

**SDNPA Neighbourhood Plan Submission Checklist  
Clapham Neighbourhood Development Plan (CNDP)**

Submitted 4 August 2015

STAGE	DESCRIPTION	✓ / X	COMMENTS	RELEVANT LEGISLATION & REGULATIONS
I. Receipt of draft NDP by SDNPA	<p>The draft plan includes:</p> <p>a. a map or statement identifying the area to which the plan relates</p> <p>b. the consultation statement – which contains 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 NDP</p> <p>c. the proposed NDP</p> <p>d. a statement explaining how the NDP meets the ‘basic conditions’</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Section 1.6 on page 9 of the draft plan shows the designated neighbourhood area that the plan relates to. The designated area corresponds with the parish boundary of Clapham with the exception of a small sliver of land to the South East of the Parish. This part of the Parish does not fall into the South Downs National Park and is not included in the designated area.</p> <p>A Consultation Statement has been submitted which meets the requirements set out in Regulation 15 as the document contains:</p> <p>(a) Details of the persons and bodies who were consulted (Sections 5).</p> <p>(b) Explanation of how they were consulted (Sections 5).</p> <p>(c) Details and summary of the main issues and concerns raised (Section 6 and the accompanying Evidence base).</p> <p>(d) Description of how these issues and concerns have been considered and, where relevant addressed (Sections 6 and the supporting evidence base).</p> <p>A Basic Conditions Statement has been submitted. Section 3 of the Basic Conditions Statement sets out how the CNDP policies have regard to national policy contained in the NPPF.</p>	<p>Regulation 15</p> <p>Para 8 Schedule 4B to the 1990 Act</p>

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	e. Where appropriate, the information to enable appropriate environmental assessments if required.	✓	<p>Section 3 refers to CNDPs contribution to sustainable development. A Strategic Environmental Assessment of the CNDP has been undertaken and policies have been tested for their impact on 6 sustainability objectives. A summary of the assessment can be found after Section 4 of the Basic Conditions statement.</p> <p>Section 4 sets out how the CNDP policies are in general conformity with the strategic policies of the Development Plan. The Development Plan for Clapham is the saved policies of the Arun DC 2003 Local Plan. In addition to conformity with the Arun District Local Plan the CNDP has also considered the emerging South Downs National Park Local Plan in the preparation of the CNDP policies</p> <p>A combined SA / SEA has been undertaken in line with EU Directive 2001/42/EC (Strategic Environmental Assessment (SEA)).</p> <p>A Strategic Environmental Assessment has been undertaken alongside the preparation of the CNDP. The SEA Report has been submitted with the draft CNDP.</p> <p>Natural England were consulted as part of the scoping of the SEA and did not identify that a Habitats Regulation Assessment was required.</p>	The Conservation of Habitats and Species Regulations 2010 as amended by Schedule 2 of the Neighbourhood Planning (General Regulations) 2012. i.e. Regs 102 & 102A
2. SDNPA assessment of the proposed neighbourhood plan	<p>a. Is it a repeat plan proposal?</p> <p>b. Is the parish / town council authorised to act?</p>	<p>X</p> <p>✓</p>	<p>a. This is the first time a plan proposal has been submitted for Clapham neighbourhood area</p> <p>b. Clapham Parish Council has submitted the CNDP and supporting documents having agreed these at the Clapham Parish Council meeting on 12 February 2015, Item 5 of the</p>	<p>1990 Act Schedule 4B para 5 &amp; Regulation 18</p> <p>38 A and B</p>

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	<p>c. Do the proposal and accompanying documents;</p> <ul style="list-style-type: none"> <li>• comply with the rules for submission to the LPA (1a-e)</li> <li>• meet the 'definition of a NDP'</li> <li>• meet the 'scope of NDP provisions'</li> </ul> <p>Definition of a NDP = "is a plan which sets out policies (however expressed) in relation to the development and use of land in the whole or any part of a particular neighbourhood area specified in the plan."</p> <p>Scope of NDP provisions =</p> <ul style="list-style-type: none"> <li>• The NDP must specify the period for which it is to</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>minutes. Clapham Parish Council is the qualifying body authorised to prepare a Neighbourhood Development Plan for Clapham neighbourhood area.</p> <p>The submitted CNDP and accompanying documents comply with requirement 1a-e in this table above.</p> <p>The CNDP sets out policies which relate to development and use of land in Clapham Neighbourhood Area.</p> <p>The CNDP specifies the period for which it will have effect, the front cover includes the dates 2015-2035.</p>	<p>2004 Planning &amp; Compulsory Purchase Act as amended by the Localism act Section 38 A (2)</p> <p>2004 Act Section 38B (1&amp; 2) (4)</p>

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	<p>have effect</p> <ul style="list-style-type: none"> <li>• It cannot include provision about development that is 'excluded development'<sup>1</sup></li> <li>• It cannot relate to more than one neighbourhood area</li> </ul> <p>d. Has the parish / town council undertaken the correct procedure in relation to consultation and publication.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>The CNDP does not include policies on excluded development.</p> <p>The CNDP relates to Clapham neighbourhood area only.</p> <p>Clapham Parish Council has undertaken consultation on the CNDP in accordance with the Neighbourhood Planning (General) Regulations 2012, specifically Regulation 14 – pre-submission consultation and publicity. Section 5 of the submitted Consultation Statement details the pre-submission consultation undertaken between 21 May and 2 July 2015. During this time the draft CNDP was made available on the Clapham Neighbourhood Plan website and paper copies at key community buildings. All residents of Clapham were informed about the regulation 14 consultation through the Clapham Neighbourhood Plan webpage. The CNDP was also publicised to local voluntary bodies and stakeholders. Copies of the CNDP were sent to all neighbouring parish councils. A copy of the draft plan was also sent to SDNPA.</p>	<p>Neighbourhood Planning (General) Regulations – regulation 14.</p>
<p>3. Notification of the NPA's decision</p>	<p>The NPA must notify the parish / town council whether or not they are satisfied that the proposal complies with the criteria for a</p>	<p>✓</p>	<p>Confirmation sent</p>	

<sup>1</sup> 'Excluded development' = County matter i.e. relating to minerals, Any operation or class of operation relating to waste development, development that falls within Annex 1 to Council Directive 85/337/EEC i.e. Oil refineries, power stations, radioactive waste disposal, iron and steel smelting, asbestos operations, chemical installations, motorways, airports, ports and toxic and dangerous waste disposal. Development consisting wholly or partly of a national infrastructure project

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	<p>neighbourhood plan.</p> <p>Where it is not satisfied the NPA can refuse and must notify them of the reasons.</p> <p>It must also publicise its decision in a 'decision statement'</p>		<p>N/A</p> <p>Decision statement published at <a href="http://www.southdowns.gov.uk/claphamNDP">www.southdowns.gov.uk/claphamNDP</a></p>	
4. Publicising the NDP proposal	<p>SDNPA is required to publicise on its website:</p> <ul style="list-style-type: none"> <li>a. the details of the plan,</li> <li>b. where and when it can be inspected</li> <li>c. how to make representations on the plan proposals</li> <li>d. that a representation can include a request to be notified of the LPA decision on the plan proposal, and</li> <li>e. the deadline for receipt of representations</li> </ul> <p>The NPA is required to notify the bodies referred to in the consultation statement that the plan has been received as soon as possible.</p>	✓	Publicised at <a href="http://www.southdowns.gov.uk/claphamNDP">www.southdowns.gov.uk/claphamNDP</a>	Regulation 16
5. Appointment of examiner	The NPA appoints an independent examiner with the consent of the parish / town council submitted the	✓	Examiner (Mr John Slater) appointed with consent of Clapham Parish Council.	1990 Act Schedule 4B para 6

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	plan.			