

Haywards Heath Neighbourhood Plan

Consultation Statement – Submission February 2016

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Appendix 1: Meet Your Councillor

- Summary of Responses and consultation materials.

Appendix 2: Infrastructure Consultation

- Summary of Responses and consultation materials.

Appendix 3: 1st Housing Consultation

- Summary of Responses and consultation materials.

Appendix 4: Sustainability Assessment Scoping Report

- Summary of Responses and consultation materials.

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- Summary of Responses and consultation materials.

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- Summary of Responses and consultation materials.

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- a) Sussex Wildlife.
- b) Wivelsfield Parish Council.
- c) Drop in Session 10th January 2013.
- d) Newsletters

Section 1 – Introduction

- 1.1 This Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012 Section 15(2) of Part 5 of the Regulations sets out what a Consultation Statement should;
 - (a) Contain details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
 - (b) Explain how they were consulted;
 - (c) Summarise the main issues and concerns raised by the persons consulted;
 - (d) Describe how these issues and concerns have been considered and, where relevant, address in the proposed neighbourhood development plan.
- 1.2 This Consultation Statement has been prepared by Haywards Heath Town Council (HHTC) with the aim of fulfilling the legal obligations of the Neighbourhood Planning Regulations 2012, which are set out in legislation.
- 1.3 As a result an extensive level of consultation (community and statutory) has been undertaken by HHTC as required by the legislation and is set out below. All formal consultations post 2012 were undertaken by HHTC in accordance with its Statement of Community Engagement and Consultation January 2012.

Legal basis

- 1.4 Section 15(2) of Part 5 of the 2012 Neighbourhood Planning Regulations sets out that, a Consultation Statement should be a document containing the following:
 - (a) Details of the persons and bodies who were consulted about the proposed neighbourhood development plan; (see section 3)
 - (b) Explanation of how they were consulted; (see section 3)
 - (c) Summary of the main issues and concerns raised by the persons consulted; (see appendix 1 -7) and;
 - (d) Description of how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan. (see appendix 1 -7)

Section 2 - Background

- 2.1 The Haywards Heath Neighbourhood Plan (HHNP) is the culmination of three and half years work by HHTC undertaken by a Planning Working Group reporting to the Council's Planning Committee and Full Council.
- 2.2 The Town of Haywards Heath covers approximately 9.75 km² (3.76 sq miles) and is situated at the centre of the Mid Sussex District in the County of West Sussex.
- 2.3 Haywards Heath is not a deprived area when measured against national statistics. The population of the Town was 27,000 at the date of the publication of the Community Profile statistics (CENSUS) in 2011.

- 2.4 The HHNP was established by HHTC on the 16th July 2012 and amended 14th March 2013 to include an area of the Ansty and Staplefield Parish after agreement by Mid Sussex District Council (MSDC). The HHNP area, which includes the Town of Haywards Heath and an area of the Ansty and Staplefield Parish, is shown in Figure 1 of the Appendices of the HHNP.
- 2.5 A number of consultation events have been undertaken in numerous venues across the Town and have been either Town wide events or specific ward meetings.

Process

- 2.6 The period from November 2011 to end of July 2012 was devoted to getting as much background information as possible and developing an understanding to what was required for the development of a Neighbourhood Plan and understanding the views of the community, this included;
- Developing an approach to the structure and objectives of the HHNP,
 - Informing the Community of what HHTC were trying to achieve through the development of the HHNP,
 - Determining the information required to complete the HHNP.
 - Specifying the key areas that needed to be considered within the HHNP.
- 2.7 In order to gauge a meaningful understanding of what the residents, groups and organisations of the Town were thinking and to gauge their views HHTC undertook the following consultations.

3. Meet Your Councillor

- 3.1 The first step of the process to develop the HHNP was a '**Meet Your Councillor**', consultation where Town Councillors went out to meet its community and gauge how they felt about their Town. On 2nd July 2011, the Councillors of HHTC held the 'Meet your Councillor' event in The Orchards Shopping Centre, which was followed up at HHTC's 'Town Day' on 12th September 2011. A questionnaire was used to gather information on the infrastructure priorities of members of the public. In total 91 feedback forms were collected.
- 3.2 Of the completed questionnaires, the highest three infrastructure priorities were Highways, Business/Retail and Open Space/Environment.
- 3.3 Tables 1 and 2 in **Appendix 1** show the collated responses in more detail. Please note that the numerical columns in Table 1 relate to the score assigned to the priority, not to the number of respondents for each. This is because the respondents were asked to assign a score (between 1 and 3) to only three priorities. The feedback from this consultation was fed into the Neighbourhood Plan Working Group, before the HHNP was written.

In summary the following publicity was used for this stage of the HHNP.

- Press Release – 23rd June 2011
- Email Notifications
- Facebook /Twitter
- Consultation Events
Orchards Shopping Centre 2nd July 2011 – 10am – 2pm.

4. **Infrastructure Consultation**

- 4.1 Following consideration of the responses by HHTC to the 'Meet Your Councillor' events, HHTC carried out a follow up consultation in September 2011, as shown in **Appendix 2** requesting input from the community as to their views on a set of proposed '**Infrastructure Needs**'.
- 4.2 In addition, respondents were free to use space provided to provide additional comments on each of the priorities, which were Highways, Schools, Amenity Land, Community Buildings, Leisure, Open Space, Environment, Business and Retail. The feedback from the 'Meet Your Councillor' event was used in conjunction with information from other sources such as the 2005 (revised in 2009) Haywards Heath Health Check, to produce a structured consultation which also asked respondents, whether they 'agreed' or disagreed' with the specific statements with regard to each of the infrastructure priorities. Town Councillors promoted the consultation at the '999 Day' and 'Town Day' in Victoria Park at which every stall holder, (eighty six stalls) both voluntary groups and commercial entities personally received the consultation. Whilst 319 responses (as per **Appendix 2**) to the Consultation were returned, the views of multiple member groups were included as a collective, as opposed to individual members of the public. In essence these representative responses if counted as individual representatives would be considerably higher than the 319 feedback forms received in total. The feedback from this consultation was fed into the Neighbourhood Plan Working Group, before work on drafting the HHNP had commenced.

In summary the following publicity was used for this stage of the HHNP.

- Press Release 23rd August 2011
- Email Notifications
- Facebook /Twitter
- Consultation Events
 - 999 Day – 3rd September 2011
 - Town Day – 10th September 2011
 - Sainsbury's Foyer – 17th September 2011
 - Haywards Heath Train Station – 21st September 2011

5. **'Housing Location Consultation'**

- 5.1 An initial '**Housing Location Consultation**' was undertaken in May and June 2012 as shown in **Appendix 3**. There were 271 respondents, with responses be generally negative towards any housing development in the Town. Of those who were not averse to housing, they felt that all Brownfield sites must be exhausted first, before any other areas were considered. Concerns were also raised around the Town's existing capacity/services and infrastructure was also outlined in the responses.
- 5.2 This was an extensive consultation given the time frame and resources available. Details on the consultation was carried in HHTC's Summer newsletter 2012, which is delivered to every house in the Town.

- 5.3 The consultation was available to download from the HHTC website for the entirety of the consultation period; it was also promoted via the social media sites Facebook and Twitter on multiple occasions. In addition, a press release was submitted which the Mid Sussex Times published. The consultation was posted and/or emailed to a very wide range of stakeholders in the Town, over 100, including voluntary and community groups, businesses and statutory services such as the Police and Fire Service together neighbouring Parish Councils and Residents Associations. In addition, Town Councillors undertook consultations at key locations in the Town. Eighty nine residents submitted responses to the consultation at Sainsbury's that took place on a busy Saturday morning. Five hundred consultation documents were distributed to commuters during the morning rush hour at Haywards Heath Railway Station, sixty six were returned. Completed consultations were also gathered at Haywards Heath Library from local residents. The consultation was shared with community centres in the Town, who were able to disseminate the documents to the hirers of the centre, reaching many more groups.

In summary the following publicity was used for this stage of the HHNP.

- Press Release – 30th April 2012
- Summer 2012 newsletter
- Email Notifications
- Facebook /Twitter
- Consultation Events
 - Ashenground Community Centre, Southdown Close - 8th May (7pm to 9pm)
 - The Orchards Shopping Centre, South Road - 12th May (10am to 2pm)
 - Barn Cottage, America Lane - 15th May (7pm to 9pm)
 - The Orchards Shopping Centre, South Road - 19th May (10am to 2pm)
 - St Francis Social and Sports Club, Lewes Road - 22nd May (7pm to 9pm)
 - Clair Hall, Perrymount Road - 26th May (10am to 2pm)
 - Haywards Heath Library, Boltro Road - 30th May (7.30pm to 9pm)
 - The Dolphin Leisure Centre, Pasture Hill Road - 9th June (10am to 2pm)
 - Cuppa-Licious, Central Square, Bolnore Village - 12th June 7pm to 9pm
 - Haywards Heath Town Hall, 40 Boltro Road - Mon to Fri (10am to 4pm)

- 5.4 This information was presented to the Planning Working Group on the 16th July 2012. At this point HHTC began to draft the HHNP and the aims objectives and policies to be included.

6 Scoping Report Consultation

- 6.1 The HHNP Sustainability Appraisal Scoping Report was available for consultation for 5 weeks between 24th October 2012 and 28th November 2012. A total of 3 responses were received from MSDC, Natural England and the Environment Agency (EA). As a result of the comments received (**see Appendix 4**) the following amendments were made to the Sustainability Assessment framework:-

- The SWOT analysis was updated to reflect the comments made by the EA.
- The challenges facing Haywards Heath was also updated.
- The indicators for Sustainability Objective 7 were amended.

- 6.2 The responses were collated and those of relevance to the Sustainability Assessment have been considered and incorporated within the Scoping Report after

consideration by the Planning Working Group dated 11th February 2013 and ratified and adopted by the Council on 18th March 2013.

7 Business Breakfast

- 7.1 In July 2013 the first steps to consult with the Business Community were at a **'Business Breakfast'**. As outlined in **Appendix 4** this event was attended by 321 local business people, Mid Sussex District Council, the Town Team and Haywards Heath and District Businesses Association. Included in **Appendix 5** is a summary of HHTC's comments made to the responses received.

In summary the following publicity was used for this stage of the HHNP.

- Press Release – 10th June 2013
- Email Notifications
- Facebook /Twitter
- Consultation Event
Thursday 4th July 2013 - 7.30am – 9.00am at Haywards Heath Town Hall

- 7.2 This information was presented to the Planning Working Group on the 16th September 2013. The information helped HHTC formulate its Business objectives and policies to be included in the draft HHNP.

8 Other Consultation Forums

- 8.1 During the development of the HHNP a speculative major housing application led to **'two public planning meetings'** where over 300 hundred people attended each of the meetings. This gave HHTC the opportunity to promote the HHNP on 25th November 2013 and 19th February 2014. HHTC also presented an update of the development of the HHNP at **its 2014 and 2015 Annual Town Meetings** held in April each year. The HHNP had a designated agenda item and HHTC welcomed questions from the community.
- 8.2 Throughout this period HHTC hosted meetings with **neighbouring Town and Parish Council's and other major stakeholders**, including the Haywards Heath Society and Fox Hill Residents Association. The Sussex Wildlife Trust also had input into the HHNP and made direct representation on each of the HHNP Environmental Policies during a meeting on the 23rd September 2013 and direct representation on the 11th October 2013. **Ansty and Staplefield Parish Council** were liaised with over the designation of land within their Parish being included in the HHNP on the 4th December 2012, which was then considered by their Full Council. A Saturday drop in session was held on the 10th January 2015. HHTC also met with **Wivelsfield Parish Council** on the 29th January 2013 to discuss the cross border nature of policies E3 and E4. All Parish Councils were on the list of statutory consultees who were consulted at each consultation stage.
- 8.3 All of the above work led HHTC to adopt its HHNP on the 30th January 2014 at a meeting of Full Council and supporting documents for formal consultation.

9 1st Section 14 Consultation 8th February – 23rd March 2014

- 9.1 HHTC went out to a Section 14 consultation, as shown in, **Appendix 6**, based on a strategy to maintain the rural setting of the Town and to promote best use of Brownfield sites. During this consultation period the examiners report into the Slaugham Neighbourhood Plan was published. A key outcome of the examiner's report was the approach to the delivery of housing with the Slaugham Neighbourhood Plan. The implication of which had an impact on the housing strategy consulted upon. The response to the consultation was 151 responses that was broadly supportive of the HHNP. The consequence of which was that MSDC advised HHTC to undertake a housing needs assessment. Following discussions with MSDC after the closure of the consultation period along with the publication of the Housing and Economic Development Assessment (HEDNA) a housing figure was identified for the HHNP area. A schedule of the response received and a summary of the HHTC responses to each representation is presented in Appendix 6.

In summary the following publicity was used for this stage of the HHNP.

- Press Release – 10th February 2015.
- Email Notifications - weekly email notifications to the list of consultees both Statutory and Local as per appendix 8.
- Facebook /Twitter - weekly email notifications
- Consultation Events
 - Dolphin Leisure Centre - 8th February (10am to 2pm)
 - Northlands Wood School - 12th February (5pm to 8pm)
 - Clair Hall - 18th February - (5.30pm to 7.30pm)
 - Ashenground Community Centre - 5th March (6pm to 8pm)
 - Bolnore Village Primary School - 7th March (2pm to 5pm)
 - Saltworkz Café - 12th March (6pm to 8.30pm)
 - Orchards Shopping Centre - 23rd March (10am to 2pm)Residents were also welcome to attend the Town Hall on any of the Wednesdays during the consultation period between the hours of (10am to 4pm).

10 Housing Consultation 2

- 10.1 As a result of the 'Section 14 consultation' HHTC had to review its housing strategy. After taking advice through a health check of the HHNP housing policy undertaken by an Independent Planning Inspector, recommended by NIEPRS, who recommended that HHTC agree the Local Planning Authorities' housing requirement for the HHNP.
- 10.2 This resulted in HHTC having to change its housing strategy as the housing requirement for the HHNP area had increased considerably. In the health check the Independent Planning Inspector recommended that HHTC carried out a further housing consultation, which was undertaken in July/August 2015 for five weeks. The purpose of the consultation, **as shown in Appendix 7**, is to engage with the Community on the range of housing sites which had been presented to HHTC and were contained in the LPA's Strategic Housing Assessment. These sites fell into 2 main categories;
1. Sites within the Town which are available for redevelopment.
 2. Sites outside the existing built up area of the Town.

- 10.3 This consultation excluded two potential housing sites, land at Birchen Lane and Sunte House, as these had recently been formally objected to by HHTC and refused planning permission by MSDC.

In summary the following publicity was used for this stage of the HHNP.

- Press Release sent to Mid Sussex Times dated 7th July 2015.
- Email Notifications –to the list of local consultees as per appendix 8.
- Facebook – weekly updates on the HHTC Facebook page and that of Haywards Heath Gossip (7000 people membership).
- Consultation Events
The Dolphin Leisure Centre - Thursday 16th July (6pm – 9pm)
Orchards Shopping Centre - Saturday 18th July (10am – 2pm)
Haywards Heath Town Hall - Tuesday 21st July (6pm – 9pm)
Woodside Pavilion Foyer Area (Bolnore) – Wednesday 29th July (6pm – 9pm)
Residents were also welcome to attend the Town Hall on any of the Wednesdays during the consultation period between the hours of 10am and 4pm.

- 10.4 The response to this consultation was presented to the Planning Working Group on the 19/10/15 and informed a number of housing policies in the HHNP and the addition of a further Brownfield site. MSDC reviewed all proposed HHNP policies 24/07/15 this work was reported to the Planning Working Group.

- 10.5 HHTC then commissioned a full Health Check on the whole of the HHNP in October 2015, which covered the following documents;

- Draft Neighbourhood Plan,
- Draft Sustainability Assessment and Strategic Environmental Assessment,
- Various plans to be included in the Neighbourhood Plan,
- Delivery Strategy,
- Basic Conditions Statement,
- 6 Appendices,
- Evidence Base,
- Housing Site Assessments of various dates (updated on 25th and 29th September).

- 10.6 HHTC accepted the recommendations and made a number of changes the HHNP.

11 Revised 'Section 14' Consultation

- 11.1 HHTC went out to a revised Section 14 consultation, as shown in, **Appendix 8**.

- 11.2 HHTC promoted its consultation through a dedicated section on the HHTC website, the local paper (The Mid Sussex Times), Facebook, Twitter and the HHTC's Autumn/Winter newsletter, via the Town's Business Association, the Town's Town Team and community database. The consultation was available to download from the HHTC website for the entirety of the consultation period.

In summary the following publicity was used for this stage of the HHNP.

- Press Release sent to Mid Sussex Times dated 30/10/15 Town Council Newsletter run of 12,000 copies with one copy being delivered to each household in the Town.

- Email Notifications – weekly email notifications to the list of consultees both Statutory and Local as per appendix 8.
- Facebook – weekly updates on the Town Council’s Facebook page and that of Haywards Heath Gossip (7000 people membership).
- Consultation Events – four Town Wide events.
 - 14th November 2015 - Orchards Shopping Centre, 10am to 2pm
 - 21st November 2015 - Sainsburys Foyer, 9.00am to 1.00pm
 - 28th November 2015 - Orchards Shopping Centre, 10am to 2pm
 - 2nd December 2015 - Dolphin Leisure Centre, 6pm to 9pm
 Weekly drop in events were held at Haywards Heath Town Hall; Mondays - 10.30am to 2.30pm and Fridays - 12pm to 4pm

- 11.3 The responses were reported to Planning Working Group and then the plan was adopted by Full Council,
- 11.4 As a result of the ‘Section 14’ consultation HHTC has made a number of changes to the HHNP, this includes general corrections to the text and policy wording. Significant revisions have been made to the housing policies including the removal of out of date policies and the inclusion of a further site brought to the attention of the HHTC. A small site of 4-5 units was brought to the attention of HHTC, however as this site is within the built up area of the Town, so there is a presumption in favour of development meant subject to assessment against existing planning policies. The results of the changes to the housing policies includes taking in account the introduction of policy DP24a (housing densities) in the MSDC District Plan, which means that the number of housing units being proposed in the HHNP area is 1537. The built up boundary line has been amended to include sites with planning permission and allocations within the HHNP.
- 11.5 The additional housing site now included in the HHNP has been subject to a sustainability appraisal and this is now included in an updated the Draft Sustainability and Strategic Environmental Assessment.
- 11.6 A final review of the HHNP was undertaken and then submitted to MSDC.

Appendices

- 1) **Meet Your Councillor** - Summary of Responses and consultation materials.
- 2) **Infrastructure Consultation** - Summary of Responses and consultation materials.
- 3) **1st 'Housing Location Consultation'** - Summary of Responses and consultation materials.
- 4) **Sustainability Assessment Scoping Report** - Summary of Responses and consultation materials.
- 5) **Business Breakfast** - Summary of Responses and consultation materials.
- 6) **1st Section 14 Consultation** - Summary of Responses and consultation materials.
- 7) **Housing Consultation 2** - Summary of Responses and consultation materials.
- 8) **Revised Section 14 Consultation** - Summary of Responses and consultation materials.
- 9) **Statutory Consultees and Community Consultees**
- 10) **Other Consultations (Point 8)**
 - a) **Sussex Wildlife**
 - b) **Wivelsfield Parish Council**
 - c) **Drop in Session 10th January 2015**
 - d) **Newsletters**