assessment and associated survey seeks additional feedback on the location and quality of open space in parish/towns across the National Park.</i>	<input type="checkbox"/> No playground <input type="checkbox"/> One or more playgrounds
Is there high speed fibre broadband coverage in the settlement?	<input type="checkbox"/> No high speed fibre broadband coverage <input type="checkbox"/> Some high speed fibre broadband coverage <input type="checkbox"/> Comprehensive high speed fibre broadband coverage
Are there other community facilities available in the settlement (e.g. library, post office, public house or bank/building society)?	<input type="checkbox"/> No other community facilities <input type="checkbox"/> Mobile or part time other community facility(s) <input type="checkbox"/> One other community facility <input type="checkbox"/> Two or more other community facilities

DISCLAIMER

The South Downs National Park Authority (SDNPA) is making no commitment in respect of the final settlement facility availability scores that will be included in the updated Settlement Facilities Assessment. The final 'availability score' of settlement facilities will be determined through officer site desk top review and site visits (as appropriate) and the SDNPA's Local Plan Review (LPR).

DATA PROTECTION STATEMENT

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<input type="checkbox"/>	Please tick here to confirm you have read and agree to submit your information in accordance with the disclaimer and data protection statement.
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Information required	Response
Print Name	
Date	

Please return this form to:

planningpolicy@southdowns.gov.uk

or

Planning Policy Team
 South Downs National Park Authority
 South Downs Centre
 North Street
 Midhurst
 West Sussex
 GU29 9DH

For further information, please see the

INSERT WEBPAGE at:
INSERT WEBPAGE LINK.

Parish Priorities Statement



Introduction

The South Downs National Park Authority decided in May 2022 that it would review parts of its Local Plan in line with Government Policy and to ensure the Plan delivers on corporate priorities relating to Climate Action, ReNature and a National Park for All. The views and input of the local community into the Local Plan Review are vital to us particularly those of our town and parish councils. One way in which town and parish councils can contribute to the Local Plan Review is through a **Parish Priority Statement (PPS)**.

Neighbourhood Priority Statements (NPS) as a concept were introduced in the Levelling Up and Regeneration Bill (LURB), which was published by the Government in May 2022. NPS are statements prepared by local communities that summarise the principal needs and prevailing views for their local area. There is currently very little information available from the Government, but this will be provided at a later date through secondary legislation and regulations.

In the interim we are inviting all our town and parish councils that are located entirely in the National Park or whose main settlement is located in the National Park to prepare a PPS. A full list of these councils is set out in the appendix to this letter. It will not be necessary for the Council to be designated for the purposes of neighbourhood planning in order to do this. The format and content of PPS follows the very broad approach set out in the LURB, to enable any PPS to evolve into NPS as legislation and guidance is provided by Government.

Please use the attached template to prepare your PPS, following the template will assist the SDNPA in collating information and reviewing priorities across the National Park. There are guidance notes for each question about the sort of information we are looking for. The PPS should focus on the principal needs and prevailing views of your local community. Please identify any opportunities to contribute to the Authority's priorities on Climate Action, Nature Recovery and a National Park for All. More information on these priorities can be found in the [SDNPA Corporate Plan](#). We have indicated a word limit for each section to ensure the documents are focused on the main issues any text beyond the word limit may not be considered by the Authority.

It is really important to gather the views of as many people as possible, who live, work or visit your parish. The second question of the template asks you how you have consulted with your local community. A PPS that demonstrates a high level of community engagement and support will ensure the document will influence when informing the Local Plan Review process. As a minimum the draft PPS should be published inviting comments from the wider community. Town and Parish Councils should also make particular efforts to engage with hard to reach and underrepresented groups such as young people. To help you with the template we have written a PPS for the hypothetical parish of Greenville.

Please submit your PPS to us at the address below by **XXXXXX**. Officers from the Authority will review your PPS and get back to you with any queries. The intention is for all PPS to be considered by our Policy and Resources Committee in **XXXX** with the intention of publishing them on our website.

Your PPS will not be made part of the development plan for the National Park, but it will form part of the evidence base for the Local Plan Review. We will consider the principal needs and prevailing views set out in your PPS as we progress the Local Plan Review and update local planning policy. PPS will also be useful when applying for funding from the Authority, for example, from the Community Infrastructure Levy (CIL) and Sustainable Communities Fund. Finally, your PPS may be useful for funding applications to other bodies. Where a Town or Parish Council have an adopted Neighbourhood Plan the PPS will supplement the Plan not supersede it as the PPS will not form part of the Development Plan.

I. Your Details

Information Required	Response
Contact name	
Town or Parish Council	
Main contact address	
Main contact telephone number	
Main contact email	
Details of public consultation and engagement used in the preparation of the PPS	<p>Consultation and engagement could include:</p> <ul style="list-style-type: none"> Community events Newsletters Questionnaires Existing evidence / consultation results (Neighbourhood Plan, Parish Plan, Village Design Statement) Drop in Sessions What percentage of the community have engaged in the preparation of the PPS <p>You should also include details of how you have engaged with underrepresented or hard to reach groups such as Young People</p> <p style="text-align: right;"><i>Max 100 words</i></p>

The vision for the future...

What are the three key changes you would like to see in your Parish over the next 15 years? These changes should relate to the priorities set out below. It will also be helpful to explain when you think these changes should happen over the 15 year period.

<p><i>The three key priorities for your parish in the next 15 years</i></p> <p style="text-align: right;"><i>Max 100 words</i></p>

Development and management of land

Information required	Response
<p>What type and level of development would you like to see in the parish?</p>	<p><i>For example, homes, employment and community facilities</i></p> <p style="text-align: right;"><i>Max 100 words</i></p>
<p>Are there any areas of the Parish you would like to see developed?</p>	<p><i>Please provide a map showing the area(s)</i></p>
<p>Are there any specific areas you want protected for other uses?</p>	<p><i>Please provide a map showing the area(s) and reasons why they should not be developed</i></p>

Homes

Information required	Response
What type of homes would you like to see in your local community?	<i>For example affordable homes, self-build, specialized care, elderly care</i> <i>Max 100 words</i>
What size of home is needed locally?	<i>For example 2,3, 4 bed homes</i> <i>Max 50 words</i>
Any other requirements?	<i>For example energy performance, renewable technology</i> <i>Max 100 words</i>

Design

Information Required	Response
Are there any areas of local character which are particularly important to the local community?	<i>Please provide the location as well as what is important about the character</i> <i>Max 100 words</i>
Particular features of buildings of local character	<i>For example. building materials, boundary treatments, relevant points from Parish or Village Design Statements</i> <i>Max 100 words</i>

The natural environment

Information Required	Response
Opportunities to make nature bigger, better and more joined up	<i>For example connecting two areas of woodland or heathland or the restoration of a local pond</i> <i>Max 100 words</i>

Jobs

Information Required	Response
Information about business you would like to protect and business opportunities that should be provided	<i>Name important businesses and business areas, amount of home working and opportunities for new businesses</i> <i>Max 100 words</i>

Public spaces

Information Required	Response
<i>Public Open Space, Public realm, Pocket Parks</i>	<i>Name the important greenspaces in your local area, identify any opportunities for nature recovery</i> <i>Max 100 words</i>

Infrastructure

Information Required	Response
<i>Active travel priorities, roads / parking, community buildings needs, waste / water infrastructure, broadband, renewable energy</i>	<i>What local infrastructure does the local community need, where are there shortfalls or a lack of local provision?</i> <i>Max 100 words</i>

FINALISING YOUR SUBMISSION

As a reminder, before finalising your submission, please check you have addressed the following:

- **You have completed the details in section I, including details of public engagement events and consultation activities which have informed the statement. Where possible please identify the percentage of the community that have engaged in the preparation of the PPS.**
- **Please try to summarise the community's views and aspirations as much as possible, do not provide details of individuals who have commented, and bullet points for key priorities where possible.**
- **If you have supporting evidence or information please use a hyperlink to the data where available, and summarise the information as much as possible in the PPS.**

DISCLAIMER

The assessment process and outputs will feed into the Local Plan review process but we cannot guarantee the delivery of specific community aspirations in the South Downs Local Plan policies, allocations or designations.

DATA PROTECTION STATEMENT

The information collected in this response form will be used by the National Park Authority, as part of its public task, to inform the local plan-making processes and other relevant Authority documents or processes. This information will then be retained until it is superseded. By responding you are accepting the information within your response, may be made available to the public. Any personal information provided (names, addresses, phone numbers, email addresses or other contact details) will not be made public. Please let us know if you do not wish for your information to be shared in this way.

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<input type="checkbox"/>	Please tick here to confirm you have read and agree to submit your information in accordance with the disclaimer and data protection statement.
Information required	Response
Print Name	
Date	

We ask that forms are returned by email to planningpolicy@southdowns.gov.uk

If you are unable to return the form by email please post to:

Planning Policy Team, South Downs National Park Authority, South Downs Centre, North Street
Midhurst, West Sussex, GU29 9DH