

## The Community Design Statement Process

A Village or **Community Design Statement** document is produced by the community, and

- describes its distinctive character in its surroundings identifies the landscape setting, the shape of the settlement and the nature of the buildings;
- draws together design principles based on that distinctive local character/ sense of place
- allows the community to be involved in putting together guidelines to help manage change

<b>Setting up the CDS Group</b>		
Include 6-8 interested people with differing skills, who are willing to steer the process. Try to include people from the various different parts of the parish – maybe from different hamlets – and include at least one or two parish councillors. Invite GRCC to the first meeting.		
<b>Research activity</b>	<b><u>COMMUNITY and COMMUNICATION</u></b>	<b>Practical surveys/ evidence</b>
<p><b>FIND</b></p> <ul style="list-style-type: none"> <li>• Big map of the local area able to use for people to add post-its/ comments and with key locations marked. Maps of smaller areas if needed</li> <li>• Local historical photos/maps of buildings – including views – which might show how the settlement grew up, buildings of note which were there and may or may not be now</li> <li>• Locally written books about the area</li> </ul>	<p><b>At the beginning</b></p> <ul style="list-style-type: none"> <li>• each CDS group member/councillor talks to three or four others to raise awareness</li> <li>• Have a walkabout to get people out and involved – &amp; working in the same manner – GRCC can walk the first with you</li> <li>• Use newsletter/web/ notices to keep people up to date and be able to contribute</li> </ul>	<p><b>Landscape setting</b></p> <p>Photos/sketches of the physical look of the various parts of the parish. Examples below....</p> <ul style="list-style-type: none"> <li>• Views entering and leaving the settlement. Show how the settlements fit into the landscape</li> <li>• Shape of the land e.g. valleys/plains</li> <li>• Geology/rock features</li> <li>• Rivers &amp; routeways</li> <li>• Hedgerows/woods/dry stone walls/</li> </ul>
<p><b>CHECK</b></p> <ul style="list-style-type: none"> <li>• Basic statistics- use MAIDeN, <a href="http://www.neighbourhood.statistics.gov.uk">www.neighbourhood.statistics.gov.uk</a> population structure etc</li> <li>• Emerging Core Strategy/Local Plan for references to your parish and development change; vision section</li> <li>• Community Local Plan for land use comment</li> </ul>	<p><b>Include people in process</b></p> <ul style="list-style-type: none"> <li>• Are there people who have known the village for years, can spread messages, have specialist skills?</li> <li>• Add display/feedback to a scheduled event to get evidence</li> <li>• Set up a then/now/future photo display and workshop</li> <li>• Talk to organisations: Local History Group, photographic or art societies; parish council</li> </ul>	<p><b>Shape of the settlement</b></p> <p>Photos/sketches/maps</p> <ul style="list-style-type: none"> <li>• Layout - streets, junctions, access points and parking</li> <li>• Green spaces</li> <li>• Streetscapes – how buildings relate to each other and the road</li> <li>• Types of building with locations</li> <li>• Plot boundaries</li> </ul>
	<p><b>Bringing together</b></p> <ul style="list-style-type: none"> <li>• Bring back draft analysis for comment/addition – a. distinctive character b. guidelines</li> <li>• Final draft consultation</li> </ul>	<p><b>Nature of buildings</b></p> <ul style="list-style-type: none"> <li>• Building materials</li> <li>• Height/storeys</li> <li>• Age/style</li> <li>• Porch/gates</li> <li>• Detail design features eg window shape</li> </ul>

<b>ORGANISE, record evidence</b> set up an audit trail which makes sure you capture everything and can follow something up if needed
<b>ANALYSE resources</b> – use headings: <b>The landscape context; The pattern/form of the settlement; The character of the buildings.</b> Compose a picture of the distinctive character of the parish ( which may vary from one area to another).
<b>Compose GUIDELINES</b> These will grow out of what people think is important, and the evidence. That will give principles to guide how any development could be designed for your community, to help “get the right thing in the right place, in the right way.”
<b>FINAL DRAFT</b> written up ready for last <b>consultation. Send a draft to District Council and Parish Council</b> for comment.
<b>REVISE AND SUBMIT</b>