

# PLAISTOW & IFOLD NEIGHBOURHOOD PLAN

THE GLASS-HOUSE COMMUNITY LED DESIGN

PROJECT SUPPORT REPORT 2014



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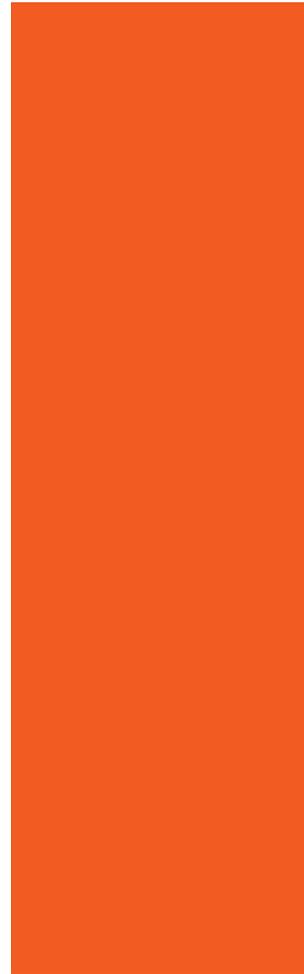
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# INTRODUCTION



# INTRODUCTION

## THE CONTEXT

Plaistow and Ifold Parish Council who are leading on the development of a Neighbourhood Plan for their area. It is a rural parish with four settlements:

- Plaistow
- Ifold
- Durfold Wood
- Shillinglee

Plaistow is an attractive old village with many listed buildings, a conservation area, and social facilities, most notably a village shop, primary school and attractive green open space with play facilities. Similarly Shillinglee has attractive old buildings, but as a small hamlet has no facilities. Ifold and Durfold Wood are comparatively recent settlements with housing that has been developed since the 1930s but few facilities. Both settlements consist of individual plots with houses and large gardens set amongst

many trees and established planting - a special character of their own. Ifold has by far the largest population of the hamlets in the parish.

## THE GLASS-HOUSE

The Parish Council contacted The Glass-House Community Led Design for support with developing their Plan. This followed much work to gather essential information and consult with residents by two groups:

- Plaistow, with Shillinglee and Durfold Wood, and
- Ifold.

Together the work of these groups cover the entirety of the parish and designated neighbourhood plan area.

A parish wide Steering Group had been formed to bring together the work from both groups to create one overall Neighbourhood Plan; no easy task since the settlements are so very different.

The Glass-House was approached for support to the Neighbourhood Plan group in the summer of 2013, as they had worked successfully with the adjacent parishes of Kirdford and Loxwood on the early stages of the development of their Community and Neighbourhood Plans. This work has developed a familiarity with the wider area and the local context of Chichester District and West Sussex County Councils.

The Glass-House agreed to deliver an initial workshop in December 2013 to support the Parish Council's identified goal: to bring together local people from across the parish to develop a Neighbourhood Plan that enhances the settlements within the area in a way that draws on the core skills of local residents. This initial workshop then led to another two workshops facilitated by The Glass-House. This report describes what was delivered and key findings, as well as makes recommendations for the next stages of the development of the Plaistow & Ifold Neighbourhood Plan.

# PROJECT SUPPORT

## GLASS-HOUSE INVOLVEMENT

Between December 2013 and May 2014 Maja Luna Jorgensen from The Glass-House together with Glass-House Enabler Liz Kessler have reviewed work that had already been carried out by the group, been involved in telephone conversations with members of the Steering Group, had a meeting and walkabout in Ifold with the chair and two other members of the Steering Group and delivered three workshops, outlined below:

11 December 2013 7 - 9 pm	Workshop 1: Working together
6 Feb 2014 7 - 9 pm	Workshop 2: A Vision for Plaistow & Ifold Parish
7 May 2014 10.30am	Meeting and walkabout of Ifold
8 May 2014 7 - 9pm	Workshop 3: One Neighbourhood Plan and Action Planning



# EVENT OVERVIEW

## WORKSHOP 1

The first workshop aimed to enthuse participants to work together and share understanding of what was required in a Neighbourhood Plan, as well as the steps to deliver a plan. Following a session bringing together the two groups, it was agreed that another workshop would be delivered to further the direction of work.

## WORKSHOP 2

Workshop 2 took place in February, building on the first workshop and with a focus on developing a shared vision for the Parish. The first two workshops explored the value of analysing the area, recognising the very different characteristics of the settlements, and developing a shared vision.

## MEETING AND WALKABOUT

It was agreed that further support was required and that this would take place in the context of arranging a walkabout around the settlements. However, finding a suitable

time, given daylight hours, the complexity of addressing the requirements of very different settlements and the distance between them, as well as participants' work commitments made this difficult to arrange. Instead Maja and Liz carried out a walkabout in Ifold with three members of the Steering Group and visited Plaistow and Durfold Wood the day before the third workshop on 8 May.

## WORKSHOP 3

Workshop 3 built on what had gone before and began the process of identifying different sections required for the Neighbourhood Plan, identifying next steps, including who would progress which sections prior to the next meeting and what was required in the Action Plan. As part of this process The Glass-House agreed to prepare a report summarising what had been delivered, key findings and recommendations.

## OUTCOMES

The three workshops achieved a number of things for the group:

- Most importantly the workshops focused on the need, and gained support for, a Neighbourhood Plan that would cover the whole parish in a consistent form without compromising the unique character of its different settlements.
- The workshops raised the group's awareness of the importance of the role of design in delivering desirable outcomes for the physical elements of the Plan.
- The workshops also began the process of ensuring that information and knowledge was shared between the pre-existing working groups.
- Developed a shared intention that the Neighbourhood Plan would include an Action Plan, identifying opportunities and how they would be progressed.

# WORKSHOP 1

WINTERTON HALL, 11TH DECEMBER 2013, 7 - 9.30PM

The first workshop was an important meeting to bring the two working groups together and to clarify what stage people from the different areas felt had been reached. In order to stimulate discussion and ensure that there was a shared understanding from the outset Liz Kessler made a presentation that outlined the aims of the workshop:

- Build on valuable work carried out in both Plaistow and Ifold
- Begin process of bringing the work together into one plan, essential for the Neighbourhood Plan
- Recognise that the settlements are physically very different but share qualities and problems - country feel and peacefulness, roads and traffic
- Focus on Vision & Action Planning

She then spoke about Neighbourhood Plans and their relationship with other local plans: Village Design Statements (VDS),

Community-led Plans and the council's Core Strategy and Local Development Framework (LDF), the importance of mapping and developing a shared Vision for the area. (A copy of the presentation is included in this report as Appendix 1).

In the subsequent discussion it became clear that there was an issue around how the two working groups had been collaborating since the neighbourhood plan work was initiated. Each group had taken very different approaches to engaging their community and to identifying issues to cover in the plan, which had led to issues around how to bring the work of the groups together.

The Parish Council aims to deliver a plan for the whole parish and brought in The Glass-House to support the groups to work together as one to jointly deliver an appropriate, holistic and sustainable plan covering the parish. The group now has the opportunity to build on the work and effort

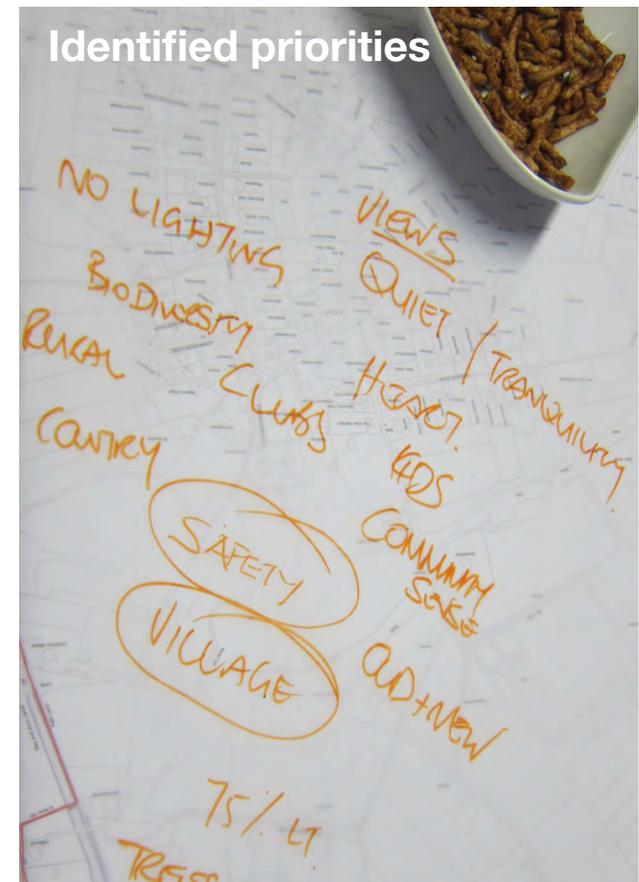


that has gone before in order to support their next joint steps.

The Glass-House advised the group to consider developing detailed Village Design Statements for each of the main settlement areas: Plaistow, Shillinglee, Ifold and Durfold Wood. These could then be embedded within the overall Parish-wide Plan document and would provide the opportunity to guide the physical appearance of any future development. An emphasis was placed on the importance of the boundaries, setting, planting and the relationship of buildings to their surroundings, including the roads. This was highlighted as these form integral parts of the place character, and indeed in Ifold and Durfold Wood even more so than the architecture. It was also suggested that developing a list of themes and issues that are important across the Parish could form a guiding backbone in the Plan and help to structure a coherent document. These themes could include roads, paths,

transport, infrastructure, new development, etc.

This workshop revealed discrepancies in the understanding of what is necessary and possible around taking the plan forward. At the end, however, the importance of continuing to work towards agreeing a joint way forward between the steering groups was recognised as essential, as without working together it will be impossible to deliver a coherent, useful plan that everyone can be satisfied with and which can pass an external examiner's and the public's scrutiny. Next steps would need to continue working towards bringing the groups together. The Glass-House was asked to lead another workshop, one that would include the development of a shared Vision and the potential for mapping. Dean volunteered to draft some words outlining a Vision for discussion at the next meeting.



# WORKSHOP 2

WINTERTON HALL, 6TH FEBRUARY 2014, 7 - 9.30PM

The second workshop aimed to build on what had been achieved in the first workshop in terms of getting the different groups to work together and share knowledge and information, to discuss the Vision and respond to a draft Vision statement prepared by Dean, and to consider engaging with the wider community.

Liz Kessler made a presentation recapping what had been presented and discussed at the first workshop, while also discussing in greater detail the value of preparing Village Design Statements based on analysis of the four main settlements and their particular characteristics and incorporating them into the Neighbourhood Plan. She stressed the particular value of this in this area, where the volume of development was not anticipated to be great but where guidance was needed, particularly for windfall sites.



Also highlighted, and linked to this, was the value of mapping and its contribution to developing and clarifying issues and solutions in the Neighbourhood Plan. The presentation also included examples of Vision statements that had been prepared for other Neighbourhood Plans in Sussex. This presentation is attached as Appendix 2.

After the presentation there was discussion of the draft 'Mission' Statement that had been prepared by Dean:

## A VISION STATEMENT FOR PLAISTOW & IFOLD PARISH

"We care about where we live.

We want to protect our sense of community, the safety and rural tranquility that we value. It's why we live here and why we choose to raise our families here, amongst generations of friends and familiar faces. Our four unique hamlets will grow organically. Cleverly blending new with old. Respecting the character, natural boundaries and vistas of this special part of West Sussex. Protecting our environment and quality of life for those living and working here today and the generations to come."

There was unanimous support for this as a 'draft' Vision although it was recognised that after further reflection and as the Plan develops it may need to be amended.

Maja Jorgensen then made a presentation on different ways of engaging with communities before those present began the process of discussing mapping and 'Next Steps'. Issues that came up in this connection included:

- Resources available internally in the group: Who can drive the process forward, who can pull the document together, who can deliver support with associated activities, etc
- Resources available locally but externally to the group: People who have experience and expertise who might be able to support the group in various ways
- The validity of the plan: Clearing up what is possible in the current format with Parish Council designated forum and the Parish designated as the boundary.

- Next steps: Specifically around how The Glass-House's involvement could help the Steering Group move forward, bringing the two groups together, but also considering what a joint group can do.
- Dates for a walkabout, mapping and further workshop/event with The Glass-House. This proved to be particularly difficult with no obvious days or times that suited a sufficient number of people. The workshop ended with a desire for another event to be led by The Glass-House, at a date and time to be decided in conjunction with the group.



# MEETING AND WALKABOUT

IFOLD, 7TH MAY 2014, 10.30AM

The third workshop was preceded by a meeting in Ifold with Maja and Liz from The Glass-House with Stuart, Francoise and Sophie to plan the upcoming workshop and to carry out a walkabout of Ifold. The meeting was extremely useful and gave Maja and Liz a far better understanding of the Parish and the work that had already been done on gathering information and preparing the Neighbourhood Plan.

It was clear that there had been walkabouts in both Plaistow and Ifold as part of this preliminary work, but also that the experience that The Glass-House was able to bring could provide a new perspective. Most notably this was apparent when considering Ifold's striking character created by the settlement's setting amongst a rich variety of planting, mature trees and shrubs. It contains a great variety of independent houses set amongst this planting and the character is formed not by the architecture but by planting and plot boundary treatments. This character

has suffered from the impact of windfall development over the last few years which has failed to replace existing planting, but which has used clapboard fencing and/or open grass frontages instead. There was also evidence of the strain put on the infrastructure by this development.

The Neighbourhood Plan does need to make recommendations for new development and other facilities identified by the community. While walking around to look at the settlement and subsequently in the context of looking at maps, there was some preliminary discussion about where opportunities for play might be situated, how further windfall development might be designed, shaping of boundaries and the need for easy pedestrian access and road layout. Problems with the main road to Plaistow, the speed of traffic and lack of a safe and attractive route for pedestrians and cyclists, were also discussed.



After the meeting, Maja and Liz visited Durfold Wood and Plaistow, again furthering their understanding of the character of these two settlements and how they work. Both the meeting and the walkabouts were immensely valuable; ideally they should have come at the beginning of the process before the first workshop.

# WORKSHOP 3

WINTERTON HALL, 8TH MAY 2014, 7 - 9.30PM

## THE WORKSHOP

The aim of this workshop was to build on the previous workshops and support the Steering Group in identifying what was required in the next stages of bringing the Neighbourhood Plan together. It included the following components:

### Brief introduction and recap

Reminding everyone of previous workshops and events, including contextualising the workshop in light of the meeting and walkabout on the previous day.

### Workshop

Identifying the content of the Neighbourhood Plan using an outline structure, clearly identifying the wider Parish-wide context and within that context identifying issues affecting and relevant to each of the four settlements. Flip-chart pages were displayed, covering main draft headings of the Neighbourhood Plan, and participants were encouraged to contribute their thoughts on what should be included for

each sections. This was recorded by a mixture of post-it notes and comments; they are attached in Appendix 3.

### What next?

Exploring an overview of what needs to happen to develop and deliver the plan. This included:

- Identify interventions that the group wants to achieve, where and how
- Bringing together all pre-existing materials
- Developing an outline table of contents
- Creating a draft document from existing content
- Further developing the detail of what work will be needed to complete various sections
- Thinking about and planning for engagement and community input alongside developing various sections





- Delivering work to develop sections
- Bringing the material together
- Updating and finalising the draft.

### Who does what?

Inviting people to take ownership of different sections of the Plan, identifying someone who will be the coordinator of the project, identifying sections that can be done or contributed to by consultants with special technical expertise who need to be identified and appointed.

### Action planning

Considering when tasks would be needed and developed. it was agreed that there would be a further meeting on, or around 9 June at which progress on the different sections would be discussed and the Action Plan would be developed further. It was noted that the tricky task of identifying projects to be supported, how they would be developed, and funded, and land where they may be located, including where

development could take place, had not been seriously begun. It would need to be an essential part of the Neighbourhood Plan. By the end of the meeting all those present had agreed to take responsibility for progressing different elements of the plan for further discussion, see Appendix 3.

### FINDINGS

In discussion of the Action planning there was an emphasis on the following:

- Importance of creating one document in a joined up format that incorporates, acknowledges and builds on the work done by both groups.
- Focus on deliverability: when referring to identified projects it will be important to identify the nature of the project, its aims, beneficiaries, who will lead on its implementation - the parish council, other council, trust or individuals - how it will be funded, when it will be initiated, and where it will be located etc. This section could include a table, as on next page:

KEY ISSUE	IDEAS	WHO COULD DELIVER IT?	NEXT STEPS	SHORT/ MEDIUM/LONG TERM PRIORITY	COSTS/ IDENTIFIED FUNDING
<b>No accessible public space in Ifold</b>	Play ground	Parish Council / community group?	...	Medium	...
	Improving space outside Kelsey Hall	...			
<b>Flooding</b>					
<b>Roads: Speed capacity</b>					
...					

their inter-relations. This mapping can certainly help to support development of solutions, as well as to support delivery of policies through visual communication to people with less local knowledge.

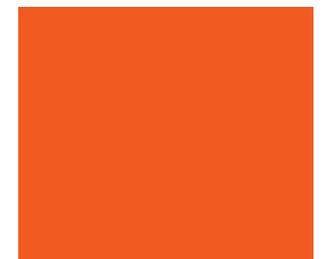
- Key issues for the parish need to be identified on maps. This should include opportunities for development, the Settlement Boundary and whether it should be extended, as well as those that are relevant to all the settlements: infrastructure, roads, development sites, play, shops, community facilities etc. Further discussion will be required before the Steering Group agrees on these issues and is in a position to present them for further discussion with the parish as a whole.

- The need to physically walk around the parish as a group or in smaller groups to explore issues and ideas raised in consultation, such as where play in Ifold might go or identifying exact locations of issues on roads and paths. Further, this could support identifying potential

solutions and locations for initiatives to address identified issues.

- This information then needs to be shown visually on maps. The importance of identifying the geographical location of issues on maps was stressed, in order to build a complete overview of issues and

# RECOMMENDATIONS



# GLASS-HOUSE RECOMMENDATIONS

## 1. COLLABORATION IS KEY

Much has been achieved in the three sessions The Glass-House has delivered over the past months, particularly in bringing people together to work to produce a joint plan. Reflecting on the process, it was apparent that people needed some time to air their concerns about the process and Plan, and to have time to explore what working together might mean, in order to move forward. There was an imbalance between the work that the Plaistow group had completed and what had been done in Ifold, and most importantly, no joint approach. Plaistow had the benefit of available expertise and knowledge and by sharing this and working together with the Ifold group, a major contribution could be made to a joint and parish wide plan. There is now recognition that a parish wide plan is essential and joint working will be required to bring this about.

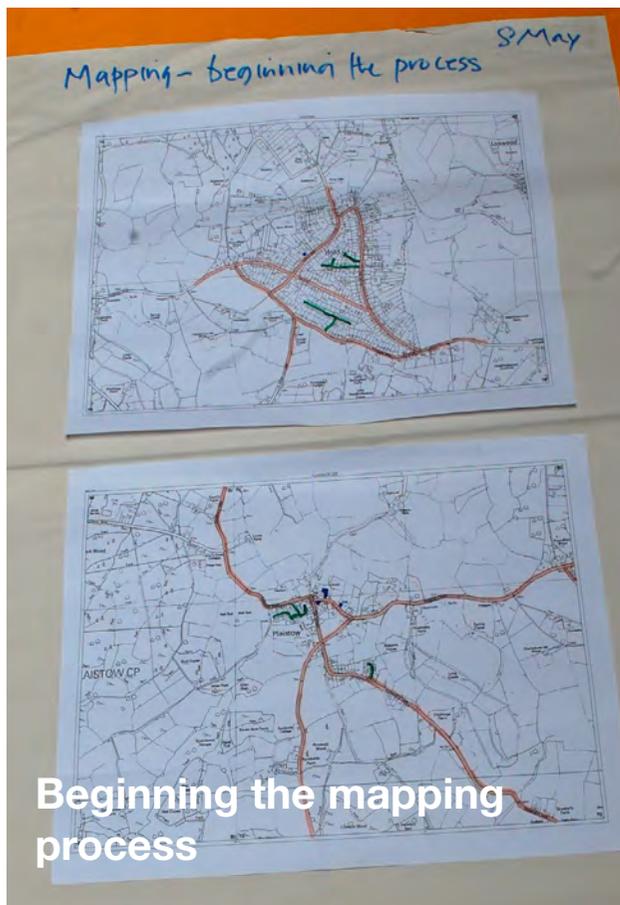
## 2. CO-ORDINATION IS ESSENTIAL

As well as delivering on the need for collaboration mentioned above, co-ordination of the work will be essential to ensure that the different elements of the Neighbourhood Plan come together. All will need to be prepared and presented in a consistent manner, and gaps will need to be filled. There is an important role for the co-ordinator(s) to ensure that the process gathers and sustains momentum, while also ensuring that everyone stays on track - together, that engagement takes place and that the different steps needed to develop the Plan are followed in a logical manner.

## 3. THE RESOURCE OF PEOPLE WHO HAVE BEEN INVOLVED

A small working group with clear co-ordination will be essential to bring the Plan together. It is however desirable and important to enable people, who have been involved in developing the two plans and made very real contributions, to continue





to be engaged in the process and and make contributions if they wish. This is important for the continuity of knowledge of the plan making process, as well as sustaining goodwill in the community. Further, operating the group in an open way that enables new people to join in and make contributions can be beneficial to ensuring sustained energy and resource.

#### 4. ENGAGEMENT

The Neighbourhood Plan must be supported by the majority of residents of Plaistow & Ifold Parish at a referendum. It is important for residents to fully understand the rationale for all recommendations and to be kept informed of progress and to have the opportunity to contribute. This is likely to require a variety of approaches and opportunities to be involved to ensure that people of all ages and backgrounds are engaged and included. Linking in with community events is an excellent way of doing this. Once the Plan is completed in

draft form, it will need to be presented, widely discussed and amended as appropriate.

#### 5. SHARING WORK

In order to make sure previously developed work isn't replicated or forgotten, it would be beneficial to ensure that all work is shared with everyone involved in the Steering Group, so the plan can benefit from the invested efforts.

#### 6. DESIGN

Keeping a focus on the physical aspects and implications of ideas and policies is important. Design solutions can help to address issues. This relates to roads, landscaping and boundaries, as well as to the design of buildings.

The character of Ifold and Durfold Wood are very different from those of Plaistow and Shillinglee and it is for this reason that we have suggested that each settlement needs

their own Village Design Statement (VDS). These will need to be based on analysis of the landscaping and boundaries, character of the roads, as well as the buildings, their setting and density of each settlement. All four VDSs will then need to be embedded in the Neighbourhood Plan; in this way they will have the force required to ensure that any windfall development is sympathetic to its place within a settlement and fulfills the ambition of the Neighbourhood Plan's Vision.

## 7. ENJOY THE PROCESS

Developing a Neighbourhood Plan is a long task and needs to be enjoyable. It has the potential to be a significant force in bringing a community together and creating an enhanced community spirit - this should be remembered at all times and built into all meetings and events, especially those involving the wider community, but not those alone. Other areas developing Neighbourhood Plans have found that

great momentum has been built through the planning process, and have gone on to achieve many things together, well beyond the scope of developing their Neighbourhood Plan, both before and after its formal adoption.

## 8. TIMELINE

A realistic timeline should be drawn up identifying all the stages required for the Neighbourhood Plan process. This will be important to maintain momentum for the development of the Plan and to keep the end goals in sight.

## FUTURE GLASS-HOUSE INVOLVEMENT

This report concludes the delivery of The Glass-House's agreed involvement. We welcome approaches from the Steering Group about delivering continued support as required around the physical and design aspects of the plan, as well as around community engagement. It is important to note that our ethos is to enable the

communities we work with to be informed leaders of a process and that our approach is to provide knowledge and skills development to communities to deliver this, rather than produce designs or analyses on behalf of communities. The Glass-House has gained valuable understanding of the area, which could provide a useful resource for the Steering Group in the future.

For our, or any other organisations' future involvement, it would be beneficial to think and plan ahead with an overview of what is to be delivered and by when. The piecemeal approach to our involvement has perhaps not been as effective as we would have wished and we would welcome conversations that could identify and agree a full scope and appropriate timeline for any future contributions we could make to enabling the group's development of their Neighbourhood Plan.

# APPENDICES



# APPENDIX 1

PRESENTATION GIVEN AT WORKSHOP 1

## Plaistow & Ifold Neighbourhood Plan



Workshop delivered by:  
Maja Luna Jorgensen and Liz Kessler  
11 December 2013



Wednesday, 11 December 2013

## Aims of workshop

- Build on valuable work carried out in Plaistow and Ifold
- Begin process of bringing the work together into one plan, essential for the Neighbourhood Plan
- Recognise that the settlements are physically very different but share qualities and problems - country feel and peacefulness, roads and traffic
- Focus on Vision & Action Planning

Wednesday, 11 December 2013

## Neighbourhood Plans

- Give communities direct power to develop a shared vision of their neighbourhood and deliver sustainable development
- Provide tools for local community to get the right type of development for their community
- Cannot propose less development than local plan, financial incentives to provide more
- Must conform generally with the strategic policies of the Local Plan
- **If it succeeds at an independent examination and public referendum it can be adopted and give statutory basis for local development**

Wednesday, 11 December 2013

## Community-led plans (CLP)

- Guide change, covering social, economic and environmental issues
- Include Vision & Action Plan
- Can feed in to Council's Local Development Framework
- Doesn't have statutory force of Neighbourhood Plan or financial incentives
- Can be embedded in the Neighbourhood Plan

Wednesday, 11 December 2013

## Village Design Statement (VDS)

- Identifies character of place and what is valued
- Provides guidance for development based on character and local distinctiveness
- Can be applied for new developments and improvements, including roads and landscape
- Provides a benchmark against which proposals can be judged
- Can be given to those considering development and change - reduces conflict and costs
- Can be incorporated into the Neighbourhood Plan

Wednesday, 11 December 2013

## Plaistow & Ifold Shillinglee & Durfold Wood



- Physically very different places
- Need own VDS

Wednesday, 11 December 2013

## VDS - issues to consider

- Distinctive features and character of buildings
- Massing, height, variety and scale
- Materials and detail - pitch, chimneys etc
- Density
- Relationship of buildings to plots
- Boundaries: fencing, hedges, relationship to roads
- Vistas, views in and out, relationship with surrounding countryside
- Roads and pavements - safe routes & parking

Wednesday, 11 December 2013

## VDS - not just style of buildings



old



new



recent



### Relationship to:

- existing buildings
- landscaping & boundaries
- roads/footways
- setting/plot
- materials
- massing/density
- variety

Wednesday, 11 December 2013

## The Action Plan

- Identifies interventions, small and large
- Kickstarts local projects: path improvements, play facilities, tree planting, foot path improvements, 20mph zone etc, - all in context of the vision
- Helps prioritisation and phasing, short, medium & long term
- Identifies partners and who needs to lead/be involved: Parish Council, WSCC, CDC, other organisations or individuals
- Improves access to funds



Wednesday, 11 December 2013

## Neighbourhood Plan The Opportunity

- Context for community empowerment
- Shared Vision brings community together
- Guides future change and development/improvement, identifying where it should take place
- Suggests what facilities are required, and where they should go
- Includes design principles, develops sense of place
- Grounded in analysis and research
- Makes links and helps identify other groups and organisations that can help
- Proactive, stimulates action - **the Action Plan**

Wednesday, 11 December 2013

## 10 Tips

- Include everyone
- Talk to the Council
- Be open and honest
- Work in partnership
- Use local knowledge and common sense
- Look to the future
- Consider Climate Change
- Be positive
- Be realistic
- Have fun

Wednesday, 11 December 2013

## Understanding the physicality of your area

- Walkabouts & observation
- Sharing knowledge/understanding
- Mapping - positive features, vistas, problem areas, facilities, connections, characteristics
- Highlighting what is valued and what could be improved
- Understanding how places are used



Wednesday, 11 December 2013

## Kirdford



### Form used in walkabout with checklist of issues including:

Areas you like  
 Problem areas  
 Green areas, their value & accessibility  
 Planting and trees  
 Pavement, width and condition  
 Traffic speeds  
 Crossing points  
 Parking  
 Play areas  
 Benches and furniture  
 Opportunities  
 Character  
 Other

**Mapping highlighted:**  
 Character, verges, opportunities to enhance the centre, space for allotments, play, potential sites for new housing, parking & traffic issues, pedestrian routes, valued green space and underused green space, desire to strengthen the 'heart' of the village

Wednesday, 11 December 2013

## Loxwood



### Mapping highlighted:

Problems of road and movement on foot and cycle

Desire to strengthen the "centre"

Potential development sites, their strengths and weaknesses

Supported informed discussion about change, priorities, design

Process contributes to Action Planning

Wednesday, 11 December 2013

## Plaistow & Ifold

- Map settlements individually, gather information for a VDS
- Identify same headings
- Put them together
- Show connections: facilities, roads and paths
- Locate issues, positive and negative, raised from engagement

Wednesday, 11 December 2013

## Initial Headings

- Roads, different status, paths
- Character, conservation area
- Green space, access and quality, play
- Facilities/infrastructure
- Problem areas/issues
- Places and views to be protected
- Places where new houses might add value to the settlements

Wednesday, 11 December 2013

## Developing the Vision

- Short
- Punchy
- Overarching & useful

Wednesday, 11 December 2013

### Loxwood -Draft Vision

*"To maintain Loxwood as a semi-rural village with good facilities.*

*A village that is supportive of incremental change that will sustain and enhance its facilities while also contributing to a greater sense of neighbourliness. This will include improvements around places where people meet and safe access to them, especially on foot, as well as some new building."*

Wednesday, 11 December 2013

# APPENDIX 2

## SELECTED SLIDES FROM PRESENTATION GIVEN AT WORKSHOP 2

### Plaistow & Ifold Neighbourhood Plan



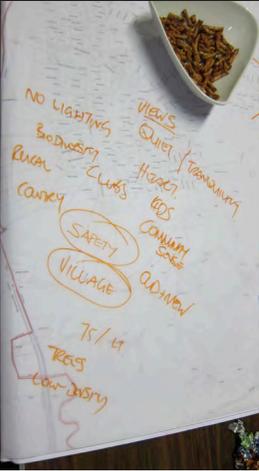
Workshop delivered by:  
Maja Luna Jorgensen and Liz Kessler  
6 February 2014



### Re-cap of last workshop

From your feedback forms

- Working together as a parish, ensuring the plan covers all villages and hamlets in a joined up and collaborative way
- Create a joint vision for the Parish
- Interest in doing a mapping exercise
- Learn more about Village Design Statements
- Learn more about Sustainability
- Need an action plan for next steps



### Mission Statement Proposal Plaistow and Ifold Neighbourhood Plan!

"We care about where we live.

We want to protect our **sense of community**, the **safety** and **rural tranquility** that we value. It's why we live here and why we choose to raise our families here, amongst **generations** of friends and familiar faces.!! Our four **unique hamlets** will grow organically. Cleverly blending **new** with **old**. Respecting the character, natural boundaries and vistas of this special part of West Sussex. Protecting our **environment** and quality of life for those **living and working here today** and the **generations to come!**"

### Kirdford draft Vision

"To ensure that the special characteristics of the village, its rural feel and relationship with the surrounding countryside as well as its historic buildings, are enhanced and protected while at the same time recognising that some change is inevitable and desirable. This change should:

- build on the village's character: its mix of building styles and uses, as well as their setting along wide verges, with mature trees and planting, and their relationship with the roads, paths and surrounding countryside,
- contribute to integrating all parts of the village by extending these characteristics throughout,
- reinforce and strengthen its heart around Butt's Common
- ensure that the village is safe and attractive for all, including the young and very old, to walk around and access the central area, the shop, recreation grounds and church
- aim to improve sustainability (social, environmental, and economic) by embedding them in all proposals"

### Loxwood - Draft Vision

"To maintain Loxwood as a semi-rural village with good facilities.

A village that is supportive of incremental change that will sustain and enhance its facilities while also contributing to a greater sense of neighbourliness. This will include improvements around places where people meet and safe access to them, especially on foot, as well as some new building."

### Village Design Statements, Neighbourhood Plans & Mapping



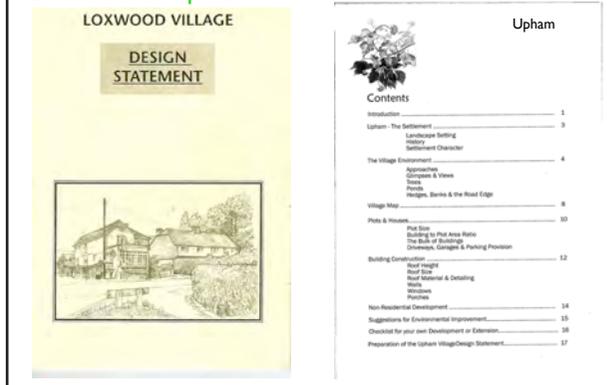
- Village Design Statements and Neighbourhood Plans both require detailed observation of the neighbourhood
- This needs to be recorded visually
- Mapping is a good way to start the process

## Village Design Statement (VDS)



- Identifies character of place and what is valued
- Provides guidance for change, new development and extensions, based on character and local distinctiveness
- Can be applied for new developments and improvements, including roads and landscape
- Provides a benchmark against which proposals can be judged
- Can be given to those considering development and change - reduces conflict and costs
- Can be incorporated into the Neighbourhood Plan

## Examples of Village Design Statements: Loxwood & Upham



## VDS Content



- Landscape Setting
- History
- Settlement Character
- Approaches
- Glimpses & views in & out
- Natural features, trees, ponds etc
- Hedges, banks, fencing, edges
- Plot size & density
- Building to plot area ratio
- Bulk of buildings
- Drives, Garages, parking
- Roads, pavements, safe routes
- Roof height, pitch, material and detailing
- Walls, windows, porches, detail
- Material & variety

## VDS - not just style of buildings



### Relationship to:

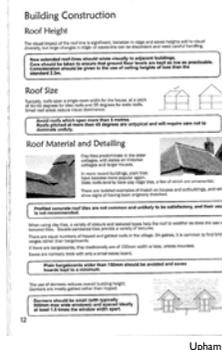
- existing buildings
- landscaping & boundaries
- roads/footways
- setting/plot
- materials
- massing/density
- variety



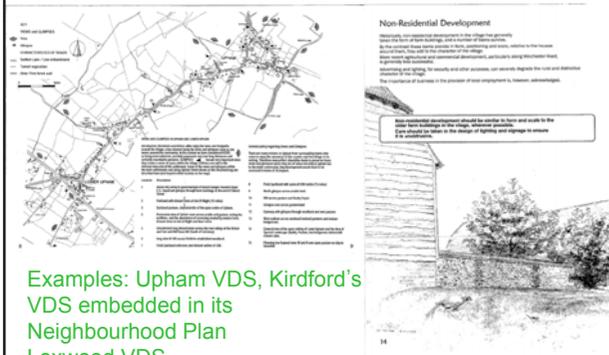
## Plaistow & Ifold VDS



- Include non residential buildings and development
- Listed buildings & conservation areas
- Character of roads
- Add suggestions for environmental improvements, including roads
- Cover each settlement individually
- Maps & illustrations essential - photographs or drawings



## Maps & drawings



## The Neighbourhood Plan



- Developed by the community
- Focussed on development
- Embed the VDS to cover extensions as well as new development
- Must identify some opportunity for development, identified sites
- Contains draft Neighbourhood Development Order (NDO)

## The Neighbourhood Development Order



- Draft NDP document contains all elements relevant to spatial planning, including Action Plan, and will become the Neighbourhood Development Plan Document
- Once submitted and supported by CDC only the NDO is assessed
- Local authority appoints examiner, with consent of Parish Council
- If approved at examination goes to Referendum
- 50%+ in favour local authority makes NDO

## Value of mapping



- Essential for the NDO
- Encourages critical & focussed observation
- Promotes better understanding of the neighbourhood, what is valued & problem areas
- Identifies surprises & opportunities
- Highlights connections, between and within settlements
- Promotes visual communication which is more effective than verbal, essential for engaging with residents as well as the council and examiner

## Mapping as the starting point for the VDSs and draft NDO



**Tools:**  
maps & clipboards,  
checklist



- Identify features for VDS
- Facilities: shops, churches, halls
- Green areas, play, sports,
- Connections, roads, pavements & paths
- Problem areas: eyesores, absence of safe crossings, empty void spaces
- Places where new houses could be of benefit
- Opportunities for seats, tree planting, play

## Walk-abouts - a starting point for mapping and understanding



Working in groups provides opportunities for:

- Engaging a number of people, of different ages and backgrounds in the generation of the NP - keep records, part of evidence
- Observing and plotting issues and opportunities
- Transferring information on to maps as a joint activity
- Sharing knowledge/understanding
- Discussing ideas and issues
- Social activity with a purpose



## Community engagement



...who is the community?

- Working group - leads process, representative, impartial, open. Responsible to your community for process and decisions made.
- The wider community - engaged in sharing knowledge, contributing ideas in a meaningful way. Has a real stake and say in the process.

## Ladder of participation



- Working groups
- Workshops and events
- Meetings
- Knowledge collection
- Information provision



The City of Santa Monica and Melendrez - Los Angeles-based urban designers - along with help from Community Arts Resources held a festival/workshop/ installation called Pop-Up MANGO

## Installations

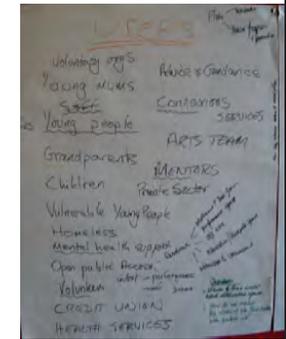


## Community engagement

- The wider community

Identify geographical areas  
Identify different groups of people in the area

- Age groups
- Local interest groups, organisations and societies
- Socio-economic groups
- Local businesses
- Owners of key sites
- Council officers / Influencers / financial support / political support / etc



## Community Engagement Plan

Who will you engage – and how?

Group	How best to publicise	How best to engage
Young children	<ul style="list-style-type: none"> <li>• Notices and announcements through schools and children's groups</li> <li>• Events and activities aimed at parents</li> </ul>	<ul style="list-style-type: none"> <li>• Making events and parent/child activities</li> <li>• Workshop activities mapping play and public realm issues</li> <li>• School projects – model making</li> </ul>
Local businesses	<ul style="list-style-type: none"> <li>• The local chamber of commerce</li> <li>• Leaflets through letterbox</li> </ul>	<ul style="list-style-type: none"> <li>• Focus group meetings</li> <li>• Questionnaires</li> <li>• Participating in workshops and walkabouts</li> <li>• Website</li> </ul>
Etc	Etc	Etc

## Community Engagement Plan

Activity 1

- What type of activities
- When, where
- Who will deliver
- Aimed at who
- Expected outputs and outcomes
- How will progress be fed back to participants/community?

• Activity 2...

Workshop:

Who will have a say in developing your plan?



- Who will your plan influence?
- Who should be involved?
- What do you need to consult on?
- What input can they provide?
- What input do you want from them?
- What methods can you use?
- How will you keep them informed about opportunities to get/stay involved?
- How will you let them know how you use their input?
- How can you make it fun to be involved?



# APPENDIX 3

## WORKSHOP 3: CAPTURED COMMENTS AND ISSUES RAISED

The below summarises what was captured in Workshop 3, in no particular order. Some sections were not filled in or fully explored but are included as a reminder of headings to be worked with for potential inclusion in the plan.

### ACTIONS

- The group needs to identify a co-ordinator to bring all material together
- Develop Village Design Statement, with sections for each settlement area, recognising their unique characteristics - landscaping and boundaries as well as buildings.
- Identify studies to be undertaken e.g.: drainage and flood mitigation studies
- Prioritisation: List all tasks, and link to where work will take place and how it will be delivered.

### BACKGROUND INFORMATION

- List what has already been prepared and identify where it is

### CONTEXT

- Local and National Planning Policy
- LDF & Core Strategy

### ENGAGEMENT AND CONSULTATION

- What has been done and when?
- Plan next consultation when have a draft plan
- Link to an event? Fete?

### MAPPING

Suggested issues to explore and map:

- Do map for each settlement area and then one for the Neighbourhood Plan area as a whole
- Boundaries: parish, conservation area, settlement area, Ifold Estates, National Trust land, others as appropriate

- Connections: roads, paths
- Green areas: publicly accessible, include verges
- Facilities: shop, school, halls, churches, play areas, sports, including golf
- Derelict farm buildings
- Problem areas: prone to flooding, eyesores
- Development that has taken place in the last 10 years
- Listed buildings
- SSSIs
- Potential development sites
- Context beyond the parish boundary, relationship with nearby facilities

## PARISH WIDE ISSUES

- Connections
- Roads, speed of vehicles, lack of facilities for pedestrians and cyclists
- Paths - walking safely between settlements; distance not the issue, lack of safe and attractive facilities is
- Transport, including public transport
- Broadband
- New SPA
- Village Design Statement for each settlement
- Housing needs survey - link to information from CDC
- Ageing population, isolation and housing of appropriate size and design
- Housing density
- Windfall development creates isolated communities - design to mitigate, including connectivity of roads, not cul de sacs

- Housing, where it would be acceptable, where not (show on map - bidding system, rural exception sites). Affordable - demand, housing needs survey
- Affordable housing to serve 'local' need - define local
- Infrastructure: roads, sewers, surface water, drains etc - all need to be considered in conjunction with any new development, including windfall. Covered in Loxwood NP, need similar approach, studies required
- Road maintenance of private roads (Ifold and Durfold Wood), needs not reflected in Council tax
- Improved facilities at Foxbridge Golf Course
- New AD plant and gas works
- Sustainability



## SETTLEMENT SPECIFIC ISSUES AND OPPORTUNITIES:

### DURFOLD WOOD

- Good rural area to live

#### Issues

- Speeding - not allowed to install gates or sleeping policemen as it is a public right of way, other measures/design needs consideration.

### IFOLD

#### Opportunities

- Play area - where?
- Footpaths connecting to other villages

#### Issues

- Loss of trees and boundary planting
- SPA - maintain
- Design of developments - VDS
- Plot size/density

- Sewers - inadequate capacity, sewage from Plaistow & Durfold Wood is routed through Ifold
- Drainage
- Parking
- Private roads: design and capacity
- Traffic speeds, private roads and main road
- Roads and verges owned and maintained by Ifold EstatesLtd, funded by residents, additional development adds maintenance costs. Internal roads are poorly made up.
- Paths and bridleways

### PLAISTOW

#### Opportunities

- Commercial development at Plaistow Stores
- Houses for young families and elderly people
- Issues

- Parking - Nell Ball
- No more houses behind Nell Ball
- Pedestrian access between houses in the village

### SHILLINGLEE

- Further expansion of equestrian activities and facilities

## DELIVERY OF OPPORTUNITIES

- Consider how issues and opportunities identified will be addressed: key partners, lead organisation (CC, DC or parish), funding potential

## AGREED TASKS FOLLOWING THE MEETING

- Collating all information - Sophie to start process
- Maps 1:1250 - Sarah to source and bring together, ensuring consistency, and graphics
- Photographs - Sarah
- Parish wide movement map
- Settlement mapping:
  - Plaistow - Richard
  - Shillinglee - David
  - Ifold
  - Durfold Wood
- VDS and design policy - David
- Recreation Policy
- Transport Policy, including walking and cycling - Sophie
- Employment, broadband and business - Richard
- Housing Policy - Angela
- Drainage and Infrastructure, including investigation of possible consultants, briefing and cost - Malcolm
- Community facilities and clubs - names and membership numbers - Fran
- Local and national policies - look into whether there is sufficient material in the work done by Plaistow?





The Glass-House  
**COMMUNITY LED DESIGN**

Call us or visit our website to discover how The Glass-House Community Led Design can help you and your group achieve your goals.

If you have any questions, or we can offer advice or support, please remember that The Glass-House is here and ready to help.

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