

# **SOUTHWATER**

## **PARISH DESIGN STATEMENT**

### **Consultation Statement <sup>1</sup>**

Southwater Parish Council wrote to the Southwater Community Partnership (Southwater Action Team) on 28<sup>th</sup> July 2009 stating that the Southwater Village Design Statement published by the Parish Council in 1999 was due for revision. The matter was discussed at the July 2009 Planning Committee. It was agreed that this task was within the remit of the Action Team.

Due to the size of the Parish (population in excess of 10,000) a lot of information had to be collated and ratified before the document could be constructed. In fact the Team engaged with the community to undertake an extensive pictorial audit of the Parish.

#### *Background and Pre-production consultation*

The Partnership accepted the task at its Annual meeting on 8<sup>th</sup> September 2009. Initially the work proceeded on a broad front under the control of the Management Committee. It soon became apparent that the document the Partnership had been called to update was limited in scope to the old centre of the village of Southwater where development, led by the Horsham District Council, was now essentially complete. What the Parish needed for the 21<sup>st</sup> century was a design statement covering the entire Parish of Southwater which would include also Christ's Hospital, Tower Hill, Denne Park and Newfoundout.

Members of the Parish Council were included in the Team working on the Statement. Draft text was developed together with a large database of photographic reference material which had not previously been undertaken. Consultations included constituted organisations including the Planning Committee, the Bluecoat Pond Residents Association, Christ's Hospital School and Foundation, the Southwater Local History Group and the Stammerham Amenity Society.

The Committee developed a strategy of engagement with the Community which in the development and review stages included local press, *Southwater News*, website,

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<sup>1</sup> This statement has been prepared by members of Southwater Community Partnership in accordance with Regulation 17 and Regulation 18 (4) of the Town and Country Planning (Local Development) (England) Regulations 2004.

a parish-wide poster campaign<sup>2</sup>, e-mailing residents, contact with the village schools and face to face consultations at the Schools' Summer fête.

A draft, along with photographs, a description of what a design statement actually was and how it would tie in with H.D.C. Local Development Framework was then produced and circulated. This draft document along with what were considered to be relevant questions were subsequently distributed during early 2010. Members of the public were invited to make comments on any relevant matters, highlight anything they thought should be included along with their comments.

This led to a more refined draft being distributed in June 2010 for comment. All comments received, were collated and subsequently reviewed and analysed.

Horsham District Council's Strategic Planning Team was kept informed and consulted about the process and recommended that a draft document be prepared as the next step. A large scale map was provided by the District Council.

A thorough physical survey of the whole Parish was undertaken during 2009/10 which included viewpoints, building styles and materials, the street scene, trees and landscape among other features.

#### *Consultation on the Draft Parish Design Statement*

From May to September a series of drafts were prepared by the Core Group. Preliminary consultations on the draft were held with The Parish Council and the Horsham District Council's Strategic Planning Team.

All comments received were analysed and incorporated as necessary. Preparation, design and production of the document were all undertaken 'in-house' by a Core Group of members of the Community Partnership.

A final *consultation draft* was prepared in June 2009, and put on display in the Parish Office, library and at the Schools Fête.

This public event held on the best day of the summer was very well attended and generate a lot of interest in this consultation. Those consulted came from a wide cross section of the Parish, see map Annex 1.

Many comments were received on the day and by email subsequently. Some were not relevant as they did not address design matters. All of the comments were analysed. Many addressed traffic control measures. These same comments were discussed by Full SWAT Management Committee, open to the public and minutes in public circulation and available on the Parish Council's website.

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<sup>2</sup> See example at Annex 3

Minor amendments to the consultation draft were subsequently made and the final draft document was sent to Mr James Williams, H.D.C.'s Strategic Planning Officer on 7<sup>th</sup> September for review and comment.

Comments received focussed on traffic calming measures and parking, see Annex 4 for full details.

The Core Group then went through these comments and suggestions one by one and made the necessary amendments. The final Design Statement was given to the Parish Council on 16<sup>th</sup> September 2010.

The Planning Committee at its meeting on 27<sup>th</sup> October approved this.

Annex 1

Map indicating distribution of residents commenting on the draft Design Statement



## Annex 2

### Southwater Schools' summer fete, 26<sup>th</sup> June 2010 – consultation on Design Statement



## Annex 3

### Examples of street notice board adverts inviting public participation

