Billingshurst Neighbourhood Plan

Option Development Workshops

Billingshurst Parish Council

Final Report

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TABLE OF CONTENTS

1. Introduction 3
2. Opportunities and Threats 6
3. External factors 13
4. Initial options 14
5. Next steps 17
Appendix A: Workshop approach 18
Appendix B: Workshop outputs 20
Appendix C: List of delegates 23

1. Introduction

1.1. The Billingshurst Neighbourhood Plan (the Plan) was launched in mid-2016. Over the period to late-2017, the Billingshurst Neighbourhood Plan Steering Group (BNPSG) has gathered a wealth of information regarding issues raised by the community. This was used to develop a vision and objectives which was consulted on with the community, resulting in the final version shown below:

Vision for Billingshurst

In 2031, the Parish of Billingshurst thrives as a vibrant, prosperous and distinctive West Sussex community. At its heart is the historic village of Billingshurst, itself, with its charming High Street, listed buildings and bustling shops that are all announced as you approach, by the spire of St Mary's church.

New housing developments in Billingshurst are excellent and have been carefully thought through. They are attractive and blend in, offering a balance of smaller family houses and flats that are perfect for first-time buyers, renters and older 'downsizers'. This helps keep the community together.

There are plenty of public green spaces, and very effective off-road parking means fewer vehicles block the roads. The houses are maximising renewable energy sources so helping the village to be efficient and sustainable, as well as attractive.

What makes Billingshurst work so well is the synergy that comes from its 'joined-up' 'community' and 'physical' infrastructure, each element of which supports the other.

Specifically its medical facilities completely meet the needs of residents, its schools can offer places to all local children, and ample play and leisure facilities enrich the lives of all ages. They also enable Billingshurst to have a thriving arts and cultural life.

The village no longer floods, its lovely green spaces are protected so they can be used and enjoyed by everyone. Moreover, all people can move around the village and its inter-connected areas on pavements and paths with ease, efficiently and in safety. Many people choose to walk or bike locally and this reduces car movements, congestion and the associated pollution.

Since the Romans, Billingshurst has been at a vital crossroads. It has excellent road access, ample and convenient parking, and an excellent bus and rail service. These, and the ease of 'circulation' within around the village itself, combine with measures that take through-traffic away from village centre, to help make shopping on the High Street a pleasure.

This welcoming environment has driven the return to more 'local' shopping, with the range of shops and services comprehensive enough to satisfy the daily needs of every resident.

Existing businesses, too, are thriving with space to grow in new commercial units, which also provide for and encourage small start-ups. The village enjoys excellent broadband services, and so the commercial sector in Billingshurst is thriving and there are good jobs and training available to local residents.

As the communities of Adversane, Coneyhurst and Five Oaks are just minutes from Billingshurst itself, each is distant enough to cherish its own distinct heritage but close enough to enjoy everything that Billingshurst offers.

Objectives of the Billingshurst Neighbourhood Plan

OBJECTIVE 1: Contribute to the district-wide housing requirement and needs of the Parish, including more affordable housing (of all types) as well as housing that addresses the needs of younger and older residents.

OBJECTIVE 2: To ensure new housing reflects the high quality local vernacular in the parish in terms of building style and materials and maximises sustainable energy as part of housing design.

OBJECTIVE 3: Ensure that the provision of local infrastructure and facilities including doctors' surgeries and schools is adequate to address the needs of existing and future residents.

OBJECTIVE 4: Improve transport and movement, in particular through non-car modes, specifically ensuring there is a safe environment for pedestrians and cyclists as well as motorists.

OBJECTIVE 5: Strengthen, support and promote local economic activity in all retail, industrial, commercial and professional activities and ensure they are focused in appropriate areas of the parish.

OBJECTIVE 6: Ensure that development is sensitively designed to be attractive, to minimise flood risk, mitigate climate change, promote biodiversity and reduce our carbon footprint.

OBJECTIVE 7: Protect green spaces of value to the community and maintain a high quality natural and historic environment, in particular protecting buildings of local historic interest.

1.2. At the same time, a Call-for-Sites process was undertaken and each submitted site was assessed against a mix of general sustainability criteria and criteria relating to the objectives of the Plan.

1.3. Following this, the BNPSG agreed to undertake a series of workshops. The purpose of the workshops was twofold:

- to better understand the threats and opportunities in delivering each of the Plan objectives; and
- to start to develop options for addressing the threats and opportunities.

1.4. Ultimately, the development of the options will be consulted on with the community and wider stakeholders with the intention of identifying a series of preferred options for individual objectives that, when brought together, will form the draft Plan.

1.5. This report provides a summary of the key points that were raised at the workshop and recommends a series of options to be taken forward for further refinement by the BNPSG.

Workshop design

1.6. Attendance at the workshops was open to any party or individual. Landowner/site promoter interests were invited to the workshops by email.

1.7. In total, three workshops were held, one on 12 December 2017 and two on 16 January 2018. Across the three workshops, 35 people attended although three of these were members of the BNPSG who attended twice. There was a mix of local residents, developers and landowners and specific interest groups. There was attendance by people from Adversane as well as Billingshurst, reflecting the wider geography of the whole parish. At each workshop, members of the BNPSG were in attendance to both

engage directly with the process and provide particular knowledge on the process and other relevant matters.

1.8. At the workshops, the seven objectives were amalgamated into common themes and presented as four 'hybrid' objectives as follows:

- 'Deliver housing that addresses local needs and is of a high quality of design and layout' (objectives 1, 2 and 6)
- 'Ensure the provision of local facilities and infrastructure is adequate for future residents' (objectives 3 and 7)
- 'Strengthen the retail, industrial, commercial and professional activities in the parish' (objective 5)
- 'Improve transport and movement, especially for pedestrians and cyclists' (objective 4).

1.9. The workshop approach of moving from 'Objectives' to 'Threat and Opportunities' to 'Considerations' to 'Principles (Options)' is explained in Appendix A in a presentation given to the BNPSG to explain how the workshops would be run.

1.10. Following feedback from the first workshop in December 2017, the approach was amended to make it simpler. Worked examples were presented at the January 2018 workshops to assist the delegates in their understanding of the task they had been set. In addition, maps were used to enable delegates to identify specific locations where there are threats and opportunities in Billingshurst.

1.11. The summary sheets from the workshops are shown in Appendix B.

1.12. The list of delegates is shown in Appendix C.

2. Opportunities and Threats

2.1. Under each of the hybrid objectives, a number of opportunities and threats were identified by delegates. Where these were linked to one another or to another objective, this was identified. Below is a summary of these, by hybrid objective.

Deliver housing that addresses local needs and is of a high quality of design and layout

Housing design/layout and the loss of character

2.2. A concern was raised that Billingshurst has seen housing developments which could be from anywhere. As a result, further development of this kind could lose Billingshurst its character. The term 'clone town' was used by one delegate, who also stated that Billingshurst could lose what makes it special and unique. Another delegate said that 'we should celebrate where we live', which perhaps sums it up well and should perhaps inform the evolution of development design and layout. Greater clarity is required though as to what is special and what creates this 'uniqueness'. This may be bound up in the issue raised on more than one occasion about whether Billingshurst village will become a town and whether, if it does, this matters. Some people were keen not to lose the 'village' feel, others felt that having 'town' status might bring new opportunities.

2.3. As an example, there was little articulation of what that character is with regard to the built form, apart from a single reference to the 'Sussex style'.

Figure 2.1: Examples of the 'Sussex style'

2.4. Density was mentioned by a number of people, i.e. that recent developments have been too dense. In our experience, density is perhaps a misapplied concept. Many people suggest that, because a development which has not been well laid out feels quite dense, then all development should be restricted from being dense. However, there are many examples elsewhere of dense developments (in terms of the number of dwellings per hectare) not feeling as such because they have been well laid out. This helps to improve 'neighbourliness' which is arguably part of what makes any community special. In this regard, Penfold Grange was specifically mentioned as being an example of a good development.

2.5. Where density was also referred to was in respect of parking and the lack of off-street parking provision in recent developments.

Lack of 'affordable' housing/mix of housing

2.6. This was referred to by a number of different delegates. All made clear that they were using 'affordable' in the context of the cost to purchase on the open market, as distinct from the formal planning definition.

2.7. Related to this was a point made that there wasn't a sufficiently wide range of housing provided to address all needs. Nobody that raised this threat specifically identified any one type of housing/end occupier that was particularly under-provided for. However, the need for starter homes, market rent and housing suitable for older people were mentioned.

Isolation of development and loss of community

2.8. Multiple delegates were concerned that, particularly with the larger development sites proposed, each new allocation could come forward and be isolated from the rest of Billingshurst, both physically and therefore in the extent to which the new residents are integrated into the existing community. This was part of a wider concern about the loss of community.

2.9. This ties in nicely with the aspirations for improved walking/cycling networks. One of the delegates suggested this could even be a catalyst for bringing like-minded people together to the extent of creating new social groups, all as a result of better footpath and cycle paths! The idea of physical connections across Billingshurst (paths/cafes) addressing social isolation is an interesting one and highlights the linkages across objectives. It also demonstrates that isolation is not just about design of new development.

2.10. The point was made in one of the workshop groups that housing for older people would be better suited closer to local amenities.

Ensure the provision of local facilities and infrastructure is adequate for future residents

Infrastructure is promised but not delivered

2.11. One of the most common points raised – and a key theme that has been highlighted throughout the development of the Plan – is the concern that infrastructure will not be provided to support the development that is delivered. Experience over a number of years in Billingshurst is that there has been a lack of provision of the required infrastructure and as a result, the existing networks are really struggling to cope. In particular the doctor's surgery was identified by a number of people, as were the schools.

2.12. A specific aspect of this is when infrastructure is promised by a developer but is then not delivered. This was identified by some delegates as either being because the viability of the development has changed and the developer can no longer afford to provide it or because Horsham District Council accepts a commuted sum in lieu of direct, on-site provision. That money is then not used to make the necessary provision in Billingshurst.

2.13. On a related theme, it was noted that even when a developer provides space for a GP surgery or school, if neither the Clinical Commissioning Group (CCG) or a school provider wants to operate one in that location, then it will not get delivered and no alternative has to be provided.

Specific infrastructure identified

2.14. Some specific infrastructure items were identified:

- Expansion of the doctor's surgery.
- A community hub in north-east Billingshurst which could accommodate, amongst other things, a medical centre, children's/family centre and a library.
- Expansion of school and education provision – particularly new primary age provision but also adult learning.
- Expansion of community provision at Jubilee Fields.
- A country park around Daux Wood and the fields to the north (on this note, the need to safeguard the countryside and nature was identified by multiple delegates as being an important principle).
- Green corridors (which could go hand-in-hand with cycle routes to create 'green cycle routes' that could connect habitat areas.
- Better broadband, particularly in Adversane.
- Electric vehicle charging points – both private and in public parking locations in the village.
- Flooding infrastructure, with Natts Lane specifically identified as a problem area.

2.15. A point was raised that a community survey would help to identify other community facilities which the community may feel are lacking, e.g. play/youth facilities, outdoor gym equipment, etc.

Strengthen the retail, industrial, commercial and professional activities in the parish

Vibrancy of the village centre

2.16. The concern over the changing profile of shops in Billingshurst was raised by a number of delegates. Whilst it was understood that the Plan could not provide for a particular retailer, the loss of shops was seen as a threat to Billingshurst. In particular, banks were mentioned on multiple occasions and it was felt that a more flexible approach to the use of shop units and in retail provision may be of benefit.

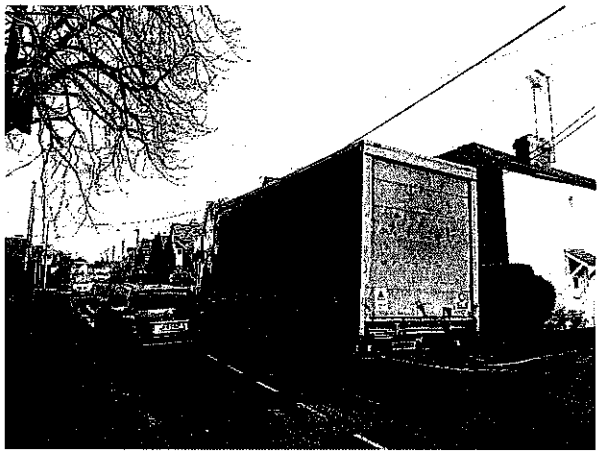
2.17. An opportunity was seen in providing for more bars and restaurants to make Billingshurst village centre a more attractive place for tourists to visit, with an emphasis on 'longer stay' as opposed to simply day visitors.

2.18. Much of this was bound up in how easily people can access the shops – whether they can park close by – and whether restricting access for car users and encouraging walking and cycling might help to rejuvenate the High Street by making a more pleasant environment. This is addressed in the next objective.

2.19. An issue which was raised as an example of how the existing environment of the High Street detracts from the offer is the volume of HGVs which travel through the centre of the village. This is related to the location of the industrial estates (see below).

The location of the existing industrial estates

2.20. A significant number of delegates stated that, if you were planning where to put industrial uses in Billingshurst today, you would not put them in their current location. Their proximity to the centre of the village and the railway crossing creates significant issues in terms of HGV movements and safety at the railway crossing and outside the primary school.



2.21. All of these people agreed that moving the industrial estates to the edge of the village – with access off the A272/A29 – would provide significant benefits, particularly if housing were to replace it. At this stage it should be noted that this would be an extremely ambitious objective because there would be many stakeholders – including landowners and tenants – that would need to be in agreement about this.

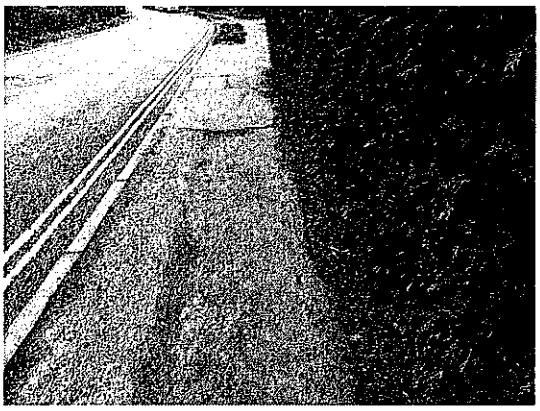
New forms of working

2.22. A small number of delegates identified that the economy is changing and that the industrial base in Billingshurst is unlikely to expand in the future. Opportunities should therefore be focused on

providing for new forms of working in growth sectors, e.g. information technology and business services. This is linked to growth of more flexible forms of working, e.g. home working and 'desk-based workspaces. The development of commercial hubs that provide for these needs was identified. Linked to this was the need to future-proof this provision for working families through provision of creche and day-care facilities.

Improve transport and movement, especially for pedestrians and cyclists

2.23. A common theme agreed on by almost all delegates is that the roads in Billingshurst are inadequate to safely and sustainably accommodate the levels of traffic that would normally be expected to be attracted by the levels of growth being planned for. In this regard, safety was seen not just as issues of physical safety for pedestrians and cyclists but also in the context of human health, with the recognition of vehicular traffic's contribution to air pollution. There was much debate about how to address this problem of increasing traffic and of the environmental impact of vehicles generally, with provision for electric vehicles mentioned by a number of delegates.



Pedestrian safety is paramount

2.24. Linked to the volume of HGV traffic passing the primary school and through the village, many delegates identified to need to make a safer environment for pedestrians. Specifically the need for a pedestrian crossing outside the primary school was identified, along with better linkages between footpaths.

2.25. In addition, some delegates raised the potential of diverting heavy traffic away from the High Street by making better use of and improving the spine route (A272).

2.26. A number of people identified the need to make all roads 20mph but this is not a matter for policy in the Plan.

More car parking is needed...

2.27. Several locations were identified where parking was a problem. In the centre of the village, there is insufficient public parking, with the parking at Jengers Mead frequently mentioned (a well-established issue). One delegate identified the existing BT exchange building as a possible site for reconfiguration which might also bring increased parking.

2.28. Parking along Station Road and Natts Lane was identified.

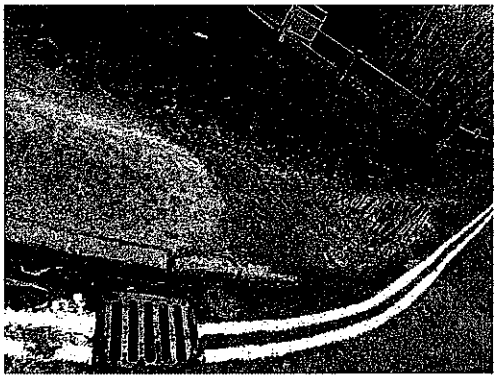
2.29. In relation to the station, the need for more parking was also identified. The only specific opportunity that was proposed was to create a second deck on the car park at the station to make it multi-storey. The lack of opportunities identified to address, for example, the lack of car parking to serve the centre of the village highlights the nature of the problem with increasing levels of traffic.

...but parts of the High Street should be pedestrianised

2.30. Whilst some focused on the need for more parking, other delegates felt that it was time to look at ways of strongly encouraging other forms of movement and restricting the car. Related to the concern over the vibrancy of the High Street, some felt that pedestrianising all or part of the High Street would help to make it a much more pleasant environment to visit. The stretch between Jengers Mead to Sainsburys was specifically identified.

Walking and cycling into the village centre

2.31. Movement into the centre of the village for pedestrians and cyclists was identified as important by a number of delegates. It was felt that pedestrian movement needed to be made safer and easier, with wider and better quality pavements suitable for all users, including those in wheelchairs.



2.32. Also, safer cycle routes should be created although no one could identify easy routes into the centre of the village where dedicated cycle paths could be created due to the lack of space.

2.33. Along with safer cycling needed to come more bicycle parking, particularly secure parking at certain locations, e.g. the station.

A cycle network to connect up with surrounding centres

2.34. Comments on the need to improve cycling were not only restricted to movement into the centre of the village. Several delegates considered that there was an opportunity to open up and improve cycle routes to nearby centres. This could involve better linkages with bridleways and better signage (which could potentially be a priority for Community Infrastructure Levy spending.

2.35. Particular routes that were identified were:

- From Billingshurst to the Limeburners pub
- Over the A29 to Jubilee Fields
- From Billingshurst to Five Oaks
- Daux Avenue to A272

- From Billingshurst to Adversane

The bus network is important

2.36. Several delegates identified the importance and value of moving people by bus. This was suggested within a couple of different contexts:

- A park-and-ride to relieve traffic congestion in the centre of the village
- A circular bus to link Billingshurst with the rural hamlets and other larger centres

3. External factors

3.1. In developing the possible options to explore through community engagement, it is important that everyone is aware of the 'external factors' which will either influence the ability to deliver the preferred option or will inform how the preferred option can be taken forward, e.g. national and local planning policy.

3.2. The workshops presented some of the well-established external factors (referred to as 'Considerations' at the December 2017 workshop) and invited delegates to provide others. The key external factors identified were as follows:

- The higher the cost of infrastructure, the more development is needed to deliver it.
- Similarly, development must be viable otherwise it won't be delivered, therefore the burden placed upon development in terms of wider community infrastructure cannot be so high as to reduce developer profit unacceptably[1].
- Whilst there is demand for certain key infrastructure items, e.g. expanded schools and medical facilities, as well as utilities, it is the not the role of the Neighbourhood Plan or the Parish Council to make the final decisions on whether such provision is made. These decisions are made by bodies that the Neighbourhood Plan needs to engage with, e.g. West Sussex County Council as education authority, the local Clinical Commissioning Groups as providers of health services and the utilities providers. In this regard, these bodies must agree that there is a clear need for such infrastructure and that it can be delivered and then operated on an ongoing basis for it to be appropriate to be reflected in the Neighbourhood Plan.
- The proportion of housing development that is delivered as affordable housing (the planning definition of affordable) is established through the Horsham Development Planning Framework.
- Development can only address issues directly relating to it (not wider existing problems).
- Development can only be refused on traffic grounds if the impacts are 'severe'.
- Improvements/changes to highways are not planning matters so the Plan will not be able to deal with them directly.
- The Plan cannot require the GP surgery to move or expand, it can only provide the opportunity to do so by identifying a site.
- The more precise the evidence about the best location for new community infrastructure, e.g. play areas, community centres, sports facilities, the more likely it will be that the item is delivered.

3.3. These principles must be understood and borne in mind when both presenting the options to the community and certainly when proposing a preferred option. This is why the summary of the previous section identified a number of actions for initial scoping in order to determine whether this could ever be a realistic scenario, e.g. re-locating the industrial estates or putting a second deck on the station car park.

[1] What constitutes an 'unacceptably low' level of profit has been the subject of much debate at planning appeals. The most common benchmark is between 17% and 20%.

4. Initial options

4.1. The final part of the workshop was to identify possible 'Principles and Options to Explore'. The main purpose was to take the evidence gathered earlier in the workshop and to identify the possible options that should be tested at the next stage of development of the Plan. From this options testing would ultimately come a series of 'preferred options' to address each of the issues and these would be brought together to form the draft Plan.

4.2. Arguably the most interesting matters for the option development stage of the Plan are ones where there is a closely related opportunity and threat. The most obvious example raised at the workshops relates to the objective of improving transport and movement, especially for pedestrians and cyclists. For many people, the issue is all about vehicular movement, both in terms of ease of movement for themselves (as motorists) and prevention of less desirable movements by others, particularly HGVs, as pedestrians and possibly as cyclists. Where this issue has the greatest divergence of views (i.e. some viewed the issue as a threat and some as an opportunity) was over the future of the High Street. Some saw success as being about facilitating more parking and some saw it as freeing up all or part of the High Street from any form of vehicular traffic, leaving it solely for pedestrians and maybe cyclists.

4.3. From a review of the workshop material, the possible issues which are recommended to represent the core of the option development process are presented below. For each option, recommendations have also been made as to the necessary work required to inform the presentation of these options along with who should lead that work (either the BNPSG or Navigus).

4.4. It should be made clear that the purpose of the next stage of work is not for the BNPSG to choose a series of preferred options themselves. Rather it is to marshal the existing evidence, gather any further evidence and come to a view as to the options to be presented to the community and other key stakeholders, e.g. shopkeepers, landowners, etc. Ultimately it is the input by the community and these stakeholders that will shape what the overall preferred option will be.

Deliver housing that addresses local needs and is of a high quality of design and layout

Preserving character

1. What are the features that are common to the design of good quality houses locally?
    i. Identify the features that make for a distinctive style of housing locally (action: BNPSG).
    ii. Take photographs of good examples, preferably in Billingshurst but also elsewhere (action: BNPSG).
2. What are the features that are common to the layout of developments which minimise the feeling of being overly dense?
    i. Provide examples of different layouts and key features of these (action: Navigus).

Housing need

3. Clearly identify the type of housing that is needed to address the requirements of the existing and future population of Billingshurst.
    i. Review the evidence base and see whether this aligns with the needs in the wider housing market, as identified in the Horsham Strategic Housing Market Assessment (action: Navigus).

Ensure the provision of local facilities and infrastructure is adequate for future residents

4. What are the most important community infrastructure items that are needed?

    i. What is needed and what evidence have we gathered to prove this, e.g. for sports facilities, have we engaged with the local sports clubs about use of their existing facilities? (action: BNPSG)

    ii. Does this need align with the technical evidence base and if not, then why not? (action: Navigus)

    iii. Where is this provision needed? (action: BNPSG)

    iv. How it can best be delivered given the constraints of the sites that have been put forward for allocation, e.g. as co-located hubs? (action: BNPSG/Navigus)

Strengthen the retail, industrial, commercial and professional activities in the parish

Retailing and services

5. Review the evidence gathered and explore options for the future of the High Street as a place where people go and spend time – not just to shop and use services but to socialise (action: Navigus).

Movement

6. How can we best address the limitations on the accessibility of the High Street (either viewed as insufficient parking or unsafe/unattractive pedestrian and cycle routes) in order to retain/increase its vibrancy?

    i. In considering whether more parking should be provided to serve the High Street, where specifically should this be, i.e. which available and suitable sites – including the BT building? (action: BNPSG)

    ii. If more of the existing road space/parking space should be given over to improve walking and cycling along the High Street, then along which stretches should pedestrianisation and better cycle infrastructure be considered? (action: BNPSG)

Industrial and office

7. Is the re-location of one or more of the existing industrial estates feasible? (action: BNPSG)

8. What might the demand by for Billingshurst as a location for new, flexible workspace?

    i. Would there be the market demand? (action: Navigus)

    ii. Where would the optimum location be for provision? (action (BNPSG)

Improve transport and movement, especially for pedestrians and cyclists

Walking and cycling

9. What are the key routes for walking and cycling and how can these routes best be improved for pedestrians and cyclists?

    i. What are the key movement routes into the village – where are people coming from, where are they going to (presumably mainly the High Street, GP surgery, schools and railway station)? (action: BNPSG)

    ii. What are the key movement routes to connect Billingshurst up with rural parts of the parish and other centres? Where are the main destinations? (action: BNPSG)

Parking

10. Is there a need to provide better off-street residential parking?

    i. Where are the problem hotspots? (action: BNPSG)

    ii. What types of provision would most increase use of off-road provision as paring space, as opposed to storage space (as most garages are used)? Is this parking courts, car ports on individual properties or open parking areas on individual properties? (action: Navigus)

11. Improving parking at the railway station

    i. Need to scope out whether there are any fundamental issues in providing a decked car park, in terms of loss of amenity for neighbours and functionality (action: BNPSG).

Heavy goods vehicles

12. How can the issue of HGVs coming through the village best be resolved?

    i. What are the realistic options for routing and do any of the proposed development sites open up the possibility of achieving this? (action: BNPSG)

Bus services

13. What would the most useful routes be for a new bus service? (action: BNPSG)

14. Is park-and-ride an option that is likely to be well used?

    i. Is provision viable – is there a location for a facility? (action: BNPSG)

5. Next steps

5.1. The key next steps will be to address the actions arising from the 14 'options' that were presented in the previous section.

5.2. A wide range of issues were raised and considered across the three workshops. A small number of matters are not issues that a neighbourhood plan – and specifically its policies – can address. This includes matters such as making all local road speed limits 20mph or fixing blocked drains or broken paving stones. However, these are still important items and need to be reflected in the 'non-policy action plan' which should accompany the Plan. Also, these items could be identified as priorities for spending of money collected under the Community Infrastructure Levy (CIL) regime.

5.3. It is important that the evidence gathered as part of these workshops should be considered along with the significant body of evidence gathered from the community prior to this.

Appendix A: Workshop approach

Interactive Community Engagement Workshop

Billingshurst NP Steering Group

1

Aims of the Interactive Community Engagement Workshop

1. Bring members of the community and stakeholders together
2. Explore issues to an appropriate depth
3. Educate the community and stakeholders about the interconnected nature of some of the issues
4. Record the session in a structured way that can be used later on in the process as evidence and content

2

Benefits of the Interactive Community Engagement Workshop

- No single person or group can dominate
- Everyone can contribute in a non-threatening way avoiding the need for 'public speaking'
- Local community and stakeholders work together
- Exploring the interconnected nature of issues often increases understanding and resolves some conflict – "Stepping into someone else's boots"
- A structured session and outcome

3

How the Interactive Community Engagement Workshop runs – The Concept

- Working together, participants create a structured flow chart that breaks down the issues that are within the scope of the Neighbourhood Plan.
- The flow chart is produced on a wall using colour coded card and pens that tease out the issues in a structured way ensuring that the Neighbourhood Plan objectives are scrutinised by all for:
  - Threats
  - Opportunities
  - Considerations
- The final stage brings the above together to create a set of 'Principles' that the Neighbourhood Plan can reference

4

How the Interactive Community Engagement Workshop runs – Suggested Objectives

- 'Deliver housing that addresses local needs and is of a high quality of design and layout'
- 'Ensure the provision of local facilities and infrastructure is adequate for future residents'
- 'Strengthen the retail, industrial, commercial and professional activities in the parish'
- 'Improve transport and movement, especially for pedestrians and cyclists'

5

6

How the Interactive Community Engagement Workshop runs - Preparation

- Ideally, participants have been primed with information beforehand via leaflets, e-mails etc. so they understand some of the objectives of the Neighbourhood Plan
- Workshop layout is important (no rows of chairs, a large wall)
- A wall is chosen (or 2) and covered in paper
- Pens, coloured card and Blu Tack are provided on a resources table

7

How the Interactive Community Engagement Workshop runs – The Start

- Objectives from the Neighbourhood Plan, recorded on Yellow card are placed on the right hand side of the wall in a column
- After an introduction to the process, instructions and an example given by the facilitators, the workshop begins

8

How the Interactive Community Engagement Workshop runs – The Process

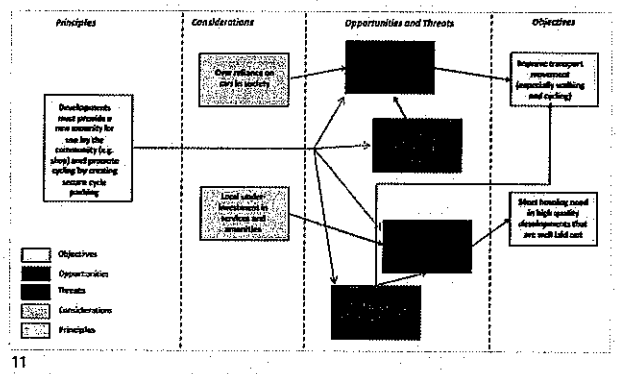
- As will be explained by the facilitators, the system follows this basic process:
  - Study the objectives (on the right hand side)
  - Discuss in pairs, groups etc. the possible threats or opportunities related to the objective
  - Record threats, opportunities onto the appropriate card
  - Stick the card to the wall
  - Join the card to the objective using a coloured pen
  - Additionally, broader considerations that contribute to a threat or objective can also be added to the wall and joined to the threat and opportunity cards

9

How the Interactive Community Engagement Workshop runs – The Conclusion

- Towards the end of the workshop, the facilitators will ask for a pause which will give all participants the opportunity to:
  - Review the work
  - Identify any obvious gaps
  - Start thinking about a set of principles that reflect their findings
- The final part of the workshop aims to bring together all the opportunities and threats to the objectives into a set of principles. These principles will reflect the 'real world' concerns of the participants and be based on their understanding of the interconnected nature of many of the neighbourhood plan issues.

10



11

12

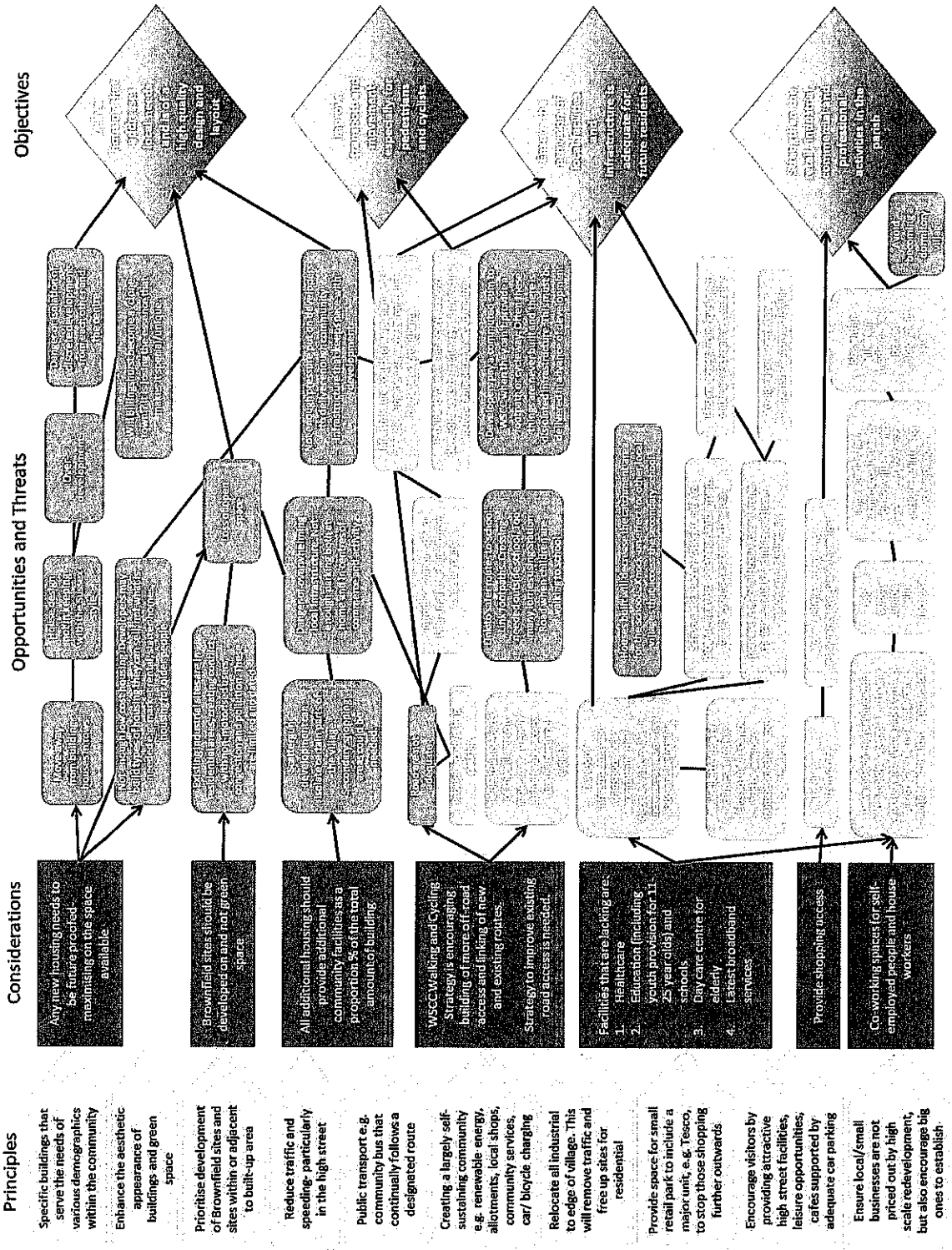
Interactive Community Engagement Workshop – In Conclusion

- Systematic workshop process that allows participants to contribute in a non threatening way
- Prevents any one single person from dominating
- Allows freedom to explore issues to an appropriate depth
- Draws on local understanding of issues and expertise
- Increases understanding of issues from a different perspective
- Gives the local community a voice and a sense of having participated fully in the process
- Provides a recordable snapshot of the workshop findings

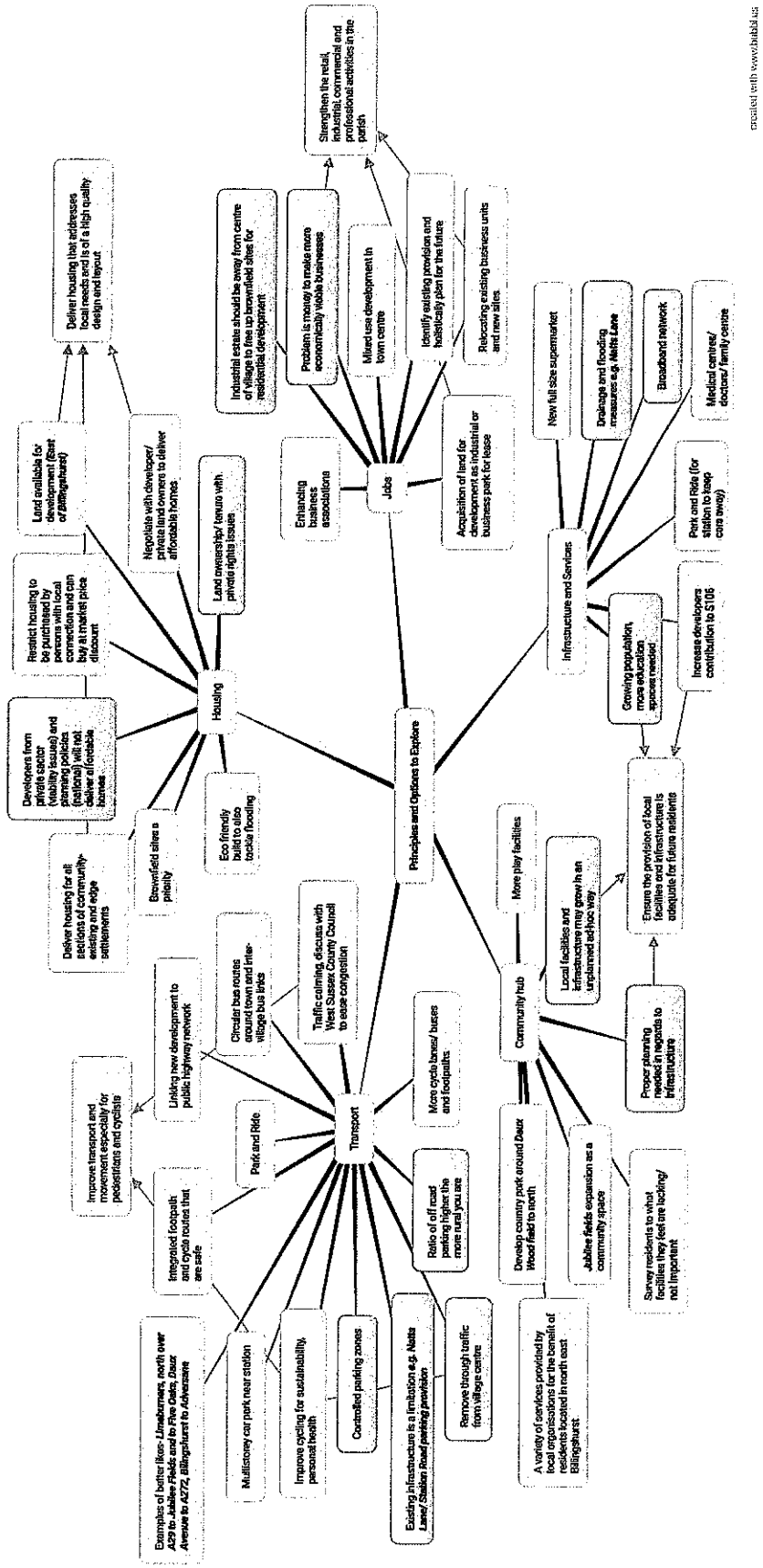
13

Appendix B: Workshop outputs

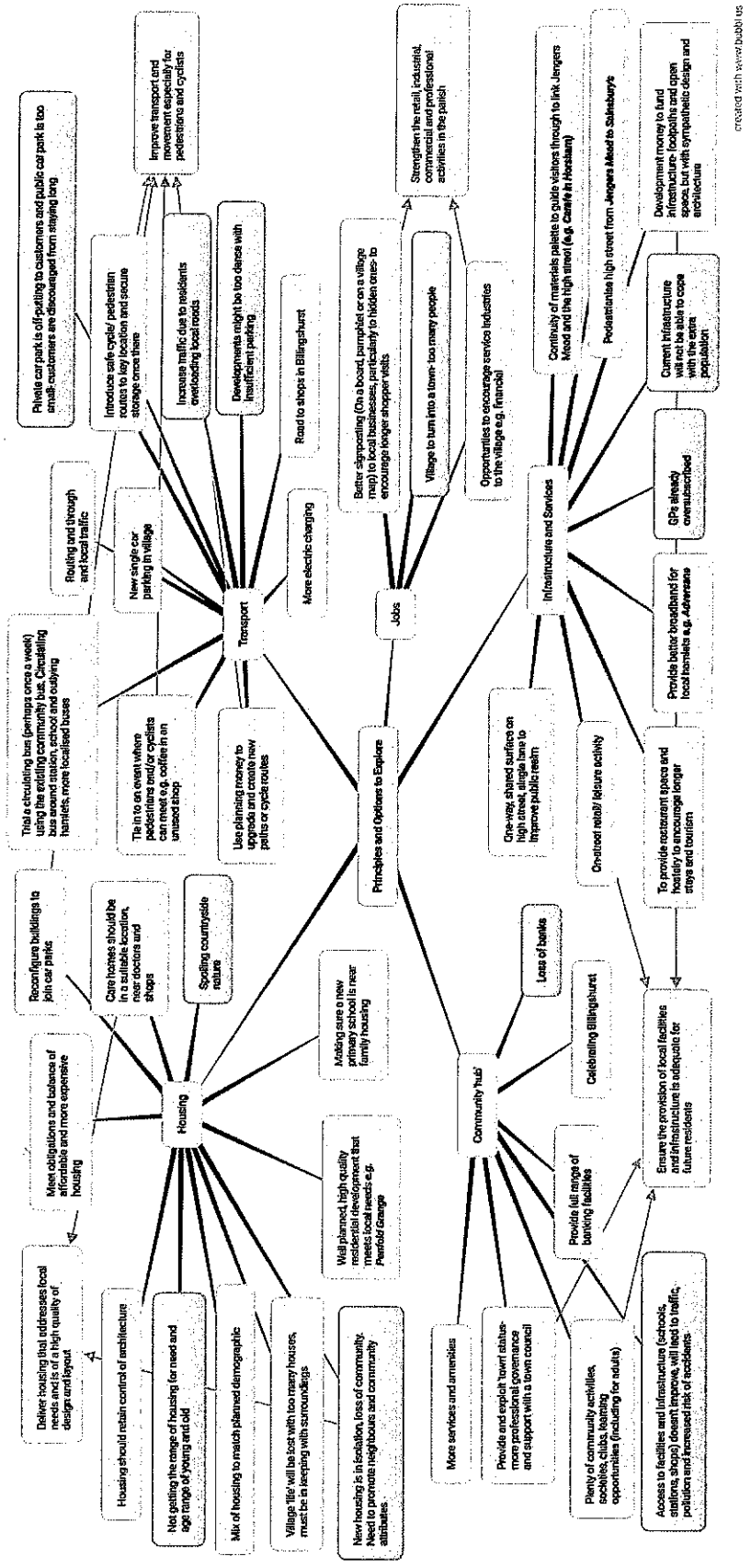
Workshop 1 (December 2017)



Workshop 2a (January 2018)



Workshop 2b (January 2018)



Appendix C: List of delegates

Workshop 1 (December 2017)

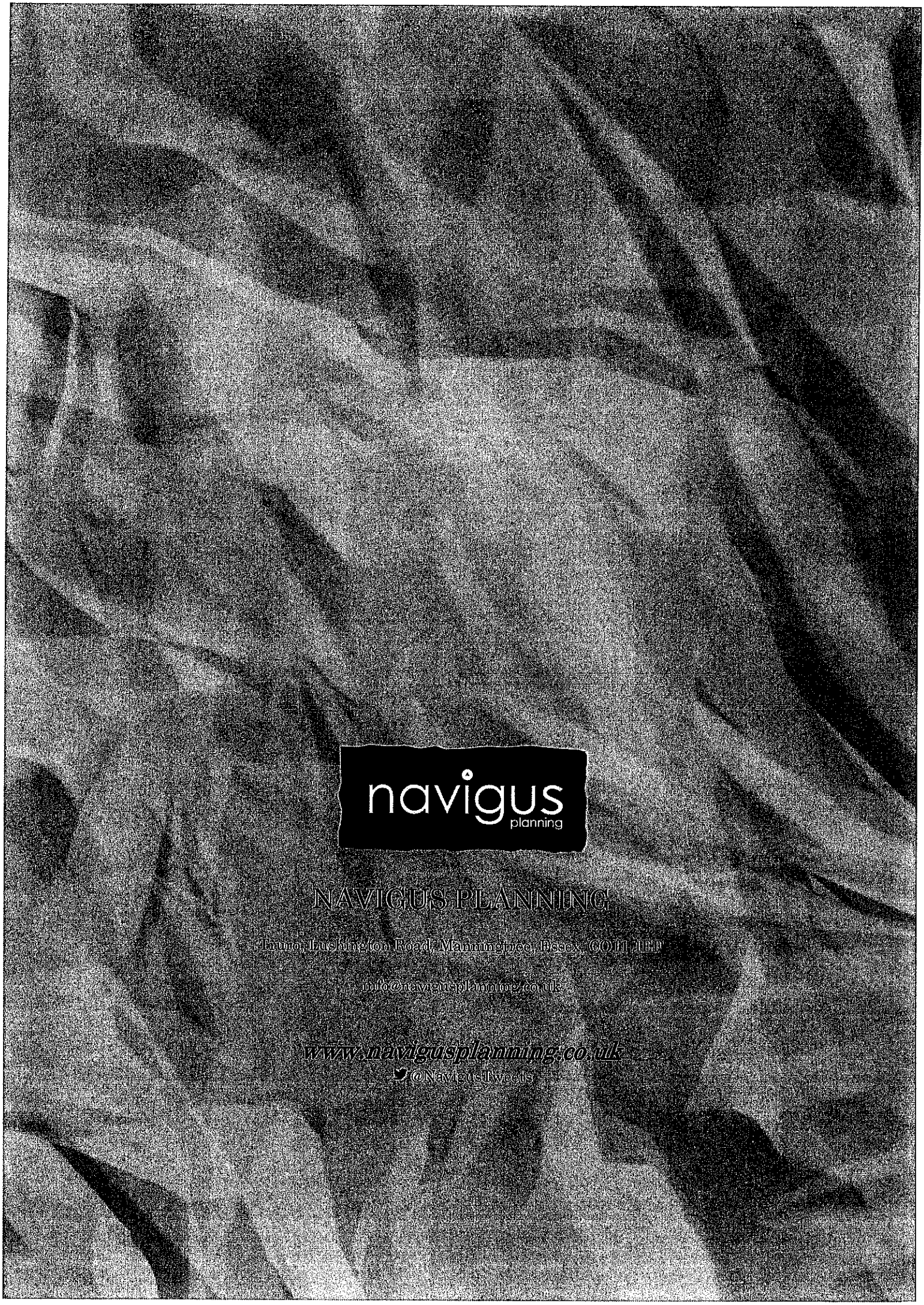
1. Simon Bedford (resident)
2. Martin Stewart (resident)
3. Karen Furse (The Weald School)
4. Roger Welchman (Armstrong Rigg)
5. Brian O'Connor (St Gabriels)
6. Denise Campbell (BCP)
7. Patrick Perks (Billingshurst Parish Council/Neighbourhood Plan Steering Group)
8. Jon Perks (Billingshurst Parish Council/Neighbourhood Plan Steering Group)
9. Sarah Wilson (Billingshurst Parish Council/Neighbourhood Plan Steering Group)
10. Amanda Jupp (Billingshurst Parish Council/Neighbourhood Plan Steering Group)
11. Nigel Jupp (Billingshurst Parish Council/Neighbourhood Plan Steering Group)
12. Greg Burt (Billingshurst Parish Council)

Workshop 2a (January 2018)

1. Steven Lowe (resident)
2. Mary Slaney (resident)
3. Emma Grundy (Horsham District Council)
4. Judith Ashton (Developer)
5. Richard Stucke (resident)
6. Craig Gale (Church)
7. David Buss (resident)
8. Chris Jasper (Developer)
9. Simon Hoar (Developer
10. Ian Gammie (Adversane Residents Association)
11. Paul Rippingham (resident)
12. Patrick Perks (Billingshurst Parish Council/Neighbourhood Plan Steering Group)
13. Amanda Jupp (Billingshurst Parish Council/Neighbourhood Plan Steering Group)
14. Ken Johnson (Neighbourhood Plan Steering Group)

Workshop 2b (January 2018)

1. Chris Posgate (Developer)
2. Melys Pritchett (Developer)
3. Adrian Passingham (Estate Agent)
4. Jon Perks (Billingshurst Parish Council/Neighbourhood Plan Steering Group)
5. Melanie Holliker (resident)
6. Lucy Titcombe (resident)
7. John Underwood (resident)
8. Geoff Lawes (resident)
9. Mark Sheath (Bakery)
10. Dale Whitford (Leisure provider)
11. Nick Batchelor (Adversane Residents Association)
12. Nigel Jupp (Billingshurst Parish Council/Neighbourhood Plan Steering Group)
13. Sarah Meyer (Billingshurst Parish Council)



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