

COPYTHORNE PARISH COUNCIL MEETING – JUNE 9th 2020

ITEM 10 – To receive an update on progress of the Parish Design Statement and Suggested Way forward

Background

With a view to getting things started, I produced a draft version of what will become the Parish Design Statement (PDS) back in February 2020.

After discussion at the February Five Year Plan Advisory Committee (“FYPAC”) meeting about what to call the Document, it was agreed to go forward with a working title of Copythorne Parish Design Statement.

Following that, the Clerk was asked to speak to Steve Avery (NFNPA Director of Planning and Policy). Steve was happy to confirm the willingness of the NFNPA to help guide us through the process of producing a PDS, and its subsequent adoption as a Supplementary Planning Document. Obviously, there will need to be similar discussion with Colin Reed of NFDC.

Where are we now

At last week’s May FYPAC meeting, it was agreed that I should report back to the full council with an update to the draft PDS, a draft schedule and list of (suggested) consultation events. Accordingly, please see attached draft PDS, draft schedule and consultation events page (actually appendix 2 of PDS).

I have also attached an easy guide to producing a PDS, and associated process for adoption of a PDS by NFNPA for your information. A similar guide maybe available from NFDC.

As you will see by referring to the “easy guide”, once we are happy with the draft PDS we need to set up a small steering group of parish councillors, members of the community and representatives from the NFNPA and NFDC . Not to mention a project plan and capturing any associated costs.

To ensure that there is engagement by the whole community in this project, I believe that there needs to be an official roll out. In normal times this would have been at the APM, indeed that was the original idea. It’s obvious that in these unusual and strange times public meetings can’t take place. But that doesn’t stop us planning to hold a Special Parish Meeting once the “lockdown” is sufficiently relaxed. Meanwhile when we are ready, we can keep the community informed via the Parish Council minutes, the Newsletter and Website and of course, not forgetting Stanley’s Own.

Next steps

- Members of the Council to comment and make suggestions, as to what needs to be added to the draft PDS prior to its formal roll out.
- Liaise with NFNPA and NFDC officers, also engage with our County and District Councillors.
- Advertise our intention to produce a PDS.
- Plan for a Special Parish Meeting to be held once “lockdown” relaxations allow.
- Produce a project plan and associated costings.
- Call for volunteers.

Cllr Graham Chillcott

June 1st 2020

Copythorne Parish Design Statement

DRAFT

Approved by Copythorne Parish Council on Day/Month/year

Adopted by the New Forest National Park on Day/Month/Year

Adopted by the New Forest District Council on Day/Month/Year

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Chapter One

Introduction to the Parish Design Statement

A Parish Design Statement cannot prevent change, but it can be used to manage it. It provides guidelines about the design of any future development which will assist residents, the Parish Council, the planning authority and potential developers.

By identifying what makes Copythorne special and distinctive it is suggested that changes to individual buildings, groups of buildings or the village as a whole, should be based on an understanding of the past and present character of the village. This would enable new development to make a positive contribution to the local distinctiveness of the parish.

A Parish Design Statement (PDS) can be adopted by local the planning authority as a Supplementary Planning Document, making the design guidelines it contains a material consideration when determining planning applications in the parish.

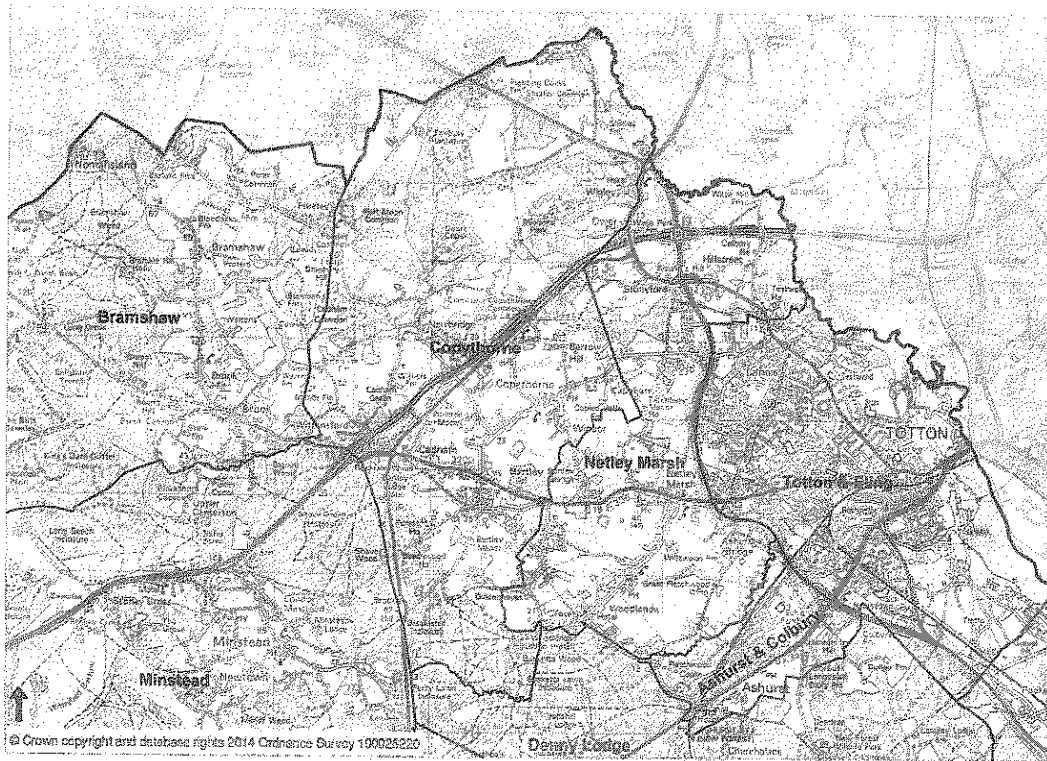
The Copythorne Parish Design Statement was initiated at a public meeting, with a steering group undertaking to produce various sections of the Statement using their knowledge and expertise of the village.

Information was gathered from advertisements and articles written in the monthly Parish Newsletter, an agenda item at Parish Council meetings, and a briefing given at the Annual Parish meeting. It was advertised on the Parish Noticeboards and letters were delivered to all local residents and businesses. A manned stall at the annual Summer Carnival.

Further consultation has taken place through the draft statement being placed on the Copythorne Parish Council website and a public meeting to view the document and make suggestions. A proforma for responses was also included in the *Month/Year* issue of the Parish Council newsletter for written feedback.

The PDS has been developed in liaison with the New Forest National Park Authority/New Forest District Council and officers' comments have been incorporated in this version. Following formal public consultation, the Park Authority adopted the PDS as a Supplementary Planning Document in *Month/Year*.

Map of Copythorne Parish



Chapter Two

A brief History of the Parish

The history of the area can be traced back to early Iron Age with barrows and tumuli and the remains of a Roman road marked in several places. This Roman road was the main route between Christchurch and Winchester where the road forded the River Test near Romsey. The hamlet of Ower was recorded in the Domesday Book. There was once a thriving Brickworks at Winsor.

Until comparatively recently there were two large estates within the Parish - Paultons Park and Winsor Manor. The Old Farmhouse (Manor Farm) is most likely the site of the medieval manor of Winsor.

Also a lot of the land was held by Glastonbury Abbey and a Gilbert De Bretuil in medieval times. Over the years these have gradually diminished and individual farmers and tenants (some of the existing dwellings dating back 300 years or more) have been taken on as small farms.

NEWBRIDGE.

This settlement appears to have developed adjacent to a small parcel of meadowland. This was situated alongside the river and was enclosed in the early medieval period. In addition, encroachment continued into the late medieval period, into adjacent woodland. This was used for agricultural purposes and then expanded further in the 19th century, possibly due to the enclosure of the common lands in Eling Parish. Only one building appears to pre-date the late 19th century and this is an isolated farmhouse. Otherwise, the built development began mainly in the early 20th century, with later 20th century development, interspersed. This development occurred in a linear manner at the northernmost and southernmost ends of the character area.

OWER

The then hamlet of Ower was recorded in the Domesday Book

CADNAM.

This place name is first referred to in 1272 and 1280 as "Cadenham". The name derived from the Old English "Cada's Estate" or an area of 'hemmed-in land'. The Manor of Cadname was an estate held by Amesbury Priory in medieval times and extended north to Storms Farm, to the old County boundary in the west and to Newbridge in the east. Cadnam was also the focal point of five Roman Roads, coming to a junction near the present day White Hart public house.

COPYTHORNE.

The first reference to Copythorne was in the reign of Edward III as "Coppethorne" and later in 1754, it is referred to as "Copped Thorne". The place name means "pollarded (haw)thorn". The Parish of Copythorne is relatively modern with the area originally part of the historic Parish of Eling until 1894.

WINSOR.

This place name is first referred to in a document of 1167 as "Windesore" and in 1222 it was known as "Windlesore". Later in 1272 the name had changed again to "Windlesovere". In 1327 there were 16 tax payers in the settlement but in 1524, no tax payers are recorded. The name probably derives from the location of the settlement on a 'flat-topped ridge'.

BARTLEY.

The first reference to this settlement is in 1150 and in documents of 1236 it was known as "Bearkele". Later in 1586 the name had evolved into "Bartlie Regis". The name is derived from the Old English "beorc(a) leah" meaning "birch wood". It would appear that Bartley was formed of two major estates, Bartley Bisterne (attached to Minstead) and Bartley Regis (part of the Manor of Lyndhurst). Other small areas of land in Bartley seem to have been attached to the Manor of Winsor held by Winchester College, for example, Willswood Farm and Woodlands Farm.

Chapter Three

Conservation and Historic Buildings

Important Historic Sites and Buildings

- Stagbury Hill a bronze age hill fort
- An iron age "Barrow" in Barrow Hill Road
- The remains of a roman road between Barrow Hill Road and Pound Lane
- The Sir John Barleycorn public house in Cadnam
- St Marys Parish Church in Copythorne

Conservation

Areas of conservation

As you would expect in a National Park there are large areas of conservation within the Copythorne Parish boundary. Cadnam and Bartley to mention but two.

Cadnam village has a single Grade II listed building, the Sir John Barleycorn Inn. Copythorne village has 2 Grade II listed buildings, St Marys Church and Bybarrow Cottage in Barrow Hill road. Winsor village also has 2 Grade II listed buildings, The Hoe, a single storey cottage and Whitmarsh Farmhouse. There are six Grade II listed buildings within the Barley area - Beechwood House, Beechwood Lodge, Bartley Lodge Hotel, Bartley Close, Bartley Manor and Martin's Farm.

Chapter Four

Community Facilities and the Local Economy

Local Economy

Today over 2000 people live within the Parish creating a diverse a range of industries from traditional Farming to Information Technology and Metal Crafting to Thatching.

As you might expect from glancing at the Parish Map, the North ward is far less populated than the South ward.

Pastoral Farming has been predominant on poor soils. Mostly the soils to the north are Bracklesham beds and Bagshot beds (these are sands and gravels). To the south Bartley sits on clay beds.

The Cadnam river predominately flows in an easterly direction through the North Ward and joins the River Test to the east of the village of Ower.

Barley Water as the name suggests rises in Bartley and flows into Southampton water at Eling Tide Mill

Until comparatively recently there were two large estates within the Parish - Paultons Park and Winsor Manor. The Old Farmhouse (Manor Farm) is most likely the site of the medieval manor of Winsor. Paultons is now an amusement park. Over the years these have gradually diminished and individuals and tenants (some of the existing dwellings dating back 300 years or more see under conservation below) have taken on small farms.

Groups and Clubs

Copythorne Parish maintains a thriving community spirit, the annual Copythorne Carnival (run by Stanleys Own Scout Troop) takes place in June. It has just celebrated its 65th year. This is just one of the many events which take place throughout the year, other examples being the annual Flower and Horticultural Show, the annual Firework display and the Christmas Pantomime, performed by the Copythorne Amateur Theatrical Society (CATS).

There are 2 village cricket clubs in the Parish, Cadnam and Copythorne (Paultons). There is also a Golf Course at Paultons Park.

Some of the many clubs and societies that can be found in the Parish include: The Stanleys Own Scout Group, together with Guides, Brownies and Rainbows; The Royal British Legion; the History Society and the Camera Club; the Flower Club;

Horticultural Society; Tractor Club; Copythorne Amateur Theatrical Society (CATS); Copythorne Women's Institute; Cadnam & Totton First Responder Group.

Royal British Legion Hall

Is not just the focus for the British Legion but also provides a home for local Pilates and Classes etc.

Copythorne Parish Hall

The Parish Hall is home to a variety of local activities, ranging from CATS the amateur dramatics society), Badminton Club, Indoor Bowls Club and a Pre-school.

Stanleys Own Scout Group

One of the longest established Scout Groups, known as 'Stanleys Own', has its Headquarters in Romsey Road, Copythorne. The building was built in 1912 and is probably the oldest Scout Headquarters in Hampshire. There is a combined membership of Guides and Scouts, with their committed leaders, of over 200 which is quite remarkable for a rural area. The Scouts and Guides also stage one of the highlights of the year, the Copythorne Carnival. The event is held in June and has been going strong since 1948.

Restaurants and licensed premises

Copythorne parish boasts some of the oldest inns in the New Forest, The Sir John Barleycorn in Cadnam, The Vine at Ower and the Haywain at Bartley.

Other inns include The Compass in Winsor, The Empress of Blandings in Copythorne, The Coach and Horses in Cadnam

Churches

There are 3 churches within the Parish, these are St Marys CofE Church Copythorne, Cadnam Methodist Church and Winsor Mission Church - all with thriving congregations and busy agendas.

Schools

Originally there were individual schools in Bartley, Cadnam, Copythorne and Winsor. Today the community is served by an infant school in Copythorne and a junior school in Copythorne.

Shops

There is a post office and general stores in Bartley, a small supermarket, chemist, hairdressers and a travel agency at the Bartley crossroads and another small

supermarket in the petrol filling station at Cadnam. There is a local livestock feedstore at Cadnam. Also a butchery farm shop in Winsor .

Other local businesses

A number of small businesses can be found in and around the Parish, including a garden centre and several engineering works in Cadnam. There is small family run woodyard in Pollards Moor Road. Livestock Farming remains a significant use of the land and a local employer.

By far the largest local employer is the Paultons Amusement Park at Ower.

Recommendations

- Local services and businesses should be maintained and enhanced wherever possible providing a focus for the community and contributing to the working character of the village
- Any new commercial development should be designed to avoid spoiling the rural feel of the village and should take into consideration any neighbouring residential properties
- Appropriate screening should be included on site and impacts on road junctions should be minimised

Chapter Five

Landscape

Landscape Character and Land Uses

New Forest Ponies roam free all year and Commoners cattle, sheep and pigs graze on the commons and open forest areas.

There are two rivers in the Parish, the Cadnam river predominately flows in an easterly direction through the North Ward and joins the River Test to the east of the village of Ower. Barley Water as the name suggests rises in Bartley and flows into Southampton water at Eling Tide Mill.

Pastoral Farming is predominant on poor soils - a lot of the land was held by Glastonbury Abbey and a Gilbert De Bretuil. Mostly the soils to the north are Bracklesham beds and Bagshot beds (sands and gravels). To the south Bartley sits on clay beds.

There is a large Forestry plantation at Foxbury in the north and the Brockishill and Shave Wood Inclosures in the south are all managed by the Forestry Commission.

The open forest is to the south, north and west. To the east lies mostly open farmland which acts a buffer between the villages and the town of Totton.

There are 2 village cricket grounds in the Parish. Cadnam cricket ground just off the A337 and Bartley cricket ground which is reputed to have the oldest cricket hut in Hampshire.

Habitat

There are several Sites of Special Scientific Interest (SSSIs), Special Areas of Conservation (SACs) and Specially Protected Areas (SPAs) in the Parish, notably Cadnam, Half Moon, and Copythorne commons. Also the "*animal funnels*" at Cadnam Green, Bartley Green, Beechwood Road and Brockishill Road.

Farmland

The farmland within the boundaries of Copythorne Parish is valued by residents and provides an important area of open space. There is a desire to prevent the development of these green field areas. An example are the green fields behind the Haywain Public House which acts like a natural boundary between Bartley and Cadnam.

Trees

Mature trees and hedgerows are important features within the confines of the village, providing views of the trees wherever you are in the parish. The presence of landmark trees and woodland in and adjacent to the village gives it an immediate rural appeal.

Hedgerows

The maintenance and repair of hedgerows and boundaries is important to the character of Copythorne Parish, as is the replanting when necessary of our native species of trees and hedgerow plants. In order to encourage native wildlife and birds to flourish all year round existing hedgerows should be properly maintained and only cut at the designated times of the year.

RECOMMENDATIONS

- Natural areas and open countryside surrounding the built up areas should be conserved in order to maintain the diversity of wildlife and the landscape setting of the village.
- Existing mature trees and hedgerows should be retained wherever possible, and safeguarded from all forms of development. Where appropriate important trees should be protected by TPOs.
- The Parish Council should keep and regularly check on the condition of mature trees and hedges in the village.

Chapter Six

The built environment

Settlement pattern and character

The settlement pattern was originally of a dispersed nature with isolated farms and cottages.

However, in the 19th and early 20th century, ribbons of settlement developed along the sides of the roads.

Earlier buildings tended to be constructed of timber frame with thatched roofs. In the 18th century, some of the higher status buildings were constructed in brick and tile. In the late 18th and early 19th century, the southwest of the area was developed with a number of small country houses with associated parkland.

Only a few lower status cob buildings (Bybarrow Cottage) survive from the 19th century, the majority of cottages of this period and into the 20th century are constructed of brick with slate roofs. Corrugated iron features as a typical New Forest building material, including a tin chapel (now Bartley Village Hall) and agricultural buildings.

The majority of historic buildings survive remarkably intact with windows and doors unaltered.

Modern development within the area has mainly continued the earlier ribbon development along the roads.

Although most people living in the area now commute to workplaces outside of the boundaries of the conservation area, there is still a strong core of agricultural and forest based industry, an example being the Saw Mill in Pollards Moor Road at Winsor.

Beyond the ribbon development of housing along the through routes, the area has retained much of its rural character.

Existing mature trees and hedgerows are valued features in the village and as such should only be removed in exceptional circumstances and certainly not for purely cosmetic reasons.

Materials for Building

There are a number of examples of timber framed thatched roofed farmhouses and cottages in the parish. They are mostly but not exclusively to be found in the designated conservation areas (i.e. Cadnam and Bartley).

The majority of older properties are brick built with Slate roofing. Most have lawned areas to the front and a significant number have 2 storey extensions which are matched to the original building materials.

Most of the newer built houses and bungalows are brick built with slate or concrete tiled roofing. A large proportion of the bungalows have extensions which like the

houses are matched to the original building materials. There are a number of older properties with high hedging or timber panelling fencing.

Many house owners have chosen to add conservatories to their properties. These may be allowed under “permitted development” but it is always best to check first with the NFNPA Planning Department. Many of the bungalows have extensions and conservatories. It is also quite notice able that a few bungalows have added dormer or velux windows to the front or rear of the property. Most of the roof extensions are sympathetic to the design but others are not.

Affordable housing

Affordable housing for local residents is an area of concern and the Parish Council is investigating its provision through exception sites. Appropriate development could small in scale with properties aimed at/for local residents.

Solar panels and windows

Planning permission is not generally required for solar panels unless they protrude more than 200 millimetres from the roof.

RECOMMENDATIONS

- Any new property built should follow the established building line with front gardens enclosed by appropriate boundary treatments or abutting up to the back of the pavement.
- The repair and reuse of older buildings should be encouraged first, rather than re-development, in order to retain the character of the village.
- Any new property built should not impinge on the existing defined village settlement boundaries.
- Buildings should be constructed of materials which match or complement those currently in use in the nearby area.
- Strategic gaps between the villages should be maintained to ensure that they retain their individual identity.

Chapter Seven

Highways, Transport and Infrastructure

Access

Copythorne is served by the western end of the M27 which joins to the A31 at Cadnam, giving excellent road connections to the West County and London. These roads effectively divide the Parish into two halves. The A336 runs approximately north south from Cadnam, it runs south into the neighbouring Parish of Netley Marsh and it

joins the B3079 to north of the motorway. The A36 trunk road between Southampton to the south east and Salisbury to the north runs across the north east corner of the Parish.

Public Transport

Bus Services

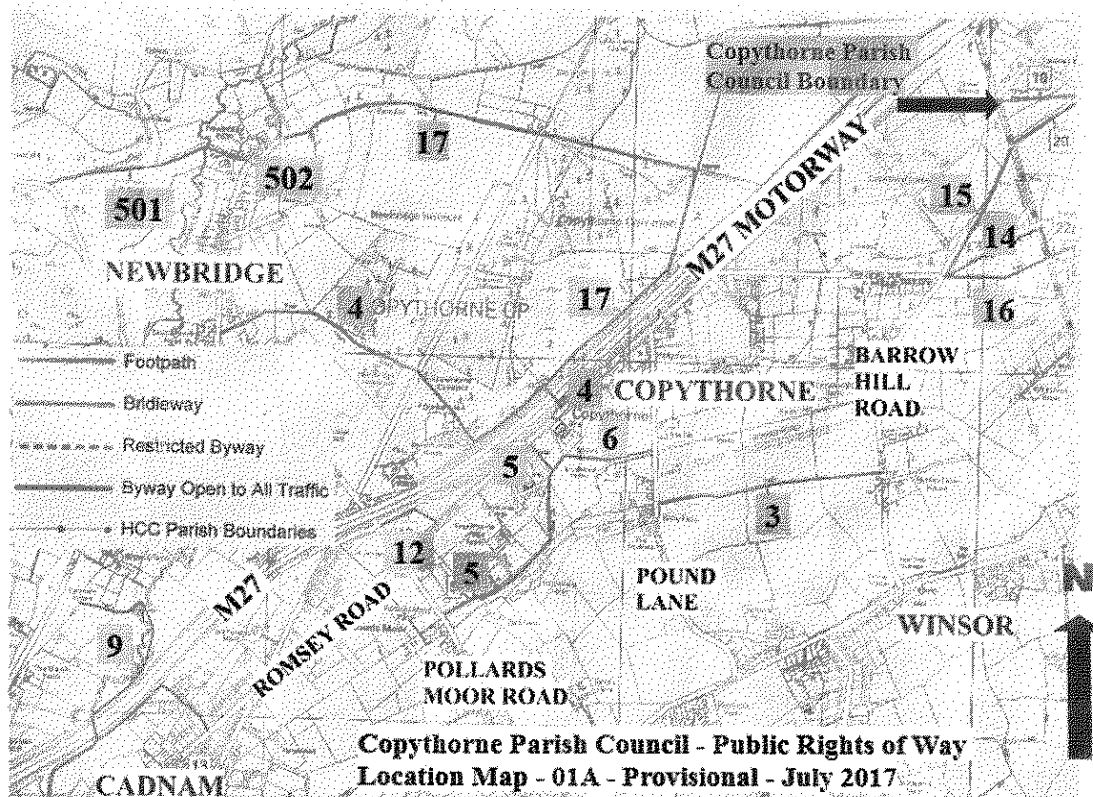
The community is served by a Blue Star circular bus route from Totton currently running on Tuesdays and Thursdays only. There are also morning and afternoon scheduled services to Totton and Salisbury colleges.

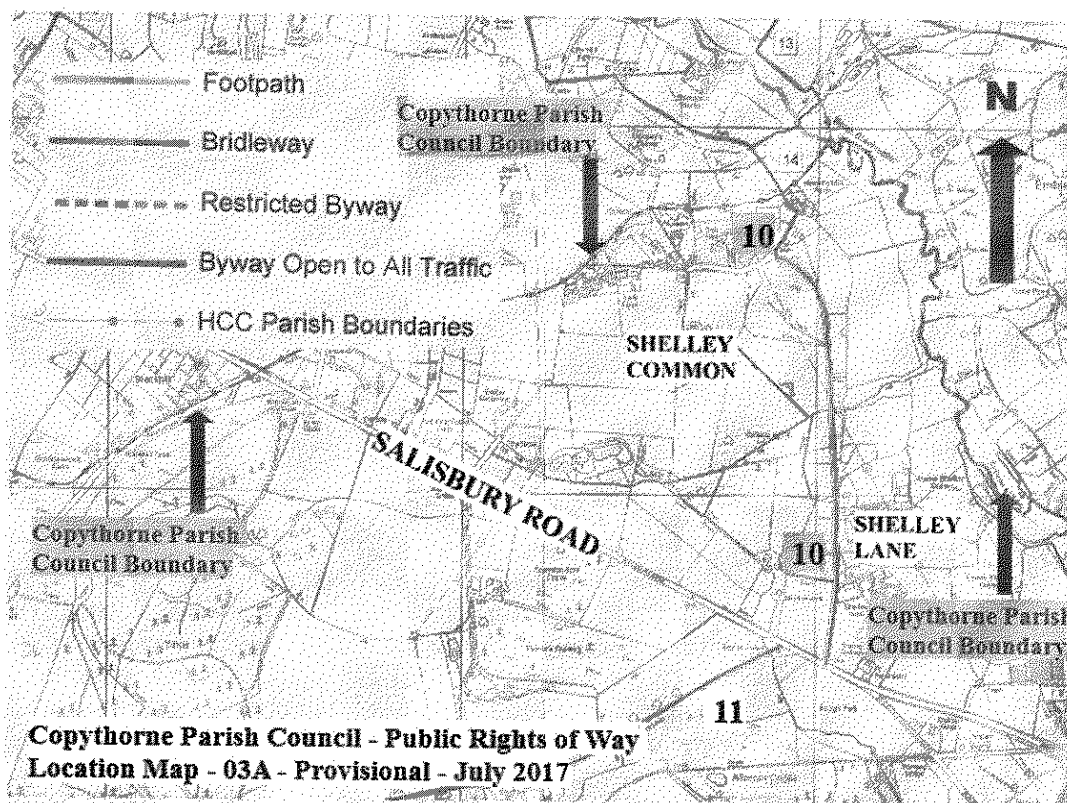
Train Services

The nearest railway stations are at Totton and Ashurst (on the Bournemouth to London line) and Romsey (on the Southampton to Bristol/Cardiff line)

Footpaths Bridleways and ROW

Copythorne is well served by footpaths, bridleways and ROW as illustrated on the maps below:





Street lighting

The sparse street lighting in the villages is designed to avoid excessive light pollution. Concern has been expressed by residents about extremely bright security lights

Flooding

There are two rivers flowing through the village the Cadnam river and Bartley Water. The Cadnam river predominately flows in an easterly direction through the North Ward and joins the River Test to the east of the village of Ower. Barley Water as the name suggests rises in Bartley and flows into Southampton water at Eling Tide Mill.

Both rivers are the subject of flood prevention schemes run by Hampshire County Council

Initial drafts produced by Cllr. Graham Chillcott, this version released 1st June 2020

Appendix 1

Some (sample) views expressed by residents

1. *We need to know more about the historic buildings in the village and how best to preserve them*
2. *Maintain the village approach*
3. *Regeneration rather than new build*
4. *Keep it rural and plant areas with wild flowers*
5. *Preserve all the green fields and open spaces*
6. *Protect the public open spaces and the "Childrens Playground"*

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Appendix 2

Schedule and List of (suggested) consultation events for the Parish Design Statement

1. Produce a draft PDS and circulate to all council members for initial comment and approval (four weeks)
2. Open consultation with NFNPA and NFDC officers (continuous throughout process)
3. Add as a formal Agenda Item at Parish Council meetings, advertise on Parish notice boards and on Parish website (continuous)
4. Hold a public meeting at the Copythorne Parish Hall to explain purpose of PDS and its use within the Parish and the NFNPA and NFDC (4 weeks)
5. Questionnaires given to parishioners for feedback and call for volunteers (three weeks)
6. Set up a PDS committee made up of members of local community and councillors to meet with the NFNPA/NFDC for advice about first draft (two to four weeks)
7. Produce second draft to add comments and new material (four weeks)
8. Meet with NFDC G.I.S department in regard to maps (three weeks)
9. Advertise in "Stanley's Own" newspaper and Parish Council newsletter and call for comments (two to three weeks)
10. Consult with local businesses (two to three weeks)
11. Take note of all resident's comments, constructive criticism and make necessary changes to third draft of PDS (four to five weeks)
12. Present third draft to Special Parish Meeting then hold PDS committee meeting to collate comments and views, consider producing fourth draft (two to four weeks)
13. Hold PDS committee meeting before presentation to NFNPA/NFDC (two week)
14. Report to Annual Parish Meeting before final draft version released (three to four weeks)
15. Hold a referendum (six weeks)
16. Start formal consultation process with NFNPA/NFDC (four to six weeks)
17. Formal adoption as a Supplementary Design Planning Document by NFNPA/NFDC (four to six weeks)
18. Finally publish as paper copy and website version, to be available from PDS committee, Parish Council and NFNPA/NFDC (two to four weeks)

Appendix 3

Listed Buildings

Cadnam village has a single Grade II listed building, the Sir John Barleycorn Inn.

Copythorne village has 2 Grade II listed buildings, St Marys Church and Bybarrow Cottage in Barrow Hill road.

Winsor village also has 2 Grade II listed buildings, The Hoe, a single storey cottage and Whitmarsh Farmhouse.

There are six Grade II listed buildings within the Bartley area - Beechwood House, Beechwood Lodge, Bartley Lodge Hotel, Bartley Close, Bartley Manor and Martin's Farm.

Appendix 4

Relevant Planning Policies

SP4 Spatial Strategy

SP28 Rural Exception Sites

DP44 Employment Sites

SP5 Nature Conservation Sites

SP6 The Natural Environment

SP7 Landscape Character

DP8 Safeguarding and Improving Water Resources

SP9 Green Infrastructure

DP10 Open Spaces

DP12 Flood Risks

SP14 Renewable Energy

SP15 Tranquillity

SP16 Historic and Built Environment

SP17 Local Distinctiveness

DP18 Design Principles

SP19 New Development in NP

SP20 Specialist Housing for Older People (C2)

SP21 Size Limit on New Dwellings (100 sq. metres)

SP29 New Forest Commoners Dwellings

SP30 New Forest Estate Workers Dwellings

DP31 Agricultural and Forestry Workers Dwellings

DP35 Replacement Dwellings

DP36 Extensions to Dwellings

DP37 Outbuildings

SP39 Local Community Facilities

DP41 Retail development outside the Defined Villages

SP42 Business and employment development

SP43 Existing employment

DP44 Redevelopment of existing employment sites

DP45 Extensions to non-residential buildings and uses

SP46 Sustainable tourism development

DP47 Holiday Parks and Campsites

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An Easy Guide to producing a Village Design Statement for communities within the National Park

1. What is a Village Design Statement?

- A Village Design Statement (VDS) is a means by which the local community can influence the design of new buildings, and help to ensure they add to the character and distinctiveness of the area.
- A Village Design Statement should include:
 - **A brief description of the character of the village, especially those aspects that make it locally distinctive.** Particular attention should be given to the character of the settlements and buildings, although special features of the landscape and land uses may also be included.
 - **A set of guidelines suggesting how any new development should be designed in order to complement or improve the character of the area.** The guidelines should add local detail to planning guidance (such as the Design Guide for the National Park), but not replace or contradict existing planning policies.
 - **The involvement and support of the whole community.**
- A Village Design Statement is not intended to be the same as a Parish Plan or Neighbourhood Plan and therefore does not cover every aspect of village life or specify the location and extent of development. It is instead primarily focused on ensuring the appropriate design of new development.
- Village Design Statements need not be time-consuming to produce, and the National Park Authority strongly encourages communities to produce a short, concise Statement, ideally no more than about a dozen pages long, with clear guidelines for planners, developers and local people.

2. The status of a VDS

- A VDS may be formally adopted by the local planning authority as a Supplementary Planning Document following statutory public consultation. The VDS guidelines can then be used by the National Park Authority, together with other relevant planning policies and guidance, to help determine planning applications within the parish.

3. What should the VDS contain?

A simple format for the contents of the VDS is suggested below. This is designed to focus effort on the critical aspects of the VDS and ensure it is an easy to use practical guide.

Introduction

- The purpose of a VDS
- Who produced it
- How people were consulted

The village context

- A brief description of the parish as a whole (where it is, population, topography, main land uses)
- Location map showing settlements and main features (eg woodland, SSSIs, Conservation Areas etc)
- How the settlement pattern has evolved over time

The character of the landscape

Distinctive features that may be affected by development, including:

- Landscape types and landmarks
- Important hedgerows and trees
- Watercourses
- Protected habitats
- Important views

The character of the built environment

Distinctive features that should be taken into account in designing new development, including:

- Building types and layouts
- Materials and features
- Property boundaries
- Important buildings
- Landscaping and street trees

Design guidelines

A list of guidelines which are planning-related, following from the bullet points under landscape and built environment above. These should include some justification and be framed as helpful guidance rather than be overly-prescriptive or regulatory.

Recommendations

Additional suggestions for conserving the distinctive character of the village, which are not directly planning-related.

It is suggested that in most circumstances the aim should be to keep the VDS to about 12 pages or so in length, concentrating particularly on the sections covering (a) the character of the built environment and (b) the design guidelines.

4. Producing the document

4.1 Getting started

- Look at the planning policies and guidance in the National Park Authority's Core Strategy and Design Guide, and decide whether these already adequately cover design issues in your parish.
- Discuss initial ideas with officers at the National Park Authority.

- Set up a small steering group of about 6 – 10 people, including a mix of parish councillors and members of the local community.
- Produce a short project plan with any costs, and assign roles for steering group.

4.2 Involving others

- Make sure the wider community and the parish council are aware of the VDS, support the principle of producing one, and are kept involved during its production, for instance by:
 - Information in the parish newsletter or on the website
 - Canvassing local views at key stages in the production
 - Consultation on an early draft, before the document is completed
 - Gaining parish council approval for the final draft
- Include the National Park Authority in steering group meetings – this will be important if the VDS is to be adopted as a Supplementary Planning Document

4.3 Writing and designing the VDS

- Different people may be involved in researching different sections of the VDS. However it is helpful to agree one overall editor or writer to pull together the work, keep it to a reasonable length and make sure it reads as a single document.
- In terms of the design of the document it is suggested that initially a very simple computer programme / format is used (eg Word), which will enable:
 - easy revisions to the text and photos
 - an easily photocopied draft for consultation purposes
- The final version of the document should be compatible with programmes used by professional printers (check with a printing company at an early stage), assuming printed copies are required. The VDS steering group will be responsible for commissioning any design work and printing, but the National Park Authority may be able to assist with costs (see below).

5. Funding

- Subject to resources, the National Park Authority may be able to contribute towards the costs of producing the VDS relating to consultation, design or production. It may also be able to supply specific maps needed for the document.

6. Adoption as a Supplementary Planning Document

There is a formal process for the adoption of the VDS as a Supplementary Planning Document, as outlined overleaf.

Process for adoption of Village Design Statements by the New Forest National Park Authority

Involve officers from the National Park Authority throughout the process
*They can offer advice on the structure and content of the VDS
and may be able to help with maps and funding.*



Make sure it is clear that the VDS guidelines are consistent with and supplement specific policies contained in the Core Strategy and the Design Guide for the National Park
This will be important if the VDS is to be adopted formally as a Supplementary Planning Document.



Involve the local community in producing the VDS, and agree the final draft of the VDS with the parish council and National Park Authority



National Park Authority to check if a Habitats Regulations Assessment is required
This is unlikely to be the case, and will only be needed if the VDS may have a significant impact on European Sites of nature conservation importance.



Formal consultation by the National Park Authority (for four to six weeks)
This is a required part of the adoption process, over and above local public consultation that may already have taken place in producing the VDS. It will involve sending copies to statutory consultees, local organisations and businesses, and include advertisements in local newspapers.



Analysis of consultation comments
The National Park Authority will look at the comments received and discuss how to address them with the VDS steering group and parish council.



ADOPTION BY THE NATIONAL PARK AUTHORITY
The National Park Authority will be asked to formally adopt the VDS as a Supplementary Planning Document, with any amendments resulting from the consultation. Once adopted, the VDS will form part of the Authority's Local Development Framework and will be a material planning consideration.



FINAL PUBLICATION AND DISTRIBUTION
As a paper copy and website version, available from the steering group, parish council and National Park Authority.