

BURWASH NEIGHBOURHOOD DEVELOPMENT PLAN
BUILDING THE EVIDENCE BASE
September 2017



Introduction



Burwash Parish Council has decided to do a Neighbourhood Development Plan (NDP) which may take between 12 and 18 months to achieve.

The Steering Group, with guidance from Moles Consultancy, held a workshop on 7th August 2017 to discuss and formulate the draft vision and objectives for the Burwash Neighbourhood Development Plan.

The analysis of the village wide survey and community engagement was the basis for the issues identified.

The draft vision and objectives proposed in this document will undergo public consultation in Autumn 2017.

Building the evidence base

Evidence can be both quantitative (facts and figures such as census data) as well as qualitative (e.g. opinions given in consultation responses) and should be used to support the decisions you are making and the policies you are developing to include in your neighbourhood plan.

The Government's planning guidance (para 040) states that: "there is no 'tick box' list of evidence required for neighbourhood planning. Proportionate, robust evidence should support the choices made and the approach taken. The evidence should be drawn upon to explain succinctly the intention and rationale of the policies in the draft neighbourhood plan..."

Evidence should be used to inform the development of the policies that will be included in your neighbourhood plan, not used retrospectively to justify the policies. Without evidence, the policies in the neighbourhood plan may be challenged.

Local opinion expressed through consultation responses alone will not suffice.

The next immediate task recommended is to begin to build the evidence base, this is a period where the group will collect local information relevant to the issues which have emerged from your survey and other community engagement events. It is recommended that the Steering Group/working group starts this with a review of the relevant RDC evidence base documents for their relevant group, whilst identifying any gaps which need to be further investigated.

It is understood that the working groups require a to-do list based on the Objectives which have been developed to date.

Vision for Burwash



The Vision for Burwash seeks to capture the purpose and aspirations for the three villages. It therefore forms the basis on which the objectives and proposed policies will be formulated.

The Vision is:

**'Our vision is for Burwash Parish to be a friendly, welcoming community of three villages.
We will enhance and protect our rich area of outstanding natural beauty and heritage whilst being sympathetic to appropriate development which meets the needs of our community.
To promote and support our existing and new businesses and encourage tourism, we will seek the appropriate infrastructure to ensure a sustainable future for Burwash.'**

Objectives for the Burwash NDP



The Vision is an important statement of what Burwash parish will aspire to overall but more specific objectives are needed to deliver this.

The objectives provide a framework to deliver development and other changes that conserve and enhance the sustainability of Burwash, in a balanced approach to social, economic, and environmental factors. They reflect the nature of the parish and the direction the local community wants the Plan to take, especially in securing the long-term future of those community and environmental assets most precious to local people. They also accept and welcome change that will enable the community to grow in a sustainable way. The objectives which seek to address the issues identified have been grouped into themes and will be used to develop the policies that will form the basis of the Plan.

The following objectives under the themes are therefore proposed for the plan:

Environment

1. To protect and enhance our open and local green spaces including Swan Meadow and Burwash Common.
2. To conserve and protect our distinctive landscape including natural features such as hedges, ditches, verges, trees and green spaces, which contributes to a sense of place and community.
3. To improve the safety and quality of footpaths and bridleways.
4. To protect the farm land in our three villages.
5. To conserve and enhance the ecosystem and biodiversity.
6. To protect our dark skies by minimising light pollution.
7. To protect and conserve the environment to minimise air pollution.
8. To protect and respect the setting and views into and out of the AONB rural environment.

Working group tasks

Please note that this list is not exhaustive but should be treated as a guide for the range of issues you may want to investigate.

- Review the survey results and identify the relevant issues
- Review of RDC's evidence base for the Local Plan and policies on Environment and any other relevant sections
- Review/survey/map of Natural features such as small woodlands, trees, hedgerows, ponds, streams and flora and fauna are landscape components which distinguishes the parish
- Survey and map any national and/or local designations
- Map uses, ownership, access and connectivity of the environmental/natural features
- Review and map the local spaces including uses, ownership and planning status

- Review and map all nationally and locally important ancient and heritage sites
- Map and review Areas of High Archaeological Potential (AHAP) designations and any local designations
- Review EA website for any site specific information on the parish but also liaise with the EA

All working groups should consult with relevant statutory bodies/agencies, stakeholders and landowners. Additional surveys/questionnaires as well as consultation events may be necessary.

Leisure, Economy and Tourism

1. To promote and encourage small scale and appropriate tourism through active marketing initiatives.
2. To help sustain the local economy and to help local businesses network including through a local business directory.
3. To identify opportunities for business development and premises to provide further employment within the village whilst safeguarding existing employment provision for the community.
4. To seek continuous improvements in the provision of free wifi and communications infrastructure to improve social media opportunities, whilst ensuring that the siting and appearance of any required equipment minimises impact on the visual amenity, character and appearance of the surrounding area.
5. To encourage the provision of a wide range of appropriate activities which promote Burwash as a destination including trails.

Working group tasks

Please note that this list is not exhaustive but should be treated as a guide for the range of issues you may want to investigate.

- Review the survey results for this theme and identify the relevant issues
- Review of RDC's evidence base for the Local Plan and policies on Leisure, Economy and Tourism and any other relevant sections in the Local Plan
- Review the NPPF and Planning practice guidance on Leisure, Economy and Tourism
- Survey of local businesses and analysis of them (size, type, location etc.)
- Review of current local employment sites including uses and ownership
- Survey of current parish facilities and identify any additional facilities required
- Review the existing community facilities and cultural facilities including uses and ownership and identify any gaps
- Review the tourism provisions and identify any gaps

All working groups should consult with relevant statutory bodies/agencies, stakeholders and landowners. Additional surveys/questionnaires as well as consultation events may be necessary.

Infrastructure

1. To provide appropriate car parking to meet the needs of the residents and supports the viability of the shops, businesses and tourism.
2. To maintain and seek to improve the bus services through the villages.
3. To promote and encourage car-pooling to manage both existing traffic and future growth.
4. To maintain the pavements and ensure they are suitable and safe for pedestrians.
5. To encourage more sustainable means of travel including cycling.
6. To promote appropriate speed limits to ensure that our roads are suitable and safe for the villagers and facilitate free-flowing vehicular movement.
7. To ensure that all financial contributions received by the Parish Council from developments (S106 and/or community infrastructure list (CIL)) are used on projects and initiatives that meet the identified needs of the community.

Working group tasks

Please note that this list is not exhaustive but should be treated as a guide for the range of issues you may want to investigate.

- Review the survey results for this theme and identify the relevant issues
- Review of RDC's evidence base for the Local Plan and policies on Transport/Infrastructure and any other relevant sections in the Local Plan
- Map the pedestrian access throughout the parish
- Review the current parking provision
- Review transport networks
- Review the NPPF and Planning practice guidance on Infrastructure.
- Survey of local bus services
- Review EA website for any site specific information on the parishes but also liaise with EA
- Review the infrastructure provisions and identify any gaps
- What items are on the CIL Reg 123 list?

All working groups should consult with relevant statutory bodies/agencies, stakeholders and landowners. Additional surveys/questionnaires as well as consultation events may be necessary.

Housing and Development

1. To plan for and support the delivery of a minimum of 52 houses which both sustains the current need and meets the future need of the local community.
2. To ensure that new housing and development is designed and built to a high quality and respects the existing character of a rural village.
3. To provide a more even mix of housing including affordable housing and shared ownership flats.
4. To maintain and enhance the wooded and rural character of the village by encouraging the integration of soft landscaping in new developments and where appropriate screening from any adjacent AONB.
5. To protect and enhance our listed buildings and heritage assets.
6. To conserve and enhance the historic environment in relation to buildings, landscapes and places of local cultural value.

Working group tasks

Please note that this list is not exhaustive but should be treated as a guide for the range of issues you may want to investigate.

- Review the survey results and identify the relevant issues
- Review of RDC's evidence base for the Local Plan and policies on Design as well as Housing and any other relevant sections in the Local Plan
- Review the NPPF and Planning practice guidance on Design and Housing
- Review and map all nationally and locally important heritage assets and assets of historic character
- A review of the Heritage assets and Conservation areas of the parish
- A comprehensive review of the built environment

All working groups should consult with relevant statutory bodies/agencies, stakeholders and landowners. Additional surveys/questionnaires as well as consultation events may be necessary.

General tips for all the working groups

1. Always start with a review of the Local Planning Authority's evidence base data and then build upon it. Contact RDC if you need additional information.
2. Review any existing documents and strategies for the parish. This includes village design statements, community action plans or parish plans.
3. There are a number of websites that publish statistical information and data including the Office of National Statistics, Census data etc. as well as more local level data, so use those. Consult any bodies/groups necessary as a result.

4. Consult organisations and bodies responsible for protecting the historic and natural environments. These include the Environment Agency, Natural England and Historic England.
5. The Magic website provides authoritative geographic information about the natural environment from across government.
6. Engage with the relevant organisations, charities, local amenity and interest groups for your topic area. These could include the Local chamber of commerce, civic trust/society or the wildlife trust etc. who may hold information on businesses, heritage and biodiversity.
7. Use a range of methods to present your findings including the use of tables, maps, graphs and diagrams as well as clear, unambiguous text.
8. Ensure you clearly reference the source of the evidence

REMEMBER

You do not need to review every piece of evidence and data in existence nor look for evidence about things that the plan is not dealing with. If in doubt review the objectives for your working group. Equally, you do not need to produce glossy, finished documents as these will be done by Moles Consultancy. The idea is to allow you to have ownership of the baseline information using some of your local knowledge and investigating a bit further. This will then feed into the documents being done by Moles Consultancy to ensure we have a robust consistent suite of documents.

Next steps

You will note that a lot of evidence base gathering is led by the steering group and some further work by the working group, however the output documents will be produced by Moles Consultancy where required. This structure allows the parish to keep ownership of the plan whilst allowing us to ensure the output which will be used as evidence base documents are robust enough. The evidence base work done by the working groups will be fed back into some of the key evidence base documents which Moles Consultancy will write. These are primarily but not limited to:

1. Character Appraisal

This document is an assessment to support the design within your community. By preparing a character assessment we have the opportunity to document and describe the existing character of your neighbourhood area. The character assessment can then be used by developers and their Architects to help them understand the local character. This in turn will help them to progress sensitively designed proposals, in keeping with the feel and appearance of the local area should there be development. The character assessment may identify important local views. It won't just focus on buildings and their appearance within the character assessment – open spaces, natural features, streets, pathways, street furniture and boundary treatments are just a number of other elements that contribute to the character of an area. Character is about much more than just architecture and building types.

2. Historic Environment Report

For the purposes of this study, the Historic Environment amounts to all aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora (NPPF 2012 Annex 2: Glossary p.52) The character and local distinctiveness of an historic area can be derived from wide ranging influences. These include archaeological context, historic setting, former land-uses, types of buildings, the materials of construction, the fenestration patterns, decorative/repetitive details, etc. Character and local distinctiveness can be due as much to the numerous small, repetitive details as to individual or collections of buildings. An important element of the historic environment is that of the heritage asset. Heritage assets can be either designated or non-designated. Both designated and non-designated heritage assets enhance local distinctiveness and the historic environment. The approach to this assessment will be the same as the character appraisal.

3. Constraints analysis

Undertake a mapping exercise - e.g. infrastructure, trees and environmental elements, leisure facilities, statutory designations, conservation areas etc. which exists in the village. We will start with the local authorities evidence bases so that we are not re-inventing the wheel. A lot of the information exists but it is a case of pulling it all together. We may need to liaise with statutory bodies to get updated information or to clarify your findings.

During all these evidence base document developments, it may be necessary to liaise with various stakeholders, landowners, statutory bodies and the local authorities.