

Chichester Neighbourhood Plan – Project Status – 27/03/2024
CNP Steering Group

PROJECT TASK	COMMENTS	ESTIMATED % COMPLETE
DOES THE CITY NEED A NEIGHBOURHOOD PLAN?		
Clarify if a plan is needed	Done by previous steering group and City Council	100%
Publicise the intention to produce a plan and contact key local partners	Done by previous steering group and City Council	100%
Speak to the Local Planning Authority to clarify if a plan is needed	Done by previous steering group and City Council	100%
Publicise the intention to produce a plan and contact key local partners	Done by previous steering group and City Council	100%
Speak to the Local Planning Authority	Done by previous steering group and City Council	100%
DETERMINE NEIGHBOURHOOD AREA		
Consult on and determine neighbourhood area	See Chichester City NP.pdf (chichestercity.gov.uk)	100%
Submit Neighbourhood Area application to the Local Planning Authority	Done in September 2019	100%
Decision on Neighbourhood Area by Local Planning Authority	See CDC-Delegated-Power-Chichester-City-NP-Area-Designation-Oct-2019.pdf (chichestercity.gov.uk)	100%
NEIGHBOURHOOD PLAN GOVERNANCE AND SET UP		
Establishment of a steering group and associated terms of reference	The original SG was established in approximately October 2019. See original terms of reference Neighbourhood-Plan-Steering-Group-terms-of-reference.pdf (chichestercity.gov.uk)	Agreed in 2019 by Chichester City Council. New chair appointed end of 2021. Terms of reference revised in early 2022. CNP restarted. Much of the prior spend should be accounted for separately and written off. A significant part of the SG work prior to early 2022 is not relevant or usable in the CNP and has been discarded.
STAKEHOLDER ENGAGEMENT		
Initial meetings/discussions with Local Planning Authority to identify scope of their support	Initial CDC support and interest was lackluster. Current engagement is better but not perfect. The	Ongoing

	officer support is problematic.	
Develop a community engagement strategy	The SG recognizes the central importance of community engagement and has led with this work. However, we have not been able to maintain a team to continue this work. The consultant support includes this provision. We know we need to do, but we lack the resources to deliver this.	70%
Engagement	We have run several very successful community engagements (PLACE work, business forum, Chichester Community Collaboration Forum, Chichester Gala). These evidence there is considerable interest in the work, we will need to do much more Chichester-wide engagement to satisfy the Consultation Statement basic condition and the needs of public examination. This needs to be a continuous and constantly evolving engagement programme.) It is not a one-shot engagement, or a “tell” at the end of the process.	30%
Establish plan scope and formulate draft vision and objectives	Plan scope is clear, as are draft vision and objectives. To concur with the public feedback received we believe the CNP should include the housing number and that the City Council should run a Call for Sites. We welcome CDC’s Regeneration Strategy work but is it partial (limited number of sites) and weak on community engagement.	75%
BUILDING THE EVIDENCE BASE		
Meetings/discussions with Local Planning Authority on types of evidence already available and where this can be accessed or contact details of agencies who hold the data	Ongoing. We have met with WSCC and CDC officers on available data and its availability and the analysis teams to support the CNP work.	70%
Review existing evidence and identify and develop further evidence required	Ongoing. There are three classes of data. Key data (e.g., CDC, LP, primary community research such	50%

	as PLACE). Secondary data (e.g., Census). Tertiary data (e.g., anecdotal, or other ephemeral information). Previous NP work focused on irrelevant data sources. The evidence collection and analysis process will continue to the Reg 14 submission.	
Meetings/discussions with Local Planning Authority to discuss whether Strategic Environmental Assessment or Habitats Regulation Assessments are required for the plan	Not started. This requires use of a specialist consultants which will need to be procured and paid for by the City Council.	Not started. P&C responsibility and decision.
WRITING THE PLAN		
Further develop and refine the issues, vision, aims and objectives as a result of ongoing engagement and evidence gathering.	V1. CNP Potential Contents (24/1/2022) V2. CNP Potential Contents (20/2/2024) A draft outline document will be prepared if we agree a way forwards.	30%.
Translate the vision and aims in to policies and proposals	We have a good idea of the policy areas the CNP <u>could</u> focus on but this needs to be thoroughly tested with the public. We will use the coding plan based on the National Model Design Code (NMDC) to formulate policies. NOTE: we have had to continuously rein in efforts to write policies too early. A separate document on the NMDC and its role in policy formation has been developed.	50%
Check that your neighbourhood plan policies are in general conformity with the strategic policies in the local plan and the National Planning Policy Framework.	See this document as an example of how we will test and show alignment. https://tinyurl.com/28wvvajc . The requirement is general conformity on Strategic Policies, not 100% conformity.	Ongoing.
If Strategic Environmental Assessment is required- production of associated environmental report (this should be consulted on during the pre-submission consultation of the draft plan)	Not started. This requires use of a specialist consultants which will need to be procured and paid for by the City Council.	Not started. P&C responsibility and decision.
Update draft plan if required following the outcomes of the Strategic Environmental Assessment	Not started. This requires use of a specialist consultants which will need	Not started. P&C responsibility and decision.

Chichester Neighbourhood Plan – Project Status – 27/03/2024
CNP Steering Group

Pre-submission consultation	to be procured and paid for by the City Council. It's a standard process. Responsibility of the City Council as the Qualifying Body.	6 weeks duration
Make relevant amendments to plan as a result of pre-submission consultation	The SG's responsibility stops at delivery of the Regulation 14 Pre-Submission Draft unless agreed otherwise.	Not in scope
Prepare basic conditions and consultation statements	The SG's responsibility stops at delivery of the Regulation 14 Pre-Submission Draft unless agreed otherwise.	Not in scope
Submit plan and associated documents required to the Local Planning Authority	Responsibility of the City Council as the Qualifying Body.	Not started
INDEPENDENT EXAMINATION		
Meet with Local Planning Authority to discuss appointment of examiner and timescales for referendum	Responsibility of the City Council as the Qualifying Body.	Not started
Regulation 16 consultation (minimum 6 weeks and led by the Local Planning Authority)	Responsibility of CDC as the Local Planning Authority.	Not started.
Examination	Responsibility of CDC as the Local Planning Authority (LPA).	Not started.
Examiners report published	Responsibility of Examiner and Qualifying Body/LPA.	Not started.
Meetings/discussions with Local Planning Authority on the suggested recommendations and modifications to the plan (if any) within the examiner's report and next steps	Responsibility of Examiner and Qualifying Body/LPA.	Not started.
REFERENDUM		
Publication of pre-Referendum information and documents	Responsibility of the LPA.	Not started.
Referendum	Responsibility of the LPA.	Not started.
Publication of Referendum decision	Responsibility of the LPA.	Not started.
Neighbourhood plan is 'made'	Responsibility of the LPA.	Not started.

No time schedules have been set, or will be set, until we have agreed the next steps of the CNP to our mutual agreement.

The following activities need to be agreed.

Chichester Neighbourhood Plan – Project Status – 27/03/2024
 CNP Steering Group

Confirm scope of consultant engagement	A scope of work has been provided to the Planning and Conservation Committee which is approved by the SG.	There is a difference of view on what is required. A decision from the City Council is required.
Reconfirmation of SG Terms of Reference	The Terms of Reference has not been followed by the City Council, but it and the 2011 Localism Act are the primary governance for the CNP	In progress
Clarify role of City Council Officers	Officers to perform administrative roles only	In progress