



Billingshurst Parish Design Statement

Consultation Statement

Submission Document to
Horsham District Council for consideration of
the Billingshurst Parish Design Statement as a
Supplementary Planning Document

February 2009

Background

Billingshurst Parish Council agreed in 2003 to proceed with the production of a Parish Plan and Parish Design Statement. The first Action Plan for Billingshurst was produced by the Billingshurst Community Partnership in 2004 as a result of the Market Towns Healthcheck initiative. This was followed in 2008 by the Billingshurst Parish Plan produced by Billingshurst Parish Council in conjunction with the local community. One of the actions in the Billingshurst Parish Plan is the production of a Design Statement for Billingshurst.

Sub-Committee

A Sub-Committee of the Parish Council's Planning and Environment Committee was formed in 2003 to oversee the production of the Billingshurst Parish Design Statement. This Sub-Committee comprised of three Parish Councillors and the remaining members came from the local community. Membership fluctuated from 4 members of the local community up to 8 members of the local community. Being a Sub-Committee of the Parish Council, all meetings were held in public at Billingshurst Village Hall and advertised on the Council's noticeboards.

Public involvement

In February 2004, Teresa Gittins of Action in Rural Sussex attended a meeting of the Planning and Environment Committee to outline the work needed to compile the Parish Design Statement.

The Sub-Committee split the parish in to areas and met regularly throughout 2004, 2005 and 2006 assembling the sections of the Design Statement. One local resident did the majority of the photography work, and another concentrated on the design principles. The Parish Design Statement had to be updated again late in 2006 to incorporate the High Street enhancements in Billingshurst.

Unfortunately the Design Statement Sub-Committee effectively became dormant in December 2006 following the resignation of the then Parish Clerk. The Parish Design Statement remained dormant until the new Parish Clerk was appointed in June 2007 and picked up the document. A review of the work to date was undertaken to identify any gaps in the document and following a presentation to the Horsham Association of Local Councils in October 2007 by Esmond Turner, Landscape Architect of West Sussex County Council, it was decided that the Landscape Character Assessments for the parish should be included in the document.

However in early 2008, the Parish Council decided that it needed to concentrate on the production of its Parish Plan first following pressure placed on Billingshurst by the draft South East Plan and suggestion that Billingshurst or Southwater could accommodate 600 houses to 2026. The Parish Council decided that it needed to take a proactive stance and actively engage the local community in the production of the Parish Plan, and establish what mitigating factors would be needed if the parish were selected to take a strategic site allocation. The Parish Council became aware that a consortium of developers was taking a keen interest in the parish, placing pressure on the Council to have the Parish Plan ready for the review of the Local Development Framework Core Strategy. The Parish Council consulted on the Parish Plan through 2008 and culminated with the adoption of the Billingshurst Parish Plan by the Parish Council on 01 October 2008. The Council was again free to turn its attention to the Parish Design Statement.

The bulk of the work on the Billingshurst Design Statement was already done. A draft of the document was sent to Patrick Griffin, Planning Officer in Strategic and Community Planning at Horsham District Council for advice, and his comments have produced a more concise, easier to follow document.

Consultation

The Sub-Committee agreed that the Billingshurst Parish Design Statement should be subject to public consultation to comply with the Planning and Compulsory Planning Act 2004 and Government guidance Planning Policy Statement 12.

A six week period of public consultation was agreed to commence on Saturday 06 December 2008 and finish on Monday 19 January 2009. The Parish Council placed a notice on their website to notify parishioners of the consultation, placed a thread on the Billingshurst Community Forum website and displayed posters on the Parish Council's five noticeboards.

The consultation was formally launched at the Parish Council's stand at Billifest – Billingshurst's Christmas Fayre on 06 December 2008. The Clerk and Councillors manned the stand all day to answer questions on the Design Statement and take feedback. A colour version was available for parishioners to view and black and white copies were available for them to take away.

A colour version of the Parish Design Statement was also displayed in the lobby of Billingshurst Village Hall and the Billingshurst Library for consultation. Black and white copies were available in Billingshurst Village Hall for people to take away.

A copy of the draft Design Statement was sent to all Billingshurst Parish Councillors.

The Parish Council also wrote to the following community and voluntary groups in the parish inviting them to comment on the Parish Design Statement:

Adversane Residents Association
Billingshurst Community Partnership
Billingshurst Horticultural Society
Billingshurst Local History Society
Billingshurst Neighbourhood Watch
Billingshurst Sports and Recreation Association
Billingshurst Village Hall Management
Committee
Billingshurst West Residents Association
Billingshurst and District Lions Club
Carpenters Residents Association
Chamber of Commerce
Mill Dene Residents Association
Rotary Club
Royal British Legion
St Mary's Church
St Mary's Residents Association
Sussex Police
Women's Hall

An approved Design Statement has statutory status and the final draft was submitted to Horsham District Council in December 2008 for review by statutory consultees. The statutory consultees to whom the draft Design Statement was circulated are:

English Heritage – South East Region
English Rural Housing Association
Environment Agency
Federation of Sussex Amenity Societies
Government Office for South East
Itchingfield Parish Council
Planning Services, West Sussex County Council
Pulborough Parish Council
Rudgwick Parish Council
Shingley Parish Council
Slinfold Parish Council
Thakeham Parish Council
West Chiltington Parish Council

Responses to the Consultation

WEIGHT 1 – 5 1 – Change needed 5 – No change necessary

Ref No	Page No	Comment	Weight	Response
1		Consider document brilliant, but HDC will take little notice of them.	5	Noted, but document will be a material consideration once adopted as a Supplementary Planning Document by HDC.
2		A very professional publication	5	Noted.
3		Black and white version is difficult to read, hope final version is in colour	1	Noted, final version will be in colour.
4	5	Tithe map needs to be clearer	4	Noted, but cannot be improved due to the quality of original map
5	7	2 nd paragraph, last line – no need for word ‘around’	2	Noted, word removed. Add word ‘nearby’ before larger.
6	7	4 th paragraph, description of supermarket needs changing	2	Noted, remove ‘reasonably’ and replace with ‘medium’.
7	7	8 th paragraph – add name of Sports and Leisure Complex	2	Noted, after bypass add ‘Jubilee Fields an integrated sports and leisure complex’
8	7	9 th paragraph – mention Fitness Suite	2	Noted, add ‘and fitness suite’ after swimming pool
9	8	Various mis-spellings on the map	1	Noted, new map has been commissioned from Horsham District Council.
10	9	Clapboarding should have a description whether it is horizontal or vertical, as there was a problem with the planning application for Pegasus that required vertical clapboarding and was refused.	2	Noted, add word ‘horizontal before clapboarding

11	11	Capital letters for Ten Steps as they are well recognised in the village.	2	Noted, add capital letters to Ten Steps
12	27	Add word 'have' to read 'previously have formed'	2	Noted, add word 'have' to read 'it may have previously formed'
13	32	Allotments paragraph - the allotments are on private land and this should be noted.	2	Noted, add 'on private land' after situated in the first sentence.
14	22	Parbrook should be added to the list of hamlets	1	Amend map to add letter F for Parbrook. Amend page 28 reducing the map for Newbridge Hamlet and adding a new title 'F: Parbrook Hamlet' and Parbrook map. Also new box Planning Considerations Individual character cottages Important street scene entrance to Billingshurst
15	28	What does the term 'tithe cottages' mean?	4	Remove the word 'tithe' from the second sentence.
16	34	Some of the field patterns are very old – probably at least 8 th century	2	Historic Features – add: Ancient tracks and pathways Ancient hedges and field boundaries
17	36	Pattern of small fields is not the result of medieval enclosure – they are mostly the result of clearances from ancient Weald wildwood known as 'assart'	2	Noted, change third sentence of Historic Features to read 'Pattern of small fields as a result of clearances of ancient Weald wildwood.'
18	36	There were flint workings across the parish not just in Adversane. There is a fine example at Okehurst.	2	Noted, change final sentence of Historic Features to read 'Collection of flint workings across the parish including Adversane and Okehurst.'
19	8	Map inaccurate, there is no key	1	Noted, new map has been commissioned from Horsham District Council.
20	17	Large space between words 'predominantly' and 'brick'	5	Already amended in artwork.

21	21	Do we need the comment 'It is quite separate from Billingshurst'?	2	Noted, remove sentence 'It is quite separate from Billingshurst'
22	21	Do we need the comment 'too common 'shed''?	4	Noted, but add the 'all' before so it reads 'the all too common'
23	23	A map is required of the hamlets	1	Noted, map added at the artwork stage showing the hamlets.
24	24	Five Oaks is sited north of Billingshurst	2	Noted, add after 'is sited' 'north of Billingshurst at the junction...'
25	29	Opinion 'take up valuable retail properties'	2	Noted, amend to 'occupy retail properties'
26	29	Opinion 'It is hoped that the enhancement of the High Street has attracted more shoppers and therefore more businesses'.	3	Noted, but sentiment remains as this is one of the aims of the Parish Design Statement to retain the retail footprint in the High Street.
26	30	No need to give exact date of commencement of work	2	Noted, remove 'on 26 June' and replace with 'the following June'
27	32	There are several playing fields missing including two in Penfold Grange	3	Noted, the playing fields shown are the larger fields in the parish under Parish Council control.
28	32	Allotments – agree we need more. Not been provided near to any recent developments and most new gardens are too small for growing vegetables.	3	Noted, but covered by narrative.
29	33 – 39	Lot of unnecessary duplication across three areas identified, can these be compressed as many points common to all three areas.	4	Noted, but it is essential that it is recognised that there are three distinct landscape character areas within the parish.
30	36	Add geological outcrop at Coneyhurst as this will be important if the northern bypass goes ahead.	2	Noted, add 'Coneyhurst Cutting, (area 0.15 ha/ 0.37acres) is a site of geological importance. It is a road cutting of Palundina Limestone, rarely seen limestone, once used for interiors, especially for ecclesiastical buildings and of particular interest to architects, historians and archaeologists.' as last

				point to Biodiversity
31	37	Suggest combining point 'Encourage planting field corners...' and 'Promote the creation of arable field margins...'	4	Noted, but two distinct characteristics worthy of separate comment.
32	39	Are some of the features/woods out of the parish?	4	Noted, the Central Low Weald landscape character does extend beyond the parish boundary.
33	39	Use the term 'wildlife corridors' instead of linkage	2	Noted, replace 'linkage' with wildlife corridors
34	40	Add allotment area to additional amenity space for major new development	1	Noted, add 'and allotment land' after children's play facilities.
35	44	Some concrete bollards can be well designed and fit in with surroundings or double as community seats	2	Noted, remove sentence 'Concrete bollards are not acceptable'.
36	45	Add streams and footpaths to first point in landscaping	2	Noted, amend first sentence in landscaping to read 'landscape features, footpaths, streams and ponds etc'
37	45	Add new point to landscaping	2	Add fourth bullet point 'Provision should be made for footpaths and cycleways to link to other parts of the parish to promote sustainable travel.'
38	45	Add new point to landscaping to include open spaces.	2	Add fifth bullet point 'Provision of open spaces to create a sense of space in new development and provide informal recreation areas.'
39	47	Windows point too wordy	2	Noted, replace windows bullet point with the following 'Windows should be in keeping with local vernacular design, e.g. Georgian bars or hipped sash windows should be replaced by the same style. Windows should preferably be made from appropriately treated timber from sustainable sources.'
40	52	Do we need Adversane map on page 23 and 52?	5	Already removed map on page 23 at artwork

				stage.
41	54	Can we add another appendix to detail list of registered greens, open spaces and playing fields?	1	<p>Noted, new appendix 3:</p> <p>Registered Greens: Billingshurst Village Green Broomfield Drive Groomsland Drive</p> <p>Open Spaces: Adversane Common Five Oaks Playing Field Forge Way/Wicks Road Cherry Tree Close Manor Fields Lower Station Road Station Road Gardens Cleveland Gardens Jubilee Fields Carpenters Green Frenches Mead Green</p> <p>Play Areas: Bridgewater Close Cherry Tree Close Cranham Avenue Five Oaks Forge Way Manor Fields Lower Station Road Ostlers View</p>

				Roman Way The Mother's Garden Penfold Grange x 2
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The final draft submitted to Horsham District Council for consideration by the Cabinet incorporates responses to all comments made and has been formally adopted by Billingshurst Parish Council at their meeting on Wednesday 04 February 2009.

Parish Design Statement Sub-Committee
Billingshurst Parish Council

February 2009.