

Statement of Community Involvement

Evidence and process of community involvement

The proposal for permanent infrastructure at Saint Hill Manor includes a large car park, event facilities, and ground works engineering in Hobbs Field, a toilet block, an energy centre, backup generators, and a connecting access road.

Saint Hill Rd,
East Grinstead
RH19 4JY

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1. INTRODUCTION

1.1. PURPOSE OF THIS DOCUMENT

This Statement of Community Engagement outlines our commitment to engaging meaningfully with the local community regarding the proposed event works and new car park at Saint Hill, East Grinstead.

In advance of submitting this application, we have undertaken early consultation with residents, particularly those living closest to the site, in line with the Council's adopted Statement of Community Involvement. We have also sought formal guidance from Mid-Sussex District Council through a pre-application inquiry, ensuring that any potential issues or opportunities were identified and addressed at the earliest stage.

The pre-application advice highlighted the value of early engagement, encouraging open discussion and allowing local people to influence proposals before they are finalised, thereby helping shape a development that responds to community priorities. This proactive approach also reduces the likelihood of unresolved objections later in the planning process.

This document records the dialogue and collaboration that has taken place to date, and it demonstrates our intention to continue building constructive relationships as the project progresses. We are committed to maintaining an open and transparent process, and we actively invite feedback, concerns, and suggestions from the community throughout both the planning and construction phases.

Ultimately, this statement reflects our belief that successful development is built on partnership. We aim to ensure that the proposals not only meet practical needs but also make a positive contribution to the character, identity, and long-term growth of the area.

1.2. CARNEGIE ARCHITECTURE'S COMMUNITY ENGAGEMENT

At Carnegie Architecture, we are committed to fostering a strong sense of community and making a positive impact in the local areas where we work. We enthusiastically support the application for the proposed event and car parking at Juhring and Hobbs field, Saint Hill, East Grinstead.

Our vision for this development embodies the principles of collaborative design and sustainability. We believe that architecture and landscape should be aesthetically pleasing and demonstrate responsibility to not only the client but also the local environment and community stakeholders. Integrating natural elements and sustainable practices into the design of this commercial development reflects our dedication to preserving the beauty of the surrounding environment and reducing our ecological footprint.

Furthermore, we recognise the importance of this development in supporting local businesses and sports clubs. Our commitment to community engagement extends to ensuring that the benefits of this project reach far beyond its physical footprint. We are dedicated to collaborating with local businesses, artisans, and skilled workers, providing them with safe areas to park, enjoy, or view sports, and to access and participate in, as well as supply, Saint Hill community events. This development will stimulate the local economy and foster a sense of pride and ownership among the residents of East Grinstead.

We understand that community engagement is a two-way process, and we are committed to an open and transparent dialogue with East Grinstead residents. We welcome community feedback, concerns, and suggestions throughout the planning and construction phases. Our goal is to ensure that the development aligns with the unique needs and aspirations of East Grinstead residents, creating a harmonious and mutually beneficial partnership.

1.3. OVERVIEW OF PROPOSED DEVELOPMENT

This proposal aims to enhance Juhring and Hobbs Fields at Saint Hill, East Grinstead, by delivering long-term, sustainable improvements that balance the needs of events, community benefits, and environmental protection. The scheme introduces reinforced permeable surfaces to create a mix of permanent and temporary car parking, a new access route linking the fields, and two sensitively designed amenity blocks. One is a washroom, and the other is a taxi waiting area. Hobbs Field will also be upgraded with a reinforced base and service areas to support major cultural and community events.

The objectives are to provide safe, practical, and resilient infrastructure for hosting events, minimise the impact on the land, and enhance accessibility for all users. By integrating sustainable drainage systems, electric vehicle provision, and ecological enhancements such as wildflower meadows and woodland buffers, the design strengthens biodiversity while protecting the site's unique rural character. The layout and material choices have been carefully considered to minimise visual impact and create a natural extension of the surrounding landscape.

The scheme delivers significant benefits to the broader community. It will alleviate hazardous roadside parking, support local sports clubs through shared access to parking and facilities, and underpin the successful hosting of cultural, family, and charity events that bring economic activity to East Grinstead. The improvements not only safeguard the safe and efficient running of events but also enhance the environmental quality and long-term resilience of the site. In doing so, the proposal strengthens Saint Hill's role as a valued community hub while contributing positively to the ecological and visual quality of the High Weald.

2. EXECUTIVE SUMMARY

2.1. OVERVIEW OF COMMUNITY ENGAGEMENT

We have initiated correspondence with local stakeholders and attained Pre-Application Advice.

The Consultation process has been conducted in the following sequential steps:

1. Critical stakeholder discussions and forums. (to see if there is local support).
SEE SUBMITTED DRAWINGS IN APPENDIX DRAWING PACK C.
2. Pre-Application Advice service (Meeting and written guidance to gain local authority advice.)
SEE SUBMITTED DRAWINGS IN APPENDIX DRAWING PACK D
3. Documents/information sent directly to stakeholders with structured feedback forms (To gain further feedback on the near-completed design).
SEE SUBMITTED DRAWINGS IN APPENDIX DRAWING PACK E

3. FEEDBACK

3.1. OVERVIEW OF FEEDBACK

From the various written responses, advice and local discussions, a consistent theme is recurring and is of high importance to those consulted:

Overall Theme of the Feedback

The feedback is overwhelmingly **positive and supportive** of the proposed development. Respondents consistently highlighted the **benefits of increased parking capacity**, particularly for:

- Local sports clubs (rugby, cricket, football, hockey, squash, padel, netball).
- Community events at Saint Hill.
- Improving road safety on Saint Hill Road by reducing cars parked along verges and pavements.

Recurring positive themes:

- Safety improvements: Removing cars from Saint Hill Road, reducing hazards for pedestrians and drivers.
- Community benefit: Supporting local sports clubs, events, and visitors.
- Aesthetic/appearance: Generally seen as low visual impact, well-landscaped, and fitting into the area.
- Practicality: Defined parking spaces, good entrance/exit layout, and additional facilities like toilets.

Minor concerns/suggestions:

- Install netted fencing to protect cars from stray balls (rugby/cricket).

- Ensure eco corridors/hedgerow retention for wildlife.
- Provide clarity on access/egress routes.
- Watch for noise during significant events (but this was raised only once and noted as manageable).

Planning officers raised concerns about the urbanising impact on the landscape and heritage, especially the car park's effect on the rural setting. As a significant development in the AONB, the project requires exceptional justification and public interest. Officers recommend engaging landscape and heritage consultants and preparing a Landscape and Visual Impact Assessment (LVIA) and Heritage Statement. Design must respect the rural character, with mitigation for impacts on ancient woodland, biodiversity (including Great Crested Newts), and mature trees.

The key message was that the community strongly supports the car park development as it will significantly improve safety, accessibility, and convenience for local clubs and events, with only minor adjustments suggested for layout and wildlife considerations. The most critical and demanding feedback came from the regional council, which had precise requirements to convince them that the benefits of the proposal outweighed their apprehensions or that their concerns on subjects could be proven to be mitigated.

3.2. RESPONSE TO FEEDBACK

From this feedback, we have developed the scheme in the following ways:

Safety & Highways

Feedback: Strong support for removing cars from Saint Hill Road to improve safety.

Response:

- Clearly highlight in the planning documents how the scheme reduces roadside parking and improves pedestrian safety.
- Provide diagrams showing before/after traffic flow and reduced congestion.

Community Benefits

Feedback: Strong emphasis on benefits to sports clubs and community events.

Response:

- Gained letters of support from clubs (rugby, cricket, football, hockey, etc.).
- Show shared-access arrangements for events to reassure the community that facilities will be widely available.

Appearance & Design

Feedback: Generally positive; liked landscaping and low visual impact.

Response:

- Retain and emphasise landscaping features in the final design.
- Use sensitive lighting (low-level, downward facing) to protect local character.
- Include visuals that show the car park blending into its surroundings.

Layout & Practicality

Feedback: Calls for netting near sports pitches to protect vehicles; good access/exit is valued.

Response:

- Incorporate sports netting in the design near cricket/rugby boundaries.
- Provide a traffic management plan showing safe, efficient entry and exit.
- Ensure bay markings are clear and accessible, with provision for disabled users.

Wildlife & Environment

Feedback: Mixed – mostly no concerns, but some asked for hedgerow retention/eco corridors.

Response:

- Commit to retaining existing hedgerows where possible.
- Enhance biodiversity through new planting or eco corridors.
- Provide a short ecological statement showing how the wildlife impact is minimal.

Property/Business Impact

Feedback: No adverse effects reported, only benefits.

Response:

- Acknowledge this explicitly in the planning statement – development is community-enabling, not harmful.

Landscape and Heritage Impact

Feedback: Urbanising effect of the car park; harm to the rural setting of Saint Hill Manor (Grade II listed) and other heritage assets.

Response:

- We engaged landscape and heritage consultants to guide the development of a sensitive, landscape-led scheme.
- A Landscape and Visual Impact Assessment (LVIA) and a Heritage Statement were prepared.
- The design reflected the rural character, with careful attention to surfacing, layout, and materials.

AONB and Policy Compliance

Feedback: The site is within the **High Weald Area of Outstanding Natural Beauty (AONB)**.

Response:

- We **acknowledged the significance** of the AONB designation and **provided a robust justification** aligned with **national planning policy**.
- The proposal **demonstrated clear public interest** and long-term community benefit.

Ecology and Biodiversity

- **Feedback:** Impact on ancient woodland and mature trees., Presence of Great Crested Newts.

Response:

- A 15m buffer zone was maintained around ancient woodland.
- Arboricultural assessments were undertaken to protect mature trees.

- We ensured a minimum 10% Biodiversity Net Gain, with specific consideration for Great Crested Newt habitats.

Drainage and Water Management

Feedback:

- Address surface and foul water management.
- Incorporate Sustainable Drainage Systems (SuDS).
- Conduct infiltration testing.

Response:

- A comprehensive drainage strategy was developed, incorporating Sustainable Drainage Systems (SuDS).
- Infiltration testing was carried out to inform the design.

Environmental Impacts

Feedback: Concerns about noise, lighting, and air quality, especially during large events.

Response:

- We conducted detailed impact assessments for noise, lighting, and air quality.
- Mitigation measures were integrated into the design to minimise disruption during events.

Highways and Transport

Feedback: Need for sustainable access, appropriate parking standards, and coordination with West Sussex County Council.

Response:

- We **ensured sustainable transport solutions** and **complied with parking standards**.
- **Coordination with West Sussex County Council** was maintained throughout the planning process.

Other Suggestions

Feedback: A comprehensive set of supporting documents is required, along with further consultation.

Response:

- We submitted all necessary documentation, including ecological, heritage, drainage, and transport assessments.
- We undertook continued consultation with stakeholders before formal application submission.

4. CONSULTATION PROCESS

4.1. CONSULTATION AIMS

The aims of the consultation process are to:

- Provide early engagement – ensuring that local people and stakeholders were informed of the proposals at the earliest reasonable stage.

- Encourage open dialogue – inviting constructive feedback, questions, and suggestions from residents and other interested parties.
- Identify concerns and opportunities – allowing potential issues to be raised early so that they can be considered and, where possible, addressed within the design.
- Promote transparency – demonstrating a transparent and honest process of engagement to build trust with the community.
- Deliver mutual benefits – ensuring that the development responds to local needs while contributing positively to the broader area.

If these principles are followed, our community involvement should enhance the proposal for the users and the nearby residents.

4.2. PROCESS OVERVIEW

We have pursued three main avenues of community involvement:

- **Stakeholder Discussions and Forums** – Early, informal engagement with key stakeholders was undertaken to gather initial views and comments. While these discussions were not formally recorded, they did result in letters of support for the scheme from immediate stakeholders, and the feedback received has directly influenced the evolving design.
- **Pre-Application Advice** – A more formal route was taken through the Pre-Application process, with both written and in-person advice received on 2 August 2024. This provided substantial statutory feedback, with the council raising concerns relating to landscape and heritage considerations.
- **Community Questionnaire and Feedback Forms** – A structured questionnaire was prepared and circulated to local stakeholders, including residents, neighbouring businesses, and community members. Distributed between April and August 2025 by the applicant's team, it was targeted at households along Saint Hill Road and those most likely to be affected by the proposals. The responses, included within the submitted documents, provided further insight into community priorities and concerns.

4.3. STAKEHOLDER DISCUSSION

- **EXAMPLE OF GENERAL DISCUSSIONS** – As an example of early consultation, we have spoken with Steve Phillips, Chair of East Grinstead Meads Football Club (EG Meads FC), who expresses strong support for the proposed car park improvements at Saint Hill Manor.
- **Club growth & reliance on Saint Hill:** EG Meads FC has over 400 players across 30+ youth teams plus veteran and walking football groups, making it one of East Grinstead's largest volunteer organisations. The club has long relied on the Church of Scientology's support, including the use of sports pitches and car parking.

- ▣ **Current parking issues:** During the winter months, the grass parking at Saint Hill Manor is unusable, and limited capacity forces cars onto Saint Hill Road. On weekends, 60–150 vehicles arrive, resulting in congestion and safety risks for both pedestrians and drivers. Nearby sports clubs (rugby, hockey, netball, squash, gym) add to the pressure, particularly midweek evenings.
- ▣ **Future demand:** The planned reinstatement of the East Grinstead Youth Football Festival will further increase demand for parking.
- ▣ **Community benefit of proposal:** Permanent, off-road parking at Saint Hill Manor would reduce congestion, improve safety, and provide a valuable community facility for residents and sports clubs.

Phillips concludes by urging the council to support the application, highlighting the significant benefits it would bring to the broader community. **SEE APPENDIX A**

4.4. PRE-APPLICATION ADVICE

The proposal was put forward at the Pre-Application Advice stage for permanent infrastructure at Saint Hill Manor, which includes a large car park in Juhring Field, event facilities in Hobbs Field, two amenity blocks, a substation, a backup generator, and a connecting access road.

It was noted that attendance was a:

- ▣ Senior Planning Officer, MSDC
- ▣ Conservation Officer, MSDC
- ▣ Assistant Tree Officer, MSDC
- ▣ Carnegie Group Representative.
- ▣ Carnegie Group Representative.
- ▣ COSRECI Representative.
- ▣ COSRECI Representative.

Key identified factors were:

- ▣ The site lies within the High Weald Area of Outstanding Natural Beauty (AONB).
- ▣ Is near the Ashdown Forest.
- ▣ Includes heritage assets such as Saint Hill Manor, A Grade II listed building, and several non-designated heritage assets.

Planning officers raised significant concerns about:

- ▣ The landscape and heritage impact of the proposal, particularly the urbanising effect of the car park and its potential harm to the rural setting of nearby heritage buildings.
- ▣ The proposal is considered a significant development within the AONB, requiring exceptional justification and public interest under national planning policy.
- ▣ Officers strongly recommend engaging landscape and heritage consultants to develop a sensitive, landscape-led scheme supported by a Landscape and Visual Impact Assessment (LVIA) and a detailed Heritage Statement.

Planning officers, in terms of overall design, expressed that the proposal's design must address:

- The rural character of the area, with careful attention to surfacing, layout, and materials.
- The impact on ancient woodland and mature trees also requires mitigation, including a 15m buffer zone and arboricultural assessments.
- Biodiversity concerns include the need for a 10% Biodiversity Net Gain and consideration of Great Crested Newt habitats.
- Drainage strategies must address surface and foul water management, with SuDS and infiltration testing.
- Noise, lighting, and air quality impacts must be assessed, particularly in relation to significant events.
- Highways and transport considerations include sustainable access, parking standards, and coordination with West Sussex County Council.

4.5. RESPONSE TO PRE-APP ADVICE

Removal of Total Built Development:

In recognition of the sensitive context of the site within the High Weald AONB and its proximity to heritage assets, we have removed some of the proposed built development from the scheme. This includes a large proportion of the hardstanding on the car park in Juhring Field, the event and the size of the toilet block in that field.

We acknowledge that overdeveloping the rural area with urban motifs would have impacted the rural character and setting of Saint Hill Manor.

Landscape-Led Design Approach:

The revised proposal is fundamentally landscape-led, prioritising ecological enhancement, visual harmony with the surrounding countryside, and the protection of heritage assets. We have engaged qualified landscape architects and heritage consultants to develop a sensitive scheme that reflects the area's natural and cultural significance.

Enhanced Landscape Design Input:

The new concept focuses on:

- Enhancement of existing landscape features, including hedgerows, meadows, and woodland edges.
- Creation of new habitats to support biodiversity, including pollinator-friendly planting and wetland features where appropriate.
- Improved public access and enjoyment of the landscape, with low-impact pathways and interpretive elements that celebrate the site's heritage.
- Integration of a robust Landscape and Visual Impact Assessment (LVIA) to guide design decisions and ensure minimal visual intrusion.

Commitment to Biodiversity and Environmental Stewardship:

We have implemented measures to achieve a 10% Biodiversity Net Gain, with a particular focus

on protected species. Arboricultural assessments have been undertaken to ensure the protection of mature trees and ancient woodland, including the recommended 15m buffer zones.

Heritage Protection and Interpretation:

A detailed Heritage Statement accompanies the revised proposal, ensuring that the setting of Saint Hill Manor and other heritage assets is respected and enhanced. We aim to retain the site's historical significance through sensitive landscape interventions rather than built infrastructure.

Drainage and Environmental Impact Mitigation:

Although some built development is being removed, this proposal further includes sustainable drainage strategies (SuDS), infiltration testing, and assessments of noise, lighting, and air quality to ensure minimal environmental impact.

Ongoing Engagement and Consultation:

We have welcomed continued dialogue with the planning authority and relevant stakeholders. Before this official application, we have sought further informal advice with Midsussex to ensure alignment with local and national planning policies.

4.6. COMMUNITY QUESTIONNAIRE AND FEEDBACK FORMS

In total, we have received 15 responses to the questionnaire. The comments made about the proposal at Saint Hill focused on several key points, which led from the Pre-App. These were

Q1) Do you perceive any immediate concerns or benefits for the local area that this development will enact?

Q2) Would you care to give any feedback on the proposed development's appearance?

Q3) Is there any feedback you would like to give regarding the proposed layout for the parking?

Q4) In your view, how would the proposal impact local Highways?

Q5) Do you think the proposal would impact wildlife and, if so, what would you like to see to mitigate these concerns?

Q6) Is there any effect you consider the proposed development could have on your property/business? Where possible, what would you like to see to mitigate any concerns?

Q7) Is there any further information that you would like to see in the final proposal, to understand the proposal better?

Q8) Are there any other points not previously mentioned that you would like to raise regarding the proposed development?

SEE APPENDIX B

4.7. RESPONSE TO QUESTIONNAIRE FEEDBACK

Since we have begun this process, we have received several constructive comments that have aided our design development. These have come in written form and spoken responses. From these, we have made the following changes:

- We provided sufficient parking to support local sports clubs and reduce roadside parking.
- We ensured the development had a low visual impact and blended with the landscape.
- We designed the parking layout with defined spaces, good entrance/exit, and safety features like netted fencing.
- We improved road safety by preventing roadside parking and managing traffic flow.
- We retained hedgerows where possible and maintained eco corridors to protect local wildlife.
- We ensured the development did not negatively impact nearby properties or businesses.
- We included clear information on access and egress in the final proposal.
- We highlighted community benefits and support for local events in the proposal.

5. CONCLUSION

The community engagement process undertaken for the proposed development at Saint Hill has been thorough, inclusive, and constructive. Feedback from residents, stakeholders, and planning authorities has been instrumental in shaping a scheme that is sensitive to its surroundings, responsive to community needs, and aligned with planning policy requirements. The responses received, in the near-final stages, have demonstrated strong support for the project, particularly in relation to safety and design improvements made since the council's comments. We believe the proposal demonstrates support for local sports and events, as well as the enhancement of community infrastructure.

We reaffirm our commitment to ongoing collaboration with the community and relevant authorities throughout the planning and construction phases. Our objective remains to deliver a development that not only meets practical needs but also contributes positively to the character and vitality of East Grinstead. We thank all participants for their valuable input and look forward to continuing this partnership as the project progresses.

6. APPENDICE

Appendix A – EAST GRINSTEAD FOOTBALL CLUB

Saint Hill Manor Car Park Support Letter.doc

EAST GRINSTEAD MEADS FOOTBALL CLUB

www.egmeadsfc.co.uk

SUSSEX FA 2 STAR ACCREDITED CLUB



1 Morton Road
East Grinstead
West Sussex
RH19 4AF

Liz Ostermann
Church of Scientology
Saint Hill Manor
East Grinstead
West Sussex RH19 4JY

Re: Letter of Support for Saint Hill Manor Car Park Planning Application

On behalf of East Grinstead Meads FC I would like to support the case for improved parking facilities at Saint Hill Manor.

East Grinstead Meads FC grows year on year, now fielding over 30 youth teams with over 400 players, as well as a Veteran's & Walking Football sections. We are one of the largest volunteer organisations in East Grinstead.

The Church of Scientology have been great supporters of youth sport in East Grinstead over a number of years, with both use of sports pitches on the former Fonthill School site and with car parking at the Saint Hill Manor complex. Without the existing support of our neighbours at Saint Hill Manor our club would not be able to continue to provide all opportunities for the local community.

During the drier periods, car parking is generously provided by the Church of Scientology on the grass area at Saint Hill Manor but through the winter months this is unavailable due to ground conditions. This area is also only available during daylight hours.

EAST GRINSTEAD MEADS FOOTBALL CLUB

www.egmeadsfc.co.uk

Chairman: Steve Phillips
steve@egmeadsfc.co.uk

Saint Hill Manor Car Park Support Letter.doc

Between September & April every Saturday & Sunday we have several youth football matches which attracts players and their families.

On average 60 to 80 cars daily with up to 150 cars at any one time at peak times.

This leads to an overspill of the existing car park spaces. Vehicles park on Saint Hill Road which causes congestion also raising concerns over pedestrian and vehicle safety.

The EG Sports Club & EG Rugby car parks back up and causes congestion along Saint Hill Road and can overflow at peak times with several other sports (Hockey, Rugby, Netball, Squash & Gym members) taking place at the same time.

Midweek evenings, particularly Tuesday to Thursdays, are also very busy with parking along Saint Hill Road due to teams using floodlit Rugby Club & Sports Club facilities.

Next year we are hoping to re-instate the East Grinstead Youth Football Festival which would be held at EG Sports Club & Fonhill sites over a spring weekend when car parking will be a real issue.

Extra permanent off-road parking at Saint Hill will be a great community facility and improve the safety of event visitors and local residents alike throughout the year. Additional, well-maintained parking at Saint Hill Manor would significantly alleviate congestion.

I hope the council can support any application to extend the parking facility at Saint Hill Manor in that it would be an enormous benefit to the local community, residents, local sports clubs and improve safety along Saint Hill Road.

Kindest regards

Steve Phillips
Chair
East Grinstead Meads FC

EAST GRINSTEAD MEADS FOOTBALL CLUB

www.egmeadsfc.co.uk

Chairman: Steve Phillips

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Appendix B – Community Feedback Forms

Please note: All personal data provided will be processed following applicable data protection laws, including the Data Protection Act 2018, and will only be used for the purposes outlined in this document.

Name: _____

Address: _____

Question:	YES/NO Or other answers were required.
Q1) Do you perceive any immediate concerns or benefits for the local area that this development will enact? If yes, please provide further comments right ->	Y/N
Q2) Would you care to give any feedback on the proposed development's appearance? If yes, please provide further comments right ->	Y/N
Q3. Is there any feedback you would like to give regarding the proposed layout for the parking? If yes, please provide further comments right ->	Y/N
Q4. In your view, how would the proposal impact local Highways? If yes, please provide further comments right ->	Y/N

Q5. 5. Do you think the proposal would impact wildlife and, if so, what would you like to see to mitigate these concerns? If yes, please provide further comments right ->	Y/N
Q6. Is there any effect you consider the proposed development could have on your property/business? Where possible, what would you like to see to mitigate any concerns? If yes, please provide further comments right ->	Y/N
Q7. Is there any further information you would like to see in the final proposal to understand the proposal better? If yes, please provide further comments right ->	Y/N
Q8. Are there any other points not previously mentioned that you would like to raise in regard to the proposed development? If yes, please provide further comments right ->	Y/N