

Site Allocations Development Plan Document

Statement of Consultation

Regulation 22(1)(c)

December 2020

Contents

1.0	Introduction	2
2.0	Statement of Consultation (Regulation 18)	3
3.0	When was the consultation for the submission draft Site Allocations DPD (Regulation 19)?	3
4.0	Which bodies and persons were invited to make representations?	4
5.0	How those bodies and persons were invited to make representations?	4
6.0	Summary of the main issues raised by those representations and how those main issues have been addressed	6
7.0	Next stage of the Site Allocations DPD	7
Appendix 1	Bodies and persons invited to make representations at Regulation 19	8
Appendix 2	Community Involvement Plan (July 2020)	13
Appendix 3	How the requirements of the Community Involvement Plan have been met	22
Appendix 4	Equalities Impact Assessment (March 2020)	24
Appendix 5	Statement of Representations Procedure (Regulation 19)	35
Appendix 6	Statement of Availability of Consultation Documents	38
Appendix 7	Consultation Form (Regulation 19)	40
Appendix 8	Promotion of the Regulation 19 Consultation	46
Appendix 9	Summary of Responses (Regulation 19) – Policies	48
Appendix 10	Summary of Responses (Regulation 19) – Evidence Base and Policies Maps	50
Appendix 11	Summary of Responses (Regulation 19) – General and Non-Policy Specific	52
Appendix 12	Representations received during the Regulation 19 consultation	54

1.0 Introduction

- 1.1 The District Plan 2014-2031, adopted in March 2018, sets out a commitment for Mid Sussex District Council (the 'Council') to prepare a Site Allocations Development Plan Document (DPD). The Site Allocations DPD has four main aims:
- (i) To allocate sufficient housing sites to address the residual necessary to meet the identified housing requirement for the district up to 2031 in accordance with the Spatial Strategy set out in the District Plan;
 - (ii) To allocate sufficient employment land to meet the residual need and in line with policy requirements set out in District Plan Policy DP1: Sustainable Economic Development;
 - (iii) To allocate a site for a Science and Technology Park west of Burgess Hill in line with policy requirements set out in District Plan Policy DP1: Sustainable Economic Development, and
 - (iv) To set out additional Strategic Policies necessary to deliver sustainable development.
- 1.2 Following consultation on the draft Site Allocations DPD between October to November 2019 (Regulation 18) and consultation on the submission draft Site Allocations DPD during August and September 2020 (Regulation 19), the Site Allocations DPD has now reached the submission stage of the plan-making process.
- 1.3 Regulation 22 of The Town and Country Planning (Local Planning) (England) Regulations 2012 requires the submission of documents and information to the Secretary of State.
- 1.4 One of the submission documents (Regulation 22(1)(c)) is a statement that sets out:
- (i) Which bodies and persons the local planning authority invited to make representations under regulation 18,
 - (ii) How those bodies and persons were invited to make representations under regulation 18,
 - (iii) A summary of the main issues raised by the representations made pursuant to regulation 18;
 - (iv) How any representations made pursuant to regulation 18 have been taken into account;
 - (v) If representations were made pursuant to regulation 20, the number of representations made and a summary of the main issues raised in those representations; and
 - (vi) If no representations were made in regulation 20, that no such representations were made.
- 1.5 Regulation 22(1)(d) requires copies of any representations made in accordance with regulation 20 to be submitted. These form Appendix 7 of this document and are available to view on the Mid Sussex District Council website¹.

¹ <https://www.midsussex.gov.uk/planning-building/development-plan-documents/site-allocations-dpd-evidence-library/>

- 1.6 This Statement of Consultation for Regulation 22(1)(c) shows how these requirements have been met in relation to the Regulation 19 consultation and Regulation 20. This Statement of Consultation should be read alongside the Statement of Consultation for Regulation 18 (August 2020).
- 1.7 This Statement of Consultation for Regulation 22(1)(c) demonstrates that the preparation of the Site Allocations DPD has been undertaken in accordance with the adopted Statement of Community Involvement (SCI; March 2019)².

2.0 Statement of Consultation (Regulation 18)

[Regulation 22(1)(c)(i),(ii),(iii),(iv)]

- 2.1 The Statement of Consultation for Regulation 18 sets out:
- The dates of the consultation for the draft Site Allocations DPD.
 - The bodies and persons invited to make representations.
 - How those bodies and persons were invited to make representations.
 - The number of representations received.
 - A summary of the main issues raised by those representations and how those main issues have been addressed.
- 2.2 A Regulation 18 Consultation Report was also published which is a more detailed schedule that includes each response received.
- 2.3 The Statement of Consultation for Regulation 18 and the Regulation 18 Consultation Report can be viewed on the Mid Sussex District Council website³.

3.0 When was the consultation for the submission draft Site Allocations DPD (Regulation 19)?

- 3.1 The submission draft Site Allocations DPD was considered by the Scrutiny Committee for Housing, Planning and Economic Growth on the 11th March 2020. The report to Scrutiny Committee indicated that consultation would commence on 11th May 2020 for a six-week period. Due to the Covid-19 pandemic, legal advice related to consultation regulations during lockdown and Government guidance, the Council postponed consideration and consultation of the submission draft Site Allocations DPD.
- 3.2 The Scrutiny report also set out a proposed approach to consultation, and a draft of the Community Involvement Plan. Following the Covid-19 pandemic, it has been necessary to amend the proposed approach to consultation to comply with the latest Government advice.

² <https://www.midsussex.gov.uk/planning-building/consultation-monitoring/>

³ <https://www.midsussex.gov.uk/planning-building/development-plan-documents/site-allocations-dpd-evidence-library/>

- 3.3 The draft Community Involvement Plan indicated that the Council will 'publish' the submission draft Site Allocations DPD for public consultation for a minimum six-week period. Due to the Covid-19 pandemic, it is considered that this consultation period should be extended to an eight-week period as a minimum and be kept under review. This will provide all stakeholders a greater opportunity to make their responses.
- 3.4 The Scrutiny Committee recommended to Council that the submission draft Site Allocations DPD should be subject to a public consultation. Council approved the submission draft Site Allocations DPD for public consultation at its meeting on the 22nd July 2020.
- 3.5 The Council carried out a public consultation for the submission draft Site Allocations DPD for eight weeks from the 3rd August to the 28th September 2020.
- 3.6 Alongside the submission draft Site Allocations DPD, the following documents were published for consultation:
- Sustainability Appraisal (and Non-Technical Summary)
 - Habitats Regulations Assessment (and Non-Technical Summary)
 - Policies Maps
- 3.7 Supporting background documents were also made available to view on the website.

4.0 Which bodies and persons were invited to make representations?

- 4.1 Appendix 1 lists the bodies and persons invited to make representations at the Regulation 19 stage.
- 4.2 The following bodies and persons were directly contacted:
- 75 statutory consultees (78 contacts)
 - 54 Members of Mid Sussex District Council (Councillors)
 - 160 organisations (212 contacts)
 - 173 individuals
- 4.3 Those not directly notified of the submission draft Site Allocations DPD were also able to submit a representation during the consultation.

5.0 How those bodies and persons were invited to make representations?

- 5.1 The Community Involvement Plan sets out how those bodies and persons were invited to make representations under Regulation 19. The Community Involvement Plan (July 2020) is set out in Appendix 2.
- 5.2 A table demonstrating how the requirements of the Community Involvement Plan were met is set out in Appendix 3.
- 5.3 The documents were made available on a dedicated section of the Council's website⁴.

⁴ <https://www.midsussex.gov.uk/planning-building/development-plan-documents/>

- 5.4 At the time the Council report and accompanying Community Involvement Plan were published, The Town and Country Planning (Local Planning) (England) Regulations 2012 required, under regulation 35, that documents are made available for inspection at the Council offices, as well as in other such places the Council felt necessary – usually Libraries and Help Points within the district.
- 5.5 Since the Council report and the Community Involvement Plan were published, the requirement to make consultation documents available has been removed by the Government in light of the ongoing coronavirus situation. This requirement was removed through The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020.
- 5.6 However, printed copies of the consultation documents have still been sent to Libraries and Help Points, including the Council offices. Although most of these places remained closed for much of the consultation or had limited service and opening hours, if it was safe to do so, the printed copies of the consultation documents could be made available for inspection.
- 5.7 The documents were also made available at the following deposit points:
- Burgess Hill Help Point
 - East Grinstead Help Point
 - Haywards Heath Help Point
 - Libraries – Burgess Hill, East Grinstead, Hassocks, Haywards Heath and Hurstpierpoint
- 5.8 Town and parish councils (except for four parish councils wholly within the South Downs National Park) also received a letter and hard copies of the consultation documents.
- 5.9 A statement explaining the availability of consultation documents was published on the Council's website (Appendix 6).
- 5.10 A total of 517 subscribers to the Mid Sussex Planning Policy e-mail update were notified of the submission draft Site Allocations DPD consultation by e-mail. This list consists of individuals, organisations, Members of Mid Sussex District Council (Councillors) and specific consultation bodies that have provided an e-mail address.
- 5.11 A total of 1,570 e-mails were sent to people who had made a response to the Site Allocations DPD Regulation 18 consultation. This comprises both individuals and organisations. It should be noted that some of these people may also subscribe to the Planning Policy e-mail updates.
- 5.12 A total of 106 letters were sent to people who had made a response to the Site Allocations DPD Regulation 18 consultation but had not provided an e-mail address and so would not have received the e-mail alert.
- 5.13 Representations could be made in writing by:
- Post
 - E-form

- E-form in Microsoft Word format
- E-mail to LDFconsultation@midsussex.gov.uk

5.14 The online form has been prepared following the guidelines and standard model form provided by the Planning Inspectorate (Appendix 7).

5.15 Notification of the consultation was included in the Member Information Service Bulletin which all District Councillors receive, and it is available to view on the Council's website. A press release and posts on the District Council's Facebook page and Twitter account also promoted the consultation (Appendix 8).

6.0 Summary of the main issues raised by those representations and how those main issues have been addressed

[Regulation 22(1)(c)(v),(vi)]

6.1 Just under 1,500 respondents made 2,151 individual comments on the document and supporting evidence (including the Sustainability Appraisal and Habitats Regulations Assessment).

6.2 Of the comments received in relation to policies:

- 52 were in support
- 68 were neutral
- 1,954 were objections, predominantly from residents to the proposed sites.

6.3 In terms of the respondents:

- 21 responses were from Town and Parish Councils. Fifteen town and parish councils within Mid Sussex District responded to the consultation. Additionally, comments were received from Ditchling and Wivelsfield Parish Councils within neighbouring Lewes District, and Felbridge Parish Council within neighbouring Tandridge District.
- 5 responses were received from neighbouring authorities (West Sussex and Surrey County Councils, Tandridge and Wealden District Councils, and the South Downs National Park Authority).
- 10 responses were received from 'Specific Consultation Bodies', including Natural England and infrastructure providers.
- 5 responses were received from District councillors or MPs.
- 69 responses were submitted by site promoters who have their sites allocated in the DPD, or those promoting alternative (omission) sites.
- 23 responses were received from organisations and local interest groups.
- 1,365 responses were from individuals.

6.4 Appendices 9, 10 and 11 summarise the broad themes and issues arising from the consultation responses, by site and policy within the submission draft Site Allocations DPD. Copies on the representations in full can be found on the Mid Sussex District Council website (Appendix 12)⁵.

⁵ <https://www.midsussex.gov.uk/planning-building/development-plan-documents/site-allocations-dpd-evidence-library/>

6.5 During the Regulation 19 consultation, a number of representations listed some minor modifications that would help to address their concerns. These were largely typographical, editorial or minor wording amendments. The Council has compiled a list of these (Schedule of Proposed Minor Modifications) and would be happy to agree them should they assist with the soundness of the Sites DPD.

7.0 Next stage of the Site Allocations DPD

7.1 Mid Sussex District Council has formally submitted its Site Allocations DPD and accompanying documents to the Secretary of State for Housing, Communities and Local Government.

7.2 The Site Allocations DPD will now be subject to an independent public examination by a planning inspector. As part of this examination process the Planning Inspector will hold public hearings and we anticipate these will be held in Spring 2021.

Appendix 1

Bodies and persons invited to make representations at Regulation 19

Statutory Consultees

Adur and Worthing Councils
Albourne Parish Council
Ansty and Staplefield Parish Council
Ardingly Parish Council
Arun District Council
Ashurst Wood Village Council
Avison Young
Balcombe Parish Council
Bolney Parish Council
Brighton and Hove City Council
British Telecom
BT Plc
Burgess Hill Town Council
Burstow Parish Council
Chailey Parish Council
Coast 2 Capital
Colgate Parish Council
Cowfold Parish Council
Crawley Borough Council
Cuckfield Parish Council
Danehill Parish Council
Ditchling Parish Council
Dormansland Parish Council
East Grinstead Town Council
East Sussex County Council
EE
EMF Enquiries - Vodafone and O2
Environment Agency
Felbridge Parish Council
Fletching Parish Council
Forest Row Parish Council
Fulking Parish Council
Hassocks Parish Council
Haywards Heath Town Council

Highways England
Historic England
Homes and Communities Agency
Horsham District Council
Horsted Keynes Parish Council
Hurstpierpoint & Sayers Common Parish Council
Lewes District Council
Lindfield Parish Council
Lindfield Rural Parish Council
Lower Beeding Parish Council
Mobile Operators Association
National Grid
Natural England
Network Rail (Kent, Sussex, Wessex)
Newtimber Parish Council
NHS West Sussex Clinical Commissioning Group
Poynings Parish Council
Pyecombe Parish Council
Savills (UK) Limited (Thames Water)
Shermanbury Parish Council
Slaugham Parish Council
South Downs National Park Authority
South East Water
Southern Gas Network
Southern Water
Surrey County Council
Sussex NHS Commissioners
Sussex Police
Sutton and East Surrey Water
Tandridge District Council
Three
Turners Hill Parish Council

Twineham Parish Council
UK Power Networks
Upper Beeding Parish Council
Wealden District Council
West Hoathly Parish Council

West Sussex County Council
Wivelsfield Parish Council
Woodmancote Parish Council
Worth Parish Council

Organisations

1952
AB Planning & Development Limited
Action in rural Sussex
Agri-Matters
Albourne Parish Council
Analytica Business Solutions
ARUN Land & New Homes
Ashill
ASP
Avison Young
Balcombe Estate
Balcombe Parish Council & Balcombe Estate
Barton Willmore
Batcheller Monkhouse
Beacon Planning
Blue Cedar Homes
Boakes Land Projects
Boyer
British Horse Society
Brown & Co
Burgess Hill Business Park Association
Burgess Hill Town Council
Burgess Hill U3A
CALA Homes
Campaign to Protect Rural England - Sussex Branch
Carter Jonas

Catesby Estates
CBRE
Chilmark Consulting Ltd
Chris Carey Associates Ltd
Church Lands
CLA South East
Clarion Housing Group
Clifford Dann LLP
Countryside Properties
Courtley Planning Consultants Ltd
Crawley Down Monday Club
Crest Nicholson
Croudace Homes
Cuckfield Parish Council
DevAssist
Devine Homes
DevPlan
DHA Planning
Dixon Searle Partnership Ltd
DMH Stallard
Domus
Dowsett Mayew
DPDS Consulting Group
Emery Planning
Enplan UK Ltd
Fluid Design Group
Friends of Burgess Hill Green Circle Network

Fulking Parish Council
Future Planning and Development
Gatwick Airport Limited
GL Hearn
Gladman
Glenbeigh Developments Ltd
Hallam Land Management
Hassocks and Hurst Lib Dems
Hastings Borough Council
Haywards Heath Golf Club Ltd
Haywards Heath Society
Henry Adams LLP
High Weald AONB Partnership
Hill & Company (Sussex) Limited
Home Group
Horsted Keynes Parish Council
Hume Planning Consultancy Ltd
Hurstpierpoint and Sayers Common PC
IDE Planning
IQ Planning Consultants
Jackson Planning Ltd
Judith Ashton Associates
Kember Loudon Williams
Kitewood
Land and Brand New Homes
Lansdown Land
Lewis & Co Planning
Lichfields
Lindfield Parish Council
LocatED
Martin Lacey Buckley Limited
MCC
Mellish Homes Ltd
Mid Sussex Alliance of Local Councils
Mid Sussex District Council
Millwood Designer Homes

My Neighbourhood Plan
National Grid
National Trust
Nexus Planning
Notcutts Limited
OSP Architecture
Parker Dann
Paul Newman Property Consultants Limited
Peacock and Smith Limited
Pegasus Group
Philip Andrews Architects
Philip Woodhams
Plan4Localism
planning and housing consultancy
Planning Works Ltd
Planware Limited
PowerHaus Consultancy Ltd
Priceholme Almshouses
Prospective Planning
PRP
Rackham Planning
Reside Developments Ltd
rg-p Ltd
RH & RW Clutton
Robinson Escott Planning
Rodway Planning Consultancy Limited
Rubix Planning Limited
Rydon
Rymack Ltd
Sapiency
Savills
SHW
Signature Horsted Limited
South Downs Society
Speer Dade Planning Consultants

Sport England
Spruce Town Planning Ltd
SSA Planning Limited
St Modwen
Strutt and Parker
Sunley Estates
Sussex Chamber of Commerce
Sussex Wildlife Trust
Sustain Design
TCPS
Terence O'Rourke
Tesni
Tetlow King Planning
Thakeham Homes
The Greenfield Guardians
Theatres Trust
Theobalds Road Residents Association
Tim North & Associates Limited
Tim Raikes FRICS

Tobias School of Art
Turley
Turners Hill Parish Council Neighbourhood Planning Committee
Twentieth Century Society
Twineham Parish Council
Urban Edge Environmental Consulting
Urbanissta
Vail Williams
Vanderbilt Homes
Wates Developments Limited
Welbeck Land
West Sussex County Council
West Sussex Libraries
Woodland Trust
Wolf Bond
Worth Parish Council
WYG

Appendix 2

Community Involvement Plan (July 2020)

Site Allocations DPD

Community Involvement Plan (CIP) – July 2020

For the:

- **Mid Sussex Site Allocations Development Plan Document (Regulation 19)**
- **Sites DPD Sustainability Appraisal**
- **Sites DPD Habitats Regulations Assessment**
- **Sites DPD Equality Impacts Assessment**

1. Background

The Site Allocations Development Plan Document (Sites DPD) is a daughter document to the Mid Sussex District Plan, which was adopted in March 2018. The District Plan sets out a vision for how Mid Sussex wants to evolve and a delivery strategy for how that will be achieved, covering the period up to 2031. The District Plan sets out the district's housing and employment requirements. Whilst the majority of this requirement has already been planned for, there is still a remaining (residual) need that must be found – the role of the Sites DPD is to allocate sufficient housing, employment and other sites in order to ensure the need identified in the District Plan is met.

Community Involvement plays a vital role in the preparation of Development Plan Documents. In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, there are two formal consultation periods for DPDs:

- Regulation 18: Preparation of a Local Plan
- Regulation 19: Publication of a Local Plan (Pre-Submission)

The Sites DPD was subject to Regulation 18 consultation in October – November 2019, in accordance with the Community Involvement Plan prepared to accompany the Regulation 18 Sites DPD. This Community Involvement Plan relates to the Regulation 19 consultation.

2. Role and Purpose of the Community Involvement Plan

Mid Sussex District Council adopted its Statement of Community Involvement (SCI) in March 2019.

The SCI contains 6 General Principles for Community Engagement:

- 1) **Be Timely:** Involve the community as early as possible in decision making
- 2) **Be Inclusive:** Accessible to all those who wish to take part
- 3) **Be Transparent:** Consultation material should be clear and plain-English
- 4) **Be Respectful of Other's Views:** The Council will listen to all views
- 5) **Be Efficient:** Consultation to be proportionate and use resources wisely
- 6) **Be Clear About the Results:** Decisions and results should be made clear

The SCI recognises that there is no “one size fits all” approach to consultation; recognising that each decision that requires community involvement may be for different audiences or different purposes. The SCI therefore requires that a bespoke Community Involvement Plan (CIP) is prepared for each consultation on Planning Policy documents (such as the Sites DPD) so that consultation can be tailored.

This Community Involvement Plan follows the template set out in the SCI. It sets out:

- Who is involved in the production and consultation of the Sites DPD;
- Why people are being involved in the process;
- When and how people will be able to get involved and influence the Sites DPD; and
- How the results of community involvement will be used.

The Sites DPD is accompanied by a Sustainability Appraisal, Habitats Regulations Assessment and Equality Impacts Assessment, all of which are also subject to consultation at Regulation 19 stage and therefore the same consultation arrangements set out in this CIP.

3. Who is to be involved?

Early engagement

In the SCI, the Council commits to ‘front load’ consultation activity, to identify potential issues and options. This work has assisted in the formulation of policies and has informed and updated the evidence base. Early engagement with stakeholders has been sought from the very start of the process of producing the Sites DPD, including:

- Oversight of the DPD’s preparation has been led by elected Councillors through the Site Allocations Document Members Working Group.
- Town and Parish Councils have been briefed and consulted in relation to the Strategic Housing and Employment Land Availability Assessment (SHELAA) and methodology for the site selection.
- A Developers Liaison Group, which includes representatives from across the development industry, was also established and consulted in relation to the SHELAA and methodology for site selection.
- Neighbouring Local Authorities and County Authorities; as a result, the District Council has been able to enter into Statements of Common Ground (SoCGs) with neighbouring authorities.
- External organisations, such as the High Weald AONB Unit. It is the Council’s intention to invite relevant public bodies to enter into SoCGs.
- Consulting other statutory consultees, such as Historic England, the Environment Agency and Natural England.

SoCGs prepared for the Sites DPD provide an update on agreements made in relation to the District Plan and focus on the issues arising from the allocation of sites. Further information about early engagement during the preparation of the Sites

DPD, and details of SoCGs will be included in a Duty to Cooperate Statement to accompany the DPD and will be made available on the Council's website.¹

Including everyone

The Equality Impacts Assessment (EqIA) that accompanies the DPD considers the needs of people classified as having 'protected characteristics'.² This assessment concludes that there are a number of future actions to ensure that everyone has the opportunity to engage with the consultation, and particularly in terms of removing barriers of involvement for protected groups.

In terms of consultation, the Council must continue to promote consultation exercises that are inclusive of all, including engagement with representative organisations and monitoring of the consultation. This consideration includes things like making documents available on the website, which is equipped with 'BrowseAloud' to make the website more accessible.

There is further analysis of consultation practices and the actions that will be taken to ensure that everyone has the opportunity to engage with the consultation included within the EqIA which accompanies the Sites DPD.³

Who will be contacted?

A number of groups will be directly contacted and asked for their comments. These are:

- District Councillors;
- Town and Parish Councils;
- 'Specific consultation bodies'/'general consultation bodies' (statutory consultees) as set out in legislation.⁴ These include West Sussex County Council, adjoining local planning authorities, service providers and government agencies such as the Environment Agency and Natural England, and the South Downs National Park Authority;⁵
- Other organisations, groups or individuals that may have an interest in the Sites DPD. These include members of the Mid Sussex Partnership, voluntary services' associations, residents' associations, housing associations, business groups and associations, environmental, countryside and conservation groups, youth and elderly persons' groups and the development industry;
- Representatives of those groups highlighted as requiring targeted consultation by the EqIA;
- Subscribers to the Planning Policy e-mail alerts service⁶; and
- Internal consultees at the District Council.

¹ Available at: <https://www.midsussex.gov.uk/SitesDPD>

² As defined by the *Equality Act 2010*

³ Available at: <https://www.midsussex.gov.uk/SitesDPD>

⁴ *The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)*

⁵ Details of these groups are set out in the 'Key Contacts List' available at: www.midsussex.gov.uk/sci.

⁶ To receive news and updates on policy documents being prepared please sign up to our email alerts at: <https://www.midsussex.gov.uk/planning-building/consultation-monitoring/#topic-planning-policy-email-alerts>

Elected District Councillors have a key role to play in forming the Sites DPD and will be fully involved in the process through:

- The Site Allocations Document Members Working Group;
- The Scrutiny Committee for Housing, Planning and Economic Growth (any District Councillor can attend and request to speak);
- Full Council (consists of all District Councillors); and
- Councillors will be directly informed and can respond during the public consultation period.

4. Why are people being involved?

We are asking for people's views on the Sites DPD through a formal consultation period. It is important to seek input from the wider public, as the Plan will allocate sites for development in the district and include planning policies that will have an impact upon both the existing and future communities of Mid Sussex.

In order to make the consultation more meaningful, it is important that people understand the context within which the DPD has been drafted and that certain aspects of the Plan may not be able to be changed as a result of consultation:

- At this time comments can only be made on the Submission Draft Site Allocations DPD (Regulation 19), and the accompanying Sustainability Appraisal, Habitats Regulations Assessment, and EqIA.
- The Sites DPD has been written in line with Government planning policy and guidance, set out in the National Planning Policy Framework (2019) and Planning Practice Guidance.
- The Sites DPD has been written in accordance with legislation and regulations.⁷
- The Sites DPD has been informed by the results of the accompanying Sustainability Appraisal. This shows which options have been considered for its strategy and policies and why the options chosen are preferred over those rejected.
- The Sites DPD has been informed by background evidence. The background evidence (and any updates) will be made available to view on the Council's website.⁸

⁷ *Planning and Compulsory Purchase Act 2004*, and other relevant legislation.

⁸ Available at: <https://www.midsussex.gov.uk/SitesDPD>

5. When will people be involved?

Public Consultation on 'Preferred Options' draft plan (Regulation 18)	Mid Sussex District Council carried out a public consultation for the draft Sites DPD (Reg. 18) from the 9th of October to the 20th of November 2019.
Public Consultation prior to plan submission for examination (Regulation 19)	Following agreement by Council on 22 nd July 2020, the Council will 'publish' the Submission Draft Sites DPD for public consultation for an eight-week period scheduled for 3 rd August - 28 th September 2020 During this time stakeholders can make further representations on the Sites DPD and these will be considered by the Planning Inspector appointed to carry out the examination.

Further details of the timetable are available at:

<https://www.midsussex.gov.uk/SitesDPD>

The regulations specify a minimum 6-week consultation period for receiving consultation comments. In order to ensure that as many stakeholders are afforded the opportunity to respond (given the Covid-19 situation, and the commencement of consultation during the summer holidays), the Council has deemed an 8-week consultation period appropriate. This will be kept under review as the consultation progresses, and may need to be flexible to respond to any changing Government guidance, the health situation within the district and any local lockdowns/restrictions that may be enforced.

6. How will people be involved?

The consultation will be open to all and we will seek to inform and receive comment from the widest possible range of people. We will:

- Send out a press release, an email alert and utilise social media;
- Put all the details and documentation on the Council's website including an on-line response form. All on-line material will be compatible with 'BrowseAloud' for people who find it difficult to read on-line;
- Utilise electronic methods wherever possible in addition to traditional methods to make it as easy as possible to advertise and respond to the consultation;
- A translation service is available to those for whom English is a second language;
- Send letters or emails to all the 'specific consultation bodies' (statutory consultees) and to all the other organisations listed in section 2 above;
- Send letters or emails to all those who responded to the Regulation 18 consultation, inviting them to comment during the Regulation 19 consultation.

Availability of Documents

Regulation 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 sets out the requirements for documents to be made available for inspection.

35.—(1) A document is to be taken to be made available by a local planning authority when—

(a) made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours, and

(b) published on the local planning authority's website,

In terms of criterion (a), the Sites DPD consultation documents will be available to view at the Mid Sussex District Council offices during normal office hours. At the time of writing, the Reception is closed to walk-in members of the public due to the Covid-19 outbreak however is open to those with an appointment. In order to comply with government guidance related to Covid, including social distancing, the Sites DPD consultation materials will be available to view to those making an appointment in advance. This can be arranged by contacting the Council's switchboard on 01444 458166 or the Planning Policy Team on PlanningPolicy@midsussex.gov.uk

In terms of "other such places" set out in criterion (a), the Council usually provides hard copy documents of consultation material to Libraries and Help Points. At the time of writing, the district's libraries are preparing to re-open albeit with limited capacity and services. The District Council will send hard copies of the Sites DPD consultation material to each of the libraries and help points and provide instructions for accessing the documentation on the Council website (which could be accessed using library PCs for example). The availability of documents at these locations will be subject to Government guidance and the current health situation – this will be kept under close review during the consultation period and alternative or additional venues/methods will be sought (and locations advertised) if necessary to ensure that stakeholders are able to view the documents in person during the consultation period.

In addition to meeting the legal requirements above, hard copies will also be provided to the Town and Parish Councils within the district – these are not formal deposit points in terms of the regulations (i.e. they are not specified on the Statement of Representations Procedure/Notice of Submission). Document availability at these locations will be at the discretion of the individual Town and Parish Council's and will depend on whether they are open to the public.

The Sites DPD, supporting documentation and evidence base will be available to view on the Council's website at www.midsussex.gov.uk/SitesDPD

Submitting Responses

Comments must be submitted in writing (physical or digital) and cannot be accepted as anonymous. All information received is public information, subject to relevant data protection legislation.⁹

Comments can be submitted via the website, email or by post. A response form will be made available which can be completed and submitted on the MSDC website. All responses can also be returned by:

Post to: Planning Policy, Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS

E-mail to: LDFconsultation@midsussex.gov.uk

⁹Such as the *Data Protection Act (2018)*

7. What happens to the results?

Following consultation, the Council will submit all responses to the Planning Inspector appointed to carry out the examination for consideration. These will be submitted alongside the Sites DPD and supporting documentation.

The Council is required¹⁰ to summarise the main issues raised and publish a consultation statement that sets out:

- Who was invited to make representations to the draft Sites DPD (Regulation 18), how this was done, a summary of the main issues raised and how they were taken into account;¹¹
- Who was invited to make representations to the Submission Draft Sites DPD (Regulation 19), how this was done, how many representations were received, and a summary of the main issues raised.¹²

Notification that the summary report has been published will be sent to all statutory consultees, Planning Policy email alert subscribers and respondents who submitted a response and expressed a wish to be notified of the submission of the Sites DPD to the Secretary of State.

If you have any comments or queries on this Community Involvement Plan, please contact the Planning Policy team on PlanningPolicy@midsussex.gov.uk or 01444 477488.

If you have a comment or concern with your experience of a Council-led community involvement exercise, you should in the first instance contact the team using the details above. Alternatively, you can contact the Customer Services and Communications Team by phone (01444) 477478 or by writing to Customer Services and Communications, Mid Sussex District Council, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS.

¹⁰ *The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), Regulation 22.*

¹¹ *The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), Regulation 18.*

¹² *The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), Regulation 20.*

Appendix 3

How the requirements of the Community Involvement Plan have been met

Action	Achieved?	Notes
Press release	Yes	24 th July 2020 ¹⁸
E-mail alert	Yes	3 rd August 2020
Social media	Yes	Facebook and Twitter on the 4 th August 2020
Make the documents available on the Council's website	Yes	3 rd August 2020 for the duration of the consultation ¹⁹
All on-line material to be compatible with 'BrowseAloud'	Yes	Available as part of the Council's website
Utilise electronic methods wherever possible	Yes	E-form available for consultation responses
Provide a translation service	Yes	Available but not requested
Hard copies provided to: <ul style="list-style-type: none"> Libraries District Council Town and Parish Councils Help Points 	Yes	3 rd August 2020 for the duration of the consultation
Send letters or e-mails to the specific consultation bodies (statutory consultees)	Yes	3 rd August 2020
Send letters or e-mails to: <ul style="list-style-type: none"> District Councillors Town and parish councils Other organisations Representatives of those groups highlighted as requiring targeted consultation by the EqIA Subscribers to the Planning Policy e-mail alerts service Internal consultees at the District Council 	Yes	<ul style="list-style-type: none"> Letters sent to town and parish councils on the 3rd August 2020 E-mail alert sent on the 3rd August 2020 Repeat e-mail sent to District Councillors on the 4th August 2020 Notification of the consultation included in Member Information Service Bulletin on the 5th August 2020²⁰ The EqIA concludes that existing engagement methods are responding to the needs of protected groups Ongoing engagement with internal colleagues
Send letters or e-mails to all those who responded to the Regulation 18 consultation	Yes	<ul style="list-style-type: none"> Letters sent on the 3rd August 2020 E-mail alert sent on the 3rd August 2020

¹⁸ <https://www.midsussex.gov.uk/about-us/press-releases-and-publications/site-allocations-development-plan-set-for-one-final-public-consultation/>

¹⁹ <https://www.midsussex.gov.uk/planning-building/development-plan-documents/>

²⁰ <http://midsussex.moderngov.co.uk/documents/s8511/MIS%2031.pdf>

**Appendix 4 Equalities Impact Assessment
(March 2020)**

MID SUSSEX DISTRICT COUNCIL

Equality Impacts Assessment (EqIA) – March 2020

Title of Policy/Service/Contract:

Submissions Draft Mid Sussex Site Allocations Development Plan Document (Reg. 19)

Division: Planning Policy and Economic Development

Lead Officer: Andrew Marsh

Date Assessment completed: 03/03/2020

1. Scoping

1.1 What are the aims of the policy, service/service change or contract?

The Mid Sussex District Plan 2014-2031, adopted in March 2018, sets out a commitment for the Council to prepare a Site Allocations Development Plan Document (DPD), which has four main aims, which are:

i) to allocate sufficient housing sites to address the residual necessary to meet the identified housing requirement for the district up to 2031 in accordance with the Spatial Strategy set out in the District Plan;

ii) to allocate sufficient employment land to meet the residual need and in line with policy requirements set out in District Plan Policy DP1: Sustainable Economic Development;

iii) to allocate a site for a Science and Technology Park west of Burgess Hill in line with policy requirements set out in District Plan Policy DP1: Sustainable Economic Development, and;

iv) to set out additional Strategic Policies necessary to deliver sustainable development.

The document subject to EqIA is the Submission Draft (Reg. 19) of the Council's emerging Site Allocations DPD. The DPD will be published for six weeks consultation to allow interested members of the public, Town or Parish Councils and other interested stakeholders and organisations to provide any comments to assist in the preparation of the document.

Representations will be considered by the Planning Inspector appointed to carry out the examination.

The results of this EqIA have been considered during the drafting of the plan and are used to inform a Community Involvement Plan that sets out how and when consultation of the draft DPD will be undertaken.

1.2 Who does the service/policy/contract affect? Who are the main customers (internal or external)?

The policies contained within the DPD have the potential to affect current and future residents, workers and visitors to Mid Sussex and also those nearby, who are outside the

administrative boundaries of the District but may still be impacted by planning policies in Mid Sussex.

The main customers of the DPD are expected to be:

- Council Officers;
- Members of the public;
- District, Town and Parish Councillors;
- Those involved in the development industry such as developers, landowners, agents;
- Organisations and individuals that provide services to residents and organisations;
- Organisations and individuals that represent groups of people.

1.3 What equality information is available, including any evidence from engagement and analysis of use of services?

In the adopted Mid Sussex District Council Statement of Community Involvement (SCI) (2019), the Council commits to 'front load' consultation activity, to identify potential issues and options.

Stakeholder engagement has been sought from the very start of the process of producing the DPD. This work has assisted in the formulation of policies, and informed and updated the evidence base.

Early engagement with stakeholders has been sought from the very start of the process of producing the Site Allocations DPD, including:

- Oversight of the DPD's preparation has been led by elected Councillors through the Site Allocations Document Members Working Group.
- Town and Parish Councils have been briefed and consulted in relation to the Strategic Housing and Employment Land Availability Assessment (SHELAA) and methodology for the site selection.
- A Developers Liaison Group, which includes representatives from across the development industry, was also established and consulted in relation to the SHELAA and methodology for site selection.
- Neighbouring Local Authorities and County Authorities; as a result, the District Council has been able to enter into Statements of Common Ground (SoCGs) with neighbouring authorities.
- External organisations, such as the High Weald AONB Unit. It is the Council's intention to invite relevant public bodies to enter into SoCGs.
- Consulting other statutory consultees, such as Historic England, the Environment Agency and Natural England.

There has also been extensive engagement with internal MSDC officers, including: Officers from both Planning Policy and Economic Development, and Development Management;

Urban Designer;

Sustainability Officer;

Heritage Officer;

Tree Officer;

Housing Services;

Waste and Outdoor Services;

Community Services, Policy and Performance.

There has also been consultant work commissioned to support the evidence base of the DPD in relation to transport, air quality, HRA and viability.

1.4 What does this information tell us about the equality issues associated with the service and implications for the protected groups?

Consultation with these groups has ensured a broad range of opinions have input into the production of the DPD at an early stage. There have been no particular issues raised in relation to equalities impacts of the DPD.

Representations made during the upcoming public consultation will be considered by the Planning Inspector appointed to carry out the examination.

The consultation will be open to all and should seek to inform and receive comment from the widest possible range of people, including the protected groups, by using a variety of consultation methods.

More information on the consultation will be available in the Community Involvement Plan which accompanies the DPD. This document will detail how and when the consultation will be undertaken. Importantly, the Community Involvement Plan will be informed by the findings of the following assessment to ensure there are no barriers preventing the involvement of protected groups, and where necessary, provision is made to support involvement.

1.5 Are contractors or partnerships used to deliver the service? No

If No go to section 2.

If yes, please refer to the guidance notes, particularly Appendix One of the MSDC Guidance “Integrating Equality and Diversity into Procurement” and complete the next three questions.

Identify the contractors/partnerships used to deliver the service.

What is their contribution to equality in service delivery and the promotion of equality?

How are equality issues addressed through contractual arrangements and service level agreements?

2. Assessment of Impacts: Analysis and Action Planning

This assessment considers the impact of both the proposed content of the DPD and the consultation. Opportunities have been identified, where it is anticipated that the DPD may be able to promote equality, good relations and/or address barriers to service/differential impact. The current practices and resources available for addressing the opportunities are assessed, and then where necessary, further actions are identified where the DPD may be able to take action to support the identified equalities objective.

This assessment will be reviewed, and if necessary revised, for each stage of the DPD.

Further to the assessment below, it should be noted that although the Sites DPD provides few specific opportunities for particular protected groups resulting in further actions, but as a whole, the document supports the promotion of equality, good relations and the removal of barriers to services for all in Mid Sussex due to intentions of the document to support the delivery of housing to meet the District's identified housing need.

Housing plays an important role in community cohesion; homes, and the communities which they belong to, directly influence access to key social and economic opportunities and they affect wellbeing. The implementation of the DPD should support the delivery of new homes to meet the District's identified housing need, ensuring that everyone has the opportunity to live in a home suitable for their needs and which they can afford. The realisation of this objective will benefit a variety of different people in Mid Sussex and should have a positive impact upon the protected groups by providing housing to suit a range of needs.

Opportunity for DPD to promote equality, good relations and/or address barriers to service/differential impact	Current action taken to address these, including existing policies and consultation best practice	Further actions required by the DPD and timescales	Lead Officer	How will impact be measured
The needs of different ethnic groups including white minorities, but also established white communities				
<p>The DPD has no identified impacts upon particular needs of different ethnic groups.</p> <p>Note that engagement methods must be responsive of potential barriers that exist for those where English is not their first language.</p>	<p>Engagement with representative organisations.</p> <p>A translation service is provided by the Council.</p> <p>Implementation of existing District Plan Policy, <i>DP33: Gypsies, Travellers and Travelling Showpeople</i>, aims to ensure that a sufficient amount of permanent culturally suitable housing for settled Gypsies, Travellers and Travelling Showpeople is delivered to meet identified needs within an appropriate timescale.</p>	None identified.	-	-
The needs of men and women, including taking account of pregnancy and maternity				
<p>The DPD has no identified impacts upon particular needs of men and women.</p> <p>Note that engagement methods must be accessible to those who are expecting and those with very young babies to ensure that this is not a barrier to engagement and to ensure that they can positively input into the plan-making process.</p>	<p>Implementation of existing District Plan Policy Policy, <i>DP26: Accessibility</i> helps meet the access needs of not only older and disabled people, but of the whole community, including parents with pushchairs.</p> <p>Consultations of all planning documents aim to be open to all and accessible to pregnant women and those with young children to ensure that this is not a barrier to engagement; there are always multiple ways of viewing planning documents and responding to consultations. The document will be available to view digitally, on the Mid</p>	None identified.	-	-

	Sussex District Council website, and hard copies will be available to view at deposit points around the District.			
The needs of disabled people				
<p>To provide the policy framework to ensure:</p> <ul style="list-style-type: none"> - That there is adequate provision of community facilities and local services, and Infrastructure; - The location and design of development is accessible to all including open spaces, the public realm and transport infrastructure. <p>Note that engagement methods must be accessible to disabled people to ensure that disability is not a barrier to engagement.</p>	<p>Engagement with Access Groups.</p> <p>Implementation of existing District Plan policies on design, accessibility, transport, community facilities and local services, infrastructure and housing mix aim to ensure development is responsive to the needs of disabled people.</p> <p>Implementation of existing Development Infrastructure and Contributions SPD sets out a requirement for accessible and adaptable dwellings in both market and affordable housing, and identifies the Building Regulations standards these dwellings should meet.</p> <p>The consultation processes of all planning documents aim to be open to all and accessible disabled people.</p> <p>Supporting material is made available on the website which is equipped with 'browse aloud' for those with visual impairments.</p> <p>Consideration given to font size and design layout.</p> <p>Documents written in plain English and terminology used explained in the clearest possible terms.</p>	<p>Implement DPD policies on housing site allocations within the identified indicative phasing period to ensure development is responsive to the needs of disabled people, including in regards to design, accessibility, transport, community facilities and local services, infrastructure and housing mix.</p>	<p>Andrew Marsh</p>	<p>Monitor in line with the DPD Monitoring Schedule.</p>

	Officers are available to explain the process in person, over the phone and via email.			
The needs of people with a religion or belief				
None identified at this time.	Existing District Plan policies on community facilities and local services and infrastructure.	None identified at this time.	-	-
The needs of gay men, lesbians, bisexuals and heterosexual people				
None identified at this time.	None identified at this time.	None identified at this time.	-	-
Issues from marriage and civil partnership				
None identified at this time.	None identified at this time.	None identified at this time.	-	-
The needs of different age groups, for example older and younger people				
<p>To provide the policy framework to ensure:</p> <ul style="list-style-type: none"> - A suitable housing offer is provided, including affordable housing, particularly in rural locations, to enable people to continue to live in suitable accommodation in their locality. For instance, there are barriers to younger people getting on the housing ladder and to older people who cannot 'downsize' and/or move into more suitable local accommodation. - That there is adequate provision of community facilities and local services, and infrastructure. - That the location and design of development is accessible to all including open spaces, the public realm and transport infrastructure. - The provision or improvement of community facilities and local services. <p>Note that different age groups may engage with the consultation process in different ways. Consideration should be given to engaging with people of</p>	<p>Engagement with representative organisations.</p> <p>Implementation of existing District Plan policies on affordable housing, design, accessibility, transport, community facilities and local services, infrastructure and housing mix.</p> <p>Consultations of all planning documents aim to be open to all and accessible to people of all ages; there are always multiple ways of viewing planning documents and responding to consultations. The document will be available to view digitally, on the Mid Sussex District Council website, and hard copies will be available to view at deposit points around the District.</p> <p>Supporting material is made available on the website which is equipped with 'browse aloud' for those with visual impairments.</p>	<p>Implement DPD policies on housing site allocations within the identified indicative phasing period to ensure development is responsive to the needs of different age groups, including in regards to design, accessibility, transport, community facilities and local services, infrastructure and housing mix.</p>	Andrew Marsh	Monitor in line with the DPD Monitoring Schedule.

<p>different age groups to ensure that they can positively input into the plan-making process.</p>	<p>Consideration given to font size and design layout.</p> <p>Documents written in plain English and terminology used explained in the clearest possible terms.</p> <p>Officers available to explain the process in person, over the phone and via email.</p>			
<p>The needs of transgender communities</p>				
<p>None identified at this time.</p>	<p>None identified at this time.</p>	<p>None identified at this time.</p>	<p>-</p>	<p>-</p>
<p>The needs of people who are disadvantaged by socio-economic factors such as low incomes, skill or living in a deprived area</p>				
<p>To provide the policy framework to ensure:</p> <ul style="list-style-type: none"> - The correct amount and distribution of housing and employment development to enhance the economic prosperity of all the district's towns and villages. - A suitable housing offer is provided, including affordable housing, to enable people to live in suitable accommodation and continue to live in their locality. - The integration of affordable housing with open market housing. - That there is adequate provision of community facilities and local services, and infrastructure. - That the location and design of development is accessible to all including open spaces, the public realm and transport infrastructure. - The provision or improvement of community facilities and local services. <p>Note that engagement methods must be accessible to those who are disadvantaged by their socio-economic</p>	<p>Engagement with voluntary services, registered social landlords and the business community.</p> <p>Implementation of existing District Plan policies on housing, including affordable housing and housing mix, and economic development that provide for a range of employment types, community facilities and local services and infrastructure, accessibility and transport.</p>	<p>Implement DPD policies on housing site allocations within the identified indicative phasing period which aim to support the provision of homes for people from all backgrounds in the District, and employment site allocations that aim to improve employment opportunities in the district and support the local economy.</p>	<p>Andrew Marsh</p>	<p>Monitor in line with the DPD Monitoring Schedule.</p>

background to ensure that they can positively input into plan-making process.				
The needs of people who live in a rural area				
<p>To provide the policy framework to ensure:</p> <ul style="list-style-type: none"> - The correct amount and distribution of housing development to enhance the economic prosperity of all the district's villages. - A suitable housing offer is provided in rural locations, including affordable housing, to enable people to live in suitable accommodation and continue to live in their locality. - The integration of affordable housing with open market housing where possible. - That there is adequate provision of community facilities and local services, and infrastructure. - That the location and design of development is accessible to all including open spaces, the public realm and transport infrastructure. - The provision or improvement of community facilities and local services. 	<p>Engagement with Parish Councils, representative groups and local communities.</p> <p>Implementation of existing District Plan Policy <i>DP32: Rural Exception Sites</i> allows for the provision of rural exception sites, and <i>DP1: Sustainable Economic Development</i> allows for new small scale economic development in the countryside.</p>	<p>Implement DPD policies on housing site allocations within the identified indicative phasing period that support sustainable development in rural locations.</p>	<p>Andrew Marsh</p>	<p>Monitor in line with the DPD Monitoring Schedule.</p>

3. Mid Sussex District Council Equality Impacts Assessment Summary

Key findings	Future actions
<p>Existing engagement methods are responding to needs of protected groups.</p> <p>Consultations are managed to ensure that engagement reaches as wide as possible audience, including protected groups.</p> <p>The DPD has the opportunity to provide site specific policies that aim to create safe and attractive places that are responsive to the needs of all, including protected groups.</p> <p>In regards to the protected groups, the consultation of and policies in the DPD have no identified negative impacts that are not remedied through future actions.</p>	<p>Continued promotion of consultation exercises that are inclusive of all, engagement with representative organisations and monitoring of consultation.</p> <p>Continue to implement existing District Plan policies which respond to the needs of protected groups.</p> <p>Implement DPD policies which aim to support the provision of homes to meet the identified housing need for Mid Sussex.</p> <p>Monitor delivery of site allocations in order to assess their effect on the needs of protected groups.</p>

Appendix 5

Statement of Representations Procedure (Regulation 19)

**The Town and Country Planning (Local Planning) (England)
Regulations 2012**

Mid Sussex District Council

Statement of Representations Procedure and Statement of Fact

**Notice of Publication of the Submission Draft Site Allocations Development Plan
Document**

Mid Sussex District Council has approved the Submission Draft Mid Sussex Site Allocations Development Plan Document (DPD) for publication. The Site Allocations DPD supports the strategic framework for development in Mid Sussex up to 2031 as set out in the Mid Sussex District Plan. It allocates employment and housing sites, as well as including five additional strategic policies.

Mid Sussex District Council has published the following documents in accordance with regulation 19 of the Town and Country Planning (Local Planning) England Regulations 2012. Representations are invited on the following documents:

- Submission Draft Mid Sussex Site Allocations DPD and Policies Maps
- Submission Draft Mid Sussex Site Allocations DPD Sustainability Appraisal
- Habitats Regulations Assessment of the Submission Draft Mid Sussex Site Allocations DPD
- Statement of Consultation (Regulation 18)
- Other supporting documents and evidence

Representations should be received between **Monday 3rd August 2020** and **midnight on Monday 28th September 2020** and can be made:

- Online via: www.midsussex.gov.uk/SitesDPD
- By e-mail to: LDFconsultation@midsussex.gov.uk
- By post to: Planning Policy, Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS

Representations may be accompanied by a request to be notified at a specified address of any of the following:

- Submission of the Site Allocations DPD to the Secretary of State for independent examination.
- The publication of the Inspector's report following the examination.
- The adoption of the Site Allocations DPD.

We cannot take account of responses which are given to us confidentially as the public have the right to examine representations made. Representations must be made by midnight on Monday 28th September 2020. Representations received after this date and time will not be accepted.

The documents can be viewed on the Council's website at: www.midsussex.gov.uk/SitesDPD.

The documents will also be provided to the locations specified at the end of this notice. Due to the ongoing coronavirus situation, please check with the individual location for availability of the documents and current opening hours.

The availability of documents is in accordance with The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020.

Libraries in Mid Sussex

Burgess Hill Library, 15-19 The Martlets, Burgess Hill, RH15 9NN (01444 255452)

East Grinstead Library, 32-40 West Street, East Grinstead, RH19 4SR (01342 332900)

Hassocks Library, 9 Ewart Close, Hassocks, BN6 8FJ (01273 842779)

Haywards Heath Library, 34 Boltro Road, Haywards Heath, RH16 1BN (01444 255444)

Hurstpierpoint Library, Trinity Road, Hurstpierpoint, BN6 9UY (01273 832609)

Help Points in Mid Sussex

Burgess Hill Help Point, Burgess Hill Town Council Offices, 96 Church Walk, Burgess Hill, West Sussex, RH15 9AS (01444 247726)

East Grinstead Help Point, Public Library, 32-40 West Street, East Grinstead, West Sussex, RH19 4SR (01342 300780)

Haywards Heath Help Point, Oaklands, Oaklands Road, Haywards Heath, West Sussex RH16 1SS (01444 458166)

Should you have any queries relating to the Site Allocations DPD, you can contact the Planning Policy team by e-mailing: LDFconsultation@midsussex.gov.uk.

Appendix 6

Statement of Availability of Consultation Documents

Site Allocations DPD (Regulation 19)

Availability of consultation documents

The Council report (22nd July 2020) highlighted that due to the Covid-19 outbreak, the Regulation 19 consultation period has been extended to eight weeks to provide stakeholders with a greater opportunity to submit representations.

At the time the Council report and accompanying Community Involvement Plan were published, The Town and Country Planning (Local Planning) (England) Regulations 2012 required, under regulation 35, that documents are made available for inspection at the Council offices, as well as in other such places the Council felt necessary – usually Libraries and Help Points within the district. The Statement of Representations Procedure refers to consultation documents being available at Libraries and Help Points but advises that due to the Covid-19 outbreak to check with the individual locations for availability of the consultation documents.

Since the Council report and the Community Involvement Plan were published, the requirement to make consultation documents available has been removed by the Government in light of the ongoing coronavirus situation. This requirement was removed through The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020.

Therefore, this means that consultation documents only need to be made available online and not at the deposit points (Council offices, Libraries and Help Points). All the consultation documents are available online at: www.midsussex.gov.uk/SitesDPD.

However, printed copies of the consultation documents have still been sent to Libraries and Help Points, including the Council offices. Although most of these places remain closed at the current time, should the buildings re-open during the consultation period (8 weeks from the 3rd August until the 28th September 2020) and if it is safe to do so, the printed copies of the consultation documents will be made available for inspection.

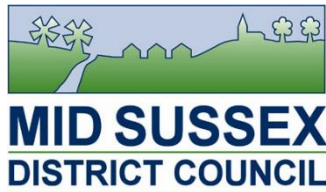
It is advised to check with the individual Libraries and Help Points before travel for availability of the consultation documents and opening hours.

Further information on the Site Allocations DPD and the consultation documents can be found at: www.midsussex.gov.uk/SitesDPD.

For any questions about the consultation, please contact:

LDFconsultation@midsussex.gov.uk.

Appendix 7 Consultation Form (Regulation 19)



Site Allocations Development Plan Document Regulation 19 Submission Draft Consultation Form

The District Council is seeking representations on the Submission Draft Site Allocations Development Plan Document, which supports the strategic framework for development in Mid Sussex until 2031.

The Site Allocations DPD, has four main aims, which are:

- i) to allocate sufficient housing sites to address the residual necessary to meet the identified housing requirement for the district up to 2031 in accordance with the Spatial Strategy set out in the District Plan;
- ii) to allocate sufficient employment land to meet the residual need and in line with policy requirements set out in District Plan Policy DP1: Sustainable Economic Development;
- iii) to allocate a site for a Science and Technology Park west of Burgess Hill in line with policy requirements set out in District Plan Policy DP1: Sustainable Economic Development, and
- iv) to set out additional Strategic Policies necessary to deliver sustainable development.

All comments submitted will be considered by a Planning Inspector, appointed by the Secretary of State, at a public examination to determine whether the plan is sound.

The Site Allocations DPD is available to view at:

www.midsussex.gov.uk/planning-building/development-plan-documents/

A number of documents have been prepared to provide evidence for the Site Allocations DPD and these can be viewed on the Council's website at the above address.

Paper copies will also be at the Council offices (see address below) and your local library and available to view if the buildings are able to open during the consultation period.

Please return to Mid Sussex District Council by midnight on 28th September 2020

How can I respond to this consultation?

Online: A secure e-form is available online at:

www.midsussex.gov.uk/planning-building/development-plan-documents/

The online form has been prepared following the guidelines and standard model form provided by the Planning Inspectorate. To enable the consultation responses to be processed efficiently, it would be helpful to submit a response using the online form, however, it is not necessary to do so. Consultation responses can also be submitted by:

Post: Mid Sussex District Council
Planning Policy
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

E-mail: LDFconsultation@midsussex.gov.uk

A guidance note accompanies this form and can be used to help fill this form in.

Part A – Your Details (You only need to complete this once)

1. Personal Details

Title	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Job Title (where relevant)	<input type="text"/>
Organisation (where relevant)	<input type="text"/>
Respondent Ref. No. (if known)	<input type="text"/>
On behalf of (where relevant)	<input type="text"/>
Address Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
Line 4	<input type="text"/>
Post Code	<input type="text"/>
Telephone Number	<input type="text"/>
E-mail Address	<input type="text"/>



Information will only be used by Mid Sussex District Council and its employees in accordance with the Data Protection Act 1998. Mid Sussex District Council will not supply information to any other organisation or individual except to the extent permitted by the Data Protection Act and which is required or permitted by law in carrying out any of its proper functions.

The information gathered from this form will only be used for the purposes described and any personal details given will not be used for any other purpose.

Part B – Your Comments

You can find an explanation of the terms used in the guidance note. Please fill this part of the form out for each representation you make.

Name or Organisation:

3a. Does your comment relate to:

Site Allocations DPD	<input type="checkbox"/>	Sustainability Appraisal	<input type="checkbox"/>	Habitats Regulations Assessment	<input type="checkbox"/>
Community Involvement Plan	<input type="checkbox"/>	Equalities Impact Assessment	<input type="checkbox"/>	Draft Policies Maps	<input type="checkbox"/>

3b. To which part does this representation relate?

Paragraph	<input type="text"/>	Policy SA	<input type="text"/>	Draft Policies Map	<input type="text"/>
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4. Do you consider the Site Allocations DPD is:

4a. In accordance with legal and procedural requirements; including the duty to cooperate. Yes No

4b. Sound Yes No

5. With regard to each test, do you consider the Plan to be sound or unsound:

	Sound	Unsound
(1) Positively prepared	<input type="checkbox"/>	<input type="checkbox"/>
(2) Justified	<input type="checkbox"/>	<input type="checkbox"/>
(3) Effective	<input type="checkbox"/>	<input type="checkbox"/>
(4) Consistent with national policy	<input type="checkbox"/>	<input type="checkbox"/>

6a. If you wish to support the legal compliance or soundness of the Plan, please use this box to set out your comments. If you selected 'No' to either part of question 4 please also complete question 6b.

t is

6b. Please give details of why you consider the Site Allocations DPD is not legally compliant or is unsound. Please be as precise as possible.

7. Please set out what change(s) you consider necessary to make the Site Allocations DPD legally compliant or sound, having regard to the reason you have identified at question 5 above where this relates to soundness.

You will need to say why this change will make the Plan legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise as possible.

Please note your representation should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and the suggested change, as there will not normally be a subsequent opportunity to make further representations based on the original representation at publication stage.

After this stage, further submissions will be only at the request of the Inspector, based on the matters and issues he/she identifies for examination.

8. If your representation is seeking a change, do you consider it necessary to attend and give evidence at the hearing part of the examination? (tick below as appropriate)

No, I do not wish to participate at the oral examination

Yes, I wish to participate at the oral examination

9. If you wish to participate at the oral part of the examination, please outline why you consider this to be necessary:

Please note the Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate at the oral part of the examination.

10. Please notify me when:

- (i) The Plan has been submitted for Examination
- (ii) The publication of the recommendations from the Examination
- (iii) The Site Allocations DPD is adopted

Signature:

Date:

Thank you for taking time to respond to this consultation

**Appendix 8 Promotion of the Regulation 19
Consultation**

Facebook



Mid Sussex District Council · 16 hrs · 

An eight-week public consultation is now underway to give you the chance to comment on the Mid Sussex draft Site Allocations Development Plan Document.

The District Plan sets out the housing and employment needs for the district for the period to 2031 and committed the Council to preparing a Site Allocations DPD in order to find sufficient housing and employment sites to meet the remaining need.

You can view the plan and submit your comments online at www.midsussex.gov.uk/SitesDPD

If you would prefer to comment by email use LDFconsultation@midsussex.gov.uk, or post your comments to Planning Policy, Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS

The consultation closes on Monday 28 September.

Most relevant ▾

18 shares 2 comments





Mid Sussex District Council



Site Allocations Development Plan Document



Regulation 19 Submission Draft



July 2020



MID SUSSEX DISTRICT COUNCIL

Twitter



Mid Sussex DC
@MSDCnews

A public consultation is now open on the Mid Sussex draft Site Allocations Development Plan Document.

The document identifies the potential locations for the housing and employment sites needed to meet local need up to 2031

Visit midsussex.gov.uk/SitesDPD to have your say.

18:03 - 4 Aug 20 via [Twitter Web App](#)

5 likes 9 retweets

Appendix 9

Summary of Responses (Regulation 19) – Policies

[Regulation 22(1)(c)(v)]

Available on the Mid Sussex District Council website at:

<https://www.midsussex.gov.uk/planning-building/development-plan-documents/site-allocations-dpd-evidence-library/>

- Policy SA GEN
- Policy SA1
- Policy SA2
- Policy SA3
- Policy SA4
- Policy SA5
- Policy SA6
- Policy SA7
- Policy SA8
- Policy SA9
- Policy SA10
- Policy SA11
- Policy SA12
- Policy SA13
- Policy SA12-SA13
- Policy SA14
- Policy SA15
- Policy SA16
- Policy SA17
- Policy SA18
- Policy SA19
- Policy SA20
- Policy SA19-SA20
- Policy SA21
- Policy SA22
- Policy SA23
- Policy SA24
- Policy SA25
- Policy SA26
- Policy SA27
- Policy SA28
- Policy SA29
- Policy SA30
- Policy SA31
- Policy SA32
- Policy SA33
- Policy SA34
- Policy SA35
- Policy SA36
- Policy SA37
- Policy SA38

**Appendix 10 Summary of Responses
(Regulation 19) – Evidence Base
and Policies Maps**

[Regulation 22(1)(c)(v)]

Available on the Mid Sussex District Council website at:

<https://www.midsussex.gov.uk/planning-building/development-plan-documents/site-allocations-dpd-evidence-library/>

- Sustainability Appraisal
- Habitats Regulations Assessment
- Policies Maps
- Infrastructure/ Infrastructure Delivery Plan
- Community Involvement Plan
- Strategic Housing and Employment Land Availability Assessment (SHELAA)
- Viability Assessment
- Transport Evidence

**Appendix 11 Summary of Responses
(Regulation 19) – General and
Non-Policy Specific**

[Regulation 22(1)(c)(v)]

Available on the Mid Sussex District Council website at:

<https://www.midsussex.gov.uk/planning-building/development-plan-documents/site-allocations-dpd-evidence-library/>

- Consultation (general – not SCI/CIP)
- Duty to Co-operate
- Soundness
- Legal

**Appendix 12 Representations received during
the Regulation 19 consultation**

[Regulation 22(1)(d)]

Available on the Mid Sussex District Council website at:

<https://www.midsussex.gov.uk/planning-building/development-plan-documents/site-allocations-dpd-evidence-library/>

Policies

- Policy SA GEN
- Policy SA1
- Policy SA2
- Policy SA3
- Policy SA4
- Policy SA5
- Policy SA6
- Policy SA7
- Policy SA8
- Policy SA9
- Policy SA10
- Policy SA11
- Policy SA12
- Policy SA13
- Policy SA12-SA13
- Policy SA14
- Policy SA15
- Policy SA16
- Policy SA17
- Policy SA18
- Policy SA19
- Policy SA20
- Policy SA19-SA20
- Policy SA21
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- Policy SA32
- Policy SA33
- Policy SA34
- Policy SA35
- Policy SA36
- Policy SA37
- Policy SA38

Evidence Base and Policies Map

- Sustainability Appraisal
- Habitats Regulations Assessment
- Policies Maps
- Infrastructure/ Infrastructure Delivery Plan
- Community Involvement Plan
- Strategic Housing and Employment Land Availability Assessment (SHELAA)
- Viability Assessment
- Transport Evidence

General and Non-Policy Specific

- Consultation (general – not SCI/CIP)
- Duty to Co-operate
- Soundness
- Legal