# West Wittering Neighbourhood Plan

## Scope of service

1.Completing & analysing the evidence base and community survey response

2.Defining the key characteristics of the Plan area.

3.Preparation of the data for the community to examine and discuss at future workshops.

Provide a review of all the evidence base, comprising:

The evidence base of the Core Strategy/Local Plan and other relevant, local development plan

documents, e.g. SHLAA, Sustainability Appraisal, Infrastructure Plan, Transport Strategy, Current significant planning proposals at pre-planning and application stages , T community survey report and the Village Design Statement and any previous, relevant community surveys

Condensing from this analysis the key issues for the Plan. This report should inform the workshop that starts the process of drafting the Plan and propose the scope of the accompanying sustainability appraisal, where necessary. Working with the steering group to co-ordinate the community engagement activities to ensure local residents are aware of the plan, have the opportunity to express their views and get involved in the process.

Draft Plan preparation

Working with the steering group to facilitate a workshop (or series of workshops) the purpose of which will be to discuss and agree the key principles of the Plan, including housing numbers, locations and types and other land use and infrastructure proposals. It is anticipated that the Draft Plan may comprise a combination of firm proposals and options for the scale and location of development, on both of which the community and other stakeholders will be invited to comment during the six week consultation period.

Preparing the Draft Plan, which will include a summary of the key issues report, the Plan objectives (including the measures by which its success will be judged in due course), the proposed land use allocations, the proposed Planning policies, the proposed infrastructure investments and a delivery Plan (setting out how each policy and proposal will be financed and implemented). During this process meet the local planning authority officers to discuss the emerging Plan. It will also include a proposals map showing the spatial distribution of the proposed land use allocations and other policies and infrastructure proposals. Ensure that effective community engagement is maintained throughout this stage of the process to ensure an ongoing dialogue with local residents about the development of the plan.

Strategic Environmental Assessment (SEA) preparation

If required by the local planning authority, preparation of the Strategic Environmental Assessment of the plan. Prepare the report as a means of consulting on the scope of the assessment. Prepare a short assessment of the Pre-Submission Plan for consultation and of the Submission Plan, following good practice assessment guidance.

Submission Plan & Strategic Environmental Assessment

Supporting the steering group to complete the Consultation Statement to accompany the Submission Plan and Sustainability Appraisal. Begin the preparation of the statement at the beginning of the project and update it to capture information on all the consultations and engagement exercises of the project.

Project Duration – to be agreed with the Steering Group and to include the following milestones:

• Initial issues report

• Draft Plan Workshop

• Draft Plan& SEA

• Public Consultation

• Schedule of Representations & Responses

• Submission Plan & SEA