

Warnham Parish Design Statement

Consultation Statement

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

Warnham Parish Council agreed in 2003 to proceed with the production of a Parish Plan and a Parish Design Statement. The Parish Plan was to be undertaken first followed by the Design Statement.

Steering Group

A Steering Group was set up to produce the Parish Plan and then, with some changes to its composition, continued to the Design Statement. Invitation to membership of the Steering Groups was made at public meetings in the parish and through articles in the parish magazine, the Warnham Warbler, the West Sussex County Times (WSCT) and the parish website. The majority of members of the Steering Group were from outside the parish council.

Public involvement

Both the Parish Plan and the Design Statements are necessarily based on the views of the parish as a whole and a programme of public involvement was agreed. An initial public meeting was held in October 2004 to promote the identification of topics to be covered in the documents and to explore the topics in greater detail. It was agreed that there would be a series of topic groups to gain a greater insight into problems and issues of particular interest to sectors of the parish eg environmental issues and the particular requirements of the elderly and children. The public involvement in the process was given publicity through the WSCT in March 2005. The parish amenity society, The Warnham Society, had an open meeting in April 2005 to present and discuss the issues. Sarah Eastman, then of Horsham District Council, was the lead speaker

Parish Questionnaire

As a result of the initial meetings it was agreed that the views of the whole parish should be sought and the topics raised in the information gathering stage should provide the basis of two questionnaires, one for adults and one aimed at the concerns of children and teenagers.

The questionnaires were given publicity within the parish and through the WSCT. Questionnaires were distributed to every household in the parish in October 2005 and coffee mornings/surgeries were held in the village hall on two Saturdays to answer queries and note comments.

842 dwellings received the questionnaire and 336 were returned for analysis; a response rate of 40%. Analysis of the results was undertaken in December 2005 by an independent analyst kindly financed by HDC and made available to the public through the parish website.

There were eight sections to the main questionnaire. Topics more specifically related to the Design Statement were in Sections:

- 4. Housing
- 6. Roads, rights of way, and traffic.

The questions and results for these two sections can be seen in Appendix A, together with specific comments made.

The Parish Plan was drafted through 2006 and published in January 2007. A copy was delivered to every household. Its implementation is now under way and is monitored periodically by the parish council.

The Design Statement

The Warnham Society agreed to play a lead role in the Parish Design Statement as its purpose and scope has much in common with the aims and objectives of the Society. Members of the parish outside the Society were invited to join the Steering Group through invitation and an article in the parish magazine in March 2007.

The HDC Head of Strategic and Community Planning started the Design Statement process in May 2007 with a briefing to the Steering Group on its scope and objectives. Further involvement of the public in the Design Statement was discussed. It was concluded that the parish had been requested to provide an extensive range of information through meetings, coffee mornings and questionnaires undertaken as part of the Parish Plan consultation process and that further public consultation would be largely repetitive and would be unlikely to elicit the good response and detailed information achieved from the earlier parish-wide public involvement. It was agreed that the views of a wider section of the community would be sought once a draft document had been produced and the scope of the Design Statement determined.

To assist in formulating the Design Statement the Steering Group, referring to the replies to the questionnaires, developed a schedule of the attractive features of the parish and those aspects giving rise for concern. The schedule was published for comment in the parish magazine, The Warnham Warbler, in July 2007. The article is shown at Appendix B.

Initial draft for comment

After discussion and review an initial draft Design Statement including Design Guidelines was available by October 2007. The initial draft was circulated for comment to a wider audience comprising:

- The Parish Council
- The Parochial Church Council
- The Warnham Society
- The Kingsfold Residents Association
- HDC Planning Department
- WSCC County Conservation Architect.

A small number of comments were received on aspects that included:

- the need to consider the increasing demand for allotments
- the building aspiration of the village primary school
- the need to design with consideration for cyclists and those disabled, and
- additional areas worthy of Conservation Area designation.

Where appropriate changes were made to the draft.

Consultation on the final draft

An approved Design Statement has statutory status and the final draft was submitted to HDC in July 2008 for review by statutory consultees. The statutory consultees to whom the draft Design Statement was circulated are listed in Appendix C.

Concurrently with review by the statutory consultees the Steering Group invited comment from throughout the parish. The final draft for comment was advertised widely through the parish by:

- an article in the Warnham Warbler
- an entry on the parish website, including the full version of the final draft
- public notices
- selected e-mail notification and circulation of the document
- placing a copy in The Greets Inn public house.

43 members of the parish requested, and received, printed versions of the draft. Persons requesting copies of the draft are shown in Appendix D. Other members of the public consulted the electronic version on the parish website

Three persons made minor comments on the draft and these were noted by changes to the text. No comments were made on the Design Guidelines.

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 Warnham Parish Council.

The Steering Group
Warnham Parish Design Statement

October 2008