



STATEMENT OF COMMUNITY INVOLVEMENT

On behalf of:
Oakford Homes

In respect of:
**Land at Ford Road
Arundel**

Date:
May 2019

Reference:
00817/S0001am

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1.0 Introduction

- 1.1 This Statement of Community Involvement (SCI) has been prepared in support of a full planning application by Oakford Homes on land at Ford Road, Arundel.
- 1.2 This Statement sets out the way in which the programme of pre-application consultation accords with the requirements of the National Planning Policy Framework (NPPF), Arun District Council's own SCI and accepted industry best practice. It then provides a full overview of the way in which Oakford Homes engaged with key local stakeholders and residents during the course of the preparation of the proposals for the site and the way in which the programme of consultation responses has helped inform the final scheme.
- 1.3 As a start point it is important to confirm that the preparation and submission of the current planning application has been undertaken in parallel with promotion of the site towards the review of the Arundel Neighbourhood Plan and liaison with its steering group. This builds on, and seeks to reiterate, the current allocation of the site for housing development within the adopted Neighbourhood Plan, a document produced following an extensive programme of community consultation managed by Arundel Town Council.

2.0 Relevant policy and guidance

- 2.1 An important component of pre-application consultation is ensuring that the scope of engagement is appropriate and proportionate. In determining the extent of the consultation programme it is important for potential applicants to refer to relevant statutory and non-statutory guidance as a start point. Of particular relevance in this instance is the Council's own SCI.

National requirements

- 2.2 The NPPF and complementary Planning Practice Guidance (PPG) both place weight on the value of public engagement in the planning system throughout. The NPPF expects applicants to work closely with those directly affected by their proposals to evolve designs that take account of the views of the community.
- 2.3 Paragraph 128 of the NPPF considers that *"applications that can demonstrate early, proactive and effective engagement with the community should be looked on more favourably than those that cannot"* presenting a clear incentive to developers to engage with local stakeholders from an early stage.
- 2.4 Paragraph 39 of the Framework additionally advises that *"early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community"*.
- 2.5 Whilst prior engagement with Officers is not considered mandatory Paragraph 40 of the Framework confirms the key role that local planning authorities have to play in encouraging applicants to take maximum advantage of pre-application services offered by the Council. It also states that local planning authorities should encourage pre-application engagement with the local community where applicants are not already required to do so by law¹.

Local requirements

- 2.6 All local planning authorities are required under section 18(1) of the Planning and Compulsory Purchase Act 2004 to prepare and maintain their own SCI. For Councils this is a document which should set out the legal and local consultation requirements in respect of plan making and planning applications and should describe the proportionate extent of any consultation required at various stages of the planning process. Arun District Council's current SCI was adopted in April 2012 and is currently in the process of being updated, albeit it is not likely to change significantly.

¹ It is an automatic requirement to carry out pre-application consultation with the local community for planning applications for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres

- 2.7 The SCI is heavily focused on the Council's own responsibilities in respect of plan making and management of planning applications. In respect of the responsibility of developers in respect of the preparation of planning applications paragraph 9.3 of the SCI recommends the following:

"The Council recommends that developers adopt at least one of the consultation methods listed in Table 5 in advance of submitting planning applications for both minor and major applications. The type and nature of this consultation however will vary depending on the complexity and scale of the development proposed."

- 2.8 The scope of any pre-application consultation exercise should therefore comprise a proportionate selection of the actions and events set out in Table 5 of the SCI, a copy of which can be found at **Appendix 1** of this statement.

Best practice requirements

- 2.9 In addition to the statutory and legal consultation requirements described above an explanation of industry best practice is set out in Planning Aid's 'Good Practice Guide to Public Engagement in Development'. The Guide makes it clear that successful community engagement should begin at pre-application stage at a point that allows stakeholders to appropriately input into the final development proposal. This engagement should then continue during the course of the planning application through to the delivery of successful proposals.
- 2.10 A key component set out on pages 8 and 18 of the Guide is the necessity to ensure that consultation is proportionate to the scale of the proposal. For example, an application for a single dwelling would require a significantly reduced level of engagement when compared with a larger development proposal of 1,000 new homes. The former may only require consultation with immediate neighbours whereas the latter could involve wider reaching engagement with a far wider spread of residents and community groups.

3.0 Scope of engagement

3.1 Following a full review of the relevant policy and guidance described in the preceding section of this Statement and taking into account both the comments of Officers and the likely impact of development on the local community the following scope of engagement was undertaken:

- Ongoing pre-application engagement with Arun District Council Officers between October 2018 and March 2019;
- A mail out to 419 addresses within an appropriate catchment of the site publicising the proposal and advertising the public exhibition;
- Advertisement of the public exhibition via an advert in the Littlehampton Gazette w/c 15th April 2019. A copy of this advert is included at **Appendix 2** of this Statement;
- Posters advertising the exhibition issued to Arundel Town Council for display at prominent locations around the town;
- Arrangement of a public exhibition held on Tuesday 30th April 2019 at Arundel Town Hall between 4pm and 7pm. A copy of the information displayed on the boards at this exhibition is included at **Appendix 3** of this Statement;
- Ongoing discussions with the Arundel Neighbourhood Plan Steering Group as representatives of the Town Council, including issue of the full list of public comments received during the course of consultation for their consideration;
- A dedicated website displaying the full suite of exhibition materials and including details of how to attend and respond to the consultation. Screenshots of the website are included at **Appendix 4** of this Statement; and
- An open invitation for further comments to be made by email until 14th May 2019.

3.2 This process observes the majority of the requirements in respect of community engagement set out in Arun District Council's SCI (see **Appendix 1** of this Statement). It responds positively to the policy guidance set out at paragraphs 188 and 189 of the NPPF. In addition, it takes a suitably proportionate approach to community engagement as advised within Planning Aid Guidance.

3.3 A detailed description of each of the stages described above is set out in the following section of this Statement.

4.0 The pre-application engagement process

Officer engagement

- 4.1 A scheme of engagement was undertaken with Officers in advance of the submission of the application. This principally comprised the submission of a pre-application enquiry, dated 25th October 2018, updating Officers in respect of the proposal and current planning position of the site and an office meeting with the Planning Case Officer on 19th March 2019. The written advice of Officers was issued in the interim, on 8th March 2019, and formed the basis of discussions at the meeting.
- 4.2 In tandem with this process of engagement representatives of Oakford Homes met and corresponded with West Sussex County Council Officers in respect of highways and access, Arun District Council's Tree Officer in respect of impact on trees and both the Environment Agency and Lead Local Flood Authority in respect of flooding, drainage and flood mitigation. The feedback of all of these parties has in turn shaped the scale, design and layout of the proposal. A more detailed review of the pre-application process and the way in which the scheme has been influenced by the comments of Officers is included in the Planning Statement accompanying this application.

Postal publicity

- 4.3 Prior to the public exhibition a substantial level of publicity was undertaken by post. A general letter, dated 8th April 2019, notifying neighbours of both Oakford Homes' intention to submit a planning application, a brief overview of the proposal and the date, time and venue of the public exhibition was sent to 419 properties lying in the catchment shown overleaf. The site is shown as a star within the postal catchment.

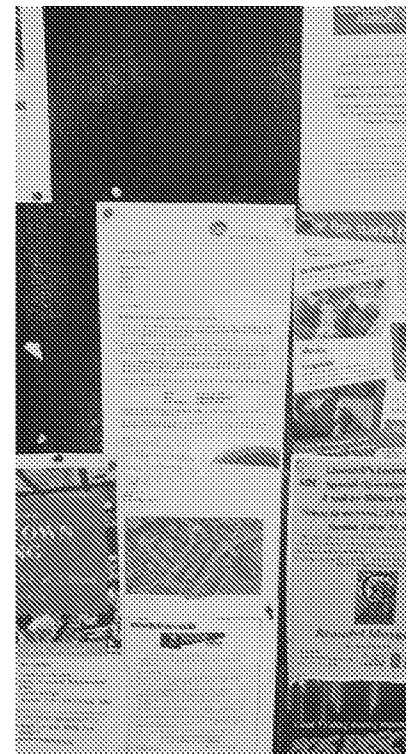


Newspaper publicity

- 4.4 An advert publicising the exhibition was included in the 15th April 2019 edition of the Littlehampton Gazette, identified during the course of pre-application discussions as the most appropriate local newspaper. A copy of the advert can be found at **Appendix 2** of this Statement.
- 4.5 The text of the newspaper advert also formed the basis of a poster publicising the event that was sent to Arundel Town Council for their own display purposes prior to the exhibition.

The public exhibition – Tuesday 30th April 2019

- 4.6 A public exhibition was held on Tuesday 30th April 2019 at a prominent location at the centre of Arundel and within a 600m walk of the site – at Arundel Town Hall. The exhibition was well attended with 67 visitors comprising representatives of the Town Council, immediate neighbours and general members of the public. The exhibition materials displayed on the day can be found at **Appendix 3** of this Statement. The exhibition was staffed by representatives of Oakford Homes along with members of their consultant team specialising in planning and design. In total the exhibition ran from 4pm to 7pm. A selection of photographs of the exhibition taken during the public session, along with the notice board immediately outside the Town Hall, can be found below.



- 4.7 In total written comments were received from 21 local residents, the majority of which were submitted to the comments box on the day of the exhibition with a number then received by post and email prior to the 14th May 2019 deadline for comments. A summary of all public feedback is included in the following section of this Statement.

Dedicated website

- 4.8 A dedicated website – [REDACTED] was also provided to allow those unable to attend the exhibition an opportunity to review the proposals and submit their comments. Screenshots of the website can be found at **Appendix 4** of this Statement.

5.0 Consultation responses and actions

- 5.1 In total 21 written comments were received from all respondents to the public consultation exercise. These comprised 19 written comments received on the day of the exhibition along with one comment received by post following the event and a further comment received via the website.

Summary of responses

- 5.2 The main comments provided by all parties can be summarised as follows:

Traffic and highways:

- Many respondents raised the issue of on-site parking numbers – we can confirm that the 59 spaces to be provided actually exceeds the level of requirement requested by Officers;
- General comments about traffic movement along Ford Road and the roads already being too busy – we have undertaken traffic surveys which demonstrate that the additional trips generated at peak time will be minimal. In addition, the site is allocated in the Neighbourhood Plan and therefore the number of units proposed is established by policy;
- Importance of ensuring that the footpath/right of way to the river is maintained – this is a key element of the application proposals.

Housing mix:

- Some comments about lack of affordable units – the viability issues surrounding this are dealt with as part of this submission. A viability assessment is included as part of the application package;
- Some respondents would prefer family homes – e.g. 3-bedroom houses. This is, however, converse to the majority of comments received where the provision of 1 and 2-bedroom units for younger people and first-time buyers was welcomed.
- Generally, respondents recognised a need for units for younger people;

Design and construction:

- A number of comments requested high standards in terms of sustainable construction. Similarly, this is a key component of the scheme and has been central to discussions between the Applicant's design team and engineers.
- Generally positive comments in relation to design;
- A number of comments stating that contamination and drainage would need to be carefully considered at construction stage. As explained throughout the application package these matters are a foremost consideration of the Applicant and have been since day one.

Community facilities:

- General comments that the local GP and school facilities are already overburdened. It has been identified by Officers in the pre-application response that these matters can appropriately be dealt with by way of a legal agreement and financial contributions;
- Questions about what the scheme will 'give back' to Arundel. A general assessment of sustainability, including the benefits of the proposal, are set out in the planning summary supporting the application.

Key Actions

5.3 By way of a response to the public comments received (both written and verbal) the following amendments and additions were made to the application proposal that are now included as part of the final scheme before Officers:

- The provision of an unsignalised pedestrian crossing on Ford Road;
- Widening the pavement in front of the application site onto the applicant's land;
- A review of the scheme design in line with resident comments. This has resulted in the inclusion of a number of specific design details relevant to Arundel – these are explained in full within the Design and Access Statement accompanying the application;
- The upgrading of the public right of way from Ford Road to the river side; and
- The provision of a Construction Management Plan as part of the application package to explain how matters such as noise, dust and the routing of HGVs will be addressed.

Appendix 1

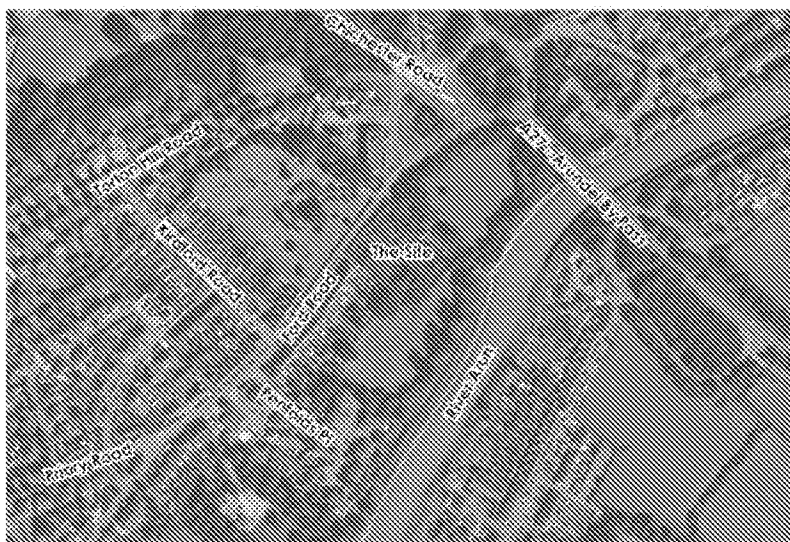
Arun District Council Statement of Community Involvement Developer Checklist

Approach	Used for Ford Road, Arundel?
Public meetings – on more controversial schemes, a wider audience can debate and discuss proposals	
Public exhibitions – exhibitions held locally to the proposal can provide information and raise interest	YES
Workshops – allow stakeholders and community groups to discuss in detail particular issues at an early stage of a development proposal. Professional independent facilitators may be considered as part of this process.	
Planning for Real – uses simple models as a focus for people to put forward and prioritise ideas on how their area can be improved	
Town & Parish Councils – important way of raising interest locally and provides access to a network of local community groups	YES
Media – Radio and local press can enable a wide audience to be reached. Documents and processes can be explained in simple, appropriate language	YES
Mail drop – This would provide communities with information on proposed future involvement events	YES
Street survey questionnaires – important method of obtaining the views of individuals or groups that would otherwise be difficult to obtain e.g. full time employed at transport nodes and leisure centres	
Specialist community involvement consultant - This should be considered in order to devise overall strategy and run specific events.	
Notify neighbours – this can address concerns early on in the process and applications may be revised having regard to legitimate concerns raised	YES
Website – All relevant documents can be provided online through dedicated web pages facilitated by the Council or applicant, keeping residents informed of consultation events etc. This method may also include web based questionnaires	YES

Newspaper advert included in the Littlehampton Gazette, w/c 15th April 2019

In respect of proposals by Oakford Homes for a new residential development for 38 dwellings with vehicular access on land allocated for residential development in the adopted Arundel Neighbourhood Plan at Land at Former Gas Works Site, Ford Road, Arundel to be held at Arundel Town Hall (Maltravers Street, Arundel BN18 9AP) Tuesday 30th April 2019 - 4.00pm to 7.00pm

You can also email your comments to



armstrong rgg
10/20/80



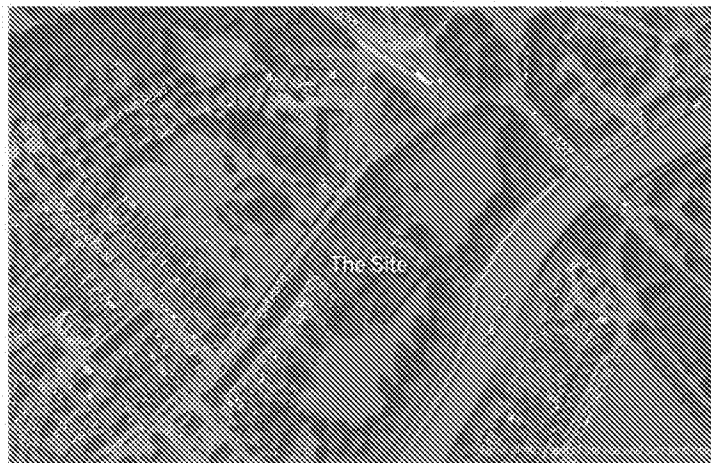
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Appendix 3

Boards from public exhibition, dated 30^h April 2019

Land at Ford Road, Arundel

Welcome to our Public Exhibition in relation to Oakford Homes' proposals at the Former Gas Works Site, Ford Road, Arundel



We are pleased to present Oakford Homes' proposals for 38 new apartments on land at the Former Gas Works Site, Ford Road, Arundel. The site is allocated in the Arundel Neighbourhood Plan 2014-2029, a document produced by Arundel Town Council, for residential development.

This exhibition will give you the chance to view and comment upon our plans and learn more about the process involved in bringing us to this stage.

We are proposing to submit a planning application in early Summer 2019 and you can help shape our emerging scheme by providing us with your feedback. Please take your time to look through the proposals and complete the comments sheets provided. All comments will be taken into consideration as our planning application is finalised.



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Land at Ford Road, Arundel

Award-Winning Oakford Homes

Oakford Homes is a private housebuilder managed and owned by the Directors of the Company. We build quality homes of exceptional character in aspirational locations.

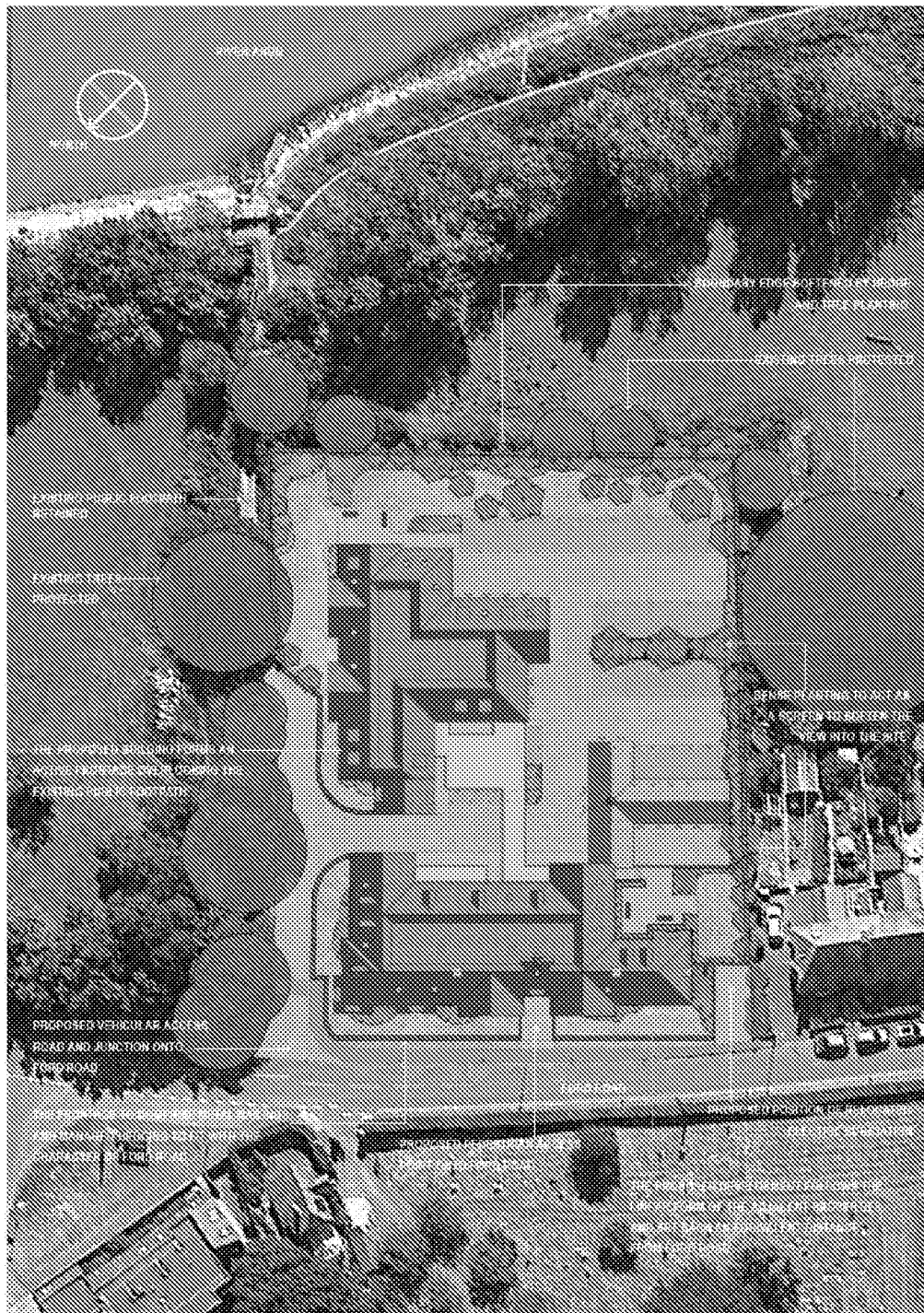


At Oakford Homes, we devote time and care to the homes we build. Sourcing quality materials together with meticulous craftsmanship allows us to create new homes that are built to blend sympathetically with the local vernacular. Our approach at Ford Road is no different.



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Land at Ford Road, Arundel



The Proposal

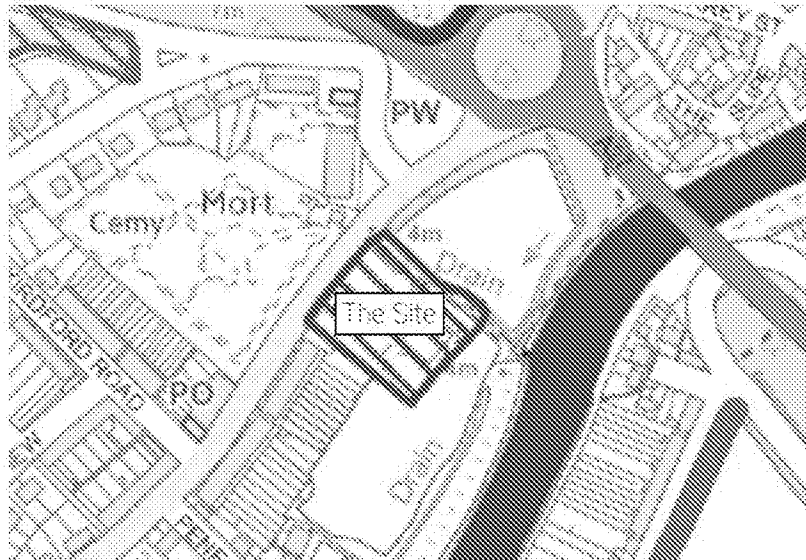
- 55 apartments, split between two separate 2.5-storey blocks.
- All properties to be 1 and 2 bedroom apartments, perfect for first time buyers, by those originally designed to exceed national internal space standards.
- Provide amenity space through a combination of balconies, enclosed green space and a raised decked area.
- Generous levels of off-street car parking provided in line with relevant standards.
- Enhanced footpath links from the site to the River Arun public right of way.
- An attractive scheme of planting and landscaping, including existing buildings on the site, over corridor locations.
- Innovative flood mitigation features to ensure that the impact of sea-level rise is designed into the scheme.
- Specially commissioned decorative iron-work features designed to celebrate Arundel's heritage.

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Land at Ford Road, Arundel

Background to the proposals



Extract from Arundel Neighbourhood Plan showing the situation of the site

The Arundel Neighbourhood Plan

The Arundel Neighbourhood Plan (ANP) was adopted in 2014 and represented one of the very first examples of a new type of community-led planning document that allowed the Town Council to make clear decisions on how the town is to grow and where new homes are to be delivered.

Policy 4 of the ANP confirms the Former Gas Works site as one of the town's key housing allocations, capable of delivering approximately 37 dwellings. It goes on to confirm that the site's development would remove a prominent and long-term derelict site from a residential part of the town.

The ANP acknowledges that any development would have to balance the cost of site remediation and flood risk management to ensure a viable scheme can be delivered.

An image taken from the ANP showing the extent of the site allocation (hatched in brown) is included above.

Pre-Application Discussions

The proposals on display at this exhibition follow positive pre-application discussions with both Arun District Council Officers and members of Arundel Town Council's Neighbourhood Plan Steering Group.

These discussions continued have shaped the form, appearance and layout of the proposed development, along with the retention of the site as a residential allocation in the forthcoming replacement Arundel Neighbourhood Plan (known as ANP2).



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Land at Ford Road, Arundel

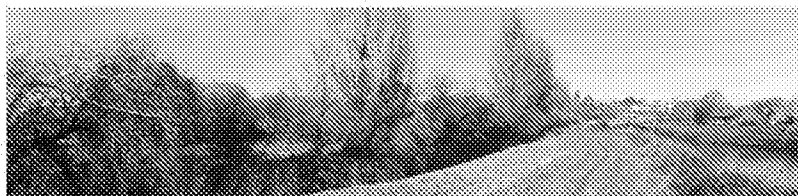
The Site



View of the site from Ford Road

The application site is 0.43 hectares in size and currently comprises a redundant and now derelict former gas works. The site is overgrown in parts and contains a number of concrete slabs and ironwork relating to its previous use. There is known contamination due to its historic uses.

The site has a frontage onto Ford Road with the proposed development offering an extension of the building line established by California Terrace to the south west. Otherwise, the site is heavily screened from longer views by established banks of trees on both the north east boundary of the site and closer to the banks of the River Arun.



View of the site from the River Arun (site on the left of shot)



View towards the town centre and A27



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Land at Ford Road, Arundel

Highways and Access

Accessibility

The site is in a sustainable location and close to Arundel town centre. A bus stop opposite the site provides bus services within Arundel and to destinations including Littlehampton, Worthing, Lancing and Shoreham-by-Sea with Arundel Railway Station then located within a 10 minute walk.

Trip Generation

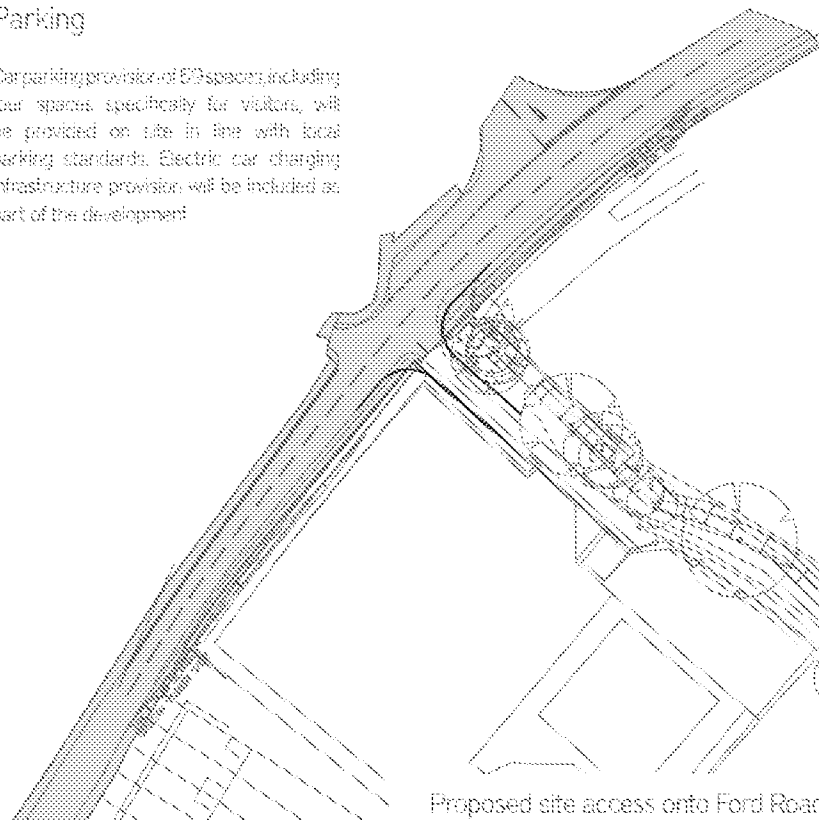
The proposed development is likely to generate 11 trips in the AM peak period (08:00-09:00) and 12 trips in the PM peak period (17:00-18:00) and is therefore expected to have a minimal impact on the local road network.

Access

The site access will take the form of a priority bellmouth junction designed to a minimum width of 4.8m and 6m radii. Visibility from the site access is in line with recorded speeds on Ford Road and the design and location of the access has been agreed with West Sussex County Council. A diagram of the proposed junction is shown below. Pedestrian access into and through the site will be provided via a public footpath running from Ford Road to the River Arun which will be upgraded as part of the proposal.

Parking

Car parking provision of 69 spaces, including four spaces specifically for visitors, will be provided on site in line with local parking standards. Electric car charging infrastructure provision will be included as part of the development.



Proposed site access onto Ford Road



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Land at Ford Road, Arundel

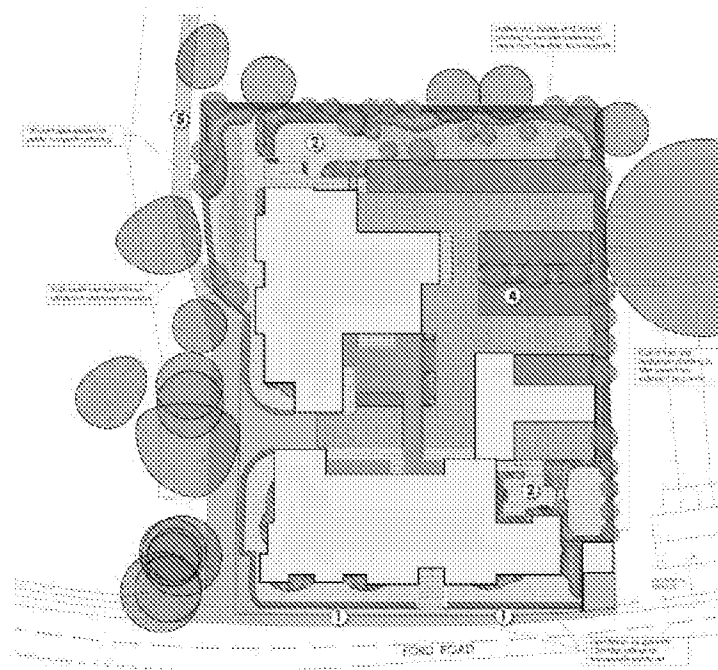
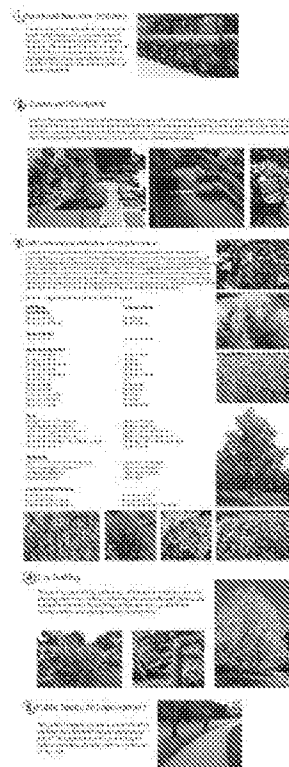
Landscaping

A number of key landscape and visual principles have informed the design of the scheme to ensure it respects its immediate setting:

These include the careful selection of locally present plant species as part of the landscaping scheme and the use of appropriate quality materials through out including in the construction of footpaths and communal areas.

Specifically, the proposed landscaping scheme has been designed to respond to the character of the local area. The proposal includes the following:

- Native tree and hedgerow planting along the south eastern and south western boundaries to provide a 2m buffer between the site and neighbouring properties and to filter longer views from the river;
- Provision of landscaped areas around the perimeter of the site to respect the residential character; and
- Inclusion of a mix of additional areas of amenity throughout the scheme including a raised deck and landscaped open space.



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Land at Ford Road, Arundel

Flood Management

Flood Risk

The Environment Agency's indicative floodplain map shows that the site lies within the fluvial and tidal floodplains of the River Arun. The risk of flooding from fluvial/tidal sources is considered to be moderate and therefore the proposal has been designed to incorporate appropriate mitigation measures into the development layout.

All apartments will be raised above the flood levels at upper ground floor level with parking and storage beneath, and appropriate floodplain compensation will be incorporated to ensure no loss in floodplain storage as a result of development.

The FRA will demonstrate that the development will be safe for its lifetime taking account of the vulnerability of its assets, without increasing flood risk elsewhere, and, where possible, will reduce flood risk overall.

Drainage

The proposal will follow best practice regarding site drainage to ensure that any surface water runoff from the development is managed by attenuation and controlled discharge to the adjacent ditch, which will ensure flood risk is not increased elsewhere.

In order to prevent flooding, both on and off the site, a variety of Sustainable Drainage Systems (SuDS) will be utilised to control surface water flows. Permeable paving and detention basins are currently being considered for the design to store water during periods of high rainfall – an example of a working basin is shown below.

The public sewer records show a foul sewer located within Ford Road to the north of the site. Foul water drainage for the development will be accommodated by the public sewer network.



Contamination

Due to its previous use as a former gas works, the site suffers from high levels of contamination (this is recognised by the Arundel Neighbourhood Plan). A key element of the planning strategy will therefore comprise the remediation of the site which will ensure that any contamination issues are resolved and that the site presents a suitable environment for future residents.

The proposed planning application will be accompanied by a comprehensive report covering ground conditions and identifying the scope of work required to clean the site.



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Land at Ford Road, Arundel

Design Concept

Form and scale

The design of the proposal has been informed by a detailed analysis of the site and the context of the surrounding area. The key factors have been:

- The ground levels on site – these drop notably from the front of the site to the rear, resulting in a subtle transition from a 2-storey to a 3-storey built form.
- The location of the site in the flood plain – this has required the scheme to ensure that the flood storage potential remains unchanged, achieved through inclusion of void areas in the basement.
- Proximity to neighbouring properties – a significant landscape screen is proposed along the south-west boundary.
- Views from Ford Road – the scheme has been designed to respect the appearance and a sense of the adjacent residential properties to complement the streetscene.

Detailing and materials

The appearance of the buildings has been informed by local design features and the form of development. The scheme reflects the following features present locally:

- A continuation of the character of the terraced properties along Ford Road.
- Buildings fronting Ford Road limited to 2 storeys in height, with dormer roofs and conservation roof lights serving an additional 'attic' floor set within the roof.
- The introduction of gable features similar to those found on adjacent properties.
- Eaves and ridge heights consistent with those of the adjacent properties.

A palette of the various materials and design details to be incorporated in the development is set out below.

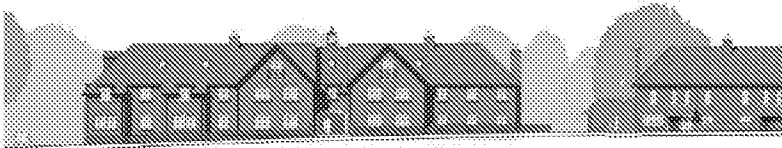


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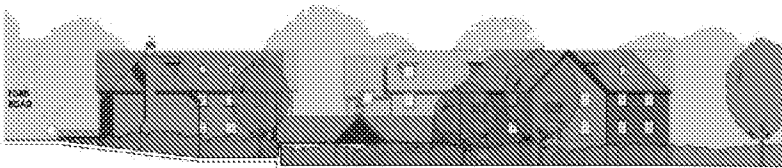
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Land at Ford Road, Arundel

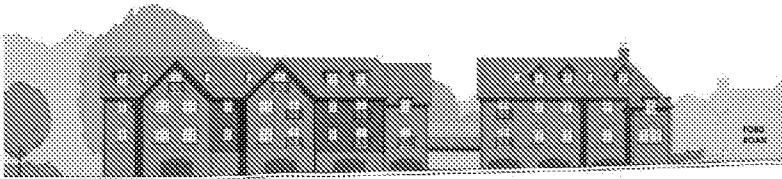
Proposed Elevations



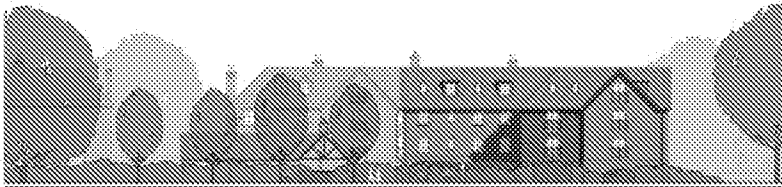
ELEVATION (OAK FORD ROAD (NORTH-WEST))



ELEVATION FROM ADJACENT PROPERTIES (SOUTH-WEST)



ELEVATION (OAK FORD ROAD (NORTH-EAST))



ELEVATION (OAK FORD ROAD (SOUTH-EAST))



OAKFORD
HOMES

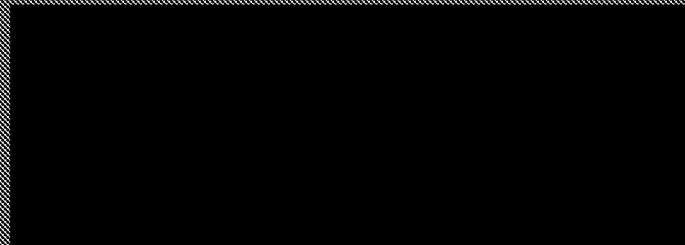
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Land at Ford Road, Arundel

Thank you for taking the
time to view our proposals

Your views are important to us and we thank you for your time today. We would also be pleased to receive any valuable written feedback that you are happy to provide. Comment forms are available around the room or on our website – www.fordroadarundel.co.uk - and can be returned to us at any point until **14th May 2019**.

Should you have any further questions following your attendance at today's exhibition please do not hesitate in contacting us via:



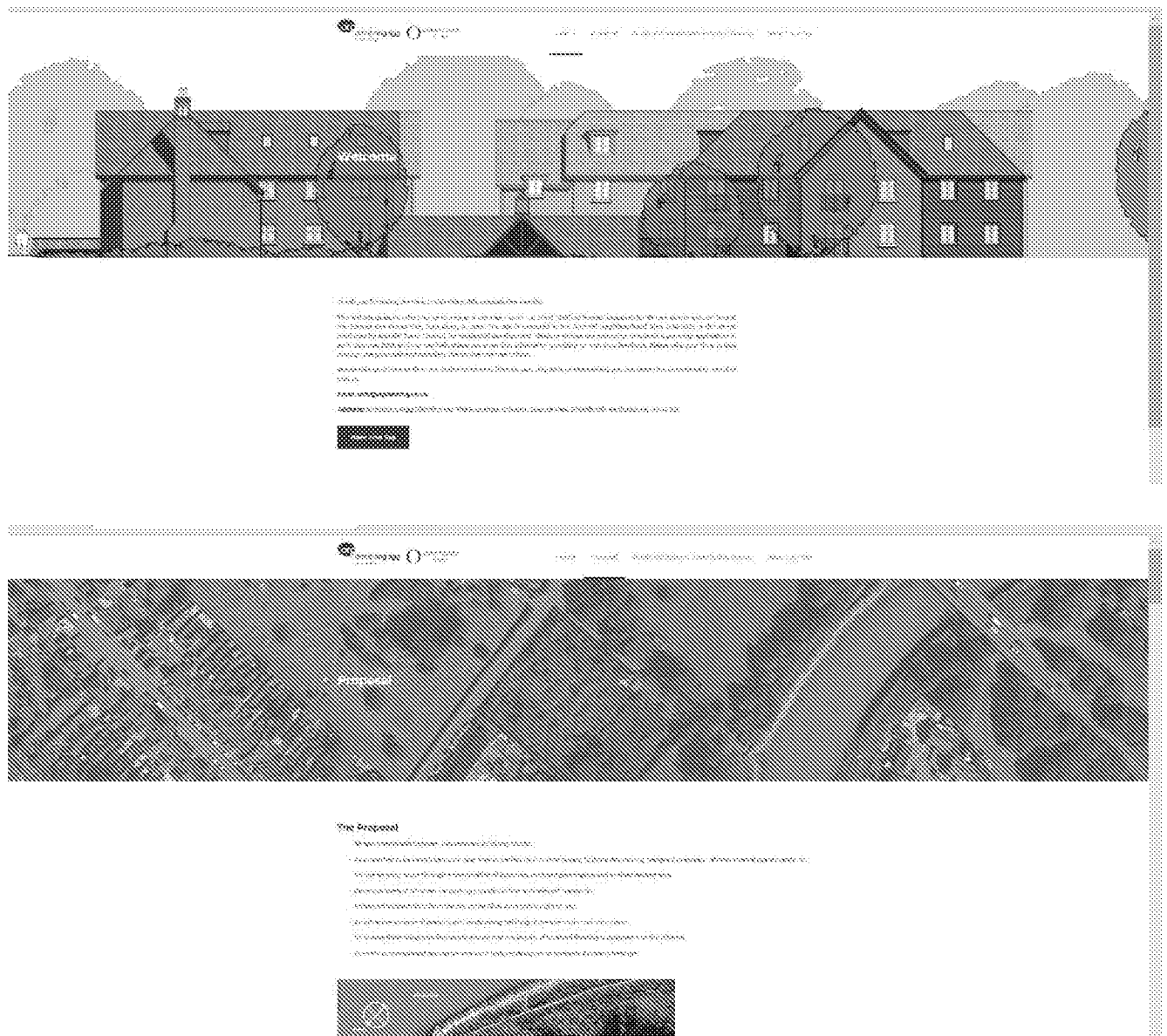
Your comments will be considered prior to the submission of a full planning application to Arun District Council during early Summer 2019.



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Appendix 4

Screenshots of the dedicated website (www.fordroadarundel.co.uk)



(Note: the remainder of this page, if scrolled down, comprises a selection of text and images from the exhibition boards)

