



### Submission Cliddesden Neighbourhood Plan – Compliance Checklist

Requirements and relevant legislation and/or guidance	LPA Comments	Legally compliant?
<p>Neighbourhood Planning (General) Regulations 2012 (as amended) - Regulation 15 requirements: <i>A qualifying body is required to submit:</i> <i>(a) A map or statement which identifies the area to which the proposed neighbourhood development plan relates</i></p>	<p>The map identifying the neighbourhood plan area can be found in Plan A on page 5 of the Submission Plan dated October 2023.</p>	<p>Yes</p>
<p><i>(b) A consultation statement;</i> (the statement should contain details of those consulted, how they were consulted, summarises the main issues and concerns raised and how these have been considered, and where relevant addressed in the proposed Neighbourhood Plan).</p>	<p>A Consultation Statement (with appendices) accompanies the Submission NP. Within the Consultation Statement there is evidence of extensive engagement with the community and a range of stakeholders prior to and during the Regulation 14 (Pre-Submission Consultation). The statement clearly explains who was consulted, how they were consulted, how they responded, and how those comments informed the submission Plan.</p> <p>The Consultation Statement provides:</p> <p><i>Details of those consulted</i></p> <ul style="list-style-type: none"><li>• Paragraph 7.8 sets out that households, businesses, landowners and community groups were consulted.</li><li>• Appendix 5 provides a list of all of those who were contacted.</li></ul> <p><i>How they were consulted</i></p> <ul style="list-style-type: none"><li>• The Reg14 consultation was informed by a number of non-statutory consultation events:</li></ul>	<p>Yes</p>

	<ul style="list-style-type: none"><li>- Neighbourhood Plan Open Day 24 November 2018;</li><li>- Cliddesden Parish Assembly presentation 17 May 2019;</li><li>- Parish Questionnaire May 2019;</li><li>- Interested Parties Questionnaire February 2020;</li><li>- Issues and Options Consultation 8 September 2020 – 7 October 2020.</li></ul> <ul style="list-style-type: none"><li>• A range of different consultation methods were used through out these events ranging from questionnaires, in person presentations and in person workshops.</li><li>• Communication for these events was also publicised in the Cliddesden Newspaper; on social media; on the Neighbourhood Plan website; stakeholder meetings and parish assembly and parish meetings.</li></ul> <ul style="list-style-type: none"><li>• Pre-Submission consultation – February 2021. A range of consultation methods were used as highlighted in paragraph 7.8.<ul style="list-style-type: none"><li>- Advertised in the village newsletter</li><li>- CNP webpage</li><li>- Social Media</li><li>- Posters were put up around the village</li><li>- Letters were delivered</li><li>- Emails were sent out to some consultees</li><li>- Hard copies of the plan were put on display in two locations</li></ul></li><li>• Examples of the consultation material can be found in Appendix 6-8 which includes a letter sent to statutory consultees, a letter sent to households and businesses and an advert in the parish newsletter.</li></ul> <p><i>The main issues and concerns raised</i></p>	
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	<ul style="list-style-type: none"> <li>• The main issues with the plan are set out in summary over paragraphs 7.10 – 7.13.</li> <li>• Appendix 1-4 to the consultation sets out all of the representations with a column highlighting the key issue/summary of comment.</li> </ul> <p><i>How these issues and concerns have been addressed in the proposed neighbourhood plan</i></p> <ul style="list-style-type: none"> <li>• The concerns with the plan have been summarised in paragraph 7.14.</li> <li>• Appendix 1-4 provided a response and action to each representation received through the consultation.</li> </ul>	
<i>(c) The proposed neighbourhood development plan;</i>	The neighbourhood development plan was submitted to the Local Planning Authority.	Yes
<p><i>(d) A statement explaining how the proposed neighbourhood development plan meets the 'basic conditions', i.e. the requirements of paragraph 8 of Schedule 4B to the 1990 Act.</i></p> <p>The local planning authority has to be satisfied that a basic condition statement has been submitted but it is not required at this stage to consider whether the draft plan or order meets the basic conditions. (NPPG - Paragraph: 053 Reference ID: 41-053-20140306)</p>	A Basic Conditions Statement (October 2023) accompanies the Submission Neighbourhood Plan explaining how the basic conditions have been met.	Yes
<p><i>e) Environmental Assessment;</i></p> <p>The Plan needs to be submitted with one of the following a) a statement of reasons for a determination under regulation 9(1) of the Environmental Assessment of Plans and Programmes Regulations 2004 that the proposal is unlikely to have significant environmental effects OR b) an environmental</p>	In October 2021, the Borough Council issued a screening opinion concerning the need for a Strategic Environmental Assessment ("SEA") in relation to the Neighbourhood Plan. This screening opinion was underpinned by a detailed report and consultation with the three statutory bodies (the Environment Agency, Natural England and Historic England).	Yes

<p>report in accordance with paragraphs (2) and (3) of regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 ((Regulation 15 of the Neighbourhood Planning (General) Regulations 2012.))</p>	<p>The screening process undertaken concluded that in order to meet the 'basic conditions' for neighbourhood planning, a SEA was not required to accompany the Neighbourhood Plan.</p>	
<p>The draft neighbourhood Plan should be checked to ensure it is not a 'repeat' proposal. If so, the LPA can decline to consider the plan (1990 Act Schedule 4B Paragraph 5 and Regulation 18).</p>	<p>The Submission Neighbourhood Plan is not a repeat proposal.</p>	<p>Yes</p>
<p>The body submitting the neighbourhood plan is authorised to act. (2004 P &amp; CP Act as amended by Localism Act 2011 Section 38 A (2) and 1990 Act schedule 4B as it applies- 61F (2)).</p> <p>In a designated neighbourhood area which contains all or part of the administrative area of a town or parish council, the town or parish council is responsible for neighbourhood planning.</p> <p>The relationship between any steering group and the town or parish council should be transparent to the wider public. For example it should be clear whether a steering group or other body is a formal sub-committee of the parish or town council. The terms of reference for a steering group or other body should be published and the minutes of meetings made available to the public.</p> <p>(see NPPG - Paragraph: 015 Reference ID: 41-015-20140306)</p>	<p>The qualifying body is Cliddesden Parish Council. The neighbourhood area was designated on 5 June 2018.</p> <p>The Plan was produced by the Neighbourhood Planning Steering Group, a group of volunteers and some parish council members. The group is supported by the Parish Council but does not form part of it. The terms of reference of the Steering Group are available on the Neighbourhood Plan website.</p>	<p>Yes</p>

<p>The pre-submission publication requirements need to have been satisfied. Before submission to the LPA the qualifying body should:</p> <ol style="list-style-type: none"> <li>1. publicise (but this does not have to be on a web site) in a way that is likely to bring to the attention of people who live work or carry on business in the area details of: <ol style="list-style-type: none"> <li>a. the proposals</li> <li>b. when and where they can be inspected</li> <li>c. how to make representations, and</li> <li>d. the deadline for making representations – not less than 6 weeks from first publicised.</li> </ol> </li> <li>2. consult any consultation body whose interests they consider may be affected by the proposals for a NDP (please see Appendix A below).</li> <li>3. send a copy of the NDP to the LPA.</li> </ol> <p>(Regulation 14 of the Neighbourhood Planning (General) Regulations 2012.</p>	<p>The Consultation Statement demonstrates that these requirements have been satisfied:</p> <ol style="list-style-type: none"> <li>1. The Regulation 14 consultation has complied with the regulations, as evidenced in the Consultation Statement which accompanies the submission of the NP. It shows that the Regulation 14 consultation was publicised via a variety of means including posters, and newsletters, and social media that would have brought the Plan to the attention of people who live, work or carry on business in the area. Example documents can be found in pages 28/29/30 to the Consultation Statement.</li> </ol> <p>The plan was available to view online and at the village hall in the parish, as well as Basingstoke Library.</p> <p>The publicity material also explained how representations could be made (online or via post). The consultation lasted for 6 weeks from Tuesday 15 February 2022 to Wednesday 30 March 2022.</p> <p>Examples of the publicity material can be found in Appendix 6-8 of the consultation statement.</p> <ol style="list-style-type: none"> <li>2. The consultation statement makes reference to the list of the statutory consultees provided by BDBC and states that a letter drop was conducted at households in the parish as part of the pre-submission consultation.</li> </ol> <p>The full list of those who were consulted upon is found in Appendix 5.</p> <ol style="list-style-type: none"> <li>3. A copy of the Regulation 14 Neighbourhood Plan was provided to the LPA at the start of the pre-submission consultation.</li> </ol>	<p>Yes</p>
<p>The Conservation of Habitats and Species Regulations 2017, i.e. Regulation 106 (Assessment of Implications for European Site: Neighbourhood development plans)</p>	<p>The Borough Council issued its screening opinion in October 2021, which confirmed there was no need for a HRA in relation to the NP. This screening opinion was underpinned by a detailed report and</p>	<p>Yes</p>

<p><i>A qualifying body which submits a proposal for a neighbourhood development plan must provide such information as the competent authority may reasonably require for the purposes of the assessment under regulation 105 or to enable it to determine whether that assessment is required.</i></p>	<p>consultation with the three statutory bodies (the Environment Agency, Natural England and Historic England).</p>	
<p>Meets the definition of a 'neighbourhood development plan':  <i>"A plan which sets out policies (however expressed) in relation to the development use and of land in the whole or any part of a particular neighbourhood area specified in the plan"</i></p> <p>(2004 P &amp; CP Act as amended by Localism Act 2011 Section 38 A (2))</p>	<p>The Submission Neighbourhood Plan meets the definition of 'neighbourhood development plan'.</p>	<p>Yes</p>
<p>Meets the scope of neighbourhood plan provisions, i.e. specifies the period for which it covers, does not include provision about development that is 'excluded development' (as set out in section 61K of the 1990 Act) and does not relate to more than one neighbourhood area.  (2004 Act s 38B (1 &amp; 2) (4))</p>	<p>The Submission Neighbourhood Plan specifies that it covers the period 2022-2039.</p> <p>The Submission Neighbourhood Plan does not contain policies relating to 'excluded development'.</p> <p>It does not relate to more than the neighbourhood area.</p>	<p>Yes</p>

Where the draft neighbourhood plan submitted to a local planning authority meets the requirements in the legislation, the local planning authority must publicise the neighbourhood plan for a minimum of six weeks, invite representations, notify any consultation body referred to in the consultation statement and send the draft neighbourhood plan to independent examination (see regulations [16](#), [17](#), [23](#) and [24](#) of the Neighbourhood Planning (General) Regulations 2012 ([as amended](#)), NPPG - Paragraph: 054 Reference ID: 41-054-20140306)

## Appendix A – Consultation Bodies

The Neighbourhood Planning (General) Regulations 2012 Schedule 1

Consultation bodies that the Parish Council or Neighbourhood Forum should consult:

- In a London Borough, the Mayor of London
- A LPA, county council or parish council any part of whose area is in or adjoins the area of the LPA
- The Coal Authority
- The Homes and Communities Agency
- Natural England
- The Environment Agency
- Historic England
- Network Rail Infrastructure Limited
- National Highways
- The Marine Management Organisation
- Any person to whom the electronic communications code applies, or who owns or controls electronic communications apparatus situated in any part of the area of the LPA
- Where they exist a Clinical commissioning group and National Health Service Commissioning Board, licensee under the Electricity Act 1989, Licensee of the Gas Act 1986, sewerage undertaker and water undertaker
- Voluntary bodies whose activities benefit all or part of the neighbourhood area
- Bodies representing the interests of different racial, ethnic or national groups in the neighbourhood area
- Bodies representing the interests of different religious groups in the neighbourhood area and
- Bodies representing the interests of disabled people in the neighbourhood area.