

Kings Somborne Neighbourhood Development Plan

Site Selection Facilitation Scope of Work

Background

Kings Somborne Parish Council is currently engaged in the formulation of their neighbourhood development plan.

With the assistance of consultants six potential sites for housing have been identified. These six sites all have pros and cons and require further investigation which is currently ongoing. It is the aim to reduce these 6 sites to 4. This will initially be completed by the Parish Council utilising SWOT analysis or similar tool.

Prior to finalising the site selection it is proposed to run a workshop for the public to garner their views in regard to these sites to determine any underlying reason why they should not be incorporated into the plan.

The information gathered will then be utilised by the Parish Council to confirm the final selection of sites for future development specified within the plan.

Scope

Stage I

In order to ensure that the Public Meeting potential is maximised it is proposed to engage a professional facilitator with a planning back ground to assist the Parish Council to run the event and following on from that workshop to advise them during the final selection process.

The following tasks are foreseen:-

- Read and digest the work completed to date in relation to site selection. This is summarised in the following documentation:-
 - AECOM - King's Somborne Neighbourhood Plan - Site Options and Assessment Report - King's Somborne Parish Council March 2021
 - Site Selection Phase II Information + NDP section of Minutes of the Annual General Meeting of the Parish Council 18th May 2021at 7.00pm
 - Kings Somborne Neighbourhood Development Plan Sequential Test Report September 2021
 - HCC & Parish Council Commissioned Transport Studies
 - Waterco Flood Risk Study December 2018 + Supplementary report 2021
 - Parish Council Final Site Appraisal Document + Associated parish Council Minutes
- Prepare a presentation with full engagement and assistance from the Parish Council's NDP Working group to be given at the start of the workshop.
- Make the presentation to the public highlighting the aspects of each site
- Facilitate a question and answer session with the assistance of the appropriate members the Parish Council's Working group
- At the conclusion of the meeting advise the Parish Council of any items of merit discussed in the meeting that should be incorporated into the plan and the appropriate location and wording.

Stage II

The Parish Council has a number of draft documents already prepared including the Sustainability Appraisal (incorporating the Strategic Environmental Assessment) and The Neighbourhood Development Plan. These documents were prepared by South Downs National Park Authority on the Parish Council's behalf and have subsequently been critiqued by AECOM.

A Design Guidance Document has also been prepared and reviewed by AECOM

On completion of Stage I above the Parish Council will update these documents to incorporate the site selection element ready for the Regulation 14 submission.

It is foreseen that a consultant is required to assist with this process to perform the following activities

- Review the available documents and confirm which supplementary documents should be indexed and referenced.
- Edit as appropriate the completed plan advising any necessary updates to the referenced supplementary documents
- Advise the Parish Council the best method of obtaining official recognition of the design guidance.