



# Cabinet

**Thursday, 25th January, 2018 at 5.30 pm**

**Cowdray Room, Parkside, Chart Way, Horsham**

Councillors:	Ray Dawe	Leader
	Jonathan Chowen	Deputy Leader and Leisure and Culture
	Philip Circus	Waste, Recycling and Cleansing
	Brian Donnelly	Finance and Assets
	Gordon Lindsay	Local Economy
	Kate Rowbottom	Housing and Public Protection
	Claire Vickers	Planning and Development
	Tricia Youtan	Community and Wellbeing

You are summoned to the meeting to transact the following business

Tom Crowley  
Chief Executive

## Agenda

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	Page No.
1. <b>Apologies for absence</b>	
2. <b>Minutes</b>	3 - 18
To approve as correct the minutes of the meeting held on 23 <sup>rd</sup> November 2017 (Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to <a href="mailto:committeeservices@horsham.gov.uk">committeeservices@horsham.gov.uk</a> at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.)	
3. <b>Declarations of Members' Interests</b>	
To receive any declarations of interest from Members of the Cabinet	
4. <b>Announcements</b>	
To receive any announcements from the Leader, Cabinet Members or the Chief Executive	
5. <b>Public Questions</b>	
To receive questions from and provide answers to the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting	

6.	<b>Shared Procurement Future Delivery Model - to consider recommendations for the future delivery model for the procurement shared service</b>	19 - 24
	To receive the report of the Cabinet Member for Finance and Assets	
7.	<b>Car Parking Strategy and rural car park review</b>	25 - 42
	To receive the report of the Cabinet Member for Local Economy	
8.	<b>Budget 2018/19</b>	43 - 84
	To receive the report of the Cabinet Member for Finance and Assets	
9.	<b>New contract for the Council's internal and external cleaning requirements including The Capitol and Museum</b>	85 - 88
	To receive the report of the Cabinet Member for Finance and Assets	
10.	<b>Approval of Conservation Area Appraisals &amp; Management Plans following consultation</b>	89 - 506
	To receive the report of the Cabinet Member for Planning and Development	
11.	<b>Overview &amp; Scrutiny Committee</b>	
	To consider the following matter referred to Cabinet by the Overview & Scrutiny Committee:	
a)	Section 106 Funds	507 - 512
12.	<b>Forward Plan</b>	513 - 516
	To note the Forward Plan	
13.	<b>To consider matters of special urgency</b>	



**Cabinet**  
**23 NOVEMBER 2017**

Present: Councillors: Ray Dawe (Leader) (Leader), Jonathan Chowen (Deputy Leader and Leisure and Culture) (Deputy Leader), Philip Circus (Waste, Recycling and Cleansing), Brian Donnelly (Finance and Assets), Gordon Lindsay (Local Economy), Kate Rowbottom (Housing and Public Protection) and Tricia Youtan (Community and Wellbeing)

Apologies: Councillors: Claire Vickers (Planning and Development)

Also Present: John Bailey, Karen Burgess, Peter Burgess, Paul Clarke, David Coldwell, Nigel Jupp, Christian Mitchell, Godfrey Newman, David Skipp and Michael Willett

EX/51 **MINUTES**

The minutes of the meeting of the Cabinet held on 12<sup>th</sup> October 2017 were approved as a correct record and signed by the Leader.

EX/52 **DECLARATIONS OF MEMBERS' INTERESTS**

Councillor Ray Dawe, the Leader declared a personal and prejudicial interest in the item on the implementation of new provisions under the Housing and Planning Act 2016 as he was a landlord of residential properties within the District (Minute No. EX/63 below).

EX/53 **ANNOUNCEMENTS**

There were no announcements.

EX/54 **PUBLIC QUESTIONS**

a) Laura Goldsmith asked the Cabinet Member for Planning and Development:

*In relation to the proposed site at Smithers Rough, Rudgwick, the Draft Site Allocations DPD states (page 20) "WSCC also raised concerns regarding the vehicular access. However it has since been confirmed that a suitable access can be achieved". The Recommendation (page 21) asserts that "Now that further technical work has been carried out and a satisfactory highway access has been identified, the site is considered suitable for 15 pitches".*

*On Monday 20<sup>th</sup> November Mr. Ian Gledhill, Principal Planner at WSCC indicated to me on the telephone that although HDC has submitted various access proposals since the closure of the consultation, none of these have removed his concerns over visibility and the complete lack of pedestrian access*

*at the site, expressed in his comments in the DPD consultation (page 22 of the Regulation 18 Consultation Report – Summary of Representations).*

*In the circumstances how can the Cabinet approve for public consultation a flawed document which is factually inaccurate in asserting that a satisfactory access has been identified at Smithers Rough, when this is clearly not the case?*

The Director of Planning, Economic Development and Property replied as follows on behalf of the Cabinet Member:

*Since the close of the previous consultation, the Council has undertaken further technical work on how a satisfactory access could be provided at the Smithers Rough site. This has been undertaken in consultation with West Sussex County Council. Whilst it is recognised that the County Council still has some reservations with regard to visibility and pedestrian access, it has confirmed that this would not be a 'showstopper'. The Council therefore considers that access can be achieved and that it remains appropriate to carry out further consultation on this site.*

Ms Goldsmith, as a supplementary question, asked if the Council would disclose details of the proposals for access they were proposing to enable residents to comment upon them.

The Director of Planning, Economic Development and Property replied that, as part of the consultation process, the Council would look to design and consult on a proposed access to the site.

b) V. Johnson asked the Cabinet Member for Planning and Development:

*Access and road safety issues were the reason for HDC's refusal of planning permission for gypsy/traveller use of Smithers Rough as far back as the 1990's (RW69/92). Although proposed for gypsy and traveller use in the last Site Allocation process in 2011, the site was not pursued by HDC due to objections on highways grounds from WSCC. There are no pavements and no public rights of way near the site. Expert evidence submitted to HDC in the recent consultation demonstrates a 20% increase in traffic volume and a 3 mph increase in 85th percentile vehicle speeds on the A281 adjacent to the site since 2012.*

*Policy 23(b) of the HDPF requires that a site should be served by a 'safe and convenient vehicular and pedestrian access'. In the light of the above, how can HDC assert that now in 2017 Smithers Rough meets this criterion when previously it did not?*

The Director of Planning, Economic Development and Property replied as follows on behalf of the Cabinet Member:

*The Council recognises that there were a large number of comments submitted in relation to this site with regard to access. As I said in my response to Ms*

*Goldsmith, the Council has undertaken further technical work to ensure that safe access to the site can be secured. The site proposed is also smaller than that that was previously considered. At this stage we have not been advised that there are any 'showstoppers' and it is recognised that further work is still required to demonstrate that safe and suitable access can be achieved. It is considered that it is still appropriate to carry out further consultation on this site. Please note that if this consultation is agreed, the site is not Council policy, and there is an opportunity for you to make further comment son these matters. These comments will of course be taken into account when considering the next steps.*

Ms Johnson, as a supplementary question, asked how it could be said that the site was now smaller when instead of 12 pitches, 15 were now proposed?

The Director of Planning, Economic Development and Property replied that in the 1990s, when the Council took action against the site, there was a much larger number of pitches on the site compared to the number now proposed.

c) Edwin Lewzey asked the Cabinet Member for Planning and Development:

*Given that development of Smithers Rough as a traveller site for 15 pitches would require significant investment, including; major road infrastructure changes; groundworks; site decontamination; pedestrian access to the local village a mile away; increased capacity at the doctors surgery and school classrooms (Rudgwick primary school currently at capacity). How will HDC fund the development and at what point does the site become too expensive to deliver?*

The Director of Planning, Economic Development and Property replied as follows on behalf of the Cabinet Member:

*At this stage, the proposals in the draft Gypsy and Traveller document are not Council policy and are for consultation only. The Council recognises that if, following further consultation the site continues to be a realistic prospect in planning terms, there are potential costs in bringing the site forward, which will need to be considered. It should however be noted, that without the delivery of a Gypsy and Traveller site document, there will be continuing and ongoing costs to the Council in considering applications, planning appeals and potential enforcement action on unauthorised sites and these will be a factor in any decision which is reached. We have had no indication from the education authority or health authority during the previous consultation that this proposed site would result in the need for the further expansion of existing schools and medical facilities. If such a response is received during the forthcoming consultation, such costs will be taken into account when considering whether this or any other site should continue to be allocated.*

Mr Lewzey's supplementary question was if the money already spent on dealing with the unauthorised use of the site would be taken into account as part of the costs associated with the development of this site?

The Director of Planning, Economic Development and Property replied that the Council would look at all the issues that had to be considered and cost was one of the factors that had to be looked at.

d) David Scott asked the Leader:

*Given that no mention is made of New Street Gardens, the new Winterton Court development, or the parking and traffic situation on New Street and surrounding roads, is it fair to assume the consultants did not undertake a site visit when drawing up their proposals for building an access road for any housing development on the RSA site?*

The Leader replied as follows:

*The consultants carried out site visits on all sites, including the RSA and Station car parks, with Horsham District Council officers in attendance.*

Mr Scott's supplementary question was that, if they had undertaken a site visit they would have noted both that it was a garden with a name and the traffic situation in the area and therefore was it not remiss of them to miss out this information?

The Leader replied that, whilst the concerns and points being made by residents were understood, the consultants were merely looking at one possible access to the car park site as an option and this in no way constituted a planning application.

e) Russell Parker asked the Leader:

*In light of the overwhelming response to the recent change.org petition and social media awareness campaign concerning the placement of a junction at New Street Gardens; does HDC recognise the deep concern expressed by the community regarding adding to the already stressed traffic conditions, blind junctions, bottlenecks, constrained parking, ultimately leading to cars mounting curbs and other risks to pedestrians in this child and family dense Victorian neighbourhood?*

The Leader replied as follows:

*The report is a statement of fact: there is possible access to the car park through this piece of land. I understand that, having achieved a recreational area in this location one would not want to remove it but I cannot change the fact that that piece of land exists and when the consultants looked at it they simply pointed out that this is a possibility. However, there is no plan and if you look at the whole of the report it has words in it such as 'may be deliverable' or 'this could be'. If it were ever to come to fruition then it would need to go through the normal planning procedure.*

Mr Parker's supplementary question was: does the Council recognise the concerns expressed?

The Leader replied that the Council had heard the concerns but this was not a planning application but purely a statement of fact that access could be achieved through that piece of land. Should it come to the point where the car park was proposed for development, then the traffic situation and loss of amenity land would be assessed as part of the planning process.

EX/55     **MEDIUM TERM FINANCIAL STRATEGY 2018/19 TO 2021/22**

The Cabinet Member for Finance and Assets reported that a review of the Financial Strategy, as part of the budget setting process, enabled a balanced budget target to be established with a focus on an affordable level of Council Tax, delivery of the corporate priorities and policies of the Council and the continued enhancement of value for money and satisfaction with services for the residents of the District.

The budget for 2017/18 had been approved in February 2017 and a balanced budget projected for 2017/18 through to 2019/20, with a projected deficit in 2020/21. Since then, further work had been undertaken on income generation, continuing the business transformation journey to the next stage and other efficiency measures to mitigate cost pressures that continued to rise. The submitted report set out the proposed strategy for the period 2018/19 to 2021/22, to establish the context for the Council's budget and medium term financial planning scenarios and assumptions.

The report referred to the strategic political, economic and regulatory outlook; budget assumptions based on the implementation of current income and efficiency actions; inflation cost pressures and interest rates; Council Tax; the localisation of Business Rates; New Homes Bonus; the capital programme; reserves and reserve strategy; Future Horsham initiatives; and potential actions to further mitigate the deficit in 2021/22 and beyond.

The Finance and Assets Policy Development Advisory Group had considered and supported the proposed Medium Term Financial Strategy.

**RECOMMENDED TO COUNCIL**

- (i) That the Medium Term Financial Strategy 2018/19 to 2021/22 be approved.
- (ii) That New Homes Bonus be used to finance more infrastructure and investment property already in the capital programme as detailed in paragraph 3.29 of the report.
- (iii) That the projected balanced budgets and budget gap as detailed in report be noted.

REASON

To enable a balanced budget target to be established.

EX/56 **APPROVAL OF MULTI-FUNCTIONAL DEVICE TENDER PROCESS**

The Cabinet Member for Finance and Assets submitted a report seeking the delegation of authority to the Director of Corporate Resources for the award of a contract for the supply and maintenance of the Council's Multi-Functional Devices (MFD). The Council was currently taking part in a joint tendering process with Crawley Borough and Mid Sussex District Councils and the award of the contract would be unduly delayed if each Cabinet had to make a decision on the award of the contract at the end of the process.

The proposed contract would also provide the Council with further opportunity to call off additional services covered under the Managed Print Services Contract including hybrid mail, external print room services, scanning and documentation storage at any time during the term of the contract.

The Finance and Assets Policy Development Advisory Group had been consulted and supported the proposal.

RESOLVED

That the Director of Corporate Resources, in consultation with the Cabinet Member for Finance and Assets, be authorised to award the contract for the provision of multi-functional devices when the joint tender process has been completed.

REASON

To avoid an unacceptable delay in the contract award process.

EX/57 **DRAFT GYPSY AND TRAVELLERS SITE ALLOCATION DOCUMENT  
PREFERRED STRATEGY**

One member of the public spoke in objection to the inclusion of the Smithers Rough site in the draft Gypsy, Traveller and Travelling Showpeople Site Allocations Development Plan Document.

The Director of Planning, Economic Development and Property presented a report on behalf of the Cabinet Member for Planning and Development seeking approval for the publication of the draft Gypsy, Traveller and Travelling Showpeople Site Allocations Development Plan Document for an eight week period of consultation, between 1<sup>st</sup> December 2017 and 26<sup>th</sup> January 2018. The consultation would be run in accordance with the Council's Statement of Community Involvement, which had been adopted in February 2017.

The draft document was an updated version of the Draft Gypsy and Traveller Site Allocations of Land Document Development Plan Document - Preferred Strategy that had been published for consultation in April 2017. It had been necessary to prepare an updated document in light of the responses received on the earlier consultation and as a result of further technical work. A number of sites included in the April 2017 document were no longer available for Gypsy and Traveller use (Hurst Lane, Storrington; Fryern Road, Storrington; Parson's Field, Pulborough; and Rowfield Nursery, Billingshurst) and a new site was proposed at Bromeliad Nursery, Billingshurst. It was also proposed to increase the number of pitches at Smithers Rough from 12 to 15.

It was necessary to consult on these potential changes before considering the next stage of the Plan preparation and, if agreed for consultation, the document would not form Council policy at this stage.

Also, since the report had been written, planning applications at Oakdene, Blackgate Lane had been granted and it was proposed that, if approved, the document would be factually updated to reflect this situation.

Any representations submitted during the consultation period would be considered at a future meeting. This could include evidence updates or further work on proposed sites or consideration of new land/ sites that could be proposed to the Council as part of the consultation.

A Proposed Submission version of the Development Plan Document, incorporating the comments received, would then need to be agreed by the Council for a minimum six week consultation under Regulation 19 of the Town And Country (Local Planning) (England) Regulations 2012. All comments made at that stage would be submitted to the Planning Inspectorate together with the draft plan and any proposed modifications for independent examination. It was anticipated that the Proposed Submission consultation would be held in late spring/early summer 2018, with the Examination of the plan in autumn 2018 and that the document would be adopted in late 2018/early 2019, depending on the timescales set by the Planning Inspectorate.

The Planning and Development Policy Development Advisory Group had supported the proposed approach to publish a draft site allocations document for consultation.

Members of Cabinet emphasised the importance of having a policy document in place in order to be able to deal with unauthorised sites. They also emphasised that, at this stage, the document was for consultation purposes only and that all representations received would be assessed and considered before the Proposed Submission Document was produced.

The Director of Planning, Economic Development and Property responded to Members questions regarding the role and input of West Sussex County Council's highways team and also confirmed that the Gypsy and Traveller community had been consulted on the proposals.

Other Members also commented on the need to have a policy in place.

**RESOLVED**

- (i) That the draft Gypsy, Traveller and Travelling Showpeople Site Allocations Development Plan Document and accompanying Sustainability Appraisal documentation be published for an eight week period of consultation from 1<sup>st</sup> December 2017 to 26<sup>th</sup> January 2018.
- (ii) That the Cabinet Member for Planning and Development be authorised to agree minor editorial changes.

**REASONS**

- (i) To ensure that the statutory requirements in The Housing Act 2004 and Town and County Planning (Local Planning) England Regulations 2012 are met in terms of seeking to provide for Gypsy and Traveller pitches to meet the identified need and inviting public participation in the preparation of a new planning document for the District.
- (ii) To allow for minor editorial changes. Any significant changes to the draft document would need to be reported back to Cabinet for approval before publication for consultation.

**EX/58     HORSHAM TOWN CENTRE VISION STATEMENT**

Four members of the public spoke with reference to the need for an overall vision for cycling into and across the town centre; the identified potential for additional car parking and housing on the Royal Sun Alliance & Station car parks, with particular reference to the possible loss of New Street Gardens to provide access to the site; and general comments on the Vision as a whole.

The Leader reported that in May and June of this year the Council had proactively sought the views of the Neighbourhood Councils and other key organisations regarding ideas for Horsham town. Early engagement was also undertaken through Members' seminars, a stakeholder workshop and individual discussions. In addition, a thorough review of Horsham town was undertaken looking at population, social and economic factors, retail, visitor and hotel accommodation, and a car parking study was also undertaken. The review included an analysis of the town centre's current strengths, weaknesses, opportunities and threats.

This information was used to draft a Vision for the town, which formed the basis of a public exhibition and consultation. The exhibition attracted over 1100 visitors and 164 individual written responses to the survey were received together with many other suggestions and observations. The overwhelming message from this exercise was that, whilst embracing change, Horsham's



‘market town’ character should be kept and enhanced. There was significant support for all seven strategic directions described in the Vision document.

The Town Centre Vision Statement was amended as a result of this feedback and a further public consultation ran from mid- September to mid- October 2017. The proposals included improvements to Blackhorse Way and to the public realm in the Bishopric, a refurbished Queen Street entrance to the town and improved wi-fi hotspots, lighting, planting and pedestrian walkways. Whilst the Council did not own many of the sites mentioned, it would work closely with landowners to explore and deliver schemes that benefited the town.

This was a visionary rather than a planning document, setting the high level direction of travel whilst clarifying the issues to be addressed. Detailed projects, as listed in the report, would follow in due course.

The Leader emphasized that each project would be a major and detailed area of work in itself and gave assurance that there would be full consultation before any of the proposals were progressed.

Approval of the Town Centre Vision statement, which had been amended in the light of public and stakeholder representations received during the consultation carried out in September and October 2017, was therefore now sought.

Members of Cabinet discussed a number of issues including the development of cycle routes and links; the need for designs sensitive to the character of the town; changes in retailing; and the need for appropriate planting.

Other Members welcomed the Vision as a basis for improving and making the town centre more attractive, whilst retaining its character as a market town.

#### RESOLVED

- (i) That the representations and responses received during the consultation be noted (Appendix C to the report) and the Horsham Town Centre Vision statement be approved, as amended (Appendix E to the report).
- (ii) That the Vision Delivery Schedule be endorsed (Appendix D to the report).
- (iii) That the Leader of the Council be authorised to approve, prior to publication:
  - (a) minor editorial changes, including expanding the list of consultees; and
  - (b) an introductory statement, summing up the Vision.

## REASONS

- (i) Amendments have been made in the light of responses received on the draft Horsham Town Centre Vision statement.
- (ii) To provide guidance on the future development of Horsham Town Centre and to implement a Delivery Schedule of projects to further develop the Vision in detail.
- (iii) There is a need to allow for minor editorial changes. Any significant changes to the document would need to be reported back to Cabinet for approval before publication.

### EX/59 **PLAY STRATEGY 2017-2027**

The Cabinet Member for Leisure and Culture reported that, as the Council's Play Strategy was in need of updating, a draft Play Strategy for the period 2017-2027 that reviewed successes over the last ten years and set the context for play provision in the district over the next ten years had been prepared. The proposed strategy identified a vision and aims for play and detailed actions and projects prioritised for delivery during the term of the strategy.

The Leisure and Culture Policy Development Advisory Group supported the proposal.

## RESOLVED

That the Play Strategy 2017–2027 be approved and adopted, as submitted.

## REASON

Some of the council's play infrastructure is aging and in need of replacement. Additionally, the Horsham District Planning Framework plans for the delivery of 16,000 new homes between 2011 and 2031 and, although pressure on public finance is unlikely to abate during this period, the framework brings opportunities to secure and deliver new play infrastructure. Given these factors, it is important that the Council has a clear vision of its play priorities and how these can be delivered.

### EX/60 **POLICY FOR ISSUING FIXED PENALTY NOTICES**

The Cabinet Member for Community and Wellbeing submitted a report seeking approval for the formal adoption of a policy for issuing Fixed Penalty Notices.

The proposed policy identified the offences for which fixed penalties could be issued and set out the scale of the penalties, the procedures for the issuing of Fixed Penalty Notice's and how an offender would be taken to Court if the Fixed Penalty Notice remains unpaid. Offences included those relating to litter and

waste, breaches of Public Space Protection Orders, nuisance parking and abandoned vehicles, graffiti and fly posting

The proposed policy aggregated existing departmental policies into a single policy for the authority following changes to the legislation available to local councils.

It was noted that the last sentence of the section within the proposed policy regarding data retention would be amended to read "These records will be held and disposed of securely in line with Data Protection legislation and the Council's Privacy Policy."

The Community and Wellbeing Policy Development Advisory Group supported the proposed policy.

#### RESOLVED

That the new policy for issuing Fixed Penalty Notices be approved and adopted, subject to the amendment of the statement regarding data retention, as noted above.

#### REASON

To allow authorised Council staff to enforce legislation by means of a fixed penalty notice applying a standardised procedure.

### EX/61 **AFFORDABLE HOUSING INVESTMENT**

The Cabinet Member for Housing and Public Protection reported that the Council's Housing Strategy (adopted in 2013 and reviewed in 2017) had the objective of increasing the supply of homes that people in housing need could afford. This commitment had delivered 1186 new affordable rented and shared ownership homes across the District since 2010.

A significant part of the strategy had been realised by using affordable housing commuted sum payments (secured from housing developers through Section 106 agreements where affordable housing was not provided on site). This approach had seen an investment of over £8,000,000 over a seven year period and had helped deliver 240 of the 1186 affordable rented units.

In order to deliver affordable rented housing in the District, the Council had historically worked very closely with a number of Registered Providers such as Saxon Weald, Stonewater and Hyde Housing. This approach had become much more challenging when the Government introduced a requirement for Registered Providers to cut rents in real terms by 1% p.a. for a period of four years. As a result of this, Registered Providers reassessed their financial models, halted their proposed development plans and became more reliant on greater contributions from commuted sums. This period of uncertainty also coincided with a sharp increase in the level of commuted sums collected by the

Council, primarily due to progress with large scale housing developments such as the West of Horsham schemes.

This year, the Government had made a number of new announcements and statements on the housing crisis and affordable housing. It was therefore considered a good time to review the Council's approach to investing in affordable housing. The report set out the future direction for the Council as it continued to invest in affordable housing and make the best use of commuted sums. It recommended that the Council continued to work with Registered Providers and invested in good quality temporary accommodation. It was also proposed that the Council should undertake further work to assess the case for the creation of a vehicle to enable the direct delivery of affordable housing. In undertaking this work the Council would need to be mindful that the Government had not yet fully articulated its view of the future for affordable housing.

The Housing and Public Protection Policy Development Advisory Group supported the proposal.

#### RESOLVED

- (i) That the Council's approach to investing in affordable housing be supported, as set out the report.
- (ii) That it be noted that further work would be undertaken in developing and assessing options for the delivery of affordable housing as detailed in the report.

#### REASONS

- (i) To assist the Council in achieving its target of delivering 240 affordable homes a year through the allocation of affordable housing commuted sum payments to maximise on site delivery.
- (ii) To assist the Council to achieve its objective to reduce the number of households having to be placed in bed and breakfast accommodation through the provision of additional temporary accommodation.

#### EX/62 **DISCRETIONARY DISABLED FACILITIES GRANTS**

The Cabinet Member for Housing and Public Protection reported that a West Sussex County-wide project was currently being undertaken to explore innovative new ways of delivering Disabled Facilities Grants (DFGs). As part of this project it had been agreed that a more flexible approach to the use of discretionary DFGs should be adopted in order to help and improve the health and well-being of disabled people and make more use of the additional resources available. Approval was therefore sought to introduce a number of

housing interventions to use discretionary DFGs to assist people with repairs and adaptations in their homes.

The Housing and Public Protection Policy Development Advisory Group supported the proposed approach.

#### RESOLVED

That the scheme of discretionary Disabled Facilities Grant assistance detailed in the report be approved.

#### REASONS

- (i) To enable the Council to sustain a robust Private Sector Housing Assistance Policy.
- (ii) To use effectively the increase in funding the Better Care Fund is providing to local authorities for home adaptations.

#### EX/63 **IMPLEMENTATION OF NEW PROVISIONS UNDER THE HOUSING AND PLANNING ACT 2016**

Councillor Ray Dawe, the Leader, declared a personal and prejudicial interest in this item as he was a landlord of residential properties within the District. He withdrew from the meeting and the Deputy Leader presided during consideration of the item.

The Cabinet Member for Housing and Public Protection reported on details of the powers introduced by the Housing and Planning Act 2016 relating to the Government's response to tackling rogue landlords and improving the private rental sector.

The Act introduced a range of measures that were intended to be implemented in 2017:

- Civil penalties of up to £30,000 as an alternative to prosecution for certain specified offences (came into force on 6 April 2017);
- Extension of Rent Repayment Orders to cover illegal eviction, breach of a Banning Order and certain other specified offences (came into force on 6 April 2017);
- Database of rogue landlords and property agents convicted of certain offences (scheduled to come into force on 1 October 2017);
- Banning Orders for the most serious and prolific offenders (scheduled to come into force on 1 October 2017).

It was recommended that Cabinet should adopt the new powers to impose civil penalties and impose Rent Repayment Orders for certain housing offences under the Housing and Planning Act 2016 and determine a charging scheme.

The Housing and Public Protection Policy Development Advisory Group supported the adoption of the new powers.

RESOLVED

- (i) That the use of the enforcement powers under the Housing and Planning Act 2016 be approved.
- (ii) That the use of civil penalties for housing offences in appropriate circumstances be approved.
- (iii) That the charging scheme for civil penalties be approved as reported.
- (iv) That the updated Private Sector Housing Enforcement Policy, to include the use of civil penalties and rent repayment orders, be approved as submitted.
- (v) That the Head of Environmental Health and Licensing, in consultation with the Head of Legal and Democratic Services, be authorised to issue civil penalties and to agree the sum of civil penalties on a case by case basis in line with the approved Enforcement Policy and approved Charging Scheme.

REASON

To ensure that the new powers are used to tackle the problem of rogue landlords.

EX/64     **SUSSEX AND SURREY JOINT FUEL PROCUREMENT E-AUCTION -  
CONTRACT FOR THE SUPPLY OF FUEL FOR THE COUNCIL'S VEHICLE  
FLEET**

The Cabinet Member for Waste, Recycling and Cleansing reported that the current contract for supply of diesel, which was the main form of fuel for the fleet of vehicles serving a number of departments, had not been reviewed for a number of years. Therefore an exercise had been undertaken to obtain diesel at the most competitive price balanced against quality and the ability to supply.

In order to achieve best value a reverse electronic auction had been conducted on behalf of the Sussex and Surrey Joint Procurement Partnership, from which Horsham District Council benefited. The joint procurement exercise included a number of essential service providers such as the Sussex and Surrey emergency services, which helped provide the associated economies of scale.

RESOLVED

That the bid submitted by Company A be accepted and they be awarded the contract as the Council's preferred supplier of diesel for the next two years.

REASON

The e-auction offers a preferential overall cost per litre for fuel based on given volumes within a partnership using our current supplier with fixed margins applied to supply diesel from current supplier Company A.

EX/65 **OVERVIEW & SCRUTINY COMMITTEE**

There were no matters currently outstanding for consideration.

EX/66 **TO NOTE THE FORWARD PLAN**

The Forward Plan was noted.

EX/67 **TO CONSIDER MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

EX/68 **TO CONSIDER THE FOLLOWING EXEMPT OR CONFIDENTIAL INFORMATION**

RESOLVED

That, under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements)(Access to Information) (England) Regulations 2000, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 by virtue of paragraph 3 and, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- a Acquisition of Investment Property in Billingshurst  
The Cabinet Member for Finance and Assets reported on the proposed acquisition of an investment property in Billingshurst.

The proposed acquisition, which met the relevant criteria, would be funded from the capital budget allocated for the purpose of acquiring commercial investment properties as they arose from time to time in the District provided that they achieved a 6% yield.

RESOLVED

That the proposed purchase be approved and the Director of Planning, Economic Development and Property be authorised to complete the purchase subject to satisfactory due diligence.

REASON

To enable the Council to expand its commercial Investment Portfolio in order to continue to build a revenue stream to support the Council's general activities and to acquire a property which has development potential to extend a local car park.

*The meeting closed at 7.47 pm having commenced at 5.30 pm*

CHAIRMAN



## Report to Cabinet

25<sup>th</sup> January 2018

By the Cabinet Member for Finance & Assets

**DECISION REQUIRED**



Not Exempt

### Procurement Shared Service – Future Delivery Model

#### Executive Summary

The existing procurement service was established in 2010 and operates as a joint working arrangement with Horsham, Crawley and Mid Sussex Councils combining resources into one team working across the three authorities. The existing arrangement is due for renewal on 31<sup>st</sup> March 2018 and therefore a review of how best to deliver procurement in the future has been undertaken.

The purpose of this report is to present Members with recommendations resulting from the review of future delivery models for the procurement service.

#### Recommendations

The Cabinet is recommended to:

- a) Approve the delegation of the provision of its procurement services to Crawley Borough Council from 1<sup>st</sup> April 2018 under Section 101 of the Local Government Act 1972.
- b) Agree to the provision of services under an Inter-Authority Agreement for a minimum period of four years from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2022.
- c) Delegate authority to the Legal Services Manager to agree the terms of the Inter-Authority Agreement which reflects the principles outlined in the report.
- d) Note the staffing arrangements including the TUPE transfer of staff.

#### Reasons for Recommendations

The current joint working arrangement is due for renewal on 31<sup>st</sup> March 2018 and therefore there is a need for Members to agree how procurement services will be provided in the future. The recommended approach assists in delivering process efficiencies, creates equality in staff terms and conditions and makes the management of the team less complex.

#### Background Papers

None

#### Wards affected:

**Contact:** Jo Newton-Smith, Procurement Manager 01403 215147.

## Background Information

### 1 Introduction and Background

- 1.1 On 6<sup>th</sup> April 2010 Crawley, Horsham and Mid Sussex entered into a joint working arrangement which saw existing procurement resources forming one team and being shared across the three authorities. Both Crawley and Horsham continued to manage and employ their own procurement staff and retained their own procurement budgets. The benefits of the joint working arrangement were to create greater capacity within the team to support the increasing work programme demands, developing skills and knowledge amongst the team, making cashable savings through more collaborative procurement projects and making efficiencies by avoiding duplication and creating common policies and procedures.
- 1.2 Since then the service has delivered numerous projects and contributed to savings of in excess of £3,826,000.00<sup>1</sup>. These projects include EU tenders, local tenders and accessing framework agreements, leading on collaborative procurement projects and a wide range of policy, legislative and strategic projects which benefit each of the authorities for example working with SMEs and local suppliers to educate them on procurement processes via training events and Meet the Buyers, and developing policies on key areas such as Social Value and Employment and Skills in procurement.
- 1.3 The team are responsible for developing the internal procurement rules and guidance documentation that meets the requirements of EU legislation, undertaking spend analysis to identify future opportunities and areas of risk, and delivering training across the councils. The team also perform a contract management role for a number of collaborative corporate contracts and support departments in the management of key contracts as and when required.
- 1.4 The Joint Procurement Board, governs the shared procurement service via an informal agreement and is made up of a representative from each of the authorities. Horsham District Council became the 'lead' authority taking responsibility for the payments made between the authorities and acting as IT lead. Both Horsham and Crawley provide desk space for the team who work between the two sites. The teams' presence at Mid Sussex is on an ad hoc basis as and when required for attendance at meetings.
- 1.5 The current structure of the team consists of a Procurement Manager, two Procurement Officers and a Project Support Officer. Benchmarked against other comparable procurement teams, the number of staff within the shared services is generally comparable or less. The budget for 17/18 was set at £194,912.57. The current payment mechanism is a percentage split with Crawley and Horsham both paying 35% of the costs and Mid Sussex 30%.
- 1.6 When the joint arrangement was set up in 2010 it was considered that in the long term the desirable position would be to have one authority acting as lead,

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<sup>1</sup> These savings are based on either one-off savings compared with budget or the estimated cost. For contracts longer than one year the saving is for year 1 only. There was a period of time during 2015/16 where savings were not recorded. Horsham's proportion of savings is £1,137,769.00

employing all staff and providing procurement services on behalf of the other two authorities as it was felt that this would create efficiencies, avoid duplication and gives equality to staff. However this has never been achieved, although recognised that if the opportunity ever presented itself then it would be explored further.

- 1.7 With the existing service provision due for renewal on 31<sup>st</sup> March 2018 and with two of the staff employed by Horsham District Council on temporary contracts it is an opportune time to make decisions on the future delivery of procurement services. The Procurement Officer employed by Horsham left the Council on 22<sup>nd</sup> December 2017, the post is now vacant. The Project Support Officer's contract ends in June 2018. The other two staff (Procurement Manager and Procurement Officer) are employed by Crawley Borough Council on a permanent basis allowing Crawley to explore becoming the lead authority.

## **2 Relevant Council policy**

- 2.1 The proposed model supports the delivery of the Corporate Plan priority area 1 vi) efficiency – great value services – shared services.

## **3 Details**

- 3.1 The recommended future arrangement would see Horsham and Mid Sussex Councils delegate the provision of procurement services to Crawley Borough Council. Both Horsham and Mid Sussex would pay an agreed annual contract sum to Crawley for the provision of services. An Inter-Authority Agreement would be drawn up to ensure that any potential risks are shared, for example, redundancy, pensions, exceptional costs etc.
- 3.2 The operational governance arrangements would remain as the current model with a senior officer from each of the authorities forming a Joint Procurement Board which oversees the work programme and monitors progress.
- 3.3 The Budget would continue to be calculated on the percentage split of the total cost of the service split between each of the authorities with Crawley and Horsham paying 35% of the costs and Mid Sussex 30%. It is proposed that this will be reviewed after two years.
- 3.4 The recommendation would make management of the service less complex, easier to communicate and would benefit from ensuring performance management, appraisals, and training and development are consistent across the team. Budget management and monitoring will also be easier, avoids duplication, and will require less input from each of the authorities finance teams working out recharges and rebates.
- 3.4 Whilst the Horsham Project Support Officer is currently employed on a temporary contract their role will in effect continue albeit being employed by a different authority so their role would be entitled to a TUPE type transfer to Crawley and will be made permanent. HR teams in both Crawley and Horsham have been consulted on this. The Horsham Procurement Officer post became vacant in December and will therefore be advertised and directly employed by Crawley on a permanent basis.

- 3.5 On a day to day basis little else will change under the arrangement. There will still be a requirement to have both Crawley and Horsham IT infrastructure and desk space in order to support these authorities effectively. The team will work with the IT departments to develop a more effective and streamlined technical solution for the team.
- 3.6 The review of the service also looked at the structure of the team and the future work programme requirements. The team have taken on additional responsibility for ensuring compliance with the transparency agenda reporting requirements and the development and management of Contracts Registers as well as ensuring compliance with the 2015 Procurement Regulations to ensure all procurement processes are electronic by October 2018. This has increased the burden on the team which is currently struggling to cope with the work programme due to the volume of procurement projects currently underway and resourcing issues.
- 3.7 In order to support the additional workload it is proposed to employ an Apprentice in order to increase capacity within the team and help deliver the additional legislative responsibilities the team is tasked with. The role would be responsible for assisting in developing effective mechanisms and systems for recording contract information, compiling contracts registers, and ensuring compliance with the transparency reporting requirements.
- 3.8 An Apprentice would benefit from a wide range of learning experiences to aid the completion of a business administration or procurement apprenticeship, in a supportive team environment. Whilst employing an apprentice does require significant supervision and support, particularly initially, it could be a good development opportunity for one of the procurement officers and assists with succession planning. The additional cost of this post would be spread across the three authorities for a two year fixed term. Both Crawley and Mid Sussex management teams have supported this approach and have agreed to contribute to the funding of this post.

## **4 Next Steps**

- 4.1 If approved there are a number of actions to take forward to ensure the new service delivery model is effective from 1<sup>st</sup> April 2018. This includes; full formal consultation with staff, development of an Inter-Authority Partnership Agreement, recruitment to the vacant post of Procurement Officer at Crawley Borough Council, and a TUPE type transfer of the Project Support Officer from Horsham to Crawley.

## **5 Views of the Policy Development Advisory Group and Outcome of Consultations**

- 5.1 To date consultation has taken place with the Joint Procurement Board (Horsham Director of Resources, Crawley Head of Partnership Services and Mid Sussex Head of Finance). The proposals have been presented to Crawley Corporate Management Team and Portfolio Holder, and Horsham's Senior Leadership Team. All consultees supported the proposed approach. Informal consultation has also taken place with all staff within the team. Crawley Borough Council will be taking a report to Cabinet on 10<sup>th</sup> January 2018.

- 5.2 **Finance and Assets Policy Development Advisory Group** will be consulted on this matter on 8<sup>th</sup> January 2018.
- 5.2 The Monitoring Officer and the Director of Corporate Resources have been consulted on the proposals and have had input into the report and proposals.
- 5.3 The Human Resources & Organisational Development Manager has been consulted and is aware of the TUPE requirements.

## **6 Other Courses of Action Considered but Rejected**

- 6.1 The Joint Procurement Board considered maintaining the current service provision as is with the staff employed by Horsham District Council moving onto permanent contracts, however, the benefits of the proposed future delivery model were deemed more beneficial.

## **7 Resource Consequences**

- 7.1 A provisional budget based on this model has been developed by Crawley Borough Council. Horsham will pay a fee equating to 35% of the total cost of delivering the service annually. Any savings (or overspend) will be shared between the authorities. There is an additional projected cost of up to a maximum of £7,000 for Horsham District Council's contribution towards an Apprentice.
- 7.2 The proposed model will mean that Horsham District Council no longer have any staff on the establishment for this service. Horsham will still have a requirement to provide necessary IT equipment in order that officers can work effectively while on site and remotely.
- 7.3 The Project Support Officer will be entitled to transfer to Crawley under a TUPE type transfer. The HR & OD Manager has been consulted on the proposals. Full staff consultation for the minimum 30 day period will commence following Cabinet approval.

## **8 Legal Consequences**

- 8.1 The Council will be entering into a partnership arrangement whereby the provision of procurement services is delegated to Crawley Borough Council under Section 101 of the Local Government Act 1972.
- 8.2 Under Section 101 of The Local Government Act 1972 a Council may arrange for the discharge of its functions to another Authority. Section 9EA of The Local Government Act 2000 and Regulation 5(2)(a) of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 enables Cabinet to delegate the discharge of one of its executive functions to another authority. Procurement services are by default an executive function.

## **9 Risk Assessment**

- 9.1 There are no medium or high risks associated with the proposed approach.

## **10 Other Considerations**

- 10.1 There is no significant impact caused by these proposals, however, the approach will ensure that all staff are subject to the same terms and conditions of employment which assist in creating greater equality within the team.

## Report to Cabinet

25<sup>th</sup> January 2018

By the Cabinet Member for Local Economy

**DECISION REQUIRED**



**Horsham  
District  
Council**

Not Exempt

### **Parking Strategy Update – including the town centre tariff increase for 2018/19 and rural car park investment programme**

#### **Executive Summary**

The purpose of this report is to approve the proposed town centre parking tariff changes for the 2018/19 financial year; to approve the rural car park investment plan and to note the 2017/18 Annual Parking Disc performance. A more detailed parking strategy will be developed later in the year, building on these decisions.

The targeted tariff increases in specific car parks will generate an additional £150k annual income for the council. There is no blanket increase across all car parks being proposed, the aim is to increase the prices where there is a disparity in price compared to other locations and where demand outweighs availability.

Following the introduction of the Annual Parking Disc scheme in April 2017 it was agreed that money would be reinvested back into the car parks to improve their structure, appeal and usability. The plan of works is prioritised by what remaining life is left on the structure of the car park (the surface), opportunities for increases spaces, and shared between locations to ensure availability of spaces during works is maximised. It is proposed that these works will cover a 6 year period.

Included within the report is also an update on the current Annual Parking Disc schemes performance including income and sales per location, usage surveys and an update on changes made over the year.

#### **Recommendations**

That the Cabinet is recommended:

- i) To approve the town centre parking tariff increases as set out within this report.
- ii) To approve the rural car park investment plan.
- iii) To note the update on the 2017/18 rural figures (first year of the Annual Parking Disc Scheme) and emerging Parking Strategy

#### **Reasons for Recommendations**

The purpose of increasing the town centre parking tariffs is to:

1. Standardise parking prices across the town bringing them more in line with each other

2. Use pricing to improve the spread of parking across the town and attempt to reduce the use in the areas of highest demand
3. Introduce a better relationship between the hourly, daily and annual costs for parking.
4. Increase income to meet the needs of the medium term financial strategy,

Approving the rural car park improvement plan will allow us to progress with those improved changes to the car parks as agreed when the Annual Parking Scheme was introduced.

## **Background Papers**

Rural Car Park Arrangements Cabinet Report 24<sup>th</sup> November 2016

**Wards affected:** All Wards

**Contact:** Ben Golds, Head of Parking Services, 01403 215055

Chris Lyons, Director of Planning, Economic Development & Property, 01403 215401



## Background Information

### 1 Introduction and Background

- 1.1 The parking strategy is currently being progressed and will set out the strategic aims for parking over the next ten years. However, there are two recommendations that need to be considered now so relevant works can progress in 2018 whilst the strategy is finalised.
- 1.2 These recommendations are:
- i. To increase the town centre tariffs as detailed below for the financial year of 2018/19
  - ii. To agree the rural car park development programme of works for the next 6 financial years.
- 1.3 This report will also give a high-level update on the Annual Parking Disc Scheme introduced 3<sup>rd</sup> April 2017 and the Parking Strategy.
- 1.4 The first recommendation is to increase town centre parking tariffs within particular car parks. This includes targeted increases in hourly, daily and season ticket tariffs in specific locations and it should be noted that no 'blanket' increase in charges is being proposed. The Horsham town centre parking tariffs have not been reviewed since 2013 and this review has highlighted some anomalies.
- 1.5 Charges have been compared with other local towns to ensure they are comparable and the demand within HDC's current car parks has also been assessed. A price change to improve the comparative costs and to address areas where demand outstrips availability is being proposed. It has been calculated that these changes will generate an additional £150k a year.
- 1.6 The car parks affected are;
- Hourly Tariff Increase
- Forum (Black Horse Way) car park
  - Denne Road car park
  - London Road car park
- Rolling Day Charges
- Swan Walk
  - Forum (Black Horse Way) car park
- Season Tickets
- Swan Walk
  - Forum
  - Talbot Lane
  - Drill Hall
  - London Road
- 1.7 Recommendation two is regarding the planned works for improving the rural car parks that are involved within the Annual Parking Disc Scheme.

- 1.8 In April 2017 HDC introduced a new charging regime within those main car parks outside of the town centre. This included 11 car parks within 6 towns/ villages. It was proposed that the new scheme would generate income to cover the running costs of these car parks including an additional £50k a year to be put aside into a 'sinking fund' to reinvest back into the car parks to improve the quality and experience.
- 1.7 Previously there has been limited investment within these car parks due to the ongoing costs and limited financial returns. The council has now committed to reinvesting income back into these car parks for the benefit of these areas. The current condition of the car parks has been reviewed including the length of life left within the structure, ability to improve the layout and increase spaces to create a list of improvement projects. The priority has been set by need of works, potential increase of additional spaces and local needs.

## **2 Relevant Council policy**

- 2.1 This report supports the relevant Corporate Plan priorities set out below:
- 2.2 Economy – Improve and Support the Local Economy  
Particularly through the Production and implement a strategy for the management of off street car parks across the district.
- 2.3 Efficiency – Great Value Services  
Particularly through delivering a balanced budget over the medium term

## **3 Details**

### **3.1 Town Centre Parking Tariff Increases**

- 3.1.1 As part of the new parking strategy a review of the current tariffs against other local and similarly run council car parks has taken place. It is important to evaluate parking tariffs and ensure that they support the overall goal of balancing long and short stay parking along with location of spaces available and overall demand. Next year is an important year as demand will be high within the car parks due to the likely temporary closure of Piries Place car park.
- 3.1.2 There is disparity in the prices between short and long stay parking tariffs and in certain locations. The proposed parking tariff proposals set out below give a more consistent approach.

#### Hourly car park changes

- 3.1.3 Rather than increasing the parking charges across the board it was decided that the best approach would be to increase charges in targeted areas where there is an inconsistency in pricing compared to other similar car parks, or where demand is such that spaces are at a premium.
- 3.1.4 To address the inconsistency, it was proposed that we would increase the hourly tariff within the Forum car park due to the disparity between Swan Walk/ Piries Place tariff and the Forum. The cheapest hourly tariff within Swan Walk is 50%

more expensive than in the Forum. It is recognised that Swan Walk is a 'premium car park' due to its location so the price should remain higher than that in the Forum.

- 3.1.5 It is suggested that we should keep Swan Walk at £1.20 an hour but move Forum from 80p an hour to 90p an hour.

Forum Car Park	Current tariff	Proposed tariff
Up to 2 hrs	£1.60	£1.80
2 – 3 hrs	£2.30	£2.70
3 – 4 hrs	£3.00	£3.60
4 – 5 hrs	£3.80	£4.50
5 – 6 hrs	£4.50	£5.40
6 – 8 hrs	£6.00	£7.20
Over 8 hrs	£7.50	£9.00
Sunday Charge	£1.50	£1.50

- 3.1.6 London Road car park is also priced lower compared to its location to the town centre and is available to hourly parkers on Saturdays and Sundays. This will be increased to £1.20 an hour which is higher than the Forum as it has a higher demand.

London Rd CP	Current Charge	Proposed Charge
Up to 1 hr	£1.00	£1.20
1 – 2 hrs	£1.80	£2.40
Sunday Charge	£1.50	£1.50

- 3.1.7 Denne Road car park is a high demand car park and is at capacity most times of the day. This is due to its convenient location, easy to negotiate spaces, and its short stay tariff. It was deemed that this is our most popular car park and demand for spaces is larger than the capacity available. It is proposed that we will increase these charges to £1.40 an hour.

Denne Rd CP	Current Charge	Proposed Charge
Up to 1 hr	£1.20	£1.40
1 – 2 hrs	£2.40	£2.80
2 – 3 hrs	£3.60	£4.20
Evening Charge	£1.00	£1.00
Sunday Charge	£1.50	£1.50

### Rolling Day Charges

- 3.1.8 Within our Swan Walk and Forum car parks we sell rolling day tickets which can be purchased as 5,10,15,20 or 25 days at a time. These passes are linked to your registration number and work off the ANPR system. They do not need to be used consecutively and you can enter/leave the car park as many times as you want within the day but you only get charged for the one day.

3.1.9 These have been available for many years but with the introduction of ANPR system we introduced the ability to purchase these at the pay stations. This has increased their usage dramatically and are favoured by shop workers and individual employees. The pricing of these day tickets works out at £3.50 a day in Forum and £5 a day within Swan Walk, the popularity of these day tickets has meant that we sold around 80,000 days last year through this method.

3.1.10 The growth of this payment type has seen a large shift in income received through the day tickets compared to the hourly ticket purchase. We are proposing that we increase the Forum day rate to £3.95 a day and Swan Walk to £5.50 – it is forecast that this will increase income by £33k. These prices are still considerably cheaper than the hourly tickets and will need to be reviewed again in the future.

Break down of new tariffs below.

Forum Car Park	Current tariff	Proposed tariff
5 days	£17.50	£19.75
10 days	£35.00	£39.50
15 days	£52.50	£59.25
20 days	£70.00	£79.00
25 days	£87.50	£98.75

Swan Walk CP	Current tariff	Proposed tariff
5 days	£25.00	£27.50
10 days	£50.00	£55.00
15 days	£75.00	£82.50
20 days	£100.00	£110.00
25 days	£125.00	£137.50

#### Season tickets

3.1.11 The final payment option available is the annual season tickets that can be purchased within certain car parks along with short stay parkers (Swan Walk and Forum) or are standalone season ticket only car parks (London Road, Talbot Lane, Dukes Sq, Arun House and Park View). These annual season tickets are usually purchased by businesses for their employees.

3.1.12 There is high demand for these annual season tickets especially within Talbot Lane, London Road and Dukes Sq car parks. A few years back we undertook an exercise reviewing the use of these season tickets and established that we could 'oversell', this was done and significantly increased season tickets available. Despite increasing the number of season tickets available there are still waiting lists for these premium areas. Due to this it is proposed that we increase the annual cost of these season tickets as below:

Annual Season Tickets	Current Charge	Proposed Charge
Swan Walk	£1,220	£1,325
Forum	£858	£955
Dukes Square	£744	£840
Talbot Lane	£1,108	£1,245
London Road	£852	£955

3.1.13 Appendix 1 highlights the car parks and tariffs increased (in blue) compared to those prices that are not changing.

## 3.2 Annual Parking Disc Update

### Background

- 3.2.1 In April 2017 HDC introduced a new parking scheme within the rural areas. Originally there was an inconsistency of parking regimes in place across the district including a free disc with limited parking, a one off payment for a disc with limited parking and the ability to purchase vouchers to extend your stay, season tickets and completely free with no limited waiting periods. HDC received around £20k per year from the sale of season tickets, discs and vouchers which was a small contribution to the overall £265k annual cost of delivering the rural car parks.
- 3.2.2 During the surveys we identified that a number of car parks needed investment due to poor surfaces, lines and layout. In the past we have only maintained these reactively as the cost for substantially improving the car parks was difficult to propose when they were not paying for themselves. It was decided that if the car parks were going to introduce a form of charging then an investment programme for car park improvements would be set up, with a sinking fund of £50k a year being put aside to allow this to happen.
- 3.2.3 Another area for improvement was to simplify and standardise (to an extent) the rural parking scheme. This has been achieved by introducing the same core rules, same pricing structure, the same P&D machines across the district, same signage, and discs that can be used in all HDC rural car parks.

### Income

- 3.2.4 One of the key aspects of introducing the new rural parking scheme was to generate an income that would cover the annual cost of running the rural car parks, introduce a sinking fund for reinvestment within the car parks and the delivery of the scheme. We identified that the target to cover these costs was £315k.

### Pay and Display Income

Review Date: 3<sup>rd</sup> April 2017 – 30<sup>th</sup> November 2017

- 3.2.5 The pay and display income was introduced into the scheme to support those that wished to make infrequent short stay visits, a pay and display machine was fitted into each of the car parks. Initially card only machines were installed. Following feedback a cash facility along with the ability to pay for parking using a mobile phone were introduced.

- 3.2.6 The use of the pay and display was greater than first anticipated (below is a table that identifies the number of transactions and income for each area from the 3<sup>rd</sup> April 2017 to the 30<sup>th</sup> November 2017).

Location	Income	Transactions
Billingshurst	£11,689	11,165
Storrington	£35,566	32,950
Steyning	£36,348	28,968
North Horsham	£4,863	4,779
Pulborough	£4,078	3,621
Henfield	£19,116	17,971
<b>Total</b>	<b>£111,660</b>	<b>101,454</b>

*Pay and Display Sales 3<sup>rd</sup> April 2017 – 30<sup>th</sup> November 2017 inclusive of VAT*

#### Season Ticket Sales

- 3.2.7 Season tickets were made available for long stay parkers. The number of season tickets were agreed in conjunction with the Parish Councils and were set at a level to allow a number of long stay parkers that didn't negatively affect the availability of short stay parking spaces.
- 3.2.8 In some cases, the number of season tickets available has been increased following a review of spaces and identifying that additional tickets can be sold (especially where there is a waiting list). Below is a list of season tickets available per car park, how many are sold, income and if there is a waiting list or not.

Location	Number Available	Sold	Income	Waiting List
North Street Storrington	155	140	£18,200	0
Hanover Walk Storrington	12	11	£1,430	0
Jengers Mead Billingshurst	17	17	£2,210	5
Six Bells Billingshurst	35	35	£4,550	14
Lower Street Pulborough	35	35	£4,550	23
Fletchers Croft Steyning	45	41	£5,330	0
Newmans Gardens Steyning	35	35	£4,550	10
Cooper Way Henfield	27	27	£3,510	8
Library Henfield	31	31	£4,030	6
Godwin Way North Horsham	19	19	£2,470	0
<b>Total</b>	<b>411</b>	<b>391</b>	<b>£50,830</b>	

*Season Ticket Sales 3<sup>rd</sup> April 2017 – 30<sup>th</sup> November 2017*

3.2.9 The table above highlights that the sale of season tickets has been well received with 95% of season ticket available sold. In many places, there are waiting lists for additional season tickets. In total, we have 66 people on waiting lists for these car parks. Following this review and in conjunction with the Parish Councils we will be reviewing the possibility of increasing the sale of season tickets.

3.2.10 Pulborough has a long stay parking shortage despite Lower Street having 50% of the parking spaces of the car park allocated to long stay parkers, the highest percentage per space compared to any other car park.

#### Annual disc sales

3.2.11 The Annual Parking Disc offered great value for regular short stay car park users. At £12 for the initial disc and £6 for the additional ones the discs have been very popular and are well used across all of the car parks. We had an initial incentive deal at the launch of the scheme, if you signed up within the first 8 weeks you were able to get a free second disc with your sign up. As of the 30<sup>th</sup> November 2017 we had disc sales of:

- Single Disc Sign up - 2,123
- Multi Disc Sign up - 15,316
- Free discs - 14,659
- Total Disc Sales - 35,496

3.2.12 This is with a total of 17,360 sign ups. A breakdown of these sign-ups per location are listed below along with income, the 'linked area sign ups' are those areas added in that are geographically close to the main town/ villages.

Location	Parish Sign Ups	Linked area Sign Ups	% of total Sign Ups	Income
Billingshurst	1596	144	10	£22,842
Storrington	2078	1913	23	£52,537
Steyning	1744	918	15	£34,263
North Horsham	545	180	4	£9,137
Pulborough	1068	257	8	£18,274
Henfield	1552	867	14	£31,979
Other District Areas	2490		14	£31,979
Outside District	2135		12	£27,411
Total		17,487 (all)		£228,422

*Annual Disc Sales 3<sup>rd</sup> April 2017 – 30<sup>th</sup> November 2017 Income includes VAT*

#### Income per location

3.2.13 Below is a breakdown of P&D, Season Ticket and Annual Parking Disc income per location and per space to date (3<sup>rd</sup> April – 30<sup>th</sup> November).

<b>Location</b>	<b>P&amp;D Income</b>	<b>Season Ticket Income</b>	<b>Annual Parking Disc Income</b>	<b>Total</b>	<b>Income per space</b>
Billingshurst (121 spaces)	£11,689	£6,760	£22,842	£41,291	£341
Storrington (365 spaces)	£35,566	£19,630	£52,537	£107,733	£295
Steyning (262 bays)	£36,348	£9,880	£34,263	£80,491	£307
North Horsham (90 spaces)	£4,863	£2,470	£9,137	£16,470	£183
Pulborough (76 spaces)	£4,078	£4,550	£18,274	£26,902	£353
Henfield (186 bays)	£19,116	£7,540	£31,979	£58,635	£315
Other non specific areas	N/A	N/A	£58,758		
<b>Total</b>	<b>£111,660</b>	<b>£50,830</b>	<b>£227,790</b>	<b>£331,522</b>	

*\*Gross income inclusive of VAT*

### Projected Annual Income

3.2.14 Below is a projection for all income for 2017/18 based on current sales.

<b>Location</b>	<b>P&amp;D Income</b>	<b>Season Ticket Income</b>	<b>Annual Parking Disc Income</b>	<b>Total</b>
2017/18	£152,764	£50,830	£230,000	£433,594

*\*Gross income inclusive of VAT – total £361,328 minus VAT*

### Usage Surveys

3.2.15 Surveys were undertaken in 2016, and again in 2017, to understand occupancy rates and to see how the introduction of the new scheme has affected their use. These surveys were undertaken during October and November to avoid any school holidays or other times of the year that would not be considered representative and were undertaken on more than one occasion each time.

3.2.16 Below is a table comparing the average and maximum usage for each car park in each survey between 2016 (pre-scheme) and 2017 (post scheme).



		2016		2017	
		Average Usage	Max Usage	Average Usage	Max Usage
Billingshurst	Six Bells	27%	36%	40%	44%
Billingshurst	Library	64%	82%	60%	69%
Billingshurst	Overall	45.5%	59%	50%	56.5%
Henfield	Coopers Way	66%	81%	79%	91%
Henfield	Library	81%	90%	74%	81%
Henfield	Overall	73.5%	85.5%	76.5%	86%
Pulborough	Lower Street	62%	67%	52%	82%
Steyning	Fletchers Croft	65%	81%	60%	77%
Steyning	High Street	77%	93%	74%	91%
Steyning	Newmans Gardens	76%	81%	60%	74%
Steyning	Overall	76.5%	87%	67%	82.5%
Storrington	Monastery Lane	60%	69%	51%	66%
Storrington	Mill Lane	60%	65%	68%	77%
Storrington	North Street	35%	37%	54%	60%
Storrington	Overall	47.5%	51%	61%	68.5%

3.2.17 It's important to note that there are many factors that impact on car park usage including the time of year, weather, economic strength of a location and availability of spaces. Whilst comparing the two sets of information you can see that in most cases there is little difference in average use with some increases in use, particularly in Henfield, Billingshurst and Storrington.

#### Changes for 2018

3.2.18 A number of small changes have been introduced to address local concerns including the introduction of cash at the pay stations, increase of maximum stay hours from 3 to 4. The number of season tickets available has been increased in certain car parks; proactively advertised the ability to extend stay periods; and introduced annual discs to a previously season ticket holder only car park.

3.2.19 There are two areas that have shown below expected sales and these are being reviewed separately. These are North Horsham Godwin Way and Pulborough Lower Street, both have different issues and will need specific changes to meet their needs.

#### Godwin Way Car Park North Horsham

3.2.20 There have been discussions with North Horsham Parish Council regarding steps forward.

3.2.21 Due to the sales of P&D and discs and the usage of the car park it is evident that the car park is not being used and due to the location of residential properties and free on street parking these cars have moved to the local roads. This area is very different compared to the other car parks in the rural parking scheme with a small parade of shops and its location is neither town centre nor a village.

3.2.22 The discussions regarding the car park were put on hold in the later part of 2017 due to the income from P&D increasing (and subsequently the usage). It was discovered that this was due to the local Tesco express closing for refurbishment but this has now reopened and the P&D sales have dropped again.

3.2.23 Discussions are continuing to find a solution that will meet the needs of both North Horsham and HDC.

#### Lower Street Car Park Pulborough

3.2.24 Due to the concerns in Pulborough further surveys have been undertaken to better understand what the issues are. We have spent five consecutive days monitoring the local roads to the High Street (Lower Street) and car park including the limited waiting bays, and a more in-depth survey of the Lower Street car park.

#### Lower Street Car Pak Findings

3.2.25 Lower Street car park is the only HDC owned public car park within the area and is relatively small with 76 parking bays including 2 disabled ones. This car park serves the shoppers, residents and workers parking all day. The most season tickets per spaces are sold within this car park (35) equating to 47% of the car park capacity. With this we also have the longest waiting list with an additional 23 people wanting a season ticket for this car park. This immediately identifies that there is a long stay parking issue within Pulborough for workers and residents. Currently these people are displaced on to the surrounding streets.

3.2.26 The car parks average daily occupancy is around 52% but with maximum occupancy consistently sitting around 82% at midday; we would not want to increase the all-day season tickets available because although during the early mornings and after 2pm the car park has capacity at lunch time it doesn't and if spaces are not available people who 'pop in' for the lunch time trade will not be able to park. On average, there are only 18 P&D tickets sold a day within Pulborough with the majority of those transactions taking place between the lunch period (11am – 2pm). The car parks capacity with the current season ticket sales appears to be meeting the needs of the area.

3.2.27 Average use across the day of the car park has dropped but the maximum usage has stayed relatively the same since the introduction of the scheme. One of the main reasons for this is that there is less misuse of the disc happening. Pulborough used to have a large problem with long stay parkers parking in Lower Street car park using a free disc; they would park for the 4 hours, move the car at lunch and put the disc up again for a further 4 hours. Although there is anecdotal evidence of this happening again it is considerably less than previously and again points to why there may have been more displacement on-street and a large waiting list for season tickets.

3.2.28 The issue points directly to the availability of parking for all day parkers which needs to be addressed. Introducing a 1hr free parking period is unlikely to assist as there is plenty of free 1hr parking on-street which is well used.

#### On street local roads

3.2.29 Parking on the local streets within a close proximity to the main High Street and car park was also reviewed. These streets were:

- Brook Way
- Swan View
- Village Hall
- Lower Street
- Rivermead
- Rectory Lane
- Skeyne Drive
- Allfreys Wharf
- Station Road

3.2.30 It's important to note that this was just to get a view of number of cars and types of parking i.e is it dangerous, inconvenient or illegal. We have no data to compare this to as an on-street survey was not undertaken before the scheme was introduced. Additionally, there is no way of identifying who these vehicles belong to as they could be residents, workers, shop owners or shoppers.

3.2.31 On average in the middle of the day there are 81 cars parked within these 9 roads. The range ran from 75 to 93 cars in any one day; because numbers on each day were relatively close it is considered likely that the majority of these regularly park within these areas.

3.2.32 Across the 9 roads we established that on average there were;

- 1.4 cars parked illegally (1.7%)
- 1 cars considered to be parked dangerously (1.2%)
- 15.6 cars parked inconveniently (19.3%)
- 63 cars parked legally and acceptable (77.8%)
- Illegally parked cars

These were cars that were parked on yellow lines that could have received a Penalty Charge Notice from a Civil Enforcement Officer. These can be managed through effective enforcement.

- Dangerously parked cars

This was predominately cars parked on a junction and was always within Rivermead, this is a Police issue and we will be passing these findings on.

- Inconveniently parked cars

This covers cars that are parked in a way that isn't dangerous or illegal but could cause annoyance such as on the pavement, slightly blocking dropped kerbs or poor parking. There was a relatively high example of this throughout the streets and suggests there is a need for an education approach. This was predominately in Lower Street and Rectory Lane, but with most roads reviewed suffering from some sort of inconvenient parking taking place.

#### On-street limited parking bays

3.2.33 There are four 1hour limited waiting bays in Pulborough, our survey of these highlighted that they are well used with over 347 cars logged as using them over the 5 days. These are relatively self-managed with 87% of those cars parking for less than an hour and only 3% staying more than two hours.

3.2.34 To improve the situation within Pulborough an additional 7 season tickets will be made available within the Lower Street car park, this will improve the situation regarding the availability of long stay parking. Currently two of the four on-street limited waiting parking bays are unenforceable due to the position of the sign posts; WSCC are working to rectify this issue. When all four bays are rectified an increased enforcement presence will be assigned to ensure correct use of these bays.

### 3.3 Rural Car Park Improvement Plan

3.3.1 Over the years the surface car parks within the rural areas have received very little investment to improve the parking experience. The car parks have been managed under a reactive maintenance programme. With the introduction of the new Annual Parking scheme in April 2017 it was agreed that we would introduce an improvement plan for those car parks included within the scheme that would allow us to invest in the look, feel and operation of the car parks.

3.3.2 It was agreed that from the income we would set aside funds to reinvest back into the rural car parks. It's been agreed that £50k will be placed into a sinking fund and will be spent on an ongoing programme depending on need.

3.3.3 The plan is to run an improvement project within those car parks that are included within the scheme. A condition review of these car parks has been undertaken to understand works required and current remaining life spans on the surfaces. Below is a plan for reinvestment, reconfiguration and improved circulation prioritised by remaining time left on the life of the current surface, opportunity for increasing spaces, and works are spread across locations to ensure availability of spaces in alternative car parks whilst works are taking place.

3.3.4 Below is a high-level copy of the improvement plan:

Location	Works	Year of works
Henfield Library CP	Re-surface, Re-line and bay/ traffic flow reconfiguration	2018-19
Steyning Fletchers Croft CP	Re-surface, Re-line and bay/ traffic flow reconfiguration with additional bays	2018-19
Storrington Mill Lane CP	Re-surface, Re-line and relocation of bays and traffic flow with additional bays	2019-20
Billingshurst Library CP	Merge the Library and Six Bells into one car park. Re-surface, Re-line and reconfiguration of bays and traffic flow with additional bays	2019-20
Billingshurst Six Bells CP	As above	2019-20

Steyning Newmans Gardens CP	Re-surface, Re-line and bay/ traffic flow reconfiguration with additional bays where possible	2019-20
Pulborough Lower Street CP	Relining and layout reconfiguration – surface is good	2020-21
Steyning High Street CP	Re-lining, bay/ traffic flow reconfiguration – surface is good	2020-21
Henfield Coopers Way CP	Re-lining and reconfiguration with extra bays if possible	2020-21
Storrington Library CP (North St)	Potential re-surface if needed	2022-24
Roffey		Under Review

- 3.3.5 We have had initial discussions with the Parish Councils that responded to our request for a meeting. We shared ideas of potential car park layouts and materials, ways to link the space to local areas and welcome zones. This were discussed and ideas shared – further work will take place on this.

## 4 Next Steps

### Tariff Changes

- 4.1 To advertise and undertake the public consultation process and necessary amendments to the parking order.
- 4.2 After the expiry of the 21-day notice period, a project plan will be developed outlining the key steps necessary to implement the decisions. These are:
- Develop a marketing campaign to promote the tariff changes
  - Identify season ticket holders and inform them of the changes
  - Update relevant signage
  - Change the payment machines to accept the new tariff
- 4.3 It is proposed that new rural car parking arrangements will take effect from Monday 2<sup>nd</sup> April 2018.

### Rural Car Park Improvements

- 4.4 Communicate the plan of works to relevant stakeholders
- 4.5 Work with the Parish Councils to agree a design and plan of action
- 4.6 Where applicable undertake relevant planning applications
- 4.7 Procure for works to do be done
- 4.8 Project delivery plan including communications, alternative parking, and time frames

#### Annual Parking Disc Update

- 4.9 The findings will now be shared with the Parish Councils to discuss their observations.

### **5 Views of the Policy Development Advisory Group and Outcome of Consultations**

- 5.1 Policy Development Advisory Group agreed with the proposals
- 5.2 Director of Corporate Resources supports this approach to increasing income from parking.
- 5.3 The Monitoring Officers comments have been included within the report.

### **6 Other Courses of Action Considered but Rejected**

- 6.1 Don't increase Parking Tariffs, if you didn't do anything you wouldn't meet the medium term financial goals.
- 6.2 Blanket X% increase across all car parks – this option would impact the majority of users, doesn't help manage the demand of parking across the town and will negatively affect the local economy. A blanket increase of charges could ultimately lead to a loss of income through customers trying to avoid the charges and displacement of vehicles into the surrounding streets.
- 6.3 Different options for delivering the rural car park improvements. The current plan is based on need and condition of the car parks.

### **7 Resource Consequences**

- 7.1 It is estimated that the increases to parking tariffs will increase income by £150,000. This has been included within the 2018/19 budget.
- 7.2 It is proposed that the car park improvement projects for 2018/19 will cost £165,000 to deliver. This is being funded from Section 106 money and the sinking fund put aside for 16/17 and 17/18. The capital bid for these works have been included within the budget.
- 7.3 There are no HR consequences.

### **8 Legal Consequences**

- 8.1 Change to a Parking Order Process – To adhere to the Traffic management Act 2004 the Council will have to undertake a 21day public consultation on the proposed changes, this is through advertisement in the car parks and local paper. The Council will then consider any representations and if any amendments will need to be made to the order.
- 8.2 Traffic Management Act 2004 must be considered for any enforcement changes

## **9 Risk Assessment**

- 9.1 As with any new parking changes being introduced such as tariff changes there is always a concern of displacement of cars onto surrounding residential roads, this is unlikely to happen within the town centre due to Piries closing and reduction of spaces available.
- 9.2 Any decision Cabinet make will still need to be subjected to public consultation as per the Parking Order amendments.
- 9.3 All income predictions are made from the best information we have available but in reality, we will not know the true income potential until the changes are in place.
- 9.4 Rural Car Park improvements could be delayed due to external factors such as other development opportunities, changing priorities, or urgent need

## **10 Other Considerations**

- 10.1 The Council's provision for disabled parking remains unchanged.

# Appendix 1

Day Rate	>30 mins	> 1hr	1-2hrs	2-3hrs	3-4hrs	4-5hrs	5-6hrs	6-8hrs	over 8 hours	Sunday/BH	Evening
Swan Walk			£2.40	£3.60	£4.80	£6.00	£7.20	£8.40	£12.00	£1.50	N/A
Forum			£1.80	£2.70	£3.60	£4.50	£5.40	£7.20	£9.00	£1.50	N/A
Piries Place	£0.70	£1.20	£2.40	£3.60	£4.80	£6.00	£7.20	£8.40	£12.00	£1.50	£1.00
Denne Road		£1.40	£2.80	£4.20						£1.50	£1.00
Hurst Road				£1.60	£3.30	£4.40				£1.50	N/A
BT				£2.70	£3.50	£4.40	£5.20	£7.00		£1.50	N/A
North Street		£1.10	£2.20	£3.30						£1.50	£1.00
Jubilee		£1.20	£2.40	£3.60	£4.80					£1.50	£1.00
North Parade		£1.00	£1.80	£2.70						£1.50	N/A
Hospital		£0.60	£1.00		£2.00					N/A	N/A
London Road (Saturday and Sunday Only)		£1.20	£2.40							£1.50	N/A
Library	£0.60	£1.20								£1.50	N/A
New Street		£0.70	£1.20	£1.60						£1.50	N/A

Day ticket	5 days	10 days	15 days	20 days	25 days
Swan Walk	£27.50	£55.00	£82.50	£110.00	£137.50
Forum	£19.75	£39.50	£59.25	£79.00	£98.75
Season tickets	Quarterly	Annual			
Swan Walk	£325.00	£1,325.00			
Forum	£240.00	£955.00			
Dukes Sq	£205.00	£840.00			
Talbot Lane	£310.00	£1,245.00			
London Road	£250.00	£995.00			
Arun House	£210.00	£840.00			
Park View	£210.00	£840.00			

at £5.50 a day

at £3.95 a day



## Report to Cabinet

25 January 2018

By the Cabinet Member for Finance and Assets

**DECISION REQUIRED**



**Horsham  
District  
Council**

Not Exempt

## **THE 2018/19 BUDGET AND THE MEDIUM TERM FINANCIAL STRATEGY to 2021/22**

### **Executive Summary**

This report sets out details of the proposed 2018/19 revenue and capital budgets following the receipt of the provisional financial settlement from government on 19 December 2017. The net budget requirement for 2018/19 at £10.7m is £1.1m lower than in 2017/18. The Council is able to set a balanced budget for 2018/19, generating a small surplus which will help towards funding future transformation to maximise efficiency and effectiveness. In the year, the Council will be delivering a £24.3m capital programme, while the level of council tax proposed remains the lowest in West-Sussex.

In his November 2017 Budget the Chancellor did not change the government's policy of reducing funding to local authorities as a means to help reduce government debt. The pressure on Council finances remains as strong as ever. As the Council had already accepted the four year settlement in 2015/16, the provisional settlement in December 2017 duly confirmed that we will receive no Revenue Support Grant from government in 2018/19.

The report also reviews the Medium Term Financial Strategy 2018-22 approved by Council in December 2017 in the light of any updated information. The current projection is for the Council to have a small budget surplus in 2018/19. A surplus will continue in 2019/20 despite government revenue grant turning negative. After that, the government has proposed a significant change of business rate policy that we feel could impact badly on the Council's finances and without action, would result in budget deficits. It should be noted though that there is limited detail available about this policy change at present. The budget projections beyond 2020 are deficits of £1.6m in 2020/21 and £2.3m in 2021/22.

The Council plans to continue to deliver savings and income generation through a combination of measures including; service and productivity reviews, shared services, procurement, income generation, and other efficiency measures. While the immediate programme focuses on the period up to 2020, it will be extended by looking for new sources of income, reviewing our workforce especially around recruiting and retaining local staff and supporting our people to take on broader and more complex roles. In particular through our productivity reviews we compare the Council to others to see if services can be provided more efficiently without compromising levels of delivery. We shall be looking at replacing our technology with cheaper, Cloud based options and increasing the amount of self-service using the internet and social media.

The report sets out a series of prudential indicators that are a statutory requirement to demonstrate that the Council's capital programme is affordable, and prudent in the context of the Council's overall finances. The report also includes a statement on the robustness of reserves in Appendix I.

## Recommendations

Cabinet is recommended to propose the following for consideration by Council on 21 February 2018:

- i) That the level of Council Tax for 2018/19 increases from £140.60 by £5 (3.56%) to £145.60 at Band D.
- (ii) That the net revenue budget for 2018/19 of £10.714m be approved (attached as Appendix A).
- (iii) That Special Expenses of £284,762 (attached as Appendix D) and a Band D charge of £24.60 be agreed in respect of the unparished area for 2018/19.
- (iv) That the capital programme for 2018/19 (attached as Appendix E) be approved and that the indicative capital budgets in the programme for future years be noted.
- (v) That the projected future deficit on the revenue account in 2020/21 and 2021/22 is noted and the Medium Term Financial Strategy continues to be reviewed and refined to ensure that decisions are taken to develop a balanced budget in these two years.
- (vi) That the Minimum Revenue Provision (MRP) Statement set out in Appendix F be approved.
- (vii) That the prudential indicators and limits for 2017/18 to 2020/21 set out in Appendix G be approved.
- (viii) To note the statement on the robustness of the level reserves in Appendix I.

## Reasons for Recommendations

To meet the Council's statutory requirement to approve the budget and the prudential indicators before the start of a new financial year.

**Background Papers:** Medium Term Financial Strategy, Cabinet, 23 November 2017

**Wards affected:** All

**Contact:** Jane Eaton, Director of Corporate Resources, 01403 215300  
Dominic Bradley, Head of Finance 01403 215302

## Appendices:

- A:** Revenue Budget 2018-19
- B:** Major items of growth and savings
- C:** Grants to voluntary groups
- D:** Special charge summary
- Ei:** Capital expenditure programme
- Eii:** Capital programme new schemes
- F:** Minimum Revenue Provision
- G:** Prudential Indicators
- H:** New Homes Bonus
- I:** Reserves

## **Background Information**

### **1 Introduction and background**

- 1.1 This report sets out the Council's budget requirement for 2018/19 for capital and revenue expenditure. The budget is reviewed in the context of the projected outturn for 2017/18, future years' projected deficits and the impact of those deficits on reserves.
- 1.2 The local government finance system is becoming increasingly complex. The difficulty of predicting what factors such as interest rates, grant funding and energy costs will be in two to five years' time is further complicated by uncertainty regarding the financial impact of Britain's exit from the European Union, the government's welfare reform programme and future income from retained Business Rates. It is however fairly certain that the amount of money available to district councils will continue to reduce.
- 1.3 The current budget estimate is for the Council to deliver a surplus in 2018/19 and 2019/20 and we currently project deficits in the region of £1.6m in 2020/21 and £2.3m in 2021/22. We have made an assumption in these figures there will be a reduction of about £1.6m per annum in future business rate income to the Council as a result of changes to the business rates regime, but we await more information on the future government funding policy. These deficit projections are slightly better than forecast this time last year as a result of the work done on the 2018/19 budget.
- 1.4 This review ensures that the 2018/19 budget and resultant Council Tax level will be set within the context of the Council's Corporate Plan priorities and the financial strategy in order to deliver a balanced budget, updated for the latest information and knowledge available to the Council. The report also sets out the prudential indicators used to measure the affordability of the Council's capital programme.

### **2 Relevant Council policy**

- 2.1 To deliver a balanced budget over the medium term.

### **3 Details**

#### **Strategic political, economic and regulatory outlook**

- 3.1 UK economists are divided over whether the UK economic outlook has been affected by the apprehensiveness and uncertainty surrounding the negotiations from Britain's exit from the European Union.
- 3.2 Whilst the Bank of England raised interest rates to 0.5% in November 2017, they remain at historically low levels with significant increases not predicted within the period of this MTFS. The £445bn quantitative easing programme remains in place. The value of the pound decreased significantly following the June 2016 European Union referendum; and at the start of 2018 was still around 13% lower against the U.S. Dollar and the Euro. Conversely, the FTSE 100 share index has risen by around 24% since the referendum and ended 2017 at a record high of nearly 7,700.
- 3.3 Inflation has started to increase in recent months putting pressure on expenditure. In December 2017 it measured 4.1% under the Retail Price Index (RPI) and 3.0% under the Consumer Price Index (CPI). The impact from the cost of fuel is also slowly rising.
- 3.4 Both the demand for the Council's services and its income streams are affected by the general economic health of the District, and the prevailing interest rate has a direct impact on interest receipts. Therefore the uncertainty of the economic and

regulatory outlook adds risk to the setting of a precise financial strategy. With this in mind, the assumptions within the budget and medium term financial strategy have been revisited in the sections below.

### **Finance Settlement 2018/19**

- 3.5 The Council accepted the offer made by government in December 2015 of a four-year settlement through to 2019/20 and this has been agreed. This provides a relative degree of certainty in that the revenue support grant and the baseline Business Rates funding reduction from £2m in 2018/19 to £1.4m in 2019/20 shouldn't get any worse during this period. However, this does not rule out additional responsibilities, costs and / or cuts in other areas being imposed. The 2018/19 provisional settlement did not change this.

### **Revenue Budget 2017/18**

- 3.6 Budget holders have monitored income and expenditure against the 2017/18 budget throughout the year. They have also continued to prepare and work up plans to address the future deficits and implement them on an ongoing basis. The estimated forecast outturn for 2017/18 at the end of month 8 is a surplus of around £360k. The surplus will be used to help fund the Future Horsham transformational changes in 2018/19.

## **4 Update on the Medium Term Financial Strategy projections**

- 4.1 The medium term financial strategy has been updated for the projected outturn for 2017/18, the 2017 Autumn Budget, the December 2017 provisional settlement for 2018/19 and other known information. It assumes a Council Tax increase of £5 in 2018/19.

	2017/18	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000	£000
<b>Table 1: MTFS</b>					
<b>Net expenditure</b>	<b>11,862</b>	10,714	10,535	11,440	12,350
<b>Funding:</b> New homes bonus	700	0	0	0	0
Council Tax	8,661	9,144	9,305	9,470	9,630
Revenue Support Grant	149	0	0	0	0
Transitional / Negative RSG grant additional 'tariff' payment	134	0	(695)	0	0
Baseline Business Rates	1,916	1,974	2,020	400	400
Additional Business Rates	200	200	200	0	50
Payment to parishes	(10)	0	0	0	0
Collection Fund surplus/(deficit)	182	(49)	-	-	-
<b>Total Funding</b>	<b>11,932</b>	<b>11,269</b>	<b>10,830</b>	<b>9,870</b>	<b>10,080</b>
<b>Net (Surplus) / Deficit</b>	<b>(70)</b>	<b>(555)</b>	<b>(295)</b>	<b>1,570</b>	<b>2,270</b>
<b>Forecast outturn</b>	<b>(360)</b>				

- 4.2 The assumptions underlying the current medium term financial strategy projections are summarised in table 2 below and expanded upon in the paragraphs that follow:

**Table 2: key budget assumptions used:**

Inflation on net budget	3% per annum
Increase in salaries budget	2% per annum
Contribution to pension fund	1% in 2020/21 and thereafter
Increase in Council Tax	£5 in 2018/19
Local Business Rates	75% or 100% localisation of business rates triggering a significant re-baselining in 2020/21.
Increase in dwellings	Net of around 1,100 per year
New homes bonus - revenue	Revenue tapered down to zero in 2018/19.

### **Interest rates**

- 4.3 Economic forecasters are predicting a diverse range on inflation over the next three years, reflecting the uncertainty of exit from the European Union. The medium term financial strategy currently budgets for a 3% increase in inflation on the expectation that inflation will remain at or near current levels. The Bank of England suggested in its November 2017 inflationary forecast that CPI inflation would peak at 3.25% and then fall back towards its own target of 2% reaching 2.5% by 2019.
- 4.4 Whilst income is also affected by inflation, inflation also increases our expenditure and that offsets the increases in Council Tax and charges. The impact of inflation on the medium term financial strategy will be revisited on a monthly basis as the monthly statistics are released by the Office of National Statistics.
- 4.5 The Bank of England base rate increased to 0.5% in November 2017 but remains at historically low levels, affecting the Council's income streams from investments. The Council has taken action over the past two years to diversify the investment strategy into non-high street bank style deposit holdings which should help to mitigate the effect by generating more income, but nevertheless, this will impact on the Council's ability to generate income from investments during the period.

- 4.6 The amount of money the Council has on deposit generating interest income is also likely to decrease as the proposed strategy to spend commuted sums on affordable housing will lower the amount of funds held by the Council. Significant capital expenditure is also rapidly reducing other funds held by the Council to the extent that the Council started to short term borrow in 2017/18, which will transition to long term borrowing by the end of the medium term financial strategy. The positive side of the low Bank of England base rate is that the cost of borrowing is also relatively low at present.
- 4.7 Economic forecasters are again divided on when an upturn in interest rates may occur. At the moment, the medium term financial strategy includes only a small increase over the three year period which is in line with our treasury management advisors' opinion.

### **Salaries**

- 4.8 Local government pay is negotiated nationally and the Council has no direct influence on the pay settlement. The proposed local government pay award of 2% in December 2017 covers increases in both 2018/19 and 2019/20. Given the potential prospect that inflationary pressures may drive further salary demands, further 2% pay increases in 2020/21 and 2021/22 have been budgeted as well. In expenditure terms, this equates to approximately £325k of additional expenditure per annum.

### **Pension Fund**

- 4.9 In December 2016, the Actuary completed their work on the triennial revaluation of the Pension Fund at 31 March 2016. At this snapshot date, the pension fund had seen an improvement to the previous funding deficit and is now fully funded. The valuation report therefore recommends that the employer's contribution to the Fund remains at 20.5% for the three year period to 2019/20; all other things remaining fairly constant. The interim assessments from the Actuary will be reviewed each year should a change to this three year approach be necessary.
- 4.10 The Council's prudent assumption is that by the time of the next triennial revaluation at 31 March 2019, it is more likely than not that a 1% employer's contribution will again be required from 1 April 2020. This is based on the experience that funding positions can quickly change, often to a deficit as the value of the assets and more importantly the value of liabilities can fluctuate with actuarial assumptions as well as market performance.

### **Other cost pressures**

- 4.11 The projected budgets also reflect increased additional costs in borrowing and principal repayment costs, Minimum Revenue Provision (MRP), resulting from decisions to increase the capital programme for projects such as the £12.3m Broadbridge Heath leisure centre and the £8m redevelopment of Piries Place car-park.

### **Council Tax**

- 4.12 The government's 2015 settlement funding assumptions include all district councils increasing their Council Tax by the larger of 2% or £5 each year over the 4 year settlement period. Ours remains the lowest Council Tax in West Sussex and is in the bottom quartile of all district councils. RPI is currently 4.1% at December 2017. The December 2017 provisional settlement raised the referendum threshold to the higher of 3% or £5 in 2018/19 for district councils in recognition of the higher inflationary rates of the moment. An inflationary increase in Council Tax, capped at

£5 is included in the 2018/19 budget. No further increases in Council Tax have yet been built into the medium term financial strategy projections through to 2021/22. Every 1% increase in Council tax increases income by approximately £95k.

### **Local Business Rates**

- 4.13 The Council currently retains around 5% or £2m of the £44m Business Rates collected in the district, which is based on a complex calculation involving target rates of collection set by government. Local authorities can increase their business rate income by growing the business rate take in their area; conversely, if collections fall then local authorities bear an element of risk. Local authorities currently share this risk and reward with central government 50:50.
- 4.14 Historical data suggests a fairly 'flat' picture with limited material Business Rates growth envisaged over the period of the MTFS. This area is a 'momentum indicator' where growth is more likely to continue where it is already taking place. At the moment, on average, every successful new business opening is more or less offset by a conversion of a business premise to residential flats (under the permitted development regime introduced by the Government) or a closure. In 2016/17, after much fluctuation, the 2010 Rateable Value rose by £300k over the year. In the first nine months of 2017/18, the 2017 rateable value list has declined by £220k. Redevelopments in Piries Place and Swan Walk shopping centre are also likely to result in a reduction in Rateable Value before they improve. In the longer term, initiatives such as the development of North Horsham and the redevelopment of the former Novartis site may offer some upside but at the moment our economic growth as an area is way below the desirable level for affluence of its population.
- 4.15 In comparison with other authorities the Council is comparatively less at risk from business rate losses as it has relatively few single significant sites in respect of business rate valuations. For example, it is not the site of a power station, airport, major retail park or regional distribution centre. Some risk does exist however, principally around outstanding rates appeals for which the Council would have to bear its share of lost revenue should those appeals prove successful. The Council had a provision of £2.13m for business rate appeals at 31 March 2017. The slow rate at which the Valuation Office is tackling the backlog of appeals makes the Council sceptical that the provision for appeals will fall, especially as a high level of appeals against the 2017 revaluation listing is expected.
- 4.16 Whilst the 2017 Valuation Office revaluation listing has increased the rateable value, the multiplier has fallen to compensate, with a planned neutral net effect across the country. A period of transition with a damping effect to limit some of the increases and decreases to businesses will come into effect from 2017/18. A relatively modest increase in cost to the Council is expected as a result of these changes over the period of the MTFS.
- 4.17 In 2013, Government announced its intention towards 100% localisation of business rates by 2020. In the December 2017 provisional settlement, Government has indicated that business rates might be shared 75:25 starting in 2020/21. It also announced that the increase in local share will be fiscally neutral and will be matched by transfers of Revenue Support Grant, public health grant and other grants.
- 4.18 Business Rates localisation does not mean that this Council will get to keep 75% or 100% the £44m that it currently collects from Business Rates. The Council does not have many grants, other than a negative £695k RSG (payment to government) in 2019/20. So at district level, we interpret the 75% or 100% localisation to refer to the

local authorities' share of the level of growth (or fall) from the baseline that is likely to be reset in 2020/21.

- 4.19 No announcement has been made about the tier split that will accompany the increase in local share to 75%. We currently share the 50% in a district council 80:20 County Council split. That the transferred grants will largely be County Council grants possibly indicates that the increase in local share will go to the County in two-tier areas.
- 4.20 Until formal legislation has been put forward by Government, how this will happen and what impact it will have on local government remains uncertain. It is worth noting that the December 2017 provisional settlement confirmed that the Council was not successful with its 100% business rates pilot bid for 2018/19 with all the local authorities in West Sussex.
- 4.21 Furthermore, the 2017 Autumn Budget brought forward, to April 2018, the previous announcement in March 2016 that the increase in the Business Rates multiplier will be switched from RPI to CPI from 2020. The multiplier is the annual increase in Business Rates determined by the government. CPI tends to go up more slowly than RPI so this change is likely to reduce the buoyancy in the Business Rates yield. Over time this will have a significant impact on the resources that are available to local government. Whilst Government has indicated that local authorities will be compensated for the difference up to 2020, it may have repercussions in any baselining that is likely to occur in 2020/21.
- 4.22 At this point therefore, it is difficult to calculate the effect of all these potential changes as not enough details are known but can conclude that there is a high degree of uncertainty, especially beyond 2020. The Council has made the assumption that a significant re-baselining and including the £695k negative RSG would result in Business Rate income of about £400k in 2020/21 rather than the current £2m. The Council will revisit the impact of this as it learns more of how the scheme will work and will feed this into a future medium term financial strategy.

### **Dwellings**

- 4.23 The District has seen housing growth over the last five years, helped by large developments such as those to the west of Horsham and south of Broadbridge Heath. The Council anticipates that the completion of these developments together with the delivery of new homes in Southwater and Billingshurst will continue to see growth in housing in the District at around 1,100 new dwellings each year over the medium term financial strategy period. The housing industry is of course though highly sensitive to economic factors. Therefore the medium term financial strategy also takes into account a more prudent view of the economic uncertainty and the likelihood that a recession will start to bite towards the end of the decade.

### **New homes bonus**

- 4.24 The New Homes Bonus (NHB) provides an incentive payment for local authorities to stimulate housing growth in their area. The calculation is based on Council Tax statistics submitted each October. In two-tier local government areas this payment is currently split in the ratio 20% to county councils, 80% to district councils. NHB is currently not ring-fenced and can be spent at the Council's discretion.
- 4.25 Originally a scheme based on payments for six years, the incentive has been sharpened. The December 2017 provisional settlement confirmed that the 'bonus' payable in 2018/19 is for only the following four financial years based on each (net) additional property using a standardised Council Tax Band D amount (£1,591). The



baseline the Council needs to exceed before any NHB payments are made remains at 0.4 % in 2018/19 of the band D equivalent properties in the district, but there was an emphasis in the provisional settlement on this potentially changing to a larger baseline in 2019/20. For this Council, this means that approximately 240 band D equivalent dwellings need to be built before any grant is received in 2018/19.

- 4.26 The future of New Homes Bonus itself is also uncertain as it is potentially a counterweight in any 100% localisation of Business Rates scheme that may happen in the 2020s. Government is yet to positively confirm that NHB will continue at all into the 2020s.
- 4.27 In anticipation of this reduction and potential loss in funding, the Council has tapered its revenue reliance on NHB so it does not include any NHB in revenue funding in 2018/19.
- 4.28 The principle of using the reserve to strengthen the Council's ability to generate income from appropriate investments in order to receive income to support future service delivery and secure the delivery of infrastructure to serve the needs of the district's residents was considered in the budget papers in February 2017. The Council also approved the approach to use some of the NHB reserve in its medium term financial strategy in December 2017 to fully finance the Broadbridge Heath leisure centre and then to start to finance the planned annual £3m investment in property. £150k is also expected to be used for one-off grant funding towards the wider introduction of neighbourhood wardens across the district in 2018/19.
- 4.29 The allocation of some of the NHB to finance elements of the expected existing capital programme reduces the impact on the Minimum Revenue Provision which in simple terms is akin to an annual repayment to pay back the funds borrowed for the capital asset.
- 4.30 The NHB reserve stood at £4.9m at 31 March 2017. The reserve is forecast to be £4.2m at the end of 2018/19 and £4m by 31 March 2020, after allowing for additional allocations to fully fund the new Broadbridge Heath leisure centre and then investment in property. See **Appendix H**. This is subject to the baseline changing in line with our assumptions that it will increase to 0.7% in 2019/20 and house building continuing at the same rate.

## **5 Draft Revenue Budget for 2018/19**

- 5.1 The 2018/19 budget has been prepared following a detailed "Budget Challenge" with Service Managers challenged to increase revenue streams and reduce expenditure. The challenge process is there to ensure that excessive budgeting is avoided, additional income is found and efficiency savings are made. It also ensures that adequate resourcing is provided to meet service delivery items.
- 5.2 The budget requirement is for £10.714m. The detail of the revenue budget is shown in **Appendix A**. The budget will generate an estimated surplus of £0.55m which will be used which will be earmarked into a transformation reserve and used to fund further transformation required to help address the deficits from 2020.
- 5.3 The main items of growth and savings in the 2018/19 budget are detailed in **Appendix B**. Salaries remain a significant cost pressure of approximately £325k in 2018/19 relating to a 2% pay award to staff and a number of increments. The Council has tried to mitigate the increase by reducing posts and hours where possible.
- 5.4 Other significant items of growth include the increased revenue costs of the capital programme associated with borrowing, the year of culture programme to uplift

awareness of the arts and culture within the district, better promotion of the district, increased trade waste disposal costs, a reduction in planning volumes, and the higher costs associated with the redeveloped and larger Hop Oast depot, offset slightly by the closure of the Hurston Lane depot in Storrington.

- 5.5 With continuing pressures on the Council's budget and the on-going challenge this presents to future service delivery, in particular discretionary services, it is necessary that where possible services generate sufficient revenue to cover their cost of delivery.
- 5.6 The increase in green waste collection charge will take effect from 1 April 2018. The first bin collection will be £39 if paid online or by direct debit (or £41.50 if paid via the contact centre). The charge for additional green waste wheelie bin collections will be £29 per additional bin. This will result in approximately £110k additional income in the 2018/19 financial year.
- 5.7 The increase in parking tariffs will take effect from 1 April 2018. The detail is set out in a separate parking strategy paper within this Cabinet agenda. Horsham town centre parking tariffs have not been reviewed since 2013. An exercise was undertaken to compare current costs against local towns and assess demand within the current car parks. Price changes are proposed to improve the comparative costs between car parks and to address areas where demand outstrips availability. This will result in approximately £150k additional income in the 2018/19 year.
- 5.8 Swan Walk is recognised as a premium car park due to the location, but other car parks are similarly central and convenient and in the case of Denne Road, demand for spaces is larger than capacity. Table 3 sets out the key proposed parking tariffs changes. Sunday charges remain at £1.50 for the day.

**Table 3 – car parking key proposed tariffs**

<b>Car-park</b>	<b>Current tariff p/h*</b>	<b>Proposed tariff p/h*</b>
Swan Walk	£1.20	£1.20
Forum (*2 hour minimum)	£0.80	£0.90
London Road	£1.00	£1.20
Denne Road	£1.20	£1.40

- 5.9 Rolling day tickets for Swan Walk and the Forum can be bought in multiples of 5 days parks up to 25 days and don't need to be used consecutively. Demand for these tickets has increased significantly and the proposed price (equivalent to a day ticket) will be £5.50 a day (currently £5) in the Swan Walk car park and £3.95 a day (currently £3.50) in the Forum car park. It is also proposed to increase annual season ticket prices across Swan Walk, the Forum, Talbot Lane, London Road and Dukes Square car parks too.
- 5.10 Other significant areas of revenue income include further income from the property investment fund largely following the July 2016 purchase of the Forum, continuing the diversification of income options within the treasury management investment strategy and the expansion of trade waste including the bulky bag scheme.
- 5.11 The Council has agreed to changes in the weekly waste collection service and the replacement of the side-loader waste collection vehicles with traditional rear-loader vehicles. Efficiencies include lower costs due to fewer and cheaper vehicles, a

reduction of fuel usage helped by more fuel efficient vehicles, lower repairs and maintenance and an increase in the recycling support grant. In the transitional year, savings of over £0.9m have been identified. Savings from this change are expected to increase in 2019/20. A key part of the decision to introduce changes to the weekly waste collection service is the expectation that it will improve the recycling rate over the 50% target.

- 5.12 In total, the additional income and savings generated exceeds the cost pressures and the net budget at £10.72m requirement is £1.1m lower than the £11.86m from the previous year.
- 5.13 The budget also includes £6k of grants to community partnerships and £229k of grants to the voluntary groups, the largest being £94k to the Citizen Advice Bureau in Horsham. A full list is included in **Appendix C**.

## 6 Special charge

- 6.1 Details of the Special Charge expenditure of £284,762 are included in **Appendix D**. It is currently proposed that the Special Charge for 2018/19 is set at £24.60, and is sufficient to fund the proposed Special Expenses. The increase in the special charge was discussed with the Neighbourhood Councils in December 2017.

## 7 Council Tax for 2018/19

2017/18 £000		2018/19 £000
11,862	Net expenditure	10,714
70	Contribution to/(from) general reserves	555
11,932		11,269
(149)	Revenue support grant	0
(134)	Transitional grant (one-off funding for two years)	0
10	<u>Less</u> parish share of Council Tax support grant	0
(4,815)	New homes bonus	(4,827)
4,115	<u>Less</u> contribution to new homes bonus reserve	4,827
(1,916)	Business Rates retention scheme baseline	(1,974)
(200)	Business Rates retention scheme net additional business rates	(200)
<b>8,844</b>	Expenditure to be financed from District Council Tax	<b>9,094</b>
(279)	<u>Less</u> funding by Special Charge taxpayers	(284)
(182)	<u>Less</u> share of estimated surplus (deficit) on Collection Fund	49

8,384	Expenditure to be funded from District Council tax	8,859
59,630	Estimated band D equivalent properties	60,846.5
£140.60	Council Tax at band D	£145.60
£2.70	Cost per week at band D	£2.80

## 8 Capital Budget

- 8.1 The draft capital programme is attached as **Appendix E (i)**. This includes changes to the programme approved during the year and an estimate of the likely budget that has been re-profiled from 2017/18 to 2018/19. The new programme for 2018/19 is for approval by full Council. Budgets for future years are included to indicate the scale of provision which may be required to maintain the life of the Council's assets and meet the aspirations in the District Plan.
- 8.2 The Council's project management methodology will be applied to projects detailed in the Capital Programme for 2018/19. Business cases are completed to ensure that decisions taken by the Council represent Value for Money.
- 8.3 Of the £24.3m capital programme proposed to be delivered in 2018/19, the majority has already been approved in preceding years such as the schemes on the Broadbridge Heath leisure centre and more recently, the redevelopment of Piries Place car-park. 2018/19 also includes a straight line profile £3m of the five year £15m property investment fund programme. There are also fourteen other new schemes totalling £1.8m of which a third has identified funding sources, with the remaining two-thirds currently unfunded. Summary details of the new schemes can be found within **Appendix E (ii)**.

### Minimum Revenue Provision

- 8.4 The Council is required to set aside funds to repay the borrowing need each year through a revenue charge called the minimum revenue provision. Regulations have been issued which require full Council to approve a statement of the provision in advance of each year and the statement is shown in **Appendix F**.

### Prudential indicators

- 8.5 The Local Government Act 2003 requires the Council to adopt the CIPFA Prudential Code (2011) and produce prudential indicators. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. This report revises the indicators for 2017/18, 2018/19 and 2019/20 and introduces new indicators for 2020/21. The Council is asked to approve the indicators set out in **Appendix G** to be adopted. The individual indicators are discussed below.

### Capital expenditure plans

- 8.6 The first prudential indicator is the Council's capital expenditure plans and how they will be financed. **Appendix G** shows the projections and the Council is asked to approve the estimates as the first prudential indicator. This is the impact of the

Capital Plans set out in **Appendix E**, the anticipated financing and the resultant financing need.

### **The Council's borrowing need, the Capital Financial Requirement**

- 8.7 The second prudential indicator is the Council's Capital Financial Requirement. This is the total outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of Council's underlying borrowing need.

### **Gross debt and the Capital Financing Requirement**

- 8.8 This indicator is designed to show that borrowing is only for capital purposes by showing gross borrowing against the Capital Financial Requirement.

### **Limits to borrowing activity and affordability**

- 8.9 The first two prudential indicators cover limiting levels of debt and final two indicators are designed to assess the affordability of the capital investment plans. Borrowing is subject to two limits and both are increasing over the period shown as the Council's need to borrow increases. Affordability is dealt with in two indicators which show estimates of the ratio of financing costs to the net revenue stream and the incremental impact of the capital decisions on the Council Tax. The estimates are set out in **Appendix G** and the Council are asked to adopt them as the final group of prudential indicators.

## **9 Actions taken**

- 9.1 The Council has already been working on transformational projects to ensure that it can continue its business transformation journey to meet the demands and expectations of its customers in the face of financial and demographic pressures. The current transformation programme is called "Future Horsham" and will deliver a stronger organisation which will be more productive and better equipped to serve customers. It will also help to protect front-line services whilst ensuring that the Council has a strong and responsive support services.
- 9.2 As well as identifying around £1.5m of transformational efficiencies from self-service, changing ICT technology, contract reviews and redesign of business processes, the Council has also identified around £2m of new income sources and additional income expected from a growth in the number of users. A large amount of this has been incorporated into the 2018/19 budget.
- 9.3 Whilst there will be a cost in implementing the transformation for which £0.5m each year is envisaged in 2018/19 and 2019/20 it is anticipated that this will be funded by the surpluses in these two years. The transformation will help protect the level of general fund reserves as set out in **Appendix I**.
- 9.4 The Council agreed in October 2012 on a minimum level of general reserves of £6m. From 2020/21 onwards income from central government is uncertain due to the consultation around business rate localisation. The Council's current strategy on reserves gives sufficient flexibility and headroom to deal with any issues that arise. Implementing Future Horsham efficiencies and planned income schemes result in surplus budgets through to 31 March 2020. Apart from funding this transformation, the Council should not need to dip into reserves in this period. Applying reserves in excess of the minimum level to finance the capital programme helps to reduce the MRP charge. Therefore the general fund balance is anticipated to be around the £6m mark at the end of 2019/20.

- 9.5 The Council will continue to review potential actions that it could take to help pay towards further transformation and / or income generating ideas to help work towards balancing the deficit in 2020/21. These will be brought back in the next medium term financial strategy. The current Future Horsham programme of efficiencies and income generation has not specifically identified schemes into the 2020s. However, the programme will be extended by looking for new sources of income, reviewing our workforce especially around recruiting and retaining local staff and supporting our people to take on broader and more complex roles, comparing us to others through our productivity reviews to see if we can provide the same more efficiently, replacing our technology with cheaper, Cloud based options and increasing the amount of self-service using the internet and social media.
- 9.6 This would help to close the budget gap to a more manageable amount in the future. It is also expected that as the Council gets to these years, the budgets would be firmed up with actual efficiencies and income to balance the budget.

## **10 Risks**

- 10.1 The medium term financial strategy takes a prudent but balanced view of the financial future, but continuing to take further action is also important to also help mitigate the risks that the Council faces over the medium term. These risks are set out in summary below and include:
- late delivery of savings / income
  - lower savings or income as it can't be delivered to the size / scale envisaged
  - income may be affected by external factors such as a recession. A recession is probably due towards the end of the decade
  - economic uncertainty in Europe
  - further or steeper funding cuts / to help government meet their deficit reductions targets.
  - legislation forcing local government to pick up additional responsibilities that we don't yet know about
  - growth, from changing local factors for which we have no control, such as a new cinema coming to Horsham and the impact that this might have on the income at the Capitol for example.

## **11 Next steps**

- 11.1 The Council meeting on 21 February 2018 will set the Council Tax for 2018/19.

## **12 Views of the Policy Development Advisory Group and outcome of consultations**

- 12.1 The proposed budget, medium term financial strategy and assumptions and capital programme were considered by the Finance and Assets Policy Development and Advisory Group at its meeting on 8 January 2018 and the Group was supportive of the proposed strategy.
- 12.2 The Medium Term Financial Strategy was also recently reviewed at Cabinet on 23 November 2017 and approved by Council on 6 December 2017, which has allowed all Members the opportunity to discuss and review the medium term financial strategy proposals in advance of the 2018/19 budget setting process. The Leader, Deputy and Cabinet Members were also briefed on the proposed capital and revenue 2018/19 budgets on 7 December 2017 and 4 January 2018 respectively.

- 12.3 The Chief Executive, Directors and the Head of Finance have been extensively involved in preparing the medium term financial strategy and are fully supportive of its contents. The Monitoring Officer has also been consulted during the preparation of the document and is supportive of its contents.

### **13 Other courses of action considered but rejected**

- 13.1 Not taking actions set out in this report would put at risk the ability of the Council to balance the budgets in 2018/19, 2019/20 or to reduce the budget deficits projected for 2020/21 and 2021/22. Therefore, not taking any action has been rejected.

### **14 Resource consequences**

- 14.1 The Future Horsham changes will lead to a small reduction in the size of the workforce over the next two years. In September 2017, Horsham District Council employed 427 staff in total (462 in September 2016). This constituted 380 (413) full time equivalent (FTE) employees. The precise figure of further reductions, currently estimated at between 10 and 15 posts, will be firmed up as detailed plans for the individual elements are finalised.
- 14.2 In accordance with the Organisational Change Policy the Council will take steps to avoid compulsory redundancies as far as possible through a combination of vacancy control, redeployment and, in appropriate cases, voluntary redundancy.

### **15 Legal consequences**

- 15.1 Section 25 of the Local Government Act 2003 requires Chief Financial Officers to report to their authorities about the robustness of estimates and the adequacy of reserves when determining their precepts, and authorities are required to take the Chief Financial Officer's report into account when setting the Council Tax.
- 15.2 The Council Tax in England and Wales is provided for and governed by the provisions of the Local Government Finance Act 1992. Within this Act, the Council is designated as a "Billing Authority", responsible for the billing, collection and enforcement of Council Tax.

### **16 Risk assessment**

- 16.1 The Council's reliance on central government controlled funding and balancing the Medium Term Financial Strategy is captured on the Corporate Risk Register at CRR01. This is regularly reviewed and updated and is monitored at Audit Committee.

### **17 Other considerations**

- 17.1 The Equality Act 2010 includes a public sector equality duty which requires Councils when exercising functions to have due regard to the need to eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act and to advance equality of opportunity and foster good relations between those who share a "protected characteristic and those who do not share that protected characteristic". When a Budget proposal has implications for people covered by the Equality Act 2010, the Council must take account of the Equality Duty and any particular impact on the protected group. There are no equality implications in regards to this proposed budget.

17.2 There are no consequences of any action proposed in respect of Crime & Disorder; Human Rights; Diversity and Sustainability.



# BUDGET SUMMARY 2018-2019

Original Budget 2017-2018	Cost Centre	Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2018-2019
<b><u>CHIEF EXECUTIVE OFFICE</u></b>										
260,335	Chief Executive Office	277,395			1,990				279,385	279,385
127,850	Democratic Rep	8,910			114,600				123,510	123,510
<b>388,185</b>	<b>CHIEF EXECUTIVE OFFICE</b>	<b>286,305</b>			<b>116,590</b>				<b>402,895</b>	<b>402,895</b>
<b><u>COMMUNICATIONS</u></b>										
406,785	COMMUNICATIONS	368,425		150	112,300			-15,000	480,875	465,875
<b><u>794,970</u></b>	<b><u>CHIEF EXECUTIVE</u></b>	<b><u>654,730</u></b>		<b><u>150</u></b>	<b><u>228,890</u></b>			<b><u>-15,000</u></b>	<b><u>883,770</u></b>	<b><u>868,770</u></b>

Original Budget 2017-2018	Cost Centre	Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2018-2019
<b><u>COMMUNITY &amp; CULTURE</u></b>									<b><u>COMMUNITY SERVICES</u></b>	
283,018	Capitol	575,450	285,480	1,500	910,680			-1,467,070	1,773,110	306,040
214,705	Community & Culture	154,245		200	119,040				273,485	273,485
495,642	Community Development	174,035	2,900	1,420	370,813			-64,596	549,168	484,572
271,780	Community Safety	383,960	1,780	20,150	76,690	25,000		-233,900	507,580	273,680
-30,000	Health and Wellbeing	236,000	7,050	4,300	29,350			-306,700	276,700	-30,000
-93,865	Leisure Services	216,240	105,590	4,990	178,250	197,660		-858,625	702,730	-155,895
234,490	Museums	151,020	79,600	100	52,960			-42,250	283,680	241,430
1,004,580	Parks & countryside services	695,691	399,520	2,960	149,150	203,720		-432,150	1,451,041	1,018,891
<b>2,380,350</b>	<b>COMMUNITY &amp; CULTURE</b>	<b>2,586,641</b>	<b>881,920</b>	<b>35,620</b>	<b>1,886,933</b>	<b>426,380</b>		<b>-3,405,291</b>	<b>5,817,494</b>	<b>2,412,203</b>
<b><u>DIR OF COMMUNITY SERVICES</u></b>									<b><u>COMMUNITY SERVICES</u></b>	
<b>126,530</b>	<b>DIR OF COMMUNITY SERVICES</b>	<b>124,200</b>		<b>200</b>	<b>1,120</b>				<b>125,520</b>	<b>125,520</b>
<b><u>ENVIRONMENTAL HEALTH/LICENSING</u></b>									<b><u>COMMUNITY SERVICES</u></b>	
<b>676,280</b>	<b>ENVIRONMENTAL HEALTH/LICENSING</b>	<b>1,045,965</b>	<b>430</b>	<b>15,500</b>	<b>187,230</b>			<b>-591,125</b>	<b>1,249,125</b>	<b>658,000</b>

Original Budget 2017-2018	Cost Centre	Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2018-2019
<b><u>HOUSING</u></b>										
5,000	Housing				5,000				5,000	5,000
553,300	Housing Needs	460,670	5,000	5,500	226,780			-134,500	697,950	563,450
-598,430	Housing Services	11,090	132,460		19,610			-743,000	163,160	-579,840
<b>-40,130</b>	<b>HOUSING</b>	<b>471,760</b>	<b>137,460</b>	<b>5,500</b>	<b>251,390</b>			<b>-877,500</b>	<b>866,110</b>	<b>-11,390</b>
<b><u>STREET SCENE &amp; FLEET</u></b>										
1,036,166	Litter & Cleansing	838,608	3,200	8,500	264,919			-35,500	1,115,227	1,079,727
117,182	Refuse depots		99,000		12,540				111,540	111,540
1,868,250	Vehicle & Plant	265,910		962,735	43,050			-12,000	1,271,695	1,259,695
<b>3,021,598</b>	<b>STREET SCENE &amp; FLEET</b>	<b>1,104,518</b>	<b>102,200</b>	<b>971,235</b>	<b>320,509</b>			<b>-47,500</b>	<b>2,498,462</b>	<b>2,450,962</b>
<b><u>WASTE &amp; RECYLING</u></b>										
254,629	Operations	2,656,616	4,000	7,400	171,580	30,000		-2,656,900	2,869,596	212,696
-397,250	Trade Waste & Recycling	280,036		1,000	733,890			-1,110,013	1,014,926	-95,087
<b>-142,621</b>	<b>WASTE &amp; RECYLING</b>	<b>2,936,652</b>	<b>4,000</b>	<b>8,400</b>	<b>905,470</b>	<b>30,000</b>		<b>-3,766,913</b>	<b>3,884,522</b>	<b>117,609</b>
<b><u>6,022,007</u></b>	<b><u>COMMUNITY SERVICES</u></b>	<b><u>8,269,736</u></b>	<b><u>1,126,010</u></b>	<b><u>1,036,455</u></b>	<b><u>3,552,652</u></b>	<b><u>456,380</u></b>		<b><u>-8,688,329</u></b>	<b><u>14,441,233</u></b>	<b><u>5,752,904</u></b>

Original Budget 2017-2018	Cost Centre	Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2018-2019
<b><u>AUDIT</u></b>							<b><u>CORPORATE RESOURCES</u></b>			
196,150	AUDIT	0		0	0	152,340			152,340	152,340
<b><u>CUSTOMER SERVICES</u></b>							<b><u>CORPORATE RESOURCES</u></b>			
338,865	CUSTOMER SERVICES	362,800			17,820			-5,375	380,620	375,245
<b><u>PERFORMANCE</u></b>							<b><u>CORPORATE RESOURCES</u></b>			
262,010	POLICY AND PERFORMANCE	214,630			3,850				218,480	218,480
<b><u>PROCUREMENT</u></b>							<b><u>CORPORATE RESOURCES</u></b>			
68,220	PROCUREMENT	79,515		260	5,540			-19,300	85,315	66,015
<b><u>DIRECTOR OF RESOURCES</u></b>							<b><u>CORPORATE RESOURCES</u></b>			
210,000	Benefit Payments				250,000	31,490,000	-31,530,000		31,740,000	210,000
1,065,420	Census Revs & Bens				1,375,420		-310,000		1,375,420	1,065,420
126,590	Director of Resources	128,090			540				128,630	128,630
-511,366	HDC Revs & Bens				70,170		-581,536		70,170	-511,366
<b>890,644</b>	<b>DIRECTOR OF RESOURCES</b>	<b>128,090</b>			<b>1,696,130</b>	<b>31,490,000</b>	<b>-32,421,536</b>		<b>33,314,220</b>	<b>892,684</b>

Original Budget 2017-2018	Cost Centre	Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2018-2019
<b><u>FINANCE</u></b>		<b><u>CORPORATE RESOURCES</u></b>								
<b><u>Section:</u></b>	<b><i>FINANCE ACCOUNTANCY</i></b>									
826,110	Finance Accountancy	634,640		480	133,120	18,000		0	786,240	786,240
1,342,746	Finance Corporate	496,176			316,370		1,035,100	-689,500	1,847,646	1,158,146
<b>2,168,856</b>	<b>FINANCE</b>	<b>1,130,816</b>		<b>480</b>	<b>449,490</b>	<b>18,000</b>	<b>1,035,100</b>	<b>-689,500</b>	<b>2,633,886</b>	<b>1,944,386</b>
<b><u>Technology Services</u></b>		<b><u>CORPORATE RESOURCES</u></b>								
740,817	CENSUS ICT				233,000			-155,333	233,000	77,667
13,000	CENSUS PROJECTS				13,000				13,000	13,000
856,145	HDC ICT	770,880		1,500	732,950				1,505,330	1,505,330
156,250	HDC PROJECTS				156,250				156,250	156,250
<b>1,766,212</b>	<b>TECHNOLOGY SERVICES</b>	<b>770,880</b>		<b>1,500</b>	<b>1,135,200</b>			<b>-155,333</b>	<b>1,907,580</b>	<b>1,752,247</b>
<b><u>HUMAN RESOURCES &amp; ORGANISATIONAL DEVELOPMENT</u></b>		<b><u>CORPORATE RESOURCES</u></b>								
33,110	Equalities	0		0	0			0	0	0
504,300	Human Resources	428,030		500	68,910				497,440	497,440
<b>537,410</b>	<b>HUMAN RESOURCES &amp; ORGANISATIONAL DEVELOPMENT</b>	<b>428,030</b>		<b>500</b>	<b>68,910</b>			<b>0</b>	<b>497,440</b>	<b>497,440</b>

OriginalDirect Budget 2017-2018	Cost Centre	Employee Expenses	Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2018-2019
<b><u>LEGAL &amp; DEMOCRATIC</u></b>				<b><u>CORPORATE RESOURCES</u></b>						
832,370	Democratic Services	205,090		22,250	549,150			-8,500	776,490	767,990
618,900	Legal	675,990		100	48,510			-102,500	724,600	622,100
1,451,270	<b>LEGAL &amp; DEMOCRATIC</b>	<b>881,080</b>		<b>22,350</b>	<b>597,660</b>			<b>-111,000</b>	<b>1,501,090</b>	<b>1,390,090</b>
<b><u>7,679,637</u></b>	<b>CORPORATE RESOURCES</b>	<b><u>3,995,841</u></b>		<b><u>25,090</u></b>	<b><u>3,974,600</u></b>	<b><u>31,660,340</u></b>	<b><u>1,035,100</u></b>	<b><u>-33,402,044</u></b>	<b><u>40,690,971</u></b>	<b><u>7,288,927</u></b>

Original Budget 2017-2018	Cost Centre	Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2018-2019
<b><u>BUILDING CONTROL</u></b>									<b><u>PLANNING , ECON DEV, PROPERTY</u></b>	
-21,150	BUILDING CONTROL	745,930	4,300	18,330	67,270			-872,560	835,830	-36,730
<b><u>DEVELOPMENT</u></b>									<b><u>PLANNING , ECON DEV, PROPERTY</u></b>	
355,640	DEVELOPMENT	1,659,030	1,500	7,450	414,190			-1,524,250	2,082,170	557,920
<b><u>DIRECTOR OF PLANNING, ECON DEV &amp; PROP</u></b>									<b><u>PLANNING , ECON DEV, PROPERTY</u></b>	
125,370	DIR OF PLANNING, ECON DEV & PROP	127,870							127,870	127,870
<b><u>Department: ECONOMIC DEVELOPMENT</u></b>									<b><u>PLANNING , ECON DEV, PROPERTY</u></b>	
257,940	Economic Development	198,200	860	1,500	64,275			-7,800	264,835	257,035
129,150	Town Centre Management	87,420	24,650	250	79,670			-42,200	191,990	149,790
22,000	Visitor Economy		22,190		6,000				28,190	28,190
409,090	ECONOMIC DEVELOPMENT	285,620	47,700	1,750	149,945			-50,000	485,015	435,015
<b><u>PARKING SERVICES</u></b>									<b><u>PLANNING , ECON DEV, PROPERTY</u></b>	
514,290	Parking	406,120				135,940			542,060	542,060
-269,130	Parking services	285,310		2,000	59,970			-524,210	347,280	-176,930
-169,787	Rural car parks		68,563		83,900			-374,240	152,463	-221,777
-2,850,552	Urban Car Parks		664,885		72,720			-3,830,882	737,605	-3,093,277
-2,775,179	PARKING SERVICES	691,430	733,448	2,000	352,530			-4,729,332	1,779,408	-2,949,924

Original Budget 2017-2018	Cost Centre	Employee Expenses	Direct Premises Expenses	Transport and Plant Expenses	Supplies and Services	Contract Payments	Capital Costs	Income	Gross Expenditure	Net Expenditure 2018-2019
<b><u>PROPERTY &amp; FACILITIES</u></b>									<b><u>PLANNING , ECON DEV, PROPERTY</u></b>	
498,030	Buildings		350,480		142,830				493,310	493,310
-2,584,660	Investment Properties		496,600		126,510	5,000		-4,005,650	628,110	-3,377,540
619,330	Properties & Facilities	555,620		1,720	90,130			-700	647,470	646,770
32,220	Public Realm		87,010		4,860			-62,650	91,870	29,220
<b>-1,435,080</b>	<b>PROPERTY &amp; FACILITIES</b>	<b>555,620</b>	<b>934,090</b>	<b>1,720</b>	<b>364,330</b>	<b>5,000</b>		<b>-4,069,000</b>	<b>1,860,760</b>	<b>-2,208,240</b>
<b><u>SPATIAL PLANNING</u></b>									<b><u>PLANNING , ECON DEV, PROPERTY</u></b>	
886,975	SPATIAL PLANNING	876,570	7,350	3,420	221,160			-67,800	1,108,500	1,040,700
<b>9,454,334</b>	<b><u>PLANNING , ECON DEV, PROPERTY</u></b>	<b><u>4,942,070</u></b>	<b><u>1,728,388</u></b>	<b><u>34,670</u></b>	<b><u>1,569,425</u></b>	<b><u>5,000</u></b>		<b><u>-11,312,942</u></b>	<b><u>8,279,553</u></b>	<b><u>-3,033,389</u></b>
<b><u>12,042,280</u></b>	<b>Report Totals</b>	<b><u>17,862,377</u></b>	<b><u>2,854,398</u></b>	<b><u>1,096,365</u></b>	<b><u>9,325,567</u></b>	<b><u>32,121,720</u></b>	<b><u>1,035,100</u></b>	<b><u>-53,418,315</u></b>	<b><u>64,295,527</u></b>	<b><u>10,877,212</u></b>
(179,890)	Less capitalised salaries									(162,930)
<b>11,862,390</b>	<b>Total</b>									<b><u>10,714,282</u></b>



Budget 2018/19 Main Movements		Savings		Growth	
Department/Description	2018/19 Total	Efficiency Measures/Service Adjustments	Income Generation	Externally Imposed or Loss of Income	Service Improvements/ Adjustments
	£000	£000	£000	£000	£000
<b>Corporate</b>					
Staffing costs* includes 2% pay increase	323				323
Property repairs and maintenance	49				49
Year of Culture (planned growth over three year project)	60				60
District promotion	30				30
<b>Community and Culture</b>					
Capitol - increased income	(62)		(62)		
Capitol - other operating costs	29				29
Playgrounds - replacement reduced refurbishments costs.	(50)	(50)			
Southwater Country Park car park - income reduction	28			28	
Grounds maintenance - contract not extended. Offsets staffing cost increase of approx £110k	(120)	(120)			
Chesworth rental income not achieved.	12			12	
Leisure centres management fees (including new BBHLC - one-third of the year)	(123)	(123)			
Leisure facilities - loss of income claim	35			35	
Pest control contract costs (offset by similar salary saving).	46				46
Housing - New Burdens	22			22	
Changes to weekly waste collection (excluding approx £215k depreciation) **	(686)	(686)			
Trade waste price / volume costs	260				260
Green waste income	(106)		(106)		
Recycling project income	(36)		(36)		
<b>Corporate Resources</b>					
Audit - move to Orbis includes staffing savings	(44)	(44)			
ICT net movement - includes staffing savings	(14)	(14)			

Procurement - loss of contributions - offsets with staffing saving	15			15	
Increase in interest (less bad debt provision)	(102)		(102)		
Borrowing costs	56				56
MRP (excluding approx £110k MRP included in changes to weekly waste collection above)	31				31
Finance new FMS system	21				21
Reduction in legal expenses reclaimed	25				25
Councillors allowances	16				16
<b>Planning , Property, Economic Development</b>					
Rural car park income	(35)		(35)		
Urban car park income (net position for all increases of price and volume, including reduction for impact of Piries Place closure).	(103)		(103)		
Piries Place operating costs (includes rates) saved during redevelopment	(108)	(108)			
The Forum car park rental saving	(82)	(82)			
Town centre and visitor economy	19				19
South Downs National Park contribution to HDC	65			65	
Net reduction in planning fees	120			120	
Planning use of consultants reduced	(30)	(30)			
Planning use of counsel reduced	(35)	(35)			
Investment property rent (includes The Forum and Millstream Surgery)	(869)		(869)		
Service charge income (now handled externally)	80				80
Strategic planning - fees	(34)		(34)		
Strategic planning - Use of consultants (including Local Plan Review)	95			95	
Other items	37				37
	<b>(1,165)</b>	<b>(1,291)</b>	<b>(1,347)</b>	<b>392</b>	<b>1,081</b>

\* excludes Audit , Census ICT and changes to weekly waste collection, included above as net services savings/growth

\*\* savings from changes to weekly waste collection total £0.9m when impact of depreciation is included.

**2018/19**

The budget includes the following grants to voluntary groups and community partnerships.

**Grants to voluntary groups**

	£
Citizen Advice Bureau - Horsham	94,000
Age UK	50,000
Horsham District Community Transport	20,000
Y Centre	20,000
New strategic Grants budget	10,630
Impact Initiatives – Steyning and Henfield	10,000
Community and individual grants	7,750
Home-Start, Crawley, Horsham and Mid-Sussex	7,000
West Sussex Mediation Service	3,100
Purple Bus, West Sussex Rural Mobile Youth Trust	3,000
Relate North	2,600
Billingshurst Community Transport	1,000
Total Grants	<b>229,080</b>

**Grants to community partnerships**

The budget contains £6,000 of grants to community partnerships.

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Summary	2018-19		2017-18
	£	%	£
ALLOTMENTS	2,941	81%	2,474
CHILDRENS PLAYGROUNDS	24,710	25%	25,114
DRILL HALL			39,444
BANDSTANDS	16,997	100%	17,589
FOOTWAYS & AMENITY LIGHTING	1,862	5%	1,649
FLORAL DISPLAYS	9,188	18%	9,134
HORSHAM PARK	57,588	32%	57,649
GRANTS TO NEIGHBOURHOOD COUNCILS	17,400	100%	17,434
YOUTH WORKER GRANT	30,000	100%	30,000
RECREATION GROUNDS	50,182	53%	56,360
CHRISTMAS LIGHTS	23,893	100%	23,472
COMMUNITY WORKER	50,000	100%	
<b>TOTAL</b>	<b>284,762</b>		<b>280,319</b>
Council Tax Support	-		- 1,230
	<b>284,762</b>		<b>279,089</b>
Council Tax base	11,575		11,438
Band 'D' equivalent	24.60		24.40

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Description	Expected full year 17/18	Proposed 2018/19	Proposed 2019/20	Proposed 2020/21	Proposed 2021/22
DISASTER RECOVERY	-	7,389	-	-	-
LAN - HDC	-	4,850	-	-	-
HDC-WINDOWS7+MS OFFICE2010ROLLOUT	-	19,871	-	-	-
ICT PROJECTS	200,000	200,000	200,000	200,000	200,000
BBHLC-NEW BUILD	6,733,131	4,843,008	2,500,000	-	-
RIVERSIDE WALK PROJECT-HORMARE	18,000	7,870	-	-	-
CAR PARK SOUTHWATER (COUNTRY PARK)	3,159	-	-	-	-
HORSHAM PARK POND IMPROVEMENTS	4,000	25,325	-	-	-
BENNETS FIELD IMPROVEMENTS	8,921	-	-	-	-
WARNHAM NATURE RESERVE IMPROVEMENTS	10,500	36,302	-	-	-
SOUTHWATER COUNTRY PARK - TOILETS	6,793	-	-	-	-
NORTH PARADE CAR PARK LANDSCAPING	1,418	-	-	-	-
MANOR FIELDS PLAY AREA	50,000	-	-	-	-
HORSHAM PARK TENNIS COURT IMPROVEMENTS	42,000	-	-	-	-
PIXIES HOLLOW FOOTBALL PITCH IMPROVEMENT	1,500	18,500	-	-	-
SOUTHWATER COUNTRY PARK - PARKING INITIATIVES	80,000	109,000	-	-	-
HORSHAM PARK OUTDOOR GYM	42,500	-	-	-	-
REDKILN PLAY AREA	49,139	-	-	-	-
ROFFEY PLAY AREA	100,000	-	-	-	-
ST MARY'S GARDEN OF REMEMBRANCE	75,000	-	-	-	-
CAPITOL THEATRE - FLY SYSTEM	39,000	-	-	-	-
RIVERSIDE WALK - HILLS FARM LANE	20,890	-	-	-	-
MULTI-STOREY CAR PARK-REPAIRS	-	-	300,000	-	-
SWAN WALK CENTRE	-	300,000	-	-	-
SIGNAGE - TOWN & RURAL CAR PARKS	1,325	-	-	-	-
ANPR EXTENDED - HURST RD	109,418	-	-	-	-
RURAL CAR PARK INFRASTRUCTURE	22,563	-	50,000	50,000	50,000
PAVILIONS HURST ROAD CAR PARK	200,000	-	-	-	-
PIRIES PLACE CARPARK	100,000	7,606,507	-	-	-
PIRIES PLACE CAR PAR LIFT	80,919	-	-	-	-
FORUM CAR PARK LIFT	107,325	-	-	-	-
HILLSIDE PARK,SMALL DOLE,SAFETY WORKS	4,197	-	-	-	-
BISHOPRIC REFURBISHMENT / ENHANCEMENT	-	228,791	-	-	-
COMMERCIAL ESTATES - GENERAL	-	100,000	100,000	100,000	100,000
ENERGY EFFICIENCY IMPROVEMENTS	35,000	-	-	-	-
WICKHURST PUMP STATION	-	200,000	-	-	-
HOP OAST DEPOT REALIGNMENT	2,365,941	-	-	-	-
COMMERCIAL PROPERTY INVESTMENT FUND	15,806,492	3,000,000	3,000,000	3,000,000	3,000,000
OLD BARN PUMP ALLEY	-	200,000	-	-	-
CHESWORTH FARM - NEW STORAGE FACILITY	75,000	25,000	-	-	-
DENNE ROAD LODGE	30,000	5,000	-	-	-
ROWAN DRIVE GARAGES, BILLINGSHURST	20,000	1,530,000	-	-	-
PEARY CLOSE, HORSHAM	80,000	1,370,000	-	-	-
LAND AT OAKHURST BUSINESS PARK - PHASE 4	75,000	-	-	-	-
TEMP ACCOM APARTMENTS (BISHOPRIC)	363,063	-	-	-	-
MYRTLE LANE CAR PARK (BILLINGSHURST)	13,497	-	-	-	-
WEST STREET IMPROVEMENTS	20,000	-	-	-	-
DISABLED ACCESS TO PUBLIC BUILDINGS	5,545	-	-	-	-
CORPORATE PROVISION - ASSET ENHANCEMENT	-	50,000	500,000	500,000	500,000
VEHICLES - NEW	3,300,000	743,000	261,000	120,000	305,000
WASTE/RECYCLING IN CAB SYSTEM	5,900	-	-	-	-
96 ACT-DISABLED FACILITY GRANT	513,000	713,000	713,000	713,000	713,000
ACT-HOME REPAIR ASSIST. GRANT	100,000	125,000	125,000	125,000	125,000
HOUSING ENABLING GRANTS	404,000	1,000,000	1,000,000	1,000,000	1,000,000
<i>Billingshurst Car Park development</i>	-	75,000	-	-	-
<i>Albion Way Connectivity - Worthing Road</i>	-	200,000	-	-	-
<i>Horsham to Southwater - Cycling &amp; Walking Route</i>	-	160,000	-	-	-

Description	Expected full year 17/18	Proposed 2018/19	Proposed 2019/20	Proposed 2020/21	Proposed 2021/22
<i>Pavilions Legacy Maintenance</i>	-	120,000	-	-	-
<i>Warnham Nature Reserve Boardwalk replacement</i>	-	25,000	-	-	-
<i>Horsham Park Play Area Improvements</i>	-	78,428	-	-	-
<i>Parking cctv</i>	-	30,000	-	-	-
<i>Pay and display machines</i>	-	38,000	-	-	-
<i>Capitol Sound Desk replacement</i>	-	35,000	-	-	-
<i>Swan Walk Redevelopment</i>	-	765,000	-	-	-
<i>Roffey Recreation Ground Regeneration Project</i>	-	100,000	-	-	-
<i>Horsham Skate Park</i>	-	10,000	240,000	-	-
<i>West Street Planters</i>	-	30,000	-	-	-
<i>Rural CP - Steyning (Fletchers Croft)</i>	-	88,180	-	-	-
<i>Rural CP - Henfield (Library)</i>	-	73,182	-	-	-
<i>Generator-Hop Oast Depot</i>	65,000				
<b>TOTAL</b>	<b>31,389,136</b>	<b>24,296,203</b>	<b>8,989,000</b>	<b>5,808,000</b>	<b>5,993,000</b>
<b>New projects budgets are shown in lower case italics</b>					



## **New schemes in the 2018/19 capital programme:**

## **Appendix Eii**

Swan Walk £765,000 Contractual contribution to redevelopment works in the Swan Walk shopping centre. The Council receives revenue income from its investment in the centre.

Albion Way connectivity £200,000 Scheme to improve the public realm and connectivity between the town-centre and retail sites on the Bishopric link road / Albion Way. The scheme will be part funded (£100k) by S106 identified.

Rural car-parking improvements £161,360 Improving two of busiest car parks in the district at Steyning and Henfield. Includes resurfacing, relining and relocating the bays to maximise the space and improve traffic flow. Funding from rural car-park sinking fund and S106.

Horsham to Southwater cycling and walking route £160,000 Safer route by upgrading Southwater bridle path and utilising existing road under A24 (near Christs Hospital) and improvements to Worthing Road footways for pedestrians. Joint project with WSCC.

Pavilions legacy maintenance £120,000 Further repairs required to resolve problems with the pool edge tiling on the outdoor waters, roof leaks and damage. Health and Safety.

Roffey recreational ground regeneration £100,000 The project will include new circular pathways, new fencing, the potential of opening up the connection between Roffey Recreation Ground with Broadwood Recreation Ground, subject to consultation with the Sports and Social Club, an improved youth area and the landscaping of the site. Funding from S106 identified.

Horsham Park play area improvements £78,400 To renew the northern end of Horsham Park play area with an innovative new climbing structure and zip wires. Part of HDC'S Play Strategy. Funding from S106 identified.

Billingshurst car-park £75,000 Conversion of a garden to a car-park to create additional spaces to alleviate car-parking issues and generate income.

Pay and display parking machines £38,000 Replacement and improved functionality of pay and display machines in and around Horsham: Denne Road, North Street, North Parade & BT car parks. Should reduce costs (staff time spent fixing, lost revenue from not working).

Sound desk at the Capitol £35,000 Current sound desk is beyond expected lifespan and in need of replacement and upgrade. Failure of asset if not replaced.

Horsham parking cctv £30,000 To replace and extend use of existing aging system in Swan Walk, Forum and Piries. Safety requirement.

Planters on West Street £30,000 Floral display enhancements. Political desire to enhance the outdoor shopping experience on West Street.

Warnham Nature Reserve boardwalk replacement £25,000 Completely replace 75 metres of board walk and install two interpretation boards. Sections of boardwalk are becoming hazardous to visitors especially the young / with limited mobility. Many users to the Reserve do not use the north end of the site due to the poor condition of the boardwalk. £5k funded by friends of WNR. Health and safety.

Horsham Skate Park £10,000 Initial stage to redesign a concrete skate park in Horsham Park. S106 funding identified. The current plywood structure will come to the end of its useful economic life in 2019. A concrete structure might cost approximately £240k but reduce maintenance costs over its lifetime. Any decision will be brought back as a future capital bid.

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## ANNUAL MINIMUM REVENUE PROVISION (MRP) STATEMENT 2018/19

When the Council does not finance capital expenditure with resources such as capital receipts, grants, contributions and reserves it effectively finances the spend by debt (although this can be internally sourced debt), and it must put aside resources to repay that debt. The amount charged is known as the Minimum Revenue Provision (MRP).

The amount of Minimum Revenue Provision (MRP) is set by the Council but legislation requires the Council to have regard to guidance issued by the Department for Communities and Local Government (DCLG). The aim of the guidance is to ensure that debt is repaid over a period that broadly matches the period over which the unfinanced capital expenditure provides benefits.

The DCLG's guidance requires the Council to approve an annual MRP statement and recommends a number of options for calculating a prudent amount of MRP. The following statement incorporates options recommended in the Guidance as well as locally determined prudent methods.

The Council is recommended to approve the following MRP Statement:

- For capital expenditure incurred before 1 April 2008 or which in the future will be Supported (*Note*) Capital Expenditure, the MRP policy will follow the former DCLG Regulations. This means the MRP will be based on 4% of the Capital Financing Requirement in respect of that expenditure.
- From 1 April 2008 for all unsupported capital expenditure, the MRP will be calculated by dividing the capital expenditure by the expected useful life of the relevant assets, starting in the year after the asset becomes operational. MRP on purchases of freehold land will be charged over 50 years. MRP on expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged over 20 years
- For assets subject to finance leases, the MRP requirement would be regarded as met by a charge equal to the element of the rent/charge that goes to write down the balance sheet liability.
- Where loans are made to other bodies for their capital expenditure, no MRP will be charged. However, the capital receipts generated by the annual repayments on those loans will be applied to reduce the capital financing requirement.
- Capital spend in 2018/19 will not be subject to MRP until 2019/20.

*Note Supported Capital Expenditure is capital spend that central government supports with a contribution through grant. Horsham District Council does not have any Supported Capital Expenditure at present.*

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### Capital Expenditure Plans

The Council is asked to approve the capital expenditure projections below. The estimate of capital expenditure is based on the capital programme in this report and estimates of capital spend that may become necessary during the period of the medium term financial strategy.

	2017/18 Revised £000	2018/19 Revised £000	2019/20 Revised £000	2020/21 Estimate £000
<b>Projected Capital Expenditure</b>	31,389	24,296	8,989	5,808
<b>Financed by:</b>				
Capital receipts and third party contributions	7,958	6,496	2,776	2,095
Capital grants	513	713	713	713
Revenue reserves*	7,112	7,201	4,442	3,000
<b>Total Financing</b>	<b>15,583</b>	<b>14,410</b>	<b>7,931</b>	<b>5,808</b>
<b>Net financing need</b>	<b>15,806</b>	<b>9,886</b>	<b>1,058</b>	<b>0</b>

\* Includes use of New Homes Bonus

### The Council's borrowing need, the Capital Financing Requirement.

The Council is asked to approve the projections below.

Capital Financing Requirement	2017/18 Revised £000	2018/19 Revised £000	2019/20 Revised £000	2020/21 Estimate £000
Opening balance	15,989	30,871	39,877	39,925
Net financing need	15,806	9,886	1,058	0
Less MRP	(924)	(880)	(1,010)	(1,035)
<b>Closing balance</b>	<b>30,871</b>	<b>39,877</b>	<b>39,925</b>	<b>38,890</b>
Net increase / (decrease)	14,882	9,006	48	(1,035)

The CFR is forecast to rise significantly next year as capital expenditure financed by debt outweighs resources put aside for debt repayment. In the subsequent two years it stabilises. The current longer term projection shows 2019/20 as the peak level.

### Gross Debt and the Capital Financing Requirement

In order to ensure that over the medium term debt will only be for a capital purpose, the Council should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years. This is a key indicator of prudence. Total debt is expected to remain below the CFR during the forecast period as indicated below.

	2017/18 Revised £000	2018/19 Revised £000	2019/20 Revised £000	2020/21 Estimate £000
<b>Gross Borrowing</b>	4,000	9,000	5,000	5,000
Capital Fin. Req.	30,871	39,877	39,925	38,890

## Limits to debt

There are two indicators that seek to put a limit on debt. The first limiting indicator is the 'operational boundary' which represents the expected maximum debt position during each year but is not an absolute limit. The other debt prudential indicator is the 'authorised limit' for external debt which represents the limit beyond which external borrowing is prohibited, and needs to be set and revised by Council. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The table below shows the estimates that the Council are asked to approve.

	2018/19	2019/20	2020/21
Operational boundary - borrowing	£9m	£5m	£5m
Operational boundary – other long term liabilities	£0m	£0m	£0m
Operational boundary - Total	£9m	£5m	£5m
Authorised limit – borrowing	£17m	£17m	£17m
Authorised limit – other long-term liabilities	£1m	£1m	£1m
Authorised limit – Total	£18m	£18m	£18m

The projection assumes the current single debt is repaid and £5m is borrowed. The authorised limit is increased from last year to take into account the expected increased borrowing.

## Affordability Prudential Indicators

### Estimates of the ratio of financing costs to net revenue stream

This indicator identifies the trend in the cost of capital (borrowing costs net of investment income) against the net revenue stream. It therefore measures how much of the Council's overall income is used to finance capital. The increase is due to the capital expenditure which is not financed from capital and revenue resources.

2017/18	2018/19	2019/20	2020/21
2%	3%	4%	4%

### Estimates of the incremental impact of capital investment decisions on the Council Tax

This indicator identifies the revenue costs associated with the proposed changes to the capital programme recommended in the budget report. The costs are shown per Band D property and have been included in all the budget projections brought before the Council. The small cost reflects that the growth in capital spend is overwhelmingly externally funded or provides a financial return.

2018/19	2019/20	2020/21
£0.05	£0.10	£0.11

### Adoption of the CIPFA Treasury Management Code

The Council adopted the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2011 Edition in February 2012. It fully complies with the Codes recommendations.

# New Homes Bonus (NHB) – January 2018

# Appendix H

Dec 2017 settlement for NHB		2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
5 years in 2017/18	2011/12	379	379	379	379	379	379				
4 years from 2018/19	2012/13		390	390	390	390	390				
	2013/14			397	397	397	397	397			
	2014/15				776	776	776	776			
	2015/16					994	994	994	994		
	2016/17						1,462	1,462	1,462	1,462	
0.4% baseline	2017/18							1,186	1,186	1,186	1,186
0.4% baseline	2018/19								1,185	1,185	1,185
0.7% baseline	2019/20									911	911
0.7% baseline	2020/21										911
		379	769	1,166	1,942	2,936	4,398	4,815	4,827	4,744	4,193
Used to fund revenue		0	0	1,166	1,166	1,166	1,166	700	0	0	0
Used for BBH leisure centre		0	0	0	0	0	2,000	5,000	4,500	2,500	
Used for investment property										2,500	3,000
One-off neighbourhood warden grant									150		
Added to / (drawn from) Reserves		379	769	0	776	1,770	1,232	-885	177	-256	1,193
<u>Total Reserve figure</u>		379	1,148	1,148	1,924	3,694	4,926	4,041	4,218	3,962	5,155

## Notes:

The Provisional Settlement has confirmed the mechanism of NHB has reduced to 4 years in 2018/19. The 0.4% baseline was retained, the amount which needs to be exceeded before any NHB payments are made. For 2018/19, measured against the total band D equivalents in the district, 0.4% equates to approximately 240 additional houses a year before we receive anything. The projected figures in *red italics* are subject to the announcement being made in future settlements on the baseline. At this point too, no figures beyond 2020/21 are included on the assumption that payments may not continue into the 2020s. No decision has been made by central government and has not yet been confirmed.

Reliance on NHB to support revenue has tapered down to nil in 2018/19. We have taken measures to increase income and phase in additional spending reductions to balance the budget as new homes bonus cannot be considered a permanent source of income, especially if it is included in 100% localisation of business rates. The table also assumes that NHB reserve is used to fully fund the capital project at Broadbridge Heath (BBH) leisure centre (and running track) in addition to the £4m allocated in 2016/17 and in 2017/18 as previously approved by Cabinet. It also assumes that the £3m of commercial property investment each year starts to be funded from NHB once the BBH leisure centre is paid for, thus financing the purchases and reducing the MRP charge of an unfinanced asset.

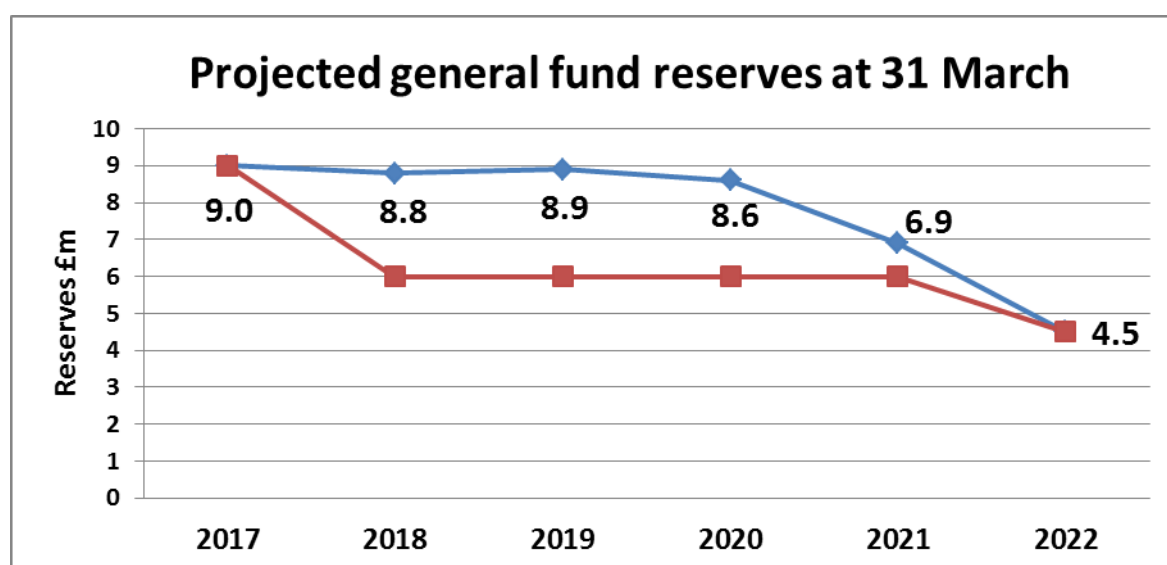
The government has retained the option of making adjustments to the baseline in future years. An increase in the baseline of 0.1% is equivalent to approximately 60 band D dwellings, which at the standard payment of around £1,530 per dwelling would reduce NHB by £90k. The table models NHB in 2019/20 with a 0.7% baseline which is more akin to the national average increase. The latter year scenarios assume house building continues at the same rate which may not be the case if the economy slows down.

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## 1. Robustness of Estimates and Adequacy of Reserves

- 1.1 Section 25 of the Local Government Act 2003 requires Chief Financial Officers to report to their authorities about the robustness of estimates and the adequacy of reserves when determining their precepts, and authorities are required to take the Chief Financial Officer's report into account when setting the Council Tax.
- 1.2 The desired minimum level of general reserves was established in the 2012/13 budget report at £6m. Sufficient general reserves are required to ensure that the Council is able to meet its expenses if it finds it needs to fund unplanned costs during the year or its projected income fall short of the budgeted amount. These changes could result from a number of sources such as increased homelessness or an increase in voids in the commercial property estate, or reduced business rate income.
- 1.3 General reserves at 31st March 2017 were effectively £9m once the 2016/17 revenue budget surplus has been transferred into an earmarked transformation reserve to fund one-off up-front costs of business transformation in 2017/18.
- 1.4 The graph shows the predicted level of general reserves in future years. The upper line is the level of general reserves that would be available, assuming the MTFS budgets are delivered as projected.
- 1.5 On this basis, the Council would have revenue reserves for the period covered by the Medium Term Financial Strategy. This scenario assumes the current transformation programme ends in 2020 and the projected deficits in 2020/21 and 2021/22 are funded from GF reserves.



- 1.6 The lower line shows available useable reserves held to the £6m minimum level, following the decision to apply the excess reserves to finance the capital programme.
- 1.7 In both cases, the cumulative effect of the projected annual deficits in the 2020s would result in general fund reserves dipping below the £6m minimum level by 2022. It is essential the Council makes plans to avoid this situation occurring. During 2018 officers will develop a list of further efficiencies and budget reductions for the Council to consider if the position remains as is or worsens. Council should note it will need to continue to increase Council Tax in line with inflation but may also have to cut expenditure on discretionary services from the early 2020s.
- 1.8 If the Council takes this action it should be able to prepare a balanced budget in the latter years of the Medium Term Financial Strategy period and maintain its general reserves at its agreed minimum level or above.

### **Earmarked reserves**

- 1.9 The Council also holds earmarked reserves which are funds received for a specific purpose. For example, grant funding that can only be expended on particular purposes. Details of the earmarked reserves held by the Council at 31st March 2017 are shown in table a) below.

**Table a: Earmarked reserves**

<b>Earmarked Reserves at 31 March 2017</b>	<b>£'000</b>
Neighbourhood Planning Grant	278
S106 reserves	1,184
NNDR reserve	1,435
Council Tax localisation	293
Health and Wellbeing	177
Transformation Fund*	613
BBH leisure centre (NHB)	1,383
Other	718
<b>Total</b>	<b>6,081</b>

\*Inclusive of the £0.5m transformation from the general fund

### **New Homes Bonus (NHB)**

- 1.10 The NHB reserve is expected to total £4m at 31 March 2018 and an estimate of the future levels of NHB reserves are set out separately in more detail at Appendix H. This assumes that payments of NHB remain at four years from 2018/19. It is likely though that the current projected NHB levels will change as a result of the outcomes of the further sharpening of the incentive during 2018. To this effect, a change to the 0.4% baseline below which there is no payment is modelled at 0.7% in future years as this is a likely scenario.
- 1.11 Should the NHB scheme significantly change, the extent of the application of NHB to finance the existing capital programme can of course be revisited in line with any changes.

## Report to Cabinet

25 January 2018

By the Cabinet Member for Finance & Assets

**DECISION REQUIRED**



Not Exempt

### Approval of Building Cleaning Services Tender Process

## Executive Summary

The purpose of this report is to seek Cabinet to delegate authority to the Director of Planning, Economic Development & Property to award of a contract for the provision of the Council's Building Cleaning Services contract. This need arises because the Council is taking part in joint tender process with Crawley Borough Council and Mid Sussex District Councils and it will delay the award if each Cabinet has to make the decision at the end of the process. The contract will also cover additional cleaning requirements of The Capitol and Horsham Museum and Art Gallery that are currently held under a separate contract.

## Recommendations

The Cabinet is recommended:

- i) To delegate to the Director of Planning, Economic Development & Property, in consultation with the Cabinet Lead for Finance & Assets, to award the contract for the provision of building cleaning services after when the joint tender process is complete.

## Reasons for Recommendations

In line with the Constitution Cabinet would normally award any contract with a total value over £250,000. Because we are tendering the contract jointly with Crawley Borough Council and Mid Sussex District Council waiting for each Cabinet to make an individual award would lead to an unacceptable delay in the contract award process. Therefore the report recommends a delegation to the Director of Planning, Economic Development & Property, after speaking to the Cabinet Lead for Finance & Assets to avoid this delay.

## Background Papers

There are no background papers

**Wards affected:** The proposal will affect all Wards.

**Contact:** Chris Jende – Building Services Engineer – 01403 215052

## **Background Information**

### **1 Introduction and Background**

- 1.1 The Council currently has two contracts for the provision of Building Cleaning Services. The first is with Monitor Services Ltd expires on 31 March 2018. The Capitol and Horsham Museum and Art Gallery currently have a separate contract in place with Ultraclean Ltd for the provision of Building Cleaning Services. The contract expires on 16 June 2018.
- 1.2 Horsham District Council, Crawley Borough Council and Mid Sussex Council were required to re-procure the contract within the same timescales, so it was agreed by the shared procurement service that the 3 Councils work together to re-procure this requirement as an OJEU tender utilising the Open Procedure. The contract was divided into lots as follows:
  - Lot 1 – Horsham District Council, Crawley Borough Council, Mid-Sussex District Council.
  - Lot 2 – The Capitol and Horsham Museum and Art Gallery
- 1.3 The benefits of a joint procurement approach are:
  - Saving in staff time by completing one procurement process.
  - Opportunity to achieve economies of scale through enhanced spending power.

### **2 Relevant Council policy**

- 2.1 The project supports the Council Policy for Efficiency in facilitating the delivery of great value public services.

### **3 Details**

- 3.1 The process will look to establish a contract for a sole provider to the 3 authorities and a sole provider for the Capitol and Horsham Museum and Art Gallery. The term of the contracts will be an initial 3 year contract with the option to extend for a further 2 years.
- 3.2 The contract will cover the internal and external cleaning requirements both planned and emergency (if necessary) and also any specialist occasional needs such as a carpet deep clean.
- 3.3 The greater buying power by the 3 Councils tendering collaboratively may lead to some small savings on the current budget.
- 3.4 As the total value of this contract would exceed £250,000 award of this contract is a key decision and would normally be made by Cabinet. However when working in partnership waiting for 3 Cabinets to individually award an operational contract, will delay the introduction of the new service and the savings we hope it will achieve.

Therefore this report seeks a delegation of the award to ensure all partners can move swiftly to implementation.

## **4 Next Steps**

- 4.1 The Cabinet is requested to approve delegated authority for the award of this contract following a competitive procurement exercise. This will allow the project to be delivered on schedule and to prevent any potential delays and any cost over-runs associated with delays to the mobilisation and implementation of the new service.

## **5 Views of the Policy Development Advisory Group and Outcome of Consultations**

- 5.1 The Policy Development Advisory Group for Finance & Assets was consulted on 8 January 2018 and they supported the proposal.
- 5.2 The Council's Monitoring Officer has reviewed and states that there are no implications of this decision.
- 5.3 The section 151 Officer says there are no financial immediate implications of this decision. The let of this contract through a joint procurement should lead to a lower price than Horsham District Council letting separately and savings may be generated to feed into the Council's budgets from 2019/20 onwards and could lead to some in year savings in 2018/19.

## **6 Resource Consequences**

- 6.1 There are no staffing consequences as the Council does not employ staff in these services.

## **7 Legal Consequences**

- 7.1 The Contract will be underpinned by Terms and Conditions as drafted by the Legal Team at Horsham District Council and approved for use across the three authorities.
- 7.2 Each authority will sign their own contract with the successful bidder which protects each Council should one of the other authorities wish to withdraw from the arrangement over the duration of the Contract.

## **8 Risk Assessment**

The risks and implications for not granting delegated authority to approve the award of the contract following a procurement exercise are:

Not being granted delegated authority would lead to the Council being unable to award the Contract to the supplier before the existing arrangement expires. To mitigate this a short-term contract extension could be arranged to cover this period but at a greater cost to the Council.

Misalignment between the Councils where one is in a position to award but is delayed by another Council on the contract still requiring approval. In order to

mitigate this we are seeking delegated authority to approve the Contract across the authorities involved.

## **9 Other Considerations**

- 9.1 This report has no effect on Crime & Disorder; Human Rights; Equality & Diversity from this delegation. It should provide a positive sustainability outcome by employing people within the local economy.

## Report to Cabinet

25 January 2018

By the Cabinet Member for Planning and Development

### KEY DECISION



Not Exempt

#### **Adoption of Conservation Area Appraisals & Management Plans for Storrington, Steyning, Billingshurst, Henfield and Pulborough (Church Place & Lower Street)**

### Executive Summary

There are 37 designated conservation areas in Horsham District and there is a conservation area map for each conservation area which identifies the area boundaries. However, at present, only four conservation areas in the District have an adopted conservation area appraisal (Amberley, Bramber, Horsham and Slinfold).

Without appraisals setting out the significance of the areas, there is a lack of information to inform and support Horsham District Council in managing change positively in the remaining 33 conservation areas. Given this, and the significant development pressures that Horsham District Council is currently facing, the Council commissioned Built Heritage Consultancy in December 2016, to produce draft Conservation Area Appraisals and Management Plans for the five settlements in the District that were considered to be experiencing the greatest development pressures: Storrington, Steyning, Billingshurst, Henfield and Pulborough (Church Place & Lower Street).

Cabinet agreed on 20 July 2017 to approve the draft Conservation Area Appraisals and Management Plans for Storrington, Steyning, Billingshurst, Henfield and Pulborough (Church Place & Lower Street) for public consultation. These draft documents included a number of proposed boundary changes (additions and deletions) to the existing conservation areas.

Council officers attended parish council meetings in July and August 2017 to discuss the proposals with members of the parish councils and local residents. A four week public consultation exercise was held on the proposed changes to the six conservation areas in the five settlements between Monday 4 September 2017 and Tuesday 3 October 2017.

This report sets out the key issues raised by consultees to the draft Conservation Area Appraisals during the consultation period, and the recommended responses to those comments. It is recommended that a final version of the five Conservation Area Appraisals and Management Plans, incorporating revisions following consultation, is adopted, so that it can come into force on 1 March 2018.

## Recommendations

Cabinet is recommended to:

- i) Note the representations and responses to the draft Conservation Area Appraisals and Management Plans for Storrington, Steyning, Billingshurst, Henfield and Pulborough (Church Place & Lower Street), as set out in Appendices 1-5.
- ii) Approve the Conservation Area Appraisals and Management Plans for Storrington, Steyning, Billingshurst, Henfield and Pulborough (Church Place & Lower Street), as set out in Appendices 6-10, to be used in the determination of planning applications from 1 March 2018.
- iii) Approve the revised Conservation Area boundaries for Storrington, Steyning, Billingshurst, Henfield and Pulborough (Church Place & Lower Street), as shown on the Conservation Area designation maps (1-5) included in this report.
- iv) Delegate authority to the Cabinet Member for Planning & Development to approve minor editorial changes prior to publication.

## Reasons for Recommendations

- i) For consideration by Members.
- ii) To provide updated conservation guidance for planning officers in dealing with applications in the five settlements and Members in determining applications.
- iii) To formally designate the amended Conservation Area boundaries.
- iv) To give the Cabinet Member for Planning and Development delegated authority to approve minor changes to the document, without the need for it to be referred back to Cabinet.

## Background Papers:

1. Conservation area designation maps (<https://www.horsham.gov.uk/planning/design-and-conservation/conservation-areas/conservation-area-maps> )
  - a. Storrington – Designated 1973 – Map published online 8 September 2011
  - b. Steyning – Designated 1973 – Map published online 8 September 2011
  - c. Billingshurst – Designated 1973 – Map published online 22 September 2011
  - d. Henfield – Designated 1973 – Map published online 8 September 2011
  - e. Pulborough (Church Place) – Designated December 1973 – Map published online 8 September 2011
  - f. Pulborough (Lower Street) – Designated December 1973 – Map published online 9 September 2011
2. Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Storrington (See Appendix 1)
3. Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Steyning (See Appendix 2)
4. Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Billingshurst (See Appendix 3)
5. Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Henfield (See Appendix 4)
6. Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Pulborough (See Appendix 5)



7. Draft Conservation Area Appraisal and Management Plan for Storrington (December 2017) (See Appendix 6)
8. Draft Conservation Area Appraisal and Management Plan for Steyning (December 2017) (See Appendix 7)
9. Draft Conservation Area Appraisal and Management Plan for Billingshurst (December 2017) (See Appendix 8)
10. Draft Conservation Area Appraisal and Management Plan for Henfield (December 2017) (See Appendix 9)
11. Draft Conservation Area Appraisal and Management Plan for Pulborough (December 2017) (See Appendix 10)

**Wards affected:** Storrington, Steyning, Billingshurst, Henfield and Pulborough.

**Contact:** Dr Chris Lyons, Director of Planning, Economic Development & Property,  
Barbara Childs, Head of Strategic Planning

## **Background Information**

### **1 Introduction and Background**

- 1.1 Conservation areas were introduced through the Civic Amenities Act (1967). Section 71 of the Planning (Listed Buildings & Conservation Areas) Act 1990 requires a local planning authority from time to time, to review and protect their conservation areas. Appraisals assessing the character of each area and proposals for their future management should be researched, consulted upon and adopted by a local authority.
- 1.2 The Conservation Area Appraisals set out background information and details of the historic development of the five settlements. They include details of the landscape setting. They look at the townscape and historic environment of each settlement and describe the key features of each Conservation Area. The appraisals look in turn at each of the character areas that have been identified for each settlement. There is a section on views and negative elements of each Conservation Area. There is also a draft management plan included with each Conservation Area Appraisal. Five appendices are included with each document: details of historic development of the settlement; a gazetteer of listed buildings within each Conservation Area; a glossary of terms; the landscape sensitivity criteria and the boundary review justification.
- 1.3 The completed Conservation Area Appraisals and Management Plans, once adopted, will help inform future planning decisions regarding developments within or adjoining the areas. Management Plans take forward the issues raised in the Appraisals, identifying the means by which the special interest of the Conservation Area will become self-sustaining into the future.

### **2 Relevant Council policy**

- 2.1 The Horsham District Planning Framework (HDPF) is the relevant Plan that sets out how growth and development will take place in the District in the period to 2031. Policy 34 “Cultural and Heritage Assets” sets how the Council will deal with proposals affecting cultural and heritage assets in the District. These appraisals, once adopted, will be used along with Policy 34 where relevant to help determine planning applications and as historic guides for local residents.

### **3 Details**

- 3.1 A total number of 263 comments were received to the Conservation Area and Management Plan consultation exercise for all 5 settlements from 112 individuals/consultees:  
Storrington - 38 comments from 15 respondents;  
Steyning - 102 comments from 66 respondents;  
Billingshurst - 34 comments from 11 respondents;  
Henfield - 72 comments from 9 respondents; and  
Pulborough – 17 comments from 11 respondents.  
The comments were received from Historic England, Natural England, each of the five affected Parish Councils, the Pulborough Society, Horsham District

Archaeology Group, representatives of the development industry, local landowners as well as local residents. Changes are proposed to the text of the documents in light of the comments received and one further change (in Storrington) is proposed to the Conservation Area boundaries beyond those that were proposed for change in the September public consultation exercise. A summary of comments received and the Council response is included at **Appendix 1** (Storrington), **Appendix 2** (Steyning), **Appendix 3** (Billingshurst), **Appendix 4** (Henfield) and **Appendix 5** (Pulborough).

- 3.2 The Updated Appraisals are included as **Appendix 6** (Storrington); **Appendix 7** (Steyning); **Appendix 8** (Billingshurst); **Appendix 9** (Henfield); and **Appendix 10** (Pulborough).
- 3.3 A summary of the main points raised is set out below, under settlement heading: Storrington; Steyning; Billingshurst; Henfield and Pulborough.

### **Storrington**

#### Expansion of the Conservation Area to Non-Built-Up Areas

- 3.4 A number of respondents have requested that land outside the built-up area should be included within the new Conservation Area e.g. Storrington & Sullington Parish Council requested that consideration be given to include the whole of Stor Walk, the Meadowside “Green Area” and the old Fryern House area. Or, alternatively, inclusion of at least part of the Riverside Walk from the Mill Pond. The Council has considered these areas. They are green areas that are unlikely to be under pressure from development. If they were added to the Conservation Area, this would create a long spur, which is difficult to justify.

#### Inclusion of the Domain, Greyfriars Lane, Storrington in the Conservation Area

- 3.5 Consultants have objected to the inclusion of two buildings on Greyfriars Lane, Storrington within the extended Conservation Area – the Domain and Gerston Lodge on the basis that there wasn’t enough detail as to why both buildings had been included. It is considered that there is a case for including both the Domain and Gerston Lodge. The Domain is included as the end stop to development on the eastern side of Greyfriars Lane and because it has an attractive brick wall facing the lane. Gerston Lodge is included because it is the original lodge to St Joseph’s Hall.

#### Inclusion of the Rectory, Rectory Road, Storrington RH20 4EF in the Conservation Area

- 3.6 The Diocese of Chichester has objected to the inclusion of the Rectory (Rectory Road, Storrington) and its garden within the revised Conservation Area. The Diocese argues that the Rectory does not form a recognisable or coherent group with the church. The Council does not agree with this assessment. The Rectory building was built in the mid 20<sup>th</sup> Century when the Rector moved out of what is now Abbey Convent, and it marked the first building in the development north of the Churchyard and west of Chanctonbury. The building stands on a ridge surrounded by mature trees that look out over the Glebelands and it therefore is considered very much a part of the Conservation Area, as extended to include Glebelands, as well as a frame to the churchyard.

### Inclusion of the Remains of the Glebelands

- 3.7 ECE Planning Consultants have objected to the proposed revisions of the conservation area, which include areas of car park, infrastructure and landscape. They feel that these areas do not meet the relevant tests for inclusion within a conservation area. The Council disagrees. It considers that the retention of the green space, such as the buffers to Lady Place, Monastery Lane and the open space towards the old monastery and catholic church in the Conservation Area are important to maintaining the character and appearance of the Conservation Area.

### Ravenscroft Allotments

- 3.8 Planning Consultants "Planning Potential" have raised concerns regarding the sensitivities associated with the southern end of the Conservation Area and the boundary of the South Downs National Park. The Council understands the potential sensitivities and has been in discussion with the South Downs National Park Authority and Parish Council on this issue, which will be addressed in the emerging Neighbourhood Plan.

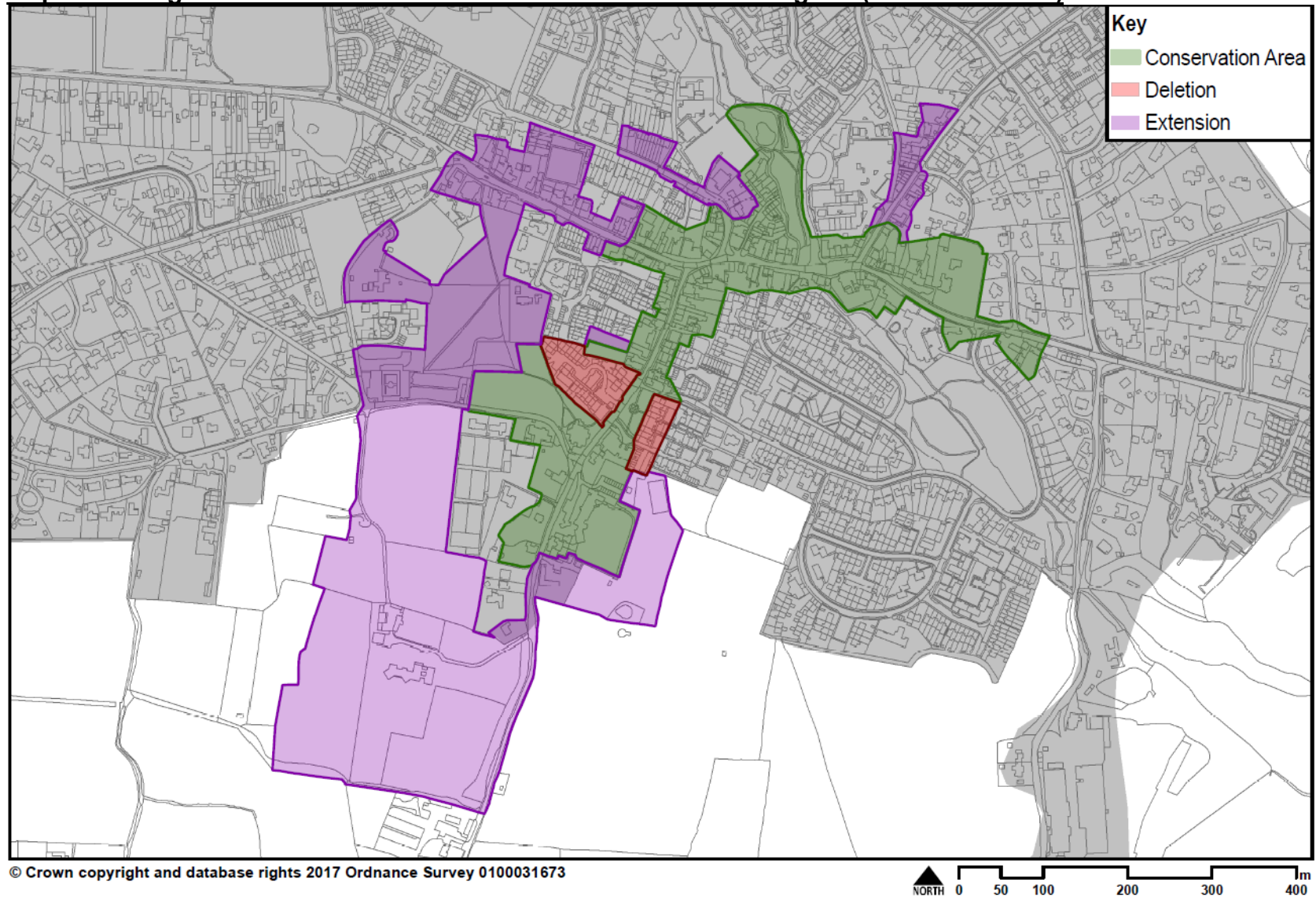
### St Joseph's Hall

- 3.9 Storrington & Sullington Parish Council has asked that St Joseph's Hall be included in the Conservation Area. The fields between the BUAB of Storrington and the South Downs National Park have been considered for inclusion within the Conservation Area. **It is considered that the location and design of the Hall, set within open space and with views towards the South Downs, reinforces sense and place and positively contributes to the rural character and appearance of the Conservation Area and should therefore be included. In addition, it is proposed to add the two fields to the north of St Joseph's Hall (excluding the tennis courts) between St Joseph's Hall and the Built-Up Area Boundary on School Lane (see Map 1 below).** It is considered that the location and design of the building, set within open space and with views to the South Downs, reinforces sense and place and positively contributes to the rural character and appearance of the Conservation Area.

### St Joseph's Abbey

- 3.10 Storrington & Sullington Parish Council and the residents of St Joseph's Abbey have asked that the Council consider adding all of the grounds to the Conservation Area. The fields between the BUAB of Storrington and the South Downs National Park have been considered for inclusion within the Conservation Area. **It is considered that all of the grounds of St Joseph's Abbey should be included within the Conservation Area.**
- 3.11 **Map 1** below shows the final Conservation Area Map for Storrington.

**Map 1 Storrington–New Conservation Area Boundaries for Storrington (December 2017)**



## Steyning

### Bayards Field

- 3.12 A number of respondents have commented on the importance of Bayards Field in relation to Steyning Conservation Area. The respondents have asked that the views of Bayards Field from Steyning Conservation Area are highlighted in the Conservation Area Appraisal and that Bayards Field is included as an important open space in the Steyning Conservation Area. It is not considered that the views of Bayards Field from Steyning High Street warrant inclusion as a key view into and out of the Conservation Area. It is also not considered that Bayards Field can be included within Steyning Conservation Area, as the site is located within the South Downs National Park, and falls outside of the jurisdiction of Horsham District Council. The north-western fringe of Steyning Conservation Area is identified as a "high sensitivity" landscape fringe on Map 5 ('Steyning Landscape Fringe Sensitivity Map') of the Steyning Conservation Area Appraisal, and this will be a material consideration in the determination of planning applications that might come forward.

### Concern over absence of an Article 4 Direction for Steyning

- 3.13 A number of residents have requested that the Council work with Steyning Parish Council to introduce an Article 4 Direction for Steyning. The Council recognises the desire of Steyning residents for the introduction of an Article 4 Direction to provide further protection to Steyning Conservation Area, which was discussed at the Parish Council meeting attended by officers on 29 August 2017. Given the resource and possible compensation implications of introducing an Article 4 Direction, it is not possible for the Council to pursue the introduction of an Article 4 Direction for Steyning Conservation Area at the present time.

### SME Engineering Building

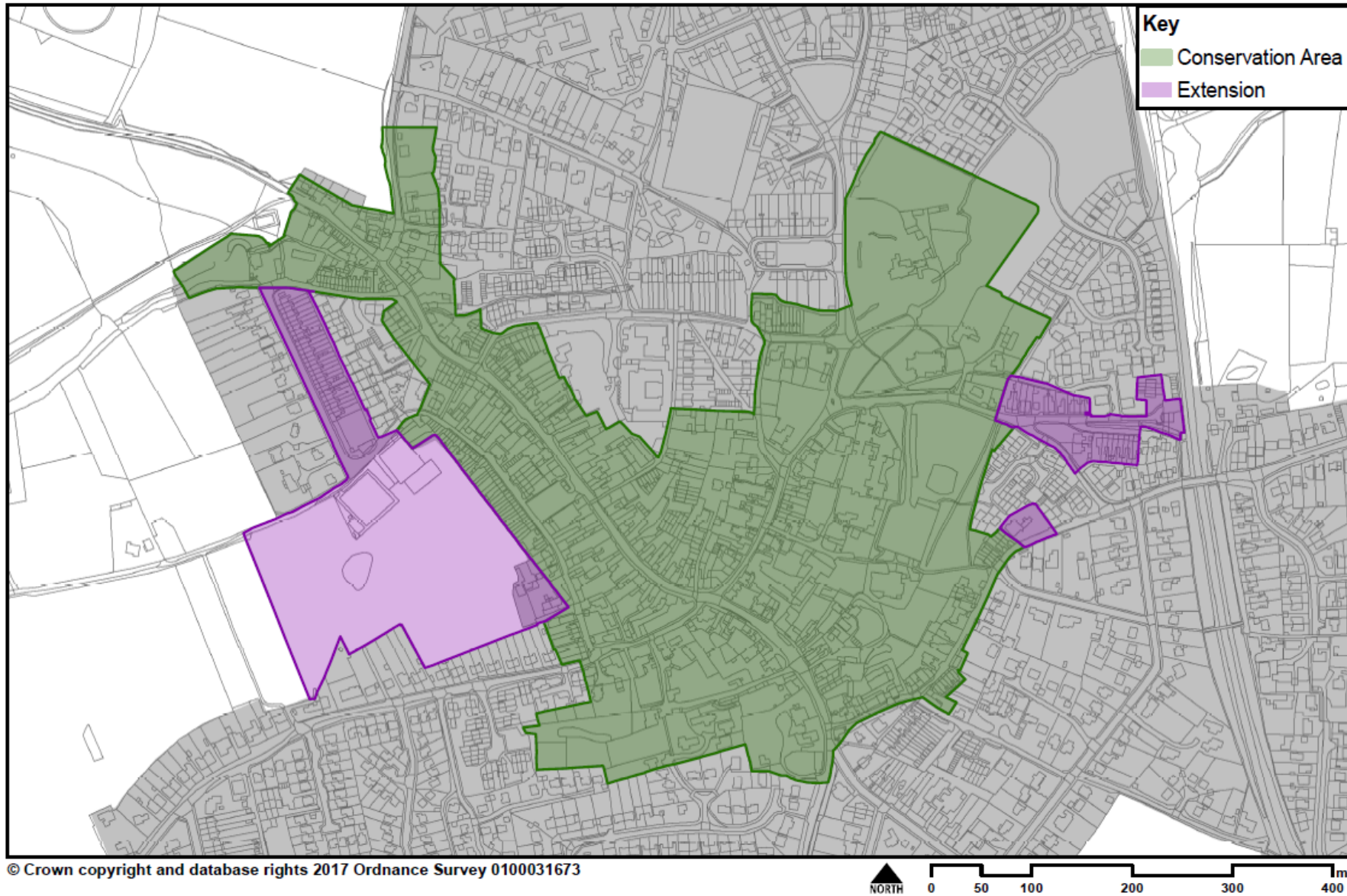
- 3.14 Concerns were raised over the wording in the draft Appraisal regarding the quality of certain buildings, such as SME Engineering. Following a re-evaluation of the draft Appraisal, it has been decided to amend the wording to reflect the fact that it is considered to be a well-proportioned, simple but well-detailed building, which is a positive feature of the Conservation Area. This building has been identified as a positive building on Map 7 "Building Audit Map" and the text suggesting its redevelopment has been removed.

### Memorial Playing Field

- 3.15 A number of respondents have written to say that they support the Memorial Playing Field being included within the Conservation Area but that they would like the historic Rublees hedgerow, which forms the boundary between the South Downs National Park and Horsham District Council to be included. The Conservation Area Appraisals will be clarified to ensure that the Rublees hedgerow, which forms the boundary between the two administrative boundaries, is included in the extension to the Steyning Conservation Area to the west, which includes the Memorial Playing Field.
- 3.16 **Map 2** shows the final Conservation Area Map for Steyning



**Map 2 Steyning–New Conservation Area Boundaries for Steyning (December 2017)**



## Billingshurst

### Proposed Extension of the Conservation Area to the east of Little East Street

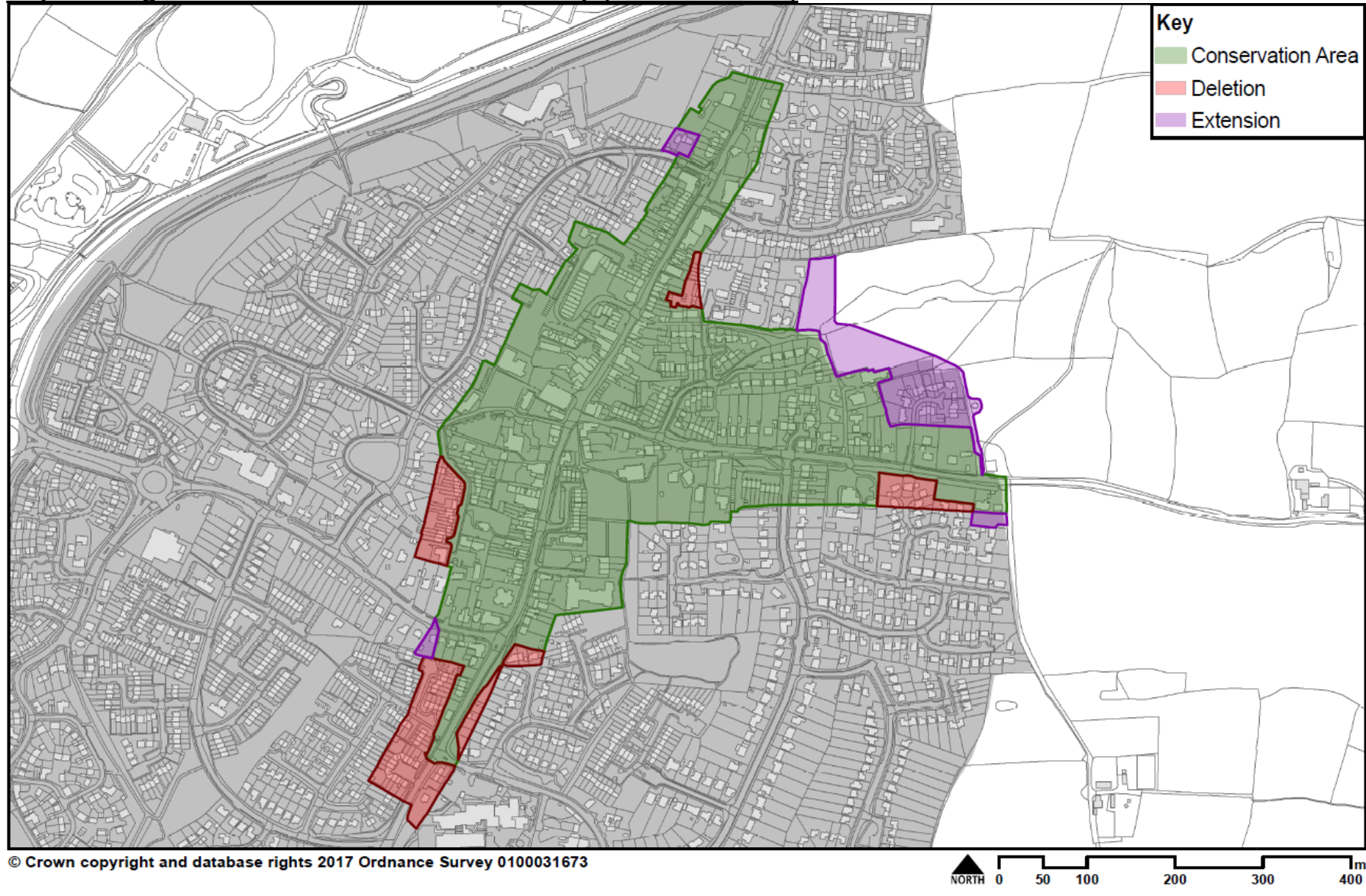
- 3.17 A resident has supported this proposed extension of the Conservation Area to the east of Little East Street but asked if it could be extended slightly to accommodate a brick-built water storage tank, which is located just East of Mill Barn. The resident considers that it should be recognised as an interesting example of early water conservation, probably used to service the Hammonds dairy farm. The area is scheduled as public open space within an area of new development. It is not considered necessary therefore that the Conservation Area should be adjusted to include this water storage tank.
- 3.18 Devine Homes have objected to the extension of the Conservation Area to the east of Little East Street, on the grounds that two large applications have already been granted for 475 and 45 dwellings. The Council does not agree with this. Given the residential development that has been permitted to the east of Billingshurst, it is important that the historic wooded and agricultural setting of the Conservation Area is enhanced. This can be achieved by incorporating the allotments at the end of Little East Street and wooded area and footpaths connecting this area with Hammonds and Mill Barn on East Street.

### Enforcement Measures in the Conservation Area

- 3.19 Billingshurst Parish Council has raised the issue that a Conservation Area will only work if there are adequate resources for enforcement. It has been pointed out that Horsham District Council is aware of the issues surrounding enforcement within conservation areas in the District and is happy to help when particular planning breaches are reported.
- 3.20 **Map 3** below shows the final Conservation Map for Billingshurst.



Map 3 Billingshurst – Final Conservation Area Map (December 2017)

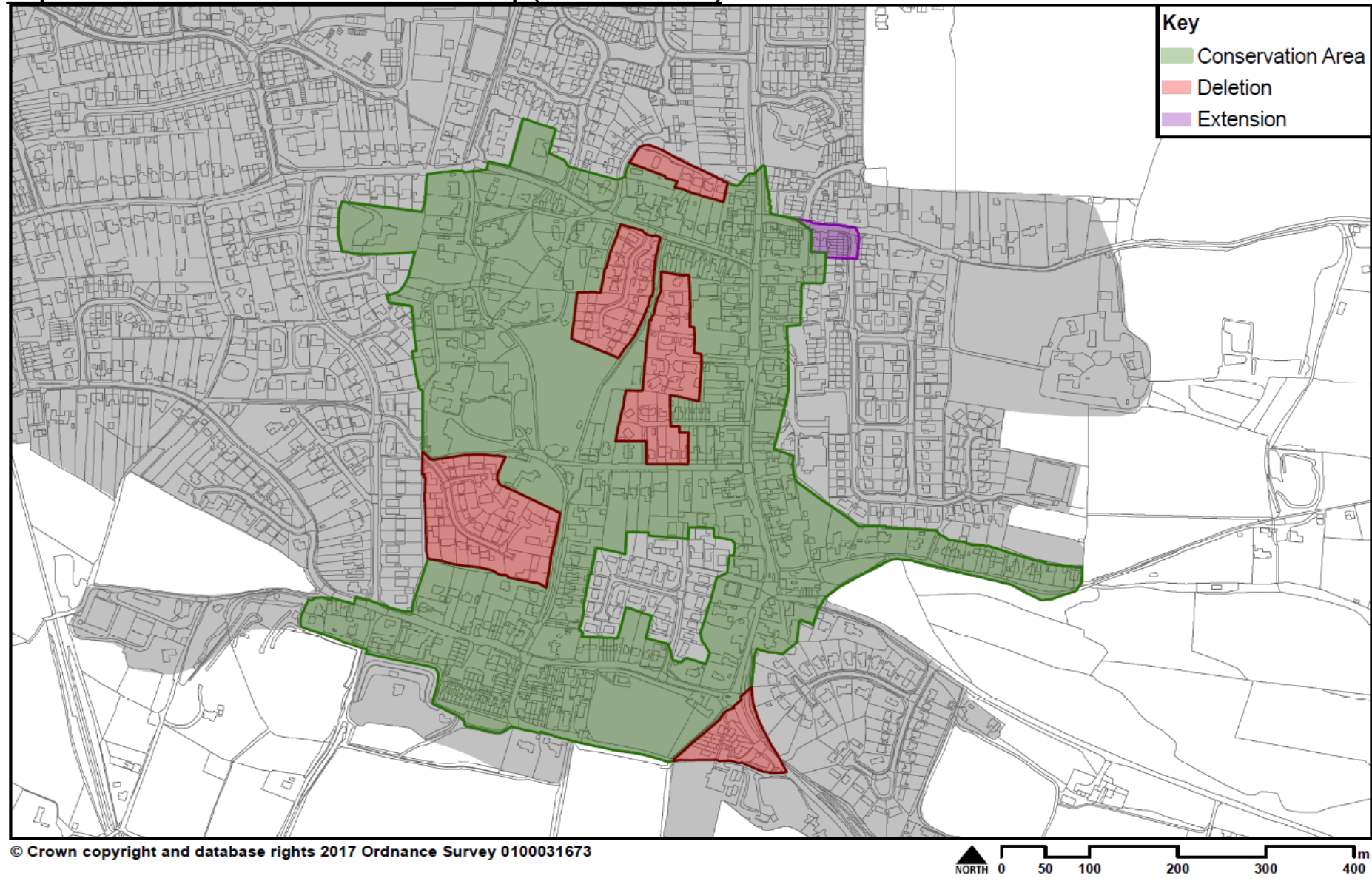


## Henfield

### Various

- 3.21 The majority of the comments received to the draft Henfield Conservation Area Appraisal (approximately 60 out of 72) referred to minor editorial and presentational matters. There were no substantive issues raised about the proposals to exclude/include different areas within the Conservation Area. Any necessary amendments will be made in light of the comments received.
- 3.23 **Map 4** shows the final Conservation Area map for Henfield.

**Map 4 Henfield – Final Conservation Area Map (December 2017)**



## Pulborough

### Inclusion of Delivery Office within the Conservation Area

- 3.24 Royal Mail requests that the Delivery Office is removed from the proposed Conservation Area boundary extension as Royal Mail intends to operate from this site for the foreseeable future. The Council does not consider that the boundary should be amended in this regard. The inclusion of the site within the Conservation Area does not prevent the ongoing use; it simply means that any future redevelopment must be brought forward sensitively. It is noted that the site sits adjacent to the existing Pulborough Conservation Area and any redevelopment of the site would, in any case, have to be mindful of the adjacent existing heritage asset.

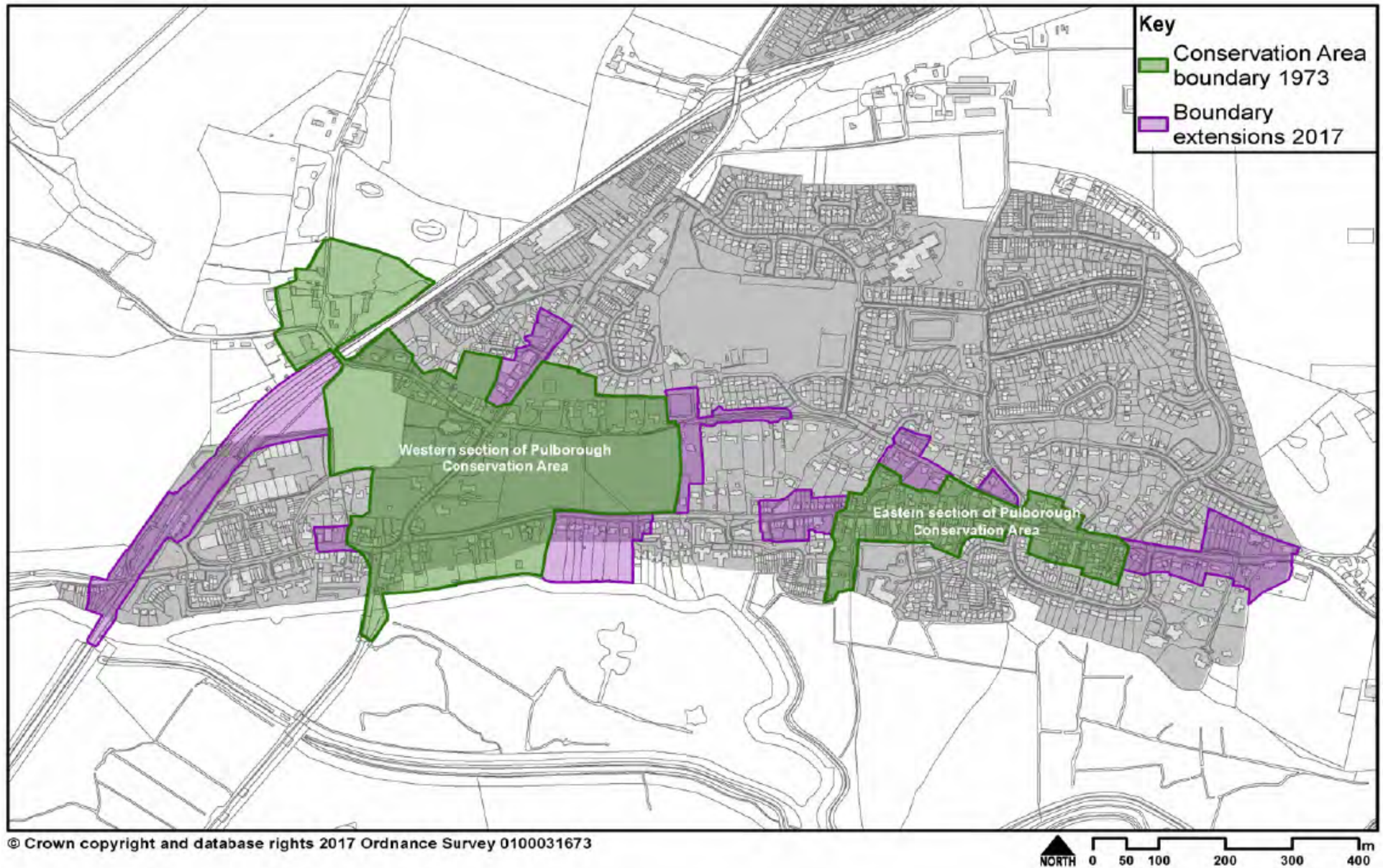
### Clarification of Boundary Extension Eastwards from Glebefields

- 3.25 A resident sought clarification regarding exactly what area was intended to be included in the eastwards extension. The Council clarified that the bridlepath is proposed to be included, up to the point that is south of where Old Rectory Lane joins Rectory Close. It is also proposed to include the trees to the immediate north and south of the bridlepath.

- 3.25 **Map 5** showing the final Conservation Area Map for Pulborough is included below.



**Map 5 Pulborough – Final Conservation Area Map (December 2017)**



## **4 Next Steps**

- 4.1 Following Cabinet, the relevant Conservation Area Maps will be updated on the Horsham District Council website and appropriate publicity will be carried out to inform all those in the relevant settlements that the revised Conservation Area boundaries are in place. An adoption statement and consultation statement will be prepared and placed on the website.

## **5 Views of the Policy Development Advisory Group**

- 5.1 No substantive changes were made to the report or Conservation Area Appraisals following the Policy Development Advisory Group meeting on Thursday 4 January 2018.

## **6. Consultation**

- 6.1 The five relevant Parish Councils were sent a questionnaire in February 2017 seeking their views on the positive and negative aspects of their areas. All parishes responded and their views were shared with the consultants, along with any relevant documentation they had produced. The responses covered a variety of points and were taken into account in the preparation of the appraisals. They were also used as a basis for the section that identifies the principal issues to be addressed in the Management Plans.
- 6.2 The draft Conservation Area Appraisals were published by the consultants in June 2017.
- 6.3 Cabinet gave approval on 20 July 2017 to go out to public consultation on the five draft Conservation Area Appraisals.
- 6.4 Council officers attended five Parish Council meetings in Storrington, Steyning, Billingshurst, Henfield and Pulborough in August 2017.
- 6.5 Public consultation was carried out on the five draft Character Area Appraisals between 4 September 2017 and 3 October 2017. All specific consultation bodies, in addition to relevant general consultation bodies were consulted, as were all relevant Parish Councils and all district councillors. In addition, a press release was put into the Horsham District Post and West Sussex County Times. All householders within the relevant conservation areas and within 25m of the boundary of the relevant conservation areas were written to (a total of 4,000 letters). Notices and hard copies of the draft Conservation Area Appraisals were placed in the libraries in the five settlements and in Horsham District Council Offices and Horsham Library. Details of the public consultation and electronic copies of the draft Conservation Area Appraisals were available to view and download on the Council's website, and a form to complete to submit forms was created.

## **7 Other Courses of Action Considered but Rejected**

- 7.1 The option of not asking consultants to produce draft conservation area appraisals and management plans was considered but it was decided that the development pressures on these five historic settlements was too great not to produce the conservation guidance and attempt to provide further guidance for any future development.

## **8 Resource Consequences**

- 8.1 The cost of consultations will be met from within the existing budgets and will largely consist of staff time.

## **9 Legal Consequences**

- 9.1 Horsham District Council has a duty under the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate conservation areas where appropriate, to review the designations regularly, and to plan for the management of conservation areas to ensure that they retain their special character and interest.
- 9.2 The Appraisals and Management Plans referred to in this report are being produced in accordance with Section 69 (2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 which requires local planning authorities to review their conservation areas from time to time.
- 9.3 In accordance with Section 70 and Section 71 of the same Act the Council is also required to formulate and publish proposals for the preservation and enhancement of their conservation areas and consult the local community about the proposals. The Appraisals and Management Plans referred to in this report have been considered in light of statute and case law and interference with any individual's human rights is considered to be proportionate to the aims sought to be realised.
- 9.4 Due regard has been taken of the Council's equality duty as contained within the Equality Act 2010.

## **10 Risk Assessment**

- 10.1 If the Council chooses not to undertake Conservation Area reviews it would be contrary to the requirements of the Planning (Listed Buildings and Conservation Areas) Act 1990. This could lead to vulnerability at planning appeal on a site or property within the conservation area where this heritage designation could be challenged.

## **11 Other Considerations**

- 11.1 None

## **Appendix 1**

### **Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Storrington (December 2017)**

See separate Appendix 1



## **Appendix 2**

### **Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Steyning (December 2017)**

See separate Appendix 2

## **Appendix 3**

### **Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Billingshurst (December 2017)**

See separate Appendix 3

## **Appendix 4**

### **Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Henfield (December 2017)**

See separate Appendix 4

## **Appendix 5**

### **Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Pulborough (December 2017)**

See separate Appendix 5

## **Appendix 6**

### **Draft Conservation Area Appraisal and Management Plan for Storrington (December 2017)**

See separate Appendix 6

## **Appendix 7**

### **Draft Conservation Area Appraisal and Management Plan for Steyning (December 2017)**

See separate Appendix 7

## **Appendix 8**

### **Draft Conservation Area Appraisal and Management Plan for Billingshurst (December 2017)**

See separate Appendix 8

## **Appendix 9**

### **Draft Conservation Area Appraisal and Management Plan for Henfield (December 2017)**

See separate Appendix 9



## **Appendix 10**

### **Draft Conservation Area Appraisal and Management Plan for Pulborough (December 2017)**

See separate Appendix 10

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Appendix 1 Storrington								
Consultee Ref	Consultee	Comment Number	How consultee responded	Nature of Response	Comment	Officer View & Recommendations	Consultant/Officer Response	Keep Updated?
1	RE Manning, Storrington Bowling Club representative	1	Email	Support	Storrington Bowling Club supports the Bowling Green and surrounding area and buildings being included in the proposed Conservation Area.	Noted - no action	-	Yes
2	Martyn Pilcher, Resident	2	Online Form	Support	Applauds the initiative to expand the conservation areas of Storrington.	Noted - no action	-	Yes
2	Martyn Pilcher, Resident	3	Online Form	Observation	Argues that certain non-built-up areas should be considered. Argues River Stor is integral part of settlement so area to NW (riverside walk) & entry into village (Meadowside) should be included.	Disagree - no action	It is not considered that the CA boundary should be expanded to include the riverside walk and entry into the village because the river and its banks are protected by dint of ownership and long thin parts of CAs cause problems with setting.	Yes
2	Martyn Pilcher, Resident	4	Online Form	Observation	In addition, the exclusion of the new properties near the church whilst not historically interesting should have some sort of conditions imposed to prevent more unsympathetic development.	Noted - no action	Any new application within an area that was deleted from a conservation area would be assessed against the policies in the Horsham District Planning Framework, including Policy 34 "Cultural and Heritage Assets".	Yes
3	Chris Carey Associates for Sean Stephens	5	Online Form	Objection	This consultation response wishes to make the case against the inclusion of the property known as The Domain, Greyfriars Lane, Storrington, RH20 4HE. The consultation document proposes to extend the boundary of the Conservation Area on its southern boundary to include two additional properties known as The Domain and Gerston Lodge. The shape of the land to be included is somewhat incongruous and also declines to include three neighbouring properties which are also located with the Built Up Area Boundary (BUAB) of Storrington namely Ashton House, Aprilis Cottage and Downsway. The statement in the report (Appendix 4, recommendation H) appears to rely solely on the apparent 'attractiveness' of the area without sufficiently detailing why both The Domain and Gerston Lodge are proposed for inclusion. Neither properties are listed nor are of any redeeming historical or architectural interest. The Domain should more appropriately be considered as a non-designated heritage asset. It is felt that current national and local planning policies afford sufficient protection for this property without the need for inclusion on the Conservation area. In terms of the 'Special Interest' key elements listed in Section 2 (page 6) of the report, the proposed inclusion of The Domain is considered unlikely to significantly contribute to these criteria. In terms of landscape setting and character, Map 5 of the report details that area adjacent to The Domain and east of Greyfriars Lane as having a 'medium sensitivity', and not the 'high sensitively' applied to the land located to the west of Greyfriars Lane.	Disagree - no action	The Domain is the end stop building on the east side of Greyfriars Lane. It has an attractive brick wall facing the lane and is at the south end of the Abbey convent group of buildings. The 3 cottages opposite and indeed the tennis club have been excluded because they would be seen as neutral or detractors and without much rebuilding could not be made otherwise. The garden to the east of The Domain is an attractive open space that meets the garden of Abbey Convent/St Joseph's Abbey and both meet the SDNA boundary, thus not leaving a buffer area within either.	Yes
4	Richard Hurley, Resident	6	Online Form	Observation	Although the consultation relates to the Parish Storrington and Sullington the conservation area is based around the central area of Storrington, I seek for Sandgate Lane Sullington RH20 3HJ to be designated a conservation area as it is immediately adjacent to and some residences in the Lane are effectively within Sandgate Park which is a conservation area. The area needs the protection of being a conservation area as it has become a focal point for developers looking to buy up properties that become available and seek planning permission to demolish the existing buildings and shophorn in much larger or additional buildings which will destroy the area that currently exists.	Noted - no action	This current consultation exercise deals with potential additions/deletions to the existing Storrington Conservation Area. The work on appraising conservation areas will continue in 2018 and Sullington will be looked at as a potential candidate then.	Yes
5	Scott Ralph (Diocese of Chichester)	7	Online Form	Objection	The Diocese is of the opinion that the Rectory (The Rectory, Rectory Road, Storrington, RH20 4EF) and its garden should not be included in the revised Conservation Area. Consultant argues that on a number of points where the report highlights areas of special interest, these points do not refer to the Rectory. e.g. "Open Spaces": The building does not form part of the open Glebe land and it cannot reasonably be included within the conservation area on the basis that it does. "Views" The consultant argues that the view mentioned on page 21 does not include the Rectory. The consultant also argues there are a number of places in the appraisal where the Rectory should be mentioned, if it is such a special building, but is not mentioned ( e.g. p.28 different character areas; p.31 of draft appraisal; map 10, page 37- Rectory does not add to this view). The consultant argues that the Rectory does not form a recognisable or coherent group with the church. He argues that if there is anything with which the Rectory forms a group, it is the 20th century development to the north, east and south of it. The consultant states there are no sound grounds for including the building in the conservation area.	Disagree - no action	The Rectory building was built in the mid C20 when the Rector moved out of what is now Abbey Convent, and it marked the first building in the development north of the churchyard and west of Chancotbury. It stands on a ridge surrounded by mature trees that look out over the Glebelands and it therefore very much part of the Conservation Area, as rightly extended to include Glebelands, as well as a frame to the churchyard	Yes
6	Karen Tipper, ECE Planning, Worthing BN12 4AA, on behalf of Millwood Designer Homes and Medical Centre Developments	8	Online Form	Objection	The consultation document acknowledges the development at The Glebe, which has recently been approved and the public benefit of the area of land which will be dedicated as public open space. However, we consider that it was not the intention of the Conservation Area boundary review to incorporate the areas of the built form and managed landscape buffers, as identified in Figure 2 and Figure 3. In this regard, we wish to object to the proposed revisions to the western boundary of the Conservation Area as currently illustrated within the consultation document, and specifically request that the areas identified in Figure 2 and Figure 3 be removed from western extension 'Area A A', and excluded from Storrington Conservation Area entirely. The removal of these relatively small areas of land from the proposed extended Conservation Area would represent a modest amendment to the boundary, as currently drawn, to ensure the revised Conservation Area boundary excludes areas of carpark, infrastructure and landscape that would otherwise not meet the relevant tests for inclusion within a Conservation Area.	Disagree - no action	Ideally, all the Glebeland should have been included in the conservation area, not to stop development but to ensure that it maintained the character of the area. Retaining the non-built areas of the development such as the buffers to Lady Place, Monastery Lane, and open space towards the old monastery and catholic church in the CA are important to maintaining the character and appearance to this part of the extended Conservation Area.	Yes
7	Mathieu Evans, Gladman Developments	9	Email		Map 4 doesn't seem to correlate to the setting of Conservation area, doesn't seem necessary or appropriate. Map refers to Landscape Character Areas covered by other documents and circumference does not cover Parish boundary.	Disagree - no action	Map 4 is a wider landscape map which takes in the setting of the CA, so not relevant to consider manmade boundaries.	Yes
8	Alan Byrne, Historic England	10	Email	Observation	Welcome & support approach HDC is taking to revising and updating its conservation area appraisals. The Plans and documents appropriately reflect the advice set out in HE guidance and in the NPPG. No specific comments but happy to advise on specific matters arising from preparation of the documents that fall within the HE remit re e.g. listed building repairs & parks/gardens enhancements.	Noted- no action	Noted- no action	Yes
9	Mrs Carla Wright, Natural England	11	Email	Observation	Natural England do not consider that these Draft Appraisals pose any likely risk or opportunity in relation to our statutory purpose, so does not wish to comment.	Noted- no action	Noted- no action	No
10	Philip Orpwood (Hon. Estates Manager to the Norbertine Order in Storrington and Filey)	12	Email	Observation	Pg 16, landscape high sensitivity lines should stop at east side of cemetery lane as no view from further west.	Noted - no action	The open areas either side of the drive to St Joseph's Hall are an important part of the landscape and are definitely read with St Joseph's Hall as part of historic Storrington. There are views to the church and of them when looking into the Conservation Area from the South Downs National Park.	Yes
10	Philip Orpwood (Hon. Estates Manager to the Norbertine Order in Storrington and Filey)	13	Email	Observation	Pg 19, Para 5 Matts Wood owned by Norbertine Order & leased to Chemin Neuf. Public have access when appropriate. Vineyard planted by Norbertine Order but now sold. Cemetery for Catholic Church not just the Order & is being gifted to Diocese.	Noted - action proposed	This info to be added to p.19 para 5 to pick up Matts Wood, the cemetery going to the Diocese and the vineyard becoming private	Yes
10	Philip Orpwood (Hon. Estates Manager to the Norbertine Order in Storrington and Filey)	14	Email	Observation	Pg 20, view b would be better north north east rather than north north west as no view past 2/3 banks of mature trees. Best view is north east from that spot.	Noted - action proposed	The view from the entrance to the cemetery should be changed to north east to pick up the two church towers. And it needs to be added to the views on Map 10	Yes
10	Philip Orpwood (Hon. Estates Manager to the Norbertine Order in Storrington and Filey)	15	Email	Observation	4. page 31 the first photo shows the Priory walled garden which is to the east of the Priory not the north.	Noted - action proposed	Agree, text to be altered.	Yes

Consultee Ref	Consultee	Comment Number	How consultee responded	Nature of Response	Comment	Officer View & Recommendations	Consultant/Officer Response	Keep Updated?
11	Paul Galgey Planning Potential for Welbeck Strategic Land	16	Online Form	Observation	Welbeck Land has a land promotion agreement with the landowners of the 'field at the end of Downsview Avenue' which lies to the north of Storrington, outside of the Conservation Area. Having reviewed the content of the draft Storrington Conservation Area Appraisal and Management Plan (SCAAMP), it is evident that the sensitivities associated with the southern end of the Conservation Area, adjacent to the boundary with the South Downs National Park (SDNP), raise concerns about the appropriateness of the proposed site allocation (iv) 'Ravenscroft Allotments'. Specifically, we are concerned that the delivery of the Ravenscroft Allotments site for housing development, with an indicative capacity of 70 dwellings, coupled with the associated relocation of the existing allotments to adjacent land within the SDNP, threatens to erode the protection of the Conservation Area's Southern boundary with its proximity to the South Downs, which is identified as a key element of the Conservation Area (page 6 of the SCAAMP). We share the view that the undeveloped gaps not only form a key component of the semi-rural setting of the southern end of the Conservation Area, but also act as a valuable 'buffer zone' adjacent to the boundary of the National Park. We acknowledge that there is a critical need to allocate new housing development sites in Storrington to meet local housing need, but consider that other prospective developments sites, such as the 'field at the end of Downsfield Avenue', are less constrained than the Ravenscroft Allotments site to do so.	Disagree - no action	The Council understands the potential sensitivities associated with the Conservation Area in the southern part of Storrington Village. It has been speaking to the South Downs National Park on this issue. It has been decided to amend the proposed development at Ravenscroft Allotments to allow for a more sympathetic development. This will help to preserve the integrity of the National Park.	Yes
12	Mr & Mrs Pulling, Residents	17	Email	Observation	In our view the most important and attractive feature of Storrington town centre is its setting under the South Downs and therefore all the fields between the southern Built up Area Boundary and the South Downs National Park should be considered for inclusion within the Conservation Area.	Noted - action proposed	The fields between the BUAB of Storrington and the South Downs National Park have been considered for inclusion within the CA. It is considered though that the conservation area boundary should be drawn around the built form of Storrington but it has been agreed that Matts Wood, the vineyard and St Josephs Hall should be included in the CA.	Yes
12	Mr & Mrs Pulling, Residents	18	Email	Support	" The character of the Conservation Area is influenced by the landscape and development that surrounds it. " Again, we fully support the above statement.	Noted- no action	-	Yes
12	Mr & Mrs Pulling, Residents	19	Email	Observation	The entirety of "the field" south of Kithurst Lane on Page 15 Map 4 should be colour washed blue as within D1: Amberley to Steyning Farmlands ( ie. and outside the HDPF 2015 Storrington BUAB).	Noted - action proposed	Boundary to be redrawn to reflect BUAB.	Yes
12	Mr & Mrs Pulling, Residents	20	Email	Observation	.In our view, given the close proximity of " the field" to the proposed Conservation Area Boundary it would be beneficial and logical to include it within the New Conservation Boundary or at least to extend the red hatching on Map 5 to include the whole of " the field.	Noted- action proposed	It is proposed to include land to the South of School Lane as part of the Conservation Area extension with the drive to St Josephs Hall as west boundary so still excluding the Field	Yes
12	Mr & Mrs Pulling, Residents	21	Email	Observation	P.19 The Catholic Cemetery is mentioned as an open space south of School Lane but " the field" is not, which is illogical.	Noted - action proposed	The field and the Catholic Cemetery will be noted as 'open space'.	Yes
12	Mr & Mrs Pulling, Residents	22	Email	Observation	Page 20. Kithurst Lane is a single track Private Road and important and popular Public Footpath leading to the South Downs National Park and South Downs Way. It is shown on Page 20 of the Consultation Draft as an Important Link with Key Views eg. View (b) but no mention is made of the connection between " the field" , the Catholic Cemetery and lovely view east from "the field" towards Matts Meadow and St. Mary's Church.	Noted - no action	Kithurst Lane and the field to the south of it and Catholic Cemetery were considered for inclusion along with the drive to St Josephs Hall and Matts Wood, but only the latter have been included because this makes a logical west boundary.	Yes
12	Mr & Mrs Pulling, Residents	23	Email	Observation	Page 24. Pevsner Buildings of England assessment of Storrington strongly hints at the damage done by modern development which is all too plain to us ( and continues recently) and good reason to keep open and undeveloped the fields south of School Lane and Kithurst Lane.	Noted - no action	Agreed and the revised CA extension takes in the drive and Matts Wood and St Joseph's Hall but it was decided not to include the field and the Catholic Cemetery.	Yes
12	Mr & Mrs Pulling, Residents	24	Email	Observation	Page 33. There should also be mention of Kithurst Lane which is similarly a distinctive area with a rural feel being a continuation of School Lane and another important Public Footpath leading to the SDNP.	Noted - no action	The problem with including Kithurst Lane would be that most of the buildings on either side of it are modern and would not be included in the CA, leading to a long, narrow spur to the CA, which would be difficult to manage .	Yes
12	Mr & Mrs Pulling, Residents	25	Email	Observation	Failing inclusion within the expanded Conservation Area all of " the field" should at least be hatched red on Page 16 Map 5 as High Sensitivity Landscape Fringe 1.	Noted - action proposed	Agree to extending the shading to cover all of the field and Catholic Cemetery	Yes
13	Geoff Reed, on behalf of the residents of ST Joseph's Abbey & Mews	26	Email	Observation	When you appraise the St Joseph's Abbey area in Storrington please consider adding the whole of St Joseph's grounds and not just the half of it that is presently included. Not included at present are the back lawn, pavilion, Wendy House, tennis court, lake and meadow. All are of special interest by virtue of their age and design which date back to the 1920s or earlier and are within the curtilage of St Joseph's. The Wendy House is a full size copy of the one used in the first stage production of Peter Pan. The Pavilion has carved wooden panels which date back to Elizabethan times.	Noted - action proposed	Agree that the whole garden should be included, to take in the tennis court at the north the diagonal boundary from it to the eastern boundary down to the southern boundary, east of The Domain.	Yes
13	Geoff Reed, on behalf of the residents of ST Joseph's Abbey & Mews	27	Email	Support	We agree with the proposal to add the Domain on our southern boundary.	Noted - no action	-	Yes
14	Tracey Eusden, Storrington & Sullington PC	28	Email	Observation	Pages 8,17,18,21 and 36 refer to the importance of green spaces toward the South Downs. This is one of the justifications for "it is important that any gaps between the Conservation Area and the National Park boundary are considered for inclusion in the Conservation Area"-- Page 8). However they are excluded from the boundary in the document.	Noted - no action	The green spaces have been considered for inclusion, however. Additional areas between the Conservation Area and National Park boundary are proposed to be included in a revised Conservation Area boundary.	Yes
14	Tracey Eusden, Storrington & Sullington PC	29	Email	Observation	Map 7 Page 26 has missed the negative in Church Street – Stockbury House.	Noted -no action	Though Stockbury House is a 'neutral' building, the intention would always be that if the chance came to replace it with a better design, more in context, this would be sought.	Yes
14	Tracey Eusden, Storrington & Sullington PC	30	Email	Observation	Area B Page 32 The bowling green is 20th Century not 19th	Noted - action proposed	Text to be altered accordingly.	Yes
14	Tracey Eusden, Storrington & Sullington PC	31	Email	Observation	Pages 38/42/43 Street Clutter / House livery – Agreed – whilst traffic and parking are bigger problems this is something that could be addressed – what exactly is the proposal to deal with this and is HDC going to introduce a policy to deal with A Boards / Advertising Banners etc?	Noted - no action	The Horsham District Planning Framework contains a policy (14) called "Shop fronts and Advertisements", which deals with this issue.	Yes
14	Tracey Eusden, Storrington & Sullington PC	32	Email	Observation	Consideration should be given to include the whole of Stor Walk, The Meadowside "Green Area" and the old Fryern House area. If not then the Riverside Walk at least part way from the Mill Pond should be included. Potential development should respect this area.	Noted- no action	These areas are outside the historic core and it would be difficult to justify their inclusion on special character grounds.	Yes

Consultee Ref	Consultee	Comment Number	How consultee responded	Nature of Response	Comment	Officer View & Recommendations	Consultant/Officer Response	Keep Updated?
14	Tracey Eusden, Storrington & Sullington PC	33	Email	Observation	There are concerns about the removal of Chanctonbury Walk and Orchard Gardens. As modern developments post-dating the existing Conservation Area the presumption must be that they do not conflict with it. At minimum there should be protection from any frontage or otherwise dominant redevelopment likely to degrade the Conservation Area. The Old Wall fronting Orchard Gardens should also be included.	Noted- no action	Any new development proposed in the areas of Storrington where the Conservation Area has been removed would be assessed against all relevant policies included within the Horsham District Planning Framework. The front wall of Orchard Gardens is included.	Yes
14	Tracey Eusden, Storrington & Sullington PC	34	Email	Observation	The document mentions twice that St Joseph's Hall is within the National Park, this is inaccurate as the boundary of the SDNP lies just to the south of St Joseph's Hall. That said, the Parish Council believes that St Joseph's Hall should be included in the Conservation Area.	Noted - action proposed	This error has been addressed and the drive to, vineyard of and St Josephs Hall and all its land between the woodland and Greyfriars Lane are now to be included in the CA.	Yes
14	Tracey Eusden, Storrington & Sullington PC	35	Email	Observation	St Joseph's (The Abbey) all of the grounds should be included in the Conservation Area as they are fundamental to its character and setting and contain a number of fine trees worthy of protection.	Noted- action proposed	Agree that the whole garden should be included, to take in the tennis court at the north, the diagonal boundary from it to the eastern boundary down to the southern boundary east of The Domain.	Yes
14	Tracey Eusden, Storrington & Sullington PC	36	Email	Observation	There are concerns that similar protection does not extend to Cootham which has a number of features defining its character and consideration should be given to incorporating a conservation area – a map of the suggested area can be provided if required.	Noted - no action	This current consultation exercise deals with potential additions/deletions to the existing Storrington Conservation Area. The work on appraising conservation areas will continue in 2018 and Sullington will be looked at as a potential candidate then.	Yes
14	Tracey Eusden, Storrington & Sullington PC	37	Email	Observation	Matt's Meadow – together with the land to the West, North of the catholic cemetery should be included in the revised Conservation Area. Apart from anything else it is the only biodiverse corridor with no development from Storrington to the South Downs.	Noted- action proposed	It has been agreed to include the drive and Matts Wood as well as the vineyard, but not the field and the Catholic Cemetery.	Yes
15	Richard Jerman	38	Email	Observation	Photos supplied to make corrections to draft appraisal	Noted - action proposed	Photos will be used to update the appraisals.	Yes

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Appendix 2 Steyning								
Consultee Ref	Consultee	Comment Number	How Consultee Responded	Nature of Response	Comment	Officer View and Recommendations	Officer Response	Keep updated
1	I Andrews	1	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views". Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
2	J Andrews	2	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
3	N Bailey	3	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
4	Sylvia Beckwith, Secretary to Residents' Association in Penns Court	4	Email	Observation	Would like the conservation area in Penns Court to remain the same.	Noted - no action	There are no plans to amend the Conservation Area boundary in the vicinity of Penns Court	Yes
5	Sally & Jon Bigg	5	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
6	RA & M Burgess	6	Email	Observation	Wants to see Bayard's Fields protected from development; concerned regarding impact on sensitive setting and the traffic problems access to site would generate.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
7	Paul Campbell	7	Email	Observation	In support of appraisal however raises concerns regarding absence of Article 4 Directions.	Noted- no action	The Council recognises the desire of Steyning residents for the introduction of an Article 4 Direction to provide further protection to Steyning Conservation Area. However, given the resource and possible compensation implications of introducing an Article 4 Direction, it is not possible for the Council, at this time, to pursue the introduction of an Article 4 Direction for Steyning Conservation Area. Horsham District Council officers explained this at the Parish Council meeting on 29 August 2017.	Yes
8	Drs Martin and Angela Caudell	8	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
9	Richard Coatsworth	9	Email	Objection	Please delete the reference on page 38 of the draft report to the Athletic Club premises as being severely utilitarian.	Noted - action proposed.	Agreed, the word 'severely' to be removed.	Yes
9	Richard Coatsworth	10	Email	Objection	Your plan highlights what you consider to be detrimental buildings which include SME Engineering , I would suggest that this building was designed and built to a high standard and has architectural merit in its own right of its era.	Noted - action proposed.	It is agreed to include SME Engineering buildings - they have been built to a high standard. It is proposed to change the reference in the consultation document to say that they are 20th century buildings of interest.	Yes
9	Richard Coatsworth	11	Email	Objection	No such criticism is made of the school classrooms in School Lane off Church Street which I personally consider to be eyesores. These were not built to a high standard and do not blend well with the old Grammar School building in Church Street. They should have been marked as negative buildings on your plan.	Noted - no action	These buildings were not noted as such during the survey. It would be difficult to go back now to look at them and change them to being 'detrimental'	Yes

Consultee Ref	Consultee	Comment Number	How Consultee Responded	Nature of Response	Comment	Officer View and Recommendations	Officer Response	Keep updated
9	Richard Coatsworth	12	Email	Objection	No reference is made to the removal of overhead power cables which are detrimental to the appearance of much of Steyning.	Noted - no action	-	Yes
9	Richard Coatsworth	13	Email	Objection	I also find the reference to Cobblestone Walk bizarre since no enforcement was made when the building was converted in the 1980's to its present retail shops and huts. In the light of such I do wonder what point there is in changing the current conservation area at all.	Noted no action	-	Yes
10	Peter Comber (Chair FoMPF) Friends of the Memorial Playing Field	14	Email	Support	We fully support HDC's proposal to include the Memorial Playing Field within the extended conservation area	Noted- no action	-	Yes
10	Peter Comber (Chair FoMPF) Friends of the Memorial Playing Field	15	Email	Observation	We would very much like the boundary of the conservation area to include the historic Rublees hedgerow with its important Perry trees which forms the junction between the MPF and the Rublees Allotments. . This hedgerow provides vital screening of the allotment sheds etc. beyond. The hedgerow forms an integral part of the spectacular view from the Town across the MPF to the slopes of the Downs.	Noted - action proposed.	The Rublees allotments are in SDNP and the hedgerow is on the boundary. Because of this, it is unnecessary to extend the CA in the SDNP area, but the hedgerow can be marked on Map 7	Yes
10	Peter Comber (Chair FoMPF) Friends of the Memorial Playing Field	16	Email	Observation	We fully support HDC's opinions expressed about the "Conservation Area Setting" and about the three Landscape Fringe Areas (pages 14 – 19). We believe that all three landscape fringes (MPF Village Green, Bayards Fields and Abbey Road Village Green), supported by the fourth landscape fringe at Clays Field (not in the report as it is not contiguous to the conservation area) form vital abrupt transitions from town to countryside at all four points of the compass. They work together to give Steyning its unique setting.	Noted- no action	-	Yes
10	Peter Comber (Chair FoMPF) Friends of the Memorial Playing	17	Email	Observation	We would like the description of the "recreation ground" in the document to be amended to correctly describe it as the "MPF Village Green", please.	Noted- action proposed	Text to be amended to change reference to "recreation ground" to the "Memorial Playing Field Village Green".	Yes
11	Trevor Cree	18	Online Form	Support	Supportive of document.	Noted - no action	-	Yes
11	Trevor Cree	19	Online Form	Observation	Reference Sources appendix should be added because clearly many references were consulted and they should be acknowledged.	Noted - no action	-	Yes
12	Michael Reed	20	Online Form	Support	I totally support the proposed extension to the conservation area which includes the MPF. In addition I would suggest that it includes the hedgerow dividing the MPF Rublees allotments. This is especially important since I suspect the intention of SPC is to extend the new metal fence, already erected at the end of the allotment area, along the boundary of the MPF. This metal fencing will make the allotment area look like a builders yard. Totally out of keeping with the National Park.	Noted - action proposed.	The Rublees allotments are in SDNP and the hedgerow is on the boundary. But the hedgerow can be marked on Map 7 as a landscape feature.	Yes
13	Philip Brown	21	Online Form	Support	I am very much in favour of the proposal to include the Memorial Playing Field (MPF) in the Steyning Conservation Area. I am also in favour of the Conservation Area boundary including the Rublees Hedgerow on the Western edge of the MPF. This Hedgerow screens the MPF Western views which would otherwise be of the less attractive Rublees allotments. The Hedgerow has also been shown to include rare Perry trees and other interesting species. I understand there are proposals to grub up this historic hedgerow and replace it with a chain link fence which is a deplorable idea and another reason to include the Hedgerow in the conservation area.	Noted - action proposed.	The Rublees allotments are in SDNP and the hedgerow is on the boundary. Because of this, it is unnecessary to extend the CA in the SDNP area, but the hedgerow can be marked on Map 7 as a lanscape feature.	Yes
14	Lorna Vickery	22	Online Form	Observation	I feel strongly that the three areas known as Landscape fringes 1,2& 3 should be conserved as they are indefinitely. Areas 1 & 3 add so much to the beauty of the area and provide areas for children to play safely. This also applies to areas 2 which is regarded as Medium sensitivity, which although is bordered by houses , does break up the estate nicely and provides lovely open space for dog walkers, children to play and everyone can enjoy. We don't need more development in this area.	Noted- no action	The character of the conservation area is influenced by the landscape and development that surrounds it. The Council therefore considers it vital that a Conservation Area Appraisal includes a landscape analysis, with an indication of where there might be areas of medium or high landscape sensivity.	Yes
15	Michael Chalcraft	23	Online Form	Support	I fully support the proposals put forward by HDC , but I would like to include the ancient hedgerow between the Memorial Playing Field and the adjacent allotments , to stop the Steyning Town Council from ripping out the existing hedge and erecting a high chain link fence, all with out consultation of the residents!	Noted - action proposed.	The Rublees allotments are in SDNP and the hedgerow is on the boundary. But the hedgerow can be marked on Map 7 as a landscape feature.	Yes
16	Martin Toomey	24	Online Form	Observation	WRONG ATTRIBUTION TO PHOTOGRAPH "COLLEGE HILL" ON PAGE 11 This photo was taken from just east of the Church Street , Sheep Pen Lane and High Street junction looking down the LOWER HIGH STREET TOWARDS COLLEGE HILL AND BRAMBER ROAD. On the right you see the Water pump (still existing) and at the bottom left you see the pitched roof of Norfolk Cottages and the White Face of the Three Tuns behind. You also see what might be the chimney of the Jarvis Lane Brewery of which the Three Tuns was the street pub.	Noted - action proposed.	Text accompanying photograph to be amended	Yes
17	Stephen Blakelock	25	Online Form	Observation	I am concerned by suggestions that the Wiston Estate is intending to develop the land adjacent to the NW fringe of Steyning. This is an area of outstanding natural beauty and is intrinsic to the sense of place enjoyed by Steyning as being a small town nestling beneath the South Downs. Any residential development at this end of the town would adversely affect important views of the South Downs and alter the relationship between buildings and settings in a detrimental way. It is important to protect key open spaces such as this landscape fringe from further development. As such I hope that planning permission will not be granted for further residential development on the NW fringe.	Noted- no action	All land to the NW of Steyning is in the SDNP area. Any application for development would be considered by them as the planning authority.	No
18	Pam Hills	26	Online Form	Observation	Opposed to any development on the open area between Bowmans Close and Abbey Road, Steyning	Noted- no action	There are no proposals to extend the Steyning Conservation Area to the north east to Abbey Road. Any application for development on the open area between Bowmans Close and Abbey Road would be considered against the policies of the Horsham Development Planning Framework (November 2015)	No
19	Roger Brown (Friends of Steyning Community	27	Online Form	Support	We strongly support the proposal to include the MPF in the Steyning Conservation Area. (this will include all of the MPF Community Orchard)	Noted - no action	-	Yes
19	Roger Brown	28	Online Form	Observation	We also propose that the boundary of the MPF Conservation area includes the hedge that runs between the Rublees allotments and the MPF. ( The Perry Pear hedge). One third of this hedge forms the boundary of the Community Orchard. A very recent survey has identified 65 Perry Pear trees growing on this boundary. It is a significant historic and environmental feature in the landscape ( possibly even nationally unique) and is worthy of all the protection we can give it. Would like hedge included in the conservation area.	Noted - action proposed.	The Rublees allotments are in SDNP and the hedgerow is on the boundary. But the hedgerow can be marked on Map 7 as a landscape feature. A request was made to the Council's Arboricultural Officer for a Tree Preservation Order (TPO) to be placed on the Perry Pear trees in the Memorial Playing Field. The Arboricultural Officer concluded that the specimens did not meet the criteria for formal protection by TPO.	Yes



Consultee Ref	Consultee	Comment Number	How Consultee Responded	Nature of Response	Comment	Officer View and Recommendations	Officer Response	Keep updated
19	Roger Brown	29	Online Form	Observation	The Memorial Playing Field (MPF) is the primary open space in Steyning enjoyed by so many local residents for sport and leisure. Most residents would rate the view from the cricket pitch up to the Downs as one of the 'Key Views' in Steyning. (see attached file photos - looking south towards the Community Orchard, the Perry Pear hedge, and the Downs beyond.)	Noted - no action	The view from the middle of the cricket pitch towards the Downs was not considered a 'key' view as it is not an obvious place to stop.	Yes
19	Roger Brown	30	Online Form	Observation	We would like to see other feature trees added to this map. There are 4 old Apple trees and 2 large Cherry Plums in the Community Orchard area as well as a mature Walnut tree nearer to the bowling club that should all be recognised.	Noted - no action	It is considered that this would add too much detail to the map.	Yes
20	Anne Blakelock	31	Online Form	Observation	I am very concerned that Wiston Estate and some parish councillors want to build on Bayards Field. This is an area of outstanding beauty which has the most wonderful views. As a Health Walk Leader for Horsham District Council I often lead walks across the field so that walkers can enjoy the views and enjoy the wild life. It is easily accessible from the town and provides a wonderful experience encouraging physical and mental well being. I do hope that this is not the thin end of the wedge because we could lose a beautiful area that many enjoy and we do need to preserve our countryside for our children and our grandchildren.	Noted - no action	All land to the NW of Steyning is in the SDNP area. Any application for development would be considered by them as the planning authority.	Yes
21	Nick Muggridge, Vice-Chair of SWAB Neighbourhood Plan	32	Online Form	Objection	Highlights that Proposed Fringe Area 1 on p.16 includes Bayards Fields, which is a key recommended housing site in the Steyning part of the emerging Neighbourhood Plan. Asks that Council re-considers the scale of Fringe Area 1, limiting it to land to the south of Mouse Lane. Argues that Bayards Fields site is barely visible from Steyning High Street due to the existing buildings and the raised level of the housing on the northern side of Mouse Lane. Further along Horsham Road, the site is obscured by trees.	Noted- no action	It is noted that the SWAB Plan includes this site. Other consultees have expressed the opinion that Bayards Fields closes the view from the High Street.	Yes
22	George Gordon	33	Online Form	Observation	I congratulate you on your Steyning Conservation Appraisal Plan and in particular urge you to keep - and if possible reinforce - your High Sensitivity status for Bayards Fields and the "Horse Field" on page 16 (Map 5). This beautiful area, although within the National Park, is under threat from possible development (included in the Wiston Estate Plan). It is a vital part of Steyning's setting, offering superb views of the town and surrounding downland - and also itself being viewed from the Downs and from the High St. We look to you to help us protect it . Steyning's future lies in its beautiful setting. I would also like to see the inclusion of these fields ("Landscape Fringe 1") as important green open spaces in the Conservation Area on Map 6 in addition to Mouse Lane itself , which runs between them and is already shaded green (in part).	Noted - no action	The Bayards Fields and Horse Field area is in the SDNP area and as such the National Park Planning Authority will be responsible for considering any future planning applications. The extending of the green space demarcation was considered but it is difficult to do this when the settlement boundary is onto open countryside and all fields west of Mill Road and either side of Mouse Lane form part of this open space character.	Yes
23	Steve Northam, Chair of Steyning Parish Council	34	Online Form	Observation	I note that the proposed fringe area 1 appears to include the site known as Bayards Fields north west of Mouse Lane). However, this is a site recommended for housing development under our developing Neighbourhood Plan. The present landowner is Wiston Estate who I believe intend to include a number of sorely needed affordable homes as well as local green space for use by the whole community in Steyning, as well as some important community facilities. Being effectively "shrink-wrapped" between the SDNP and the Adur flood plain, Steyning faces a serious threat to its future as a sustainable and vibrant community as a result of the extreme scarcity of development sites, and particularly those that can accommodate much needed affordable homes for young people and local workers. The prohibition of the intended NP development at Bayards Field would represent a significant and negative impact upon our community. I accept of course that there will be local residents in the immediate vicinity of any potential development site, and other albeit well-meaning people who wish to protect green space. However, please recognise the difficulty that Steyning faces largely as a result of ill-considered drawing of National Park boundaries around our town. I would ask that you scale back the Fringe Area 1 to exclude the site known as Bayards Field and limit this to land south of Mouse Lane.	Noted- no action	The points are well made but the identification of the fringe area is because it has an important role in the setting of Steyning, and therefore the consideration of any development proposed here needs to take this into account. A counter view has been expressed by a number of people who wish to see Bayards Fields retained as they form an important backdrop to views from the High Street. Being marked as a Fringe area of High Sensitivity does not in itself preclude development.	Yes
24	Stephen Fuggles	35	Online Form	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
26	Andrew McIvor	36	Online Form	Observation	This is valuable work and I think that this is an excellent document. As Steyning resident I am particularly concerned about preserving the historic, aesthetic, and tranquility aspect that the Bayards Fields provide. These fields are in the National Park bordering the Horsham road and provide the only intact surviving medieval boundary to the town. This document correctly recognises this and they are depicted on Map 5 as a "high sensitivity" area. These fields can be seen in many historic photographs and paintings and it is comforting that they provide the town with such continuation and rooting to the past. The fields are in an elevated position and can be seen from the centre of the town as part of the historic skyline to the north end of the high street. They are visible from many footpaths on the downs themselves and also frame views of the downs from the footpaths used by many residents and visitors throughout the year. If possible I would like to see the document go further and designate the high sensitivity areas marked on Map 5 (Area 1 Bayards and Horses Fields, and Area 3 Memorial field) as preserved green spaces within the conservation area to fully secure them from any threat of damage or development.	Noted - action proposed.	All land to the NW of Steyning is in the SDNP area. Any application for development would be considered by them as the planning authority. The extending of the green space demarcation was considered but it is difficult to do this when the settlement boundary is onto open countryside and all fields west of Mill Road and either side of Mouse Lane form part of this open space character.	Yes
27	Hywel and Jean Griffiths	37	Online Form	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
28	John Cooper	38	Online Form	Observation	I fully support the well researched and written Steyning Draft CAAMP especially the inclusion of the open spaces on the edge of this ancient market town including the Memorial Playing Field. I agree with and endorse the comments about the cluttered, unattractive and inappropriate signage on what seems to be every lamppost in the High Street. This detracts from the historic buildings and shops in the centre of the town.	Noted - no action	-	Yes

Consultee Ref	Consultee	Comment Number	How Consultee Responded	Nature of Response	Comment	Officer View and Recommendations	Officer Response	Keep updated
29	Hugh Pettifer	39	Online Form	Observation	Regarding the Consultation Draft (July 2017): photo bottom left p.11 - this is High Street looking south (not College Hill). The pump in the foreground is outside Springwells. p.33 - Mill Road - the terrace was built by local builder Frank Duke. It was started about 1911 and it was treated as a "hospital job" in the absence of other work. No.4 dates from 1913 and my own (No.17) was sold by Frank Duke in 1921. We believe the terrace was completed about 1924. No.17 was sold on a double plot and the "historic workshop" with rooms above was built later (by Woolgars - Mrs Grigg's family) as a garage for the vans used by Bertram Grigg whose grocery business, AB Grigg, was at 94 High Street. This information was given to me by Ruth Boyd, daughter of Mr & Mrs Grigg, when I bought the house from Bertram Grigg in 1976.	Noted - action proposed.	The text will be corrected to reflect the useful local history information from Mr Pettifer.	Yes
30	Karen Fuggles	40	Online Form	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
31	Harry Fuggles	41	Online Form	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
32	Joan Francis, Horsham District Archaeology Group	42	Online Form	Observation	STEYNING Historic built environment, p40 'Enhancement of existing buildings – many of the listed and unlisted buildings in Steyning have been altered and lost features. Fortunately, there exists good photographic coverage of the place, allowing for the possibility of accurate restoration'. While photographic evidence of a building's former construction may be useful, it should ideally only form part of any proposed alteration/demolition of a listed building. Guidelines set out in the 'Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings', ABIR published 2014 should be followed, so that the knowledge of their original construction can be preserved before it is lost. This has not always happen in West Sussex. Standing building deserve the same level of recording as below ground archaeology.	Noted - no action	The importance of fabric as well as historic photographs is understood	Yes
33	Anne Mackinnon	43	Online Form	Observation	1. Bayards Field and Horse Field. The view of Downs landscape on entry on Horsham road encompasses the very nature of Steyning and its relationship with the surrounding landscape. Wiston estate have wanted to develop Bayards for years and down grading sensitivity might allow them to do this. HDC would be playing into their hands whilst letting down the inhabitants of Steyning.( This must be separated from our neighbours' plans to encompass the wider Wiston Estate Vision.) Views in many directions would then be blighted and much valuable wildlife potentially destroyed.	Noted - no action	There are no plans to downgrade the "High Sensitivity" landscape setting identified on Map 5. All land to the NW of Steyning is in the SDNP area. Any application for development would be considered by them as the planning authority.	Yes
33	Anne Mackinnon	44	Online Form	Observation	2. Whilst I welcome certain aspects of extension of the conservation area to maintain historically valuable buildings, the thrust of the document feels that the interest of HDC is in buildings rather than maintaining total environment. Environment is of increasing importance in all our lives . This does include sensitivity in building which to my mind has been to some extent recently been ignored even in the conservation area.	Disagree - no action	Disagree that the thrust of the document is on buildings, rather than on total environment. The draft Conservation Area Appraisal deals with a number of "environmental" sections, in addition to the built environment e.g. Section 4 Lanscape Setting and Section 5 Townscape, Section 7 Views and Section 9 Management Plan.	Yes
34	Gerard Bagley	45	Online Form	Observation	Thank you for preparing such an impressive document. I am in full support of the proposed extensions to the Steyning Conservation Area. I would however go further and suggest that the area you highlight as 'Landscape Fringe 1', and in particular the fields known as Bayards Fields, be included in the Conservation Area as any development that may be allowed there in the future will cause a significant intrusion into the visual amenity of the Conservation Area as anything built there will be visible from the High Street, rising above the rooftops of the cottages in Mouse Lane.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
35	Mrs H Cusdin	46	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
36	S. Duffett	47	Email	Support	I am delighted that the Memorial Playing Field (recreation ground in draft) is to be included in the extension of the conservation area. There is a historic hedgerow between the boundary of the MPF and the allotment gardens (Rublees). This hedgerow contains a row of rare Perry Pear trees and I wish for it to be included in the conservation area. It also houses much wildlife and frames the transitional view up the Downs.  Congrats to HDC for a very well supported draft S.C.A.A.M.P - well done.	Noted - no action	Rublees Allotments are in the SDNP and the hedgerow will form the boundary between them and the MPF. It is proposed to include in as a landscape feature on Map 7	Yes
37	Michelle & Paul Etheridge	48	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	No

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39	Frank Fenn	49	Email	Observation	The character of each area proposed and future planning within or adjoining needs to be in keeping. Look at as the planning application for a 20 metres mast at the Steyning football club shooting field. To support 6 telecommunications antennae with the views from Mouse Lane and surrounding South Downs Way the mast will not be in keeping with a Conservation Area.	Noted - no action	In future planning applications should take into account the new CA Management Plan and consider such impacts.	Yes
40	Mrs CM Ghaye	50	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
41	Rod Goldsmith	51	Email	Observation	1/ I agree with virtually all the contents but I would like to see the Rublees hedge located between the Memorial Playing Field (MPF) and the allotments also included. This ancient hedge is the 'link' between the MPF and breathtaking and inspirational views of the South Downs looking west toward Chanctonbury Ring and it also forms a barrier 'hiding' the clutter usually associated with allotments.	Noted - action proposed.	Rublees Allotments are in the SDNP and when the conservation is extended, the two will abut with the hedge as the boundary. It is argeed that the hedge should be shown as a landscape feature on Map 7.	
41	Rod Goldsmith	52	Email	Observation	2/ The inclusion of the three landscape fringes are welcome as both areas 2 and 3 have village green status. And area 1 has been recognised by the SDNPA as " High sensitivity" due to the very visual impact this part of Steyning has from the South Downs and because of the elevated position of this fringe area 1 has from most parts of the High Street which is within the conservation area.	Noted - no action	-	Yes
41	Rod Goldsmith	53	Email	Observation	3/ I don't think the negative elements should be highlighted at all.	Disagree - no action	The purpose of noting them in a management plan is so that they offer opportunities for improvement achieved by development or use of S106 or CIL monies.	Yes
41	Rod Goldsmith	54	Email	Observation	4/ For future added protection of the existing and proposed areas of the conservation area, I think the Article 4 Direction should be implemented as soon as possible and the confusion that was created at the public meeting should be sorted out especially as there are grants available for this.	Noted - no action	The Council recognises the desire of Steyning residents for the introduction of an Article 4 Direction to provide further protection to Steyning Conservation Area. However, given the resource and possible compensation implications of introducing an Article 4 Direction, it is not possible for the Council, at this time, to pursue the introduction of an Article 4 Direction for Steyning Conservation Area. Horsham District Council officers explained this at the Parish Council meeting on 29 August 2017.	Yes
42	Joanna Gordon	55	Email	Support	In agreement that the sensitivity of the area, including Bayards, is recognised.	Noted - no action	-	No
43	Richard Goring , Wiston Estate , The Estate Office, Wiston Park, Steyning, BN44 3DD	56	Online Form	Observation	In taking advice, we have been advised by our planning professionals that High Sensitivity to development does not mean that development is precluded from taking place in this area merely that it must be brought forward sensitively. In this regard we note the comments on page 39 of the document relating to the need for development to preserve or enhance the setting of the special qualities of the character area. Our planning consultants have also referred us to paragraphs 137 and 138 of the NPPF which we believe are relevant. I confirm that in bringing forward proposals for any development in this area the Estate will pay close attention to the Conservation Area Appraisal. However, we are surprised that the area north of Mouse Lane is seen to have the same level of sensitivity to the area to the south of Mouse Lane..	Noted - no action	The landscape assessment in Section 4 Landscape Setting identified Bayards and Horse Field as having high sensitivity by virtue of the how visible they are from the CA and also historic links with it. In many ways the field west of the houses on the west side of Mill Road should also be considered within this category. The point is well made that this designation is made to ensure a sensitive approach is taken to development.	Yes
44	Catrina Heal	57	Email	Support	The Consultation Draft for the Steyning Conservation Area Appraisal and Management Plan is an excellent comprehensive piece of work which has obviously been extremely well researched by Built Heritage Consultancy.	Noted - no action	-	Yes
44	Catrina Heal	58	Email	Support	The consultants have included just about everything of importance to Steyning into the document and the inclusion of landscape fringes is as important to the area as are the listed buildings. Without these landscape fringe areas, especially the highly sensitive ones, such as the Memorial Playing Field and Bayards Field, the whole of the character of Steyning could change. Any development on these sites however minimal would have a hugely adverse impact on Steyning. As the consultants have advised - it is of paramount importance to retain all these sensitive landscapes as transitional environments to the more rural areas. The highly sensitive sites are 'priority interfaces' essential as natural boundaries and unless protected are vulnerable to suburbanisation which would consequently impact on the character of Steyning.	Noted - no action	-	
44	Catrina Heal	59	Email	Observation	I totally agree with the consultants that the Memorial Playing Field should be included into the Conservation area. It is the only decent sized public open space available for the town and as such must retain its open aspect with its incredible aesthetic views. The MPF has been a recreational area for at least 100 years. The ancient hedgerow which separates The Memorial Playing Field and Rublees should also be included into the conservation area as it has its own intrinsic value (a high species diversity including rare perry pear trees) and it is worthy of such protection.	Noted - action proposed.	Rublees allotments are in SDNP and the CA extnsion will meet it with the hedgerow on the boundary. It is intended to add the hedgerow as a landscape feature on Map 7.	Yes
45	Historic England	60	Email	Observation	Thank you for consulting Historic England on the above documents. We welcome and support the approach that Horsham Council is taking to revising and updating its conservation area appraisal and plans and the above documents, in our view, appropriately reflect the advice set out in our own guidance and more broadly in the National Planning Policy Guidance. While we have no specific comments to offer at this time on the individual conservation area documents, we would be pleased to offer advice on any specific matters arising from the preparation of the documents that fall within our remit, e.g. listed building repairs or parks and gardens enhancement.	Noted - no action	-	Yes

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46	PA Holmes	61	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
47	Sarah Lemonious	62	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
48	Lisa Lewis-Yallop	63	Email	Observation	Concerned that arguments may be presented at the Extraordinary Planning Committee Meeting to request that Bayards Fields be removed from the Landscape Fringe Sensitivity Map on Page 16 of the Conservation Area document, and I wanted to ensure that Councillors were fully informed on the heritage importance of the site.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
49	Andrew and Nikki McIvor	64	Email	Observation	So we would like to see Area 1 (Bayards and Horses Fields) given the highest possible protection and notified as important green open spaces and included in the Conservation Area of Map 6. The path and view vantage points should be shown on Map 10.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
49	Andrew and Nikki McIvor	65	Email	Observation	So Area 3 (Memorial Field) AND the hedge border should be notified as an important green space and included in the Conservation Area to best protect it.	Noted - action proposed.	The MPF is included in the CA extension and the hedgerow will be the boundary between it and SDNP.	Yes
50	Mrs McKennie	66	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
51	Mr. Stuart McNeilis	67	Email	Observation	The draft appraisal document is very detailed and informative although the negative description of the SME factory building in Mill Road seems to be unfair and not justifiable. The SME factory is maintained to very high standards and considered to be an iconic industrial heritage building of great significance and importance by many within the local community, clients, suppliers and partners in England and extended throughout the United Kingdom and Worldwide.	Noted - action proposed.	It is considered, upon re-evaluation that the building is an interesting 20th century design and is a positive contributor.	Yes
51	Mr Stuart McNeilis	68	Email	Observation	The owner of SME and myself would welcome the opportunity to meet with you, introduce you to our buildings and unique company and to discuss what options exist for SME against the draft conservation area appraisal in which SME has been identified. We are keen to work with you in exploring options and possibilities and finding agreement with you on how best to proceed.  I look forward to hearing from you and hopefully meeting you very soon.	Noted- action proposed	Officers note and welcome the invitation to meet with Mr McNeilis and his staff at SME. The building has been re-evaluated and is now designated as a positive contributor.	Yes
52	Christine Miles	69	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
53	Dennis Muchmore	70	Email	Observation	It is essential that the Memorial Playing Field is included in the Conservation Area in our town. We feel that the hedgerow adjoining the Rublees allotments should be included too.	Noted - action proposed.	Rublees allotments are in SDNP and when the CA is extended the hedgerow will be the boundary between the two. It will be noted on Map 7 as a landscape feature	Yes

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54	Mr A McKechnie	71	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
55	Natural England	72	Email	Observation	Natural England does not consider that these Draft Conservation Area Appraisals and Management Plans poses any likely risk or opportunity in relation to our statutory purpose, and so does not wish to comment on this consultation.	Noted - no action	-	No
56	Richard and Pamela Perry	73	Email	Observation	We would like to add our support to the plans to include Steyning Memorial Playing Field and the adjacent Rubelees Allotments in the proposed Conservation Area planning.  We feel that this field with it's views across to the South Downs is a beautiful area in need of preservation and the conservation plan offers this security for it being maintained.	Noted - no action	?	Yes
57	Richard & Audrey Pike	74	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
58	Preston	75	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
59	Mr John Fullbrook, Clerk to Steyning Parish Council	76	Email	Observation	On Page 6 in the document it states that there are unlisted buildings in Steyning that are potential candidates for the national listing, the Parish Council would like to know which buildings are being referred to and what the process is for listing them. We would like to propose the following new listings: The Police Station.	Noted- action proposed	There are some buildings that at the time when Steyning was surveyed for listing, were not included and these were identified in the EUS report. To get a building listed apply online: <a href="https://www.historicengland.org.uk/listing/apply-for-listing/">https://www.historicengland.org.uk/listing/apply-for-listing/</a>	Yes
59	Mr John Fullbrook, Clerk to Steyning Parish Council	77	Email	Observation	2. Councillors were disappointed that some of the areas that they had proposed to be added to the Conservation Area in their draft Steyning Conservation Area Character Assessment Document (20 15) have been omitted from the HDC document. The Council would want the following areas to be included: <ul style="list-style-type: none"><li>□ College Hill, excluding College Place featuring mostly 3 storey semi-detached Victorian Villas; The east side of the Crescent</li><li>□ Goring Road, no's 43-61 on the east side which includes semi-detached Victorian villas and large detached Edwardian/arts and craft properties, and from 34 (Copper Beech House) to 52 (Chanton House) on the west side</li><li>□ Edge Hill and Clivedale in Castle Lane which includes the flint wall on the front boundary</li><li>□ The grounds of Chantonbury Cottage, High Street</li><li>□ Dukes Yard and Dukes Lane</li></ul> <p>□ In addition we would want the proposed extension in Jarvis Lane to include (on the eastern side) from Oxford Terrace to Lynwood and to include St John's and Little St John's (on the western side) . It is not clear from the HDC map exactly which properties are being proposed in Jarvis Lane.</p>	Noted- action proposed	A short report was sent to Horsham in July explaining why these areas had not been included in the proposed conservation area extensions. This can be shared with Steyning Parish Council.	Yes
59	Mr John Fullbrook, Clerk to Steyning Parish Council	78	Email	Observation	On page 8 the inclusion of the Memorial Playing Field is welcomed. The council want confirmation that the historic eastern allotment hedgerow and War Memorial Garden are included in this extension. The council have asked that the words 'the recreation ground' on pages 8 and 20 and everywhere else when mentioned be replaced with 'the Memorial Playing Field' and that an extra sentence is included which states the following ' Memorial Playing Field and Abbey Road have the benefit of Village Green status'.	Noted - action proposed.	Rubeles allotments are in SDNP and when the CA is extended the hedgerow will be the boundary between the two. The War Memorial garden is in the S corner of the boundary. The Memorial Planing Field will be named in the text instead of 'recreation ground'	Yes
59	Mr John Fullbrook, Clerk to Steyning Parish Council	79	Email	Observation	It is requested that the Abbey Road area (page 18) be referred to as 'Abbey Road Village Green'.	Noted - action proposed.	Text to be altered.	Yes
59	Mr John Fullbrook, Clerk to Steyning Parish Council	80	Email	Observation	The picture on page 11 'College Hill, looking south' needs to be amended to 'High Street looking south'	Noted - action proposed.	Text to be altered.	Yes
59	Mr John Fullbrook, Clerk to Steyning Parish Council	81	Email	Observation	Page 15 Map 4 does not show clearly how the boundary of the SDNP will run through the Conservation Area. The council would like this clarified.	Noted - no action	The boundaries of the SDNP and conservation area often meet but they do not overlap	Yes
59	Mr John Fullbrook, Clerk to Steyning Parish Council	82	Email	Observation	Negative elements (on page 38 and shown on Map 7, page 26)- the Council would want negative references to the SME building and the athletics clubhouse in Charlton Street to be removed, including the comment that re-development of the SME building could greatly enhance this part of Charlton Street.	Noted - action proposed.	The SME building has been re-evaluated as a positive contributor and the negative references to this site and to the athletics clubhouse have been amended.	Yes
59	Mr John Fullbrook, Clerk to Steyning Parish Council	83	Email	Observation	Councillors are disappointed that so much of the draft Steyning Conservation Area Character Assessment Document that the Parish Council consulted on 2015 has not been incorporated within the HDC document, and Councillors would like the Appendix guidelines regarding material and decoration requirements for buildings to be included in the Management Plan to give clear guidance to householders and those considering planning applications within the Conservation Area. A full list of alterations is provided for which planning permission would have to be sought.	Noted - no action	The management section of the plan was drawn up with Horsham DC to be a concise set of guidelines that was not too proscriptive, and helped both those involved in Development Management in the Council and owners and their agents and builders.	Yes
60	Gary Sullivan	84	Email	Observation	Congratulations on an extremely thorough draft Steyning Conservation Area Appraisal and Management Plan.	Noted - no action	-	Yes

Consultee Ref	Consultee	Comment Number	How Consultee Responded	Nature of Response	Comment	Officer View and Recommendations	Officer Response	Keep updated
60	Gary Sullivan	85	Email	Observation	I share the opinions of the landscape architects that fringes 1, 2 and 3 be included in the extended CA.	Noted - no action	-	Yes
60	Gary Sullivan	86	Email	Observation	The 'recreation ground' Memorial Playing Field is a Village Green (status worthy of mention) and I support its inclusion in the proposed enlarged Conservation Area. Due to the importance of the ancient hedgerow between the MPF and the Rublees Allotments it too should be included in the CA. This hedgerow frames the breathtakingly beautiful view of the South Downs known as Steyning's Jewel in the Crown. It contains 65 rare Perry Pear trees forming a possible unique row and should be protected. (fringe 3)	Noted - action proposed.	Rublees allotments are in SDNP and when the CA is extended the hedgerow will be the boundary between the two. The War Memorial garden is in the S corner of the boundary. The Memorial Plaing Field will be named in the text instead of 'recreation ground'	Yes
60	Gary Sullivan	87	Email	Observation	Abbey Road Open Space holds Village Green status which too should be recorded. (fringe 2)	Noted - no action	-	Yes
60	Gary Sullivan	88	Email	Observation	Development of Bayards Fields would have a huge visual impact on views from the Upper Horseshoe of it and the countryside beyond and also from the North end of Steyning's High Street. It should be noted that in the SWAB survey 82.9% of residents wanted views from the Downs protected. (fringe 1).	Noted - action proposed.	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
60	Gary Sullivan	89	Email	Observation	I believe an immediate Article 4 Direction should be imposed on the Conservation Area to properly protect it.	Noted - no action	The Council recognises the desire of Steyning residents for the introduction of an Article 4 Direction to provide further protection to Steyning Conservation Area. However, given the resource and possible compensation implications of introducing an Article 4 Direction, it is not possible for the Council, at this time, to pursue the introduction of an Article 4 Direction for Steyning Conservation Area. Horsham District Council officers explained this at the Parish Council meeting on 29 August 2017.	Yes
61	Sarah Sullivan.	90	Email	Observation	Memorial Playing Field and Rublees Allotment Historic hedgerow. I welcome the inclusion of the Memorial Playing Field (described as 'recreation field' in document) in the extended CA. I also seek the historic hedgerow between the Memorial Playing Field and Rublees allotments to be included. This Rublees allotment eastern hedgerow is considered of possible national importance due to its unique row of 65 rare Perry Pear trees. Due to the topography of the Memorial Playing Field the Rublees hedgerow is in the foreground of the view up the slopes of the South Downs, and screens the sheds and associated paraphernalia of the allotments. (fringe 3).	Noted - action proposed.	The MPF is included in the CA extension and the hedgerow will be the boundary between it and SDNP. In addition on Map 7 the hedgerow will be noted as a landscape feature.	Yes
61	Sarah Sullivan.	91	Email	Observation	Village Green Status. Reference to the Memorial Playing Field's Village Green status and that of Abbey Road Open Space should be mentioned. (fringes 3 and 2).	Noted - no action	-	Yes
61	Sarah Sullivan.	92	Email	Observation	Landscape Fringes. I agree with the landscape architects that fringes 1, 2 and 3 should all be included in the extended Conservation Area with landscape fringes 1 and 3 deserving the assessments of high sensitivity. Fringe 1 (Bayards Fields) forms the highly visible green backdrop from the North end of the High Street and can be viewed from many of the walks above the town, and across the Rifle Range.	Noted - no action	Landscape fringes 1 and 2 are located within the South Downs National Park, so it is not proposed to incorporate them within the Conservation Area.	Yes
61	Sarah Sullivan.	93	Email	Observation	I feel all references to 'negative' buildings should be removed.	Noted - no action	Conservation Appraisals and Management Plans are supposed to identify areas and buildings that make a negative contribution to look for opportunities to improve them.	Yes
61	Sarah Sullivan.	94	Email	Observation	Finally, I would welcome an immediate Article 4 Direction for the CA which would provide an effective aid to preserve the character of Steyning.	Noted - no action	The Council recognises the desire of Steyning residents for the introduction of an Article 4 Direction to provide further protection to Steyning Conservation Area. However, given the resource and possible compensation implications of introducing an Article 4 Direction, it is not possible for the Council, at this time, to pursue the introduction of an Article 4 Direction for Steyning Conservation Area. Horsham District Council officers explained this at the Parish Council meeting on 29 August 2017.	Yes
62	T Sunney	95	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
63	The Steyning Society	96	Email	Support	Wrote to Council in 2016 re: concerns about a number of "islands" outside the existing area that were being proposed for inclusion within the conservation area. One of these has disappeared (43-61 Goring Road), now omitted. Still remains the Mill Road High Street Gap. As this is the only remaining 'island', we accept the situation.	Noted - no action	-	Yes
64	J Trower	97	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes

Consultee Ref	Consultee	Comment Number	How Consultee Responded	Nature of Response	Comment	Officer View and Recommendations	Officer Response	Keep updated
65	Annabelle Wilkie	98	Email	Observation	Landscape Fringe - Bayards Fields are shown on the Landscape Fringe Sensitivity Map on p.16 (Map 5) as having high sensitivity in fringe area 1 of the Conservation Area. This designation is important to help protect them from development. Views - would like to see View mentioned on p.36 under Chapter 7 "Views" and on Map 6 on p. 21. Open Spaces - Would also like to see "Horse Field" and "Bayards Field" included as important green spaces in the Conservation Area on map 6 on p. 21. The footpath that runs along the northern edge of "Bayards Fields" is part of an important pedestrian route through Steyning and provides views across Bayards Fields to the Downs. The footpath and vantage points should be marked on Map 6.	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
66	Christine Young	99	Email	Observation	<ul style="list-style-type: none"> <li>Bayards Fields are the two fields in the National Park bordering the junction of the Horsham Road and Mouse Lane Conservation Areas (located behind the old Workhouse Cottages). They form the only intact surviving medieval boundary of the town and due to their elevated position above the Conservation Area, are an important part of the historic landscape setting – being the rural view northwards from the High Street. The fields are also highly visible from the South Downs above Steyning and provide the rural setting on Horsham Road as you enter the town from the north (mentioned on Page 30 of the Conservation document).</li> </ul>	Noted - no action	-	Yes
66	Christine Young	100	Email	Observation	<ul style="list-style-type: none"> <li>Bayards Fields are shown on the Landscape Fringe Sensitivity Map on P. 16 (Map 5) as having High Sensitivity in Fringe Area 1 of the Conservation Area. This "Highly Sensitive" designation is important to help protect them from development.</li> </ul>	Noted - no action	-	Yes
66	Christine Young	101	Email	Observation	<ul style="list-style-type: none"> <li>I would like to see the inclusion of the 'Horse Field' and 'Bayards Fields' ('Landscape Fringe 1') as important green open spaces in the Conservation Area on Map 6. As the Conservation document states on Page 20: "The Steyning Downlands on the northern edge of the Conservation Area is a valued local site, providing space for recreation and enjoyment of wildlife". At the moment, the only area that is shaded green on Map 6 in this location is a small section of Mouse Lane itself.</li> </ul>	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes
66	Christine Young	102	Email	Observation	<ul style="list-style-type: none"> <li>The footpath that runs across the northern edge of Bayards Fields is part of an important pedestrian route through Steyning and provides important views across Bayards Fields to the Downs. The footpath and the vantage points along the path should be marked on Map 6.</li> </ul>	Noted - no action	It is not proposed to extend the conservation area to include "Bayards Field" and "Horse Field". This is because they are located within the South Downs National Park and Horsham District Council has no planning jurisdiction on these sites. The locality is identified as a "high sensitivity" landscape fringe on Map 5, which will be a material consideration in the determination of planning applications. It is not considered that views of Bayards Field from the High Street warrant inclusion as a key view into and out of the Conservation Area.	Yes

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Appendix 3 Billingshurst

Consultee Ref	Consultee	Comment Number	How Consultee Responded	Nature of Response	Comment	Officer View and Recommendations	Officer Response	Keep updated
1	Geoffrey Lawes (Resident)	1	Online Form	Observation	1. Correction. The OS can be misleading, or maybe the net. Old Reservoir Farm is situated about a kilometer further East on the A272 than that shown on the image on Page 30. The photo is of my house, Mill Barn, formerly cowsheds for Hammonds Farm, of 19th century origin.	Noted - action proposed	Text for image on p.31 to be altered.	Yes
1	Geoffrey Lawes (Resident)	2	Online Form	Observation	I am pleased with the proposed boundary as shown on P54 which now includes the new Windmill Close, the historic ruined windmill and the footpath linking the A272 to the Bowling Alley woodland. What is not often noted is that just East of Mill Barn, adjoining the footpath is a deep underground L-shaped, arched roofed, brick-built water storage tank associated with an adjacent well. Both were of 19th century construction and must be considered as an interesting example of early water conservation, no doubt used to service the Hammonds dairy farm . There milk was dispensed by delivery or collection beside the present lay-by. As the area involved is scheduled as public open space in the new development I consider the conservation boundary should be expanded slightly to include them, and they should be incorporated into the public open space as a significant historical feature.	Noted - no action	It is not considered that the boundary should be altered.	Yes
2	Charles Watson (Resident)	3	Online Form	Observation	1.TREES: Many trees have been felled in the Conservation Area (CA) recently. HDC to: (a) look at impact to the whole CA when considering felling applications & (b) convert felling applications into pruning/lopping where feasible.	Noted- no action	The Council's Arboricultural Officer has examined the Plans for the revised conservation areas and provided input to the Council's consultants.	Yes
2	Charles Watson (Resident)	4	Online Form	Observation	2. INFORMATION FOR SHOPPERS/VISITORS ETC:(a)Signposts needed in High St to direct shoppers to key areas (e.g. Jengers Mead & public facilities). b."Tourist information" should be improved/modernised - possibly a board in Jengers Mead as well as Library area. (c.) Better signage and maintenance of, footpaths to countryside East & West of the CA as development is divorcing the CA from open countryside.	Noted- no action	Noted	Yes
2	Charles Watson (Resident)	5	Online Form	Observation	3.CAR PARKING: Merge the Library and Jengers Mead car parks (aquisition of central area) to maximise space & to provide green area to improve currently poor appearance of car parks.	Noted- no action	Noted	Yes
2	Charles Watson (Resident)	6	Online Form	Observation	4. PEDESTRIAN SAFETY IN HIGH ST. a. Traffic is heavy and speed limits are ignored by drivers. Action: widen the narrow footpaths, enforce speed compliance through speed camera & traffic calming. b. RETAIN guardrails/bollards in High St which protect pedestrians from vehicles; c.Discourage pavement parking, it obstructs buggies, mobility scooters etc d. Install CCTV - mainly for crime prevention. e. Assess need to protect pedestrians from vehicles veering onto pavements by additional bollards.	Noted- no action	Noted	Yes
2	Charles Watson (Resident)	7	Online Form	Observation	5. HGVs. Large HGVs damage foundations of old buildings and are a threat to pedestrians. Action; Ban HGVs from High St except for necessary access to shops/houses or pedestrianise central portion of the High St.	Noted- no action	Noted	Yes
2	Charles Watson (Resident)	8	Online Form	Observation	6. FLOODING OF HIGH ST: Storm drains at north end of High St were inadequate in 2013/14 winter with large rushes of water down the High St. Drains need to be improved especially at entrance to the Alders.	Noted- no action	Outside scope of Conservation Area Management Plan.	Yes
2	Charles Watson (Resident)	9	Online Form	Observation	7. COMMERCIAL PREMISES: Billingshurst needs strong retail sector. HDC should strongly discourage conversion of commercial units to residential in the CA especially the High St environs.	Noted- no action	The Management Plan does emphasise this.	Yes
2	Charles Watson (Resident)	10	Online Form	Observation	Maintain goood footpaths from the CA to the open countryside to the East as some land bordering the town is being deveeloped.	Noted- no action	Outside scope of Conservation Area Management Plan.	Yes
3	Jo Booth, Billingshurst Parish Council	11	Online Form	Objection	The Conservation Area Appraisal (CAA), in part, seeks to address the issue of the boundary bisecting properties. Yet the new boundary perpetuates this, e.g. The Billingshurst Centre.	Noted - action proposed	The boundary across the Billingshurst Centre will be checked.	Yes
3	Jo Booth, Billingshurst Parish Council	12	Online Form	Observation	Horsham District Council (HDC) itself defines a Conservation Area (CA) as ‘an area of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance’. The present Jengers Mead development within the boundary makes the CAA difficult to accept for residents. There may be an argument to be had that the site itself is important - were the site to be redeveloped it certainly could enhance that part of the village centre - but members believe that residents will give little credence to the present development being part of a CA. Also, by being within the CA, perhaps this will be a limitation on how the area should in future be redeveloped;	Noted- no action	A long discussion between Horsham DC and the Built Heritage Consultancy decided on balance that removing all of Jengers Mead meant logically removing all of the housing north of East Street. Taking both out would seriously reduce the Conservation Area. Retaining it in the Conservation Area does at least mean that redevelopment would have to be an improvement on the present buildings	Yes

Consultee Ref	Consultee	Comment Number	How Consultee Responded	Nature of Response	Comment	Officer View and Recommendations	Officer Response	Keep updated
3	Jo Booth, Billingshurst Parish Council	13	Online Form	Observation	The protection of certain present viewpoints are perplexing. Views from a 'rural' / undeveloped area will likely change as vegetation and trees grow; are the views to be protected forever more by managing the vegetation and trees within that view? And where do you stop considering views from? 'Rural' views, more so than those in the village centre, are a snapshot in time and should just be enjoyed as such - is it just the creep of planning control outside of the designated CA?	Noted- no action	The views were chosen as those at the time of survey that allowed the many historic buildings of Billingshurst to be appreciated.	Yes
3	Jo Booth, Billingshurst Parish Council	14	Online Form	Observation	The value of having a CA will only be realised if supported with appropriate enforcement resources. Members are not convinced that HDC will be assigning enough resource to effectively enforce protection of CAs, whether in having enough officers 'on the ground' or revising internal processes to ensure proper and full regard of CAs in determining planning applications.	Noted- no action	The Conservation Area document is designed to assist both Development Management and Enforcement at Horsham DC to know what it is that is important to see protected.	Yes
3	Jo Booth, Billingshurst Parish Council	15	Online Form	Observation	The proposed CA Management Plan reads like a wish-list to be delivered at others' expense.	Disagree - no action	The Management Plan does contain a number of environmental improvements that could be achieved with funding from a variety of sources	Yes
3	Jo Booth, Billingshurst Parish Council	16	Online Form	Observation	Members wonder whether it will have the effect, perhaps unintended, of extending protection to something that couldn't itself be statutorily protected, e.g. open space not being designated as a village green?	Noted- no action	There is very little open space apart from the churchyard included and that which is represents one of the last links from the built up area to open countryside.	Yes
3	Jo Booth, Billingshurst Parish Council	17	Online Form	Observation	It also seems to duplicate or at least 'tread on the toes of' other specialist assessments, e.g. Landscape and Heritage Plans; is it intended to interweave policies and not have them stand alone?	Disagree - no action	This is a document that reflects the policies and guidance in the other documents to be a development management tool for the town.	Yes
4	Joan Francis Horsham District Archaeology Group	18	Online Form	Observation	2. Introduction, Context p6 'The area where Billingshurst evolved was especially attractive to settlers as the soil here is more fertile than in the rest of the Weald'. Where has this information come from and is it correct?	Noted - no action	The information has come from reading various historical accounts of this part of West Sussex	Yes
4	Joan Francis Horsham District Archaeology Group	19	Online Form	Observation	5. Townscape and historic environment p22 The exact route of Stane Street through the town is not known and any opportunity to find this should be taken when development takes place whether by excavation or watching briefs.	Noted - no action	A decision would have to be take on any application for development on a site on the High Street that an archaeological condition could be applied	Yes
4	Joan Francis Horsham District Archaeology Group	20	Online Form	Observation	9. Management plan, the need for a Management Plan p35 'The demolition of any building or structure if its loss would damage the character or appearance of the Conservation Area' To include? Where an application for alteration/demolition is proposed to a listed building this should follow the guidelines set out in the Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings ABIR published 2014. So that the knowledge of their original construction can be preserved before it is lost. This does not always happen in West Sussex.	Noted - no action	Noted	Yes
4	Joan Francis Horsham District Archaeology Group	21	Online Form	Observation	Key threats: p38 'Loss of setting relationship between Billingshurst as a settlement and the countryside around it with the approval of development over the ridge on East Street directly east of the Conservation Area' Development of the Marringdean lane area a former north south track with its fields and hedgerows further adds to the loss of setting. Public footpaths form an important part of an area and how it is used and enjoyed by the public and should be shown on one of the maps in this document.	Noted - no action	This is a useful extra analysis of the findings from the survey. Some of the footpaths are marked on Map 6 which shows links	Yes
4	Joan Francis Horsham District Archaeology Group	22	Online Form	Observation	Appendix 1: Historic development p40 'The Weald was densely forested and, because of that and the heavy clay soil, it was not suitable for arable farming'. Recent archaeological evidence is suggesting that this may not be entirely true. The date of this landscape particularly to the east of Stanes street with its linear tracks and field pattern has not been dated and is a unique and little understood landscape. Evidence suggests some field boundaries found at Wickhurst green to the north of Billingshurst could be of a prehistoric date and while there was woodland it may not have been as densely forested as first thought.	Noted - no action	This is useful extra information but the text used do not contradict the new findings, and field boundaries could demarcate some areas where more fertile soil was found and the area cleared early on for farming.	Yes
4	Joan Francis Horsham District Archaeology Group	23	Online Form	Observation	'Important links' to the wider landscape are shown on the maps but it is not clear if these are the foot paths mentioned in the documents and if all foot paths in an area. Do they show bridle paths? Some of the areas foot paths and trackways may be of considerable age and in some case date from pre-historic times (Margary, Roman ways in the Weald)	Noted - action proposed	The links are generally footpaths or early roads, and not all the rights of way are marked. We will review them and add any that appear to be early routes.	Yes
4	Joan Francis Horsham District Archaeology Group	24	Online Form	Observation	Archaeological timeline Palaeolithic 750,000 -10,000 Mesolithic (c.10, 000 BC - c.5, 000 BC) Neolithic (c.5, 000 BC - c.2, 300 BC) Bronze Age (c.2, 300 BC - c.600 BC) Prehistoric Iron Age (c.600 BC - AD 43) Roman/Romano British (AD 43 - c. AD 410) Anglo Saxon (AD 410 - AD 1066) Medieval (AD 1066-AD 1485)	Noted - no action	Noted, the time periods chosen reflect distinct eras when there was similar development activity.	Yes

Consultee Ref	Consultee	Comment Number	How Consultee Responded	Nature of Response	Comment	Officer View and Recommendations	Officer Response	Keep updated
5	Anthony Curry (Resident)	25	Online Form	Observation	1. I wish to add my support to the proposal set out in section H of Appendix 4 to the document to delete part of the existing Conservation Area by removing modern developments of little or no architectural or historic value and to provide a more logical and thought out boundary to the area. (I declare a personal interest in owning and living in a property which would no longer be within the Conservation Area if this is adopted.)	Noted - no action	We have carefully reviewed the existing boundaries and development that has taken place since 1973 and we believe that the areas of modern housing removed are those that do not contribute to the Conservation Area's character or appearance.	Yes
5	Anthony Curry (Resident)	26	Online Form	Observation	2. I would suggest that the adoption of section H should also lead to a re-appraisal of the proposed plan and the total deletion of the area to the south of the junction of the A272 (West Street) with the A29 adjacent to the Trinity United Reformed Church. The new boundary would then run along the centre of the A272 (West Street) and continue across the roundabout and then eastwards as shown on the existing proposal plan. It would remove the proposed addition set out in section G of Appendix 4. More importantly, it would provide a more logical positioning of the boundary. It would remove properties of little or no interest and indeed one considered negative to the area. I would further suggest that the junction of the A29 (High Street) with Station Road is such a hodge-podge and clutter of signs, posts, utility boxes and railings that it is unworthy of inclusion in the Conservation Area.	Noted - no action	We have carefully reviewed the existing boundaries and development that has taken place since 1973. We felt it important to retain Alicks Hill with its views north to the church and the houses on its west side, as well as those on the south side of West Street.	Yes
6	Daniel Corcoran, Planning Manager Devine Homes	27	Online Form	Objection	Objects to extension of CA, particularly with regards to land to the north of Little East Street - especially with regard to two recently-approved applications (45 & 475 dwellings).	Noted - no action	This extension allows an open space link to the east along the stream valley and to protect the wood.	Yes
7	John Fraher	28	Online Form	Support	I would like to comment that I am pleased you have reviewed and changed the boundaries to reflect the most historical parts of the village. I agree with the new boundaries.	Noted - no action	-	Yes
7	John Fraher	29	Online Form	Observation	What a shame that developments to the south of the existing area in the past 10 years have been so poorly planned to distract from the historical vernacular.	Noted - no action	-	Yes
7	John Fraher	30	Online Form	Observation	"A recently completed development at the very southern area of the Conservation Area has been planned around a three-sided courtyard and comprises three storey dwellings with uncharacteristic fenestration. Upon entering Billingshurst from the south, views are not possible of the Conservation Area until one reaches the junction with Station Road." What a waste of an opportunity to enhance the village with a development that was in keeping with village heart, an enhancement on the view from the south and not just a commercial success for Taylor Wimpy.	Noted - no action	-	Yes
8	Historic England	31	Email	Observation	Thank you for consulting Historic England on the above documents. We welcome and support the approach that Horsham Council is taking to revising and updating its conservation area appraisal and plans and the above documents, in our view, appropriately reflect the advice set out in our own guidance and more broadly in the National Planning Policy Guidance. While we have no specific comments to offer at this time on the individual conservation area documents, we would be pleased to offer advice on any specific matters arising from the preparation of the documents that fall within our remit, e.g. listed building repairs or parks and gardens enhancement.	Noted - no action	-	Yes
9	Natural England	32	Email	Observation	Natural England does not consider that these Draft Conservation Area Appraisals and Management Plans poses any likely risk or opportunity in relation to our statutory purpose, and so does not wish to comment on this consultation.	Noted - no action	-	Yes
10	Peter Shelswell	33	Email	Observation	Greetings, Thanks for the letter notifying me of the Draft Conservation Area Appraisal and Management Plan for Billingshurst. I live in Little East Street, on the border of an area proposed to be included in the new conservation area (Appendix 4, Section C). I would like this to be included. However there is a current planning application (DC/17/1502) for the allotment gardens. These gardens are part of the proposal to be included in the conservation area. There would appear to be a conflict here. How would this affect your proposals? Also, where the proposed additional conservation area enters the wood, it does not include the whole wood, merely following the line of a diagonal path up the hill. This path is often overgrown with bracken at this time of year. Locals tend to use the two paths at either end of the wood. I wonder whether it would be appropriate to include the whole of the woodland in the conservation area? This would then include and protect the valuable amenities of the paths most used by ramblers, dog walkers, and children playing games.	Noted - no action	Given the residential development that has been permitted to the east of Billingshurst, it is important that the historic wooded and agricultural setting of the Conservation is enhanced- this can be achieved by incorporating the allotments at the end of Little East Street and wooded area and footpaths connecting this area with Hammonds and Mill Barn on East Street.	Yes
11	Martin Stewart	34	Online Form	Observation	We whole heartedly endorse the proposal as it relates, in particular, to the east end of Little East St. Billingshurst, The character of the existing open land/allotments and woods provide a useful and well used community space and leisure areas. This also provides habitat for wildlife such as bats, butterflies and bees in the area. Given that the land is close to the centre of the village they allow those of all ages to use and walk in the location. Any further development would destroy this public amenity. Yours sincerely Mr & Mrs Stewart	Noted - no action	Given the residential development that has been permitted to the east of Billingshurst, it is important that the historic wooded and agricultural setting of the Conservation is enhanced- this can be achieved by incorporating the allotments at the end of Little East Street and wooded area and footpaths connecting this area with Hammonds and Mill Barn on East Street, as set out in Map 2 of the Billingshurst Conservation Area Appraisal.	Yes

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Appendix 4 Henfield								
Consultee Ref	Consultee	Comment Number	How Consultee Responded	Nature of Response	Comment	Officer View and Recommendations	Officer Response	Keep updated
1	Elizabeth Taylor	1	Online Form	Observation	Although the consultation document appears well drawn up and sensible,it is impossible to be sure as none of the maps have road names,making it impossible to see the extent of the areas under consideration. I have lived in this village for over 30 years,but cannot navigate these proposals!!	Noted- no action	-	No
2	David Hayes	2	Online Form	Observation	It is an interesting and full study of the Henfield Conservation Area. I broadly agree with the changes proposed and have suggested an additional area to be added as originally proposed in the Henfield Parish Design Statement 2008, in which I had a major hand in its preparation. I have looked through the conservation area document in great detail and made a number of comments, corrections and suggestions which i hope will be helpful. As I am currently helping Henfield Parish Council in updating the Parish Design Statement, I have discussed with and passed all my comments through them which they will pass on in due course.	Noted- no action	-	Yes
3	Julia and Ian Dew	3	Online Form	Observation	We note that HDC commissioned this review, and our main comment is that we hope, at this time of austerity, that HDC feels it was value for money, because as ratepayers we are not convinced!	Noted- no action	The Council considers, as do many of the respondents, that the consultants have carried out a thorough conservation area appraisal of each of the five settlements.	Yes
3	Julia and Ian Dew	4	Online Form	Observation	Pages 8, 36 and 62 - The boundary review makes no differentiation between Chestnut Way and Chestnut End. Indeed Chestnut End is not mentioned specifically, except as an extension to Chestnut Way. The bungalows in Chestnut Way are discreet, built using bricks from the old Henfield Brickworks, which cannot be matched from current supplies. Yet the large detached houses in Chestnut End are bold and not at all discreet. In fact, it is questionable as to how these houses were approved by HDC, in this position overlooking the Tanyard Field. So while we can understand that Chestnut End should not be included within the conservation area, Chestnut Way itself still has the same relationship with Church Street and Martyns Lodge as it did at the time of the original designation. For this reason we cannot see any justification in removing Chestnut Way from the conservation area. As a direct comparison, we note that it is proposed the entrance to Martyns Close (including the first 2 bungalows) is still included in the Conservation area, and also Nep Close in Nep Town Road (see comments below – Page 62), remains included, which the review states detract from the Conservation area.	Noted- no action	All of the four exclusions in the Conservation Area involve the removal of suburban development - it is considered that all of these areas detract from the historic local character and their continued inclusion within the Conservation Area cannot be justified.	Yes
3	Julia and Ian Dew	5	Online Form	Observation	Page 28 – Grammar School? Does this refer to the Steyning Grammar School, or is it referring to the old Boys' School on the Common?	Noted - action proposed	Text will be altered to reflect that it is the Boys' School on the Common.	Yes
3	Julia and Ian Dew	6	Online Form	Observation	Page 29 – The author seems confused about the east/west relationship of properties around St. Peter's Church.	Noted - action proposed	Text will be corrected re: St Peter's Church.	Yes
3	Julia and Ian Dew	7	Online Form	Observation	Page 31 – Again, the author is confused, Pinchnose Green is not at the end of Cagefoot Lane, it is in Church Street.	Noted - action proposed	Text will be corrected re: Pinchnose Green	Yes
3	Julia and Ian Dew	8	Online Form	Observation	Page 33 – Nep Town Road, not Nep Road.	Noted - action proposed	Text will be corrected re: Nep Town Road	Yes
3	Julia and Ian Dew	9	Online Form	Observation	Page 38 – Refers to negative inappropriate fencing in the Tanyard. This statement needs some clarification as to which boundaries it refers to.	Noted - action proposed	Text will be corrected to clarify boundary.	Yes
3	Julia and Ian Dew	10	Online Form	Observation	Page 43 – Confusion again, there is no main car park off Tanyard Lane – indeed, there is no Tanyard Lane in Henfield! The Tanyard Lane Car Park is in Steyning.	Noted - action proposed	Text will be corrected.	Yes
3	Julia and Ian Dew	11	Online Form	Observation	Page 43 – The review suggests instigating a “traffic calming scheme that would treat Golden Square as a public space, where vehicles are less dominant and pedestrians might feel more comfortable”. Traffic calming and less dominant vehicles at that point could mean more congestion to the north, i.e. the High Street. But, yes, it is a difficult area for many reasons. Perhaps this area should revert to the simple junction that it originally was, which may be more compatible with the historic buildings in the area.	Noted - no action	Point noted.	Yes
3	Julia and Ian Dew	12	Online Form	Observation	Page 62 – Regarding the review justifications, it refers to buildings on the north side of Nep Town Road as detracting from the conservation area, yet those buildings have not been removed from the boundary.	Noted - no action	Not every signle building that has been identified as detracting from the Conservation Area is proposed for removal	Yes
4	Roger Smith	13	Online Form	Observation	P8 There are 4 bulleted paragraphs and 1 other paragraph describing boundary changes here. There are “6 proposals” listed on P62. Consistency is required.	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	14	Online Form	Observation	P14 Billingshurst cited not Henfield	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	15	Online Form	Observation	P18 “Henfield Common is primarily rough grassland” whilst the photo shows the reed beds that are one of the elements that identify Henfield Common as a designated Site of Nature Conservation Interest. The reeds have no doubt, provided thatch in the past.	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	16	Online Form	Observation	P28 “Grammar School” -presumably Steyning.	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	17	Online Form	Observation	P28 “knapped lint”	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	18	Online Form	Observation	P29 “Church Terrace extends from an unmade cul-de-sac to the west of St. Peters.” It is to the East.	Noted - action proposed	Text to be corrected.	Yes

Consultee Ref	Consultee	Comment Number	How Consultee Responded	Nature of Response	Comment	Officer View and Recommendations	Officer Response	Keep updated
4	Roger Smith	19	Online Form	Observation	P29 "The thatched and painted Cat House stands at its west end " Again to the East.	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	20	Online Form	Observation	P31 "At Pinchnose Green in the centre is the ensemble of Potwell". Pinchnose Green is neither in the Tanyard character area nor adjacent to Potwell.	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	21	Online Form	Observation	P32 "rough grassland" see comment at P18	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	22	Online Form	Observation	P32 "Gold Square"	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	23	Online Form	Observation	P36 "From Pinchnose Green there is a view taking in the pond looking north" See comment at P31	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	24	Online Form	Observation	P40 "A characteristic boundary of settlements in Horsham District is local stone laid in rubble courses." This is not evident in Henfield	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	25	Online Form	Observation	P43 ".the main car park off Tanyard Lane" Presumably Steyning.	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	26	Online Form	Observation	P62 "Six proposals for extending the boundaries" Of the 6, 5 are exclusions and 1 an extension. Replace with altering?	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	27	Online Form	Observation	The major omission in the documents is the lack of any cross-referencing. For example, most of the evidence presented is in map form, all of the maps are numbered; yet no reference is made to map numbers anywhere in the text. Equally, the "rich and varied palette of materials" is detailed on P24. Yet no reference is made to this detail when the Management Plan (P42) states "Materials should be carefully chosen to complement the Conservation Area's existing palette of materials". This lack of cross-referencing is also covered by the following comments at P14 & P46.	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	28	Online Form	Observation	P6 There are 109 listed properties in Henfield Civil Parish, about 4 times the national average. No explanation is given for only including 60 of these in the Conservation Area even though some others are either contiguous with or close to the designated area.	Noted - no action	-	Yes
4	Roger Smith	29	Online Form	Observation	The significant differences between Grades II and II* are not explained. Together they reduce the educational and informative values these documents are intended to achieve.	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	30	Online Form	Observation	P6 "urban grain." The meaning of this specialist phrase is not included in Appendix 5, the Glossary of terms. This is surprising. The glossary is extensive with over 90% of the terms not included elsewhere in the document.	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	31	Online Form	Observation	P7 Map1. The boundary of the adjacent designated South Park National Park is shown but without further reference made to it in the text. I presume the lines are contour lines. The intervals between them are not cited. Neither are any values given to enable the reader to determine where the land rises and falls. "Henfield" obscures the contours in the area of interest.	Noted - no action	The reference to the South Downs National Park is for information. Likewise, the lines are contour lines. They are also for information and do not require values.	Yes
4	Roger Smith	32	Online Form	Observation	P12 Map 3. No explanation is given for the irregular date intervals chosen. 1840 makes sense as the date of the map defining the mid 19th C on P13. However the 1915 –Present interval is not consistent with the "End of the 19th century" and the "Mid 20th century" dates on P13. A subdivision of the 1915-Present interval to highlight the buildings erected since the original designation of the conservation area in 1973 would provide the evidence used to define the proposed boundary alterations.	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	33	Online Form	Observation	P13 The bottom 2/3rds of the "Mid 20th century" map are missing and so cannot support the written commentary.	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	34	Online Form	Observation	P14 "Elmgrove" is an earlier name for the dwelling Seven Chimneys. In the same way "Deervore"(P8) is now 2 Park Villas and "the former premises of A. Baigent, builder" (P24) is the Barn, Golden Square. A map identifying all the named properties mentioned within the document and an alphabetical gazetteer would eliminate any synonymy and make the text capable of being followed without the need for additional research effort. The Horsham District Council 1:5000 Map of the Henfield Conservation area (08/09/11) could be enhanced to provide such a map.	Noted - no action	This additional map is not considered necessary.	Yes
4	Roger Smith	35	Online Form	Observation	P21 Map 6. Key view c is not mapped.	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	36	Online Form	Observation	P24 "quoins" is not included in Appendix 5. See also earlier comment at P6.	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	37	Online Form	Observation	P26 Map 7. Feature Trees are identified. However no further mention is made of these selected trees, their special features and their role in defining the character areas elsewhere in the text. The mapping of vegetation within the conservation area is incomplete.	Noted - no action	This level of information is too detailed for the Appraisal.	Yes
4	Roger Smith	38	Online Form	Observation	P27 Map 8. Although mapped, the significance of Archeological Notification Areas is not explained within the text, particularly for the character areas other than Church Street and High Street or the area, which lies outside the conservation area.	Noted - no action	Disagree, the name suggests what they are.	Yes
4	Roger Smith	39	Online Form	Observation	P41 "arises." Arrises are not included in Appendix 5 even when correctly spelt.	Noted - no action	Text to be corrected.	Yes
4	Roger Smith	40	Online Form	Observation	P44 An explanation of "pannage" would help all but the most dedicated foodies.	Noted - action proposed	Text to be corrected.	Yes
4	Roger Smith	41	Online Form	Observation	P46 Appendix 2: Gazetteer of listed buildings. The entry for each of the 60 buildings consists of a photograph and 6 other data types. Inspection shows the entries have not been sorted by any of these. In consequence neither the building name nor its NGR (Ordinance Survey Grid Reference) can be easily used to locate the listed building. Further inspection shows neither is there a hidden sorting of the data by Character Area. It does not function as a gazetteer. It is a random listing.	Noted - no action	This level of information is too detailed for the Appraisal.	Yes

Consultee Ref	Consultee	Comment Number	How Consultee Responded	Nature of Response	Comment	Officer View and Recommendations	Officer Response	Keep updated
4	Roger Smith	42	Online Form	Observation	The criteria evaluated in a Conservation Area appraisal are stated on P5. Traditionally, the evidence regarding each criterion would be presented separately, and analyzed. After all criteria had been considered, conclusions would then be drawn. This is not the case in this document.	Noted - no action	Noted.	Yes
4	Roger Smith	43	Online Form	Observation	On page 8, after only land use changes have been considered, the deletions to the conservation area boundary are proposed. These are then assumed to have been accepted throughout the rest of the document. No mention is made that the Tanyard field is now more secure in public ownership than was the case in 1973.	Noted - no action	Noted.	Yes
4	Roger Smith	44	Online Form	Observation	The Character areas are defined (Map9 P34) before the evidence regarding the Views criterion is presented on P36.	Noted - no action	Noted.	Yes
4	Roger Smith	45	Online Form	Observation	Objective evidence such as the location of those trees within the original conservation area with Tree Preservation Orders (TPO) placed upon them is not presented.A 2007 map of such trees, with all subsequent additions listed, is available from Henfield CP Council. It shows a great proportion of the trees within those areas where land use has moved to residential purposes since the original designation in 1973 are protected by TPOs.In consequence the amenity of these trees to the character and appearance of the Conservation Area would not be lost if the proposed boundary deletions are accepted. It also makes clear where the removal of Conservation Area status would also remove the protection from trees. Within the Conservation Area some trees are doubly protected with TPOs. No analysis of this evidence is made in the text.	Noted - no action	This level of information is too detailed for the Appraisal.	Yes
4	Roger Smith	46	Online Form	Observation	The increasing risk of ash, oak & horse chestnut loss due to novel invasive pests and diseases (www.woodlandtrust.org.uk/visiting-woods/tree-diseases-and-pests/) and the changes in the Conservation Area character that would result from their loss is not considered. This lack of foresight is reflected In the Management Plan which may also last for 40+ years. Only the legal protection offered by Conservation Area Status against damage by humans is considered to be the appropriate action.	Noted - no action	The Council's Arboricultural Officer has visted the five settlements where Conservation Area Appraisals have been carried out and has a record of important trees.	Yes
5	Joan Francis, Horsham Disytrict Archaeology Group	47	Online Form	Observation	Where an application for alteration/demolition is proposed to a listed building this should follow the guidelines set out in the Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings ABIR published 2014. So that the knowledge of their original construction can be preserved before it is lost. This does not always happen in West Sussex even to this present day, Photos are a useful addition to the above.	Noted - no action	-	Yes
5	Joan Francis, Horsham Disytrict Archaeology Group	48	Online Form	Observation	Appendix 1: Historic development p44 Pre-history is up to AD 43 Roman/Romano-British AD43-AD410 Anglo-Saxon AD410-AD 1066	Noted - no action	-	Yes
6	Maggie Henderson, HB Archaeology & Conservation Ltd	49	Online Form	Observation	Map 3 has the buildings on the High Street/Cagefoot Lane junction as 1840-1915. Southdown House is ascribed a 17th C origin in the List description. The Henfield Club pre-dates 1845 and the building to the north of Eardley House is at least early 19th C in origin. I draw your attention to the Yeakell and Gardner map of 1778 - 83, the Ordnance Survey Surveyor's Draft of c.1800 and the Henfield Tithe map of 1845). I also draw your attention to the maps in Harris' EUS of Henfield from 2004 - map 8 onwards. The buildings bordering Cagefoot Lane are domestic in function but are included within the High Street character area as their 'architectural character is broadly consistent with the High Street' - the High Street character (not particularly well defined in the document) is surely a mixture of domestic and commercial, not to mention many earleir phases of development? Did the author of the document draw upon R. B. Harris' EUS for background? If so, shouldn't it be referenced?	Noted - no action	Noted.	Yes
7	Historic England	50	Email	Observation	Thank you for consulting Historic England on the above documents. We welcome and support the approach that Horsham Council is taking to revising and updating its conservation area appraisal and plans and the above documents, in our view, appropriately reflect the advice set out in our own guidance and more broadly in the National Planning Policy Guidance. While we have no specific comments to offer at this time on the individual conservation area documents, we would be pleased to offer advice on any specific matters arising from the preparation of the documents that fall within our remit, e.g. listed building repairs or parks and gardens enhancement.	Noted - no action	-	Yes
8	Natural England	51	Email	Observation	Natural England does not consider that these Draft Conservation Area Appraisals and Management Plans poses any likely risk or opportunity in relation to our statutory purpose, and so does not wish to comment on this consultation.	Noted - no action	-	Yes
9	Henfield Parish Council	52	Email	Observation	1. Throughout the document references to Nep or Nep Road should be corrected to Nep Town or Nep Town Road	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	53	Email	Observation	2. P.9 Add group of large villas in Broomfield Road (per the Village Design Statement 2008) less the modern houses marked. - Add the witten leading from Broomfield Road (west side) to Batts Pond -Add Wantley Manor -Remove semi-detached houses from proposed addition in Furners Lane, (per Village Design Statement)	Noted - no action	-	Yes
9	Henfield Parish Council	54	Email	Observation	3. P.10 bullet 5 – remove "(5)". The sentence should start "A number of timber-framed houses built in the vicinity of the Church ... bullet 6 - 1840 should read 1844	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	55	Email	Observation	4. P.13 bullet 3 - This refers to houses that could be considered for inclusion in the Conservation Area (CA). Mid C20 reference appears to show the CA containing Spring Hills, which was developed later	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	56	Email	Observation	5. P.14 4th line refers to development on the eastern edge which should include the western edge as well. "Existing landscape character" refers to "Billingshurst" – should read "Henfield"	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	57	Email	Observation	6. P.15 The BUAB is out of date it should include developments at land east of Manor Close, West End Lane and Parsonage Farm Phase 3	Noted - action proposed	Text to be corrected.	Yes

Consultee Ref	Consultee	Comment Number	How Consultee Responded	Nature of Response	Comment	Officer View and Recommendations	Officer Response	Keep updated
9	Henfield Parish Council	58	Email	Observation	7. P.21 Area C is not marked	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	59	Email	Observation	8. P.24 Second line – insert “the” before “eastern” Paragraph 2 - remove “numerous” Paragraph 2 – “exclusively” is used twice in the same sentence Paragraph 4, penultimate line – add “west elevation of Potwell” before “is slate-hung”. Paragraph 4 – premises of A Baigent, builder, are now offices and at the south end of the High Street, not on Barrow Hill. Paragraph 4 – “generally casements ....” should change to a mixture + of casements, sash and sliding sash (Yorkshire lights) Paragraph 4 & 5– “Horsham slab” should be corrected to “Horsham stone” Paragraph 5 – “The density of construction is...” add “initially”	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	60	Email	Observation	9. P.25 Bottom left photograph delete “west towards” replace with “south along”	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	61	Email	Observation	10 P.28 Building Types and Styles Paragraph 1 - “the Stone House” Where is this? Paragraphs 2 and 3 - are repetitive with much of para 3 referring to Steyning. Paragraph 5 – add “horizontal sliding windows (Yorkshire casements)” Paragraph 8 bullet 1 – “lint” should read “flint” bullet 3 – remove “slab” insert “St Peter’s Church” at end of sentence bullet 5 – add “mathematical tiles on right hand side of the White Hart” bullet 6 – remove “wonderful”	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	62	Email	Observation	11 P.29 Paragraph 2 – “west of St Peter’s” should read “east of St Peter’s” “Paragraph 3 – replace “several” with “three”, add “two” before “disappearing”	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	63	Email	Observation	12 P.30 Paragraph 2 – remove “numerous” Paragraph 2 – penultimate line replace “Victorian” with “Late Edwardian”	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	64	Email	Observation	13 P.31 Paragraph 2- remove “Pinchnose Green” and start sentence “In the centre...” “Paragraph 3 – after “Red Oaks, a large ...” add “Regency” and change final word “trees” to “hedgerows” Bottom left photograph shows view over the Tanyard from the footpath, not Blackgate Lane.	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	65	Email	Observation	14. P.32 Left hand photograph shows Golden Square (not Gold Square)	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	66	Email	Observation	15. P.33 Paragraph 2 – after “The density of construction is...” add “initially” Paragraph 2 – remove “most of” before “Kings James’ Lane” and change “streets” to “lanes”	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	67	Email	Observation	16 P.36 Paragraph 3 – correct “theone” to “the one” Paragraph 4 – replace “Fulking Hill” with “Truleigh Hill” Paragraph 5 – remove “From Pinchnose Green”. Sentence to read: “There is a view taking in the pond looking north where the High Weald can be seen in the distance” Paragraph 5 – remove “dense vegetation” replace with “hedges” Paragraph 5 - Remove “20th century housing” and replace with “scattered development” Paragraph 5 – remove “much of” after “surround” Paragraph 6 – “Hacketts” should be “Hacketts Cottage” Paragraph 6 – remove “and Duffies”	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	68	Email	Observation	17 P.38 Paragraph 5 – replace “almost all the” with “some” Paragraph 5 – remove “many” line 4 Paragraph 7 – remove “suburban” line 3	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	69	Email	Observation	18. P.40 Historic built environment Paragraph 1 – remove “and stone” line 2 Paragraph 3 – change first sentence to read: “Plot boundary treatment varies” Paragraph 3 – remove “boundary treatments” replace with “boundaries” Paragraph 3 – why the reference to Horsham District? Paragraph 3 – last line, add “picket fences” to list Paragraph 4 – remove “stone or” line 4	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	70	Email	Observation	19 P.41Window Replacement, Paragraph 2 – insert “and horizontal” after “vertical” Dormer Windows... – replace “In most cases...” with “wherever possible...”last line Repointing... - replace “..the mortar in the joints is to...” with “..mortar is to hold the wall material together and...” line 2 Repointing – remove “is therefore sacrificial and...” line 4	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	71	Email	Observation	20. P.42 Paragraph 1 replace “criminal” with “civil” line 2	Noted - action proposed	Text to be corrected.	Yes
9	Henfield Parish Council	72	Email	Observation	21 P.43 line 2 - Why sage green? Car parks – replace “ there are some visually poor car parking areas which...” with “the two public car parks...” Car parks – Replace “Tanyard Lane” with “High Street”	Noted - action proposed	Text to be corrected.	Yes



Appendix 5 Pulborough

Consultee Ref	Consultee	Comment Number	How Consultee Responded	Nature of Response	Comment	Officer View and Recommendations	Officer Response	Keep updated
1	George Bryant	1	Online Form	Support	An excellent appraisal document, except for calling Allfreys Wharf, Allfreys Court. Very thorough. The proposed extension of the conservation area in Pulborough is a superb idea which will hopefully keep the buildings and land areas safe from developers which in turn will keep the character of Pulborough as an historic and pleasant village.	Noted - no action	-	Yes
2	Elaine Kipp	2	Online Form	Support	I am pleased that the conservation area will be extended.	Noted - no action	-	Yes
2	Elaine Kipp	3	Online Form	Observation	My concerns are that the amount of traffic thundering through the conservation area is not helping the foundations of the listed buildings which surely should be protected. Horsham District Council and West Sussex County Council should be working together to make the area safer just by investing money in the pavements and reducing the heavy HGV traffic going through. The beautiful cottages at the bottom of Church Hill, I think, are at serious risk of a heavy lorry crashing into them one day. The lorries are getting bigger and that particular area is a tight turn. There is a similar problem at the top of Church Hill. There is insufficient space for two lorries to go past one another and the heavy traffic cannot be helping the foundations of the old house at the top of Church Hill. I have attached a photo .	Noted- action proposed	HDC officers to speak to colleagues at West Sussex County Council about possibilities for environmental improvements/ traffic calming measures in Pulborough.	Yes
2	Elaine Kipp	4	Online Form	Observation	On another matter, since moving here about 10 years old I have witnessed the deterioration of the building by the mini roundabouts. I know it has been subject to many planning applications and I notice it has been mentioned in the Conservation Area & Management Plans document. So many people including our tourists have commented on this building, but for the wrong reasons. They have said it's a disgrace ...a mess...eyesore. I agree. I have attached a photo.	Noted- no action	This particular building is in private ownership and the Council does not have the resources to purchase it under a compulsory purchase order. The Council is therefore reliant on the owner putting forward an acceptable planning proposal for it to be developed and improved.	Yes
3	Joan Francis (Horsham District Archaeology Group)	5	Online Form	Observation	3. Historic development summary p10 • The first permanent settlement emerged during the Anglo-Saxon period. Stane Street (now the A29) was laid out during the Roman period. This should read first KNOWN settlement Where the Roman road, Stane Street, crosses the river Arun and its linking to the Greensand Way this makes the area a prime location for a settlement. Settlement probably continued into the Anglo Saxon/Early English period as well. Archaeological investigation on all development sites in this area would help to improve knowledge of all periods.	Noted - action proposed	Text to be amended to reflect that this is the first "known" settlement.	Yes
3	Joan Francis (Horsham District Archaeology Group)	6	Online Form	Observation	4. Landscape setting p14 Key character considerations: • Small scale, historic field patterns ? Use of the word historic suggests that they are not earlier than the Roman period, after AD 43. There are areas on the Downs and in the Broadbridge Heath (Wickhurst Green) pointing to much earlier field patterns perhaps as far back as the Neolithic period. Without further research, which should include the use of LIDAR and ground proofing/excavation their date should not be assumed.	Noted - no action	-	Yes
3	Joan Francis (Horsham District Archaeology Group)	7	Online Form	Observation	9. Management plan p41 To include? Where an application for alteration to a listed building is proposed this should follow the guidelines set out in the Standard and Guidance for the Archaeological Investigation and Recording of Standing building Archaeological Building Investigation and Recording (ABIR) published 2014, so that the knowledge of their original construction can be preserved.	Noted - action proposed	Text to be amended to include reference to ABIR (2014)	Yes
3	Joan Francis (Horsham District Archaeology Group)	8	Online Form	Observation	Appendix 1: Historic development, Pre-historic p, 46 The Roman period is considered to be the start of the Historic period and is not part of pre-history. Pre-historic settlement may be there but without excavation of development sites it will be missed. Settlements from the Neolithic onward often are near water perhaps on raised ground, certainly a point to consider in the Pulborough area.	Noted - action proposed	Sub-heading "Pre-history" to be amended to reflect that the Roman period is the start of the Historic period.	Yes
4	Ellen Bailey, Cushman & Wakefield, on behalf of Royal Mail	9	Email	Objection	Royal Mail requests that the Delivery Office is removed from the proposed Conservation Area boundary extension as Royal Mail intends to operate from this site for the foreseeable future.	Disagree - no action	The Royal Mail Group, in its representation, states that it intends to operate from this site for the foreseeable future. The inclusion of the site within the Conservation Area does not prevent that from happening; it means that it must be brough forward sensitively. It is noted that the site sits adjacent to the existing Pulborough Conservation Area and any redevelopment of the site would, in any case, have to be midnful of the adjacent existng heritage asset.	Yes
5	Clarissa Davies	10	Email	Observation	Having seen your proposed changes to the conservation areas in Pulborough, could you please confirm the boundary of extension 'E' on your plan? I understand that this area is to include the ancient bridlepath that connects Old Rectory Lane and Rectory Lane. However, on your map the boundaries of this proposed new conservation area appear to include the tarmac road of Rectory Close to the north and the private drive serving 8 houses (also known as Rectory Lane) to the south. Also, your area 'E' only includes part of the length of the bridlepath, stopping halfway along leaving the eastern section untouched. Could you please clarify these boundaries so that all residents can make an informed decision as to whether or not we should approve these changes.	Noted - no action	Therefore, the bridlepath is proposed to be included , up to approximately the south of where Old Rectory Lane joins Rectory Close. It is also proposed to include the trees to the immediate north and south of the bridlepath.	Yes
6	Jeanette Hicks	11	Email	Observation	Dear sir or madam, having carefully studied the Draft Conservation plans, I am surprised to find no mention of The Moat. This is listed as dated 1066-1551 and forms a historic and attractive green oasis in the Council Estate, which to my mind merits conservation.	Noted - no action	The Moat is located to the north of the Pulborough (Lower Street) Conservation Area.	Yes

Consultee Ref	Consultee	Comment Number	How Consultee Responded	Nature of Response	Comment	Officer View and Recommendations	Officer Response	Keep updated
7	Historic England	12	Email	Observation	Thank you for consulting Historic England on the above documents. We welcome and support the approach that Horsham Council is taking to revising and updating its conservation area appraisal and plans and the above documents, in our view, appropriately reflect the advice set out in our own guidance and more broadly in the National Planning Policy Guidance. While we have no specific comments to offer at this time on the individual conservation area documents, we would be pleased to offer advice on any specific matters arising from the preparation of the documents that fall within our remit, e.g. listed building repairs or parks and gardens enhancement.	Noted - no action	-	Yes
8	Mr Timothy Martin	13	EMail	Observation	I appreciate there is little you can do about this on the East Pulborough Conservation Area, but on the Church Place Area you could control this much more effectively which would in turn lead to greater appreciation of the conserved environment for locals and tourists, not to mention less of the damage that 10 tonne lorries and diesel smoke cause. I would suggest the negative impact of through-traffic on the Church Place Conservation area could be reduced by making Church Place an access only environment for vehicles with through access for cycles, horses and pedestrians over the railway bridge, and to concurrently improve the useability of Coombelands Lane and Hill Farm Lane for delivery traffic.	Noted - action proposed	HDC officers to speak to colleagues at West Sussex County Council about possibilities for environmental improvements/ traffic calming measures in Pulborough.	Yes
9	Natural England	14	Email	Observation	Natural England does not consider that these Draft Conservation Area Appraisals and Management Plans poses any likely risk or opportunity in relation to our statutory purpose, and so does not wish to comment on this consultation.	Noted - no action	-	No
10	Pulborough PC	15	Email	Observation	Wildlife needs to be considered in the consultation.	Noted - no action	A wildlife study was not included as part of the commission for the Conservation Area Appraisal.	Yes
10	Pulborough PC	16	Email	Observation	The flood plain south of the river is an important area to consider.	Noted - no action	The Council has considered but has chosen not to extend the Conservation Area to the south.	Yes
11	Pulborough Society	17	Email	Observation	Welcome the long overdue review and has no objection to the revised proposals.	Noted - no action	-	Yes

# Storrington Conservation Area Appraisal and Management Plan



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January 2018



Horsham  
District  
Council





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# 1. Background

## What does Conservation Area designation mean?

The Statutory definition of a Conservation Area is an “area of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance”. The power to designate Conservation Areas is given to Local Authorities through the Planning (Listed Buildings and Conservation Areas) Act, 1990 (Sections 69 to 78).

Proposals within a Conservation Area become subject to policies outlined in section 12 of the National Planning Policy Framework (NPPF), as well as local planning policies outlined in the Horsham District Planning Framework. The duties for Horsham District Council, set out in Section 69-72 the Act are:

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from time to time, determine which parts of their area are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance, and designate those areas as Conservation Areas.

- from time to time, to review the past exercise of functions under this section and to determine whether any parts or any further parts of their area should be designated as Conservation Areas; and, if they so determine, they shall designate those parts accordingly including boundary reviews.
- from time to time, to formulate and publish proposals for the preservation and enhancement of any parts of their area which are Conservation Areas.
- proposals shall be submitted for consideration to a public meeting in the area to which they relate. The local planning authority shall have regard to any views concerning the proposals expressed by persons attending the meeting.
- in the exercise, with respect to any buildings or other land in a Conservation Area, of any functions..., special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

On 27th November 2015, Horsham District Council adopted the Horsham District Planning Framework (HDPF). The HDPF sets out the planning strategy for the years up to 2031 to deliver social, economic and environmental needs for the district (outside the South Downs National Park). Chapter 9, Conserving and Enhancing the Natural and Built Environment, is of particular importance for conservation and design issues. The policies contained within this chapter deal with many themes central to the conservation and enhancement of heritage assets and local character more generally, such as: district character and the natural environment (policy 25); the quality of new development (policy 32); development principles (policy 33); and heritage assets and managing change within the historic environment (policy 34). However, other sections also contain policies relevant to Conservation Areas, for example chapter 5 concerns economic development and the design of shop fronts and advertisements.

Therefore, Conservation Area designations introduce controls over the way owners can alter or develop their properties. It also introduces control of the demolition of unlisted buildings, works on trees, the types of advertisements that can be displayed with deemed consent and the types of development that can be carried out without the need for planning permission (permitted development rights).

However, research undertaken by Historic England and the London School of Economics has demonstrated that owners of residential properties within Conservation Areas generally consider these controls to be beneficial because they often also sustain or increase the value of those properties within the Conservation Area.



## What is a Conservation Area appraisal?

A Conservation Area appraisal defines the special historic and architectural character of an area. Supported by a range of evidence, the document acts as a tool to demonstrate the area's special interest, explaining to owners and residents the reasons for designation. They are educational and informative documents, which illustrate and justify what that community particularly values about the place they live and work. They provide a relatively detailed articulation of the areas character, supported by maps and other visual information, which is used to develop a framework for planning decisions.

Character is a complex concept but is best described as the combination of architecture, materials, detailing, topography and open space, as well as the relationship between buildings and their settings. Many other aspects contribute to character such as views, land use, vegetation, building scale and form, noise and 'landscape' designations, the SDNP and AONB are such designations (i.e. policy 30 of the HDPF).

Appraisals also identify aspects of an area that either contribute to or detract from local character, raise public awareness and interest in the objectives of Conservation Area designation, encourage public involvement in the planning process and identify opportunities for enhancing areas.

## Purpose of this document

Once adopted, the appraisal is material to the determination of planning applications, appeals and to Secretary of State decisions. Therefore, the appraisal is an important document informing private owners and developers concerning the location, scale and form of new development.

This appraisal 'concludes' with a Conservation Area management plan. This takes forward the issues presented in the appraisal, considering them in the context of legislation, policy and community interest, in order

to develop local policies that Horsham District Council will seek to adopt to protect the special interest of the Conservation Area in such a way that it becomes self-sustaining into the future. This includes policies to protect the survival and use of local materials, architectural details and to propose forms of development based on the findings of the appraisal.

This document has been produced using the guidance set out by Historic England in their document, Historic England Advice Note 1: Conservation Area Designation, Appraisal and Management (2016).

The Storrington Conservation Area Appraisal and Management Plan was researched and consulted on between February and June 2017.

The draft documents were discussed by Members at the Planning and Development Advisory Group on 13 July 2017. Public consultation on the documents and in particular the proposed changes to the conservation area boundaries for the five settlements took place in September and October 2017 after public meeting organised with the appropriate Parish Councils in July and August 2017.

Following the public consultation exercise, a report summarising the responses will be prepared and presented to Cabinet in January 2018. This included a proposal to adopt the Conservation Area Appraisals and Management Plans as guidance for planning officers and to assist in the determination of planning applications in the relevant settlements from 2018.

## 2. Introduction

### Context

Storrington is a village located just north of the South Downs, located approximately 13 miles (21km) south of Horsham and the nearest large town is Worthing about 10 miles (16 km) south. It is set north of and on the lower slopes of the scarp of the South Downs, and South Downs National Park comes up to and now defines the southern edges of the settlement.

The underlying geology around Storrington is sedimentary. To the south of the village are the distinctive dry valleys of the Downs. The village itself lies on a 800m wide band of sandstone of the Folkstone Formation, from which comes the brown sandy ironstone, or Carstone, used on several buildings in the Conservation Area. A 60m wide alluvial bed of the river Arun cuts south east to north west just east of the village centre and goes on to flow into the River Arun. The Parish Church of St Mary sits on a minor outcrop south of the village centre.

The first record of the settlement is in the Domesday Book and it is likely to date back to the 8th century with the origins of the name thought to derive from the Old English storca-tun or 'storks farm', probably referring to the wetlands at Parham on the River Arun plain to the west. It achieved its grant of a market and village status in 1400 and though wealthy into the 17th century, it declined in recent centuries, which in many ways has increased its charm. Storrington was always in competition with Steyning and Pulborough both of which benefitted by their location on roads from London to the south coast and later railways.

The building materials are the local Carstone, some imported stone, Sussex brick and flint construction, some Horsham slab stone slates and many types of local clay tiles, with boundary walls of local stone, flint and brick.

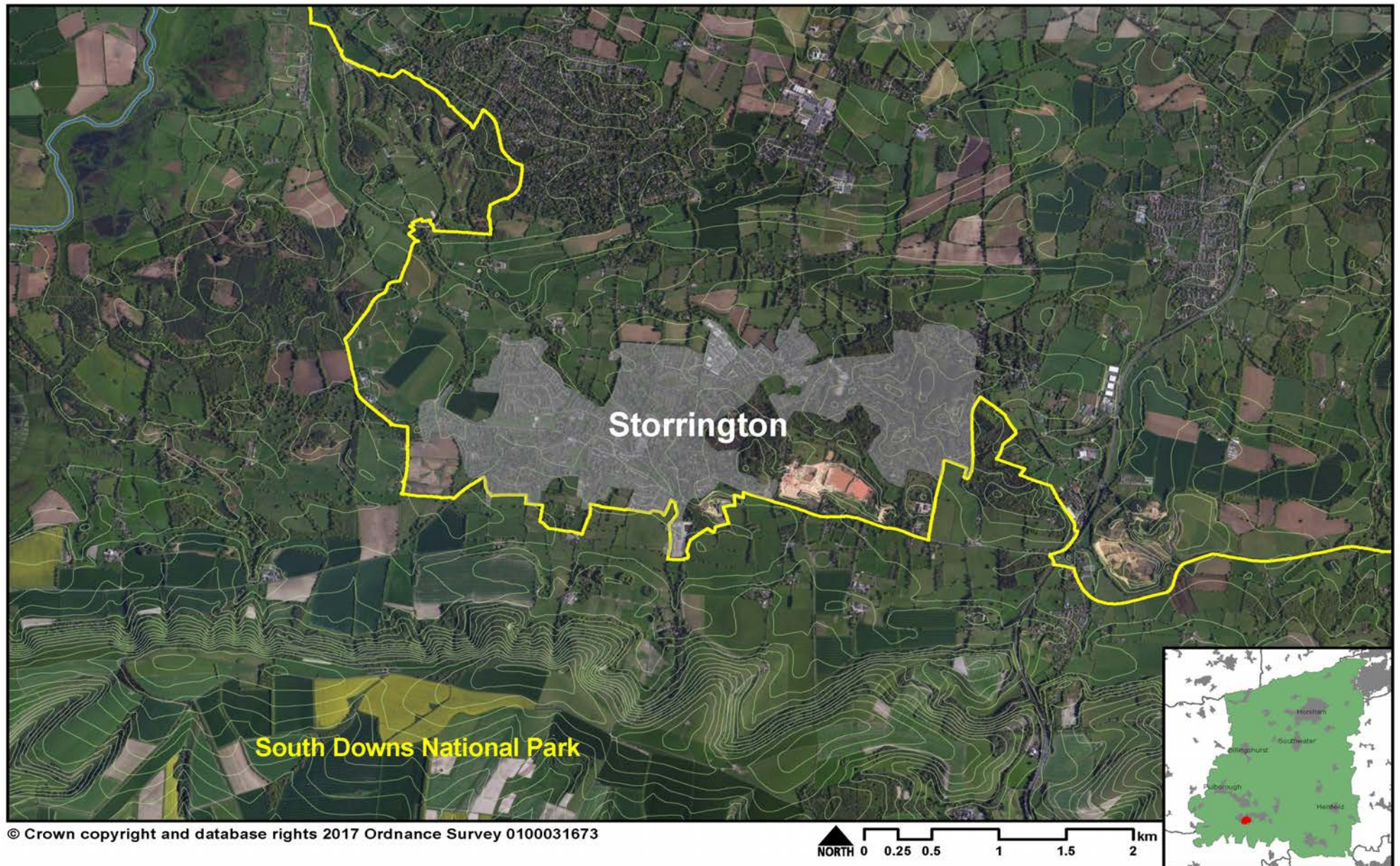
### Summary of special interest

The special interest of Storrington's Conservation Area is derived from several key elements:

- The layout of the village and unusual pattern of roads in the village, with West Street and Church Street meeting at the top of The Square, North Street the other top corner and the High Street then leading down from it to cross the River Stor;
- The protection of its southern boundary with its close proximity to the South Downs.
- Its relative isolation away from major north-south routes and never having had a railway connection has meant it has maintained its character;
- The historic origins and development of the village through the post-medieval and industrial periods is still clearly discernible in the surviving townscape;
- Many of the buildings in the Conservation Area are little altered from their time of construction and some are designated as listed buildings. Many unlisted buildings contribute positively to the character and are non-designated heritage assets;
- The buildings within the Conservation Area utilise local building materials in a range of vernacular techniques, establishing and reinforcing a strong sense of place.



Map 1: Storrington Context map





## Boundary Review

At the time of designation in 1973, the boundary for the Conservation Area was tightly drawn around the historic core, broadly as the settlement appeared at the time of the Tithe survey (1841) but did not include outlying features. As a result, positive spaces and buildings such as 18th and 19th century historic buildings on West Street, the Glebelands and historic buildings within the arc of Monastery Lane and the 19th century ribbon development up School Hill, were not included.

Conversely, several sites that were included in 1973 have now been redeveloped for new housing which do not serve to preserve or enhance the character and appearance of the Conservation Area.

After 44 years without change the boundaries have now been reviewed, as directed by the Planning (Listed Buildings & Conservation Areas) Act 1990.

This appraisal of the Conservation Area had reviewed the boundaries and come to the following conclusions:

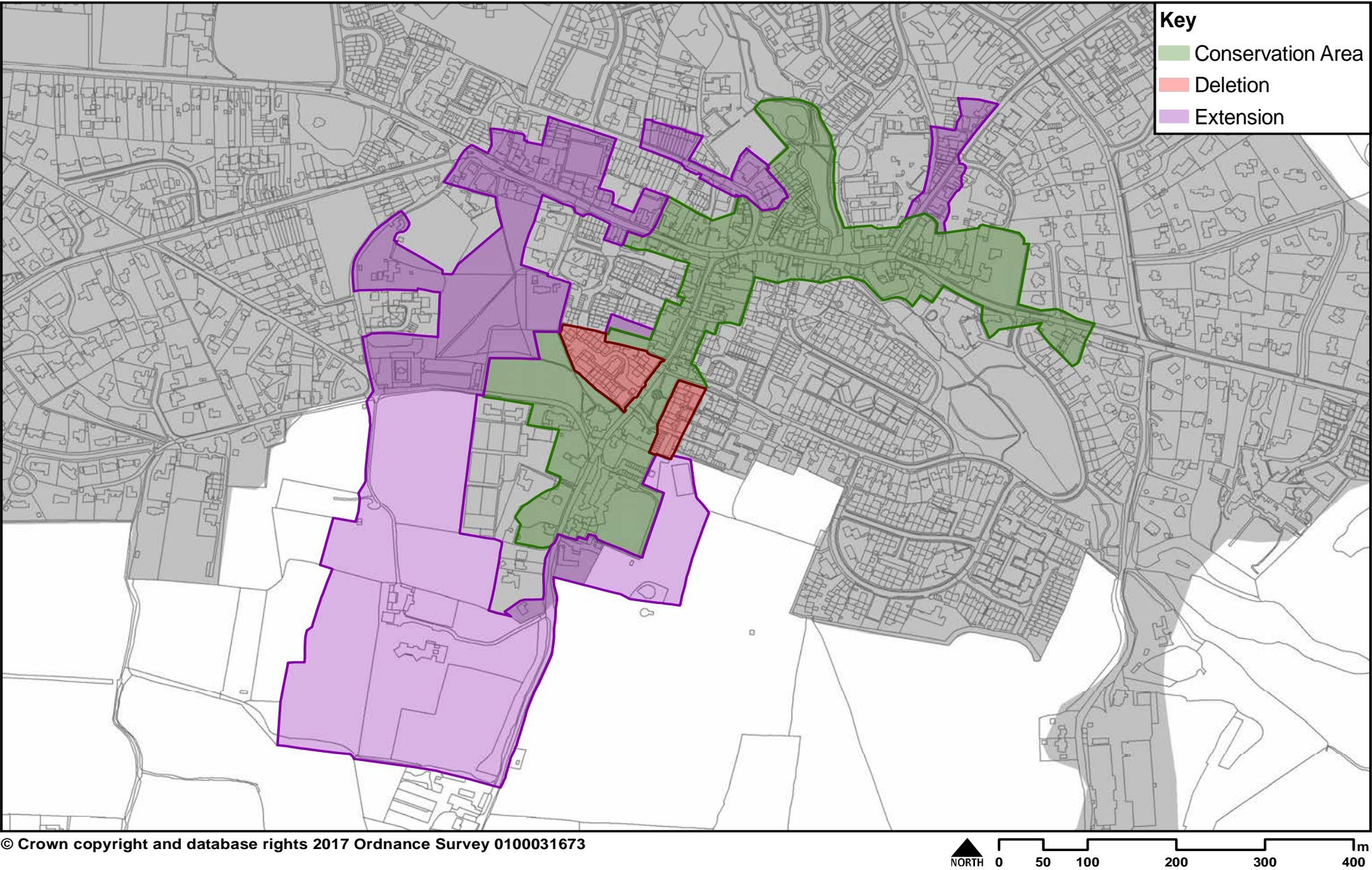
- In some cases, the boundary now bisects new properties or their gardens and needs amending;
- Over the past 44 years Storrington has experienced substantial population growth. Some areas that were in the Conservation Area or immediately outside have been developed. Many of these late 20th and early 21st century developments have adopted a character that is alien to the mostly linear historic development of the village;
- In other instances, streets like West Street and School Hill are outside the original Conservation Area boundary but have survived reasonably intact;
- As a result of modern suburbanisation to the west, north and east on its outskirts, the village has lost the majority of its historic agricultural setting, and this has affected the boundaries in these directions. To the south the designation of the South Downs National Park has stopped this but it is important that any undeveloped gaps between the Conservation Area and National Park boundary are considered for inclusion in the Conservation Area;

- The former Chanctonbury RDC Council Offices have been demolished and replaced by a modern housing development in design and layout no better than the excluded Rectory development north of it and should therefore also be excluded; and
- The east part of Beechcroft Orchard Gardens forms the first terrace of houses in a much larger housing development that detracts from local character and is therefore justifiably mostly outside the Conservation Area.
- The fields and parkland forming the area south of School Lane and taking in St Joseph's Hall were felt to be an important part of Storrington settlement
- The South Downs National Park was designated in 2010 and its boundary comes to the southern edge of the Storrington Conservation Area. It was felt that where justified, the two boundaries should be contiguous.

Consideration of these factors has informed our assessment of the historic Conservation Area boundary, to enable proper consideration of developments in the future and to ensure that local character is preserved or enhanced.

The following map illustrates the historic Conservation Area boundary and areas where it is proposed to amend this boundary to bring in new areas of Storrington into the Conservation Area and where it is being suggested that the boundary is altered to remove small areas from it.

Map 2: DRAFT Storrington existing Conservation Area boundary and boundary deletion and extension areas.



### 3. Historic development summary

- The discovery of flint implements at archaeological find spots in the village and surviving Bronze Age barrows at Sullington Warren provide strong evidence for the pre-historic occupation of the area, although there is no written record until 1086.
- The history of Storrington up to the end 14th century is not very clear, but it must have grown in size. In 1400, a weekly market was granted to Thomas Earl of Arundel, along with three annual fairs.
- During the 15th century, St Mary's Church was rebuilt converting the originally modest building into a larger structure.
- In 1577 work began on Parham House surrounded by its park, located a short distance away to the east. The estate had been granted by Henry VIII to a London mercer named Robert Palmer.

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The local economy in the early Modern period was based on a variety of different industries. From the 17th century this included the production of malt, brewing and tanning. The last of these was evidently particularly important, since by the 18th century boot and shoemakers were the largest group of artisans in the village.

The River Stour powered two corn mills, Chantry Mill and Bine Mill, as well as a fulling mill. Being a staging post on the route from Arundel to Horsham, Storrington had a number of inns. They were not as numerous as those in Steyning or Arundel, but suggest that the village's role was more important than that of Pulborough in this respect.

- St Mary's Church was badly damaged when lightning struck the spire in 1731 and, despite being made good, most of the remainder of the structure collapsed in 1746. It was not rebuilt until 1754.
- In the early 19th century Storrington lost its market. In 1810, the Stopham to Steyning route was turnpiked, followed in 1824 by the road from Thakeham to the north. Omnibus services to Shoreham commenced in 1843 and to Worthing in 1861.
- Storrington Common to the west of the village was enclosed in 1851, but this did not lead to residential development, as happened in so many similar instances. This may be due in part to Storrington's failure to obtain a railway connection.
- In 1871-1872, the Reverend George Faithfull pulled down the remains of the old rectory of 1621 and used the materials to build a neo-gothic

replacement, which his pupils nicknamed 'The Abbey' – a name which has stuck to this day.

- St Mary's Church was enlarged in 1872 and reordered 1876.
- In 1882, five canons who had been evicted from the Abbey of St Michele de Frigolet in the lower Rhone Valley arrived in Storrington at the invitation of the Duke of Norfolk and established a priory. Permanent monastic buildings, including a school, were erected in the 1890s, followed by the Priory Church of Our Lady of England in 1902-1909.
- Following slow but steady growth during the 19th century, the population of Storrington had declined in the 1880s and did not resume its growth until the 1920s.
- The tanneries in the centre closed in c. 1876 and 1890, although in the early 20th century there a certain amount of business was carried on based on extractive industries, such as the production of tiles and concrete building blocks.
- In 1904, the Sussex Motor Road Car Company started running services through the village on a route from Worthing to Pulborough.
- In 1933, Chanctonbury Rural District Council established its offices in the former rectory.
- In 1953, St Joseph's Dominican convent and boarding school was established in The Abbey.
- Population growth accelerated in the mid-20th century, as the land around the historic centre was sold off for residential development. Initially most of this was council housing with private development accounting for only a small percentage of the total, but by the 1970s the relative proportions had been reversed.
- In 1931, the population had stood at 1,731. By 1951 it had risen to 2,396 and by 2001 to 6,074, including the outlying village of Sullington to the southeast.
- St Joseph's Convent and School closed in 1998 and the Premonstratensian Priory in 2005.
- In 2007 a community woodland project created Matt's Wood and 500 native British trees were planted with 1,100 mixed native sapling bushes and wild roses around paths and benches.





*St. Mary the Virgin church and nearby schools, c.1900*



*High Street, c.1908 - the gas lamp standard was erected in The Square in 1897.*



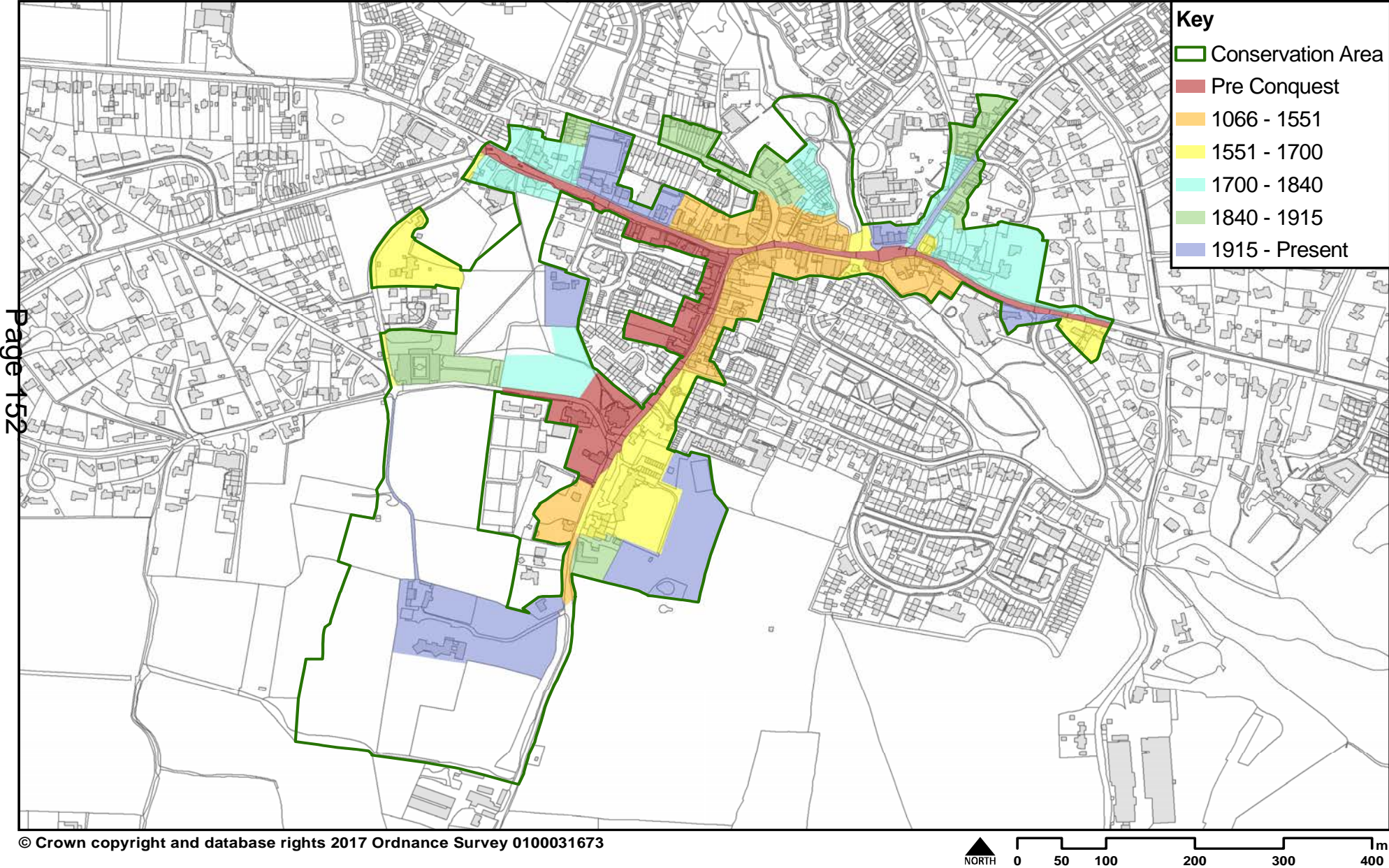
*Church Street, looking north.*



*West Street, looking east.*



Map 3: Storrington historic phasing map.



## Storrington's evolution

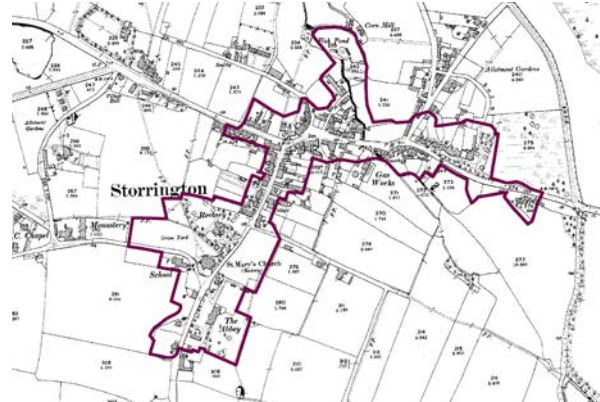
### Early 19th century



Storrington parish map, 1811

- Storrington consists almost entirely of ribbon development. The buildings are more closely grouped in the centre around the point where Church Street, North Street and the High Street converge. The buildings mostly stand side-on to the street since there are no burgage plots.
- With the exception of Mill Lane and School Hill, most of the streets that form the principal elements of the modern plan in the conservation Area are extant. Some of them, such as Brown's Lane and North Street, exist as thoroughfares but there is virtually no construction along them.
- St Mary's Church stands to the south, visibly apart from the centre, although not on its own.

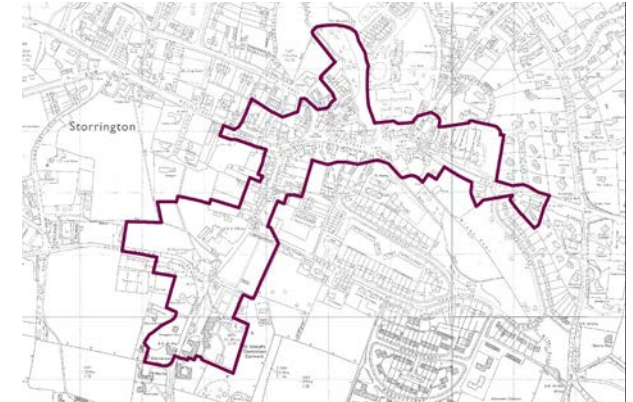
### End of the 19th century



2nd edition Ordnance Survey map, 1896

- The rectory to the south of St Mary's Church has been rebuilt and is marked as 'The Abbey'. A short distance away the premises of the National School have appeared.
- Further to the west, School Lane has been linked up with Pulborough Rd by Monastery Lane, which partly follows a pre-existing field boundary.
- In the centre, the village's density has increased due to more extensive backland development.
- Encroachment on Bine Common, which is now partly given over to allotments, is well under way. Nightingale Lane is indicated for the first time.

### Late 20th century



5th edition Ordnance Survey map, 1970s

- New residential development has drastically altered the setting of the historic centre, for example much of Storrington Common has now disappeared.
- Large detached houses now line Fryerns Road and Nightingale Lane on both sides. Bine Common has completely disappeared, while Nightingale Close has been laid out and developed.
- Bine Mill, although already disused and derelict, is still extant.
- A large new residential development has been constructed to the south east of the centre, based on a new road system that incorporates the pre-existing Browns Lane.



## 4. Landscape setting

Much of the Conservation Area has been surrounded by development associated with the expansion of the village, which predominantly took place between the 1930s and 1960s. Latterly, from 1980 onwards, development has taken place on the outer edges of the settlement; mainly expanding the village farther north, east and west, with some infill to the south.

The Conservation Area abuts the surrounding countryside on the southern edge of the village, where the Old Rectory backs onto small scale fields to the east and a community woodland and vineyard extends west.

The northern edge of the South Downs National Park is within 50m of the southern Conservation Area boundary. The southern edge of the Conservation Area and settlement is characterised by historic spaces around the monastery, church and cemetery, and by recreational spaces to the south including tennis courts, a community woodland, vineyard and additional cemetery. Further open spaces link through the northern part of the Conservation Area, following the line of the River Stour between the Chantry estate (south), crossing High Street and continuing north of the village centre.

### Topography

Storrington is located on the lower slopes of the chalk escarpment that forms the South Downs National Park to the south of the settlement. The topography of the settlement is gently undulating, sloping gently towards the River Stour through the middle of the village before rising gently to the northeast. The Conservation Area forms the central part of the settlement, and has little height variation. The river valley is the lowest part of the Conservation Area at approximately 40m Above Ordnance Datum (AOD). The Conservation Area does not rise beyond 50m AOD to the north and south.

The southern fringe of the settlement is the most prominent landform associated with the Conservation Area, as it begins to rise towards the South Downs escarpment.

### Existing landscape character

There are several existing Landscape Character Assessments that cover the landscape adjacent to Storrington Conservation Area:

- West Sussex Landscape Character Assessment (2003);
- Horsham District Landscape Character Assessment (2003);
- South Downs Integrated Landscape Character Assessment (2011);
- Horsham District Landscape Capacity Assessment (2014).

These identify the key characteristics and sensitivities of the landscape at varying scales. Key character considerations:

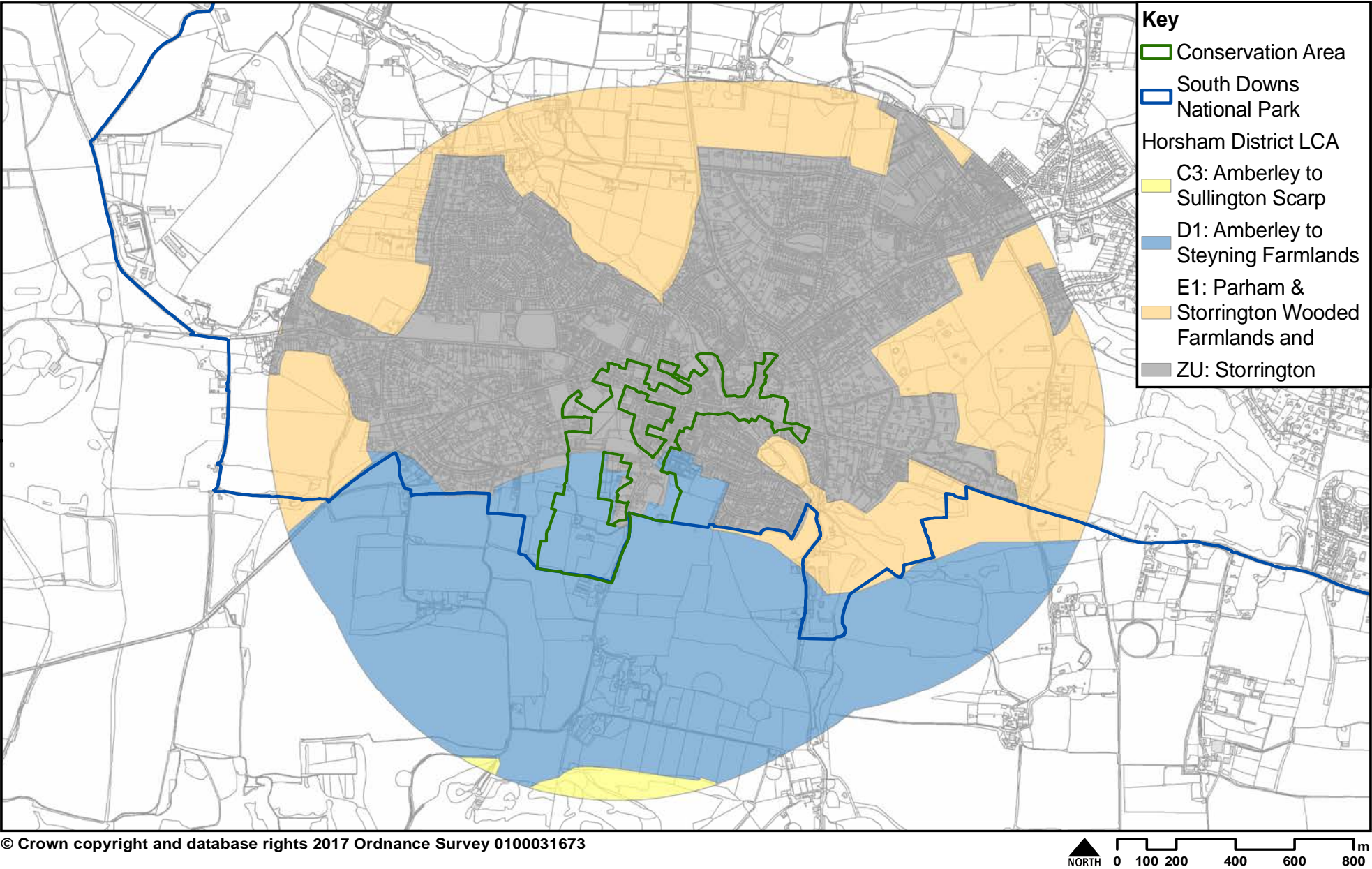
- Rolling landscape with low ridges and vales;
- Mixed farmland with varied field shapes and sizes on lower slopes;
- Narrow linear woodlands often near streams;
- Heavily indented settlement edge with woodland, heathland, and small hedgerowed fields making a distinctive contribution to the setting
- Settlements located on the line of springs which emanate from the chalk downlands;
- Small settlement pattern often clustered or centred on manor houses, churches or mills;
- Localised suburban development on settlement edges;
- Varied building materials of flint, brick, local sandstone, some chalk and timber;
- Narrow, winding, often sunken lanes;
- Extensive rights of way;
- Visually dominant chalk scarp to the south.

### Conservation Area setting

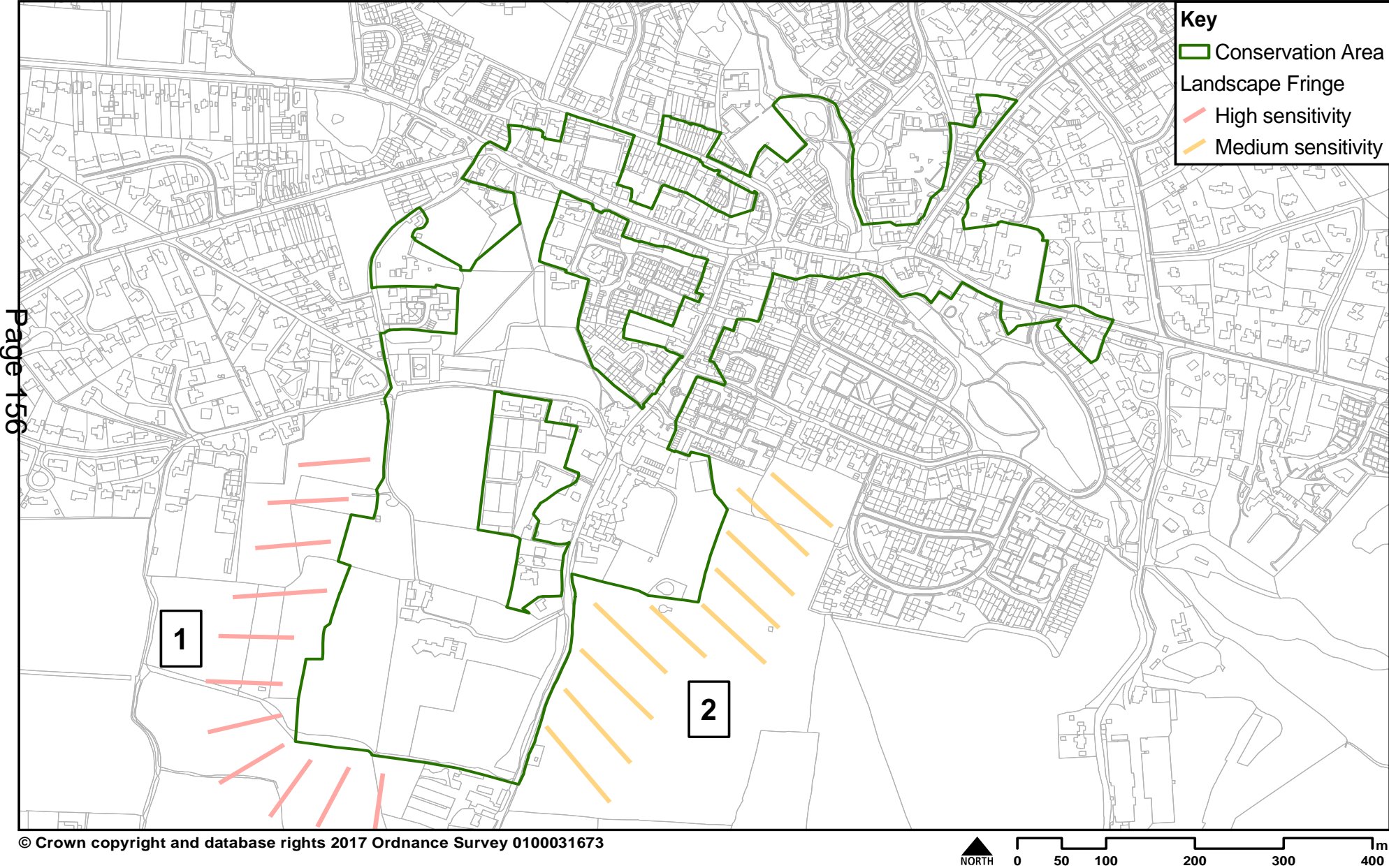
The character of the Conservation Area is influenced by the landscape and development that surrounds it. Where the Conservation Area abuts the surrounding countryside, the character of this landscape fringe has been defined below. These fringe areas have been identified through consideration of the variation in characteristics of the land adjacent to the Conservation Area. Using the typical criteria included in Appendix 3 the sensitivity of the landscape fringe to change associated with development has been evaluated, through consideration of the associated key characteristics.



Map 4: Storrington existing landscape character map



Map 5: Storrington landscape fringe sensitivity map





## Landscape Fringe 1

- The Conservation Area edge is moderately well integrated by landform and mature vegetation;
- There are historic associations with this edge, although modern development has intruded in part;
- Generally low-lying fringe, that gently rises south towards the South Downs escarpment;
- Varied skylines associated with the settlement edge, although generally well treed;
- Small scale, intimate landscape relating to the retained historic features and landscape pattern;
- Intact heritage features are situated within this fringe landscape, although legibility has been altered by modern built form;
- Some level of tranquillity associated with the small scale fields and churchyard;
- Key views across the Glebe fields to the south, containing the Church and monastery with a backdrop of the South Downs.

The landscape fringe of the Conservation Area has a high sensitivity to change associated with development.



*Storrington landscape fringe 1, viewed from the south-west.*

## Landscape Fringe 2

- The Conservation Area edge is well integrated by vegetated property boundaries and field trees;
- Built form within the Conservation Area does not stand out, although modern development is more noticeable to the east;
- Low-lying, gently sloping topography of the South Downs footslopes, which rises gradually to the south;
- Skylines are generally vegetated, and defined by the escarpment to the south;
- Small scale landscape associated with the immediate fringe of the Conservation Area;
- Medium scale landscape extends farther south across the footslopes, where field boundary vegetation opens up;
- A relatively simple character associated with the transition from the hard development edge to the open pasture land;
- Moderate level of tranquillity and recreational value;

Generally enclosed visual character along this fringe;  
Views begin to open up to the south, looking towards the slopes of the South Downs;

Glimpses of the abbey through security fencing along the edge of the footpath.

The landscape fringe of the Conservation Area has a medium sensitivity to change associated with development.



## Open Spaces

Glebelands forms the the largest open space within the Conservation Area. Elsewhere, there is limited open space within the Conservation Area although small spaces do provide links from the edges of the Conservation Area into larger spaces beyond the boundary.

The narrow open space that extends north from High Street, along the street frontage of Old Mill Drive continues north along the corridor of the River Stor with footpaths linking into the countryside north of Storrington. This is an enclosed, secluded, vegetated space with a number of ponds along the route of the river. Buildings on High Street break the southern edge of the open space, but the space continues south beyond this (outside of the Conservation Area).

In the southern part of the Conservation Area the open space consists of the cemetery and Churchyard that extends northwest from St. Mary's Church. The Conservation Area boundary follows the edge of the cemetery. Footpaths continue north from this edge, through the Glebe fields between School Lane and West Street.

There are strong visual and physical historical links associated with these spaces on the southern edge of the Conservation Area, particularly between St. Mary's Church, Churchyard, monastery and its walled garden.

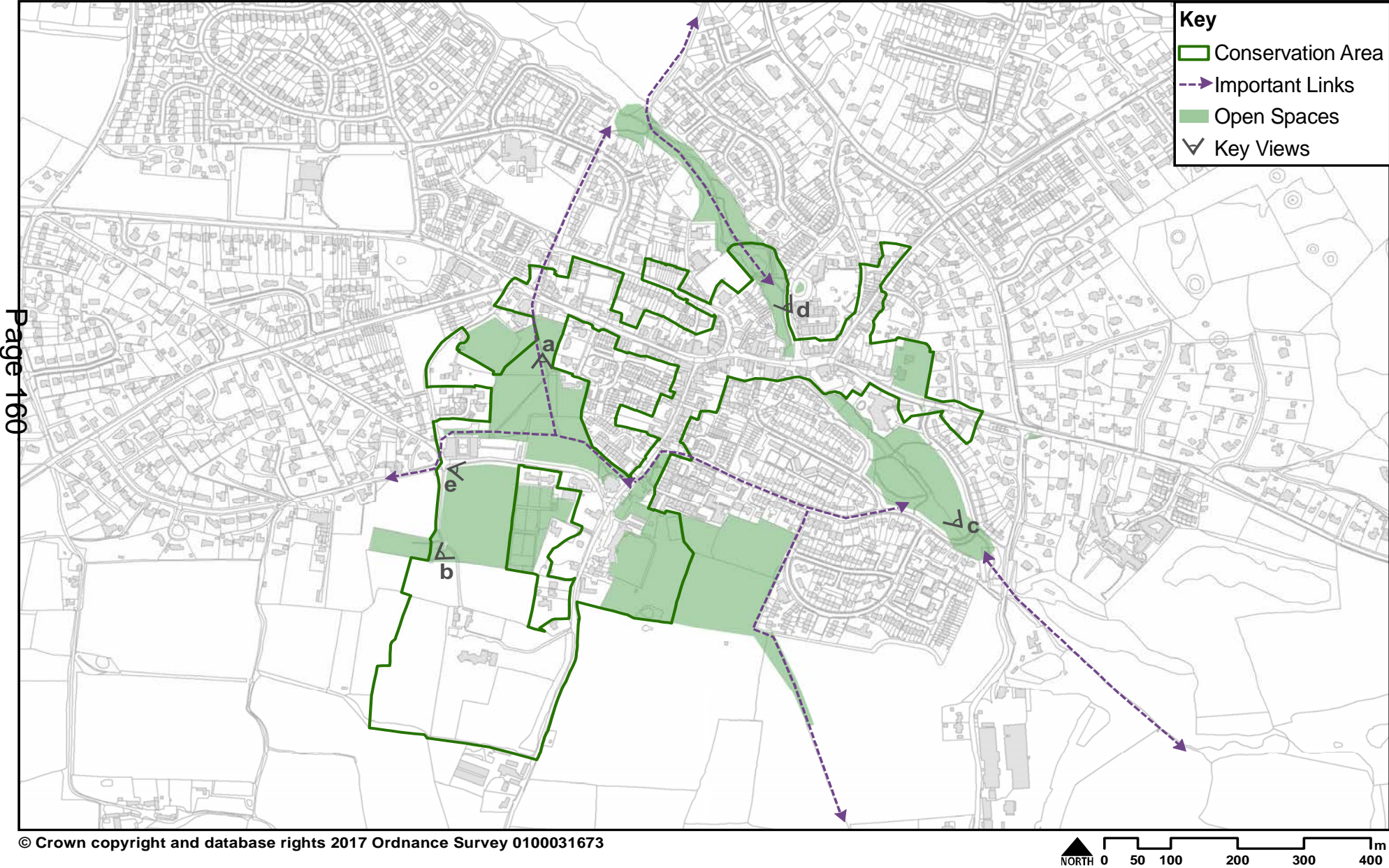
The open space continues south of School Lane, with the informal Cemetery Lane which leads to the cemetery and St Joseph's Hall. Matt's Wood on its east side, still owned by Norbertine Order it is leased to Chemin Neuf, and is a community wood planted in 2007, to which there is public access. On the west side is a field then a Cemetery which is for Catholic Church not just the Order and has been gifted to Diocese. South of theses is Storrington Vineyard was planted by Norbertine Order but now in private hands. The track winds between the vines to St Joseph's Hall gardens and parkland.

The open spaces within the Conservation Area were once more open, larger spaces, which over time have become surrounded by development.

There are a number of footpaths that link through the Conservation Area to the countryside surrounding Storrington. Routes of particular value are those linking in a north-south direction along the corridor of the River Stor across High Street, and from the Churchyard, across the Glebe fields and north to the River Stor.



Map 6: Storrington key open space and links map (also indicating the location of vantage points a, b, c and d).



## Vantage Points

The Conservation Area is generally well contained by the wider settlement area, partially abutting the countryside on the southern edge. There are visual links between historic and landscape features associated with the green space on the southern edge, particularly between St. Mary's Church and Churchyard, monastery and walled garden, and the South Downs escarpment in views south. The Church is occasionally visible as a landmark when viewed from higher topography to the south and northeast of the village.

Vantage points from the south provide occasional long distance views of the village from the surrounding Downs landscape. Historic landmarks and the Conservation Area do not stand out in these views.

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**a:** Views through the Churchyard and Glebe fields have an enclosed character, due to the groupings of mature trees along the settlement edge and Churchyard boundary. Views along the footpaths open up, particularly looking south across the fields and towards the rising landform beyond. The openness of the fields allows views which extend through the space and over the walled garden, with the South Downs forming the backdrop. The Church and monastery are prominent heritage features in this localised setting.



a

**b:** Views north from Matt's Wood are also associated with the open green space on the southern edge of the Conservation Area. Views are well vegetated, looking through the woodland green space and continuing across the Glebe fields to the north. There are important visual connections between the historical and ecclesiastical features including the cemetery, shrine to Our Lady, monastery and Church. There is limited built form within this view that relates to the heritage features described.



b



**C** and **d**: The corridor of the River Stor provides a linear green space that cuts through the northern part of the Conservation Area. Views are generally enclosed and well contained to the corridor setting by riparian planting on the river banks. Public footpaths link through the green space from the north and south, and connect into the centre of the village at the High Street. This green corridor has been preserved as part of development at the High Street that has taken place through the settlement, and includes old mill ponds in the northern section. Whilst views through the space are contained, there are glimpsed views through the vegetation that lead footpath users through the corridor and link to the countryside surrounding Storrington from the village centre.



c & d



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## 5. Townscape and historic environment

Storrington is unfairly dismissed in the Pevsner Buildings of England series “A big, untidy village which, like Pulborough a few miles away, is halfway to being a town. The transition is not much fun to look at, though potentially the shapes and spaces are good”. Much could be said about how the village has been influenced by post war housing but due to its topography and trees much is hidden and the historic core as the quote above concedes, contains good spaces and streetscape.

### Historic Core around The Square and the Church

The townscape in The Square and through the narrow entrance to West Street and where Church Street peels off to the south, marks the centre of Storrington. Dominating the north side of the Square is the large 18th century Mulberry House on fine red brick, with its walled forecourt now a car park. North Street and Brewers Yard separate it from other buildings. The clutter of signage and other modern features, including the area of non-descript courtyard fronting the building, detracts from the positive character of Mulberry House and does not reflect the historic market which once operated here. Facing it is The White Horse Hotel group of buildings with a survival of historic paving materials in front. On a gentle slope to the east is the High Street with a number of shops many of which have a gable onto the street. The view from here terminates in a cluster of roofs at Eastbrook below the trees on Manley's Hill.

Turning west, going through the ‘throat’, Church Street opens up south with a view of the South Downs rising beyond the village. Church Street did contain shops initially, its steep roofed buildings reveal early origins. Either side the buildings rise to the mid-19th century no. 14 and the post war Manor Court which obscure views of a concentration of listed buildings including The Palace and The Georgian House. These detached buildings that mark a change to later more prosperous homes and the curious Burmese Islamic door in the tall wall that turns into Brown Lane.

Though Chanctonbury is now a late 20th century housing development, a flint and brick wall has been retained along the frontage and the Church of St Mary the Virgin stands on its mound above this. From the north the medieval church, now North Aisle stands out with the later 1870s enlargements rising behind. The Churchyard wall to the street now rises to two levels, the upper set back and a yew tree sits at either end. South of the Churchyard is a triangle where Church Street meets School Lane and Greyfriars Lane which continues the route as a wooded lane rising

towards the South Downs, leaving the village.

### The Churchyard and Glebelands

The townscape of this open area in the settlement centre is a surprisingly large area, that has been gradually chipped away, with St Mary's Church as its south-east point, School Lane marking the southern boundary and Monastery Lane to the west. Until the last 50 years, there were open fields, the Glebelands, on this higher ground above Church Street that sloped to the back of the houses on the south side of West Street and fell westwards to Monastery Lane. The Churchyard extends westwards along School Lane and been planted with feature trees while an old low flint wall with decorated top separates it from the fields that make up the surviving Glebelands. A notable modern change to the landscape is that the highest area has been built over with the 1930s Rectory and the 1970s Rectory Estate. To the west the dramatic slope to Monastery Lane and the trees around Lady Place farm are being framed by new development.

### High Street to Eastbrook and eastwards

The townscape of the High Street as it slopes down to cross the Stor with routes rising beyond Manley Hill and School Hill is very attractive viewed from The Square. Looking in detail at the individual buildings, there has been quite a lot of redevelopment, with the southside of the High Street to Eastbrook containing 1960 and 1970s buildings, many trying to fit in using local materials, others modernised and sadly losing character. The High Street is held together by the listed building opposite each other of no. 9 Cobbled Cottage and nos. 18-22 (even).

On the north side of the High Street, between Old Mill Drive and School Hill which remained undeveloped until after 1900, the tall, gabled shops nos. 23-29 (odd) stand out as attractive whilst the 1970s HSBC is considered to be a successful example of contextual modern architecture.

The Eastbrook junction with School Hill and Manley's Hill is surrounded by historic and attractive buildings, with the Vintage Rose Tearoom facing no. 2 School Lane, the 1900s Arts & Crafts, The Anchor Inn and no. 48 High Street with ‘Eastbrook’ in its gable.



*Church Street, looking south towards the South Downs.*



*The High Street, looking east towards School Hill.*



*Church Street, looking south into Greyfriars Lane.*



*The Churchyard looking north towards the rectory.*



*The open land north-west, with the distant Parish Church.*



*Monestary Lane, looking south.*



*Brewers Yard, looking towards High Street.*



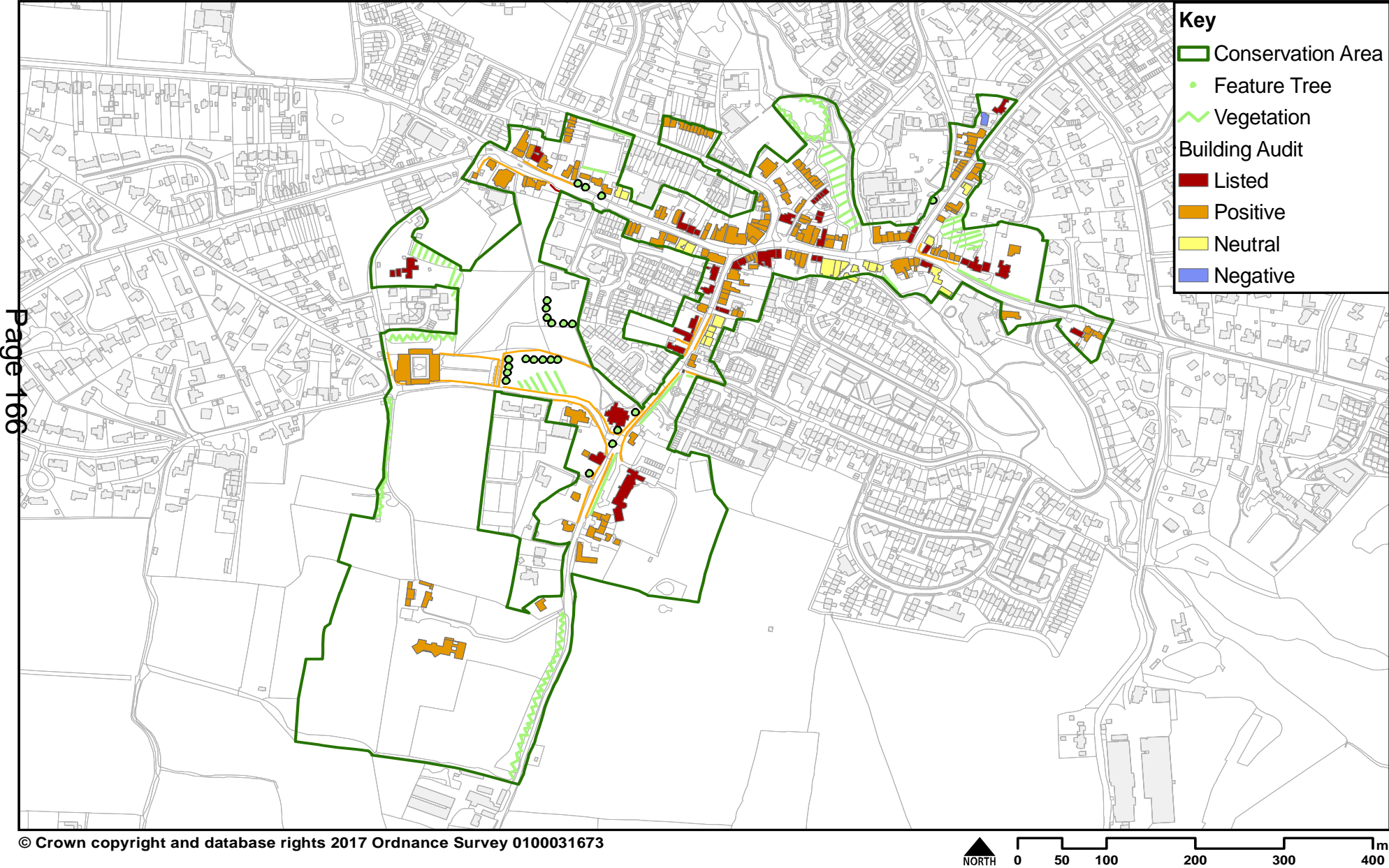
*Street furniture and low brick boundary walls.*



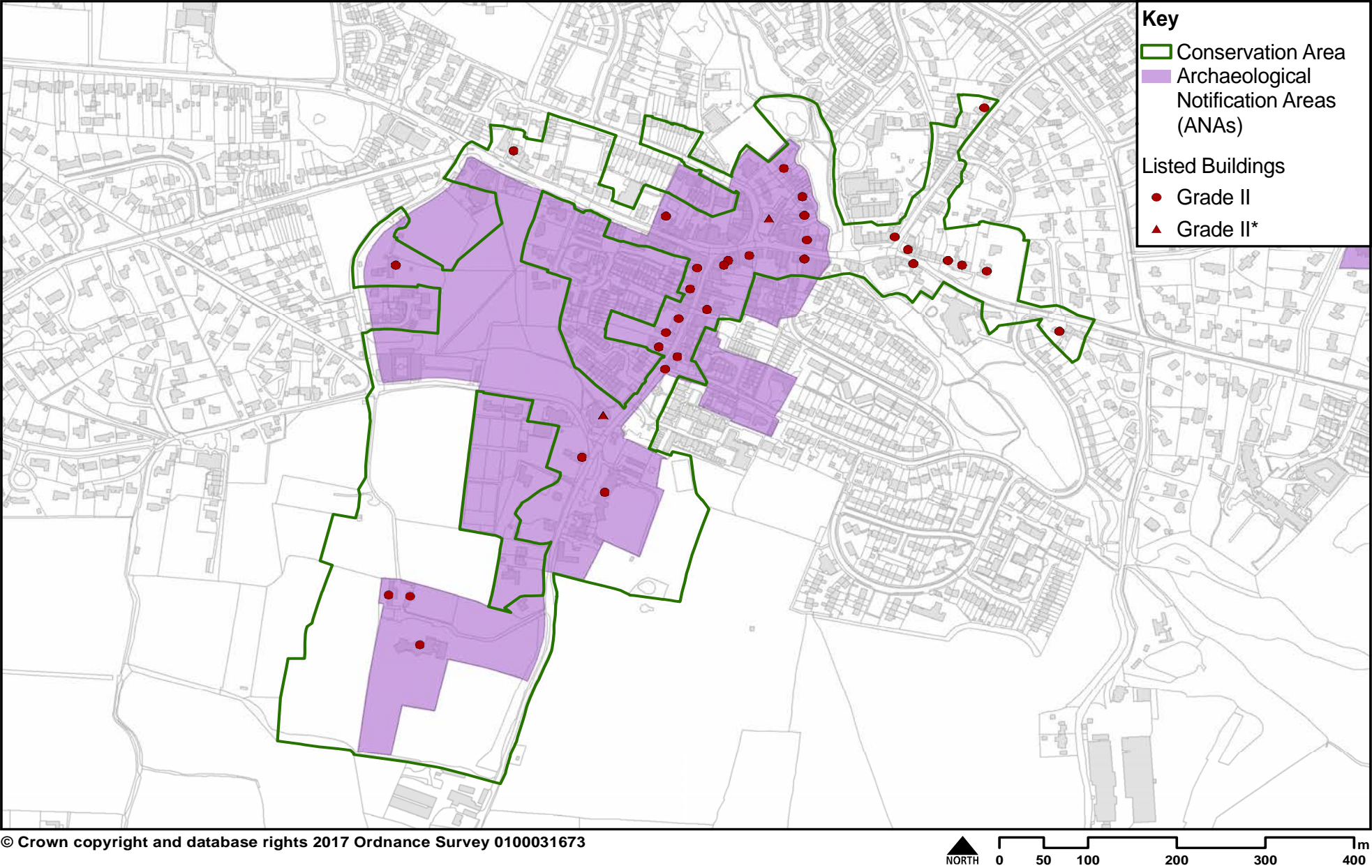
*Stone House.*



Map 7: Storrington Conservation Area building audit map.



Map 8: Storrington historic environment map.





## 6. Character areas

There are five distinct character areas within the Storrington Conservation Area, which testify to successive phases in the historical evolution of the village and changing patterns of land use over time. In part, the distinct character and appearance of the village is defined by its historic core surrounded to the north, east and west by more modern development but benefiting from an exceptional southerly outlook towards the steeply rising South Downs.

### **Building types & styles, materials and colours, and architectural features**

The earliest buildings in the Conservation Area are built of timberframe with plaster panels utilising the plentiful supply of local Wealden oak. Some important buildings like the Church of St. Mary the Virgin and the Manor House were built of local Sandstone. Roofs would have been pitched or, for more prestigious properties, Horsham Stone Slates.

Brick would not have been widely used until the mid 17th century. Plain clay tiles would have become common from the mid 17th century, as would tilehanging using these plain tiles on battens nailed to the walls. Timberframe buildings were often adapted by being refacing in brick, rendered or tilehung, or having their infill panels replaced in brick. Older buildings, some dating back to the late medieval period survived in Storrington under these later skins. These older buildings can often be detected behind later front facades, the giveaways being tall roofs and large oddly positioned chimneystacks and the arrangement of doors and windows not being symmetrical.

From the 18th century the classical Georgian style of architecture took over. Brick became the dominant walling material, though with a few buildings of brick and rubble under a render coat. Roofing materials were plain clay tiles, or in some cases pantiles. From the early 19th century the slate became the most used roof covering.

The windows in even the earliest buildings are now 18th century at the earliest, and for most of the other buildings these are casements with small panes. Sash windows are found in the larger houses from the 18th century to the 1900s. There are a few casements of timber or steel with leaded lights. Many of the casements and sashes have been renewed in

recent years, most in timber, though some plastic U-pvc windows have also been installed.

There are not many 20th century buildings of note in the settlement. The Arts & Crafts is represented by The Anchor Inn and no. 48 High Street 'Eastbrook' development. The rebuilding of nos. 3-6 (consec) The Square is a 1920s rebuilding in neo-Georgian by the GPO (General Post Office) while behind it is no. 2 West Street, the 1970s Post Office and Royal Mail sorting office in a contextual style. Likewise, the HSBC Bank is a 1970s structure on a square plan with flints panels in brick dressings, a tilehung first floor and tall hipped roof behind a parapet.

Few of the post-Second World War housing developments can be said to have taken on any style or materials that are locally distinctive, apart from the use of tilehanging and red bricks, and have therefore been excluded from the Conservation Area.

Shopfronts in historic buildings on the High Street and Church Street still tend to be of traditional appearance and are generally sympathetic, although some overly large fascias with big, bright modern lettering have intruded. On the west side of Church Street the shopfronts are small and in some cases the original bay windows of the houses are used. On its east side the shop fronts are timber and traditionally detailed. On the High Street larger shop windows and more signage tends to overwhelm the smaller shop fronts that survive. Other shopfronts retain elements of earlier designs with alterations, or are of modern materials in traditional forms.

Other building and architectural features of note are:

- The use of local coursed stone and flint on buildings and boundary walls, such as on the Cobbled House No 18 High Street and the boundary along Monastery Lane of Lady Place;
- Horsham stone slab roofs such as Church Street;
- Large brick, stone ridge and gable end chimneys on Church Street and West Street;
- First floor tilehanging using plain and scalloped tiles.

## The Square / Church Street Historic Core

This area takes in The Square at top of the High Street and the east end of West Street plus Church Street and is the compact medieval settlement. From the 'throat' at the start of West Street and Church Street these roads are fairly level. This 'throat' is one of the key characteristics of the village, constraining traffic movement, yet also making the defining views of the place. Looking south is Church Street with the view terminated by the view of the South Downs ridge. Looking north is The Square with the lower buildings of North Street and Brewers Yard coming off it, either side of Mulberry House, the largest house in the village – now offices, which faces the White Horse Hotel across The Square.

The buildings around The Square and the 'throat' are closely packed and given the layout of the spaces, there are buildings at odd angles to each other, which mean that some buildings appear to overlap and tapering gaps exist between others with glimpsed views to service buildings behind.

Though hidden from the top of Church Street by buildings, the parish Church of St Mary the Virgin standing on its stone outcrop dominates the lower part of the street. Church Street starts with continuous frontages of attached buildings but halfway down becomes a series of detached, larger 18th and 19th century houses. There has been some replacement of buildings along Church Street in the late 20th century, and indeed also

on the High Street, but this has been achieved without too much loss of character.

The shops and houses on West Street are an interesting mix of architectural types of varying scale and materials. These either consist of dwellings that have been converted to commercial use by inserting historic shopfronts and occupying entire ground floor areas, or small shops just utilising the original domestic windows and doors. The middle part of the street is tree-lined which hides more recent development on either side.



*The Square.*



*1920s post-office building - a sensitive development.*



*Mulberry House.*



*Poorly located street furniture.*

## High Street / Brewers Yard / Mill Pond Historic Commercial

This area marks the commercial core of the post-medieval settlement, located on the watercourse to drive mills and for the various industries that required water, like fulling and tanning. Brewers Yard denotes the village's brewery while where the High Street crosses the River Stor, a mill was sited. Across the river, the area is known as Eastbrook, and it was here outside the village that some of the more noxious trades were located.

From The Square, the High Street slopes down to Eastbrook and its shops on either side that contains advertisement signage. The view down the street is closed by the buildings around the junction with Manley's Hill and School Lane. The western side of the High Street is tightly built up on both sides but approaching the bridge this changes to a more open irregular building line with gaps, for the river and the open space on its east side which is separated from the taller 20th century shop parade by Old Mill drive.

If the historic industries once present, little remains other than the conserved buildings in Brewers Yard and in the yards either side of the bridge over the River Stor. The High Street terminates at the junction with Manley's Hill and School Hill with a cluster of interesting buildings and the trees on the slop between the two roads forming the backdrop.



Listed 19th century terrace of purpose-built shops.



Brewers Yard



Example of tile-hung gable end in the High Street.



Carstone walling detail just off the High Street.



## Church / Churchyard / Glebelands open spaces

This area is a remarkable series of open spaces in the centre of the settlement, consisting of an expanded Churchyard and the former Church Glebelands. The whole area has taken on the appearance of public recreation fields. This land is not yet dedicated public space but will be as a result of the Storrington Surgery development.

With mature tree planting in the Churchyard and around the western edges of the Glebelands, the views of the more modern development around Storrington are mostly hidden, while views across it to the Parish Church, the Catholic church and former monastery, Lady Place and the backs of the West Street houses on the south side are extensive. The open space is bounded by the flint walls along School Lane, a flint and coursed Carstone walls on Monastery Lane, and a low stone and flint wall along the northern boundary of the Churchyard.



*Enclosed garden to the east of the 19th century monastery*



*Glebelands looking towards the Parish Church.*



*Churchyard wall detail.*



*Lady Place*

## 18th century to early 20th century ribbon expansion

These areas of the village are exemplified by the buildings on the western half of West Street and School Hill. On West Street, though outside the commercial core, some of the buildings have shopfronts to small shop units, many of which are still in commercial use. The buildings are both grouped and spaced and often sit behind stone, flint or brick boundary walls.

The Village Hall, built in the early 20th century and the roundabout at the junction of the Amberley and Pulborough Roads, marks the entrance into the village from the west. Here the road narrows at the point at which it passes between no. 61, a 19th century house of brick and flint with first floor timberframe in a vernacular revival style, and a mature feature tree on the north side (which although is just outside the Conservation Area boundary is a very important element in views into and out of the Conservation Area).

School Hill and Mill Lane were formed in the early 19th century and while Mill Lane has almost disappeared, School Hill is an important route north. At its southern end, the townscape behind the frontage buildings onto the High Street, has been opened out with the car parking for the shopping centre on the west side, where Mill Lane branches west to rise across the scarp slope, while School Hill directly ascends it. Between these two roads, the houses on the west side of School Hill have gardens sloping down to outbuildings along the Lane. The first blocks on either side of School Hill at this point are terraced houses of early 19th century date. Two

passages come up from Mill Lane and from these passages to the top of the hill, are a group of early to mid 19th century detached houses on the west side of School Hill. On the east side, development came later and houses have already been redeveloped for the fire station and are thus excluded from the area.

Also in this area are groups of houses on North Street that show the 19th century development of the town. Nos 18-40 North Street are a row of flint-faced cottages under slate roofs, Sunnyside Cottages further along at right angles to the street face east overlooking the 20th century bowls ground. The rest of the housing on the street is mid 20th century public housing.



Storrington Village Hall.



The 19th century bowling green.



Eastbrook.



early 20th century shopping parade.



## Greyfriars Lane

This is a distinctive area where the village flows into the countryside. It consists of the continuation of Church Street running past The Abbey and to the edge of the settlement and into the South Downs National Park. Its character is that of a narrow carriageway with grass verges in front of stone boundary walls. The widely spaced houses are well setback, and trees and hedges loom over the boundary walls. Further south, the lane disappears between the trees. It is not heavily trafficked and is a popular walking route onto the downs, contributing to its rural character.

The only other street close to it in character is School Lane which runs west from the bottom of Church Street forming the southern boundary of the Churchyard on its north side and partly the Conservation Area on its south. It takes the form of a sunken lane with tall hedges and trees on either side.



Well-wooded pathways.



Greyfriars Lane looking north at the southern boundary of the Conservation Area.

## St Joseph's Hall and Grounds

In 1910 the fields south of School Lane and West of Greyfriars Lane were acquired by Mr George Trotter who had a Vernacular Revival Country House built in the style of E S Prior. Built of unknapped flint with knapped flint plinth, chalk dressings and reused Horsham stone slab roofs with flint chimneystacks, it has a modified butterfly plan with garden front facing south and north entrance front E-plan with projecting service wing and courtyard to the north east. It has a lodge on Greyfriars Lane, still called Gerston Lodge the original name of the house, and to the north west a pair of cottages and a serviceyard. When it was acquired by the Norbertine Order a drive was laid out leading up to School Lane at its junction with Kithurst Lane and Monastery Lane. The grounds of St Joseph's Hall are framed to the east by the trees along Greyfriars Lane and to the west by a wood. North of the cottages and barns is Storrington Vineyard and then on the east of this drive is Matt's Wood, a community woodland created in 2007. West of the drive is the Catholic Cemetery which is surrounded by mature trees.

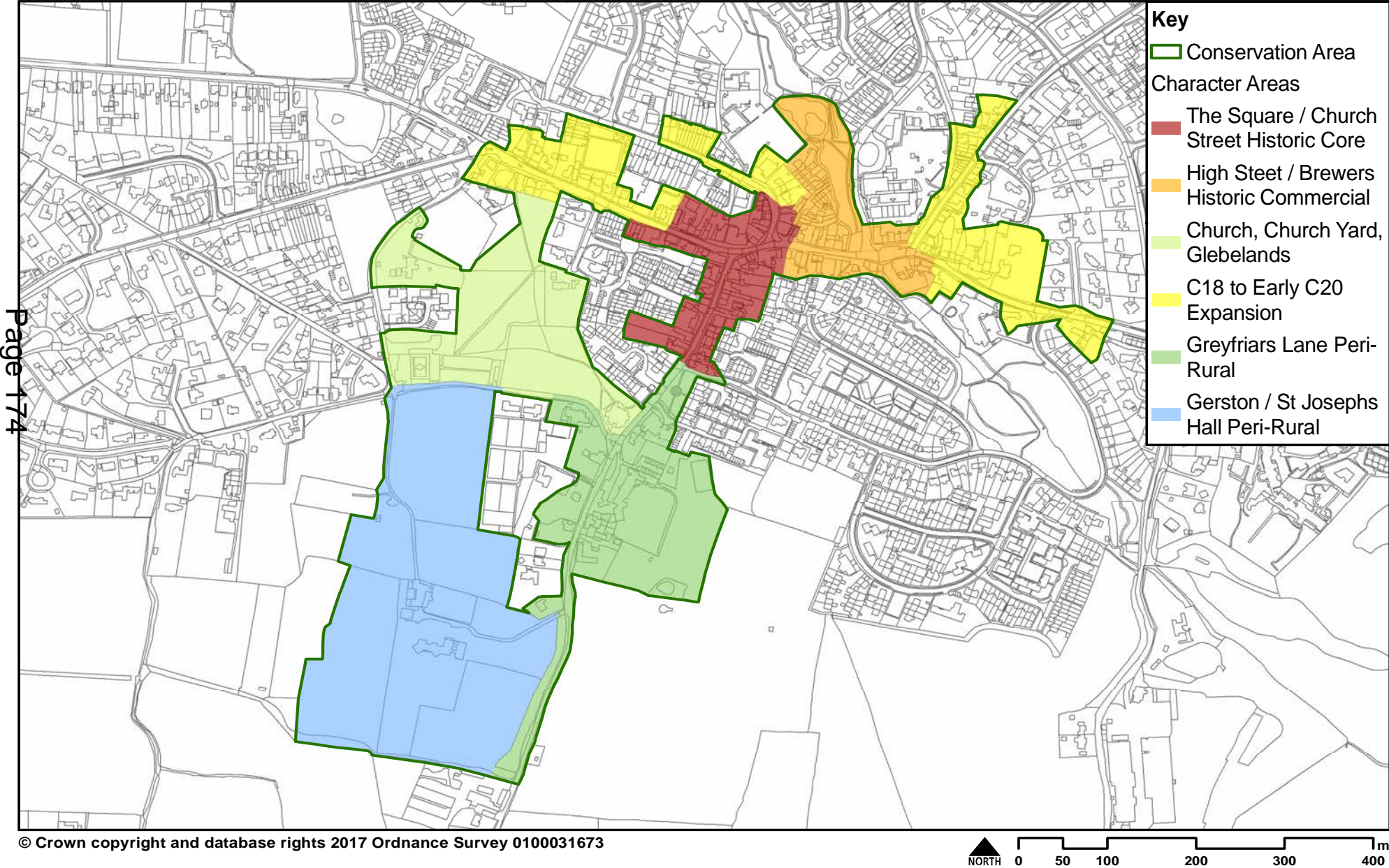


The Abbey on Church Lane.



Example of historic coal-hole cover found throughout the village.

Map 9: Storrington character area map.



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## 7. Views

The topography of Storrington, located on the slope down from the South Downs with the river valley cutting across it and the land rising to the east and north of the village, means that there are many different views around the settlement.

Views within the settlement area are often well contained by surrounding built form and often focussed through the central High Street area. There is limited intervisibility between spaces and landmarks.

The Conservation Area is generally well contained by the wider settlement area, abutting the countryside on its southern boundary. Due to their height, the South Downs feature in the background of many views across the village, and especially looking south on Church Street, and School Hill.

School Hill and Manley's Hill, rising from Eastbrook in the river valley, have views both ways along them. West Street, being both long and lined with trees, has good contained views along it.

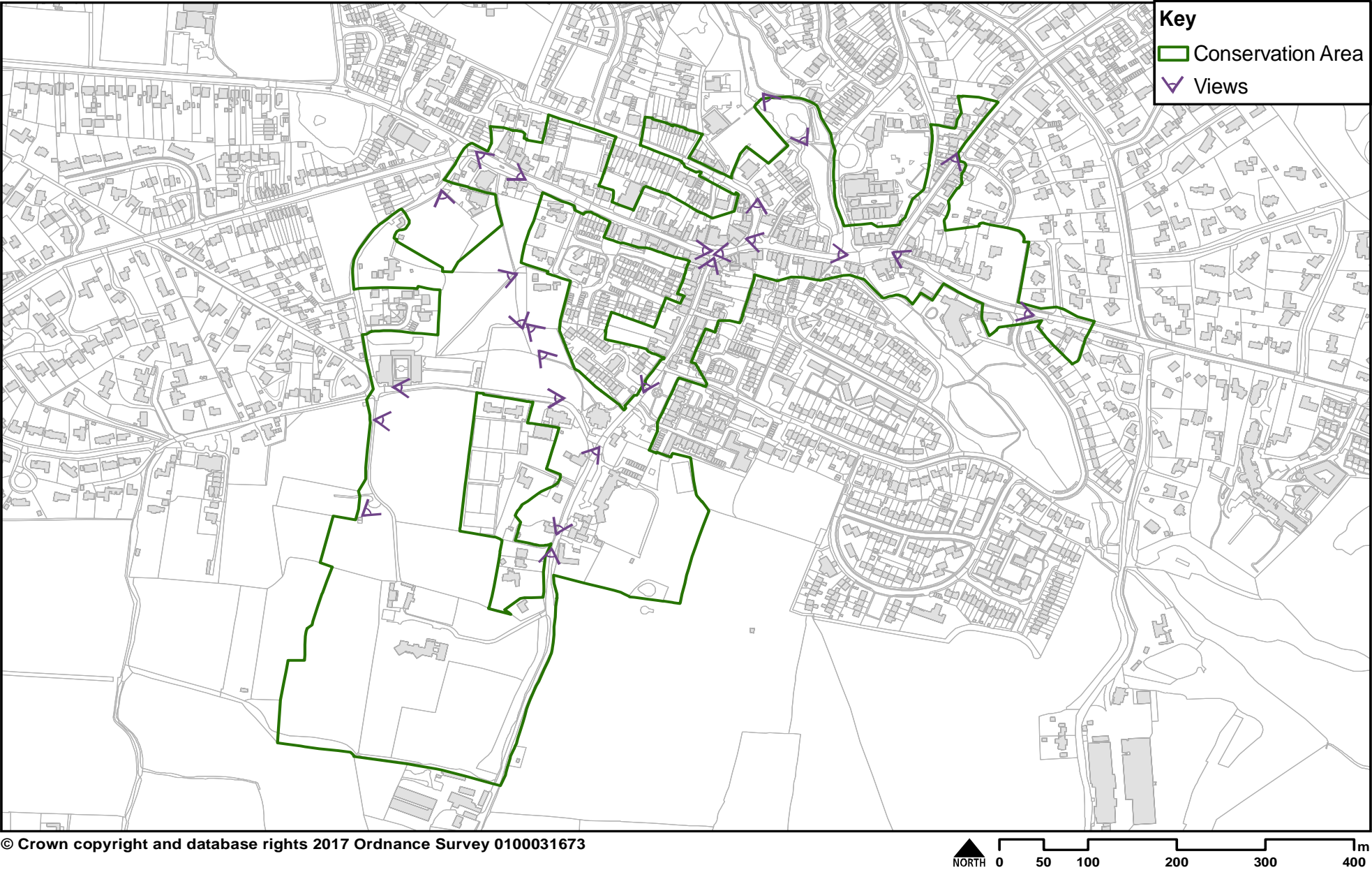
The Churchyard and Glebelands offer open views and views through trees of the village and of the Church and South Downs.

Selected groups of views are worth mentioning as they help define the character of the village:

- Views in the 'throat' at the start of West Street are in each direction, east into The Square with a glimpsed view down the High Street, west along West Street to where trees on either side of the street constrict the view, and south down Church Street. From points on either side of West Street in this area, moving only slightly, it is possible to appreciate the townscape as a whole.
- Views in The Square entering it from West Street, from North Street and the High Street as it opens out, views from The Square into the 'throat' and the start of West Street and Church Street, capture the importance of the village's historic space.
- Views north along Church Street feature many designated buildings, many of great age. Views south along Church Street past the same buildings, terminated in Greyfriars Lane and the South Downs, which reinforce one appreciation of the village's southern setting.

- Views up and down Greyfriars Lane appreciating the wooded nature of this quiet lane.
- Views along School Lane from outside the old schoolhouse and from the end of the Catholic church capture the long boundary walls and the enclosing trees above.
- Views around Glebelands from the meeting point of paths by the Rectory and south-east from the entrance to the Churchyard towards St Mary's Church partly hidden by trees are some of the best, open views in Storrington.
- Finally, the views into and out of the village towards the west end of West Street capture that sense of a gateway, and the view from the top of School Hill beside the fire station over the village with the South Downs beyond.

Map 10: Storrington views map.



## 8. Negative elements

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Since the designation of Storrington Conservation Area in 1973, the size of Storrington has grown from c.3,000 population to nearly 7,000 today. The expansion accelerated from the 1970s, mostly enabled by residential development which has occurred within the Conservation Area, often on relatively undeveloped land, or within the Conservation Area's setting. Therefore, the character and appearance of those areas of development has inevitably changed to some degree since its designation. Nevertheless effort has been put into the design of these developments so that they make a neutral or positive contribution to the character and appearance of the area.

The main detractor from a pleasant environment in Storrington is the steady flow of traffic along the A283 along West Street, through the 'throat' into The Square and down the High Street. In this area, at the start of West Street, traffic is often queueing both ways. Church Street has on-street parking mostly on its west, which detracts from the appreciation of its best buildings. Elsewhere, the dominance of cars has meant that the two village 'gateways' are roundabouts and so whilst accepting these access points, their townscape in these areas could be improved.

The 'throat' area at the start of West Street suffers from street clutter with guardrails to the pelican crossing, and too much in the way of planters on the footway outside the post office. The Square is a key public space, the potential of which has not yet been fully realised. For example, the walls in front of Mulberry House are attractive historic feature but now enclose only car parking.

In terms of development within and around the Conservation Area, there is now an opportunity to reappraise the contribution of some of the developments built within the Conservation Area since 1973. Although in their time they were considered appropriate, on balance it is considered better to exclude them from the Conservation Area.



## 9. Management plan

### The need for a Management Plan

It is the role of the Management Plan to take forward the challenges and opportunities identified in the appraisal, and to identify the means by which the special interest of the Conservation Area will become self-sustaining into the future. To achieve this requires a partnership between those living, working and carrying out property improvement and development in the Conservation Area and Horsham District Council.

All development proposals should preserve or enhance the character and appearance of the Conservation Area in accordance with policy 34 of the Horsham District Planning Framework. In a Conservation Area there are some extra controls over works to buildings, boundaries and trees intended to ensure that the character of the area is not eroded by unintended loss or change and the appearance is not changed in a negative way.

**For advice on whether planning permission is required for works please refer to the Horsham District Council website or The Planning Portal ([https://www.planningportal.co.uk/info/200125/do\\_you\\_need\\_permission](https://www.planningportal.co.uk/info/200125/do_you_need_permission)).**

### Control of development

It is essential that any development should preserve or enhance the setting of any adjacent historic buildings and existing landscape features and trees, and the overall special qualities of the character area. Therefore, careful consideration must be given to the size, scale, urban grain, layout, design, massing, height, plot width, frontage activity, landscape and materials in any such development. This does not dictate architectural style but does attempt to ensure that proposals respond positively to their context.

The Council strongly encourages applications for planning permission or other consents for proposals which meet these criteria and avoid:

- the demolition of any building or structure if its loss would damage the character or appearance of the Conservation Area;
- development (including extension/alteration) which would be harmful to the setting or character or appearance of the Conservation Area;

- development which would adversely affect or result in the loss of important views, open spaces, tree cover or boundary features within the Conservation Area.

Residents and business owners should contact the Council to confirm what proposed extensions and alterations constitute 'development'.

### Monitoring and compliance

If necessary, the Council has a range of tools at its disposal to compel building owners to appropriately maintain and repair buildings which are causing a local nuisance or which are designated heritage assets.

### Issues

The preparation of the Storrington Conservation Area Appraisal has included consultation with stakeholders, specifically the Parish Council. A number of issues were identified. These have been used as a basis for the following section identifying principal issues to be addressed by this Management Plan:

Historic built environment:

- Loss of traditional architectural features;
- Equipment and installations;
- Boundary enclosures;
- Enhancement of existing buildings;
- Shopfronts;
- Extensions;
- Window replacement;
- Dormer windows and rooflights;
- Cladding, rendering and the painting of walls;
- Repointing of brickwork and stone walls; and
- Demolition.

New development and environmental improvement

- Opportunities for new development; and
- Setting and Views

The Environment and Public Realm

- Trees;
- Public Realm;
- Street furniture;
- Surface materials;
- Car parks; and
- Opportunities for enhancement

## Historic built environment

*Loss of traditional built and architectural features* – Architectural features set out in section 6 of the Appraisal, such as stone boundary walls, traditional windows, Horsham stone or slate roof covering, etc should be preserved due to the significant contribution they make to the character and appearance of the buildings and the Conservation Area.

*Equipment or installations* - The presence of modern types of equipment on or around buildings, such as large aerials or satellite dishes and micro-generators, can detract from the character of a Conservation Area and/or the special architectural qualities of buildings. To minimise their visual impact, they should be positioned away from public view or prominent positions. The removal of existing fixtures cluttering front elevations is encouraged and care should be taken to repair the affected surfaces.

*Boundary enclosures* - Buildings in the Conservation Area have a variety of boundary walls although on the High Street buildings tend to abut the back edge of the pavement and there are no front areas. Along Church Street and on West Street there are a variety of boundary treatments which give character and add to the appearance of the overall street. This

similarly includes side and rear boundaries which are visible in several locations when viewed from the public realm. A characteristic boundary of settlements in Horsham District is local stone laid in rubble courses. Retention of these walls and increased use of trees and hedgerow as a 'soft' boundary treatment, or even installing traditionally detailed brick walls and railings (as set out at section 6 of the Appraisal), would enhance the historic qualities, character and appearance of the area.

*Enhancement of existing buildings* – Some of the listed and unlisted buildings in Storrington have been altered and lost features. Fortunately, there exists good photographic coverage of the village, allowing for the possibility of accurate restoration. Proposed enhancements to make a building look grander than it ever was should be discouraged. There are several buildings on the High Street that could be improved with appropriate maintenance and upkeep.

The following enhancement works should be encouraged as part of any future development:

- Reinstate boundaries where they have been removed to their original height and footprint;
- Ensure that new boundaries are built from quality materials, paying full attention to stone coursing, brick bond, lime mortar, and coping details;
- New gates and timber fences should be good quality traditional timber design; and
- Encourage the use of good quality paving, trees or planting where the back yards or gardens are visible from the public domain.

*Shopfronts* - Storrington Conservation Area retains several well-designed and well maintained traditional shopfronts and the retention of these is encouraged. A number of commercial premises have garish and poorly designed shopfronts which could be improved. The reinstatement of a traditional shopfront design and appropriately designed signage that complement the buildings and streetscape is encouraged, when redecorating or carrying out any works.

*Extensions* - Modern extensions should not dominate the existing building in either scale, material or their siting. There will always be some historic buildings where any extensions would be detrimental and should not be permitted. Successful extensions require a sound understanding of the building type to be extended together with careful consideration of scale and detail.

*Window Replacement* - The loss of traditional windows, ironmongery and glazing from older buildings poses one of the major threats to our heritage and the character of historic areas. The character of windows profoundly affects the appearance of buildings but are particularly vulnerable as they can be easily replaced or altered. The desire to improve the energy efficiency of historic buildings encourages property owners to consider window replacement with inappropriate and inferior quality modern alternatives. If well maintained, historic windows can last more than 200 years. Where the windows being considered for replacement are themselves modern replacements in inferior softwood that are now failing, what they are replaced with needs to be carefully assessed.

Within the Conservation Area, historic windows should be retained whenever possible and their repair prioritised. In general, consent would not be granted for their removal. Within the Conservation Area there are a variety of timber casement and vertical sliding sash windows.

The design of historic windows evolved through the early modern period and so, where repair is not possible, replacement windows should be designed to either replicate the historic windows being replaced or be based upon a period design contemporaneous with the host building. In general, a consistent approach should be taken across a building.

*Dormer windows and rooflights* - Dormers and rooflights can be useful to light extensions into the roofspace. Dormers need to be of a traditional form, in scale with the building and its roof and their windows should be smaller than those on the floor below. Rooflights need to be flush with the roof face and normally the 'conservation' type rooflight is preferred. In most cases, the dormer or rooflight should align with the window below.

*Cladding, rendering or painting of walls* - In most cases, the walling material of a building is part of its character and contributes positively

to the appearance of the Conservation Area. There may, however be cases where the existing wall surface is unattractive or is decaying, and cladding, rendering or painting can be justified. Where this is the case the cladding needs to be in a locally used material, such as tilehanging using local red clay tiles, or timber weatherboarding. Painting of natural brickwork and stonework is discouraged. If proposed work involves changing the front elevation of a building in the Conservation Area it is always advisable to seek the advice from the Local Planning Department at Horsham District Council.

*Repointing of brick or stone walls* - Repointing can ruin the appearance of brick or stone walls. The purpose of the mortar in the joints is to stop rainwater penetrating into the wall and to act as a conduit for moisture trapped in the wall to escape. The mortar joint or pointing is therefore sacrificial and needs to be softer and more porous than the wall material. This is why for conservation work a lime based mortar is normally recommended. It is important to dig out the old pointing to allow a sufficient 'key' for the repointing. Mortar should fill the joints but not spread out onto the surface of the wall material, and where this arises (corners) have been worn away, the mortar face may have to be slightly setback. Raised or 'strap' pointing should be avoided as not only does it stand out and change the appearance of the wall, it can act as a shelf for rainwater.

*Demolition* - Within the Conservation Area, the demolition of an unlisted building or wall over a certain volume or height without prior planning permission is a criminal offence. Furthermore, demolition of buildings or built features which have been identified as making a neutral or positive contribution to local character would normally not be permitted. Where buildings and features have been identified as making a negative contribution of local character, development incorporating some demolition may be permitted, as long as what will replace the existing building is judged to respond positively to its local context.

**For advice on whether planning permission is required for works please refer to the Horsham District Council website or The Planning Portal ([https://www.planningportal.co.uk/info/200125/do\\_you\\_need\\_permission](https://www.planningportal.co.uk/info/200125/do_you_need_permission)).**

## New development

*Opportunities for new development* - must be considered carefully and the effect of new buildings on the setting of the Conservation Area, and on views both into it and out of it, should particularly be taken into account. New development must be sympathetic to its context in terms of its siting, scale (including height, size and massing), materials and details. It should also follow the existing pattern or grain of development, not obstruct important views, and not dominate buildings in the immediate vicinity. Materials should be carefully chosen to complement the Conservation Area's existing palette of materials (see section 6 of the Appraisal).

*Setting and views* - All development affecting the setting of the Storrington Conservation Area should demonstrate how the setting and long distance views, into and from the Conservation Area, are preserved and enhanced. The important views are identified in section 7 of the Conservation Area Appraisal.

Key threats:

- Redevelopment of the remaining unintensively used sites such as Storrington Social Club and South Down Bikes at 28 West Street, the yards either side of the High Street where it crosses the Stor, and either side on Mill Lane with development that is out of context in the Conservation Area;
- Closure of more shops as retail becomes more marginal and the difficulty of retaining the character of the buildings when allowing conversion from retail;
- Loss of traditional joinery details in windows and doors and in particular shop fronts, as properties are improved both visually and for thermal upgrading;
- Loss of traditional roof coverings, chimneys and chimney pots on unlisted properties when the roof is replaced. Machine made clay tiles, imported slates and similar though 'natural' materials look different to what is there now;
- Erosion of front boundaries on Church Street, West Street, North Street, Manley's Hill, and School Hill and encouraging instead their repair when the main building is being refurbished;

- Damage to setting relationship between the Conservation Area and the South Downs outside the settlement to the south: in particular further development east of Church Street off Brown's Lane, more floodlighting at the tennis club, and further development of the St Joseph's Hall site;
- Erosion of green spaces and loss of prominent trees and bushes in the Conservation Area.

## The Environment and Public Realm

*Trees* - The presence of trees makes an important contribution to the character and appearance of the Conservation Area. Anyone who cuts down, uproots, lops, wilfully destroys or wilfully damages a tree of a diameter 75mm or more at 1.5m above ground level in a Conservation Area without giving the Planning Department at Horsham District Council six weeks' prior notice of their intention may be guilty of an offence. In Conservation Areas, the same penalties as those for contravening a Tree Preservation Order apply and a person who cuts down a tree in a Conservation Area without first giving notice is liable, if convicted in the Magistrates Court, to a fine. A person who carries out damaging work in a way that is not likely to destroy the tree is also liable to a fine.

### Public realm

*Street furniture* - There needs to be a consistency of style to help create a cohesive identity for the Conservation Area. The presence of excessive or redundant street furniture causes street clutter and is visually unattractive. The rationalisation of street furniture such as street nameplates (a simple design of black letters on a white background), lamp posts, seating and the provision of a standard livery for finger posts and litter bins is encouraged. A-boards and blade feather and teardrop flags though not fixed add to street clutter and are generally discouraged in Conservation Areas.

*Surface Materials* - A large format paving slab in natural stone should be used as part of considered approach to the location and the heritage context. Older surfacing materials such as local stone on edge, pebbles and even flint are rare vernacular survivals that should be conserved. The

use of high quality paving materials, together with the layout and jointing detail are key elements of the overall surface appearance.

The following measures should be encouraged:

- The existing areas of high quality traditional paving must be protected;
- Further areas of traditional paving should be added as funding allows; and
- The street lights need to be upgraded and out of date fittings removed; and
- Any redundant street furniture such as signage should be removed.

*Car parks* - There are two main car parks off North Street and Old Mill Drive and Mill Lane, both of which have some landscaping, but there is little that can be done to break them down as large areas of tarmaced open space.

*Opportunities for enhancement* – within Storrington Conservation Area it is noticeable that through the centre on the main road there is a certain amount of clutter, both signage clutter and street furniture and should be possible to carry out an audit and see what could be removed. Working with West Sussex County Council as Highways Authority a strategy should be developed to address this. On the boundaries to the east and west there are roundabouts that could be improved and act as gateways to the village. Elsewhere at the Glebelands, after the Storrington Surgery development there is an opportunity for the remainder of the land to become a single public space wrapping around the Churchyard.



# Appendix 1: Historic development

Storrington is located at the foot of the scarp slope of the South Downs. The River Stor, which rises a short distance away to the southeast, flows through the middle of the village, running northeast to join the Adur just outside Pulborough. Just to the south of the centre is a low knoll, now the site of St Mary's Church.

The village lies on a bed of ferruginous sandstone, which was used locally as a building material. The name is likely to derive from the Old English 'storca-tūn' or 'stork-tun', meaning 'stork farm'. This may be an indication that storks once frequented the wetland at Parham and the broad floodplain of the Arun. The name of the river is a late back-formation that derives from the name of the village and not vice versa.

The road from Winchester to Shoreham, today part of the A283, runs through the middle of the village. A number of north-south routes also passed through the neighbourhood, although today these are subsidiary to the main A24 from Horsham to Worthing, which runs a short distance away to the east.

## Pre-history

The discovery of flint implements at find spots in the village, evidence for a field system and surviving Bronze Age barrows at Sullington Warren to the southeast provide strong evidence for the pre-historic occupation of the area. The '-ton' suffix implies Anglo-Saxon origins, although there is no written record of the village until 1086. The entry in the Domesday Book mentions the Church, but suggests that at this date it was still a very small settlement.

## The Middle Ages

The subsequent history of the village up to the end 14th century is not very clear, but it must have grown in size, since in 1400 a weekly market was granted to Thomas Earl of Arundel, along with three annual fairs. Storrington continued to grow after that date, although not as substantially as other settlements in the area. During the 15th century, St Mary's Church was rebuilt and the original modest, two-cell structure was

subsumed into a large new building, of which it became the north aisle.

## The early modern period

In 1577 work began on Parham House, located a short distance away to the east. Originally a grange of Westminster Abbey, the estate had been granted by Henry VIII to a London mercer named Robert Palmer. The surrounding area was emparked. In 1601 Thomas Palmer sold the house to Sir Thomas Bysschopp, whose descendants then held it until 1922. The local economy in the early Modern period was based on a variety of different industries. From the 17th century this included the production of malt, brewing and tanning. The last of these was evidently particularly important, since by the 18th century boot and shoemakers were the largest group of artisans in the village. The River Stor powered two corn mills, Chantry Mill and Bine Mill, as well as a fulling mill. Being a staging post on the route from Arundel to Horsham, Storrington had a number of inns. They were not as numerous as those in Steyning or Arundel, but suggest that the village's role was more important than that of Pulborough in this respect. St Mary's Church was badly damaged when lightning struck the spire in 1731 and, despite being made good, most of the remainder of the structure collapsed in 1746. It was not rebuilt until 1754.

## The 19th century

In the early 19th century Storrington lost its market. In 1810, the Stopham to Steyning route was turnpiked, followed in 1824 by the road from Thakeham to the north. Omnibus services to Shoreham commenced in 1843 and to Worthing in 1861. Storrington Common to the west of the village was enclosed in 1851, but this did not lead to residential development, as happened in so many similar instances. This may be due in part to Storrington's failure to obtain a railway connection. A venture to build an east-west route through the village running between pre-existing stations at Steyning and Pulborough was promoted in 1863-1864, but came to naught. A second venture in the 1880s was also unsuccessful.

In 1871-1872, the Reverend George Faithfull pulled down the remains of the old rectory of 1621 and used the materials to build a neo-gothic replacement, which his pupils nicknamed 'The Abbey' – a name which has stuck to this day. Faithfull enlarged and reordered St Mary's Church

in 1872 and 1876, but was resident at the Abbey only until 1880. In 1882, five canons who had been evicted from the Premonstratensian Abbey of St Michele de Frigolet in the lower Rhone Valley at its closure arrived in Storrington at the invitation of the Duke of Norfolk and established a priory. Permanent monastic buildings, including a school, were erected in the 1890s, followed by the Priory Church of Our Lady of England in 1902-1909.




### **The 20th century**





In 1904 the Sussex Motor Road Car Company started running services through the village on a route from Worthing to Pulborough. Following slow but steady growth during the 19th century, the population of Storrington declined in the 1880s and did not resume its growth until the 1920s. The tanneries in the centre closed in c. 1876 and 1890, although in the early 20th century a number of extractive industries were operating, including the production of tiles and concrete building blocks. In 1933 Chanctonbury Rural District Council established its offices in the former rectory. In 1953, St Joseph's Dominican convent and boarding school was established in The Abbey.





Population growth accelerated in the mid-20th century, as the land around the historic centre was sold off for residential development. Initially most of this was council housing with private development accounting for only a small percentage of the total, but by the 1970s the relative proportions had been reversed. The historic Bine Mill to the north of the High Street was demolished at the beginning of that decade following the development of the adjacent land. In 1931 the population had stood at 1,731. By 1951 it had risen to 2,396 and by 2001 to 6,074 for all of the civil parish, including the small outlying village of Sullington to the southeast. St Joseph's Convent and School closed in 1998 and the Premonstratensian priory in 2005.







## Appendix 2: Gazetteer of listed buildings

Image	ListEntry	Name	Description	Grade	ListDate	NGR
	1027224	18 20 AND 22, HIGH STREET	Early C19. Two storeys. Six windows. Stuccoed. Slate roof. Windows with vertical glazing bars only intact. Modern shop windows.	II	09/05/1980	TQ 08830 14270
	1027227	BROOK COTTAGE	C18. Two storeys. Two windows. Ashlar with red brick quoins and stringcourse. Tiled roof. Glazing bars intact. Modern brick porch.	II	09/05/1980	TQ 08992 14268
	1027228	BROOK HOUSE	Early C19. Two storeys and basement above ground level. Five windows. Stone. The two westernmost window bays recessed and stuccoed. Tiled roof. Windows with Venetian shutters and glazing bars intact. Porch at head of flight of steps.	II	15/03/1955	TQ 09008 14262
	1027229	BYNE	Early C19. Two storeys. Three windows facing south, three windows facing east. Stuccoed. Eaves cornice, dentilled on east front. Slate roof. Glazing bars intact. South front has on bay on both floors and a porch, east front two bays on both floors.	II	09/05/1980	TQ 09036 14255





	1027230	THE OLD HOUSE COTTAGE	C18 or earlier. Two storeys. Four windows. Painted brick. Stringcourse. Tiled roof. Casement windows.	II	09/05/1980	TQ 09118 14181
	1027234	1 AND 3, SCHOOL HILL	C18. Two storeys. Four windows. Stone rubble, now painted. Brick stringcourse. Tiled roof. Casement windows.	II	09/05/1980	TQ 08932 14297
	1027235	MULBERRY HOUSE	C18. Two storeys. Six windows, easternmost window-bay recessed. Red brick. Painted stringcourse. Parapet with pediment over the centre window-bay containing a dummy lunette window in the tympanum. Tiled roof. Glazing bars intact. Doorway with pilasters, pediment, semi-circular fanlight and door of six fielded panels	II*	15/03/1955	TQ 08790 14320
	1027236	THE OLD MARKET ROOMS THE WHITE HORSE HOTEL	The Hotel comprises two buildings. West one C18. Two storeys and attic. Three windows. Three gabled dormers. Ground floor painted brick, above stuccoed. Wooden shutters on ground floor. East and larger building C19. The Old Market House further east is early C19. Two storeys. One window. Painted brick. Slate roof. Glazing bars intact. Single room on first floor. Ground floor was store-rooms or stables with round-headed carriage archway.	II	09/05/1980	TQ 08768 14274





	1027262	10-14, BREWERS YARD	Malthouse converted into five dwellings. Early C19. Consists of a tall central block of three storeys and two windows with high blocked vehicle arch in the centre and side portions of two storeys and two windows each. Stone rubble with red brick dressings and quotas. Tiled roof. Casement windows. First floor of the south end of the west front faced with weather-boarding. GV.	II	09/05/1980	TQ 08828 14346
	1027263	ANIMAL FARE THE OLD FORGE	C17 or earlier L-shaped timber-framed building refronted with red brick and grey headers, ground floor painted, south end stuccoed. Tiled roof with half-hipped gable to east wing. Casement windows on first floor. On ground floor one sash window, one small bay with glazing bars and a modern shop window. Doorway with flat hood over. The anvil bellows and salt-box of the forge have been preserved in situ inside.	II	15/03/1955	TQ 08701 14233
	1027264	THE PARISH CHURCH OF ST MARY THE VIRGIN	Large building consisting of chancel with north and south chapels, nave with aisles, south porch and west tower. Of the medieval building, only the Perpendicular columns of the north arcade of the nave remain as the whole church was rebuilt in 1750 and again in 1876, when the south aisle was added.	II*	15/03/1955	TQ 08603 14079
	1027265	31 AND 33, CHURCH STREET	C18. Two storeys. Five windows. Coursed stone with red brick dressings and quoins. Hipped tiled roof. Horizontally-sliding sash windows. GV.	II	09/05/1980	TQ 08687 14150

	1180833	LITTLE BOLTONS LOUISA AUSTIN	C18 front to a probably older building. Two storeys. Four windows. Red brick. Hipped tiled roof with pentice at north end. Glazing bars missing. Later porch and modern shop window at north end.	II	09/05/1980	TQ 08709 14259
	1180847	THE PALACE	C18. Two storeys. Three windows. Ashlar with red brick quoins. Hipped tiled roof. Glazing bars intact. Recessed doorway in moulded architrave surround with door of six fielded panels. GV.	II	15/03/1955	TQ 08688 14197
	1180863	EMMAS MARKET AND OLD ROSEMARY	C17 or earlier timber-framed building at right angles to the street, almost entirely modernised outside. Two storeys. Three windows facing south, one window facing west. Stuccoed. Tiled roof, hipped at west end. Modern casement windows and shop window.	II	09/05/1980	TQ 08720 14208
	1181072	7 AND 9, WEST STREET	Early C19. Two storeys. Three windows. Ground floor stuccoed, above red brick with four stuccoed ionic pilasters supporting the cornice and parapet. Slate roof. Doorway with rectangular fanlight. Modern shop front. Glazing bars intact above ground floor.	II	15/03/1955	TQ 08744 14268






	1285168	14 16 AND 18, WEST STREET	C18. Two storeys. Seven windows. Nos 15 and 16 stuccoed, No 18 ashlar with red brick dressings, quoins and stringcourse. No 14 and 18 tiled roofs, No 16 slates. Glazing bars missing. Ground floor altered. Round-headed windows on first floor of No 16.	II	21/10/1977	TQ 08674 14322
	1285246	2 AND 4, EAST BROOK	C18. Two storeys. Four windows. Stone rubble with red brick dressings and quoins, the westernmost window-bay faced with flints. Tiled roof. Vertical glazing bars only intact.	II	09/05/1980	TQ 08953 14264
	1285264	ORCHARD DALE	Early C19 house standing endways to the street. Two storeys. Four windows facing north, two windows facing east. Stuccoed. Tiled roof. Glazing bars missing. Doorway with flat hood over. GV.	II	09/05/1980	TQ 08666 14162
	1285293	16 AND 17, BREWERS YARD	One building. C18. Two storeys. Four windows. Stuccoed front, sides stone rubble. Tiled roof. Casement windows.	II	09/05/1980	TQ 08830 14323

	1354048	4-9, BREWERS YARD	Early C19 terrace of cottages. Two storeys. Twelve windows. Faced with stucco, stone rubble and red brick. Tiled roofs. Casement windows. GV.	II	09/05/1980	TQ 08807 14381
	1354049	GATEWAY AT THE NORTH WEST CORNER OF THE KITCHEN GARDEN WALL OF ST JOSEPH'S DOMINICAN CONVENT AT THE CORNER OF BROWN'S LANE AND CHURCH STREET	Set in the stone wall of the garden is an elaborate wooden Moorish doorway comprising a door of 32 panels, each containing a rose, placed in a carved surround with wide panel over like an over-door. Wooden gabled structure behind the doorway.	II	09/05/1980	TQ 08673 14135
	1354050	GEORGIAN HOUSE INCLUDING FRONT GARDEN RAILING TO EAST	Late C18 or early C19. Two storeys. Three windows. Red brick and grey headers. Hipped tiled roof. Glazing bars intact. Doorway up four steps with pilasters, pediment, semi-circular tympanum and door of six fielded panels. Original low iron railing on cemented coping edges the narrow garden to the east. GV.	II	15/03/1955	TQ 08674 14180
	1354070	9, HIGH STREET	Early C19. Two storeys. Two windows. Faced with cobbles with long and short window surrounds, quoins and modillion eaves cornice of red brick. Slate roof. Glazing bars missing. Modern shop windows.	II	09/05/1980	TQ 08833 14293

	1354074	2, SCHOOL HILL	C18. Two storeys. Two windows. Coursed stone with red brick dressings and quoins. Tiled roof. Casement windows.	II	09/05/1980	TQ 08947 14281
	1354075	11, WEST STREET (See details for further address information)	Including No 1 Church Street. One building which follows the curve of the street. C18. Two storeys. Three windows. Stuccoed. Slate roof. Small shop windows.	II	09/05/1980	TQ 08739 14262
	1372086	THE HORSECROFT	House. c1900 details in vernacular idiom apparently incorporating a medieval hall with C14 roof. Green sand stone, brick dressings and returns, old tile roof. 2 storeys, 3 bays, double depth plan with early C20 rear pile. Ground floor has 2 central 2-light and 2 outer 3-light leaded casements, oak framed. Steeply pitched roof with gablets. Early C20 timber framed and plastered porch at right. External brick stack at right, in-built stack at left. Interior ground floor main pile has 3 chambers c1900 in present form with framed partitions and chamfered beams, reused as cross-beams. First floor has 3 chambers with in situ framed partition and rear wall with 3 angle posts and wall plate, stack addition at north now built-in by c1900 rear. Roof (not inspected) has smoke blackened ridgeless paired close set rafters each with collars halved and pegged, a roof structure of a medieval pre-1400 type without later alterations and apparently in situ. GV.	II	05/09/1986	TQ 08579 14027
	1380132	ABBEY CONVENT	Originally a rectory, later house and finally convent. Built in 1871-2 as a rectory by the Rev George Faithfull in Gothic style, reusing material from the 1621 Rectory which was demolished at this time. Alterations were made by a tenant (a Mr Bethel) in 1911 and a further tenant (Colonel Ravenscroft) made further additions including Billiard room, Ballroom of 1930 and guest suites all by John Leonard Denman. In the 1950s the house became a Dominican Convent and boarding school. 1871-2 north part built of coursed sandstone with tiled roof. Two to three storeys; 5 bays. Three southernmost bays have central first floor 4-light trefoil-headed window and large porch with arched doorcase with sundial and two lion finials above. End projecting gables with kneelers and finials.	II	17/02/2000	TQ 08605 13984



	1027231	LADYE PLACE	C17. L-shaped house. Two storeys. Four windows. Stone rubble with red brick dressings and quoins, partly cemented, but the facade is covered with virginia creeper. Tiled roof. Casement windows with diamond-shaped panes.	II	15/03/1955	TQ 08369 14262
	1027237	STONE HOUSE	C18. Two storeys. Four windows. Tiled roofs. Glazing bars intact. No 44 ashlar with red brick dressings, quoins and stringcourse. No 46 red brick and grey headers alternately and modern shop front.	II	09/05/1980	TQ 08502 14402
	1181052	NO 41 AND THE GARDEN WALL AND GATE PIERS TO SOUTH EAST	Early C19. Two storeys. Three windows. Stuccoed. Eaves cornice. Slate roof. Glazing bars intact. Round-headed porch with semi-circular fanlight. Recessed wing of two windows to north. In front of the house to the south-east is a contemporary low pierced stone wall with domed gate-piers.	II	09/05/1980	TQ 09033 14455

# Appendix 3: Landscape sensitivity criteria assessment table

Table \*\*\* Landscape Fringe Sensitivity – Typical Assessment Criteria

Criterion	High	Medium	Low
<b>Conservation area edge character, mitigation and enhancement potential (including landscape function in relation to gateways, nodes, edge integration/relationship, landmarks etc).</b>	<p>Very well integrated built edge with natural, clear and defensible boundaries. Well defined but often porous form, where gaps are particularly important to the edge character and relationship to the surrounding landscape. Intact historic settlement and landscape character interface may persist e.g. adjacent manor/parkland/historic fieldscapes. The integrity of such features would be susceptible to change arising from further development.</p> <p>Built edge forms a key/positive approach or gateway to the settlement. May have strong intervisibility with the settlement core and associated distinctive landmarks e.g. church tower/spire.</p>	<p>Generally, well integrated built edge. A mostly clear/natural/defensible boundary, albeit with some erosion where development may have breached such parameters. Some remnant historic features.</p> <p>Built edge contributes to a positive approach or gateway to the village and has limited intervisibility with the settlement core and associated distinctive features.</p>	<p>Poorly integrated/raw/exposed settlement edges, which may offer mitigation potential through new development and edge landscape treatment.</p> <p>Much expanded, modern settlement edge with little relationship to the historic settlement structure or key features. Settlement edge land uses/management is prevalent and historic features have been eroded.</p>
<b>Topography and skylines</b>	<p>Contours form a clear and defensible limit to the conservation area extents and create a prominent setting to the built edge.</p> <p>Distinctive, strong topographic features that would be susceptible to change associated with development.</p> <p>Open or 'natural' and undeveloped skylines which are apparent in key views and/or would be susceptible to change arising from development.</p>	<p>Contours are apparent as part of the conservation area's setting, and such features may be distinctive and to a degree susceptible to change associated with development.</p> <p>Skylines may be mostly undeveloped or with only localised developed intrusions, such that they have some susceptibility to change arising from development.</p>	<p>Few strong topographic features that define the edge of the conservation area, with little landform variation.</p> <p>Developed/settled skylines including modern settlement and human influences, or skylines that are neither visually distinctive nor prominent and have a low susceptibility to change arising from development.</p>
<b>Landscape scale and pattern (including cultural pattern)</b>	<p>Small scale, intimate and intricate landscape pattern which the legibility would be susceptible to change arising from development.</p> <p>Strong sense of / intact cultural pattern, historic functional relationships and evolution.</p>	<p>Medium scale landscape patterns with some susceptibility to change arising from development.</p> <p>Moderate, perhaps partially eroded, sense of cultural pattern, historic functional relationship and evolution.</p>	<p>Expansive, open landscapes with few features that are susceptible to change arising from development.</p> <p>Eroded, fragmented, weak sense of cultural pattern, historic functional relationships and evolution.</p>
<b>Aesthetic and perceptual quality including landscape experience and tranquillity</b>	<p>Intricate, complex landscapes, the integrity and legibility of which would be affected by development.</p> <p>Tranquil, peaceful landscape such that any development would represent a significant intrusion.</p>	<p>Landscape patterns that display a degree of intactness and relative complexity in areas, with some potential for development to affect the integrity and legibility of these.</p> <p>A landscape with relatively few or moderate levels of intrusion, with some level of tranquillity.</p>	<p>Simple or fragmented, eroded landscapes with low legibility such that new development may present an enhancement opportunity.</p> <p>Landscape of low tranquillity, already characterised by levels of intrusion.</p>
<b>Views, visual character and intervisibility</b>	<p>Expansive, open and prominent views in and out, wide intervisibility with adjacent landmarks, visually important/prominent elements associated with the wider landscape character that are susceptible to change arising from development.</p>	<p>Medium range views and medium level/filtered intervisibility with nearby landmarks, visually prominent landscape elements and characteristic features.</p>	<p>Enclosed visual character with views kept short. Little or no intervisibility with adjacent landmarks, visually prominent landscape elements and characteristic features.</p>

- 1.1 The above typical criteria have been defined in order to focus the analysis. The criteria have been informed by the information in the district landscape character assessment and capacity study, and knowledge gained of the area through fieldwork. They have been developed with reference to best practice guidance<sup>1</sup>. They have been applied to the landscape fringes associated with the conservation area, in order to determine the susceptibility to change and the sensitivity of the fringe to development.
- 1.2 It should be noted that different combinations of the attributes within the typical criteria may apply, and professional judgement is applied in each case.

<sup>1</sup> Natural England, 2014, *An Approach to Landscape Character Assessment* and Landscape Institute and Institute of Environmental Management and Assessment, 2013, *Guidelines for Landscape and Visual Impact Assessment 3<sup>rd</sup> Edition (GLVIA3)*

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## Appendix 4: Storrington boundary review justification

Local authorities are obliged to reconsider the boundaries of Conservation Areas 'from time to time' as per Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. No review has been undertaken of the Storrington Conservation Area since it was first designated in 1973.

Six proposals for extensions of the Storrington Conservation Area and two proposals for deletion are suggested as part of the boundary review:

*A* - addition of the remains of Glebelands: this area of open space was omitted from the original Conservation Area. The main additions in terms of buildings are the listed Lady Place and its local stone boundary wall, the Church of Our Lady of England and its former Monastery and the 1930s Rectory to the parish Church of Mary the Virgin and its important group of trees.

*B* - addition of the western half of West Street: this area includes the listed Stone House No 44 and No 46, as well as the large, though altered late 18th century house to its west South Downs House and The Elms and Forge House to its east while the tree and flint wall now in the garden of No 5 Holly Close for the end stop to the village on the north side. On the south side the run of buildings start with No 61 its small stable barn on Monastery Lane, the Village Hall an Arts & Crafts building and a pair of houses with a single storey shop on the front. Further east the boundary is drawn to take in the West Street garden and on the north side a group of trees on the street in front of a pair houses in a neo-vernacular form that fit the street. Behind these is the bowling green and Sunnyside Cottages off North Street.

*C* - addition along North Street: this area extends the Conservation Areas boundary along North Street to take in the mid-19th century cottages Nos 18-30 an attractive group of flint faced terraced and semi-detached houses as well as the Congregational Church and former police houses and wall to the rear of the Royal Mail depot.

*D* - addition along School Hill: the area extends the Conservation Area up Scholl Hill to take in the listed No 41 with its attractive boundary and the surviving buildings from this early to mid 19th century development up the hill, the boundary on both sides takes in the gardens, rear outbuildings

and some prominent trees.

*E* - addition of the garden to No 20 The Georgian House and No 22 Orchard Dale Church Street are included.

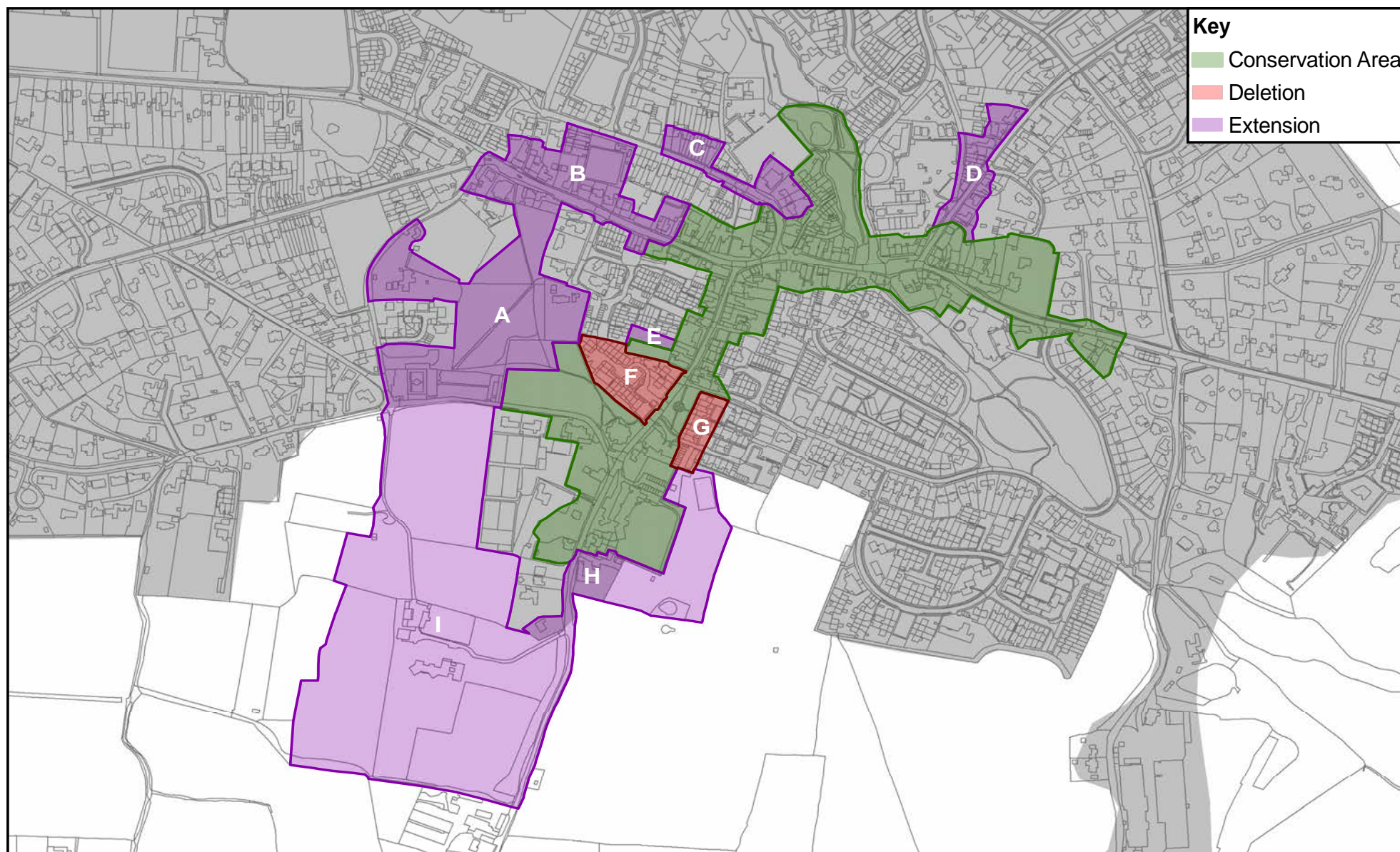
*F* - exclusion of the Chanctonbury redevelopment as housing: this development except for its boundary wall onto Church Street is considered to be of the same quality as the Rectory Gardens development behind running back to West Street on land excluded from the original area.

*G* - exclusion of developed part of Beechcroft Orchard Gardens: though this recent development is of good quality, it seems logical to exclude this front terrace of the development when the rest behind to the east is outside the Conservation Area.

*H* - addition of Greyfriars Lane down to the boundary with the South Downs National Park: this area is included because it picks up the most attractive part of Greyfriars Lane beyond the existing south boundary of the conservation area, and all the grounds of St Joseph's Abbey (what was called Abbey Convent) and The Domain on its east side.

*I* – addition of Matt's Wood, Cemetery Lane, Storrington Vineyard and all the grounds of St Joseph's Hall (east of the woods) down to the South Downs National Park, including Gerston Lodge and the walls either side of the Greyfriars Lane entrance. This is a 1910 country house development in the Arts & Crafts style of E S Prior, originally called Gerston House and its service buildings and cottages, both the house and cottages are listed.





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Map 11: Storrington Conservation Area boundary review map.

## Appendix 5: Glossary of architectural and building terms

### A

**Arcade** - a row of arches supported by columns.

**Arch** - a section above a door or opening window with the structural function of dispersing the weight from above around the opening. Also referred to as a head above a door or window. The shape will determine its name; most common are segmental (semi-circular), lancet (pointed) and gauged (composed of shaped bricks).

**Architrave** - in Classical architecture, the lower part of a moulded cornice. Commonly used term for the moulded surround of a door or window.

**Arts and Crafts** - derived from an artistic movement of the late C19, based on the ideas of William Morris, which promoted traditional forms of design and the use of craft techniques in construction. Its architectural expression is seen in the use of traditional materials and restrained ornamental decoration.

**Art Nouveau** - an artistic movement of the turn of the century characterised by stylised forms of flowers and animals, prevalent in Edwardian buildings.

**Ashlar** - smoothed, even blocks of stone masonry.

### B

**Baluster** - the upright in a staircase or balustrade that supports the horizontal top rail or coping.

**Balustrade** - the upstanding part of a stair or balcony that supports a rail or coping. The individual uprights (balusters) may be decorated or ornate, for example in the shape of bottles, in which case it is termed a bottle balustrade.

**Bargeboard** - a timber piece fitted to the outer edge of a gable, sometimes carved for decorative effect.

**Baroque** - a style associated with late Classical architecture, that evolved during the C17 and C18 and is characterised by exuberant decoration overlaid on classical architectural details.

**Battered** - a feature, such as a chimney, with sloping faces or sides making it narrower at the top than at the bottom.

**Battlement** - the top part of a castle wall, often used to detail a parapet; also known as crenellation.

**Bay** - an extension to the main building line, termed canted or splayed when angled back at the sides, and squared when perpendicular (see also Window).

**Bow window** - a curved window extending from the front of a building.

**Bull nose** - the rounded end of a brick or tile.

**Burr** - a rough, poor quality brick used as infill.

### C

**Canted** - angled at the sides, as in a bay window.

**Cap** - a stone piece on top of a pier to protect it from weathering.

**Cape** - extension to the footpath to narrow the road width.

**Capital** - the ornate top of a column, sometimes decorated with carvings of leaves and flowers.

**Cartouche** - a carved panel of stone or plaster.

**Casement window** - a window opening on side or top hinges.

**Chamfered** - an object with the edges of the front face angled back to give a sense of depth; e.g. on a door stile.

**Channelled** - stucco or render grooved to look like stone masonry.

**Character** - The main visual characteristics of an area resulting from the influence of geology, topography, urban layout, plot form, and predominant building ages, types, form and materials.

**Chinoiserie** - a decorative style, inspired by oriental art and design.

**Classical** - an architectural style based on Greek and Roman antiquities, characterised by the arrangement of the elements of a building according to a set of rules (i.e. Orders).

**Clerestorey** - a row of windows at high level lighting the ground or principal floor; very common in churches where they are positioned over the aisles.

**Colonnade** - a small, slim column, usually arranged in groups.

**Column** - a structural or decorative vertical element, usually circular, supporting or framing the upper parts of a building.

**Coping** - a sloping or curved, overhanging section of stone on top of a wall or parapet designed to protect the masonry from rain water.

**Corbel** - a projecting piece of timber, stone or brick supporting an overhanging structure, such as an arch or balcony.

**Corinthian** - an ornate type of column with exuberant decoration of the capital.

**Cornice** - a decorative mould applied to parapets and pediments.

**Crenellation(s)** - a parapet that has been built in the form of castle battlement.

**Crow-stepped gable** - a gable with stepped sides like a stair case.

**Cupola** - a domed structure on the roof.

**Curtilage** - the area within the boundaries of a property surrounding the main building.

## D

**Dentil** - a square block, often used as a detail in a cornice, where it is alternated with a gap.

**Distinctive frontage** - a structure or series of buildings, such as a terrace, that has specific architectural quality, recognisable plot rhythm, consistent use of materials, or a combination of the above. A distinctive frontage will make a positive contribution to local character or even define the local character.

**Doorcase** - the surrounding frame of a door, usually timber.

**Doric** - a plain column with little decoration.

**Dormer window** - a window projecting from a roof.

**Dressings** - the decorative elements of building elevations used to define windows, doors, etc., and usually of a material contrasting with the main one; for instance, stone window surrounds on a brick facade.

**Dutch gable** - a gable with tiered and curved sides as evolved in the Low Countries.

## E

**Eaves** - the lower, overhanging section of a pitched roof, intended to throw rain water away from the wall below.

**Egg and Dart** - a moulding pattern of alternating eggshaped and arrow-head shaped pieces.

**Engineering brick** - an extremely hard brick used mainly in engineering structures such as bridges.

**Entablature** - the top part of a column or pediment comprising a number of elements; i.e. architrave, cornice, modillion, capital, etc.



## F

**Faience** - a glazed clay tile or block.

**Fenestration** - the pattern of windows.

**Fielded** - a flat, undecorated but raised part of a door panel.

**Fin** - a simple projection at right angles to the face of the building, repeated to give some relief to flat modernist facades.

**Finial** - a decorative device to finish off a building element with a flourish, most commonly seen on railings.

**Fleche** - a pointed spike or finial, common on church roofs.

**Frieze** - a band or decorative motif running along the upper part of the wall, sometimes carved.

**Fluted** - carved with long vertical depressions, as in many columns.

## G

**Gable** - a decorative finish to the upper part of a wall designed to obscure the roof structure. Termed Dutch if replicating the style common in Holland; crow-stepped if rising in stages like a staircase.

**Gablet roof** - roof with a small gable at the top of a hipped or half-hipped section.

**Galleting** - a technique in which small pieces of stone are pushed into wet mortar joints during the construction of a building. Has both a decorative and weathering function.

**Gardenesque** - of a style associated with the C18 English Romantic garden designs; naturalistic rather than formal.

**Gauged** - bricks shaped to fit together closely, as in an arch or head.

**Gault brick** - a light cream/yellow brick commonly made in East Anglia (hence Suffolk gaults).

**Gothic(k)** - term applied to Medieval architecture characterised by pointed arches and windows, fine decorative carving, tracery, etc. Revived in the later C19 by ecclesiastical architects who looked back to the Medieval cathedrals and churches for their main inspiration.

## H

**Ha ha** - a linear hollow or ditch defining a property or field boundary and primarily used to exclude livestock from the grounds of a house while maintaining a view of the landscape.

**Head** - the common term for the arch over an opening.

**Heritage asset** - Heritage assets are identified as having a degree of significance meriting consideration in planning decisions, because of their heritage interest. Designated heritage assets include Conservation Areas, listed buildings, Scheduled Monuments, Registered Parks and Gardens. A non-designated heritage asset are those identified by the Local Authority of local communities that are not of sufficient interest to be statutorily designated but still warrant consideration in planning decisions due to their local interest. Non-designated heritage assets can be identified at any time and within the context of Conservation Areas are those which contribute to local distinctiveness.

**Herringbone pattern** - a pattern created by laying rectangular blocks of wood or stone in an interlocking arrangement; e.g. some door panels and paving.

**Hipped roof** - a roof sloping at the ends as well as the sides.

**Hood** - a projecting moulded section over a door or window.

## I

**International** - a modern architectural style that eschews decoration and is based on designing buildings in simple cubist forms with no reference to

local styles or materials. Characterised by modern building materials, such as concrete, steel and plate glass.

**Ionic** - a type of column.

**Italianate** - built in a style derived from Italy.

## J

**Jettied** - extended out over the floor below, usually on timber joists.

## K

**Knapped flint** - flint stones that have had one side broken off and flattened to present a smooth face.

## L

**Lancet** - a window or arch coming to a narrow point and much used in Gothic architecture.

**Leaded light** - a window pane subdivided into small squares or diamonds by lead strips (known as cames).

**Lesene** - a pilaster without a base or capital.

**Light** - a window with fixed glazing.

**Lintel** - a structural beam above an opening, such as a window or door, which may be expressed externally as an architectural feature.

**Loggia** - an open gallery, often in the form of an arcade.

## M

**Mansard roof** - a roof set back from the building frontage, usually behind a parapet, and rising in two pitches to form an attic space.

**Materials** - the predominant building materials used in an area for walling, windows, paving and roofing.

**Mathematical tile** - a building material used extensively in the southeastern counties of England—especially Sussex and Kent—in the C18 and early C19. They were laid on the exterior of timber-framed buildings as an alternative to brickwork, which their appearance closely resembled. Mathematical tiles had an extra price advantage during the time of the brick tax (1784–1850), although later there was a tax on tiles also. The tiles were laid in a partly overlapping pattern, akin to roof shingles. Their lower section - the part intended to be visible when the tiling was complete - was thicker; the upper section would slide under the overlapping tile above and would therefore be hidden. They would then be hung on a lath of wood, and the lower sections would be moulded together with an infill of lime mortar to form a flat surface. The interlocking visible surfaces would then resemble either header bond or stretcher bond brickwork. Mathematical tiles had several advantages over brick: they were cheaper, easier to lay than bricks (skilled workmen were not needed), and were more resistant to the weathering effects of wind, rain and sea-spray, making them particularly useful at seaside locations.

**Modillion** - part of a cornice comprising a series of small brackets.

**Morphology** - the study of the shape and layout of an area as defined by natural and man-made features; e.g. valleys, rivers, roads, boundaries.

**Mullion** - a vertical piece of stone or timber dividing a window into sections.

## N

**Nailhead** - a style of moulding in the form of a small pyramid shaped projection, which when laid horizontally in a band form a string course.

**Negative buildings** - buildings that due to their location, scale, material, form or detailed design, are a negative intrusion on the area and which offer the potential for beneficial change that would enhance the character of the Conservation Area.

**Neutral buildings** - buildings which make neither a positive nor negative contribution to the character and appearance of a Conservation Area.

## O

**Ogee** - a moulding shaped with a double curve.

**Oriel** - a window which is suspended from the face of the building.

**Ovolar (or Ovolo)** - a moulding section of a quarter circle.

## P

**Panel tracery** - a late Medieval form of tracery characterised by sub-division of the window by strong vertical and horizontal members.

**Pantile** - a clay roofing tile with an 'S'-shaped profile.

**Parapet** - the upper part of a wall, often used to hide roofs and decorated for architectural effect; e.g. crenellated or battlemented in the form of a castle wall.

**Party-line** - the dividing wall between properties.

**Paviors** - small brick-like paving units.

**Pediment** - a triangular feature of classical buildings surmounting a portico, but often used on a smaller scale over doors and windows, which are then referred to as pedimented. When the upper sloping sides are curved it is called segmental. It may be termed broken or open when either the bottom horizontal or angled upper sides do not meet.

**Pilaster** - a flattened column used to frame door and window cases and shopfronts.

**Planter** - a container for holding plants.

**Plat** - a string course without mouldings.

**Plinth** - the base of a column or wall.

**Portico** - a grand entrance extending in front of the building line, usually defined by columns and surmounted by a pediment.

## Q

**Queen Anne Style** - an architectural style of the late C19 century, related to the Arts & Crafts movement, and reviving Dutch style buildings of the reign of William and Mary (late C17).

**Quoin** - a corner of a building defined by contrasting or exaggerated materials.

## R

**Range** - a line of buildings, often grouped around a courtyard.

**Reveal** - the area of masonry or frame visible between the outer face of a wall and a door or window which is set back from it.

**Roughcast** - a type of render of plaster or concrete with a rough surface finish.

**Rubble stone** - stonework left rough and unworked.

**Rustication** - stucco or stone blocks with large angled joints.

## S

**Salt glaze** - a method of glazing brick or clay to give a glassy finish.

**Sash window** - a window that slides vertically on a system of cords and balanced weights.

**Scale** - Building scale refers to building elements and details as they proportionally relate to each other and to humans. Aspects of scale include: size (2D measurement); bulk (visual perception of the composition of shape of a building's massing); and mass (determined by volume, shape and form, relationship to neighbouring structures, building plot and relationship to streets).

**Scorria block** - a hard, durable engineering brick, looking like granite; used in paving, especially in gutters.

**Scroll(work)** - a circular or spiral decorative piece, representing a curved leaf, such as a bracket or the top of a column. If included in a decorative panel, it would be referred to as a scroll leaf panel.

**Segmental** - a section of a circle and the term applied to a curved element, e.g. above an arch or pediment.

**Sett** - a small block of hard stone, such as granite, used for paving.

**Setting** - the setting of a heritage structure, site or area is defined as the immediate and extended environment that is part of, or contributes to, its significance and distinctive character. Beyond the physical and visual aspects, the setting includes interaction with the natural environment; past or present social or spiritual practices, customs, traditional knowledge, use or activities and other forms of intangible cultural heritage aspects that created and form the space as well as the current and dynamic cultural, social and economic context.

**Significance** - The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.

**Soldier band** - a string course made up of bricks set with the long side vertical.

**Soffit** - the underside of eaves or other projection.

**Spandrel** - a blank area between arch supports or below a window.

**Splayed** - a bay window with angled sides.

**Sprocket** - a small supporting piece of stone or timber carrying a larger item such as a bracket.

**Stable block** - small square stone or clay pavior traditionally used as flooring in stables and similar buildings.

**Stack** - the part of the chimney breast visible above the roof.

**Stile** - the vertical sections of a door or window.

**Stippled** - the effect created by carving small depressions in the face of stone.

**Stock brick** - a traditional clay brick commonly used in house construction; often called London stocks because of the frequency of use locally. May be yellow or red in colour.

**String course** - a horizontal band in a wall, usually raised and often moulded.

**Stucco** - a lime based render applied to the exterior of a building. Often scored to imitate courses of masonry, then called channelled, and sometimes more deeply incised to give the appearance of roughly hewn stone, in which case it is rusticated.

**Swag** - a decorative carving representing a suspended cloth or curtain.

## T

**Tented** - a roof structure shaped to look like a tent.

**Tessellated tiles** - small clay tiles or mosaics, geometrically shaped, and fitted together to make intricate formal designs; commonly used for front paths to houses.

**Tetrastyle** - a portico with four columns.

**Toothed** - a brick detail like a dentil in which bricks are alternately recessed and projected.

**Topography** - The physical form of an area defined by natural features and geographic elements such as rivers.

**Tourelle** - a small tower-like structure suspended from the corner of a building (also called a turret).

**Tracery** - delicately carved stonework usually seen in the windows of Gothic churches and cathedrals; various forms exist, including panel type.

**Transom** - a horizontal glazing bar in a window.

**Trefoil** - literally “three leaves”, thus relating to any decorative element with the appearance of a clover leaf.

**Tuscan** - a plain, unadorned column.

**Tympanum** - the space between a lintel and an arch above a door.

## U

### **Unlisted building making a positive contribution to the street scene**

Buildings that are not designated assets but which, due to their local architectural or historic interest or forming part of a group, contribute to or enhance our appreciation of local character and historic development. These are building which make a positive contribution to the overall character and sense of place of the Conservation Area. They form a material consideration in planning meaning that their preservation and sensitive adaptation will be encouraged through the planning process.

## V

**Venetian** - a window composed of three openings or lights within the frame, the central light arched, the two flanking with flat heads.

**Vernacular** - based on local and traditional construction methods, materials and decorative styles.

**Views** - Within the scope of Conservation Area appraisals, views are discussed in terms of location from a view to a specific landmark, or panorama incorporating a series of features (natural or built) is possible. For the view to have value and therefore merit consideration within planning, the features within the view should be worthy of conservation or contribute to our understanding of the place and its setting.

**Voussoir** - the shaped bricks or stones over a window forming a head or arch.

## W

**Weatherboarding** - overlapping timber boards cladding the outside of a building.

**Window** - an opening to allow light and air into a building which has developed into a significant element of architectural design; collectively referred to as fenestration. The form of opening determines the type of window; most common are sashes, which slide vertically, and casements, which are side hinged and open inwards or outwards. Those with a side light are said to have margins. A window may be projected from the building frontage, and termed a bay or bow (if curved), or oriel if suspended above ground. The top is usually defined by an arch. A dormer is one set into the roof slope.



# Steyping Conservation Area Appraisal and Management Plan



January 2018



Horsham  
District  
Council





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# 1. Background

## What does Conservation Area designation mean?

The Statutory definition of a Conservation Area is an “area of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance”. The power to designate Conservation Areas is given to Local Authorities through the Planning (Listed Buildings and Conservation Areas) Act, 1990 (Sections 69 to 78).

Proposals within a Conservation Area become subject to policies outlined in section 12 of the National Planning Policy Framework (NPPF), as well as local planning policies outlined in the Horsham District Council Planning Framework. The duties for Horsham District Council, set out in Section 69-72 the Act are:

- from time to time, determine which parts of their area are of special architectural or historic interest and designate those areas as Conservation Areas.
- from time to time, to determine whether any parts or any further parts of their area should be designated as Conservation Areas.
- from time to time, to publish proposals for the preservation and enhancement of any parts of their area which are Conservation Areas.
- proposals shall be submitted for consideration to a public meeting in the area to which they relate. The local planning authority shall have regard to any views concerning the proposals expressed by persons attending the meeting.
- special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

On 27th November 2015, Horsham District Council adopted the Horsham District Planning Framework (HDPF). The HDPF sets out the planning strategy for the years up to 2031 to deliver social, economic and environmental needs for the district (outside the South Downs National Park).

Chapter 9, Conserving and Enhancing the Natural and Built Environment, is of particular importance for conservation and design issues. The policies contained within this chapter deal with many themes central to the conservation and enhancement of heritage assets and local character.

Conservation Area designation introduces controls over the way owners can alter or develop their properties. It also introduces control of the demolition of unlisted buildings, works on trees, the types of advertisements that can be displayed with deemed consent and the types of development that can be carried out without the need for planning permission (permitted development rights).

Research undertaken by Historic England and the London School of Economics has demonstrated that owners of residential properties within Conservation Areas generally consider these controls to be beneficial because they often also sustain or increase the value of those properties within the Conservation Area.

## What is a Conservation Area appraisal?

A Conservation Area appraisal defines the special historic and architectural character of an area. Supported by a range of evidence, the document acts as a tool to demonstrate the area's special interest, explaining to owners and residents the reasons for designation. They are educational and informative documents, which illustrate and justify what that community particularly values about the place they live and work.

Character is a complex concept but is best described as the combination of architecture, materials, detailing, topography and open space, as well as the relationship between buildings and their settings. Many other aspects contribute to character such as views, land use, vegetation, building scale and form, noise and adjacent designations such as National Parks.

Appraisals also identify aspects of an area that either contribute to or detract from local character, raise public awareness and interest in the objectives of Conservation Area designation, encourage public involvement in the planning process and identify opportunities for enhancing areas.

## Purpose of this document

Once adopted, the appraisal is material to the determination of planning applications and appeals and to Secretary of State decisions. The appraisal is an important document informing the location, scale and form of new development.

This appraisal is also concluded with a Conservation Area management plan. This takes forward the issues presented in the appraisal, considering them in the context of legislation, policy and community interest, in order to develop local policies Horsham District Council will adopt to protect the special interest of the Conservation Area. This includes policies to protect the survival and use of local materials, architectural details and to propose

forms of development based on the findings of the appraisal.

This document has been produced using the guidance set out by Historic England in their document, Historic England Advice Note 1: Conservation Area Designation, Appraisal and Management (2016).

The Steyning Conservation Area Appraisal and Management Plan was researched and produced between February and June 2017.

The draft document will be discussed by Members at the Planning and Development Advisory Group on 13 July 2017.

It is also the intention to inform the relevant Parish Councils of the forthcoming (September 2017) public consultations on the proposed changes to the Conservation Area boundaries for the five settlements by attending appropriate Parish Council meetings in July and August 2017.

It is anticipated that following Cabinet on 20 July 2017, a four week public consultation will be held in September 2017 on the proposed alterations to the existing Conservation Area boundaries. Following the public consultation exercise, a report summarising the responses will be prepared and presented to Cabinet in October/November 2017. This will include a proposal to adopt the Conservation Area Appraisals and Management Plans as guidance for planning officers and to assist in the determination of planning applications in the relevant settlements.

## 2. Introduction

### Context

Steyning is a town situated in the Low Weald. It lies 13 miles to the south of Horsham, located in the Adur gap, where the River Adur passes through a break in the South Downs. The town sits slightly above the floodplain to the west of the river, which is tidal until some distance to the north. Formerly the river was much higher and fanned out into a broad estuary, most of which disappeared in the Middle Ages as it silted up and the land was reclaimed for agriculture.

In essence it is a settlement strongly influenced by its linear character, resulting from its establishment and growth along two ancient routes, now the High Street and Church Street.

Steyning was a natural focus for communications - the High Street and Church Street were orientated broadly north-south and east-west. These intersected at Steyning and for many centuries formed the most southern point at which the River Adur could be crossed.

In addition to the River Adur there were several other streams that flowed through the town, supporting the brewing, tanning and milling industries. The legacy of this industrial heritage is both evidenced by surviving buildings but also waterways, which support a rich natural environment.

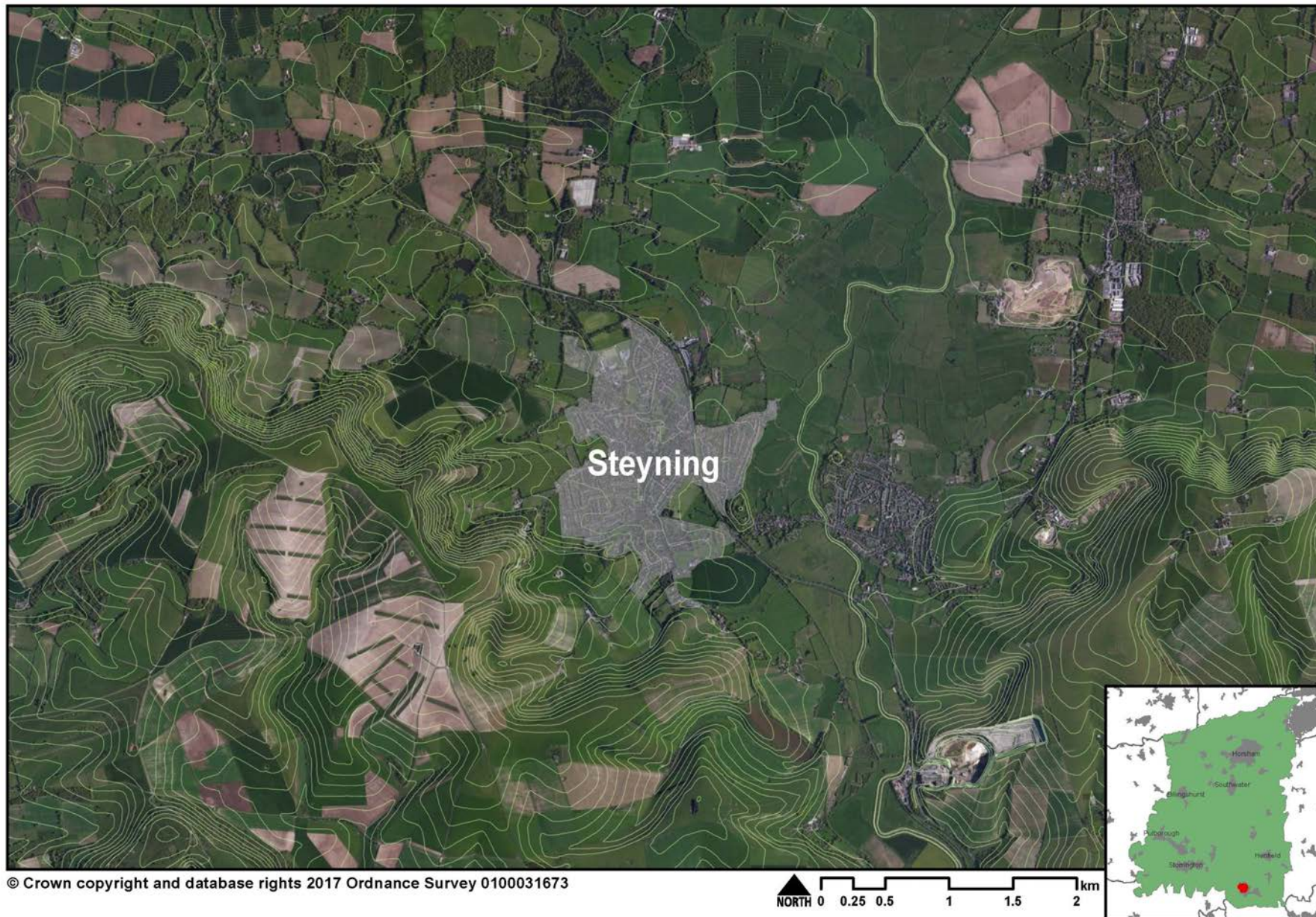
### Summary of special interest

The special interest of Steyning Conservation Area is derived from several key facets:

- The streetplan reflects the evolution of Steyning from a Saxon village centred on a minster to a medieval market town with densely packed burgage plots fronting the High Street and western half of Church Street, providing evidence of its ancient origins.
- The Conservation Area has a strong relationship with its natural location and setting. The undulating topography makes an important contribution to the sense of place, and there are views of the South Downs in several different directions from within it.
- The historic origins and development of the town through the medieval, post-medieval and industrial periods is still clearly discernible in the surviving townscape and streetplan.
- There is a high concentration of nationally listed buildings in the Conservation Area - 109 in total, with six listed at Grade II\* and two listed at Grade I - exemplifying a wide range of building types and architectural styles. Many have important group value.
- There are numerous unlisted buildings that make a positive contribution to local character. Among them are potential candidates for national listing.
- The buildings within the Conservation Area utilise local building materials in a wide range of distinctive vernacular and historic construction techniques. There is a large number of other important built townscape features – boundary walls, hard landscaping, street furniture and so on – that help to create an integrated historic environment.
- There are two large green spaces within the Conservation Area, which are important public amenities and vital elements in the setting of individual buildings or groups of buildings. The Memorial Playing Field Village Green is an important part of the historic centre's original setting, which otherwise has mostly been lost to 20th century residential development.



Map 1: Steyning context map.



## Boundary Review

At the time of its original designation in 1973, the boundaries of the Steyning Conservation Area - containing concentrations of historic buildings and land forms which helped to define special character – reflected the approximate extent of the town of the first Ordnance Survey in c. 1870.

The boundaries were tightly drawn, however, and almost all subsequent development occurred outside it. As directed by the Planning (Listed Buildings and Conservation Areas) Act, 1990 the Conservation Area has been subject to a review which has drawn the following conclusions:

Page 212 Over the previous 40 years, the guidance concerning the assessment of heritage significance and the value ascribed to late 19th and early 20th century architecture has evolved;

It is important that design is properly informed by an appreciation of prevailing character and setting sensitivity;

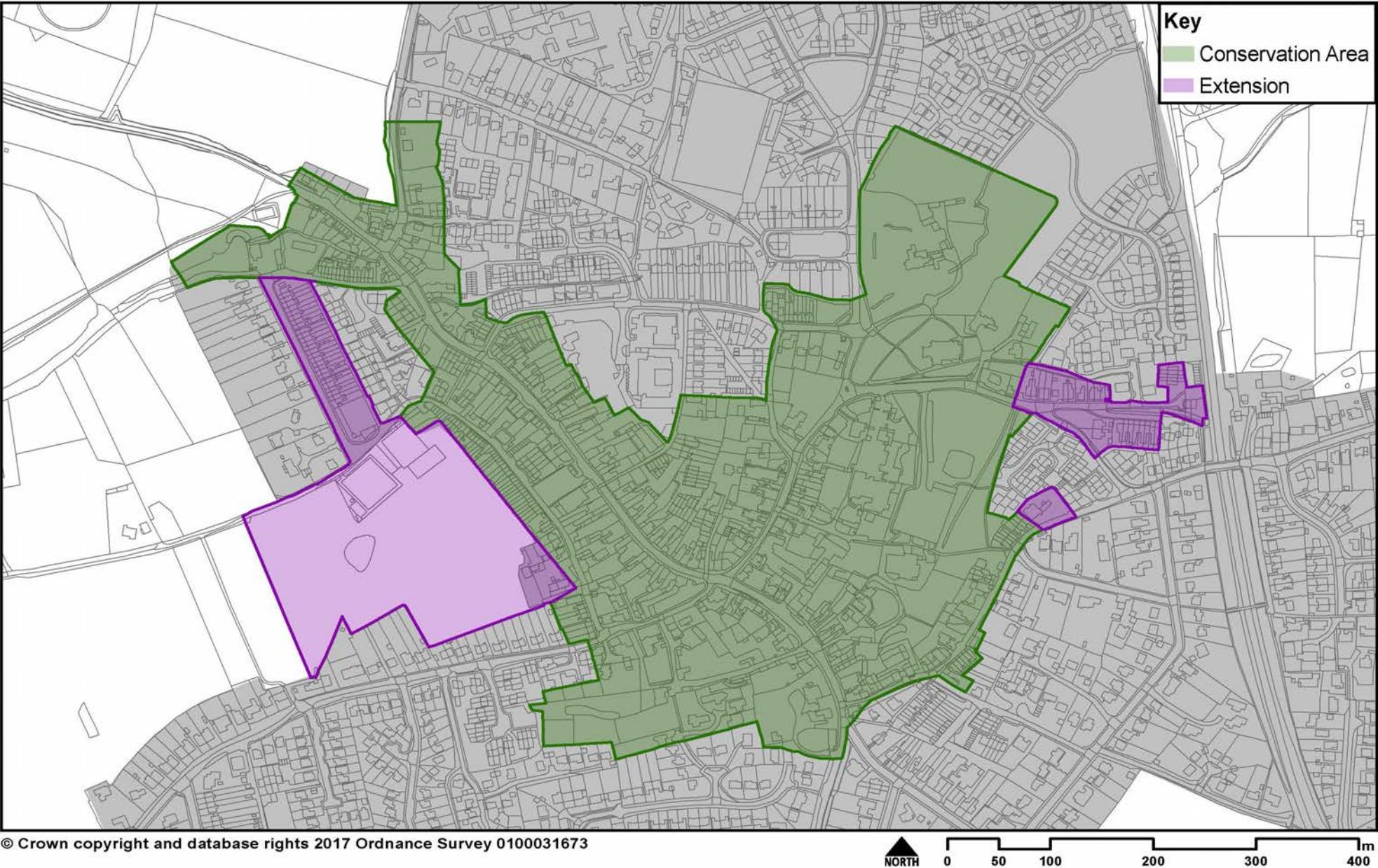
- In several instances buildings have been identified just beyond the historic boundary of the Conservation Area which are judged to make a positive contribution to the distinctiveness of Steyning and would benefit from being included within a revised boundary; and
- In the case of Mill Road and the recreation ground, an extension of the Conservation Area southwards from Sir George's Place and westwards from Charlton Street will enable the protection of a well preserved terrace of early 20th century houses with good group value and an important public amenity with views of the Downs which forms a part of the town's historic setting.

Consideration of these factors has informed our review of the historic Conservation Area boundary to enable proper consideration of developments in the future, to ensure that local character is preserved or enhanced.

The following map illustrates the historic Conservation Area boundary and areas where this boundary have been extended to bring new areas into the Steyning Conservation Area.



Map 2: Steyning existing Conservation Area boundary and boundary extension areas.





### 3. Historic development summary

- Archaeological investigations have revealed considerable evidence of Romano-British activity, but it seems likely that the settlement is Saxon in origin. The place name derives from 'stæningas', an Old English word taken to mean 'places characterised by stones', although to which stones it refers is unknown.
- A timber church was founded by St Cuthman in the 7th or 8th century. He was buried in Steyning and his shrine became a centre of pilgrimage. By the 9th century it was a Minster and sufficiently important for King Æthelwulf of Wessex to be buried there in 858, although his remains were later translated to Winchester.
- By the 11th century, Steyning was a place of some substance. It was already the location of a market and, by the end of Cnut's reign (1018-35) a mint was in operation. The basic elements of the street plan were probably extant by this point.

Following the Norman Conquest burgage plots started to appear along the main thoroughfares and the centre began to shift west away from the vicinity of St Andrew's Church to the High Street. Cross-Channel trade through the nearby port of St Cuthman on the River Adur helped to drive economic growth.

- During the 12th century the Saxon minster was rebuilt on an ambitious scale as a large, cruciform structure dedicated to St Andrew.
- From 1295, the town sent representatives to Parliament. In addition to the markets, local trade was based on agriculture, both arable farming and animal husbandry, the latter cattle and sheep. Tanning and shoemaking are recorded at the end of the 15th century. By the end of the medieval period, the town had distinctly urban characteristics – continuous frontages with houses built right up to the streetline.
- In 1614 a grammar school was established in the former Hall of the Fraternity of the Holy Trinity. Steyning carried on expanding and half-timbered buildings appeared with characteristic features of the period like ceiled halls. Tanning and related industries flourished. Chalk was excavated from the Downs for the production of lime.
- In 1729 a timber-framed Wealden House on Mouse Lane was purchased by parish to serve as a workhouse, which functioned until 1835 when it was superseded.

- Steyning's prosperity continued through the 18th century: earlier houses were refronted in brick, flint and mathematical tiles, and in the 1770s-1780s large new townhouses appeared. The old market house was dismantled and replaced by a new building with a clock tower fronting the High Street.
- By the late 17th century, Steyning had become an important staging post on the road from London to Shoreham and Brighton, and had several inns. Later, this traffic would be augmented by travellers to the new resort at Worthing. The Horsham to Upper Beeding road was turnpiked in 1764 when Clays Hill was cut.
- A large infantry barracks was built in c. 1804 in response to the Napoleonic Wars, although it existed only until 1819. A new route from Upper Beeding to Shoreham opened in 1807 and the east-west route from Pulborough to Steyning was turnpiked in 1810.
- In 1861, Steyning acquired a rail connection on a new line from Horsham to Shoreham-by-Sea and a station was built on the eastern outskirts. With Brighton now only 30 minutes' travel away, this marked the start of its gradual transformation from a self-contained town to a commuter settlement. The railway also boosted residential development.
- The breweries on Jarvis Lane were amalgamated in 1899, but carried on functioning until the 1920s. The tanyard survived until 1941, the market until 1974. Chalk extraction and lime-burning also ceased in the 1970s.
- Residential development on the outskirts grew in pace in the 1930s, then even more so in the post-war years, despite the closure of the station in 1966 (the alignment of the railway was later used for the A283 bypass).
- In 1931, the population stood at 1,885, by 1971 it had risen to 3,284.
- By the early 21st century the historic core was entirely surrounded by residential development, although the setting of the town to the south and west has been safeguarded by, among other things, the designation in 2011 of the South Downs National Park.



*High Street, looking north*



*Stone House at the end of Sheep Pen Lane*



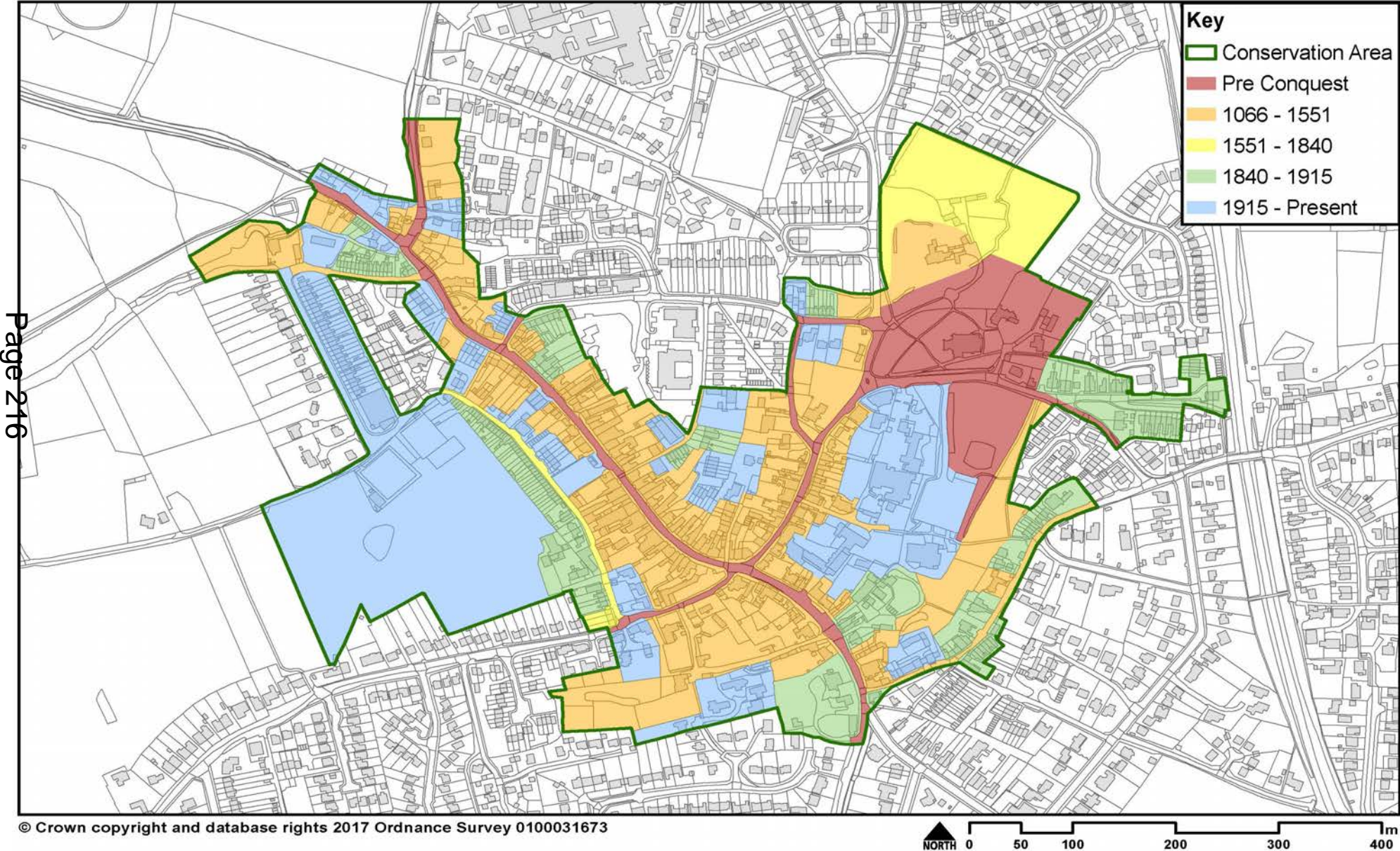
*High Street, looking south*



*Station Road, looking east*



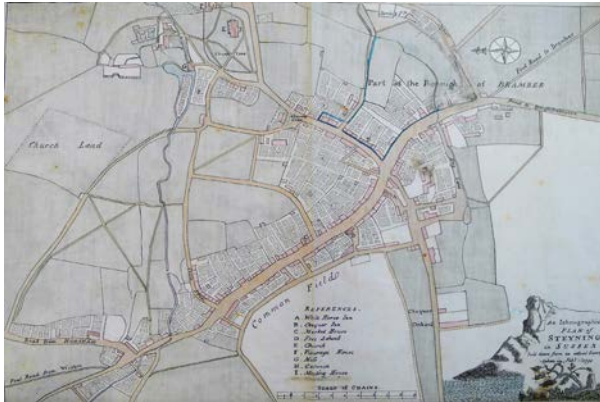
Map 3: Steyning historic phasing map.





## Steypning's evolution

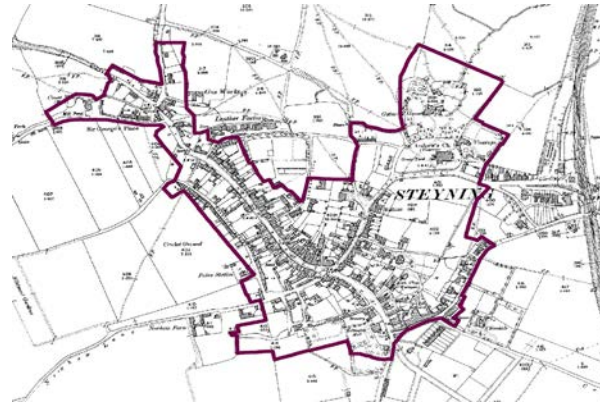
### Late 18th century



Plan of Steypning, 1791 (drawn with north towards the left edge)

- Steypning is still determined by its medieval street plan, with a small amount of growth in the 18th century. The town is dominated by the High Street, along which there is dense construction.
- Church Street also has a continuous frontage for much of its length, although St. Andrew's Church and the vicarage stand completely on their own. Nearby to the north are Gatewick House and Mill.
- There is also construction, albeit less dense, along Sheep Pen Lane, Charlton Street and Jarvis Lane, where the breweries are located. There is a tannery on Tannery Lane at the north end of the High Street, using the same stream that feeds Gatewick Mill.

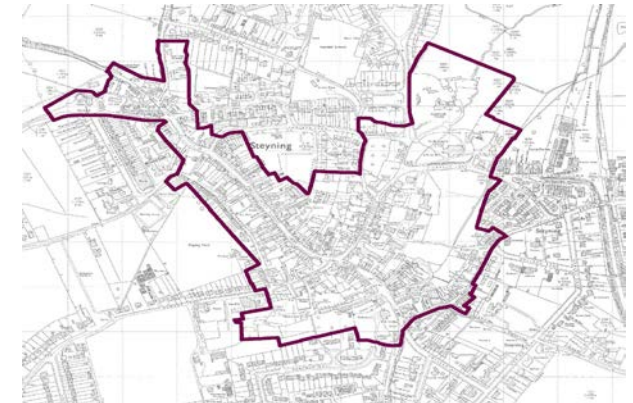
### End of the 19th century



2nd edition Ordnance Survey map, 1896

- The railway has been built, passing through a cutting for much of its length, and a station constructed on a site on the east side of the town. Terraced and semi-detached houses have appeared to the north and south along with a hotel. A cattle market has been built near the station on the west side of the tracks.
- Common Field to the west of Charlton Street is now a cricket ground. A police station is also located here.
- A new suburb is starting to emerge to the south of the centre. College Hill and Goring Road have been laid out, and a handful of large villas has gone up on the south side of latter. Villas have also gone up along Bramber Road.

### Late 20th century



5th edition Ordnance Survey map, 1970s

- The tanyard has closed and the rest of Tanyard Lane has been redeveloped with housing. A great deal more residential development has appeared to the north of the centre along Coxham Lane and Shooting Field on greenfield sites surrounding the new grammar school complex.
- Infill development now occupies the formerly vacant space between Mill Road and the High Street.
- The railway has closed and the station site has been largely cleared. The nursery land to the west of Bramber Road has been developed for housing. Suburban development has become a feature of the town's expansion areas.

## 4. Landscape setting

Much of the Conservation Area has been encompassed by development associated with the expansion of the town, dating from the 1940s, with the majority taking place post-1970. More recent infill development has taken place in the south of the town as part of the southwest extension, and on the northeast edge that is contained by the bypass.

The Conservation Area abuts the surrounding countryside at two points; on the north edge and adjacent to the recreation ground on the western edge of the town. These edges also abut the South Downs National Park. A large open space forms part of the northeast edge of the Conservation Area and links northeast, across the bypass to the surrounding countryside. The space has been surrounded by built form over time, with modern development taking place inside the bypass.

### Topography

Steyning is located on the footslopes of the chalk escarpment that forms the South Downs National Park and lies to the south and west of the settlement. The north and east of the settlement is defined by the floodplain of the River Adur and its tributaries. The landform of the settlement edge is gently undulating, and rises steeply across more undulating contours to the south and west. The lowest part of the settlement is along the eastern edge and the highest on the southwest edge, rising from approximately 5m Above Ordnance Datum (AOD) to approximately 50m AOD through the town.

The Conservation Area forms the central part of the settlement, which has little height variation.

The western fringe is the most prominent landform associated with and defining the extents of the Conservation Area and limits to settlement.

### Existing Landscape Character

There are several existing Landscape Character Assessments that cover the landscape adjacent to Steyning Conservation Area:

- West Sussex Landscape Character Assessment (2003);
- Horsham District Landscape Character Assessment (2003);
- South Downs Integrated Landscape Character Assessment (2011);

and

- Horsham District Landscape Capacity Assessment (2014).

These identify the key characteristics and sensitivities of the landscape at varying scales. Key character considerations:

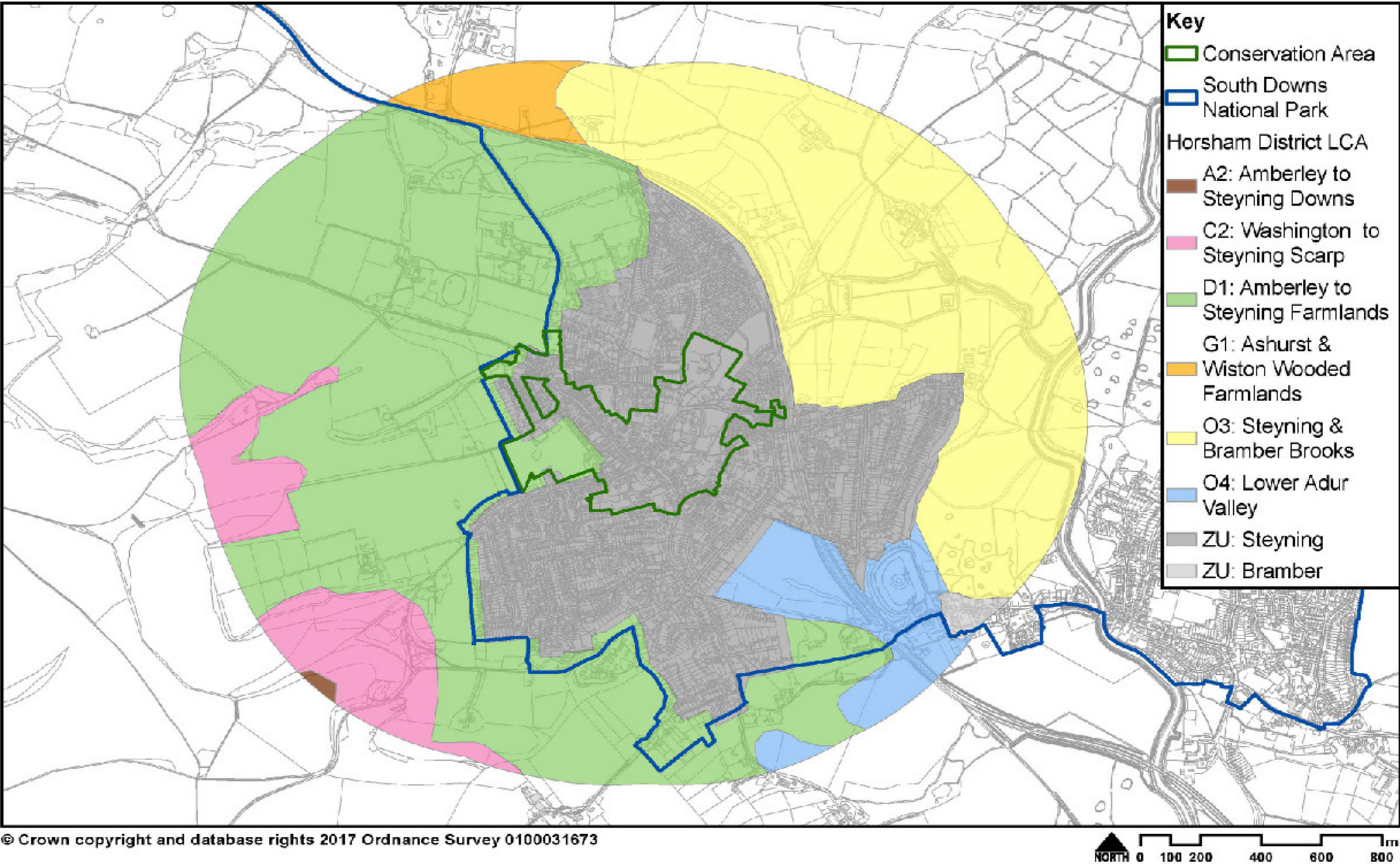
- Rolling landscape with low ridges and vales;
- Extensive floodplain with network of brooks;
- Dramatic views of the chalk escarpment;
- Mixed farmland with varying field shapes and sizes;
- Narrow linear woodlands near streams;
- Streams often define field boundaries;
- Wet grassland associated with the floodplain;
- Largely tranquil, undeveloped floodplain;
- Small settlement pattern with strong historic character;
- Network of public rights of way; and
- Mix of local building materials including brick, flint, sandstone and thatch.

### Conservation Area Setting

The character of the Conservation Area is influenced by the landscape and development that surrounds it. Where the Conservation Area abuts the surrounding countryside, the character of this landscape fringe has been defined below. These fringe areas have been identified through consideration of the variation in characteristics of the land adjacent to the Conservation Areas. Using the typical criteria included in Appendix 3 the sensitivity of the landscape fringe to change associated with development has been evaluated, through consideration of the associated key characteristics.

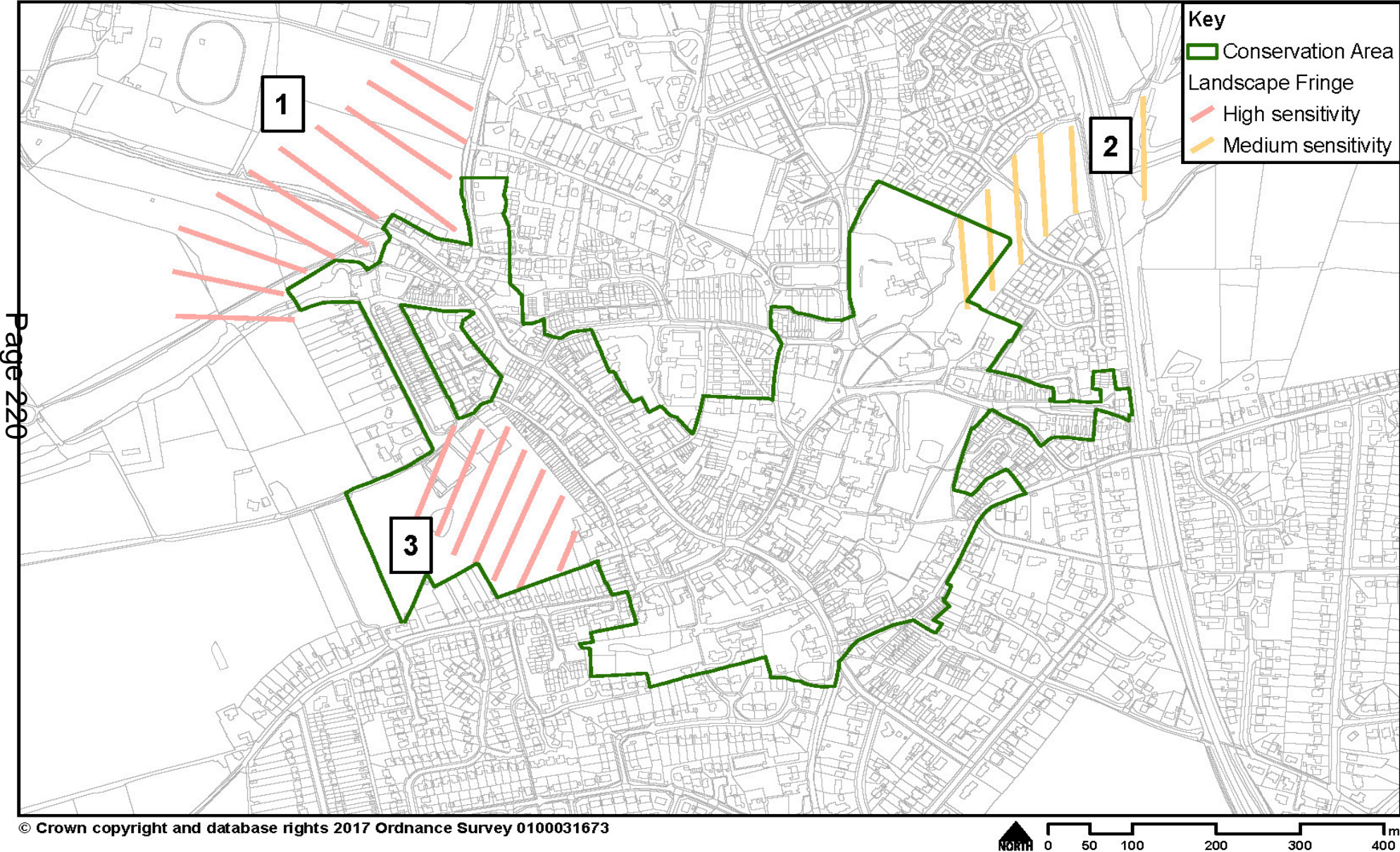


Map 4: Steyning existing landscape character map.





Map 5: Steyning landscape fringe sensitivity map.



## Landscape Fringe 1

- Edge is generally well integrated by landform and mature vegetation;
- Sunken lanes and varied rooflines contrast with the pasture land extending north;
- A low-lying, gently undulating fringe landscape;
- Well vegetated skylines, with the escarpment forming the backdrop to the west;
- Small scale landscape encompassed by vegetation and landform;
- Evidence of historic landscape pattern, including property boundaries and sunken lanes;
- Visual links with St Andrew's Church from footpaths between Wiston and Steyning;
- Generally intact historic character associated with the old mill, thatched roofs, cottages along sunken lanes and views of the St Andrew's Church;
- Moderately complex landscape created by the vegetation and field patterns with variety of overlaid land uses;
- Tranquil landscape with no intrusions, providing valued recreational space;
- Generally enclosed visual character, defined by landform and mature vegetation;
- Key views across the pasture, along footpaths towards the escarpment slopes (north and west) and the Conservation Area edge and Church beyond (south).

The landscape fringe of the Conservation Area has a high sensitivity to change associated with development.



*Steyning landscape fringe 1, viewed from the north-west.*



## Landscape Fringe 2

- A well integrated edge defined by mature, remnant estate vegetation and the A283 bypass;
- The green corridor creates a porous landscape fringe, with links to the historic settlement core;
- Flat, low-lying landform associated with the floodplain landscape that extends east from the settlement edge;
- Skylines are typically vegetated, although characterised by residential roofs to the north and south;
- Relatively small scale landscape defined by pockets of green space and vegetation;
- Some level of intricacy associated with retained historic features including vegetated property boundaries;
- The bypass and modern housing development has eroded the legibility of the historic features in part;
- The green corridor helps to retain some of the historic integrity altered by development;

Popular recreational space with footpath links between the settlement core and surrounding countryside;

Views from within the green space are contained by surrounding vegetation;

Occasional winter views through the grounds of the Manor House towards St Andrew's Church.

The landscape fringe of the Conservation Area has a medium sensitivity to change associated with development.



### Landscape Fringe 3

- A run of white, rendered cottages defines the edge of the Conservation Area;
- Modern development has encompassed the Conservation Area and expanded the settlement to the north and south;
- The recreation ground provides a transitional landscape up the slopes of the South Downs escarpment through this fringe;
- The South Downs escarpment is distinctive to this fringe, rising to the west and forming the backdrop to views;
- A medium scale landscape associated with the generally open character of the recreation ground and fields expanding west;
- Recent development has altered the legibility of historic landscape features;
- Over time this has become the main recreation space in the town and is an important local resource with connections to the South Downs;
- A moderately complex landscape fringe due to variety of land uses and vegetation pattern;
- A secluded space with overall peaceful character associated with the transition to the rural landscape to the west;
- Views are generally contained to the recreation area;
- The slopes of the South Downs form the more expansive landscape backdrop to the west.

The landscape fringe of the Conservation Area has a high sensitivity to change associated with development.



*Steining landscape fringe 3, viewed from the west.*

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## Open Spaces

There are a number of large open spaces in and around the Conservation Area of Steyning. Spaces on the east and west of the Conservation Area connect out into the surrounding countryside.

The Memorial Playing Field Village Green including sports courts and allotments extends west from the Conservation Area edge, and is partially within the South Downs National Park. The space is clearly valued and well used. Public footpaths link through the space, and up the South Downs escarpment slopes.

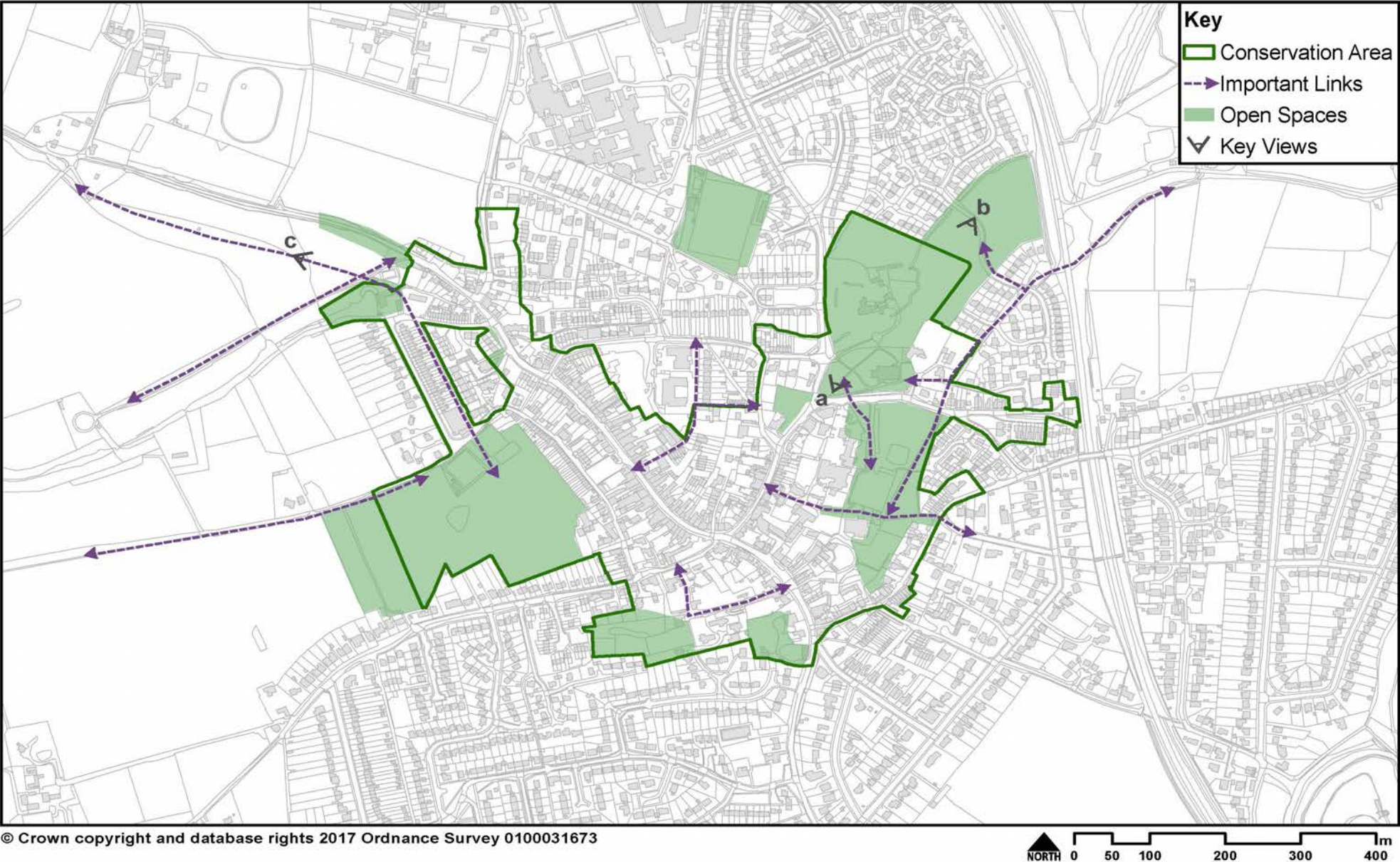
The space on the east side of the Conservation Area extends from the town green, through the Churchyard and private grounds of the Manor House, into a green corridor through more recent development and over the bypass. Public footpaths link through this space and connect to the Downs Way recreational route, which in turn links to Bramber Castle to the south of Steyning.

Other spaces within the Conservation Area are private, but contribute to the treed character of the settlement. The Steyning Downland on the northern edge of the Conservation Area is a valued local site, providing space for recreation and enjoyment of wildlife.

There are many footpaths that link through the Conservation Area to the countryside surrounding Steyning. Routes of particular value are those linking north and west into the South Downs National Park and following the contours of the escarpment footslopes. An extension to the South Downs Way has been created, linking from the northern edge of the Conservation Area west towards the escarpment.



Map 6: Steyning key open space and links map (indicating the location of vantage points a, b and c). Vantage point 'd' is located further to the west and so is not shown on the map.





## Vantage Points

The Conservation Area is generally well contained by the wider settlement area, partially abutting the countryside on the north, east and west edges. Views within the settlement area are well contained by surrounding built form and often focussed along narrow lanes. There is little inter-visibility between spaces and landmarks. There are visual links between the green spaces on the eastern edge, particularly from St Andrew's Churchyard looking north through the grounds of the Manor House and south across the green. St Andrew's Church is occasionally visible as a landmark in views in the north of the settlement.

There are long distance views of the town available from the surrounding Downs landscape to the south and west. The town is often dominant in these views, spread across the lower lying landform. St Andrew's Church tower generally stands out within the town setting but is absorbed by the expanded settlement form in views of the whole settlement.

Views through the Churchyard are generally enclosed by surrounding vegetation and built form. Views are focussed along the public footpath, looking north through the grounds of the Manor House. St. Andrew's Church is a prominent heritage feature in the town. As walkers move along the footpath the Manor House is revealed, in the same materials as the Church and properties on this edge of the Conservation Area. The view stretches north towards the surrounding countryside and is characterised by mature, parkland style tree planting.



**b:** Views through this green corridor are also important, in relation to the setting of the historic town core and its visual and physical links to the wider countryside. The space and views have been retained as part of the recent development along this settlement edge. Views through the green space are towards St Andrew's Church. The Church is a tall, dominating structure that stands out in views through the vegetation within the local green space.



**C:** Public footpaths lead into the Conservation Area from the north, linking along the footslopes past the historic Wiston House. As the footpaths cross the fields to the north of the town views of St Andrew's Church open up. The Church tower is prominent in these views, seen over the rooftops of properties on the Conservation Area edge. The tower stands out against the backdrop of the chalk escarpment, which dominates these views



**d:** This vantage point is located near the junction of Bostal Road and Newham Lane, at National Grid Reference TQ16813 10382. From the elevated escarpment slopes to the south and west of the town, there are panoramic views available. From here the white cottages along the western edge of the Conservation Area stand out along the boundary of the recreation ground. St Andrew's Church tower is visible over roofs of surrounding development, and is associated with the historic core of the town. The change in landform from the undulating escarpment to the low-lying floodplain landscape is clearly apparent in these views.



## 5. Townscape and historic environment

The form of the Steyning Conservation Area reflects the linear growth of the town along the backbone of the High Street, which runs northwest-southeast.

The town's ancient origins means that a majority of the Conservation Area is designated an Archaeological Notification Area (ANA). Another area of archaeological sensitivity covers the town's downland setting to the west. Development in both these areas that has the potential to affect below ground heritage are subject to additional controls. The ANAs are shown on page 27 (map 8).

The High Street follows the varied topography of the site, descending as it enters the Conservation Area from the north as Horsham Road, bending sharply at its junction with Mouse Lane. Here the Old Workhouse Cottages, a medieval Wealden House, form a prominent accent. It then rises and meandering through the centre, affording changing vistas of the buildings in the vicinity of the Market House. The High Street begins to drop down where it meets the east-west route formed by Sheep Pen Lane and Church Street, and then descends and widens further towards the junction with Jarvis Lane. The varied terrain and alignment mean that views of the South Downs open up all the time from various angles, sometimes across the rooftops and sometimes along the various side streets.

The High Street is lined with buildings for its entire length, but their density varies. At the northern end they are widely spaced and mostly modest in scale, but from Tanyard Lane down to the central crossroads there is a continuous frontage, broken only by the car park, with the buildings mostly standing right on the streetline. Here, commercial use predominates and this stretch clearly proclaims itself as the town centre. South of this point the density is slightly reduced and the use is mainly residential.

Church Lane also has a continuous frontage following the streetline from the crossroads as far as Chantry Green. Towards St Andrew's Church the buildings are less densely grouped and there are some large residences in spacious grounds, such as Chantry House and Saxon Cottage, the latter a notable picturesque accent and one of the few thatched buildings in the Conservation Area.

Vegetation begins to predominate, thanks in part to the almost park-like

grounds of Gatewick House and recreation ground between St Andrew's Church and the Steyning centre. To the east is an area of late 19th century middle class housing in the vicinity of the former site of the railway station. The recreation ground and Steyning Centre site are fringed to the southeast by Jarvis Lane, a residential street of cottages and larger houses squeezed between the open space of the recreation ground and rising land on the opposite side.

The quadrant between Sheep Pen Lane and the High Street, traversed by Dog Lane, is secluded and the density of construction very low. The variation in the topography is especially evident here. Again, greenery is a prominent feature, with trees fringing Dog Lane and dominating the gardens of the large houses that back onto this thoroughfare. To the north is Charlton Street, which runs parallel to the High Street but is far narrower and quieter.

Charlton Street is adjoined by The Memorial Playing Field Village Green, the sole green space that not only forms part of the immediate setting of the historic centre but also opens directly onto the South Downs. Charlton Street skirts round it, joining Mill Road where there is a long terrace of well preserved early 20th century cottages. To the north, Sir George's Place is also distinguished by a long run of cottages, although earlier and of very different architectural character. A short distance away is Court Mill, a residential conversion of a watermill set in spacious grounds with the former millpond to the rear. A public footpath leads through to Mouse Lane, where there are more mid-19th century cottages on both sides and some older houses and views out onto the Downs from the boundary of the Conservation Area.

Central Steyning displays a highly varied palette of materials. The medieval buildings are timber-framed, but although in some cases the timbering is exposed, just as often it is hidden behind render or tile hanging. Rubble-coursed flint with red brick dressings is common and used for boundary walls and outhouses as well as for residential buildings from over a broad time range. Red brick is initially used for high status houses until the early 20th century, when it becomes more widespread. White- or cream-painted render is also frequently encountered in 19th century housing. Older buildings are typically roofed with Horsham slabs or clay peg tiles, often covering hipped roofs. Slates are generally confined to 19th century buildings.





*Penns Court.*



*A rear roofscape with the South Downs behind.*



*Boundary wall and passageway on Sir George's Place.*



*High Street looking south.*



*The central crossroads and Stone House*



*The junction of Station Road and Cripps Lane.*



*Dog Lane looking west.*



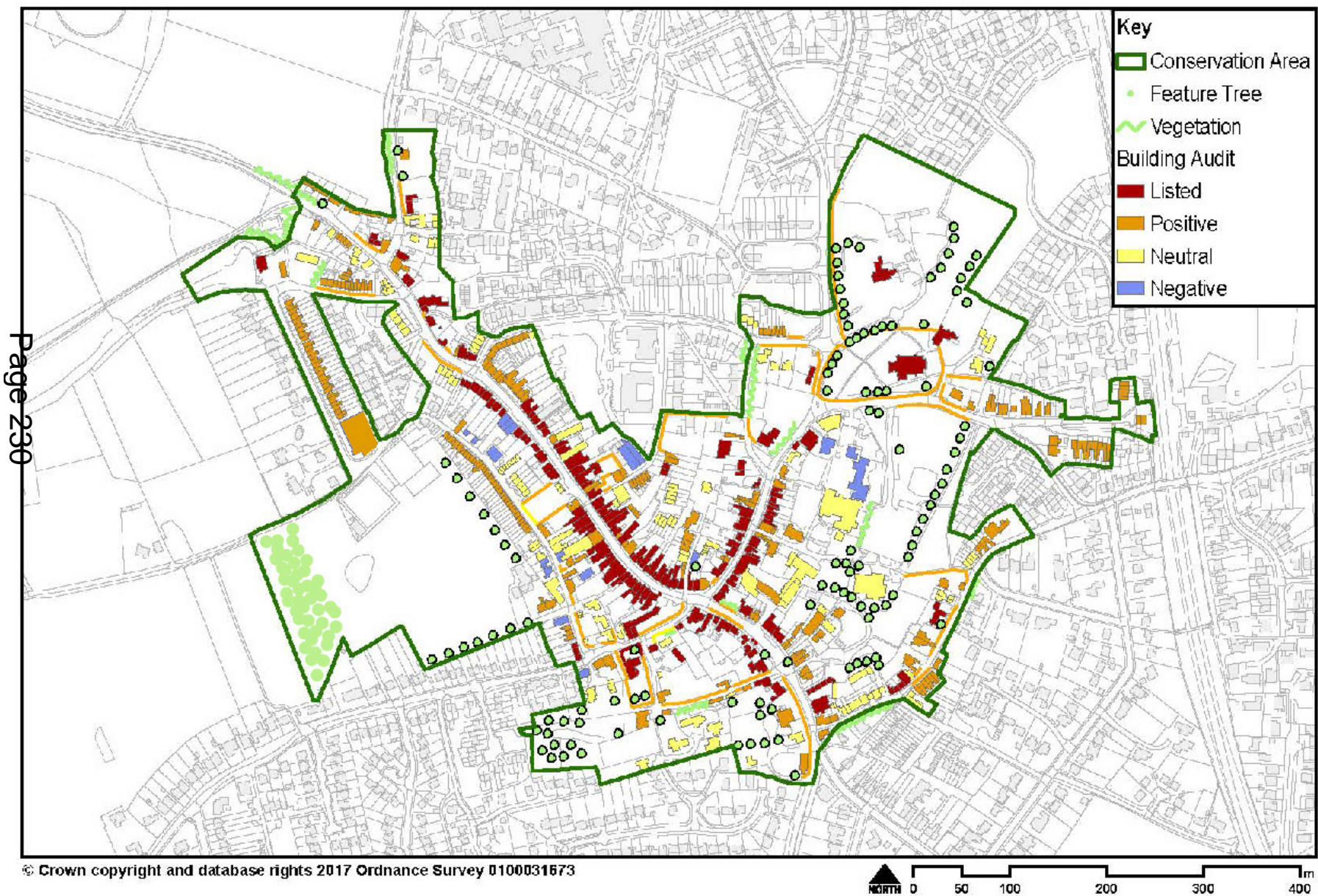
*The recreation ground and cricket pavilion.*



*Jarvis Lane looking south.*

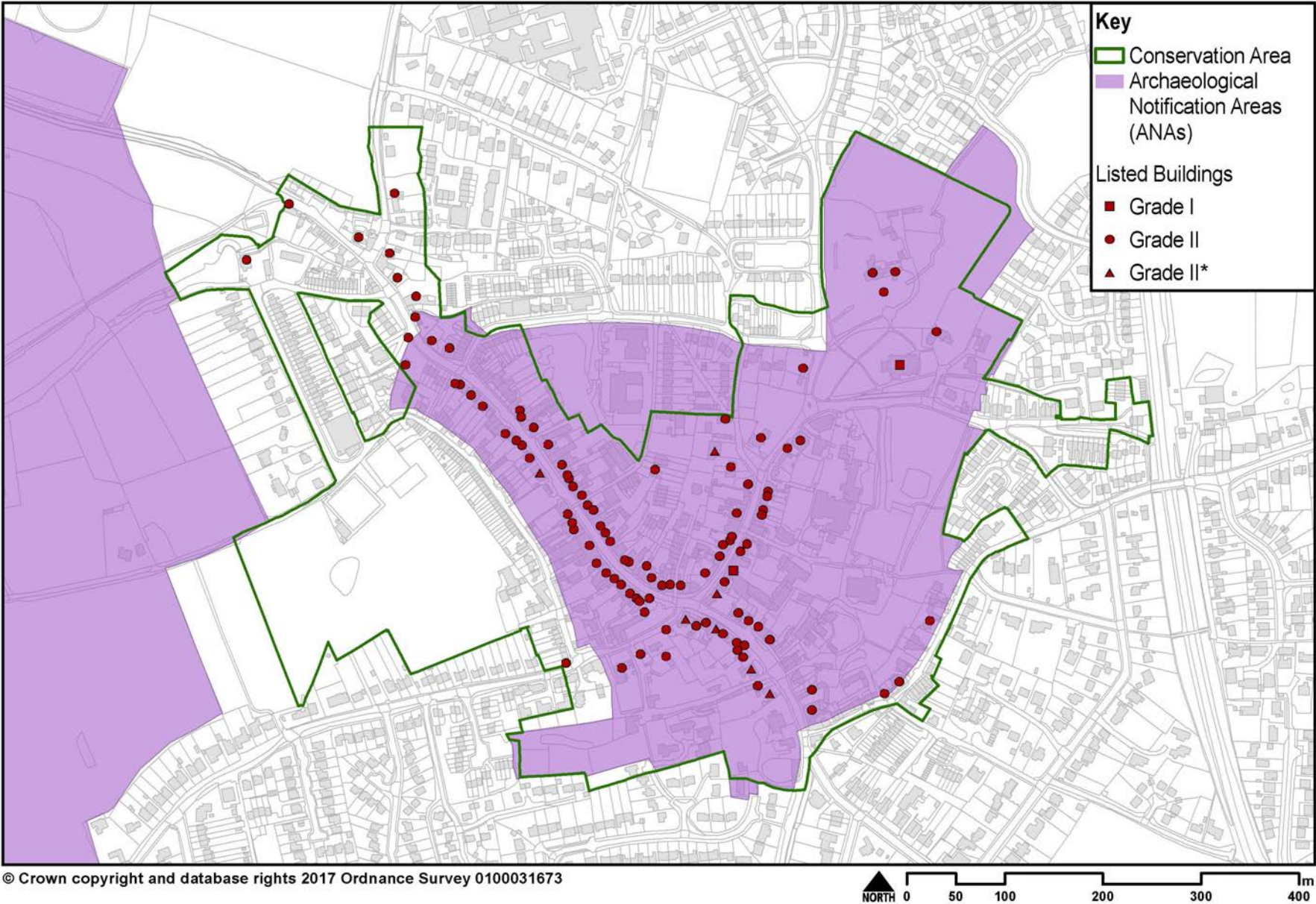


Map 7: Steyning Conservation Area building audit map.





Map 8: Steyning historic environment map.





## 6. Character areas

There are seven distinct character areas within the Steyning Conservation Area, which testify to successive phases in the historical evolution of the town and changing patterns of land use over time. In general, the distinct character and appearance of the town is defined by the High Street and that of the character areas by the varying density of construction relative to it, as well as by their relation to the local topography and setting of the town.

### **Building types & styles, materials and colours, and architectural features**

The earliest buildings in the Conservation Area were built of timber frame with plaster panels utilising the plentiful supply of local Wealden oak.

Some important buildings like St Andrew's Church and the Stone House were built of stone, but even they had flint used to supplement the stone.

Roofs would have been thatched or, for more prestigious properties Horsham Stone would have been used.

Brick and plain clay tiles would not have been widely used until the mid-17th century. This led to the development of increasingly decorative tile-hanging using these plain tiles on battens nailed to the walls.

Flint, both knapped and as nodules is a popular building material and its use goes back to the medieval period. Brick was first used for the central tower on the Grammar School but would not have been widely used until the mid-17th century. Plain clay tiles would also have become common during this period, leading to the development of increasingly decorative tile hanging using plain tiles on battens nailed to walls.

Timber frame buildings were often adapted by being re-facing in brick, rendered or tile-hung, or having their infill panels replaced in brick. Many of the older buildings, some dating back to the late medieval period survive in Steyning under these later skins. These older buildings can often be detected behind later front façades, the give-aways being tall roofs and large oddly positioned chimney stacks and the arrangement of doors and windows not being symmetrical.

From the 18th century the classical Georgian style of architecture took over. Brick and flint became the dominant walling materials, though with

a few buildings of brick and flint under a render coat. From the early 19th century slate became the most used roof covering.

The windows in even the earliest buildings are now 18th century at the earliest, and for most of the other buildings these are casements with small panes. Sash windows are found in the larger houses from the 18th century to the 1900s. There are a few casements of timber or steel with leaded lights. Many of the casements and sashes have been renewed in recent years, most in timber, though some plastic uPVC windows have also been installed.

There are not many 20th century buildings of note in the settlement. Not much of the post Second World War housing developments can be said to have taken on any style or materials that are locally distinctive, apart from the use of tile-hanging and red bricks.

Shopfronts in historic buildings on the High Street remarkably still are of traditional appearance and even newer ones are generally sympathetic, although some over-large fascias with big, bright modern lettering have intruded. Other shopfronts retain elements of earlier designs with alterations or are of modern materials in traditional forms.

Other building and architectural features of note are:

- Coursed flint panels and local stone along Charlton Street and Dog Lane;
- Horsham stone slab roofs on several buildings along the High Street;
- Large brick and stone ridge and gable end chimneys; and
- First floor tile-hanging using plain and scalloped tiles.

## The Saxon village

This is the area where Steyning first evolved. Though the oldest portions of the fabric date from the 12th century, St Andrew's Church is a Saxon foundation and Saxon remains have been discovered by archaeologists in the vicinity. The commercial centre evolved to the southwest, however, leaving the Church on its own. Unusually for Steyning, there are no timber-framed buildings here.

In the 18th century large houses went up in this character area because of the availability of large plots. Even now it is characterised by a low density of construction and is purely residential. It is noticeably quieter than the busy High Street and feels semi-rural, as though on the edge of open countryside, belying the presence of large areas of post-war housing on all sides and the A283.

Page 233  
St Andrew's Church is the centrepiece, yet, despite its prominence, becomes visible only at close range when approached from the west because of the sharp bend in Church Street. It is better visible from the recreation ground to the south, where the line of tall trees marks the course of a stream. Indeed, grassed areas, Chantry Green being another, do much to determine the appearance of this character area, as do mature trees. With the exception of a short run of cottages on Tanyard Lane, the houses here are all detached and set well back from the streets in grounds of their own.

Gatewick House in its spacious, park-like setting occupies a large part of



Chantry Green.



Gatewick House and grounds.



View south along Church Lane.



'Saxon Cottage' on Church Street.

the character area. But there are only views into the grounds from within the Churchyard since on all other sides it is enclosed by mature trees and flint-built boundary walls, which also line several roads and footpaths. Looking east, the former industrial building on Market Field is prominent on the skyline.

Looking west, there are views of the distant Downs from the Churchyard.

## The fringes of the medieval town

This character area covers parts of the medieval street plan outside the commercial centre and Saxon village. Formerly the streets led out into open country, as can still be appreciated at the ends of Mouse Lane and on Horsham Road. To the south, this character area borders modern residential suburbs, but thanks to the secluded setting of Dog Lane and Jarvis Lane (both set back from the High Street and enclosed by rising ground), they do not intrude.

Buildings such as Workhouse Cottages, a timber-framed Wealden house, testify to the medieval origins of this character area, but they are haphazardly disposed on irregular plots. Some of them, such as Jarvis, may originally have been outlying farms; others, such as Newham House on Sheep Pen Lane, are large, high-status residences in spacious grounds.

This character area only began to be fully incorporated into the town in the mid-19th century, when Sir George's Place and Pompey's terrace on Mouse Lane were built. It continued into the 20th with scattered infill and the redevelopment on the former brewery site in Jarvis Lane. Even now the density of construction varies and there is great variation in the architectural styles. The houses are mostly set back from the street and the only continuous frontages are accounted for by short terraces.

This character area is predominately residential and quiet. Vegetation is an important feature – many of the houses have front gardens (although

sometimes concealed by boundary walls) and there are stretches of vegetation, sometimes dense and covering a steep embankment. The rear gardens of houses along the High Street and Sheep Pen Lane back onto Dog Lane and many of these contain tall mature trees.

The character area also encloses the only large stretch of water in the town, the pond of Court Mill.



Old Workhouse.



Cottages along Sir George's Place.



Ivy Nook, Jarvis Lane.



Jarvis Hall and adjoining cottages.



## The commercial centre

There is a high concentration of shops, three pubs and a post office on the High Street between Tanyard Lane and the crossroads. This has always been the commercial heart of Steyning, with densely laid out burgage plots lining a busy thoroughfare, where formerly a market was held. Buildings mostly stand right on the streetline and in the vicinity of the Market Hall with its clock tower there is even a cluster of three-storey properties.

There is a very high density of listed buildings, many of them timber-framed. Some have exposed timbering, others are rendered or tile-hung, yet others were refronted in brick in the 18th and 19th centuries. For the most part the shopfronts are historic, or are a sympathetic design with no illuminated signage. There are also several elaborate wrought iron brackets for hanging tablets.

Church Street is quieter and largely residential. Like the High Street, it has a continuous frontage, but towards St Andrew's Church the houses begin to be set back behind front gardens. The Market Hall is the focus of the High Street, the Grammar School is the focus of Church Street, while Stone House dominates the central crossroads. Views open up from here south over open countryside and also west along Sheep Pen Lane towards the Downs.

South of the crossroads, the High Street becomes mainly residential. There are larger houses here, some of them set back behind front gardens and construction is less dense with some prominent trees. Numerous

services roads run off these two main streets perpendicular to them through carriage entrances, and there are also several lanes and twittens running into the backlands, like Bank Passage.

Throughout this Character Area there are areas of stone and brick paving and of cobbles, as well as items of historic street furniture, such as bollards.



*The Market Hall.*



*Horsham slab roofs survive in large numbers.*



*Historic paving along High Street.*



*Historic shopfronts, like this butchers window, survive.*

## 20th century infill

To the west of the High Street are areas where construction was thinly scattered until the 20th century. The subsequent expansion of the town means that historic buildings are now embedded in later development.

The first is the area between Vicarage Lane and the High Street, which was built over as the Grammar School expanded beyond its historic accommodation. The buildings vary in quality - some are utilitarian in design and detract from the Conservation Area. Nearby are the Steyning Centre and library, both relatively recent additions, and two car parks.

The second area is the neighbourhood to the north of Bank Passage and around Elm Grove Lane. Here there is a mixture of early 19th century cottages in short terraces and light industry. There are a number of large houses in spacious grounds in the vicinity, notably 18th century Chantry house.

## The railway suburb

When the railway was built, an approach road serving the station was constructed branching off Vicarage Lane. This soon attracted developers who built around it the only concentration of housing from the latter half of the 19th century in the town.

Although the station was closed in 1966 and its extensive site largely cleared, the layout of this area still reflects its impact on the town's topography, with Southdown Terrace rising to the edge of the cutting and nearby overbridge, which now spans the A283.

The houses on Station Road are semi-detached villas with features typical of the time, such as prominent gables, bargeboards, polygonal bay windows and four-pane sashes. The houses on Southdown Terrace form a continuous row, but are very different in character and scale to the far more modest terraced cottages in the historic centre - this area was built as a middle-class suburb. All the houses are set back from the street behind front gardens, some in spacious grounds. Greenery is prominent and the cedar tree at the junction of Cripps Lane and Station Road is an important landmark.



1950s extension to the Grammar School.



Car park outside the Steyning Centre.



Station Road.



Southdown Terrace, looking west.

## The 20th century town edge

The form of this character area is the result of the expansion of the town in the late 19th century and early 20th century. Mill Road was laid out and, probably in the 1910s, a long terrace of two-storey, red brick houses was put up. These are larger in scale than other 19th century cottages in the town and retain a wealth of original features. The expansion of the town during this period also took in the former Common Fields, but instead of being built over these were saved as a public open space – one of the most important in Steyning – by being made into a cricket ground. This means that this is the only place where the original natural setting of the historic centre has survived largely intact and this open space gives scale to and provides a grand vista of the Downs in the distance. There is a cricket pavilion and, next to it, an enclosed bowling green on the northern side, while the ground is fringed for most of its perimeter by a hedge and trees.



Mill Road terrace, including an historic workshop.



The town recreation ground looking west towards the South Downs.

## Charlton Street and the High Street backlands

Charlton Street began as a back lane servicing the residential and commercial buildings on the west side of the High Street and providing access to the rear of The Chequers Inn. As a result, the southern end is lined on its eastern side with flint and brick boundary walls and ancillary buildings. The latter are grouped around vehicle entrances and back yards, and some have been converted to residential use.

To the north these features become more sparse and are intermingled with 20th century infill development, some of it unsympathetic. A notable feature on the west side is a long run of terraced two-up-and-two-down cottages directly on the streetline, which had appeared by the time of the first Ordnance Survey. These are built of flint and brick, giving them a high degree of visual continuity with older buildings.

The same materials are used for the police station of around the same date, a notable feature on an access road along which a view opens up over the recreation ground of the Downs. The car park between Charlton Street and the High Street allows for good views of Market House and adjacent buildings.



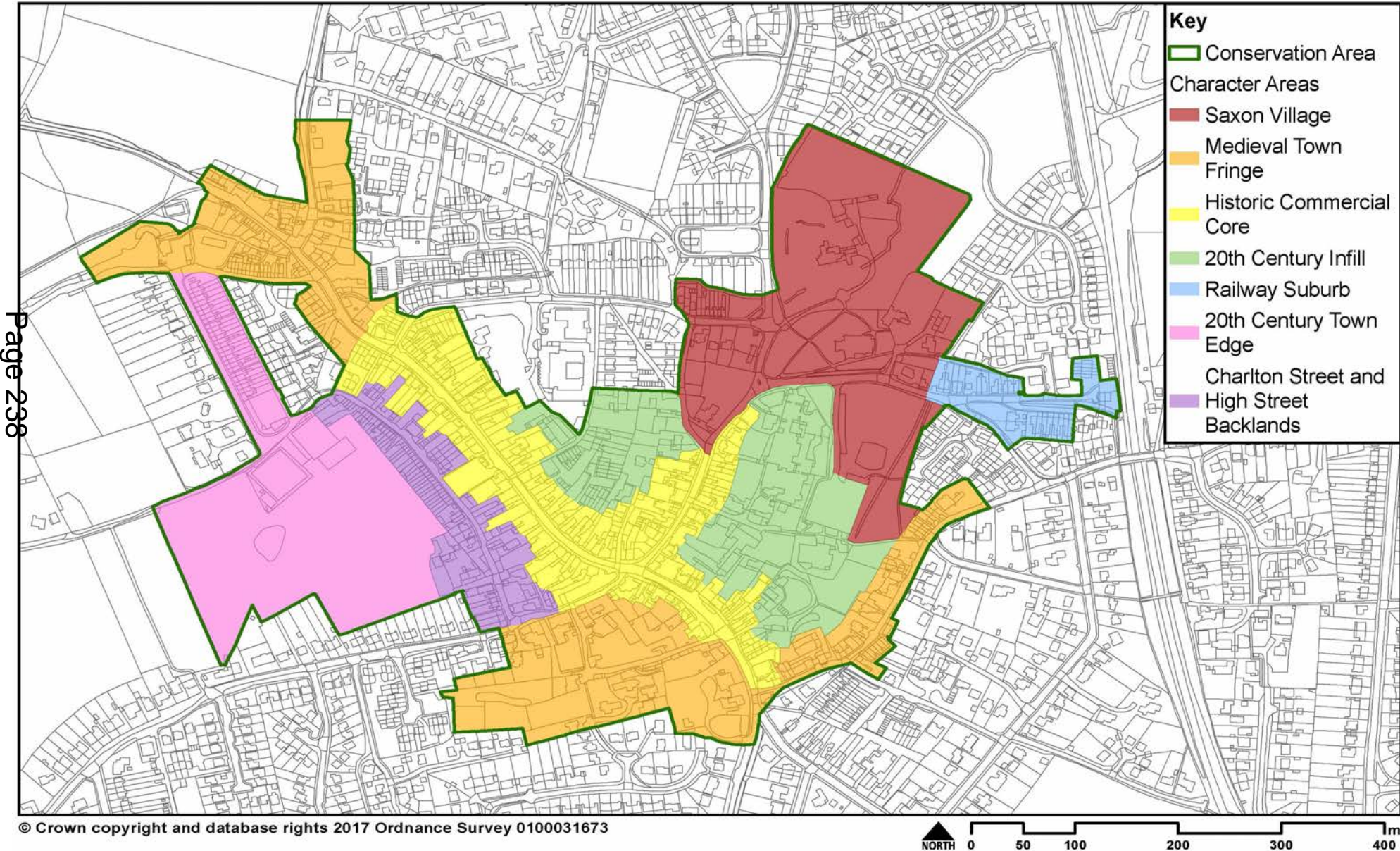
The early 20th century police station.



Charlton Street looking north.



Map 9: Steyning character areas map.



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## 7. Views

There are numerous important views within the Conservation Area, as is especially noticeable when moving along the High Street from north to south. Just beyond the junction with Mouse Lane the first view opens up of the commercial centre by the junction with Tanyard Lane. There is another important view looking in the opposite direction of Old Workhouse Cottages. Their group value with The Star, nos. 134-136 and no. 138 on the east side of the High Street can be readily appreciated. The view looking south down the High Street opens up, yet it is not just movement but also the meandering course of the street and rise in ground which affects its nature. It is only further south where the rise levels off and the road straightens that a full view of the commercial centre opens up and the tower of the former Market Hall can be seen. The same ensemble can be appreciated looking in the opposite direction from by the Chequers Inn. The former Market Hall with clock tower can be best appreciated when viewed across the car park from Charlton Street.

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Moving further down the High Street, just before reaching the crossroads an important view opens up over the roofscape of the east side down the hill into open country. Hillside Terrace appears on the skyline, but there is an impression that one will shortly arrive at the town edge, which belies the large area of 20th century residential development beyond the boundary of the Conservation Area. Views looking up and down High Street are equally important. The varied ensembles of buildings on both sides of the road are best seen from around the junction with Dog Lane, but again, this is a non-static view that varies because of the curve of the road and variation in the terrain.

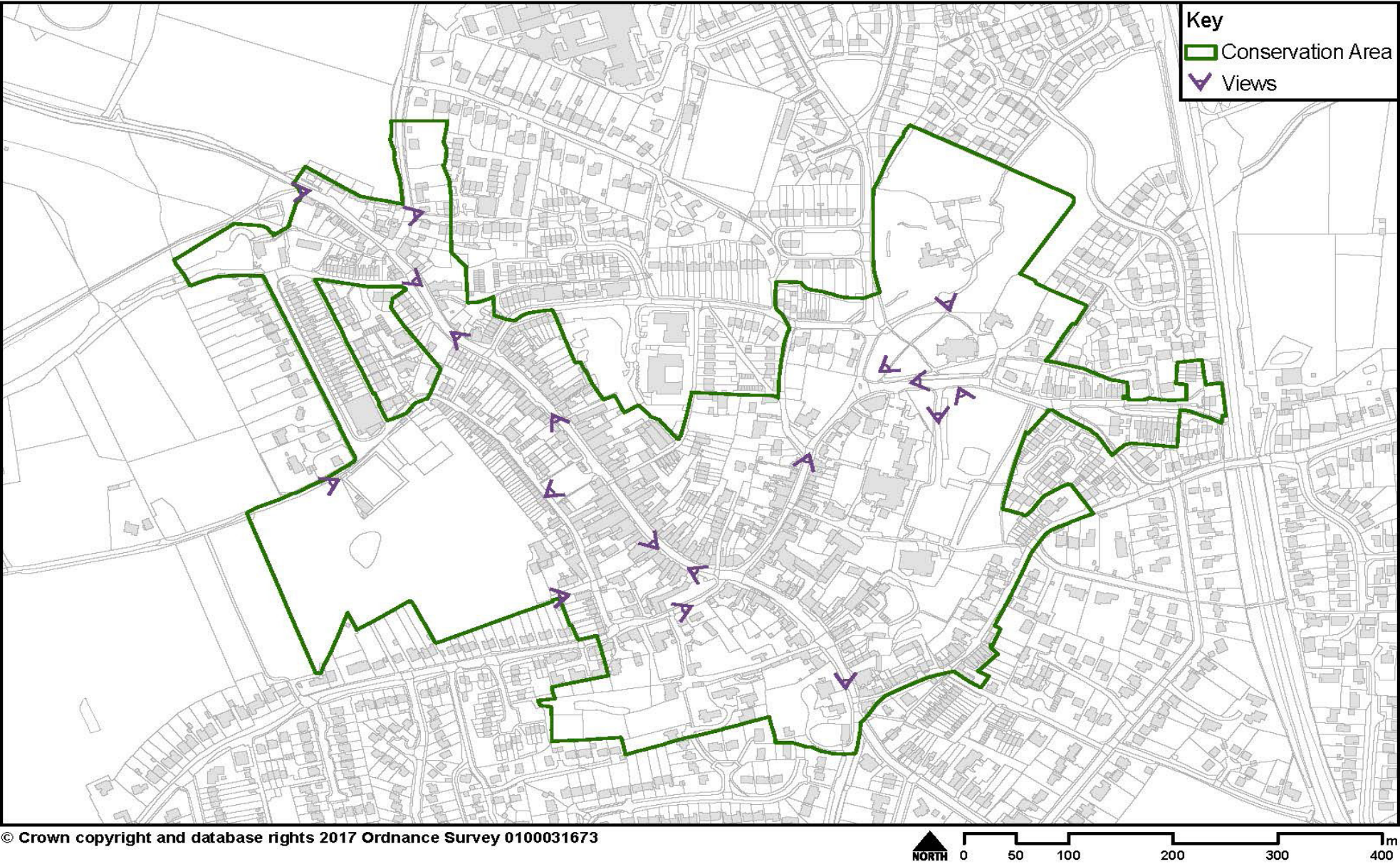
There are important views looking down Church Street, but, as with the High Street, this is a kinetic view which changes all the time because of the varied terrain and curve in the road. One of the best vantage points is from a position just south of Saxon Cottage, looking southwest. The sharp bend means that views of St Andrew's Church only open up by the church hall and even then the building is partly obscured by trees. From the recreation ground, however, the whole south elevation can be taken in. Looking in the opposite direction, there is another view looking over the recreation ground towards the Steyning Centre from Vicarage Lane. From the same vantage point looking due east, there is a view towards the

former station site where the former warehouse shows up on the skyline. The view of the principal aspect of Gatewick House is important, although can be appreciated only from within the Churchyard.

Generally, only glimpses of open countryside are experienced when viewed from the Conservation Area. Looking west down Sheep Pen Lane, for example, the Downs are visible in the distance above the rooftops; a similar view is to be had looking west from Penns Court. But a dramatic view opens up from near the police station across the recreation ground - there is a sharp contrast between the small-scale character of nearby Charlton Street and the grandeur of the vista. There is also a good view from the northern boundary of the recreation ground near the bowling green. A short distance to the north, a different view of the Downs open up from the boundary of the Conservation Area where an unmade road diverges from Mouse Lane.



Map 10: Steyning views map.



## 8. Negative elements

The Conservation Area designated in 1973 included numerous statutorily listed buildings, designated at the time of the first survey in 1955. These only increased in number as the result of a resurvey in 1980. The Conservation Area also included green areas that were either public open spaces or the gardens of residential properties. All these factors have helped to resist pressures for change. Today the Steyning Conservation Area appears well maintained and prosperous, a consequence of these circumstances, as well as the town's affluence and economic buoyancy.

However, a number of features detract from this impression. Inappropriate repair work on historic buildings (such as relaying Horsham slab roofs with mortared joints and re-pointing masonry in cement rather than lime mortar) detracts from their appearance and can also cause damage to historic fabric. Indeed, the use of non-traditional materials and techniques has a cumulative effect on the wider Conservation Area. Principally, this is the replacement of sash and casement windows, which is particularly noticeable on Charlton Street, where it has affected numerous properties.

The renewal of slate roofs using artificial substitutes, construction of loft extensions and installation of skylights in roof slopes facing streets also has a detrimental effect. Other general features that detract from the appearance of the Conservation Area include prominent TV aerials mounted on chimneys and wire runs across street elevations. Historic shopfronts have generally survived well, but in places brightly coloured signs, often standardised corporate branding for national chains, has had a negative impact on the High Street.

Good management of the streetscape is essential to maintain the sense of place. It is spoilt by the use of street furniture of a type marketed as suitable for Conservation Areas, but in fact 'off the peg' and poorly designed. This is evident in features such as finger posts, litter bins and lamp posts, which draw excessive attention to themselves. Utilitarian features can be no less intrusive, especially the prominent 'wirescape' and numerous telegraph poles, as well as poor quality boundary markers, like slatted fences and concrete posts. The tall CCTV camera next to the bus shelter and public toilets by the entrance to the car park is particularly unfortunate. Signage and other features associated with road traffic needs to be more carefully managed in places. The constant stream of cars down the High Street strongly detracts from the Conservation Area, as

do the numerous parked cars. Large parking areas, such as that near the library or in front of the White Horse on Sheep Pen Lane, also detract from the Conservation Area because of the number of cars they attract and the unsympathetic treatment of the surfaces. Poor quality concrete or tarmac surfacing is also a problem in the twittens and service roads leading off the main streets. Another negative feature associated with road traffic is the numerous ugly garages that have been erected in the backlands.

Several sites in the Conservation Area could be enhanced:

- Cobblestone Walk is an attractive space but has been filled up with clutter - better management could open up views of the picturesque rear elevations of the important range on the east side of the High Street which incorporates the Market House;
- Tanyard Lane Cottages are badly detailed and detract from the setting of the Grade II-listed nos. 120-122 High Street;
- The east side of Charlton Street has suffered in places from poor-quality infill development;



# 9. Management plan

## The need for a Management Plan

It is the role of the Management Plan to take forward the challenges and opportunities identified in the appraisal, and to identify means by which the special interest of the Conservation Area will become self-sustaining into the future. To achieve this requires a partnership between those living, working and carrying out property improvement and development in the Conservation Area and Horsham District Council.

All development proposals should preserve or enhance the character and appearance of the Conservation Area in accordance with the Horsham District Planning Framework. In a Conservation Area there are some extra controls over works to buildings, boundaries and trees intended to ensure that the character is not eroded by unintended loss or change and the appearance is not changed in a negative way.

**For advice on whether planning permission is required for works please refer to the Horsham District Council website or The Planning Portal ([https://www.planningportal.co.uk/info/200125/do\\_you\\_need\\_permission](https://www.planningportal.co.uk/info/200125/do_you_need_permission)).**

## Control of development

It is essential that any development should preserve or enhance the setting of any adjacent historic buildings and existing landscape features and trees, and the overall special qualities of the character area. Therefore, careful consideration must be given to the size, scale, urban grain, layout, design, massing, height, plot width, frontage activity, landscape and materials in any such development. This does not dictate architectural style but does attempt to ensure that proposals respond positively to their context.

The Council strongly encourages applications for planning permission or other consents for proposals which meet these criteria and avoid:

- the demolition of any building or structure if its loss would damage the character or appearance of the Conservation Area;
- development (including extension/alteration) which would be harmful

to the setting or character or appearance of the Conservation Area; and

- development which would adversely affect or result in the loss of important views, open spaces, tree cover or boundary features within the Conservation Area.

Residents and business owners should contact the Council to confirm what proposed extensions and alterations constitute 'development'.

## Monitoring and compliance

If necessary, the Council has a range of tools at its disposal to compel building owners to appropriately maintain and repair buildings which are causing a local nuisance or which are designated heritage assets.

## Issues

The preparation of the Steyning Conservation Area Appraisal has included consultation with stakeholders, specifically the Parish Council. A number of issues were identified. These have been used as a basis for the following section identifying principal issues to be addressed by this Management Plan.

Historic built environment:

- Loss of traditional architectural features;
- Equipment and installations;
- Boundary enclosures;
- Drives, off-street parking and loss of front gardens;
- Enhancement of existing buildings;
- Shopfronts;
- Extensions;
- Window replacement;
- Dormer windows and rooflights;
- Cladding, rendering and the painting of walls;

- Re-pointing of brickwork and stone walls; and
- Demolition.

New development and environmental improvement

- Opportunities for new development
- Setting and Views

The Environment and Public Realm

- Trees;
- Public Realm;
- Street furniture;
- Surface materials;
- Car parks;
- Opportunities for enhancement

## Historic built environment

*Loss of traditional built and architectural features* – architectural features set out in section 6 of the Appraisal, such as stone boundary walls, traditional windows, Horsham stone slate roof covering and so on, should be preserved due to the significant contribution they make to the character and appearance of the buildings and the Conservation Area.

*Equipment or installations* - the presence of modern types of equipment on or around buildings, such as large aerials or satellite dishes and micro-generators, can detract from the character of a Conservation Area and/or the special architectural qualities of buildings. To minimise their visual impact, they should be positioned away from public view or prominent positions. The removal of existing fixtures cluttering front elevations is encouraged and care should be taken to repair the affected surfaces.

*Boundary enclosures* - most buildings in the Conservation Area have a variety of boundary walls although along High Street many buildings abut the back edge of pavement and there are no front areas. At present, some poorly maintained boundary treatments harm the character and

add to the appearance of buildings and the overall street scene, including rear boundaries which are visible in several locations when viewed from the public realm. A characteristic boundary of settlements in Horsham District is local stone laid in rubble courses. Retention of these walls and increased use of trees and hedgerow as a 'soft' boundary treatment is considered preferable. In some cases, installing traditionally detailed brick walls and railings may be appropriate.

*Drives, off street parking and loss of front gardens* - landscaped gardens to building frontages make an important contribution to the quality of the streetscape. Historically, many buildings in the Conservation Area had front gardens with enclosing low stone or brick walls, hedges or railings. The loss of front gardens to parking detracts from their historic setting and is resisted. The use of porous pavements, reinforced grass paving, or gravel instead of tarmac, with the retention of some garden space and the use of appropriate boundary treatments, would offer a more attractive setting for buildings, reduce run-off and give a more sustainable approach.

Where there is existing frontage parking which adversely impacts the character and setting of the Conservation Area, any new planning application should include a condition requiring the reinstatement of front garden areas and any traditional boundary treatments.

*Enhancement of existing buildings* – many of the listed and unlisted buildings in Steyning have been altered and lost features. Fortunately, there exists good photographic coverage of the place, allowing for the possibility of accurate restoration. Proposed enhancements to make a building look grander than it ever was should be resisted. There are several buildings on the High Street where reinstating traditional features would improve their appearance.

The following enhancement works should be encouraged as part of any future development:

- Reinstatement boundaries where they have been removed to their original height and footprint;
- Ensure that new boundaries are built from quality materials, paying full attention to stone coursing, brick bond, lime mortar, and coping details;

- New gates and timber fences should be good quality traditional timber design; and
- Encourage the use of good quality paving, trees or planting where the back yards or gardens are visible from the public domain.

*Shopfronts* - Steyning Conservation Area retains several well-designed and well maintained traditional shopfronts and the retention of these is encouraged. A number of commercial premises have garish and poorly designed shopfronts which should be improved. The reinstatement of a traditional shopfront design and appropriately designed signage that complement the building and streetscape is encouraged, when redecorating or carrying out any works.

*Extensions* - modern extensions should not dominate the existing building in either scale, material or their siting. There will always be some historic buildings where any extensions would be detrimental and should not be permitted. Successful extensions require a sound understanding of the building type to be extended together with careful consideration of scale and detail.

*Window Replacement* - the loss of traditional windows, ironmongery and glazing from our older buildings poses one of the major threats to our heritage and the character of historic areas. The character of windows profoundly affects the appearance of buildings but are particularly vulnerable as they are easily replaced or altered. The desire to improve the energy efficiency of historic buildings encourages windows' replacement with inappropriate and inferior quality modern alternatives. If well maintained, historic windows can last more than 200 years. Where the windows being considered for replacement are themselves modern replacements in inferior softwood that are now failing, what they are replaced with needs to be carefully assessed.

Within the Conservation Area, historic windows should be retained whenever possible and their repair prioritised. In general, consent will not be granted for their removal. Within the Conservation Area there are a variety of timber casement and vertical sliding sash windows.

The design of historic windows evolved through the early modern period

and so, where repair is not possible, replacement windows should be designed to either replicate the historic windows being replaced or be based upon a period design contemporaneous with the host building. In general, a consistent approach should be taken across a building.

*Dormer Windows and Rooflights* - New dormer windows and rooflights should not be located on street-facing and prominent roofscapes. Where new dormer windows and rooflights are considered appropriate, they should be small in scale and not dominate the roofslope, ensuring that a large area of the roof remains visible. Dormers need to be of a traditional form, in scale with the building and its roof and their windows should be smaller than those on the floor below. Rooflights need to be flush with the roof face and normally the 'conservation' type rooflight is preferred. In most cases, the dormer or rooflight should align with the window below.

*Cladding, rendering or painting of walls* - In most cases, the walling material of a building is part of its character and contributes positively to the appearance of the Conservation Area. There may, however be cases where the existing wall surface is unattractive or is decaying, and cladding, rendering or painting can be justified. Where this is the case the cladding needs to be in a locally used material, such as tile-hanging using local red clay tiles, or timber weatherboarding. Painting of natural brickwork and stonework is discouraged. If proposed work involves changing the front elevation of a building, Conservation Area advice from the Local Planning Department at Horsham District Council should be sought.

*Repointing of brick or stone walls* - Repointing can ruin the appearance of brick or stone walls. The purpose of the mortar in the joints is to stop rainwater penetrating into the wall and to act as a conduit for moisture trapped in the wall to escape. The mortar joint or pointing is therefore sacrificial and needs to be softer and more porous than the wall material. This is why for conservation work a lime based mortar is normally recommended. It is important to dig out the old pointing to allow a sufficient 'key' for the repointing. Mortar should fill the joints but not spread out onto the surface of the wall material, and where the arises (corners) have been worn away, the mortar face may have to be slightly setback. Raised or 'strap' pointing should be avoided as not only does it stand out and change the appearance of the wall, it can act as a shelf for rainwater.

*Demolition* - within the Conservation Area, the demolition of an unlisted building or wall over a certain volume or height without prior planning permission is a criminal offence. Furthermore, demolition of buildings or built features which have been identified as making a neutral or positive contribution to local character will normally not be permitted. Where buildings and features have been identified as making a negative contribution of local character, development incorporating some demolition may be permitted, as long as what will replace the existing building is judged to respond positively to its local context.

**For advice on whether planning permission is required for works please refer to the Horsham District Council website or The Planning Portal ([https://www.planningportal.co.uk/info/200125/do\\_you\\_need\\_permission](https://www.planningportal.co.uk/info/200125/do_you_need_permission)).**

### **New development**

*Opportunities for new development* - must be considered carefully and the effect of new buildings on the setting of the Conservation Area, and on views both into it and out of it, particularly taken into account. New development must be sympathetic to its context in terms of its siting, scale (including height, size and massing), materials and details. It should also follow the existing pattern or grain of development, not obstruct important views, and not dominate buildings in the immediate vicinity. Materials should be carefully chosen to complement the Conservation Area's existing palette of materials.

*Setting and views* - all development affecting the setting of the Steyning Conservation Area should demonstrate how the setting and long distance views, into and from the Conservation Area, are preserved and enhanced. The important views are identified in section 7 of the Conservation Area appraisal.

Key threats:

- Redevelopment of sites with run down buildings such as the SME industrial building on Mill Road, with development that is out of context in the Conservation Area;

- Further erosion of front boundaries in the Conservation Area;
- Closure of more shops as retail becomes more marginal and the difficulty of retaining the character of the buildings when allowing conversion from retail;
- Loss of traditional joinery details in windows and doors and in particular shopfronts, as properties are improved both visually and for thermal upgrading;
- Loss of traditional roof coverings, chimneys and chimneypots on unlisted properties when the roof is replaced. Machine made clay tiles, imported slates and similar though 'natural' materials look different to what is there now;
- Loss of setting relationship between the rest of the Conservation Area and the religious and manorial sites of the settlement off Church Street and Vicarage Lane;
- Further erosion of front boundaries in the Conservation Area; and
- Erosion of green spaces and loss of prominent trees and bushes in the Conservation Area.

### **The Environment and Public Realm**

*Trees* - the presence of trees makes an important contribution to the character and appearance of the Conservation Area. Anyone who cuts down, uproots, lops, wilfully destroys or wilfully damages a tree of a diameter 75mm or more at 1.5m above ground level in a Conservation Area without giving the Local Planning Department at Horsham District Council six weeks' prior notice of their intention may be guilty of an offence. In Conservation Areas, the same penalties as those for contravening a Tree Preservation Order apply and a person who cuts down a tree in a Conservation Area without first giving notice is liable, if convicted in the Magistrates Court, to a fine. A person who carries out damaging work in a way that is not likely to destroy the tree is also liable to a fine.

## Public realm

*Street furniture* - there needs to be a consistency of style to help create a cohesive identity for the Conservation Area. The presence of excessive or redundant street furniture causes street clutter and is visually unattractive.

The rationalisation of street furniture such as street nameplates (a simple design of black letters on a white background), lamp posts, seating and the provision of a standard sage green for finger posts and litter bins is encouraged.

A-boards and blade, feather and teardrop flags though not fixed add to street clutter and are generally discouraged in Conservation Areas.

*Surface Materials* - A large format paving slab in natural stone should be used as part of considered approach to the location and the heritage context. Older surfacing materials such as local stone on edge, pebbles and even flint are rare vernacular survivals that should be conserved. The use of high quality paving materials, together with the layout and jointing detail are key elements of the overall surface appearance.

The following measures should be encouraged:

- The existing areas of high quality traditional paving must be protected;
- Further areas of traditional paving should be added as funding allows; and
- The street lights need to be upgraded and out of date fittings removed.
- Any redundant street furniture such as signage should be removed.

*Car parks* - there are some visually poor car parking areas which would benefit from enhancement works such as appropriate resurfacing, sensitive bay marking and the introduction of soft landscape. A good example is the main car park off Tanyard Lane which is relatively secluded and has an interpretation board about Steyning.

*Opportunities for enhancement* – Several sites in the Conservation Area could be enhanced with great benefit to it. Cobblestone Walk is an attractive space but has been filled up with clutter. Better managing poorly

coordinated low-rise construction and removing the obtrusive pergola-type structures would open up views of the picturesque rear elevations of the important range on the east side of the High Street incorporating the Market House. Redevelopment of a number of sites occupied by poor quality, insensitive construction could enhance the Conservation Area. Tanyard Lane Cottages are badly detailed and detract from the setting of the Grade II-listed nos. 120-122 High Street. The east side of Charlton Street has suffered in places from poor-quality infill development. Areas with potential for redevelopment capable of enhancing this character area include the severely utilitarian premises of the local athletics club and the rear service entrance of the Co-Op. Replacing the premises of SME Ltd at the south end of Mill Road, where it curves round to meet Charlton Street, could greatly enhance the coherence of this part of the Conservation Area.



# Appendix 1: Historic development

## Pre-history

Excavations in the town have turned up remains that provide evidence for prehistoric activity, although not, on the basis of what has been found so far, for permanent settlement. A Roman road linking Stane Street (the route between London and Chichester) with the road from London to Lewes passed through the area to the north of Steyning. Archaeological investigations have revealed considerable evidence of Romano-British activity, but it seems likely that the settlement is Saxon in origin. The place name derives from 'stæningas', an Old English word taken to mean 'places characterised by stones', although to which stones it refers is unknown.

## The Middle Ages

A timber church was founded in Steyning by St Cuthman in the 7th or 8th century. He was buried here and his shrine became a centre of pilgrimage. It was a minster (i.e. a mother church serving several later parishes), and by the 9th century it was sufficiently important for King Ethelwulf of Wessex to be buried there in 858, although his remains were later translated to Winchester. This is indicative of Steyning's link with the royal household and King Alfred held the manor, devising it to his nephew Ethelwold. Archaeological investigations have discovered a complex of timber houses, which may have been a high-status residence, in Market Field to the east of St Andrew's Church. By the 11th century, Steyning was a place of some substance. It was already the location of a market and, by the end of Cnut's reign (1018-35) a mint was in operation. The basic elements of the street plan were probably extant, but despite all this Steyning was still a village.

Following the Norman Conquest, this situation changed rapidly, however, as burgage plots started to appear along the main thoroughfares. The centre began to shift west away from the vicinity of St Andrew's Church to the High Street. William I confirmed the gift probably originally made by Edward the Confessor of the manor of Steyning to the Abbey of Fécamp in Normandy. The Abbey established a college of secular canons, which superseded the manor. Cross-Channel trade through the nearby port of St Cuthman on the River Adur helped to drive economic growth. During this period there was rivalry with the neighbouring settlement of Bramber to the

southeast. William I had granted the lordship of the Rape of Bramber to William de Braose, who founded a college of secular canons there before 1073 and also built a bridge across the Adur. He later founded the coastal port of New Shoreham and this, together with the tolls he levied from river traffic passing through Bramber, sent the port of St Cuthman into decline. By the 14th century it had disappeared.

During the 12th century the Saxon minster was rebuilt on an ambitious scale as a large, cruciform structure dedicated to St Andrew. The college of secular canons was dissolved in c. 1260 but the Abbey of Fécamp retained the advowson until the period of the Hundred Years' War, which made communication difficult and so the advowson passed to Syon Abbey in Middlesex. A chantry of St Mary is recorded from the 13th century, and a Fraternity of the Holy Trinity in 1424. From 1295, the town sent representatives to Parliament.

In addition to the markets, local trade was based on agriculture, both arable farming and animal husbandry, the latter cattle and sheep. Tanning and shoemaking are recorded at the end of the 15th century. Steyning was reasonably prosperous during the later Middle Ages, as demonstrated by a high concentration of surviving buildings from 1350-1500. With one exception, these are all timber-framed, although the use of Horsham slates as a roofing material is supposedly recorded in 1344.

Development was concentrated along burgage plots fronting the High Street and the south side of Church Street at its west end. It had distinctly urban characteristics – continuous frontages with houses built right up to the streetline. The remainder of the town was less densely, more irregularly developed and the focus of activity and settlement in this area would eventually by the 18th century leave St Andrew's Church and the vicarage isolated.

## The early modern period

At the Dissolution St Mary's Chantry and the Fraternity were dissolved, the link with Syon Abbey was severed and St Andrew's Church fell partly into ruins. It was only in the 1570s that the surviving nave was made good, a west tower built and the remainder demolished. In 1614 a grammar school was established in the former Hall of the Fraternity of the Holy

Trinity. Steyning carried on expanding – the population rose from 300 in 1524 to around 550 for the whole parish in 1642-1644. A number of half-timbered buildings appeared during the course of the later 16th and 17th centuries, exhibiting the changes in configuration and plan form characteristic of this period, such as ceiled halls. The town was regarded as sufficiently important to be used as a store for military supplies in 1586 and 1626, and for quarter sessions between 1667 and 1743. Tanning and related industries flourished. Chalk was excavated from the Downs for the production of lime.

In 1729 a timber-framed Wealden house on Mouse Lane was purchased by parish to serve as a workhouse, which functioned until 1835 when it was superseded. Steyning's prosperity continued through the 18th century, as reflected by architectural developments: earlier houses were re-fronted in brick, flint and mathematical tiles, and in the 1770s-1780s large new townhouses appeared. The old market house was dismantled and replaced by a new building with a clock tower on a different site, this time fronting the High Street.

By the late 17th century, Steyning had become an important staging post on the road from London to Shoreham and Brighton, and had several inns. Later, this traffic would be augmented by travellers to the new resort at Worthing. The Horsham to Upper Beeding road was turnpiked in 1764 when Clays Hill was cut. The town was still growing at the end of the 18th century and by 1801 the population had risen to 1,174.

### **The 19th century**

A large infantry barracks was built in c. 1804 in response to the Napoleonic Wars, although it existed only until 1819. A new route from Upper Beeding to Shoreham opened in 1807 and the east-west route from Pulborough to Steyning was turnpiked in 1810. In 1812 a National School was established. Along with Bramber, Steyning was disenfranchised as a Rotten Borough by the Reform Act of 1832, but remained economically fairly buoyant. Although the non-conformist presence was never especially strong (the Quaker community founded in 1655 had dissolved itself by 1740), a Methodist chapel was founded in 1835.

In 1861, Steyning acquired a rail connection on a new line from Horsham

to Shoreham-by-Sea and a station was built on the eastern outskirts. With Brighton now only 30 minutes' travel away, this marked the start of its gradual transformation from a self-contained town to a commuter settlement. The railway also boosted residential development. During the first half of the 19th century this was either infill, or to the south-east and north-west, but the presence of the new station attracted development on the eastern side. By the end of the century, large villas had appeared on Goring Road.

### **The 20th century**

The breweries on the southern edge of the town were amalgamated in 1899, but carried on functioning only until the 1920s. The tanyard survived until 1941, the market until 1974. Chalk extraction and lime-burning also ceased in the 1970s. Steyning was relatively unaffected by the First and Second World Wars. Residential development on the outskirts grew in pace in the 1930s, then even more so in the post-war years, despite the closure of the station in 1966 (the alignment of the railway was later used for the A283 bypass). In 1931 the population stood at 1,885, by 1971 it had risen to 3,284. By the early 21st century the historic core was entirely surrounded by residential development, although the setting of the town to the south and west has been safeguarded by, among other things, the designation in 2011 of the South Downs National Park.

## Appendix 2: Gazetteer of listed buildings





Image	ListEntry	Name	Description	Grade	ListDate	NGR
	1027258	MOUSE COTTAGE	C17 timber-framed building with plaster infilling on flint and stone base. The west wall has been rebuilt in flints and brick and has the date 1684 on the return of the north face. Thatched roof. Casement windows. Two storeys. Two windows Modern addition in "rustic timbered" style to east.	II	15/03/1955	TQ 17283 11566
	1180708	OLD WORKHOUSE COTTAGES	L-shaped medieval timber-framed building of "wealden" type, originally a hall house, later converted into the Parish Poor-house and now three cottages. The ground floor has been rebuilt in red and brown brick. Plaster infilling and curved braces above. The projecting wings oversail on the protruding ends of the floor joists and bressummers. Curved braces support the eaves of the recessed centre. Hipped slate roof, probably thated originally. Horizontally-sliding sash windows. Two storeys. Four windows. The L-wing behind with squares of plaster infilling is contemporary or very little after the main building. Crown post roof inside.	II	15/03/1955	TQ 17354 11532
	1180470	138 AND 140, HIGH STREET	No 138 is a medieval timber-framed building refaced in the C18 and since modernised. No 140 is a later addition. Two storeys. Five windows. Ground floor red brick and grey headers, above tile hung. Bend in the front. Modern tiled roof, the south end rounded. Modern windows. No 140 is a C19 addition of higher elevation.	II	09/05/1980	TQ 17386 11516
	1180658	PENN COTTAGE PENNS HOUSE	Originally a dwelling of timber-framed construction and C17 or earlier date. Converted into a Quaker Meeting House in 1678 and used by William Penn, the Founder of the Society of Friends, who lived at Warminghurst, not far away. Made into a dwelling again in the C19 or since. Not two dwellings. One storey and attic. Three windows. Two gabled dormers. Now faced with stone rubble, red brick and tile-hanging. Tiled roof. Casement windows. Stone inscribed "Quaker Meeting House 1678".	II	09/05/1980	TQ 17391 11577



	1354056	134 AND 136, HIGH STREET	C17 or earlier timber-framed building, refaced in 1711. Two storeys. Three windows. Faced with flints with red brick dressings, quoins and stringcourse Horsham slab roof. Horizontally-sliding sash windows. Doorways with flat hoods on brackets.	II	15/03/1955	TQ 17394 11491
	1180807	COURT MILL HOUSE AND ENTRANCE GATES	Formerly the mill building, not the mill-house. North end probably C18 and faced with tarred weather-boarding. Main portion C19 but containing an C18 doorway. Two storeys and semi-basement on east side. Four windows. Painted brick. Tiled roof. Gable end north and south. Windows appearing like sash windows but made in two sections, each opening on a swivel, with wooden shutters. Doorway up steps with iron handrail having wide flat hood over on brackets. Loft door above and over that a gabled pigeon loft with weather-boarded sides projecting on brackets from the roof. A handsome pair of wrought iron gates gives entrance to the drive and garden.	II	09/05/1980	TQ 17240 11509
	1180461	THE STAR PUBLIC HOUSE	C18. Five windows. Tiled roof. No 128 has one storey and attic and one gabled dormer. Red brick. Horizontally-sliding sash windows. No 130 has two storeys. Front stuccoed, side red brick and grey headers. Modillion eaves cornice. Glazing bars missing.	II	09/05/1980	TQ 17413 11472
	1027279	MILL HOUSE	C18. Two storeys. Three windows. Painted brick. Hipped tiled roof. Horizontally-sliding sash windows on first floor, two ordinary sash windows with glazing bars intact and one modern window on ground floor.	II	09/05/1980	TQ 17412 11451







	1027253	CHANCTONBURY COTTAGE	Medieval timber-framed building, probably a hall house originally, with plaster infilling and curved braces on first floor, ground floor rebuilt in flints. Thatched roof. One ordinary sash window with glazing bars intact. Remainder horizontally-sliding sash windows. Two storeys. Two windows. South-east front weather-boarded.	II	15/03/1955	TQ 17402 11402
	1285441	124, HIGH STREET	Early C19. Two storeys. Three windows. The facade has a slight bend in it. Southern two thirds red brick and grey headers, northern third flints with red brick dressings, quoins and two stringcourses. Hipped tiled roof. Casement windows.	II	09/05/1980	TQ 17429 11427
	1354055	120 AND 122, HIGH STREET	One building. L-shaped timber-framed building. The front wing facing the street is medieval but has been refaced in brick, now painted. Hipped roof of Horsham slabs in two sections. Glazing bars intact in Nos 120 and 122 only. Other windows and the shop windows modern. Two storeys. Four windows. Crown post roof inside. The east wing behind is a C16 addition. GV	II	09/05/1980	TQ 17447 11419
	1027252	95 AND 97, HIGH STREET	C16 or earlier timber-framed building with plaster infilling and diagonal braces on first floor, on a cobbled base. Tiled roofs. Sash windows with glazing bars intact. Doorways up six steps set in moulded architrave surrounds with pediments over on console brackets and six panel doors. Queen-post roof inside. GV	II	15/03/1955	TQ 17453 11383



	1027251	89-93, HIGH STREET	C18. Two storeys and basement at ground floor level. Six windows. Red brick. Wooden eaves cornice. Tiled roof. Glazing bars intact. Horizontally-sliding sash windows in basement. Doorway up eight steps with wooden handrail set in moulded architrave surrounds with pediments over on console brackets and six panel doors. GV	II	15/03/1955	TQ 17458 11382
	1027250	87, HIGH STREET	C18. Two storeys. Three windows. Faced with flints with red brick dressings, quoins and stringcourse. Wooden eaves cornice. Tiled roof. Glazing bars intact. Doorway up six steps in moulded architrave surround with wide flat hood on brackets and door of six fielded panels, top two glazed. GV	II	15/03/1955	TQ 17469 11371
	1027249	83 AND 85, HIGH STREET	C18, No 83 dated 1710. Two storeys. Three windows and one window-space in the centre of No 83. No 83 faced with flints with red brick dressings and quoins, No 85 stuccoed. Tiled roofs. Glazing bars intact. except on ground floor of No 85 which has a modern shop window built out, not now used as such. Doorways up six steps in moulded architrave surrounds, with heavy pediment on console brackets to No 85. GV	II	09/05/1980	TQ 17481 11360
	1027278	WARWICK HOUSE	One building, now two shops. C17 or earlier timber-framed building refaced with stucco in C18. Horsham slab roof. Glazing bars intact on first floor only. Modern shop fronts below. Two storeys. Three windows. GV	II	09/05/1980	TQ 17519 11356

	1180446	94 AND 96, HIGH STREET	One building. C17 timber-framed building now faced with stucco. Tiled roof. Modern windows and shop fronts. Two storeys and attic. Four windows. One dormer. GV.	II	09/05/1980	TQ 17520 11349
	1027248	75, HIGH STREET	C18. Two parallel ranges. Two storeys. Three windows. Faced with knapped flints with red brick dressings, quoins and stringcourse, on a rough flint base. Wooden eaves cornice. Tile roof. Glazing bars intact on first floor only. Doorway up seven steps with rectangular fanlight and flat hood on brackets. North-west wall stuccoed on ground floor and tile-hung above. GV.	II	15/03/1955	TQ 17504 11332
	1354054	90 AND 92, HIGH STREET	One building, once three cottages, now two. L-shaped medieval timber-framed building, the first floor close-studded with plaster infilling and once jettied, but the ground floor has been built out at each end in red brick and grey headers, though the centre still oversails. Hipped roof of Horsham slabs. Horizontally-sliding sash windows, except on ground floor of No 90, which has ordinary sash windows with glazing bars intact. Doorway in centre with obtusely-pointed head lining. North-west wall has the timbering wholly exposed with squares of plaster infilling. Crown post roof inside. GV	II	15/03/1955	TQ 17533 11338
	1027247	71 AND 73, HIGH STREET	C18 pair. Two storeys. Two windows and one window-space. Faced with flints with red brick dressings and quoins. Back tile-hung. Tiled roof. Glazing bars intact. Doorways up five steps. GV.	II	15/03/1955	TQ 17515 11325

	1027246	THE OLD COTTAGE	Once a forge. Medieval timber-framed building with plaster infilling and curved braces on first floor, on a base of brick, flints and rubble. Tiled roof. Horizontally- sliding sash windows on first floor. Modern casements below. Two storeys. Three windows. GV.	II	15/03/1955	TQ 17521 11320
	1180443	84 AND 86, HIGH STREET	L-shaped medieval timber-framed building, now faced with plaster, but the timbering with red brick infilling exposed in north-west wall. Horsham slab roof. Two storeys. Three windows, one of those on first floor being a gabled dormer. Modern shop fronts.	II	09/05/1980	TQ 17548 11321
	1027245	67, HIGH STREET	C18. Two storeys. Three windows. Red brick. Cornice and parapet. Tiled roof. One bay on ground floor and modern shop front to south-east. Glazing bars otherwise intact. Doorway between the bays up five steps with engaged columns, pediment and semi-circular fanlight. GV.	II	15/03/1955	TQ 17529 11307
	1354081	61, 63 AND 65, HIGH STREET	Early c16 timber-framed with wholly jettied first floor. Ground floor refaced in a sort of imitation linenfold panelling in wood on a flint and brick base. First floor close-studded with plaster infilling and oversailing on the protruding ends of the floor joists, a moulded bressummer and brackets. Hipped tiled roof. Modern casement windows. At south-east end early C19 shop window with small square panes and glazing bars intact. Two small modern shop windows to north-west of this. GV.	II*	15/03/1955	TQ 17539 11292



	1027277	78 80 AND 80A, HIGH STREET	One building. Three storeys. Three windows. Painted brick. Wide eaves bracket cornice. Hipped slate roof. Glazing bars intact above ground floor. Modern shop front. GV.	II	09/05/1980	TQ 17562 11300
	1285472	PRESTON HOUSE	One building. Early C19 house with tall facade. Three storeys. Three windows. Stuccoed parapet. Glazing bars intact above ground floor. Two bays originally on all floors, but the ground floor has been cut away for a modern shop front and for an entrance to the house above. GV.	II	09/05/1980	TQ 17567 11290
	1180415	THE MARKET HOUSE	C18. Two storeys. Two windows. Ground floor red brick, above tile-hung. Tiled roof. Glazing bars intact on first floor. Modern window below. Stuccoed clock tower added about 1835 when the clock-face was brought here from Michelgrove, when this house was demolished. Cornice above, surmounted by a small belfry with weather-vane. At one time the building was used as the fire station and the alarm bell survives. After 1920 it became the Market Office. GV.	II	15/03/1955	TQ 17573 11278
	1027276	74, HIGH STREET	Early C19. Two storeys. Three windows. Painted brick. Eaves cornice. Tiled roof. Glazing bars intact. Two large bays on ground floor. Doorway between with flat hood and rectangular fanlight. GV.	II	12/08/1969	TQ 17569 11286







	1354053	68 AND 70, HIGH STREET	L-shaped medieval timber-framed building of "wealden" type, refaced and the recessed centre subsequently built out flush with the wings. Two storeys. Three windows. No 68 stuccoed, No 70 tile-hung and now painted. Front of roof Horsham slabs, back tiled. No 68 has two bays on ground floor, No 70 a modern shop front. Two casements and one horizontally-sliding window above.	II	09/05/1980	TQ 17582 11269
	1180572	53, HIGH STREET	Medieval timber-framed building, refaced with brick, now painted, in C18. Parapet. Slate roof. Glazing bars intact on first floor. Two large bays on ground floor with glazing bars missing from their lower halves. Doorway between with fluted columns, pediment, semi-circular fanlight and door of six fielded panels. Crown post roof inside. GV.	II	15/03/1955	TQ 17568 11250
	1027275	66, HIGH STREET	L-shaped. C17 or earlier timber-framed building, refaced with tiles, now painted, the north-west side with flints, and behind partly with slates and partly with brick. Front of roof is of Horsham slabs, north side of slates, back of tiles. Modern window and shop front. Two storeys. Two windows. GV.	II	09/05/1980	TQ 17588 11259
	1180406	64, HIGH STREET	Medieval timber-framed building with plastered front. Two storeys. Two windows. Tiled roof. Modern shop front. One casement window and one horizontally-sliding sash window above. GV.	II	09/05/1980	TQ 17594 11254



	1285533	ELM GROVE	Early C19. Two storeys. Three windows. Faced with flints with red brick dressings and quoins. Slate roof. Glazing bars intact.	II	09/05/1980	TQ 17657 11295
	1354061	51, HIGH STREET	Medieval timber-framed building, restored externally, with close studding and plaster infilling on first floor. This originally oversailed but has been underbuilt with a modern shop front with tiled canopy over. Plastered gable at south-east end containing an oriel window supported on brackets and three lights of diamond-shaped panes. Casement windows. Two storeys and attic in gable. Three window.	II	15/03/1955	TQ 17572 11241
	1027287	47 AND 49, HIGH STREET	Medieval timber-framed building, now fronted with painted brick and a modern shop front on ground floor and with painted tiles above, with some trace of a moulded bressummer between. Horsham slab roof. Two storeys and attic. Two windows. One gabled dormer.	II	09/05/1980	TQ 17574 11234
	1027274	60 AND 62, HIGH STREET	C17 or earlier timber-framed building of unusual height (three storeys) refronted with red brick on ground floor and tile-hung above. Tiled roof. Three windows. Doorway with pilasters, projecting cornice and panelled reveals. Modern windows. At north-west end of first floor is a blocked original three-light window with wooden mullions. GV.	II	09/05/1980	TQ 17601 11238

	1027273	58, HIGH STREET	Medieval timber-framed building of unusual height (three storeys, of which the top storey was not added at a later date), refaced with red brick in the C19. Three windows. Tiled roof. Casement windows. Carriage archway at south-east end with carved brackets. Crown post roof inside. GV.	II	09/05/1980	TQ 17606 11231
	1180557	THE CHEQUERS INN	Timber-framed building, probably of medieval date, refaced with brick, now painted, in C18. Modillion cornice and parapet. Tiled roof. Glazing bars intact. Three-light bay window at each end of front on both floors. Porch with flat head and modillion cornice. Double doors of six fielded panels. GV.	II	15/03/1955	TQ 17590 11218
	1027272	56, HIGH STREET	The front portion is a medieval timber-framed hall house which has been refronted in the C18 but has the timbering with brick infilling exposed in the south-east wall. Two storeys. Four windows. Painted brick. Parapet. Horsham slab roof. Glazing bars intact. Doorway with flat hood on carved brackets. Crown post roof inside. Behind and at right angles is a further timber-framed wing with the timbering and red brick infilling exposed on first floor of north-west wall. This was originally a separate medieval hall house, also with a crown post roof, that has been later joined to the front part of the building. GV.	II	15/03/1955	TQ 17611 11222
	1027286	39, HIGH STREET	C17 or earlier L-shaped timber-framed building with a wing running back a long way behind the street. The timbering in this wing is exposed with plaster infilling and curved braces but the street front has been refaced in the early C19. Red brick. Painted long and short quoins and cornice. Brick parapet. Horsham slab roof. Two small bays on first floor. Carriage archway through ground floor. C19 shop window to south-east of this. Two storeys. Two windows. GV.	II	15/03/1955	TQ 17597 11200

	1180546	LLOYDS BANK	C18. Two storeys and attic. Four windows. Three dormers. Red brick. Stringcourse, dentilled cornice and parapet. Slate roof. Glazing bars intact on first floor only. Modern windows below. GV.	II	09/05/1980	TQ 17607 11190
	1354060	WELLINGHAM HOUSE	Early C19. Two storeys. Two windows. Red brick. Stringcourse. Slate roof. One bay window on first floor with glazing bars missing from lower half. Modern shop window. Narrow doorway to north-west of this with pilasters, pediment, semi-circular fanlight and door of six moulded panels. GV.	II	15/03/1955	TQ 17615 11184
	1285439	33 AND 33A, HIGH STREET	Medieval timber-framed building of "wealden" type, refaced and the centre portion built out in the early C19. Two storeys. Three windows. Stuccoed. Slate roof. Glazing bars intact on first floor only. Small bay and modern shop front on ground floor. Doorway between with rectangular fanlight. Crown post roof inside. GV.	II	09/05/1980	TQ 17622 11178
	1027285	LASHMARS	Timber-framed building of about 1500, originally with a jettied front, but refaced with brick, now painted, in C18. Stringcourse, cornice and panelled parapet. Tiled roof. Glazing bars missing. Large modern bay and shop front on ground floor. Doorway between at head of three steps with segmental fanlight, projecting cornice and door of six fielded panels. Crown post roof inside. GV.	II	09/05/1980	TQ 17631 11169





	1285433	27, HIGH STREET	C16-17 timber-framed building, refaced with brick, now painted, in C18. Tiled roof. Glazing bars missing. Modern bay on ground floor, now a shop window. Two storeys and attic. Two windows. One gabled dormer. GV.	II	09/05/1980	TQ 17638 11164
	1354059	THE CAVALIER	Medieval timber-framed building, refaced with brick, now painted, in C18. Two storeys. Three windows. Glazing bars intact on first floor. Modern windows below. Tiled roof. Doorway up five steps with handrail having pilasters and projecting cornice. Crown post roof inside. C17 staircase wing with oak staircase. GV.	II	15/03/1955	TQ 17641 11161
	1240897	K6 TELEPHONE KIOSK, HIGH STREET	Telephone kiosk. Designed 1935 by Sir Giles Gilbert Scott. Made by various contractors. Cast-iron. Square kiosk with domed roof. Unperforated crowns to top panels and margin glazing to windows and door. GV.	II	08/08/1989	TQ 17651 11164
	1027284	THE WHITE HORSE INN AND THE STABLES ADJOINING TO THE SOUTH WEST	Two storeys. Two windows. Ground floor red brick, above tile-hung. Hipped slate roof. Glazing bars intact. Later addition of eight windows to south-west. Adjoining at eight angles are the Stables. Early C19. Two storeys. Three windows. Painted brick. Hipped slate roof.	II	09/05/1980	TQ 17646 11150



	1027266	KELVIN HOUSE MAGNET HOUSE	C16 timber-framed building, refronted in C18 with stucco, but the timbering with plaster infilling and curved braces still visible in the north-west wall. Horsham slab roof. Glazing bars intact on first floor. Modern shop fronts below. Two storeys and attic. Three windows. One hipped dormer. Token coins were once made in the rear of No 32, when it was called Mint House. GV.	II	09/05/1980	TQ 17683 11177
	1354052	36, HIGH STREET	Two parallel ranges. Front range early C19, back range probably older. Two storeys. Two windows. Ground floor of front painted brick and of the south-east side flints. Above all tile-hung. Tiled roof. Glazing bars intact. Doorway with pilasters, flat hood, rectangular fanlight and double doors of six fielded panels. GV.	II	09/05/1980	TQ 17672 11178
	1027267	38, HIGH STREET	Built in 1886 as the Town Hall, when Steyning was a separate Rural District, but in the Georgian tradition. Two storeys. Three windows. Red brick. Eaves cornice. Hipped roof of Horsham slabs. Casement windows. Two bays on ground floor. Stone four-centred doorway with moulded jambs and dripstone. Date 1886 over the doorway. GV.	II	09/05/1980	TQ 17664 11177
	1027268	BARCLAYS BANK AND DOWN HOUSE NYEWOOD HOUSE	Now one building, probably two houses originally. C18. Two storeys. Five windows. Red brick. Parapet. Tiled roof. Glazing bars intact on first floor. Nyewood House has small C19 butcher's shop window with large hood over projecting half across the pavement and surmounted by a slated canopy. To south of this is an original doorway with pediment, rectangular fanlight and door of six fielded panels. Similar modern doorway in Down House with a wider version in the Bank and a modern bow window between the two. Carriage archway (originally part of No 44) to north-west with double doors on heavy wooden gate-posts. Brick portion above this. Brick mounting-block in front of this. GV.	II	09/05/1980	TQ 17653 11185



	1027269	THE POST OFFICE	C14 timber-framed hall house, refronted with red brick in C18 but the timbering with red brick infilling exposed at the back. Two storeys and attic. Three windows. Two C19 gabled dormers. Parapet. Modern tiled roof. Casement windows on first floor. Two modern bays, now shop windows, on ground floor with doorway between having fluted pilasters and projecting cornice. Round-headed archway at north-west end leading to a passage. Crown post roof inside and curved beams. Late C17 building behind. GV.	II	15/03/1955	TQ 17648 11197
	1027270	46 48 AND 50, HIGH STREET	C17 or earlier timber-framed building refaced about 1830. Two storeys. Four windows. Stuccoed. Slate roof. Glazing bars intact on first floor. Modern shop fronts. Chimney breast faced with flints at south-east end and visible from the passage though the ground floor of No 44 adjoining. GV.	II	09/05/1980	TQ 17630 11201
	1027271	52 AND 54, HIGH STREET	Timber-framed, probably medieval, house refaced in the C19. Two storeys. Three windows. Stuccoed. Slate roof. Glazing bars missing. Modern shopfront. Carriage archway to north with double doors. GV.	II	09/05/1980	TQ 17626 11203
	1180508	THE STONE HOUSE	Originally two buildings forming an L, but now one house. The north-east wing was originally a mint and later a prison. C15. Two storeys and semi-basement, in which were the cells. One window facing High Street, two windows facing Newham Lane. Ground floor faced with flints with long and short stone quoins and stone jambs and drip mould to the windows. The first floor is timbered and close-studded with red brick infilling and oversails on north-east front. Horizontally-sliding sash windows. Gable over. Chimney breast of flint and brick on Newham Lane front. Behind is an extension of lower elevation. The south-east wing is late C18 or early C19. Two storeys. Three windows. Painted brick. Modillion eaves cornice. Tiled roof. Horizontally-sliding sash windows on first floor. Double hung sash windows with glazing bars intact below. Doorway with pilasters and pediment.	II*	15/03/1955	TQ 17688 11143

	1354047	PEN COTTAGE WHITE HORSE COTTAGE	C18. Two storeys. Three windows. Painted brick. Hipped tiled roof. Glazing bars intact. Casement windows.	II	09/05/1980	TQ 17668 11132
	1180795	NEWHAM COTTAGE	C18. Two storeys. Two windows. Faced with flints with red brick dressings and quoins. Horizontally-sliding sash windows.	II	09/05/1980	TQ 17642 11107
	1027307	FAGGS BARN	Former barn converted into a house. Probably C17. Restored timber-framed building with plaster infilling. Hipped tiled roof. Modern casement windows. Two storeys. Five windows.	II	09/05/1980	TQ 17668 11105
	1027260	NEWHAM HOUSE AND THE TWO MIEVEAL ARCHES IN THE GARDEN	Large L-shaped house. The oldest portions are the east wing and the north end of the south wing. C17 or earlier, timber-framed but refaced. Queen-post roof inside. The main or entrance fronts faces north and is an C18 refacing. Two storeys. Three windows. Red brick. Wooden dentilled cornice. Brick parapet. Glazing bars intact. Two storeyed porch with four-centred stone doorway. Horsham slab roof. The south front of the east wing has been refaced with modern brick and tiles and has modern windows. Gable at east end. The south end of the south wing is of higher elevation than the remainder. C18. Two storeys and attic. Two windows. Red brick with tile-hung half-nipped gable. Two sash windows with glazing bars on first floor. French windows below with semi-circular fanlights. To the east of the end of this wing is a medieval stone arch in the garden with two cinque-foil-headed divisions and a stone mullion between. There is another similar archway in the front garden.	II	15/03/1955	TQ 17623 11093

	1354024	1, 2, AND 3, WHITE HORSE SQUARE	Early C19. Two storeys. Six windows. Red brick and grey headers alternately. Tiled roof. Horizontally sliding sash windows.	II	09/05/1980	TQ 17566 11098
	1027298	GATEWICK	C18. Two storeys. Five windows red brick. Tiled roof. Glazing bars intact. Doorway with pilasters, pediment, semi-circular fanlight and door of six moulded and fielded panels. One window-bay in flints added at west end. GV.	II	15/03/1955	TQ 17879 11496
	1194312	OUTBUILDING ADJOINING GATEWICK TO THE SOUTH EAST	Small L-shaped C18 building, possibly once a stable. One storey. Three windows. Faced with flints. Castellated parapet. Hipped tiled roof. Pointed casement windows. GV	II	09/05/1980	TQ 17902 11497
	1354025	GATEWAY IN THE GARDEN TO SOUTH OF GATEWICK	C18. Originally a sort of ruin or folly, since converted into a gateway. Stone archway with pediment, buttresses in flints and brick. GV.	II	09/05/1980	TQ 17890 11477





	1027306	THE OLD PRIORY	L-shaped house partly of timber-framed construction dating from the C17 or earlier, but wholly refaced in C18 and C19. East wing has an C18 front. Two storeys and attic. Three windows. One hipped dormer. Stuccoed. Tiled roof. Central projection in red brick with slate roof which has a Doric porch projecting beyond it. South wing early C19. Two storeys. Three windows. Stuccoed. Slate roof. Glazing bars intact.	II	09/05/1980	TQ 17944 11436
	1285518	THE PARISH CHURCH OF ST ANDREW	Chancel with north and south chapels, nave with aisles, south porch and west tower. Nave C12 and one of the finest pieces of Norman work in Sussex. South door original C12 door with sanctuary ring. West tower about 1600, chequer work of stone and flints. Chancel rebuilt by the Duke of Norfolk about 1750 on the site of the original central tower (and chancel beyond) which had fallen into ruins by 1578.	I	15/03/1955	TQ 17906 11402
	1194307	1 AND 2, CHURCH LANE	Medieval timber-framed hall house refaced in C18 with red brick on ground floor and tile hung above. Hipped tiled roof with pentice to south. Casement windows. Two storeys. Five windows. Three of the first floor windows extended to form dormers. Crown post roof inside.	II	09/05/1980	TQ 17808 11399
	1389634	SMUGGLERS COTTAGE	C16, C18 and refurbished c1927. Timberframed, the two northern bays with exposed C16 framing with curved tension braces and plastered infill, underbuilt in the C18 in flint, with flint east gable with remains of lacing courses, C19 brown brick in Sussex bond to north west, late C18 brick in English bond to south east gable and south west ground floor and C20 tile-hanging to south west. Gables and dormers have C20 weatherboarding. C20 tiled roof, replacing thatch, with brick chimneystack to eastern gable and external roughcast and brick chimneystack to south west. One storey and attics, irregular fenestration, mainly C20 windows with metal casements but eastern gable preserves small C18 leaded light window which was used to warn smugglers by the river that excise men were patrolling. Plan is hard to read but western part is separately framed from the eastern part and appears to be the remaining bay of an earlier building with a C16 addition to the west, both altered in the C18.	II	10/01/2002	TQ 17729 11347



	1354030	CHANTRY GREEN HOUSE	L-shaped early C16 timber-framed building with red brick infilling, south-west front refaced in 1705. Two storeys. Three windows. Red brick and grey headers alternately. Brick stringcourse. Wooden eaves cornice. Horsham slab and tiled roof. Glazing bars intact. Doorway with wide flat hood on brackets. Tall narrow gabled T-projection faced in brick in centre of north-east front containing the staircase. Early C19 section added in the angle of the L. Panelling inside.	II	15/03/1955	TQ 17765 11328
	1194515	CHANTRY HOUSE	C18. Two storeys and attic. Five windows. Two dormers. Faced with grey headers on a red brick base with brick dressings, quoins, panels between the ground and first floor windows, dentilled cornice and parapet. Windows with cambered head linings and glazing bars intact. Doorway up five steps with pilasters, pediment, rectangular fanlight and door of six fielded panels. Tablet recording that: "William Butler Yeats, 1859-1939, wrote many of his later poems in this house".	II*	15/03/1955	TQ 17718 11314
	1027302	51 AND 53, CHURCH STREET	Early C19. Two storeys. Two windows. Red brick and grey headers alternately. Wooden eaves cornice. Hipped roof of Horsham slabs. Glazing bars intact.	II	09/05/1980	TQ 17792 11317
	1285681	PENFOLD HALL	Built as the National School in 1840. One storey. Two windows. Stuccoed. Gable. Narrow windows with dripstones over. Doorway also with dripstone. Panel over it containing the name and date.	II	09/05/1980	TQ 17805 11325







	1027305	CHANTRY COTTAGE SOUTH COTTAGE	Probably C15 timber-framed hall house, possibly of "wealden" type originally but refaced in C18 with red and brown brick. Later L-wing built out in front of No 32. Horsham slab roof. Horizontally sliding sash windows. Two storeys. Five windows. Crown post roof inside.	II	15/03/1955	TQ 17734 11298
	1194511	SAXON COTTAGE	Portion of a once larger medieval timber-framed building with plaster infilling. Thatched roof with pentice on north-east side, the portion of the front below this weatherboarded. Casement windows. Two storeys. Two windows.	II	15/03/1955	TQ 17752 11280
	1194441	33, CHURCH STREET	Early C19. Two storeys. Two windows. Red brick and grey headers alternately. New tiled roof. Sash windows with glazing bars intact on first floor. Horizontally sliding sash windows below. GV.	II	09/05/1980	TQ 17772 11273
	1354027	GABLE END	C17 or earlier, refronted with flints on ground floor and tile-hung above. Gable over. Tiled roof. Sash windows with glazing bars intact on ground floor. Two storeys. One window.	II	09/05/1980	TQ 17771 11268

	1027301	AMBERLEY COTTAGES	Two C18 cottages not a pair. Two storeys. Three windows. Red brick. Tiled roof. Horizontally-sliding sash windows on first floor. Below small bay window in No 25 and sash window with glazing bars intact in No 27. GV.	II	09/05/1980	TQ 17767 11254
	1194410	CLEMATIS COTTAGE COURT COTTAGE HARRY GOUGH'S HOUSE	C17 or earlier timber-framed building, refaced with stucco on Nos 19 and 21 and with red brick and grey headers alternately on No 23. Tiled roofs. Casement or horizontally-sliding sash windows. Two storeys. Four windows in all. No 23 has a plaque over the doorway inscribed: "This is Sir Harry Gough's House, 1771". GV.	II	09/05/1980	TQ 17766 11249
	1354029	THE MODEL BAKERY THE NORFOLK ARMS	C17 timber-framed building refaced with stucco in C18. Tiled roof. Casement windows. Doorway with flat hood on brackets. Modern shop front to left of this. Two storeys. Three windows. C17 staircase. The left portion of No 18 is mid C19. Three storeys. Two windows. Faced with knapped flints with red brick stringcourses and quoins. Two gables. Tiled roof. Casement windows. Two doorway with fanlights and six panel doors. One large bay on first floor. Good C17 staircase inside.	II	09/05/1980	TQ 17740 11251
	1194495	HAWTHORN COTTAGE	C16 timber-framed building probably a cross-wing addition to No 14 and then part of the same building, but now faced with plaster on first floor with long and short quoins and with flints on ground floor with brick quoins, the whole now white-washed. Tiled roof. Horizontally-sliding sash windows. Two storeys. One window. GV.	II	09/05/1980	TQ 17735 11227

	1027304	ROSEMARY COTTAGE	House. C15 timber-framed hall house with the timbering and plaster infilling exposed on first floor, the second floor now tile-hung. Concrete tiles to the front roof slope and plain clay tiles to the rear roof slopes. Casement windows on first floor, horizontally-sliding sash windows on ground and second floors. Three storeys. Three windows. Original crown post missing.	II	09/05/1980	TQ 17733 11223
	1354026	HOLLAND COTTAGE	Medieval timber-framed hall house with continuous jetty, probably built about 1500. Now part of Steyning Grammar School. Two storeys. Four windows. Ground floor rebuilt in red brick, once painted. First floor oversails on moulded bressumer and is close studded with plaster infilling. Tiled roof. Horizontally sliding sash windows, some with diamond-shaped panes. Crown post roof inside. GV.	II	15/03/1955	TQ 17750 11219
	1027300	CHURCH STREET	Formerly the Smugglers Arms Inn, now the Bursars office of the Grammar School. Medieval timber-framed hall house, refaced with cement, south-west side red brick, now painted. Stringcourse. Horsham slab roof. Modern windows. Two storeys. Two windows. GV.	II	15/03/1955	TQ 17744 11212
	1194470	12, CHURCH STREET	C16 timber-framed building, probably a cross-wing addition to No 10 originally and then part of the same building but, like No 10, restored and refaced with red brick on ground floor and modern timbering above with plaster infilling. Horsham slab roof, partly refaced with tiles. Modern casement windows. Two storeys. Three windows, Queen-post roof inside.	II	09/05/1980	TQ 17726 11219





	1354028	THE FORGE	C15 timber-framed hall house with jettied first floor but restored and largely refaced, the ground floor with red brick, above with modern timbering and plaster infilling. Horsham slab roof. Modern casement windows. Two storeys. Two windows. Crown post roof inside.	II	09/05/1980	TQ 17723 11207
	1194367	9, CHURCH STREET	The original part of Steyning Grammar School. C15 timber-framed building originally the Brotherhood Hall of the Fraternity of the Holy Trinity. This ceased to exist at the Dissolution. The Grammar School was established here in 1614, over the doorway is a tablet inscribed "Brotherhood Hall. Grammar School founded in his native town and endowed AD 1614 by Wm Holland, Alderman of Chichester". Ground floor has been rebuilt in brick, now painted. First floor oversails on bressumer and brackets and is now tile-hung, once painted, but has no windows facing the street. Above are wide two gables of ornamental timbering with carved bargeboards, 11 pendants and five-light casement windows. Horsham slab roof. Central red brick porch of three storeys and window of which ground and first floors date from 1614 and the top storey with gable over, from late C19. Inner doorway set in moulded architrave surround with original door of four vertical panels.	I	15/03/1955	TQ 17737 11192
	1027299	7, CHURCH STREET	C16 timber-framed building with continuous jetty of first floor. Now part of Steyning Grammar School. Ground floor plaster or painted brick infilling, the south-westernmost bay underbuilt in painted brick. First bay underbuilt in painted brick. First floor plastered and jettied on bressumer and brackets. Horsham slab roof. Casement windows, with diamond-shaped panes on first floor and small square panes on ground floor. Two storeys. Three windows. GV.	II	15/03/1955	TQ 17728 11181
	1027303	4 AND 6, CHURCH STREET	Originally one building, though No 6 was probably a later addition. Timber-framed building probably of C17 date, refaced in C18, No 4 with hipped flints with red brick dressings, quoins and eaves cornice, No 6 wholly with brick. Horsham slab roof. No 4 has modern shop windows. Glazing bars otherwise intact. No 6 has doorway in moulded architrave surround with flat hood on brackets and door of 4 fielded panels. Two storeys, and attic to No 4. Five windows and two window spaces. One dormer.	II	15/03/1955	TQ 17708 11190











	1285733	1,3 AND 5, CHURCH STREET	Medieval timber-framed hall house of "Wealden" type, probably built between 1380 and 1450. Two storeys. Three windows. Plaster infilling. Horsham slab roof. Recessed centre with curved braces. First floor of ends oversailing, No 5 with curved braces, No 1 now tile-hunt and painted. Nos 1 and 3 have sash windows with glazing bars intact, No 5 casement windows with small square panes. C18 addition of one window-bay in painted brick at north-east end of No 5. Crown post roof inside. GV.	II*	15/03/1955	TQ 17720 11169
	1240964	CAUSEWAY COTTAGE	Circa 1620. Timber framed building of 2 storeys, much restored. Ground floor painted brick, first floor pseudo timber framed. Hipped renewed tiled roof. One casement window with leaded lights. Modern bay to ground floor. Right side simple doorcases. Side elevation faced with flints the first floor tile hung. The interior has exposed timbers and an inglenook fireplace. GV.	II	07/07/1981	TQ 17699 11136
	1027283	17B, HIGH STREET	A former outbuilding of Penfold House, converted into an office. C18. One storey. One window. Red brick. Parapet. Hipped tiled roof. Curved bay window with glazing bars intact. GV.	II	09/05/1980	TQ 17709 11139
	1180501	PENFOLD HOUSE PENFOLD LODGE	C18. Two storeys and attic. Six windows. Two dormers. Red brick and grey headers alternately. Stringcourse above each floor. Parapet. Horsham slab roof. Glazing bars intact. Doorway with engaged columns, pediment, semi-circular fanlight and door of six fielded panels. GV.	II*	15/03/1955	TQ 17719 11133




	1354058	HOLLY COTTAGE	Dated 1711. Timber-framed building with plaster infilling, the ground floor faced with flints with red brick dressings and quoins. Tiled roof. Casement windows with diamond-shaped panes. Two storeys. Two windows. Outshot portion with pentice to south-east. GV.	II	09/05/1980	TQ 17726 11128
	1285500	PENFOLD COTTAGE	T-shaped timber-framed building. South wing is a medieval hall house, north wing an addition, C16-17. The north-west wall is plastered and has the trace of a bressumer below this. But the south-west front has been refaced in the C18 with flints having red brick dressings and quoins. Projecting eaves. Hipped roof of Horsham slabs. Sash windows with glazing bars intact. Two bays on ground floor. Two storeys. Two windows, one of those on first floor being a dormer. Crown post roof inside.	II	15/03/1955	TQ 17742 11149
	1354032	26, HIGH STREET	1830 circa. Two storeys. Three windows. Stuccoed. Slate roof. Casement windows. Modern shop front and small bay to south. Group value. GV.	II	09/05/1980	TQ 17752 11141
	1180490	13, HIGH STREET	C18. Two storeys. Two windows. Ground floor flints with red brick dressings and quoins, above all red brick. Tiled roof. Casement windows with diamond-shaped panes. Modern gabled porch. GV.	II	09/05/1980	TQ 17740 11119

	1194825	24, HIGH STREET	C18. Two storeys. One window. Stuccoed. Slate roof. Horizontally-sliding sash windows on first floor. Double hung sash windows with glazing bars intact on ground floor. Doorway with pilasters flat hood and six panel door. GV.	II	15/03/1955	TQ 17762 11135
	1354057	THE VILLAGE PUMPS AND THE DRINKING FOUNTAIN IN FRONT OF DETACHED PART OF SPRINGWELLS HOTEL	C19 iron pump on a stone base of two steps, with a lower pump below placed above a stone trough. Stone drinking fountain of London type erected about 1900 by the Metropolitan Drinking Fountain and Cattle Trough Association, in memory of Captain Drummond M V O and his daughter Evie. GV.	II	09/05/1980	TQ 17748 11116
	1027282	11, HIGH STREET	C18. Two storeys. Two windows. Ground floor stuccoed, above tile-hung. Slate roof. Horizontally-sliding sash windows. GV.	II	09/05/1980	TQ 17741 11111
	1180487	DETACHED PORTION OF SPRINGWELLS HOTEL TO THE NORTH	The former stables or other outbuilding of No 9, now converted into a dwelling. C18. Two storeys. Three windows. Faced with flints with red brick dressings, quoins and eaves cornice. Hipped slate roof. Modern windows. GV.	II	09/05/1980	TQ 17747 11104

	1027308	ORWELL COTTAGE	L-shaped timber-framed building. North-west wing is a medieval hall house, the south-west wing a later addition or cross-wing. The whole had been refaced in the C18. Two storeys and attic. Four windows. Red brick, south-west wing tile-hung, with gable over. Modern concrete tiled roof. Some casement windows, some sash windows with glazing bars intact. Doorway with pilasters and projecting cornice. GV.	II	15/03/1955	TQ 17774 11122
	1027281	SPRINGWELLS HOTEL	C18. Two storeys and attic. Six windows. One small dormer. Grey headers with red brick dressings and quoins. Wooden eaves cornice. Hipped roof of Horsham slabs. Glazing bars intact. Five of first floor windows are in wooden surrounds. The sixth and all the ground floor windows have shallow reveals. On the ground floor two tripartite windows of which the centre section has a curved head and one ordinary sash window. Later brick porch with pilasters, pediment and doorway with rectangular fanlight. GV.	II*	15/03/1955	TQ 17755 11092
	1180480	ROSEWELL COTTAGE	This was originally not the brewery house but the brewery itself which has been converted into a residence. Dated 1772. Three storeys and attic. Two windows facing High Street, four windows facing Dog Lane and a continuous dormer of four windows. Faced with flints with two modern tile-hung bays facing High Street and one facing Dog Lane. Tiled roof. Modern windows. Stone in the Dog Lane front with the date 1772 and the name "S In Stoveld". GV.	II	09/05/1980	TQ 17762 11075
	1027280	CHARLTON HOUSE AND GARDEN WALL, GATE AND RAILINGS TO NORTH EAST	Early C18. Two storeys. Five windows. Red brick. Stringcourse. Eaves bracket cornice. Horsham slab roof. Modern five-light bay window on ground floor to south of doorway. Glazing bars otherwise intact. Doorway with fluted columns with fancy capitals of roses and plumes, curved pediment, semi-circular fanlight and door of 6 fielded panels, top two glazed, the whole set at head of seven steps with iron handrail. This house was originally the residence of the brewer who owned the former brewery adjoining. The garden is enclosed to the north-east by a contemporary iron railing and gate standing on a low brick wall. GV.	II*	15/03/1955	TQ 17774 11067

	1194816	NORFOLK COTTAGES	Early C19. Two storeys. Seven windows. Faced with flints with red brick dressings and quoins. Tiled roof. Glazing bars intact. No 1 has had an extra storey added later in the C19 which oversails on brackets on west front and has a oriel window and gable above.	II	09/05/1980	TQ 17817 11071
	1354031	THE THREE TUNNS INN	C18. Two storeys. Three windows. Painted brick. Modillion eaves cornice. Tiled roof. Glazing bars intact. Two bays on both floors. Doorway between with pilasters, pediment, semi-circular tympanum and door of six fielded panels.	II	15/03/1955	TQ 17817 11050
	1354045	AMBROSE ATHERTON MALTHOUSE COTTAGE	Early C19. Three storeys, Malthouse Cottage two storeys. Four windows. Stuccoed, Malthouse Cottage painted brick. Slate roof, Malthouse Cottage tiled. Glazing bars intact. Ambrose has porch with plain columns, Atherton a modern Georgian doorway. GV.	II	09/05/1980	TQ 17891 11067
	1180671	JARVIS HALL	Plymouth Brethren Chapel. Early C19. Stuccoed. Four giant pilasters. Cornice and pediment. Two round-headed windows. Doorway with double doors, each of two fielded panels, with rectangular fanlight and projecting cornice over. GV.	II	09/05/1980	TQ 17906 11079

	1027256	JARVIS	T-shaped early C16 timber-framed building with plaster infilling and curved braces on first floor, ground floor rebuilt in red brick. Tiled roof in front, Horsham slabs at back. Casement windows with diamond-shaped panes. Two original windows in south wall and three in east wall. Queen-post roof inside.	II	09/05/1980	TQ 17937 11141
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# Appendix 3: Landscape sensitivity criteria assessment table

Table \*\*\* Landscape Fringe Sensitivity – Typical Assessment Criteria

Criterion	High	Medium	Low
<b>Conservation area edge character, mitigation and enhancement potential (including landscape function in relation to gateways, nodes, edge integration/relationship, landmarks etc).</b>	<p>Very well integrated built edge with natural, clear and defensible boundaries. Well defined but often porous form, where gaps are particularly important to the edge character and relationship to the surrounding landscape. Intact historic settlement and landscape character interface may persist e.g. adjacent manor/parkland/historic fieldscapes. The integrity of such features would be susceptible to change arising from further development.</p> <p>Built edge forms a key/positive approach or gateway to the settlement. May have strong intervisibility with the settlement core and associated distinctive landmarks e.g. church tower/spire.</p>	<p>Generally, well integrated built edge. A mostly clear/natural/defensible boundary, albeit with some erosion where development may have breached such parameters. Some remnant historic features.</p> <p>Built edge contributes to a positive approach or gateway to the village and has limited intervisibility with the settlement core and associated distinctive features.</p>	<p>Poorly integrated/raw/exposed settlement edges, which may offer mitigation potential through new development and edge landscape treatment.</p> <p>Much expanded, modern settlement edge with little relationship to the historic settlement structure or key features. Settlement edge land uses/management is prevalent and historic features have been eroded.</p>
<b>Topography and skylines</b>	<p>Contours form a clear and defensible limit to the conservation area extents and create a prominent setting to the built edge.</p> <p>Distinctive, strong topographic features that would be susceptible to change associated with development.</p> <p>Open or 'natural' and undeveloped skylines which are apparent in key views and/or would be susceptible to change arising from development.</p>	<p>Contours are apparent as part of the conservation area's setting, and such features may be distinctive and to a degree susceptible to change associated with development.</p> <p>Skylines may be mostly undeveloped or with only localised developed intrusions, such that they have some susceptibility to change arising from development.</p>	<p>Few strong topographic features that define the edge of the conservation area, with little landform variation.</p> <p>Developed/settled skylines including modern settlement and human influences, or skylines that are neither visually distinctive nor prominent and have a low susceptibility to change arising from development.</p>
<b>Landscape scale and pattern (including cultural pattern)</b>	<p>Small scale, intimate and intricate landscape pattern which the legibility would be susceptible to change arising from development.</p> <p>Strong sense of / intact cultural pattern, historic functional relationships and evolution.</p>	<p>Medium scale landscape patterns with some susceptibility to change arising from development.</p> <p>Moderate, perhaps partially eroded, sense of cultural pattern, historic functional relationship and evolution.</p>	<p>Expansive, open landscapes with few features that are susceptible to change arising from development.</p> <p>Eroded, fragmented, weak sense of cultural pattern, historic functional relationships and evolution.</p>
<b>Aesthetic and perceptual quality including landscape experience and tranquillity</b>	<p>Intricate, complex landscapes, the integrity and legibility of which would be affected by development.</p> <p>Tranquil, peaceful landscape such that any development would represent a significant intrusion.</p>	<p>Landscape patterns that display a degree of intactness and relative complexity in areas, with some potential for development to affect the integrity and legibility of these.</p> <p>A landscape with relatively few or moderate levels of intrusion, with some level of tranquillity.</p>	<p>Simple or fragmented, eroded landscapes with low legibility such that new development may present an enhancement opportunity.</p> <p>Landscape of low tranquillity, already characterised by levels of intrusion.</p>
<b>Views, visual character and intervisibility</b>	<p>Expansive, open and prominent views in and out, wide intervisibility with adjacent landmarks, visually important/prominent elements associated with the wider landscape character that are susceptible to change arising from development.</p>	<p>Medium range views and medium level/filtered intervisibility with nearby landmarks, visually prominent landscape elements and characteristic features.</p>	<p>Enclosed visual character with views kept short. Little or no intervisibility with adjacent landmarks, visually prominent landscape elements and characteristic features.</p>

- 1.1 The above typical criteria have been defined in order to focus the analysis. The criteria have been informed by the information in the district landscape character assessment and capacity study, and knowledge gained of the area through fieldwork. They have been developed with reference to best practice guidance<sup>1</sup>. They have been applied to the landscape fringes associated with the conservation area, in order to determine the susceptibility to change and the sensitivity of the fringe to development.
- 1.2 It should be noted that different combinations of the attributes within the typical criteria may apply, and professional judgement is applied in each case.

<sup>1</sup> Natural England, 2014, *An Approach to Landscape Character Assessment* and Landscape Institute and Institute of Environmental Management and Assessment, 2013, *Guidelines for Landscape and Visual Impact Assessment 3<sup>rd</sup> Edition (GLVIA3)*

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## Appendix 4: Steyning boundary review justification

Local authorities are obliged to reconsider the boundaries of Conservation Areas 'from time to time' as per Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. Extensions to the Steyning Conservation Area were suggested in the draft character assessment document produced by Steyning Parish Council in January 2016. Steyning was designated as a Neighbourhood Plan Area in September 2014. No Neighbourhood Development Plan has yet been published by the Parish Council. No review has been undertaken of the Steyning Conservation Area since it was first designated in 1973.

Three proposals for extending the boundaries of the Steyning Conservation Area have been adopted as part of the boundary review:

### *A. Inclusion of the Police station, recreation ground and Mill Road*

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It is proposed to extend the boundary of the Conservation Area out along the access road on the west side of Charlton Street that serves the police station, and then along the rear boundary of the properties on the north side of Newham Lane. The extended boundary will take in all of the recreation ground, although it will exclude the area of allotments that adjoins it to the west. The boundaries encompassing the recreation area will then extend north along Mill Road, taking in the terraced houses along the eastern side, to join up with the existing boundary that runs along Sir George's Place. The western side of Mill Road and Britons Croft and the fire station will be excluded from it.

The police station is a good quality building of c. 1860 and the use of the traditional local materials of flint with brick dressings gives it a high degree of visual consistency with other buildings in the character area. It is historically significant as an urban institution still occupying its original premises.

The recreation ground was laid out on the former Common Fields and is an important public amenity, as well as being one of the few part of the immediate setting of the town not to have been lost to later 20th century residential development.

The terrace on the east side of Mill Road is a good example of early 20th century housing, a type not well represented in Steyning. The houses retain a wealth of original features and have good group value.

### *B. Inclusion of the railway suburb*

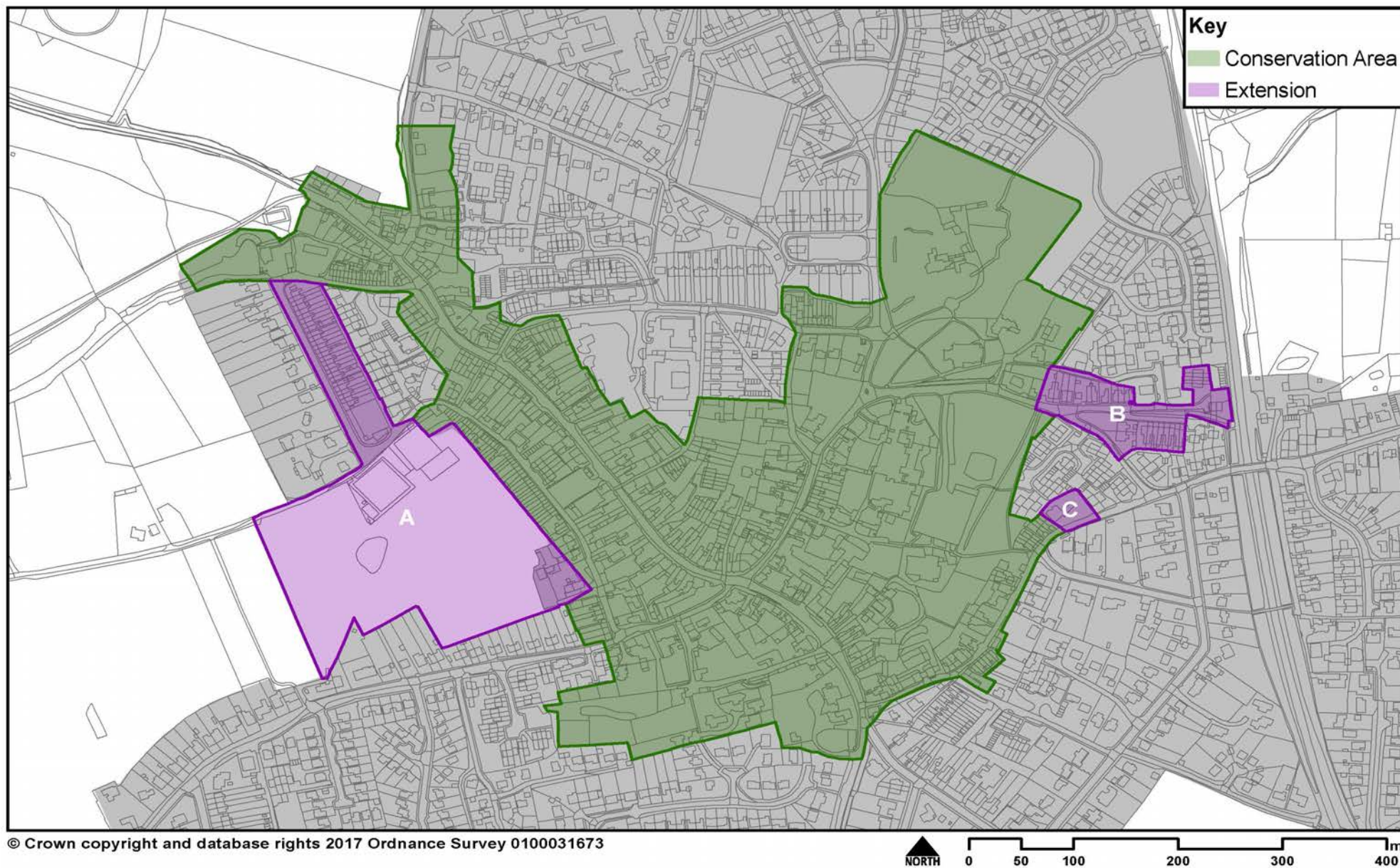
Where the boundary currently runs across Vicarage Lane, it is proposed to extend it outwards to include within the Conservation Area the north side of Station Road (although not Market Field), the two surviving buildings from the former station complex, Southdown Terrace and Southdown Villas.

The buildings here are well preserved large 19th century semi-detached and terraced houses, built in the first few decades after the arrival of the railway. They exhibit considerable variety in design, yet also have good group value. They are well preserved and are the only example of middle-class housing from this period in the town centre.

Though the railway is long gone, the street plan of this area illustrates the changes to the urban form brought about by its arrival and the former warehouse building figures prominently in views from Vicarage Lane.

### *C. Extension of the boundary further along Jarvis Lane*

It is proposed to extend the eastern boundary of the Conservation Area to take in St John's, a large house dating from the turn of the 20th century. Although it has lost its original glazing, the use of flint coursing with brick dressings gives it a high degree of visual consistency with many other historic buildings in the Conservation Area and it has group value with other large houses of a similar date on Jarvis Lane.



Map 11: Steyning Conservation Area boundary review map.



## Appendix 5: Glossary of architectural and building terms

### A

**Arcade** - a row of arches supported by columns.

**Arch** - a section above a door or opening window with the structural function of dispersing the weight from above around the opening. Also referred to as a head above a door or window. The shape will determine its name; most common are segmental (semi-circular), lancet (pointed) and gauged (composed of shaped bricks).

**Architrave** - in Classical architecture, the lower part of a moulded cornice. Commonly used term for the moulded surround of a door or window.

**Arts and Crafts** - derived from an artistic movement of the late C19, based on the ideas of William Morris, which promoted traditional forms of design and the use of craft techniques in construction. Its architectural expression is seen in the use of traditional materials and restrained vernacular decoration.

**Art Nouveau** - an artistic movement of the turn of the century characterised by stylised forms of flowers and animals, prevalent in Edwardian buildings.

**Ashlar** - smoothed, even blocks of stone masonry.

### B

**Baluster** - the upright in a staircase or balustrade that supports the horizontal top rail or coping.

**Balustrade** - the upstanding part of a stair or balcony that supports a rail or coping. The individual uprights (balusters) may be decorated or ornate, for example in the shape of bottles, in which case it is termed a bottle balustrade.

**Bargeboard** - a timber piece fitted to the outer edge of a gable, sometimes carved for decorative effect.

**Baroque** - a style associated with late Classical architecture, that evolved during the C17 and C18 and is characterised by exuberant decoration overlaid on classical architectural details.

**Battered** - a feature, such as a chimney, with sloping faces or sides making it narrower at the top than at the bottom.

**Battlement** - the top part of a castle wall, often used to detail a parapet; also known as crenellation.

**Bay** - an extension to the main building line, termed canted or splayed when angled back at the sides, and squared when perpendicular (see also Window).

**Bow window** - a curved window extending from the front of a building.

**Bull nose** - the rounded end of a brick or tile.

**Burr** - a rough, poor quality brick used as infill.

### C

**Canted** - angled at the sides, as in a bay window.

**Cap** - a stone piece on top of a pier to protect it from weathering.

**Cape** - extension to the footpath to narrow the road width.

**Capital** - the ornate top of a column, sometimes decorated with carvings of leaves and flowers.

**Cartouche** - a carved panel of stone or plaster.

**Casement window** - a window opening on side or top hinges.

**Chamfered** - an object with the edges of the front face angled back to give a sense of depth; e.g. on a door stile.

**Channelled** - stucco or render grooved to look like stone masonry.



**Character** - The main visual characteristics of an area resulting from the influence of geology, topography, urban layout, plot form, and predominant building ages, types, form and materials.

**Chinoiserie** - a decorative style, inspired by oriental art and design.

**Classical** - an architectural style based on Greek and Roman antiquities, characterised by the arrangement of the elements of a building according to a set of rules (i.e. Orders).

**Clerestorey** - a row of windows at high level lighting the ground or principal floor; very common in churches where they are positioned over the aisles.

**Colonnade** - a small, slim column, usually arranged in groups.

**Column** - a structural or decorative vertical element, usually circular, supporting or framing the upper parts of a building.

**Coping** - a sloping or curved, overhanging section of stone on top of a wall or parapet designed to protect the masonry from rain water.

**Corbel** - a projecting piece of timber, stone or brick supporting an overhanging structure, such as an arch or balcony.

**Corinthian** - an ornate type of column with exuberant decoration of the capital.

**Cornice** - a decorative mould applied to parapets and pediments.

**Crenellation(s)** - a parapet that has been built in the form of castle battlement.

**Crow-stepped gable** - a gable with stepped sides like a stair case.

**Cupola** - a domed structure on the roof.

**Curtilage** - the area within the boundaries of a property surrounding the main building.

## D

**Dentil** - a square block, often used as a detail in a cornice, where it is alternated with a gap.

**Distinctive frontage** - a structure or series of buildings, such as a terrace, that has specific architectural quality, recognisable plot rhythm, consistent use of materials, or a combination of the above. A distinctive frontage will make a positive contribution to local character or even define the local character.

**Doorcase** - the surrounding frame of a door, usually timber.

**Doric** - a plain column with little decoration.

**Dormer window** - a window projecting from a roof.

**Dressings** - the decorative elements of building elevations used to define windows, doors, etc., and usually of a material contrasting with the main one; for instance, stone window surrounds on a brick facade.

**Dutch gable** - a gable with tiered and curved sides as evolved in the Low Countries.

## E

**Eaves** - the lower, overhanging section of a pitched roof, intended to throw rain water away from the wall below.

**Egg and Dart** - a moulding pattern of alternating eggshaped and arrow-head shaped pieces.

**Engineering brick** - an extremely hard brick used mainly in engineering structures such as bridges.

**Entablature** - the top part of a column or pediment comprising a number of elements; i.e. architrave, cornice, modillion, capital, etc.

## F

**Faience** - a glazed clay tile or block.

**Fenestration** - the pattern of windows.

**Fielded** - a flat, undecorated but raised part of a door panel.

**Fin** - a simple projection at right angles to the face of the building, repeated to give some relief to flat modernist facades.

**Finial** - a decorative device to finish off a building element with a flourish, most commonly seen on railings.

**Fleche** - a pointed spike or finial, common on church roofs.

**Frieze** - a band or decorative motif running along the upper part of the wall, sometimes carved.

**Fluted** - carved with long vertical depressions, as in many columns.

## G

**Gable** - a decorative finish to the upper part of a wall designed to obscure the roof structure. Termed Dutch if replicating the style common in Holland; crow-stepped if rising in stages like a staircase.

**Gablet roof** - roof with a small gable at the top of a hipped or half-hipped section.

**Galleting** - a technique in which small pieces of stone are pushed into wet mortar joints during the construction of a building. Has both a decorative and weathering function.

**Gardenesque** - of a style associated with the C18 English Romantic garden designs; naturalistic rather than formal.

**Gauged** - bricks shaped to fit together closely, as in an arch or head.

**Gault brick** - a light cream/yellow brick commonly made in East Anglia (hence Suffolk gaults).

**Gothic(k)** - term applied to Medieval architecture characterised by pointed arches and windows, fine decorative carving, tracery, etc. Revived in the later C19 by ecclesiastical architects who looked back to the Medieval cathedrals and churches for their main inspiration.

## H

**Ha ha** - a linear hollow or ditch defining a property or field boundary and primarily used to exclude livestock from the grounds of a house while maintaining a view of the landscape.

**Head** - the common term for the arch over an opening.

**Heritage asset** - Heritage assets are identified as having a degree of significance meriting consideration in planning decisions, because of their heritage interest. Designated heritage assets include Conservation Areas, listed buildings, Scheduled Monuments, Registered Parks and Gardens. A non-designated heritage asset are those identified by the Local Authority of local communities that are not of sufficient interest to be statutorily designated but still warrant consideration in planning decisions due to their local interest. Non-designated heritage assets can be identified at any time and within the context of Conservation Areas are those which contribute to local distinctiveness.

**Herringbone pattern** - a pattern created by laying rectangular blocks of wood or stone in an interlocking arrangement; e.g. some door panels and paving.

**Hipped roof** - a roof sloping at the ends as well as the sides.

**Hood** - a projecting moulded section over a door or window.

## I

**International** - a modern architectural style that eschews decoration and is based on designing buildings in simple cubist forms with no reference to

local styles or materials. Characterised by modern building materials, such as concrete, steel and plate glass.

**Ionic** - a type of column.

**Italianate** - built in a style derived from Italy.

## J

**Jettied** - extended out over the floor below, usually on timber joists.

## K

**Knapped flint** - flint stones that have had one side broken off and flattened to present a smooth face.

## L

**Lancet** - a window or arch coming to a narrow point and much used in Gothic architecture.

**Leaded light** - a window pane subdivided into small squares or diamonds by lead strips (known as cames).

**Lesene** - a pilaster without a base or capital.

**Light** - a window with fixed glazing.

**Lintel** - a structural beam above an opening, such as a window or door, which may be expressed externally as an architectural feature.

**Loggia** - an open gallery, often in the form of an arcade.

## M

**Mansard roof** - a roof set back from the building frontage, usually behind a parapet, and rising in two pitches to form an attic space.

**Materials** - the predominant building materials used in an area for walling, windows, paving and roofing.

**Mathematical tile** - a building material used extensively in the southeastern counties of England—especially Sussex and Kent—in the C18 and early C19. They were laid on the exterior of timber-framed buildings as an alternative to brickwork, which their appearance closely resembled. Mathematical tiles had an extra price advantage during the time of the brick tax (1784–1850), although later there was a tax on tiles also. The tiles were laid in a partly overlapping pattern, akin to roof shingles. Their lower section - the part intended to be visible when the tiling was complete - was thicker; the upper section would slide under the overlapping tile above and would therefore be hidden. They would then be hung on a lath of wood, and the lower sections would be moulded together with an infill of lime mortar to form a flat surface. The interlocking visible surfaces would then resemble either header bond or stretcher bond brickwork. Mathematical tiles had several advantages over brick: they were cheaper, easier to lay than bricks (skilled workmen were not needed), and were more resistant to the weathering effects of wind, rain and sea-spray, making them particularly useful at seaside locations.

**Modillion** - part of a cornice comprising a series of small brackets.

**Morphology** - the study of the shape and layout of an area as defined by natural and man-made features; e.g. valleys, rivers, roads, boundaries.

**Mullion** - a vertical piece of stone or timber dividing a window into sections.

## N

**Nailhead** - a style of moulding in the form of a small pyramid shaped projection, which when laid horizontally in a band form a string course.

**Negative buildings** - buildings that due to their location, scale, material, form or detailed design, are a negative intrusion on the area and which offer the potential for beneficial change that would enhance the character of the Conservation Area.

**Neutral buildings** - buildings which make neither a positive nor negative contribution to the character and appearance of a Conservation Area.

## O

**Ogee** - a moulding shaped with a double curve.

**Oriel** - a window which is suspended from the face of the building.

**Ovolar (or Ovolo)** - a moulding section of a quarter circle.

## P

**Panel tracery** - a late Medieval form of tracery characterised by sub-division of the window by strong vertical and horizontal members.

**Pantile** - a clay roofing tile with an 'S'-shaped profile.

**Parapet** - the upper part of a wall, often used to hide roofs and decorated for architectural effect; e.g. crenellated or battlemented in the form of a castle wall.

**Party-line** - the dividing wall between properties.

**Paviors** - small brick-like paving units.

**Pediment** - a triangular feature of classical buildings surmounting a portico, but often used on a smaller scale over doors and windows, which are then referred to as pedimented. When the upper sloping sides are curved it is called segmental. It may termed be broken or open when either the bottom horizontal or angled upper sides do not meet.

**Pilaster** - a flattened column used to frame door and window cases and shopfronts.

**Planter** - a container for holding plants.

**Plat** - a string course without mouldings.

**Plinth** - the base of a column or wall.

**Portico** - a grand entrance extending in front of the building line, usually defined by columns and surmounted by a pediment.

## Q

**Queen Anne Style** - an architectural style of the late C19 century, related to the Arts & Crafts movement, and reviving Dutch style buildings of the reign of William and Mary (late C17).

**Quoin** - a corner of a building defined by contrasting or exaggerated materials.

## R

**Range** - a line of buildings, often grouped around a courtyard.

**Reveal** - the area of masonry or frame visible between the outer face of a wall and a door or window which is set back from it.

**Roughcast** - a type of render of plaster or concrete with a rough surface finish.

**Rubble stone** - stonework left rough and unworked.

**Rustication** - stucco or stone blocks with large angled joints.

## S

**Salt glaze** - a method of glazing brick or clay to give a glassy finish.

**Sash window** - a window that slides vertically on a system of cords and balanced weights.

**Scale** - Building scale refers to building elements and details as they proportionally relate to each other and to humans. Aspects of scale include: size (2D measurement); bulk (visual perception of the composition of shape of a building's massing); and mass (determined by volume, shape and form, relationship to neighbouring structures, building plot and relationship to streets).

**Scorria block** - a hard, durable engineering brick, looking like granite; used in paving, especially in gutters.

**Scroll(work)** - a circular or spiral decorative piece, representing a curved leaf, such as a bracket or the top of a column. If included in a decorative panel, it would be referred to as a scroll leaf panel.

**Segmental** - a section of a circle and the term applied to a curved element, e.g. above an arch or pediment.

**Sett** - a small block of hard stone, such as granite, used for paving.

**Setting** - the setting of a heritage structure, site or area is defined as the immediate and extended environment that is part of, or contributes to, its significance and distinctive character. Beyond the physical and visual aspects, the setting includes interaction with the natural environment; past or present social or spiritual practices, customs, traditional knowledge, use or activities and other forms of intangible cultural heritage aspects that created and form the space as well as the current and dynamic cultural, social and economic context.

**Significance** - The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.

**Soldier band** - a string course made up of bricks set with the long side vertical.

**Soffit** - the underside of eaves or other projection.

**Spandrel** - a blank area between arch supports or below a window.  
Splayed - a bay window with angled sides.

**Sprocket** - a small supporting piece of stone or timber carrying a larger item such as a bracket.

**Stable block** - small square stone or clay pavior traditionally used as flooring in stables and similar buildings.

**Stack** - the part of the chimney breast visible above the roof.

**Stile** - the vertical sections of a door or window.

**Stippled** - the effect created by carving small depressions in the face of stone.

**Stock brick** - a traditional clay brick commonly used in house construction; often called London stocks because of the frequency of use locally. May be yellow or red in colour.

**String course** - a horizontal band in a wall, usually raised and often moulded.

**Stucco** - a lime based render applied to the exterior of a building. Often scored to imitate courses of masonry, then called channelled, and sometimes more deeply incised to give the appearance of roughly hewn stone, in which case it is rusticated.

**Swag** - a decorative carving representing a suspended cloth or curtain.

## T

**Tented** - a roof structure shaped to look like a tent.

**Tessellated tiles** - small clay tiles or mosaics, geometrically shaped, and fitted together to make intricate formal designs; commonly used for front paths to houses.

**Tetrastyle** - a portico with four columns.

**Toothed** - a brick detail like a dentil in which bricks are alternately recessed and projected.

**Topography** - The physical form of an area defined by natural features and geographic elements such as rivers.

**Tourelle** - a small tower-like structure suspended from the corner of a building (also called a turret).



**Tracery** - delicately carved stonework usually seen in the windows of Gothic churches and cathedrals; various forms exist, including panel type.

**Transom** - a horizontal glazing bar in a window.

**Trefoil** - literally “three leaves”, thus relating to any decorative element with the appearance of a clover leaf.

**Tuscan** - a plain, unadorned column.

**Tympanum** - the space between a lintel and an arch above a door.

## U

### **Unlisted building making a positive contribution to the street scene**

Buildings that are not designated assets but which, due to their local architectural or historic interest or forming part of a group, contribute to or enhance our appreciation of local character and historic development. These are buildings which make a positive contribution to the overall character and sense of place of the Conservation Area. They form a material consideration in planning meaning that their preservation and sensitive adaptation will be encouraged through the planning process.

## V

**Venetian** - a window composed of three openings or lights within the frame, the central light arched, the two flanking with flat heads.

**Vernacular** - based on local and traditional construction methods, materials and decorative styles.

**Views** - Within the scope of Conservation Area appraisals, views are discussed in terms of location from a view to a specific landmark, or panorama incorporating a series of features (natural or built) is possible. For the view to have value and therefore merit consideration within planning, the features within the view should be worthy of conservation or contribute to our understanding of the place and its setting.

**Voussoir** - the shaped bricks or stones over a window forming a head or arch.

## W

**Weatherboarding** - overlapping timber boards cladding the outside of a building.

**Window** - an opening to allow light and air into a building which has developed into a significant element of architectural design; collectively referred to as fenestration. The form of opening determines the type of window; most common are sashes, which slide vertically, and casements, which are side hinged and open inwards or outwards. Those with a side light are said to have margins. A window may be projected from the building frontage, and termed a bay or bow (if curved), or oriel if suspended above ground. The top is usually defined by an arch. A dormer is one set into the roof slope.

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# Billingshurst Conservation Area Appraisal and Management Plan

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January 2018



**Horsham  
District  
Council**





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# 1. Background

## What does Conservation Area designation mean?

The Statutory definition of a Conservation Area is an “area of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance”. The power to designate Conservation Areas is given to Local Authorities through the Planning (Listed Buildings and Conservation Areas) Act, 1990 (Sections 69 to 78).

Proposals within a Conservation Area become subject to policies outlined in section 12 of the National Planning Policy Framework (NPPF), as well as local planning policies outlined in the Horsham District Council Planning Framework. The duties for Horsham District Council, set out in Section 69-72 the Act are:

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- from time to time, determine which parts of their area are of special architectural or historic interest and designate those areas as Conservation Areas.
- from time to time, to determine whether any parts or any further parts of their area should be designated as Conservation Areas.
- from time to time, to publish proposals for the preservation and enhancement of any parts of their area which are Conservation Areas.
- proposals shall be submitted for consideration to a public meeting in the area to which they relate. The local planning authority shall have regard to any views concerning the proposals expressed by persons attending the meeting.
- special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

On 27th November 2015, Horsham District Council adopted the Horsham District Planning Framework (HDPF). The HDPF sets out the planning strategy for the years up to 2031 to deliver social, economic and environmental needs for the district (outside the South Downs National Park).

Chapter 9, Conserving and Enhancing the Natural and Built Environment, is of particular importance for conservation and design issues. The policies contained within this chapter deal with many themes central to the conservation and enhancement of heritage assets and local character.

Conservation Area designation introduces controls over the way owners can alter or develop their properties. It also introduces control of the demolition of unlisted buildings, works on trees, the types of advertisements that can be displayed with deemed consent and the types of development that can be carried out without the need for planning permission (permitted development rights).

Research undertaken by Historic England and the London School of Economics has demonstrated that owners of residential properties within Conservation Areas generally consider these controls to be beneficial because they often also sustain or increase the value of those properties within the Conservation Area.

## What is a Conservation Area appraisal?

A Conservation Area appraisal defines the special historic and architectural character of an area. Supported by a range of evidence, the document acts as a tool to demonstrate the area's special interest, explaining to owners and residents the reasons for designation. They are educational and informative documents, which illustrate and justify what that community particularly values about the place they live and work.

Character is a complex concept but is best described as the combination of architecture, materials, detailing, topography and open space, as well as the relationship between buildings and their settings. Many other aspects contribute to character such as views, land use, vegetation, building scale and form, noise and adjacent designations such as National Parks.

Appraisals also identify aspects of an area that either contribute to or detract from local character, raise public awareness and interest in the objectives of Conservation Area designation, encourage public involvement in the planning process and identify opportunities for enhancing areas.

## Purpose of this document

Once adopted, the appraisal is material to the determination of planning applications and appeals and to Secretary of State decisions. The appraisal is an important document informing the location, scale and form of new development.

This appraisal is concluded with a Conservation Area management plan. This takes forward the issues presented in the appraisal, considering them in the context of legislation, policy and community interest, in order to develop local policies Horsham District Council will adopt to protect the special interest of the Conservation Area. This includes policies to protect

the survival and use of local materials, architectural details and to propose forms of development based on the findings of the appraisal.

This document has been produced using the guidance set out by Historic England in their document, Historic England Advice Note 1: Conservation Area Designation, Appraisal and Management (2016).

The Billingshurst Conservation Area Appraisal and Management Plan was researched and consulted on between December 2016 and March 2017.

The draft document will be discussed by Members at the Planning and Development Advisory Group on 13 July 2017.

It is also the intention to inform the relevant Parish Councils of the forthcoming (September 2017) public consultations on the proposed changes to the Conservation Area boundaries for the five settlements by attending appropriate Parish Council meetings in July and August 2017.

It is anticipated that following Cabinet on 20 July 2017, a four week public consultation will be held in September 2017 on the proposed alterations to the existing Conservation Area boundaries. Following the public consultation exercise, a report summarising the responses will be prepared and presented to Cabinet in October/November 2017. This will include a proposal to adopt the Conservation Area Appraisals and Management Plans as guidance for planning officers and to assist in the determination of planning applications in the relevant settlements.

## 2. Introduction

### Context

Billingshurst is a large village situated in the Low Weald. It lies 6.5 miles to the southwest of Horsham and nine miles to the northeast of Petworth. In essence it is a linear settlement along Stane Street, the Roman Road that linked London with Chichester (today the A29).

The historic village evolved at the point where the east west-route across the Weald (today the A272), which diverges from the Winchester to Shoreham Road at Petworth, meets Stane Street at a staggered crossroads. The dogleg arrangement may be the result of the route following medieval manorial boundaries. Where it passes through the centre of the village, Stane Street becomes the High Street. The road to Petworth is West Street, its eastward continuation is called East Street.

Billingshurst has outlying hamlets at Five Oaks, 1½ miles to the north, and Adversane, 1½ miles to the south, both of them also linear settlements on Stane Street. The river Arun runs a short distance to the west, here following a north-south course. A tributary called Parr Brook skirts the village to the south, running under Stane Street a short distance before it meets the river.

The area where Billingshurst evolved was especially attractive to settlers as the soil here is more fertile than in the rest of the Weald. In addition to this and being on a major route, the neighbourhood had the advantage of good water supplies. Apart from the River Arun and Parr Brook, there are several other streams, including one, now culverted, that formerly flowed through the centre of the village. Farms in settlements such as Billingshurst were surrounded by their own enclosed fields, with commonly-held wood pasture in between. Land tenure was therefore dispersed between yeoman farmers, with no single big landowner dominating.

### Summary of special interest

The special interest of Billingshurst Conservation Area is derived from several key facets:

- The historic urban landscape strongly reinforces the relationship between Billingshurst's evolution and linear character of Stane Street, providing evidence of its ancient origins.
- The rare surviving broach spire of St. Mary's Parish Church is a focal point visible from many viewpoints, providing a strong landmark feature for the village.
- The historic origins and development of the village through the medieval, post-medieval and industrial periods is still clearly discernible in the surviving townscape.
- Many buildings within the Conservation Areas are little altered from the time of their construction and designated in their own right as listed buildings. Many other unlisted buildings contribute positively to local character.
- The buildings within the Conservation Areas utilise local building materials in a range of vernacular and historic techniques, establishing and reinforcing a strong sense of place.





Map 1: Billingshurst context map.



## Boundary Review

At the time of its original designation in 1973, Billingshurst's Conservation Area boundary was drawn to broadly follow the extent of the settlement as recorded in the 1st edition Ordnance Survey map, following either the boundaries of properties or open fields on either side of Stane Street and East Street. Evidently this was aimed at protecting the linear character of development along the two historic throughfares and the immediate setting, which was relatively undeveloped at the time of designation.

After 40 years without change this boundary has been reviewed, as directed by the Planning (Listed Buildings and Conservation Areas) Act, 1990.

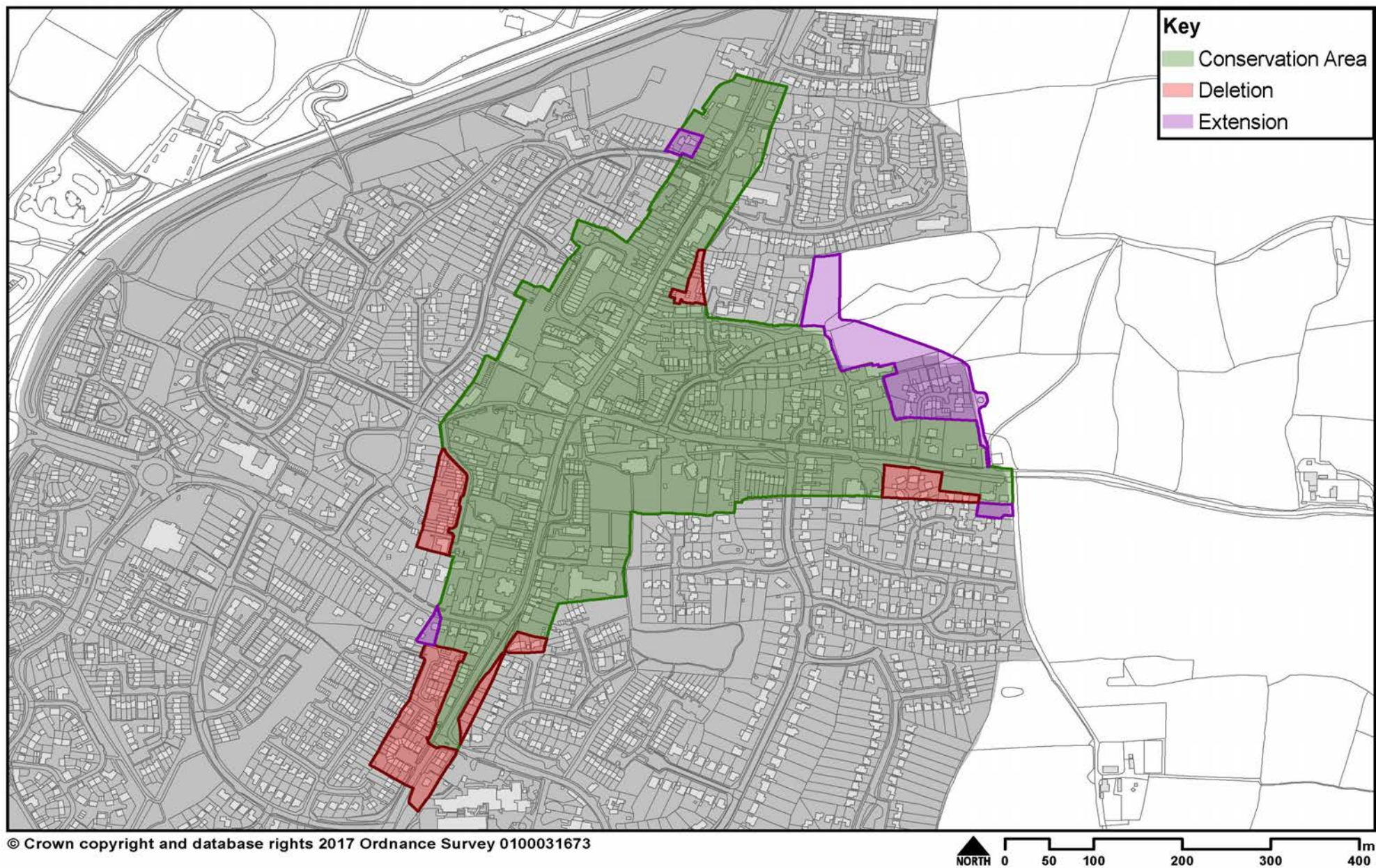
This review has drawn the following conclusions:

- In some cases, the boundary now bisects property boundaries, potential resulting in gardens being considered differently from their host dwelling;
- Over the previous 40 years, Billingshurst has experienced substantial population growth. The village has become a popular place of residence and many areas of previously undeveloped land have been developed. Many of these late 20th and early 21st century developments have adopted a suburban character that is alien to the historic linear development identified along much of Stane Street and East Street;
- As a result of modern suburbanisation of Billingshurst's outskirts, the village has lost the vast majority of its historic agricultural setting. Where fragments of this historic setting survive, at the eastern limits of the built-up area north of East Street, it has been brought into the Conservation Area boundary to preserve Billingshurst's historic setting;
- In a few instances within Billingshurst, non-designated heritage assets have been identified just beyond the historic boundary of the

Conservation Area. It is judged that these assets contribute to the distinctiveness of Billingshurst and would benefit from being included within a revised boundary;

Consideration of these factors has informed our assessment of the historic Conservation Area boundary, to enable proper consideration of developments in the future and to ensure that local character is preserved or enhanced.

The following map illustrates the historic Conservation Area boundary and areas where this boundary has been extended to bring new areas of Billingshurst into the Billingshurst Conservation Area and where the boundary has been altered to remove areas of Billingshurst from the Billingshurst Conservation Area.



Map 2: DRAFT Billingshurst existing Conservation Area boundary and boundary deletion and extension areas.

### 3. Historic development summary

- Billingshurst is Anglo-Saxon in origin, as suggested by the name, which means 'the wooded hill belonging to Billa's people'.
- When the Saxons arrived in the 5th and 6th centuries, they settled further to the south where the soil was fertile and good for agriculture. Billingshurst was located in an area best exploited for timber, gradually the woodland was cleared and permanent settlements established.
- Surviving Norman fabric in St Mary's Parish Church from c. 1100 suggests that the settlement had grown into a village before then. The Church is located on a raised mound, which may point to pre-Conquest origins. The current building dates largely from the 13th century, but has been altered on numerous occasions.

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Medieval Billingshurst was centred on a village green located just south of the junction of High Street and East Street. Only a small, triangular-shaped portion, today known as the Causeway, survives. As recently as the 18th century this once more extensive feature may have still been used for grazing.

- The local economy was based on farming, although four lock up shops are recorded in St Mary's Churchyard as early as the 1500s and the present chemist has been a shop since at least the 1600s.
- Religious dissent was strong in the area from the Commonwealth onwards. One of the oldest Unitarian chapels in the south of England was built on the High Street in 1754.
- The village's location on a main route to the South Coast meant that by the 18th century the coaching trade had come to occupy an important role. Professions that catered to both farming and coaching - brewers, maltsters, blacksmiths and wheelwrights – were well represented in the village.
- Billingshurst was evidently prosperous during the 18th and 19th centuries, and many of the buildings in the centre date from this period.
- In 1787, the Arun Navigation opened as far as Newbridge Lock to

the southwest of the village, allowing traffic from the coast to reach the area. In 1816, the Wey and Arun Junction Canal was opened, providing a link to the River Thames and thus to London.

- In 1859, a railway station was opened outside the village on a line from Horsham to Petworth, which four years later was extended south to join up with the coast line from Portsmouth to Brighton. It sent freight traffic by water and the coaching trade into terminal decline. The station formed a nucleus of new development to the south of the medieval centre.
- In 1861, a public elementary school was established on East Street. In 1895, a Parish Council was established and streetlamps with oil lights were set up. The early streetlamps were superseded by gas lights in 1911, when a gasworks was built in the village. In 1935 the parish boundaries were altered.
- In the 1920s a factory was built on Station Road for the Whirlwind Suction Carpet Sweeper Company on a site formerly occupied by a maltings. This carried on functioning until the Second World War. Another important local industry was Thomas Keating Ltd, which relocated from London to Billingshurst in 1927 and manufactured insect powder until the Second World War, when it switched to precision engineering.
- Billingshurst grew substantially in the post-war years. New housing estates were built on the west side of the historic centre and between East Street and Station Road, obscuring the original linear character of the village.
- Together with regular train services to Horsham, Crawley New Town and London, the suburban growth of the village gradually turned Billingshurst into a commuter village. Public buildings, such as new schools, a Village Hall and a Roman Catholic church on East Street also appeared.
- By 1981 the population of Billingshurst, which in 1931 stood at just over 2,000, had grown to 5,425. In 1999 a bypass opened, obviating the need for through traffic on the A29 to pass down the High Street.

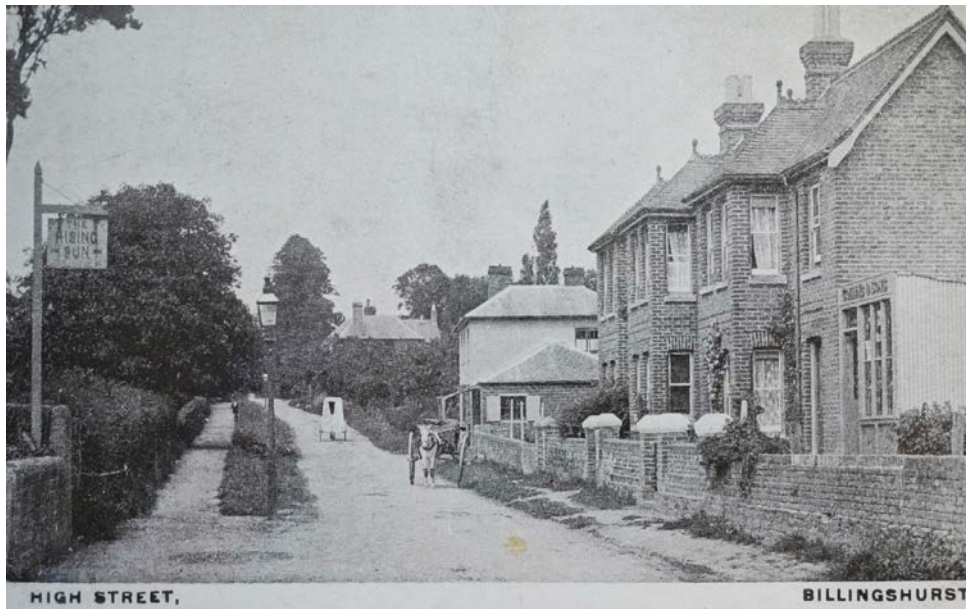




Mill Lane



Ye Olde Six Bells

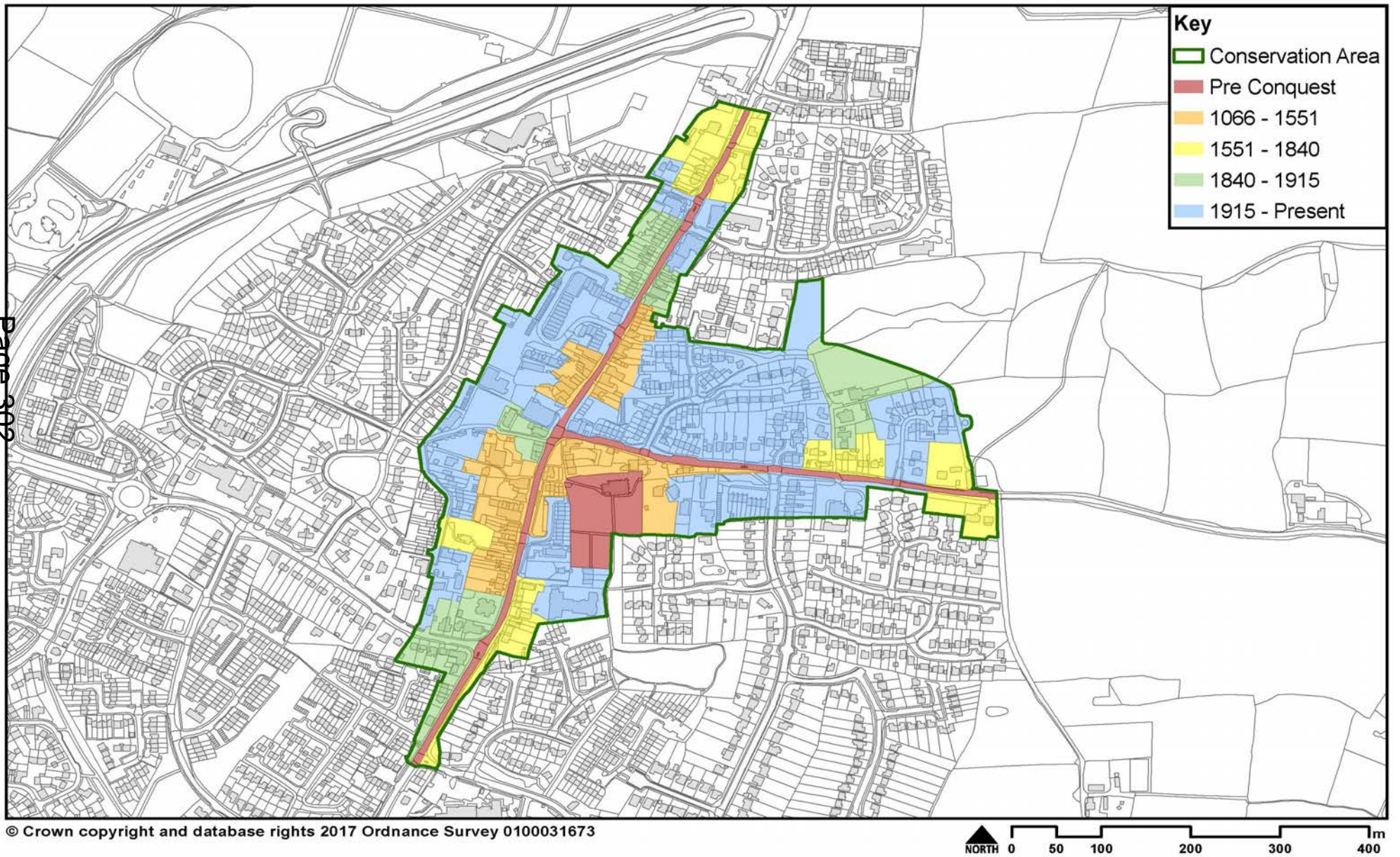


High Street, looking north



High Street, looking south

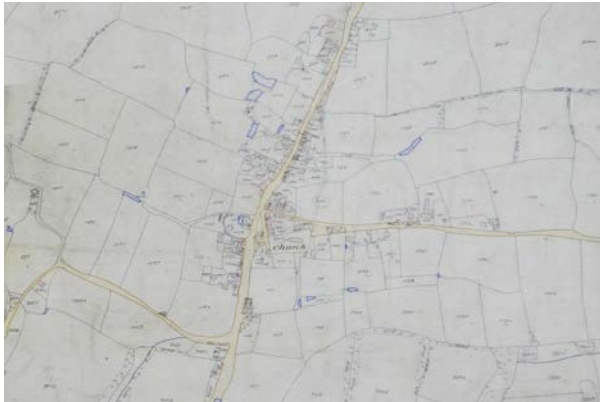






## Billingshurst's evolution

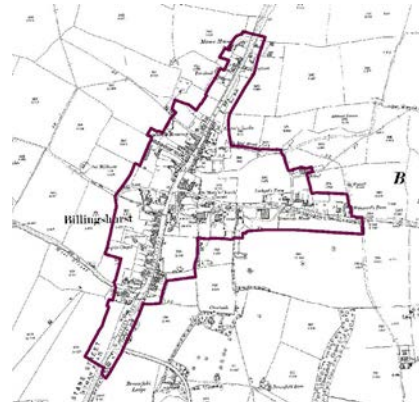
### Mid 19th century



*Billingshurst Tithe map, 1841*

- Billingshurst is still predominantly a linear settlement, with development concentrated along the High Street.
- West Street, being an ancient thoroughfare, is extant, but, apart from buildings scattered around its junction with High Street, runs through open country. Mill Lane (later Mill Way) is shown, but is a lane leading to Sprink's Mill, the post mill.
- The Manor House marks the northern extremity of the village. It is surrounded by a cluster of buildings, but the development along the High Street stops short of it.

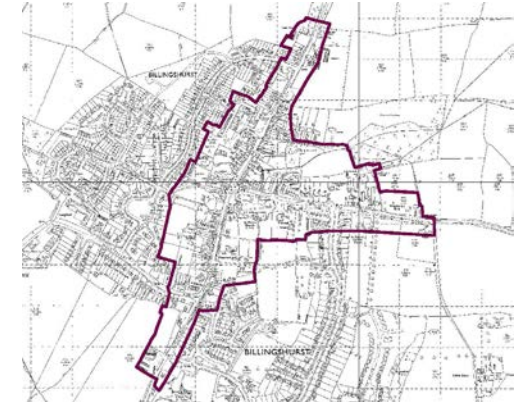
### End of the 19th century



*2nd edition Ordnance Survey map, 1896*

- The Congregational Chapel has been rebuilt on a new site on the north side of the junction of West Street and High Street.
- Villas have appeared on what at the time of the Tithe Map was still open ground on the west side of the High Street between the Baptist and Congregational chapels.
- Station Road has been laid out, branching off the High Street to the south of the junction with West Street. However, only one building, Broomfield Lodge, has been built on it.
- A rope walk is indicated to the south of the Manor House, filling the space between it and the northern end of the High Street.

### Late 20th century



*5th edition Ordnance Survey map, 1970s*

- The change is dramatic: the old linear layout can be distinguished, but its setting to the west and southeast has changed enormously. A new streetplan bypasses the ancient routes.
- Buildings in the centre have been redeveloped: the Maltings on the High Street has gone to make way for Jenger's Mead, and Rosehill has also been demolished for a residential development that bears its name.
- Large areas of new housing have appeared throughout the village along with numerous feeder roads and cul de sacs opening off them.

## 4. Landscape setting

The Conservation Area has been largely encompassed by development associated with the expansion of the village dating from the 1950s but predominantly taking place post-1960. The eastern edge of the conservation area abuts the surrounding countryside. This edge is defined by a small woodland block and band of trees that extends south around the village. A small section of the northern edge of the Conservation Area is defined by allotment gardens that form part of a green space on the northwest edge of the settlement, encompassed by the A29 road cutting and vegetation.

### Topography

Billingshurst is located within the West Sussex Low Weald landscape, which is characterised by gently undulating landform. Contours around the village range from 10m Above Ordnance Datum (AOD) on the southern edge to 45m AOD to the northeast edge.

The Conservation Area is located along the High Street, on lower lying landform within the village setting. The eastern arm of the Conservation Area rises from the High Street up to St Mary's Parish Church and to 45m AOD at the eastern extent of the village.

The southern arm is the lowest lying part of the Conservation Area. There is little topographical variation through the village, with gentle undulations apparent in the surrounding countryside.

### Existing Landscape Character

There are several existing Landscape Character Assessments that cover the landscape adjacent to Billingshurst Conservation Area:

West Sussex Landscape Character Assessment (2003);  
Horsham District Landscape Character Assessment (2003); and  
Horsham District Landscape Capacity Assessment (2014).

These identify the key characteristics and sensitivities of the landscape at varying scales. The key character considerations are:

- Mostly low-lying, gently undulating landform

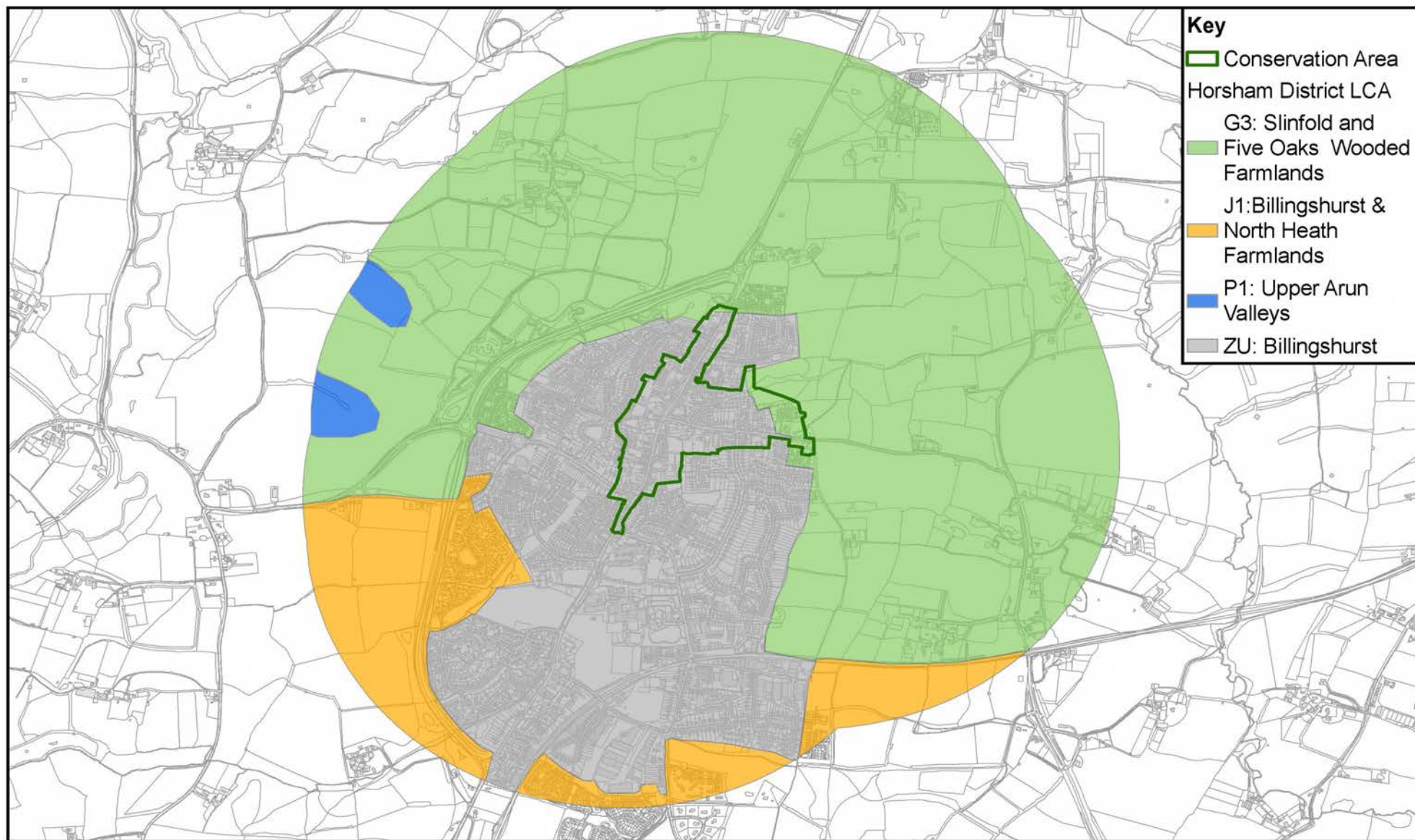
- Small stream valleys create the undulating landform
- Predominantly small to medium scale field pattern
- Irregular pastures created by woodland planting
- Wooded character created by mature tree and hedgerow field boundaries and woodland blocks
- Historic farmlands dispersed along winding lanes
- Largely rural character
- Some intrusions from busy A29 and A272 road corridors
- Woodland and trees provide a strong soft edge to the eastern edge of Billingshurst
- Recreational value associated with the network of public rights of way and recreational green space on the settlement periphery
- Occasional distant views to the South Downs and views of St Mary's Parish Church spire
- Limited human influences beyond the settlement extents.

### Conservation Area Setting

The character of the Conservation Area is influenced by the landscape and development that surrounds it.

Where the Conservation Area abuts the surrounding countryside, the character of the landscape fringe is defined below.

The fringe area has been identified through the variation in characteristics of the land adjacent to the Conservation Area. Using the typical criteria included in Appendix 3, the sensitivity of the landscape fringe to change associated with development has been evaluated, through consideration of the associated key characteristics.

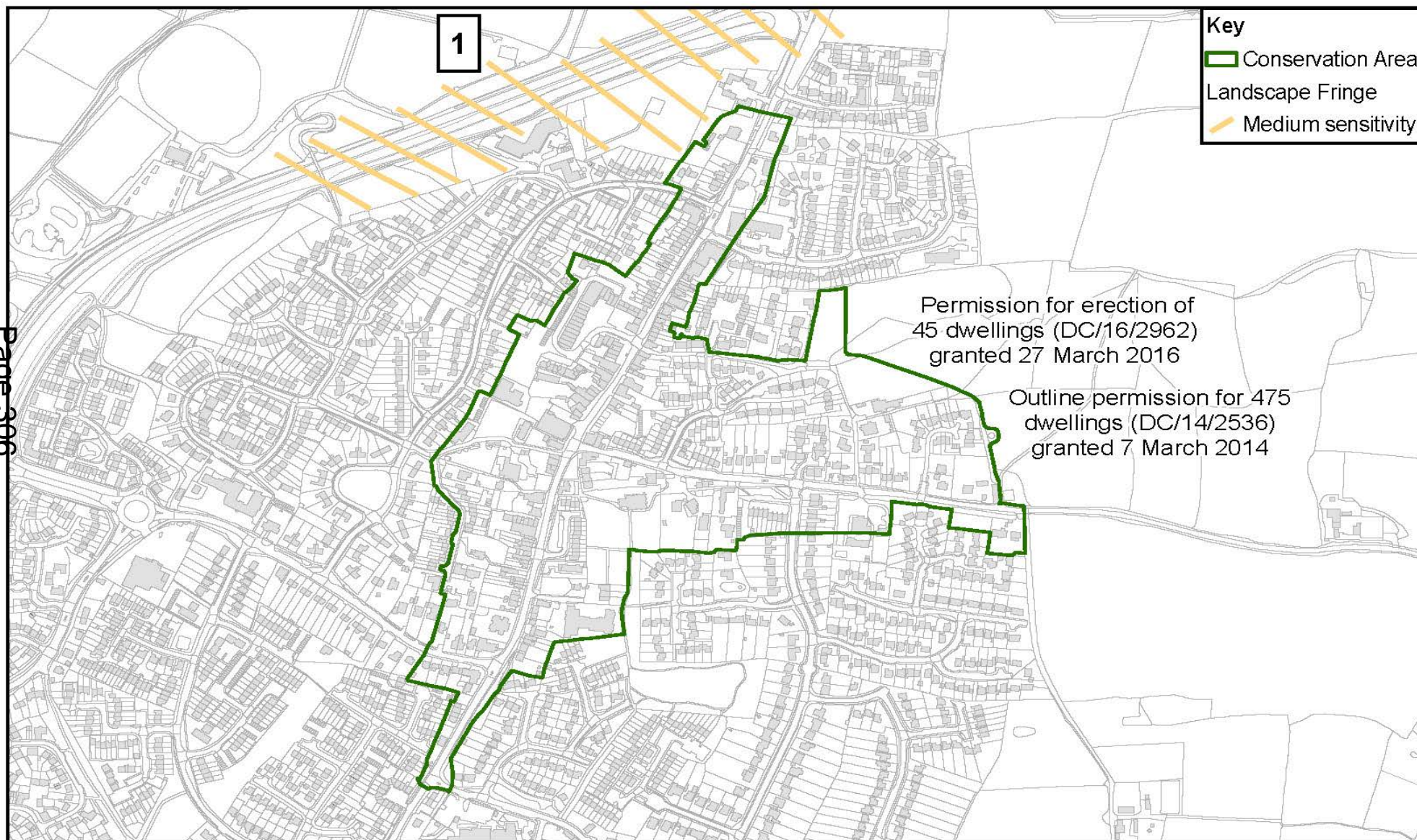


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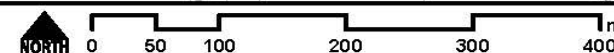
NORTH 0 100 200 400 600 800m

Map 4: Billingshurst existing landscape character map.





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### Landscape Fringe 1

The fringe is described as follows:

- Generally well-integrated Conservation Area fringe, associated with the peripheral vegetation of the Manor House and adjacent allotments and green space that extends south;
- Gently sloping landform to the western edge of the settlement with little variation or distinctive elements;
- Skylines are partly developed and enclosed by surrounding vegetation;
- Limited evidence of the historic landscape associated with the historic settlement core. There are some intact landscape features to the west of the bypass;
- Occasional historic associations between the Manor House and St Mary's Parish Church spire visible across the allotments;
- The fringe is characterised by a variety of land uses that combine to establish an intimate scale landscape with occasional intrusion associated with the A29 bypass;
- Views are generally enclosed by vegetation and built form;
- Views towards Conservation Area from the recreational landscape to the west are of the well vegetated landscape edge of the settlement, over which St Mary's Parish Church spire often stands out in the skyline.

The landscape fringe of the Conservation Area has a medium sensitivity to change associated with development.



*Billingshurst landscape fringe 1, viewed from the north-west.*



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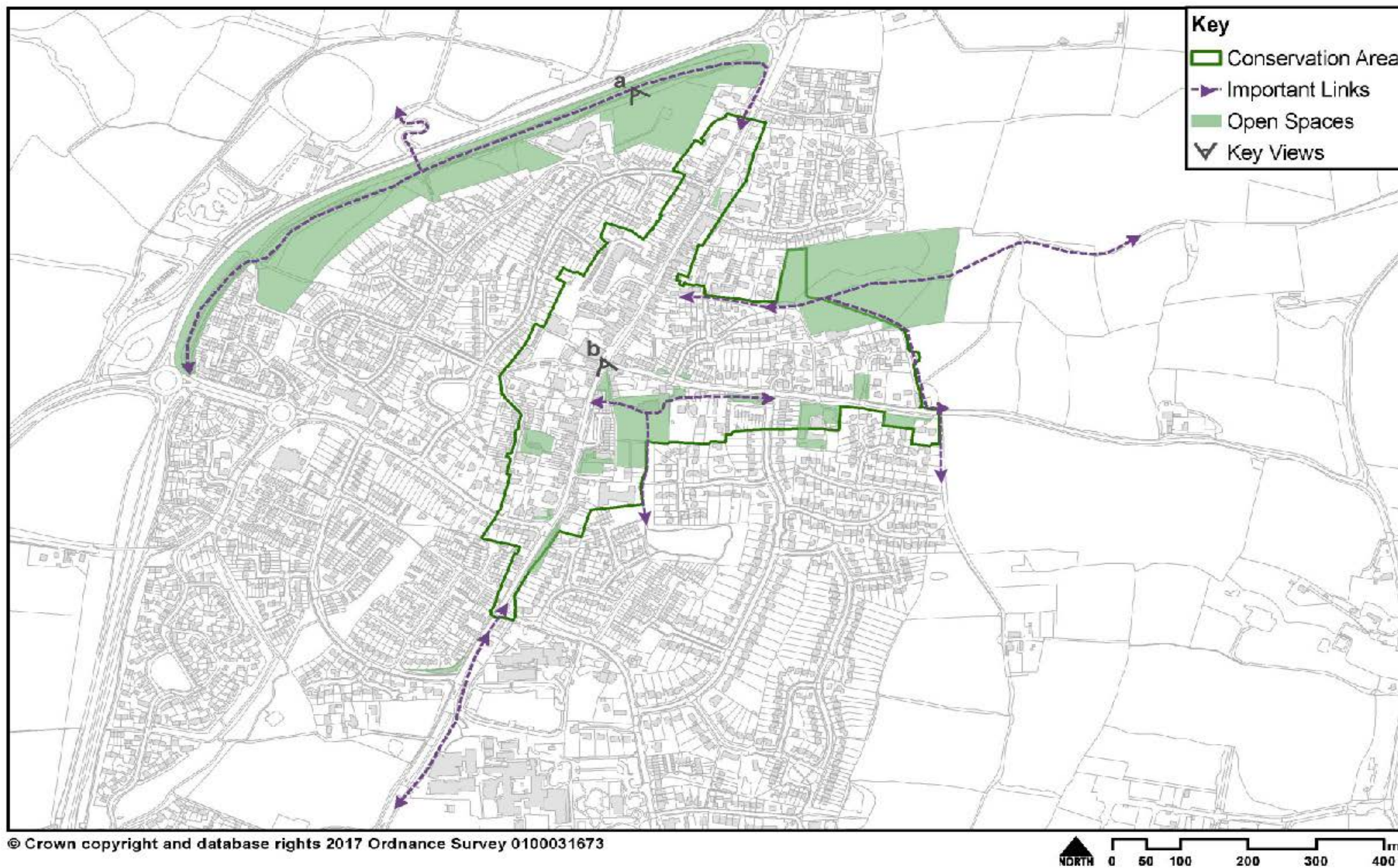
## Open Spaces

Open spaces within the Billingshurst Conservation Area are generally small areas set within the built up area and associated with historic buildings including St Mary's Parish Church, the Unitarian Chapel, Women's Hall and also road frontages.

Larger open spaces on the north and east edges of the Conservation Area provide physical links into the Conservation Area from the wider landscape. Green space including allotments reaches around the northwest edge of Billingshurst, from behind the Manor House, to the recreational landscape across the A29.

There are important glimpsed views of St Mary's Parish Church and particularly the spire, associated with several of the open spaces, linking through the historic part of the settlement. Key spaces link along an east-west trajectory through the Conservation Area, along East Street, through St Mary's Churchyard to the playground at the Women's Hall and across the High Street to the Chapel. Spaces in the south and north parts of the Conservation Area are limited to road frontages and verges. These contribute to the leafy setting of the Conservation Area, experienced when travelling along High Street.

The open spaces in Billingshurst often provide the setting to listed or historic buildings, and link through the village core. These spaces help to retain the rural character of the village core and provide visual links with the surrounding countryside. Spaces abutting the Conservation Area are also important in maintaining both physical and visual links between the surrounding landscape and village centre, as well as contributing to the Conservation Area setting.



Map 6: Billingshurst key open space and links map (also indicating the location of vantage points a and b).

## Vantage Points

The Conservation Area is generally well contained by the wider settlement area, abutting the countryside on the north and east edges. Due to containing landscape features there are limited views of the Conservation Area and settlement from the surrounding landscape. There are several vantage points from which it is possible to appreciate the overall rural character of the Conservation Area and its setting.

**a:** Views from the public footpath through green space on the northwest edge of Billingshurst have an enclosed character associated with the settlement edge. From here, views of St Mary's Parish Church spire often open up across local green spaces including the allotments. The spire does not dominate the views but occasionally stands out and indicates the village centre. The Manor House on the northern edge of the Conservation Area is also seen in views from this path, and often in combination with the Church spire.



**b:** Views south along High Street open up at the village centre, looking across the green, along the row of listed cottages towards the War memorial. St Mary's Parish Church spire stands out above the cottages and is a landmark associated with the village core.







## 5. Townscape and historic environment

Billingshurst is unfairly dismissed in the Pevsner Buildings of England series, in which it states that “*although the map calls it a village, [Billingshurst] looks and feels like a small town. One long curving street, the main London to Bognor road, with very much of a coaching air. Hence it has adapted easily to motoring. Bright, with good serpentine street views, but not many individual buildings*”. This is huge understatement as Billingshurst contains many distinctive and important historic buildings which faithfully record the development of the village from the medieval period onwards.

Billingshurst lies on the Roman Road of Stane Street and its townscape and historic environment, broadly centred on St. Mary’s Parish Church, strongly echoes the early history of the village. Although Billingshurst was without a manor, this includes fragments of the medieval village, such as the Causeway, rectory lands and surviving outlying farms to the north and east. When the railway arrived the station was located away from the historic centre of the village, such that this development has not had a significant impact on the townscape of the Conservation Area.

The village’s location straddling Stane Street means that the land either side of this ancient route, in addition to St. Mary’s Parish Church and Churchyard, is designated an Archaeological Notification Area (ANA). Another area of archaeological sensitivity covers the village’s downland setting to the east. Development in both these areas that has the potential to affect below ground heritage are subject to additional controls. The ANAs are shown on page 25 (map 9).

The urban landscape and building layout is heavily influenced by the linear High Street. This road drops from a wooded northern entrance into the settlement and rises at the south end up Alick’s Hill, another wooded slope. The other major physical feature is that of the outcrop of Billingshurst Sandstone on which St. Mary’s is sited. The broach spire forms an important landmark visible from many points. The topography is such that the centre of the village is predominately at lower elevation relative to its surroundings. There are no significant gateway features but on approach from the north, east and south, views of the Conservation Area open up once the viewer is within the boundary, reinforcing a sense of enclosure.

Although much of the Conservation Area set back from the main thoroughfares is the result of 20th century infill development, the townscape flanking the High Street and parts of East Street remains little changed from the 19th century:

- houses and commercial businesses are predominately two storeys and constructed at back of pavement, or slightly set back but with brick and stone boundaries. Where surviving, boundary features form an important aspect of the townscape, helping to maintain a sense of enclosure and delineating semi-private space;
- The land use within the historic areas of the village is relatively intensive compared to the modern suburban areas. Building plots are orientated perpendicular to the street, characteristic of medieval burgage plots;
- The rear yards of buildings lining the High Street are often well developed with single and double storey brick built rear wings or service buildings that display a clear hierarchy;
- When viewed on approach to the village centre from the principal routes, the distinctive and extensive roofscape is noticeable. This accentuates the urban topography and features characteristic elements such as horsham slab roofs and brick chimneys;
- Trees and vegetation are not overly dominant however in places the east flank of the High Street has several green verges which survive as fragments of a more rural past. Two significant church yards contain peaceful cemetery landscapes. Substantial trees, in addition to the wooded area to the east, serve to as a reminder of the rural past of the village.





Stone boundary wall at north end of the High Street.



Rosehill area looking east.



Views over the Unitarian Chapel graveyard towards the centre.



East Street looking west.



Typical density and building scale within the historic expansion area.



Bell Cottage.



The rear elevations of 19th century development.

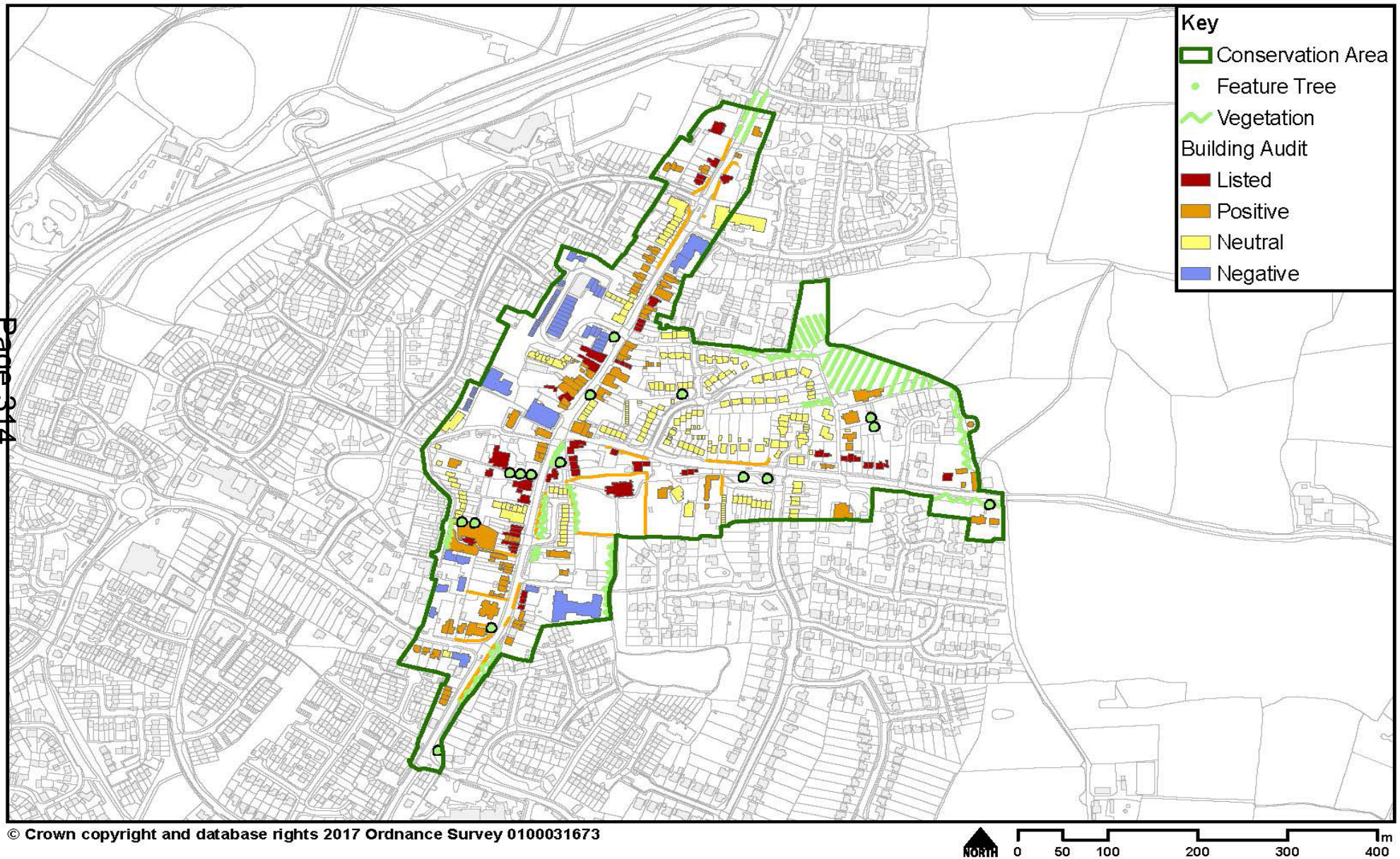


20th century infill development.

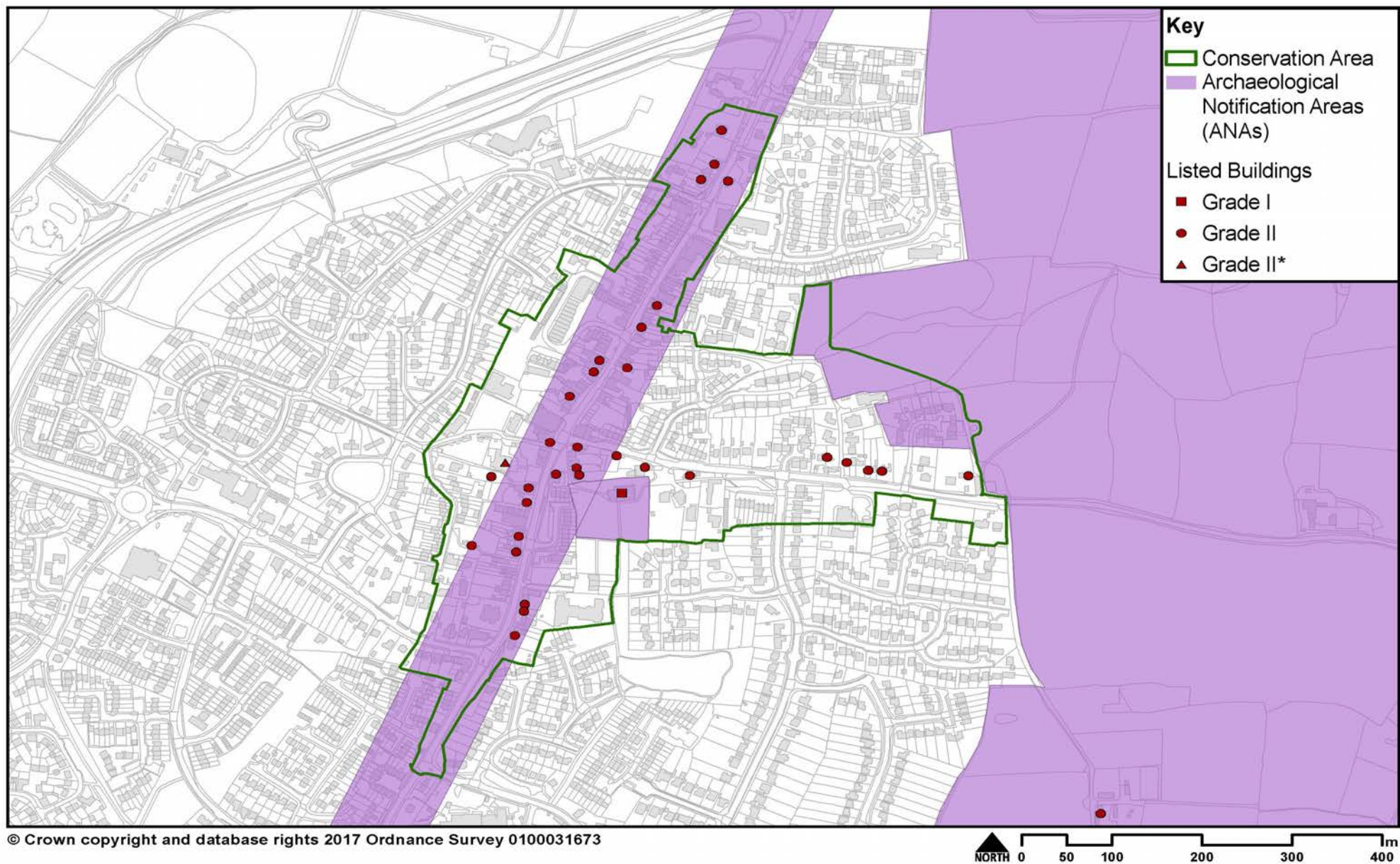


The High Street looking north









Map 8: Billingshurst historic environment map.

## 6. Character areas

Today there are five distinct character areas within Billingshurst Conservation Area, recording the gradual expansion and development of the settlement from a hamlet with outlying farms to a village with significant areas of late 20th century infill development. Each has its own distinct character and appearance. In general, the character of the village is strongly influenced by the enclosed linear route of Stane Street and the elevated position of St. Mary's Parish Church.

### **Building types & styles, materials and colours and architectural features**

The earliest buildings in the Conservation Area were built of timberframe with plaster panels utilising the plentiful supply of local Wealden oak.

Some important buildings like St Mary's Parish Church and perhaps the Manor House were built of local Billingshurst Sandstone. Roofs would have been thatched or, for more prestigious properties finished with Horsham Stone Slates.

Brick would not have been widely used until the mid-17th century. Plain clay tiles would have become the common roofing material from the mid-17th century, as would tile-hanging using the plain tiles on battens nailed to the walls. Timberframe buildings were often adapted by being refaced in brick, rendered or tile-hung, or having their infill panels replaced in brick. Many of the older buildings, some dating back to the late medieval period survive in Billingshurst under these later skins. These older buildings can often be detected behind later front facades, the giveaways being tall roofs and large oddly positioned chimneystacks and the arrangement of doors and windows not being symmetrical.

From the 18th century the classical Georgian style of architecture took over. Brick became the dominant walling material, though with a few buildings of brick and rubble under a render coat. Roofing materials were plain clay tiles, or in some cases pantiles. From the early 19th century slate became the most used roof covering.

The windows in even the earliest buildings are now 18th century at the earliest, and for most of the other buildings these are casements with small panes. Sash windows are found in the larger houses from the 18th century to the 1900s. There are a few casements of timber or steel with

leaded lights. Many of the casements and sashes have been renewed in recent years, most in timber, though some plastic U-pvc windows have also been installed

There are not many 20th century buildings of note in the settlement. The Nat West Bank is an example of a late flowering of a classical brick building, while the Lloyds and Barclays banks are unusual 1970s modernist contextual architecture using modern forms and materials. Not much of the post Second World War housing developments can be said to have taken on any style or materials that are locally distinctive, apart from the use of tile-hanging and red bricks.

Shopfronts in historic buildings on the High Street still tend to be of traditional appearance and are generally sympathetic, although some over-large facias with big, bright modern lettering have intruded. Austens Home and Hardware (Nos 48-52 High Street) has a series of good 19th century shopfronts made of timber with a forward outshot, traditionally detailed. With the displayed goods outside, this is very much an active shop front. Other shopfronts retain elements of earlier designs with alterations or are of modern materials in traditional forms.

Other building and architectural features of note are:

- Mathematical tiles on the south elevation of High Seat No 1 High Street;
- The use of local stone on buildings and boundary walls;
- Horsham stone slab roofs;
- Large brick and stone ridge and gable end chimneys; and
- First floor tile-hanging using plain and scalloped tiles.



## Historic core mound - area of archaeological interest

This area is located to the south and east of the junction of the High Street and East Street. The ground rises steeply on a Billingshurst Stone outcrop. In general, the area is dominated by the Parish Church of St. Mary, within its Churchyard setting filled with historic headstones and tombchests. Land use reflects the historic parcels that can be traced back to the earliest historic maps of the settlement. Some recent developments have not been as sensitive as might now be demanded to the Conservation Area. But it retains a remarkable amount of green space in the centre of the settlement. The west part running down to the High Street and the other side of the High Street car park area in front of The Six Bells, were once the village green.

St Mary's forms the centre point to the village, it's stone broach spire can be seen from many surrounding points. The area retains a remarkable amount of green space in the centre of the settlement which contributes strongly to its character. The Causeway, retained by a low stone wall, runs up the slope towards St Mary's Churchyard, beside it some of the earliest buildings in the village, a row of cottages of stone and timber-frame and tiled roofs above the path behind brick retaining walls. This is also the location of the War Memorial which can be glimpsed in views along stepped pathways and which reinforces the communal focus of the centre. Also in evidence are areas of historic natural stone paving. Beyond St Mary's Parish Church, overlooking the cutting of East Street, are the picturesque collection of Church Gate cottages: decorative brick and tile hung. Defining the east boundary of this area is Gratwicke, a long range

end on to the passage as it meets East Street.

On the High Street this openness suddenly ends with a steep path hidden by bushes that rises up the slope, and the two mature trees in front of The Hermitage. The building line comes forward to back of pavement with its pebbledashed outbuildings, now Cezala. A set of steps rises up to the War Memorial and St Mary's Churchyard at this point. From south here the character has been transformed as the streetscape opens up with the 1980s St Mary's Close development of 'town houses', all of red brick with tile-hung first floor. Its steep cul-de-sac road rises from the High Street into this site, detaching it from the streetscape. South of this an older character returns as the frontage is formed of tall hedging and bushes, hiding the 1920s Women's Hall and children's playground from the street, though some positive features can be glimpsed from the street.

The northern boundary of the character area is the steep slope from St Mary's Churchyard at the top down to East Street and its character is of several houses built into the slope with terraced gardens and trees.



Characteristic detailing appreciated from St Mary's Churchyard.



Churchgate passage.



The War Memorial.



Historic natural stone paving.



## Historic commercial

The historic commercial core defines the commercial activity in the village centre, dating back to the medieval inns and shops on their burgage plots. Perhaps the earliest developed part was opposite the historic core.

From Mill Lane south was originally part of the village green, now shops and the car park in front of the listed 16th century timber-framed Six Bells, which is set in a garden framed by trees. Between the car park and The Kings Arms, a sunken footpath leads to the 17th century Bell Cottage, an early timber-framed dwelling. Further south are a terrace of buildings of various ages with buildings to the side and rear, and a series of access openings allowing views back to the rear boundaries and the rising ground behind.

North of the Six Bells car park is a block of solid c.1900 pebbledash and brick built commercial buildings, with gables onto the street. These are prominent in long views up and down the High Street. The supermarket detracts with its large plate glass windows but attempted context with its tiled pitched roof with gables at each end. On the north east corner is an attractive classical mid-20th century Nat West Bank of single storey with a tall parapet and hipped Horsham stone slab roof, plus single storey extension on the High Street with oculus window.

Further north are a group of shops incorporating earlier buildings. Nos. 46-52 is a tall 19th century L-shaped commercial building with surviving original shopfronts along the ground floor - a rare survival.

An archway links No 42 to The Kings Head, a tall early 19th century coaching inn with rendered brick front and arch and gabled plain tiled roof. Most of its yard has been taken into the Jengers Mead development of the 1970s that curtails the north end of the commercial core.

On the east side of the street, the shops are of a more uniform size, dating from the 17th to 20th centuries and mostly of traditional form. Behind them are rear yards with some surviving outbuildings of interest. North of no. 45 is a truncated crosswing of an earlier building with rendered front and tall hipped old plain tile roof. Adjoining its lost part is the unusual Lloyds Bank with a 1970s banking hall with conical zinc covered roof.

The final block Nos 20-35 is early 19th century shops of painted brickwork and somewhat altered. Their key features are a dentilled eaves and wide gabled dormers. Lower East Street runs down its side, giving access to its rear yards with some interesting outbuildings.



*This building's orientation, brick eaves cogging and flared brick headers are all characteristic details.*



*Attractive and well detailed rear ranges.*



*The 19th century post office and listed telephone call box.*



*The Six Bells public house.*

## 18th century to 1940s expansion

The post 1700 expansion is found north and south of the Historic Commercial Core on the High Street, and on East Street once it has emerged from the cutting. The character of this area can be typified as older farmhouses overtaken by the spread of residential properties out of the village in the 19th century. The oldest and longest stretch is south on the high street west side south of the Barclays Bank is a stretch of painted brick buildings, starting with Nos 90-94 a flanking c. 1800 projecting wing to a lower early 17th century building, rendered with old plain tile roof probably a farm absorbed into the expanding settlement. Nos 96-102 are a group of early 19th century houses, rendered with low pitch slate roofs. South of them the open ground of the large churchyard on the slope containing the old 1754 Unitarian Chapel.

South is a group of rendered and plain tiled roofed 18th century houses both end on to the street and along it. From this point there are houses on both sides: red brick, mid 19th century on the west side and mainly rendered and plain tile 18th century on the east. Standing out on the west side is the larger, and much enlarged Stanmore House, a late 19th century 3 storey house of stock bricks with red dressings, gothic details and a slate roof. Beside it the red brick Congregational Church turns the corner into West Street. On the east side are several small detached houses of the first half of the 19th century, either brick or rendered with slate roofs. Up Alick's Hill there are further small houses from the 19th century that help frame the important view down Alick's Hill to the village centre and St Mary's Parish Church. While on west street is another group of small

detached 19th century houses with modern development beyond.

North of Jengers Mead there is a small surviving portion of this period of development with the old Village Hall of red brick, gable end onto the street and on both sides groups of local builder late 19th century houses of red brick and slate roofs that are fairly generic but have some charm with their features.

On East Street the character is more complex. Starting where East Street merges for the cutting on the north side there is a group of inter-war suburban houses, followed by a fairly recent development of Luggs Close, then Gore, an old farmstead that has been absorbed into the village and houses on School Lane. This groups must have stood as a hamlet on its own until relatively recently and consists of 18th to early 20th century buildings mainly of painted brick or tilehung and with plain tiled roofs. The buildings are arranged informally relative to each other in a way that Lugg Close tries to emulate and almost achieves. School Lane has the old 19th and early 20th century school buildings at its north end of brick with slate roofs.



Tile-hung terraced cottages with substantial brick chimneys.



Cottage doorway



19th century expansion



45, 47 and 49 East Street.



## Post war infill

There are several housing estates and commercial developments within the Conservation Area and surrounding the Conservation Area.

Jengers Mead is the most prominent on the west side of the High Street, its frontage set back, the four shop units behind of three storeys, attempting to fit into the context with their purple tile-hung upper floors, though with flat roofs. These buildings sit in a sea of car parking which stretches to the south of the site behind the supermarket, taking in all the rear parts of the plots of the High Street buildings.

Behind the east side of the High Street and north side of East Street is a series of housing developments built from the 1970s to the 2000s. At its best it takes on some of the local building forms of red brick and plain tile roofs and tile-hung first floors. At its worst the houses have unconvincing 'georgian' style doorcases in timber or fibreglass. Later properties have front boundaries of walls or hedges, improving on the 1970s era open lawns and car spaces.

The Catholic Church of St Gabriel in ashlar stone adds to local views.

Further out on East Street are the more recent developments of Lugg Close and Windmill Place where more effort has gone into making the housing locally distinctive, using a mix of building styles and materials adopting many building features in Horsham district.



Suburban development off Rosehill.



Gratwicke Close.



Mill Barn, formerly cowsheds for Hammonds Farm



Historic farm buildings off High Seat Copse.

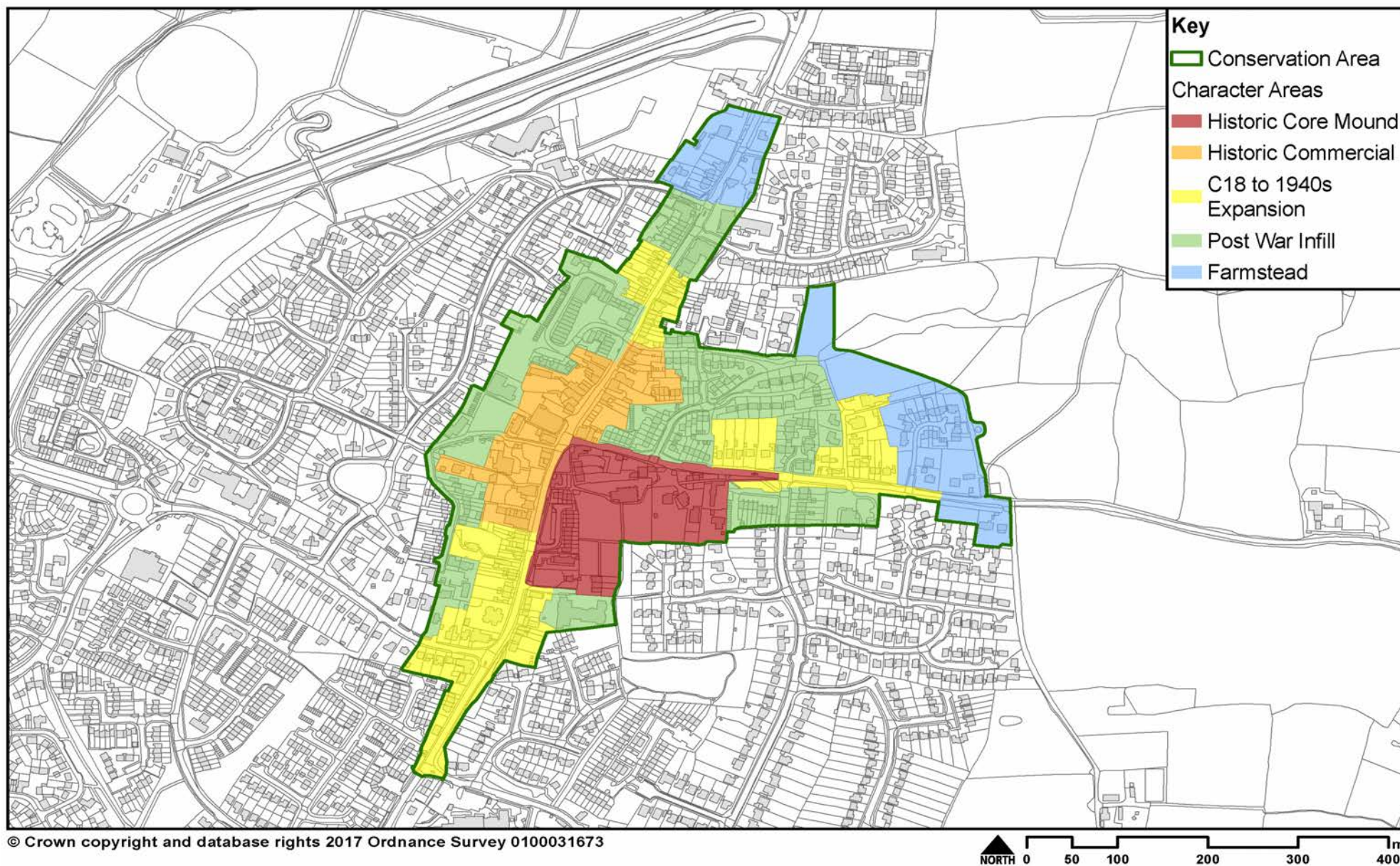
## Fringe farmstead

This character area, found at the north end of the High Street and far east of East Street consists of the farms on the edge of the village now within its envelope.

The High Street area is separated from the commercial core by recent development from Jengers Mead to the Coombe Road junction and new Village Hall. As the High Street rises there are stone boundary walls on either side to the groups of buildings associated with the Manor House on the west side and High Seat on the east. There is a pinch point between No 1 High Seat and Nos 4-12. To the north are the former outbuildings of High Seat, now converted to separate residences, while on the west side the Manor House sits behind a tall stone wall.

On East Street, east of School Lane are a group of semi-detached rendered early 19th century houses. The recent Windmill Place separates Hammonds Farm, a collection of 18th century buildings. At East Street the Conservation Area terminates on the south side with the convincing neo-vernacular house, enclosed by trees and behind which the historic Daux Lane heads south.





Map 9: Billingshurst character areas map.

## 7. Views

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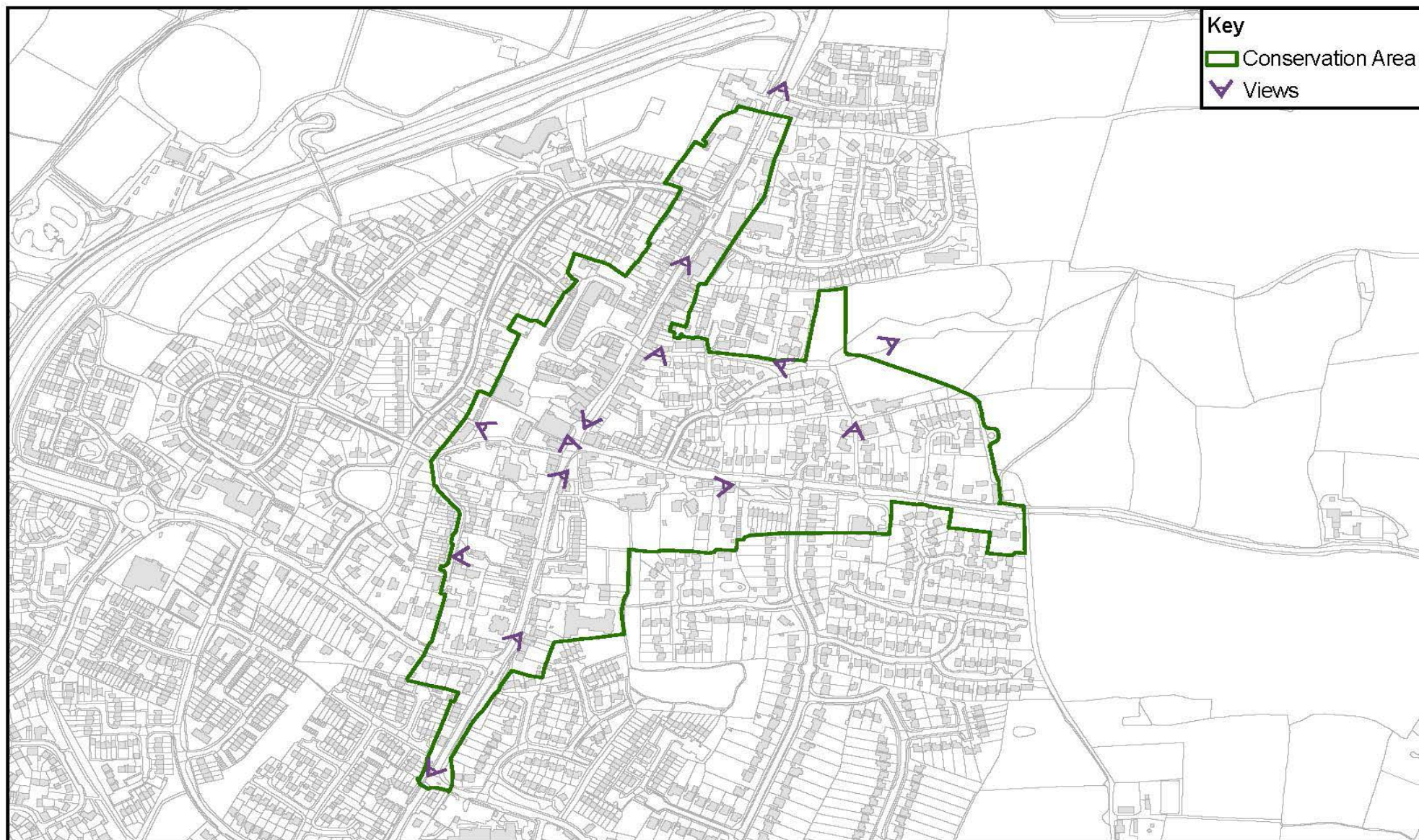
The topography of Billingshurst and the gradual development of the village, have created several views into and within the extensive Conservation Area. These views enable an appreciation of both buildings and their settings and contribute to our appreciation of the special interest of the settlement. These are illustrated on the map.

The Roman Stane Street drops into Billingshurst from both north and south, into what was a shallow valley with the outcrop of Billingshurst sandstone sticking up in the middle. The Parish Church of St Mary is sited on this outcrop. The landmark building has a tall tower surmounted by a stone broach spire, visible from various locations within the settlement.

Post-war development of the village has occurred in many open spaces included in the original Conservation Area and immediately outside it.

The East Street projection is where the Conservation Area reaches a ridge with the old Windmill site on one side and the Daux Farm on the other. The views here concentrate on looking over the built up areas, often to see screens beyond among the newer housing.





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Map 10: Billingshurst views map.

## 8. Negative elements

Since Billingshurst Conservation Area was designated in the 1970s over 40 years ago, the settlement of Billingshurst has expanded in population from approximately 2,000 after the Second World War to 6,521 in 2001 and 8,232 in 2011. The expansion accelerated from the 1970s and there have been many changes to the character and appearance of parts of Billingshurst including much development on what were historically open fields within the Conservation Area boundary.

Arguably this has changed the character and setting of the Conservation Area, though recent developments have followed more closely the locally distinctive layouts and forms, and use traditional materials. In some long distance views along the routes into the settlement, the developments bring an alien suburban character to the streets, pushing open what were tightly enclosed roads, with housing on one side and hedgerows on the other. New development approved and being built east of the East Street bridge will dramatically affect the setting to the east, taking away the views of the Weald described in Buildings of England: 'the Weald landscape near here is splendidly unspoilt, a continuously changing pattern of copses and small fields'.

The main detractor from a pleasant environment in Billingshurst is traffic, for though the A29 bypass was opened in 1999, the A272 still follows a dogleg route through the settlement. The narrowness of the High Street and East Street has meant that parking restrictions are in place along much of both streets. It also means that the public realm on these streets has the character of 'through roads' rather than places for pedestrians which also have traffic.

The Jengers Mead development of the 1970s created a shopping centre off the High Street, and removed some of the latter's activity. It has not aged well and in the last ten years, as the need for retail units has reduced, the competition between it and the High Street has left both with empty units changing to other uses. Its public realm is poor, with several different types of bollards and planters, whilst behind the buildings are rows of lockup garages that are unattractive and run down.

On Mill Lane the car parks behind the High Street shops and beside The Six Bells, and on its High Street frontage, offer much opportunity for improvement, as does the village's car park in front of the Library. These

are all areas of tarmac, some with parking bays marked out, and with some token landscaping. All this could be improved. The setting of the main car park could be improved when development opportunities arise on its north and north east sides, to reduce the impact of the supermarket building and its service yards and the telephone exchange building.

Of the buildings on the high street, the listed ones are mostly well maintained, but some of the unlisted buildings have suffered improvements that have stripped them of interest and eroded their character as well as introducing alien materials such as uPVC windows and shop fascias. Much of the worn brickwork has been painted, while concrete tiles have appeared on roofs.

## 9. Management plan

### The need for a Management Plan

It is the role of the Management Plan to take forward the challenges and opportunities identified in the appraisal, and to identify means by which the special interest of the Conservation Area will become self-sustaining into the future. To achieve this requires a partnership between those living, working and carrying out property improvement and development in the Conservation Area and Horsham District Council.

All development proposals should preserve or enhance the character and appearance of the Conservation Area in accordance with the Horsham District Planning Framework. In a Conservation Area there are some extra controls over works to buildings, boundaries and trees intended to ensure that the character is not eroded by unintended loss or change and the appearance is not changed in a negative way.

**For advice on whether planning permission is required for works please refer to the Horsham District Council website or The Planning Portal ([https://www.planningportal.co.uk/info/200125/do\\_you\\_need\\_permission](https://www.planningportal.co.uk/info/200125/do_you_need_permission)).**

### Control of development

It is essential that any development should preserve or enhance the setting of any adjacent historic buildings and existing landscape features and trees, and the overall special qualities of the character area. Therefore, careful consideration must be given to the size, scale, urban grain, layout, design, massing, height, plot width, frontage activity, landscape and materials in any such development. This does not dictate architectural style but does attempt to ensure that proposals respond positively to their context.

The Council strongly encourages applications for planning permission or other consents for proposals which meet these criteria and avoid:

- the demolition of any building or structure if its loss would damage the character or appearance of the Conservation Area;
- development (including extension/alteration) which would be harmful

to the setting or character or appearance of the Conservation Area; and

- development which would adversely affect or result in the loss of important views, open spaces, tree cover or boundary features within the Conservation Area.

Residents and business owners should contact the Council to discuss development requiring planning permission and/or listed building consent.

### Monitoring and compliance

If necessary, the Council has a range of tools at its disposal to compel building owners to appropriately maintain and repair buildings which are causing a local nuisance or which are designated heritage assets.

### Issues

The preparation of the Billingshurst Conservation Area Appraisal has included consultation with stakeholders, specifically the Parish Council. A number of issues were identified. These have been used as a basis for the following section identifying principal issues to be addressed by this Management Plan.

Historic built environment:

- loss of traditional architectural features;
- equipment and installations;
- boundary enclosures;
- drives, off-street parking and loss of front gardens;
- enhancement of existing buildings;
- shopfronts;
- extensions;
- window replacement;
- dormer windows and rooflights;
- cladding, rendering and the painting of walls;



- repointing of brickwork and stone walls; and
- demolition.

#### New development and environmental improvement

- opportunities for new development; and
- setting and Views.

#### The Environment and Public Realm

- trees;
- public realm;
- street furniture;
- surface materials;
- car parks; and
- opportunities for enhancement

#### Historic built environment

*Loss of traditional built and architectural features* – architectural features set out in section 6 of the Appraisal, such as stone boundary walls, traditional windows, and Horsham stone slate roof coverings, should be preserved due to the significant contribution they make to the character and appearance of the buildings and the Conservation Area.

*Equipment or installations* - The presence of modern types of equipment on or around buildings, such as large aerals or satellite dishes and micro-generators, can detract from the character of a Conservation Area and/or the special architectural qualities of buildings. To minimise their visual impact, they should be positioned away from public view or prominent positions. The removal of existing fixtures cluttering front elevations is encouraged and care should be taken to repair the affected surfaces.

*Boundary enclosures* - Buildings in the Conservation Area have a variety

of boundary walls although on much of the High Street buildings tend about the back edge of pavement and there are no front areas. At the ends of the High Street and on East Street there are a variety of boundary treatments which give the character and add to the appearance of the overall street scene, to which can be added side and rear boundaries which are visible in several locations when viewed from the public realm. A characteristic boundary of settlements in Horsham District is local stone laid in rubble courses. Retention of these walls and increased use of trees and hedgerow as a 'soft' boundary treatment, or even installing traditionally detailed brick walls and railings, would enhance the historic qualities, character and appearance of the area.

*Drives, off street parking and loss of front gardens* - Landscaped gardens to building frontages make an important contribution to the quality of the streetscape. Historically, many buildings in the Conservation Area had front gardens with enclosing low stone or brick walls, hedges or railings. The loss of front gardens to parking detracts from their historic setting and is resisted. The use of porous pavements, reinforced grass paving or gravel instead of tarmac, with the retention of some garden space and the use of appropriate boundary treatments would offer a more attractive setting for buildings, reduce run-off and give a more sustainable approach. Where there is existing frontage parking which adversely impacts the character and setting of the Conservation Area, any new planning application should include a condition requiring the reinstatement of front garden areas and any traditional boundary treatments.

*Enhancement of existing buildings* – Many of the listed and unlisted buildings in Billingshurst have been altered and lost features. Fortunately, there exists good photographic coverage of the place, allowing for the possibility of accurate restoration. Proposed enhancements to make a building look grander than it ever was should be resisted. There are several buildings on the High Street that could be improved with sensitive renovations.

The following enhancement works should be encouraged as part of any future development:

- reinstate boundaries where they have been removed to their original height and footprint;

- ensure that new boundaries are built from quality materials, paying full attention to stone coursing, brick bond, lime mortar, and coping details;
- new gates and timber fences should be good quality traditional timber design;
- encourage the use of good quality paving, trees or planting where the back yards or gardens are visible from the public domain.

*Shopfronts* - Billingshurst Conservation Area retains several well-designed and well maintained traditional shopfronts and the retention of these is encouraged. A number of commercial premises have garish and poorly designed shopfronts which should be improved. The reinstatement of a traditional shopfront design and appropriately designed signage that complement the building and streetscape is encouraged, when redecorating or carrying out any works.

*Extensions* - Modern extensions should not dominate the existing building in either scale, material or their siting. There will always be some historic buildings where any extensions would be detrimental and should not be permitted. Successful extensions require a sound understanding of the building type to be extended together with careful consideration of scale and detail.

*Window Replacement* - The loss of traditional windows, ironmongery and glazing from our older buildings poses one of the major threats to our heritage and the character of historic areas. The character of windows profoundly affects the appearance of buildings but are particularly vulnerable as they are easily replaced or altered. The desire to improve the energy efficiency of historic buildings encourages windows' replacement with inappropriate and inferior quality modern alternatives. If well maintained, historic windows can last more than 200 years. Where the windows being considered for replacement are themselves modern replacements in inferior softwood that are now failing, what they are replaced with needs to be carefully assessed.

Within the Conservation Area, historic windows should be retained whenever possible and their repair prioritised. In general, consent will not be granted for their removal. Within the Conservation Area there are a

variety of timber casement and vertical sliding sash windows. The design of historic windows evolved through the early modern period and so, where repair is not possible, replacement windows should be designed to either replicate the historic windows being replaced or be based upon a period design contemporaneous with the host building. In general, a consistent approach should be taken across a building.

*Dormer Windows and Rooflights* - New dormer windows and rooflights should not be located on street-facing and prominent roofscapes. Where new dormer windows and rooflights are considered appropriate, they should be small in scale and not dominate the roofslope, ensuring that a large area of the roof remains visible. Dormers need to be of a traditional form, in scale with the building and its roof and their windows should be smaller than those on the floor below. Rooflights need to be flush with the roof face and normally the 'conservation' type rooflight is preferred. In most cases, the dormer or rooflight should align with the window below.

*Cladding, rendering or painting of walls* - In most cases, the walling material of a building is part of its character and contributes positively to the appearance of the Conservation Area. There may, however be cases where the existing wall surface is unattractive or is decaying, and cladding, rendering or painting can be justified. Where this is the case the cladding needs to be in a locally used material, such as tilehanging using local red clay tiles, or timber weatherboarding. Painting of natural brickwork and stonework is discouraged. If proposed work involves changing the front elevation of a building in the Conservation Area it is always advisable to seek the advice from the Local Planning Department at Horsham District Council.

*Repointing of brick or stone walls* - Repointing can ruin the appearance of brick or stone walls. The purpose of the mortar in the joints is to stop rainwater penetrating into the wall and to act as a conduit for moisture trapped in the wall to escape. The mortar joint or pointing is therefore sacrificial and needs to be softer and more porous than the wall material. This is why for conservation work a lime based mortar is normally recommended. It is important to dig out the old pointing to allow a sufficient 'key' for the repointing. Mortar should fill the joints but not spread out onto the surface of the wall material, and where the arises (corners) have been worn away, the mortar face may have to be slightly setback.



Raised or 'strap' pointing should be avoided as not only does it stand out and change the appearance of the wall, it can act as a shelf for rainwater.

*Demolition* - Within the Conservation Area, the demolition of an unlisted building or wall over a certain volume or height without prior planning permission is a criminal offence. Furthermore, demolition of buildings or built features which have been identified as making a neutral or positive contribution to local character will normally not be permitted. Where buildings and features have been identified as making a negative contribution of local character, development incorporating some demolition may be permitted, as long as what will replace the existing building is judged to respond positively to its local context.

**For advice on whether planning permission is required for works please refer to the Horsham District Council website or The Planning Portal ([https://www.planningportal.co.uk/info/200125/do\\_you\\_need\\_permission](https://www.planningportal.co.uk/info/200125/do_you_need_permission)).**

### New development

*Opportunities for new development* - must be considered carefully and the effect of new buildings on the setting of the Conservation Area, and on views both into it and out of it, particularly taken into account. New development must be sympathetic to its context in terms of its siting, scale (including height, size and massing), materials and details. It should also follow the existing pattern or grain of development, not obstruct important views, and not dominate buildings in the immediate vicinity. Materials should be carefully chosen to complement the Conservation Area's existing palette of materials.

*Setting and views* - All development affecting the setting of the Billingshurst Conservation Area should demonstrate how the setting and long distance views, into and from the Conservation Area, are preserved and enhanced. The important views are identified on the in section 7 of the Conservation Area appraisal.

Key threats:

- Redevelopment of sites behind the High Street frontage buildings, which sweep away the lines of the burgage plots and small outbuildings and replace with development that is out of context in the Conservation Area;
- Closure of more shops as retail becomes more marginal and the difficulty of retaining the character of the buildings when allowing conversion from retail;
- Loss of traditional joinery details in windows and doors and in particular shop fronts, as properties are improved both visually and for thermal upgrading;
- Loss of traditional roof coverings, chimneys and chimneypots on unlisted properties when the roof is replaced. Machine made clay tiles, imported slates and similar though 'natural' materials look different to what is there now;
- Loss of setting relationship between Billingshurst as a settlement and the countryside around it with the approval of development over the ridge on East Street directly east of the Conservation Area;
- Further erosion of front boundaries of High Street properties north of Jaegers Mead and at the south end towards the West Street junction and on East Street; and
- Erosion of green spaces and loss of prominent trees and bushes in the Conservation Area.

### The Environment and Public Realm

*Trees* - the presence of trees makes an important contribution to the character and appearance of the Conservation Area. Anyone who cuts down, uproots, lops, wilfully destroys or wilfully damages a tree of a diameter 75mm or more at 1.5m above ground level in a Conservation Area without giving the Planning Department at Horsham District Council six weeks' prior notice of their intention may be guilty of an offence. In Conservation Areas, the same penalties as those for contravening a Tree Preservation Order apply and a person who cuts down a tree in a Conservation Area without first giving notice is liable, if convicted in the Magistrates Court, to a fine. A person who carries out damaging work in a way that is not likely to destroy the tree is also liable to a fine.

*Street furniture* - There needs to be a consistency of style to help create a cohesive identity for the Conservation Area. The presence of excessive or redundant street furniture causes street clutter and is visually unattractive. The rationalisation of street furniture such as street nameplates (a simple design of black letters on a white background), lamp posts (is there a standard which could be referred to here?), seating and the provision of a standard sage green for finger posts and litter bins is encouraged. A-boards and blade feather and teardrop flags though not fixed add to street clutter and are generally discouraged in Conservation Areas.

*Surface Materials* - A large format paving slab in natural stone should be used as part of considered approach to the location and the heritage context. Older surfacing materials such as local stone on edge, pebbles and even flint are rare vernacular survivals that should be conserved. The use of high quality paving materials, together with the layout and jointing detail are key elements of the overall surface appearance.

The following measures should be encouraged:

- the existing areas of high quality traditional paving must be protected;
- further areas of traditional paving should be added as funding allows;
- the street lights need to be upgraded and out of date fittings removed; and
- any redundant street furniture such as signage should be removed.

*Car parks* - There are some visually poor informal car parking areas which would benefit from enhancement works such as appropriate resurfacing, sensitive bay marking and the introduction of soft landscape. The main car park off Mill Lane has some landscaping but car parks beside and in front of the Six Bells could benefit from some landscaping.

*Opportunities for enhancement* – within Billingshurst Conservation Area it is noticeable that along both the A29 High Street and East Street the A272 the footways vary in width from generous to quite narrow and in places have uneven surfacing. Working with West Sussex County Council as Highways Authority a long term strategy should be developed to address this. Elsewhere the proliferation of double yellow lines, bollards and guardrail to discourage parking detract from the appearance of the

area. On the boundary of the Village Hall and the garden of High Seat is an unattractive retaining wall while on East Street from its junction with the High Street, the footway is narrow and the retaining wall on the south boundary offers opportunities for environmental enhancement.

# Appendix 1: Historic development

## Pre-history

Flint tools discovered in the area testify to prehistoric activity, but despite the presence of a Roman road, no evidence has yet been discovered of a settlement from that period. It seems likely that Billingshurst is Anglo-Saxon in origin, as suggested by the name, which means 'the wooded hill belonging to Billa's people'. Billingshurst is not mentioned in the Domesday Book, probably because it formed part of the system of outliers. When the Saxons arrived in the 5th and 6th centuries, they settled on the coastal plain or else on the scarp foot of the Downs where the soil was fertile and good for agriculture. The Weald was densely forested and, because of that and the heavy clay soil, not suitable for arable farming. Instead, it was exploited for timber and livestock would be driven north there in the autumn from the villages on the Downs or near the coast to forage in the woodland. Gradually the woodland was cleared and permanent settlements – the outliers - appeared, but they remained an integral part of the manors which had originally established them and subject to the jurisdiction of their manorial courts.

## The Middle Ages

Although the first written mention of Billingshurst dates from 1202, surviving Norman fabric in St Mary's Parish Church from c. 1100 suggests that it had grown into a village in its own right before then. Located just to the south of the point where East Street meets the High Street, St Mary's is the oldest building in the village. It is located on a raised mound, which may point to pre-Conquest origins and conceivably implies that it was founded on a site of pagan veneration. The current building dates largely from the 13th century, but has been altered on numerous occasions. It was enlarged and extended in the 15th century, the roof of the nave dates from the early 1530s and the prominent timber-framed and shingled spire may also date from the 16th century. The advowson of St Mary's was controlled by the abbots of Fécamp and Sées in Normandy until the 1430s, when the lands and privileges associated with this holding were granted to Arundel Priory. The main home manor in the village was Bassett's Fee, located at its northernmost extremity just south of the point where the bypass now diverges from the A29. It had a subsidiary manor called Okehurst on the western side of the village, to which the advowson of St Mary's was granted when Arundel Priory was dissolved.

Medieval Billingshurst was centred on a village green located just south of the junction of High Street and East Street. Only a small, triangular-shaped portion today known as the Causeway survives, the result of encroachment that began as early as the 15th century with the construction of a Wealden house now divided into Tithe and Causeway Cottages. But it was formerly more extensive and as recently as the 18th century may still have been used for grazing. Billingshurst has an extensive legacy of vernacular buildings from the Middle Ages and the early modern period. There are over 80 timber-framed buildings scattered throughout the parish as a whole and twenty in the village itself. Some of the latter, such as Great Daux near station, were originally outlying farms absorbed into it through expansion in the 19th and 20th centuries. The local economy was based on farming, although four lock up shops are recorded in St Mary's Churchyard as early as the 1500s and the present chemist has been a shop since at least the 1600s.

## The early modern period

Religious dissent was strong in the area from the Commonwealth onwards. A 17th century parson, the Reverend Nathaniel Hilton, was a supporter of the Puritan cause. John Downes (bap. 1609, d. in/after 1666) - one of the most zealous Parliamentarians in Sussex, who was appointed to the high court of justice to try Charles I – had his children baptised in St Mary's Parish Church. One of the oldest Unitarian chapels in the south of England was built on the High Street in 1754. It was founded by William Evershed of Great Daux farmhouse. A Congregational Chapel was founded in 1815 on a site adjacent to Meadow House at the back of Jengers Mead. It was rebuilt on a new, more prominent site on the corner of West Street and High Street in 1868 and is now known as Trinity United Reformed Church.

The village's location on a main route to the South Coast meant that by the 18th century the coaching trade had come to occupy an important role. Representatives of professions that catered to both farming and coaching - brewers, maltsters, blacksmiths and wheelwrights – were well represented in the village. Billingshurst was evidently prosperous during the 18th and 19th centuries, and many of the buildings in the centre date from this period. Parish officers, appointed from yeoman farmers, included waywardens, who served as surveyors to the highway. In 1787, the Arun

Navigation opened as far as Newbridge Lock to the southwest of the village, allowing traffic from the coast to reach the area.

### The 19th century

In 1816, the Wey and Arun Junction Canal was opened, providing a link to the River Thames and thus to London. This also allowed for different building materials to be brought into the area. However, the waterway's success was short-lived: in 1859 a station was opened outside the village on a railway line from Horsham to Petworth, which four years later was extended south to join up with the coast line from Portsmouth to Brighton. It sent freight traffic by water and the coaching trade into terminal decline. The station formed a nucleus of new development to the south of the medieval centre, including an industrial area which exists to this day. Infill development appeared in the village and it was during this century that what had been a farmhouse called Taintland became the Six Bells pub. Nevertheless, the farming of cereals and root crops continued to be the mainstay of the local economy. Most of the barley produced locally was used to supply maltings – there was one on the High Street and another, larger establishment near the station - thus catering ultimately to the brewing trade.

In 1861 a public elementary school was established on East Street, paid for by Henry Carnsew who lived to the north of the village at Summers Place. The same Carnsew provided much of the funds for the restoration of St Mary's Church the following year. Summers Place was rebuilt on an ambitious scale in 1880 for Robert Goff. This was one of a number of large houses on the fringes or in the environs of the village, several of which changed hands and were extended or rebuilt in the early 20th century. In 1892 a tin tabernacle was erected at Five Oaks as a chapel-of-ease to St Mary's. In 1895 a Parish Council was established and streetlamps with oil lights were set up.

### The 20th century




The early streetlamps were superseded by gas lights in 1911, when a gasworks was built in the village. Also at this time a purpose-built post office and banks appeared, contributing to the sense of a small town. In the 1920s a factory was built on Station Road for the Whirlwind Suction

Carpet Sweeper Company on a site formerly occupied by a maltings. This carried on functioning until the Second World War. Another important local industry was Thomas Keating Ltd, which relocated from London to Billingshurst in 1927 and manufactured insect powder until World War II, when it switched to precision engineering. The Maltings on the west side of the High Street had gone out of use by the 1930s and was converted to a hotel and restaurant. In 1935 the parish boundaries were altered.




Billingshurst grew substantially in the post-war years. New housing estates were built on the west side of the historic centre and between East Street and Station Road, obscuring the original linear character of the village. Developments built during this period include Gratwicke Close on the south side of East Street, whose name commemorates Gratwick House. This substantial property of c. 1830, extended in c. 1898 and extended again shortly afterwards by Sir Edwin Lutyens was eventually demolished in the early 1960s. Together with regular train services to Horsham, Crawley New Town and London, the suburban growth of the village gradually turned Billingshurst into a commuter village. Public buildings, such as new schools, a Village Hall and a Roman Catholic church (St Gabriel's) on East Street (by Henry Bingham Towner, 1962), also appeared. In 1966, the maltings complex and Gingers House, which was partly medieval, were cleared to make way for the Jenger's Mead shopping centre.




By 1981 the population of Billingshurst, which in 1931 stood at just over 2,000, had grown to 5,425. In 1999 a bypass opened, obviating the need for through traffic on the A29 to pass down the High Street.




## Appendix 2: Gazetteer of listed buildings




Image	ListEntry	Name	Description	Grade	ListDate	NGR
	1380083	THE MANOR HOUSE INCLUDING ATTACHED OUTBUILDING AND GARDEN WALL WITH PUMP AND TANK	Early C18 house, refronted in early C19 with later C19 modifications and some C20 restoration. Front and rear of diaper brickwork with tiled gable to left side, tiled half-hipped gables to rear and rendered gable to right side elevation, Mainly slate roofs but Horsham stone slabs to left hand side and mainly brick chimneystacks but rendered chimneystack to rear. Two storeys with attics in gable ends. Front elevation has six sash windows with cambered heads, . Doorcase is early C19 with rectangular fanlight, side panels and 4 flush panels. Original wooden flat hood but C20 brick circular columns. Also attached to the house is the C18 garden wall, which is about eight feet high of stone rubble with coved top and plinth fronting the road and of brick of Sussex bond to the other three sides, the rear wall incorporating an C18 lead pump with semi-circular lead tank with lions' head masks.	II	11/02/2000	TQ 08868 26368
	1354104	THE WHITE COTTAGE	Early C19. Two storeys. Two windows and one blocked window space. Stuccoed. Eaves cornice. Slate roof. Most glazing bars intact. Two small bays on ground floor. Doorway with pilasters, pediment-shaped hood and semi-circular. fanlight.	II	28/11/1980	TQ 08860 26326
	1286509	HIGHSEAT	C18. Two storeys. Three windows. Painted brick on a high base, south elevation mathematical tiles. Eaves cornice. Slate roof. Ground floor bay on each side of doorway with glazing bars intact. Altered casements above. Doorway up 8 steps with pilasters, pediment and door of 6 fielded panels.	II	28/11/1980	TQ 08875 26305






	1192724	OAKWOOD COTTAGES	C17. Two storeys. Four windows. Red brick and grey headers alternately. Tiled roof. South gable end tile-hung with massive stone chimney breast. Casement windows.	II	28/11/1980	TQ 08845 26307
	1027133	13, HIGH STREET	Probably C16 L-shaped timber-framed building of which the first floor of the west wing is plastered, and the remainder refaced in painted brick. Half-hipped gable. Tiled roof. Casement windows. Two storeys. Four windows.	II	28/11/1980	TQ 08796 26151
	1192694	MIDDLE GINGERS OAK COTTAGE STOW COTTAGE THE OLD COACH HOUSE	Three C17 or earlier timber-framed blocks, all refronted, Nos 17 and 19 with painted brick and tile-hanging, Nos 21, 23 and 25 with red brick and grey headers (No 21 painted), No 27 with painted brick and tile-hanging. Tiled or Horsham slab roofs. Casement windows. Two storeys. Eleven windows.	II	28/11/1980	TQ 08779 26124

	1354102	35, 35A AND 35B, HIGH STREET	One building endwise to road. C18. Two storeys. Four windows. Red brick and grey headers alternately. Modillion eaves cornice. Hipped tiled roof. Vertical glazing bars intact.	II	28/11/1980	TQ 08763 26074
	1027136	THE KING'S HEAD INN	Early C19. Three storeys. Two windows. Faced with rough plaster. Wide eaves modillion cornice. Glazing bars missing. Two doorways with joint flat hood on brackets. Round-headed carriage archway to yard on the south.	II	28/11/1980	TQ 08732 26083
	1286485	42, 44 AND 46, HIGH STREET	C17 or earlier timber-framed building with the timbering exposed and painted brick infilling on No 42, the reminder refaced with red brick on ground floor and tile-banging above. Horsham slab roof. Casement windows, some with diamond-shaped panes. Small modern shop front to No 42. Two storeys. Seven windows.	II	28/11/1980	TQ 08726 26069

	1412546	54-56 AND 54A HIGH STREET	C17 range fronting the High Street and attached rear range, is designated at Grade II for the following principal reasons: * Architectural interest: C17 timber framed building and rear range, probably replacing an earlier building, demonstrating the evolution of the local vernacular tradition; * Plan: unusual survival in Billingshurst of a two-storey rear range of this early date; * Historic interest: street-frontage range and rear range, possibly relating to documented construction, that demonstrate the evolving use of the burgage plot in the post-medieval period in a medieval town centre. In the C19 a shallow half-hipped bay was added to the front of no 56; it was subsequently enlarged with a large C20 shop front.	II	15/02/2013	TQ0869726034
	1026853	K6 TELEPHONE KIOSK, HIGH STREET	Designed 1935 by Sir Giles Gilbert Scott. Made by various contractors. Cast iron. Square kiosk with domed roof. Unperforated crowns to top panels and margin glazing to windows and door.	II	16/01/1990	TQ 08677 25982
	1192705	59, HIGH STREET	Probably C17 timber-framed building refaced with stucco on ground floor and tile-hanging above. Tiled roof. C19 shop windows with sloping tiled roofs. Two C19 dormers above. Two storeys. Two windows.	II	28/11/1980	TQ 08708 25976

	1027137	YE OLD SIX BELLS INN	Good C16 timber-framed building with roughcast infilling. Horsham slab roof. Casement windows. Two storeys. Four windows. Small projecting wing in red brick to south-west.	II*	22/09/1959	TQ 08628 25957
	1354123	BELL COTTAGE	C16 timber-framed cottage with painted brick infilling and curved braces on first floor, ground floor rebuilt in brick. Steeply-pitched hipped tiled roof. Casement windows. Two storeys. Two windows.	II	22/09/1959	TQ 08612 25939
	1027096	THE KING'S ARMS INN	Probably C17 building, refaced with stucco on ground floor and tile-hanging above. Tiled roof. C19 sash windows. Two doorways with flat hoods.	II	28/11/1980	TQ 08654 25925





	1027097	SOUTHDOWN HOUSE	L-shaped C18 building. Two storeys. Two windows. Painted brick. Tiled roof. Casement windows. Modern shop front.	II	28/11/1980	TQ 08652 25907
	1027098	92 AND 94, HIGH STREET	C17. Two storeys. Three windows. Painted brick. Modillion eaves cornice. Tiled roof. Casement windows, some with small square panes.	II	28/11/1980	TQ 08643 25865
	1027099	98, 100 AND 102, HIGH STREET	Early C19 range. Stuccoed with slate roofs. Glazing bars intact. Nos 100 and 102 have porches with a joint gable. Two storeys. Three windows.	II	28/11/1980	TQ 08640 25846




	1027100	THE UNITARIAN AND FREE CHRISTIAN CHURCH	Small mid C18 meeting-house. One storey. Two windows. Red brick and grey headers. Tiled roof. Casement windows. Gabled porch. Small gallery inside.	II	22/09/1959	TQ 08590 25854
	1027135	87, HIGH STREET	C18. Two storeys. Five windows. Painted brick. Tiled roofs. Doorways with flat hoods on brackets. No 87 has casement windows, No 89 sashes and 2 small curved bay windows on ground floor with glazing bars intact.	II	28/11/1980	TQ 08650 25781
	1261147	89, HIGH STREET	C18. Two storeys painted brick. Tiled roof. Two casement windows. Doorcase with flat hood on brackets.	II	28/01/1982	TQ 08648 25772

	1192717	103, HIGH STREET	Early C19. Two storeys. Two windows and one window space. Eaves cornice. Hipped slate roof. Glazing bars intact. Trellised wooden porch.	II	28/11/1980	TQ 08638 25742
	1354103	THE HERMITAGE	Tall L-shaped C16 or early C17 timber-framed building, now fronted with stone on ground floor and fishscale tiles above. Tiled roof. Casement windows. Three storeys. Two windows.	II	28/11/1980	TQ 08684 25942
	1027134	CAUSEWAY COTTAGE AND TITHE COTTAGE	House, later three cottages, now subdivided into two properties. Late Medieval Wealden house, possibly dating from the C14, with inserted C16 chimneystack and ceiling into the open hall, adapted into cottages in the C18 and restored and re-fenestrated in the C20. Timber framed with rendered infill, although the west side of No. 63 has a rendered first floor over a brick ground floor. Tiled roof, gabled to south and hipped with gablet to the north, with off central ridge brick chimneystack to No. 65. No. 63 has an C18 external brick chimneystack and C19 brick chimneystack in its rear slope. Irregular fenestration, mainly casements, but some sash windows to No. 63.	II	28/11/1980	TQ 08707 25950
	1286476	BOTTERELLS HOUSE	Early C19. Two storeys. Three windows. Stuccoed. Tiled roof. Vertical glazing bars intact. Porch with columns.	II	28/11/1980	TQ 08710 25941

	1192524	HIGH BANK	Early C19. Two storeys. Two windows. Painted brick. Hipped tiled roof. Casement windows.	II	28/11/1980	TQ 08751 25965
	1027130	CHURCHGATE CHURCHGATE COTTAGE	L-shaped block. East wing probably C17. Now faced with painted brick on ground floor and with fishscale tiles above. Casement windows. South-west wing C18. Red brick and grey headers alternately. Modillion eaves cornice. Sash windows with glazing bars intact. Doorway with flat hood and door of 6 fielded panels. Ripped tiled roofs to both parts. Two storeys. Three windows to each wing.	II	28/11/1980	TQ 08783 25951
	1192526	ROBIN COTTAGE AND CHIME COTTAGE	One building. C18 or earlier, restored and refaced with stucco on ground floor and fishscale tiles above. Hipped tiled roof. Chimney breast on west wall. Two storeys. Four windows.	II	28/11/1980	TQ 08833 25941
	1354139	THE PARISH CHURCH OF ST MARY	Chancel with north and south chapels, nave with aisles, west tower and porch. Tower C12, south chapel C13, remainder largely rebuilt in 1866. Graded for good medieval tower.	I	22/09/1959	TQ 08757 25919

	1192530	GORE COTTAGE GORE FARMHOUSE	One building. C16 timber-framed with the timbering and plaster infilling exposed in the west and north walls, but refronted with red brick on ground floor and fishscale tiles above. Half-hipped gable at west end of front. Tiled roof. Casement windows. Two storeys. Four windows. GV.	II	22/09/1959	TQ 08985 25963
	1027131	45, 47 AND 49, EAST STREET	Possibly C17, refaced with brown roughcast. No 49 is a later addition. West wall of No 45 ashlar. Tiled roof. Casement windows. Two gabled porches. Two storeys. Seven windows. GV.	II	28/11/1980	TQ 09007 25957
	1354141	51 AND 53, EAST STREET	Early C19. Two storeys. Two windows. Stuccoed. Slate roof. Glazing bars intact. Pair of doorways with joint flat hood and rectangular fanlights. GV.	II	28/11/1980	TQ 09031 25947
	1192611	VINE COTTAGE	C18. Two storeys. Three windows. Red brick and grey headers. Eaves cornice of brick coggling. Tiled roof. Glazing tars intact. Doorway with flat hood over. GV.	II	28/11/1980	TQ 09046 25946

	1027132	HAMMONDS	C18. Two storeys. Two windows. Painted brick. Modillion eaves cornice. Half-hipped roof of Horsham slabs. Glazing bars intact. Trellised wooden porch containing doorway with door of 6 fielded panels.	II	22/09/1959	TQ 09142 25940
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# Appendix 3: Landscape sensitivity criteria assessment table

Table \*\*\* Landscape Fringe Sensitivity – Typical Assessment Criteria

Criterion	High	Medium	Low
<b>Conservation area edge character, mitigation and enhancement potential (including landscape function in relation to gateways, nodes, edge integration/relationship, landmarks etc).</b>	<p>Very well integrated built edge with natural, clear and defensible boundaries. Well defined but often porous form, where gaps are particularly important to the edge character and relationship to the surrounding landscape. Intact historic settlement and landscape character interface may persist e.g. adjacent manor/parkland/historic fieldscapes. The integrity of such features would be susceptible to change arising from further development.</p> <p>Built edge forms a key/positive approach or gateway to the settlement. May have strong intervisibility with the settlement core and associated distinctive landmarks e.g. church tower/spire.</p>	<p>Generally, well integrated built edge. A mostly clear/natural/defensible boundary, albeit with some erosion where development may have breached such parameters. Some remnant historic features.</p> <p>Built edge contributes to a positive approach or gateway to the village and has limited intervisibility with the settlement core and associated distinctive features.</p>	<p>Poorly integrated/raw/exposed settlement edges, which may offer mitigation potential through new development and edge landscape treatment.</p> <p>Much expanded, modern settlement edge with little relationship to the historic settlement structure or key features. Settlement edge land uses/management is prevalent and historic features have been eroded.</p>
<b>Topography and skylines</b>	<p>Contours form a clear and defensible limit to the conservation area extents and create a prominent setting to the built edge.</p> <p>Distinctive, strong topographic features that would be susceptible to change associated with development.</p> <p>Open or 'natural' and undeveloped skylines which are apparent in key views and/or would be susceptible to change arising from development.</p>	<p>Contours are apparent as part of the conservation area's setting, and such features may be distinctive and to a degree susceptible to change associated with development.</p> <p>Skylines may be mostly undeveloped or with only localised developed intrusions, such that they have some susceptibility to change arising from development.</p>	<p>Few strong topographic features that define the edge of the conservation area, with little landform variation.</p> <p>Developed/settled skylines including modern settlement and human influences, or skylines that are neither visually distinctive nor prominent and have a low susceptibility to change arising from development.</p>
<b>Landscape scale and pattern (including cultural pattern)</b>	<p>Small scale, intimate and intricate landscape pattern which the legibility would be susceptible to change arising from development.</p> <p>Strong sense of / intact cultural pattern, historic functional relationships and evolution.</p>	<p>Medium scale landscape patterns with some susceptibility to change arising from development.</p> <p>Moderate, perhaps partially eroded, sense of cultural pattern, historic functional relationship and evolution.</p>	<p>Expansive, open landscapes with few features that are susceptible to change arising from development.</p> <p>Eroded, fragmented, weak sense of cultural pattern, historic functional relationships and evolution.</p>
<b>Aesthetic and perceptual quality including landscape experience and tranquillity</b>	<p>Intricate, complex landscapes, the integrity and legibility of which would be affected by development.</p> <p>Tranquil, peaceful landscape such that any development would represent a significant intrusion.</p>	<p>Landscape patterns that display a degree of intactness and relative complexity in areas, with some potential for development to affect the integrity and legibility of these.</p> <p>A landscape with relatively few or moderate levels of intrusion, with some level of tranquillity.</p>	<p>Simple or fragmented, eroded landscapes with low legibility such that new development may present an enhancement opportunity.</p> <p>Landscape of low tranquillity, already characterised by levels of intrusion.</p>
<b>Views, visual character and intervisibility</b>	<p>Expansive, open and prominent views in and out, wide intervisibility with adjacent landmarks, visually important/prominent elements associated with the wider landscape character that are susceptible to change arising from development.</p>	<p>Medium range views and medium level/filtered intervisibility with nearby landmarks, visually prominent landscape elements and characteristic features.</p>	<p>Enclosed visual character with views kept short. Little or no intervisibility with adjacent landmarks, visually prominent landscape elements and characteristic features.</p>

- 1.1 The above typical criteria have been defined in order to focus the analysis. The criteria have been informed by the information in the district landscape character assessment and capacity study, and knowledge gained of the area through fieldwork. They have been developed with reference to best practice guidance<sup>1</sup>. They have been applied to the landscape fringes associated with the conservation area, in order to determine the susceptibility to change and the sensitivity of the fringe to development.
- 1.2 It should be noted that different combinations of the attributes within the typical criteria may apply, and professional judgement is applied in each case.

<sup>1</sup> Natural England, 2014, *An Approach to Landscape Character Assessment* and Landscape Institute and Institute of Environmental Management and Assessment, 2013, *Guidelines for Landscape and Visual Impact Assessment 3<sup>rd</sup> Edition (GLVIA3)*

## Appendix 4: Billingshurst boundary review justification

Local authorities are obliged to re-consider the boundaries of Conservation Areas 'from time to time' (Section 69 – Act 1990 Planning (Listed Buildings and Conservation Areas)). Since the designation in 1973, there is no evidence of review and Conservation Area character appraisal.

Four proposals for extending Billingshurst's Conservation Area boundaries and four proposals for removing areas from Billingshurst's Conservation Area boundary have been adopted as part of the boundary review:

A. Extension of the boundary along Coombe Hill to include the inter-war neo-vernacular police station, now converted to residential use but retaining many of its original features including the terraced front garden behind dwarf brick walls.

B. Deletion of the part of the Conservation Area where the boundary line, drawn to follow the historical settlement from the 1940s, bisects buildings and cuts across gardens of houses at the northern end of Rosehill.

C. Extension of the boundary to include part of the allotments at the end of Little East Street and also to bring into the Conservation Area the wooded area and footpaths that connect this area with Hammonds and Mill Barn on East Street. This will also bring into the Conservation Area the surviving fragments of the historic mill located just north of East Street. These areas comprise an important element of the historic wooded and agricultural setting of the Conservation Area, which is threatened by encroaching residential development. Increasingly this will become an important asset for Billingshurst.

D. Deletion of the part of the Conservation Area where the boundary line, drawn to follow the historical settlement from the 1940s, bisects buildings and cuts across gardens of houses at the northern end of Easton Crescent. This modern development does not address East Street and so detracts from the historic character of the Conservation Area.

E. Extension of the boundary to include the whole of the property boundary of 'Trees', opposite Hammonds on the south side East Street. This is a very good quality neo-vernacular house constructed in the second half of the 20th century, incorporating many characteristic details

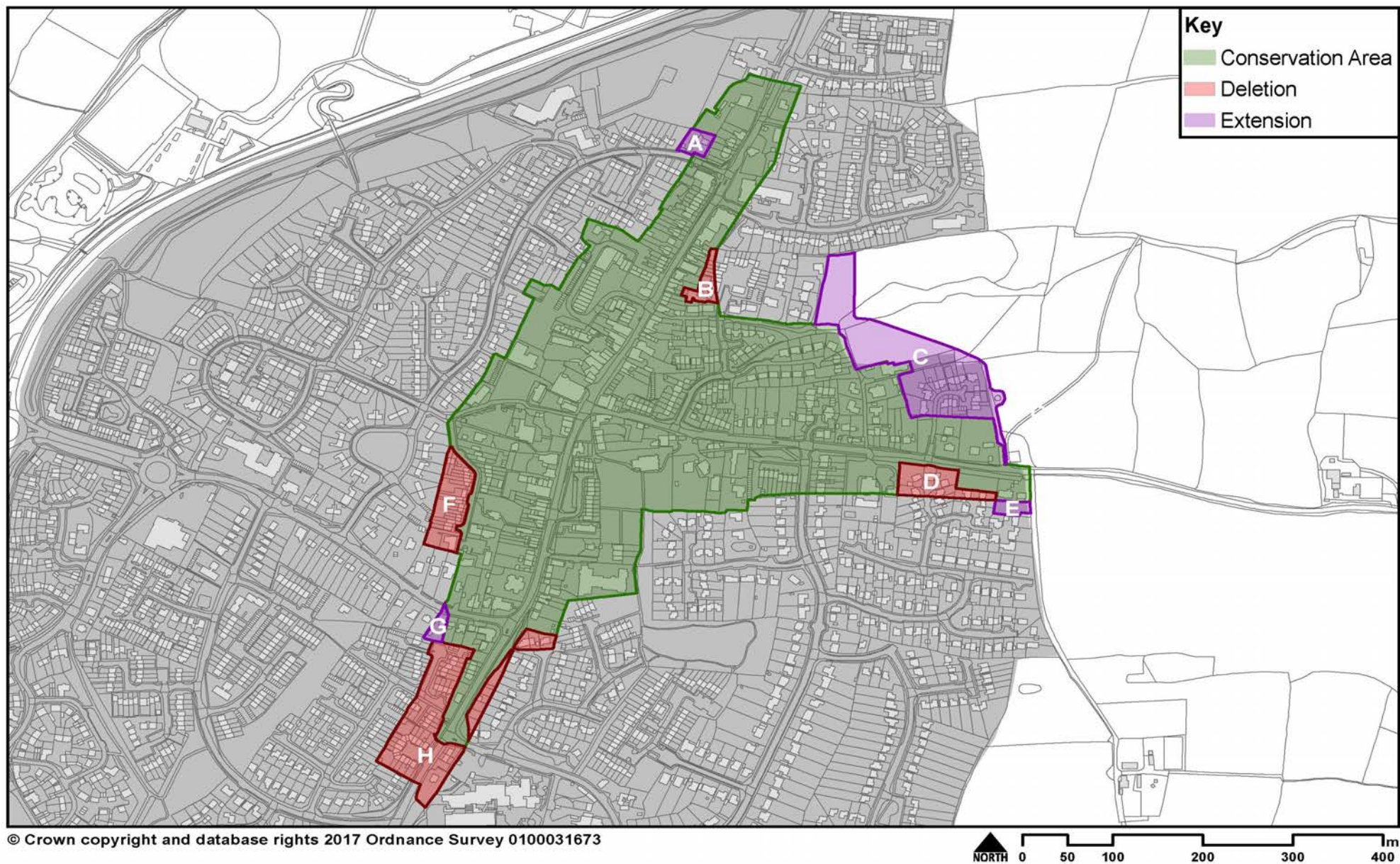
including a Horsham slab roof.

F. Deletion of the part of the Conservation Area where the boundary line, drawn to follow the historical settlement from the 1940s, includes an area of 20th century in-fill development along the west side of Lakers Meadow which, due to its suburban design and use of non traditional materials, detracts from the historic character of the Conservation Area.

G. Extension of the boundary along to include a characteristic 19th century workers cottage on the south side of West Street .

H. Deletion of the part of the Conservation Area where the boundary line, drawn to follow the historical settlement from the 1940s, includes an area of 20th century in-fill development located to the west of the High Street which, due to its suburban design and use of non traditional materials, detracts from the historic character of the Conservation Area. Also the boundary historically cut across the rear gardens of 20th century infill development located to the east of High Street and this has been revised to follow their property boundaries. A recently completed development at the very southern area of the Conservation Area has been planned around a three-sided courtyard and comprises three storey dwellings with uncharacteristic fenestration. Upon entering Billingshurst from the south, views are not possible of the Conservation Area until one reaches the junction with Station Road.

The proposed changes to the boundaries are shown on the Boundary Proposals Map, below.



Map 11: Billingshurst Conservation Area boundary review map.



## Appendix 5: Glossary of architectural and building terms

### A

**Arcade** - a row of arches supported by columns.

**Arch** - a section above a door or opening window with the structural function of dispersing the weight from above around the opening. Also referred to as a head above a door or window. The shape will determine its name; most common are segmental (semi-circular), lancet (pointed) and gauged (composed of shaped bricks).

**Architrave** - in Classical architecture, the lower part of a moulded cornice. Commonly used term for the moulded surround of a door or window.

**Arts and Crafts** - derived from an artistic movement of the late C19, based on the ideas of William Morris, which promoted traditional forms of design and the use of craft techniques in construction. Its architectural expression is seen in the use of traditional materials and restrained vernacular decoration.

**Art Nouveau** - an artistic movement of the turn of the century characterised by stylised forms of flowers and animals, prevalent in Edwardian buildings.

**Ashlar** - smoothed, even blocks of stone masonry.

### B

**Baluster** - the upright in a staircase or balustrade that supports the horizontal top rail or coping.

**Balustrade** - the upstanding part of a stair or balcony that supports a rail or coping. The individual uprights (balusters) may be decorated or ornate, for example in the shape of bottles, in which case it is termed a bottle balustrade.

**Bargeboard** - a timber piece fitted to the outer edge of a gable, sometimes carved for decorative effect.

**Baroque** - a style associated with late Classical architecture, that evolved during the C17 and C18 and is characterised by exuberant decoration overlaid on classical architectural details.

**Battered** - a feature, such as a chimney, with sloping faces or sides making it narrower at the top than at the bottom.

**Battlement** - the top part of a castle wall, often used to detail a parapet; also known as crenellation.

**Bay** - an extension to the main building line, termed canted or splayed when angled back at the sides, and squared when perpendicular (see also Window).

**Bow window** - a curved window extending from the front of a building.

**Bull nose** - the rounded end of a brick or tile.

**Burr** - a rough, poor quality brick used as infill.

### C

**Canted** - angled at the sides, as in a bay window.

**Cap** - a stone piece on top of a pier to protect it from weathering.

**Cape** - extension to the footpath to narrow the road width.

**Capital** - the ornate top of a column, sometimes decorated with carvings of leaves and flowers.

**Cartouche** - a carved panel of stone or plaster.

**Casement window** - a window opening on side or top hinges.

**Chamfered** - an object with the edges of the front face angled back to give a sense of depth; e.g. on a door stile.

**Channelled** - stucco or render grooved to look like stone masonry.

**Character** - The main visual characteristics of an area resulting from the influence of geology, topography, urban layout, plot form, and predominant building ages, types, form and materials.

**Chinoiserie** - a decorative style, inspired by oriental art and design.

**Classical** - an architectural style based on Greek and Roman antiquities, characterised by the arrangement of the elements of a building according to a set of rules (i.e. Orders).

**Clerestorey** - a row of windows at high level lighting the ground or principal floor; very common in churches where they are positioned over the aisles.

**Colonnade** - a small, slim column, usually arranged in groups.

**Column** - a structural or decorative vertical element, usually circular, supporting or framing the upper parts of a building.

**Coping** - a sloping or curved, overhanging section of stone on top of a wall or parapet designed to protect the masonry from rain water.

**Corbel** - a projecting piece of timber, stone or brick supporting an overhanging structure, such as an arch or balcony.

**Corinthian** - an ornate type of column with exuberant decoration of the capital.

**Cornice** - a decorative mould applied to parapets and pediments.

**Crenellation(s)** - a parapet that has been built in the form of castle battlement.

**Crow-stepped gable** - a gable with stepped sides like a stair case.

**Cupola** - a domed structure on the roof.

**Curtilage** - the area within the boundaries of a property surrounding the main building.

## D

**Dentil** - a square block, often used as a detail in a cornice, where it is alternated with a gap.

**Distinctive frontage** - a structure or series of buildings, such as a terrace, that has specific architectural quality, recognisable plot rhythm, consistent use of materials, or a combination of the above. A distinctive frontage will make a positive contribution to local character or even define the local character.

**Doorcase** - the surrounding frame of a door, usually timber.

**Doric** - a plain column with little decoration.

**Dormer window** - a window projecting from a roof.

**Dressings** - the decorative elements of building elevations used to define windows, doors, etc., and usually of a material contrasting with the main one; for instance, stone window surrounds on a brick facade.

**Dutch gable** - a gable with tiered and curved sides as evolved in the Low Countries.

## E

**Eaves** - the lower, overhanging section of a pitched roof, intended to throw rain water away from the wall below.

**Egg and Dart** - a moulding pattern of alternating eggshaped and arrow-head shaped pieces.

**Engineering brick** - an extremely hard brick used mainly in engineering structures such as bridges.

**Entablature** - the top part of a column or pediment comprising a number of elements; i.e. architrave, cornice, modillion, capital, etc.



## F

**Faience** - a glazed clay tile or block.

**Fenestration** - the pattern of windows.

**Fielded** - a flat, undecorated but raised part of a door panel.

**Fin** - a simple projection at right angles to the face of the building, repeated to give some relief to flat modernist facades.

**Finial** - a decorative device to finish off a building element with a flourish, most commonly seen on railings.

**Fleche** - a pointed spike or finial, common on church roofs.

**Frieze** - a band or decorative motif running along the upper part of the wall, sometimes carved.

**Fluted** - carved with long vertical depressions, as in many columns.

## G

**Gable** - a decorative finish to the upper part of a wall designed to obscure the roof structure. Termed Dutch if replicating the style common in Holland; crow-stepped if rising in stages like a staircase.

**Gablet roof** - roof with a small gable at the top of a hipped or half-hipped section.

**Galleting** - a technique in which small pieces of stone are pushed into wet mortar joints during the construction of a building. Has both a decorative and weathering function.

**Gardenesque** - of a style associated with the C18 English Romantic garden designs; naturalistic rather than formal.

**Gauged** - bricks shaped to fit together closely, as in an arch or head.

**Gault brick** - a light cream/yellow brick commonly made in East Anglia (hence Suffolk gaults).

**Gothic(k)** - term applied to Medieval architecture characterised by pointed arches and windows, fine decorative carving, tracery, etc. Revived in the later C19 by ecclesiastical architects who looked back to the Medieval cathedrals and churches for their main inspiration.

## H

**Ha ha** - a linear hollow or ditch defining a property or field boundary and primarily used to exclude livestock from the grounds of a house while maintaining a view of the landscape.

**Head** - the common term for the arch over an opening.

**Heritage asset** - Heritage assets are identified as having a degree of significance meriting consideration in planning decisions, because of their heritage interest. Designated heritage assets include Conservation Areas, listed buildings, Scheduled Monuments, Registered Parks and Gardens. A non-designated heritage asset are those identified by the Local Authority of local communities that are not of sufficient interest to be statutorily designated but still warrant consideration in planning decisions due to their local interest. Non-designated heritage assets can be identified at any time and within the context of Conservation Areas are those which contribute to local distinctiveness.

**Herringbone pattern** - a pattern created by laying rectangular blocks of wood or stone in an interlocking arrangement; e.g. some door panels and paving.

**Hipped roof** - a roof sloping at the ends as well as the sides.

**Hood** - a projecting moulded section over a door or window.

## I

**International** - a modern architectural style that eschews decoration and is based on designing buildings in simple cubist forms with no reference to

local styles or materials. Characterised by modern building materials, such as concrete, steel and plate glass.

**Ionic** - a type of column.

**Italianate** - built in a style derived from Italy.

## J

**Jettied** - extended out over the floor below, usually on timber joists.

## K

**Knapped flint** - flint stones that have had one side broken off and flattened to present a smooth face.

## L

**Lancet** - a window or arch coming to a narrow point and much used in Gothic architecture.

**Leaded light** - a window pane subdivided into small squares or diamonds by lead strips (known as cames).

**Lesene** - a pilaster without a base or capital.

**Light** - a window with fixed glazing.

**Lintel** - a structural beam above an opening, such as a window or door, which may be expressed externally as an architectural feature.

**Loggia** - an open gallery, often in the form of an arcade.

## M

**Mansard roof** - a roof set back from the building frontage, usually behind a parapet, and rising in two pitches to form an attic space.

**Materials** - the predominant building materials used in an area for walling, windows, paving and roofing.

**Mathematical tile** - a building material used extensively in the southeastern counties of England—especially Sussex and Kent—in the C18 and early C19. They were laid on the exterior of timber-framed buildings as an alternative to brickwork, which their appearance closely resembled. Mathematical tiles had an extra price advantage during the time of the brick tax (1784–1850), although later there was a tax on tiles also. The tiles were laid in a partly overlapping pattern, akin to roof shingles. Their lower section - the part intended to be visible when the tiling was complete - was thicker; the upper section would slide under the overlapping tile above and would therefore be hidden. They would then be hung on a lath of wood, and the lower sections would be moulded together with an infill of lime mortar to form a flat surface. The interlocking visible surfaces would then resemble either header bond or stretcher bond brickwork. Mathematical tiles had several advantages over brick: they were cheaper, easier to lay than bricks (skilled workmen were not needed), and were more resistant to the weathering effects of wind, rain and sea-spray, making them particularly useful at seaside locations.

**Modillion** - part of a cornice comprising a series of small brackets.

**Morphology** - the study of the shape and layout of an area as defined by natural and man-made features; e.g. valleys, rivers, roads, boundaries.

**Mullion** - a vertical piece of stone or timber dividing a window into sections.

## N

**Nailhead** - a style of moulding in the form of a small pyramid shaped projection, which when laid horizontally in a band form a string course.

**Negative buildings** - buildings that due to their location, scale, material, form or detailed design, are a negative intrusion on the area and which offer the potential for beneficial change that would enhance the character of the Conservation Area.

**Neutral buildings** - buildings which make neither a positive nor negative contribution to the character and appearance of a Conservation Area.

## O

**Ogee** - a moulding shaped with a double curve.

**Oriel** - a window which is suspended from the face of the building.

**Ovolar (or Ovolo)** - a moulding section of a quarter circle.

## P

**Panel tracery** - a late Medieval form of tracery characterised by sub-division of the window by strong vertical and horizontal members.

**Pantile** - a clay roofing tile with an 'S'-shaped profile.

**Parapet** - the upper part of a wall, often used to hide roofs and decorated for architectural effect; e.g. crenellated or battlemented in the form of a castle wall.

**Party-line** - the dividing wall between properties.

**Paviors** - small brick-like paving units.

**Pediment** - a triangular feature of classical buildings surmounting a portico, but often used on a smaller scale over doors and windows, which are then referred to as pedimented. When the upper sloping sides are curved it is called segmental. It may termed be broken or open when either the bottom horizontal or angled upper sides do not meet.

**Pilaster** - a flattened column used to frame door and window cases and shopfronts.

**Planter** - a container for holding plants.

**Plat** - a string course without mouldings.

**Plinth** - the base of a column or wall.

**Portico** - a grand entrance extending in front of the building line, usually defined by columns and surmounted by a pediment.

## Q

**Queen Anne Style** - an architectural style of the late C19 century, related to the Arts & Crafts movement, and reviving Dutch style buildings of the reign of William and Mary (late C17).

**Quoin** - a corner of a building defined by contrasting or exaggerated materials.

## R

**Range** - a line of buildings, often grouped around a courtyard.

**Reveal** - the area of masonry or frame visible between the outer face of a wall and a door or window which is set back from it.

**Roughcast** - a type of render of plaster or concrete with a rough surface finish.

**Rubble stone** - stonework left rough and unworked.

**Rustication** - stucco or stone blocks with large angled joints.

## S

**Salt glaze** - a method of glazing brick or clay to give a glassy finish.

**Sash window** - a window that slides vertically on a system of cords and balanced weights.

**Scale** - Building scale refers to building elements and details as they proportionally relate to each other and to humans. Aspects of scale include: size (2D measurement); bulk (visual perception of the composition of shape of a building's massing); and mass (determined by volume, shape and form, relationship to neighbouring structures, building plot and

relationship to streets).

**Scorria block** - a hard, durable engineering brick, looking like granite; used in paving, especially in gutters.

**Scroll(work)** - a circular or spiral decorative piece, representing a curved leaf, such as a bracket or the top of a column. If included in a decorative panel, it would be referred to as a scroll leaf panel.

**Segmental** - a section of a circle and the term applied to a curved element, e.g. above an arch or pediment.

**Sett** - a small block of hard stone, such as granite, used for paving.

**Setting** - the setting of a heritage structure, site or area is defined as the immediate and extended environment that is part of, or contributes to, its significance and distinctive character. Beyond the physical and visual aspects, the setting includes interaction with the natural environment; past or present social or spiritual practices, customs, traditional knowledge, use or activities and other forms of intangible cultural heritage aspects that created and form the space as well as the current and dynamic cultural, social and economic context.

**Significance** - The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.

**Soldier band** - a string course made up of bricks set with the long side vertical.

**Soffit** - the underside of eaves or other projection.

**Spandrel** - a blank area between arch supports or below a window.  
Spayed - a bay window with angled sides.

**Sprocket** - a small supporting piece of stone or timber carrying a larger item such as a bracket.

**Stable block** - small square stone or clay pavior traditionally used as flooring in stables and similar buildings.

**Stack** - the part of the chimney breast visible above the roof.

**Stile** - the vertical sections of a door or window.

**Stippled** - the effect created by carving small depressions in the face of stone.

**Stock brick** - a traditional clay brick commonly used in house construction; often called London stocks because of the frequency of use locally. May be yellow or red in colour.

**String course** - a horizontal band in a wall, usually raised and often moulded.

**Stucco** - a lime based render applied to the exterior of a building. Often scored to imitate courses of masonry, then called channelled, and sometimes more deeply incised to give the appearance of roughly hewn stone, in which case it is rusticated.

**Swag** - a decorative carving representing a suspended cloth or curtain.

## T

**Tented** - a roof structure shaped to look like a tent.

**Tessellated tiles** - small clay tiles or mosaics, geometrically shaped, and fitted together to make intricate formal designs; commonly used for front paths to houses.

**Tetrastyle** - a portico with four columns.

**Toothed** - a brick detail like a dentil in which bricks are alternately recessed and projected.

**Topography** - The physical form of an area defined by natural features and geographic elements such as rivers.

**Tourelle** - a small tower-like structure suspended from the corner of a building (also called a turret).

**Tracery** - delicately carved stonework usually seen in the windows of Gothic churches and cathedrals; various forms exist, including panel type. Transom - a horizontal glazing bar in a window.

**Trefoil** - literally “three leaves”, thus relating to any decorative element with the appearance of a clover leaf.

**Tuscan** - a plain, unadorned column.

**Tympanum** - the space between a lintel and an arch above a door.

#### **Unlisted building making a positive contribution to the street scene**

Buildings that are not designated assets but which, due to their local architectural or historic interest or forming part of a group, contribute to or enhance our appreciation of local character and historic development. These are buildings which make a positive contribution to the overall character and sense of place of the Conservation Area. They form a material consideration in planning meaning that their preservation and sensitive adaptation will be encouraged through the planning process.

## **V**

**Venetian** - a window composed of three openings or lights within the frame, the central light arched, the two flanking with flat heads.

**Vernacular** - based on local and traditional construction methods, materials and decorative styles.

**Views** - Within the scope of Conservation Area appraisals, views are discussed in terms of location from a view to a specific landmark, or panorama incorporating a series of features (natural or built) is possible. For the view to have value and therefore merit consideration within planning, the features within the view should be worthy of conservation or contribute to our understanding of the place and its setting.

**Voussoir** - the shaped bricks or stones over a window forming a head or arch.

## **W**

**Weatherboarding** - overlapping timber boards cladding the outside of a building.

**Window** - an opening to allow light and air into a building which has developed into a significant element of architectural design; collectively referred to as fenestration. The form of opening determines the type of window; most common are sashes, which slide vertically, and casements, which are side hinged and open inwards or outwards. Those with a side light are said to have margins. A window may be projected from the building frontage, and termed a bay or bow (if curved), or oriel if suspended above ground. The top is usually defined by an arch. A dormer is one set into the roof slope.



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# Henfield Conservation Area Appraisal and Management Plan



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January 2018



Horsham  
District  
Council





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# 1. Background

## What does Conservation Area designation mean?

The Statutory definition of a Conservation Area is an “area of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance”. The power to designate Conservation Areas is given to Local Authorities through the Planning (Listed Buildings and Conservation Areas) Act, 1990 (Sections 69 to 78).

Proposals within a Conservation Area become subject to policies outlined in section 12 of the National Planning Policy Framework (NPPF), as well as local planning policies outlined in the Horsham District Council Planning Framework. The duties for Horsham District Council, set out in Section 69-72 the Act are:

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- from time to time, determine which parts of their area are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance, and designate those areas as Conservation Areas.
- from time to time, to review the past exercise of functions under this section and to determine whether any parts or any further parts of their area should be designated as Conservation Areas; and, if they so determine, they shall designate those parts accordingly (includes reviewing boundaries)
- from time to time, to formulate and publish proposals for the preservation and enhancement of any parts of their area which are Conservation Areas.
- proposals shall be submitted for consideration to a public meeting in the area to which they relate. The local planning authority shall have regard to any views concerning the proposals expressed by persons attending the meeting.
- in the exercise, with respect to any buildings or other land in a Conservation Area, of any functions..., special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

On 27th November 2015, Horsham District Council adopted the Horsham District Planning Framework (HDPF). The HDPF sets out the planning strategy for the years up to 2031 to deliver social, economic and environmental needs for the district (outside the South Downs National Park). Chapter 9, Conserving and Enhancing the Natural and Built Environment, is of particular importance for conservation and design issues. The policies contained within this chapter deal with many themes central to the conservation and enhancement of heritage assets and local character more generally, such as: district character and the natural environment (policy 25); the quality of new development (policy 32); development principles (policy 33); and heritage assets and managing change within the historic environment (policy 34). However, other sections also contain policies relevant to Conservation Areas, for example chapter 5 concerns economic development and includes policy concerning shop fronts and advertisements (policy 14).

Therefore, Conservation Area designation introduces controls over the way owners can alter or develop their properties. It also introduces control of the demolition of unlisted buildings, works on trees, the types of advertisements that can be displayed with deemed consent and the types of development that can be carried out without the need for planning permission (permitted development rights).

However, research undertaken by Historic England and the London School of Economics has demonstrated that owners of residential properties within Conservation Areas generally consider these controls to be beneficial because they often also sustain or increase the value of those properties within the Conservation Area.

## What is a Conservation Area appraisal?

A Conservation Area appraisal defines the special historic and architectural character of an area. Supported by a range of evidence, the document acts as a tool to demonstrate the area's special interest, explaining to owners and residents the reasons for designation. They are educational and informative documents, which illustrate and justify what that community particularly values about the place they live and work. They provide a relatively detailed articulation of the areas character, supported by maps and other visual information, which is used to develop a framework for planning decisions.

Character is a complex concept but is best described as the combination of architecture, materials, detailing, topography and open space, as well as the relationship between buildings and their settings. Many other aspects contribute to character such as views, land use, vegetation, building scale and form, noise and adjacent designations such as National Parks.

Appraisals also identify aspects of an area that either contribute to or detract from local character, raise public awareness and interest in the objectives of Conservation Area designation, encourage public involvement in the planning process and identify opportunities for enhancing areas.

## Purpose of this document

Once adopted, the appraisal is material to the determination of planning applications and appeals and to Secretary of State decisions. Therefore, the appraisal is an important document informing private owners and developers concerning the location, scale and form of new development.

This appraisal is also concluded with a Conservation Area management plan. This takes forward the issues presented in the appraisal, considering them in the context of legislation, policy and community interest, in order

to develop local policies Horsham District Council will adopt to protect the special interest of the Conservation Area in such a way that it becomes self-sustaining into the future. This includes policies to protect the survival and use of local materials, architectural details and to propose forms of development based on the findings of the appraisal.

This document has been produced using the guidance set out by Historic England in their document, Historic England Advice Note 1: Conservation Area Designation, Appraisal and Management (2016).

The Henfield Conservation Area Appraisal and Management Plan was researched and consulted on between February and June 2017.

The draft document will be discussed by Members at the Planning and Development Advisory Group on 13 July 2017.

It is also the intention to inform the relevant Parish Councils of the forthcoming (September 2017) public consultations on the proposed changes to the Conservation Area boundaries for the five settlements by attending appropriate Parish Council meetings in July and August 2017.

It is anticipated that following Cabinet on 20 July 2017, a four week public consultation will be held in September 2017 on the proposed alterations to the existing Conservation Area boundaries. Following the public consultation exercise, a report summarising the responses will be prepared and presented to Cabinet in October/November 2017. This will include a proposal to adopt the Conservation Area Appraisals and Management Plans as guidance for planning officers and to assist in the determination of planning applications in the relevant settlements.

## 2. Introduction

### Context

Henfield is a large village located in the Sussex Low Weald, 2½ miles to the north of the scarp slope of the South Downs. It is spread out over a ridge of Lower Greensand rock and Folkestone sandstone. The River Adur, which at this point is still tidal, flows 2 km/1¼ miles to the west. The original, Old English form of the name of the village was probably hēan felde meaning 'high open land' or 'open land characterised by rocks'. This is taken to have referred to the ridge on which it is situated. The southern side of Henfield is known as Nep, and was an outlying hamlet until absorbed into the village by its expansion in the 19th and 20th centuries.

In origin, Henfield is a linear settlement strung out along a north-south route, now the A281. This may have originated as an Anglo-Saxon drove road – in the autumn, livestock would be taken along it from villages on the Downs or near the coast to forage in the woodland of the then-widely forested Weald. This route forks on the south side of the village: the A281 continues in a south-easterly direction to Brighton, while the A2037 branches off to join the A283 outside Upper Beeding, from where it continues to Shoreham.

However, there is also clear evidence for an east-west route that intersects with the north-south road in the centre of the village at a staggered crossroads. This formerly ran from Hurstpierpoint to Ashurst along the greensand ridge, crossing the Adur to the west of Henfield. Although it is first recorded in 1469, its alignment close to St Peter's Church, an Anglo-Saxon foundation, suggests it may be a lot older.

Formerly the Adur estuary extended this far north, forming a large tidal inlet. However, owing to a combination of factors – land reclamation, the management of drainage from surrounding land and the erection of tidal walls on the coast – by the 14th century it had silted up and been turned into pasture. It became an area of water meadows located to the southwest of the settlement, known locally as 'The Brooks'.

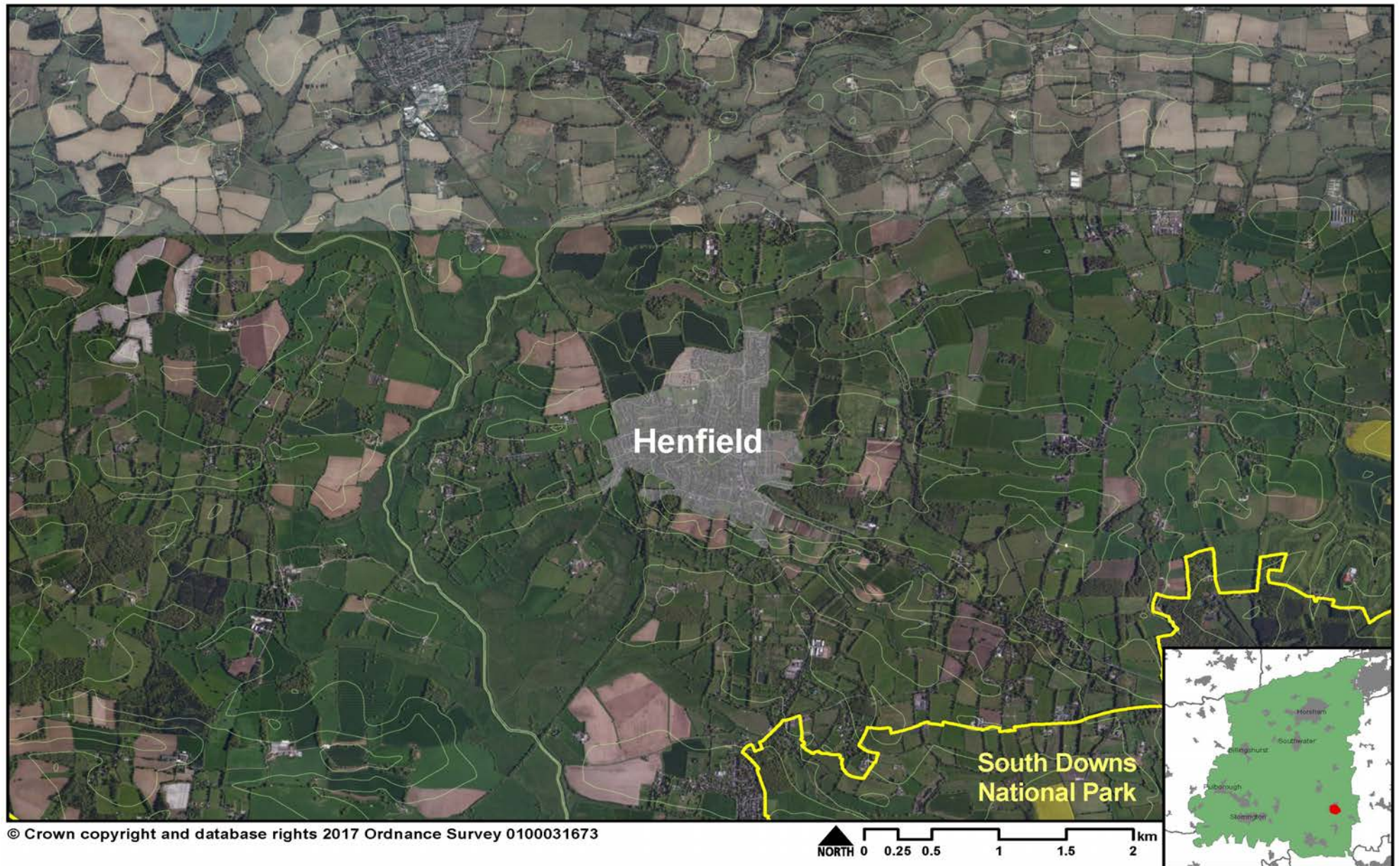
### Summary of special interest

The special interest of the Henfield Conservation Area derives from the following key features:

- The streetplan reflects its evolution from a dispersed Saxon village centred on a minster to a medieval linear settlement strung out along the High Street, with an outlying hamlet at Nep. All of these had coalesced by the 19th century into a single large, loosely planned village with a thriving commercial heart but still with a semi-rural character.
- There is a high concentration of nationally listed buildings in the Conservation Area - 60 in total, with three listed at Grade II\* - exemplifying a wide range of building types and architectural styles. Several have good group value.
- There are numerous unlisted buildings that make a positive contribution to local character.
- The buildings within the Conservation Area utilise local building materials in a wide range of distinctive vernacular and historic construction techniques.
- There are two large green spaces (the former tanyard and Rothery Field) within the Conservation Area, which are important public amenities and vital elements in the setting of individual buildings or groups of buildings. Vegetation – in the form of mature trees, bushes and shrubs, and verdant borders – is a vital component of much of the Conservation Area. In the Tanyard character area, the urban grain is largely dissolved by it.



Map 1: Henfield context



## Boundary Review

At the time of its original designation in 1973, the boundaries of the Henfield Conservation Area were generously drawn. They encompassed the extent of the village as it was in c. 1900, including large rear plots and several fields. But in the intervening period there has been a substantial amount of infill development, in many cases radically altering the balance between new construction and features with special interest. After 40 years without change, the boundaries have been reviewed, as directed by the Planning (Listed Buildings and Conservation Areas) Act, 1990. This review has drawn the following conclusions:

- Over the previous 40 years, the guidance concerning the assessment of heritage significance and the value ascribed to 19th century architecture has evolved. In the case of Eastern Terrace, a building has been identified just beyond the historic boundary of the Conservation Area which is judged to make a positive contribution to its distinctiveness and would benefit from being included within a revised boundary.

A field bounded by Lovers' Walk, the garden of Potwell, Blackgate Lane, the rear gardens of the buildings along the north side of Nep Town Road was built over with a development of detached houses fringing a cul-de-sac called The Hooks. This lacks special interest and makes at best a neutral contribution to neighbouring heritage assets. It should therefore be excluded from the conservation area and the boundary redrawn accordingly.

- Chestnut Way, at the time of the original designation a small development of bungalows fronting both sides of a cul-de-sac opening off Church Street, has been extended and encroached on the former tanyard. This lacks special interest and makes at best a neutral contribution to neighbouring heritage assets. It should therefore be excluded from the Conservation Area.
- At the time of the original designation, Craggits Lane was a country lane leading off Church Street into the tanyard area. Subsequently, however, its setting was lost to the west through the completion and extension of Chestnut Way. On the east side, infill development appeared between the two existing properties, Maycroft and Craggits,

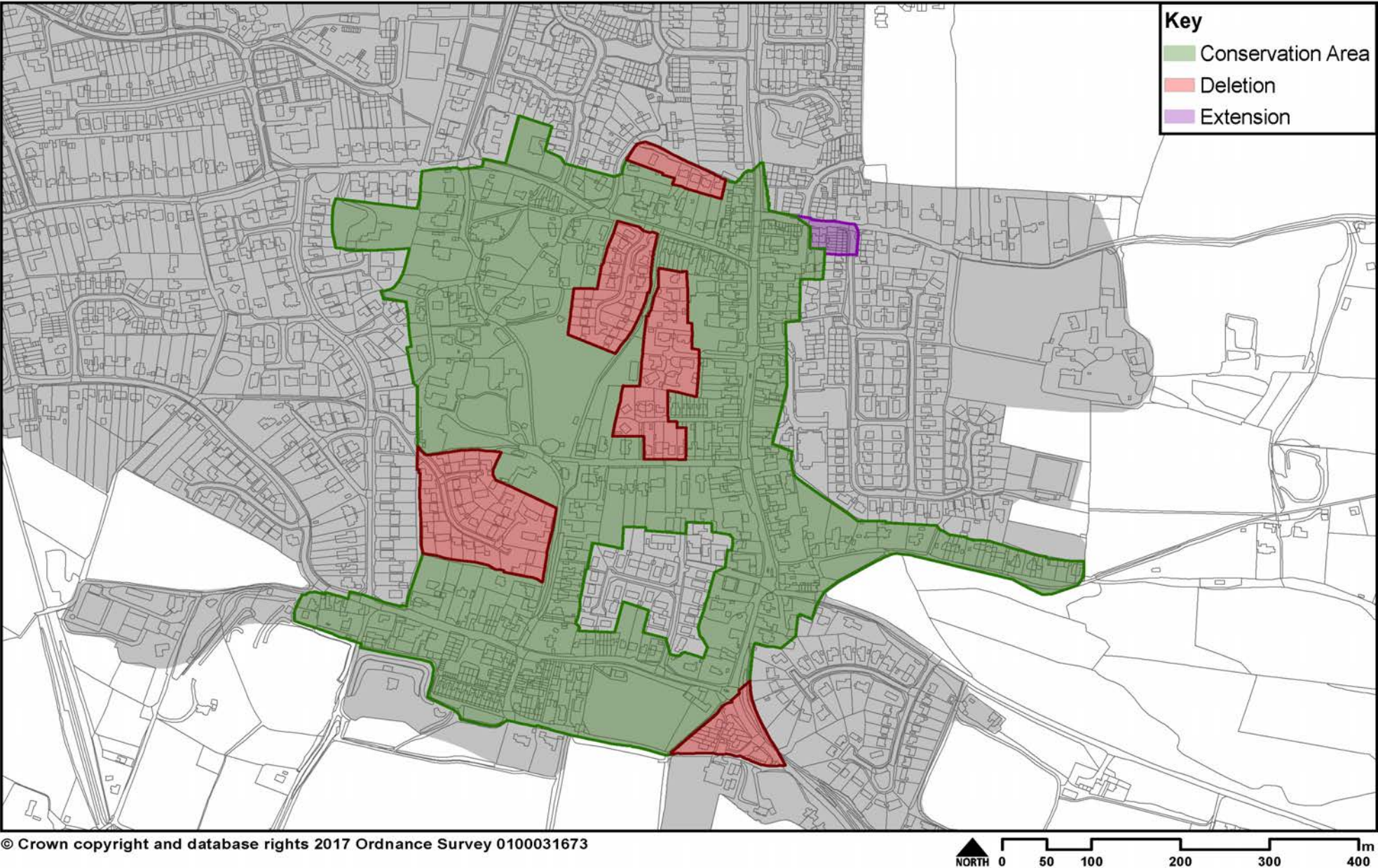
and a small new development called Bishop's Close was built between it and the backlands of the High Street. This now forms a continuous area of modern housing together with a number of properties at the east end of Park Road (Nos. 9-13) and on the north side of Cagefoot Lane (Millers, Nos. 4-5, Acacia). These properties were extant at the time of the original designation and were included in it. While, taken individually, for the most part their contribution is neutral, they are now perceived differently because of the negative impact of infill development in their setting. This area lacks special interest and therefore should be excluded from the Conservation Area. However, despite these changes, Craggits Lane itself, the scout hut site and the footpath skirting Deeryvore on Cagefoot Lane to the east retain their semi-rural character and so should remain within it.

- Since the original designation, a triangular-shaped piece of land bounded by King James' Lane, Barrow Hill and Rothery Field has been built over with a residential development called Springhills. This lacks special interest and makes at best a neutral contribution to neighbouring heritage assets. It should therefore be excluded from the Conservation Area.
- The north boundary of the conservation area was drawn around the rear boundary of the plots of four properties on the north side of Church Street (East Martyns, Martyn Croft, Rosemary and Tessier) and of Durris, located on the eastern side of Martyn Close. Since designation, the rear plots of the first three properties have been subdivided and a private road called The Laurels has been built to provide access to four new houses here. These buildings detract from local character and should be excluded.

The following map illustrates the proposed revisions to the boundaries of the Henfield Conservation Area.



Map 2: DRAFT Henfield existing Conservation Area boundary and boundary deletion and extension areas.



### 3. Historic development summary

- The first documentary reference to the area dates from 770, when Osmund, king of Sussex, granted an estate to thegn Warbald and his wife Titburh to endow St Peter's Church. However, there is no evidence that at this date the Church was surrounded by a village. This implies that the Anglo-Saxon settlement was dispersed and the Church probably functioned as a minster, i.e. a mother church serving a large area, from which daughter parishes only later evolved.
- By the time of the Domesday Book, the Church formed part of Stretham/Henfield Manor, which had passed to the bishops of Selsey (from 1075 Chichester). The bishops' manor was located on a site outside the modern village right on the banks of the Adur. The rectory became a prebend in c. 1219, and a vicarage was created around the same time.

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The bishops' manor was abandoned by the mid-14th century, probably because of flooding, and rebuilt on a new site. A second manor, called Moustow, is recorded from 1327 and probably was located on the east side of the High Street.

A market was granted in 1234, but there are no documentary references to shops, trade guilds or urban professions from this time, suggesting that it did not bring about much growth. The local economy was based largely on agriculture, mainly arable farming in areas of cleared woodland, although also livestock to a limited degree.

- St Peter's Church was rebuilt in the 13th century and enlarged in the 15th, when the north chapel and tower were built. A number of timber-framed houses from before 1500 survive in the village, including the George Inn.
- A period of growth began in the 16th century, when the first references to shopkeepers and a wider range of trades and industries appear. There was significant brewing activity, although the largest industry seems to have been tanning, which continued until 1840. Bricks were made and sand and sandstone were extracted. There are thirty surviving buildings in Henfield dating from the 16th and 17th centuries, all of them timber-framed. They probably originated as outlying farms, however, and only later were absorbed into the growing village.
- During the 18th century some older buildings were refronted in brick or with tile-hanging, but there was little new construction. However,

when Brighton rose to prominence as a bathing resort, travellers began passing through the village and the White Hart and George Inns catered to the coaching trade. The route in from Horsham was turnpiked in 1771, and the road out of Henfield to Brighton was turnpiked in 1777.

- A national school was established in 1812. In the early decades of the 19th century there was modest growth and scattered terraces of cottages began to appear. Henfield became popular with people seeking a country retreat, including Nathaniel Woodard (1811-1891), founder of Lancing College, who lived at Martyns on Church Street.
- The growth of Henfield was given a renewed stimulus by the arrival of the railway in 1861, when a station opened serving a new line from Horsham to Shoreham on a site some distance to the west of the centre. Although the railways sent the coaching trade into terminal decline, with Horsham and Brighton now only 30-40 minutes' travel away, Henfield began to attract commuters.
- A steam mill was built near the station, and villas and terraced houses began to go up here and elsewhere. The fertile sandy soil was good for cultivation and market gardens were established to replace those that had been lost to Brighton's expansion.
- Population growth accelerated in the 20th century, initially through the construction of local authority housing in the 1920s and 1930s, followed by commercial development. There was a substantial amount of new construction in the centre on High Street, Church Street and Furners Lane. But since these areas had never been densely built up, it could proceed through infill construction on vacant plots rather than the demolition and redevelopment.
- Although the station closed in 1966, Henfield continued to expand, becoming an important commercial centre for the surrounding area.





High Street, looking north.



Historic view from Church Street towards The Cat House and St. Peter's Church.



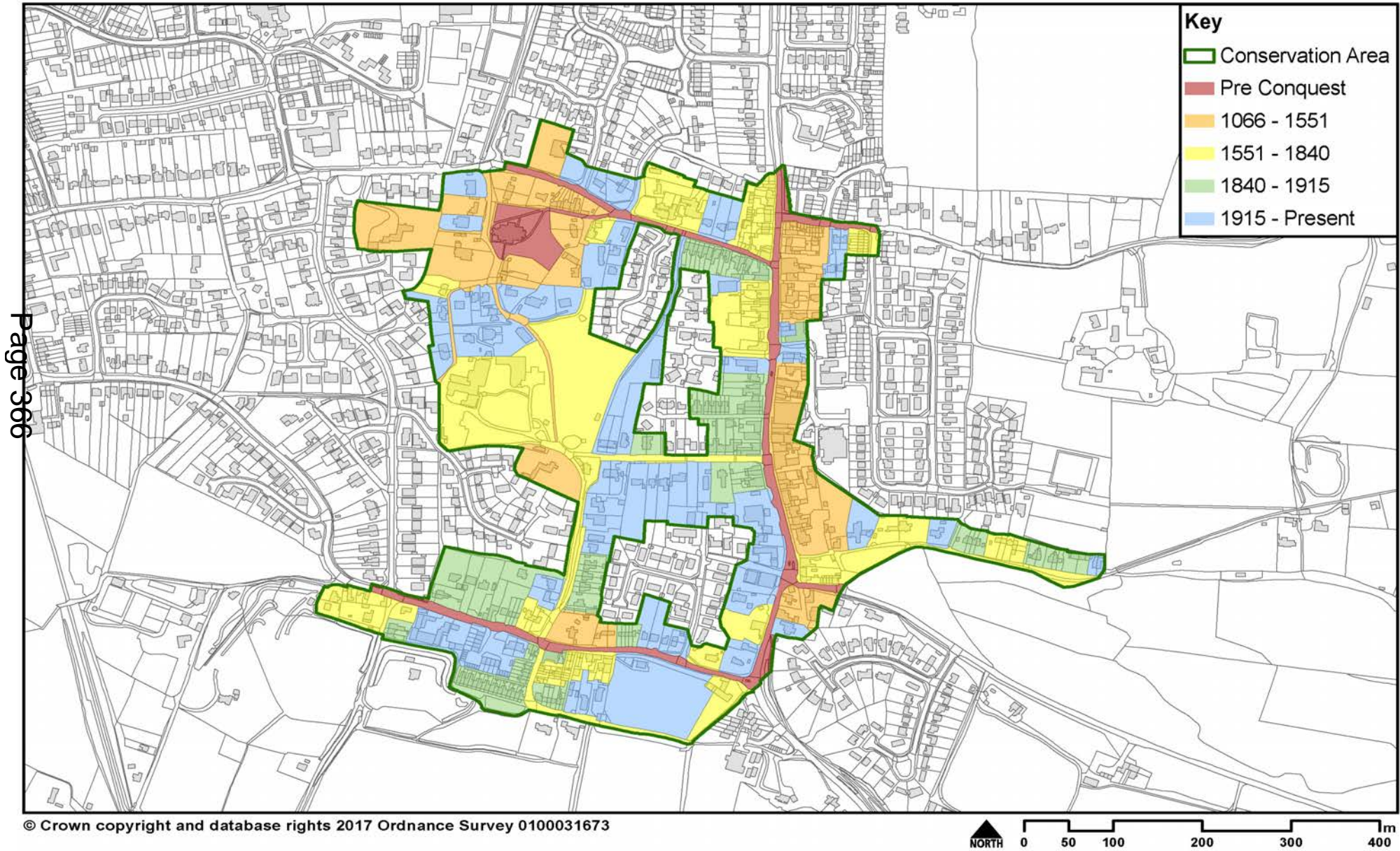
High Street, looking south towards Golden Square



Tanyard, looking south towards Seven Chimneys.



Map 3: Henfield historic phasing map.





## Henfield's evolution

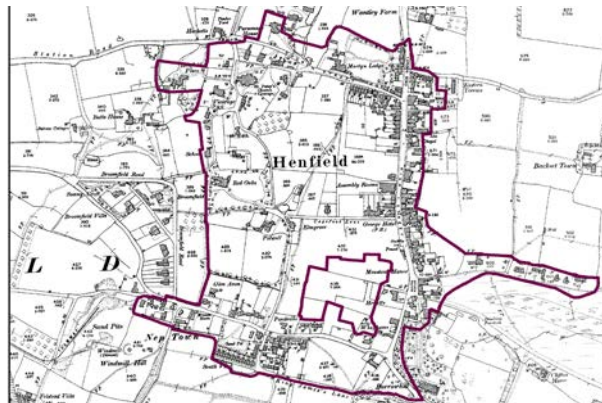
Mid 19th century



Henfield tithe map, 1840s

- By the mid 19th century, Henfield had barely expanded beyond the bounds of the early modern settlement. Buildings are concentrated on the High Street and around Nep .
- St Peter's Church stands to the west of the centre and is separated from it by open fields. It does not stand entirely alone, however, since there are numerous larger houses and farms scattered around it, including Henfield Place, Potwell, Elmgrove and Red Oaks.
- Henfield Common is located to the southwest of the centre, with Brighton Road forming its southern boundary. A handful of houses overlooks it to the north.

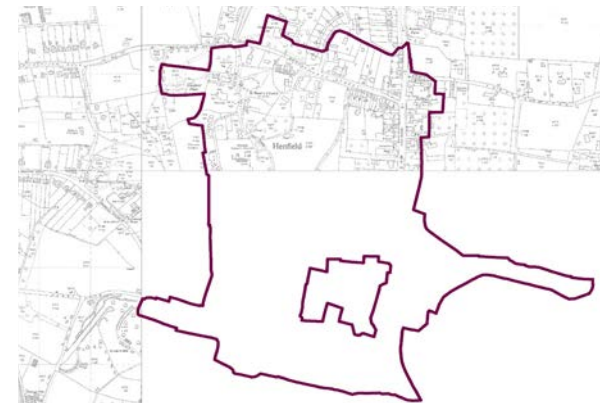
End of the 19th century



2nd edition Ordnance Survey map, 1896

- Housing has starting to spread west along Church Street, although at this date on the southern side only, and it stops some distance short of St Peter's Church.
- More houses have been built on the north side of Henfield Common and Assembly Rooms have appeared on a site to the north of the George. The west side of the High Street, which up to this point had been largely empty, is starting to get built up.
- Nep has started to expand with terrace houses fronting King James's Lane. A Mission Room has gone up near the junction with Windmill Lane and a group of semi-detached houses has been built on the west side of Broomfield Road.

Mid 20th century



4th edition Ordnance Survey map, 1940s

- Housing is starting to spread west from the outlying settlement around the station along Station Road, but it is still separated from St Peter's Church and Henfield Place by open fields.
- Housing is also spreading west along Lower Station Road and Dropping Holms towards Nep , and there is now a continuous, albeit uneven ribbon of development between the station and the High Street.
- Henfield is also starting to spread north and houses have appeared to the north of where the boundary of the Conservation Area now runs on the west side of the High Street opposite Wantley Farm.

## 4. Landscape setting

The north, south and east edges of the Conservation Area have been encompassed by development associated with the expansion of the village, much of which took place between 1930 and mid-1960s. More recent development has taken place on the eastern and western edges and the far north extents of the village. The southern edge of the Conservation Area abuts the surrounding countryside. The eastern arm of the Conservation Area also extends into the surrounding countryside along the northern edge of Henfield Common and there is good landscape east of the settlement. A large, open, green space forms the centre of the Conservation Area. This has been surrounded by built form over time, with modern infill development between older properties including Potwell and Elmgrove, which has altered the relationship between them and the open space.

### Topography

Henfield is located within the landscape of the footslopes of the Adur Valley. The River Adur meanders through the valley floor to the west of Henfield. The landform around Henfield is gently undulating. Steeper slopes associated with river tributaries characterise the southern settlement fringe. There is little topographical variation through the settlement itself, ranging from approximately 20m AOD at the northern extents to 35m AOD on the southern ridgeline.

The Conservation Area forms the central, more plateaued landform within the wider, more suburban village setting. The highest density of development within the Conservation Area is mostly located along the High Street on lower lying landform.

The southern fringe is the most prominent landform associated with and defining the extents of the Conservation Area. The flat topography of Henfield Common characterises the eastern fringe of the Conservation Area, enclosed by gently rising landform to the north and south.

### Existing landscape character

There are several existing Landscape Character Assessments that cover the landscape adjacent to Henfield Conservation Area:

- West Sussex Landscape Character Assessment (2003);
- Horsham District Landscape Character Assessment (2003);
- Horsham District Landscape Capacity Assessment (2014).

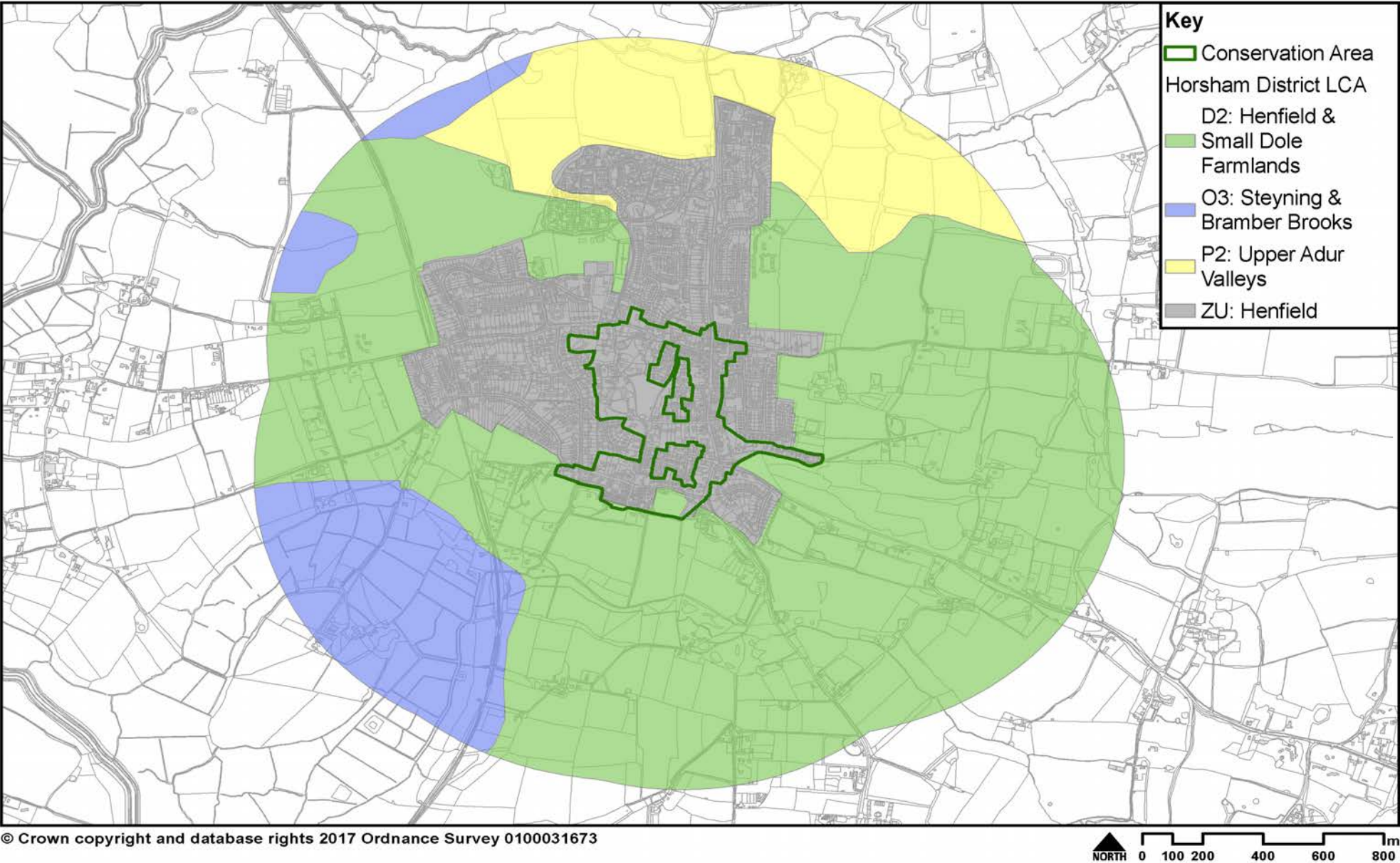
These identify the key characteristics and sensitivities of the landscape at varying scales. Key character considerations:

- Undulating ridges and vales, drained by the River Adur
- Low ridges and narrow valleys
- Steep visually prominent ridge at Henfield
- Historic commons and orchards around Henfield
- Network of country lanes and underhill lanes
- Pocket of woodland
- Occasional long views to and from the ridges
- Varied, small to large size regular and irregular field patterns
- Fields are intersected by hedgerows and some areas of woodland
- Area of common land are historic features
- Generally rural character with some hard settlement edges.

### Conservation Area setting

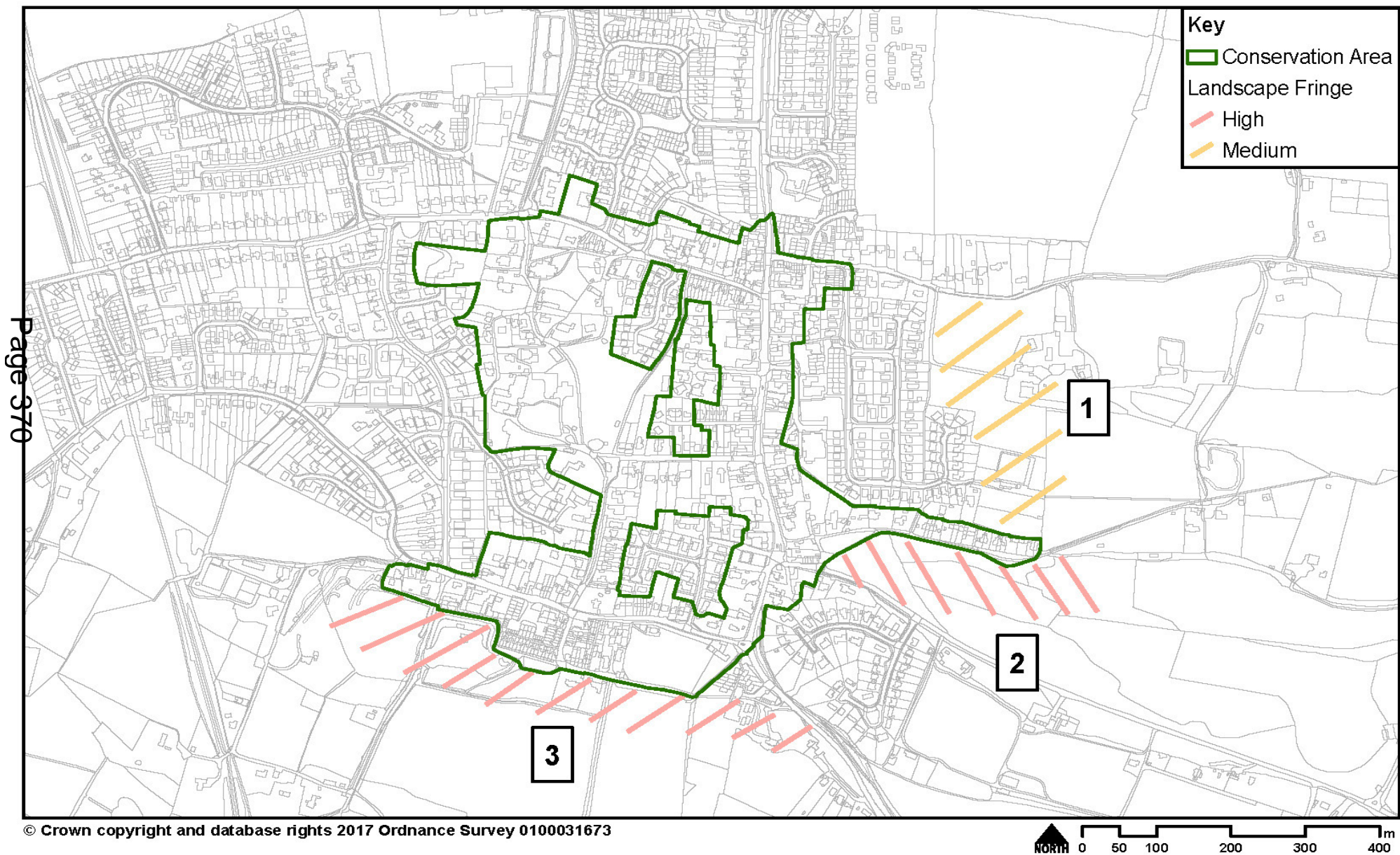
The character of the Conservation Area is influenced by the landscape and development that surrounds it. Where the Conservation Area abuts the surrounding countryside, the character of this landscape fringe has been defined below. These fringe areas have been identified through consideration of the variation in characteristics of the land adjacent to the Conservation Area. Using the typical criteria included in Appendix 3 the sensitivity of the landscape fringe to change associated with development has been evaluated, through consideration of the associated key characteristics.

Map 4: Henfield existing landscape character map.





Map 5: Henfield landscape fringe sensitivity map.





## Landscape Fringe 1

- Partly exposed Conservation Area edge associated with properties on Henfield Common North;
- More recent development extending north is generally better integrated by boundary vegetation;
- Gently undulating topography across the low ridge that extends east from this fringe;
- Skylines are generally contained and characterised by hedgerow and woodland vegetation;
- A predominantly small scale, intimate landscape pattern;
- Some evidence of the historic landscape, resulting in an intricate pattern of fields and vegetation in places;
- Some erosion of the historic landscape from modern development pressures that have extended the settlement edge to the east;
- A generally peaceful landscape with few intrusions;
- Enclosed visual character due to small scale fields and vegetation boundaries;
- Mature trees are a feature of the fringe landscape and buffer views of built form;
- Outlying properties occasionally stand out in contrast to the small scale fields.

The landscape fringe of the Conservation Area has a medium sensitivity to change associated with development.



*Henfield landscape fringe 1, viewed from the east.*

## Landscape Fringe 2

- The properties overlooking the common define the settlement fringe, as viewed when approaching the village along the A281;
  - Henfield Common is primarily rough grassland with scattered trees in proximity to the settlement edge, becoming wooded farther east;
  - Flat landform across the common, gently rising to low ridges to the north and south;
  - The built form defines the skyline of the landscape fringe;
  - Wider skylines are vegetated in character;
  - A locally open landscape, that becomes enclosed by vegetation farther from the settlement edge;
  - Properties facing onto the common contribute to an intimate character on this fringe;
  - A relatively simple landscape that has experienced little alteration over time and displays a degree of intactness;
- A generally tranquil, recreational landscape with some intrusion from the A281;
- Open views available across the common, although contained by woodland to the local edge setting;
- The properties along Henfield Common North are a defining feature of the fringe.
- The landscape fringe of the Conservation Area has a high sensitivity to change associated with development.

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### Landscape Fringe 3

- A partly integrated built edge generally set back behind groups of mature vegetation;
- Properties on South View Terrace stand out on the top of the ridgeline, overlooking the valley;
- The contours form a clear and defensible limit to the Conservation Area within this fringe;
- The ridgeline defines the settlement edge, although has been breached by some localised, more recent development south of King James' Lane;
- Skylines are predominantly well vegetated, occasionally broken by built form;
- The rising landform of the South Downs characterises the long distance views to the south;
- An intimate landscape character established by the small scale field pattern and mature boundary vegetation;
- An intricate landscape created by sunken lanes and vegetation transecting the gently undulating, sloping landform;
- Moderately complex landscape by virtue of the variety of features associated with the historic landscape pattern;
- Tranquil landscape with few intrusions;
- A large number of footpaths cross the landscape of this fringe, linking between Henfield Common and the Downs Link recreational route;
- Expansive views are associated with this fringe, particularly to the south;
- The properties on South View Terrace are prominent and an important feature associated with this edge.

The landscape fringe of the Conservation Area has a high sensitivity to change associated with development.



*Henfield landscape fringe 3, viewed from the west.*

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## Open Spaces

There is only a small number of open spaces within the Henfield Conservation Area. The Tanyard field is the central green space, from which public rights of way link along narrow lanes north to the Churchyard, and beyond to the cemetery outside of the Conservation Area, and south to Rothery playing field on the southern edge of the Conservation Area.

There is a large number of public footpaths that link through the Conservation Area, from the surrounding countryside and culminating at the Tanyard open space. Whilst there is limited inter visibility between open spaces and village landmarks, the spaces are physically well connected and form an important cultural feature of the settlement, with historic links.

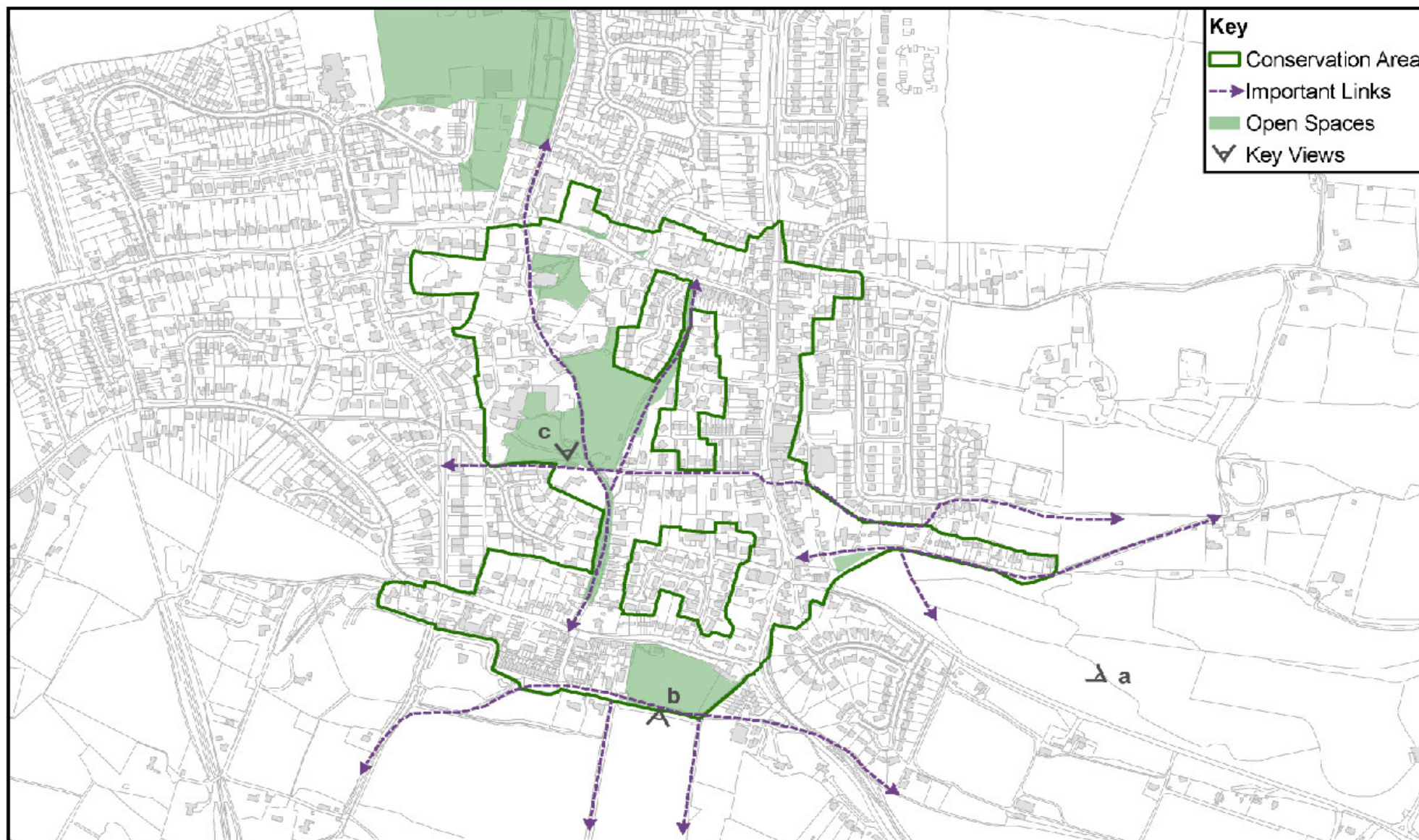
The cemetery, the space in front of South View Terrace and Henfield Common, to the north, south and east of the Conservation Area respectively, are key open spaces that are associated with the Conservation Area due to overlooking properties and footpath links through. These spaces contribute to the setting of the Conservation Area fringe.

The links between the key open spaces within the Conservation Area, such as the Tanyard and Rothery playing field should be conserved as part of the settlements heritage and to provide physical associations between the few open spaces in the Conservation Area.

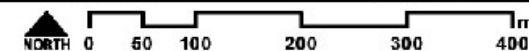
A number of open spaces throughout Henfield should be considered as Local Green Spaces, although these are yet to be formally designated. The relevant open spaces are the Tanyard, Rothery playing field, Henfield Common and space in front of South View Terrace on the periphery of the Conservation Area. Furthermore, where relevant, the links between these open spaces should be conserved as part of the settlement's heritage and to provide physical associations between the few open spaces in the Conservation Area.



Map 6: Henfield key open space and links map (also indicating the location of vantage points a, b and c).



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## Vantage Points

The Conservation Area is generally well contained by the wider settlement area to the north and west boundaries and abuts the countryside on the south and east edges. There are vantage points within the surrounding countryside from which features associated with the Conservation Area edge are visible.

An important vantage point is located close to the pond to the south of Tanyard field, looking north across Tanyard field. From this point, the historic rural character of the village is easily appreciated, despite being encompassed by development.

a: There are open views across the western part of the common, towards the properties that form the Conservation Area edge. The built form characterises views from the A281 and footpaths on the common, and defines the entrance to the settlement from the east. This is an important historic edge associated with the common land that is characteristic of Henfield.



b: Long distance, open views are experienced from the public routes on the ridgeline that defines the southern extent of the settlement. These views are experienced from the path in front of properties on South View Terrace and from the bridleway adjacent to Rothery playing field. The views are of the sloping, local valley landscape in the foreground with the rising landform of the South Downs visible in the long distance and defining the skyline.



**C:** This local field is an important historic green space in the centre of the village. There are benches for public enjoyment of the space and footpaths run alongside the field. Modern development has intruded in part, but the rural character prevails and provides a link to the surrounding countryside character. Views are generally enclosed by mature trees and hedgerows along private boundaries. Mature trees through the adjacent development areas provide visual links through the settlement.





## 5. Townscape and historic environment

Although Henfield is clearly a linear settlement, the main A281 is offset, running close to the eastern boundary of the Conservation Area. Away from the High Street, one is unaware of its presence. Furners Lane, Church Street, Cagefoot Lane, Henfield Common North and Nep Road run off it more or less perpendicularly to the east and west. Although subsidiary as transport routes, they are as important as the High Street within the context of their own character areas, as discussed below. The terrain of the Conservation Area varies in places, but only along the High Street does this have any substantial effect on character. Elsewhere, the rises and dips are modest and of only local significance.

Although on a map the Conservation Area appears large, on the ground this does not translate into an extensive urban area. Construction was only ever concentrated along the High Street and in its immediate vicinity. Even there the building line is not constant, with indents and sidestreets, swittens and yards to break up the continuous frontage. Though shops, pubs and cafes are densely grouped along the High Street, they are confined to this area. The rest of Henfield is residential. Henfield is exclusively low-rise and buildings over two storeys in height are a rarity even here.

Away from the High Street, the density of construction drops still further. This is because historically most of the buildings here either stood completely apart, or formed part of scattered, informal groupings, interspersed with trees and fields. Only gradually did they coalesce into a more or less unified settlement, and then only between the late 19th century and present day through rather haphazard infill development. Despite the ancient origins of many of the houses, they are widely interspersed with more recent buildings, and the highly varied scape juxtaposing the rural and suburban that resulted is a key attribute of the village's character. The general air is informal, in places even intimate. There is an absence of grand gestures and big vistas. Even large houses are set well back from the streets and are easily missed by passers-by.

There is a rich and varied palette of materials. Many of the earlier buildings are timber-framed. In some cases this structure is exposed, with plastered infill or nogging. In others it is hidden, by render, or else behind mathematical tiles or tile hanging. Eastern Terrace on Furners Mead and west elevation of Potwell are slate-hung and the former premises of A. Baigent, builder (now offices), at the south end of the High Street are

weatherboarded, although the sole examples of both. There is plenty of good quality brickwork, sometimes of purple vitrified headers with bright red rubbers for the dressings. Flint is present, but not common, and tends to be used for boundary walls and outbuildings rather than for houses. Many of the roofs of older buildings are hipped or half-hipped. They are usually covered in peg tiles, less frequently in Horsham stone slates, less frequently still in thatch. Several houses have chimneys with zig-zag stacks, probably not of great antiquity, but a distinctive and endearing feature. Windows are a mixture of casements, sashes and horizontal sliding sashes – usually of timber, although sometimes leaded or with iron glazing bars or small-paned, hornless sashes.

Exterior treatments characteristic of the 19th and early 20th centuries are well represented. Earlier buildings are generally finished in stucco, sometimes with imitated quoins or rusticated masonry and other sparingly deployed classicising features. Some buildings from this period sport ornamental features such as latticework porches or iron verandas. Housing and commercial buildings from the latter decades of the century are particularly common and vary a lot in treatment from the relatively plain to the elaborate. Polygonal bay windows are common, as are four-pane sashes. Where it is exposed, brickwork often incorporates dressings and courses of different colours. Numerous buildings have ornamental features, some of them loosely based on the local vernacular, such as bargeboards, areas of tile hanging, decorative glazing bars and false timbering, a notable example being Tipnoak on the corner of the High Street and Nep Town Road. This has a Horsham stone slate roof, but otherwise slate is nearly universal as a roofing material for buildings from this date.

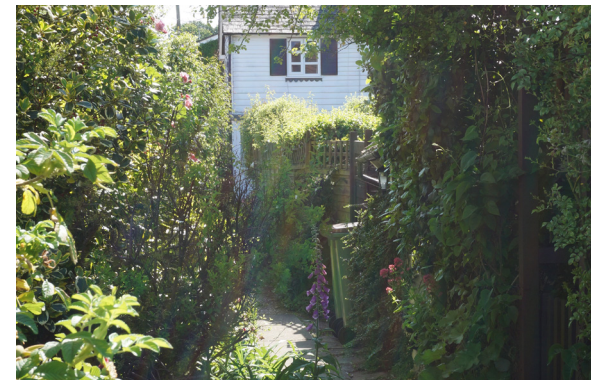




High Street, looking south.



Backland area to the east of the High Street.



Vegetation is a feature of many backland areas.



19th century development along Church Street.



Intrusive wirescape.



St. Peter's Church and surrounding Churchyard.



St. Peter's Churchyard, looking south down Church Lane.



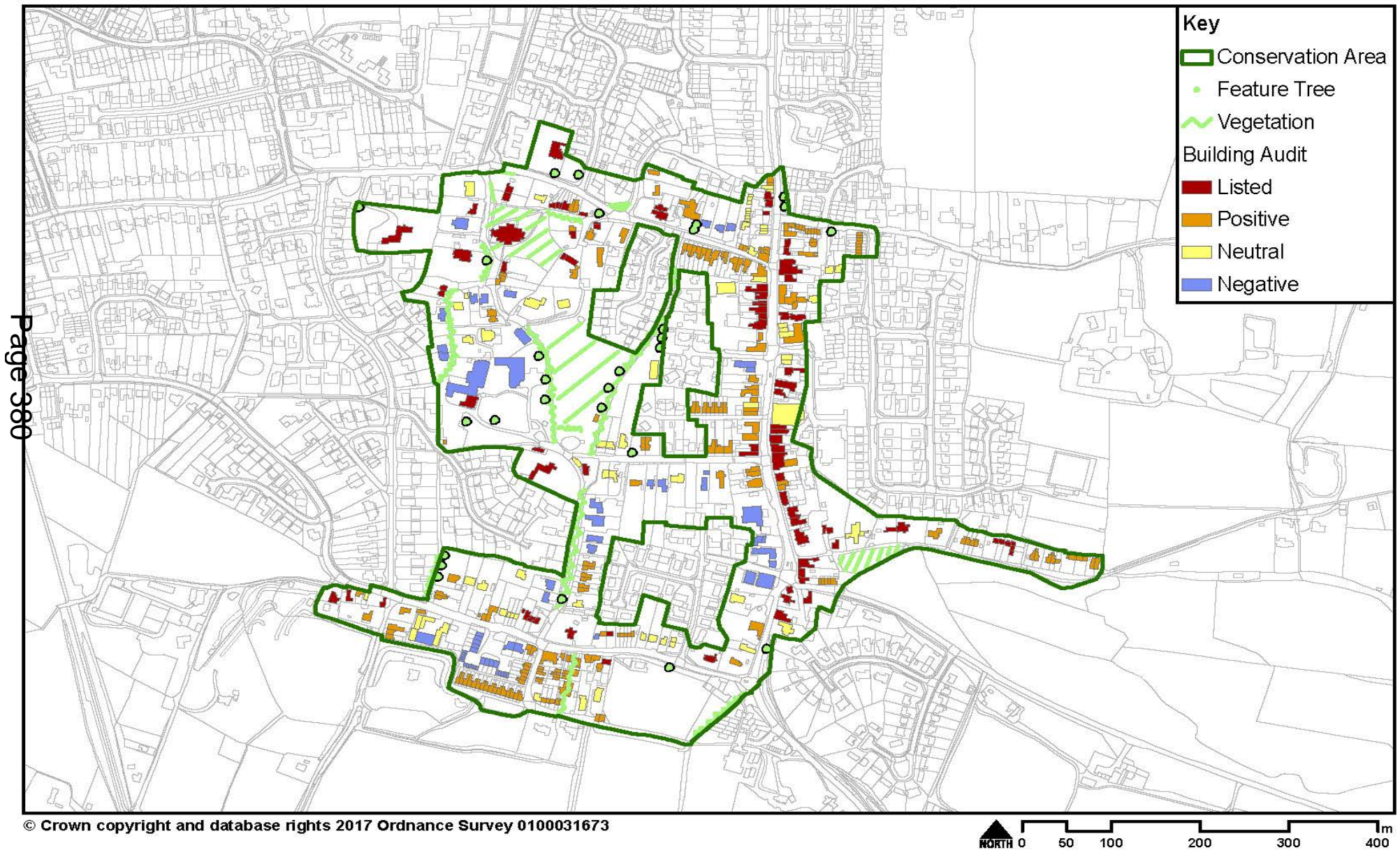
Rothery Field, located close to part of the southern boundary of the Conservation Area.



Historic chimney of a type found throughout Henfield.

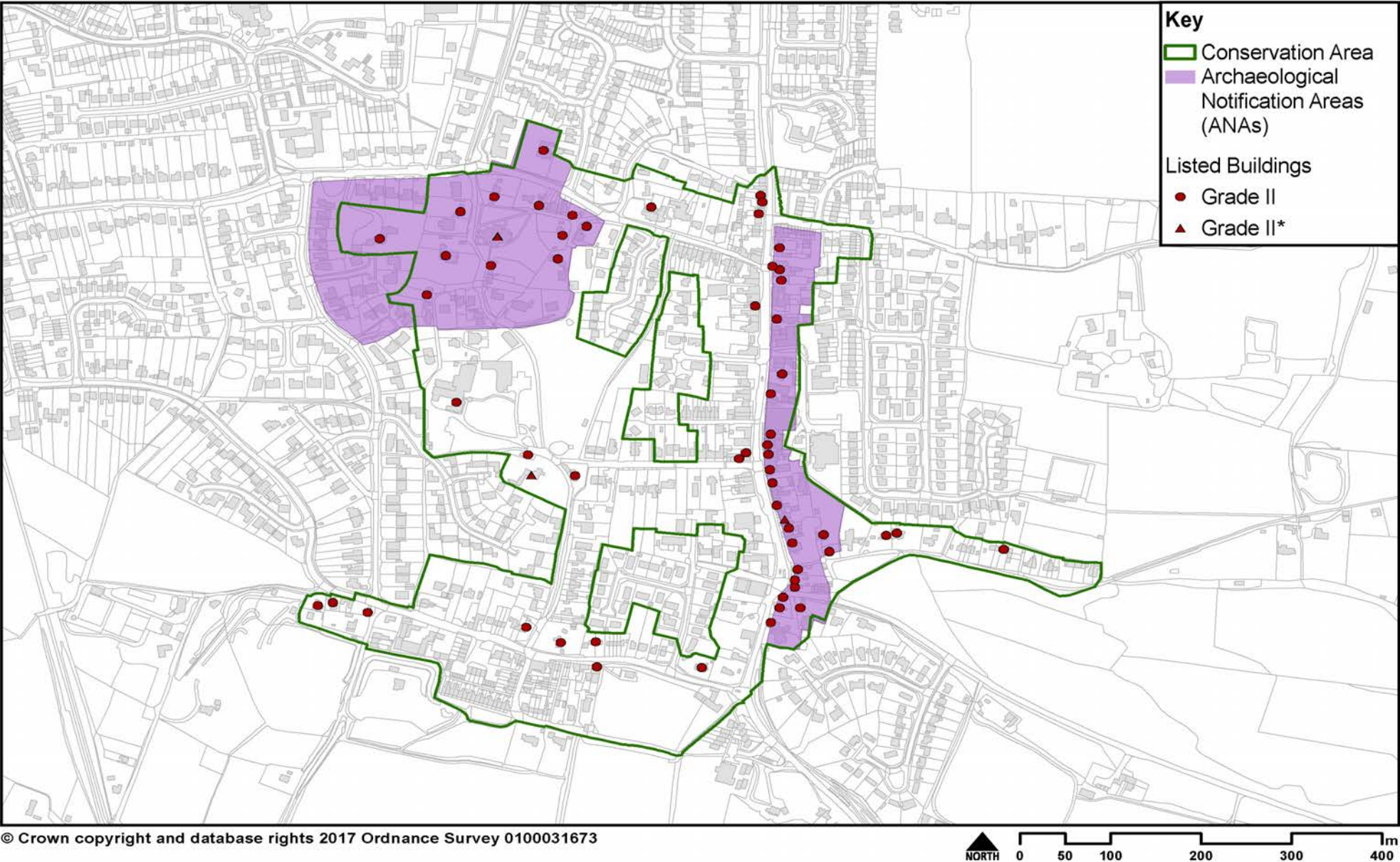


Map 7: Henfield Conservation Area building audit map.





Map 8: Henfield historic environment map.



## 6. Character areas

There are five distinct character areas within the Henfield Conservation Area, which reflect different phases in the evolution of the village, its relation to the main route and other topographical features, the density of construction and changes in patterns of land use.

### **Building types & styles, materials and colours, and architectural features**

The earliest buildings in the Conservation Area were built of timber frame with plaster panels utilising the plentiful supply of local Wealden oak. Important buildings such as St. Peter's Church were built of stone, but even they had flint used to supplement the stone. Roofs would have been thatched or, for more prestigious properties Horsham Stone would have been used.

Brick and plain clay tiles would not have been widely used until the mid-17th century. This led to the development of increasingly decorative tile-hanging using these plain tiles on battens nailed to the walls.

Flint, both knapped and as nodules is a popular building material and its use goes back to the medieval period. Brick was first used for brick infill and plinths to timber frame buildings and would not have been widely used for the whole walls of buildings until the mid-17th century. Plain clay tiles would also have become common from this period, leading to the development of increasingly decorative tile hanging using plain tiles on battens nailed to walls and even 'Mathematical tiles'.

From the 18th century the classical Georgian style of architecture took over. Brick and flint became the dominant walling materials, though with a few buildings of brick and flint under a render coat. From the early 19th century slate became the most used roof covering.

The windows in even the earliest buildings are now 18th century at the earliest, and for most of the other buildings these are casements with small panes. Sash windows are found in the larger houses from the 18th century to the 1900s. There are a few casements of timber or steel with leaded lights. Many of the casements and sashes have been renewed in recent years, most in timber, though some plastic uPVC windows have also been installed and horizontal sash sliding windows.

There are not many 20th century buildings of note in the settlement. Not much of the post Second World War housing developments can be said to have taken on any style or materials that are locally distinctive, apart from the use of tile-hanging and red bricks.

Shopfronts in historic buildings on the High Street remarkably still are of traditional appearance and even newer ones are generally sympathetic, although some over-large fascias with big, bright modern lettering have intruded. Other shopfronts retain elements of earlier designs with alterations or are of modern materials in traditional forms.

Other building and architectural features of note are:

- Knapped flint combined with red brick dressings at Red Oaks Lodge and Gull Cottage;
- Exposed timber frame, sometimes with brick infill panels as at Ganders Cottage, Old Tudor Cottage, Pendrells and Wisteria Cottage;
- Horsham stone slate roofs such as on Cedar View, Old Mill House and Parsonage House and St Peter's Church;
- Large brick ridge and gable end chimneys, some with the local characteristic zig-zag design as at Seven Chimneys and Apple Tree Cottage;
- Tile-hanging using plain and scalloped tiles as at the White Hart Hotel, Astons and Southdown House and mathematical tiles on right hand side of the White Hart; and
- A range of vernacular roofs both utilising plain clay tiles and thatch.



## Church Street

The centrepiece of this character area is St Peter's Church, a largely medieval building. It is surrounded by detached houses, several of them ancient in origin and some of them quite large. They stand in the middle of large plots of highly varied form, irregularly dispersed. Three of them – Henfield Place, the Vicarage and the Parsonage – have a historical relationship with the church, yet despite their proximity little inter-visibility. This is a result of the layout and also of the prominence of mature trees and other vegetation. One of these large houses, Martyn Lodge, stands on the north side of Church Street, and, unlike the others, it is a prominent feature.

But despite being the main thoroughfare, Church Street gives little away about its surroundings. Most of the historic properties present their rear elevations to it (which in any case are hidden behind fences and hedges), and those that do front it are mostly modern. The road meanders and rises and falls, there are several prominent mature trees and the character varies between rural and suburban, because of the quantity of post-war residential development in the vicinity. Church Terrace extends from an unmade cul-de-sac east of St Peters, forming a secluded backwater fronted by several cottages. The thatched and painted Cat House stands at its east end on Pinchnose Green and is a landmark and a distinctive accent. It makes a rather disparate group with the early and late Victorian terrace to the west. These front a narrow path enclosed on the opposite side by a tall hedge.

There is a dramatic contrast where Church Terrace joins the Churchyard and several paths fan out, disappearing into long groves of topiary yew trees, and the whole of the spreading mass of the Church can be seen. The houses along Church Lane, which has the feel of a village street, have the strongest group value with the Church, although only a few can be seen at one time due to the kinks and bends along the street and the large amount of vegetation and mature trees interspersed with the buildings.



*Tannery Barn and Church Cottage ensemble.*



*Red Oak Cottages.*



*Church Terrace.*



*St. Peter's Churchyard wall looking towards Apple Tree Cottage.*

## High Street

This character area is divided into two halves, both fronting a busy transport artery, the A281 Horsham to Brighton Road. From whichever direction one approaches it, it is immediately evident that this is the commercial centre of the village because of the number of shops, banks, pubs and garages. These are evenly distributed along its length, all the way from Furners Lane to Golden Square. There are buildings with a modest landmark role because they are slightly larger and occupy corner plots, like the former Assembly Rooms and Evangelical Free Church, they are not strong enough architecturally to define a focal point.

The character of the High Street is not uniform. At its north end, it feels quite rural because of the modest scale of the cottages and gardens in front of St Anthony's and Redbarn. The remainder is more urban because the buildings mostly stand on the streetline and there are continuous frontages in places. Yet even here there are exceptions, such as Norton House and Rus House, set back behind front gardens. Although there are numerous old buildings embodying features of the Sussex vernacular, they are unevenly distributed and interspersed with much later infill. Some buildings make a very positive contribution, such as the Grade II listed early-19th century range from Jasmine House to the post office, a group which is complemented by the handsome Edwardian premises of Henfield Funeral Services on the corner with Church Street, an important landmark.

But the quality of buildings from this date is not consistent and although some make a positive contribution, others do less so, in many cases

because of unsympathetic recent alterations. There are also several bland late 20th century neo-vernacular developments.

Furners Lane, Church Street and Cagefoot Lane are included in this character area because their architectural character is broadly consistent with the High Street. However, in all cases the character of these streets rapidly becomes more suburban as soon as one moves away from the High Street.



Tile-hung 1 - 8 Easter Terrace.



Victorian buildings lining the High Street.



Turn of the century commercial buildings on the High Street



High Street, looking north from Cagefoot Lane.

## Tanyard

Although not far from the High Street, this character area is a world away in its pastoral feel. As one heads west down Cagefoot Lane the surroundings quickly change from urban to suburban, then to semi-rural. Mature trees and vegetation of all sorts becomes very prominent. There are fewer finished surfaces, and the thoroughfares are all lanes and footpaths rather than roads, thanks to which there is hardly any motor traffic.

At the end of Cagefoot Lane is the ensemble of Seven Chimneys, Potwell - a large timber-framed house, Red Oaks Lodge opposite the pond at the south end of the tanyard. Here the rural character is particularly pronounced, thanks not only to the dominance of vegetation, but also to the careful management of the Tanyard as a flower meadow. There are medium-range views across it, and the presence of mature trees helps to limit the negative visual impact of 20th century residential development that has encroached on its northern end. From the north east Craggits Lane runs into the tanyard from Church Street past the scout hut. Blackgate Lane curves away to the south through a tunnel of dense vegetation, which provides a characteristic pedestrian link between this area and Nep to the south. Running parallel to this pathway is an unmade cul-de-sac with early 20th century housing – three pairs of semi-detached houses and one villa.

The northwest part of this character area is occupied by Red Oaks, a large Regency house of the 1830s. Although it has been extended to serve as

a nursing home, with a large annex built a short distance away and much modern hard landscaping, it still benefits from its location in spacious grounds with the prominent trees which have given it its name. Here, however, the impression is of a more managed landscape and the site is largely screened from its surroundings by boundary walls (the flint-built one along Lover's Walk is notable) and hedgerows.

To the north is the modern ensemble of Corpus Christi Roman Catholic Church, its presbytery and hall.



*The view over Tanyard from the footpath.*



*Cagefoot Lane, looking east.*



*Tanyard, looking north.*



*The southern end of Blackgate Lane, looking north.*



## Common

This character area consists of the houses that fringe Henfield Common along its northern side fronted by the broad expanse of rough grassland that forms the common. These buildings are arranged along the northern side of a trackway emerging as a twittern passing between Moustows Manor and Forges on the east side of the High Street.

The houses in this character area are a disparate group. They include several historic properties displaying features of the local vernacular, such as Lavender Cottage, one of the few thatched houses in Henfield. However, there is plenty of more recent infill. This comprises two phases. The first is short terraces of cottages from the late 19th and early 20th centuries, which, though modest, have decorative features like ornamental largeboards and patterning in coloured brick. The second phase includes large, modern detached houses infilling plots between them. All the houses are set back behind front gardens and at the east end of Henfield Common North there are wide grass verges as well. However, several of the larger houses are mostly screened from view by tall hedges, limiting appreciation of their group value.

The grassland between Henfield Common North and the A281 to Brighton, and the area of woodland, are vital components in the setting of this character area. Other than South View Terrace in Nep , this is one of the few parts of the Conservation Area which enjoys views out into open countryside. There are views of the South Downs when looking south, however long-range views are limited.

Other than the Grade II-listed White House and April Cottage and, further away, School House, the buildings on the opposite side of the Common do not address the space and have little group value with this character area.



*Southern end of High Street, looking north towards Golden Square.*



*View over Common from Brighton Road.*



*View west along Henfield Common North.*



*The Regency style villas on the east side of High Street.*



## Nep Town

This character area originated as an outlying hamlet, and even now still has the sense of a place apart. Along with the Common, it is the only part of the Conservation Area where open countryside can still be seen to form the setting of the village.

The backbone of the character area is Nep Town Road, which runs east-west. The density of construction is low, vegetation is prominent (it includes the Rothery Field, a recreation ground) and it is almost exclusively residential. Dotted unevenly along its length are timber-framed houses, generally set well back from the road, often behind walls and hedges and sheltered by trees. These are interspersed with 19th and 20th century housing, generally detached houses or short terraces. Buildings of this date are concentrated along Weavers Lane, King James' Lane and Southdown Terrace, where they form a distinct group within the character area. The cottages along the first two of these lanes are modestly scaled and built of brick, but Southview Terrace is more grandly proportioned with two-storey polygonal bay windows. Clad in render and painted in bright colours, they have something of the flavour of a seaside and are some of the few houses in the village to enjoy outlook to open countryside - only from here does the wider setting of Henfield become apparent, with a broad, largely uninterrupted vista opening up in which the South Downs are visible in the distance.

A short distance to the northwest is Nep Close, two terraces of 1960s housing overlooking a central hard standing. These detract from the

Conservation Area, as does the neighbouring complex of light industrial buildings, although the impact of the latter is mitigated by their being located in a slight hollow. The former mission chapel of the 1890s, a 'tin tabernacle', is a distinctive feature here.



Weavers Lane.



Tin tabernacle on Nep Town Road.

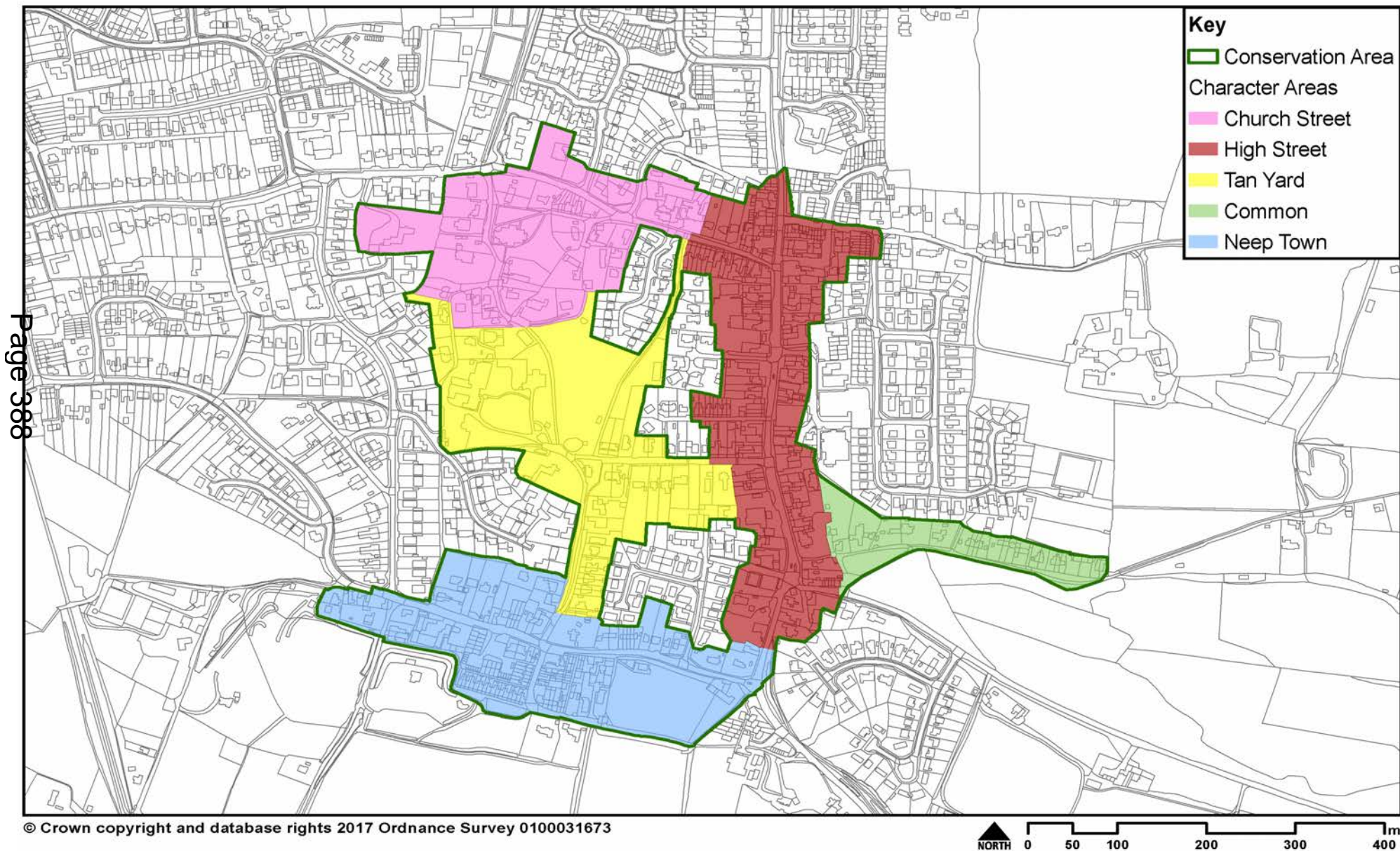


Tipnoak: high quality neo-vernacular fantasia.



Outlook south towards the South Downs, from South View Terrace.

Map 9: Henfield character areas map.



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## 7. Views

The intimate, semi-rural character of much of the Conservation Area means that views are almost exclusively short range.

Roads meander and this, together with prominent trees and foliage, means that it is rare to be able to see from one end of a street to the other, such that there is little inter-visibility between spaces and landmarks. Throughout the Conservation Area, buildings are set well back from the street line, sometimes at a higher or lower level, and hidden behind tall hedges. This, together with the low density of development, makes feature buildings rare. There is also little sense of the surrounding countryside and the village's relationship to it.

The one exception to this rule is the High Street. A view opens up by the junction with Church Street, where its character changes and it becomes more obviously commercial. This view extends as far as The George, the highest point of the street, where it also bends to the east. While the curve in Church Street near its junction with the High Street precludes even short-range views down it looking west, there is an important view in the opposite direction taking in all of the street front of The White Hart inn, a prominent building in this neighbourhood. There is a view up the High Street looking in the opposite direction to the one mentioned above, from a point near The George. Here, the falling terrain can be readily appreciated. Turning 180 degrees, from the same point there is another view looking south, also down falling ground, towards Golden Square.

In the Nep character area there is a view looking west down Nep Town Road, although because of the meandering road layout and therefore absence of long-range sight-lines, this opens up gradually as one passes along. From the junction of Weaver's Lane with King James' Lane there is a broad vista over the Low Weald towards the scarp slope and ridge of the South Downs, where the communications tower near Truleigh Hill is a landmark. There is a much shorter range view from the west end of Southdown Terrace looking towards King James' Lane.

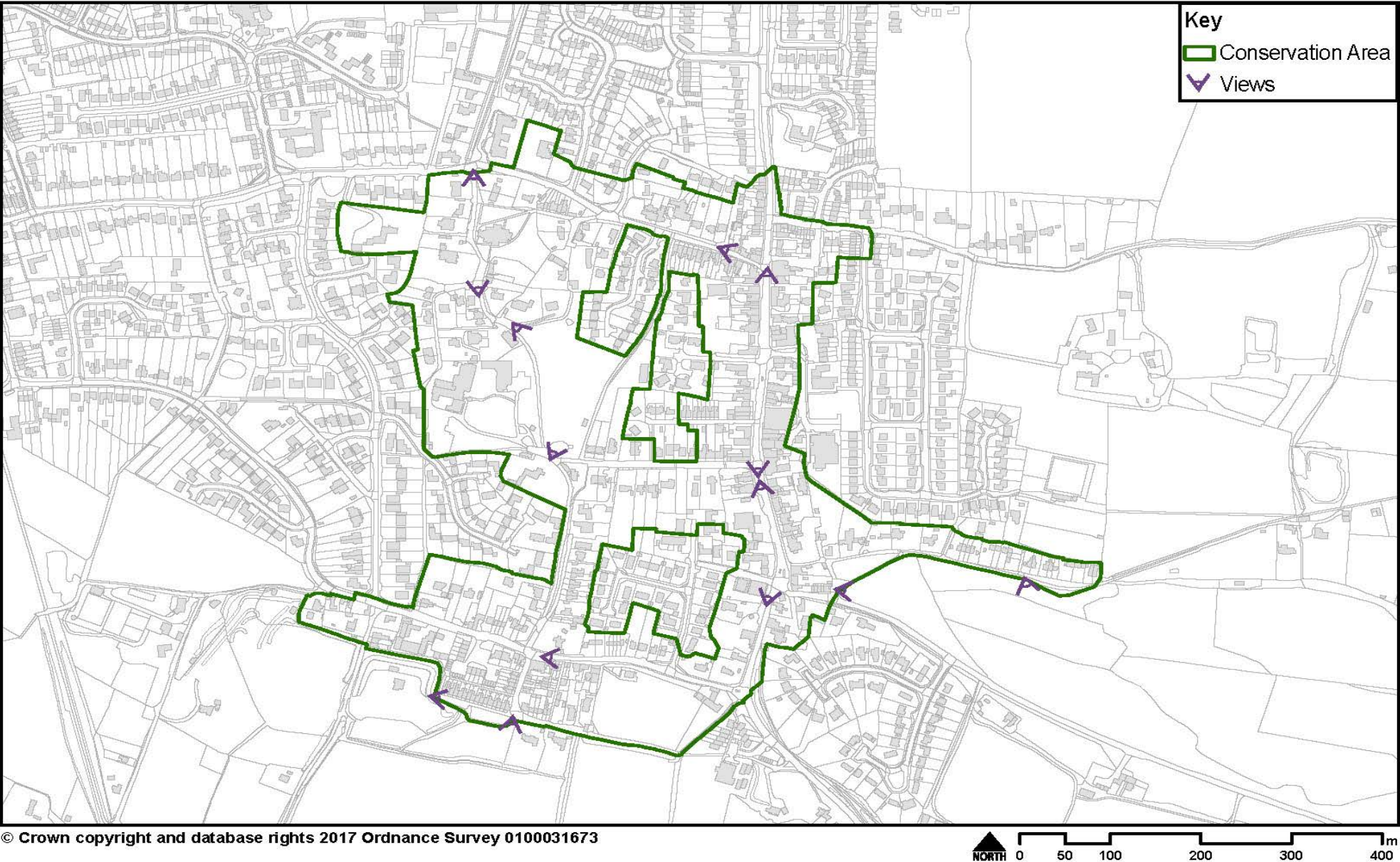
Views within the Tanyard Character Area are particularly restricted, the only exception being those of the former tanning field itself. From the end of Cagefoot Lane there is a view taking in the pond looking north over the tanyard. Mature trees and hedges around the edge of the tanyard play an important role in screening the 20th century developments which surround

this open space and which would otherwise detract from its character. There is a view in the opposite direction looking south east from the end of Church Lane, although modern housing of Chestnut End at the end of Chestnut Way intrudes and detracts from it.

Although still one of the tallest buildings in the village and located on elevated ground, St Peter's Church is generally visible only at close range. One of the few exceptions is the view that opens up from the junction of Church Street and Church Lane looking south. The tower is seen rising above the densely planted topiary yews that are a distinctive feature of the Churchyard, and its group value with Grade II-listed Hacketts Cottage can be appreciated. There is another view of the Church looking upwards from the fork in Church Lane just to the south. Again, it is seen as a part of a group, this time including Old Tudor Cottage, although this view is seasonal and in spring and summer the tower is hidden behind foliage.



Map 10: Henfield views map.



## 8. Negative elements

While Henfield Conservation Area contains a large number of distinctive features that embody and conserve its special interest - statutorily listed buildings, unlisted buildings that make a positive contribution, public open spaces and large gardens – the already strong influence of uncharacteristic late 20th century development throughout the Conservation Area make it particularly vulnerable to change if poorly managed.

Statutorily listed buildings are all in occupancy and have generally been well looked after, although in places original features have been eroded by inauthentic or heavy-handed repairs, such as the replacement of brick nogging in timber-framing. The pattern of growth, which saw Henfield reach the 20th century with a large number of vacant plots, made infill development inevitable, but even though it largely spared historic buildings, it has not always been well designed. The scale and massing are usually sympathetic to the low-rise nature of the village, but the layout often does not respect the urban grain and the treatment of the elevations and choice of mass produced materials lacks any sense of place. In many cases late 20th century development has had a detrimental impact on the setting of statutorily listed buildings.

Unlisted buildings have proven especially vulnerable to repairs and alterations which detract from local character, such as over-judicious repointing, the replacement of slates or tiles with poor quality modern substitutes, the application of cementitious render or painting in poorly chosen colours. Numerous 19th and early 20th century buildings have had their original sash windows replaced with uPVC double-glazed substitutes or other forms of proprietary glazing, which in some instances has been accompanied by alterations to the dimensions of the windows and the loss of other original detailing. This erodes the positive contribution that these buildings would otherwise make to the Conservation Area. It also weakens the group value of historic buildings, which, while individually not outstanding, together have important townscape value. Southview Terrace, where all but a couple of houses have had their original glazing replaced, is an example of the negative impacts of modern glazing.

Along the High Street, numerous buildings are marred by poor-quality shopfronts or excessively prominent commercial signage. Highly visible TV aerials are a common feature that could be better managed.

A negative feature of almost all the streets in the Conservation Area is a visually obtrusive 'wirescape' of telegraph poles and telephone wires which have accumulated over many years but which now detract from many views of historic buildings due to their density and seemingly uncoordinated placement. In some cases, street lighting in the form of imitation gas lanterns have been fixed to the telegraph poles on brackets which adds to a sense of inauthenticity.

Elsewhere, identical lanterns are mounted on standards designed in a complementary manner. Although intended to approximate historic street lighting, the design of these lanterns are associated primarily with an urban environment, and thus are at odds with Henfield's sense of place.

Other items of street furniture, such as finger posts, bollards and litter bins are of an ubiquitous design and have a similar effect of reinforcing suburban character. Poor quality hard surfaces detract from the Conservation Area, along with poor quality boundary features. They underscore the suburban elements of the Conservation Area at the expense of its largely semi-rural nature. Inappropriate fencing has a particularly negative effect in the Tanyard character area where it encloses the numerous footpaths and can feel oppressive.

Since Henfield is a commercial centre for the surrounding area located on an A-road with no bypass, there is a near-constant stream of traffic passing down the High Street and numerous cars parked along it. The noise and inconvenience of the high volume of traffic detracts from the ability to appreciate the semi-rural character of the village. Also of concern is the impact of street furniture associated with traffic management such as barriers, traffic lights, road signs and traffic islands. Often these elements are visually intrusive, making it more difficult to appreciate ensembles of historic buildings, such as in Golden Square.

Modern advertising also intrudes. The filling station with its prominent and brightly lit canopy detracts even further from Golden Square. A short distance away is the premises of a car dealership, which occupies a former filling station and garage.

# 9. Management plan

## The need for a Management Plan

It is the role of the Management Plan to take forward the challenges and opportunities identified in the appraisal, and to identify means by which the special interest of the Conservation Area will become self-sustaining into the future. To achieve this requires a partnership between those living, working and carrying out property improvement and development in the Conservation Area and Horsham District Council.

All development proposals should preserve or enhance the character and appearance of the Conservation Area in accordance with the Horsham District Planning Framework. In a Conservation Area there are some extra controls over works to buildings, boundaries and trees intended to ensure that the character is not eroded by unintended loss or change and the appearance is not changed in a negative way.

**For advice on whether planning permission is required for works please refer to the Horsham District Council website or The Planning Portal ([https://www.planningportal.co.uk/info/200125/do\\_you\\_need\\_permission](https://www.planningportal.co.uk/info/200125/do_you_need_permission)).**

## Control of development

It is essential that any development should preserve or enhance the setting of any adjacent historic buildings and existing landscape features and trees, and the overall special qualities of the character area. Therefore, careful consideration must be given to the size, scale, urban grain, layout, design, massing, height, plot width, frontage activity, landscape and materials in any such development. This does not dictate architectural style but does attempt to ensure that proposals respond positively to their context.

The Council strongly encourages applications for planning permission or other consents for proposals which meet these criteria and avoid:

- the demolition of any building or structure if its loss would damage the character or appearance of the Conservation Area;
- development (including extension/alteration) which would be harmful

to the setting or character or appearance of the Conservation Area; and

- development which would adversely affect or result in the loss of important views, open spaces, tree cover or boundary features within the Conservation Area.

Residents and business owners should contact the Council to confirm what proposed extensions and alterations constitute 'development'.

## Monitoring and compliance

If necessary, the Council has a range of tools at its disposal to compel building owners to appropriately maintain and repair buildings which are causing a local nuisance or which are designated heritage assets.

## Issues

The preparation of the Henfield Conservation Area Appraisal has included consultation with stakeholders, specifically the Parish Council. A number of issues were identified. These have been used as a basis for the following section identifying principal issues to be addressed by this Management Plan.

Historic built environment:

- Loss of traditional architectural features;
- Equipment and installations;
- Boundary enclosures;
- Drives, off-street parking and loss of front gardens;
- Enhancement of existing buildings;
- Shopfronts;
- Extensions;
- Window replacement;
- Dormer windows and rooflights;
- Cladding, rendering and the painting of walls;



- Repointing of brickwork and stone walls; and
- Demolition.

New development and environmental improvement

- Opportunities for new development; and
- Setting and Views

The Environment and Public Realm

- Trees;
- Public Realm;
- Street furniture;
- Surface materials;
- Car parks; and
- Opportunities for enhancement

## Historic built environment

*Loss of traditional built and architectural features* – architectural features set out in section 6 of the Appraisal, such as historic brick and stone boundary walls, traditional windows, characteristic chimneys, Horsham stone or slate roof covering, should be preserved due to the significant contribution they make to the character and appearance of the buildings and the Conservation Area.

*Equipment or installations* - the presence of modern types of equipment on or around buildings, such as large aerials or satellite dishes and micro-generators, can detract from the character of a Conservation Area and/or the special architectural qualities of buildings. To minimise their visual impact, they should be positioned away from public view or prominent positions. The removal of existing fixtures cluttering front elevations is encouraged and care should be taken to repair the affected surfaces.

*Boundary enclosures* - most buildings in the conservation area have a variety of boundary walls. At present, some poorly maintained boundary treatments harm the character and add to the appearance of buildings

and the overall street scene, including rear boundaries which are visible in several locations when viewed from the public realm. A characteristic boundary of settlements in Henfield is local brick. Retention of these walls and increased use of trees and hedgerow as a 'soft' boundary treatment is considered preferable. In some cases, installing rendered plinth walls and railings may be appropriate.

*Drives, off street parking and loss of front gardens* - landscaped gardens to building frontages make an important contribution to the quality of the streetscape. Historically, many buildings in the Conservation Area had front gardens with enclosing low stone or brick walls, hedges or railings. The loss of front gardens to parking detracts from their historic setting and is resisted. The use of porous pavements, reinforced grass paving, or gravel instead of tarmac, with the retention of some garden space and the use of appropriate boundary treatments, would offer a more attractive setting for buildings, reduce run-off and give a more sustainable approach.

Where there is existing frontage parking which adversely impacts the character and setting of the Conservation Area, any new planning application should include a condition requiring the reinstatement of front garden areas and any traditional boundary treatments.

*Enhancement of existing buildings* – many of the listed and unlisted buildings in Henfield have been altered and lost features. Fortunately, there exists good photographic coverage of the place, allowing for the possibility of accurate restoration. Proposed enhancements to make a building look grander than it ever was should be resisted. There are several buildings on the High Street where reinstating traditional features would improve their appearance.

The following enhancement works should be encouraged as part of any future development:

- Reinstatement boundaries where they have been removed to their original height and footprint;
- Ensure that new boundaries are built from quality materials, paying full attention to stone coursing, brick bond, lime mortar, and coping details;
- New gates and timber fences should be good quality traditional timber design; and



- Encourage the use of good quality paving, trees or planting where the back yards or gardens are visible from the public domain.

*Shopfronts* - Henfield Conservation Area retains several well-designed and well maintained traditional shopfronts and the retention of these is encouraged. A number of commercial premises have garish and poorly designed shopfronts which should be improved. The reinstatement of a traditional shopfront design and appropriately designed signage that complement the building and streetscape is encouraged, when redecorating or carrying out any works.

*Extensions* - modern extensions should not dominate the existing building in either scale, material or their siting. There will always be some historic buildings where any extensions would be detrimental and should not be permitted. Successful extensions require a sound understanding of the building type to be extended together with careful consideration of scale and detail.

*Window Replacement* - the loss of traditional windows, ironmongery and glazing from our older buildings poses one of the major threats to our heritage and the character of historic areas. The character of windows profoundly affects the appearance of buildings but are particularly vulnerable as they are easily replaced or altered. The desire to improve the energy efficiency of historic buildings encourages windows' replacement with inappropriate and inferior quality modern alternatives. If well maintained, historic windows can last more than 200 years. Where the windows being considered for replacement are themselves modern replacements in inferior softwood that are now failing, what they are replaced with needs to be carefully assessed.

Within the Conservation Area, historic windows should be retained whenever possible and their repair prioritised. In general, consent will not be granted for their removal. Within the Conservation Area there are a variety of timber casement, horizontal and vertical sliding sash windows. The design of historic windows evolved through the early modern period and so, where repair is not possible, replacement windows should be designed to either replicate the historic windows being replaced or be based upon a period design contemporaneous with the host building. In

general, a consistent approach should be taken across a building.

*Dormer Windows and Rooflights* - New dormer windows and rooflights should not be located on street-facing and prominent roofscapes. Where new dormer windows and rooflights are considered appropriate, they should be small in scale and not dominate the roofslope, ensuring that a large area of the roof remains visible. Dormers need to be of a traditional form, in scale with the building and its roof and their windows should be smaller than those on the floor below. Rooflights need to be flush with the roof face and normally the 'conservation' type rooflight is preferred. In most cases, the dormer or rooflight should align with the window below.

*Cladding, rendering or painting of walls* - In most cases, the walling material of a building is part of its character and contributes positively to the appearance of the Conservation Area. There may, however be cases where the existing wall surface is unattractive or is decaying, and cladding, rendering or painting can be justified. Where this is the case the cladding needs to be in a locally used material, such as tile-hanging using local red clay tiles, or timber weatherboarding. Painting of natural brickwork and stonework is discouraged. If proposed work involves changing the front elevation of a building, Conservation Area advice from the Local Planning Department at Horsham District Council should be sought.

*Repointing of brick or stone walls* - Repointing can ruin the appearance of brick or stone walls. The purpose of the mortar in the joints is to stop rainwater penetrating into the wall and to act as a conduit for moisture trapped in the wall to escape. The mortar joint or pointing is therefore sacrificial and needs to be softer and more porous than the wall material. This is why for conservation work a lime based mortar is normally recommended. It is important to dig out the old pointing to allow a sufficient 'key' for the repointing. Mortar should fill the joints but not spread out onto the surface of the wall material, and where the arrises (corners) have been worn away, the mortar face may have to be slightly setback. Raised or 'strap' pointing should be avoided as not only does it stand out and change the appearance of the wall, it can act as a shelf for rainwater.

*Demolition* - within the Conservation Area, the demolition of an unlisted building or wall over a certain volume or height without prior planning permission is a criminal offence. Furthermore, demolition of buildings

or built features which have been identified as making a neutral or positive contribution to local character will normally not be permitted. Where buildings and features have been identified as making a negative contribution of local character, development incorporating some demolition may be permitted, as long as what will replace the existing building is judged to respond positively to its local context.

**For advice on whether planning permission is required for works please refer to the Horsham District Council website or The Planning Portal ([https://www.planningportal.co.uk/info/200125/do\\_you\\_need\\_permission](https://www.planningportal.co.uk/info/200125/do_you_need_permission)).**

### New development

*Opportunities for new development* - must be considered carefully and the effect of new buildings on the setting of the Conservation Area, and on views both into it and out of it, particularly taken into account. New development must be sympathetic to its context in terms of its siting, scale (including height, size and massing), materials and details. It should also follow the existing pattern or grain of development, not obstruct important views, and not dominate buildings in the immediate vicinity. Materials should be carefully chosen to complement the Conservation Area's existing palette of materials.

*Setting and views* - all development affecting the setting of the Henfield Conservation Area should demonstrate how the setting and long distance views, into and from the Conservation Area, are preserved and enhanced. The important views are identified in section 7 of the Conservation Area appraisal.

Key threats:

- Redevelopment of sites with rundown buildings such as the industrial buildings on Nep Town Road with development that is out of context in the Conservation Area;
- Closure of more shops as retail becomes more marginal and the difficulty of retaining the character of the buildings when allowing conversion from retail;

- Loss of traditional joinery details in windows and doors and in particular shop fronts, as properties are improved both visually and for thermal upgrading;
- Loss of traditional roof coverings, chimneys and chimneypots on unlisted properties when the roof is replaced. Machine made clay tiles, imported slates and similar though 'natural' materials look different to what is there now;
- Loss of setting relationships in the Conservation Area between the Parish Church of St Peter and the rest of the settlement around it; and
- Erosion of green spaces and loss of prominent trees and bushes in the Conservation Area.

### The Environment and Public Realm

*Trees* - the presence of trees makes an important contribution to the character and appearance of the Conservation Area. Anyone who cuts down, uproots, lops, wilfully destroys or wilfully damages a tree of a diameter 75mm or more at 1.5m above ground level in a Conservation Area without giving the Local Planning Department at Horsham District Council six weeks' prior notice of their intention may be guilty of an offence. In Conservation Areas, the same penalties as those for contravening a Tree Preservation Order apply and a person who cuts down a tree in a Conservation Area without first giving notice is liable, if convicted in the Magistrates Court, to a fine. A person who carries out damaging work in a way that is not likely to destroy the tree is also liable to a fine.

### Public realm

*Street furniture* - there needs to be a consistency of style to help create a cohesive identity for the Conservation Area. The presence of excessive or redundant street furniture causes street clutter and is visually unattractive.

The rationalisation of street furniture such as street nameplates (a simple design of black letters on a white background), lamp posts, seating and the provision of a standard sage green for finger posts and litter bins is encouraged.

A-boards and blade, feather and teardrop flags though not fixed add to street clutter and are generally discouraged in Conservation Areas.

*Surface Materials* - A large format paving slab in natural stone should be used as part of considered approach to the location and the heritage context. Older surfacing materials such as local stone on edge, pebbles and even flint are rare vernacular survivals that should be conserved. The use of high quality paving materials, together with the layout and jointing detail are key elements of the overall surface appearance.

The following measures should be encouraged:

- The existing areas of high quality traditional paving must be protected;
- Further areas of traditional paving should be added as funding allows; and
- Any redundant street furniture such as signage should be removed.

*Car parks* - there are some visually poor car parking areas which would benefit from enhancement works such as appropriate resurfacing, sensitive bay marking and the introduction of soft landscape. A good example are the main car parks off the High Street, behind Lloyds Bank and off Coopers Way which are relatively hidden and have interpretation boards about Henfield.

*Opportunities for enhancement* – Several sites in the Conservation Area could be enhanced with great benefit to it. Golden Square is now dominated by traffic with pedestrians pushed to the edges, and traffic calming by widening the footways or reintroducing the T-junction could improve the environment. Redevelopment of a number of sites occupied by poor quality, insensitive construction could enhance the conservation area. The east side of High Street there is the frontage of the Shell Garage and that of Henfield Car Buyer have potential to be improved. Elsewhere Henfield has suffered in places from poor-quality infill development. Areas with potential for redevelopment capable of enhancing this character area include the sites above, the car parks, and some of commercial yards.

Henfield Common at the south-eastern edge of the settlement is an asset that could be made more of, and the small car park at the western tip of the common needs visual improvement.

Golden Square is a lost feature that now appears as a widening of the road at the south end of the High Street, approaching the junction of the two A roads. Though framed by listed buildings on its east and south sides, the west side is less successful and traffic dominates. Improvements could be made, for instance, by adding raised beds with planting where the wide strip of concrete paving stands in front of the petrol station with its open forecourt. Similarly, 1-12 The Green could have its front boundary and its thin planting improved. The streetscape in the square is confused, with several pedestrian refuges taking up space but not encouraging lingering, and pedestrians generally being kept to the periphery. A partnership between West Sussex County Highways Authority, Horsham and Henfield Parish Council could be considered to instigate a traffic calming scheme that would treat Golden Square as a public space, where vehicles are less dominant and pedestrians might feel more comfortable. West Sussex County Highways have pioneered this approach elsewhere.

Just to the north on the west side of the High Street, it may be possible to improve the boundary at either end of the Henfield Car Buyer site with a boundary wall or planting, to reduce the impact of the gap in the townscape. Any future development of this site would have potential to make a significant positive contribution to the Conservation Area.

The area around the War Memorial is another where a modest street improvement scheme could bring benefits, e.g. making this area a shared surface which would improve how it works for Armistice Day services. More could be made of this attractive pedestrian route to the Parish Church.

Church Street itself suffers in part from a narrow footway on only one side and a narrow carriageway, although this may not be possible to improve. It then opens out but needs better defined boundaries on either side to improve the sense of enclosure.

On London Road, the northern entrance to the Conservation Area is pleasantly defined by mature trees and hedges, although the eastern side is becoming overgrown and could be better managed. The long length of guardrail outside the Nos. 1-11 detracts from the streetscape, but allowing parking outside them acts as a traffic calming measure.

# Appendix 1: Historic development

## Pre-history

A high number of prehistoric finds and findspots in the area testify to considerable human activity from the Palaeolithic period onwards. An east-west Roman route linking Stane Street with the roads from London to Hassocks and London to Lewes passed to the south of Henfield with a crossing point on the Adur to the southwest of the village. Romano-British artefacts have also been discovered, although so far no evidence for any kind of settlement. The north-south route along which the village grew up may have originated as an Anglo-Saxon drove road, used for moving livestock from settlements on the Downs to areas of pannage in the Weald. The east-west route, which ran from Hurstpierpoint to Ashurst along the greensand ridge, crossing the Adur to the west of Henfield, is first recorded in 1469, but its alignment close to St Peter's Church, an Anglo-Saxon foundation, suggests it may be a lot older.

## The Middle Ages

The first documentary reference to the area dates from 770, when Osmund, king of Sussex, granted an estate to Warbald and his wife Titburh to endow St Peter's Church. This is thought to have been equivalent to the manors of Stretham (otherwise called Henfield) and Oreham, the rectory estate, as well as to Henfield Park, which lay to the north of modern Henfield. However, there is no evidence that at this date the Church was surrounded by a village. This implies that the Anglo-Saxon settlement was dispersed and the Church probably functioned as a minster, that is to say a mother church serving a parochial, from which daughter parishes later evolved.

By the time of the Domesday Book, the Church formed part of Stretham/Henfield Manor, which had passed to the bishops of Selsey (subsequently Chichester, after the see was moved inland in c. 1080). The bishops' manor was located at Stretham on a site to the southwest of the modern village right on the banks of the Adur. In the 11th century William II granted the right of free warren at Henfield to the bishops of Chichester and they seem to have emparked an area to the north of the village by the 13th century. The rectory became a prebend in c. 1219, and a vicarage was created around the same time. The manor at Stretham was abandoned by the mid-14th century, probably because of flooding, and rebuilt on a new

site. A second manor, called Moustow, is recorded from 1327 and probably was located right in the middle of the village. A manor pound and pillory are recorded from the 14th century.

A market was granted in 1234, but there is no evidence that this stimulated any sort of growth since no documentary references are encountered to shops, trade guilds or professions that are usually indicative of emerging urban characteristics. The local economy was based entirely on agriculture, mainly arable farming on areas of cleared woodland, although also livestock to a limited degree. The silting up of the Adur in the 14th century, which led to the port at Steyning falling into disuse, put an end to cross-Channel trade in the area. Nevertheless, this period contributed an architectural legacy that is still partly extant. St Peter's Church was rebuilt in the 13th century and enlarged in the 15th, when the north chapel and tower were built. Five timber-framed houses from before 1500 survive in the village, including the George Inn, but the buildings were never densely concentrated.

## The early modern period

A period of growth begins in the 16th century, when the first references to shopkeepers and a wider range of trades and industries appear. During this and the following two centuries there was significant brewing activity, although the largest industry seems to have been tanning, a trade which was carried on in Henfield until 1840. Bricks were made, thanks to deposits of brick earth in the locality, and sand and sandstone were extracted. Brick and sand production would continue until well into the 20th century. There are thirty surviving buildings in Henfield dated to the 16th and 17th centuries, all of them timber-framed, but it is likely that they testify to increased agricultural prosperity rather than the growth of the village, which absorbed them as a result of much later expansion.

During the 18th century some of these older buildings were refronted in brick or with tile-hanging, but there was little new construction. One of the few exceptions was the workhouse on Nep Road, which served the village until it was superseded in 1835. In the late 17th century Henfield's provisions for travellers had been very modest. However, this situation changed around 100 years later with the rise to prominence of Brighton as a bathing resort and centre for high society, since traffic from



London took the road running through the village. The route in from the north was turnpiked in 1771, and the road leading out of it to Brighton via Woodmancote was turnpiked in 1777, without any alterations to the alignment in either case. The White Hart and George Inns acquired important roles catering to the coaching trade. A national school was established in the village in 1812 and subsequently expanded. In the early decades of the 19th century there was modest growth as scattered terraces of cottages began to appear. Large houses were built in the neighbourhood as well, such as Chestham Park to the north. The village became a popular with people seeking a country retreat, including Nathaniel Woodard (1811-1891), founder of Lancing College and numerous other prominent schools, who lived there from 1862 until his death.

### **The 19th century**


The growth of Henfield seems to have slowed in the early 19th century, but was given a renewed stimulus by the arrival of the railway in 1861, when a station opened on a new line from Horsham to Shoreham. It was built on a site some distance to the west of the medieval centre and marked the start of the growth of the village in this direction. With Horsham and Brighton only 30-40 minutes' travel away, Henfield began to attract commuters. Villas went up on new streets that were laid out in the vicinity. So did a steam mill near the station itself, supplementing the two watermills and two windmills that already existed in the village. In 1864 a gasworks was established. The development of the railway network had sent the coaching trade into terminal decline, but the Brighton's growth came to benefit Henfield in another way. The fertile sandy soil was good for cultivation and market gardens were established in the area to replace those that had been lost to development through the village's expansion. They carried on doing a brisk trade until the late 1960s.

### **The 20th century**





Population growth accelerated in the 20th century. Initially this happened through the construction of new estates of local authority housing, first on Hollands Road to the west in the 1920s, then on Wantley Hill to the north in the 1930s. These were subsequently followed by commercial developments, which greatly expanded Henfield, and by the 1960s

had made it necessary to prepare a village plan. While there was a substantial amount of new construction on greenfield sites on the outskirts, developers also took advantage of opportunities in the historic centre along the High Street, Church Street and Furners Lane. These had never been densely built up and so the expansion of the village generally proceeded through infill construction on vacant plots rather than the demolition and replacement of existing buildings, one of the few exceptions being the housing that went up on the site of the station, closed in 1966. This did much to bring about the numerous juxtapositions of historic and modern buildings that characterises Henfield. The influx of new residents also helped to sustain local business as the village became an important commercial centre for the surrounding area.

## Appendix 2: Gazetteer of listed buildings





Image	ListEntry	Name	Description	Grade	ListDate	NGR
	1286429	TRADDLES	C18 or earlier. Two storeys. Two windows. Faced with tiles. Tiled roof. Casement windows. Shop front built out in front of south half. GV	II	09/05/1980	TQ 21503 16228
	1353985	6, LONDON ROAD	Early C19. Two storeys. Two windows and one window-space. Painted brick. Overhanging eaves. Slate roof. Glazing bars intact. Two small bays on ground floor, the south one comprising a contemporary shop window complete with glazing bars. GV	II	09/05/1980	TQ 21505 16220
	1027375	GULL COTTAGE	One building sub-divided. C17 or earlier refronted in C18. Two storeys. Five windows. No 8 faced with brick, now painted, on ground floor and tile-hung above with gable. No 9 faced with grey headers with red brick dressings, quoins, modillion stringcourse and eaves cornice. Tiled roof. Casement windows. GV.	II	15/03/1955	TQ 21501 16206
	1353986	REDBARN ST ANTHONY'S COTTAGE	C17 or earlier timber-framed building with some timbering exposed at the back but refronted with brick, now painted, and plastered. Tiled roof. Casement windows. Doorways with pediment-shaped hoods over. Two storeys. Five windows.	II	09/05/1980	TQ 21524 16164



	1192469	THE WHITE HART HOTEL	North half C17 or earlier timber-framed building with the timbering and red brick infilling exposed in north wall but refronted with red brick on ground floor and tile-hung above. Horsham slab roof. Gable to the front. Ground floor windows modern, above casement windows. Massive sandstone chimney breast on north wall. South half early C19. Ground floor red brick, above red mathematical tiles. Tiled roof. Sash windows with glazing bars intact. Two storeys and attic in gable. Five windows in all.	II	09/05/1980	TQ 21524 16137
	1372049	BAY TREE COTTAGE	This building stands at right angles to the south east of Budgens Stores. The north or back front is a restored timber-framed building with curved braces and red brick infilling. Two modern timbered gables. Tiled. Casement windows. Two storeys. Two windows. The south or entrance front has been refaced or rebuilt in the early C19. One storey. Two windows. Red brick. Side eaves cornice. Tiled roof. Glazing bars intact. One bay window. Round-headed doorway in moulded architrave surround with semi-circular fanlight and door of six fielded panels.	II	06/11/1980	TQ 21516 16141
	1027412	IVY COTTAGE	Early C19. Two storeys. Three windows. Red brick. Slate roof. Glazing bars intact. Doorway with semi-circular fanlight, flat hood on brackets and door of six fielded panels.	II	09/05/1980	TQ 21526 16124
	1286633	EAST MARTYNS LODGE COTTAGE MARTYN LODGE	One house, converted into three. Early C18, refaced in early C19. Three storeys. Five windows. Front stuccoed, sides painted brick. Modillion eaves cornice. String-course. Windows in moulded architrave surrounds. Glazing bars missing. Porch with Doric columns containing doorway with rectangular fanlight and door of six moulded panels. Two recessed window-bays added to east at later date. This house was occupied by Canon Nathaniel Woodward, founder of Lancing College, who died here in 1891.	II	09/05/1980	TQ 21382 16214


	1027407	TANNERY COTTAGE	Early C19. Two storeys. Two windows. Red brick and grey headers alternately, once painted. Modillion eaves cornice. Tiled roof. Casement windows with small square panes. GV	II	09/05/1980	TQ 21311 16190
	1192392	THE CAT HOUSE	Probably C16 timber-framed refaced with brick, now painted, on ground floor and with weatherboarding above, painted in imitation of timbering with figures of a cat holding a bird under the eaves. Hipped thatched roof. Horizontally-sliding sash windows. Two storeys. Three windows. GV	II	15/03/1955	TQ 21295 16204
	1286608	THE REEVE HOUSE	C17 or earlier timber-framed building with red brick and stone infilling. Hipped tiled roof. Casement windows. Two storeys. Four windows. GV	II	15/03/1955	TQ 21279 16150
	1353998	CHURCH COTTAGE ST PETERS COTTAGE	C17 or earlier timber-framed building with the timbering and plaster infilling exposed on north wall but refronted with red brick and grey headers on ground floor and tile-hung above. Small gable in centre. Steeply-pitched hipped tiled roof. Casement windows. Two storeys. Four windows. GV	II	15/03/1955	TQ 21284 16179



	1027406	1-4, CHURCH TERRACE	Small early C19 terrace. Two storeys. Six windows. Stuccoed. Slate roof. Glazing bars intact. No 4 has trellised porch. GV	II	09/05/1980	TQ 21258 16216
	1027401	OLD TUDOR COTTAGE	C17 or earlier timber-framed building with red brick and some plaster infilling. Tiled roof. Casement windows, some with diamond-shaped panes. Two storeys. Three windows.	II	15/03/1955	TQ 21205 16142
	1027403	THE VICARAGE	1850 circa. Two storeys. Two windows facing east, two windows facing south. Faced with cement. Hipped slate roof. Glazing bars intact. Porch of solid type. Recessed service wing of two windows to west.	II	09/05/1980	TQ 21155 16154
	1027400	THE PARISH CHURCH OF ST PETER	Chancel with north and south chapels, north and south transepts, nave with north and south aisles and west tower. Chancel arch 1200 circa. Tower and Parham chapel C15. The nave aisles, transepts and chancel rebuilt in 1870.	II*	15/03/1955	TQ 21212 16178




	1027402	APPLE TREE COTTAGE	C16 timber-framed building with plaster infilling, ground floor rebuilt in red brick and grey headers. Tiled roof. Casement windows. Two storeys. Three windows.	II	09/05/1980	TQ 21171 16208
	1027399	DUFFIES HACKETTS	C17 or earlier. Two storeys. Six windows. Ground floor painted brick, above tile-hung, once painted. Half-hipped tiled roof. Casement windows. Duffies has a doorway with flat hood on brackets.	II	15/03/1955	TQ 21209 16227
	1027405	PARSONAGE HOUSE	Originally the residence of the Prebendaries of Henfield who were Rectors of the parish. C16 or earlier building, refronted in C18. Two storeys and attic. Three windows and two hipped dormers facing south, four windows and one gable facing west. Red brick and grey headers, the gable tile-hung. Some of the brick-work arranged in diaper pattern is said to date from the early C16. Roof originally Horsham slabs, partly replaced with tiles. Modern casement windows and porch. Chimney breast on east wall.	II	15/03/1955	TQ 21263 16284
	1286638	HENFIELD PLACE	Large double L-shaped house of various periods. Some of it is said to be C14 but the outside dates mainly from the C18. Two storeys and attic on east side. Six windows facing north, three windows facing west, two windows one dormer facing east. Faced with stucco. Eaves cornice. Hipped roof of Horsham slabs. Glazing bars intact. Projection in centre of north front supported on columns which form a porch. From 1889 to 1891 the house was rented for the first Seminary of the Roman Catholic Diocese of Southwark, and the Principal was the Rev Francis Bourne, later Cardinal Bourne.	II	15/03/1955	TQ 21082 16175

	1027404	OAK COTTAGE WALDERS COTTAGE	C17 or earlier, refaced with red brick on ground floor and tile hanging above. Steeply-pitched hipped tiled roof. Casement windows with diamond-shaped panes.	II	09/05/1980	TQ 21134 16106
	1353997	RED OAKS	This house takes its name from the American red oaks in the grounds. 1830 circa. It was probably built by the Rev Charles Dunlop, at first Curate and later Vicar of Henfield, who occupied it from 1838-51. Two storeys. Three windows facing east, three windows facing south. Eaves bracket cornice. South front has two gables containing attic windows. Slate roof. Glazing bars intact. Venetian shutters. Veranda to east front. Porch and one bay on ground floor of south front.	II	09/05/1980	TQ 21167 15973
	1027398	RED OAKS LODGE	Early C19. Two storeys. Three windows. Faced with flints with dressings, quoins and horizontal courses of red brick. Tiled roof. Gables with scalloped bargeboards to north and east. Gabled porch. Casement windows.	II	09/05/1980	TQ 21246 15909
	1027397	POTWELL	C17 or earlier. Double L-shaped timber-framed building with plaster and red brick infilling. Gable end to each wing. Horsham slab roof. Casement windows. Crow-stepped chimney breast on each wall of north wing. Behind this a projection has been added in C18 at right angles to north wing. Two storeys. Four windows.	II*	15/03/1955	TQ 21250 15884



	1353996	SEVEN CHIMNEYS	Early C19. Two storeys. Four windows. Painted brick. Dentilled eaves cornice. Tiled roof. Glazing bars intact. Venetian shutters.	II	15/03/1955	TQ 21298 15883
	1027440	HENFIELD CLUB	1830 circa. Two storeys. Seven windows. Stuccoed, around floor rusticated. Eaves bracket cornice. Slate roof. Glazing bars intact. Small porch containing round-headed doorway with semi-circular fanlight and door of six fielded panels. Projection of three window-bays at west end.	II	09/05/1980	TQ2147915904
	1027417	SOUTHDOWN HOUSE	C17 or earlier timber-framed building with the timbering and herring-bone brick nogging exposed in north wall but refronted with red brick on ground floor and fish-scale tiles above. Horsham slab roof. Gable at south end. Sash windows with glazing bars intact. Shop front at north end. Two storeys and attic in gable. Three windows.	II	15/03/1955	TQ 21487 15911
	1192510	ASTONS	Two buildings. North one C18. Tile-hung. South one mid C19. Stuccoed. Slate roofs, modern shop fronts and two storeys to both. Two windows to each. GV.	II	09/05/1980	TQ 21512 15909



	1353963	THE GEORGE HOTEL	The main portion of this building is C19. Two storeys. Four windows. Stuccoed. Slate roof but the south end is C17 or earlier timber-framed buildings, refaced in C18 with red brick and grey headers alternately, but some of the timbering exposed behind. Stringcourse. Slate roof. Glazing bars intact on ground floor only. GV	II	09/05/1980	TQ 21513 15890
	1027414	THE AVERYS	C17 or earlier timber-framed building, refronted in C18. Two storeys. Three windows. Stuccoed. Pilasters flank tile front. Slate roof. Glazing bars intact on first floor only. Doorway with pilasters, projecting cornice and door of six fielded panels. Modern shop windows. GV	II	15/03/1955	TQ 21511 15921
	1027413	ELM LODGE SOUTH PREMISES OF TOBITTS	Early C19. Two storeys. Six windows. Stuccoed. Stringcourse. Eaves cornice. Slate roof. Glazing bars intact. Doorway with pilasters, projecting cornice and rectangular fanlight. Tobitts (south premises) have a modern shop front. Their north premises are not of special interest.	II	09/05/1980	TQ 21514 15934
	1192486	AUCTIONEERS, HAMFIELDS LIMITED, HENFIELD FISHERIES AND WELLER EGGAR	C18. Two storeys. Five windows. Painted brick. Dentilled eaves cornice. Tiled roof. Glazing bars intact on first floor. C19 porch. Modern shop front.	II	09/05/1980	TQ 21514 15984

	1354002	NORTON HOUSE	Early C19. Two storeys. Four windows. Painted brick. Half-hipped slate roof. Glazing bars intact. Trellised wooden porch containing doorway with door of six fielded panels.	II	15/03/1955	TQ 21527 16008
	1192477	THE PLOUGH INN	C18, altered C19. L-shaped building. Two storeys. Four windows. Ground floor stuccoed, above tile-hung. Slate roof. Horizontally-sliding sash windows.	II	09/05/1980	TQ 21521 16076
	1192605	A AND G M WHITE'S STORES (THE POST OFFICE) A HILLMAN (SHOE SHOP) ANGELA (DRAPER) HARRISON (NEWS AGENT) IVY HOUSE J BRUNSDON (BUTCHER) J W GREENFIELD (GREEN GROCER) MADELEINE (HAIR STYLIST) THE NATIONAL WESTMINSTER BANK	Early C19 range. Two storeys. Seventeen windows. Red brick. Eaves cornice. Slate roofs. Glazing bars intact on first floor only. Three original doorways, one round-headed with semi-circular fanlight in Post Office, one in moulded architrave surround with rectangular fanlight in the Bank, and one round-headed with semi-circular fanlight and six panel door in Ivy House. Otherwise modern shop windows on ground floor. GV	II	09/05/1980	TQ 21497 16092
	1192872	PENDRELLS	L-shaped C17 or earlier timber-framed building with red brick and plaster infilling, west front refaced with weather-boarding and tiles. Tiled roof. Casement windows. Two storeys. Two windows facing north and south, two windows facing west and three windows facing east.	II	09/05/1980	TQ 21282 15677

	1027384	CUTLERS CROFT	Nos 1 and 2 are a C17 or earlier timber-framed building with painted brick infilling. Casement or horizontally sliding sash windows No 3 early C19. Painted brick. Glazing bars intact. Tiled roof to whole. One storey and attic. Five windows. Two hipped dormers.	II	15/03/1955	TQ 21244 15696
	1027381	ROSEMOUNT	C18. Two storeys. Three windows. Ground floor painted brick, above tile-hung. Tiled roof. Casement windows. Trellised wooden porch.	II	09/05/1980	TQ 21069 15714
	1027382	WISTARIA COTTAGE	C17 or earlier timber-framed cottage, modernised. Two storeys. Two windows facing north, two windows facing east. Painted brick infilling. Hipped Horsham slab roof. Modern casement windows.	II	09/05/1980	TQ 21030 15726
	1027383	OLD MILL HOUSE	Restored C17 or earlier timber-framed building with plaster infilling, ground floor rebuilt in red brick. Horsham slab roof. Casement windows. Two storeys. Four windows.	II	09/05/1980	TQ2101415723





	1353987	ROFLEY COTTAGE TUDOR COTTAGE	C17 or earlier timber-framed building with the timbering and plaster infilling exposed in east wall but refronted with red brick. Hipped tiled roof. Casement windows. Two storeys. Three windows.	II	15/03/1955	TQ 21321 15678
	1027385	CEDAR VIEW	Built as the parish Workhouse in 1736 and used as such until 1837. Two storeys. Six windows. Red brick and grey headers alternately. Horsham slab roof. Casement windows.	II	15/03/1955	TQ 21322 15647
	1192865	PATCHINGS	L-shaped C17 or earlier timber-framed building with the timbering and painted brick or herring-bone brick nogging exposed in the east and west walls but south front refaced with red brick and grey headers and partly tile-hung. Half-hipped gable. Horsham slab roof. Casement windows. Blocked original window in east wall. Two storeys. Four windows.	II	15/03/1955	TQ 21438 15646
	1353974	THE PREMISES OF A BAUIENT, BUILDER	C18. Two storeys. Six windows. Ground floor red brick, above faced with weather-boarding. Half-hipped tiled roof. Multi-paned commercial windows.	II	09/05/1980	TQ 21514 15702



	1027410	GANDERS COTTAGE	C17 or earlier timber-framed building with red brick infilling, and curved braces on first floor, north front partly rebuilt in brick. Tiled roof. Two storeys. Three windows. West end has two bricks inscribed "P W A, 1697". Modern windows. GV	II	15/03/1955	TQ 21524 15720
	1192438	PROSPECT HOUSE	C18. Two storeys. Two windows. Red brick and grey headers alternately. Brick stringcourse. Wooden dentilled eaves cornice. Half hipped tiled roof. Wide glazing bars intact. Doorway with rectangular fanlight and door of six moulded panels. GV	II	15/03/1955	TQ 21528 15733
	1192275	CHATFIELDS	C17 or earlier L-shaped timber-framed building with plaster and red brick infilling. Tiled roof. Casement windows. One bay added in red brick at north end of north wing with scalloped gable end. Gabled porch in angle of the L	II	15/03/1955	TQ 21547 15720
	1027409	CHALLENGES	C18. Two storeys. Two windows. Painted brick, south wall tile-hung. Slate roof. Glazing bars intact. The south-west corner has been sliced off to make a pathway for pedestrians and the first floor above is supported on wooden columns. GV	II	09/05/1980	TQ 21541 15745

	1192429	THE GOLDEN HEN	C18 front to a probably older house. Two storeys. Four windows. Painted brick. Tiled roof. Glazing bars intact on first floor. Modern shop front below. GV	II	09/05/1980	TQ 21541 15754
	1353999	FORGES PART FORGES	C18 front to a timber-framed building. Two storeys and attic. Three windows. One gabled dormer. Painted brick. Hipped tiled roof. Ground floor built out with sloping slate roof over it and sash windows with glazing bars intact. Casement windows above. Part Forges runs back into a timbered shed to the east. GV	II	15/03/1955	TQ 21544 15767
	1354000	MALTHOUSE COTTAGE	C18 or earlier. Two storeys. Two windows. Ground floor cemented, above tile-hung. Tiled roof. Casement windows.	II	09/05/1980	TQ 21579 15789
	1286594	LAVENDER COTTAGE	C17 or earlier, now faced with grey headers with red brick dressings, quoins and stringcourse. Thatched roof with pentice at west end and over west part of south front. Casement windows, those on first floor with diamond-shaped panes. Two storeys Two windows.	II	15/03/1955	TQ 21642 15809

	1027411	PROVIDENCE	Early C19. Two storeys. Three windows. Ground floor red brick, above red mathematical tiles. Hipped tiled roof. Glazing bars missing. Later porch added.	II	09/05/1980	TQ 21654 15812
	1192458	STIPENHOKE	L-shaped block of cottages, of which the south wing is C17 or earlier timber-framed building with plaster, brick and flint infilling, but the west wing is probably C18 and faced with flints on ground floor and tile-hung above. Tiled roof. Casement windows. Two storeys. Six windows facing south, six windows facing east.	II	09/05/1980	TQ 21772 15792
	1027416	MOUSTOWS COTTAGE	C17 or earlier timber-framed with plaster infilling, sides refaced in red brick and tile-hanging. Tiled roof. Casement windows. One storey and attic. Two windows. Two gabled dormers.	II	09/05/1980	TQ 21573 15810
	1192596	MOUSTOWS MANOR	Early C19. Two storeys. Four windows, northernmost window-bay recessed. Stuccoed. Stringcourse. Dentilled cornice and parapet. Hipped slate roof. Glazing bars missing. Venetian shutters on first floor. Porch of solid type containing doorway with rectangular fanlight. GV	II	15/03/1955	TQ 21538 15800

	1353964	MAGNOLIA HOUSE	L-shaped building. Early C19. Two storeys. Four windows. Stuccoed, ground floor rusticated. Eaves bracket cornice. Slate roof. Glazing bars intact. Round-headed trellised wooden porch containing doorway with rectangular fanlight. Projecting wing built out to south-west. GV	II	09/05/1980	TQ 21534 15818
	1192586	RUS HOUSE	Early C19. Two storeys and semi-basement with area. Four windows. Stuccoed, semi-basement rusticated. Overhanging eaves. Slate roof. Glazing bars intact. Venetian shutters. Iron balconettes and tent-shaped canopies to ground floor windows. Round-headed doorway with fluted quarter columns, semi-circular fanlight and six panel door. Porch of solid type with rudimentary pediment has been added over this. Garage door at north end.	II*	15/03/1955	TQ 21530 15829
	1027415	FORGE COTTAGE T MILES AND SON THE FORGE	C17 or earlier timber-framed building, refronted with red brick and grey headers. Half-hipped gable at south end, tile-hung. Tiled roof. Modern windows. Stepped brick chimney breast at south end. Two storeys. Four windows. Ground floor forge portion at north end.	II	09/05/1980	TQ 21521 15846
	1192553	OLD TUDOR HOUSE	C17 or earlier timber-framed building with the timbering and herring-bone brick nogging, now painted, exposed in north wall, but refronted in C18 with brick, now painted. Stringcourse and eaves cornice. Horsham slab roof. Glazing bars missing. Gable end to north with pendants. Two storeys. Four windows.	II	15/03/1955	TQ 21516 15874



# Appendix 3: Landscape sensitivity criteria assessment table

Table \*\*\* Landscape Fringe Sensitivity – Typical Assessment Criteria

Criterion	High	Medium	Low
<b>Conservation area edge character, mitigation and enhancement potential (including landscape function in relation to gateways, nodes, edge integration/relationship, landmarks etc).</b>	<p>Very well integrated built edge with natural, clear and defensible boundaries. Well defined but often porous form, where gaps are particularly important to the edge character and relationship to the surrounding landscape. Intact historic settlement and landscape character interface may persist e.g. adjacent manor/parkland/historic fieldscapes. The integrity of such features would be susceptible to change arising from further development.</p> <p>Built edge forms a key/positive approach or gateway to the settlement. May have strong intervisibility with the settlement core and associated distinctive landmarks e.g. church tower/spire.</p>	<p>Generally, well integrated built edge. A mostly clear/natural/defensible boundary, albeit with some erosion where development may have breached such parameters. Some remnant historic features.</p> <p>Built edge contributes to a positive approach or gateway to the village and has limited intervisibility with the settlement core and associated distinctive features.</p>	<p>Poorly integrated/raw/exposed settlement edges, which may offer mitigation potential through new development and edge landscape treatment.</p> <p>Much expanded, modern settlement edge with little relationship to the historic settlement structure or key features. Settlement edge land uses/management is prevalent and historic features have been eroded.</p>
<b>Topography and skylines</b>	<p>Contours form a clear and defensible limit to the conservation area extents and create a prominent setting to the built edge.</p> <p>Distinctive, strong topographic features that would be susceptible to change associated with development.</p> <p>Open or 'natural' and undeveloped skylines which are apparent in key views and/or would be susceptible to change arising from development.</p>	<p>Contours are apparent as part of the conservation area's setting, and such features may be distinctive and to a degree susceptible to change associated with development.</p> <p>Skylines may be mostly undeveloped or with only localised developed intrusions, such that they have some susceptibility to change arising from development.</p>	<p>Few strong topographic features that define the edge of the conservation area, with little landform variation.</p> <p>Developed/settled skylines including modern settlement and human influences, or skylines that are neither visually distinctive nor prominent and have a low susceptibility to change arising from development.</p>
<b>Landscape scale and pattern (including cultural pattern)</b>	<p>Small scale, intimate and intricate landscape pattern which the legibility would be susceptible to change arising from development.</p> <p>Strong sense of / intact cultural pattern, historic functional relationships and evolution.</p>	<p>Medium scale landscape patterns with some susceptibility to change arising from development.</p> <p>Moderate, perhaps partially eroded, sense of cultural pattern, historic functional relationship and evolution.</p>	<p>Expansive, open landscapes with few features that are susceptible to change arising from development.</p> <p>Eroded, fragmented, weak sense of cultural pattern, historic functional relationships and evolution.</p>
<b>Aesthetic and perceptual quality including landscape experience and tranquillity</b>	<p>Intricate, complex landscapes, the integrity and legibility of which would be affected by development.</p> <p>Tranquil, peaceful landscape such that any development would represent a significant intrusion.</p>	<p>Landscape patterns that display a degree of intactness and relative complexity in areas, with some potential for development to affect the integrity and legibility of these.</p> <p>A landscape with relatively few or moderate levels of intrusion, with some level of tranquillity.</p>	<p>Simple or fragmented, eroded landscapes with low legibility such that new development may present an enhancement opportunity.</p> <p>Landscape of low tranquillity, already characterised by levels of intrusion.</p>
<b>Views, visual character and intervisibility</b>	<p>Expansive, open and prominent views in and out, wide intervisibility with adjacent landmarks, visually important/prominent elements associated with the wider landscape character that are susceptible to change arising from development.</p>	<p>Medium range views and medium level/filtered intervisibility with nearby landmarks, visually prominent landscape elements and characteristic features.</p>	<p>Enclosed visual character with views kept short. Little or no intervisibility with adjacent landmarks, visually prominent landscape elements and characteristic features.</p>

- 1.1 The above typical criteria have been defined in order to focus the analysis. The criteria have been informed by the information in the district landscape character assessment and capacity study, and knowledge gained of the area through fieldwork. They have been developed with reference to best practice guidance<sup>1</sup>. They have been applied to the landscape fringes associated with the conservation area, in order to determine the susceptibility to change and the sensitivity of the fringe to development.
- 1.2 It should be noted that different combinations of the attributes within the typical criteria may apply, and professional judgement is applied in each case.

<sup>1</sup> Natural England, 2014, *An Approach to Landscape Character Assessment* and Landscape Institute and Institute of Environmental Management and Assessment, 2013, *Guidelines for Landscape and Visual Impact Assessment 3<sup>rd</sup> Edition (GLVIA3)*

## Appendix 4: Henfield boundary review justification

Local authorities are obliged to reconsider the boundaries of Conservation Areas 'from time to time' as per Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. No review has been undertaken of the Henfield Conservation Area since it was first designated in 1973.

Six proposals for extending the boundaries of the Henfield Conservation Area have been adopted as part of the boundary review:

### *A. Exclusion of suburban development The Hooks to the west of Blackgate Lane and south of Lovers Walk*

A field bounded by Lovers' Walk, the garden of Potwell, Blackgate Lane, and the back gardens of buildings along the north side of Nep Town Road was developed as The Hooks following the conservation area's original designation. This has resulted in overly suburban development which detracts from local character. Its inclusion within the conservation area cannot now be justified.

### *B. Exclusion of suburban development flanking Chestnut Way/Chestnut End*

Since the time of the conservation area's designation a small development of bungalows fronting both sides of a cul-de-sac opening off Church Street, has been extended as Chestnut End with larger houses and has encroached on the tanyard. This has resulted in overly suburban development which detracts from local character. Its inclusion within the conservation area cannot now be justified.

### *C. Exclusion of suburban development between Tanyard and the High Street*

Since the time of the Conservation Area's designation the surroundings of Craggits Lane, previously a country lane leading off Church Street into the tanyard area, have been altered through infill development. To the east a near-continuous area of modern housing together with a number of properties at the east end of Park Road (nos. 9-13) and on the north side of Cagefoot Lane (Millers, nos. 4-5, Acacia) have introduced development of overly suburban character, which detracts from local character. Its

inclusion within the Conservation Area cannot now be justified. However, Craggits Lane itself, the scout hut site and the footpath skirting Deeryvore on Cagefoot Lane to the east retain their semi-rural character and so should remain within it.

### *D: Exclusion of modern development sited to the rear of properties on the north side of Church Street*

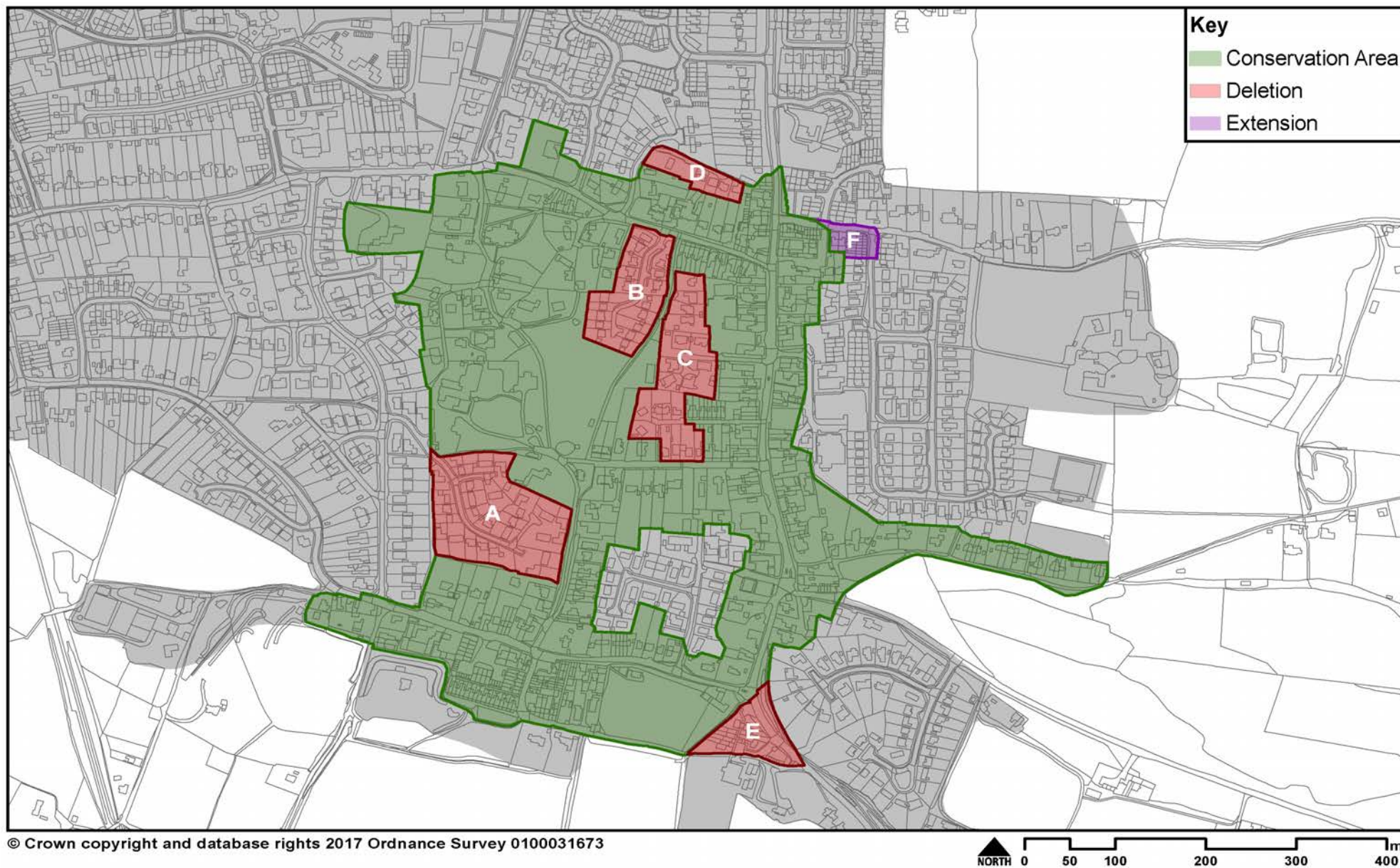
The northern boundary of the Conservation Area was drawn around the rear boundary of the plots of four properties on the north side of Church Street (East Martyns, Martyn Croft, Rosemary and Tessier) and of Durris, located on the eastern side of Martyn Close. Since designation, the rear plots of the first three properties have been subdivided and a private road called The Laurels has been built to provide access to four new houses here. Durris has also been rebuilt. These buildings detract from the historical local character and their continued inclusion cannot therefore be justified.

### *E: Exclusion of modern development to the east of Rothery Field*

Since the original designation, a triangular-shaped piece of land bounded by King James' Lane, Barrow Hill and Rothery Field has been built over with a residential development called Springhills. This lacks special interest and makes at best a neutral contribution to Conservation Area. It should therefore be excluded from the Conservation Area.

### *F: Extension along Furners Lane to include Eastern Terrace*

Eastern Terrace has been identified just beyond the historic boundary of the Conservation Area. It is judged to make a very positive contribution to the distinctiveness of the local area, recording the 19th century growth of the village. The terrace is extensively slate hung and appears little altered.



Map 11: Henfield Conservation Area boundary review map.



## Appendix 5: Glossary of architectural and building terms

### A

**Arcade** - a row of arches supported by columns.

**Arch** - a section above a door or opening window with the structural function of dispersing the weight from above around the opening. Also referred to as a head above a door or window. The shape will determine its name; most common are segmental (semi-circular), lancet (pointed) and gauged (composed of shaped bricks).

**Architrave** - in Classical architecture, the lower part of a moulded cornice. Commonly used term for the moulded surround of a door or window.

**Arts and Crafts** - derived from an artistic movement of the late C19, based on the ideas of William Morris, which promoted traditional forms of design and the use of craft techniques in construction. Its architectural expression is seen in the use of traditional materials and restrained vernacular decoration.

**Art Nouveau** - an artistic movement of the turn of the century characterised by stylised forms of flowers and animals, prevalent in Edwardian buildings.

**Ashlar** - smoothed, even blocks of stone masonry.

### B

**Baluster** - the upright in a staircase or balustrade that supports the horizontal top rail or coping.

**Balustrade** - the upstanding part of a stair or balcony that supports a rail or coping. The individual uprights (balusters) may be decorated or ornate, for example in the shape of bottles, in which case it is termed a bottle balustrade.

**Bargeboard** - a timber piece fitted to the outer edge of a gable, sometimes carved for decorative effect.

**Baroque** - a style associated with late Classical architecture, that evolved during the C17 and C18 and is characterised by exuberant decoration overlaid on classical architectural details.

**Battered** - a feature, such as a chimney, with sloping faces or sides making it narrower at the top than at the bottom.

**Battlement** - the top part of a castle wall, often used to detail a parapet; also known as crenellation.

**Bay** - an extension to the main building line, termed canted or splayed when angled back at the sides, and squared when perpendicular (see also Window).

**Bow window** - a curved window extending from the front of a building.

**Bull nose** - the rounded end of a brick or tile.

**Burr** - a rough, poor quality brick used as infill.

### C

**Canted** - angled at the sides, as in a bay window.

**Cap** - a stone piece on top of a pier to protect it from weathering.

**Cape** - extension to the footpath to narrow the road width.

**Capital** - the ornate top of a column, sometimes decorated with carvings of leaves and flowers.

**Cartouche** - a carved panel of stone or plaster.

**Casement window** - a window opening on side or top hinges.

**Chamfered** - an object with the edges of the front face angled back to give a sense of depth; e.g. on a door stile.

**Channelled** - stucco or render grooved to look like stone masonry.



**Character** - The main visual characteristics of an area resulting from the influence of geology, topography, urban layout, plot form, and predominant building ages, types, form and materials.

**Chinoiserie** - a decorative style, inspired by oriental art and design.

**Classical** - an architectural style based on Greek and Roman antiquities, characterised by the arrangement of the elements of a building according to a set of rules (i.e. Orders).

**Clerestorey** - a row of windows at high level lighting the ground or principal floor; very common in churches where they are positioned over the aisles.

**Colonnade** - a small, slim column, usually arranged in groups.

**Column** - a structural or decorative vertical element, usually circular, supporting or framing the upper parts of a building.

**Coping** - a sloping or curved, overhanging section of stone on top of a wall or parapet designed to protect the masonry from rain water.

**Corbel** - a projecting piece of timber, stone or brick supporting an overhanging structure, such as an arch or balcony.

**Corinthian** - an ornate type of column with exuberant decoration of the capital.

**Cornice** - a decorative mould applied to parapets and pediments.

**Crenellation(s)** - a parapet that has been built in the form of castle battlement.

**Crow-stepped gable** - a gable with stepped sides like a stair case.

**Cupola** - a domed structure on the roof.

**Curtilage** - the area within the boundaries of a property surrounding the main building.

## D

**Dentil** - a square block, often used as a detail in a cornice, where it is alternated with a gap.

**Distinctive frontage** - a structure or series of buildings, such as a terrace, that has specific architectural quality, recognisable plot rhythm, consistent use of materials, or a combination of the above. A distinctive frontage will make a positive contribution to local character or even define the local character.

**Doorcase** - the surrounding frame of a door, usually timber.

**Doric** - a plain column with little decoration.

**Dormer window** - a window projecting from a roof.

**Dressings** - the decorative elements of building elevations used to define windows, doors, etc., and usually of a material contrasting with the main one; for instance, stone window surrounds on a brick facade.

**Dutch gable** - a gable with tiered and curved sides as evolved in the Low Countries.

## E

**Eaves** - the lower, overhanging section of a pitched roof, intended to throw rain water away from the wall below.

**Egg and Dart** - a moulding pattern of alternating eggshaped and arrow-head shaped pieces.

**Engineering brick** - an extremely hard brick used mainly in engineering structures such as bridges.

**Entablature** - the top part of a column or pediment comprising a number of elements; i.e. architrave, cornice, modillion, capital, etc.

## F

**Faience** - a glazed clay tile or block.

**Fenestration** - the pattern of windows.

**Fielded** - a flat, undecorated but raised part of a door panel.

**Fin** - a simple projection at right angles to the face of the building, repeated to give some relief to flat modernist facades.

**Finial** - a decorative device to finish off a building element with a flourish, most commonly seen on railings.

**Fleche** - a pointed spike or finial, common on church roofs.

**Frieze** - a band or decorative motif running along the upper part of the wall, sometimes carved.

**Fluted** - carved with long vertical depressions, as in many columns.

## G

**Gable** - a decorative finish to the upper part of a wall designed to obscure the roof structure. Termed Dutch if replicating the style common in Holland; crow-stepped if rising in stages like a staircase.

**Gablet roof** - roof with a small gable at the top of a hipped or half-hipped section.

**Galleting** - a technique in which small pieces of stone are pushed into wet mortar joints during the construction of a building. Has both a decorative and weathering function.

**Gardenesque** - of a style associated with the C18 English Romantic garden designs; naturalistic rather than formal.

**Gauged** - bricks shaped to fit together closely, as in an arch or head.

**Gault brick** - a light cream/yellow brick commonly made in East Anglia (hence Suffolk gaults).

**Gothic(k)** - term applied to Medieval architecture characterised by pointed arches and windows, fine decorative carving, tracery, etc. Revived in the later C19 by ecclesiastical architects who looked back to the Medieval cathedrals and churches for their main inspiration.

## H

**Ha ha** - a linear hollow or ditch defining a property or field boundary and primarily used to exclude livestock from the grounds of a house while maintaining a view of the landscape.

**Head** - the common term for the arch over an opening.

**Heritage asset** - Heritage assets are identified as having a degree of significance meriting consideration in planning decisions, because of their heritage interest. Designated heritage assets include Conservation Areas, listed buildings, Scheduled Monuments, Registered Parks and Gardens. A non-designated heritage asset are those identified by the Local Authority of local communities that are not of sufficient interest to be statutorily designated but still warrant consideration in planning decisions due to their local interest. Non-designated heritage assets can be identified at any time and within the context of Conservation Areas are those which contribute to local distinctiveness.

**Herringbone pattern** - a pattern created by laying rectangular blocks of wood or stone in an interlocking arrangement; e.g. some door panels and paving.

**Hipped roof** - a roof sloping at the ends as well as the sides.

**Hood** - a projecting moulded section over a door or window.

## I

**International** - a modern architectural style that eschews decoration and is based on designing buildings in simple cubist forms with no reference to

local styles or materials. Characterised by modern building materials, such as concrete, steel and plate glass.

**Ionic** - a type of column.

**Italianate** - built in a style derived from Italy.

## J

**Jettied** - extended out over the floor below, usually on timber joists.

## K

**Knapped flint** - flint stones that have had one side broken off and flattened to present a smooth face.

## L

**Lancet** - a window or arch coming to a narrow point and much used in Gothic architecture.

**Leaded light** - a window pane subdivided into small squares or diamonds by lead strips (known as cames).

**Lesene** - a pilaster without a base or capital.

**Light** - a window with fixed glazing.

**Lintel** - a structural beam above an opening, such as a window or door, which may be expressed externally as an architectural feature.

**Loggia** - an open gallery, often in the form of an arcade.

## M

**Mansard roof** - a roof set back from the building frontage, usually behind a parapet, and rising in two pitches to form an attic space.

**Materials** - the predominant building materials used in an area for walling, windows, paving and roofing.

**Mathematical tile** - a building material used extensively in the southeastern counties of England—especially Sussex and Kent—in the C18 and early C19. They were laid on the exterior of timber-framed buildings as an alternative to brickwork, which their appearance closely resembled. Mathematical tiles had an extra price advantage during the time of the brick tax (1784–1850), although later there was a tax on tiles also. The tiles were laid in a partly overlapping pattern, akin to roof shingles. Their lower section - the part intended to be visible when the tiling was complete - was thicker; the upper section would slide under the overlapping tile above and would therefore be hidden. They would then be hung on a lath of wood, and the lower sections would be moulded together with an infill of lime mortar to form a flat surface. The interlocking visible surfaces would then resemble either header bond or stretcher bond brickwork. Mathematical tiles had several advantages over brick: they were cheaper, easier to lay than bricks (skilled workmen were not needed), and were more resistant to the weathering effects of wind, rain and sea-spray, making them particularly useful at seaside locations.

**Modillion** - part of a cornice comprising a series of small brackets.

**Morphology** - the study of the shape and layout of an area as defined by natural and man-made features; e.g. valleys, rivers, roads, boundaries.

**Mullion** - a vertical piece of stone or timber dividing a window into sections.

## N

**Nailhead** - a style of moulding in the form of a small pyramid shaped projection, which when laid horizontally in a band form a string course.

**Negative buildings** - buildings that due to their location, scale, material, form or detailed design, are a negative intrusion on the area and which offer the potential for beneficial change that would enhance the character of the Conservation Area.

**Neutral buildings** - buildings which make neither a positive nor negative contribution to the character and appearance of a Conservation Area.

## O

**Ogee** - a moulding shaped with a double curve.

**Oriel** - a window which is suspended from the face of the building.

**Ovolar (or Ovolo)** - a moulding section of a quarter circle.

## P

**Panel tracery** - a late Medieval form of tracery characterised by sub-division of the window by strong vertical and horizontal members.

**Pantile** - a clay roofing tile with an 'S'-shaped profile.

**Parapet** - the upper part of a wall, often used to hide roofs and decorated for architectural effect; e.g. crenellated or battlemented in the form of a castle wall.

**Party-line** - the dividing wall between properties.

**Paviors** - small brick-like paving units.

**Pediment** - a triangular feature of classical buildings surmounting a portico, but often used on a smaller scale over doors and windows, which are then referred to as pedimented. When the upper sloping sides are curved it is called segmental. It may be termed broken or open when either the bottom horizontal or angled upper sides do not meet.

**Pilaster** - a flattened column used to frame door and window cases and shopfronts.

**Planter** - a container for holding plants.

**Plat** - a string course without mouldings.

**Plinth** - the base of a column or wall.

**Portico** - a grand entrance extending in front of the building line, usually defined by columns and surmounted by a pediment.

## Q

**Queen Anne Style** - an architectural style of the late C19 century, related to the Arts & Crafts movement, and reviving Dutch style buildings of the reign of William and Mary (late C17).

**Quoin** - a corner of a building defined by contrasting or exaggerated materials.

## R

**Range** - a line of buildings, often grouped around a courtyard.

**Reveal** - the area of masonry or frame visible between the outer face of a wall and a door or window which is set back from it.

**Roughcast** - a type of render of plaster or concrete with a rough surface finish.

**Rubble stone** - stonework left rough and unworked.

**Rustication** - stucco or stone blocks with large angled joints.

## S

**Salt glaze** - a method of glazing brick or clay to give a glassy finish.

**Sash window** - a window that slides vertically on a system of cords and balanced weights.

**Scale** - Building scale refers to building elements and details as they proportionally relate to each other and to humans. Aspects of scale include: size (2D measurement); bulk (visual perception of the composition of shape of a building's massing); and mass (determined by volume, shape and form, relationship to neighbouring structures, building plot and relationship to streets).

**Scorria block** - a hard, durable engineering brick, looking like granite; used in paving, especially in gutters.



**Scroll(work)** - a circular or spiral decorative piece, representing a curved leaf, such as a bracket or the top of a column. If included in a decorative panel, it would be referred to as a scroll leaf panel.

**Segmental** - a section of a circle and the term applied to a curved element, e.g. above an arch or pediment.

**Sett** - a small block of hard stone, such as granite, used for paving.

**Setting** - the setting of a heritage structure, site or area is defined as the immediate and extended environment that is part of, or contributes to, its significance and distinctive character. Beyond the physical and visual aspects, the setting includes interaction with the natural environment; past or present social or spiritual practices, customs, traditional knowledge, use or activities and other forms of intangible cultural heritage aspects that created and form the space as well as the current and dynamic cultural, social and economic context.

**Significance** - The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.

**Soldier band** - a string course made up of bricks set with the long side vertical.

**Soffit** - the underside of eaves or other projection.

**Spandrel** - a blank area between arch supports or below a window.  
Splayed - a bay window with angled sides.

**Sprocket** - a small supporting piece of stone or timber carrying a larger item such as a bracket.

**Stable block** - small square stone or clay pavior traditionally used as flooring in stables and similar buildings.

**Stack** - the part of the chimney breast visible above the roof.

**Stile** - the vertical sections of a door or window.

**Stippled** - the effect created by carving small depressions in the face of stone.

**Stock brick** - a traditional clay brick commonly used in house construction; often called London stocks because of the frequency of use locally. May be yellow or red in colour.

**String course** - a horizontal band in a wall, usually raised and often moulded.

**Stucco** - a lime based render applied to the exterior of a building. Often scored to imitate courses of masonry, then called channelled, and sometimes more deeply incised to give the appearance of roughly hewn stone, in which case it is rusticated.

**Swag** - a decorative carving representing a suspended cloth or curtain.

## T

**Tented** - a roof structure shaped to look like a tent.

**Tessellated tiles** - small clay tiles or mosaics, geometrically shaped, and fitted together to make intricate formal designs; commonly used for front paths to houses.

**Tetrastyle** - a portico with four columns.

**Toothed** - a brick detail like a dentil in which bricks are alternately recessed and projected.

**Topography** - The physical form of an area defined by natural features and geographic elements such as rivers.

**Tourelle** - a small tower-like structure suspended from the corner of a building (also called a turret).

**Tracery** - delicately carved stonework usually seen in the windows of Gothic churches and cathedrals; various forms exist, including panel type.

**Transom** - a horizontal glazing bar in a window.

**Trefoil** - literally “three leaves”, thus relating to any decorative element with the appearance of a clover leaf.

**Tuscan** - a plain, unadorned column.

**Tympanum** - the space between a lintel and an arch above a door.

## U

### **Unlisted building making a positive contribution to the street scene**

- Buildings that are not designated assets but which, due to their local architectural or historic interest or forming part of a group, contribute to enhance our appreciation of local character and historic development. These are building which make a positive contribution to the overall character and sense of place of the Conservation Area. They form a material consideration in planning meaning that their preservation and sensitive adaptation will be encouraged through the planning process.

**Venetian** - a window composed of three openings or lights within the frame, the central light arched, the two flanking with flat heads.

**Vernacular** - based on local and traditional construction methods, materials and decorative styles.

**Views** - Within the scope of Conservation Area appraisals, views are discussed in terms of location from a view to a specific landmark, or panorama incorporating a series of features (natural or built) is possible. For the view to have value and therefore merit consideration within planning, the features within the view should be worthy of conservation or contribute to our understanding of the place and its setting.

**Voussoir** - the shaped bricks or stones over a window forming a head or arch.

## W

**Weatherboarding** - overlapping timber boards cladding the outside of a building.

**Window** - an opening to allow light and air into a building which has developed into a significant element of architectural design; collectively referred to as fenestration. The form of opening determines the type of window; most common are sashes, which slide vertically, and casements, which are side hinged and open inwards or outwards. Those with a side light are said to have margins. A window may be projected from the building frontage, and termed a bay or bow (if curved), or oriel if suspended above ground. The top is usually defined by an arch. A dormer is one set into the roof slope.

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# Pulborough Conservation Area Appraisal and Management Plan



January 2018



Horsham  
District  
Council





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# 1. Background

## What does Conservation Area designation mean?

The Statutory definition of a Conservation Area is an “area of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance”. The power to designate Conservation Areas is given to Local Authorities through the Planning (Listed Buildings and Conservation Areas) Act, 1990 (Sections 69 to 78).

Proposals within a Conservation Area become subject to policies outlined in section 12 of the National Planning Policy Framework (NPPF), as well as local planning policies outlined in the Horsham District Council Planning Framework. The duties for Horsham District Council, set out in Section 69-72 the Act are:

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from time to time, determine which parts of their area are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance, and designate those areas as Conservation Areas.

- from time to time, to review the past exercise of functions under this section and to determine whether any parts or any further parts of their area should be designated as Conservation Areas; and, if they so determine, they shall designate those parts accordingly (includes reviewing boundaries)
- from time to time, to formulate and publish proposals for the preservation and enhancement of any parts of their area which are Conservation Areas.
- proposals shall be submitted for consideration to a public meeting in the area to which they relate. The local planning authority shall have regard to any views concerning the proposals expressed by persons attending the meeting.
- in the exercise, with respect to any buildings or other land in a Conservation Area, of any functions..., special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

On 27th November 2015, Horsham District Council adopted the Horsham District Planning Framework (HDPF). The HDPF sets out the planning strategy for the years up to 2031 to deliver social, economic and environmental needs for the district (outside the South Downs National Park). Chapter 9, Conserving and Enhancing the Natural and Built Environment, is of particular importance for conservation and design issues. The policies contained within this chapter deal with many themes central to the conservation and enhancement of heritage assets and local character more generally, such as: district character and the natural environment (policy 25); the quality of new development (policy 32); development principles (policy 33); and heritage assets and managing change within the historic environment (policy 34). However, other sections also contain policies relevant to Conservation Areas, for example chapter 5 concerns economic development and includes policy concerning shop fronts and advertisements (policy 14).

Therefore, Conservation Area designation introduces controls over the way owners can alter or develop their properties. It also introduces control of the demolition of unlisted buildings, works on trees, the types of advertisements that can be displayed with deemed consent and the types of development that can be carried out without the need for planning permission (permitted development rights).

However, research undertaken by Historic England and the London School of Economics has demonstrated that owners of residential properties within Conservation Areas generally consider these controls to be beneficial because they often also sustain or increase the value of those properties within the Conservation Area.



## What is a Conservation Area appraisal?

A Conservation Area appraisal defines the special historic and architectural character of an area. Supported by a range of evidence, the document acts as a tool to demonstrate the area's special interest, explaining to owners and residents the reasons for designation. They are educational and informative documents, which illustrate and justify what that community particularly values about the place they live and work. They provide a relatively detailed articulation of the areas character, supported by maps and other visual information, which is used to develop a framework for planning decisions.

Character is a complex concept but is best described as the combination of architecture, materials, detailing, topography and open space, as well as the relationship between buildings and their settings. Many other aspects contribute to character such as views, land use, vegetation, building scale and form, noise and adjacent designations such as National Parks.

Appraisals also identify aspects of an area that either contribute to or detract from local character, raise public awareness and interest in the objectives of Conservation Area designation, encourage public involvement in the planning process and identify opportunities for enhancing areas.

## Purpose of this document

Once adopted, the appraisal is material to the determination of planning applications and appeals and to Secretary of State decisions. Therefore, the appraisal is an important document informing private owners and developers concerning the location, scale and form of new development.

This appraisal is also concluded with a Conservation Area management plan. This takes forward the issues presented in the appraisal, considering them in the context of legislation, policy and community interest, in order

to develop local policies Horsham District Council will adopt to protect the special interest of the Conservation Area in such a way that it becomes self-sustaining into the future. This includes policies to protect the survival and use of local materials, architectural details and to propose forms of development based on the findings of the appraisal.

This document has been produced using the guidance set out by Historic England in their document, Historic England Advice Note 1: Conservation Area Designation, Appraisal and Management (2016).

The Pulborough Conservation Area Appraisal and Management Plan was resed and consulted on between December 2016 and March 2017.

The draft document will be discussed by Members at the Planning and Development Advisory Group on 13 July 2017.

It is also the intention to inform the relevant Parish Councils of the forthcoming (September 2017) public consultations on the proposed changes to the Conservation Area boundaries for the five settlements by attending appropriate Parish Council meetings in July and August 2017.

It is anticipated that following Cabinet on 20 July 2017, a four week public consultation will be held in September 2017 on the proposed alterations to the existing Conservation Area boundaries. Following the public consultation exercise, a report summarising the responses will be prepared and presented to Cabinet in October/November 2017. This will include a proposal to adopt the Conservation Area Appraisals and Management Plans as guidance for planning officers and to assist in the determination of planning applications in the relevant settlements.

## 2. Introduction

### Context

Pulborough is village located approximately 18 miles south-west of Horsham, situated on the lower part of the southern slope of an escarpment that runs parallel to the South Downs, which are a short distance away to the south. The underlying geology has provided a characteristic local building material, called Pulborough Sandstone, as well as Carstone or Ironstone. This supplemented traditional Sussex brick and flint construction.

Pulborough is separated from the South Downs by the floodplain of the River Arun and its tributary, the Rother. There is much evidence of prehistoric settlement and soon after the Roman invasion, a route was constructed to link London with Chichester, subsequently known as Stane street. The village's strategic position resulted in it being the location of a Roman garrison, then a Norman motte and bailey castle and more recently a Second World War defensive battery.

To the north is the largely medieval landscape of small irregular fields and woodland with fragmentary survival of moated sites and ancillary features such as fishponds. Other than the primary roads, the area is characterised by a network of deep, narrow, sunken lanes lined by hedgerows and by many rivers and streams with adjacent meadows and associated historic mill sites.

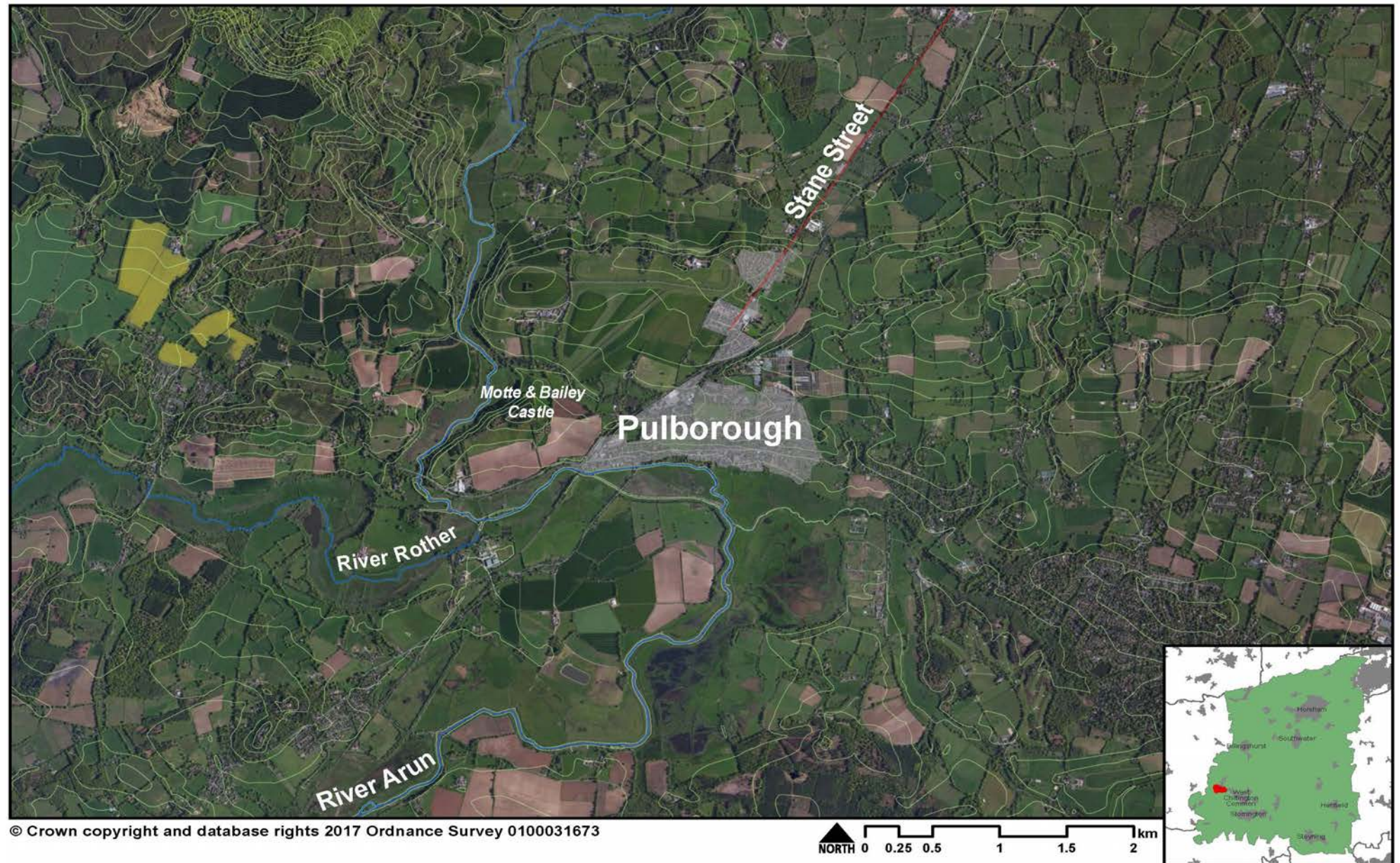
### Summary of special interest

The special interest of Pulborough Conservation Area is derived from several key facets:

- The combination of topographical features, such as the River Arun and Rother tributary, and ancient communication routes, such as Stane Street, led to the development of a settlement at Pulborough. The rare survival of these elemental features remain key attributes of local character.
- The historic origins and development of the village through the medieval, post-medieval and industrial periods is still clearly discernible in the surviving townscape.
- Many buildings within the Conservation Areas are little altered from the time of their construction and designated in their own right as listed buildings. Many other unlisted buildings contribute positively to local character.
- The survival of historic fields and field boundaries within the settlement supports our understanding of Pulborough's development and enables appreciation of character.
- The buildings within the Conservation Areas utilise local building materials in a range of vernacular and historic techniques, establishing and reinforcing a strong sense of place.



Map 1: Pulborough context map.





## Boundary Review

At the time of their original designation on 3rd December 1973, two Conservation Areas were designated within Pulborough – Church Place and Lower Street - each containing at that time concentrations of historic buildings and land forms which helped to define special character. By the mid-19th century, the settlement was far larger than these two areas and so it is evident that the boundaries of these historic Conservation Areas were tightly drawn. After 40 years without change these boundaries have been reviewed, as directed by the Planning (Listed Buildings and Conservation Areas) Act, 1990.

This review has drawn the following conclusions:

Due to both the historic Conservation Areas being located within one settlement, being inter-related and sharing many aspects of their historic development and setting, it is considered desirable to appraise their special character in one document;

- Over the previous 40 years, the guidance concerning the assessment of heritage significance and the value ascribed to late 19th and early 20th century architecture has evolved;
- It is important that design is properly informed by an appreciation of prevailing character and setting sensitivity;
- In several instances within Pulborough, both designated and non-designated heritage assets have been identified just beyond the historic boundary of the Conservation Areas. It is judged that these assets contribute to the distinctiveness of Pulborough and would benefit from being included within a revised boundary; and
- In the case of the A29, a short extension of the Conservation Area northwards from Church Place will enable the protection of beneficial views southwards.

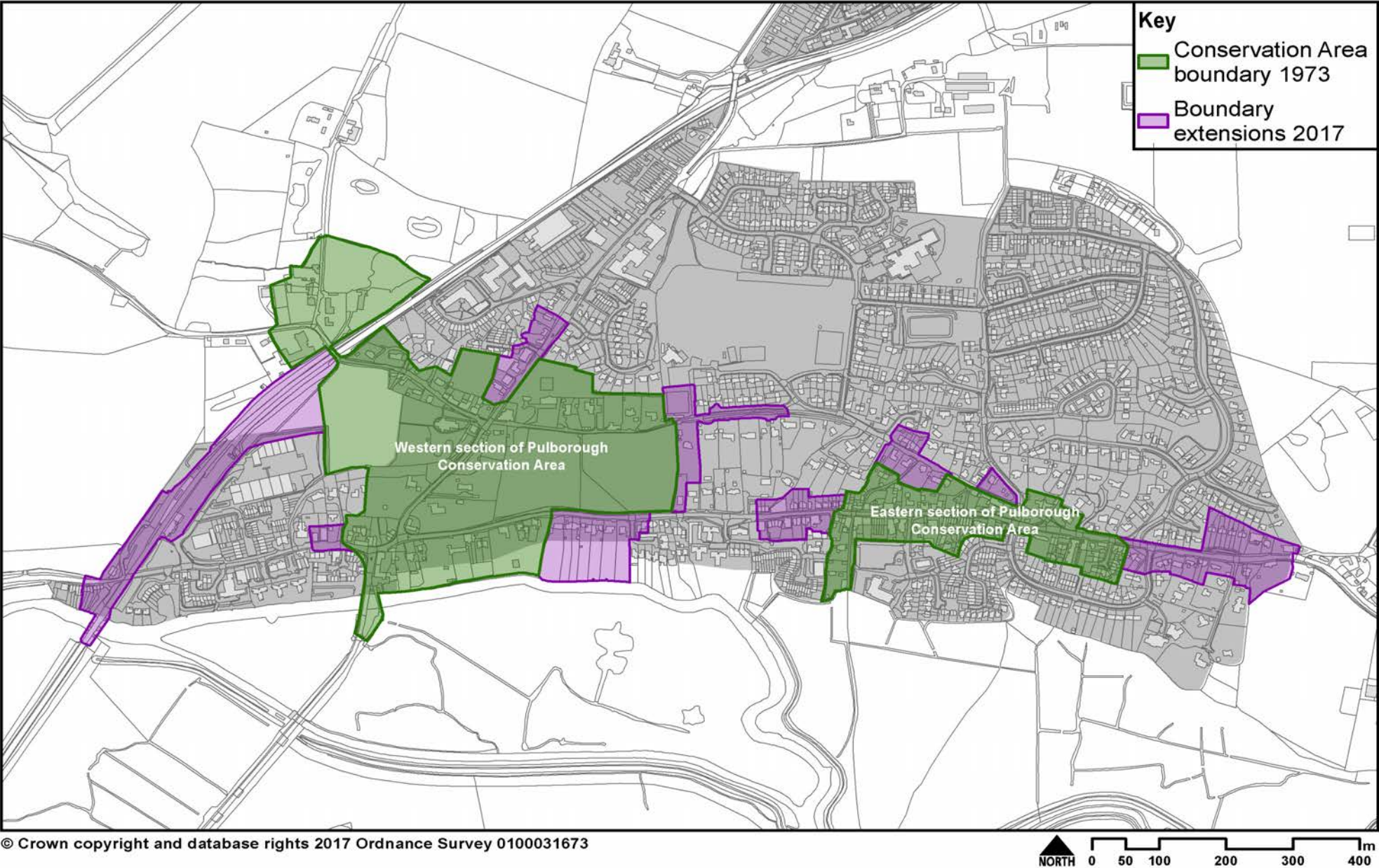
Consideration of these factors has informed our assessment and review of the historic Conservation Area boundaries to enable proper consideration

of these developments in the future, to ensure that local character is preserved or enhanced.

The following map illustrates the historic Conservation Area boundaries and areas where these boundaries have been extended to bring new areas of Pulborough into the Pulborough Conservation Area. This appraisal identifies Pulborough as having one discontinuous Conservation Area comprising a western and eastern section.



Map 2: DRAFT Pulborough existing Conservation Area boundaries and boundary extension areas.



### 3. Historic development summary

- The known first permanent settlement emerged during the Anglo-Saxon period. Stane Street (now the A29) was laid out during the Roman period.
- At the time of the Domesday Book, Pulborough was a sizeable village and was chosen by the Normans as a site for a motte-and-bailey castle, located to the west of the village.
- St Mary's Church is pre-Conquest in origin, although the present structure is later. The chancel was built in the 13th century, while the nave and tower are the result of a major rebuilding in the 15th century.
- The original manor is thought to have been on the moated site called Old Place, now to the north of the railway. In the 13th century, the estate was divided between two heiresses, giving rise to New Place, further to the north-east.

In the early 14th century, a bridge was constructed across the River Arun in the neighbouring village of Stopham. During the medieval period, the crossing of the Arun in Pulborough was provided by a ferry.

- With the split of Pulborough into the manors of Old Place and New Place, a settlement grew up at the junction of Rectory Lane and Lower Street below the short lived manor house site off Moat Lane. It must have prospered as a trading settlement with river craft pulled up by wharves just below the road.
- By the 18th century, Pulborough had expanded and acquired its existing form, with two centres of population, possibly reflecting its heritage of two manorial sites: one focused on St Mary's Church; and another to the south-east along Lower Street. Several inns served travellers although Pulborough was never as significant a staging post as Petworth and Midhurst to the west.
- Stane Street was turnpiked in 1757, when a cutting was first excavated on Church Hill to lessen the gradient.
- A bridge across the Arun at Pulborough was finally constructed in 1785. 18th century industry was mostly focused on the quayside

area between Lower Street and the river. A warehouse, maltings and remains of lime kilns survive from this period.

- In 1816, the Wey-Arun Junction Canal was opened, turning the river into part of an inland waterway linking London to the English Channel.
- In 1828, a causeway was built across the Arun floodplain. The Swan Inn became an important staging post for coaches travelling to the South Coast. The area around east Lower Street carried on growing and Pot Common was gradually reduced in size through enclosure.
- Pulborough railway station was opened in 1859. Although the arrival of the railway may have slowed rural depopulation it did not initially bring about any growth in the village. Instead, the most immediate effect was to send river traffic into terminal decline and to kill off the coaching trade.
- In the early 20th century, Pulborough began to expand again. Alpha Cottages, the village's first council houses, went up on Lower Street in 1912, alongside some commercial buildings of similar age.
- The rise in motor traffic helped to bring back to prominence the roads passing through the village. Road widening works were undertaken in 1935. In 1936, a new bridge was constructed adjacent to the original Arun crossing of 1787.
- After the Second World War residential construction accelerated as Pulborough became popular both with retirees and commuters. There was much infill construction, mainly to the north of Rectory Lane, to the east of London Road and to some extent also to south of Lower Street, where blocks of flats appeared. Generally new development added to rather than replaced existing buildings and it helped the two centres to coalesce into a unified settlement.
- In 1958, the Swan Inn was rebuilt before being replaced by a residential redevelopment in 2002. A small industrial estate grew up near the station, as well as factories between the railway and London Road north of the Church Place Conservation Area.





*Old Post Office and Church Place, 1906*



*Pulborough Bridge and Swan Corner, c. 1920*



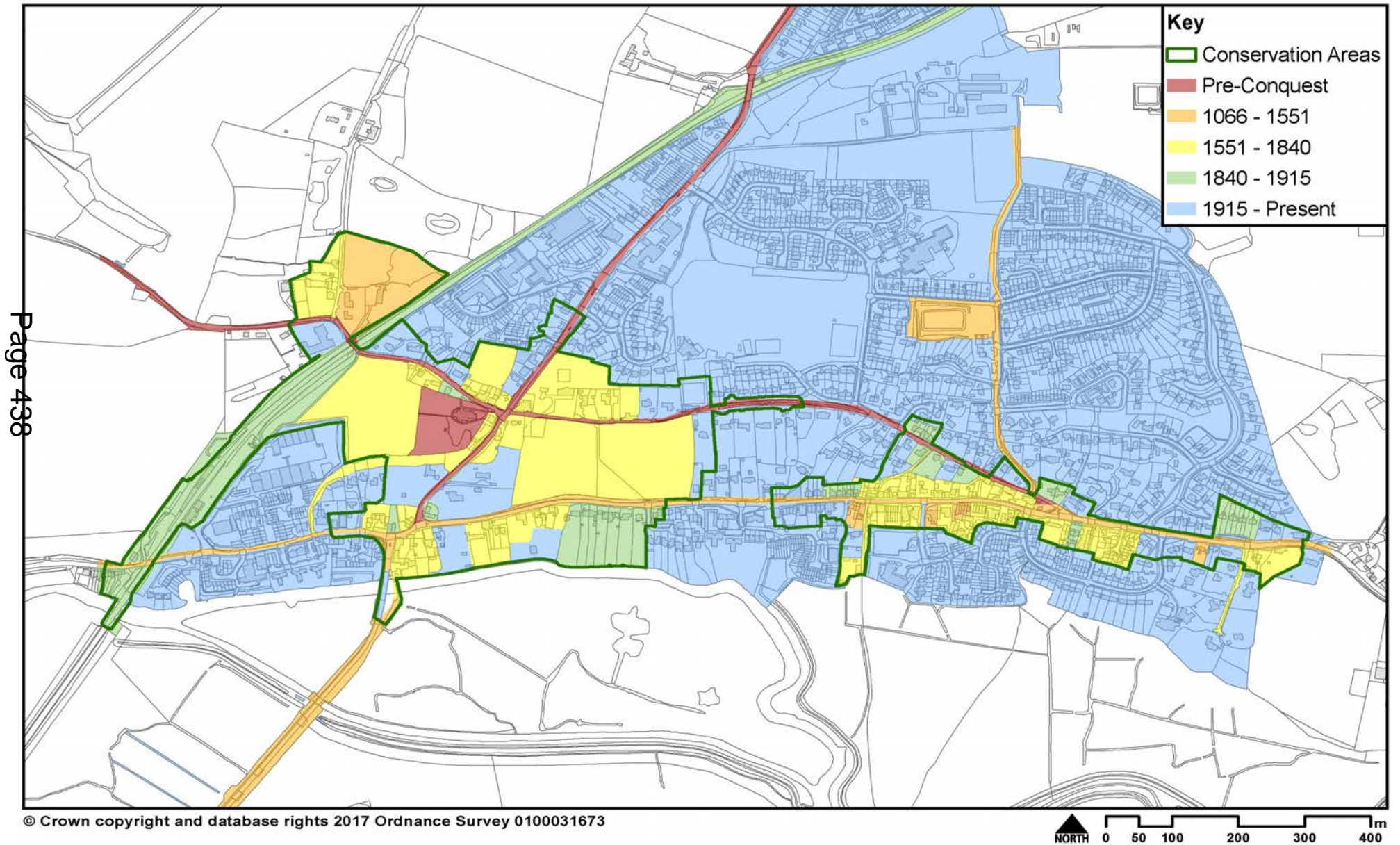
*Station Road, 1906*



*Lower Street, 1939*



Map 3: Pulborough historic phasing map.





## Pulborough's evolution

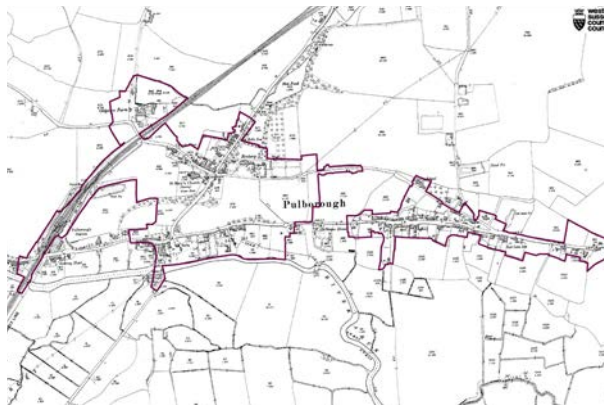
### Mid-19th century



*Pulborough Tithe map, 1841*

- In the mid-19th century, Pulborough's two population centres – Church Place and east Lower Street – are clearly identifiable, supplemented by the built up area around the wharfs at Swan Corner.
- Construction is generally linear and low density with the exception of Lower Street to the west of the junction with Rectory Lane.
- The largest houses are Old Place, the Rectory and Skeyne House, all of them set in spacious grounds.

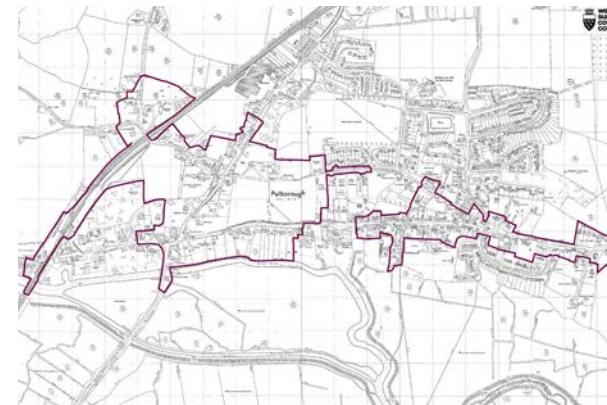
### End of the 19th century



*2nd edition Ordnance Survey map, 1896*

- The railway has appeared, passing through in a cutting that divides Old Place from the cluster of buildings around St Mary's Church
- A small amount of development has appeared at the southern end of the station site where the road crosses the line, including the Railway Hotel.
- Barely any encroachments have been made on Pot Common and the historic setting of the village is unchanged to the south, east and north.

### Late 20th century



*5th edition Ordnance Survey map, 1970s*

- Infill development has appeared along the south side of Lower Street, joining it to Swan Corner.
- There is scattered development along Church Hill between Swan Corner and St Mary's Church.
- Rectory Lane, the historic former east-west route, has been reduced to a bridleway.
- A large amount of residential development of suburban character has appeared on the north and eastern sides of Pulborough.

## 4. Landscape setting

The Conservation Area is bound by existing residential areas to the north, south and eastern edges. The western section of the Conservation Area abuts the surrounding countryside to the south and northwest, and the eastern section of the Conservation Area extends to the southern settlement edge.

### Topography

Pulborough is located on the northern edge of the South Downs National Park. The wider landscape around Pulborough is complex, with significant local variation and contrast influenced by the surrounding topography.

The southern edge of the Conservation Area is characterised by the low-lying, flat floodplain landscape of the River Arun that flows south through the rising landform of the South Downs.

The settlement is located on rising landform to the north of the River Arun. The western edge of the settlement forms part of a tributary valley and is enclosed by rising landform to the west, up to Park Mound.

### Existing Landscape Character

There are several existing Landscape Character Assessments that cover the landscape adjacent to Pulborough Conservation Area:

- West Sussex Landscape Character Assessment (2003);
- Horsham District Landscape Character Assessment (2003);
- South Downs Integrated Landscape Character Assessment (2011);
- Horsham District Landscape Capacity Assessment (2014).

These identify the key characteristics and sensitivities of the landscape at varying scales.

Key character considerations:

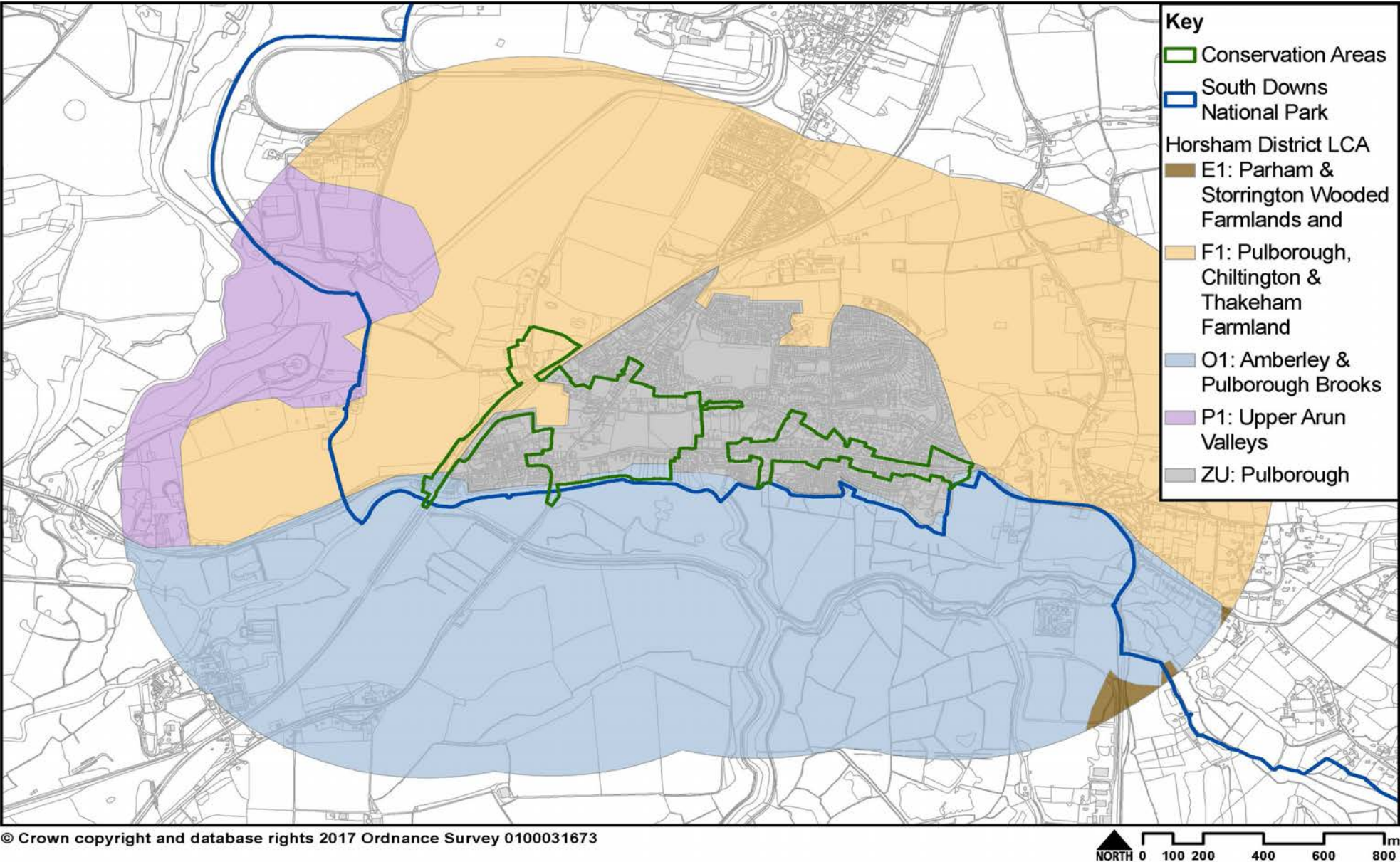
- Small scale, historic field pattern
- Historic stone bridges, churches and variety of scheduled monuments
- Water meadows and broadleaved woodlands limited to valley sides
- Open character of flood plain
- Important views from Pulborough
- Wide, flat valley floodplains in U-shaped valleys, gentle valley sides
- Long views along valley floor, contained by rising valley sides
- General absence of settlement in floodplain
- Historic settlement pattern to the west
- Tranquil and unspoilt rural character of valleys
- Pastoral landscape
- Few trees or hedges
- Undulating sandstone ridge north of the village
- Gently sloping landform from floodplain to the north

### Conservation Area Setting

The character of the Conservation Area is influenced by the landscape that surrounds them. Where the Conservation Area abuts the surrounding countryside, the character of this landscape fringe has been defined below. These fringe areas have been identified through consideration of the variation in characteristics of the land adjacent to the Conservation Areas. Using the typical criteria included in appendix 3, the sensitivity of the landscape fringe to change associated with development has been evaluated, through consideration of the associated key characteristics.

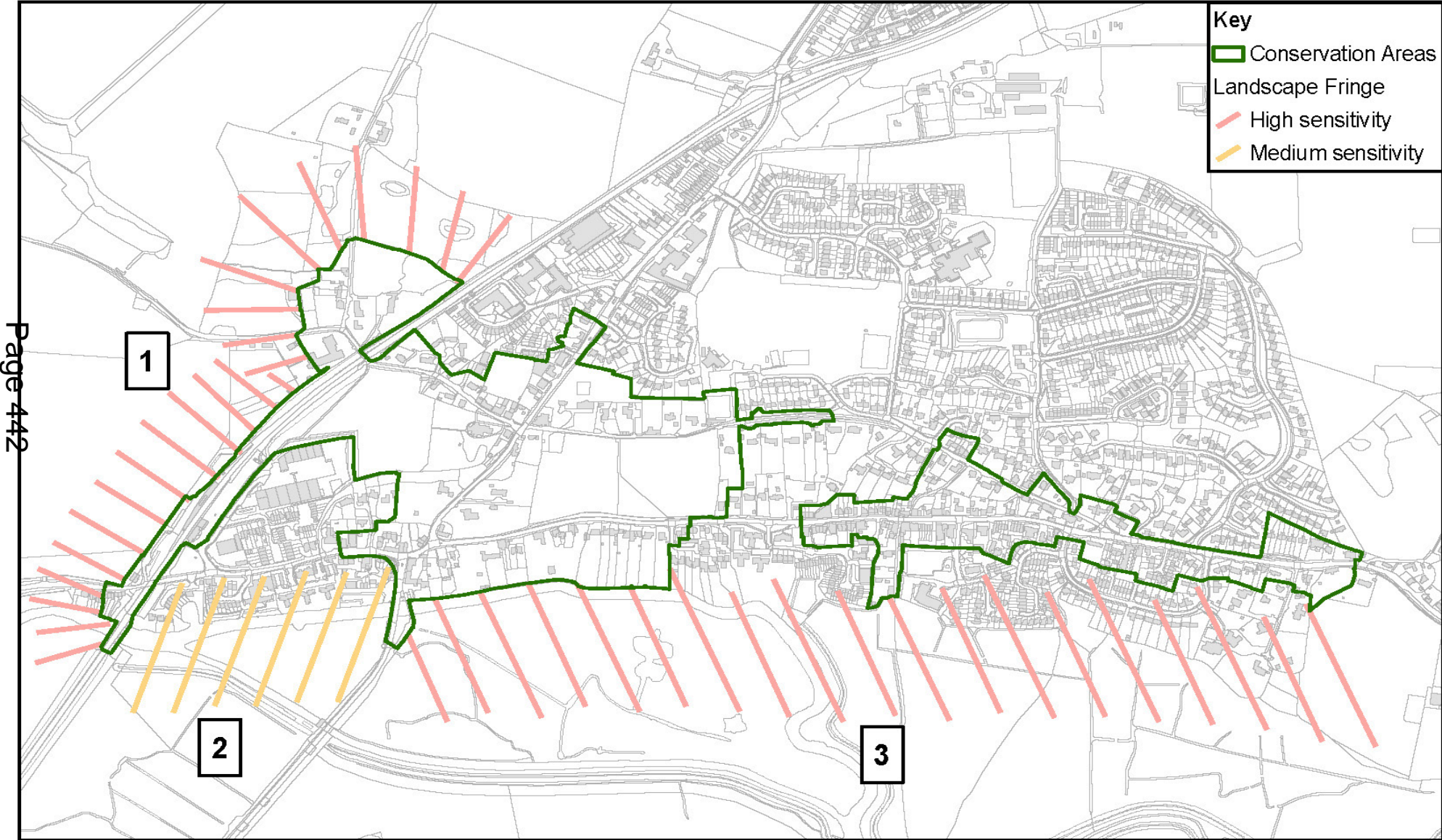
Map 4: Pulborough existing landscape character map

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Map 5: Pulborough landscape fringe sensitivity map





## Landscape Fringe 1

- Well-integrated fringe, with clear vegetated boundaries along the railway line and along enclosure boundaries;
- The landform slopes up towards Codmore Hill and the settlement edge is defined by a narrow valley landscape;
- Skylines are characterised by the surrounding vegetation, with occasional built form visible amongst it but only St Mary's Church tower breaks the skyline;
- There is evidence of the historic enclosure pattern in proximity to the settlement edge, which has become eroded farther south along this fringe by the railway and due to field pattern changes over time;
- There are clear historic associations between Old Place manor houses and associated grounds including fishpond and tributary stream, linking through to open space adjacent to the Church and along Old Rectory Lane to the Glebe Fields;
- The fringe is characterised by an intimate scale landscape by virtue of the valley landform and vegetation across the slopes, and by the railway cutting that defines the settlement extents;
- Generally enclosed views are associated with the landscape fringe;
- Views towards Conservation Area are of a well integrated Conservation Area fringe. Modern development is visible over the railway vegetation to the south, separated from the Conservation Area by surrounding vegetation.

The landscape fringe of the Conservation Area has a high sensitivity to change associated with development.



*Pulborough landscape fringe 1, viewed from the west.*

## Landscape Fringe 2

- A partly exposed settlement edge characterised by modern built form;
- Riparian planting softens the edge in places and defines the separation between built form and the floodplain landscape;
- The distinctive, flat, floodplain extends south of the settlement edge;
- Medium scale landscape pattern;
- Moderate sense of cultural pattern with some historic association with Pulborough Bridge;
- Large fields extend from the settlement edge;
- Linear vegetation pattern along the river, railway and road that dissect the area;
- Some long views, but often shortened by vegetation belts.

The landscape fringe of the Conservation Area has a medium sensitivity to change associated with development.



### Landscape Fringe 3

- The Conservation Area is well-integrated along this landscape fringe. The more modern development along this settlement edge is conspicuous in views across the floodplain, although defined by the river banks and associated planting;
- The distinctive, flat, floodplain landform extends south of the settlement edge;
- Whilst the expansive landscape extends south of the river, the Conservation Area fringe is characterised by a much more intimate landscape pattern of rear gardens with mature vegetation boundaries;
- A generally intact cultural pattern, although more recent development has altered enclosure patterns north of the river in places;
- Historic features including Pulborough Bridge and St Mary's Church tower are associated with views of this fringe;
- Modern development has altered the perception of the Conservation Area along this landscape fringe, as it has grown up around the historic built form;
- Tranquil, undeveloped area with long views towards the South Downs landform and views southwards between dwellings located at the edge of the settlement;
- Open and often expansive views are associated with this edge and there is strong inter visibility with the South Downs ridgeline to the south;
- There are also views of the Church on the rising landform of the village, visible over the built settlement edge in views from the floodplain to the north.

The landscape fringe of the Conservation Area has a high sensitivity to change associated with development.



*Pulborough landscape fringe 3, viewed from the south.*

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## Open Spaces

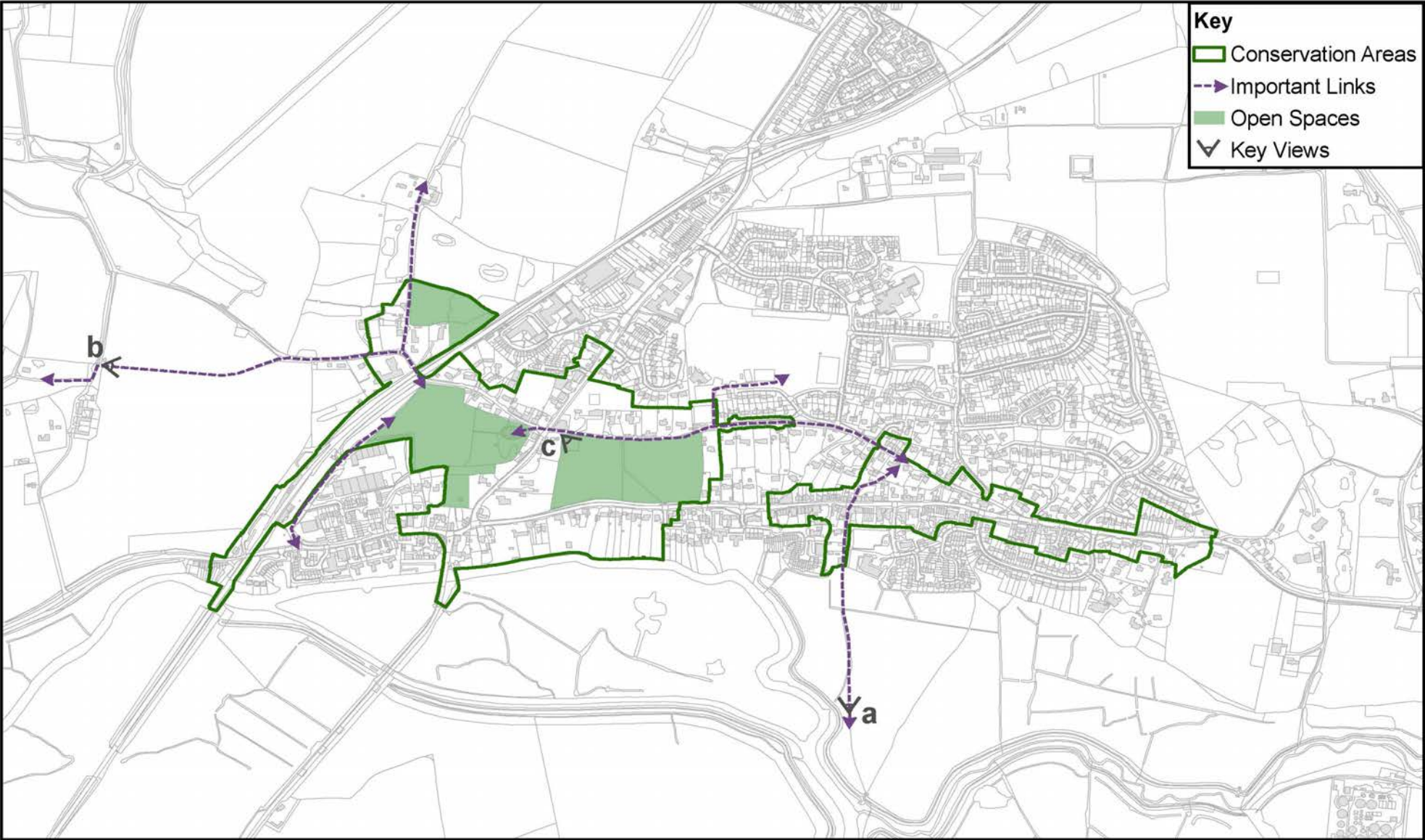
Open spaces within Lower Street are limited to small roadside pockets and verges and a linear route linking between Rectory Lane and the public footpath south of the settlement along the River Arun.

Larger open spaces provide both physical and visual links through the western section of the Conservation Area, from the private lake and estate land at Old Place through West Glebe Field, the Churchyard, and East Glebe Field to the treed avenue along Rectory Lane at the eastern edge of the Conservation Area.

There are important views of the St Mary's Church associated with these spaces, linking through the historic part of the settlement. The bridleway along Rectory Lane provides an important link between the western and eastern section of the Conservation Area, which continues through Lower Street to the open countryside to the south. This green corridor provides an important pedestrian link to the surrounding landscape that should also be protected.



Map 6: Pulborough key open space and links map (also indicating the location of vantage points a, b and c).



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NORTH 0 50 100 200 300 400m

## Vantage Points

In some places, the Conservation Area forms part of the settlement edge, with the rural landscape extending beyond. There are several views where the Conservation Area edge, or features that contribute to the Conservation Area are visible from the countryside surrounding Pulborough.

**a:** Views from the public footpaths to the south of Pulborough are characterised by the open, floodplain landscape. In views from the footpaths in a northerly direction towards the village, the settlement edge is conspicuous in places. Historic elements such as St Mary's Church tower and mature tree line along the raised landform along Old Rectory Lane are indicators of the Conservation Area. The Conservation Area edge is less conspicuous and is defined by vegetation along the river's edge.

**b:** The Wey – South Path follows the contours of the raised landform to the west of the village. There are some long distance views from this path towards Pulborough, along the length from Stopham Bridge to Coombelands Lane. The western edge of Pulborough is visible in views from the stretch of path near to Park Farm. The Church tower stands out from the vegetation that encompasses it and defines the Conservation Area in this part of the village. The Conservation Area is well secluded in

these views by mature vegetation that partly characterises it.

**C:** There are long distance views from the bridleway along Rectory Lane, which look out across East Glebe Field and the open floodplain landscape beyond, towards the raised landform of the South Downs in the distance. These views open up as users of the local path network move through the Conservation Area, and establish links between the historic village core and the surrounding rural landscape.



## 5. Townscape and historic environment

The village's location straddling Stane Street means that the land either side of this ancient route, in addition to much of the eastern section of the Conservation Area and Old Place, is designated an Archaeological Notification Area (ANA). Development in both these areas has the potential to affect below ground heritage and are subject to additional controls. The ANAs are shown on page 29 (map 9).

Building audit maps provide an appraisal of the contribution of individual buildings to local character and the location of feature trees and vegetation that contribute to local distinctiveness.

### Western section of the Conservation Area around Church Place

The townscape and historic environment of the western section of the Conservation Area, broadly centred on Church Place, strongly echoes the early history of Pulborough. This comprises the manorial farmstead at Old Place, remnants of the medieval village and rectory lands including Glebe Field, the early wharfs close to Swan's Corner and the historic crossing of the River Arun at Pulborough Bridge.

The arrival of the railways in the mid-19th century has left a lasting legacy on the village. It runs through a deep cutting with attractive wooded slopes to the west of the village, under a bridge which in itself is a distinctive feature of the Conservation Area. The grade II listed signal box and the almost complete 19th century station infrastructure comprise a high quality ensemble of period railway architecture. South of the station are a pair of cottages and an imposing terrace of houses built by the railway company.

North of Church Hill, on London Road, a group of listed buildings and a handsome Edwardian semi-detached property create an attractive gateway into the Conservation Area from the north.

The street layout is dominated by the Roman road, bisected by both Church Place / Rectory Lane and Lower Street. The combination of built form and open space remains little changed from the 19th century:

- Surrounding Old Place, to the west of the railway, and along Rectory Lane, to the east of London Road, substantial two storey dwellings are

set back from the street within garden settings reinforced by strong boundaries. The use of buff coloured Pulborough Sandstone for both buildings and garden walls is a unifying material.

- Historically the land use to the north of St. Mary's Church was mixed with some commercial properties, although this evolved to become predominately residential.
- Another area of commercial properties survives around Swan Corner. The urban grain is finer and buildings are generally situated on small rectangular plots and constructed adjacent to the pavements or highway. A greater variety of building type survive, including a 17th century brick built warehouse and stone built smithy (now domesticated). To the west of Swan Corner is a pair of distinctive brick built buildings – the early 20th century Masonic Hall and former Bank.
- Two significant areas of open space remain relatively unaltered from the medieval period, the field to the west of St. Mary's Church and Glebe Field to south Rectory Lane. Church Hill is also heavily wooded, which, in addition to a lack of pavements along Church Place and Rectory Lane, accentuate the important role of vegetation in defining the townscape.
- The use of Pulborough Sandstone for building is still noticeable, often combined with red brick dressings as at Ancaster House. Red brick construction is also used more extensively at 3 and 3a Church Place. Gabled, hipped and half-hipped roofs are covered in plain clay tiles and on larger properties have a double pitched profile orientated perpendicular to the street. Gablets are another characteristic detail. Flint galleting survives in some properties.
- There are also modern buildings resulting from late 20th century infill. Most of these have been well designed and have taken advantage of the local topography to limit their role within the streetscape and so have a neutral impact. Houses extending east along Lower Street from Swan Corner to Alfrey's Court includes some well detailed properties which allow glimpsed views of the River Arun beyond in contrast to other locations where backland development has created a visual severance between the settlement and its river setting.





*Example of galleting*



*20th century bungalow of neutral impact*



*Station complex*



*Listed signal box*



*Positive boundary features*



*Characteristic roof forms and flank walls*



*Masonic hall*



*View towards Swan Corner*



*Timber framing*



*Positive views of the Church tower*



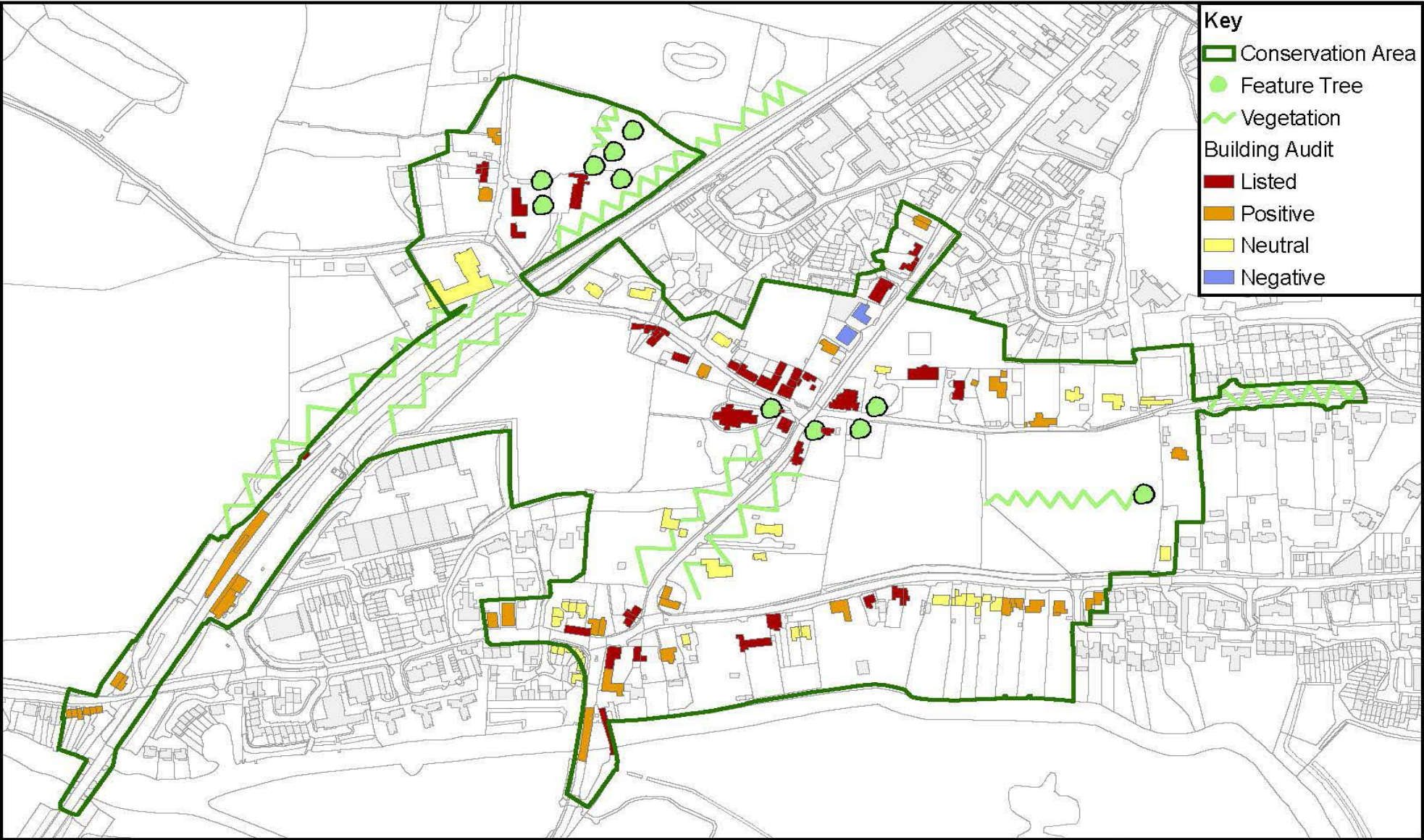
*View along London Road*



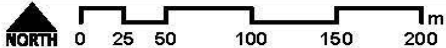
*Rectory Lane*



Map 7: Pulborough Conservation Area western section building audit map.



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### Eastern section of the Conservation Area around Lower Street

The townscape and historic environment of the eastern section of the Conservation Area, around Lower Street, is the result of its unplanned development. This part of Pulborough was situated on the route east to Storrington and down the Arun valley. It evolved from a collection of farmstead cottages and commercial properties which coalesced around the junction where the road from Church Place and Manor of New Place joined.

At the eastern end of Lower Street, beyond the historic Red Lion public house, are several listed buildings and others of interest including Nos. 157 – 159 Lower Street, an impressive 18th century house of stone under a hipped slate roof; Nos. 1-8 Alpha Cottages, a series of red brick 1912 council houses under clay tile half-hipped roofs and gabled dormers, set behind generous open space; and the mid-20th century Willow Springs, part of the Old Mill Place development of individual Arts and Crafts style houses leading to the site of the village's windmill.

On the south side of Lower Street, beyond the Wildbrooks Close development, are the splayed entrance pairs of stone semi-detached houses at the top of Rivermead (Nos 1-2, 47-48) which were carefully designed in the mid 20th century to frame the view.

Towards the north-western end of Rectory Lane, at the northern end of Potts Lane, within the Conservation Area boundary, was located the 1830s National School (St. Mary's Cottages) which suggests that Lower Street was considered the centre of the settlement:

- The scale of the buildings along Lower Street is predominately two storey cottages under pitched clay tile roofs. However, towards the east end of the area are more singular properties, some more substantial in size. Conversely, towards the west end of the area the building plots are smaller and more densely packed with a greater number of semi-detached or terraced properties. Many of the buildings are of rectangular form, orientated parallel to Lower Street. An early example of this is the Oddfellows Arms, a converted Wealden House with recessed central entrance.

- Distinct from other areas of historic Pulborough, the dominant land use is mixed with shops and commercial premises fronting onto Lower Street with residential areas above and behind.
- Open space in the vicinity has been steadily reduced from the 19th century onwards as Pot Common (the area to the north of Lower Street) was gradually enclosed. However, Barnhouse Lane, Potts Lane and Monkey Hill remain important green links, supporting a sense of semi-rural permeability. Typically, buildings are constructed with small front gardens enclosed by stone and brick masonry walls onto Lower Street. The private gardens that cover much of the land between Rectory Lane and Lower Street are an important echo of historic Pots Corner.
- A variety of construction materials are in evidence. The construction materials range from timber-frame with mostly brick infill, some tile hanging, stone coursed and rubble and render over brick, stone and timber-frame. The stone used is both Pulborough sandstone and Carstone or Ironstone. There is an example of Horsham Stone Slates on the roof of Nos 111-113. Roofs are predominately plain clay tile with some pantiles, slate and more recent concrete tiles. Where buildings are not at the back of the footway, their boundaries are often stone and sometimes brick.
- Along Lower Street, some late 20th century development has introduced buildings which detract from the townscape of the Conservation Area. Buildings of substantially larger height and mass, also incorporating uncharacteristic building plan forms and roofs, are discordant features in the established historic rhythm of the street.





*Carstone / Ironstone walling*



*Boundary features*



*Views south from Lower Street towards the Arun floodplain*



*Characteristic infill*



*Stone boundary feature*



*Horsham slate roofing*



*Sympathetic modern development along Lower Street*



*Views along Lower Street*



*Barn Hall Lane*



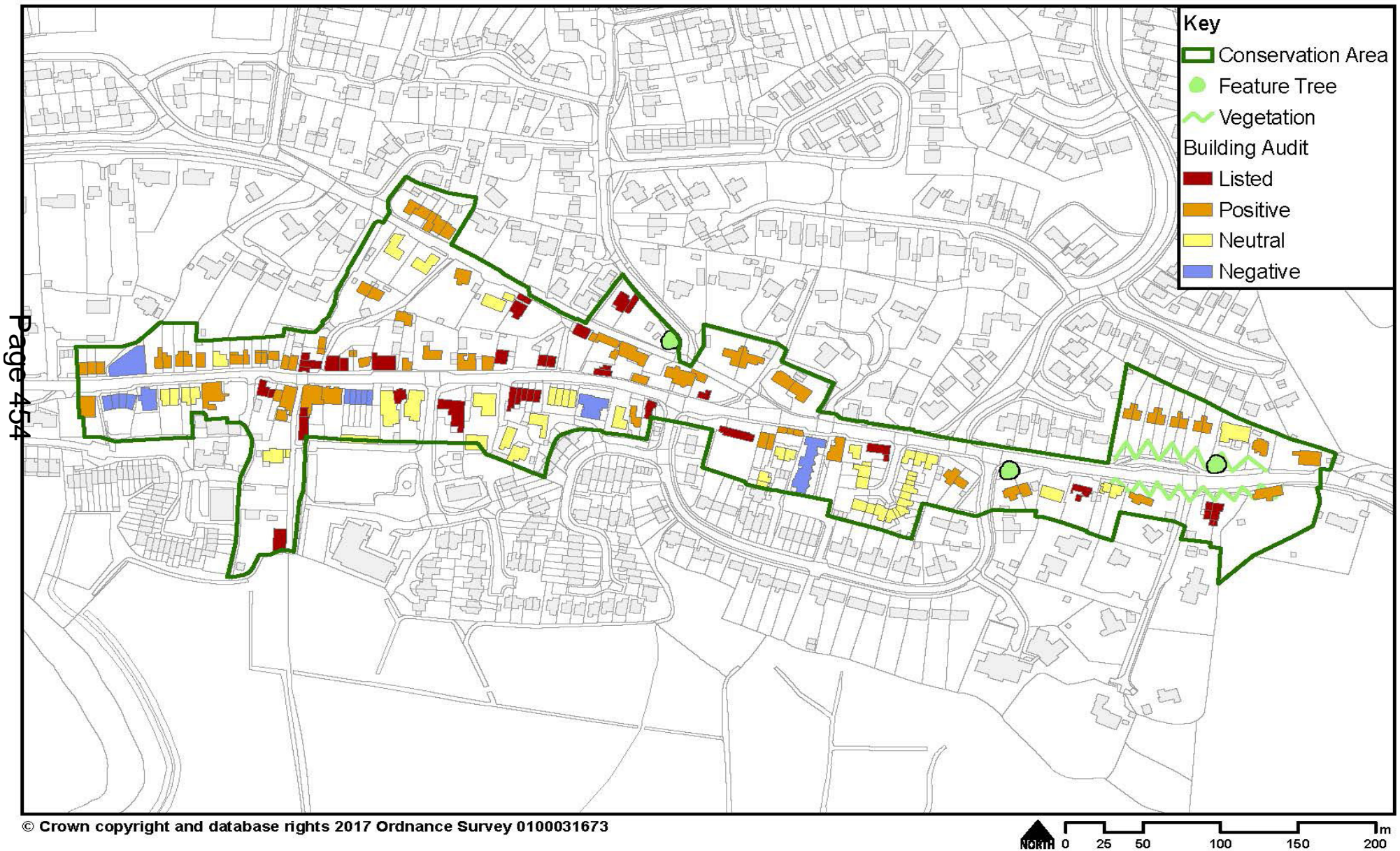
*20th century development*



*The old school house converted to housing*

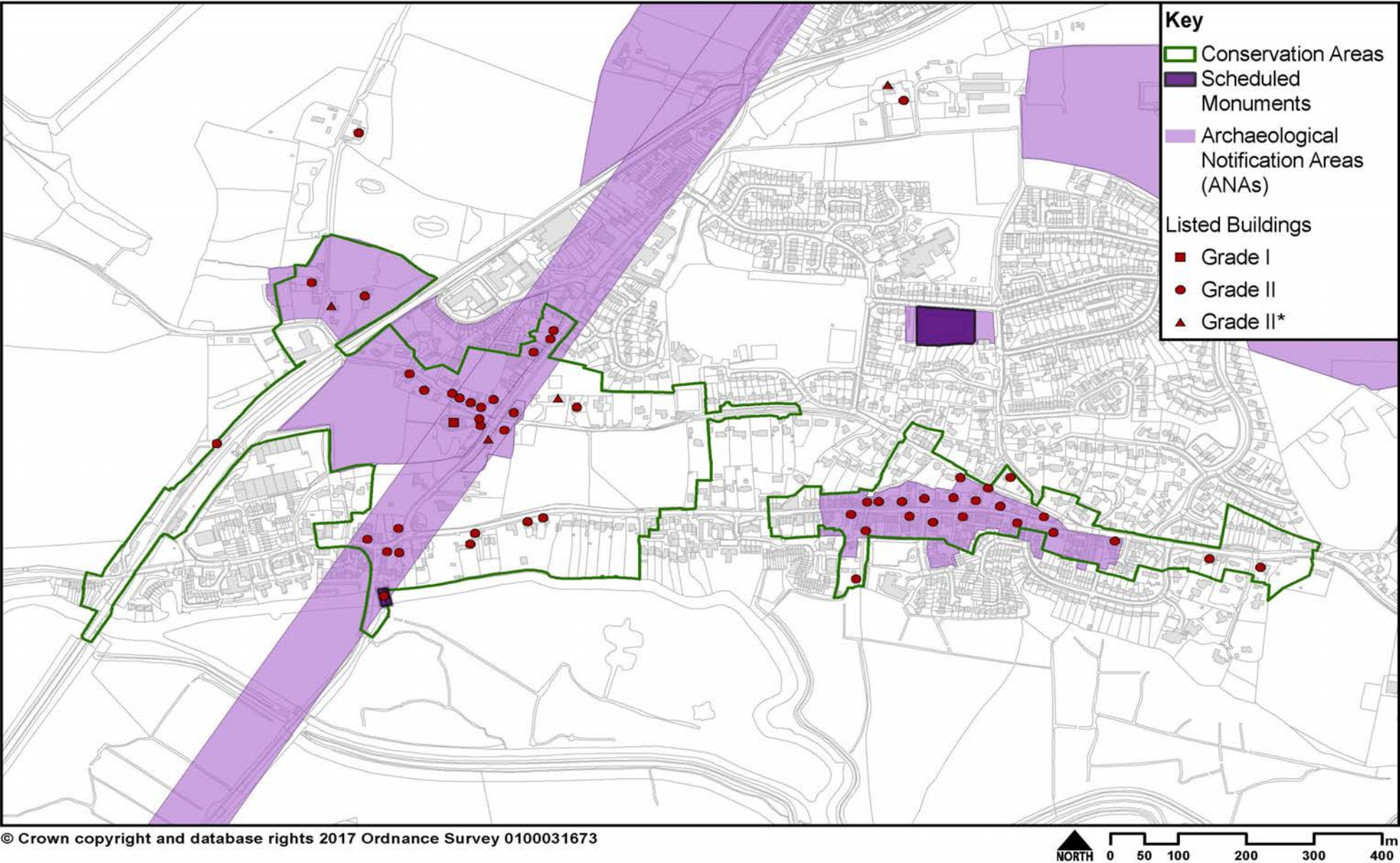


Map 8: Pulborough Conservation Area eastern section building audit map.





Map 9: Pulborough historic environment map.



## 6. Character areas

Today there are two main concentrations of historic buildings, one along the top of the ridge flanking Church Place, and the other along the lower part of the southern slope flanking Lower Street. Each has its own distinct character and appearance and both are of special interest and therefore worthy of conservation. In general, the character of the village is strongly influenced by the three enclosed linear routes which cross it.

Other key contributors to local character are the two principal areas of open space – Glebe Field and the field to the west of St. Mary's Church – which reflect the historic form of the settlement, reinforce semi-rural character and enable key views of landmarks.

### **Building types & styles, materials and colours and architectural features**

The earliest buildings in the Conservation Area were built of timber-frame with plaster panels utilising the plentiful supply of local Wealden oak. Some important buildings like St. Mary's Church and Old Place were also built using the local Pulborough Sandstone. Roofs would have been pitched or, for more prestigious properties Horsham Stone would have been used.

Brick and plain clay tiles would not have been widely used until the mid-17th century. This led to the development of increasingly decorative tile-hanging using these plain tiles on battens nailed to the walls.

Timber-frame buildings were often adapted by being refaced in brick, rendered or tile-hung, or having their infill panels replaced in brick. Many of the older buildings, some dating back to the late medieval period survive in Pulborough under these later skins. These older buildings can often be detected behind later front facades, the giveaways being tall roofs, large oddly positioned chimneystacks and the arrangement of doors and windows not being symmetrical.

From the 18th century the classical Georgian style of architecture took over. Brick became the dominant walling material, though with a few buildings of brick and rubble under a render coat. Roofing materials were plain clay tiles, or in some cases pantiles. From the early-19th century the slate became the most used roof covering.

The windows in even the earliest buildings are now 18th century at the earliest, and for most of the other buildings these are casements with small panes. Sash windows are found in the larger houses from the 18th century to the 1900s. There are a few casements of timber or steel with leaded lights. Many of the casements and sashes have been renewed in recent years, most in timber, though some plastic uPVC windows have also been installed.

There are not many 20th century buildings of note in the settlement. The former Nat West Bank and Masonic Hall and the former Barclays Bank are examples of a late flowering of classical brick buildings, while the former Lloyds Bank is an unusual 1930s modernist take on classical architecture using moulded stucco.

Not much of the post-Second World War housing developments can be said to have taken on any style or materials that are locally distinctive, apart from the use of tile-hanging and red bricks.

Shopfronts in historic buildings on the Lower Street still tend to be of traditional appearance and are generally sympathetic, although some over-large fascias with big, bright modern lettering have intruded. Henning Wine Merchants has a series of small-paned shopfronts made of timber and traditionally detailed. M J Suter Butcher has an original looking small shopfront of window and door attached. While between them the florist with the displayed goods outside, is very much an active shop front. Other shopfronts retain elements of earlier designs with alterations or are of modern materials in traditional forms.

Other building and architectural features of note are:

- Coursed local stone with galleting in the joints at Old Place especially Nags Cottages;
- The use of local stone on buildings and boundary walls, eg along Church Place and at Old Place;
- Horsham stone slab roofs such as on 109-111 Lower Street;
- Large brick and stone ridge and gable end chimneys; and
- First floor tilehanging using plain and scalloped tiles.

## Old Place

The north-western portion of the Conservation Area surrounds Old Place, with this area becoming severed from the village in the mid-19th century following construction of the railway. This comprises a small ensemble of manorial buildings and ancillary structures, set back from the roadway within a domesticated semi-rural setting. Although the few properties here have acquired formal gardens with walled boundaries, the townscape is notable for its relatively open farmstead character and natural features. In this area, the road is lined with hedgerows and there are no pavements.



Old Place



Tile hung house

## Railway lands

Moving eastwards over the railway bridge, a view is afforded south-west towards the 1850s grade II listed signal box, part of a fine railway station ensemble, which survives largely intact. The track runs in a deep, well-wooded cutting, which limits its impact on the surrounding village but also gives it a distinctive character.

South of the station the topography opens up affording views of the station from Lower Street. Here the railway lines run over two bridges spanning Lower Street and the River Arun. Here there are a pair of late-19th century railway cottages raised up on an embankment and a short terrace of three-storey workers' cottages constructed at back of pavement. These have few architectural embellishments but do incorporate some aesthetic details such as flared header diaper-work and dark red brick 'quoins'. Unfortunately, many of the timber sash windows have been replaced with poor quality uPVC units.



Railway cutting



Station complex



## Church

Moving eastwards over the railway bridge, Church Place has retained a village character which is reinforced by the nature of development and the character of individual buildings. Hedgerows and walled boundaries dominate the street scene, creating a sense of enclosure. Houses are constructed in a variety of architectural styles reflecting their respective status and ages. Buildings are irregularly positioned close to the street, often in short terraces. The arrangement of building groups often form rear yards which are accessed via gravelled entrance ways between buildings, providing glimpses of ancillary structures of agricultural character.

The most important feature of Church Place is St. Mary's Church within its Churchyard setting, positioned on the highest point of the village and therefore visible in many views from the east and west. The timber framed lych gate at the north-east corner of the Churchyard incorporates a roof of riven stone known as Horsham Slate. Adjacent to the lych gate is the Pulborough war memorial, reinforcing this as a place of substantial historic and communal value.

Dividing Church Place from Rectory Lane is London Road, following the Roman route of Stane Street. Here the road is well wooded and to the south it descends through a deep cutting down Church Hill towards Swan Corner and the River Arun. Other than the grade II\* listed timber-framed Old House, which is dramatically perched above the eastern side of the road, there is little evidence of built development to detract from the enclosed semi-rural character of the road.

Continuing east from St. Mary's Church, Rectory Lane comprises an informal road enclosed to the north by boundary walls and hedges with large 18th century detached houses which echo the manorial character found around Old Place. To the south Rectory Lane has an open aspect onto Glebe Field, providing extensive views towards Lower Street and the floodplains and South Downs beyond. These views are significant in instilling and reinforcing a sense of place.



St. Mary's Church and war memorial



Rectory Lane



Church Place



Access between buildings to rear yards



## Swan Corner

At the bottom of Church Hill, London Road intersects with Lower Street. Here the built form is of a finer grain with most buildings directly addressing and positioned immediately adjacent to the road. Many are detached dwellings, of various age and style. Most are either listed or contribute positively to townscape and local character. Examples of particular interest include Willow and Malt House cottages and Saddlers, Horncroft and Old Timbers. Here the northern side of Lower Street is steeply banked and undeveloped.

Development close to Pulborough Bridge and around Swan Corner is noticeably more commercial in character, reflecting the historic use of land as a wharf and for warehousing, exploiting the relative proximity of the River Arun to the village. The 20th century bridge affords good views of the Arun floodplains and South Downs beyond. Large scale modern residential development has replaced the historic wharf areas adjacent to the river to the west of the Conservation Area boundary.

## 20th century

Whilst 20th century development on the north side of Church Place does not reflect many aspects of the historic character, the impact is minimised by the recessive nature of their design. The modern buildings have been effectively screened by hedges, are of relatively diminutive scale or have been positioned so that they do not dominate the surrounding area.

A small group of detached 20th century houses are also constructed on the east and west side of Church Hill but these are sufficiently set back and screened from the road by vegetation.

As a result, these buildings are considered to have a neutral effect on local character.



Swan Corner



Swan Corner from Pulborough Bridge



Catholic Church



Modern development set back from road

## Lower Street East

What survives from the 15th to 17th centuries are the larger houses of nos. 73-79, a 15th century Wealden house, Oddfellows Arms, a 17th century rebuilding of an earlier house, and outside the historic settlement core no. 147, a 17th century house (which illustrates the spread of the early settlement). The late 17th and 18th centuries saw the building of inns and houses such as the former Red Lion.

The present character of the Conservation Area reflects periods of prosperity and activity, with a number late 18th and early 19th century buildings then more development around 1900 and infill from the 1960s on.

On Lower Street, the street of narrow pavements with the building frontages hard up against the back edge of the footways form the character to the built-up centre. The street then widens to the east as it approaches the Rectory Lane junction and continues as a wider, more suburban, road. The arrangement of buildings close to the highway, with the boundary tightly drawn behind the buildings, reinforces the linear character of the area.

On the south side of Rectory Lane are a range of outbuildings around the mid 19th century Cedars with attractive stone walls on the lane. Forming the end of the Conservation Area is the early 19th century Lavender Hill double pile house whose roof is visible in views from below. Between

the two streets run to alleys, Monkey Hill in the Conservation Area below Lavender Hill and Potts Lane which starts in the Conservation Area and dog legs up to Rectory Lane beyond the Conservation Area opposite the former National School (now nos. 1-5 St Marys Cottages).

The junction with Rectory Lane has a triangle of grass and on the north side is a tall stone retaining wall, now disappearing under brambles. On the south side in a wide plot without boundary is the prominent Henleys, a long 18th century house. Around it, to its east and at the start of Rectory Lane are large c1900 houses of attractive domestic revival design. The active commercial core of Lower Street is now mostly limited to the Conservation Area boundary. Within this area, the majority of buildings have shop fronts and some shops display goods outside. Most of the shopfronts are traditional.

There are some modern infill buildings, like Riverview Flats which fits in, and others like Chine Colline Chase which look dated and now fit less comfortably. The Red Lion was converted to residential and its grounds are now Wildbrooks, a close of vernacular form houses, which are a good attempt at contextual development.

East of the defined commercial area, the street becomes more open with properties on either side set behind stone boundary walls or hedges. To the west of the commercial core is the c.1900 Royal Mail building and several 20th century buildings.



Lower Street



Historic commercial development



Junction of Lower Street and Rectory Lane

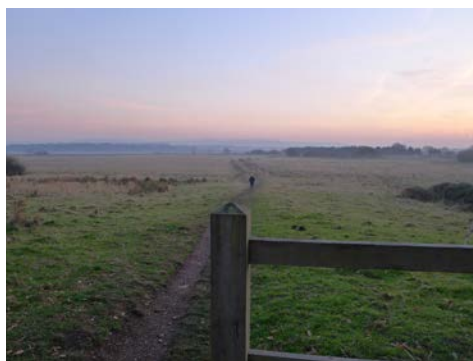


Potts Lane

## Pulborough riverside

The character of Lower Street is different on the south side behind the houses fronting the streets with signs of where there were wharves and warehouses and routes down to the river, as shown on the early 18th century maps, with glimpsed views out over the river valley to the South Downs. One key area of this character is Barnhouse Lane which includes the listed Greenways 17th century house at the gate onto the water meadows.

Within the western section of the Conservation Area, between Alfrey's Court and the grade II listed Malt House Cottage are a group of 20th century properties. Architecturally, these are good quality period houses and of particular importance is the survival of their historic plots affording glimpses south down their long rear gardens towards the River Arun. These glimpses maintain the historic relationship between the village and the river which has been lost elsewhere.



View south from Barnhouse Lane across Arun floodplain.



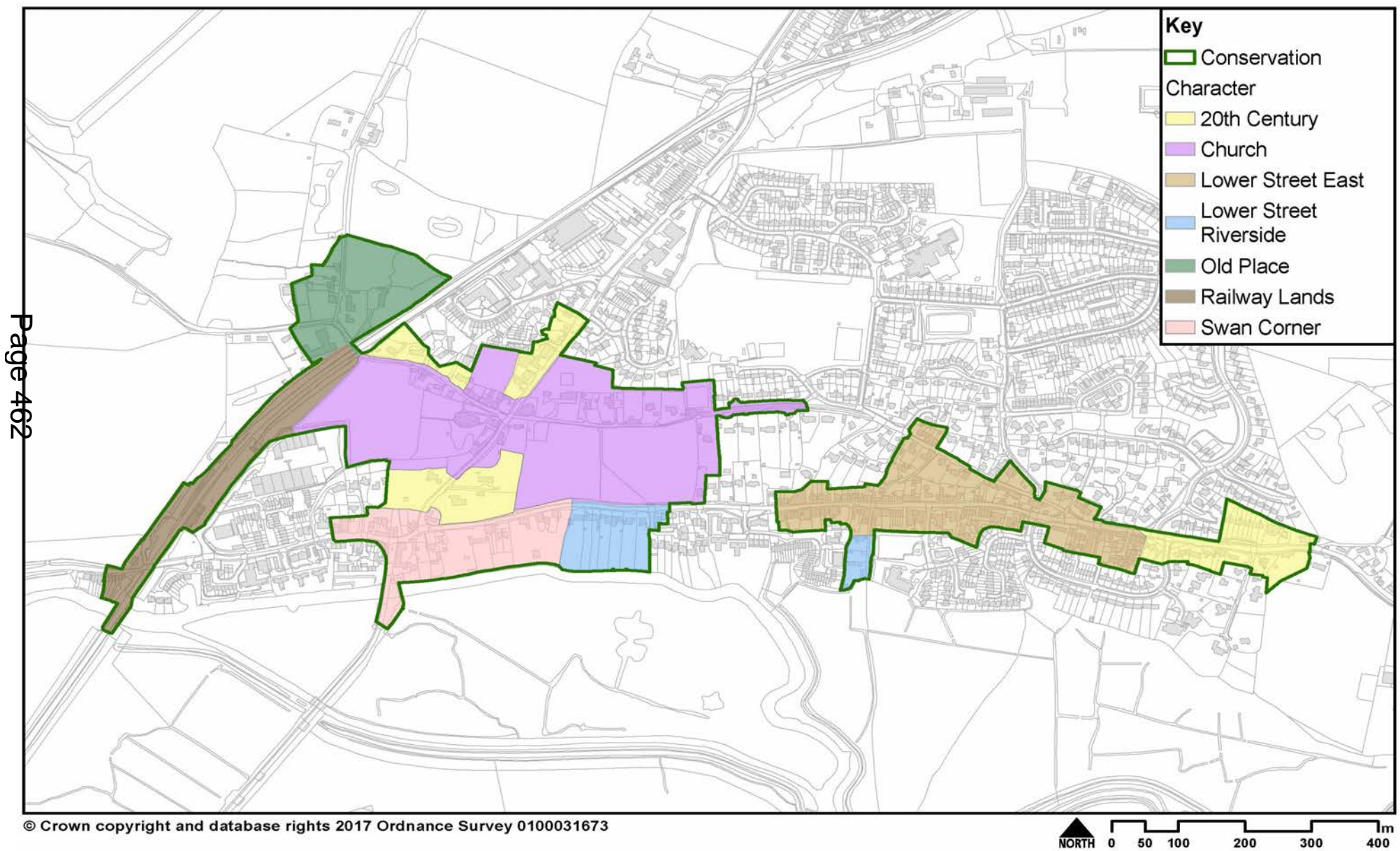
Glimpsed views of the riverside from Lower Street.



The wooded character of Barnhouse Lane



Map 10: Pulborough character areas map.





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## 7. Views

The topography of Pulborough and gradual development of the village, has created several views into and within the existing Conservation Areas. These views enable appreciation of both buildings and their settings and contribute to our appreciation of the special interest of the village. These are illustrated on map 11.

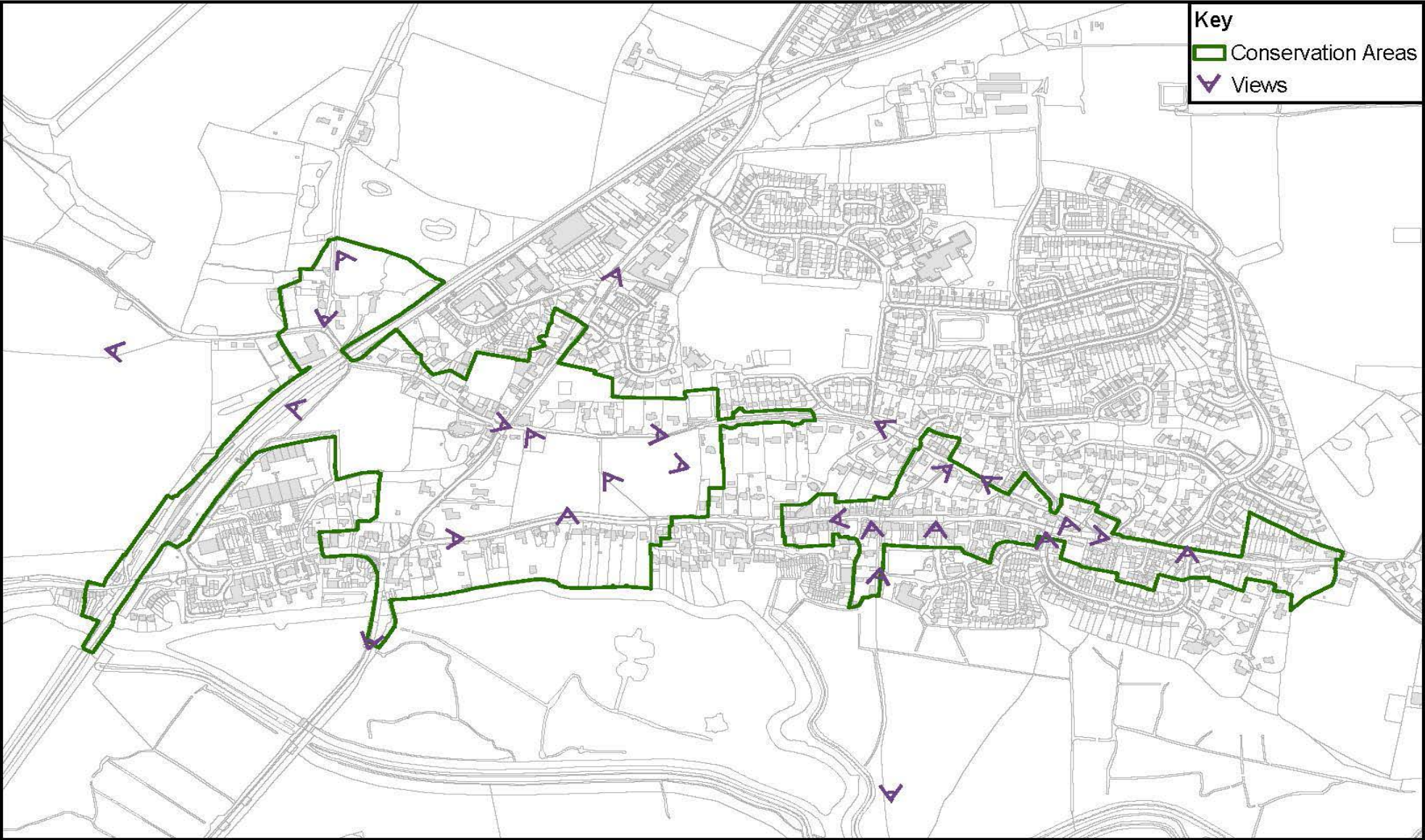
Whether by design or by chance, the 19th century railway was run in a cutting and so its visual effect on the wider environment is minimal. More recently however, mobile phone masts have been erected along the cutting and these intrude on some views.

The modern phases of the village's development have introduced mid- and late-20th century housing in two broad areas: to the north of Church Place / Rectory Lane and south of Lower Street. In many cases the design and siting of these new developments has utilised the landform to limit the impact on the character and appearance of historic areas.

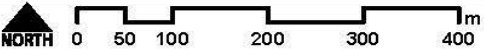
Concerning the western section of the Conservation Area, the views of most value are those which look towards St. Mary's Church, either from the Bridleway to the west of the village, or along Rectory Lane, or from within Glebe Field. Views along both Stane Street / London Road, Church Place / Rectory Lane and Lower Street also reinforce local character and provide many opportunities to appreciate the design elements and character of local buildings, many of which are of very high quality. This includes features such as flank walls, a variety of roof forms and substantial chimneys.

There are also significant views south-eastwards from within Glebe Field, over the settlement towards the South Downs as these reinforce a strong sense of place.

Map 11: Pulborough views map.



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## 8. Negative elements

Since Pulborough Church Place Conservation Area and Lower Street Conservation Area were designated in 1973, over 40 years ago, there have been many changes to the character and appearance of Pulborough as a settlement. Because the boundaries were very tightly drawn, within the Conservation Areas there has not been much loss of non-designated heritage assets, which includes many sections of stone boundary wall.

Within the western section of the Pulborough Conservation Area, new buildings have been constructed on the rectangular enclosed area north of Church Place and beyond Old Walls on Old Rectory Lane. The redevelopment of the London Road garage site has adversely affected the immediate setting of the listed Five Bells Inn to its immediate north.

The main detractor in the area is the traffic on the two 'A' roads which spoils the setting and appreciation of the historic buildings. Other detractors are the empty building with closed shops formerly Swan Corner stores opposite the Swan site, and difficult to reach due to its location on the section of road that takes both the A29 and A283. This is potentially an attractive building but, due to vacancy and a lack of maintenance, currently has a boarded up ground floor and unkempt garden, contributing to a sense of blight. These defects could be easily rectified and does not justify its replacement.

Within the eastern section of the Pulborough Conservation Area there are more changes, with the replacement of several buildings and the loss of several stretches of boundary wall. The most significant wall loss is the boundary wall in front of The Cedars, and most significant building loss is of the Arun Hotel.

South of the Conservation Area there has been continued infilling that has affected the setting of the Conservation Area coming between it and the Wildbrookes and water meadows.

The main detractors are the replacement of the Arun Hotel by 1-5 Chine Colline Chase, a too large attempt to copy the building it replaced and it dominates the street having a greater bulk than the previous building. To the east, the listed Pulborough House no. 91 is flanked on both sides by buildings considered neutral but which do little for its setting.

Some late 20th century development has caused damage to the Conservation Area due to its unsympathetic form. For example, both Heron's Rye and Brook House, dating from the 1970s, incorporate large plan forms over three storeys and steep mansard type roofs with concrete tiled roofs and deep oversailing eaves. These are clearly suburban in character.

In contrast, beyond The Oddfellows Arms, either side of the listed nos. 109 and 111 Lower Street, new development since 2000 (Kingfisher Court and 113a-d) have been built with hipped roofs and other vernacular features including tile hanging, that succeed in respecting and reinforcing local character.



# 9. Management plan

## The need for a Management Plan

It is the role of the Management Plan to take forward the challenges and opportunities identified in the appraisal, and to identify means by which the special interest of the Conservation Area will become self-sustaining into the future. To achieve this requires a partnership between those living, working and carrying out property improvement and development in the Conservation Area and Horsham District Council.

All development proposals should preserve or enhance the character and appearance of the Conservation Area in accordance with the Horsham District Planning Framework. In a Conservation Area there are some extra controls over works to buildings, boundaries and trees intended to ensure that the character is not eroded by unintended loss or change and the appearance is not changed in a negative way.

**For advice on whether planning permission is required for works please refer to the Horsham District Council website or The Planning Portal ([https://www.planningportal.co.uk/info/200125/do\\_you\\_need\\_permission](https://www.planningportal.co.uk/info/200125/do_you_need_permission)).**

## Control of development

It is essential that any development should preserve or enhance the setting of any adjacent historic buildings and existing landscape features and trees, and the overall special qualities of the character area. Therefore, careful consideration must be given to the size, scale, urban grain, layout, design, massing, height, plot width, frontage activity, landscape and materials in any such development. This does not dictate architectural style but does attempt to ensure that proposals respond positively to their context.

The Council strongly encourages applications for planning permission or other consents for proposals which meet these criteria and avoid:

- the demolition of any building or structure if its loss would damage the character or appearance of the Conservation Area;
- development (including extension/alteration) which would be harmful

to the setting or character or appearance of the Conservation Area; and

- development which would adversely affect or result in the loss of important views, open spaces, tree cover or boundary features within the Conservation Area.

Residents and business owners should contact the Council to confirm what proposed extensions and alterations constitute 'development'.

## Monitoring and compliance

If necessary, the Council has a range of tools at its disposal to compel building owners to appropriately maintain and repair buildings which are causing a local nuisance or which are designated heritage assets.

## Issues

The preparation of the Pulborough Conservation Area Appraisal has included consultation with stakeholders, specifically the Parish Council. A number of issues were identified. These have been used as a basis for the following section identifying principal issues to be addressed by this Management Plan.

Historic built environment:

- Loss of traditional architectural features;
- Equipment and installations;
- Boundary enclosures;
- Drives, off-street parking and loss of front gardens;
- Enhancement of existing buildings;
- Shopfronts;
- Extensions;
- Window replacement;
- Dormer windows and rooflights;
- Cladding, rendering and the painting of walls;

- Repointing of brickwork and stone walls; and
- Demolition.

New development and environmental improvement

- Opportunities for new development
- Setting and Views

The Environment and Public Realm

- Trees;
- Public Realm;
- Street furniture;
- Surface materials;
- Car parks; and
- Opportunities for enhancement

## Historic built environment

*Loss of traditional built and architectural features* – architectural features set out in section 6 of the Appraisal, such as stone boundary walls, traditional windows, Horsham stone slate roof covering, stone galletting and so on, should be preserved due to the significant contribution they make to the character and appearance of the buildings and the Conservation Area.

*Equipment or installations* - the presence of modern types of equipment on or around buildings, such as large aerals or satellite dishes and micro-generators, can detract from the character of a Conservation Area and/or the special architectural qualities of buildings. To minimise their visual impact, they should be positioned away from public view or prominent positions. The removal of existing fixtures cluttering front elevations is encouraged and care should be taken to repair the affected surfaces.

*Boundary enclosures* - most buildings in the Conservation Area have a variety of boundary walls although in Lower Street and around Swan Corner some buildings abut the back edge of pavement and there are

no front areas. At present, some poorly maintained boundary treatments harm the character and add to the appearance of buildings and the overall street scene, including rear boundaries which are visible in several locations when viewed from the public realm. A characteristic boundary of settlements in Horsham District is local stone laid in rubble courses. Retention of these walls and increased use of trees and hedgerow as a 'soft' boundary treatment is considered preferable. In some cases, installing traditionally detailed brick walls and railings may be appropriate.

*Drives, off street parking and loss of front gardens* - landscaped gardens to building frontages make an important contribution to the quality of the streetscape. Historically, many buildings in the Conservation Area had front gardens with enclosing low stone or brick walls, hedges or railings. The loss of front gardens to parking detracts from their historic setting and is resisted. The use of porous pavements, reinforced grass paving, or gravel instead of tarmac, with the retention of some garden space and the use of appropriate boundary treatments, would offer a more attractive setting for buildings, reduce run-off and give a more sustainable approach.

Where there is existing frontage parking which adversely impacts the character and setting of the Conservation Area, any new planning application should include a condition requiring the reinstatement of front garden areas and any traditional boundary treatments.

*Enhancement of existing buildings* – many of the listed and unlisted buildings in Pulborough have been altered and lost features. Fortunately, there exists good photographic coverage of the place, allowing for the possibility of accurate restoration. Proposed enhancements to make a building look grander than it ever was should be resisted. There are several buildings on the High Street where reinstating traditional features would improve their appearance.

The following enhancement works should be encouraged as part of any future development:

- Reinststate boundaries where they have been removed to their original height and footprint;
- Ensure that new boundaries are built from quality materials, paying full

attention to stone coursing, brick bond, lime mortar, and coping details;

- New gates and timber fences should be good quality traditional timber design; and
- Encourage the use of good quality paving, trees or planting where the back yards or gardens are visible from the public domain.

*Shopfronts* - Pulborough Conservation Area retains several well-designed and well maintained traditional shopfronts and the retention of these is encouraged. A number of commercial premises have garish and poorly designed shopfronts which should be improved. The reinstatement of a traditional shopfront design and appropriately designed signage that complement the building and streetscape is encouraged, when redecorating or carrying out any works.

*Extensions* - modern extensions should not dominate the existing building in either scale, material or their siting. There will always be some historic buildings where any extensions would be detrimental and should not be permitted. Successful extensions require a sound understanding of the building type to be extended together with careful consideration of scale and detail.

*Window Replacement* - the loss of traditional windows, ironmongery and glazing from our older buildings poses one of the major threats to our heritage and the character of historic areas. The character of windows profoundly affects the appearance of buildings but are particularly vulnerable as they are easily replaced or altered. The desire to improve the energy efficiency of historic buildings encourages windows' replacement with inappropriate and inferior quality modern alternatives. If well maintained, historic windows can last more than 200 years. Where the windows being considered for replacement are themselves modern replacements in inferior softwood that are now failing, what they are replaced with needs to be carefully assessed.

Within the Conservation Area, historic windows should be retained whenever possible and their repair prioritised. In general, consent will not be granted for their removal. Within the Conservation Area there are a variety of timber casement and vertical sliding sash windows.

The design of historic windows evolved through the early modern period and so, where repair is not possible, replacement windows should be designed to either replicate the historic windows being replaced or be based upon a period design contemporaneous with the host building. In general, a consistent approach should be taken across a building.

*Dormer Windows and Rooflights* - New dormer windows and rooflights should not be located on street-facing and prominent roofscapes. Where new dormer windows and rooflights are considered appropriate, they should be small in scale and not dominate the roofslope, ensuring that a large area of the roof remains visible. Dormers need to be of a traditional form, in scale with the building and its roof and their windows should be smaller than those on the floor below. Rooflights need to be flush with the roof face and normally the 'conservation' type rooflight is preferred. In most cases, the dormer or rooflight should align with the window below.

*Cladding, rendering or painting of walls* - In most cases, the walling material of a building is part of its character and contributes positively to the appearance of the Conservation Area. There may, however be cases where the existing wall surface is unattractive or is decaying, and cladding, rendering or painting can be justified. Where this is the case the cladding needs to be in a locally used material, such as tile-hanging using local red clay tiles, or timber weatherboarding. Painting of natural brickwork and stonework is discouraged. If proposed work involves changing the front elevation of a building, Conservation Area advice from the Local Planning Department at Horsham District Council should be sought.

*Repointing of brick or stone walls* - Repointing can ruin the appearance of brick or stone walls. The purpose of the mortar in the joints is to stop rainwater penetrating into the wall and to act as a conduit for moisture trapped in the wall to escape. The mortar joint or pointing is therefore sacrificial and needs to be softer and more porous than the wall material. This is why for conservation work a lime based mortar is normally recommended. It is important to dig out the old pointing to allow a sufficient 'key' for the repointing. Mortar should fill the joints but not spread out onto the surface of the wall material, and where the arises (corners) have been worn away, the mortar face may have to be slightly setback. Raised or 'strap' pointing should be avoided as not only does it stand out

and change the appearance of the wall, it can act as a shelf for rainwater.

*Demolition* - within the Conservation Area, the demolition of an unlisted building or wall over a certain volume or height without prior planning permission is a criminal offence. Furthermore, demolition of buildings or built features which have been identified as making a neutral or positive contribution to local character will normally not be permitted. Where buildings and features have been identified as making a negative contribution of local character, development incorporating some demolition may be permitted, as long as what will replace the existing building is judged to respond positively to its local context.

**For advice on whether planning permission is required for works please refer to the Horsham District Council website or The Planning Portal ([https://www.planningportal.co.uk/info/200125/do\\_you\\_need\\_permission](https://www.planningportal.co.uk/info/200125/do_you_need_permission)).**

### New development

*Opportunities for new development* - must be considered carefully and the effect of new buildings on the setting of the Conservation Area, and on views both into it and out of it, particularly taken into account. New development must be sympathetic to its context in terms of its siting, scale (including height, size and massing), materials and details. It should also follow the existing pattern or grain of development, not obstruct important views, and not dominate buildings in the immediate vicinity. Materials should be carefully chosen to complement the Conservation Area's existing palette of materials.

*Setting and views* - all development affecting the setting of the Pulborough Conservation Area should demonstrate how the setting and long distance views, into and from the Conservation Area, are preserved and enhanced. The important views are identified in section 7 of the Conservation Area appraisal.

Key threats:

- Redevelopment of sites with rundown buildings such as Swan Corner Shop, Arun Bungalow (originally the Church Rooms) on the junction

of Church Hill and Lower Street and the Royal Mail car park on Lower Street and Barnhouse Close with development that is out of context in the Conservation Area;

- Closure of more shops as retail becomes more marginal and the difficulty of retaining the character of the buildings when allowing conversion from retail;
- Loss of traditional joinery details in windows and doors and in particular shop fronts, as properties are improved both visually and for thermal upgrading;
- Loss of traditional roof coverings, chimneys and chimneypots on unlisted properties when the roof is replaced. Machine made clay tiles, imported slates and similar though 'natural' materials look different to what is there now;
- Loss of setting relationship between the Conservation Area and the manorial sites of the settlement outside it: the Motte and Bailey Castle in Pulborough Park, the Moat off Link Lane, and New Place; and
- Further erosion of front boundaries on Lower Street and Church Lane.

### The Environment and Public Realm

*Trees* - the presence of trees makes an important contribution to the character and appearance of the Conservation Area. Anyone who cuts down, uproots, lops, wilfully destroys or wilfully damages a tree of a diameter 75mm or more at 1.5m above ground level in a Conservation Area without giving the Local Planning Department at Horsham District Council six weeks' prior notice of their intention may be guilty of an offence. In Conservation Areas, the same penalties as those for contravening a Tree Preservation Order apply and a person who cuts down a tree in a Conservation Area without first giving notice is liable, if convicted in the Magistrates Court, to a fine. A person who carries out damaging work in a way that is not likely to destroy the tree is also liable to a fine.

### Public realm

*Street furniture* - there needs to be a consistency of style to help create a



cohesive identity for the Conservation Area. The presence of excessive or redundant street furniture causes street clutter and is visually unattractive.

The rationalisation of street furniture such as street nameplates (a simple design of black letters on a white background), lamp posts, seating and the provision of a standard sage green for finger posts and litter bins is encouraged.

A-boards and blade, feather and teardrop flags though not fixed add to street clutter and are generally discouraged in Conservation Areas.

*Surface Materials* - A large format paving slab in natural stone should be used as part of considered approach to the location and the heritage context. Older surfacing materials such as local stone on edge, pebbles and even flint are rare vernacular survivals that should be conserved. The use of high quality paving materials, together with the layout and jointing detail are key elements of the overall surface appearance.

The following measures should be encouraged:

- The existing areas of high quality traditional paving must be protected;
- Further areas of traditional paving should be added as funding allows; and
- The street lights need to be upgraded and out of date fittings removed.
- Any redundant street furniture such as signage should be removed.

*Car parks* - there are some visually poor informal car parking areas which would benefit from enhancement works such as appropriate resurfacing, sensitive bay marking and the introduction of soft landscape. A good example is the main car park off Brooks Way which is attractively laid out with landscaping and an interpretation board about Pulborough.

*Opportunities for enhancement* – within Pulborough Conservation Area it is noticeable that along both the A29 London Road and the A283 as Station Road and Lower Street, the footways are narrow in width and in places have uneven surfacing. Working with West Sussex County Council as Highways Authority, a long term strategy should be developed to address this. Elsewhere the junction of Lower Street and Rectory Lane,

and the far east end of Lower Street, offer opportunities for environmental enhancement.

It may also be desirable to consider traffic calming measures, such as through a sensitively designed and comprehensive scheme to reduce vehicle speeds, in particular along Lower Street.

# Appendix 1: Historic development

## Pre-history and Early History

Pulborough is situated on the lower part of the southern slope of the greensand ridge, an escarpment that runs parallel to the South Downs, which are a short distance away to the south. The underlying geology is a mixture of beds of greenstone, carstone and mudstone. The first two - sandrock and ferruginous carstone – provided a characteristic local building material, supplementing traditional Sussex brick and flint construction. The ridge and South Downs are separated by the floodplain of the River Arun and its tributary, the Rother, which Pulborough overlooks to the south. There is evidence of prehistoric settlement in the neighbourhood. Soon after the Roman invasion, a route was constructed through the area to link London with Chichester, subsequently known as Stane Street (the section passing through Pulborough itself is now known as London Road and Church Hill). There was a staging post south of Pulborough in Hardham and the section of the modern A29 that passes through the village still follows the course of the Roman road.

## The Middle Ages

Archaeological finds from the Romano-British period have been made in the area, but it seems likely that the first permanent settlement emerged during the Anglo-Saxon period, as indicated by the etymology of the name. This derives from two Old English roots - pōl (denoting a pool or stream) and beorg (meaning a rounded hill or tumulus). The latter refers to the eminence where St Mary's Church came to be built. At the time of the Domesday Book, Pulborough was a sizeable village with 66 households and two churches, and was chosen by the Normans as a site for a motte-and-bailey castle. In addition to Stane Street, an east-west route also passed through the village. Originally this probably followed a different alignment slightly to the north of Lower Street, corresponding in part to today's Rectory Lane and Church Place.

St Mary's Church is pre-Conquest in origin, although the present structure is later. The chancel was built in the thirteenth century, while the nave and tower are the result of a major rebuilding in the 1400s-1420s. The original village of Pulborough grew up in its vicinity and most of the handful of surviving medieval houses from 1350-1500 are in this area. Those outside it were probably outliers encompassed by the expanding village

at a later date. Most are timber-framed and two of them are Wealdens, the characteristic Sussex and Kentish type with a recessed central bay, although there is a stone house known erroneously as The Chapel. The small size of Pulborough during the Middle Ages meant that the plots remained irregular and there was no planned development.

The original manor may have been on the moated site now to the north of the railway. In the thirteenth century it was destroyed by fire and rebuilt on a new site by Alard le Fleming, who at that point held it. When he died in the early 1260s he divided the manor between two joint heiresses, giving rise to Old Place and New Place. By this point the castle was no longer in military use and had been enclosed in the manorial park.

While initially Pulborough turned its back on the river, slowly the Arun began to draw the settlement southwards. A bridge was constructed across it a short distance to the west in the neighbouring village of Stopham in c. 1309, serving a road corresponding to today's A283. Prior to improvement works carried out in the late sixteenth century, when it was straightened and made navigable up to that point, the river ran much closer to Lower Street, meaning that at its eastern end the backlands became a wharf area. At this stage, however, the crossing of the Arun in Pulborough itself was provided by a ferry and the route across the water meadows was often impassable because of flooding.

## The early modern period

By around 1700 Pulborough had expanded and acquired the form which came to dictate its current topography, with the original population centre focused on St Mary's Church to the north, Swan Corner a short distance to the south by the ferry crossing and, further away to the east, the linear settlement along Lower Street by the junction with Rectory Lane. A number of inns serving travellers were extant by this point, although Pulborough was never as significant a staging post as Petworth and Midhurst to the west. The Guildford to Arundel road was turnpiked in 1757, when a cutting was first excavated on Church Hill to lessen the gradient. A bridge across the Arun was finally constructed in 1785. However, the road south of Newbridge was dis-turnpiked in 1799, since most traffic to the South Coast was then taking a different route that bypassed the village. There was a certain amount of industry in the eighteenth century, mostly

focused on the quayside area between Lower Street and the river. A warehouse, maltings and remains of lime kilns survive from this period.

### The nineteenth century

During the nineteenth century, transport links came to assume a steadily greater importance in Pulborough's development. The east-west route from Steyning to Stopham was turnpiked in 1810. In 1816 the Wey-Arun Junction Canal was opened, turning the river into part of an inland waterway linking London to the English Channel. Although the construction of the Coldwaltham Cut provided a way for river traffic to bypass the village, a toll was charged for using it and so the old route remained popular. In 1828 a causeway was built across the Arun floodplain, making the north-south route far more useful, and in 1830 the Church Hill cutting was deepened to reduce further the gradient. The Swan Inn became an important staging post for coaches travelling to South Coast. By 1855 a corn market was being held on Fridays at the corn exchange belonging to the Swan Inn. Cereals and root crops were grown in the clay soils in the northern part of the parish, but the area to the south near the river was mainly water meadows. In 1857 St Mary's National Schools opened at a site on Pot Common, replacing a school known to have been functioning by 1818. The area in the vicinity of Lower Street carried on growing and Pot Common was gradually reduced in size through enclosure.

Pulborough acquired a connection to the national rail network in 1859 when a station was opened on what was initially a branch from Horsham to Petworth. The site chosen for it was on the Steyning to Stopham Road, just west of Swan Corner. In 1863 a spur diverging at a junction south of Pulborough was built running down to Arundel and connecting with the Brighton to Chichester line, while the Petworth branch was later extended through to Midhurst and Petersfield. In 1866 a cattle market was opened near the station, but although the arrival of the railway may have checked the rural depopulation recorded in this part of West Sussex in the latter half of the nineteenth century, it did not initially bring about any growth in the village. Instead, the most immediate effect was to send river traffic into terminal decline (the Arun Navigation closed in 1888 although commercial wharves lingered on into the 1930s) and to kill off the coaching trade.

### The twentieth century

In the 1900s Pulborough began to grow. Alpha Cottages, the village's first council houses, went up on Lower Street in 1912, where some commercial buildings also appeared around this time. The rise in motor traffic helped to bring back to prominence the roads passing through the village although the effect was not entirely positive. The shops in the middle of Swan Corner were cleared for road widening in 1935 and the following year a new bridge was built on the A29 to bypass the original Arun crossing of 1787.

During the Second World War the defence of Britain was planned with a series of defensive lines running from Kent to the Isle of Wight. Within this framework, Pulborough was situated on the 'Covering Line' or second line of defence following the presumed coastal invasion. The coastal fortifications were designed to break at planned points and therefore funnel attacks inland along identified routes so that limited British troops could be effectively used to counter and slow the invasion. Close to the Saxon Motte and Bailey castle, an artillery gun emplacement was constructed (partially extant), with commanding views south over the River Arun floodplain. If the invasion had happened, Pulborough may have been a key defensive position due to its advantageous topography.

Also located within Pulborough was a munitions factory, located on land adjacent to the railway. From 1940, the factory produced shell casings and nose cones, employing both men and young women. The factory supplied Woolwich Arsenal where the shells were filled with explosives.




After the Second World War, residential construction accelerated substantially as Pulborough became popular both with retirees and commuters. There was much infill construction, mainly to the north of Rectory Lane, to the east of London Road and to some extent also to south of Lower Street, where blocks of flats appeared. Much of Pot Common was built over, the remainder becoming a recreation ground. Generally new development added to rather than replaced existing buildings and it helped the three centres to coalesce into a unified settlement, but it lacked focus. Writing in 1965, Ian Nairn called Pulborough 'A puzzling place, undecided whether to be village, town


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or suburb. As an important crossroads... it is a natural town site. But it has not grown up so and most of the building of the last fifty years has been suburban'. In 1958 the Swan Inn was rebuilt (it was demolished for residential redevelopment in 2002). An industrial estate grew up near the station, as well as factories between the railway and London Road. In more recent years planning has gradually improved and focused on preserving views south from the slope of the escarpment looking over the Arun.






## Appendix 2: Gazetteer of listed buildings

Western section of Pulborough Conservation Area						
Image	ListEntry	Name	Description	Grade	ListDate	NGR
	1027311	CHEQUERS HOTEL	C18 or earlier, with modern additions. Two storeys. Three windows. Stuccoed. Ashlar parapet. Slate roof, Casement windows on first floor, sash windows with glazing bars intact on ground floor. Trellised wooden porch. Modern additions of stone or brick to east, west and north.	II	09/05/1980	TQ 04790 18782
	1027312	THE RECTORY	The Rectory is a large late C18 building which has recently been reduced in size by the removal of an attic storey, which was a later addition, and by the demolition of part of the east or service wing. Two storeys. Nine windows. Ashlar. Parapet. Glazing bars intact. Two bays of three windows each on both floors. Small porch between with doorway in moulded architrave surround with pediment over and door of eight fielded panels. Recessed wing of two windows and lower elevation to east.	II*	09/05/1980	TQ 04855 18806
	1027313	STABLES, GRANARY AND DOVECOT OF THE RECTORY TO SOUTH EAST OF THE HOUSE	Three small rectangular buildings of stone rubble with hipped tiled roofs. The stables and Granary are of two storeys and one window each. The Dovecot has a pyramidal roof with originally a birds' entrance at the apex that is now closed.	II	09/05/1980	TQ 04883 18791



	1027314	RECTORY LODGE	C17-18. Two storeys. Three windows. Ashlar. Tiled roof. Casement windows.	II	15/03/1955	TQ 04776 18753
	1027343	FORGE COTTAGES	L-shaped block behind No 3. C17 or earlier. Two storeys. Three windows. Stone rubble with red brick dressings and quoins. Tiled roof. One gabled dormer to north wing. Casement windows.	II	09/05/1980	TQ 04621 18552
	1027344	TEMPLEMEAD TEMPLEMEAD HOUSE TEMPLEMEAD LODGE	Early C19. Two storeys. Three windows. Ashlar. Eaves cornice. Slate roof. Glazing bars intact. Doorway with engaged stone columns, painted cornice on console brackets and semi-circular fanlight. South front tile-hung. Good staircase.	II	09/05/1980	TQ 04733 18584

	1027370	BISHOPS COTTAGE	An almshouse built in 1861 and restored and modernised in memory of George Bell, Bishop of Chichester, who died in 1958. One storey. Three windows. Stone rubble. Tiled roof. Casement windows. Plaque in north wall with date and inscription of the restoration.	II	09/05/1980	TQ 04741 18761
	1027371	THE LYCH GATE AT THE NORTH EAST CORNER OF THE CHURCHYARD	Wooden lych-gate with pyramidal roof of Horsham slabs.	II	15/03/1955	TQ 04739 18772
	1027372	ANCASTER HOUSE ANCASTER PLACE	The front portion of this building dates from about 1900. But in the centre of the west wall is some exposed timbering with a curved brace and infilling of red brick and stone. The range behind that is of C18 date and built of red brick and stone. The front is of ashlar with red brick dressings. Tiled roof. large round-headec doorway. Two storeys. Six windows	II	09/05/1980	TQ 04726 18798




	1027373	OLD PLACE MANOR	C15, modernised and almost entirely rebuilt externally in brick, now painted. Southernmos window-bay added about 1860 with a modern additional storey. Back of the house facing east has four narrow gables, tile-hung, one containing two storeys. Casement windows with diamond-shaped or small square panes, one window having two tiers of three lights with wooden mullions and transoms. Tiled roof. Two storeys. Five windows. The north portion of the house has a C16 roof and a kitchen fire-place with bake-oven. Modern ground floor addition beyond that. Medieval features inside.	II	15/03/1955	TQ 04570 18974
	1027374	NAGS COTTAGE	C18. Originally a small garden-house, later a stable, now a dwelling. One storey. Two windows. Ashlar. Hipped tiled roof. Round-headed window with panes of Gothic pattern. Doorway with segmental fanlight and door of eight fielded panels. Later addition to south.	II	09/05/1980	TQ 04492 18996
	1039958	CHURCH COTTAGE	Late C16 timber framed house of 2 bays, altered in the C19 when a further bay was added. Main elevation is at rear. 2 storeys faced with brick and stone steeply pitched hipped. tiled roof with gablets. Central renewed brick chimneystack. Outshut to rear. 3 C19 casement windows end 2 C19 trellis work porches. Exposed timbers to interior including some diagonal braces. Wattle and daub partition to outshut.	II	07/07/1981	TQ 04658 18819






	1193380	THE OLD HOUSE	L-shaped C17 or earlier timber-framed building with plaster infilling. South portion of west front oversailing on brackets, north portion tile-hung. Tiled roof. Casement windows with diamond-shaped panes. Two storeys. Three windows.	II*	15/03/1955	TQ 04752 18739
	1193486	CHAPEL IN THE GARDEN AND TO THE NORTH EAST OF CHURCH HOUSE	Small C15 monastic building. Stone rubble. Tiled roof. It contains a stoup. At one time it was converted into a stable and still contains a manger. It now retains more original medieval work than the house portion of the building. C15 L-shaped building. The south wing is of 2 storeys, the west wing of one storey only. The ground floor is of Pulborough sandstone ashlar. Above weather-boarding with some timber-framing visible at the east and west ends of the south wing with plaster infilling. The roof is partly of Horsham slabs, partly of tiles, and is of king post construction inside. The entrance for vehicles was in the centre of the west wing.	II	15/03/1955	TQ 04760 18803
	1193526	3 AND 3A, CHURCH PLACE	One building. Mid C19. Two storeys. Six windows. Red brick with painted dressings and quoins. Tiled roof. Vertical glazing bars intact. Central pediment containing a round recess. Two doorways with rectangular fanlights.	II	09/05/1980	TQ 04710 18806



	1193665	A V CORDEN CHEMIST	C18. Two storeys. Three windows. Stuccoed. Tiled roof. Glazing bars intact on first floor. Modern shop windows below and porch with step pediment.	II	09/05/1980	TQ 04603 18554
	1193672	THE COACH HOUSE	Originally the stables of the house adjoining on the east (Templemead). Early C19. Two storeys. Six windows. Stone with red brick dressings, quoins and eaves cornice of cogging. Hipped slate roof. Glazing bars intact.	II	09/05/1980	TQ 04726 18566
	1286034	WILLOW COTTAGE	C17. Two storeys. Two windows. Front stuccoed, sides Hythe sandstone and Pulborough stone rubble. Tiled roof. Casement windows.	II	09/05/1980	TQ 04810 18603




	1286122	RAMBLERS RUMPUS COTTAGE THE PRESBYTERY (BROADVIEW)	L-shaped block. Ramblers (or the south-east wing) C17. Two storeys. Four windows. Now faced with stone rubble. Tiled roof. Casement windows. The remainder or north-west wing. C18. Two storeys. Eight windows. Stone rubble with red brick dressings, part of the first floor tile-hung. Tiled roof. Casement windows.	II	09/05/1980	TQ 04637 18846
	1286130	OLD PLACE	This was originally part of the now separate building known as Old Place Manor. Together they may have formed a complete court-yard originally, or this building may have been a barn and stables with workers accommodation over the stables.	II*	15/03/1955	TQ 04521 18958
	1286174	THE PARISH CHURCH OF ST MARY	Chancel C13-14, nave and tower C15. Chancel with north chapel, nave with aisles, north porch and west tower.	I	15/03/1955	TQ 04701 18765



	1353973	PULBOROUGH BRIDGE	Built in 1787 but in the medieval tradition, the southernmost arch added in 1834. Ashlar. Four round-headed arches with blunt cutwaters between them that are carried up above the water level to form buttresses. Parapet with rounded coping.	II; SM	15/03/1955	TQ 04599 18481
	1353983	CHURCH HOUSE	L-shaped early C19 house. Two storeys. Three windows facing south. Red brick. Modillion eaves cornice. Slate roof. Glazing bars intact. Semi-circular tympana over those on first floor. Doorway with pilasters, pediment, semi-circular fanlight and door of six fielded panels. Long L-wing behind to north-east in coursed stone with five windows facing east.	II	15/03/1955	TQ 04742 18791
	1353984	4, CHURCH PLACE	C18. Two storeys. Two windows. Ashlar. Stringcourse. Tiled roof. Glazing bars intact. Doorway with flat hood over.	II	09/05/1980	TQ 04699 18814






	1354008	MALT HOUSE COTTAGE	C18. Two storeys. Three windows. Red brick. Modillion cornice and parapet. Pilasters flank the front. Centre window-bay projects under a steeply-pointed pediment in the centre of the parapet containing a lunette panel in the tympanum. Casement windows. Modern gabled porch.	II	15/03/1955	TQ 04833 18609
	1354022	SADDLERS, HORNCROFT AND OLD TIMBERS	C16 timber-framed building with painted brick infilling, ground floor rebuilt in stone rubble and brick, painted. Tiled roof. Casement windows, some with diamond-shaped panes. Small shop window at south-west end. Porch with tiled roof in centre. Sandstone chimney breast on south-west wall. Two storeys. Six windows.	II	15/03/1955	TQ 04620 18592
	1354034	PREMISES OCCUPIED BY PULBOROUGH MOTORS AND WEST SUSSEX TYRE SERVICE  PULBOROUGH MOTORS  WEST SUSSEX TYRE SERVICE	C18 warehouse or commercial building. Two storeys. Three windows. Stone rubble, now painted. Half-hipped tiled roof. Casement windows.	II	09/05/1980	TQ 04574 18574




	1027339	THE FIVE BELLS INN	C18. Two storeys. Three windows. Painted brick. Tiled roof at two levels. Glazing bars intact. Modern addition at north-east end.	II	09/05/1980	TQ 04819 18882
	1354005	WAYSIDE	C17 timber-framed cottage faced with roughcast. Hipped tiled roof. Casement windows. Chimney breast at north-east end. One storey and attic. Two windows. Two gabled dormers.	II	09/051980	TQ 04844 18903
	1286090	SHEPHERDS COTTAGE	C17 timber-framed cottage, partly plastered, partly refaced with red brick. Painted brick steeply-pitched hipped tiled roof. Modern casement windows. Two storeys. Four windows.	II	09/05/1980	TQ 04849 18917




	1413381	PULBOROUGH SIGNAL BOX	The present Pulbrough Signal Box, a Saxby & Farmer Type 5 design, was built in 1878. Saxby and Farmer introduced its Type 5 design in 1876 and signal boxes continued to be built to the design until 1896. It was a widespread design and appeared on more than a dozen railways, including the London, Chatham & Dover Railway, the Great Eastern Railway and also in Ireland and overseas. It was particularly associated with the London Brighton & South Coast Railway, where John Saxby had commenced his career and with which he had pioneered the use of mechanical interlocking of points and signals.	II	15/08/2013	TQ 04353 18732
<b>Eastern section of Pulborough Conservation Area</b>						
	1027315	LAVENDER HILL	Early C19. Two storeys. Two windows and one window-space. Stuccoed. Eaves cornice. Slate roof. Glazing bars intact. Doorway with pilasters, pediment, semi-circular fanlight and door of six fielded panels.	II	09/05/1980	TQ 05448 18675
	1027316	ORANGE TREE COTTAGE	Early C19. Two storeys. Three windows. Fronted with grey headers with dressings quoins, stringcourse and modillion eaves coggling cornice of red brick. Sides and back ironstone rubble. Hipped tiled roof. Glazing bars missing. Two modern bays on ground floor with porch between.	II	09/05/1980	TQ 05489 18658



	1027345	73, 75 AND 79, LOWER STREET	C15 timber-framed building of "wealden" type. 2 storeys, 3 windows. Plaster and painted brick infilling. Curved braces. Originally comprised recessed centre and projecting wings, of which the first floor oversailed, but these have been under built in brick, now painted. Bressumer between and sprocket eaves with curved braces supporting them. Steeply-pitched hipped tiled roof. Casement windows.	II	15/03/1955	TQ 05287 18615
	1027346	109 AND 111, LOWER STREET	C17 timber-framed building, largely refaced with plaster, false modern timbering being applied to this. Horsham slab roof. Casement windows. Three modern bays on ground floor. Two storeys. Three windows.	II	09/05/1980	TQ 05452 18611
	1027348	50, LOWER STREET	C17. Two storeys. Two windows. Now faced with stucco. Half-hipped tiled roof. Casement windows. (No 48 has been built out in front of the west end).	II	09/05/1980	TQ 05311 18635



	1027349	LLOYDS BANK	Early C19. Two storeys. Three windows. Stuccoed. Tiled roof. Glazing bars intact. Porch of solid type.	II	09/05/1980	TQ 05395 18641
	1027350	CEDAR COTTAGE	C18. Two storeys. Two windows and one window-space. Coursed stone with red brick dressings and quoins. Hipped tiled roof. Casement windows.	II	09/05/1980	TQ 05571 18611
	1193335	GREENWAYS	One building. C17 or earlier. Two storeys. Four windows. Faced with ironstone rubble with red brick dressings and quoins. Hipped tiled roof with pentice at north and south ends. Casement windows	II	09/05/1980	TQ 05294 18509


	1193731	PULBOROUGH HOUSE	C17 or earlier timber-framed building refronted with brick, now painted, but with the timbering visible in east wall. Tild roof. Sash windows without glazing bars on first floor. Shop window below with projecting cornice, the western portion retaining its C18 or early C19 form with glazing bars intact.	II	09/05/1980	TQ 05373 18612
	1193747	BYRNE COTTAGE	Early C19. Two storeys. Two windows. Red brick. Hipped slate roof. Glazing bars intact.	II	09/05/1980	TQ 05532 18601
	1193751	THE RED LION PUBLIC HOUSE	C18 building, altered in C19. Two storeys. Three windows. Painted brick. Tiled roof. Glazing bars intact. Later gabled porch.	II	09/05/1980	TQ 05676 18571

	1193826	CHARLES HEMMING'S STORES  LONDON HOUSE	C18. Two storeys. Three windows. Stuccoed. Tiled roof. Glazing bars intact. London House has doorway with pilasters, pediment and semi-circular fanlight. Modern shop front to east of this.	II	09/05/1980	TQ 05362 18636
	1193852	WALNUT TREE HOUSE	C18. Two storeys. Two windows. Fronted with stucco, sides stone rubble, painted. Tiled roof, Casement windows.	II	09/05/1980	TQ 05438 18642
	1193855	72, LOWER STREET	C18. Two storeys. Three windows. Stone rubble, front plastered. Hipped tiled roof. Casement windows.	II	09/05/1980	TQ 05507 18628

	1286020	THE MONERIEFF BARN	C18. Faced with tarred weather-boarding on a red brick base. Half-hipped tiled roof.	II	09/05/1980	TQ 05309 18588
	1354009	THE ODDFELLOWS ARMS	C17 or earlier timber-framed building refaced with brick, stone and tiles, all painted, but some timbering with painted brick infilling exposed at east end of first floor. Tiled roof. Casement windows. Two doorways with pediment- shaped hoods and doors of six panels. Two storeys. Five windows.	II	15/03/1955	TQ 05408 18602
	1354010	HENLEYS	Early C19. Two storeys. Three windows. Red brick. Stringcourse of grey headers. Modillion eaves cornice. Tiled roof. Glazing bars intact. Doorway with projecting cornice. Later window bay to east in red brick and grey headers, end wall ironstone rubble.	II	09/05/1980	TQ 05585 18585



	1354011	THE WHITE COTTAGE	CI7. Two storeys. Three windows. Now faced with stucco. Half-hipped tiled roof. Casement windows.	II	09/05/1980	TQ 05328 18636
	1354012	68 AND 68A, LOWER STREET	L-shaped C18 building. Two storeys. Two windows. Coursed ironstone with dressings and quoins of red brick and grey headers. Tiled roof. Casement windows. Modern gabled porch to No 68.	II	09/05/1980	TQ 05471 18638
	1193820	152 AND 157 LOWER STREET	Early C19 house, now sub-divided. Two storeys. Five windows. Ashlar. Stringcourse. Hipped slate roof. Glazing bars missing. Doorway with flat hood over.	II	09/05/1980	TQ 05891 18528

	1027347	147 LOWER STREET	C17. Two storeys. Four windows. Now faced with painted brick, tiles and cement. Tiled roof. Casement windows.	II	09/05/1980	TQ 05815 18542
	1027351	COURT COTTAGE	C18. Two storeys. Three windows. Painted brick. Tiled roof. Glazing bars intact. Later gabled porch.	II	09/05/1980	TQ 05522 18676

# Appendix 3: Landscape sensitivity criteria assessment table

Table \*\*\* Landscape Fringe Sensitivity – Typical Assessment Criteria

Criterion	High	Medium	Low
<b>Conservation area edge character, mitigation and enhancement potential (including landscape function in relation to gateways, nodes, edge integration/relationship, landmarks etc).</b>	<p>Very well integrated built edge with natural, clear and defensible boundaries. Well defined but often porous form, where gaps are particularly important to the edge character and relationship to the surrounding landscape. Intact historic settlement and landscape character interface may persist e.g. adjacent manor/parkland/historic fieldscapes. The integrity of such features would be susceptible to change arising from further development.</p> <p>Built edge forms a key/positive approach or gateway to the settlement. May have strong intervisibility with the settlement core and associated distinctive landmarks e.g. church tower/spire.</p>	<p>Generally, well integrated built edge. A mostly clear/natural/defensible boundary, albeit with some erosion where development may have breached such parameters. Some remnant historic features.</p> <p>Built edge contributes to a positive approach or gateway to the village and has limited intervisibility with the settlement core and associated distinctive features.</p>	<p>Poorly integrated/raw/exposed settlement edges, which may offer mitigation potential through new development and edge landscape treatment.</p> <p>Much expanded, modern settlement edge with little relationship to the historic settlement structure or key features. Settlement edge land uses/management is prevalent and historic features have been eroded.</p>
<b>Topography and skylines</b>	<p>Contours form a clear and defensible limit to the conservation area extents and create a prominent setting to the built edge.</p> <p>Distinctive, strong topographic features that would be susceptible to change associated with development.</p> <p>Open or 'natural' and undeveloped skylines which are apparent in key views and/or would be susceptible to change arising from development.</p>	<p>Contours are apparent as part of the conservation area's setting, and such features may be distinctive and to a degree susceptible to change associated with development.</p> <p>Skylines may be mostly undeveloped or with only localised developed intrusions, such that they have some susceptibility to change arising from development.</p>	<p>Few strong topographic features that define the edge of the conservation area, with little landform variation.</p> <p>Developed/settled skylines including modern settlement and human influences, or skylines that are neither visually distinctive nor prominent and have a low susceptibility to change arising from development.</p>
<b>Landscape scale and pattern (including cultural pattern)</b>	<p>Small scale, intimate and intricate landscape pattern which the legibility would be susceptible to change arising from development.</p> <p>Strong sense of / intact cultural pattern, historic functional relationships and evolution.</p>	<p>Medium scale landscape patterns with some susceptibility to change arising from development.</p> <p>Moderate, perhaps partially eroded, sense of cultural pattern, historic functional relationship and evolution.</p>	<p>Expansive, open landscapes with few features that are susceptible to change arising from development.</p> <p>Eroded, fragmented, weak sense of cultural pattern, historic functional relationships and evolution.</p>
<b>Aesthetic and perceptual quality including landscape experience and tranquillity</b>	<p>Intricate, complex landscapes, the integrity and legibility of which would be affected by development.</p> <p>Tranquil, peaceful landscape such that any development would represent a significant intrusion.</p>	<p>Landscape patterns that display a degree of intactness and relative complexity in areas, with some potential for development to affect the integrity and legibility of these.</p> <p>A landscape with relatively few or moderate levels of intrusion, with some level of tranquillity.</p>	<p>Simple or fragmented, eroded landscapes with low legibility such that new development may present an enhancement opportunity.</p> <p>Landscape of low tranquillity, already characterised by levels of intrusion.</p>
<b>Views, visual character and intervisibility</b>	<p>Expansive, open and prominent views in and out, wide intervisibility with adjacent landmarks, visually important/prominent elements associated with the wider landscape character that are susceptible to change arising from development.</p>	<p>Medium range views and medium level/filtered intervisibility with nearby landmarks, visually prominent landscape elements and characteristic features.</p>	<p>Enclosed visual character with views kept short. Little or no intervisibility with adjacent landmarks, visually prominent landscape elements and characteristic features.</p>

- 1.1 The above typical criteria have been defined in order to focus the analysis. The criteria have been informed by the information in the district landscape character assessment and capacity study, and knowledge gained of the area through fieldwork. They have been developed with reference to best practice guidance<sup>1</sup>. They have been applied to the landscape fringes associated with the conservation area, in order to determine the susceptibility to change and the sensitivity of the fringe to development.
- 1.2 It should be noted that different combinations of the attributes within the typical criteria may apply, and professional judgement is applied in each case.

<sup>1</sup> Natural England, 2014, *An Approach to Landscape Character Assessment* and Landscape Institute and Institute of Environmental Management and Assessment, 2013, *Guidelines for Landscape and Visual Impact Assessment 3<sup>rd</sup> Edition (GLVIA3)*

## Appendix 4: Pulborough boundary review justification

Local authorities are obliged to re-consider the boundaries of Conservation Areas 'from time to time' (Section 69 – Act 1990 Planning (Listed Buildings and Conservation Areas)). Since the designation in 1973, there is no evidence of any previous boundary review having been undertaken.

Nine proposals for expanding Pulborough's Conservation Area boundaries have been adopted as part of the boundary review:

A. Inclusion of the railway lands at the western end of Pulborough since this area is judged to be a very important contributor of local character and appearance. The railway forms the western boundary to the settlement, running in a cutting to minimise negative effects and also including a road bridge which has become a feature of the Conservation Area. The cutting has attractive wooded slopes and going south this opens into the station area with the recently grade II listed signal box and the almost complete 19th century station with station building and island platform with long roof on cast iron columns and timber awnings. South of the station, the ground drops away and the railway is on an embankment crossing over Station Road / Stopham Road and then the river. West of the railway embankment at the start of Stopham Road are a pair of cottages and a terrace of houses built by the railway company.

B. Inclusion of the land to the west of Swan Corner since this area contains two distinctive brick built 20th century buildings - the masonic hall and a former bank. These feature in views into the Conservation Area from the west.

C. Inclusion of parts of London Road to the north of Church Place, and the properties on the western side of London Road as far as, but not including, the Police Station:

- No 2 The Rectory a stone and slate roof mid-19th century building;
- Strathclyde Place, a modern block of flats of brick and render and slate roof in a contextual style (considered a negative feature);
- Going across the front boundary of the garage (considered a negative feature);
- The grade II listed Bell House, the former Five Bells Inn 18th century public house, rendered with a plain tile roof;

- The grade II listed No 7 Wayside, 17th century cottage, rendered over timber frame with a plain tile roof;
- The grade II listed Shepherds Cottage, also 17th century, render over timber frame with a plain tile roof;
- A pair of cottages double pile cottages, with roofs orientated perpendicular to their principal elevation, mid-20th century of brick with pebble-dashed first floor and plain tile roof with decorated ridge tiles and different dormers to the front, one conventionally gabled the other incorporating an art deco eyebrow. Considered a positive unlisted building, in part, due to it forming a positive gateway feature in views into the Conservation Area from the north; and
- On the east side, the panelled brick wall to the Chestnut Walk housing development forms a good boundary.

D. Inclusion of part of Lower Street to the east of Swan Corner opposite the enclosed fields of Glebelands up to Alfrey's Court. Here the generously spaced buildings allow glimpsed views of the river and floodplains to the south:

- No 27 is the weakest case, a late-20th century bungalow of brick but whose saving grace is its pantile roof;
- Nos 29-31 is a pair of mid-20th century semi-detached houses pebbledashes with plain tiled roofs and in the centre a large paired gable in sub-Voysey style;
- Nos 33-5 are a similar but more conventional air with half-timbered gable;
- No 37 is a detached early-20th century house of brick with rendered first floor and slate roof with dormers (considered a positive unlisted building);
- Nos 39 is a detached early-20th century house, now flats, of brick with tile-hung first floor and slate roof (considered a positive unlisted building); and
- Allfrey's Court is a former builders yard with a range of mainly stone buildings along the street front, of coursed stone with some brick and tile hanging and plain tile roofs. The older buildings are presumed to be 19th century in date, the whole site converted to housing in the 1990s (considered a positive unlisted building).

E. Inclusion of the old sunken route of Rectory Lane, extending



east from Glebefields. Also, to protect the open space of Glebefields it is beneficial to include Lane End (considered a positive unlisted building) and its long garden that reaches down the slope and Tranque Four as its bottom. Immediately to the north of Rectory Lane, the 20th century bowling green is included as it contributes to the open character of the lane and field.

F. Inclusion of the converted 1830s National School (St. Mary's Cottages), which is considered a positive unlisted building, the northern parts of Potts Lane and the four adjacent detached properties which all offer good quality boundary features that reinforce the semi-rural character of Rectory Lane.

G. Inclusion of the grade II listed Court Cottage and its garden, which is located immediately north of Rectory Lane and which contributes positively to the character of the Conservation Area at the apex of Rectory and Moat Lanes.

H. Inclusion of parts of Lower Street between Barnhouse Lane and Beaumont Drive:

- Nos. 36 & 32 are a tiny cottage attached to a house of mid-19th century date, rendered walls and slate and pantile roof (considered positive unlisted buildings);
- No. 32 Vitality is a dental practice in a hipped roof 20th century building, rendered walls and slate roof with rendered wall in front for a flight of access steps which breaks a run of stone boundaries;
- No. 30 set above a stone boundary is a mid-19th century cottage, rendered walls with slate roof and a modern ground floor rectangular bow window (considered a positive unlisted building);
- Nos. 22-24, 26-28 are two semi-detached pairs of late 19th century houses with rendered fronts, canted bays with hipped slate roofs and slate roofs (considered positive unlisted buildings);
- Nos. 18-20 MBC Office and Dominos are two 2 storey early 20th century buildings with a single storey building between all with traditional shop fronts, rendered walls and slate roofs;
- Nos 16-16b are a terrace of 3 small houses that are modern but in Victorian style;
- The Royal Mail building dates from 1906 and is an attractive building

of brick ground floor and rendered upper floors with projecting gables and a slate roof (considered a positive unlisted building);

- Nos 67-69, 63-65 are two pairs of c.1900 semi-detached houses the brick with some unusual features and full height canted bays and slate roofs (considered positive unlisted buildings);
- No 61 Kyneton Lodge is a modern Victorian style building;
- Brook House is a 1980s terrace of shops with flats over of brick with overhanging plain tile covered roof structure, which divides opinion between being seen as an alien form and trying to be contextual;
- No 57 the former Barclays Bank is a well-designed mid-20th century bank neo-classical building (considered a positive unlisted building).

I. Inclusion of parts of Lower Street at the eastern end of the settlement, within which are included several interesting buildings as well as two listed buildings that inform the historic interest of Pulborough:

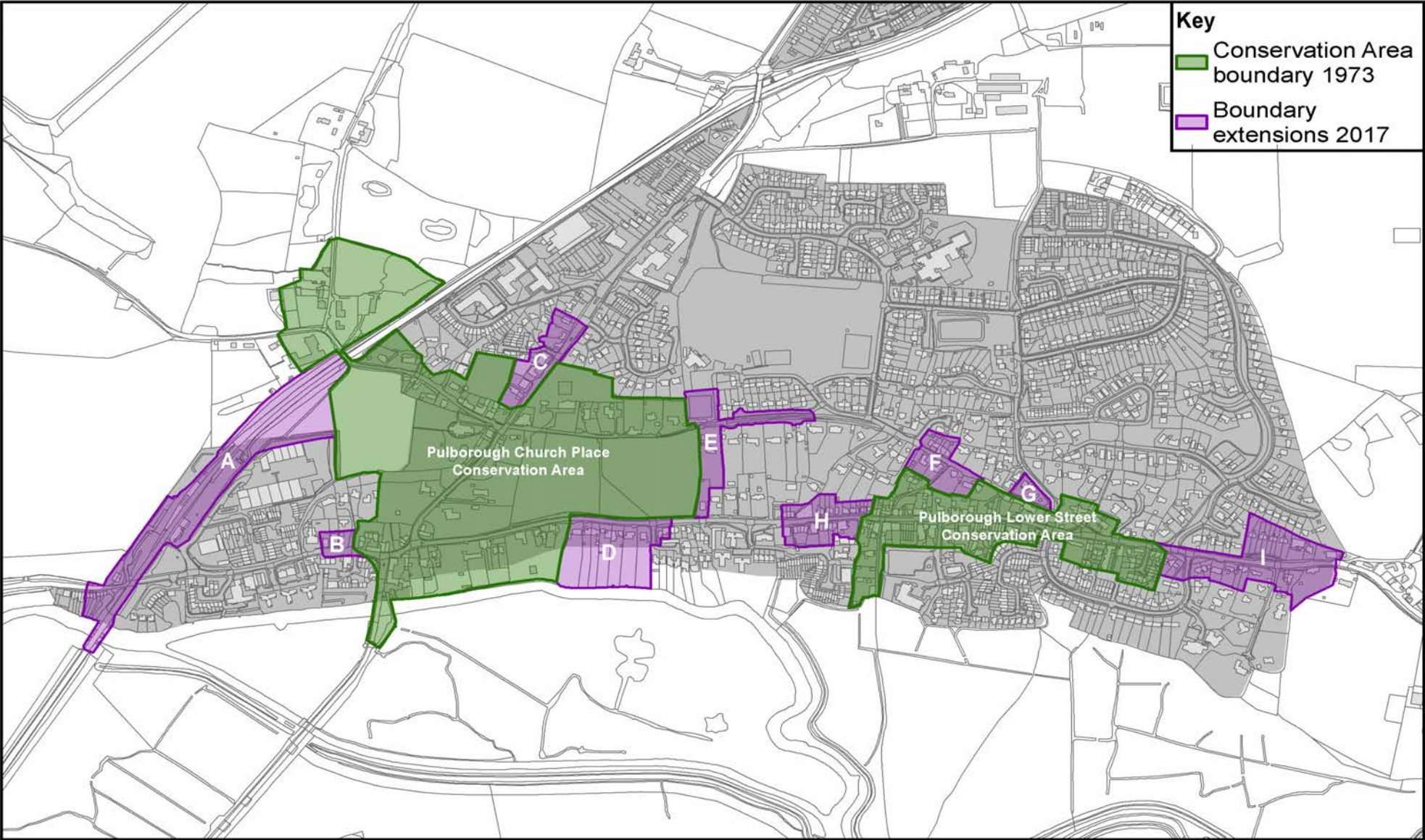
- Beyond the Wildbrooks Close Development are the splayed entrance pairs of stone semi-detached houses at the top of Rivermead (nos. 1-2, 47-48) which were carefully designed in the mid-20th century to frame the view (considered positive unlisted buildings);
- On the south side, after Rivermead, is no. 147 a late-20th century bungalow, brick and pantile roof, built on part of the site of the setback No 147, a grade II listed 16th century timber-frame building with tile hung front and plain tile roof and stone boundary wall (considered a positive unlisted building);
- Nos 157-159 are a pair of early 20th century houses of brick with plain tile roof;
- Next is Willow Springs, mid-20th century and part of the Old Mill Place development of individual Arts and Crafts style houses which are all worth of inclusion: Gentian Cottage, Belwelthers, Windmill Cottage, Old Mill Cottage, Millstone Cottage. These are all on a lane which led to the site of the windmill;
- On the other side of this lane on Lower Street is No 157-159 and impressive grade II listed house of 18th century date, stone and with a hipped slate roof;
- No 159 is an interesting property of a stone cottage with plain tile roof and extensions, one tile hung with a long garden stretching along the street with a low stone wall and hedge to where it becomes Mare Hill Road (considered a positive unlisted building) ;

- 
- On the north side of the road from opposite Rivermead is a long pebble surfaced strip between carriageway and footway with a brick retaining wall beyond. This is followed by a grassed bank coming down to the footway edge and a layby with above Nos 1-8 Alpha Cottages, a series of paired 1912 council houses of brick with clay tile half-hipped roofs and gabled dormers with bargeboards (considered positive unlisted buildings);
  - Next door is the late 20th century URC Church and the attached No 82 a house (considered positive unlisted buildings); and
  - Lower Street ends with No 84 an early 20th century house with tile hung first floor and slate roof with bargeboards (considered a positive unlisted building).

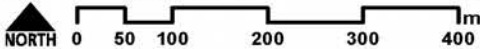
The proposed changes to the boundaries are shown on the Boundary Proposals Map, below.

Map 12: Pulborough Church Place and Lower Street Conservation Areas boundary review map.

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## Appendix 5: Glossary of architectural and building terms

### A

**Arcade** - a row of arches supported by columns.

**Arch** - a section above a door or opening window with the structural function of dispersing the weight from above around the opening. Also referred to as a head above a door or window. The shape will determine its name; most common are segmental (semi-circular), lancet (pointed) and gauged (composed of shaped bricks).

**Architrave** - in Classical architecture, the lower part of a moulded cornice. Commonly used term for the moulded surround of a door or window.

**Arts and Crafts** - derived from an artistic movement of the late C19, based on the ideas of William Morris, which promoted traditional forms of design and the use of craft techniques in construction. Its architectural expression is seen in the use of traditional materials and restrained ornamental decoration.

**Art Nouveau** - an artistic movement of the turn of the century characterised by stylised forms of flowers and animals, prevalent in Edwardian buildings.

**Ashlar** - smoothed, even blocks of stone masonry.

### B

**Baluster** - the upright in a staircase or balustrade that supports the horizontal top rail or coping.

**Balustrade** - the upstanding part of a stair or balcony that supports a rail or coping. The individual uprights (balusters) may be decorated or ornate, for example in the shape of bottles, in which case it is termed a bottle balustrade.

**Bargeboard** - a timber piece fitted to the outer edge of a gable, sometimes carved for decorative effect.

**Baroque** - a style associated with late Classical architecture, that evolved during the C17 and C18 and is characterised by exuberant decoration overlaid on classical architectural details.

**Battered** - a feature, such as a chimney, with sloping faces or sides making it narrower at the top than at the bottom.

**Battlement** - the top part of a castle wall, often used to detail a parapet; also known as crenellation.

**Bay** - an extension to the main building line, termed canted or splayed when angled back at the sides, and squared when perpendicular (see also Window).

**Bow window** - a curved window extending from the front of a building.

**Bull nose** - the rounded end of a brick or tile.

**Burr** - a rough, poor quality brick used as infill.

### C

**Canted** - angled at the sides, as in a bay window.

**Cap** - a stone piece on top of a pier to protect it from weathering.

**Cape** - extension to the footpath to narrow the road width.

**Capital** - the ornate top of a column, sometimes decorated with carvings of leaves and flowers.

**Cartouche** - a carved panel of stone or plaster.

**Casement window** - a window opening on side or top hinges.

**Chamfered** - an object with the edges of the front face angled back to give a sense of depth; e.g. on a door stile.

**Channelled** - stucco or render grooved to look like stone masonry.



**Character** - The main visual characteristics of an area resulting from the influence of geology, topography, urban layout, plot form, and predominant building ages, types, form and materials.

**Chinoiserie** - a decorative style, inspired by oriental art and design.

**Classical** - an architectural style based on Greek and Roman antiquities, characterised by the arrangement of the elements of a building according to a set of rules (i.e. Orders).

**Clerestorey** - a row of windows at high level lighting the ground or principal floor; very common in churches where they are positioned over the aisles.

**Colonnade** - a small, slim column, usually arranged in groups.

**Column** - a structural or decorative vertical element, usually circular, supporting or framing the upper parts of a building.

**Coping** - a sloping or curved, overhanging section of stone on top of a wall or parapet designed to protect the masonry from rain water.

**Corbel** - a projecting piece of timber, stone or brick supporting an overhanging structure, such as an arch or balcony.

**Corinthian** - an ornate type of column with exuberant decoration of the capital.

**Cornice** - a decorative mould applied to parapets and pediments.

**Crenellation(s)** - a parapet that has been built in the form of castle battlement.

**Crow-stepped gable** - a gable with stepped sides like a stair case.

**Cupola** - a domed structure on the roof.

**Curtilage** - the area within the boundaries of a property surrounding the main building.

## D

**Dentil** - a square block, often used as a detail in a cornice, where it is alternated with a gap.

**Distinctive frontage** - a structure or series of buildings, such as a terrace, that has specific architectural quality, recognisable plot rhythm, consistent use of materials, or a combination of the above. A distinctive frontage will make a positive contribution to local character or even define the local character.

**Doorcase** - the surrounding frame of a door, usually timber.

**Doric** - a plain column with little decoration.

**Dormer window** - a window projecting from a roof.

**Dressings** - the decorative elements of building elevations used to define windows, doors, etc., and usually of a material contrasting with the main one; for instance, stone window surrounds on a brick facade.

**Dutch gable** - a gable with tiered and curved sides as evolved in the Low Countries.

## E

**Eaves** - the lower, overhanging section of a pitched roof, intended to throw rain water away from the wall below.

**Egg and Dart** - a moulding pattern of alternating eggshaped and arrow-head shaped pieces.

**Engineering brick** - an extremely hard brick used mainly in engineering structures such as bridges.

**Entablature** - the top part of a column or pediment comprising a number of elements; i.e. architrave, cornice, modillion, capital, etc.

## F

**Faience** - a glazed clay tile or block.

**Fenestration** - the pattern of windows.

**Fielded** - a flat, undecorated but raised part of a door panel.

**Fin** - a simple projection at right angles to the face of the building, repeated to give some relief to flat modernist facades.

**Finial** - a decorative device to finish off a building element with a flourish, most commonly seen on railings.

**Fleche** - a pointed spike or finial, common on church roofs.

**Frieze** - a band or decorative motif running along the upper part of the wall, sometimes carved.

**Fluted** - carved with long vertical depressions, as in many columns.

## G

**Gable** - a decorative finish to the upper part of a wall designed to obscure the roof structure. Termed Dutch if replicating the style common in Holland; crow-stepped if rising in stages like a staircase.

**Gablet roof** - roof with a small gable at the top of a hipped or half-hipped section.

**Galleting** - a technique in which small pieces of stone are pushed into wet mortar joints during the construction of a building. Has both a decorative and weathering function.

**Gardenesque** - of a style associated with the C18 English Romantic garden designs; naturalistic rather than formal.

**Gauged** - bricks shaped to fit together closely, as in an arch or head.

**Gault brick** - a light cream/yellow brick commonly made in East Anglia (hence Suffolk gaults).

**Gothic(k)** - term applied to Medieval architecture characterised by pointed arches and windows, fine decorative carving, tracery, etc. Revived in the later C19 by ecclesiastical architects who looked back to the Medieval cathedrals and churches for their main inspiration.

## H

**Ha ha** - a linear hollow or ditch defining a property or field boundary and primarily used to exclude livestock from the grounds of a house while maintaining a view of the landscape.

**Head** - the common term for the arch over an opening.

**Heritage asset** - Heritage assets are identified as having a degree of significance meriting consideration in planning decisions, because of their heritage interest. Designated heritage assets include Conservation Areas, listed buildings, Scheduled Monuments, Registered Parks and Gardens. A non-designated heritage asset are those identified by the Local Authority of local communities that are not of sufficient interest to be statutorily designated but still warrant consideration in planning decisions due to their local interest. Non-designated heritage assets can be identified at any time and within the context of Conservation Areas are those which contribute to local distinctiveness.

**Herringbone pattern** - a pattern created by laying rectangular blocks of wood or stone in an interlocking arrangement; e.g. some door panels and paving.

**Hipped roof** - a roof sloping at the ends as well as the sides.

**Hood** - a projecting moulded section over a door or window.

## I

**International** - a modern architectural style that eschews decoration and is based on designing buildings in simple cubist forms with no reference to

local styles or materials. Characterised by modern building materials, such as concrete, steel and plate glass.

**Ionic** - a type of column.

**Italianate** - built in a style derived from Italy.

## J

**Jettied** - extended out over the floor below, usually on timber joists.

## K

**Knapped flint** - flint stones that have had one side broken off and flattened to present a smooth face.

## L

**Lancet** - a window or arch coming to a narrow point and much used in Gothic architecture.

**Leaded light** - a window pane subdivided into small squares or diamonds by lead strips (known as cames).

**Lesene** - a pilaster without a base or capital.

**Light** - a window with fixed glazing.

**Lintel** - a structural beam above an opening, such as a window or door, which may be expressed externally as an architectural feature.

**Loggia** - an open gallery, often in the form of an arcade.

## M

**Mansard roof** - a roof set back from the building frontage, usually behind a parapet, and rising in two pitches to form an attic space.

**Materials** - the predominant building materials used in an area for walling,

windows, paving and roofing.

**Mathematical tile** - a building material used extensively in the southeastern counties of England—especially Sussex and Kent—in the C18 and early C19. They were laid on the exterior of timber-framed buildings as an alternative to brickwork, which their appearance closely resembled. Mathematical tiles had an extra price advantage during the time of the brick tax (1784–1850), although later there was a tax on tiles also. The tiles were laid in a partly overlapping pattern, akin to roof shingles. Their lower section - the part intended to be visible when the tiling was complete - was thicker; the upper section would slide under the overlapping tile above and would therefore be hidden. They would then be hung on a lath of wood, and the lower sections would be moulded together with an infill of lime mortar to form a flat surface. The interlocking visible surfaces would then resemble either header bond or stretcher bond brickwork. Mathematical tiles had several advantages over brick: they were cheaper, easier to lay than bricks (skilled workmen were not needed), and were more resistant to the weathering effects of wind, rain and sea-spray, making them particularly useful at seaside locations.

**Modillion** - part of a cornice comprising a series of small brackets.

**Morphology** - the study of the shape and layout of an area as defined by natural and man-made features; e.g. valleys, rivers, roads, boundaries.

**Mullion** - a vertical piece of stone or timber dividing a window into sections.

## N

**Nailhead** - a style of moulding in the form of a small pyramid shaped projection, which when laid horizontally in a band form a string course.

**Negative buildings** - buildings that due to their location, scale, material, form or detailed design, are a negative intrusion on the area and which offer the potential for beneficial change that would enhance the character of the Conservation Area.

**Neutral buildings** - buildings which make neither a positive nor negative contribution to the character and appearance of a Conservation Area.

## O

**Ogee** - a moulding shaped with a double curve.

**Oriel** - a window which is suspended from the face of the building.

**Ovolar (or Ovolo)** - a moulding section of a quarter circle.

## P

**Panel tracery** - a late Medieval form of tracery characterised by sub-division of the window by strong vertical and horizontal members.

**Pantile** - a clay roofing tile with an 'S'-shaped profile.

**Parapet** - the upper part of a wall, often used to hide roofs and decorated for architectural effect; e.g. crenellated or battlemented in the form of a castle wall.

**Party-line** - the dividing wall between properties.

**Paviors** - small brick-like paving units.

**Pediment** - a triangular feature of classical buildings surmounting a portico, but often used on a smaller scale over doors and windows, which are then referred to as pedimented. When the upper sloping sides are curved it is called segmental. It may be termed broken or open when either the bottom horizontal or angled upper sides do not meet.

**Pilaster** - a flattened column used to frame door and window cases and shopfronts.

**Planter** - a container for holding plants.

**Plat** - a string course without mouldings.

**Plinth** - the base of a column or wall.

**Portico** - a grand entrance extending in front of the building line, usually defined by columns and surmounted by a pediment.

## Q

**Queen Anne Style** - an architectural style of the late C19 century, related to the Arts & Crafts movement, and reviving Dutch style buildings of the reign of William and Mary (late C17).

**Quoin** - a corner of a building defined by contrasting or exaggerated materials.

## R

**Range** - a line of buildings, often grouped around a courtyard.

**Reveal** - the area of masonry or frame visible between the outer face of a wall and a door or window which is set back from it.

**Roughcast** - a type of render of plaster or concrete with a rough surface finish.

**Rubble stone** - stonework left rough and unworked.

**Rustication** - stucco or stone blocks with large angled joints.

## S

**Salt glaze** - a method of glazing brick or clay to give a glassy finish.

**Sash window** - a window that slides vertically on a system of cords and balanced weights.

**Scale** - Building scale refers to building elements and details as they proportionally relate to each other and to humans. Aspects of scale include: size (2D measurement); bulk (visual perception of the composition of shape of a building's massing); and mass (determined by volume, shape and form, relationship to neighbouring structures, building plot and relationship to streets).



**Scorria block** - a hard, durable engineering brick, looking like granite; used in paving, especially in gutters.

**Scroll(work)** - a circular or spiral decorative piece, representing a curved leaf, such as a bracket or the top of a column. If included in a decorative panel, it would be referred to as a scroll leaf panel.

**Segmental** - a section of a circle and the term applied to a curved element, e.g. above an arch or pediment.

**Sett** - a small block of hard stone, such as granite, used for paving.

**Setting** - the setting of a heritage structure, site or area is defined as the immediate and extended environment that is part of, or contributes to, its significance and distinctive character. Beyond the physical and visual aspects, the setting includes interaction with the natural environment; past or present social or spiritual practices, customs, traditional knowledge, use or activities and other forms of intangible cultural heritage aspects that created and form the space as well as the current and dynamic cultural, social and economic context.

**Significance** - The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.

**Soldier band** - a string course made up of bricks set with the long side vertical.

**Soffit** - the underside of eaves or other projection.

**Spandrel** - a blank area between arch supports or below a window.  
**Splayed** - a bay window with angled sides.

**Sprocket** - a small supporting piece of stone or timber carrying a larger item such as a bracket.

**Stable block** - small square stone or clay pavior traditionally used as flooring in stables and similar buildings.

**Stack** - the part of the chimney breast visible above the roof.

**Stile** - the vertical sections of a door or window.

**Stippled** - the effect created by carving small depressions in the face of stone.

**Stock brick** - a traditional clay brick commonly used in house construction; often called London stocks because of the frequency of use locally. May be yellow or red in colour.

**String course** - a horizontal band in a wall, usually raised and often moulded.

**Stucco** - a lime based render applied to the exterior of a building. Often scored to imitate courses of masonry, then called channelled, and sometimes more deeply incised to give the appearance of roughly hewn stone, in which case it is rusticated.

**Swag** - a decorative carving representing a suspended cloth or curtain.

## T

**Tented** - a roof structure shaped to look like a tent.

**Tessellated tiles** - small clay tiles or mosaics, geometrically shaped, and fitted together to make intricate formal designs; commonly used for front paths to houses.

**Tetrastyle** - a portico with four columns.

**Toothed** - a brick detail like a dentil in which bricks are alternately recessed and projected.

**Topography** - The physical form of an area defined by natural features and geographic elements such as rivers.

**Tourelle** - a small tower-like structure suspended from the corner of a building (also called a turret).

**Tracery** - delicately carved stonework usually seen in the windows of Gothic churches and cathedrals; various forms exist, including panel type.

**Transom** - a horizontal glazing bar in a window.

**Trefoil** - literally “three leaves”, thus relating to any decorative element with the appearance of a clover leaf.

**Tuscan** - a plain, unadorned column.

**Tympanum** - the space between a lintel and an arch above a door.

## U

### **Unlisted building making a positive contribution to the street scene**

Buildings that are not designated assets but which, due to their local architectural or historic interest or forming part of a group, contribute to or enhance our appreciation of local character and historic development. These are buildings which make a positive contribution to the overall character and sense of place of the Conservation Area. They form a material consideration in planning meaning that their preservation and sensitive adaptation will be encouraged through the planning process.

## V

**Venetian** - a window composed of three openings or lights within the frame, the central light arched, the two flanking with flat heads.

**Vernacular** - based on local and traditional construction methods, materials and decorative styles.

**Views** - Within the scope of Conservation Area appraisals, views are discussed in terms of location from a view to a specific landmark, or panorama incorporating a series of features (natural or built) is possible. For the view to have value and therefore merit consideration within planning, the features within the view should be worthy of conservation or contribute to our understanding of the place and its setting.

**Voussoir** - the shaped bricks or stones over a window forming a head or arch.

## W

**Weatherboarding** - overlapping timber boards cladding the outside of a building.

**Window** - an opening to allow light and air into a building which has developed into a significant element of architectural design; collectively referred to as fenestration. The form of opening determines the type of window; most common are sashes, which slide vertically, and casements, which are side hinged and open inwards or outwards. Those with a side light are said to have margins. A window may be projected from the building frontage, and termed a bay or bow (if curved), or oriel if suspended above ground. The top is usually defined by an arch. A dormer is one set into the roof slope.

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## **Recommendations from Overview and Scrutiny of 27<sup>th</sup> November 2017**

### **Minute No SO/21 - S106 Task and Finish Group - Final Report**

In the absence of the Chairman of the S106 Task and Finish Group a Member of the Group presented the final report.

The review had now been completed and the Group had made three recommendations. The Committee noted the report and approved the recommendations subject to the wording being amended slightly.

#### **RECOMMENDED TO CABINET**

1. To support the issue of a short guide to all parish and neighbourhood councils explaining the potential S106 funds that might be available to them, and how to set about starting the process
2. That a brief period be allocated in the forthcoming planning training event, and future events, for parish councillors, to explain the section 106 processes
3. That the Council continues to send S106 reports to parish councils and ward members on a quarterly basis as previously agreed.

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## Report to Overview and Scrutiny Committee

27<sup>th</sup> November 2017

By the S106 Task and Finish Group



**Horsham  
District  
Council**

Not Exempt

### Final Report of the S106 Task and Finish Group

#### Summary

The suggestion to set up a task and finish group to review S106 arose from a report presented to the Overview and Scrutiny Committee, as part of the former Business Improvement Sub-Committee's review into S106 Funding. This report was presented to the Committee on 5<sup>th</sup> June 2017 and three recommendations were made:

1. That the possibilities for an appropriate way to fund parishes and wards with no planned development, be investigated.
2. That an appropriate way to fund unparished areas that will have community projects but no developments, be investigated
3. That the ward members and parish councils continue to receive the S106 reports, to allow them to stay updated and work better with the parish councils on S106 monies.

The Committee agreed to set up a task and finish group and recommendations one and two formed the basis for the review.

The Members of the Group were Councillors Michael Willett (Chairman) Paul Clarke, Nigel Jupp, Tim Lloyd and Councillors Leonard Crosbie and David Coldwell were ex-officio members

At the first meeting of the S106 Task and Finish Group on 7<sup>th</sup> September 2017, the Group approved recommendations one and two as its terms of reference, along with three additional terms as set out below.

#### Terms of Reference

1. That the possibilities for an appropriate way to fund parishes and wards with no planned development, be investigated.
2. That an appropriate way to fund unparished areas that will have community projects but no developments, be investigated
3. Identify unallocated historic funds available for either a) no identified parish or unparished wards, and/or b) no particular purpose

4. Identify allocated historic funds which remain unused
5. Seek clarification of how S106 monies can be drawn down by various bodies.

## Report

In respect to the five agreed Terms of Reference for the review, the Group responded as follows:

1. Almost by definition, parishes and wards with no developments will not have specific S106 money allocated to them. However, there may be unallocated monies which could be useable for the general benefit of a wider area than a particular parish or ward. An application could be made to use this money, using the link in the note by the Head of Development (see below).
2. Unparished areas of Horsham town: Denne, Forest and Trafalgar Neighbourhood Councils could also apply for this money.
3. The figures for the total funds are available. These figures, for all the individual parishes and wards in Horsham District, were printed out for the Task and Finish Group at its request. The figures were subdivided as:
  - (I) Funds received and unspent.
  - (II) Potential funding.
  - (III) Agreements for period April 2014 to October 2017 as previously reported to Overview & Scrutiny Committee on 5<sup>th</sup> June 2017, the S106 monies are held on the balance sheet in three areas, including those held on behalf of West Sussex.

The historic funds have been allocated from specific developments, and are generally, but not always, for use in the parish or ward in which the development took place. In some instances the money can be used elsewhere. It would be completely nugatory to attempt to determine what could possibly be used for any unspecified project from the potential monies available.

4. The historic funds which remain unused can be determined but would be a “snapshot” at a fixed time and will change.
5. The issue of the availability and usage of S106 monies is not simple, as the Group discovered. The individual allocations often have several different conditions on them. This makes it difficult and not practicable to suggest to parishes or wards what would be the beneficial use, to them, of any available monies.

The recommendations are made, therefore, to encourage any relevant body to contact the officers of Horsham District Council to be able to ascertain if a project, initiated by themselves, can be funded by any of the S106 money held on their behalf by Horsham District Council.



## **Note by the Head of Development to all Parish and Neighbourhood Councils**

### **UNSPENT SECTION 106 FUNDS**

I would like to draw to your attention that Horsham District Council holds unspent S106 funds which may be available to you.

If you have a project you believe could benefit from the Section 106 funds, please contact either Suzanne Shaw (Planning Obligations Officer) or Melanie Stowell (Grants and Funding Officer) in the first instance in order that we may offer you advice on the suitability of your proposal and its ability to reach the criteria required to receive Section 106 funding.

#### **What can Section 106 funds be spent on?**

The use of Section 106 funds must:

- be for capital expenditure, (not maintenance or repair);
- comply with the Community Infrastructure Levy regulations
- accord with any other relevant criteria within the S106 Agreement

We would be happy for you to put forward a project and officers of the Council could assess it against the requirements above, and provide further advice on the process.

#### **What is the process for applying for Section 106 funds?**

If you would like to formally apply an online application can be made to the District Council and will be heard by the Planning Obligations Panel. If successful, the funds would be paid on presentation of an invoice for the works. The online application form can be found on the Council's web site.

This can be found at the following link:

[http://ebusiness.horsham.gov.uk/outreach/LEI\\_s106GrantApplication.ofml](http://ebusiness.horsham.gov.uk/outreach/LEI_s106GrantApplication.ofml)

We look forward to speaking to you and advising you further on this matter.

Head of Development

## **Recommendations**

The Committee is recommended:

- i) To support the issue of a short guide to all parish and neighbourhood councils explaining the potential funds that may be available to them, and how to set about starting the process. (See the note above "UNSPENT SECTION 106 FUNDS").
- ii) That the S106 process be added to the forthcoming training event for parish councillors organised by Horsham District Council.
- iii) For the Council to continue to send S106 reports to parish councils and ward members, quarterly, as previously recommended and agreed.

## **Background Papers**

1. S106 Funding Review Report to Overview and Scrutiny Committee on 5<sup>th</sup> June 2017
2. Figures for total S106 funds provided by the Head of Development on 12<sup>th</sup> October 2017

**Councillor Michael Willett**  
**Chairman of the S106 Task and Finish Group**  
**10<sup>th</sup> November 2017**

**Contact:** Daniela Smith, Lead Scrutiny and Committee Support Officer, 01403 215138.

**Parkside, Chart Way, Horsham,  
West Sussex RH12 1RL**

## **FORWARD PLAN**

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice also includes details of other decisions the Council intends to make.

The reports and any background documents that have been used to inform the decisions will be available on the Council's website ([www.horsham.gov.uk](http://www.horsham.gov.uk)) or by contacting Committee Services at the Council Offices.

Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Tel: 01403 215123

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#### **What is a Key Decision?**

A key decision is an executive decision which, is likely –

- (i) to involve expenditure or savings of £250,000 or more as well as otherwise being significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.



	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b>  <b>Cabinet Member</b> (NB include name, title and email address)
1	<b>Consideration of business case for shared building control service with Crawley and Arun councils</b>  Policy Development Advisory Group 8 March 2018	Cabinet	22 Mar 2018	Open	Steve Shorrocks, Head of Building Control stephen.shorrocks@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)
7.	<b>Local Plan Review - Issues and Options</b> Policy Development Advisory Group 6 June and 7 September 2017	Cabinet	22 Mar 2018	Open	Barbara Childs, Head of Strategic Planning and Sustainability barbara.childs@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)
3	<b>Visitor Economy Partnership/Strategy</b> Policy Development Advisory Group 1 November 2017	Cabinet	22 Mar 2018	Open	Clare Mangan, Head of Economic Development clare.mangan@horsham.gov.uk  Cabinet Member for Local Economy (Councillor Gordon Lindsay)

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