



**Liss Village Neighbourhood Development Plan  
Making the plan:**

## **An overview of the Plan making Process**

**Submitted to the South Downs National Park Authority**

**Liss Parish Council**

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## Introduction

1. This document sets out an overview of the process by which the Liss Village Neighbourhood Development Plan was prepared, up to the point of its submission to the South Downs National Park Authority. Technical papers, listed below, describe the methodology and findings on individual parts of the process.

## Organising the work

2. Liss Parish Council is the qualifying body for Liss Parish. Following a presentation at the Liss Parish Council AGM on 19th March 2014 the Council decided on 9th April 2014 to initiate a process for preparing a neighbourhood development plan for the Parish.
3. A public exhibition was held on 25th and 26th July 2014 to inform the community about the implications of a neighbourhood development plan and to sound out their views on preparing a plan. Those who had attended the exhibition and others who responded to publicity were invited to a Forum on 6th September 2014. Amongst its purposes was to encourage members of the community to put themselves forward to take part in preparing the plan. A large number of people expressed interest. An application was also made to the South Downs National Park Authority for designation of the neighbourhood plan area. This was approved on 14 August 2014 as the area of Liss Parish.
4. The Parish Council on 15th September 2014 confirmed its decision to prepare a plan and that the work should be managed through a Steering Group representative of the local community. The Steering Group of 11 members was appointed by the Parish Council in November 2014, drawn from those who had expressed interest and reflecting as far as possible a balance of people from different parts of the village, and in terms of age, sex, social background and skills. Sir John Dent, a long standing Liss resident, was appointed chairman. The members are:

Sir John Dunt Chairman  
Roger Hargreaves Parish Councillor and Project Manager  
Sue Halstead Parish Councillor  
Angela Wright Parish Councillor  
Phil Deacon  
Stephen Mannerings  
Roger Mullenger  
Michael Oakley  
Charmian Porton  
Adam Tither  
Dan Steer

5. To maintain the link to the Parish Council three members of the Steering Group were drawn from the Council, and Terms of Reference were adopted by the Steering Group and the Parish Council (Appendix 2). A policy on conflicts of interest was adopted to ensure openness over different interests (Appendix 3).

6. The Steering Group met for the first time on 8th January 2015 and monthly throughout the process. After an initial scoping of the work, three working groups were initially set up, reporting to the Steering Group, but it was quickly decided that the first group had too wide a span and a fourth group was set up. The membership of these groups was drawn from those in the community who had expressed interest at or following the Forum of September 2014 and each group was chaired by a member of the Steering Group. After some initial adjustments, these groups eventually covered:
- a. Housing need and Site Criteria**
    - Assess housing needs and demand in Liss.
    - Draw up criteria for locating housing sites.
    - Draw up criteria for controlling development on windfall sites.
  - b. Housing sites and Design**
    - Identify availability of sites.
    - Assess suitability and capacity of sites against location criteria.
    - Assess design and layout of allocated sites and draw up development briefs.
    - Draw up design principles to apply to windfall housing.
    - Assess possible improvements to the street scene and how development can help to make those improvements.
  - c. Community facilities, infrastructure and business**
    - Assess infrastructure (principally roads, footpaths, cycleways) needs and how development can help to meet these.
    - Assess needs for community facilities and how development can help to meet these.
    - Assess how to promote business through the allocation of sites and policies controlling development.
  - d. Environment and Landscape**
    - Assess landscape, greenspace, environment and biodiversity assets, both as inputs into the site criteria and to identify assets that may need local protection.
7. A member of the Steering Group, Roger Hargreaves, agreed to act as project manager, and Wendy Smith was retained to provide administrative services to the project, particularly supporting meetings of the Steering Group, arrangements for Forums and Exhibitions, and work on communications and the neighbourhood plan website. An informal group of interested people also contributed to managing communications in relation to the plan.
8. The three members of the Steering Group who are Parish Councillors reported monthly on progress on the plan to the Parish Council Planning Committee with reports to the full council at key points in the process.

## Finance

9. A budget of £24,000 was set for the preparation of the Neighbourhood Plan up to the point at which it is submitted to the South Downs National Park Authority.

### Initial Budget

Administrative costs	
Administrator Services	4,000
Parish Council administrative costs (mainly photocopying, and some staff costs)	1,000
Consultants	
Housing need study	4,000
Sustainability Appraisal (SEA)	5,000
Other	4,000
Communications	
Leaflets, newsletters, etc	3,000
Printing of plan	2,000
Contingency	1,000
<b>TOTAL</b>	<b>24,000</b>

### Projected Income to May 2016

Parish Council	
2014/15	2,000
2015/16	5,000
2016/17	5,000 (but see below)
Government funding via SDNPA	5,000
Grant from Locality/Groundwork	7,000
<b>TOTAL</b>	<b>24,000</b>

10. A scoping report from the SDNPA showed that a Habitats Regulation Assessment was required alongside the Strategic Environmental Appraisal and these totalled £5,375 but have been entirely paid for from the grant by Locality/Groundwork (the government funded bodies that supports neighbourhood planning). A major saving is that it was unnecessary to employ consultants to undertake a housing need study, and instead a survey of households in Liss was organised by the project team. Communications costs have come out significantly lower due to many volunteers giving time and materials. Reflecting this position the Parish Council contribution for 2016/17 was set at £2,000 and therefore the overall budget reduced to £21,000 but with the understanding that Parish Council contingency funds could be used if the original budget was required. The outcome is likely to be well within the projected £21,000.

## The tasks

11. The approach to planmaking has been:
  - a. Development of a project plan, setting out the main stages for producing the plan, with a projected timetable, which was kept under review during the preparation of the plan. The project envisaged the production of an initial draft of the plan by the end of 2015, which was achieved.
  - b. Identification of possible policy areas to be considered for the plan. An initial list of 32 potential areas were identified (Appendix 4). These had four sources:
    - Issues raised by the community, through feedback from the exhibition on 25th and 26th July 2014, and public forums on 6th September 2014 and 14th February 2015,
    - The Liss Landscape Character Assessment 2007, the Liss Parish Plan 2013 and the Liss Village Design Statement 2014 (Appendices 4-6). These documents reflect a large body of work assessing the village,
    - Issues identified from other neighbourhood plans, particularly within the National Park, that could be relevant to Liss,
    - National guidance on neighbourhood plans, including the National Planning Policy Framework and the 2010 government circular on English National Parks and the Broads.
  - c. Grouping of the possible policy areas into 16 tasks (Appendix 5) and these were allocated to the working groups. A task brief was prepared for each task.
  - d. Each working group was left to decide on its own meetings and on its own approach and methodology to the tasks allocated. The process adopted on key issues is described in technical papers. For all tasks, each working group had to assess the importance of the issues for Liss, particularly in the light of the vision and objectives of the plan, and the views of the community and supporting evidence from within the village, and also to keep in mind what the neighbourhood plan could practically achieve.
  - e. Alongside the initial work by the working groups a vision and objectives for the neighbourhood plan was developed, against which the issues and draft policies would be evaluated. These initially reflected the vision of the Parish Plan and objectives in that plan and the Village Design Statement but also reflected the vision for the national park. The views of the community were sought at the Forum on 14th February 2015 and also at subsequent Forums. An initial Vision and Objectives were agreed by the Steering Group and following further public comment a final version was agreed and is included in the submitted plan.

- f. All the findings of the working groups were considered and approved by the Steering Group and the major findings put to public forums on 11th July 2015, 24 October 2015, 16 January 2016, publicised amongst the community, and revisions made. The policies were drafted to reflect the findings and the views of the community. Officers from the South Downs National Park commented at various stages in the process.
- g. The consultation draft of the plan was produced on the basis of the above process. The comments received in response to the consultation were considered by the Steering Group. All of have been responded to, but further work was particularly carried out to review the site selection and preparation of development briefs, review work on views and gaps, and to introduce a policy on biodiversity. The Parish Council approved the plan for submission to the South Downs National Park Authority at a council meeting on 17 October 2016.

### **The role of consultation**

- 12. The Consultation Statement sets out the very extensive engagement carried out with the Liss community, landowners, developers, statutory consultees, and other groups in the community throughout the process of initiating and preparing the plan.
- 13. In summary, the two exhibitions and four forums and the followup consultations had a particular role in the development of proposals, particularly in relation to the site selection process, but also the development of other proposals such as those for green space and landscape views. The community was invited to submit responses on forms provided at the Forums and available within the village, and also on the neighbourhood plan website. These were publicised through the local press, the distribution of Village Voice, the newsletter of the Parish Council, and also public notices throughout the village. Organisations within the Village were consulted, and representations were received from developers. At each stage the responses were considered by the Steering Group and the working groups and were a major factor in giving direction the work on the plan.
- 14. The public consultation on the draft plan was launched on Monday 21<sup>st</sup> March 2016 and closed on 16th May. It was accompanied by extensive publicity. 118 individual responses were received, as well as responses from statutory consultees, developers and other organisations. The plan was revised in the light of those responses.

### **The evidence base and key studies**

- 15. The Liss Landscape Character Assessment, the Parish Plan, and the Village Design Statement have been important sources of evidence for the neighbourhood development plan. They had been prepared on the basis of various studies, and subject to public consultation, and informed many aspects of the plan. The Village Design Statement was adopted by the South Downs National Park Authority on 10 July 2014 as a Supplementary Planning Document. The use of these documents enabled the process to limit the amount of new evidence required.

16. The complete list of technical papers, which cover the studies, reports and other documents, including minutes of the meetings of the Steering Group, which together make up the evidence base for the plan, can be found on the Liss Village Neighbourhood Development Plan website: [www.lissnp.org.uk](http://www.lissnp.org.uk), but amongst the key technical papers that inform the plan are:
- a. Basic Conditions Statement
  - b. Consultation Statement
  - c. SEA/HRA
  - d. Settlement Policy Boundary
  - e. Protected Gaps
  - f. Housing needs
  - g. Residential Site selection
  - h. Protected Views and Local Green Space
  - i. Biodiversity
  - j. Infrastructure and Services

# **Appendix 1**

## **Steering Group Terms of Reference**

### **1. Purpose**

- 1.1 The purpose of the Steering Group is to oversee the preparation of the Neighbourhood Plan for the Liss Parish; fulfilling all the requirements of the process, ensuring that all issues are addressed properly, with high levels of community engagement, in order to maximise the potential for the Plan to be supported at the local referendum.

### **2. Key Roles**

- 2.1 To develop and deliver the Liss Neighbourhood Plan in as timely fashion as possible. To provide strategic direction for the project and ensure all milestones are met for the production of the Plan.
- 2.2 To use the Neighbourhood Plan to further the social, economic and environmental wellbeing of individuals living, or wanting to live in the area as well as the business community.
- 2.3 To act as the public face and principal contact for the Neighbourhood Plan, engaging fully with the local community and other stakeholders to ensure that as far as possible their views are taken into account in preparing the plan
- 2.4 To commission specific areas of evidence and analysis as required, taking account of previous studies within Liss or undertaken by the South Downs National Park Authority.
- 2.5 To recommend the final draft plan to the Liss Parish Council for submission to the South Downs National Park Authority.

### **3. Organisation**

- 3.1 The Steering Group may appoint working groups to assist in its work. The working groups should work within the strategic guidance of the Steering Group and these Terms of Reference. They will report to the Steering Group. Each working group will normally include a member of the Steering Group who will ensure close links between the working group and the Steering Group.
- 3.2 The Steering Group will maintain a Neighbourhood Plan Forum, drawn from residents of Liss parish who show an interest in the Neighbourhood Plan. The purpose of the Forum is to ensure that a wide spectrum of views from the Liss community are taken into account in the production of the plan. The Steering Group will keep the Neighbourhood Plan Forum informed of its work and take account of the views and suggestions of the Forum. The Steering Group may invite members of the Forum to contribute to working groups. Normally Forum meetings will be held quarterly.

- 3.3 Close working links will be maintained with the South Downs National Park Authority to ensure compliance with statutory requirements and with planning policy.

#### **4. Relationship to the Liss Parish Council**

- 4.1 The Parish Council has the statutory responsibility for initiating the neighbourhood plan process and submitting the plan to the South Downs National Park Authority. It will make the initial appointment of the Steering group.
- 4.2 The Steering Group must agree with the Parish Council the terms of reference, the membership of the Steering Group, the proposed project plan, the project budget, and any major subsequent changes to the project plan and budget, the proposed neighbourhood plan prior to any public consultation on the draft, and the final draft of the Neighbourhood Plan for submission to the South Downs National Park Authority. The Parish Council will hold and manage any financial accounts on behalf of the Steering Group.

#### **5. Membership of Steering Group**

- 5.1 The Steering Group will consist of no less than ten members. Three members will be appointed by the Liss Parish Council. Once the Steering Group is established it may co-opt new members up to a total membership of 15 members.
- 5.2 Members must reside within Liss Parish, except that a person living outside the parish but with a close links to Liss, such as running an established local business, may be invited to join.
- 5.3 The Steering Group shall be quorate when at least half of the members attend. Decisions will be made by majority voting of all members present. In the event of a tie the chairman will have a second and casting vote.
- 5.4 The steering group may be supported by officers from the South Downs National Park Authority, other relevant agencies and any advisors appointed by the group. Supporting officers and advisors can attend meetings and contribute to the discussions, as required, but may not vote.

#### **6. Conduct of the Steering Group**

- 6.1 The Steering Group shall elect a Chair, and Vice Chair and also a Secretary unless the Steering Group chooses to use a non-member of the Steering Group to act as secretary. If the Chair and Vice Chair are unable to attend a meeting, then a temporary Chair (selected from the Steering Group members) will be elected for that meeting.
- 6.2 The Secretary will take notes/minutes from the meeting, record main decisions and action points; and make these available to the public.
- 6.3 The Steering Group may invite others to attend and speak at a meeting of the group. The Neighbourhood Forum can also nominate items for debate by the Steering Group

- 6.4 Members of the Group must treat each other with respect and dignity, allowing members to air their views without prejudice and interruption.
- 6.5 Members must ensure that there is no discrimination in the plan making process and that it is an inclusive, open and transparent process to all groups in both the local community and those involved in the development process. All members of the Steering Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This includes ownership of or interest in land or residing close to proposed developments.
- 6.6 The Parish Council, at the request of the Steering Group, may require Members to stand down from the Steering Group or a working group if they do not abide by these Terms of Reference.

## **7. Process**

- 7.1 The Steering group shall produce a project plan and accompanying budget setting out how it proposes to go about the production of the Neighbourhood plan. It will make the project plan and budget available to the Neighbourhood Plan Forum. It will conduct its work in accordance with that plan and budget and adequately record the process, including any amendments to the project plan and budget.

January 2015

## Appendix 2

### Policy on Conflicts of Interest

1. The Liss Neighbourhood Plan is to be prepared for the benefit of the community as a whole. Choices have to be made and inevitably different sections and locations of the community will want different outcomes. It is essential that those involved in making choices as part of the work on the neighbourhood plan make decisions which best reflect the balance of views within the community.
2. It is inevitable that as members of the community those involved in the neighbourhood plan process will find issues and choices arise in which they stand to be personally advantaged or disadvantaged. A potential conflict does not debar them from participating in the process as a whole. The primary purpose of this policy is to ensure that where there is the potential for a personal interest in a particular choice this is openly declared so that all involved are aware. Any decision on that choice can then be made by those involved, and by the Steering Group in particular, in full knowledge of any personal interest and therefore of the potential for there to be a conflict between the member's personal interest and the interests of the community as a whole. Exceptionally, where the personal interest is particularly significant, it may be appropriate to exclude the person concerned from that aspect of the decision-making process.
3. A personal interest may include a pecuniary interest in any land which may be considered for development (whether or not it is eventually included in the plan for development), or the ownership of a property which could be adversely affected by, or may benefit from any form of development. Pecuniary interests include not only the interests of the person concerned but also the interests of a spouse or civil partner, a person with whom they are living as husband or wife or a person with whom they are living as if they were a civil partner, also any relative's, business partner's, or Employer's disclosable pecuniary interests so far as the person is aware of those interests.
4. However, there may be less direct conflicts of interest, where, for example, there is the potential for more general and perhaps non-locationally specific policies in a plan to benefit or disadvantage a particular person involved with the process (for example, a person with a house with a large garden might benefit or be disadvantaged by a policy on infill development or a person with an open view from their property may be disadvantaged by the choice of an adjoining area for development).
5. It will be the responsibility of all those taking part in meetings of the Steering Group or any committee or working group which are part of the neighbourhood plan process to declare any personal interest in any matter which is being considered. Where possible this should be in advance of any discussion (and the chairman of the Steering

Group, and the chairman of any committee or working group will normally give an opportunity for such declarations to be made), but if a possible conflict arises during discussion the person concerned must declare their possible personal interest. Conflicts of interest may not always be obvious or clear cut, and issues of degree will arise, particularly where the potential conflict is indirect, but if in doubt the person concerned should raise the possibility. Where any discussion affects the area in which a member's house is located it will be good practice for a member to remind the Committee or Working Group of the location of their house.

6. It will be a matter for the chairman of the Steering Group and for those chairing any committee or working group to rule whether, in extreme cases, the potential conflict is so great that a person should be excluded from discussion on any particular matters. The chairman of the Steering Group will have overall responsibility for ensuring that the policy on conflicts of interest is operated appropriately, and, if required, will make the final decision on the exclusion of any person from discussion on any particular matter.
7. All those participating in the neighbourhood plan process as a member of the Steering Group or a committee or working group will be required to sign a declaration committing themselves to abiding by this policy and declaring any potential conflicts of interest known at the time.

January 2015

## Appendix 3

### Policy areas and tasks. February 2015

Note by Roger Hargreaves, Project Manager

This is intended to give an overview on the policies and principal tasks that could be considered in producing the Liss Neighbourhood Plan. Initial task briefs will reflect the areas listed here, although some related tasks will be combined into a single brief.

The policy areas listed reflect the main ones that appear in other neighbourhood plans within the national park that may be relevant to Liss. We may not want to do anything in some of these areas, but equally this list should not stop other policy areas being looked at. For example, other possibilities include policies on energy, the Park's dark skies initiative, and more on traffic management, and also, we might want to consider policies specifically for Rake or other parts of the village. **BUT**, generally there is no point in duplicating policies in the Joint Core Strategy (JCS), or those being developed for the SDNPA Local Plan. Also, policies must conform to the National Planning Policy Framework (go the [www.gov.uk](http://www.gov.uk) site and put in National Planning Policy Framework). Policies must also be land use planning policies, the problem being that many of the concerns of the community, for example, on traffic management, are likely to fall outside the scope of the plan

Do look at the policies and process of the Petersfield Neighbourhood Plan, but most usefully look at the Arundel NP, which has been approved, so all the policies in it have got through the system.

I have referred to the working groups as:

- Wg 1 Housing Need, Environment and Site Criteria
- Wg 2 Housing Sites and Design
- Wg 3 Community Facilities, Infrastructure and Business

[Note: It was eventually decided that Environment issues in Wg1 should be handled by a separate Working Group, known as Wg 4]

All this is just a starting point, for discussion and evolution!

	WG	Possible policy areas	Associated Tasks	Evidence base and Comment
		<b>Sustainability</b>		
1	Wg1	General commitment to sustainable development	Likely to simply duplicate the JCS and the Park Plan, but presentationally may be useful to include such a policy	Suggest we start initial work with the Park's commitment in front of us, but if indicators relevant to Liss are developed then we can consider a more specific commitment.
2.	Wg1	Sustainability indicators to which development must conform	Identify sustainability indicators particularly relevant to Liss.	General indicators exist nationally and for the Park, and will be used for the Sustainability Appraisal. Liss specific indicators should arise out of other tasks, particularly on protecting and enhancing the natural environment.
		<b>Housing</b>		
3	Wg1	Housing numbers	Assess whether increasing overall housing numbers would assist provision for local needs (including affordable housing), Or, By adding a site dedicated to meeting local needs.	The NP cannot reduce the housing numbers given to it, but can increase it. By far the most likely reason for doing so is in order to provide more housing to meet local needs. Thus, the initial case for increasing housing numbers will probably arise from the work on local needs. However, increased housing numbers would have to be tested against site availability and implications for services and infrastructure and the environment. Also, need to look carefully at the Strategic Housing Market Assessment (SHMA) which the Park is doing, which sets the demand for housing.
4	Wg1 for a. & Wg2 for b. and c.	Housing allocations	a. Define criteria for locating housing in Liss	a. These criteria should take account of objectives, and opportunities and constraints identified as part of work on protecting the built and natural environment, looking at infrastructure and service provision, and also any site related needs that arise as part of the work on local housing needs.

			<p>b. Identify possible housing sites (sites within the SHLAA but also other sites).</p> <p>c. Assess possible sites against criteria and select sites.</p>	<p>Although these criteria are for allocating housing they should also reflect a more general view of the future “shape” or layout of Liss which may influence other allocations such as business.</p> <p>Will need to justify the criteria. Some may reflect standards set by the Park or even national standards but many will need to be justified as reflecting the wishes of the community (may need formal questionnaire), particularly if they differ from the criteria used by the Park for selecting sites.</p> <p>b. Site selection will need a process very similar to that used for the SHLAA but with a more local emphasis.</p> <p>c. Sites might be considered whole or in part, or perhaps suitable for particular types of housing.</p>
5	Wg2	Phasing of housing development	Identify reasons for phasing development on allocated sites.	It is unlikely that phasing policies will be accepted unless there are specific reasons for doing so, e.g. related to infrastructure provision. Just spreading out development is not usually good enough as a reason.
6	Wg2	Policies for individual housing sites	Assess whether any of the selected housing sites should have policies related specifically to them.	For example, a wish to retain a site specifically for local needs, or for the development of a particular site to reflect the character of adjoining areas.
7	Wg2	Development briefs for individual housing sites	[This is one stage further from having policies for individual sites] Draw up a brief setting out principles for layout, design, provision of such things as open space and biodiversity, and traffic and parking management	Liss has previously successfully developed development briefs. Any briefs will need to reflect general policies on the type of housing, the quality of design, promoting accessibility, traffic, parking, the natural environment, etc.
8	Wg1	Affordable housing	Assess the need for affordable housing.	Need to look at the methodologies used for the

				<p>JCS and being used by the Park, and consider how they might be applied specifically to Liss, particularly when related to local information on housing needs.</p> <p>Will need to make a strong case related specifically to Liss conditions if we are to argue for a higher proportion of affordable housing than the JCS (and the Park put forward. Need also to consider the impact of higher affordable housing levels on site viability.</p>
9	Wg1	Housing for specific local needs	<p>a. Assess local housing needs.</p> <p>b. Assess whether local housing needs would be best met on a particular site(s) and draft policies or a development brief for that site(s)</p>	<p>The JCS has looked at housing needs, and the Park local plan work will also do that. EHDC will also provide information on housing needs. The issue for Liss is whether the position in Liss is significantly different from the general positions established by the JCS and the Park across wider areas. EHDC data will help.</p> <p>A local survey may help but ideally needs a comparative base with other places. We may also find it useful for both planning and delivery of a policy to work with a local provider, e.g. Radian.</p>
10	Wg1  Wg1 & 2	Mix of housing	<p>a. Assess what mix of housing Liss requires</p> <p>b. Assess whether individual sites require a particular mix</p>	<p>The JCS and the Park Local Plan will cover the general issue of mix based on population and household projections. We may want to define a Liss position by showing differences in the age and household characteristics within Liss and those elsewhere.</p> <p>The mix in individual sites may be influenced by such factors as the characteristics of each site and of adjoining areas.</p>
11	Wg1	Encourage self build	Assess whether to allow such development in circumstances that	See Petersfield NP for their approach, and the local connections conditions they want to attach.

			otherwise would not normally be permitted	
		<b>General control of development</b>		
12	Wg1	Settlement boundary	Assess the pros and cons of changing existing recognised settlement boundaries.	<p>Policies controlling development are significantly different inside and outside settlement boundaries, so this decision will affect the scope of urbanisation in Liss Parish. Park is considering the issue generally, and has proposed to remove settlement boundaries from areas such as Hillbrow and treat them as countryside. Need to see what is finally proposed.</p> <p>Do need to clarify the status of the Hillbrow settlement boundary, which was never intended to define a settlement. Need to understand the criteria for defining a settlement and engage with Rogate and Rake NP who appear to want to include more areas within settlement boundaries.</p>
13	Wg1	Control of infill development, replacements and extensions and isolated dwellings outside the settlement boundary	Assess the existing policies of the JCS and those emerging in the Park Local Plan.	Generally, existing policies have been reasonably effective in controlling development. Need to justify why we would want to do something different (design issues may be something we want to strengthen?)
14	Wg1	Control of infill development, replacements and extensions inside the settlement boundary	Assess the existing policies of the JCS and those emerging in the Park Local Plan	Generally, existing policies have been reasonably effective in controlling development. Need to justify why we would want to do something different (design and character issues may be something we want to strengthen?)
15	Wg1	Development to avoid adding to flood risk	Assess the flood risk, and how that affects the location of development (both not locating development where it would be vulnerable to flooding and also not	Given the confined nature of the flood risk in Liss and modern drainage methods this may not be a significant planning issue, but some people have expressed concern.

			locating development where run-off or drainage would add to flood risk.	
		<b>Protecting and enhancing the built environment</b>		
16	Wg2	Protecting and enhancing buildings and areas of character.	Assess the need for general policies related to protecting and enhancing character, Or, Identify specific buildings and areas of character (outside the conservation areas) which should be protected from unsympathetic development	The Village Design Guide provides a lot of the base information but if specific buildings and areas are to be identified these will need to be justified in terms of identifiable characteristics and the views of the community.
17	Wg2	Protecting and enhancing setting of conservation areas	Assess whether there are specific policies required which reflect the particular characteristics of the Liss conservation areas.	The Village Design Guide provides a lot of the base information but specific policies will need to be justified in terms of identifiable characteristics of the conservations areas.
18	Wg2	Design of buildings, particularly housing	Draw up policies for inclusion in the NP	The Village Design Guide is the starting point, but current policies within the guide are often too broad or imprecise to have a significant influence on decisions on development.
		<b>Protecting and enhancing the natural environment</b>		
19	Wg1	Protect assets from development. E.g.: <ul style="list-style-type: none"> <li>• Viewpoints</li> <li>• Locally valued landscape</li> <li>• Local habitats and areas of biodiversity</li> <li>• Local greenspace</li> </ul>	Identify existing assets which may need protection from development, assess whether general policies provide sufficient protection, or whether policies which identify specific assets are needed.	While policies will be required in their own right, this will also be a significant input into drawing up criteria for site selection. Evidence from the Liss Landscape Assessment, and the data being assembled by the Park. The JCS and the Park local plan will have general policies to protect all these things, and as a National Park their local plan is likely to be strong in this area.

				However, we may want to look at things at a finer grain, or identified locally valued assets.
20	Wg1	Promote provision by development of: <ul style="list-style-type: none"> <li>• open space, and greenspace</li> <li>• local habitats and areas of biodiversity</li> </ul>	Identify opportunities for promoting further provision, either directly related to development (e.g. on larger sites), or which could be funded by CIL or S106 money.	This could be simply identifying individual opportunities, but could go further and develop the concept of a “green” village which attempts a more comprehensive greening of the village, particularly green corridors (not all of which would be achieved through the Neighbourhood Plan).
		<b>Transport and Infrastructure</b>		
21	Wg3	Improve walking and cycling access, Particularly from new development to the village centre	Identify deficiencies in walking and cycling access across the village. Use this as a criterion in locating new housing, but also ask if new housing can be used to provide access, or perhaps fund access	Maps of rights of way are available from the Parish Council, HCC and the Park. However, other footpaths and any cycleways may need mapping unless done previously for the Parish Plan.
22	Wg3	Resist loss of parking areas	Develop a policy to resist development of existing parking areas	Liss has increasingly pressure on its car parks in the centre, but will need to justify the need to protect them, particularly as some are privately owned.
23	Wg3	Promote additional parking provision	Identify possible opportunities for provision, probably in conjunction with proposed development	Will need strong justification and needs to be considered within the context of sustainable transport policies for Liss. Will need input from HCC.
24	Wg3	Other infrastructure and services	Identify existing and potential shortfalls in infrastructure and service provision	May be helpful to have a general policy about development taking account of shortfalls, but otherwise this will be a significant input into criteria for the amount and location of housing, and also phasing
		<b>Community assets</b>		
25	Wg3	Identify community assets to be protected	Identify potential community assets which should be protected.	Parish Council has compiled a list, but needs a more extensive look, including asking the community what they value.
26	Wg3	Encourage development to meet shortfalls in community, sports	Identify shortfalls in provision. Consider how development could make provision, either through	Will need strong evidence for the need, including strong community support.

		and infrastructure provision	CIL funds or S106 agreements	
		<b>Employment and business</b>		
27	Wg3	Allocate employment sites	Identify opportunities for allocating land for employment uses.	There is little point at the level of a village in trying to achieve anything like a balance of workforce and jobs, but need to show that job opportunities are relatively limited and therefore creating more opportunities would be good for workers and the life of the village. May need to engage with landowners over possible sites.
28	Wg3	Protect existing employment sites	Identify existing employment sites and for those suitably located consider a policy that resists proposals to redevelop sites for non-employment uses	May be covered by the JCS or the Park Local Plan
29	Wg3	Support new employment provision, generally, or specific types.	Assess whether specific encouragement should be given to particular uses.	The JCS and the Park plan will generally support appropriately located employment, but the question is whether there may be uses particularly suited to Liss, particularly small scale or local.
		<b>Village centre and retail</b>		
30	Wg2	Encourage development to provide improvements to the street scene, particularly in the village centre	Identify improvements in the street scene that might be funded either directly by development or through CIL funding	See Parish Plan and Village Design Statement as the starting point.
31	Wg2	Design of shop fronts	Turn statements in the Village Design Statement into planning policies	Village Design Statement
32	Wg2	Master plan for improving the village centre	Draw up proposals for improving the village centre.	See Parish Plan and the Village Design Statement as the starting point. Such a masterplan would require inputs from a number of agencies and existing landowners, and goes beyond what a land use plan can achieve. Nevertheless, there may be merit in trying to

				embed it into the plan (see Petersfield NP as an example)
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**Note 1:** Currently development can make contributions to infrastructure and service provision if this is required to support the development or is voluntarily offered by the developer. These are usually enshrined in what is known as S.106 agreements. Government has introduced the Community Infrastructure Levy (CIL), which is a general levy on development that can be spent on infrastructure, service provision, and community needs. Proposals have been changed many times and it is still unclear exactly how CIL will work in the future and in particular whether it will replace S106 agreements entirely or exist alongside them (e.g. with S106 agreements being retained for larger developments).

**Note 2: Information and evidence:**

Key sources are:

Within Liss: Parish Plan, Village Design Statement, Liss Landscape Appraisal (see Parish Council website for these documents). Some supporting information held by individuals (e.g. information on businesses, compiled by Howard Clarke, which he has already passed across).

SDNPA. The work on the Park’s local plan is providing an extensive data base covering all of the areas of the NP. But, some of this information is not yet published, and also some of it is broad brush and may need to be supplemented by more detailed local work. See the SDNPA website pages on their local plan. SDNPA also has a very effective geographical information system, and can provide maps specifically for Liss for a wide variety of characteristics. Chris Paterson is the point of contact.

EHDC. Extensive Data base for the Joint Core Strategy. Look at information presented to the public examination into the Strategy on the website pages on the JCS examination (examination adjourned at one point, so some information, particularly on housing, was updated between stages of the examination). Much of this information is being updated by the Park, but some is still clearly relevant. EHDC is also the housing authority and has considerable information about housing needs (although this tends to be data related to their statutory responsibilities, and is not necessarily a complete picture of housing need).

HCC. The County Council is the highway authority and can provide considerable data on traffic, transport, and parking and rights of way (although some of this information is more easily displayed through the Park’s geographical information system). The council also holds census data and provides demographic and household data, both currently and projections. Some of this information is routinely published at Parish level, although most is at a district level. However, more data can be requested at a Parish level. See HCC website, and search for Census, or Population

to get to the right pages. However, the Park will also be producing its own demographic and household data.

As the education authority, we may need to approach the council about future school's capacity and perhaps other services.

Other agencies: There are a variety of service providers and agencies such as the Environment Agency, who we might need to approach. Most will have liaison arrangements for planning authorities to contact, and we will ask Chris Paterson of the Park to give us a list of contacts. Some national agencies may have relevant information, such as Natural England, although it is likely that the Park has already processed and mapped this information within the Park.

## Appendix 4

### Liss Neighbourhood Development Plan Tasks

<b>Tasks</b>	<b>Principal Related Policy Areas</b>
<b>Working Group 1 Housing need and Site Criteria</b>	
A Housing Requirements	3, 8, 9, 10.
B Criteria for Housing Allocations	4a.
N Self Build	11.
<b>Working Group 2 Housing Sites and Design</b>	
C Housing Allocations	4b, 4c.
D Individual Housing Sites	5, 6, 7.
E Design and protection of character	16, 17, 18.
G. Street Scene and Village Centre	30, 31, 32.
H. Control of Development	12, 13, 14.
<b>Working Group 3 Community Facilities, Infrastructure and Business</b>	
I Community Assets	25, 26.
J Walking and Cycling Access	21.
K. Parking	22, 23.
L. Employment	27, 28, 29.
P. Infrastructure	24.
<b>Working Group 4 Environment</b>	
F. Protecting and Enhancing natural assets	19, 20.
M. Sustainability	1, 2.
O. Flood Risk	15.