

Rogate and Rake Neighbourhood Plan (“NP”)

Governance and Process Document

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Process document following meetings between PW and...

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Introduction

Many local precedents (Petersfield, Milland, Kirdford, Fernhurst) now exist for the writing of a Neighbourhood Plan (“NP”) although they have yet to go through either external examination or local referendum. In addition, several outside agencies have now formed to provide assistance and much on-line guidance is available to help parishes complete these documents.

The process is also helped by the flexibility given to the process by the government’s statutory framework. Petersfield, in particular, is well advanced in its planning for a NP and Rogate is likely to copy, with permission, the format of their website, their own governance as well as their system of committees and several levels of communication with their 14,000 parishioners.

While any NP cannot conflict with the Local Plan nor be used to prevent development that is included in Local Plan, the following key criteria are likely for Rogate & Rake’s NP document:

- Develop a shared vision for the neighbourhood;
- Choose where new homes and other development should be built;
- Identify and protect important local green spaces;
- Influence the type (affordable, sheltered, residential?) and look of new buildings.

Governance and Process

The Rogate and Rake NP process shall proceed on the following basis:

- The setting up of an independent **NP Steering Committee** comprised of 7 – 12 parishioners and other value-adding individuals who would contribute technical and oversight skills to the process;
- An **outside and independent agency**, Studio LK (run by Lita Khazaka, formerly of the Price’s Trust for the Build Environment and recommended by Andrew Triggs and Richard Dollamore at SDNPA) will facilitate the appointment and coordination of this Steering Committee; Lita was involved in the Kirdford NP under Josef Ransley and is experienced in both West Sussex planning and the NP process;
- Once in place, the Steering Committee will first **define the scope and reach of the NP**, an exercise to be facilitated with Studio LK’s third party assistance drawing upon a series of early Community engagement exercises;
- The setting up of a **NP Issues Committees** will then take place to take the lead on a number of specific local issues (detailed below) that the draft NP document will cover; the Committee will use a wide range of techniques to engage with the Community in order to identify these issues;
- A draft **Questionnaire** will be drawn up to identify a list of issues that the community might want covered in the NP, that questionnaire to be added to/subtracted from throughout the process as the Issues Committee publicised and received wide feedback on its initial list;
- The Questionnaire and amendments to the Questionnaire **will be reviewed in advance** by Andrew Triggs and Chris Paterson at SDNPA to remove any possible bias in the questions posed;
- An **NP website** will be set up (Farrow Creative from Petersfield who already manage the Petersfield Plan on-line service) to disseminate the parish Questionnaire and to keep the community informed of progress and latest information;
- A **best-value process** will be put in place to review third parties services;
- The **NP website will house all Minutes** of NP Meetings and Surgeries throughout the process;
- An **NP database** will be set up to record email addresses and other information for parishioners who have voiced interest in the NP whether to contribute to the NP or to be kept up to date with its development; updates and revisions to the Questionnaire will be sent electronically via MailChimp to these addresses (with the ability to unsubscribe at any point);
- The process is being led by a **NP Chairman** whose role is to coordinate and energise the process and to coordinate the Issues Committee, its roles and responsibilities with all of this to be under the oversight of the Steering Committee, albeit “owned” by the Parish Council who will also sit on the Steering Committee;

- The **dissemination of Updates** (from the NP database, from physical Questionnaires distributed at Rogate Shop and similar and from letter-boxing throughout the Parish) will be recorded in order to review, test and prove thorough consultation throughout the process; all feedback and responses to the Questionnaire will be **logged and collated** throughout the process in order to review, test and prove thorough consultation;
- All Minutes, notifications, communications, responses, feedback will be **retained throughout** the process;
- The **Parish Council** will be involved throughout the process from its membership of the Steering Committee; the Parish Council will receive a regular report from the NP Chairman (not less than every two months) and have the ability in conjunction with the Steering Committee to sanction the Chairman and any Committee if it is unhappy with progress, community consultation or governance;
- The appropriateness and scope of a formal **sustainability impact assessment** will be considered early in the NP process;
- An initial draft of the neighbourhood plan will be subject to review by RPC and SDNPA. This version of the plan will be taken forward for public consultation by RPC (formally known as the Regulation 14 stage). The NP Steering Committee will oversee changes to the Plan arising from the consultation and prepare the Plan to be ready for submission. A final version of the Plan will be provided to RPC with a recommendation to submit to SDNPA.

A key advantage for the Community is that the NP will build upon Rogate & Rake's existing 2007 Parish Plan to develop our shared vision for our Parish. The processes outlined will ensure that the NP is primarily a Parish document and not a Parish Council document.

The following **8 broad areas/topics** are likely to be led by an NP Issues Committee member and will appear in the first iteration of the NP Website.

- **Scale, mix and location of development**
- **Affordable housing**
- **Business and the Local economy**
- **Traffic**
- **Environment**
- **Young and old**
- **Community and recreational interests**
- **Other parish-specific issues**

PW

19th June 2013