

Cabinet

Thursday, 28th November, 2019 at 6.00 pm
Conference Room, Parkside, Chart Way, Horsham

Councillors: Ray Dawe
Peter Burgess
Jonathan Chowen
Philip Circus
Paul Clarke
Claire Vickers
Tricia Youtan

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	3 - 6
To approve as correct the minutes of the meeting held on the 26th September 2019. <i>(Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to committeeservices@horsham.gov.uk 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.)</i>	
3. Declarations of Members' Interests	
To receive any declarations of interest from Members of the Cabinet	
4. Announcements	
To receive any announcements from the Leader, Cabinet Members or the Chief Executive	
5. Public Questions	
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. Medium Term Financial Strategy	7 - 22
To receive a report from the Leader and Cabinet Member for Finance and Assets.	

7.	Wilder Horsham District	23 - 46
	To receive a report from the Cabinet Member for Environment, Recycling and Waste	
8.	Horsham District Council's Carbon Footprint	47 - 100
	To receive a report from the Cabinet Member for Environment, Recycling and Waste.	
9.	Pavilions car park tariff change - to introduce a post 5 hour tariff for the introduction of ANPR	101 - 106
	To receive a report from the Cabinet Member for Local Economy & Parking.	
10.	Disabled Facilities Grants Policy	107 - 134
	To receive a report from the Cabinet Member for Community Matters and Wellbeing.	
11.	CIL Governance Arrangements	135 - 162
	To receive a report from the Cabinet Member for Planning and Development.	
12.	Conservation Area Appraisals and Management Plans for Slinfold and Warnham	163 - 334
	To receive a report from the Cabinet Member for Planning and Development.	
13.	Forward Plan	335 - 338
	To note the Forward Plan	
14.	Overview & Scrutiny Committee	
	To consider any matters referred to Cabinet by the Overview & Scrutiny Committee	
15.	To consider matters of special urgency	
16.	Delegated Authority for the Contract Award for the Community Link Lifeline Alarm contract	339 - 342
	To receive a report from the Cabinet Member for Community Matters and Wellbeing.	
17.	Business Cases for Horsham District Homes for affordable homes in Billingshurst and Slinfold	343 - 364
	To receive a report from the Cabinet Member for Community Matters and Wellbeing, Leader and Cabinet Member for Finance and Assets.	

Agenda Item 2

Cabinet 26 SEPTEMBER 2019

Present: Councillors: Ray Dawe (Leader), Peter Burgess, Jonathan Chowen (Deputy Leader), Philip Circus, Paul Clarke, Claire Vickers and Tricia Youtan

Also Present: Councillors Karen Burgess, Nigel Jupp, Kate Rowbottom and Jim Sanson

EX/21 **MINUTES**

The minutes of the meeting of the Cabinet held on 25th July 2019 were approved as a correct record and signed by the Leader.

EX/22 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/23 **ANNOUNCEMENTS**

None.

EX/24 **PUBLIC QUESTIONS**

No questions had been received.

EX/25 **APPROVAL FOR THE OPERATION OF THE CAFE AND BAR AT THE CAPITOL TO BE MANAGED DIRECTLY**

A report on operation of the café and bar at the Capitol was noted. The Cabinet Member reported that on 31 March, 2019 the contract for the operation of the cafe and bar at The Capitol had ended. As previous tender exercises had resulted in few applications, it was proposed to trial managing the service in-house. The trial began on 1 April, 2019.

Over the eight years of the most recent external contract, the average net income per annum had been £24,000. The expected net income from the direct management was £72,000. An increase of almost £50,000. So far, the new direct management had delivered £16,100 net income which was in line with projections. The bar and café level of business fluctuates in-line with the programme of shows and films at The Capitol and a significant percentage of income comes in through the Christmas period.

RESOLVED

That Cabinet recommend to Council that the café and bar at The Capitol be managed directly in-house.

Reasons for Recommendations

To enable the development of the café and bar offer in order to further improve customer service and increase net return thus reducing the overall cost of running The Capitol.

EX/26 **CORPORATE PLAN 2019-2023**

The Leader reported That Horsham District had been recognised as one of the best places to live in the UK and that the Council intended to enhance that reputation.

The Corporate Plan provided a focus for the Council's activities, and explained how it would prioritise resources and continue to deliver high quality, easily accessible and value for money services to the people living and working in the District over the next five years.

RESOLVED

That Cabinet approved the draft Corporate Plan and referred it to Council for adoption.

Reasons for Recommendations

To ensure that Corporate Priorities for Council period are clear and form the basis of service plans, budget and activity across the Council.

EX/27 **PLAYING PITCH STRATEGY**

The Cabinet Member for Leisure and Culture stated that the report requested the adoption of a Horsham District Council Playing Pitch Strategy for the period up to 2031 which focussed on the supply and demand for playing pitches within the District and was complemented by a separate Built Sports Facility Strategy.

The Strategy provided an assessment of the current supply and demand of outdoor sports pitches (both grass and artificial) within the District in terms of quality, quantity, accessibility, location and management. The Strategy was undertaken by independent consultants and uses the methodology prescribed by Sport England.

The overall findings were that the District's playing pitches were in-line with standard quality and quantity and rates of participation in sport were higher in

the District compared with the national rates. The Strategy would allow the District to plan, prioritise and schedule future playing pitch improvement projects. The primary financial obligation would be to the long-term improvement of the Council's leisure assets and to support community organisations in accessing external or developer funding opportunities.

RESOLVED

That the Horsham District Playing Pitch Facility Strategy and Action Plan as set out in Appendix 1 and Appendix 2 of the report be approved.

Reasons for Recommendations

The report presents Cabinet with the Horsham District Council Playing Pitch Strategy for the period up to 2031. The Strategy:

- 1) provided guidance to assist with determining what provision of outdoor sport pitches was required to respond to large scale infrastructure requirements for new community housing developments;
- 2) provided an evidence based strategy for the maintenance and improvement of existing outdoor sports pitches and ancillary facilities; and;
- 3) helped guide investment, funding bids, planning applications and decision making.

EX/28 BUILT FACILITY STRATEGY

The Cabinet Member for Leisure and Culture stated that the report sought Cabinet approval for the adoption of a Horsham District Council Built Sports Facility Strategy for the period up to 2031. This Strategy focused on the built sports infrastructure and was complemented by a separate Playing Pitch Strategy that had previously been discussed.

RESOLVED

That the Horsham District Council Built Sports Facility Strategy be approved as set out in Appendix 1 of this report.

Reasons for Recommendations

The report presented Cabinet with the Horsham District Council Built Sports Facility Strategy for the period up to 2031. The Strategy provided guidance to assist with determining what provision of built facilities was required to respond to large scale infrastructure requirements for new community housing developments and also provided an evidence based strategy that maximised the opportunity to take advantage of external funding opportunities.

EX/29

HORSHAM DISTRICT COUNCIL STATEMENT OF COMMUNITY INVOLVEMENT

The Cabinet Member Planning and Development reported that the Statement of Community Involvement was a statutory document which set out the ways in which the council engaged with residents, communities, businesses, local organisations and other groups in order to ensure that they were able to have a say in planning decisions that could affect them.

The document would provide guidance on how the planning system worked and how the council will inform, consult and involve people in planning decisions within Horsham District, excluding the area within the South Downs National Park.

RESOLVED

That:

- i) the Statement of Community Involvement, attached at Appendix 1, be adopted; and;
- ii) The Cabinet Member for Planning and Development be delegated authority to agree minor editorial changes prior to publication.

Reasons for Recommendations

- i) To enable an up to date and accurate Statement of Community Involvement to set out guidance on how the planning system works and sets out how the council will inform, consult and involve people in planning decisions within Horsham District.
- ii) To undertake minor editorial or typographical amendments.

EX/30

OVERVIEW & SCRUTINY COMMITTEE

There were no matters currently outstanding for consideration.

EX/31

TO CONSIDER MATTERS OF SPECIAL URGENCY

There were no matters of special urgency to be considered.

The meeting closed at 6.04 pm having commenced at 5.30 pm

CHAIRMAN

Report to Cabinet

28 November 2019

By Ray Dawe (Leader and Cabinet Member for Finance and Assets)

DECISION REQUIRED



Horsham
District
Council

Not Exempt

Medium Term Financial Strategy 2020/21 to 2023/24

Executive Summary

The review of the Financial Strategy, as part of the budget setting process, enables 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 2019/20 Budget was approved in February 2019. A small budget surplus was projected for 2019/20, with near balanced budgets in 2020/21 and 2021/22, provided cumulative income and savings are delivered. The Council has continued to work on areas of income generation, a 'digital' transformation journey and other efficiency measures to mitigate against the cost pressures that continue to rise. Near balanced budgets through to 2023/24 remain predicted, although achieving this requires some political decision making.

This report sets out the proposed strategy for the period 2020/21 to 2023/24 to establish the context for the Council's budget and medium term financial planning scenarios and assumptions. This is done in the context of unprecedented levels of uncertainty. The impact on the Council from the future of business rates and the Fair Funding Review in the 2020/21 budget setting process has been delayed by Government's parliamentary election and until the UK's relationship with the European Union is resolved. The funding for the 2020/21 budget year is being prepared based on a 'same as last year' theory. However, with the existing political and therefore financial uncertainty being exceptionally high, the actual budget and MTFS that Council will set in February 2020 for 2020/21 may well be subject to change.

Recommendations

The Cabinet is asked to recommend to Council:

- i) the approval of the Medium Term Financial Strategy 2020/21 to 2023/24, and:
- ii) note the projected budgets and potential actions as detailed in paragraph 3.53 and table 4 of the report.

Background papers 2019/20 budget setting papers to Council on 13 February 2019.

Wards affected: all

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

Background Information

1 Introduction and background

- 1.1 The Medium Term Financial Strategy was last fully reviewed by Council on 13 February 2019 as part of the annual budget setting cycle. At that meeting a budget surplus for 2019/20 was approved. Cabinet and Members have been kept informed of progress with the development of the new strategy via quarterly budget monitoring and officer presentations.
- 1.2 The local government finance system is complex and faces an uncertain future. Government has postponed the review of retained Business Rates and the Fair Funding Review to focus on Brexit and now a parliamentary election. Councils are not sure how the sector will be financed beyond 2020. While it seemed fairly certain that the direction of travel will remain towards fiscal self-sufficiency and that the amount of money available to district councils will continue to reduce over the next five years, the short term political situation creates an unusually high degree of uncertainty. That said, funding pressures caused by the demands of social care at upper tier levels indicates that funding is still likely to be 'diverted' from Districts towards County / upper tier authorities that are suffering the most.
- 1.3 Each year as the budget is set, unavoidable growth becomes apparent in the services. This is because of increased responsibilities from legislation, contractual obligations and inflationary pressures. Near balanced budgets through to 2023/24 only remain predicted through a combination of a range of measures including income generation and other efficiency measures, as well as some political decisions. The Council is undertaking a major programme of digital transformation to meet the demands and expectations of our customers, funded from reserves which will then be replenished from anticipated efficiency savings.
- 1.4 This review ensures that the 2020/21 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.

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 The four-year settlement through to 2019/20 provided a relative degree of certainty in that the levels and reductions in Revenue Support Grant and the baseline Business Rates funding level were known during this period. In September 2019, the Chancellor announced that the 2019 Spending Review had been postponed until 2020. A parliamentary election will take place on 12 December 2019. It is more likely that whatever the outcome, a one-year 'stopgap' spending round covering 2020/21 will take place, and this MTFS has been produced on this basis. The Council is hopeful that the detailed financial settlement for 2020/21 will be communicated to us before the budget is set and approved in February 2020.

- 3.2 Government has been focused on Britain's exit from the European Union which was due to happen on 31 October 2019. Sterling depreciated during mid-2019 as the perceived probability of a no-deal Brexit rose but recovered in October 2019 following the EU granting a further delay. The economic outlook will depend significantly on the outcome of the UK's withdrawal from the EU and how households, businesses and asset prices respond. The Bank of England has held interest rates at 0.75% since August 2018, and this low level is now predicted within the period of this MTFS. The Bank of England's £445m quantitative easing programme also remains in place.
- 3.3 Inflation is relatively stable at around 2% but the impact from the cost of fuel though is still slowly rising. 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. Figures from Horsham car parks and planning fees income will be closely monitored in case reductions in these are early signs of a downturn in the local economy. 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 MTFS have been revisited in the sections below.

Budget assumptions

- 3.4 Future budget projections are based on a number of assumptions. Table 1 sets out the budget assumptions at November 2019 and Table 2 the forecast revenue budgets in 2019/20 through to 2023/24 before any political decisions are applied. Details of the budget assumptions and the reasons for the change in assumptions are explained in the following paragraphs.

Table 1: Budget assumptions each year

Budget Assumptions	November 2019			
	2020/21	2021/22	2022/23	2023/24
Pay award annual average 2%	£325k	£325k	£325k	£325k
Inflationary pressures approx. 2% (1.7% CPI to 2.4% RPI)	£200k	£200k	£200k	£200k
A reduction of employer's pension contributions of 2.5% over the next triennial review period.	-0.5% (£80k)	-1% (£160k)	-1% (£160k)	0%
Increase in borrowing costs	£0k	£0k	£50k	£50k
Increase in dwellings	1,000	1,000	1,000	1,000
No increase in Council Tax	-	-	-	-
Reduction in government grant funding	£0k*	**£1,200k	**£800k	**0
Minimum level of reserves	£6m	£6m	£6m	£6m

* Assuming the one-year spending review broadly keeps things the same in 2020/21 as 2019/20, deferring the changes from the localisation of business rates and the Fair Funding Review to 2021/22.

** 75% localisation of Business Rates growth is expected to confirm the permanent end of other forms of grant funding, such as RSG and result in a significant re-baselining of NDR income at a much lower level as well. Regular future re-baselining will reduce the 'growth' retained locally.

By 2022/23, the Council would not have any non-specific government funding.

Table 2: Revenue budget forecast

November 2019	2019/20	2020/21	2021/22	2022/23	2023/24
	£000	£000	£000	£000	£000
Net expenditure	10,435	11,650	12,250	12,250	12,625
<i>Officer actions 'identified' for in-year income and savings</i>	In budget	(160)	(375)	(160)	(75)
<i>Revised expected net expenditure</i>	10,435	11,490	11,875	12,090	12,550
Funded by:					
Council Tax	(9,598)	(9,740)	(9,875)	(10,015)	(10,150)
Government grant - Business Rates	(2,029)	(2,030)	(800)	0	0
Additional Business Rates retained	0	0	0	(50)	(50)
Collection Fund (surplus) / deficit [timing from prior year]	(227)	-	-	-	-
Total funding	(11,854)	(11,770)	(10,675)	(10,065)	(10,200)
Net (surplus) / deficit	(1,419)*	(280)	1,200	2,025	2,350

* In December 2018, at the eleventh hour, Government reversed its intention and eliminated negative RSG in 2019/20, meaning the Council was £0.7m better off in 2019/20 than anticipated. We expect this to remain a short term measure until the Fair Funding Review and localisation of business rates is worked through. This is shown above through the government grant line.

Inflation cost pressures and interest rates

- 3.5 Local Government pay is negotiated nationally and the Council has no direct influence on the settlement. The local government pay award was 2% in 2019/20 and a 2% pay increase each year through to 2023/24 has been budgeted in the MTFS above. In expenditure terms this equates to approximately £325k of additional expenditure per annum.
- 3.6 Britain's exit from the European Union increases the uncertainty on the rate of inflation over the next three years. The MTFS currently budgets for around a 2% increase in inflation on the expectation that inflation will remain at or near current levels. The Bank of England suggested in its August 2019 inflationary forecast Consumer Price Index (CPI) will remain around its own target of 2%, although it has currently fallen to 1.75%. Retail Price Index (RPI) though tends to be around 0.7% to 0.8% higher. Whilst income is also affected by inflation, inflation also increases our expenditure that offsets the increases in Council Tax and charges. The impact of inflation on the MTFS will be revisited on a regular basis as the monthly statistics are released by the Office of National Statistics.
- 3.7 The actuary has reviewed the assumptions at the 2019 triennial review. The overall pension fund is in surplus. The interim valuation of the Council's pension fund was a £3m asset at 31 March 2019. The actuary is recommending a 2.5% reduction in employer pension contributions over the period, from the current 20.5% to the pension fund's minimum level of 18% per annum in 2022/23. The 2.5% reduction equates to approximately £0.4m decrease in annual employer contributions in monetary terms. The fund has benefited from some small revisions to the assumptions such as the life expectancy not increasing quite as fast as anticipated three years ago, and a much greater than anticipated investment return over the last three years. However, it is worth remembering that the pension fund has spent more

years in deficit than in surplus and the position can quickly decline, due to any further changes in actuary assumptions increasing the liabilities, as well volatility of asset values and the value of assets falling. The contributions position will be regularly revisited during the interim pension fund valuations until the next triennial valuation in 2022.

- 3.8 The Bank of England base rate has been held at 0.75% since August 2018, the highest level since March 2009, but remains at a relatively low level, affecting the Council's income streams from investments. The Council has taken action over the past three 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, low interest rates impact on the Council's ability to generate income from investments during the period.
- 3.9 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 through the Council's housing companies will lower the amount of funds held by the Council. Planned capital expenditure will also reduce other funds held by the Council. The Council had to borrow short term in 2017/18, and this is expected to happen again and eventually transition to longer term borrowing towards the end of the MTFS. The positive side of the low Bank of England base rate is that the cost of borrowing is also relatively low, although the Treasury raised the PWLB borrowing rate by one percentage point overnight in October 2019.
- 3.10 Economic forecasters are divided on the future levels of interest rates and much may hinge on the outcome of Brexit. During 2019, our treasury management advisors' opinion has reduced the likelihood of a small increase over the three-year period to one that now remains at the current rate of 0.75%.

Council Tax

- 3.11 The Council increased Council Tax by £3.93 in 2019/20 which equated to the CPI index at the time, and an increase of 2.7%. It remains the lowest Council Tax in West Sussex and in the bottom quartile of all district councils. It is anticipated that the Government's assumptions for district councils will remain unchanged in the short term in that they would be able to increase Council Tax by the larger of 2% or £5 each year. The MTFS in table 2 does not include any increase in Council tax in the model.
- 3.12 An increase of 2% (between £2.99 and £3.17) has been modelled in potential actions in table 4, paragraph 3.53, to show the effect on the MTFS projections. Every £1 or 0.67% increase in Council tax increases income by approximately £66k.

Localisation of Business Rates

- 3.13 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 share this risk and reward with Government.

- 3.14 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. There have been a number of conversions of business premises to residential flats (under the permitted development regime introduced by the Government) and a number of retail premises have closed. Since, the 2017 Rateable Value (RV) list was introduced on 1 April 2017, it has fallen by over £1.8m. Redevelopments in the former Council buildings on North Street, Piries Place and Swan Walk shopping centre are affecting the RV. In the longer term, these initiatives and those 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 a long way below the desirable level for affluence of its population.
- 3.15 In comparison with other authorities though, the Council is comparatively less at risk as it has relatively few single significant sites, such as an airport or power station, in respect of business rate valuations. 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 £2.5m for business rate appeals at 31 March 2019. 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 in the near future.
- 3.16 In addition, an NHS case is being heard at the High Court in November 2019 demanding that all NHS trusts are treated as charities in order to qualify for mandatory business rate relief. This could significantly affect the whole of local government. Whilst compared to other authorities the exposure is relatively low as we have no large hereditaments, this would still significantly affect the Council. The Council has only provided for appeals directly received, rather than for this outcome.
- 3.17 Government has previously consulted on a ‘75% localised’ business rates scheme, but how and when this will happen and what impact it will have on local government remains uncertain. No formal legislation has yet been put forward by Government. Indeed, some commentators are critical of the business rates retention system altogether.
- 3.18 A 75% localisation scheme refers to the level of growth (or fall) from the baseline, the latter expected to be significantly and then regularly reset. The Council will also continue to share this growth (or fall) with West Sussex County Council. In the 2019/20 West Sussex pilot scheme, the share was Government 25%, WSCC 55% and the Council 20%.
- 3.19 Implementation of the new system is being deferred to 2021/22 or later. Government has disbanded the 75% pilot scheme for 2020/21 but the Council will remain in the West Sussex pool and share any overall growth in the county. Whatever happens, it is anticipated that business rate income will continue to be distributed around the country in a similar way to before.
- 3.20 In addition, based on the criteria for the pilot schemes, the Council expects that any 75% localisation of Business Rates will involve the replacement of other funding streams and is also likely to come with additional responsibilities that would give rise to additional costs. Furthermore, the increase in the Business Rates multiplier

has been switched from RPI to CPI. 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 as a sector.

Fair Funding Review

- 3.21 The Government has consulted on the Fair Funding Review of relative needs and resources and cost drivers and updating the current needs assessment formulae. This attempts to weigh up a range of cost drivers such as population, rurality, deprivation, demand for social care, transport, waste disposal and fire and rescue service. The output from this will feed into a multi-year settlement offer which is now likely to be from 2021 onwards.
- 3.22 All the signs and indications so far point towards districts and especially those which have low need and a higher proportion of wealth losing the most. Some extrapolations, if all worst case scenarios happen, could see this Council lose up to £7m funding or more per annum if parking income is included in the calculations. If previous changes are a guide, there will be some transitional arrangements, which will dampen the effect, but government has already indicated that any period will be short in order to redistribute funding as quickly as possible.
- 3.23 At this point it is difficult to calculate the effect of both the Fair Funding Review and the effect of Business Rates localisation. Not enough detail is known about the potential changes but the Council can conclude that there is a high degree of uncertainty, especially beyond 2021. The Council has made the assumption that a significant re-baselining of business rates will occur. The Council estimates a Business Rate income of about £800k in 2021 rather than the current £2m, with this falling to zero in 2022/23 as the damping effect from the Fair Funding Review wears off. 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 MTFS.

New Homes Bonus (NHB)

- 3.24 The New Homes Bonus 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.
- 3.25 The incentive has been sharpened since its introduction reducing the payment from six years to four years, and introducing a 0.4% baseline which needs to be exceeded before any NHB payments are made. For this Council, this means that approximately 240 band D equivalent dwellings need to be built before any grant is received.
- 3.26 Government believes the grant has not been successful in delivering 'additional' housing and has now strongly indicated that NHB in its current form will end. The 2019 Spending Review altered the scheme to remove any 'new' legacy payments from 2020/21 and previous legacy payments will end in 2022/23. This rapid phasing out indicates Government's intention to phase out and replace NHB sooner rather than later.

- 3.27 The technical consultation paper for the Local Government Finance Settlement 2020-21 informed us of Government's intention to look again at the New Homes Bonus and explore a more effective way to incentivise housing growth. Government will consult widely on proposals prior to implementation, and we expect this to be determined in the 2020 spending review. The ending of legacy payments heavily indicates that some, or all of the overall £900m funding pot will be used as a counterweight in any 75% localisation of Business Rates scheme and Fair Funding review in 2021/22.
- 3.28 Any alternative or replacement scheme, if it happens, could change the payment ratio between district and county to one more favourable to county. This would reduce the future amounts the Council will receive. Due to this overhanging threat, during 2017/18 and 2018/19, the Council removed its revenue reliance on NHB to zero in contrast to the £1.17m that was included in the 2016/17 revenue budget.
- 3.29 The ending of NHB is modelled in Appendix A based on the estimated income from the number of dwellings in the Council Tax Base form at October 2019. The NHB reserve stood at £4.3m at 31 March 2019. The reserve is now forecast to run down to £1.1 by 31 March 2024, after allowing for annual investment equivalent to £3m in property or similar expenditure.
- 3.30 This is on the assumption that the scheme winds down, and the principle of using any NHB 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 resident remains unchanged.

External financial pressures and budget growth areas

- 3.31 The impact of the Homelessness Reduction Act in April 2018 is still being felt by districts all across the County, with increases in the cost of homeless services, largely due to longer stays in bed and breakfast accommodation required by the Act. The Council has taken measures to increase the number of temporary accommodation units in the district which is mitigating the impact but the cost pressures are still being felt. Other actions are being reviewed.
- 3.32 West Sussex County Council (WSCC) has seen a reduction in core Government funding of £155m in the last eight years and has delivered savings and efficiencies to balance the budgets to date. WSCC has identified the need to save a further £75m over the next four years in their medium term financial strategy. WSCC have been considering some tough options as part of the 2019/20 budget setting process, targeting some discretionary service areas, which could impact on the Council if these reductions go ahead.
- 3.33 One proposed discretionary reduction is funding housing related support, which is currently commissioned by County through contracts with voluntary sector organisations. Closure of services such as at the Y Centre building in Horsham could lead to an increase in the numbers unintentionally homeless people that Horsham District Council would have a statutory duty to house. Consequently this could lead to more demand for housing services provided by the Council, therefore increasing costs. WSCC is currently working with district councils to work through how this might be funded to avoid such closures.
- 3.34 The Council's income will also be affected by WSCC's decisions, most notably for the termination of funding for recycling credits above the statutory minimum level to encourage levels of recycling and reduce the amount of residual waste. This will

result in a reduction of £850k of income to the Council for the recycling credits in 2020/21.

- 3.35 Government's resources and waste strategy currently proposes that all local authorities should be collecting food waste by 2023 and there is a growing appetite across authorities in West Sussex to do this. WSCC is coordinating the collection of data across the County and is using a consultant to try to calculate likely implementation costs and benefits to the recycling rates. The Council is in the early stages of considering whether it might introduce this in 2021/22.
- 3.36 It is currently unknown whether Government will contribute any funding towards the cost of the infrastructure, including the food waste caddies and vehicles, or the fuel and manpower needed to collect from every doorstep on a weekly basis. The MTFS has been updated to include an estimated revenue cost of £0.4m during 2020/21. The work being undertaken by WSCC and Council officers will refine this figure in future budgets, alongside any external funding we can secure to achieve this objective. WSCC has indicated that some recycling credits may be available to districts who adopt the 1:2:3 collection of weekly food, fortnightly recycling and residual waste every three weeks; a model that other authorities in the UK have already adopted.
- 3.37 The year of culture project had an initial budget of £300k over three years for a celebration of culture and heritage within the district, with a focused programme of events in 2019. To help leave a cultural legacy, the Council is planning to invest £88k per annum, initially for a two year period, in an operational officer and a strategic officer so that it can be enjoyed by residents and visitors long after 2019.
- 3.38 The Council is also committed to taking practical action to protect our natural environment and to tackling climate change. As set out in a separate paper on the agenda, the Council plans to create a unique partnership with Sussex Wildlife Trust to encourage wildlife to thrive across the district by expanding natural habitats. The financial consequence is around £114k a year, initially for a five-year period, totalling £570k. An earmarked reserve will be created to fund this for the initial five-year period. The initiatives and effectiveness of this planned programme will be reviewed as it develops.
- 3.39 The work to reverse the decline in nature across the district is complementary to the council's agenda on tackling climate change. For example, actions such as planting trees and improving soil condition remove carbon dioxide from the atmosphere (carbon is one of the main contributors to the changing climate). Work on the Council's own carbon emissions is also underway and the information will be used as the basis for setting a target to reduce these emissions and an action plan to achieve this target. Once the baseline is established, it is likely to require significant funding to achieve progress towards carbon neutrality. In the meantime, a £200k earmarked reserve will be created, to fund up to £40k a year to support community groups and Parish Councils wanting to implement projects that address climate change over the next five years. The total earmarked 'green' reserves for these two green initiatives will be £770k.

Capital programme

- 3.40 The 2019/20 capital programme included the completion of the £8m Piries Place car park, building temporary accommodation and commercial investment property, with the programme totalling £21.2m. At month 7, having spent £5.8m (27%), capital budget holders are somewhat optimistically anticipating that £15.2m (72%)

will be spent by 31 March 2020. This compares to the 2018/19 outturn of £14.5m (53%) of the £27.4m capital budget.

- 3.41 The main areas of underspend include no expenditure on the £2m Broadbridge Heath running track replacement or on £3m commercial investment property, or on the £1m Denne ward community facility at Highwood.
- 3.42 The provisional 2020/21 capital programme includes around 10 new capital programme bids totalling £1m that have been put forward for consideration and the business cases are currently being reviewed. Amongst the schemes are improvements to rural and urban carparks, the town centre, parks and countryside and equipment in the Capitol. The two-stage challenge process will refine this list before the capital programme is finalised in January 2020.
- 3.43 A large capital programme impacts on the Council's minimum revenue provision (MRP is a prudent mechanism to pay back the capital), and any interest payments on any borrowing if needed. Estimated MRP expenditure of around £0.95m per annum is forecast each year from 2020/21 across the MTFS. The 2021/22 capital programme is already indicatively forecast to be around £8m including the slippage from the Denne ward community facility, before any new schemes are considered.

Reserves and reserve strategy

- 3.44 The Council holds two types of reserves, earmarked reserves and general revenue reserves. Earmarked reserves 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 31 March 2019 are shown in table 3 below.

Table 3: Earmarked reserves

Earmarked Reserves at 31 March 2019	£'000
Neighbourhood Planning Grant	278
S106 reserves	586
NNDR reserve	1,435
Council Tax localisation	293
Health and Wellbeing	210
Homeless prevention	88
Transformation fund	355
BBH leisure centre (NHB)	314
Revenues and Benefits	318
Other	855
Total	4,756

- 3.45 General reserves are reserves held to ensure that the Council has sufficient funds to deal with any emergency or uncertainty. The Council also uses its general fund reserves to fund capital expenditure and redundancy payments. General reserves at 31 March 2019 were £14.2m. Of this, £0.14m of the 2018/19 revenue budget surplus has subsequently been added into the earmarked transformation reserve to fund one-off up-front costs of business transformation in 2019/20.
- 3.46 The Council agreed in October 2012 on a minimum level of general reserves of £6m. From 2021 onwards income from central government is uncertain due to the consultation around business rate localisation and the Fair Funding Review. The Council's current strategy on reserves gives sufficient flexibility and headroom to deal with any issues that arise. The Council will however need to implement efficiencies and planned income schemes, together with the potential actions set

out later below, to be able to balance budgets through to the end of the MTFS. Any use of reserves in this period is not sustainable and must only be a temporary measure, and / or to fund business transformation. The general fund balance is predicted to be above £6m at the end of 2023/24.

Digital Transformation

- 3.47 Horsham District Council is undertaking a major programme of digital transformation over the next few years. These changes will ensure customers have access to end-to-end digital services not requiring double input and giving the Council opportunities for some admin savings. At its most basic, these changes will mean a customer inputs their data and it goes straight into our computer system for processing. At the more complex end of our change, artificial intelligence will determine routine cases. Teams implementing these changes will need to carry out significant change in the way they operate.
- 3.48 In addition to the cost of the new systems and implementing the new systems, this requires a level of investment in capacity to backfill the 'day job' during the three years of process change in Waste and Recycling, Planning and Land Charges, Environmental Health and Licensing and Building Control. This is likely to cost around £1m which will be drawn from reserves. This builds on the work that has already started on system and process changes being made in Finance and HR, Parking, Community Link and Housing.
- 3.49 The efficiencies created would first replenish the reserves and then reduce revenue expenditure in the future. Cost recovery is estimated at 1.5 years beyond the investment period should 30% efficiencies be realised.
- 3.50 In addition, a number of new and revisited schemes for the medium term have been identified during 2019, reviewed for feasibility and will be further developed during for future budgets in the 2020s. These are being designed now to start to bring these additional savings and income ideas into practice during the next six to twelve months to avoid the need for any step-changes. At this point, a number of reasonable ideas have been identified, although the challenging part is translating the ideas into actual savings and income.

Potential actions

- 3.51 Having implemented the rural car-parking strategy, changes to the waste collection service, and significantly increased the property investment portfolio, much of the 'big ticket' decision making has already been incorporated into the budgets in recent years. Whilst there is a predicted surplus in 2020/21 due to actions already taken and the indication that Government's one-off settlement for that year will not drastically affect the Council, continuing action is needed to fund further transformation and help to prepare for the deficits that are currently predicted in the 2020s.
- 3.52 When the budget report is presented to Cabinet at the end of January 2020, it will include the anticipated savings from the digital transformation programme, other service efficiencies and income.
- 3.53 Small but regular inflationary increases in Council tax, garden waste and changes in the parking tariff structure would have the following effect on the deficit to the extent that the budgets would be largely balanced. As the levels of uncertainty around funding are so variable and so unknown, this position is the right balance between being too prudent or too optimistic at this stage, and will be regularly revisited.

Table 4: potential actions

November 2019	2020/21	2021/22	2022/23	2023/24
	£000	£000	£000	£000
Net (surplus) / deficit from Table 2	(280)	1,200	2,025	2,350
2% Council tax increase (cumulative)	(195)	(400)	(615)	(840)
Parking changes (cumulative)	(260)	(570)	(910)	(1,250)
Garden Waste (cumulative)	(65)	(100)	(135)	(170)
Revised net (surplus) / deficit	(800)	130	365	90

- 3.54 The car parking income is a collection of schemes including introducing rolling daytime tickets in Piries Place, increases the rural parking disks and season tickets, and reviewing the pricing structure for evening and weekend charges across all carparks. The list of possible actions is set out in Appendix B. The price of garden waste collection would increase by £2 in 2020/21 taking this to £41 a year, remaining good value for the customer compared to prices charged by many other authorities. Further £1 increases have been used in the assumptions for future periods.
- 3.55 The 2020/21 surplus would go into the transformation fund to drive further efficiencies under the digital transformation programme for the future years.
- 3.56 Taking this action now would help to close the budget gaps to much more manageable amounts 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. Not introducing some of the savings and income now would risk a cliff edge in 2021/22 at the point the Fair Funding Review and localisation of business rates are due to happen. In addition, implementing the savings and income ideas for a full year effect requires the preparatory work being undertaken prior to the beginning of the financial year and brings with it the key risk of slippage, as well as unachievable targets.

4 Next steps

- 4.1 On 23 January 2020, the 2020/21 Budget will be taken to Cabinet to recommend approval at the 12 February 2020 full Council meeting where the Council Tax for 2020/21 will be set. The MTFS will also be updated at this time to take account of our settlement, if known at that date, plus the final details of the 2020/21 Budget.

5 Views of the Policy Development Advisory Group and outcome of consultations

- 5.1 The proposed MTFS, assumptions and some potential actions were considered by the Finance and Assets Policy Development and Advisory Group at its meeting on 5 November 2018. The Group were generally supportive of the proposals and assumptions used.
- 5.2 The Chief Executive, the Chief Financial Officer, the Directors, the Head of Finance and other Heads of Services have been extensively involved in preparing the medium term financial strategy and fully supportive of its contents. The Monitoring Officer has also been consulted during the preparation of the document and is supportive of its contents.

6 Other courses of action considered but rejected

- 6.1 Not taking actions set out in this report would put at risk the ability of the Council to deliver the near balanced budgets through to 2023/24. Therefore, not taking any action has been rejected.

7 Resource consequences

- 7.1 The work on the digital transformation may increase headcount slightly over the next two to three years to enable the capacity to implement new systems at the same time as running the old ones. The headcount would fall back again once this has ended. The precise figure of any future reductions over the MTFS, currently estimated at around 10 posts, will be firmed up as detailed plans for the individual elements are finalised. 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.

8 Legal consequences

- 8.1 The Council is required under the Local Government Finance Act 1992 to produce a 'balanced budget'.
- 8.2 This report sets out the Council's Medium Term Financial Strategy. The Director of Corporate Resources has a statutory duty, under Section 151 of the Local Government Act 1972 and Section 73 of the Local Government Act 1985, to ensure that there are proper arrangements in place to administer the Council's financial affairs.
- 8.3 The Local Government Act 1999 places a duty on the Council as a 'Best Value' authority to secure continuous improvement in the way its functions are exercised so as to secure economy, efficiency and effectiveness.

9 Risk assessment

- 9.1 The Council's reliance on central government funding and balancing the medium term financial plan is captured on the corporate risk register at CRR01. This is regularly reviewed and updated and is monitored at Audit Committee on a quarterly basis.

10 Other Considerations

- 10.1 There are no consequences of any action proposed in respect of Crime & Disorder or Human Rights. Some of the new income proposals intended to help fill the gap may have positive or negative equalities or sustainability impacts. Individual impact assessments of these will be completed alongside the business case of each proposal.

New Homes Bonus

Appendix A

removed completely 2021/22	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
5 years in 2017/18	2011/12	379	379	379	379	379							
4 years from 2018/19	2012/13		390	390	390	390							
1 year from 2020/21	2013/14			397	397	397	397						
No new payment in 21/22	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	1,185	
0.4% baseline	2019/20									974	974	974	974
0.4% baseline	2020/21										1,200		
<i>Ended</i>	<i>2021/22</i>												
<i>Ended</i>	<i>2022/23</i>												
<i>Ended</i>	<i>2023/24</i>												
		379	769	1,166	1,942	2,936	4,398	4,815	4,827	4,807	4,545	2,159	974
													0
Used to fund revenue		0	0	1,166	1,166	1,166	1,166	700	0	0	0	0	0
Used for BBH leisure centre		0	0	0	0	0	2,000	5,000	4,500	565	0	0	0
Neighbourhood warden seeding									30	75	45	0	0
Investment property / infrastructure										3,000	3,000	3,000	3,000
Added to / (drawn from) Reserves	379	769	0	776	1,770	1,232	-885	297	1,167	1,500	-841	-2,026	-3,000
Total Reserve figure	379	1,148	1,148	1,924	3,694	4,926	4,041	4,338	5,505	7,005	6,164	4,138	1,138

	2020/21	2021/22	2022/23	2023/24
Rural disks to £15 (then £2 increase every 2 yrs)	(£36k)		(£25k)	
Rural season ticket to £150, then £20 increase (every 2yrs)	(£9k)		(£9k)	
BT exchange into a commuter car park	(£40k)			
Evening charges at Swan Walk and Forum	(£17k)			
Review of evening charge by incorporating into normal fees	(£30k)			
£2 Sunday charge	(£76k)			
Piries Place rolling day tickets (note already happening)	(£50k)			
Southwater CP, Leechpool, Chesworth charges		(£50k)		
Total	(£260k)	(£310k)	(£340k)	(£340k)

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Report to Cabinet

28th November 2019

By the Cabinet Member for Leisure and Culture



**Horsham
District
Council**

DECISION REQUIRED

Not Exempt

Wilder Horsham District

Executive Summary

Horsham District Council already takes measures to protect and enhance the natural environment across the District and particularly on its own land. For example, Warnham Nature Reserve is of countywide importance for its species richness due to sympathetic land management. It is third in Sussex for the number of species recorded on a protected site; with a total of 3118 species and of these 169 are nationally scarce. This report proposes to enhance this approach by establishing a unique partnership with the Sussex Wildlife Trust. This will build on a long standing relationship that the Council already has with the Trust. The partnership will focus on ensuring that wildlife thrives across Horsham District by creating networks and expanding habitats. In doing so, we hope to enhance nature across the District, therefore, reversing the declines that have occurred over the last few decades.

The report seeks approval to create the partnership and includes a document which sets out the actions the will be taken over the next five years. The funding requested in the report is £571,000 for the life of the programme. Outcomes from the programme will be regularly reviewed to ensure delivery, with associated adjustments to the budget. The Sussex Wildlife Trust are also be contributing funding to the partnership.

The report also proposes establishing two funding pots in 2020/21. One to provide implementation funding for Parish Councils and communities wishing to undertake projects that complement the partnership and one to plant trees on Council owned land to replace ones that are felled due to disease and pests. These require ongoing funding but would be regularly reviewed.

Recommendations

That the Cabinet is recommended:

- i) To approve the formation of a partnership with the Sussex Wildlife Trust.
- ii) To approve the partnership document and endorse its aims and actions.
- iii) To recommend to Council that the budget for 2020/21 includes a green reserve of £571,000 for the costs of the Wilder Horsham District programme.

Reasons for Recommendations

To allow the partnership with the Sussex Wildlife Trust to be formed, with the associated resources to achieve the aims of the partnership over a five year period.

To provide a budget to replace trees lost to disease and pests etc. on Council owned land.

Background Papers

Environment Bill (2019) HM Government

Making Space for Nature: A review of England's Wildlife Sites and Ecological Network (September 2010) Professor Sir John Lawton CBE FRS

A Green Future: Our 25 Year Plan to Improve the Environment (2018) HM Government

State of Nature Report (2019) State of Nature Partnership

Biodiversity Net Gain: Consultation Proposals (December 2018) Department for Environment, Food and Rural Affairs

Sussex Natural Capital Investment Strategy. Summary for Adoption (October 2019) Sussex Local Nature Partnership

Green Infrastructure Strategy (April 2014) Horsham District Planning Framework

Wards affected: All

Contact: Helen Peacock, Project Developer; extension 5512.

Background Information

1 Introduction and Background

- 1.1 In June 2019 the Council approved the following Notice of Motion:-

"We agree that in the face of recent dire warnings from the World Scientific community concerning global warming, the loss of millions of insects and animal species and rampant deforestation, we are facing a climate emergency.

We propose therefore that this Council develops and implements a plan for the use of renewable technologies, sustainable transport options, zero carbon building, and for waste reduction and enhanced recycling within the District, working towards a net zero carbon target.

We acknowledge that there will need to be public engagement and involvement, and resources will be required to underpin and support the long-term requirements of this far reaching proposal."

- 1.2 The Council is responsible for managing 1000 acres of greenspace across the District. This includes sites with high nature conservation value, such as Warnham Nature Reserve, Chesworth Farm and Owlbeech Woods. These have been managed creatively for wildlife for many years. For example, British White Cattle are grazed at several sites, including Warnham Nature Reserve, Chesworth Farm and Monkmead Wood. This improves the grassland and increases the population of insects and wildflowers. These type of management practices are reflected in the wildlife value of the Council's sites. For example, Chesworth Farm has recently been designed as a Local Wildlife Site in recognition of its importance for wildlife at a county level. Warnham Nature Reserve is third in Sussex for the number of species recorded on a protected site; with a total of 3118 species and of these 169 are nationally scarce. Twenty six species of dragonfly, damselfly or demoiselle have been recorded here which represents 83% of the total population in Sussex.
- 1.3 This report sets out the Council next steps to address local biodiversity loss that was acknowledged in the Notice of Motion. It recommends that the Council forms a partnership with the Sussex Wildlife Trust. This would build on the strong relationship that the Council already has with the Trust. This is a conservation charity which aims to protect natural life in Sussex and is based in Small Dole. It has considerable expertise in new approaches to nature conservation that seek to reverse the decline in wildlife. The partnership with the Trust would utilise this expertise through a new five year programme known as Wilder Horsham District.
- 1.4 The natural environment forms an important part of the identity of the District. Not only is wildlife in decline but the District also has to provide new homes. New approaches are, therefore, required to ensure that wildlife is protected and enhanced as part of what makes the District a special place to live and work. The partnership would work with landowners, organisations and communities to reverse the declines in wildlife that have taken place over the last 20 to 30 years. This work would also incorporate Council owned land and build on the work of the Parks and Countryside Team. It will also link to the Local Plan Review. For example, the Government has consulted on a process to introduce biodiversity net gain into the planning system which aims to increase biodiversity in all new developments. The

partnership will support the development and implementation of a new policy on this issue.

- 1.5 A member seminar prior to Cabinet on 16th October 2019 provided context for the proposals in this report. This included presentations from the ecologist at the Knepp Estate, the president of the Sussex Wildlife Trust and the Senior Countryside Warden from the Parks and Countryside team. These explained the context of the new approach to enhancing nature, with examples of the approach being taken at the Knepp Estate and the difference this has made to species and habitats at this site. It also included an overview of the work of the Parks and Countryside team and how they manage the Council's main sites.

2 Relevant Council policy

- 2.1 One of the five themes from the emerging Corporate Plan 2019-2023 is a Cared for Environment which prioritises the "**protection of our environment as we move to a low carbon future**". The following activities and projects under this theme are relevant to this report:-
- improve the ecology and biodiversity of the District;
 - improve the ecology, wildlife and biodiversity of our parks, open spaces and countryside;
 - embed biodiversity into our planning policies for a sustainable built environment which delivers net biodiversity gains and protects the natural environment;
 - protect our trees and ancient woodland and work with the Sussex Wildlife Trust to review our natural environment and how we can enhance it.

3 Details

Why a Wilder Horsham District?

- 3.1 There is increasing evidence that wildlife across the country is in decline. Since the 1970's the populations of 41% of UK species have reduced and 15% of species are now under threat of extinction¹. This is also reflected in the Horsham District. Habitats such as wildflower meadows that were commonplace 30 years ago are now rare. There are currently no water bodies in the River Adur catchment with a Water framework Directive status of good or very good. This impacts on the species in the rivers. For example, water voles, a key indicator species of a healthy river ecosystem, have not been recorded breeding in the River Adur catchment for over 20 years. Bird and insect populations have drastically reduced in Sussex. For example, nightingale populations have declined 57% since 1995.
- 3.2 Over the last 50 years nature conservation has largely concentrated on protecting specific species and habitats. In some cases this has been successful, however, in the wider environment wildlife has declined dramatically. This is important because wildlife is intrinsic to the natural environment that makes the Horsham District a special place to live and work. Furthermore, nature provides many benefits to

¹ State of Nature Report (2019) State of Nature Partnership (this is a group of over 70 nature conservation organisations)

society that will be lost if wildlife continues to decline. These range from removing pollutants from air and water and pollinating crops to provide food, to the health and wellbeing benefits from being amongst nature. There are also economic benefits from a high quality natural environment, such as a healthy workforce and attracting investment. Finally, ensuring a thriving natural environment will also contribute to tackling climate change, which is another Council priority. For example, some habitats and planting trees, absorb carbon which is the main gas contributing to climate heating. A thriving natural environment can also reduce the impact of climate change, such as reducing the impact of intense rainfall and the potential for flooding.

- 3.3 The need to reverse this decline has been acknowledged by the Government, both through the 25 Environment Plan and the recently published Environment Bill. The Bill, if enacted, will place a duty on Council's to enhance biodiversity and report on the actions that it is taking. The partnership with the Sussex Wildlife Trust proposed in this report, and the associated Wilder Horsham District programme, will ensure that the Council is able to fulfil the duties placed on it by this new legislation. It will also link to the Local Plan Review, such as providing a framework for implementing the mandatory requirement for all development to provide biodiversity net gain.

What the partnership will achieve

- 3.4 The partnership with the Sussex Wildlife Trust will be for five years. The aims of the partnership require a longer term approach for delivery. For example, it will take time to establish relationships with landowners to manage land for the benefit of wildlife and, therefore, develop networks where wildlife is enhanced.
- 3.5 The aims of the five year partnership are to:-

- ***Help wildlife thrive across the Horsham District;***
- ***Create networks of land that is protected and enhanced for wildlife, to allow habitats to expand and for species populations to increase which will ensure that they are resilient to change;***
- ***Increase awareness of actions that communities can take to improve their local natural environment and the benefits that wildlife provides;***
- ***Maximise the opportunities from protecting and enhancing wildlife to tackling climate change and to reduce the impacts of a changing climate.***

A partnership document which includes an action plan on how the aims will be achieved is included as an appendix to this report.

- 3.6 Achieving these aims requires a new approach to wildlife conservation and enhancement; one based on a landscape approach which complements the traditional habitat and species targeted approach. Although the Horsham District has a highly valued landscape and natural environment it does not have an overabundance of wildlife sites with national protection; for example, there are 23 Sites of Special Scientific Interest (SSSI) and these are largely situated within the north eastern and southern parts of the District. This is low compared to the neighbouring Local Authority areas. For example, Chichester District has 38 SSSI's.

The protected areas in the District, and habitats generally, have become fragmented and isolated and are, therefore, vulnerable to change.

- 3.7 A landscape approach starts by identifying existing wildlife assets; which are places that are important locally for wild plants and animals. This will link to the work of the Sussex Local Nature Partnership which has started this work for the whole of Sussex. As a broad collaboration this Partnership is establishing the basic principles that will underpin a Sussex wide Nature Recovery Network, in line with emerging policy and legislation. The following are examples of habitats that need to be enhanced:-
- Hedgerows in the Low Weald (providing important connectivity between fragmented habitats)
 - Woodland – reintroducing management, new planting and allowing natural regeneration are important tools in capturing more carbon and helping wildlife
 - The Adur catchment; improve freshwater and floodplain habitats, water quality and flood resilience through working with natural processes.
- 3.8 To enable wildlife to thrive the sites will be linked via Nature Recovery Networks. Such a network allows plants, animals, seeds, nutrients and water to move from place to place and enables the natural world to adapt to change. Identifying the key natural assets and areas that will form part of the Networks will use data from the Biodiversity Records Centre which is run by the Sussex Wildlife Trust. The land that forms the network would be managed to benefit wildlife. An example of changing land management can be seen at the Knepp Estate in the Horsham District. Over the last twenty years the Estate has introduced an approach known as rewilding. Intensive agricultural practices have been replaced by introducing free-roaming grazing animals and allowing wildlife to regenerate without minimal land management. This has allowed different habitats to regenerate which support a larger range of species and larger populations of these species. Rewilding will not be appropriate in all circumstances or at the scale used at the Knepp Estate. However, the partnership would seek to incorporate some of these principles in appropriate locations to create the Nature Recovery Network.
- 3.9 The Network would not be restricted to countryside sites. It is equally important that it links to greenspaces in urban areas. Overall this will not only enhance the Network but also ensure that residents in towns and villages have access to natural environments. This would bring health and wellbeing benefits and increase opportunities for residents to engage with nature.
- 3.10 The partnership will work with local landowners, communities and Parish Councils to create the Nature Recovery Networks. The Sussex Wildlife Trust have over 15 years of experience of working with landowners. The partnership will draw on this experience. Advice and support for landowners and managers would be provided by a new a Landscape Advisor (full time) post. Whilst advice and support for communities/Parish Councils would be via a new Community Support Officer (part-time). Both posts would be employed by the Sussex Wildlife Trust but most of the costs of the posts would be covered by the Council.
- 3.11 Land owned by the Council will form part of these networks. The Parks and Countryside Team already manage land in Council ownership for the benefit of wildlife but expertise from the Sussex Wildlife Trust will enhance this. This Team

already has extensive links with volunteers and community groups which can be harnessed to contribute to the aims of the partnership. There is a strong appetite in the District for volunteer environmental work. The partnership with the Trust will allow a strategic approach to harnessing this interest. The aim is for more communities to understand and engage with this approach to enhancing wildlife and improve open areas so that they can form part of the Nature Recovery Network. As stated above a part-time post would assist with this. Implementation funding, provided by the Council, would also be available to support initiatives by communities that contribute to the aims of Wilder Horsham District.

- 3.12 Trees will undoubtedly play an important role in the Nature Recovery Network. The Parks and Countryside Team are responsible for managing trees on Council owned land. However, they are increasingly under pressure from climate change, pollution, pests and diseases. This results in approximately 50 trees per annum being felled. It is, therefore, recommended that a funding pot be created from 2020/21 to plant replacement trees and for the ongoing maintenance. The impact of introducing this funding would be reviewed after 12 months.
- 3.13 The partnership will have a direct link to the Local Plan Review. A new mandatory approach to biodiversity net gain has been introduced in the Environment Bill. This will require developers to ensure habitats for wildlife are enhanced, with a 10% increase in habitat value for wildlife compared with the pre-development baseline. Details of this requirement are awaited; a consultation on this closed in December 2018. However, the principle will impact on the Local Plan and new development schemes. The partnership with the Sussex Wildlife Trust will provide the expertise to implement this locally and help develop appropriate policies in the Local Plan Review. Development proposals will need to take account of the Nature Recovery Network. In turn, where sufficient biodiversity net gain cannot be achieved within a development funding would be provided by the developer to improve biodiversity in the local area. Once Nature Recovery Networks for the District have been identified these sums could be used to enhance wildlife on land in the Network.
- 3.14 Funding for developing the Nature Recovery Network will not just be limited to the links with biodiversity net gain. The partnership with the Sussex Wildlife Trust will maximise opportunities to leverage additional funding. For example, Wildlife Trusts are developing investment models for developing Networks. The Council will, therefore, have access to the expertise that is being developed and other sources of funding.
- 3.15 The final aspect of the partnership is to increase awareness of Wilder Horsham District and the new approaches to enhancing wildlife throughout the Council. The Trust will provide training sessions for staff and members. Some training will be specific to certain teams, such planning, whilst others will give a general overview, so that the principles of enhancing wildlife is embedded throughout the organisation.

4 Next Steps

- 4.1 The first priority for the programme is to ensure that the work identified in the partnership programme relating to the Local Plan Review is progressed immediately; such as how biodiversity net gain will be implemented locally. The Sussex Nature Partnership has already produced some data on priority natural

assets for the District this will be used as the basis for identifying Nature Recovery Networks. The recruitment of the Landscape Advisor will also be required early in the programme to start to build relationships with local landowners and organisations to establish the Nature Recovery Networks. A set of proxy indicators will be developed to measure and monitor the outputs from the programme once there is more information on the Nature Recovery Networks.

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

- 5.1 Leisure and Culture Policy Development Advisory Group discussed the proposal in detail and fully supported the partnership with the Sussex Wildlife Trust and the associated Wilder Horsham District programme, as well as the recommendations in this report.
- 5.2 Environment, Waste and Recycling Policy Development Advisory Group discussed the proposed partnership and programme and supported the recommendations in this report.
- 5.3 The Director of Corporate Resources provided advice on the funding for the proposal. Minor amendments were made to the report in light of the comments received. The most significant change was to include the total financial implications of the proposals in the report and not just an annual budget.
- 5.4 The Head of Legal Services was consulted on the report and did not make any substantive comments, however, some minor amendments were made to the content of the report. The Head of Human Resources and Organisational Development provided advice on the employment aspects of the two new posts created as part of the programme.
- 5.5 The Head of Strategic Planning suggested some minor changes to the report, such as reflecting the number of protected sites in the Horsham District compared to Chichester District. No concerns were expressed over the proposals in the report. An officer from this team contributed to the partnership document and action tables.
- 5.6 The Head of Leisure and Culture supports the proposals in the report. Officers from Parks and Countryside were involved in drawing up the partnership document and action plans.

6 Other Courses of Action Considered but Rejected

- 6.1 The main alternative course of action was the “do nothing option”. However, given the commitments in the Notice of Motion and the importance given to biodiversity in the Corporate Plan this option was rejected.
- 6.2 The emerging legislation relating to the need to enhance, and not just protect biodiversity (see section 8 of this report) means that the Council requires expertise to draw up relevant policies and to implement actions. The Sussex Wildlife Trust has the necessary expertise and is based in the District. The Council already has

strong links with the Trust and the partnership would build on these, to the benefit of both organisations.

7 Resource Consequences

- 7.1 The financial consequences of establishing the Wilder Horsham District partnership and a replacement tree planting programme are set out in the following table. The intention is for the Wilder Horsham District programme to operate for five years. Subject to review, the funding for the replacement trees would be an ongoing commitment. However, both of these would be monitored and reviewed regularly to determine if the levelling of funding is appropriate. The total cost to the Council over the five year period is anticipated to be £571,000. This is a minimum cost as the salaries for the two posts are likely to increase over the five year period, due to inflation, for example. An earmarked green reserve of £571,000 would be created for the proposals in this report.

A Wilder Horsham District			
Contributor	Activity	Annual cost	Total cost
Sussex Wildlife Trust	Training, events, advice to Strategic Planning & community groups etc. (years 1 to 5)		£16,125
Sussex Wildlife Trust	Cost recovery for hosting the two new posts	£22,380	£111,900
Total			£128,025
HDC	Landscape Advisory post (full time) Salary and overheads	£42k	£210,000
HDC	Community Support post (part time) Salary and overheads	£11k	£55,000
HDC	Implementation funding	£30k	£150,000
	Events (year 1 &5)		£6,000
			£421,000
Associated environmental project			
HDC	Funding for replacement trees	£30k	£150,000
		HDC Total	£571,000

- 7.2 The other consequence from establishing the partnership with the Sussex Wildlife Trust and implementing Wilder Horsham District is on staff time. The main impacts will be on the Strategic Planning Team and Parks and Countryside Team. In terms of the Strategic Planning Team, the work on producing a policy relating to biodiversity net gain and how this would be implemented locally on an ongoing basis has already been identified as part of the work on the Local Plan Review. This policy development will link to the formation of the Nature Recovery Networks. The main piece of additional work would be to review and update the Green Infrastructure Plan.

7.3 The Parks and Countryside Team would be impacted by the Wilder Horsham District programme. Again this should mostly complement the work that the Team already undertakes; such as changing land management practices and working with community groups. The Team would be part of the review and update of the Green Infrastructure Plan. The replacement tree programme will be overseen by the Council's Trees and Contracts Officer. The work would be undertaken by the Council's contractor and the costs of the additional work have been included in the costs set out in the previous table.

8 Legal Consequences

- 8.1 Under the **Natural Environment and Rural Communities Act 2006** the Council has a duty to have regard for conserving biodiversity as part of policy or decision making. This can be expressed in several ways, such as how the Council manages its land or implements the planning system. The proposed partnership with the Sussex Wildlife Trust and the Wilder Horsham District programme are both compliant with this duty. In fact both of these proposals extend beyond conserving biodiversity by aiming to enhance wildlife habitats and species.
- 8.2 In October 2019 the Government introduced a **new Environment Bill**. If enacted this will introduce a comprehensive range of new initiatives relating to several aspects of the environment; including recognising the need to enhance biodiversity.
- 8.3 The Environment Bill will strengthen the duty in the Natural Environment and Rural Communities Act 2006 to **enhance** biodiversity, and requires Councils to actively carry out strategic assessments of the actions they can take to comply with this duty. Designated public authorities will also be required to produce a five-yearly report on the actions taken to comply with the new duty.
- 8.4 The Bill introduces mandatory biodiversity net gain, to ensure that new developments enhance biodiversity. It also introduces provisions requiring the development of Local Nature Recovery Strategies (LNRSs) across England. These are tools that will support better spatial planning for nature recovery, by setting out priorities and opportunities for protecting and investing in nature within a local area. They will include a map of existing nature assets including protected sites and wildlife-rich habitats and will identify key opportunities for enhancement. These spatial strategies will underpin the ability for key stakeholders (including Councils and landowners) to work together to deliver Nature Recovery Networks (NRNs).
- 8.5 The Council's Monitoring Officer will put in place a formal partnership agreement with Sussex Wildlife Trust to clearly set out the legal terms and conditions of the Wilder Horsham Partnership.

9 Risk Assessment

- 9.1 Key risks from this project are:-
- Landowners in the District do not engage with the programme
 - Community groups do not access the implementation fund
 - Horsham District Council and Sussex Wildlife Trust lack the capacity to support the partnership

- Pressure to deliver the Local Plan Review to the agreed timetable
 - Difficulty recruiting to the proposed new posts.
- 9.2 Some of these risks would pose a significant risk to the programme. A full risk assessment, including mitigation measures will be completed if the partnership and programme are approved.

10 Other Considerations

- 10.1 Implementing the Wilder Horsham District programme will improve the environmental sustainability of the District by enhancing wildlife across the district. The inclusion of landowners, organisations and communities in this programme will need to be carried out to ensure equality of access to events, advice, support and seed funding to ensure that the Council's obligations under the Equalities Act 2010 are complied with. There are no implications relating to crime and disorder. This report is considered to be consistent with the provisions of the Human Rights Act 1998.

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Wilder Horsham District

Sussex Wildlife Trust working in partnership with Horsham District Council

Introduction

The Horsham District has a rich natural environment which forms part of its identity and sense of place. National studies confirm that wildlife has declined significantly over the last 20-30 years. According to a group of national conservation organisations 15% of wildlife species are under threat of extinction¹. Since the 1970's the populations of 41% of UK species have reduced.

This national picture is reflected in the Horsham District. For example, wildflower meadows which formed part of the landscape character of the area were once a common sight but these are now rare. Individual species, such as the turtle dove, could become extinct, as numbers in Sussex are now critical.

Horsham District Council and the Sussex Wildlife Trust have formed a partnership to reverse the decline in species and habitats. This will ensure that the District's natural environment is protected and enhanced so that it remains an attractive place to live and work. It will also contribute to tackling and reducing the impacts of climate change. This document sets out what this partnership will achieve.

The aims of this five year partnership are to:

- *Help wildlife thrive across the Horsham District;*
- *Create networks of land that is protected and enhanced for wildlife, to allow habitats to expand and for species populations to increase which will ensure that they are resilient to change;*
- *Increase awareness of actions that communities can take to improve their local natural environment and the benefits that wildlife provides;*
- *Maximise the opportunities from protecting and enhancing wildlife to tackling climate change and to reduce the impacts of a changing climate.*

Background

The Horsham District has a high quality and valued landscape. The southern part of the district is within the South Downs National Park and the High Weald Area of Outstanding Natural Beauty covers the north eastern area. It also has numerous sites that are protected because of their value to wildlife. This ranges from international sites such as the Arun Valley Ramsar site with a significant diversity of species, through to Sites of Special Scientific Interest like St Leonard's Forest and numerous locally important areas, such as Woods Mill, in Small Dole and Chesworth Farm, near Horsham.

¹ Hayhow DB et al (2019) The State of Nature 2019. The State of Nature Partnership.

The wider countryside also contains a wide variety of habitats that support numerous different species. Map one shows the different habitats found in the Horsham district. One of the main challenges is that habitats (whether they are protected or not) are becoming increasingly fragmented and isolated from each other. This does not allow species to move around, making wildlife less resilient to change; such as changes in land management or the climate.

Why take action?

Nature forms an integral part of the landscape that makes the Horsham District a special place and many people value wildlife for its own sake. These natural assets, such as water, soil and landscape are often called Natural Capital. The value of these is sometimes expressed in financial terms, so the contribution that these assets provide and, therefore, the loss of these assets can be understood alongside economic gains.

The decline of wildlife (a natural asset) provides a critical challenge because nature provides many benefits that are essential to us all. Some of these benefits are:-

- Pollinating plants which gives us food
- Filtering pollutants from the air and water
- Creating soil
- Capturing carbon by trees and soil (carbon is one of the main gases contributing to enhanced climate change)
- Providing products; such as timber and medicines
- Reducing flood risk
- Contributing to health and wellbeing from being in natural surroundings and opportunities to exercise, such as walking and cycling
- Giving a sense of place; adding to the cultural heritage of the district.

These benefits are all known as Ecosystems Services. Reversing the decline in wildlife ensures that nature assets are retained and that they can continue to provide these benefits.

The Horsham District is under increasing pressure for development, to provide houses for current and future generations. Whilst development is necessary, it needs to ensure that the District retains and enhances its natural environment and the services that this provides. This partnership will, therefore, ensure that the opportunities to enhance wildlife in new developments form part of the overall vision for the District. For example, it will link into a new approach known as biodiversity net gain. This seeks to ensure that wildlife is enhanced in new development. On site where this is not possible, developers would pay for the enhancement of other sites that would form part of the Nature Recovery Network.

The partnership will be at the forefront of this new approach to reversing the decline in wildlife. Government Legislation and guidance is emerging on issues such as Nature Recovery Networks. This means that Wilder Horsham District programme will be well placed to maximise any new funding opportunities.

It will also link to the work of the Sussex Local Nature Partnership which has recently adopted the “*Sussex Natural Capital Investment Strategy*”². This document, the result of cross sector collaboration (Local Authorities are currently represented at a county and unitary level) provides guidance and a shared framework for nature’s recovery in Sussex. It proposes guiding principles for a Sussex Nature Recovery Network and is a leading strategy in the local application of natural capital principles and emerging policy. Wilder Horsham District will be able to draw on current thinking from the Sussex Local Nature Partnership to

² Sussex Local Nature Partnership (2019) Natural Capital Investment Strategy for Sussex 2019-2024.

ensure it is linking biodiversity net gain, Nature Recovery Networks and Local Nature Recovery Strategies appropriately.

What action can be taken?

There have been some successes in protecting and enhancing wildlife, such as the Rewilding successes of the Knepp Estate and the restoration of river habitat on the Adur. However, in order to reverse the general decline in habitats and species population new approaches are required. Government policy also has recognised this³. The partnership between the Sussex Wildlife Trust and the Council will draw on some of these new approaches; such as taking a wider landscape approach to enhance wildlife and not restricting actions to specific sites. However, there are certain landscapes and areas of the Horsham District that will be the focus of the work of the partnership. At present these are:-

1. **Hedgerows** in the Low Weald (providing important connectivity between fragmented habitats)
2. **Woodland** – new planting and allowing natural regeneration are important tools in capturing more carbon and helping wildlife
3. The Adur catchment; improve **freshwater and floodplain habitats**, water quality and flood resilience through working with natural processes
4. Join up key sites, such as the Knepp Estate with the woodland to the north-east of Horsham town and The Mens in the west of the District, creating the core of a District wide **ecological network**.
5. Take action to support **pollinating insects** throughout the district, in both towns and rural areas.

Although these are currently the focus of the work, this is likely to change as more information emerges from the work of the Sussex Nature Partnership.

The table at the end of this document gives more detail on the actions that will be taken under four headings:-

- Organisational resilience
- Landscape resilience
- Community resilience
- Legacy

Each of these contribute to the overarching aims of the partnership. The measures of success in the action tables are currently outputs from the programme. Proxy measures will be developed to gauge the success of enhancing nature across the District once more analysis has been completed.

Horsham District Council has a direct role to play in creating a wilder district, as it owns and manages land in the area. It is already changing the way it manages its parks and countryside sites to increase species and habitats. For example, it owns and manages Chesworth Farm, a 90 acre site, which gives Horsham residents an opportunity to experience the benefits of nature within walking distance of their homes. The District Council will draw on the expertise of the Sussex Wildlife Trust to make further improvements and enhance the presence of the Trust throughout the District.

The Trust will also work with the council to embed the principles of the Wilder Horsham District programme into all parts of the organisation. This will build **organisational resilience** to achieve the aims of the partnership. For example, the Trust will run training events for staff and help the council develop policies on

³ HM Government (2018) A Green Future: Our 25 Year Plan to Improve the Environment. Department for Food, Rural Affairs and Agriculture

biodiversity as part of the review of the Local Plan, as well as reviewing the existing Green Infrastructure Strategy (2014).

Although the District has wildlife sites and species that are protected, a complementary approach to this form of nature conservation is required to reverse the decline in nature. Protected sites and species are often isolated from each other and habitats are becoming increasingly fragmented. A landscape approach is required which increases wildlife in all parts of the countryside and also in urban areas. This will build **landscape resilience** which will ensure that wildlife can move around the landscape and also has the benefit of making nature accessible to more people.

This approach will require changes to land management and actions such as planting trees and hedgerows to link sites that are already important for wildlife. These are known as Nature Recovery Networks. The partnership will, therefore, work with landowners and communities to develop these networks. This work will also link to the Local Plan by highlighting areas where new development can play a part in enhancing these networks. We will use the best available data sets for the district, from a range of organisations to ensure that clear objectives are put in place for the Horsham District Nature Recovery Network. For example, some areas will prioritise flood resilience or water quality issues but all areas will prioritise the creation of new linkages in the landscape.

The final part of the overarching actions is to ensure that **communities** across the Horsham District are part of the solution to reversing the decline in wildlife. There are many organisations and community groups that are already taking action to improve the natural environment of the District. Organisations such as Parish and Neighbourhood Councils own land and are close to their communities. It is also important to inspire new communities to get involved. The partnership will provide support and funding for existing and new organisations and communities to enhance wildlife and provide opportunities for more residents to access the natural environment. It is important that everyone is part of the overall vision to reverse the decline in wildlife and have an increased understanding of the critical benefits that habitats and species provide.

It is important that the work that this partnership commences continues beyond five years. To build a **legacy** the partnership will maximise opportunities to leverage new funding; such as through the work of the Local Nature Partnership. The foundations that are put in place by embedding the principles of a Wilder Horsham District into the council, as well as the work with landowners, organisations and community groups will ensure that the work to reverse the decline in the wildlife of the district will continue beyond the life of the partnership.

APPENDIX

1. Organisational Resilience

Making a commitment to wildlife and the natural environment has to start at an organisational level. This will make sure that all tiers of decision making are sharing the ambitions of a Wilder Horsham District. Organisational resilience means ensuring that the principles of the programme are embedded throughout the Council.

Aim	Objective	Action	Measure of Success	Resource requirements
Informed Councillors	Embed the principles of Wilder Horsham District with the council's decision makers	An annual wildlife and climate change seminar for Councillors to give an update on the national context and progress of the partnership	Feedback from Councillors after every event	SWT - 7.5 days over five years (free) HDC - Democratic Services, Parks and Countryside; officer support to SWT
Informed staff	Share the principles of Wilder Horsham District with council staff to embed these in relevant Council policies	Bespoke internal events, training program and Continuous Professional Development (CPD) for Council staff on wildlife issues.	Audit of key documents after years 3 and 5 Feedback from staff after every event	SWT - 15 days over 5 years (free) HDC – officer time to develop training with SWT, and to attend the events e.g. Planning Officers (CPD)

2. Landscape Resilience

There are already partnerships and projects in the district working to enhance biodiversity at a landscape scale in rural and urban environments. Wilder Horsham District will build on these to maximise efficiencies, outputs and opportunities. Proxy measures will be used to monitor the creation of the Nature Recovery Networks once these have been mapped for the Horsham District.

Aim	Objective	Action	Measure of Success	Resource requirements
Establish and expand a Horsham District wide Nature Recovery Network (NRN)	Identify and map the key elements of a district wide NRN	<p>Agree an approach between HDC and SWT to identifying the NNR's; based on emerging national principles and local information</p> <p>Based on the work of the Sussex Natural Capital Investment Strategy, identify the districts natural key assets and the location of the NRN</p> <p>Identify important habitats and natural features that should be retained and enhanced in development sites</p>	Mapped Key Assets and the Nature Recovery Networks	<p>SWT support - 7 days (free)</p> <p>HDC – Strategic Planning, Development Management, Parks and Countryside; officer time.</p>

Aim	Objective	Action	Measure of Success	Resource requirements
	Develop and prioritise actions to deliver NRN's across the District	<p>Create a new Wilder Horsham District Landscape Advisor to be employed by SWT</p> <p>Create a new post to facilitate and deliver NRN across the Horsham District by working with landowners and managers, and to identify biodiversity offset areas within the NRN to link with potential monies generated by biodiversity net gain.</p> <p>Create a new post to take opportunities to link the developing NRN for the Horsham District to existing landscape and catchment initiatives beyond this area, to increase the overall wildlife benefit.</p>	<p>List of appropriate measures to create the NRN.</p> <p>Percentage of landowners/land managers engaged (Target 60% of proposed NRN)</p> <p>20% increase in the number of Local Wildlife Sites in positive management</p>	<p>HDC - pay salary and on costs for a Wilder Horsham District Landscape Advisor (£42k per annum; total £210k)</p> <p>SWT - host the post (full cost recovery £16,800 per annum; total £84k)</p> <p>HDC - funding to deliver capital schemes from an Implementation Fund (£150k over the whole programme)</p> <p>SWT - 12 days a year management support (free)</p>
Principles of a Wilder Horsham District embedded into the review of the Horsham Local Plan	Establish appropriate planning policies that protect and enhance the District's natural environment, and	The Local Plan Review to incorporate the NRN and Ecosystems Services approach by drawing on national advice and experience from other Local Authorities.	<p>Key principles included within Local Plan as relevant to the local context.</p> <p>Detailed mechanism for establishing baseline</p>	SWT - 7 days (free). Work with Strategic Planning to produce policies to deliver a Wilder Horsham District; including biodiversity net gain.

Aim	Objective	Action	Measure of Success	Resource requirements
	the delivery of appropriate biodiversity net gain	<p>Jointly explore how biodiversity net gain can be implemented in the Horsham District and link to the establishment of the NRN.</p> <p>SWT to provide advice on principles that could be incorporated in new developments to enhance wildlife.</p>	information and measuring of biodiversity net gain.	HDC – officer time; Strategic Planning
All HDC services contribute to, and maximise opportunities for, increasing wildlife	Ensure that key Council services are delivering landscape resilience	<p>Redraft the Council's Green Infrastructure Strategy to incorporate the NRN and new wildlife ambitions for the District.</p> <p>Jointly establish increased wildlife ambitions for the District and review all Council policies and processes to reflect these.</p> <p>Explore whether the principles of Natural Capital could be incorporated into Council decision making.</p>	<p>Updated Green Infrastructure Strategy produced and approved</p> <p>Key Council documents and processes incorporate principles that increase wildlife</p>	<p>SWT - 7 days (free) to work with HDC staff to examine new ways of working that will deliver a Wilder Horsham District</p> <p>HDC – officer time; Parks and Countryside, Property Services, Housing, Procurement, Finance</p>
Incorporate the Council estate into the NRN and the principles of	Ensure that the Parks and Countryside and the Property Services Teams are	Undertake an assessment of the HDC estate against the NRN key principles with steps for enhancing key services and benefits.	Mapped key assets; identify where these link to NRN	Wilder Horsham District Landscape Advisor - work with Parks and Countryside staff to deliver a five year

Aim	Objective	Action	Measure of Success	Resource requirements
landscape resilience	delivering the principles of the Wilder Horsham District programme	Identify land management practices on HDC land to contribute to the development of the NRN. New Council developments to incorporate elements that increase wildlife on site and take the establishment of the NRN into account.	Updated management plans for key Council owned sites	programme of improvements HDC – officer time; Parks and Countryside and Property Services
Engage with WSCC on the principles of the Wilder Horsham District	Ensure WSCC services are delivering landscape resilience by taking NRN into account.	Promote the NRN to key County Departments and engage with them when establishing the NRN.		SWT – 3 days staff time (free) HDC – officer time; Parks and Countryside, Strategic Planning through professional networks

3. Community Resilience

Linking communities to their local greenspaces and building networks for wildlife.

Objective	Aim	Action	Measure of Success	Resource requirements
Active Communities	Engage with Parish/ Neighbourhood Councils and community groups through targeted events.	Hold three events for Parish/Neighbourhood Council's and community groups Provide follow up advice and support for the Council's and groups to take action. .	Proportion of communities supported (Target is for bespoke contact with 60% of Parish/Neighborhood Councils) New Neighbourhood Plans incorporate principles developed via Wilder Horsham District	SWT - 6 days to develop and run the events (free) Bespoke follow on activities to be undertaken by SWT WHD Landscape or WHD Community Officer as appropriate HDC – provide the venues and refreshments (£600 for all 3 events). Officer time to co-design the events
Collaborative Communities	Establish a collaborative network of community groups who are all engaged with reversing the decline of wildlife and increasing access to the natural environment	Appoint a Wilder Horsham District Community Officer to provide advice and support to community groups and organisation to develop their own ecological networks and access to funding. Create an online support and resource space for SWT to share experience and best practice with groups/organisations and to allow the groups to network.	Percentage of communities supported (target is bespoke contact with 60% of Parish/Neighbourhood Councils)	HDC - pay salary and on costs for a Wilder Horsham District Community Officer (£11k per annum; total £55k) SWT - host the post (full cost recovery £5,580 per annum; total £28k) New post - provide 60 days per year of support to community groups and advice on accessing funding; such as the Implementation Fund

Objective	Aim	Action	Measure of Success	Resource requirements
				HDC – Implementation Fund (£30k per annum; total £150k) to provide capital funding to establish local networks and wildlife enhancements
Achievements of the programme	Celebrate the outcomes of the Wilder Horsham District programme	Hold an event at the end of the programme for all landowner, organisations and groups that have been involved, to celebrate the successes and achievements of Wilder Horsham District.	Level of engagement of local communities	Existing Project staff (the two new post holders) with support from SWT and HDC staff e.g. Communications Teams HDC - £5k costs for the event

4. Legacy

Throughout the five years of delivery look at longer term funding options (including corporate social responsibility, CIL and 106 targeting) to ensure financial viability of investment in the Horsham District Nature Recovery Network going forward.

Wilder Horsham District will be concluded with an inspirational event to share the gains and the lessons learnt with stakeholders with a focus on legacy and future co-operation.

A Wilder Horsham District will raise awareness of the role of SWT and the importance of protecting and enhancing wildlife.

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Report to Cabinet

28th November

By the Cabinet Member for Environment, Waste and Recycling



**Horsham
District
Council**

DECISION REQUIRED

Not Exempt

Horsham District Council's Carbon Footprint

Executive Summary

Horsham District Council is committed to tackling climate change and already has a good track record on addressing environmental issues which it can build on. The report provides an update on the Council's work to examine and reduce its own carbon footprint, as it moves towards becoming a carbon neutral organisation. This is only the first step for the Council as an organisation. Having established its footprint, this will be followed up with a science based target and a practical and costed action plan as to how this can be achieved. The report and action plan will follow in early 2020.

The report also proposes establishing a seed funding pot of £40,000 per annum, commencing in 2020/21 financial year, to support community groups and Parish Councils who want to implement projects that address climate change.

Recommendations

That the Cabinet is recommended:

- i) Note the details of the carbon footprint generated by the Council's buildings, transport and operations
- ii) To recommend to Council that in the budget for 2020/21 £200,000 is transferred into a green reserve to create a seed funding pot for community groups for a five year period.

Reasons for Recommendations

- i) The Council's carbon footprint will form the basis of setting a science based target for reducing its carbon emissions and producing a practical, costed action plan to achieve the target
- ii) Community groups and Parish Councils would be able to apply for funding for projects that tackle climate change and contribute to a District wide approach to addressing this issue. The fund would be £40,000 per annum.

Background Papers

Council June 2019 – Notice of Motion

Wards affected: All

Contact: Helen Peacock, Project Developer; extension 5512.

Background Information

1 Introduction and Background

- 1.1 In June 2019 the Council passed a Notice of Motion which acknowledges the need to take action to tackle climate change. This report includes high level information on the main sources of carbon dioxide (and other greenhouse gases) from Council buildings, transport and other activities. Cabinet is asked to note the Council's carbon footprint for 2018/19 which has been produced in partnership with a consultant.
- 1.2 Horsham District Council has a strong track record for implementing environmental projects. The following gives a snap shot of actions that have been implemented over the last few years:-
- A District wide recycling rate for domestic waste of 54% was achieved several months before the national target of 50% by 2020;
 - The new Piries Place car park won a national Green Apple Environmental Award due to its environmental credentials, such as including LED lighting, electric charging points and a living wall;
 - Several new Council developments have incorporated design and technology to reduce their energy use; such as an air source heat pump at the new Hop Oast depot. At The Bridge leisure centre underfloor heating, LED lighting, and a heat recovery system were installed, as well as being designed to maximise natural ventilation;
 - Projects to reduce fuel poverty have been implemented for several years. This has included a free home visiting service for families on low incomes to give advice on reducing energy and installing simple energy saving measures. Over the last six years approximately 1000 households have received these visits and on average each household has saved £250 per annum, as well as reducing their carbon emissions;
 - Council owned sites are managed to maximise biodiversity. Chesworth Farm has been designated as a Local Wildlife Site (which recognises its importance for wildlife on a county level). This joins Southwater Country Park, Leechpool and Owlbeech Woods and Warnham Nature Reserve as greenspaces with wildlife designations in the District;
 - The Council supported the establishment of Refill Horsham District. This is run by a community group known as Kinder Living which encourages businesses and other premises to allow customers to fill reusable water bottles for free, with the aim of reducing the use of single use plastic;
 - The Horsham District Planning Framework includes policies relating to a range of environment issues from incorporating sustainable transport into development to protecting historic environments and includes a whole chapter of policies relating to climate change
 - The District's carbon emissions reduced by 32% between 2005 and 2017.
- 1.3 Collating the Council's carbon footprint is the first step in a co-ordinated approach to reduce the Council's carbon emissions which will build on previous work. The carbon footprint will used as a basis for setting a target to reduce the organisation's emissions, followed by an action plan to reach the target. The Council is setting out how it will reduce its emissions as a starting point for District wide action on climate change. The latter will involve working in partnership with other organisations and the local community. The report proposes establishing a seed fund for community groups and Parish Councils to implement local projects that address climate change.

- 1.4 The actions delivered through the proposed Wilder Horsham District programme (which is subject to separate report) complements the Council's agenda on tackling climate change. For example, actions such as planting trees and improving soil condition remove carbon dioxide from the atmosphere (carbon is one of the main contributors to the changing climate). The natural environment also plays an important role in reducing some of the impacts of a changing climate; such as flooding.

2 Relevant Council policy

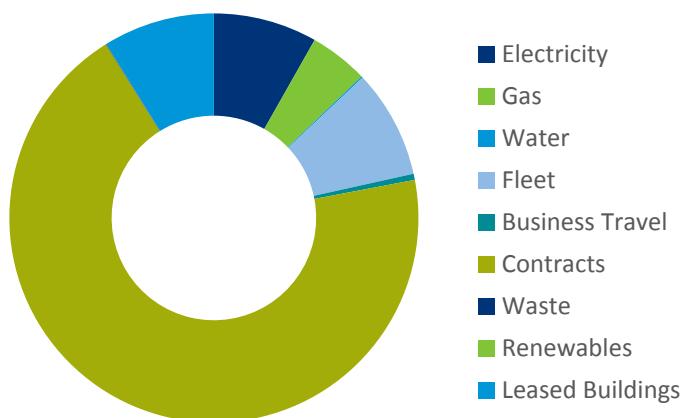
- 2.1 One of the five themes from the emerging Corporate Plan 2019-2023 is a Cared for Environment which prioritises the "***protection of our environment as we move to a low carbon future***". This includes the following activities and projects:-
- undertake a carbon audit to understand the Council's current carbon footprint
 - produce an action plan to move towards a carbon neutral organisation
 - work with partners towards becoming a carbon neutral District

3 Details

The Council's carbon footprint

- 3.1 A baseline of the Council's carbon emissions is required before targeted action can be taken to reduce these emissions. The baseline has been produced in conjunction with a consultant, the Carbon Trust. This is an independent organisation that has a long track record of working with private and public sector organisations to reduce their carbon emissions, implement resource efficient strategies and commercialise low carbon technologies. The full report is included as an appendix to the report. Data for the 2018/19 financial year was collated for the following:
- electricity and gas used in buildings operated by the Council
 - the amount and type of fuel used in the fleet vehicles and for business travel
 - the amount of waste generated from Council operations and the method of disposal e.g. landfill, recycling or composted
 - the value of contracts with suppliers (to be used as a proxy for the carbon emissions from the largest suppliers by value of contract and environmental impact)
 - The floorspace and uses of leased buildings (to estimate carbon emissions from these buildings).
- 3.3 Carbon conversion factors were used to establish the amount of carbon emitted from these sources (these used the internationally recognised Greenhouse Gas Protocol). The total footprint for 2018/19 was **18,035** tonnes of carbon dioxide equivalent (this converts all greenhouse gases into the carbon equivalent). This will be used as the baseline for actions to reduce the Council's carbon emissions. It is difficult to compare this total with other councils as organisations do not include the same information to establish their carbon footprint. The following is a summary of the Council's main sources of carbon emissions by category.

Emissions by Category



Pie chart showing the main sources of carbon from Council buildings, transport and operations

Source of carbon emissions	Total emissions (tonnes of carbon dioxide equivalent)	% of total
Emissions from gas (used to heat buildings)	735	4%
Fuel (petrol/diesel used in Council fleet)	1,248	7%
Electricity (used in buildings)	1,363	8%
Electricity (used by electric vehicles)	2.0	0.01%
Council Suppliers (operating services or providing goods/services to the Council)	12,466	69%
Buildings leased by the Council	1590	9%
Business Travel	88	0.5%
Water	21	0.1%
Waste (generated from Council operations)	8	0.04%
Others (electricity transmission and distribution, "well to tank" fuel emissions; includes the extraction, refining and transport of fossil fuels)	514	3%

Table showing the main sources of carbon emissions by amount and percentage (due to rounding this exceeds 100%)

- 3.5 The largest emissions are from the contracts for providing goods and services to the Council, or operating services on behalf of the Council, and the buildings that the Council leases; these account for 78% of the total emissions. These will be the most challenging emissions to reduce as they are not within the direct control of the Council. However, understanding the contribution that these make to the Council's carbon footprint is useful so that contracts with suppliers can reflect the Council's ambition to reduce carbon emissions associated with its operations. The other significant sources

are electricity and natural gas used within buildings (12%) and the transport fleet operated by the Council (8%).

- 3.6 The largest source of emissions from gas consumption used in buildings are from the main Council offices, the Capitol theatre, and the Drill Hall, and Fiennes Court residences. These sources account for 87% of carbon emissions by using natural gas emissions. The difficulty with Parkside is that the Council leases this space which will make a reduction in total emissions in this building more complicated.
- 3.7 The top emitting sites from electricity consumption in buildings are the [main Council offices](#), The Capitol theatre, The Forum, Park House and Swan Walk car park. These sources account for 77% of all electricity emissions.
- 3.8 In terms of the Council's fleet vehicles the majority (89%) of emissions arise from running the refuse trucks. Business travel accounts for 0.5% of the total carbon footprint. This data only includes car travel for business. The data was not readily available for business travel by public transport or for training. Systems will be put in place to collate this data for the 2020/2021 footprint.

4 Next Steps

Reducing the Council's carbon emissions

- 4.1 Based on the carbon footprint for the Council's activities, the Council will work with a consultant to develop a science based target to reduce these emissions. A science based target demonstrates the carbon emission reduction that is required to limit global warming to under 2°C (this was the international target included in the Paris Agreement). A science based target still aims to reach carbon neutrality but will be in line with what the science shows to be required to limit global increases in temperature. An action plan will then be produced, with practical and fully costed measures, on how to achieve the target.

Reducing District wide carbon emissions

- 4.2 Alongside this work the Council will commence work on setting a target for reducing district wide carbon emissions, as well as an action plan to achieve the target. This is more challenging but the Council has some levers that it can use; such as its role as the Local Planning Authority and it will also need to form partnerships with other organisations and communities that can influence the reduction of carbon emissions locally.
- 4.3 Since June 2019, the Council has been meeting various local environmental community groups. This includes Sussex Green Living, Kinder Living and the Sussex Climate Change Alliance. It is proposed to establish a seed funding pot in 2020/21 to help support small local initiatives that will contribute towards the Council's environmental aims. This will be aimed at Parish Councils and community groups. The fund would be £40,000 per annum and would be part of a green reserve that will include funding for other initiatives, such as the Wilder Horsham District programme. If the funding is approved as part of the Council's budget setting process a further report setting out how the seed fund will operate will be produced. The operation of the fund will be reviewed after 12 months to ensure that it is contributing to the delivery of the Council's environmental aims.

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

- 5.1 Environment, Waste and Recycling Policy Development Advisory Group discussed the report. No changes to the report were suggested and the recommendations in the report were supported.
- 5.2 The Head of Legal Services was consulted on the report and did not have any substantive comments but some minor amendments were made to the content of the report.
- 5.3 The Director of Corporate Resources gave advice on the financial aspects of the report and suggested minor amendments to the report. The advice and proposed changes have been included in the report.

6 Other Courses of Action Considered but Rejected

- 6.1 The main alternative course of action was the “do nothing option”. However, given the commitments in the Notice of Motion and the importance given to climate change in the Corporate Plan this option was rejected.
- 6.2 An alternative course of action is to take actions to reduce carbon emissions across the District without establishing a seed fund. However, establishing the fund will help to engage community groups and Parish Councils with the issues associated with climate change. This will also encourage practical projects that will improve the local environment.

7 Resource Consequences

- 7.1 There are no immediate financial implications from the information on the carbon footprint included in this report. However, once a target has been set, the related action plan will need to be fully costed. The financial implications from this have yet to be determined.
- 7.2 The annual update of the carbon footprint will be carried out by the Council, rather than a consultant. This will have staff implications. A member of Development Management has the necessary skills and capacity to undertake this work. The work to set a target and develop the action plan will be led by the Director of Community Services and Project Developer, with expertise provided by a consultant. Input to the process will be from a cross Council team of officers that has already been established. The intention is to complete this work by end of March 2020 when a further report will be presented to Cabinet.
- 7.3 Work will also commence on understanding the District wide Council carbon emissions and actions that can be taken to reduce these. The Council will need to work in partnership with other organisations, such as West Sussex County Council, Parish Councils, businesses and community groups. A report on this area of work will be presented to Cabinet in due course.
- 7.4 The report proposes establishing a seed fund for community groups of £40,000 per commencing in the 2020/21 financial year. The five year period for running the fund would run concurrently with a similar fund for the Wilder Horsham District programme. A green reserve will be created and will include the budget for the community seed fund.

The use of the fund will be regularly reviewed and adjustments made to the budget depending on take up by Parish Council's and community groups.

- 7.5 The details of how this fund will be operated will be subject to a further report. However, the intention is to encourage community groups and Parish Council's to take actions to tackle climate change. Once established the fund will be monitored to determine whether it is achieving its aims and the level of budget for the fund will also be reviewed annually. There will be staff implications in establishing the fund. Advice will be required from the Community Development Team on establishing and running a community fund.

8 Legal Consequences

- 8.1 The **Climate Change Act 2008** is the basis for the UK's approach to tackling and responding to climate change. It requires that emissions of carbon dioxide and other greenhouse gases are reduced and that climate change risks are prepared for. The Act also establishes the framework to deliver on these requirements. The Act commits the UK government by law to reducing greenhouse gas emissions by at least 100% of 1990 levels (net zero) by 2050.
- 8.2 There is no direct legislative requirements for Councils to take actions to contribute to the legal target set out in the Act. However, several of the Council's responsibilities directly relate to reducing carbon emissions and adapting to changes to the climate. For example, Section 19(1A) of the Planning and Compulsory Purchase Act 2004 (PCPA) requires that a local authority's development plan must include policies designed to secure that the development and use of land in the local planning authority's area contribute to the mitigation of, and adaptation to, climate change. The National Planning Policy Framework 2019 states that "*the planning system should support the transition to a low carbon future in a changing climate, taking full account of flood risk and coastal change. It should help to: shape places in ways that contribute to radical reductions in greenhouse gas emissions, minimise vulnerability and improve resilience; encourage the reuse of existing resources, including the conversion of existing buildings; and support renewable and low carbon energy and associated infrastructure*".

9 Risk Assessment

- 9.1 Key risks arising from this project are:-
- The carbon footprint is not accurate;
 - Resources are not available to keep the data in the footprint up-to-date;
 - Community organisations do not apply to the seed fund for budget to implement projects.
- 9.2 All of these risks can be managed and do not pose a significant risk to the project. For example, the seed funding project would be regularly monitored and reviewed. If there is insufficient take up then the seed fund would be withdrawn or the budget reduced.

10 Other Considerations

- 10.1 The Council's carbon footprint is the starting point for producing a target and action plan to reduce the organisations carbon emissions. This will also link to addressing climate change across the District. This will, therefore, ultimately improve the environmental sustainability of the Council and the Horsham District. Once the seed fund is implemented this will also make a positive contribution to local action on climate change.
- 10.2 As the main recommendation in the report is for Cabinet to note the Council's carbon footprint this will not have any implications for Crime and Disorder or the Equalities Act

2010. The implementation of the seed fund for community groups will need to ensure equality of access to the fund so that the Council's obligations under the Equalities Act 2010 are complied with. There are no implications relating to crime and disorder from this aspect of the report. This report is considered to be consistent with the provisions of the Human Rights Act 1998.

Horsham District Council Carbon Footprint Report – 2018/19

Hector Wilson, Robert Hatcher
October 2019



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Contents

- 1. Summary of Organisations**
- 2. Executive Summary**
- 3. Carbon Footprint Boundary**
- 4. Carbon Footprint Breakdown**
- 5. Methodology**
- 6. Next Steps**

1

Summary of Organisations

About The Carbon Trust

The Carbon Trust is an independent, expert partner of leading organisations around the world, helping them contribute to and benefit from a more sustainable future through carbon reduction, resource efficiency strategies and commercialising low carbon technologies.



About Horsham District Council



Horsham District Council (HDC) is a second tier local authority based in West Sussex with 461 employees. It operates services including: Planning and building control; Environmental health; Housing; Parking; Parks and countryside; Waste management; and leisure facilities.

2

Executive Summary

Executive Summary

Background

- The need for taking immediate and bold action on climate change is being increasingly recognised by businesses, government and the general population.
- The amount of action that needs to be taken, and the speed at which this must be done has been recognised by the UK through its ratification of the Paris climate agreement – to limit global temperature rise to well below 2°C.
- Consequently, the UK has declared a climate emergency, and the independent committee on climate change has laid out what needs to be done for the UK to become net-zero carbon by 2050.
- Horsham District Council has acknowledged their role in the need to take action and have themselves passed a motion to develop a strategy to achieve net zero carbon emissions.

Executive Summary

Drivers

Climate Change Act

This act commits the UK government to reducing emissions by at least 80% in 2050 compared to 1990 levels. The 80% target includes GHG emissions from the devolved administrations, which currently accounts for around 20% of the UK's total emissions.

Leadership

Taking strategic action towards reducing carbon emissions will ensure that Horsham can lead the way in developing effective mechanisms to tackle climate change. This will help stimulate low carbon transitions across the regions in which we operate.

Cost savings

With increasing pressure on all councils to cut costs, reducing the amount spent on energy bills is a key driver for lowering our energy consumption.

Reputation

With stretching national targets, there is increasing pressure on councils to be seen as "doing their bit" and playing a leadership role on climate change action. Failure to act could lead to reputational risks and adversely affect Horsham's public image.

Building regulations

Building regulations contain requirements that relate to the conservation of both fuel and power. There are set minimum energy performance standards for new buildings and major refurbishments of existing buildings, which Horsham subsequently has to meet.

Local area drivers

In addition to the above we are driven to take action on climate change adaptation measures.

Executive Summary

Local Plan

- Horsham District Council is in the process of finalising its next local plan for the years 2018-2036, this plan aims to show how the council will meet the social, economic and environmental needs of the district.
- A fundamental part of developing a local plan is gathering evidence to then direct strategy.
- A key driver for undertaking this project is the need for trusted, independent and clear evidence to feed in to the sustainability appraisal and strategic environmental assessment in order to develop the local plan.
- The results from this work will form a key part in ensuring that Horsham District Council have sustainability, reducing emissions, and climate change as a core element of their strategic plans for years to come.

Executive Summary

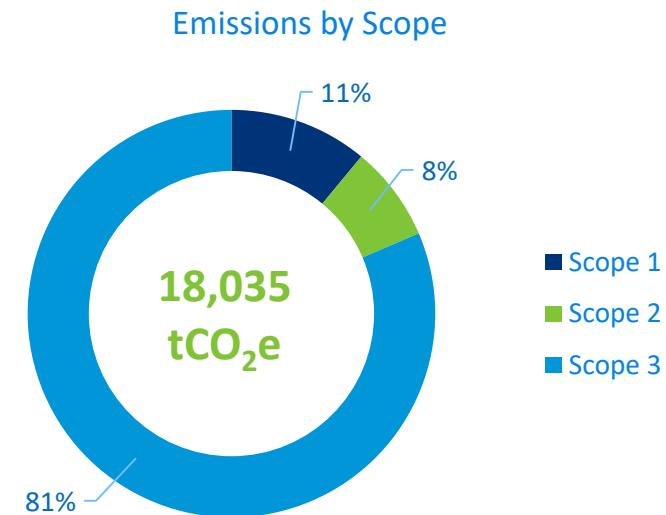
Proposal

- The Carbon Trust have been contracted by Horsham District Council to support the first stage of their journey: to complete a comprehensive carbon footprint of their direct and indirect carbon emissions (scope 1, 2 and 3) for the most recent financial year (2018/19).
- Creating a carbon footprint is an essential first step in developing a carbon reduction strategy, and is key to understanding the scale of the challenge focussing efforts on the most impactful activities.
- This Carbon Footprint has been calculated in line with the Greenhouse Gas (GHG) Protocol emission Scopes; these are set out as follows:
 - Scope 1: Direct emissions from combustion of gas and other fuels
 - Scope 2: Emissions resulting from the generation of electricity and other energy purchased (but generated elsewhere)
 - Scope 3: Emissions made by third parties in connection with operational activities

Executive Summary

Key Findings

- The total measured carbon footprint for Horsham District Council for the FY2018/19 is **18,035 tCO₂e**.
- The majority of this footprint is attributed to the council's operational activities, namely leased buildings and contracts. Emissions from the council's direct operations building use and fleet accounts for 19% of total measured emissions.



Executive Summary

Next Steps and Recommendations

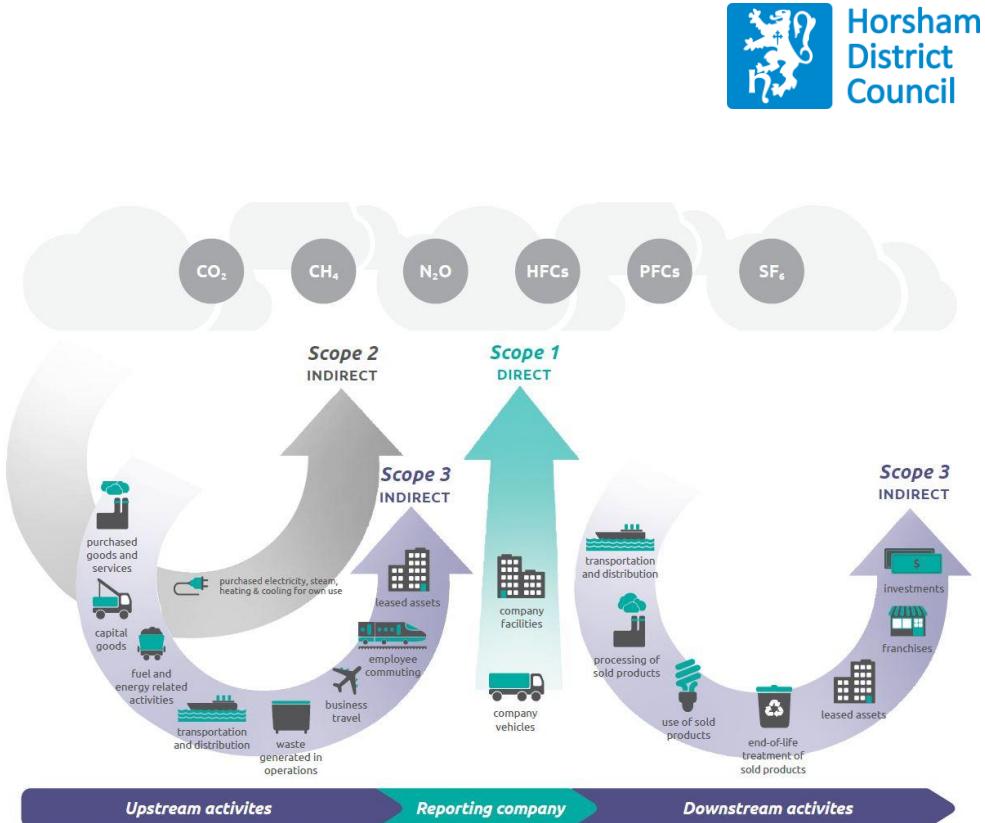
- The measured carbon footprint has highlighted key areas that the council can focus on to reduce its direct emissions, these involve electrifying its fleet, and upgrading to LED lighting wherever possible. Future ambitions include, electrifying heating supplies and installing renewables to fully decarbonise stationary assets.
- Indirectly, the council can reduce scope 3 emissions by expanding its selection criteria for contractors to include sustainability metrics.
- Setting a science based target will provide the council with the necessary drive to take action to reduce its carbon footprint.
- Horsham District Council should monitor carbon emissions on an annual basis, and source data to create an expanded and comprehensive scope 3 footprint.

3

Carbon Footprint Boundary

GHG Protocol

- The green house gas (GHG) protocol is the most widely used, and accepted methodology for greenhouse gas accounting.
- It provides a framework for businesses, governments and entities to measure and report greenhouse gas emissions that support ongoing reduction efforts in a consistent manner.
- The standard has been developed by the World Resources Institute (WRI) and the World Business Council for Sustainable Development (WBCSD)
- Carbon Trust has been working with and applying the mechanisms of the GHG protocol for almost 20 years including providing support to the WRI in developing Scope 3 accounting methods.



Green House Gases

- Carbon dioxide is not the only green house gas, there are five other key green house gases that contribute to global warming, these are: Methane, Nitrous Oxide, Hydrofluorocarbons, Perfluorocarbons and Sulphur Hexafluoride.
- Not all of these gases arise from combustion of fossil fuels, with some originating from refrigeration/cooling, agriculture, chemical production and electrical applications.
- Each gas has its own global warming potential (GWP), by comparing each gas's GWP to that of Carbon Dioxide (CO_2) we are able to derive a Carbon Dioxide equivalent value (CO_2e).
 - Example: CO_2 has a GWP of 1, Methane has a GWP of 24; therefore we can say that 1 ton of methane emissions is equal to 24t CO_2e .
 - Although CO_2 has the lowest GWP, with some other GHGs having a GWP tens of thousands of times higher, it is also by far the most abundant GHG emission. Hence the focus on CO_2 when discussing emissions reduction and climate change.

Footprint Boundary

Emissions

Scope 1

Scope
2

Scope 3

Natural
Gas

Fleet

Electricity

Water

Waste

Upstream
Activities

Leased
Buildings

Business
Travel

Service
Contracts

Data Table of Included Emission Sources

Scope	Element	Example Data	HDC Data Sources & Notes
Scope 1	Organisation facilities	Billing data Natural Gas KWh and £	Utility consumption data and costs
	Organisation vehicles	Purchased fuel records	Fleet vehicles; type of fuel and consumption and cost
Scope 2	Purchased electricity	Billing data Annual KWh and £	Utility consumption data and costs
Scope 3 Upstream	Purchased goods and services	Scope 1 & 2 footprint of procured goods and services	Procurement information associated with largest contracts by value
	Fuel and energy-related activities	Upstream emissions from scope 1 & 2 emissions	Covered in scope 1 & 2 data collection, "Well To Tank" (WTT) and electricity grid transmission & distribution (T&D) losses
	Waste & water generated/supplied and disposed of operations	Waste type and volume Water supply m ³ and water treatment m ³	Own operations waste generated (kg or tons) and water supply and treatment (m ³) excluding residential and business waste.
	Business travel	Distance and mode of travel	Mileage estimates on staff and leased vehicles
	Upstream leased assets	Leased building and leased vehicles	List of sites, description and floor area

Data Table of Excluded Emissions Sources

Scope	Element	Example Data	HDC Data Sources & Notes
Scope 3 Upstream	Capital goods	Calculated capital assets emissions	Out of scope: HDC don't have easy access to capital goods data.
	Upstream transportation and distribution	Procured goods transport fuel	Out of scope: Data is considered unavailable for the transportation and distribution of procured goods.
	Employee commuting	Employee numbers and mileage	Out of scope: Data currently unavailable but to be included within future work.
Scope 3 Downstream	Franchises	Commercial arrangements	Out of scope: No franchises available
	Investments	Joint ventures property	Out of scope: To be considered in future work.

Including and Excluding Data

There are several reasons why data may be included or excluded, the following criteria detail how and why data may be included/excluded.

Size	They contribute significantly to the company's total anticipated scope 3 emissions
Influence	There are potential emissions reductions that could be undertaken or influenced by the company
Risk	They contribute to the company's risk exposure (e.g., climate change related risks such as financial, regulatory, supply chain, product and technology, compliance/litigation, and reputational risks)
Stakeholders	They are deemed critical by key stakeholders (e.g., customers, suppliers, investors or civil society)
Outsourcing	They are outsourced activities previously performed in-house or activities outsourced by the reporting company that are typically performed in-house by other companies in the reporting company's sector
Sector guidance	They have been identified as significant by sector-specific guidance
Spending or revenue analysis	They are areas that require a high level of spending or generate a high level of revenue (and are sometimes correlated with high GHG emissions)
Other	They meet any additional criteria developed by the company or industry sector

Future Emissions Sources for Inclusion

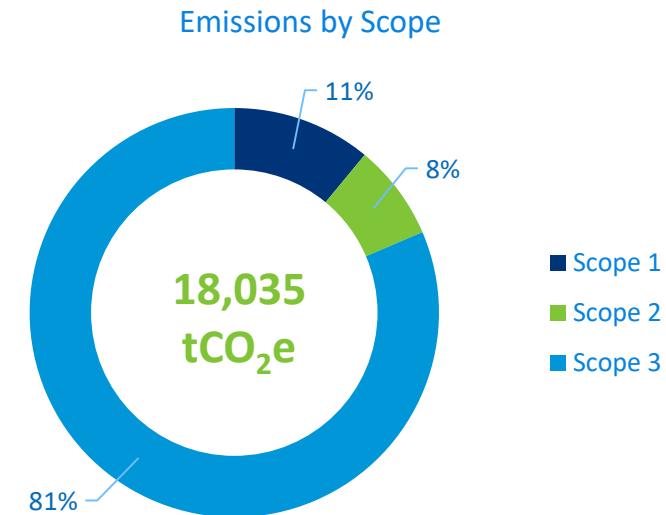
- Horsham District Council have worked closely alongside the Carbon Trust to ensure that their carbon footprint is as comprehensive and accurate as feasibly possible.
- This means that only emission sources with full and accurate data available have been taken in to consideration.
- Areas have thus been identified as future emissions sources that the council wish to include in future footprinting activities, these include:
 - Employee commuting – data is currently unavailable but efforts are being made for employee commuter surveys to be carried out.
 - Extended business travel – the council currently has access to business commuting by road transport, and is pursuing methods to capture data from rail and air travel.

4

Carbon Footprint Breakdown

2018/19 Emissions

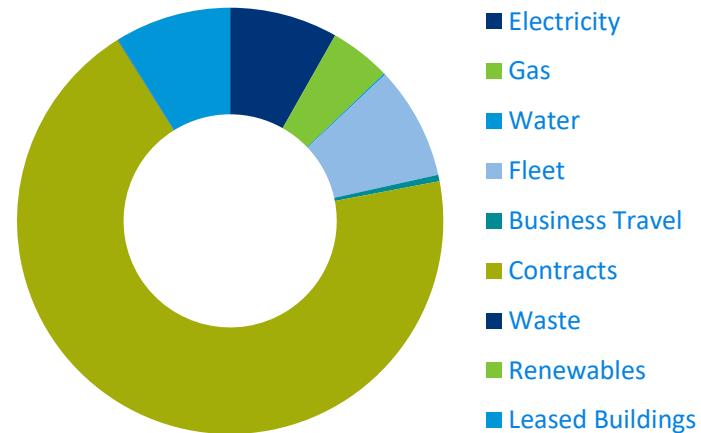
- The total green house gas emissions from Horsham District Council in the FY2018/19 are **18,035 tCO₂e**.
- The vast majority (see right) of emissions fall under 'scope 3', these are indirect emissions that are predominantly a result of the contracts and leased buildings held by the council.
- The remaining 19% of emissions are scope 1 – direct burning of fuels, and scope 2 – purchased electricity.



2018/19 Emissions

- The pie chart on the right further highlights the sources of emissions.
- It is clear how significant contracts and leased buildings held by the council are (77.9% of all emissions).
- Other significant sources are electricity and natural gas used within buildings (12.8%), as well as the transport fleet that the council operates (8.6%).

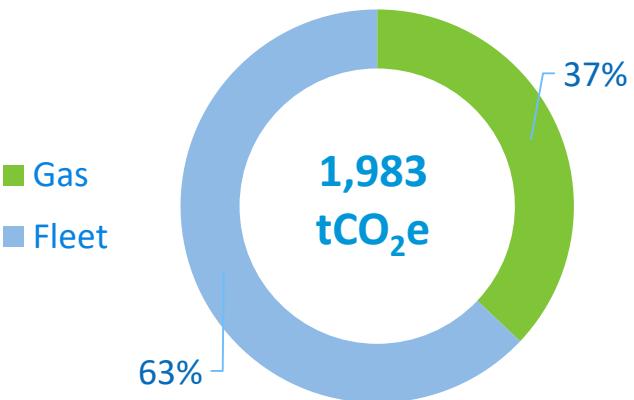
Emissions by Category



Scope 1

- Scope 1 emissions are a result of the direct burning of fossil fuels by the council.
- This arises from two measured sources: natural gas burnt in boilers to provide heating and hot water; and the councils owned transport fleet which burns petrol and diesel within internal combustion engines.
- Electrification or switching to low/zero carbon fuels for the councils owned transport fleet will be the main option to move towards net zero in this area. Current UK government policy mandates that new petrol and diesel vehicles cannot be purchased after 2040. However, cost parity and the business case is likely to indicate Horsham should move to low carbon vehicles (LCVs) or EVs much sooner (e.g. 2024). Therefore we would advocate that Horsham thoroughly assess the potential for LCVs or EVs for any new vehicles purchased from this date.
- To reduce consumption of natural gas the council should investigate alternative heating and hot water technologies. This can be achieved through using heat pumps, electric boilers, or utilising biogas or hydrogen. Heat pumps and electric boilers require either the grid emissions to be less than natural gas (expected in the next few years) or make use of onsite renewables to achieve carbon emissions lower than those currently associated with natural gas.

Scope 1

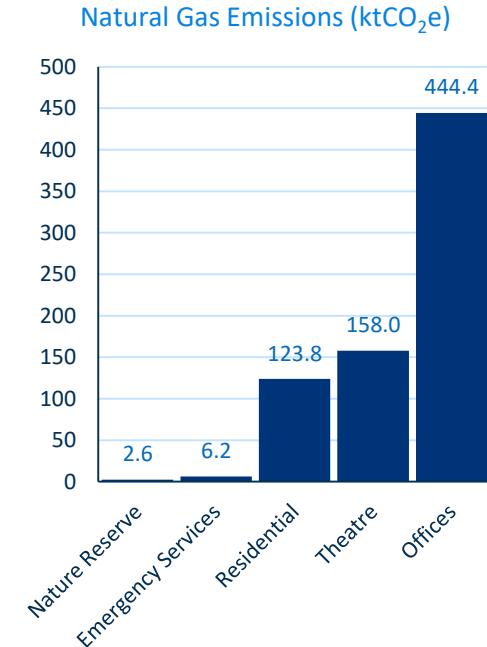


Scope 1

Note: 1 kiloton (ktCO₂) is equivalent to 1,000 tons (tCO₂)

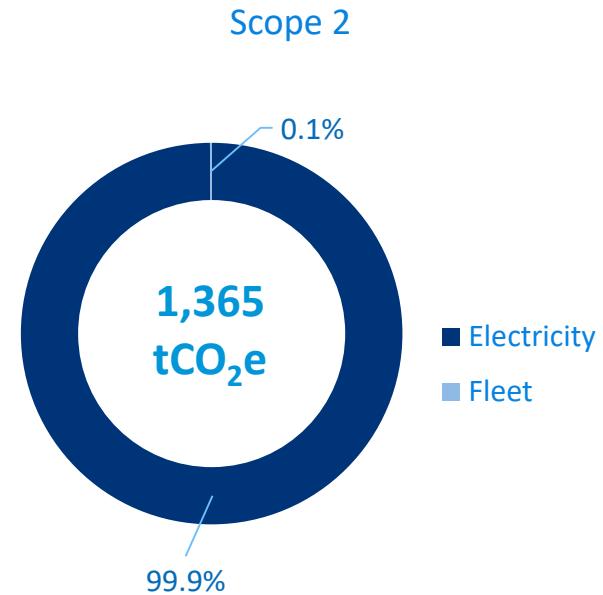
Natural Gas Consumption in Buildings

- Scope 1 emissions arising from the combustion of natural gas have been recorded from 41 separate sites, and include a mix of residential, office and recreational spaces.
- The **top five highest emitting sites**, account for **87% of all natural gas emissions**. These include: **The main council offices, The Capitol theatre, Park house offices and, Drill Hall and Fiennes Court residences**.
- The most effective methods for reducing natural gas consumption and associated emissions are to upgrade building fabrics; service or replace aging boilers; adjust and monitor heating controls and temperature set points.
- Based on available data, the total annual spend on natural gas consumption equals £58,871.



Scope 2

- Scope 2 emissions arise from purchased electricity, heating and cooling.
- The overwhelming majority of scope 2 emissions arise from the use of electricity in buildings, with a very small amount from two electric vehicles within the council's fleet.
- Scope 2 emissions will naturally decrease over time as a result of the decarbonisation of the UK grid. However, further efforts to reduce scope 2 emissions from on site renewables and energy efficiency measures are important – as this helps to mitigate any increases in electricity prices.



Scope 2

Electricity Consumption in Buildings

- Scope 2 emissions arising from electricity consumption have been recorded from 93 separate sites, and include a mix of office, residential, storage, public buildings and appliances and recreational spaces.
- **The top five highest emitting sites**, account for **77% of all electricity emissions**. These include: **The main council offices, The Capitol theatre, The Forum, Park House Offices, and Swan Walk car park**.
- The most effective methods for reducing electricity consumption and associated emissions are to switch to LED lighting (this is of particular importance to car parks and street lighting, but also relevant to all other buildings); service or upgrade HVAC systems, upgrade appliances to energy efficient types and make sure to switch them off when not in use.
- The council should also consider installing renewable energy generation to provide zero carbon electricity. Building mounted and standalone Solar PV systems will provide the council with options to relatively cost effectively decarbonise scope 2 emissions (e.g. < 10 years simple payback)
- Total annual expenditure on electricity consumption equals £289,300; this high cost of electricity per kWh is further reasoning to deploy on-site renewables to provide electricity.

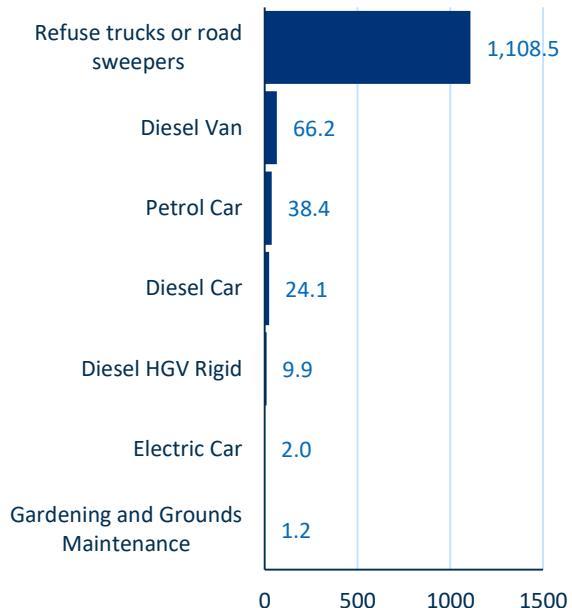
Scope 1 and 2

Fleet and Electric Vehicles

Note: electric vehicles are an effective way to improve air quality as well as reducing carbon emissions by decreasing harmful levels of particulate matter (PM)

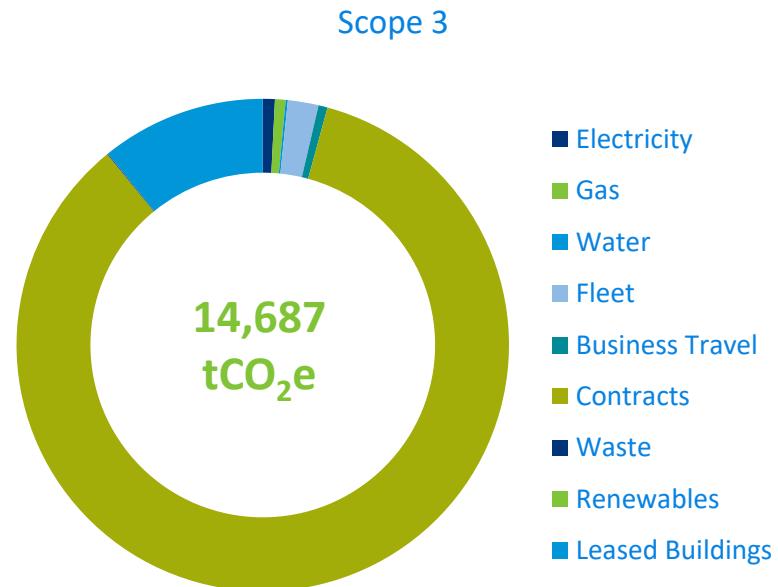
- 63 vehicles were recorded within the Horsham District Council fleet, two of which are electric vehicles.
- **The overwhelming majority of emissions arise from the running of refuse trucks/road sweepers – forming 89% of all fleet emissions.**
- The council should consider moving from fossil fuel based transport to electric vehicles to radically reduce emissions; an electric vehicle *currently* emits 70% fewer emissions per mile compared to a diesel vehicle, this will increase further as the grid decarbonises.
- The assortment of electric vehicles is increasing, with electric HGVs and refuse trucks entering the market. Furthermore, range is no longer an issue for vehicles travelling locally and there is an increasingly strong business case for vehicles that conduct regular journeys.

Fleet Scope 1 & 2 Emissions (ktCO₂e)



Scope 3

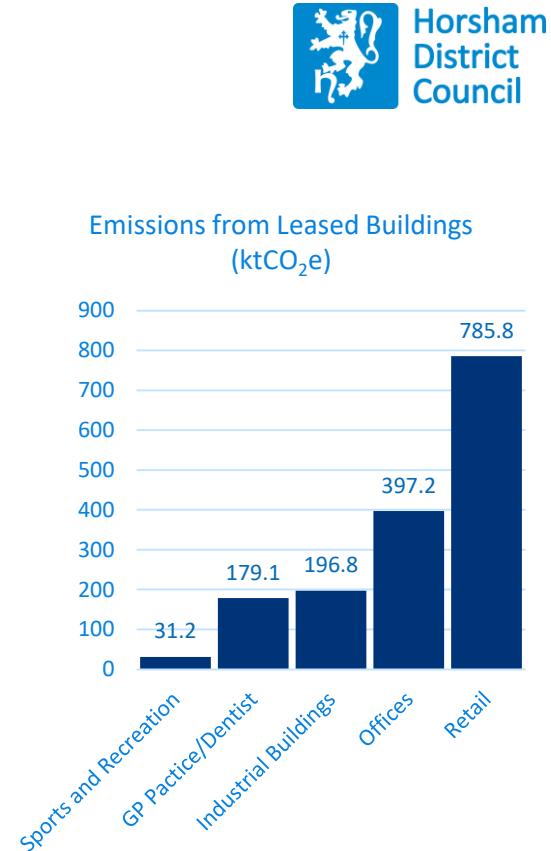
- Scope 3 emissions arise from indirect council operations, sources include: waste collection, business travel, contracts, leased buildings, water usage, and upstream gas, fuel and electricity operations.
- 631 tCO₂e arise from scope 3 activities excluding leased buildings and contracts.
- The largest sources of emissions from contractual activities relate to leisure centres, refuse collection, and maintenance.



Scope 3

Leased Buildings

- Leased buildings are sites that are owned by the council but leased out to users; this means the council has no direct control over how energy is used on that site.
- The council currently lease 111 recorded sites, these comprise of industrial units, retail, office spaces, health clinics and sports and leisure facilities.
- Emissions for these sites are calculated from the provided floor area, and CIBSE benchmarks for typical energy consumptions per unit area of a range of different building types.
- 49% of emissions from leased buildings are from retail sites.
- The council can aim to reduce emissions from leased buildings by retrofitting them with energy efficient measures and leasing them at a premium cost, as well as encouraging energy efficient behaviour and green electricity tariffs from lessees.



Scope 3

Contracts

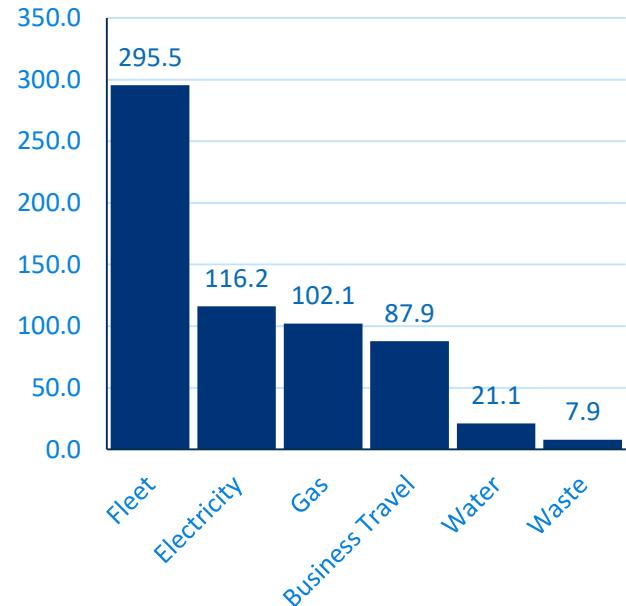
- Scope 3 emissions arising from contracts held by the council sum to 12,466 ktCO₂e; comprising 20 different contracts.
- **Two contracts account for 65% of all contractual emissions**, these are large contracts for **refuse and waste collection and leisure facilities management**.
- The council is still able to influence contractual emissions, despite being an indirect source. This can be achieved through requiring minimum sustainability/environmental standards when procuring contracts; it is advised that sustainability be a core metric to consider when renewing all contracts.

Scope 3

Other sources

- The remaining scope 3 emissions sources combined count towards 4% of all scope 3 emissions. These sources include:
 - Electricity transmission and distribution
 - Water supply and treatment
 - Well to tank (WTT) fuel emissions; this includes the emissions created from the extraction, refining and transport of fossil fuels to the point of use.
 - Business travel, which thus far comprises only road based business travel
 - The removal and disposal of waste directly created by the council's own operations.
- Total annual spend on waste removal equals £54,029. It is cheaper per tonne of waste to dispose of recycling as opposed to sending waste to landfill.

Other Scope 3 Emissions (ktCO₂e)



Footprint Summary Table

Source	Scope 1 (tCO ₂ e)	Scope 2 (tCO ₂ e)	Scope 3 (tCO ₂ e)	Total (tCO ₂ e)
Electricity	0.0	1363.0	116.2	1479.2
Gas	734.9	0.0	102.1	837.0
Water	0.0	0.0	21.1	21.1
Fleet	1248.4	2.0	295.5	1545.8
Business Travel	0.0	0.0	87.9	87.9
Contracts	0.0	0.0	12466.2	12466.2
Waste	0.0	0.0	7.9	7.9
Renewables	0.0	0.0	0.0	0.0
Leased Buildings	0.0	0.0	1590.2	1590.2
Total	1983.2	1364.9	14687.1	18035.3

5

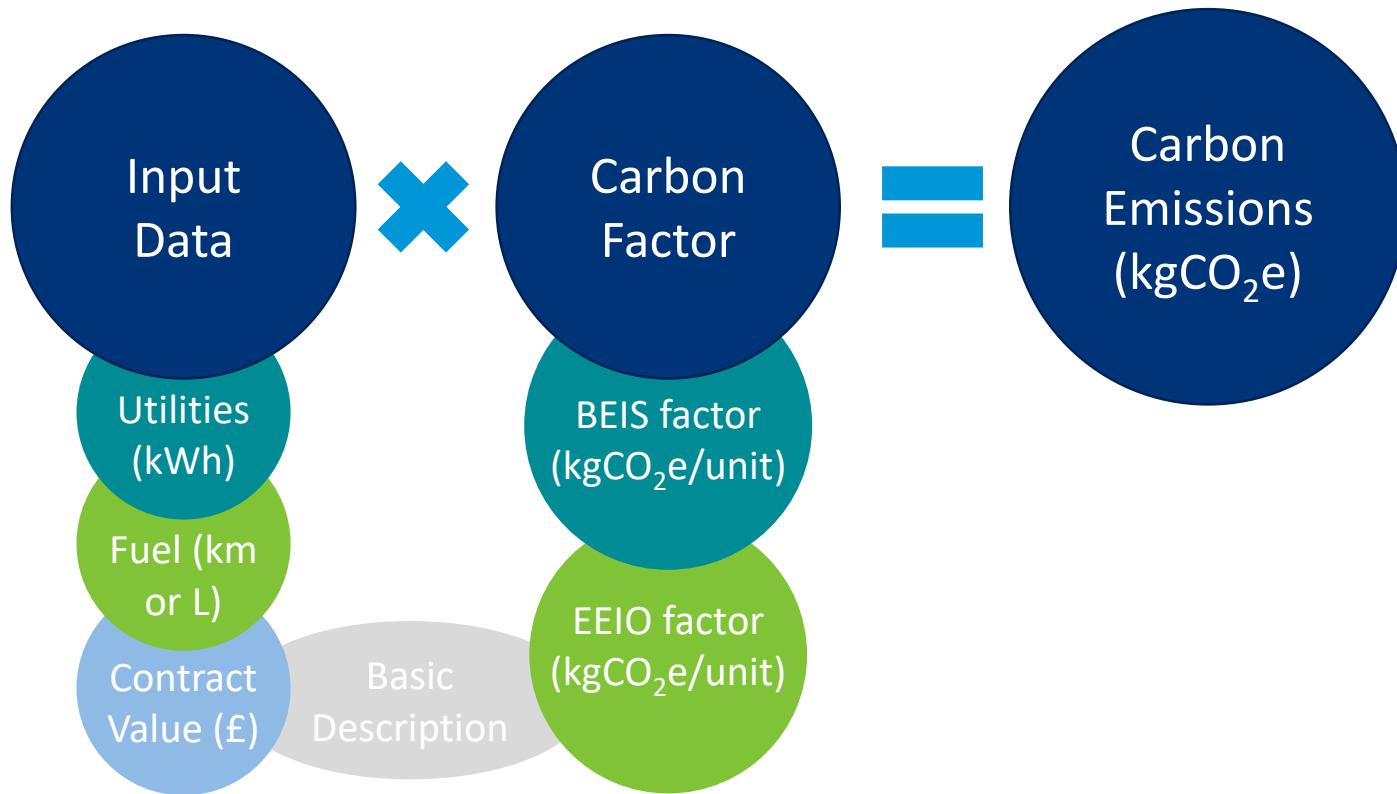
Methodology

Methodology

- Carbon Trust have structured this Carbon Footprint in alignment with the GHG Protocol, grouping emissions under each scope. The Carbon Footprint has been built up from numerous data sources, of varying detail and quality, with a specific calculation methodology applied to each. In addition Scope 1, 2 and 3, further categorization has been undertaken to aid understanding and analysis of the Carbon Footprint.

How to Calculate Emissions

Page 91



Data Sources

- All input data has been sourced by Horsham District Council and been reviewed and cleansed by Carbon Trust where necessary.
- Emission factors have been sourced from BEIS emission factors 2018, these have been used to calculate scope 1 and 2 emissions, as well as upstream scope 3 emissions (including fuel well to tank (WTT); grid transmission and distribution (T&D); water supply and treatment; and business travel).
- Scope 3 emissions arising from contracts have been calculated using EEIO values, a methodology developed by Carbon Trust and the World Resources Institute. These emission factors have been developed as a proxy, using contract values as opposed to activity data.
- Scope 3 emissions arising from leased buildings have been calculated from chartered institute of building service engineers (CIBSE Guide F 2013) benchmarks of energy consumption per floor area ($\text{kWh}/\text{m}^2/\text{year}$) for buildings of different uses.

Assumptions

- Assumptions must be made in order to calculate some aspects of the carbon footprint, these are laid out below:
 - Contract emissions are calculated from EEIO values, which are themselves a proxy to calculate emissions based on contract value. EEIO values are based on different activity categories which are then aligned as accurately as possible to the contract descriptions.
 - Assumptions regarding the final terminal/disposal method of the council's own waste were made.
 - Leased buildings have had their descriptions matched to a CIBSE building category, there are assumptions here that all leased buildings align with the 'typical' UK building of that category.
 - Water consumption has been extrapolated to a full year's worth of data, where data was missing.

Drawbacks

- The primary drawbacks of using EEIO values and CIBSE benchmarks as assumptions is that they are fixed proxies.
- This means that although they are incredibly useful in being able to produce estimated values for scope 3 emissions, they will not reflect any actual changes that an organisation makes to reduce these emissions sources.

6

Next Steps

Monitoring and Reporting

- One of the most fundamental follow-on activities for an organisation that has completed a carbon footprint is monitoring and reporting.
- It is integral that an organisation aims to complete a carbon footprint at regular intervals in order to demonstrate progress in carbon reduction.
- As an organisation becomes increasingly familiar with the process required to complete a carbon footprint, and is able to instil a strong data collection framework, they can begin to look to expand their footprint to cover all emission sources and revisit existing sources to make them more accurate and less reliant on proxies.
- This also acts as a method to verify and validate previous footprints.

Enhanced Scope 3 Footprinting

- As mentioned previously, Horsham District Council can aim to enhance their scope 3 footprint by moving away from proxy values (EEIO and benchmarks) to real, more precise data.
- Emission factors can be developed by doing a detailed scope 1 and 2 footprint of individual contractors, suppliers, and leased buildings. This creates an inventory of supply chain emissions, which can be updated at regular intervals.
- Furthermore, HDC could look to develop appropriate metrics for measuring the performance of key suppliers. By analysing the model and the results, it is likely that different metrics will be relevant for different Economic Sectors and/or key suppliers.
 - For example, the performance metric for the waste collection and treatment sector should be kg CO₂e/tonne of waste collected and treated, whereas the metric for passenger transport could be kg CO₂e/km of service delivered, or passengers served. For construction, it could be kg CO₂e/km of road laid or m² of building completed. For all suppliers however, there will always be the fall-back option of measuring kg CO₂e/£ spent.

Science Based Target

- Once a carbon footprint has been calculated, it can be used as a baseline to derive a target for emissions reduction that is in line with what science says is needed to limit warming to 1.5°C or well below 2°C. A science based target will still aim to reach a net zero target, the science tells us when this needs to be achieved for the planet as a whole and for certain sectors.
- Setting such a target shows that an organisation is not only ambitious in its plans for reducing carbon, but acknowledges its role within a global framework.
- Two methods can be used to calculate a science based target:
- Sectoral decarbonisation approach (SDA)** is based on a “below 2°C scenario”
 - Aims to provide organisations with a sector-specific and research-backed method to set their emissions goals.
 - Drawback* - SDA currently doesn't allow a calculation of a 1.5°C pathway
 - Benefit* – Allows for organisations who have made strong progress so far to reduce emissions at a lower rate.
- Absolute contraction (AC)** methodology requires organisation's to reduce their own emissions by the same percentage of absolute emission reductions as required for a given scenario (2°C or 1.5°C).
 - Benefit* - AC does allow a calculation of a 1.5°C pathway
 - Drawback* – All organisations must reduce emissions at the same rate, regardless of how much progress they have made so far.

Carbon Reduction Strategy

- Once a target has been set, a detailed strategy should be produced that demonstrates how to reach the target.
- A strategy must be relevant to the organisation, and reflect current and future ambitions and projects.
- As part of a strategy, it is possible to determine the ease of reaching a science based target, or carbon neutral target; thereby also determining the likely level of offsetting the council must carry out too.
- Carbon Trust would be pleased to discuss the development of a bespoke strategy with Horsham based on the footprint work and potential science based targeting analysis.

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Report to Cabinet

28th November 2019

By the Cabinet Member for Local Economy and
Parking



Horsham
District
Council

DECISION REQUIRED

Not Exempt

Pavilions Car Park Post Five Hour Tariff Introduction

Executive Summary

The Pavilions car park is a short stay parking facility located on the north side of the park and just off Hurst Road, close to the train station. Users of this car park are predominately patrons of The Pavilions in the park leisure facilities.

The car park is chargeable Monday to Saturday 7am to 8pm and Sunday and Bank Holidays 9am to 5pm with a maximum stay of five hours.

Currently the car park is operated via pay and display, customers pay for their parking upfront and the short stay element is managed by not offering a tariff beyond five hours. The Pavilions car park is soon to have the new Automatic Number Plate Recognition (ANPR) system installed which changes the operation from pay and display (customer pays upfront) to pay on foot (customer pays on exit).

Managing short stay car parks through pay on foot requires a different approach due to the nature of how customers use them. There is no ability to limit the time available to purchase upfront, meaning that this can only be managed through the use of pricing. The purpose is to make the price unfavourable beyond the maximum period you want customers to park.

It is proposed to implement two new tariff points after five hours that are priced above other town car parks, to encourage longer stay users to park elsewhere.

Recommendations.

The Cabinet is recommended:

1. To introduce two new tariff points in the Pavilions car park, to discourage people from parking for longer than five hours.

Reasons for Recommendations

The reasons for recommending the tariff changes are:

- I. Required to keep the car park short stay with the introduction of pay on foot
- II. To ensure long stay parkers use those other car parks designated for long stay parking
- III. Two stage tariff to reduce the impact of those that just exceed the five hour threshold

Background Papers

N/A

Wards affected: All town centre wards

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

Jane Eaton, Director of Corporate Resources, 01403 215300

Background Information

1 Introduction and Background

- 1.1 The introduction of the new ANPR parking equipment in the Pavilions car park requires a change to the current tariff structure.
- 1.2 Currently the car park is operated through a pay and display operation (customers pay upfront) with a maximum stay of five hours. The new ANPR system operates as a 'pay on foot' where customers pay before exit, this removes the ability to have a maximum stay within the car park. The industry standard in managing a pay on foot as short stay is through the use of increased tariffs, moving long stay parkers to those car parks that offer the facility.
- 1.3 The tariff points from one to five hours was only recently reviewed and amended in early 2019. It is proposed that these will not be changed, but to introduce two tariff points beyond five hours at a higher price compared to other town centre car parks.
- 1.4 The purpose of not allowing people to park beyond five hours is to manage the availability of the spaces during peak times ensuring that there is sufficient vehicle 'turnover' to meet the local needs. The car park is also located near to the train station and there is a need to deter commuters from using the Pavilions instead of other commuter focused car parks.

2 Relevant Council policy

- 2.1 This supports the relevant Corporate Plan priorities set out below:
- 2.2 Economy – Improve and support the local economy
Particularly through the production and implementation of a strategy for the management of off street car parks across the district.
- 2.3 Efficiency – Great value Services
Through delivering services that meet the local needs.

3 Details

- 3.1 Within the proposed new tariff points the aim is to set the tariff so it is less favourable to park beyond five hours in Pavilions car park compared to other options available within the town.
- 3.2 The highest price for all day parking within the town is currently £14 at Piries Place car park. The closest car park in relation to the Pavilions is the Station car park (privately operated) and charges £6.60 a day but has limited parking capacity.
- 3.3 This proposal is to keep the tariff from one to five hours the same and add in two additional tariff points as per below:

Duration	Proposal Cost
5-6 hours	£9.00
6+ hours	£16.00

3.4 The purpose of having two new tariff steps rather than the one is to ‘ease in’ the top £16 tariff, so those customers who stay just beyond the five hours are not charged as heavily.

3.5 It is expected that these changes will have no significant impact on income.

4 Next Steps

4.1 There are a number of steps that need to be followed to change the car park tariffs in order to meet the requirements of the Council’s Constitution and the Traffic Management Act 2004. The remaining steps are:

Date	Action
28 November 2019	Cabinet decision
5 December 2019	Public Consultation
30 December 2019	End of Consultation – 5 day cool off
9 January 2020	Go live

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

5.1 The proposal was shared with the Local Economy and Parking Policy Development Advisory Group on 6 November 2019 and the comments are included within the report.

5.2 Director of Corporate Resources supports these proposals.

5.3 The Contract Manager for ‘Places for People Leisure Ltd’ is supportive of the proposal

6 Other Courses of Action Considered but Rejected

6.1 Various tariff options have been reviewed to ensure that all of the objectives are met.

6.2 This proposal does not impact on any future opportunities for this car park.

7 Resource Consequences

7.1 Currently there is no offer to purchase parking beyond five hours and the aim is to dissuade people from doing so through pricing, there is likely to be no impact on the income.

7.2 There are minimal implementation costs associated with this change. Likely costs of £200, which can be absorbed in current budgets.

7.3 These changes do not impact on the overall operation of the car park.

7.4 There are no other consequences.

8 Legal Consequences

- 8.1 Changes to a Parking Order Process – To adhere to the Traffic Management Act 2004, the Council will have to undertake a 21-day public consultation on the proposed changes, this is through advertisements in the car park and local paper. The Council will then consider any representations received and whether any amendments need to be made to the order.

9 Risk Assessment

- 9.1 As with any new parking charges being introduced such as tariff changes there is always the concern of displacement of cars onto surrounding residential roads. This is unlikely within this case as currently there are no parkers beyond five hours so there is no displacement.
- 9.2 Any decision Cabinet make will still be subject to public consultation as per the Parking Order Process for amendments.
- 9.3 Communications through signage will be implemented to warn customers of the tariff increase after five hours.

10 Other Considerations

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

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Report to Cabinet

28th November 2019

By the Cabinet Member for Community Matters and Wellbeing

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Disabled Facilities Grant Policy

Executive Summary

In 2016 West Sussex County Council (WSCC) and the West Sussex, District and Borough Councils agreed to implement a project to explore innovative new ways of delivering Disabled Facilities Grants (DFGs). As part of this project it was agreed that a more flexible approach to the use of discretionary DFGs should be adopted and in November 2017 Horsham District Council approved a discretionary DFG policy recommended by the project group. This policy has been reviewed by the project group and with a few very minor changes is being recommended for adoption by all the West Sussex, District and Borough Councils.

Recommendations

That the Cabinet is recommended:

- i) To adopt the West Sussex Disabled Facilities Grant Policy at Appendix 1 to this report to take effect from 2nd January 2020
- ii)

Reasons for Recommendations

- 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.

Background Papers

Private Sector Housing Assistance Policy.

Wards affected: All

Contact: John Batchelor, Head of Environmental Health and Licensing, Extension 5417

Background Information

1 Introduction and Background

- 1.1 DFGs are mandatory grants available towards the cost of eligible works necessary to support people to live independently and safely in their own homes. Since 2015 funding for DFGs has been provided by the Government through the Better Care Fund (BCF). Since the introduction of the BCF, funding for DFGs has significantly increased and accordingly District and Borough Councils have had funds available to consider discretionary DFGs.
- 1.2 In 2016 West Sussex County Council and the West Sussex District and Borough Councils agreed to implement a project to explore innovative new ways of delivering Disabled Facilities Grants. As part of this project it was agreed to explore a more flexible approach to the use of discretionary DFGs.

2 Relevant Council policy

- 2.1 The Private Sector Housing Assistance Policy contributes towards the District Priority: Support our Communities.

3 Details

- 3.1 DFGs are the only mandatory grants and are available to disabled people when works to adapt their home are judged necessary and appropriate to meet their needs and when it is reasonable and practicable to carry them out having regard to the age and condition of the dwelling. DFGs are generally subject to a test of resources which means that the applicant's income and savings have to be assessed. The Occupational Therapists at West Sussex County Council assess whether any works are necessary, but the statutory responsibility for providing DFGs falls on the local housing authority (District and Borough Councils in two-tiered areas). The Council is given a sum of money each year by the Government, which is specifically to be used for providing grants to help disabled people stay in their own homes.
- 3.2 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) gave local housing authorities the power to adopt discretionary policies with regard to housing interventions to promote independent living and wellbeing. In 2008 a number of changes were made to the way DFGs were administered allowing DFG monies to be used more flexibly to help keep people safe and well at home. However, historically there has been insufficient government funding to meet the demand for mandatory DFGs and local housing authorities have either had to find extra budget from their own resources or delay approval and payment of grants using provisions of the legislation. Therefore Horsham District Council had not been in the position to offer discretionary DGF assistance.
- 3.3 Since 2015 funding for DFGs has been provided by the Government through the Better Care Fund (BCF). Since the introduction of the BCF, funding for DFGs has significantly increased and accordingly District and Borough Councils had the funds available to consider discretionary DFGs.

- 3.4 In 2016 WSCC and the West Sussex District and Borough Councils agreed to implement a project to explore innovative new ways of delivering DFGs. As part of this project it was considered that the increase in DFG funding from the BCF gives local housing authorities the opportunity to use the powers in the RRO 2002 to provide discretionary DFG assistance and that a flexible approach to the use of discretionary DFGs should be adopted.
- 3.5 The Project Working Group considered how the increase in the DFG budget could be effectively used to improve the home environment to enable people to remain independent in their own homes for longer and drafted a raft of discretionary DFG assistance to achieve this.
- 3.6 At the Cabinet meeting on 23rd November 2017, discretionary DFG assistance as recommended by the Project Group was approved. This policy has been reviewed by the project group and with a few very minor changes is being recommended for adoption by all the West Sussex, District and Borough Councils.
- 3.7 The only changes recommended in the West Sussex Disabled Facilities Grants Policy that differ from the policy approved by Horsham District Council in November 2017 are as follows:
 - Relocation Grants – name changed to Moving Home Grant and removal of the means test.
 - DFG Fees Grant – name changed to Abortive Fee Grant
 - Safe and Warm Homes Grant – name changed to Safe, Suitable and Warm Grant
 - Tech Grant – removed from policy as most of this work will be covered by the WSCC telecare contract or can be included in the Safe, Suitable and Warm Grant

4 Next Steps

- 4.1 To approve the West Sussex Disabled Facilities Grants Policy at Appendix 1 to this report

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

- 5.1 The proposed policy changes were considered by the Housing and Public Protection Policy Development and Advisory Group at its meeting on 12th November 2019 and the Group was fully supportive of the proposed changes.
- 5.2 The Monitoring Officer advised that The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 gives Councils power to give discretionary assistance in addition to mandatory DFGs.
- 5.3 The Director of Corporate Resources advised that as the proposed discretionary assistance will be met from the additional funding provided by the Better Care Fund there will be no direct financial cost to the Council.

- 5.4 The West Sussex Disabled Facilities Grants Policy detailed in this report was considered and agreed by the Steering and Working Groups for the County wide project reviewing the delivery of DFGs.

6 Other Courses of Action Considered but Rejected

- 6.1 Not to approve the West Sussex Disabled Facilities Grant Policy.

7 Resource Consequences

- 7.1 As the proposed discretionary assistance will be met from the additional funding provided by the Better Care Fund there will be no direct financial cost to the Council.

8 Legal Consequences

- 8.1 The Regulatory Reform (Housing Assistance (England and Wales) Order 2002 enables Local Authorities to provide directly or indirectly assistance to any person for various purposes including those of enabling them to adapt or improve living accommodation or to repair living accommodation this can be by way of mandatory disabled facilities grants or discretionary disabled facilities grants. In order to provide such assistance, Councils have to have in place Policies for the provision of such assistance. Decisions on the grant of assistance will be taken in light of approved Council Policy.

9 Risk Assessment

- 9.1 The Council have a duty to provide Mandatory DFGs and therefore it is essential that sufficient budget from the Better Care Fund is retained to meet this statutory duty.

10 Other Considerations

- 10.1 Action under the proposed policy would be taken without discrimination and is designed to give equal consideration to people's needs. It is considered that there are no equality implications for Cabinet to consider in adopting this policy.
- 10.2 The aim of these changes is to ensure that disabled people will receive a more responsive and tailored service.

West Sussex Disabled Facilities Grants Policy

2020- 2024

In Partnership :



Document name:	West Sussex Disabled Facilities Grants Policy 2020 - 2024
Document type:	Policy

Authorities covered:	TBC
Version (e.g. first draft, final report):	First draft 09/08/19 for steering group and working group consultation
	Second draft from 19/8/19 (incorporating feedback from SG and WG reps received at that point)
	Third draft 27/9/2019 for remaining consultees Fourth draft 23/10/19 for approval
Approved by: list all council approval dates	Local Authority Date Adur District Council Arun District Council Chichester District Council Crawley Borough Council Horsham District Council Mid Sussex District Council Worthing Borough Council
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Contents

	Page
1.0 Introduction	4
1.1 General Expectations	4
2.0 Mandatory Disabled Facilities Grants	5
2.1 Eligibility	5
2.2 Application	5
2.3 Estimated Expenses	6
2.4 Commencement of Works	7
2.5 Minor Works, repairs, cleaning and clearing	7
2.6 Payment of Grant	7
2.7 Conditions of Grant	7
2.8 Local Land Charge	8
2.9 Agents	8
2.10 Additional mandatory grant features	8
2.10.1 Extended warranties	
2.10.2 Reduction in number of quotes	
2.10.3 Consultation with the 'welfare authority'	
2.10.4 Simple DFG referrals	
3.0 Discretionary Disabled Facilities Grants	9
3.1 The Better Care Fund	9
3.2 Discretionary Provision	9
3.2.1 Partial waiver of up to £5,000	9
3.2.2 Help with assessed contribution	10
3.2.3 Funding in excess of the statutory maximum	10
3.2.4 Moving Home Grant	10
3.2.5 Hospital Discharge Grants	11
3.2.6 Abortive Fees Grant	11

3.2.7 Safe, Suitable and Warm Grants	11
3.2.8 Council Tax reduction benefit	11
4.0 General points	11
4.1 Exceptions	11
4.2 Complaints procedure	12
4.3 Grant funding or part funding repaid by applicant	12
4.4 Equipment and minor adaptations first	12
4.5 Accessible kitchens	12
4.6 Review of Policy	12
5.0 Appendices	
5.1 Reference documents, research papers, legislation and description of terms	13
5.2 Policy Summary chart	15
5.3 Simple referral form	20

1.0 Introduction

The Disabled Facilities Grant (DFG) is a mandatory grant, provided under the Housing Grants, Construction and Regeneration Act 1996 (the 96 Act), towards the cost of eligible works necessary to support people of all ages and most tenures (adaptions to council owned housing are provided via a different funding stream) to live independently and safely in their own homes. Local Authorities have a statutory duty to provide DFGs to applicants who qualify. DFGs are 30 years old in 2019 so have existed for a long time helping people to stay safe and independent at home.

The Care Act 2014 shifted the focus to earlier intervention that offers a more preventative approach to supporting people.

The Districts and Boroughs in West Sussex have come together to agree a single DFG policy which applies across the whole county area. This Policy covers all seven of the District and Borough Councils in West Sussex which are referred to as 'the Councils' throughout the document.

The principle of the service for residents across West Sussex is to '*help me live in my own home, easily and with dignity with the right adaptation when I need it.*

This policy is in two parts:

Mandatory Disabled Facilities Grants - sets out the mandatory legal framework for DFGs in accordance with the 96 Act including eligibility criteria and the prescribed means test assessment.

Discretionary DFGs – sets out the Councils' policy to provide discretionary interventions to promote independent living and wellbeing. The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) and latterly the Better Care Fund enable Councils to support the wider prevention agenda of housing, social care and health authorities.

1.1 General Expectations

The Councils' decision making will take into account the following specific expectations and presumptions:

Grant works should properly and fully meet the assessed needs of the client. Grants that only partially meet those needs will only be considered in exceptional cases.

Works funded by means of DFG will be the simplest and most cost-effective adaptations that will meet the client's assessed needs. This will include 'making-good' any works, such as painting or adapting floor coverings to disturbed areas.

Wherever the Councils judge it to be a practicable and realistic option, the re-ordering and/or change of use of existing rooms will be the preferred solution and will take precedence over the construction of extensions.

Applications for grant aided work may be considered on a case by case basis where relevant works have started but not been completed.

Applications for a grant cannot be approved if the relevant works have been completed.

2.0 Mandatory Disabled Facilities Grants

Mandatory grants are available for people who are disabled and meet the criteria set out in s100 of the Housing Grants, Construction and Regeneration Act 1996 Act and for eligible works that includes the following:

- facilitate access by the disabled occupant to, from and within the dwelling (for the purpose of this grant a dwelling includes mobile homes and houseboats);
- provide essential facilities and amenities within the dwelling; and
- facilitate access to and from a garden by a disabled occupant or making access to a garden safe for a disabled occupant.

A full list of grant eligible works is available upon request to the appropriate council.

2.1 Eligibility

All owner-occupiers and tenants, licensees or occupiers meeting the statutory criteria & financial assessment set out in the Housing Grants Construction and Regeneration Act 1996 are eligible for DFGs. Applications must be supported by West Sussex County Council.

The Councils work closely with Housing Associations to deliver adaptations and whilst they are expected to build funding into their business plans there is a statutory duty for Councils to approve DFG's across all tenures except Council owned accommodation held within the Housing Revenue Account.

The Councils will therefore work with the Housing Associations in their area to develop robust and equitable funding agreements.

Adaptations for residents in council owned accommodation in Crawley, Arun and Adur Councils are undertaken via a separate budget and a different route. Please contact the relevant council for further information.

2.2 Application

In order for the Councils to consider awarding a DFG, a valid application must have been received. Such an application consists of:

- A completed application form.
- For works estimated at £10,000 or over a minimum of two written quotes from two different contractors/suppliers detailing particulars of all relevant eligible works or
- For works estimated at under £10,000 a minimum of one written quote.
- A recommendation from an appropriately qualified professional for example an Occupational Therapist (OT), Occupational Therapy Assistant (OTA) or Rehabilitation Officer for Visual Impairment detailing the relevant works.
- Details of passported benefits and/or information necessary to apply the test of resources (means test).
- Details of any fees or charges, e.g. architect's or agent's fees.
- Certificate of Future Occupation (normally 5 years).
- Proof of Title (eg from the Land Registry).

Where appropriate:

- Owners Consent
- Freeholders consent
- A Tenant's Certificate
- A Certificate of Intended Letting
- An Owner's Certificate of occupation

Requests for straightforward adaptations for works up to £30,000 can also be made via the 'Simple Referral Form' (see appendix 5.3)

The DFG legislation requires that all valid and completed grant applications are to be determined no later than six months after a completed application is received by the Councils. The legislation also allows that the Councils may exercise their discretion to determine that grant monies will not be paid before a specified date (which cannot be later than 12 months after the date of application).

All the Councils in West Sussex aim to assess applications and make decisions well in advance of the statutory timescales.

2.3 Estimated Expenses

The amount which is potentially grant fundable is estimated by considering the following:

- Which of the relevant works are eligible for grant funding (the grant eligible works).
- The amount of the expenses to be properly incurred in the execution of the eligible works.
- The quote or the lowest quote that meets the specification will be the one approved. The grant applicant may select a higher value quote provided they are willing and able to pay the difference between their preferred contractor's quote and the lowest, and that the works meet the applicants assessed needs.
- Costs attributable in relation to grant works, i.e. fees and charges.
- Extended warranties for lifts, wash-dry toilets, automatic doors etc.
- The grant is means tested and the amount of grant paid will be determined by a 'test of resources' which determines the applicant's financial contribution to the works.
- For the mandatory disabled facility grant, the relevant person is the subject of the means test.
- The relevant person is the person who will benefit from the proposed grant eligible works.

The mandatory grant will not exceed £30,000.

Applicants who have a financial contribution to make (following the financial means test) towards the cost of the works, may be able to apply for further financial assistance under the councils Discretionary Grants (see Section 3).

Applications in respect of dependant disabled children and young people under the age of 19 are exempt from the financial means test.

2.4 Commencement of Works

Work cannot commence before the grant is approved. Any works that started before grant is approved may not be grant aided.

2.5 Minor works, repairs, cleaning and clearing

If an adaptation (minor works or repair) is expected to cost below the relevant threshold (£1,500 from October 2019) it will be considered to be a Minor Adaptation and West Sussex County Council will arrange for the works to be completed.

If the works are for cleaning and clearing and not expected to cost more than the relevant threshold (£2,500 from October 2019) West Sussex County Council will arrange for the works to be completed.

2.6 Payment of Grant

Grant payments will be made when the grant eligible works are completed satisfactorily and on receipt of the contractor's (or in the case of materials, supplier's) invoice. Council Officers may inspect the grant works during their progress and are able to make interim payments where appropriate.

Grant monies are actually legally awarded to the applicant and it is they who are technically responsible for paying their contractors. However, it is common practice for most grant applicants to request that payments are made directly to the contractor or agent.

It is important to note that the Councils' Officers act on behalf of the Councils to ensure public funds are spent correctly and value for money is achieved. Applicants will be made aware that Officers cannot act on their behalf. There are therefore no guarantees as to the quality of workmanship and any disputes arising between applicants and their contractors are the applicant's responsibility.

2.7 Conditions of Grant

The grant eligible works must be undertaken by the contractor(s) who provided the approved estimate(s) included in the application. Prior permission shall be obtained in writing from the Councils by the applicant before any change in contractor takes place. The use of a different contractor to one included in the application without permission may result in cancellation of the grant and/or repayment by the relevant person.

A grant approval can be re-determined where the eligible works cannot be completed without carrying out unforeseen further works.

Unforeseen works can only be considered for grant funding by the Councils where work has not started prior to being agreed as 'unforeseen work' by the Councils.

If applicants are required to contribute to the grant, this must be paid and satisfactory evidence provided that payment has been made, i.e. a signed and dated receipt, before the Councils will make any grant payment.

Where additional works are taking place in addition to grant aided works, but which are not grant aided (eg via a preferred/alternative scheme) and are being funded by the applicant,

these works must be completed and paid for by the applicant before any grant payment is released regarding the grant eligible works.

Grant eligible works must meet all the professional recommendations regarding the disabled person and any notional / alternative scheme must have the prior written agreement of the recommending professional before grant funding is approved.

In the event of a breach of any of the conditions set by the Councils, repayment may be demanded from the applicant/owner/occupier/landlord/trustee/beneficiary (whichever is appropriate) in a sum up to or equal to the amount of the grant paid or any interim payment made. Councils have the discretion either not to demand repayment, or to require payment of less than the full amount.

2.8 Local Land Charge

A Local Land Charge will be placed on the owner occupier's adapted property where the DFG exceeds £5,000. The land charge will be limited to a maximum of £10,000 (mandatory scheme- statutory limit). The Charge will be incurred if the property is sold within 10 years (subject to the consideration of certain criteria by the councils).

The DFG will be registered as a Local Land Charge and will be enforced when the applicant has disposed (whether by sale, assignment, transfer or otherwise) of the premises in respect of which the grant was given. In this event the Councils may require repayment of the land charge before being removed from the local Land Charges Register.

The applicant is required, from the certified date throughout the grant condition period of 10 years, to notify the relevant Council of their intention to sell or otherwise dispose of the property. The applicant will need to provide the Council with any information reasonably requested by them in connection with such notification.

2.9 Agents

All applicants are encouraged, though this is not a mandatory requirement, to enlist the services of an agent/architect/architectural technician/surveyor to assist them in the process of application where the adaptation involves significant building alterations, complex or non-standard works. Fees incurred for such services are eligible for grant funding subject to the maximum amount of grant funding allowed

2.10 Additional mandatory grant features

2.10.1 Extended warranties for lifts, wash/dry toilets etc (M1 on the policy summary Appendix 5.3)

A five year warranty and servicing contract to be provided for all relevant adaptations and equipment (lifts, wash dry toilets, automatic doors etc) for private tenants and owners. Housing Associations are expected to take on the responsibility for repairs, servicing and maintenance after the expiry of the manufacturer's one year warranty.

2.10.2 Reduction in number of quotes required (M2)

One written quote is required for grant eligible works estimated at under £10,000 unless they are particularly complex/non-standard. A minimum of two written quotes are required for grant eligible works of £10,000 or over.

2.10.3 Consultation with the ‘welfare authority’ (West Sussex County Council) (M3)

The Councils will consult with WSCC via email to advise that a referral has been received from other than a WSCC referrer giving a 14 calendar day period for any response or comments.

2.10.4 Simple DFG referrals (M4)

A revised and reduced process is in place for simple and straightforward requests up to £30,000 for example stair lifts, level access showers, ramps. These requests are made on a simplified form (see appendix 5.4)

3.0 Discretionary Disabled Facilities Grants

3.1 The Better Care Fund

In 2015 Government funding was pooled into a single budget for health and social care services to work more closely together – the Better Care Fund. The Fund provided an increase in funding for home adaptations and related opportunities to improve integration between health, social care and housing services, in particular to reduce hospital admissions and allow early hospital discharges.

The Better Care Fund is contributing to the additional allocation for DFGs provided to the Councils in West Sussex under an annual determination from Central Government. The grant aims to improve health and wellbeing by encouraging more flexible use of DFG monies.

3.2 Discretionary Provision

Discretionary grants are subject to funds being available and mandatory grants will be prioritised first. It is important to note that discretionary funding will only be available for eligible works,

Discretionary provision will be reviewed annually or to fit with the cycle of funding allocations. Given the unpredictable nature of the demand, costs and funding of these applications it is important to note that **any discretionary DFG grant may be withdrawn by the Councils at any time.**

The discretionary policy elements are:

3.2.1 Partial Waiver of up to £5,000 contribution following the Means Test (D1 on the policy summary Appendix 5.3).

The first £5,000 of an assessed contribution will be waived and the applicant will not be required to fund this portion of the contribution towards the works.

3.2.2 Help with assessed contribution following the means test (D2)

This grant is specifically intended where there are particular difficulties or exceptional circumstances for the applicant/relevant person to pay the assessed contribution following a means test and genuine impact and hardship would be caused.

All applicants will be given the opportunity to complete a financial statement of their exceptional outgoings which must be directly linked to the applicant's or their child's disability. Such expenditure may include for example care costs, the need to fund overnight accommodation to support a child in hospital, transport to treatment etc.

The Councils will consider the exceptional disability related expenses on a case by case basis. **The assessment is about the impact and hardship created by the need to spend resources on these areas.**

The Scope report 'Disability Price Tag' 2019 provides a helpful insight and guidance on the additional expenditure and its impact for disabled people.

3.2.3 Funding in excess of the statutory maximum mandatory grant of £30,000 also known as top up grant (D3)

This grant is intended to assist in cases where a major adaptation has been identified as essential to meet the needs of the disabled person and once all other options such as moving home have been considered.

The grant is a maximum of £30,000 **per property**.

For this discretionary element, the financial means test will be on the owner or tenant of the property irrespective of whether they are considered the relevant person for the purposes of the mandatory Disabled Facility Grant application

A local land charge for the full amount will be placed on the owner occupied property for up to a ten year period in addition to any mandatory grant local land charge (see section 2.8 above)

See also Appendix 5.3 Policy Summary document for more information on which grants are subject to a local land charge.

3.2.4 Moving Home Grant (D4)

In some cases, moving home is more appropriate and cost effective to meet the needs of a disabled occupant, where it is not reasonable or practicable to adapt the existing home or where there is under or over occupation of the home.

A maximum of £10,000 will be considered at the Council's discretion. The alternative property must either be already adapted or be adaptable at a reasonable cost. The grant can be used towards the expenses involved in moving home for example estate agent's fees, solicitor's fees, stamp duty, removal costs, disconnection and reconnection costs etc. Supporting quotes and/or invoices will be required and the grant can only be paid once the applicant has exchanged contracts with a legally binding completion date.

The grant is not subject to the means test (test of resources).

The proposed property must be confirmed as suitable by the relevant council's private sector/housing standards team and be assessed to meet (or more easily adaptable) the needs of the disabled person or child by an appropriately qualified professional eg a West Sussex County Council OT.

3.2.5 Hospital Discharge Grants (D5)

This grant of up to £3,000 is for disabled and vulnerable people being discharged home from hospital, rehab or step down beds and to prevent re-admission (or admission) to hospital/rehab/step down bds. Eligibility applies for up to a month after discharge. The Hospital Discharge Grant is not means tested. The Hospital Discharge grant excludes people funded by NHS continuing healthcare.

Works can include anything reasonable which would allow the person to return home/stay at home.

NB please see section 2.5 Minor Works, repairs, cleaning and clearing services.

3.2.6 Abortive Fees Grant (D6)

A grant to cover reasonable professional fees and associated charges where engaged to advise on what works are required and specialist technical eg structural engineer, surveyor to determine whether a DFG project is feasible. Fees are paid as part of the DFG if the works go ahead or paid via this abortive fees grant if the work cannot proceed.

It should be noted that the Abortive Fees Grant may not be approved where the councils determine that the applicant has engaged the professional / specialist involved and then cancelled the works without justifiable cause.

Applicants cannot make more than one application for an Abortive Fees Grant in respect of the same grant eligible works.

3.2.7 Safe, Suitable and Warm Grant (D7)

A grant to assist disabled people including those with a dementia or a visual impairment to make changes to their home environment which supports them to live independently for longer and with reduced risks. Also includes palliative/end of life situations.

NB please see section 2.5 Minor Works, repairs, cleaning and clearing services.

3.2.8 Council Tax Reduction to be considered a passported benefit (D8)

Council tax reduction benefit will be considered as a passported benefit for the purposes of the financial means test under a discretionary DFG scheme.

4.0 General points

4.1 Exceptions and delegated authority

This policy is not intended to fetter the discretion of any of the Councils. No policy can cover all circumstances and therefore each Council has the authority to deal with applications not

meeting the requirements of the above policy and criteria. Grants outside of those set out above can be awarded at the discretion of the relevant Council's Director/Head of Service Delivery. Such an award will only be made subject to the provision of the Regulatory Reform (Housing Assistance) England and Wales Order 2002 and subsequent guidance.

This delegation may also include authorisation for housing as an alternative or partnership solution.

4.2 Complaints procedure

In the event that an applicant for a DFG whether mandatory or discretionary has cause for dissatisfaction with a service or decision they will be directed to follow the relevant Council's formal complaints procedure.

4.3 Grant funding or part funding repaid by applicants

Any grant monies repaid by applicants to the Councils for whatever reason (eg breach of grant conditions, ceasing occupation etc) will be paid into the DFG fund from which they originated in order that the funding can be recycled via further DFGs to other residents in need.

4.4 Equipment and minor adaptations first

The general principle is that equipment or a minor adaptation is tried first to assess whether it will meet the resident's needs prior to application for a DFG. This will help to manage the demands made on the DFG budget.

4.5 Accessible kitchens

Specialist or non-standard integrated hobs and ovens can be included as part of the DFG and grant funded works if they are assessed as being an essential part of the adaptation to meet the resident's needs.

4.6 Review of policy

The policy will be reviewed annually or as a consequence of changes to funding levels or the cycle of funding allocations.

The relevant officer for each of the Councils (Director or Head of Service level) will have delegated authority to make changes and amendments to the policy as agreed by the DFG Steering Group and/or the West Sussex Chief Executives Board.

Appendix 5.1

Research papers, Reference and Background docs, Legislation etc

Housing Grants, Construction and Regeneration Act 1996

Regulatory Reform order 2002 (Housing Assistance) (England and Wales)

Chronically Sick and Disabled Persons Act 1970

HM Government - Advancing our Health Prevention in the 2020s (green paper) July 2019

Scope - The Disability Price Tag 2019 Policy Report 2019

MHCLG Integration and Better Care Fund DFG capital determination 2019 – 2020 [31/3710]

Integration and Better Care Fund –How to understand and measure impact August 2019

Better Care Support programme Integration and Better Care Fund - reducing delayed transfer of care: why not home? Why not today? series 2019

University of West of England for MHCLG/DHSC – Disabled Facilities Grants and other adaptations – External Review 2018

The All Party Parliamentary Group – enquiry into decent and accessible homes for older people 2019

RCOT and Housing LIN - Adaptations without Delay 2019

Foundations – Preparing a Policy under the Regulatory Reform order 2002 Housing renewal
Dec 2016

HMCLG/DHSC - Better Care Fund 2019/20 policy framework 2019

MDPI and Association for Dementia Studies – making homes more dementia-friendly through the use of Aids and Adaptations 2019

House of Commons Library briefing paper – social care: forthcoming Green paper 2019

British Red Cross – Home to the Unknown getting hospital discharge right (2019)

West Sussex Health and Wellbeing Board – Start Well, Live well, Age well Joint health and wellbeing strategy 2019 – 2024

Centre for Ageing Better - North Norfolk District Councils in house home improvement agency – partnership approach to facilitate rapid and safe hospital discharge arrangements through HIAs 2018

Centre for Ageing Better and University of West of England - The role of adaptations in improving later life November 2017

Public Health England – A Return on Investment Tool for the Assessment of Falls Prevention for Older People Living in the Community 2018

NHS Long Term Plan 2018

Equality and Human Rights Commission and Habinteg - Housing and disabled people : A toolkit for local authorities in England: Adaptations October 2018

District Council Network and LGA – Shaping healthy places: Exploring the district Council role in health 2019

Housing LIN case study 155 – A Strength based approach to delivering the Disabled Facilities Grant – Thurrock Council August 2019

Improving Health and Care through the home: A National memorandum of understanding 2018

Oxfordshire Councils Home adaptations Guide to bringing independence to people with disabilities in privately owned or rented housing December 2017

Eastbourne and Lewes DFG Policy Feb 2019

Brighton and Hove City Council - Disabled Facilities Grant Housing Policy 2017 -2020

Hertfordshire Shared Home Improvement Agency 2016

WSCC - Developing Compassionate communities approach to end of life care – workshop notes July 2019

Wellbeing at Home: a study of the process and outcomes of home adaptations and reflections for future practice. Archadia RIBA Practice Oct 2019

Description of terms

DFG Disabled Facilities Grant BCF Better Care Fund
WSCC West Sussex County Council

Appropriately qualified professional - for example an Occupational Therapist, Occupational Therapy Assistant, Rehabilitation Officer for Visually Impaired

Passported benefits A group of means tested benefits which automatically qualify an applicant for a DFG

Necessary and appropriate - the assessment of needs, and the remedies to meet those needs, made by a qualified person such as an OT or OTA or a trusted assessor

Appropriate: 'that the work will meet your needs in the most effective way'

Necessary: 'that the work is only for what you will need to assist you'

Reasonable and practical - the assessment of the property, and works requested, made by the District or Borough officer

Reasonable: 'that the work will meet your needs in the most cost effective way'

Practicable: 'that the work is able to be done, and does not damage or stop you from using other parts of the building'.

Appendix 5.2

West Sussex Disabled Facilities Grant Policy 2020 – 2024 Summary

Purpose of project..... to help me to live in my own home – easily and with dignity with the right adaptation when I need it.

1.Description	2.Eligibility criteria & conditions	3.Subject to means test	4.Amount available	5.Charge on property/local land charges	6.Commentary
Discretionary elements <u>D.1</u> Partial waiver of up to £5,000 contribution following means test	Eligible for DFG	Yes	Up to £5,000 of first £5,000 of assessed contribution.	No	
<u>D.2</u> Help with assessed contribution following means test.	Eligible for DFG In cases where there is particular difficulty/exceptional circumstances paying an assessed contribution following the statutory means test, all applicants will be given the opportunity to complete a financial statement of their exceptional outgoings which must be specifically linked to their (or the child's) disability eg care costs, transport to treatment, overnight accommodation for parents with children in hospital etc. This list of exceptional disability related expenses will be considered by the relevant District and Borough Council and a decision made on a case by case basis. The assessment considers the impact and hardship on the applicant/family created specifically by the need to spend resources on these areas.	Yes – linked to D1 first £5,000 of contribution to be waived	No maximum	No	The Scope Disability Price tag report 2019 identifies that: on average disabled adults face extra costs of £585 per month and for a disabled child this is £581 On average a disabled adults extra costs are equivalent to half their income (after housing costs) 1 in 5 disabled adults faces extra costs of over £1,000 even after additional benefits taken into account to fund them. 24% of families with a disabled child have extra costs of over £1,000 per month.

1.Description	2.Eligibility criteria & conditions	3.Subject to means test	4.Amount available	5.Charge on property/local land charges	6.Commentary
<u>D.3</u> Funding in excess of current maximum mandatory grant of £30,000 also known as a 'Top up grant'	Eligible for DFG Intended for Major adaptations which have been identified as essential to meet the disabled person and their family's needs & once all other options (such as moving) have been considered.	Yes (see link to D1 re first £5000 of contribution to be waived and D2 help with assessed contribution)	Up to a maximum of £30,000 per property	Yes - a charge for the full amount is placed on owner occupied property for a 10 year period. Charges will not apply to Registered Housing Provider (RHP) or privately rented property. (This approach is consistent with the DFG Land Charge powers that were introduced in 2008).	
<u>D.4</u> Moving Home Grant	Eligible for DFG To assist when moving to more suitable accommodation is the more affordable option or where it is not reasonable or practicable to adapt the property to meet the disabled person's assessed needs or the property is under/over occupied. The proposed property must be confirmed as suitable by the Private Sector / Housing Standards Teams and be assessed to meet the needs (or more easily adaptable to do so) of the disabled person by a suitably qualified professional eg a West Sussex OT. Payment can be made only once contracts have been exchanged (owner occupiers) or tenancy has commenced (rented)	No	Maximum of £10,000 to cover the costs arising from moving home	No	

1.Description	2.Eligibility criteria & conditions	3.Subject to means test	4.Amount available	5.Charge on property/local land charges	6.Commentary
<u>D.5</u> Hospital Discharge Grants	<p>Available to disabled people needing to be discharged home from hospital, rehab or step down beds and to prevent re-admission (or admission) to hospital. Eligible for up to a month after discharge.</p> <p>Referrals accepted from adult social care or hospital OT / physiotherapists , rehabilitation/intermediate care teams, discharge coordinator, or Patient Advice and Liaison Service (PALS)</p> <p>Excludes packages of care funded by NHS continuing healthcare</p> <p>Works to include anything reasonable which would allow the person to return home/stay at home.</p> <p>NB works up to the level for cleaning and clearing (currently £2,500) and works up to the level for minor adapts and repairs (currently £1,500) to go through the West Sussex CC services.</p>	No	Maximum of £3000	No	
<u>D.6</u> Abortive DFG Fees Grant	<p>Eligible for DFG.</p> <p>To cover reasonable professional fees and associated charges where services engaged to advise on what works are required and specialist technical e.g. Structural Engineer fees, surveyor fees or similar to determine if a DFG project is feasible.</p>	Yes	Maximum of £2,000	No	
<u>D.7</u>		Yes - first		No	Housing Associations and private landlords will be required to

1.Description	2.Eligibility criteria & conditions	3.Subject to means test	4.Amount available	5.Charge on property/local land charges	6.Commentary
Safe, Suitable and Warm homes grant.	Eligible for DFG. Assists disabled people, including those with dementia or a visual impairment to improve their home environment to support them to live in their own home for longer and with reduced risk. Includes palliative care situations. NB works up to the level for cleaning and clearing (currently £2,500) and works up to the level for minor adapts and repairs (currently £1,500) to go through the West Sussex CC services.	£5,000 of contribution to be waived	Maximum of £5,000	.	maintain their properties and carry out necessary repairs to adaptations as per their responsibilities as a social landlord.
<u>D.8</u> Council Tax Reduction to be considered a DFG passport benefit	Eligible for DFG. Regard Council Tax Reduction as a passported benefit under a Discretionary DFG scheme.	No	N/A	N/A	
Mandatory/procedural elements					
<u>M1</u> Extended warranties for lifts, was dry toilets etc	Eligible for a DFG 5 year warranty to be provided for all relevant adaptations. Housing Associations are expected to take on the repairs, servicing and maintenance after the expiry of the manufacturers guarantee.	N/A	N/A	N/A	
<u>M2</u>	Eligible for DFG	N/A	N/A	N/A	

1.Description	2.Eligibility criteria & conditions	3.Subject to means test	4.Amount available	5.Charge on property/local land charges	6.Commentary
Reduction in number of quotes	One quote for works estimated at under £10,000 unless particularly complex or non-standard.				
M3 Consultation with county council	For mandatory DFG only - District & Boroughs must consult the 'welfare authority' ie West Sussex County Council. Email to be sent to WSCC to notify that a referral has been received from other than a WSCC referrer giving a 14 calendar day period for any comments.	N/A	N/A	N/A	
M4 Simple referrals	New form and guidance notes agreed for use on simple adaptations (was called direct referral)	N/A	Up to £30,000	N/A	
Other general points					
G1 Local land charges	For mandatory grants up to statutory maximum and max value of discretionary top up grant (see D3) for a period of up to ten years.	N/A	Up to £10,000 mandatory scheme Full amount of top up discretionary grant amount (max £30,000)	Yes	
G2 Disabled Facilities Grants repaid by applicants to be repaid into the Councils DFG budget for reuse	Grants repaid to be returned to the Council DFG budget from which they were funded	N/A	N/A	N/A	
G3 Applicants to follow the respective Council's Formal Complaints procedure in cases where applicant		N/A	N/A	N/A	

1.Description	2.Eligibility criteria & conditions	3.Subject to means test	4.Amount available	5.Charge on property/local land charges	6.Commentary
unhappy with a service or decision.					
G4 Equipment first is the general principle.	OT/OTA to make the most appropriate recommendation for the resident.	N/A	N/A	N/A	
G5 Accessible Kitchens.	Eligible for DFG Specialist or non-standard integrated hobs and ovens can be included as part of the DFG and grant funded works if they are assessed as being an essential part of the adaptation to meet the resident's needs.	N/A	N/A	N/A	



Appendix 5.3

Please tick the district / borough council this form will be sent to.

Applicant details					
Title		Full name			DOB / /
Address				Postcode	
Contact details Telephone number(s) Email	(Including alternative contact if relevant)			Mosaic N°	
Date of customer's first contact with the referrer's service where customer identified their needs	Date: / / (must be completed)				
Tenure	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant (Private rented) <input type="checkbox"/> Tenant (Housing Association) <input type="checkbox"/> Living with family				
Name & contact for landlord / owner					
Passported benefits Disability Benefits	<input type="checkbox"/> Housing Benefit <input type="checkbox"/> ESA (Income related) <input type="checkbox"/> JSA (Income related) <input type="checkbox"/> Income Support <input type="checkbox"/> Universal Credit (where includes HB/JSA/ESA element) <input type="checkbox"/> Council Tax Reduction (means tested element only) <input type="checkbox"/> Guaranteed Pension Credit <input type="checkbox"/> Disability Living Allowance / Personal Independence Payment <input type="checkbox"/> Attendance Allowance <input type="checkbox"/> No benefits <input type="checkbox"/> Benefits not known				
Has a means test assessment been requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Impact of disability / medical condition on function					
Adaptation(s) required					
Attached: Schedule <input type="checkbox"/> Plan <input type="checkbox"/> Quote <input type="checkbox"/> Home environment seen? <input type="checkbox"/>					
Referrer details					
Name of referrer			Telephone / email		
Referrer's service	Independent Living Team / LLS / ACP2 / NHS/				
Date of referral	Date: / /				
Consent to share information has been sought from person	<input type="checkbox"/>	Consent to carry out works in property has been sought from person			<input type="checkbox"/>

Simple DFG Recommendation – guidance on using form

Guidance Notes:

This form is for simple recommendations for **showers, stair lifts and basic ramps/steps only** when:

- there is agreement between the OT/A and the customer / carer / family that the proposed works will meet the need

and

- there is not likely to be a notional / preferred scheme

and

- works are likely to be above £1,000 and not exceed £30,000

and

- where consideration has been given to the longevity of the adaptation eg it will meet need for the foreseeable future

Schedule of works/plans are required for all simple recommendations made by OT/A's unless the customer has not been seen in their home environment.

If home environment has not been seen, please send customer photographs and any self-assessment information (eg doorway, bathroom measurements etc) if available to support decision making. Please consider the customer's whole environment including external to the property (eg access, stairs etc).

Consider initiating a quote if recommendation is for stair lift only.

Please use *DFG Final Recommendation on Mosaic* for all other DFG recommendations, including if there are complex family dynamics, mental capacity issues and if lone working risks to workers need to be specified.

NHS colleagues- please refer to WSCC / CP2 for further OT assessment if adaptations are not simple and person needs further OT assessment.

Consent to share information: please ensure consent to share information with partner agencies and contractors has been sought from the customer. If works are to facilitate discharge from hospital this should also include permission to carry out works in the customer's property.

Please be aware:

DFG officers do not assess customers or design disabled adaptations. Simple referrals, when the home environment has not been seen, should only be made when customers are in full agreement with the proposed adaptation recommendation and are able to discuss their requirements with DFG officers and contractors.

DFG officers will return simple adaptation recommendations to the referrer if there is not enough information to process the DFG or if the adaptation(s) required are deemed more complex.

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Report to Cabinet

28th November 2019

By the Cabinet Member for Planning & Development

DECISION REQUIRED



Horsham
District
Council

Not Exempt

Community Infrastructure Levy Governance Arrangements

Executive Summary

Horsham District Council has introduced a Community Infrastructure Levy (CIL) to allow funds to be raised from developers to pay for infrastructure that is needed to support growth. The Council adopted its Charging Schedule for CIL on 26 April 2017 and implementation of the levy commenced on 1 October 2017. The Council has overarching responsibility for the allocation of CIL monies and reporting the amount of money collected and spent.

The Council needs to establish a clear CIL Governance Structure to oversee the collection, auditing and spending of CIL monies. The report proposes the key governance arrangements for the delivery of infrastructure through CIL to achieve the following aims:

1. To provide clarity, transparency and consistency in the collection, allocation and spending of CIL receipts;
2. To set out the relationship between the Council as charging authority and key stakeholders and infrastructure providers (internal and external);
3. To ensure CIL receipts are spent on infrastructure required to support development, in accordance with the CIL Regulations 2010 as amended ('the CIL Regulations')
4. To ensure CIL serves its purpose of contributing to the delivery of the infrastructure necessary to support the Horsham District Planning Framework.

Recommendations

That the Cabinet is recommended:

- i) To agree to the arrangements set out in this report for the future governance of the receipts from the Community Infrastructure Levy
- ii) To establish a Joint Officer Working Group to prioritise infrastructure projects seeking funding from the Community Infrastructure Levy and provide recommendations to the Director of Place regarding which projects should receive such funding
- iii) To establish an Infrastructure Projects Working Group (IPWG) to receive the recommendations of the Director of Place on prioritised schemes which shall be funded from the Community Infrastructure Levy
- iv) To delegate to the Director of Place in consultation with the Director of Community Services and the Infrastructure Projects Working Group the prioritisation of and collection and monitoring of CIL spend on behalf of the Council as charging authority

- v) To dissolve the Planning Obligations Panel and to delegate to the Director of Place in consultation with the Director of Community Services the prioritisation, collection and monitoring of any financial contributions arising from agreements made under Section 106 of the Town and Country Planning Act 1990

Reasons for Recommendations

- i) To provide clarity, transparency and consistency in the collection, allocation and spending of CIL receipts.
- ii) To set out the relationship between the Council as charging authority and key stakeholders and infrastructure providers (internal and external).
- iii) To ensure CIL receipts are spent on infrastructure required to support development, in accordance with the CIL Regulations 2010 as amended ('the CIL Regulations').
- iv) To ensure CIL serves its purpose of contributing to the delivery of the infrastructure necessary to support the Horsham District Planning Framework.

Background Papers

Draft Memorandum of Understanding with West Sussex County Council

Wards affected:

All

Contact: Suzanne Shaw, Planning Obligations Officer, 01403 215075

Background Information

1 Introduction and Background

- 1.1 The Community Infrastructure Levy is the main way in which the Council collects contributions from developers for infrastructure provision to support development. It largely replaces the use of Section 106 planning obligations with the exception of affordable housing provision and some site specific matters (usually in relation to the more significant developments in the District).
- 1.2 This report recommends an approach which would see clear and robust governance arrangements and ensure the Council is in the position to prioritise projects and allocate CIL money.
- 1.3 The Council has the responsibility for prioritising the spending of CIL. The overarching rule is that CIL must be spent on infrastructure to support the overall development of the area. Infrastructure includes transport improvements, roads, pedestrian and cycle routes, sports and community facilities, libraries, schools and flood defences. CIL can be spent on both capital projects and revenue projects such as the maintenance of infrastructure.
- 1.4 Under the S106 regime contributions towards certain infrastructure types such as education and transport, were paid directly to the County Council and/or the provider of the relevant services. This is not the case with CIL, as funds will be distributed from a centralised pot held by the District Council. This arrangement will therefore require closer working relationships with partners, and in particular, with West Sussex County Council to agree the prioritisation and delivery of infrastructure improvements.
- 1.5 The Community Infrastructure Levy was introduced by the Planning Act 2008 and is subject to the detailed requirements of the Community Infrastructure Levy regulations 2010 as amended, and the Planning Practice Guidance which sets out the most suitable governance arrangements, including for the neighbourhood portion of the CIL.

2 Relevant Council policy

- 2.1 Draft Corporate Plan 2019-23: A Great Place to Live - Work with central government and key partners to identify the strategic infrastructure necessary to support sustainable development.
- 2.2 Draft Corporate Plan 2019-23: A Great Place to Live – Provide new community facilities that can be used by all residents.

3 Details

3.1 TREATMENT OF COMMUNITY INFRASTRUCTURE LEVY RECEIPTS

On receipt, CIL payments will be divided into three parts in line with the CIL regulations:

Neighbourhood Portion:

15% of CIL receipts will be passed twice a year to those Parish Councils where development has taken place to be spent on local priorities (up to a maximum of £100 (index linked) per existing council tax dwelling).

Communities with a 'made' Neighbourhood Plan (or in areas where there is a Neighbourhood Development Order) will receive 25% of the levy revenues arising from the development that takes place in their area. This amount will not be subject to a maximum limit.

Unparished areas will still benefit from the relevant neighbourhood portion however, in line with Government guidance, the charging authority will retain the CIL receipts and consult and engage with the community where development has taken place to establish how to spend the Neighbourhood funding.

Horsham District Council Administrative Expenses:

In years one to three (from 1st October 2017 to 31st March 2021) a maximum of 5% of the total amount of CIL collected will be applied to administrative expenses incurred during those three years and any expenses incurred before the charging schedule was published.

In year four, and each subsequent year, a maximum of 5% of the total amount of CIL collected in that year will be applied to administrative expenses incurred in that year.

In line with government guidance, any unspent funds from the administrative portion will be treated as general funds.

General CIL:

The remaining funds will be retained and spent by or on behalf of Horsham District Council.

3.2 ESTABLISHING INFRASTRUCTURE NEEDS:

The Horsham District Council Infrastructure Delivery Plan 2016 (IDP) was approved by Council in April 2016 and sets out the infrastructure required to support development in the Horsham District Planning Framework (HDPF) to 2031. The Council is in the process of reviewing the IDP and once this review is complete, in order to ensure the IDP remains up to date, consultation will take place every three years with West Sussex County Council, internal and external stakeholders and infrastructure providers, Parish/Neighbourhood Councils, Horsham Blueprint Neighbourhood Forum and all ward Members to establish:

- Whether any infrastructure identified in the current IDP has already been delivered.
- Whether there is any additional infrastructure required to support development in the district not already identified in the IDP.
- Whether there is any additional infrastructure contained within emerging and made neighbourhood plans not already identified in the IDP.

The following information will be required for each project already included in the IDP (where not already provided), and any new project identified through the process above (see Appendix 1):

- Anticipated costs including ongoing maintenance/management costs, if any.
- Anticipated source(s) of funding (e.g. Section 106 agreement, delivery by developer, Community Infrastructure Levy, Section 278 agreement etc.).
- The party responsible for delivery.
- The status of the project e.g. all funding secured, part funding secured, no funding secured etc.
- The timescales within which it is required to mitigate the impact of development.
- Timescales for delivery / build programme.
- Any other evidence submitted at the consultation for projects stage.
- Where multiple projects are put forward, it will be expected that those projects will have been prioritised by the consultee as part of their response.
- Anything else considered necessary to assist prioritisation.

On completion of the above exercise, which will take place every three years, the updated Infrastructure Delivery Plan will be ratified by Cabinet and Council.

3.3 PRIORITYISATION OF INFRASTRUCTURE PROJECTS SEEKING CIL FUNDING:

To establish the district-wide priorities for the use of CIL funds, it will be necessary to assess each project seeking funding from the levy. To this end, a Joint Officer Working Group will be formed consisting of Horsham District Council's Head of Development and Planning Obligations Officer. Representatives from appropriate internal and/or external organisations may also be invited to attend, at the discretion of the Director of Place.

Each project seeking CIL funding will be subject to an assessment by the Joint Officer Working Group which will make a recommendation to the Director of Place regarding which projects should receive that funding.

Decisions on the allocation of CIL funds will be delegated to the Director of Place, however a politically balanced Infrastructure Projects Working Group (IPWG) consisting of elected District Members will also be formed. The IPWG will assess, finalise and update as necessary the recommendation of the Joint Officer Working Group and their findings will be reported to the Director of Place, who will make the final decision on the projects to be allocated CIL funding over the relevant period.

Membership of both the Joint Officer Working Group and Infrastructure Projects Working Group will be determined by the Director of Place.

Allocation of CIL Funds:

It is proposed that the allocation of CIL funds to these projects should be delegated to the Director of Place, in consultation with the Director of Community Services and the Infrastructure Project Working Group.

Arrangements for Allocation S106 Funds:

Currently the Planning Obligations Panel considers applications relating to the allocation of non site-specific funds for Community Facilities and Open Space, Sport and Recreation and related purposes received under section 106 agreements and they make recommendations to the Head of Development on the determination of the applications. There are limited funds available under section 106 and it is proposed to transfer this responsibility to the Director of Place who could then delegate to the Head of Development.

CIL Project Assessment Process:

Stage One – Member Consultation on the Infrastructure Delivery Plan

The Council's Infrastructure Delivery Plan will be updated every three years. At the end of this process all Members will be consulted on its contents and asked for comments on the projects seeking CIL funding that they consider to be of the highest priority.

Stage Two – Initial review of projects seeking CIL funding

Projects seeking CIL funds within the updated Infrastructure Delivery Plan will be assessed by the Planning Obligations Officer. If the project is not infrastructure, does not meet the CIL regulations in any way, or if the information set out above has not been provided, or not been provided in sufficient detail, the project will remain in the Infrastructure Delivery Plan but will not progress further in the CIL project assessment process.

Stage Three – Assessment by the Joint Officer Working Group:

The Joint Officer Working Group will meet to discuss the remaining projects. Projects will be scored against a matrix, which will prioritise the infrastructure projects based on a number of criteria (see Appendix 2) and taking into account any representations received following consultation with local Members. The projects identified as being the highest priority and which are planned for delivery within five years will be presented to the Director of Place, with a recommendation that CIL funds be allocated to those projects.

Stage Four – Review and Final Assessment:

The Director of Place will review the recommendation of the Joint Officer Working Group, in consultation with the Infrastructure Projects Working Group before making a final decision on the allocation of the CIL funds. The projects to receive CIL funding will then be collated into a 'CIL Spending Plan' (see Appendix 3).

The project assessment process will be reviewed by officers and Members following its first use and at regular intervals thereafter to ensure it continues to provide a robust and effective method for prioritising infrastructure seeking funding from the levy.

3.4 SPENDING / RELEASING THE COMMUNITY INFRASTRUCTURE LEVY

External Providers delivering infrastructure on behalf of Horsham District Council):

Once CIL funding has been awarded, payment arrangements will be made with the external provider on a case by case basis and will depend upon the delivery timescale for the project, any phasing arrangements etc.

Any award of funds will be subject to standard conditions relating to the use of the funds and the provision of quarterly updates on the progress of the project as well as other conditions as appropriate. The project leader for each project will be expected to sign and return a declaration that those conditions will be complied with (Appendix 4).

In addition to the above, for each financial year in which CIL funds are passed to an external infrastructure provider, a report of the following from that provider will be required by Horsham District Council by 31st December following the end of the financial year in which CIL funds are received:

- the total CIL receipts for the reported year;
- total CIL expenditure for the reported year;
- summary of the CIL expenditure (including items to which the CIL has been applied and the amount applied to each item)
- the total value of CIL receipts retained at the end of the reported year; and
- the total value of CIL receipts from previous years retained at the end of the reported year.

A Memorandum of Understanding will be completed between Horsham District Council and West Sussex County Council which will include the above expectations. (See Appendix 6.)

Internal Departments:

Internal departments will be consulted as part of the Infrastructure Delivery Plan update and will be expected to provide details of the infrastructure required in line with the above requirements. Projects put forward to receive funding from the levy by any internal departments will be considered alongside all others received using the assessment process set out above.

Projects awarded funding will be expected to follow the appropriate financial process e.g. capital budget programme procedures and, in line with normal procedure, the relevant budget holder for each project will be expected to provide regular updates to the Finance Team, Planning Obligations Officer and, where necessary, the Senior Leadership Team as to the progress of the project.

Once CIL funding has been awarded, payment arrangements will be made on a case by case basis and will depend upon the delivery timescale for the project, any phasing arrangements etc.

Any award of funds will be subject to standard conditions relating to the use of the funds and the provision of quarterly updates on the progress of the project as well as other conditions as appropriate. The budget holder for each project will be expected to sign and return a declaration that those conditions will be complied with (Appendix 5).

General arrangements:

If the provision of the relevant infrastructure is not commenced within the financial year in which it is to receive the allocated CIL funds, the CIL funds will be unallocated from that project and the project will be reviewed as part of the next consultation/prioritisation exercise.

An extension of the timeframes may be considered appropriate if it can be demonstrated that the project will be delivered imminently or if the project is already committed with contracts in place. The circumstances of each case will be considered on a case by case basis and any extensions of time will be considered for approval by the Director of Place.

Parish and Neighbourhood Councils (Neighbourhood Portion):

Parished Areas:

15% of Community Infrastructure Levy receipts will be passed directly to those Parish Councils where development has taken place (up to a maximum of £100 (index linked) per existing council tax dwelling) to be spent on local priorities within five years of receipt by the parish council.

Communities with a 'made' Neighbourhood Plan (or in areas where there is a Neighbourhood Development Order) will receive 25% of the levy revenues arising from the development that takes place in their area to be spent on local priorities, by the parish council, within five years of receipt. This amount will not be subject to an annual limit.

Communities without a Parish Council will still benefit from the relevant neighbourhood portion however the charging authority will retain the relevant CIL receipts and will engage with the community where development has taken place to agree with them how best to spend the neighbourhood funding, in line with Government guidance.

It is anticipated that in most cases the neighbourhood portion of the levy receipts will be used by local councils and where relevant the charging authority to address smaller scale, local infrastructure priorities. However, local councils may also wish their portion of the levy to contribute towards larger items of infrastructure which they can deliver themselves, or they may pass their portion to a provider to deliver it on their behalf or to a neighbouring parish council if there is a larger project which is relevant to development in their area.

Transferring the neighbourhood portion to parish councils:

The Neighbourhood Portion of CIL receipts will be paid to the parish councils in April and October of each year as required by the regulations (unless alternative arrangements are deemed more appropriate).

Parish Councils must use CIL receipts passed to them to support development of the local council's area, or any part of that area, by funding:

- (a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) Anything else that is concerned with addressing the demands that development places on an area.

Government guidance states that the use of neighbourhood funds should match priorities set out formally in neighbourhood plans therefore Parish Councils/Neighbourhood Forums in the process of preparing neighbourhood plans will be encouraged to include their CIL spending priorities within their plan.

If the Neighbourhood Portion has not been applied to support the development of its area within five years of receipt, or has not been applied in accordance with the CIL regulations, the charging authority may require the relevant CIL receipts to be returned.

Any such recovered CIL receipts must be used by the charging authority to support the development of the area of the relevant Parish Council by funding:

- (a) The provision, improvement, replacement, operation or maintenance of infrastructure;
- (b) Anything else that is concerned with addressing the demands that development places on an area.

Guidance on the levy will be provided to parish councils and will include details on the neighbourhood portion, payment arrangements, spending the levy and reporting on levy income and expenditure.

Unparished Areas:

The unparished areas of Horsham Town (Denne, Forest and Trafalgar), will be allocated 15% of CIL receipts arising from development in those areas, rising to 25% if/once a neighbourhood plan for the area is made. In line with the CIL regulations, the charging authority will retain these funds and will use them to support the development of the relevant area by funding:

- (a) The provision, improvement, replacement, operation or maintenance of infrastructure;
- (b) Anything else that is concerned with addressing the demands that development places on an area.

Infrastructure needs in the unparished area of Horsham Town will be identified and prioritised through consultation with local members, neighbourhood councils and the Blueprint Forum using a dedicated process to be established for that purpose.

Guidance on the levy will be provided to the neighbourhood councils and will include details on the process for spending the neighbourhood portion.

3.5 REPORTING REQUIREMENTS:

Parish Councils:

The CIL regulations require Parish Councils to prepare a report to Horsham District Council for any financial year in which it receives CIL receipts, as is required by the regulations.

The report must include:

- total CIL receipts for the reported year;
- total CIL expenditure for the reported year;
- summary of the CIL expenditure (including items to which the CIL has been applied and the amount applied to each item);
- the total value of CIL receipts retained at the end of the reported year; and
- the total value of CIL receipts from previous years retained at the end of the reported year.

The Parish Council must publish the report on its own website, where possible, and either publish the report on the charging authority's website or provide the charging authority with a copy of the report no later than 31 December following the reported year.

Charging Authority:

Annual Infrastructure Funding Statements relating to the previous financial year ("the reported year") must be published once a year on the Council's website, no later than 31 December. The first report must be published by 31 December 2020. The Infrastructure Funding Statement must set out:

- (a) the total value of CIL set out in all demand notices issued in the reported year;
- (b) total CIL receipts for reported year;
- (c) total CIL, collected by HDC, or by another person on its behalf, before the reported year but which have not been allocated;
- (d) total CIL, collected by HDC, or by another person on its behalf, before the reported year and which have been allocated in the reported year;
- (e) total CIL expenditure for the reported year;
- (f) total CIL receipts, whenever collected, which were allocated but not spent during the reported year;
- (g) in relation to CIL expenditure, summary details of the items of infrastructure on which CIL has been spent and the amount spent on each item, the amount of CIL spent on repaying money borrowed with details of any items of infrastructure which that money was used to provide and the amount of CIL spent on administrative expenses, expressed as a percentage of CIL collected in that year.
- (h) in relation to CIL receipts that were allocated but not spent during the reported year, summary details of the items of infrastructure on which CIL has been allocated, and the amount of CIL allocated to each item;
- (i) the amount of CIL passed to any parish council and any person to for that person to apply the funding to infrastructure;
- (j) summary details of the receipt and expenditure of CIL which was recovered from a parish council or retained on behalf of an unparished area and the infrastructure to which those funds have been allocated or spent, and the amount allocated or spent on each item;
- (k) summary details of any notices served regarding recovery of CIL from parish councils;
- (l) retained CIL receipts

This report will form part of the Council's Authority Monitoring Report and will also be published on the CIL pages of the Council's website.

4 Next Steps

- 4.1 To approve the new procedural arrangements and agree the arrangements for the Infrastructure Projects Working Group and Officer responsibilities.

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

- 5.1 Planning and Development Policy Development Advisory Group were consulted on 11 November 2019. In light of comments received relating to the need for wider Member consultation on the prioritisation of projects, this report has been amended by the insertion of additional clarification in paragraph 3.3 (CIL Project Assessment Process – Stages One and Three) to ensure this consultation takes place.
- 5.2 West Sussex County Council were consulted on a draft Memorandum of Understanding between Horsham District Council and West Sussex County Council in August 2019. The Memorandum of Understanding sets out the basis upon which the District Council and the

County Council will seek to work together to achieve the aims of these governance arrangements.

West Sussex County Council have concerns about the level of County Council involvement in the prioritisation process in light of the need for aligned delivery programmes and funding. The County Council requested that they be represented on the proposed Infrastructure Project Working Group, with responsibility for decision making to lie with District Council Members.

In consultation with the Cabinet Member for Planning & Development, this is not considered appropriate. County Council officers (along with any other relevant providers) will be invited to attend the Joint Officer Working Group where proposed projects will be considered and prioritised, before a recommendation is made to the Director of Place. There will also be an opportunity for WSCC to make representations to the Infrastructure Projects Working Group. Further consultation with West Sussex County Council will be required.

- 5.3 The Head of Legal Services and Monitoring Officer has been consulted and has commented on the legal powers and the changes to the reporting structure, and the timetable for submitting this report to the various interested committees and working groups.

6 Other Courses of Action Considered but Rejected

- 6.1 Doing nothing is not an option that can be recommended. The Planning Act 2008 and the Community Infrastructure Levy Regulations 2010 (as amended) require transparent governance arrangements to be made for the allocation of CIL, and for those arrangements to include the transfer of moneys to the neighbourhood portion of the levy and reports on how this money is spent.

7 Resource Consequences

- 7.1 The process of prioritising projects to receive CIL funding will be a substantial and intensive piece of work for Members on the Infrastructure Project Working Group and the Planning Obligations Officer for a period of time every three years.
- 7.2 This department will need to continue to provide a general developer contributions service during that time.

8 Legal Consequences

- 8.1 The legal powers for this matter are the Planning Act 2008 as amended and the Community Infrastructure Levy Regulations 2010 as amended. Relevant national policies are the National Planning Policy Framework and associated government guidance.
- 8.2 The relevant local plan policies are Policy 15: Strategic Policy: Housing Provision and Policy 39: Strategic Policy: Infrastructure Provision.

9 Risk Assessment

- 9.1 Without governance arrangements, there is a lack of clarity, transparency and consistency in the collection, allocation and spending of CIL receipts. There is also a risk that CIL receipts are not spent in accordance with the requirements of the CIL regulations 2010 (as amended) and that therefore the CIL does not serve its purpose of contributing to the

delivery of the infrastructure necessary to support the Horsham District Planning Framework.

10 Other Considerations

- 10.1 There are no consequences in respect of Crime & Disorder, Human Rights, Equality & Diversity and Sustainability.

APPENDIX 1

TEMPLATE FOR INFRASTRUCTURE CONSULTATIONS

INFRASTRUCTURE REQUIREMENTS UPDATE 201*

Please complete and return to Horsham District Council by
Email:

[Enter date]
clif@hartham.gov

APPENDIX 2

DRAFT PRIORITISATION SCORING MATRIX

Horsham District Council
DRAFT INFRASTRUCTURE PRIORITISATION MATRIX



Category	Question	Weighting	Answer	Score	Scoring Criteria/Explanatory Notes
Finance	Is there evidence of how all funding required for the project would be secured? (Consideration should also be given to any funding required for maintenance).		Yes No	5 0	
Environment	Will the infrastructure help deliver/implement the Horsham District Planning Framework (HDPF)?		Yes - without it, planned development cannot proceed Yes - the infrastructure is necessary to mitigate the impacts arising from development No - there is no connection between the infrastructure and delivery of the HDPF	5 3 0	
Delivery	Does the project already benefit from stakeholder engagement e.g. evidence provided to demonstrate buy-in from provider/delivery programmed etc.		Yes No	5 0	
	Can the infrastructure be delivered now?		Yes - planning permission not required, or in place and all issues/site restraints resolved etc. No - minor surmountable issues. Commitment to delivery. No - Significant issues e.g. land ownership/remediation issues, project is dependent on external factors, not consistent with planning policy etc.	5 3 0	
Communities	Does it meet a wide-reaching identified local need?		Yes - project is included in relevant Neighbourhood Plan Yes - project is not included in Neighbourhood Plan but fulfills a wide-reaching need or demand that development places on the area and/or is included in an adopted parish-level document/plan. No - project is not identified in a Neighbourhood Plan, does not fulfill a wide-reaching need or demand and is not included in an adopted parish-level document/plan.	5 3 0	
	Does the project help deliver the Council's key Community objectives set out in the Corporate Plan e.g. grow footfall of HDC's cultural and leisure facilities, deliver the sports strategy, improve health facilities and / or help deliver the Council's strategies (e.g. Green Space Strategy 2013-2023, Air Quality Action Plan, Play Strategy 2017-2017)		Yes - the project helps deliver at least one of the Council's key Community objectives. No - the project does not help deliver any of the Council's key Community objectives.	5 0	
Other	What priority has the project been given by the infrastructure provider / key stakeholder(s) putting the project forward?				

APPENDIX 3

DRAFT CIL SPENDING PLAN



Horsham
District
Council

COMMUNITY INFRASTRUCTURE LEVY SPENDING PLAN
2019 - 2024

	2019/20	2020/21	2021/22	2022/23	2023/24
INCOME					
Gross income	100,000	200,000	300,000	400,000	500,000
Parish portion (average 17%)	17,000	34,000	51,000	68,000	85,000
Administrative costs (5%)	5,000	10,000	15,000	20,000	25,000
Net income	78,000	156,000	234,000	312,000	390,000
Funds Available					
ANTICIPATED EXPENDITURE					
e.g. Highway improvement project		100,000		50,000	
e.g. Additional School Places	20,000	20,000	20,000	20,000	20,000
TOTAL EXPENDITURE	20,000	120,000	20,000	70,000	20,000
31st MARCH CARRIED FORWARD					

The above figures are for illustrative purposes only.

Parish proportion based on average % (33 parishes - 28 without a plan and 5 with (as at November 2018))

APPENDIX 4

AWARD OF FUNDING / DECLARATION (EXTERNAL)



AWARD OF COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING - EXTERNAL

Project reference:	
Project description:	
Applicant:	
Date of award:	
Expiry date of award:	
Amount of CIL allocated to project:	£

The above award of CIL funding is made subject to the following conditions:

1. That the CIL awarded will be used towards the project outlined above and not for any other purpose.
2. The applicant will provide updates on delivery of the project on a quarterly basis to the Planning Obligations Officer;
3. The applicant will provide an annual CIL report to the Council's Planning Obligation Officer for each financial year in which it receives CIL, as outlined below.
4. If the provision of the relevant infrastructure is not commenced within the financial year in which it is to receive the allocated CIL funds, the award of CIL funds will be withdrawn.

Reporting:

As well as the quarterly report required by point 2 above in relation to this specific project, for each financial year in which CIL funds are passed to an external infrastructure provider, a report of the following from that provider will be required by Horsham District Council by 31st December following the end of the financial year in which CIL funds are received:

- the total CIL receipts for the reported year;
- total CIL expenditure for the reported year;
- summary of the CIL expenditure (including items to which the CIL has been applied and the amount applied to each item)
- the total value of CIL receipts retained at the end of the reported year; and
- the total value of CIL receipts from previous years retained at the end of the reported year.

Declaration:

I confirm the information provided by the applicant relating to the above project is accurate. I confirm acceptance of the above conditions. I understand that should the above conditions not be fulfilled that the funding may be withdrawn.

Signed: _____

Position: _____

N.B. No CIL funding will be provided until this declaration has been signed and returned to cil@horsham.gov.uk

APPENDIX 5

AWARD OF FUNDING / DECLARATION (INTERNAL)



AWARD OF COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING - INTERNAL

Project reference:	
Project description:	
Applicant:	
Date of award:	
Expiry date of award:	
Amount of CIL allocated to project:	£

The above award of CIL funding is made subject to the following conditions:

1. That the CIL awarded will be used towards the project outlined above and not for any other purpose.
2. The relevant budget holder will provide regular updates, in line with normal practice, to:
 - i) The Finance Team; and
 - ii) Senior Leadership Team (where appropriate).
3. The relevant budget holder will provide updates on delivery of the project on a quarterly basis to the Planning Obligations Officer;
4. If the provision of the relevant infrastructure is not commenced within the financial year in which it is to receive the allocated CIL funds, the award of CIL funds will be withdrawn.

Declaration:

I confirm the information provided by the applicant relating to the above project is accurate.

I confirm acceptance of the above conditions. I understand that should the above conditions not be fulfilled that the funding may be withdrawn.

Signed: _____

Position: _____

N.B. No CIL funding will be provided until this declaration has been signed and returned to cil@horsham.gov.uk

APPENDIX 6

DRAFT MEMORANDUM OF UNDERSTANDING WITH WEST SUSSEX COUNTY COUNCIL

Memorandum of Understanding

This agreement is dated [DATE]

PARTIES

(1)HORSHAM DISTRICT COUNCIL of Parkside, Chart Way, Horsham West Sussex RH12 1RL ('the District Council')

(2)WEST SUSSEX COUNTY COUNCIL of County Hall, West Street, Chichester West Sussex PO19 1RQ ('the County Council')

1. BACKGROUND

1.1 This Memorandum of Understanding (MoU) provides a broad framework to assist its signatories so that the District Council can determine priorities for planning, funding and delivering future infrastructure.

1.2 Decisions over the allocation of Community Infrastructure Levy ('CIL') monies rests with the District Council as the CIL Charging Authority.

1.3 The District Council and the County Council have agreed to work together on the delivery of future infrastructure financed from the CIL and financial contributions received from developers through agreements under section 106 of the Town and Country Planning Act 1990 ('Section 106 Agreements'). A separate agreement will be circulated in respect of financial contributions arising from S106 Agreements.

1.4 This MoU is a statement of joint intent which indicates the broad principles that the District Council and the County Council will seek to apply when making decisions about strategic and community infrastructure, both of which are integral to the economic, social and environmental well-being of the District Council's communities.

1.5 The MoU sets out the basis upon which the District Council and the County Council will seek to work together with the following aims:

- To provide clarity, transparency and consistency in the collection, allocation and spending of CIL receipts;
- To set out the relationship between the District Council and the County Council
- To ensure CIL receipts are spent on infrastructure required to support development, in accordance with the CIL regulations and the District Council's Regulation 123 list before 31 December 2020 and then in accordance with the Council's Annual Infrastructure Spending List from 31 December 2020 onwards in accordance with amendments to the CIL Regulations 2010 ('the CIL Regulations');
- To ensure CIL serves its purpose of contributing to the delivery of the infrastructure necessary to support the Horsham District Planning Framework.

1.6 The District Council and the County Council acknowledge the need to keep this document under review and consider, as and when necessary, further flexible arrangements between parties to aid the timely delivery of schemes.

2. STATUS

2.1 The District Council and the County Council acknowledge that this MoU is not a legally binding contract but, as outlined above, a statement of intent which provides the foundation blocks for the consultation referred to in clause 3.1 below with internal and external stakeholders, and infrastructure providers, parishes and neighbourhood councils, Horsham blueprint Neighbourhood Forum and all ward members of the District Council.

3. GOVERNANCE

3.1 The Horsham District Council infrastructure Delivery Plan 2016 ('IDP') will be subject to consultation every three years with the County Council, , internal and external stakeholders, and infrastructure providers, parishes and neighbourhood councils, Horsham blueprint Neighbourhood Forum and all ward members of the District Council.

3.2 The Infrastructure Project Working Group ('IPWG') consisting of elected District Members will assess, finalise, and regularly update, an infrastructure prioritisation list. Each project seeking CIL funding will be subject to an assessment by District Council officers who will make recommendations to the IPWG.

3.3 CIL Project Assessment Process:

3.3.1 Stage One – Compliance with the Community Infrastructure (England) Regulations 2010 as amended ('the CIL Regulations'):

An initial assessment of the projects put forward for funding from the levy will be undertaken by the District Council's Planning Obligations Officer. If the project is not infrastructure, or does not meet the CIL Regulations in any way, or if the required information has not been provided, or not been provided in sufficient detail, the project will remain in the IDP but will not progress further in the CIL project assessment process.

3.3.2 Stage Two – Prioritisation:

Projects will be scored by District Council officers against a prioritisation matrix which will prioritise the infrastructure projects based on a number of criteria which are set out in Annex 1. The projects identified as being the highest priority and capable of delivery within a five year period will be presented to a meeting of the IPWG for review prior to consultation.

3.3.3 Stage Three – Review and Final Assessment:

The IPWG will review the projects recommended by District Council officers as being suitable for funding from the CIL and for putting out to consultation. Projects to be allocated CIL funding will be collated into a draft plan ('the CIL Spending Plan') which will be published on the District council's website and subject to a six week [public] consultation with the County Council, internal and external stakeholders, and infrastructure providers, parishes and neighbourhood councils, Horsham blueprint Neighbourhood Forum and all ward members of the District Council. The results of the consultation will be reported to the IPWG who will then consider the CIL Spending Plan. The CIL Spending Plan will then require approval by the District Council's Cabinet who will recommend approval by the full Council of the District Council.

The project assessment process will be reviewed by officers and Members following its first use and at regular intervals thereafter to ensure it continues to provide a robust and effective method for prioritising infrastructure seeking funding from the CIL.

3.3.4 Releasing CIL Funds to the County Council

Once CIL funding has been awarded, payment arrangements will be made with the County Council on a case by case basis and will depend upon the delivery timescale for the project, any phasing

arrangements and other relevant considerations.

Any award of funds will be subject to standard conditions relating to the use of the funds and the provision of quarterly updates on the progress of the project as well as other conditions as appropriate. The project leader for each project will be expected to sign and return a declaration that those conditions will be complied with (Annexe 2).

In addition to the above, for each financial year in which CIL funds are passed to the County Council, they will be required to submit a report on the following matters to the District Council:

- the total CIL receipts for the reported year;
- total CIL expenditure for the reported year;
- summary of the CIL expenditure (including items to which the CIL has been applied and the amount applied to each item)
- the total value of CIL receipts retained at the end of the reported year; and
- the total value of CIL receipts from previous years retained at the end of the reported year.

4. The IPWG

4.1 The IPWG will consist of elected members of the District Council.

4.2 The IPWG shall deal with its responsibilities in accordance with its terms of reference

4.3 The IPWG shall meet every three years following the review of the IDP and initial assessment of projects at District officer level.

5. REVIEW AND DISPUTE RESOLUTION

5.1 The MoU will be subject to periodic review by the District Council and the County Council and amended as appropriate.

5.2 If either party has any issues, concerns or complaints about any matter in this MoU, that party shall notify the other party and the parties shall then seek to resolve the issue by informal discussion at officer level. If the issue cannot be resolved within a reasonable period of time, the matter shall be escalated up through the respective organisations in an attempt to secure a resolution.

5.3 If either party receives any formal inquiry, complaint, claim or threat of action from a third party (including, but not limited to, claims made by a supplier or requests for information made under the Freedom of Information Act 2000) in relation to a CIL funded project, no action shall be taken in response to any such inquiry, complaint, claim or action, to the extent that such response would adversely affect the CIL funded project, without the prior approval of the District Council.

6. TERM AND TERMINATION

6.1 This MoU shall commence on the date shown above, and shall expire on on either party giving the notice in clause 6.2, or by mutual agreement.

6.2 Either party may terminate this MoU by giving at least three months' notice in writing to the other party at any time.

7. VARIATION

This MoU, including the Annexes, may only be varied by written agreement of the District Council in consultation with the County Council.

8. CHARGES AND LIABILITIES

8.1 Except as otherwise provided, the parties shall each bear their own costs and expenses incurred in complying with their obligations under this **MoU**.

8.2 Both parties shall remain liable for any losses or liabilities incurred due to their own or their employee's actions and neither party intends that the other party shall be liable for any loss it suffers as a result of this **MoU**.

9. GOVERNING LAW AND JURISDICTION

This **MoU** shall be governed by and construed in accordance with English law and, without affecting the escalation procedure set out in clause 5 each party agrees to submit to the exclusive jurisdiction of the courts of England and Wales.

Signed for and on behalf of **HORSHAM DISTRICT COUNCIL**

Signature:

Name:

Position:

Signed for and on behalf of **WEST SUSSEX COUNTY COUNCIL**

Signature:

Name:

Position:

CONTACT POINTS

Horsham District Council

Name:

Office address:

.....

Tel No:

E-mail Address:

West Sussex County Council

Name:

Office Address:

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Report to Cabinet

28 November 2019



Horsham
District
Council

By the Cabinet Member for Planning and Development

KEY DECISION

Not Exempt

Consultation on Draft Conservation Area Appraisals & Management Plans for Slinfold and Warnham

Executive Summary

The report seeks approval to consult on the draft Conservation Area Appraisals & Management Plans that have been produced for Slinfold and Warnham. They include proposed additions, and in some cases deletions, to the current Conservation Area boundaries.

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.

These Conservation Area Appraisals provide a basis on which to determine whether any changes should be made to existing Conservation Areas. It is considered that public consultation should be undertaken on the draft Appraisals to take account of local views and knowledge. Once adopted after public consultation, the completed Appraisal will help inform future planning decisions regarding developments within or adjoining the respective Conservation Area. The Conservation Area Appraisal is concluded with a Management Plan. The Management Plan takes forward the issues raised in the Appraisals, identifying means by which the special interest of the Conservation Areas will become self-sustaining into the future.

Recommendations

Cabinet is recommended:

- i) To approve the draft Conservation Area Appraisals and Management Plans, which include proposed boundary changes, for public consultation.
- ii) To approve that the Cabinet Member for Planning and Development be given delegated authority to agree minor editorial changes prior to publication.

Reasons for Recommendations

- i) To enable Conservation Area Appraisals and Management Plans to be produced to help guide development for Slinfold and Warnham.
- ii) To give the Cabinet Member 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. Slinfold – Designated December 1976 – Map published online 8 September 2011
 - b. Warnham – Designated December 1976 – Map published online 8 September 2011
2. Draft Conservation Area Appraisal and Management Plan for Slinfold (November 2019) – See Appendix 1
3. Draft Conservation Area Appraisal and Management Plan for Warnham (November 2019) – See Appendix 2

Wards affected: Slinfold and Warnham

Contact: Catherine Howe, Head of Strategic Planning 01403 215505

Background Information

1 Introduction and Background

- 1.1 There are 37 designated Conservation Areas in Horsham District. There is a Conservation Area map for each Conservation Area which identifies the designation boundaries. In Horsham District, only nine Conservation Areas have an adopted appraisal, four of which were completed some time ago. The Council has started a rolling programme of producing Conservation Area Appraisals and Management Plans. Appraisals were completed for Billingshurst, Henfield, Pulborough, Steyning, and Storrington in 2018.
- 1.2 Without appraisals setting out the significance of each Conservation Areas, there is a lack of up-to-date information to inform and support Horsham District Council in managing change positively in the remaining 28 conservation areas. Therefore, the 2 conservation areas Slinfold and Warnham, which have been identified as experiencing pressure for development, have been assessed in accordance with current best practice as described in Historic England's document, *Conservation Area Designation, Appraisal and Management*, Historic England Advice Note 1 (2016).
- 1.3 The Conservation Area Appraisals set out background information and details of the historic development of the two 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. Three appendices are included with each document: a gazetteer of

listed and locally listed buildings within each Conservation Area; the landscape sensitivity criteria and a glossary of terms.

- 1.4 The Conservation Area Appraisals and Management Plans, once adopted, will help inform future planning decisions regarding developments within or adjoining the Conservation Areas.

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.

3 Details

- 3.1 This section includes a summary of the details of the two draft Character Area Appraisals and Management Plans.

Slinfold

- 3.2 Slinfold Conservation Area was designated in November 1976, and was then reviewed in 1997. Since then, the Conservation Area has not been reviewed by means of a Conservation Area appraisal.

- 3.3 The Slinfold Conservation Area Appraisal comprises three main sections, plus appendices.

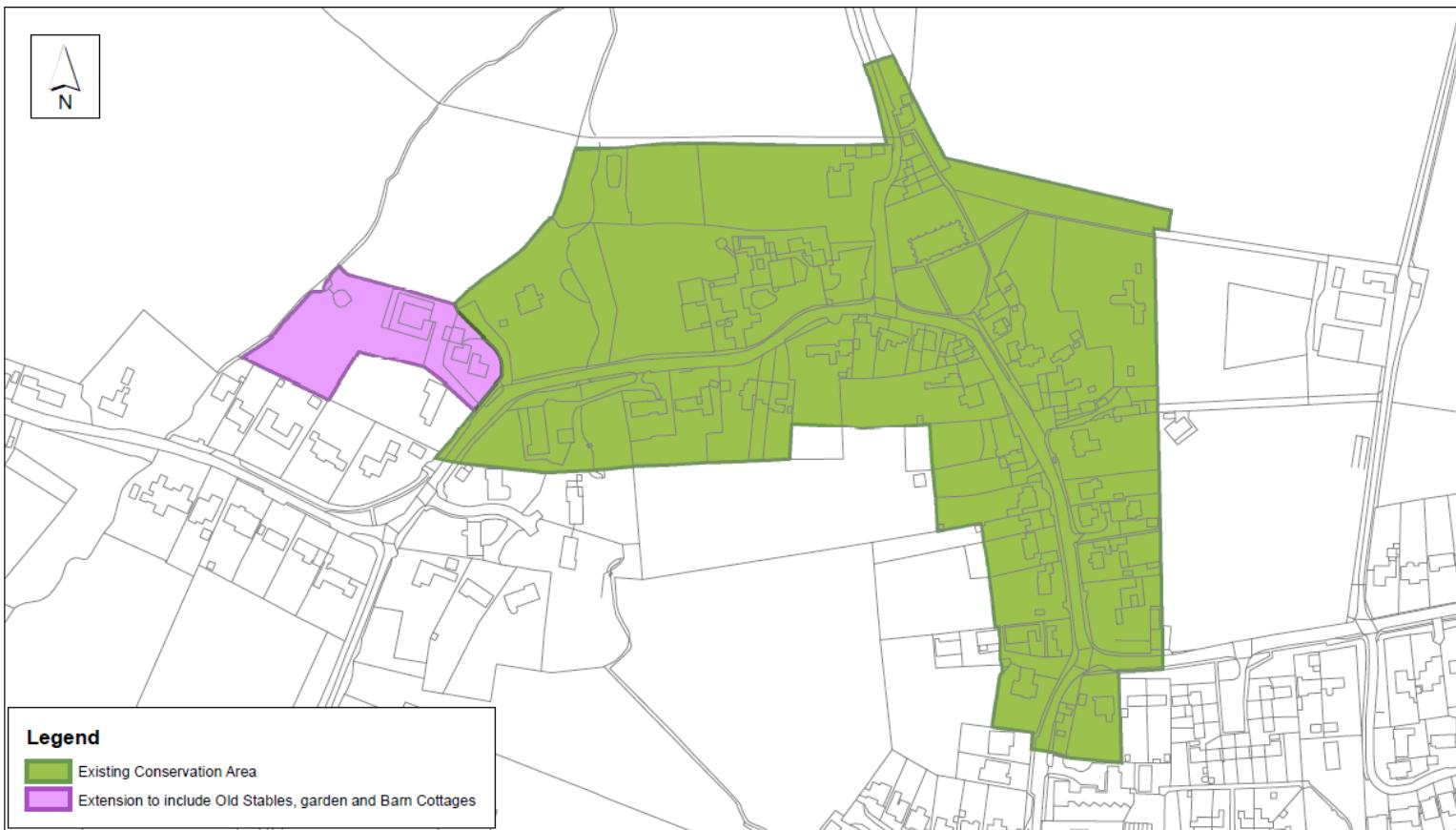
- 3.4 The Conservation Area Appraisal notes that at the time of the original designation of the Conservation Area in November 1976, the Conservation Area contained concentrations of historic buildings and landforms that helped to define special character.

- 3.5 The review has drawn a number of conclusions:

- i) Over the last 40 years, the guidance concerning the assessment of heritage significance and value ascribed to late 19th century and 20th century architecture has evolved.
- ii) It is important that design is properly informed by an appreciation of prevailing character and setting sensitivity.
- iii) Due to the historic connection between Old House Farm and its former ancillary buildings (Old Stables and Old Barn Cottage) it is considered that the Conservation Area should be extended.
- iv) **Map 1** below on page 5 illustrates both the current Conservation Area boundaries for Slinfold and the proposed extension. The draft Appraisal proposes Slinfold as having one continuous Conservation Area, comprising a western and eastern section.

Map 1 Slindfold – Current Conservation Area Boundaries Proposed Addition

Page 166



Horsham District Council

Parkside, Chart Way, Horsham
West Sussex RH12 1RL.

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Proposed Extension to Slindfold Conservation Area

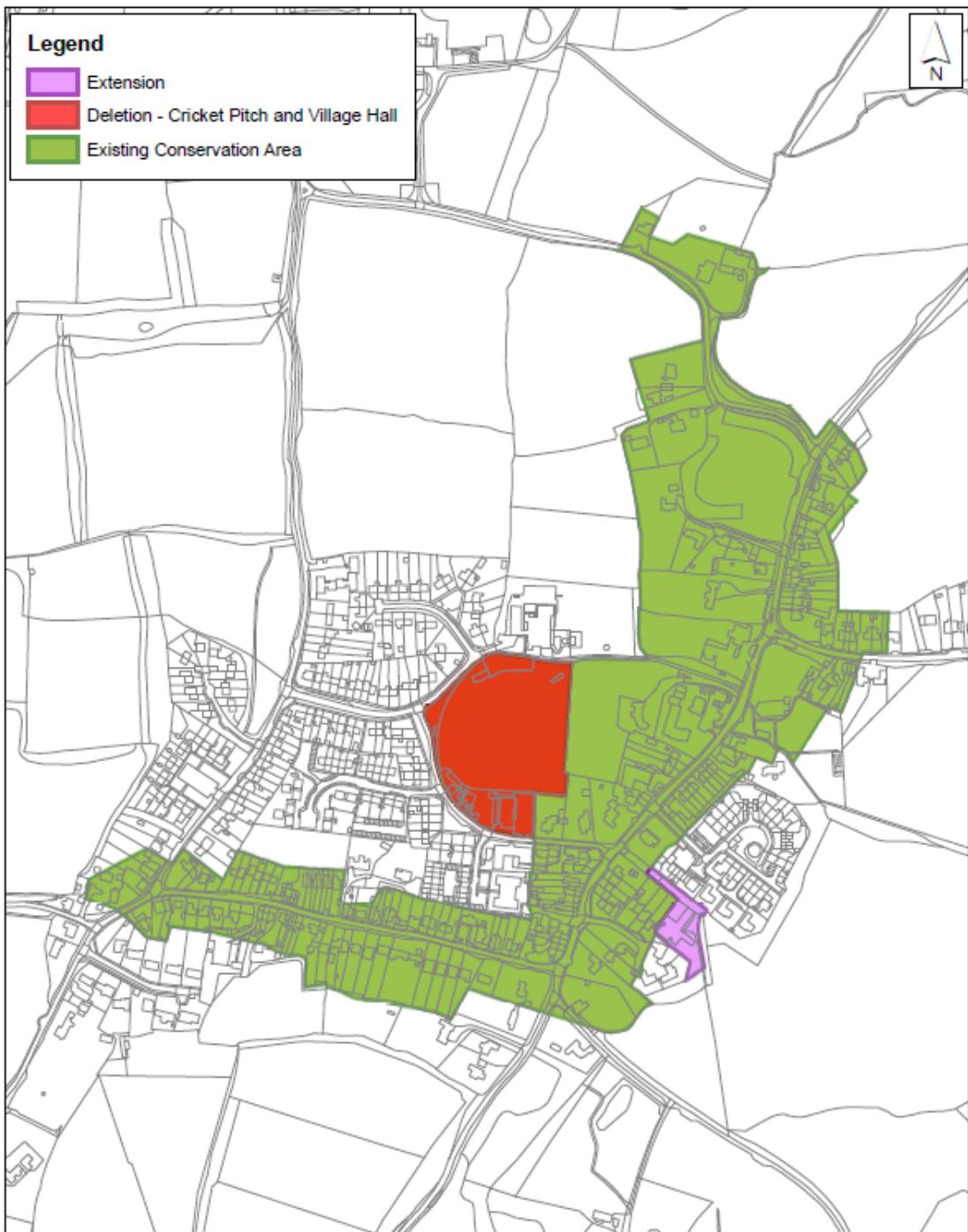
Reference No :	Date : 24/10/2019	Scale : 1:3,000 (at A4)
Drawing No :	Drawn :	Checked : Revisions :

- 3.6 Part 1 of the Conservation Area Appraisal sets out a historic development summary. It describes how the first permanent settlement emerged during the Anglo-Saxon period. It then continues to describe important additions to Slinfold in the medieval period (e.g. St Peter's Church) and provides an explanation of what occurred in the 18th and 19th centuries. Finally, there is a discussion of 20th century developments.
- 3.7 This section of the document also deals with landscape setting. It sets out details of the existing landscape character and pressures on the landscape fringes. It also looks at the important role open spaces have played in Slinfold's development and views.
- 3.8 An analysis of the townscape and historic environment is then provided. The Appraisal gives a description and history to the "western section of the conservation area", followed by the "eastern section of the conservation area." It also provides a number of photographs of key buildings and views and a map showing a "Building Audit" i.e. feature trees, and "listed", "positive", "neutral" and "negative" buildings. It then identifies a number of character areas and describes their features and townscape merit.
- 3.9 Part 1 of the Appraisal deals with views and identifies the important views into and out of the Slinfold Conservation Areas on a map.
- 3.10 Part 1 of the Appraisal concludes with the negative elements of the Conservation Area. This section looks in particular at the roads, car parking, and the loss of traditional details including traditional windows.
- 3.11 Part 2 is the draft Management Plan. It sets out detailed proposals of how residents, landowners and developers should address key issues for proposed alterations to buildings and structures either within or adjacent to the conservation areas. This includes issues such as boundary enclosures, drives, shop fronts, extensions, window replacement, dormer windows, cladding and repointing. There is guidance on opportunities for new development, setting and views; as well as guidance on trees, public realm, street furniture, surface materials, and car parks.
- 3.12 Appendix 4 is a key appendix and sets out details of the proposed changes to the current Conservation Area boundary (See **Map 1** of Slinfold on page 5 above). There is 1 proposed change to the current boundary (shown purple on **Map 1**); this is proposed as an addition to the current boundaries, with no removals.
- a) The inclusion of Old Stables and Barn Cottage, as this area is judged to be an important contributor to the local character and appearance of the Conservation Area.

Warnham

- 3.13 Warnham Conservation Area was designated in 1976. Since then, the Conservation Area has not been reviewed.
- 3.14 The Warnham Conservation Area Appraisal comprises the same sections as the Slinfold Appraisal.
- 3.15 The Appraisal has drawn the following conclusions:
- i) Over the last 40 years, the guidance concerning the assessment of heritage significance and value ascribed to late 19th century and 20th century architecture has evolved.
 - ii) It is important that design is properly informed by an appreciation of prevailing character and setting sensitivity.
 - iii) Since designation of the Conservation Area, the village has been extended including new development within the Conservation Area to the west of the Vicarage. It is considered that the changes to this part of the Conservation Area have resulted in a change to the historical interest of the space. Consideration has therefore been given as to whether this change impacts on the specific character of the Conservation Area. It has been concluded that in terms of the specific criteria for the designation of the Conservation Area the cricket ground and village hall, although important community facilities do not contribute to the historic interest or the architectural quality that is identified in the residual Conservation Area.
 - iv) It is proposed that the Conservation Area is extended to include the Victorian Warnham Court Farm buildings as they represent the remaining part of Warnham Court Farm, which played a role in the historic development of the settlement.
 - v) It is proposed that the Conservation Area boundary should be amended, with a small area to be removed from the Conservation Area including the cricket ground and Village Hall, and the extension of the Conservation Area to include the buildings within Warnham Court Farm.
- 3.16 **Map 2** below on page 8 identifies the historic conservation area boundary of Warnham. It also identifies areas where this boundary is proposed to be extended to include areas within a new revised Conservation Area boundary and also areas that are proposed to be removed from the current Conservation Area boundary.

Map 2 Warnham – Current Conservation Area and 1 Proposed Deletion/1 Proposed Extension to the Conservation Area



Horsham District Council Parkside, Chart Way, Horsham West Sussex RH12 1RL	Proposed Extension and Deletion to Warnham Conservation Area	
Reference No :		
Date: 24/10/2019	Scale : 1:5,000 (at A4)	
Drawing No :		Revisions :

- 3.18 Similarly to the work that was carried out for Slinfold, Part 1 of the Appraisal for Warnham sets out a discussion of the historic development summary for the village, as well as details of landscape, views, character areas and Conservation Area setting. Part 2 focuses on the draft Management Plan. The draft Management Plan offers guidance on how works to the historic built environment, new development and the works affecting the “Environment and Public Realm” should be carried out.
- 3.19 The current boundaries of the Warnham Conservation Area have been reassessed and it is suggested there is one addition and one area removed (see **Map 2** on page 8 above).

One Proposed Extension to the Warnham Conservation Area Boundary

The Conservation Area is extended to include the Victorian Warnham Court Farm buildings as they represent the remaining part of Warnham Court Farm, which played a role in the historic development of the settlement.

One Proposed Deletion to the Warnham Conservation Area Boundary

New development has been undertaken on land at The Glebe. This infill development has resulted in a dilution of the relationship between the cricket ground/village hall and the properties within Church Street. Although the cricket ground and village hall, are important community facilities in themselves they do not contribute to the historic interest or the architectural quality that is identified in the residual Conservation Area.

4 Next Steps

- 4.1 See paragraphs 6.1, 6.2 and 6.3 below.

5 Views of the Policy Development Advisory Group

- 5.1 The results of the Conservation Area assessments were discussed at the Policy Development Advisory Group (PDAG) on 5 August 2019. Members advised the cabinet member that consultation should take place on the draft appraisals in due course.

6. Consultation

- 6.1 If it is agreed to go out to consultation on the draft Conservation Area appraisals, it is intended to inform the relevant Parish Councils of the forthcoming (January 2020) public consultations on the proposed changes to the conservation area boundaries for the two settlements by attending appropriate Parish Council meetings in December 2019.
- 6.2 It is anticipated that following Cabinet, a four week public consultation will be held between 6 January 2020 and 3 February 2020 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 on

the 26 March 2020. This will include a proposal to adopt the Conservation Area Appraisals and Management Plans as guidance for planning officers to assist in the determination of planning applications in the relevant settlements.

Other Courses of Action Considered but Rejected

- 6.1 The option of not producing draft Conservation Area Appraisals and Management Plans was considered but it was decided that the development pressures on these two historic settlements was too great not to produce the conservation guidance and attempt to control development to a greater extent.

7 Resource Consequences

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

8 Legal Consequences

- 8.1 Section 71(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 states that "It shall be the duty of a local planning authority from time to time to formulate and publish proposals for the preservation and enhancement of any parts of their area which are conservation areas." It is considered that the contents of this report are consistent with the statutory duty referred to above.

9 Risk Assessment

- 9.1 Updating the existing Conservation Areas will reduce the risk of challenge to decisions made on planning applications.

10 Other Considerations

- 10.1 N/A.

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Slinfold Conservation Area Appraisal and Management Plan



Horsham
District
Council



November 2019

*“Sussex is a better place to see this happy marriage
of old and new than anywhere else in England.”¹*

1. Nairn, I. & Pevsner, N., 2001. *Sussex*, Harmondsworth : [s.l.: Penguin ; [distributed by Yale University Press]. p.328

Contents



Introduction	2
Appraisal I	
Origins and development of Slinfold	8
Underlying geology	12
Relationship of conservation area to its surroundings	
- Landscape setting	12
- Open spaces and public rights of way	20
- Views	20
Boundary review	21
Character assessment	
- Buildings and materials	22
- Character areas	24
- Views	32
Negative elements	37
Appraisal II	
Management plan	40
Appendix	54
Gazetteer of listed buildings and locally listed buildings	55
Landscape sensitivity criteria	62
Glossary of terms	63

Introduction

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 16 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 of the Act are:

- 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
 - submit proposals 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.

In response to these statutory requirements, this document provides a comprehensive appraisal of the Slindfold Conservation Area. It seeks to define and record the special architectural and historic interest of the Conservation Area and identifies opportunities for enhancement. Although the appraisal seeks to cover the main aspects of the designated area, it cannot be completely comprehensive; the omission of any feature in either the appraisal or the management proposals does not imply that it is of no interest.

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 area's 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. 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. This will then assist in developing 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 (2019).

Policy background

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.

Introduction continued

Page 178



Arial photograph of Slinfold and its surroundings

Slinfold

Slinfold village is located approximately 5 and a half miles west of Horsham, situated in the central low weald. Slinfold village is set within a mainly pastoral landscape with a well wooded character. The village of Slinfold is situated between the A29 to the north and west, whilst to the east is the A264. The main access road to the village is via Hayes Lane and Lyons Road, leading onto The Street which runs through the centre of the village. The roads are rural in character with sporadic development coalescing to form the central core of the village.

The current conservation area is covered by an article 4 direction. The article 4 direction removes permitted development rights within the conservation area and states;

Page 179

Development consisting of:

1. The improvement or alteration of a dwellinghouse within the meaning of Class A Part 1 of Schedule 2 of the Order where any part of the improvement or alteration would front a relevant location and the improvement or alteration involves the removal of an external window.
2. "Relevant location" means a highway, watercourse or open space."

The appraisal

This appraisal offers an opportunity to re-assess the Slinfold Conservation Area and to evaluate and record its special interest. It is important to note that designation as a Conservation Area will not in itself protect the area from incremental changes that can erode character over time.

Undertaking this appraisal offers the opportunity to draw out the key elements of the Conservation Area's character and quality as it is now, define what is positive and negative and identify opportunities for beneficial change. The information contained within the appraisal can be used to guide the form of new development within the Conservation Area, help to those considering investment in the area and be informative for the local community, planners and developers alike. This document is divided into two parts:

Part I: The character appraisal highlights what is architecturally and historically important about the Slinfold Conservation Area, identifies any problems within it and assesses whether its boundary is still appropriate. The character appraisal is supported by photographs to illustrate the general character of the Conservation Area and highlight both its good and bad features. Where a bad feature has been identified a cross is shown to indicate that the feature should not be replicated in future development.

Part II: The management proposals identify opportunities for preserving and/or enhancing the character of the Conservation Area based on the negative features identified in Part 1.

Introduction continued

Summary of special interest

The key positive characteristics of the Slinfold Conservation Area are identified in detail in Part I (Appraisal) but can also be summarised as follows:

- The historic origins and development of the village through the medieval, Georgian and Victorian 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.
- There is a clear contrast between the historic core of the settlement and the countryside delineated by the Conservation Area boundary.

Page 180

Boundary review

The Slinfold Conservation Area was reviewed in December 1997, following its original designation in 1976. After 40 years without change these boundaries have been reviewed, as directed by the Planning (Listed Buildings and Conservation Areas) Act 1990. 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, and it is important that design is properly informed by an appreciation of prevailing character and setting sensitivity.

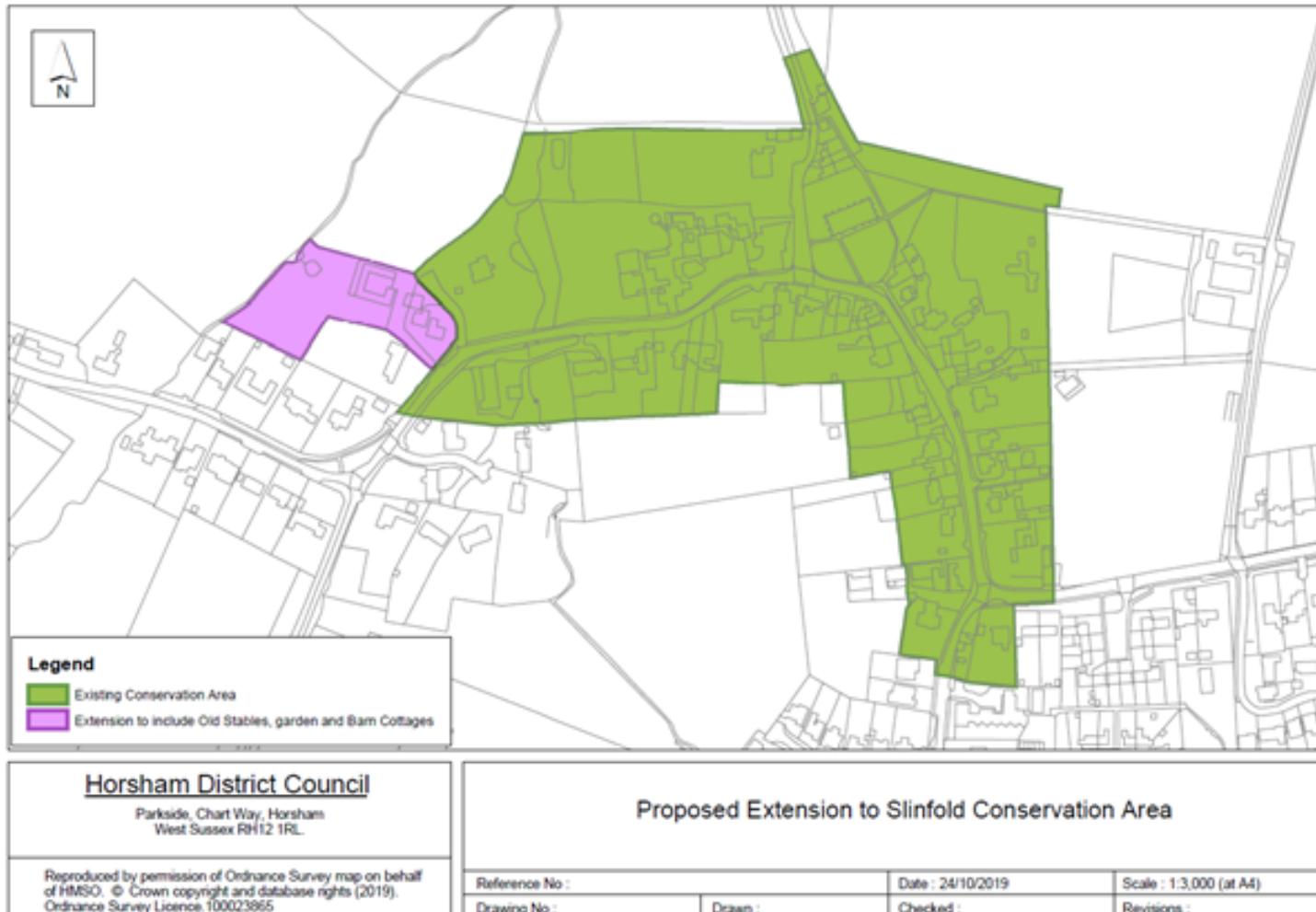
This review has drawn the following conclusions:

The Conservation Area boundary should remain as drawn, with a small extension to the west to include the properties of Old Stables and Barn Cottage. Due to their original purpose these buildings are functional in form with a traditional scale and appearance. As there is a direct historic connection and interrelationship between Old House Farm and the stables it has been determined that the conservation area should be extended to include the stables as they positively contribute to the understanding of the historic character of the Conservation Area.

Our assessment has been informed by current guidance and in partnership with interested parties. The review of the historic Conservation Area boundaries has led to the inclusion of these additional dwellings 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 boundary and areas where this boundary has been extended to bring additional historic properties into the Slinfold Conservation Area. This appraisal identifies Slinfold as having one continuous Conservation Area comprising two differing character areas – the western character area and the eastern character area.

Map of amended conservation area.



Part I: Appraisal

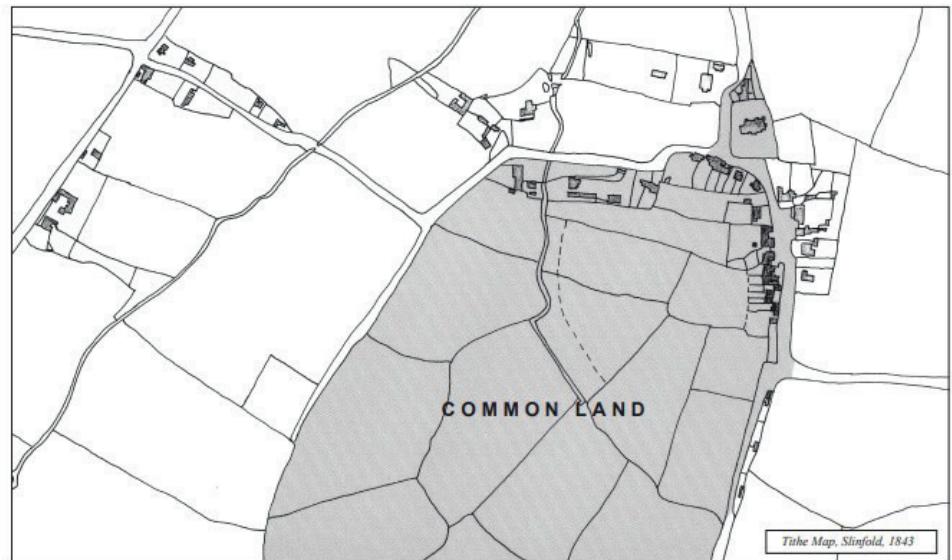
Origins and development of Slindfold

Roman development has been uncovered within the area surrounding Slindfold, as evidenced by Stane Street Roman Road, and the remains of a Romano-British courtyard mansio and staging post complex to the north of the existing village at Alforedean Bridge.

The village is not mentioned in the Domesday Book, but is thought to have been settled by the Anglo Saxons as the land provided resources which were not available in settlements to the south. Following the building of the church in the late thirteenth century it is likely that a track was formed which linked the church from both Park Street and Lyons Road. The track later became The Street. The common land surrounding the church was parcelled out to different manors, with each manor agreeing to build its own manor house. Clapgate Lane, Lyons Road and Park Street all led to the common land. This led to the nucleus of the hamlet which was to evolve into Slindfold.

182

During the 16th and 17th centuries the individual manor plots began to be subdivided and infilled, initially this was by timber framed buildings using local materials. In the 18th and 19th centuries infilling accelerated due to national population growth. Many of the earlier timber buildings were replaced, or extended and brick became the predominant building material. The school, chapel and tannery were built in the 19th century and the village continued to develop along the frontage of The Street. Four cottages to the east of the village along Lyons Road were built as almshouses in the 1830s. Spring Lane became the main route to Slindfold railway station. The area's distinctive linear form was well established by the 20th century and largely remains intact. Even in 1940 the extent of the village was similar to that shown on the Tithe Map of 1843.



1843 Tithe Map

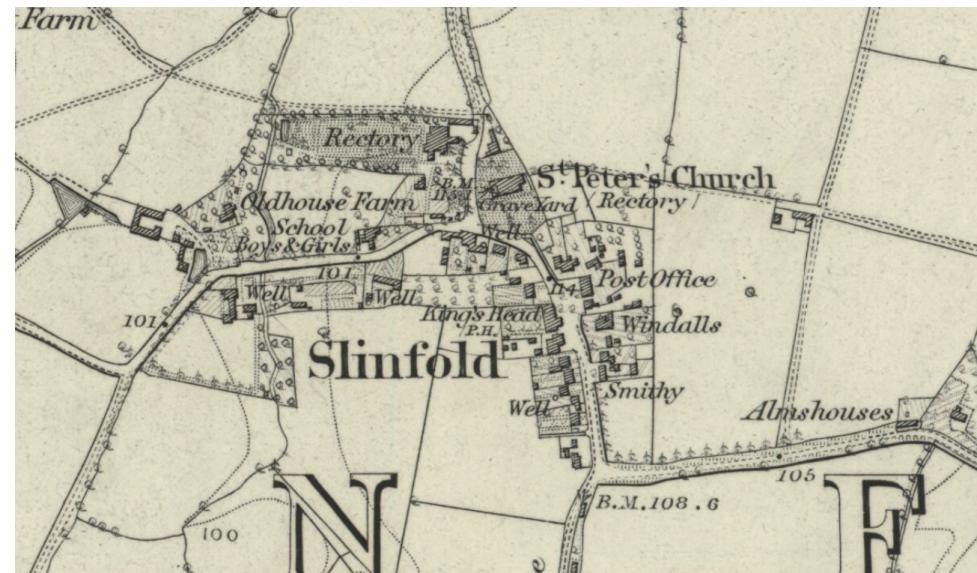
Development within the Conservation Area has largely maintained the form and layout determined by historic land ownership patterns.

Slinfold's evolution through historic maps



Page 183

Ordnance Survey 1870/71 shows development following a linear pattern along The Street. The almshouses can be seen to the east of the main settlement. To the south along Hayes Lane, are three blocks of houses built on a roadside strip of waste land. The northern most cottages remain today as Stone Cottages. The Old Stables are clearly visible to the west of Oldhouse Farm.



Ordnance Survey 1875/76 remains similar to the earlier survey.

Part I: Appraisal continued

Slinfold's evolution through historic maps continued



Page 184

Ordnance Survey 1895/96 indicates the construction of Slinfold Chapel in 1878, and South Lodge to the north of Churchyard Cottages.



Ordnance Survey 1909 has a similar form to the earlier maps. Population growth accelerated in the 20th century, initially through the construction of local authority housing in the 1920s and 1930s to the south of Lyons Road.

Reproduced with the permission of the National Library of Scotland:
<https://maps.nls.uk/index.html>

Slinfold Historic Phasing Map

Page 185

Part I: Appraisal continued

Underlying geology

Slinfold is located within the wooded clay vales of the Sussex Weald. The River Arun runs to the north of the village meandering through to Broadbridge Heath. The bedrock is of Weald Clay Formation, formed approximately 126 to 134 million years ago in the Cretaceous period. This underlying geology has provided a characteristic local building material, called Horsham Stone, as well as Carstone or Ironstone.

Horsham Stone is a calcareous, flaggy sandstone used as a roofing material and for flooring. The Weald clay has also provided a rich deposit for brick making, with the wooded vales providing sources of timber framing for building.

Planning
Policy
88

Relationship of Conservation Area to its surroundings

Landscape setting

Typically the landscape around Slinfold is agricultural, intersected by roads, and tributary valleys of the River Arun. It is set within a matrix of ancient hedgerows, copses and semi-natural woodland.

The field pattern varies from medium to large to the north of the village and is predominantly used for farming and grazing which has influenced the loss of native hedges.

To the west, south and east of the village the field pattern is smaller with stronger boundaries made of trees and hedgerow.

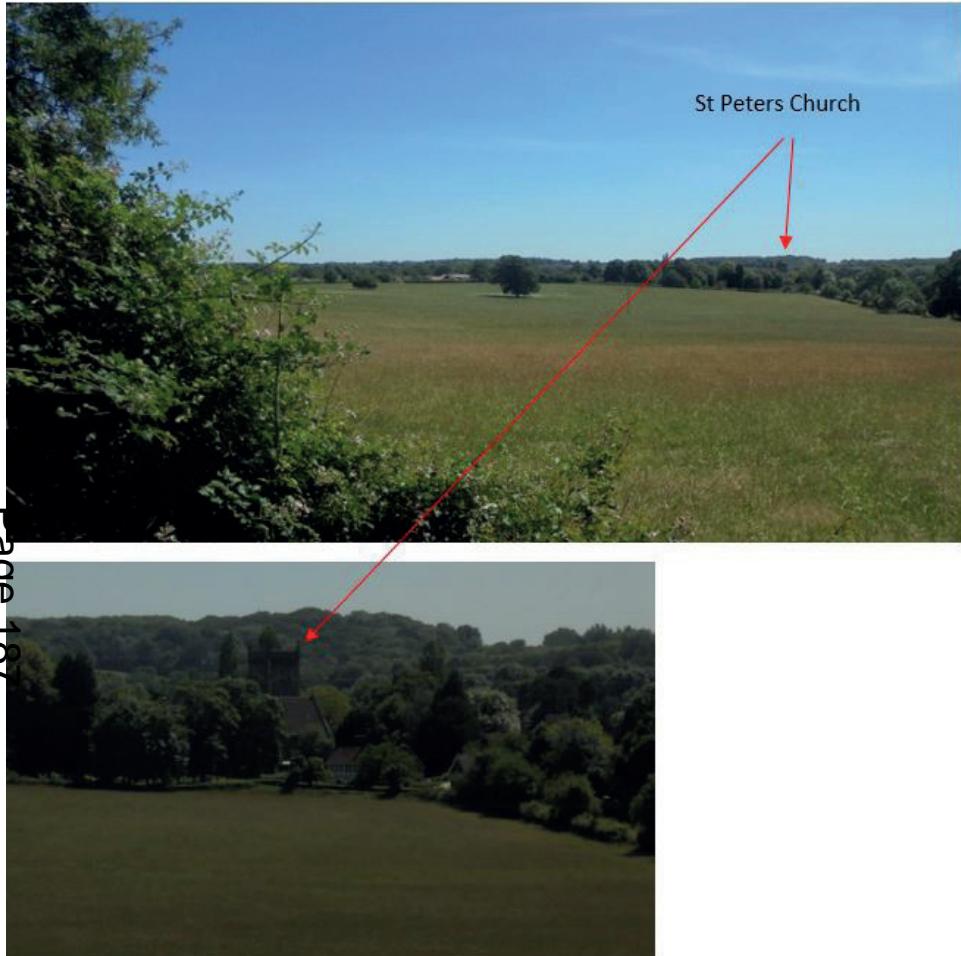
The settlement itself is set within a natural dip in the landscape and this is clearly appreciated when walking the public footpaths to the north, and east of the village.

From the rights of way the boundary of the Conservation Area is formed by mature trees and hedges with glimpses of roof slopes. This is particularly evident from PROW1438 as when in full leaf only the roof of the Old Stables is visible and the upper floors of Old House Farm, effectively camouflaging the wider village beyond.



Photograph from public footpath 1438 looking south towards Old House Farm and Old Stables.

The importance of the fieldscape and its juxtaposition with the sloping nature of the land surrounding the village is also highlighted from the footpaths at the junction of Clapgate Lane close to Hill House. From here the village is nestled within what appears to be a wooded boundary with only the spire of the church, Churchyard Cottages and the roofline of the buildings at Crosby Farm visible.



Photographs from bridleway 1434_1 looking south, showing views of the church, Crosby Farm and Churchyard Cottages.

The area has a strong rural character although some aircraft noise is noticeable and there are suburban influences particularly the business parks to the south of the village.

Topography

Slindfold is located within the West Sussex Central Low Weald landscape, which is characterised by gently undulating landform.

The Conservation Area and the wider village sit in lower lying landform with little topographical variation through the settlement itself, at approximately 30m Above Ordnance Datum (AOD). The Conservation Area is small and compact and situated to the north of the village predominantly abutting fields and surrounding undulating countryside.

To the northern fringe of the Conservation Area the land gently rises to Hill House and Rowfold Farm, the most predominant landform associated with and defining the landscape setting of this edge of the Conservation Area, and reaching up to 49m AOD.

The southern fringe is predominantly flat with a slight rise towards the Downs Link which sits at 35m AOD.

Part I: Appraisal continued

Existing landscape character

There are several existing Landscape Character Assessments that cover the landscape adjacent to Slinfold 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:

- gently undulating landform
- predominantly small to medium-sized pasture fields, enclosed by woodlands, shaws and hedgerows
- some larger arable fields as a result of hedgerow loss
- wooded landscape created by woodland blocks, mature trees and hedgerow field boundaries
- small stream valleys draining to the Arun
- largely rural character, although some aircraft noise is noticeable
- attractive distant views of Slinfold Church tower
- occasional long views to and from the ridges
- recreational value associated with the network of public rights of way, including the Downs Link, and recreational green spaces on the settlement periphery.

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 typical criteria included in Appendix 2, the sensitivity of the landscape fringe to change associated with development has been evaluated, through consideration of the associated key characteristics.

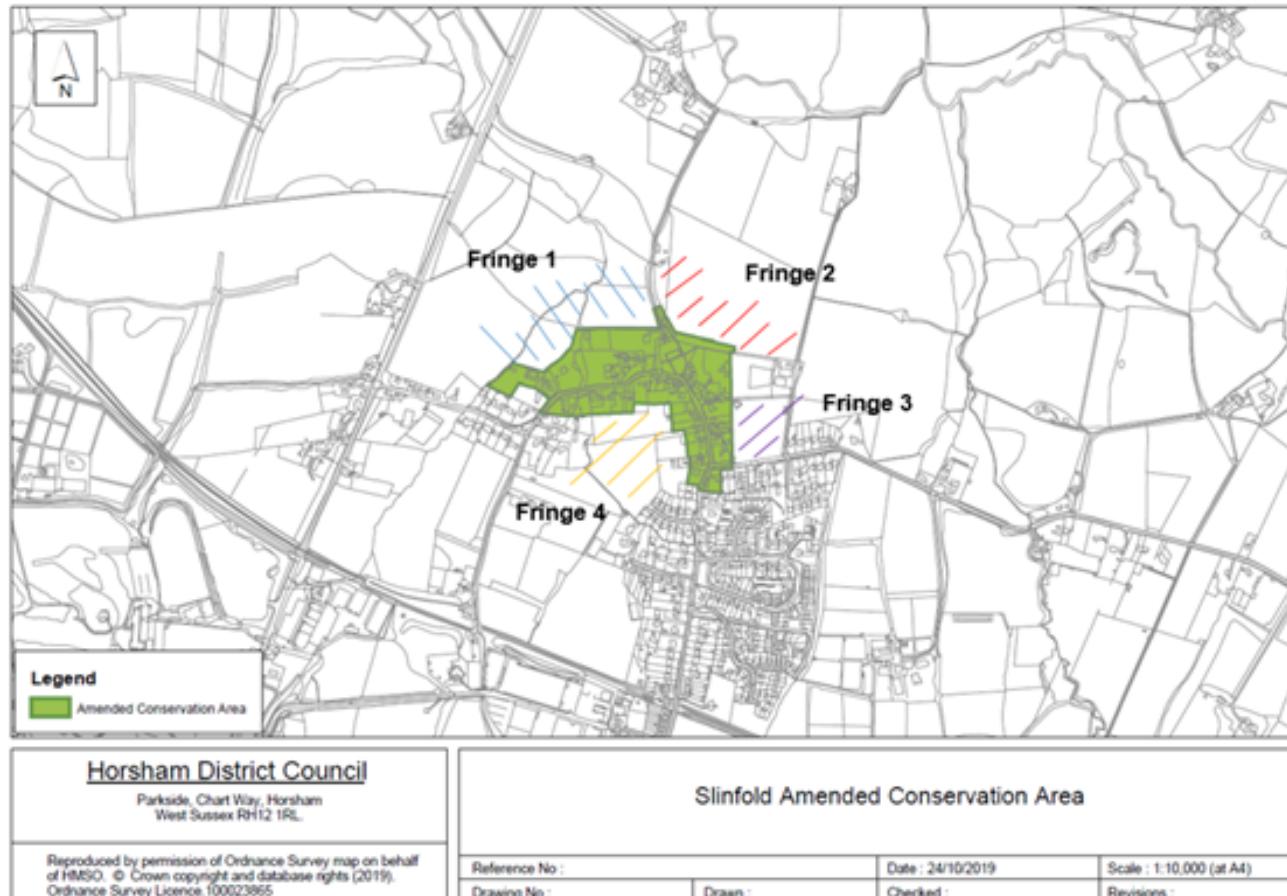
Character map

Page 189

Part I: Appraisal continued

Landscape fringe sensitivity map

Page 190



Landscape fringe 1

- Attractive, mostly well integrated built edge set back behind groups of mature vegetation.
- Some intervisibility with the distinctive landmark of St Peter's church tower.
- A locally enclosed landscape that becomes more open further from the settlement edge and closer to the A29 (Stane Street).
- Generally flat landform across this area, very gently rising towards the settlement.
- Irregular medium scale fieldscape, probably medieval period.
- A moderately complex landscape that has experienced little alteration over time and displays a degree of intactness.
- Generally tranquil with some intrusion from the A29.
- Medium range views towards the Conservation Area and church tower, filtered through the intervening vegetation from the public footpath 1438.
- Attractive open views towards the wider countryside from Clapgate Lane.

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



Photograph from public footpath 1438 looking north west towards the Conservation Area boundary.

Landscape fringe 2

- Well integrated built edge to the north, softened by trees and hedgerows associated with the church grounds.
- The landform is gently undulating rising from the edge of the Conservation Area to Hill House and further to Rowfold Farm. These stand out on the top of the hill.
- Large arable field with a few remaining hedgerow trees reflecting some erosion to the historic pattern.
- Wider skylines are well vegetated.
- A locally open landscape that becomes enclosed by vegetation and topography.
- A relatively simple landscape by virtue of the loss of hedgerow, boundary vegetation and historic pattern.
- Mostly tranquil with little detractors.
- Various public footpaths cross this fringe, including a section of the West Sussex Literary Trail, a long distance trail from Horsham to Chichester.
- Intervisibility with the distinctive landmark of St Peter's Church tower from the surrounding public footpaths.
- Views out of the Conservation Area and towards the countryside from the graveyard through gaps in the hedgerows and due to the rising topography. Also intervisibility along Clapgate Lane.
- This fringe makes a very important contribution to the landscape setting of the Conservation Area and village.

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

Part I: Appraisal continued



*Slinfold landscape fringe 2,
viewed from Clapgate Lane*

Page 192



Slinfold landscape fringe 2, viewed from the bridleway 1434_1 looking into Conservation Area from the north



Slinfold landscape fringe 2, looking out of the Conservation Area from the graveyard looking north west towards Hill House

Landscape fringe 3

- Generally exposed settlement edge with some softening of boundary vegetation.
- Views of the church tower and intervisibility with the settlement core from Lyons Road, providing an attractive approach to the village.
- Land immediately adjacent to the Conservation Area is flat and used as a cricket field. The area to the north of the field is allocated for development through the Neighbourhood Plan.
- Views out towards the wider countryside from the edge of the conservation area on Lyons Road, through the cricket field.
- Some localised developed intrusions in the skyline looking out.
- Landscape of low tranquillity, associated with traffic and aircraft noise but also development intrusions.

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



Landscape fringe 3, photograph showing views from public footpath 1440_3 looking south



Landscape fringe 3, photograph looking north west from Lyons Road

Landscape fringe 4

- Generally well integrated Conservation Area edge, abutting open green land. The north section is softened by the vegetation mainly in residential gardens, whilst the western side of the fringe is partly exposed and many boundaries defined by post and rail fence.
- The fieldscape and relationship with the Conservation Area has seen some erosion but remains broadly intact and makes a significant contribution to the setting.
- Intervisibility with the historic core and views of the church tower as a prominent landmark.
- Skyline undeveloped and wooded in character. Some localised development intrusion seen through intervening vegetation although this does not breach the skyline.
- The field pattern is irregular and intimate although eroded in parts by some loss of hedgerow, replaced by post and rail fence.
- Landscape is tranquil with some level of intrusion associated with traffic and aircraft noise.
- Public views out of the Conservation Area are available through the gaps on The Street and from the public house garden. These are intermittent from The Street but more open in nature from the public house gardens.
- This fringe and its role in the setting of the Conservation Area is appreciated from West Way and along the Downs Link.

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



Landscape fringe 4, photograph taken from the Downs Link looking north across the Central Fields to the church

Part I: Appraisal continued

Open spaces and public rights of way

There is only one small local green space designated through the Slinfold Neighbourhood Plan within the Conservation Area. This is on land to the north of Stone Cottages, on the southern tip of the Conservation Area designation. This space is linked along The Street, and the heart of the Conservation Area, to the church grounds and churchyard from which crossing public rights of way connect the village with the surrounding countryside.

There is an extensive network of public rights of way within the northern edge of the Conservation Area that physically link and visually connect the village with the countryside. St Peter's Church tower is a dominant landmark, even when viewed from the west, from the footpath (prow 1438) running to the north of Ironwood House, rising above the trees that bound the Conservation Area. Views of the tower are particularly predominant from the Clapgate Lane in the rising ground and on the approach to the village. Clapgate Lane is being forward by the Parish Council to be designated as a Quiet Lane.

The rural setting of Slinfold is further reinforced by the views from the churchyard to the north and east, from gaps between the hedgerows enclosing Clapgate Lane and also from views across the cricket field to the east.

The cricket field forms an important landscape setting to the historic core which is emphasised further by the available views towards the wooded countryside beyond.

The green space designated by the Neighbourhood Plan to the north of Stone Cottages add to the cultural character of the Conservation Area, forming a softened approach to the junction of Lyons Road and Hayes Lane.

The open fields that sit to the south and west of the Conservation Area behind the properties within The Street, were formerly common land and, in conjunction with the church, instrumental in creating the linear form of Slinfold historic core.

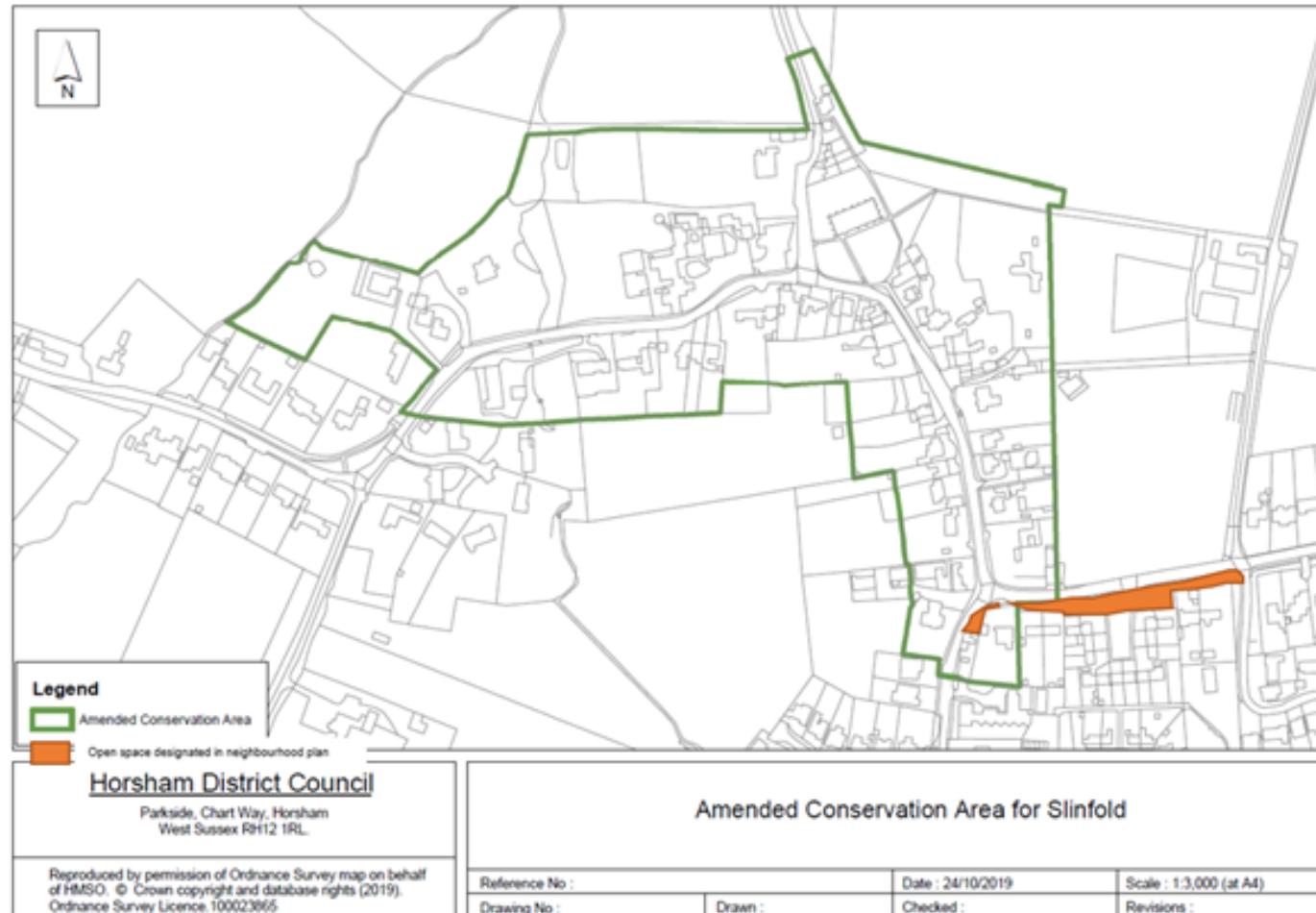
The main viewpoints into these 'central fields' from within the Conservation Area consist of glimpses through the dwellings that sit along The Street, with wider views from the entrance and car park of the Red Lyon public house.

From outside the Conservation Area and along the Downs Link, an important long-distance route heavily used by walkers, horse riders and cyclists, there are glimpses through the intervening vegetation of both the 'central fields' and the church tower. A viewing platform with a bench can be found along the path which provides views of the 'central fields' in its original form which dates before the 12th century and the historic rural character of the village is easily appreciated, contributing to the Conservation Area special character. Although the 'central fields' are not within the Conservation Area, from here it is possible to gain an appreciation of the important role they play in providing a soft and open green boundary which underlines its rural setting.



Photograph of the Central Fields from the Downs Link viewing platform

Slinfold key open space



Part I: Appraisal continued

Character assessment

Building and materials

There are a number of elements which come together to form the unique character of the Conservation Area as a whole. These include:

- small roadside grass verges
- informal gravelled driveways
- low level boundary walls and timber picket fences
- variety of house designs, two storey or lower
- predominant use of natural materials
- traditional detailing
- inconspicuous or subservient extensions
- green features and mature tree planting.

Page 198

Within the Conservation Area there are a variety of building materials and building types which add a diversity of style which are unified by the scale of development and the use of local/natural materials. As noted in the brief history of Slindfold above, the village has evolved slowly and consequently the buildings can be grouped into three main styles – medieval, Georgian and Victorian.

The oldest buildings within the village are timber framed, principally small in scale and either single storey with accommodation within the roofspace or two storey. The buildings are often gabled, with a traditional pitch with Horsham Stone or a handmade clay tile. Generally the windows are small with wooden casements. The buildings are detached or terraced. As Slindfold became more prosperous, and fashion and ideas of status evolved, many humble timber framed buildings within the Conservation Area were refaced in brick or rendered, as can be seen at Churchyard Cottages.



Photographs of west and east elevation of Churchyard Cottages



Early nineteenth century Slinfold House with blue headers and red stretchers, with sash windows and Doric columns to the porch

The timber framed medieval buildings are complemented by more formal Georgian and Victorian buildings. Many of the Georgian buildings have distinctive brick patterning with dark blue burnt headers and rich red stretchers. The roofs are hipped, mainly with clay tiles; several houses have dentil course details. Windows are larger, mainly wooden casements, or sash with glazing bars. Many of the Georgian houses have fine classical doorways, the simple panelled doors being framed by Doric columns and pediments.



Slinfold Village Hall (originally known as the Child Memorial Village Hall), constructed in 1881, is a good example of decorative bargeboards and Victorian detailing

The Victorian houses are distinctive with gable roofs of tile or slate, decorated with plain and patterned bargeboards. Many have simple porches, again with bargeboards, and attractive bay windows.

Part I: Appraisal continued

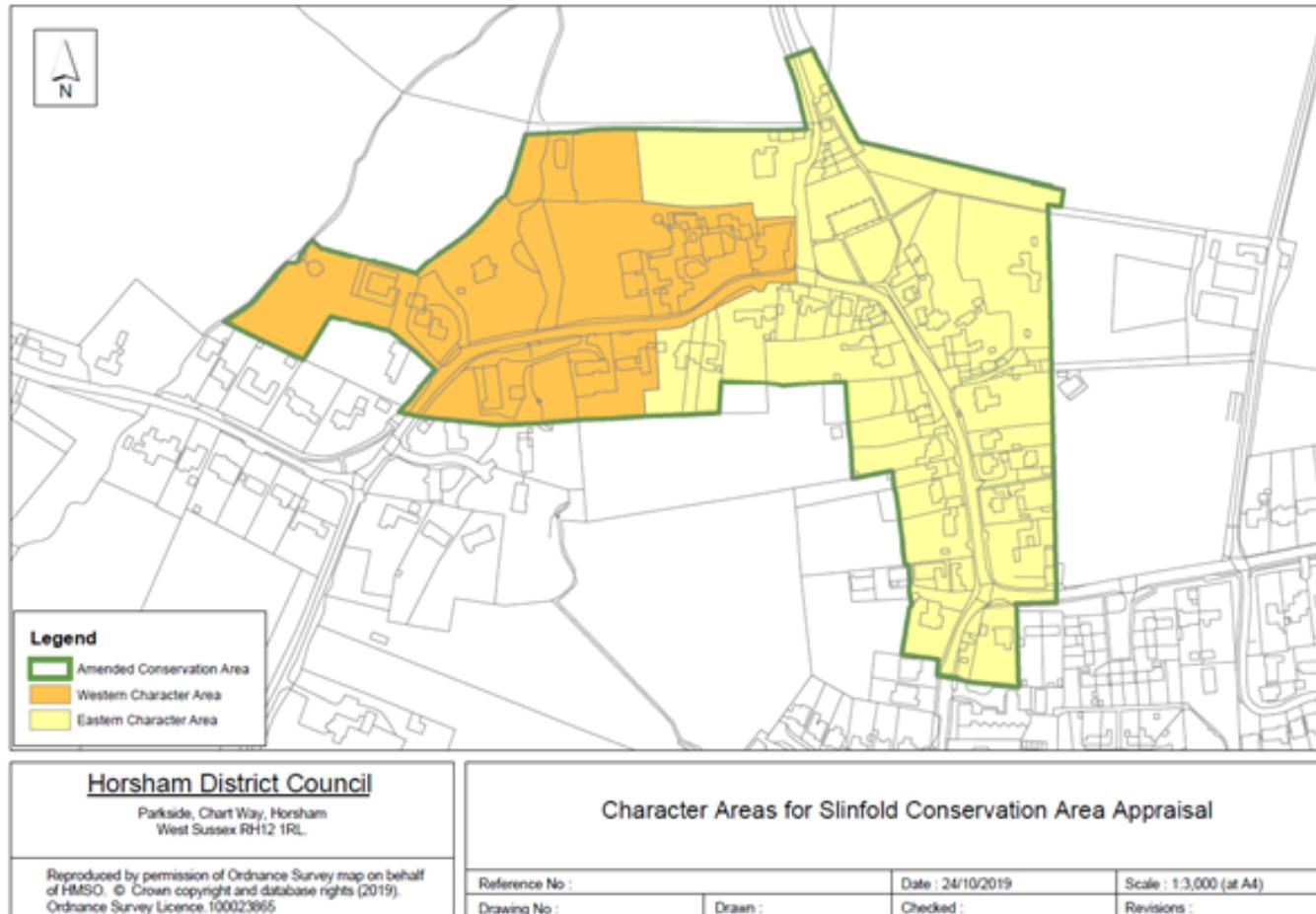
Character Areas

The historic core of Slinfold illustrated by the Conservation Area boundary has a tightly formed Conservation Area. The settlement of Slinfold is intrinsically connected with the east/west route between Horsham and the Roman road to Chichester now the A29. Before the introduction of turnpikes, travel in this part of Sussex was difficult and there would be a desire to use the passable routes available. It is assumed that over time the growth of Slinfold was reinforced by the increase in movement of people and produce between Horsham and an important route between London and the coast.

The character of Slinfold has been shaped by the necessities of history, its natural topography and geography, the availability of building materials, and the fluctuations of fortune, evident in the street patterns and in the buildings. There are two characters to Slinfold, one more dispersed and irregular (western) whilst the other has a more regular street pattern and developed form (eastern). There is also a unifying thread embedded in the style and scale of the buildings, and in the use of traditional building materials which have formed these structures.

The western character area starts at the western end of The Street, reaching from the former agricultural buildings of Old House Farm and Hall Land then stretching eastwards towards the school. Whilst the eastern area stretches along The Street to the junction with Lyons Road and Hayes Lane.

Map showing each character area



Part I: Appraisal continued

Character area - western area

The western character area has a more dispersed form than the eastern area and is characterised by the mature trees close to the road frontage, individually designed detached dwellings and irregularly shaped plots. The irregularly shaped plot sizes reflect the rural roots of the village.



Photograph looking east along The Street, towards Slindfold Primary School

Page 200

The planting to the boundaries of the properties on the southern part of the road create an intimate, often shaded space whose branches inform a sense of enclosure. The density of planting only allows glimpses of the detached properties behind.

The age and design of the dwellings in the western character area are varied with the historic timber framed dwelling of Old House Farm in contrast to the mid-nineteenth century dwellings of The Rectory and Hightrees. Despite the variance in the design of the properties the thread of protected mature trees in the front gardens of The Rectory and Hightrees, and the planting to Hall Land and Old House Farm, retain a sense of space. Each of the dwellings are set back from the street frontage with established gardens reinforcing the perception of a lower density development within a sylvan setting.

A good example of the larger size and irregularity of the plots within the western character area can be seen at Old House Farm on the northern side of The Street. The spacious nature of the plot reinforces the sense that this was once the edge of the historic settlement, with a resonance of its agricultural past and views to the countryside beyond.

The western character area benefits from the dappled light shining through the trees giving the perception of a cooler temperature. The views open up and the daylight brightens within the eastern area with the noise of the schoolchildren within the playground and vehicle noise becoming more apparent.

There is a transition as the Conservation Area moves east towards the school and the church which forms the visual centre point of the village. The mature tree planting reduces and there is an evolution of more regularly sized and narrower plots creating a more built up appearance. The properties within the western character area are predominantly



i) Horsham Stone roof and decorative hanging tile of Old House Farm, ii) vertical cladding and decorative hanging tile at Hightrees iii) soft green boundaries with individually designed houses set back from the road.

Character area - eastern area

The area to the south of the church has a denser form than the west. The buildings are appreciated as a townscape group with smaller front gardens placing the houses closer to the road. Small green verges and low brick walls ensure that the buildings become the more predominant feature of the street scene. Although the built form becomes more dominant the gaps between the buildings provide glimpses of sky and trees, reinforcing the perception and appreciation of the more open land behind to the east and west of The Street, and the Conservation Area's overall rural setting.



Properties have a domestic scale with attractive front gardens and low boundary treatments

Part I: Appraisal continued

The properties within The Street have a domestic scale with a mixture of traditional materials, although scattered along The Street are larger scale properties which reflect their purpose such as the Red Lyon. The eastern area also encompasses the modern commercial core of the village which incorporates not only the Red Lyon, but the former post office, bakery and forge, and the still active village store. The frontage to these properties still have a perception of being part of the public realm, although the front gardens of the former bakery and post office are now private spaces. In this location the pattern of development is still linear but there is the growth of backland development in the form of outbuildings (to the rear of the Old Bakery and Slinfold House) and residential development in the form of The Garden House and Forge Cottage.

In general the properties within the character area are two storey or single storey with accommodation within the roofslope. The eastern character area has a rich mix of housing form. For example in a number of houses the timber framing is visible within the front elevation such as Collyers, Collyers Cottage and Little Hammers, whilst in others the frame is partly concealed such as Chapel Cottage and Church Cottages. The timber framed buildings have gabled roofs heeled in Horsham Stone or in a clay tile. Within these properties the windows are predominantly smaller in size with wooden casements.



The Red Lyon forms a prominent building in the streetscene, which is read in context with the Old Post Office, shop and bakery on the opposite side of The Street



Chewton and Little Hammers have an exposed timber frame



Rat trap brick bond, with the bricks placed in a vertical position, which creates a cavity within the wall



Examples of Flemish bond brick work within the conservation area. Many properties exhibit bricks with a dark header and a red stretcher creating a pleasing, characterful appearance

Many of the buildings constructed or infilled with brick within the Conservation Area have a distinctive brick bond many with red stretchers and burnt headers, including Flemish bond and the more unusual rat trap brick work. Forge House is a good example of rat trap brick bond, with the garage to the rear showing a poorly understood modern interpretation of the brick bond.

Part I: Appraisal continued

Page 204



Traditional vertical sliding sash



Horizontal sliding sash window also known as Yorkshire sliding sash



Little Platt a modern infill which reflects the features of the conservation area

Within the Conservation Area, common features also include hanging tile, pitched roof porches, chimneys, traditionally pitched roofs, gauged and rubbed flat arches above the windows and finial details. The use of such traditional detailing within the eastern character area ensures that the historic and architectural interest of the locality is understood as a cohesive group.

Many of these traditional details have been integrated into the modern infill development within the eastern character area. A good example is Little Platt with a decorative band of tile hanging at first floor, chimneys, a pitched roof porch and thoughtfully chosen bricks.

Birchwood is also an example of a modern-style property designed by the architect C. Wycliffe Noble which was described by Ian Nairn as “a paradigm of how to fit a completely modern house into a pretty old village. Single-storeyed and (monopitch) two-storeyed parts, tied in with the garage by a loggia to form an L shape. Weatherboarding and old red bricks. It is now (1961) two years old: in terms of mellowness it might well be two hundred.”²

The materials for the older buildings within the Conservation Area are generally a red brick, with render or hanging tiles. The widespread use of red brick (with dark headers) creates a significant sense of place within the Conservation Area. The two properties that have differing materials are the Chapel which has a differently coloured brick with a browner hue than the predominant red brick in the surrounding historic core, whilst Stone Cottages has stone rubble walls with brick detailing.

An integral characteristic of the eastern character area is the open frontage of the properties with boundaries delineated by a low wall or low picket fence. The low brick walls unify the properties providing a visual link. An example of the importance of the low boundary treatment can also be seen at Little Platt where the openness of the front garden enables an appreciation of the curve in the road which, in conjunction with the lack of built features within the eastern most part of the school grounds, frames the church of St Peter and its tower as a centre point to the village.



Birchwood designed by C Wycliffe Noble



Example of open front boundaries with soft green verges

2. Nairn, I. & Pevsner, N., 2001. Sussex, Harmondsworth : [s.l.: Penguin ; distributed by Yale University Press]. p.329

Part I: Appraisal continued

Between the church and the school is Clapgate Lane which, although not separated into a distinct character area, provides a transition between the urban, denser development of The Street and the countryside beyond. Clapgate Lane has no footpaths and the Conservation Area boundary falls to the rear of the outbuildings of Ironwood House. The Lane continues northwards away from the settlement rising up towards Hill Farm. Within Clapgate Lane the noise of traffic is muffled and the susurrance of the leaves of the trees becomes more obvious with the low buzzing of insects. The Conservation Area terminates at the boundary of South Lodge and then runs along the boundary of the churchyard. Adjoining the churchyard to the rear of Churchyard Cottage is a public footpath which once formed the main northern access route prior to the turnpiking of Clapgate Lane in the eighteenth century.

Page
20

The sports ground forms the boundary to the Conservation Area on the northern side of Lyons Road. Whilst the ground is outside of the Conservation Area, the pitch itself forms a green “pause” in the experience of Lyons Road and allows the first views of the church tower when entering the village from the east. The land to the rear of the sports ground rises up, reinforcing the sense of the village being situated within a natural dip in the landscape. The boundary to the Conservation Area encompasses the western boundary of the sports ground which is varied in form and type. The boundaries range from hedging to less attractive panel fencing and netting. This boundary to the Conservation Area is particularly visible due to the open nature of the sports field, and provides views between the houses that front onto The Street.

Views

There are a number of views (shown A to I) from the surrounding landscape into the Conservation Area. Views back to the village from Clapgate Lane (Bridleway 1434_1) show the village set within a landscape, edged by hedgerows within a natural dip in the landscape. The church spire again as a dominant landmark.



A) Views from Clapgate Lane looking south towards the church



B) Views from Clapgate Lane looking south towards the church

Public footpath 1438 to the west of Clapgate Lane enables views of the rooftops of Old House Farm and the Old Stables with the Conservation Area nestled within a natural hollow enclosed by trees..

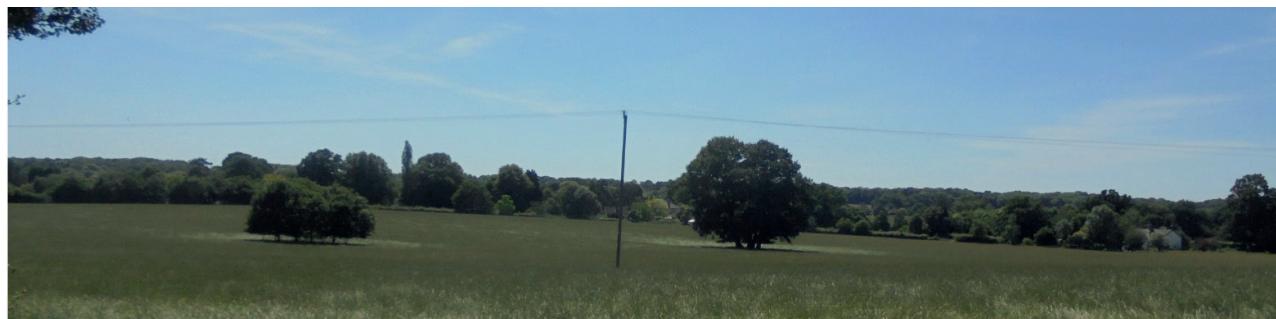


C) Views of the rooftops of Old House Farm and the Old Stables from footpath 1438

A further view from bridleway 1434_1 looking south shows the rooftops of Crosby Farm, the church and Churchyard Cottages.



D) To the north east of the village from footpath 1441 there are wide ranging views of the Conservation Area set within its landscape setting.



E) Photograph from footpath 1441 looking south west towards the Conservation Area boundary

Part I: Appraisal continued



View from public footpath 1440_3



G) View from the Downs Link

Public footpath 1440_3 enables views of the eastern boundary of the Conservation Area within the context of the cricket pitch.

From the Downs Link to the south west of the village is a viewing bench that enables views across the Central Fields towards the Conservation Area and historic core.

St Peter's Church as previously noted forms the principal landmark within the village due to its height and its position at the core of the historic streetscape. When entering the village from the east along Lyons Road, the church tower is visible with the rear boundaries of the properties bordering the open space. This view consolidates the essence of the Conservation Area, being a tightly constrained space surrounded by green space.

The agricultural and rural setting of the Conservation Area is reinforced by views of the fieldscape between buildings. From within the graveyard that surrounds the church there are open views of the rolling countryside to the east over gently undulating countryside. This green vista provides a counterpoint to the more built up nature of the southern part of The Street, but also ties the village into its rural setting by opening up rather than enclosing views out into the wider landscape. This is further reinforced by the open views from the gap between the Red Lyon and Holdens of the countryside to the west, and the rear views of the Conservation Area boundary to the north, from the rear of the Red Lyon which has remained untouched by modern development.

It should be appreciated that the views identified in this document whilst comprehensive, do not seek to encompass all views into and out of the Conservation Area.

Proposed



H) View of St Peter's Church across the cricket pitch

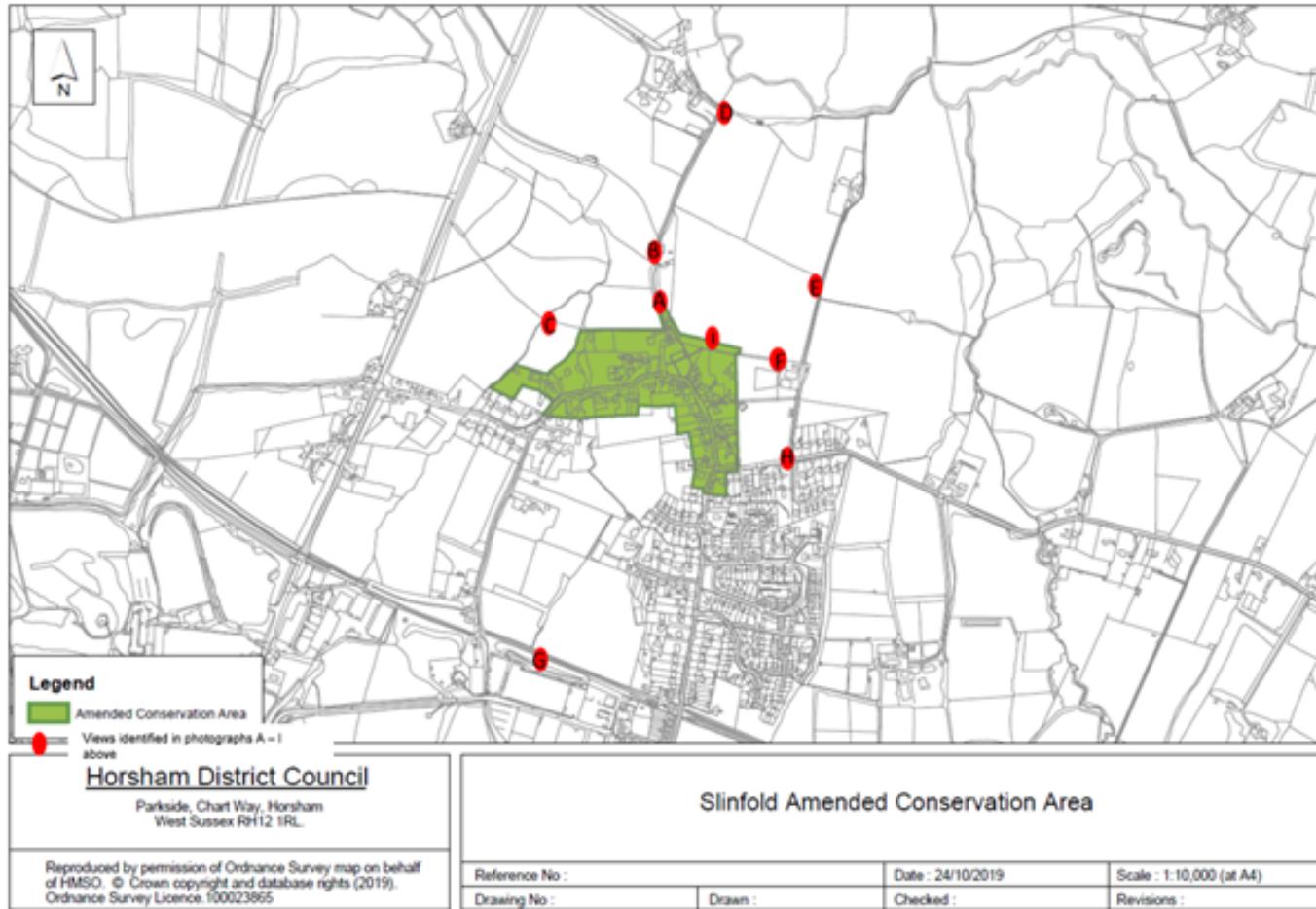


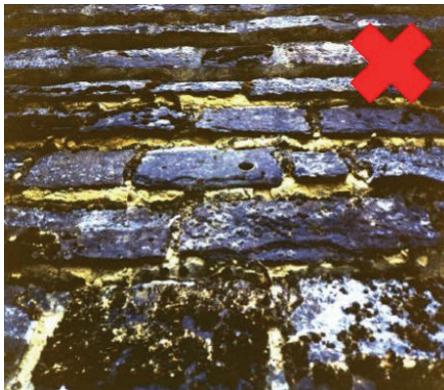
I) View from the church yard looking north

Part I: Appraisal continued

Slinfold Views Map

Page 210





Location and design of street furniture needs to be carefully considered

Negative elements

The Conservation Area designated in 1997 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. Today the Slindfold Conservation Area appears well maintained and prosperous.

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, with plastic windows.

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. 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 litter bins and salt containers, which draw excessive attention to themselves.

Part I: Appraisal continued



Parking and use of less sensitive surfacing detract from the Conservation Area

Page 212

Signage and other features associated with road traffic need to be more carefully managed in places such as road markings. The constant stream of cars down The Street strongly detract from the Conservation Area, as do the numerous parked cars. Poor quality concrete or tarmac surfacing is also a problem in areas such as in front of the Red Lyon.

Due to the contribution made by the soft boundaries to the character of the Conservation Area it is key that these elements are retained. The boundary treatment for the cricket pitch and the school especially needs to be carefully considered. The design of any extension to the school should reflect the domestic size and scale of the original building and not appear overly utilitarian or functional. This should also be reflected in the careful positioning of solar panels within the school grounds, and the proliferation of storage sheds or temporary classrooms.



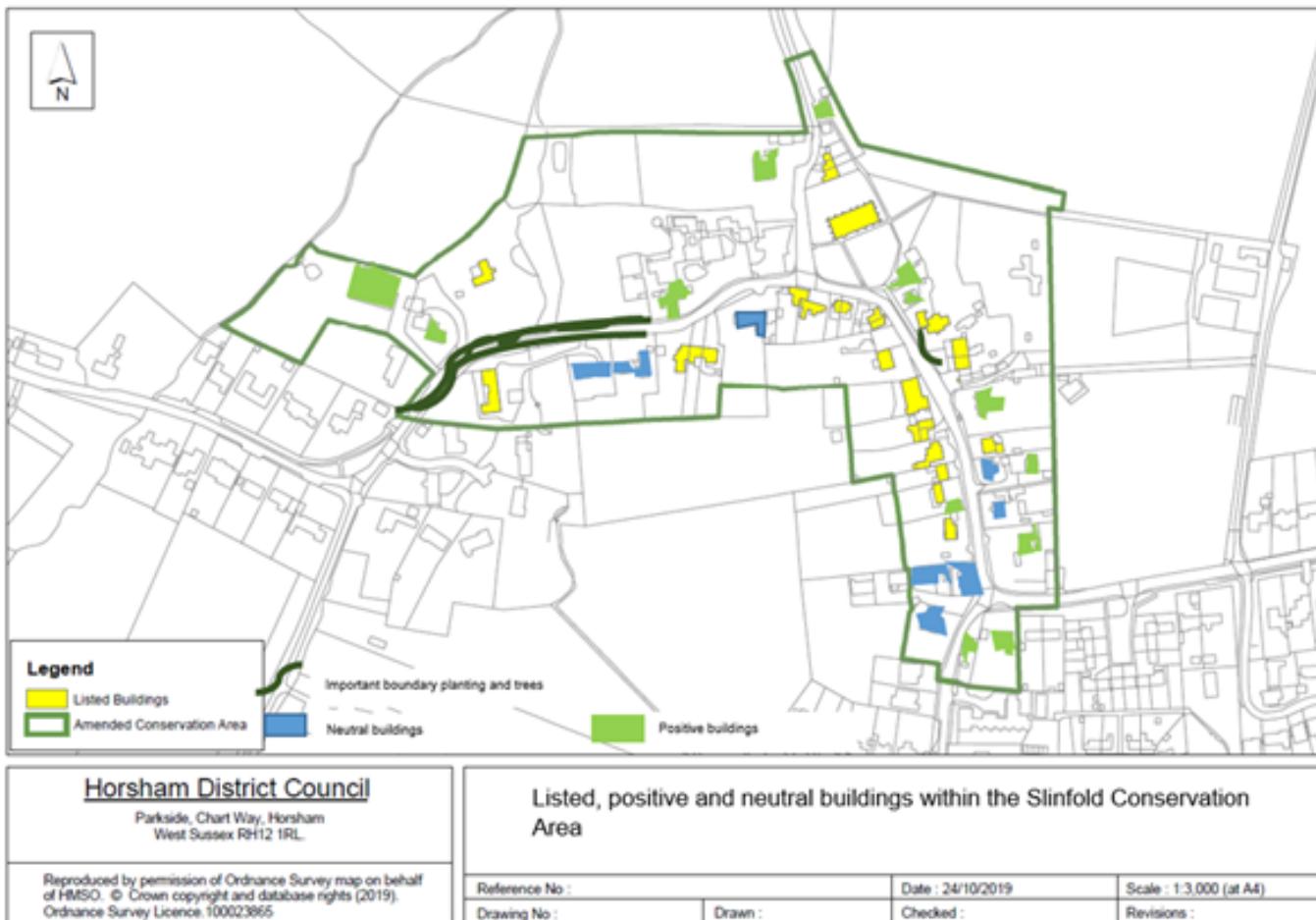
Hard boundary treatments detract from the character of the Conservation Area



Solar panels should be sited in inconspicuous locations set away from public views

Part I: Appraisal continued

Map of listed, positive and neutral buildings within the Conservation Area



Part II: 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).

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 Slinfold 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.

Part II: Management Plan continued

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.
- Extensions.
- Window replacement.
- Dormer windows and rooflights.
- Cladding, rendering and the painting of walls.
- Re-pointing of brickwork.
- Demolition.

New development and environmental improvement

- Opportunities for new development.
- Setting and views.

The environment and public realm

- Page 215
- Trees.
 - Public realm;
 - Street furniture.
 - Surface materials.
 - Opportunities for enhancement.

Historic built environment

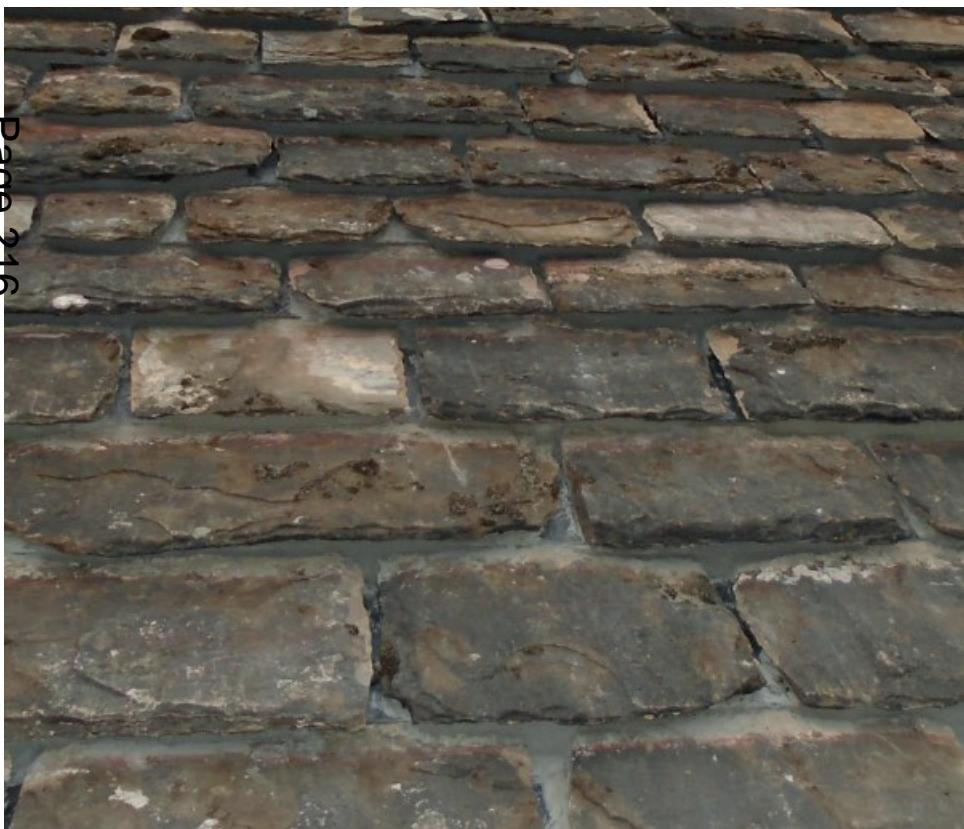
Loss of traditional built and architectural features

Architectural features set out in the Appraisal, such as 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.

Horsham Stone roofs are a distinctive traditional feature of the locality with the stone quarried locally. The mortar on a Horsham Stone roof should be subordinate to the stone and the roof laid in diminishing courses. Prior to the relaying or repair of a Horsham Stone roof it is suggested that advice is sought from the District Council, and appropriate guidance considered such as that produced by Historic England <https://historicengland.org.uk/images-books/publications/horsham-stone-roofs/> and the Stone Roofing Association <http://www.stoneroof.org.uk/Horsham%20guide%20v2.pdf>.



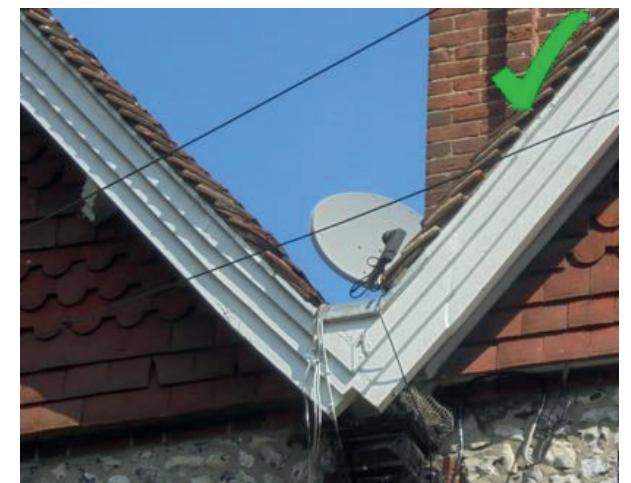
Horsham Stone slate roof



Laying of Horsham Stone slate roof with shadow slates and inconspicuous mortar

Equipment or installations

The presence of modern types of equipment on or around buildings, such as large aerials or satellite dishes and microgenerators, 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.



Part II: Management Plan continued

Boundary enclosures

Most buildings in the Conservation Area have a variety of boundary walls as seen below. 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.

Page 21



Examples of positive and negative boundary treatment within the Conservation 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 should be avoided. The use of porous paviours, reinforced grass paving or gravel instead of tarmac, with the retention of some garden space and the use of appropriate boundary treatments, offers 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

age
a condition requiring the reinstatement of front garden areas and any traditional boundary treatments.



Enhancement of existing buildings

88 A number of the listed and unlisted buildings in Slindfold have been altered and lost features. Proposed enhancements to make a building look grander than it ever was should be resisted. There are buildings on The Street where reinstating traditional features would improve their appearance. The following enhancement works should be encouraged as part of any future development:



Starr Inn House – reinstatement of the porch and door taking inspiration from its historic predecessor. Details were inferred from old photos, and based on research and an understanding of the building rather than a possible interpretation.

- 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 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.

Extensions

Development should seek to retain views into and out of the Conservation Area, in particular those visible from The Street, with varied building lines, maintaining small front gardens and larger rear gardens. 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.

Part II: Management Plan continued

Within the Conservation Area, porches vary in style from the simple and functional to the decorative porches of the Georgian period. Proposals for porches should consider the style of the host property whilst also taking inspiration from the context of the surrounding area.

Page 219



Examples of porches within the Conservation Area.



Flemish bond with dark grey burnt headers alternate header and stretchers



English bond with alternate rows of headers and stretchers



Decorative headers above the windows



Modern stretcher bond



Rat trap brick bond



Modern interpretation of Flemish bond

Part II: Management Plan continued

Consideration should therefore be given when seeking to extend a property to assess the existing materials and architectural details. It may be appropriate in some instances to reflect these traditional details or reinterpret them in a modern context such as the use of decorative bargeboards, finials, decorative roof tiles and ridge details.

Page 221



Bargeboards and finials



Decorative roof tiling and ridge details



A further traditional feature within Slindfold is the use of hanging clay tile in various patterns to break up blank elevations.



Hanging clay tile – club and fishtail decorative bands



Bullnose hanging tile



Retention of chimneys

The removal or loss of chimneys within the Conservation Area impacts on the character of the Conservation Area as a whole. The presence of chimneys break up the roofscape and adds interest to the streetscene. Chimneys can also inform our understanding of the plan form of a historic building and can provide valuable evidence of changes in technology, fashion and wealth.



Examples of chimneys within The Street

Part II: Management Plan continued

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.

20
21
22
23

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 (Yorkshire) sliding sash windows 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. Further guidance from Historic England can be found at <https://historicengland.org.uk/images-books/publications/traditional-windows-care-repair-upgrading/heag039-traditional-windows-revfeb17/>.

Historic glass should be retained as its construction methods may no longer exist and its appearance creates reflections and distortions which add to the visual appreciation of the building and its historic character.

Examples of positive and negative windows within The Street

Part II: Management Plan continued

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 metal rooflight is preferred. In most cases, the dormer or rooflight should align with the window below.



Page 225

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 set back. 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).

226

New development

Opportunities for new development

These 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 Slindfold 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 1 of the Conservation Area appraisal.

Key threats:

- Erosion of front boundaries in the Conservation Area;
- Loss of traditional joinery details in windows and doors, 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.
- 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.

Part II: Management Plan continued

Page 227



Use of Horsham Stone Slabs in The Street

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.
- any redundant street furniture such as signage should be removed.

Opportunities for enhancement

The Council wishes to encourage schemes which preserve or enhance the character and appearance of the Conservation Area. The key objective is to encourage the repair, reinstatement or retention of features which would reinforce the special character of the area. These would include the retention of soft boundary treatments and the replacement of hard fencing (such as by the school). It is considered that there is an opportunity to manage the verge areas at the western end of the Conservation Area.

Parking and traffic density is an issue within the Conservation Area. A partnership between West Sussex County Highways Authority, Horsham District Council and Slinfold Parish Council could be considered to instigate schemes that would make vehicles less dominant and pedestrians might feel more comfortable. Any traffic calming measures must be in materials that respect the rural character of the Conservation Area.

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.

Appendix

Page 228

Gazetteer of listed buildings

Image	Name	Grade	Description
	Hall Land	2	C18. Two storeys. Three windows. Red brick. Hipped tiled roof. Eaves cornice. Glazing bars missing. Doorway with Doric pilasters, flat hood, rectangular fanlight and door of 6 fielded panels. Long low wing behind, probably older.
	Collyers Cottage, Collyers 1 The Street, Collyers The Street	2	One building, now converted into 3 cottages. C16 timber-framed building with painted brick infilling, with an C18 addition at west end. Two storeys. Five windows. Horsham slab roof. Casement windows. Two modern gabled porches. The first floor windows are gabled dormers.
	White Briars, The Street	2	C17 timber-framed building, refaced with plaster. Eaves cornice. Tiled roof. Casement windows. Two storeys. Three windows.
	Chewton, The Street	2	C16 timber-framed house with modern red brick infilling. First floor hung with fishscale tiles. Tiled roof. Casement windows. Two storeys. Four windows.

Image	Name	Grade	Description
	Church View, 3 and 4 The Street	2	Mid C19. Two storeys. Two windows. Red brick. Hipped tiled roof. Casement windows. Two gabled porches of sentry-box type. Included for group value.
	Peppercorn Cottage The Street	2	Formerly 2 cottages. Early C19. Two storeys. Three windows. Red brick and grey headers alternately. Modillion eaves cornice. Half-hipped tiled roof. Casement windows. Modern porch. Included for group value.
	Stanford House, The Street	2	C18. Two storeys. Three windows. Red brick. C19 tiled roof. Glazing bars intact. Stone porch with Doric columns and 6 panel door.
	The Red Lyon (former Kings Head Inn), The Street	2	L-shaped C18 block. Two storeys. Four windows. Red brick and grey headers alternately. Modillion eaves cornice. Tiled roof. Modern casement windows. Doorways with flat hoods on brackets and door of 6 fielded panels.

Gazetteer of listed buildings continued

Image	Name	Grade	Description
	Stables to south of the Kings Head Inn	2	C18. Two storeys. Two windows. Ground floor Wealden sandstone rubble, above faced with tarred weather-boarding. Tiled roof. Casement windows. Included for group value.
	Holdens, The Street	2	Early C19. Two storeys. Two windows. Red brick. Eaves cornice. Slate roof. Glazing bars intact. Porch with Doric columns containing doorway with rectangular fanlight and door of 6 fielded panels.
	Little Hammers, The Street	2	C17 or earlier timber-framed house with plaster infilling. Horsham slab roof. Gable at west end. Casement windows. Two storeys. Two windows.
	Chapel Cottage, The Street	2	C18 or earlier. Two storeys. Three windows. Stuccoed. Horsham slab roof. Glazing bars intact. Doorway with pilasters, pediment and 6 panel door.

Image	Name	Grade	Description
	Taylors, The Street	2	Early C19. Two storeys. Three windows. Painted brick. Tiled roof. Glazing bars intact. Porch with Doric columns containing a doorway with door of 6 fielded panels.
	Forge House, The Street	2	Small early C19 house, possibly 2 houses originally. Two storeys. Two windows. Red brick and grey headers alternately. Eaves cornice. Slate roof. Two large bow windows on ground floor. Glazing bars intact. Pair of doorways covered by a joint wooden porch with thin fluted pilasters and an elliptical arch. One doorway has been half-glazed with pointed Gothic panes.
	K6 Telephone Kiosk opposite the Red Lyon	2	GV II Telephone kiosk. Type K6. 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.
	The Post Office, The Old Bakery and Slinfold Stores, The Street	2	C18 block. Two storeys. Five windows. Red brick and grey headers alternately. Modillion eaves cornice. Tiled roof. Glazing bars intact. Mid C19 shop front with small square panes.

Gazetteer of listed buildings continued

Image	Name	Grade	Description
	Slinfold House, The Street	2	Early C19. Two storeys. Two windows. Red brick and grey headers alternately. Modillion eaves cornice. Tiled roof. Glazing bars intact. Porch with Doric columns containing doorway with door of 6 fielded panels.
	Cherry Tree Cottage, The Street	2	Early C19. Two storeys. Two windows. Red brick. Modillion eaves cornice. Hipped tiled roof. Casement windows. Included for group value.
	Parish Church of St Peter	2	Chancel, south vestry, nave, south aisle, south porch and tower at west end of south aisle with stone spire. 1861. Late C13 style. Wealden sandstone and Horsham stone. Benjamin Ferrey, Architect.
	Churchyard Cottages, 1 and 2 The Street	2	Formerly 3 cottages, now 2. Partly a C17 timber-framed building, refaced with red brick on ground floor and tile-hung above, enlarged in the C18 in red brick and grey headers. Tiled roof. Casement windows. Two storeys. Five windows.

Image	Name	Grade	Description
	Oldhouse Farmhouse, The Street	2	L-shaped C16 timber-framed house with brick infilling, first floor hung with fishscale tiles. Horsham slab roof. Casement windows. Modern porch. Two storeys and attic. Three windows. One dormer.

Gazetteer of locally listed buildings

What is a locally listed building?

It is a building identified by Horsham District Council as of local historic, architectural or townscape interest. Local listed buildings are non-designated heritage assets as defined within the National Planning Policy Framework. Many local authorities have lists of such buildings and structures. The National Planning Policy Guidance suggests it is helpful

for local planning authorities to keep a local list of non-designated heritage assets and that this list is publicly accessible. Historic England advises that local lists play an essential role in building and reinforcing a sense of local character and distinctiveness in the historic environment.

Image	Name	Description
	Original part of Slinfold Church of England School	Early C19. Two storeys. Two windows. Red brick and grey headers alternately. Modillion eaves cornice. Tiled roof. Glazing bars intact. Porch with Doric columns containing doorway with door of 6 fielded panels.
	Slinfold Village Hall	(originally known as the Child Memorial Village Hall) constructed in 1881 of red brick, with slate roof, decorative bargeboards and ridge detail. Gothic inspired circular window to front elevation.
	Birchwood	Designed by the architect C. Wycliffe Noble in 1959. A modern house with single storey and two storey mono pitch elements. Built with weatherboarding and bricks.

Landscape sensitivity criteria

Criterion	High	Medium	Low
Conservation area edge character, mitigation and enhancement potential (including landscape function in relation to gateways, nodes, edge integration/relationship, landmarks etc).	<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>
Topography and skylines	<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>
Landscape scale and pattern (including cultural pattern)	<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>
Aesthetic and perceptual quality including landscape experience and tranquillity	<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>
Views, visual character and intervisibility	<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 guidance¹. 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.

¹ 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 3rd Edition (GLVIA3)*

Glossary of 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).

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

Colonne - 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.

Glossary of Terms continued

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
edge
edge

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

2
Egg and Dart

Egg and Dart - a moulding pattern of alternating eggshaped and arrowhead 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.

Glossary of Terms continued

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 subdivision 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 humnas. 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).

Scoria 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.

Glossary of Terms continued

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.

P
Soldier band - a string course made up of bricks set with the long side vertical.

**24
Soffit** - the underside of eaves or other projection.
3

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.

69

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.

244

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.

Yousoir - the shaped bricks or stones over a window forming a head or arch.

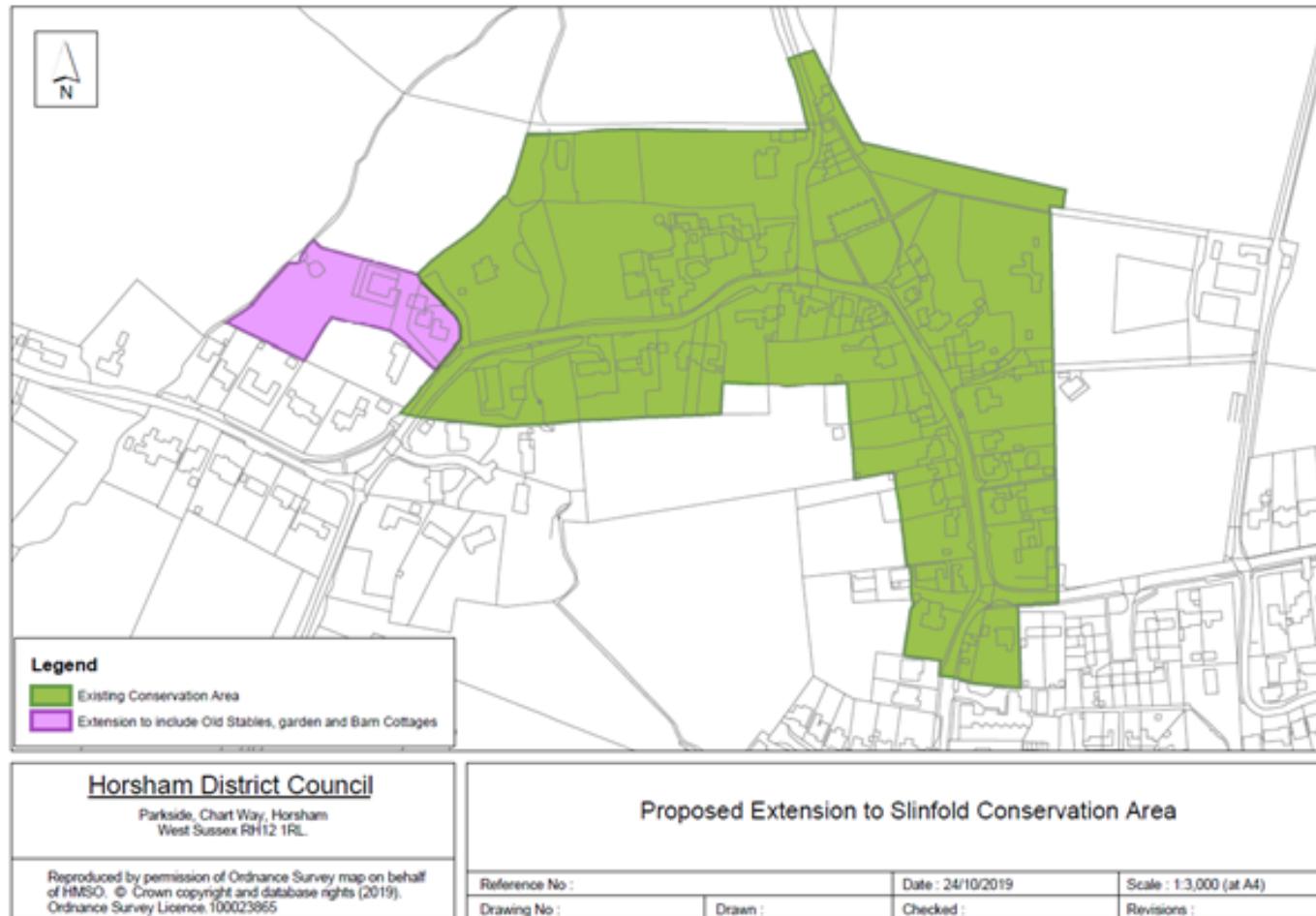
W

Weatherboarding - overlapping timber boards cladding the outside of a building.

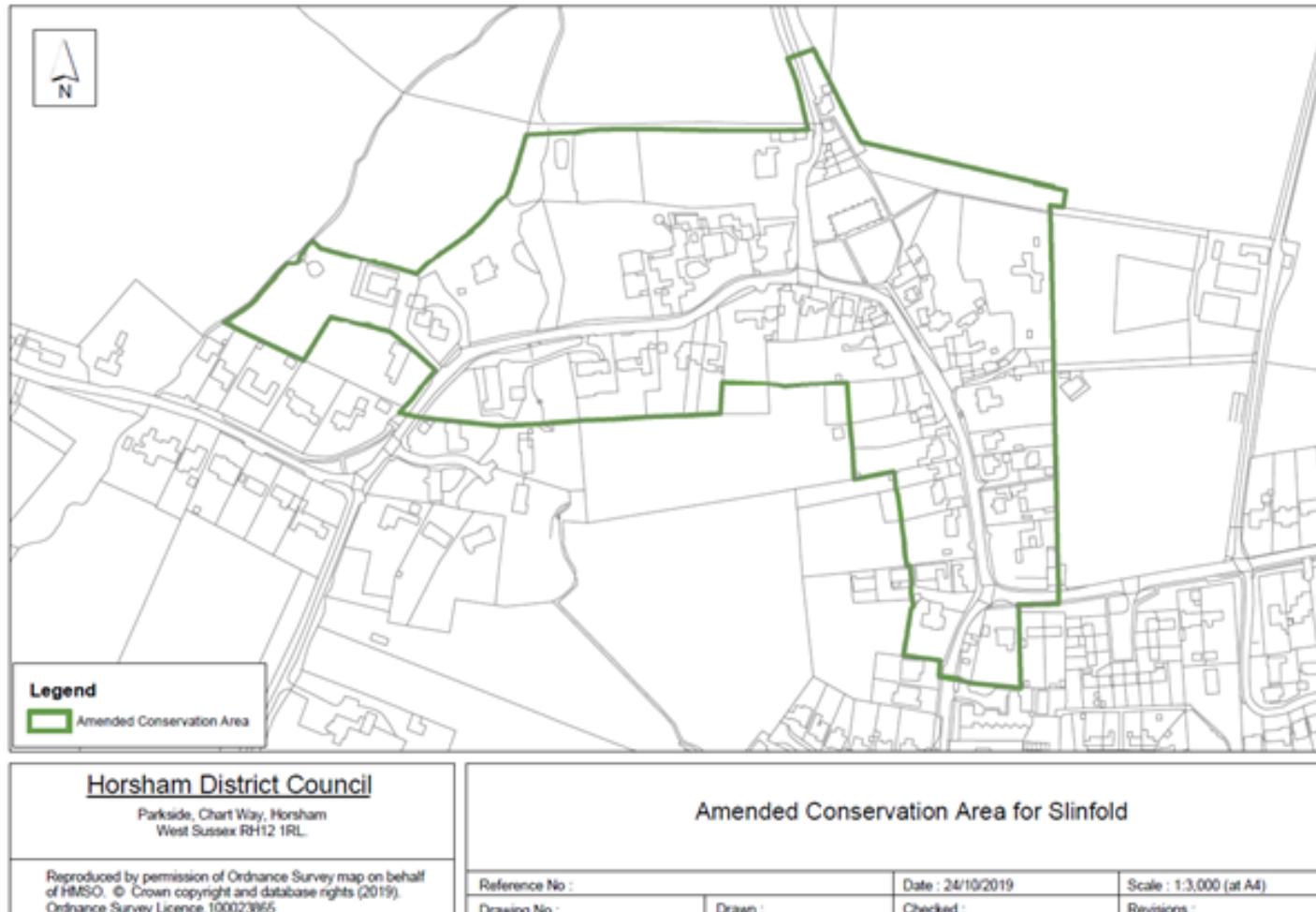
Window - an opening to allow light and air into a building which has developed into a significant element of architectural design; collectively referred to as fenestration. The form of opening determines the type of window; most common are sashes, which slide vertically, and casements, which are side 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.

Map of proposed changes to the Conservation Area

Page 245



Map of amended Conservation Area



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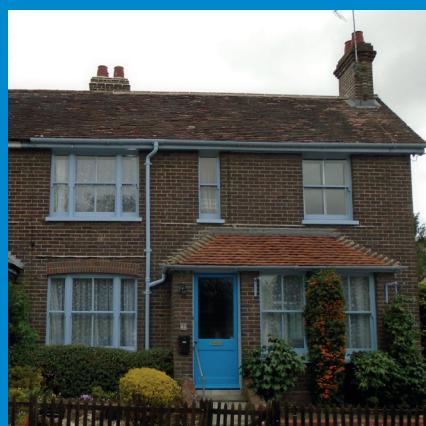
Warnham Conservation Area Appraisal and Management Plan



Horsham
District
Council



November 2019





Contents

Introduction	2
Appraisal I	
Origins and development of Warnham	7
Underlying geology	12
Relationship of Conservation Area to its surroundings	
- Landscape setting	12
- Topography	13
- Existing landscape character	14
- Conservation Area setting	14
- Landscape fringe	17
- Open spaces and public rights of way	21
Boundary review	22
Character assessment	
- Buildings and materials	23
- Character areas	24
- Views	39
Negative elements	44
Appraisal II	
Management plan	46
Appendix	61
Gazetteer of listed buildings and locally listed buildings	62
Landscape sensitivity criteria	72
Glossary of terms	73

Introduction

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 16 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 of the Act, are:

- Page 252
- 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
 - to submit proposals 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.

In response to these statutory requirements, this document provides a comprehensive appraisal of the Warnham Conservation Area. It seeks to define and record the special architectural and historic interest of the Conservation Area and identifies opportunities for enhancement. Although the appraisal seeks to cover the main aspects of the designated area, it cannot be completely comprehensive; the omission of any feature in either the appraisal or the management proposals does not imply that it is of no interest.

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 area's 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 a material consideration in the determination of planning applications and appeals. 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. This will then assist in developing 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 (2019).

Policy background

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.

Introduction continued

Warnham

Warnham village is located approximately 2 miles north west of Horsham, situated in the central low weald. Warnham village sits within a hollow in the landscape surrounded by a mixed agricultural and wooded landscape. The A24 runs to the north and east of the village with Broadbridge Heath to the south. The roads entering the village are rural in appearance with the primary route ways through the parish running roughly south west to north east.

The appraisal

This appraisal offers an opportunity to re-assess the Warnham Conservation Area and to evaluate and record its special interest. It is important to note that designation as a Conservation Area will not in itself protect the area from incremental changes that can erode character over time.

25

Undertaking this appraisal offers the opportunity to draw out the key elements of the Conservation Area's character and quality as it is now, define what is positive and negative and identify opportunities for beneficial change. The information contained within the appraisal can be used to guide the form of new development within the Conservation Area, help to those considering investment in the area and be informative for the local community, planners and developers alike. This document is divided into two parts:

Part I: The character appraisal highlights what is architecturally and historically important about the Warnham Conservation Area, identifies any problems within it and assesses whether its boundary is still appropriate. The character appraisal is supported by photographs to illustrate the general character of the conservation area and highlight both its good and bad features. Where a bad feature has been identified a cross is shown to indicate that the feature should not be replicated in future development.

Part II: The management proposals identify opportunities for preserving and/or enhancing the character of the Conservation Area based on the negative features identified in Part 1.

Summary of special interest

The key positive characteristics of the Warnham Conservation Area are identified in detail in Part I (Appraisal) but can also be summarised as follows:

- The historic origins and development of the village through the medieval, post-medieval and Georgian 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.
- There is a clear contrast between the historic core of the settlement and the countryside delineated by the Conservation Area boundary.

Boundary review

The Warnham Conservation Area was designated in November 1976. After 40 years without change these boundaries have been reviewed, as directed by the Planning (Listed Buildings and Conservation Areas) Act 1990. 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, and it is important that design is properly informed by an appreciation of prevailing character and setting sensitivity.

This review has drawn the following conclusions:

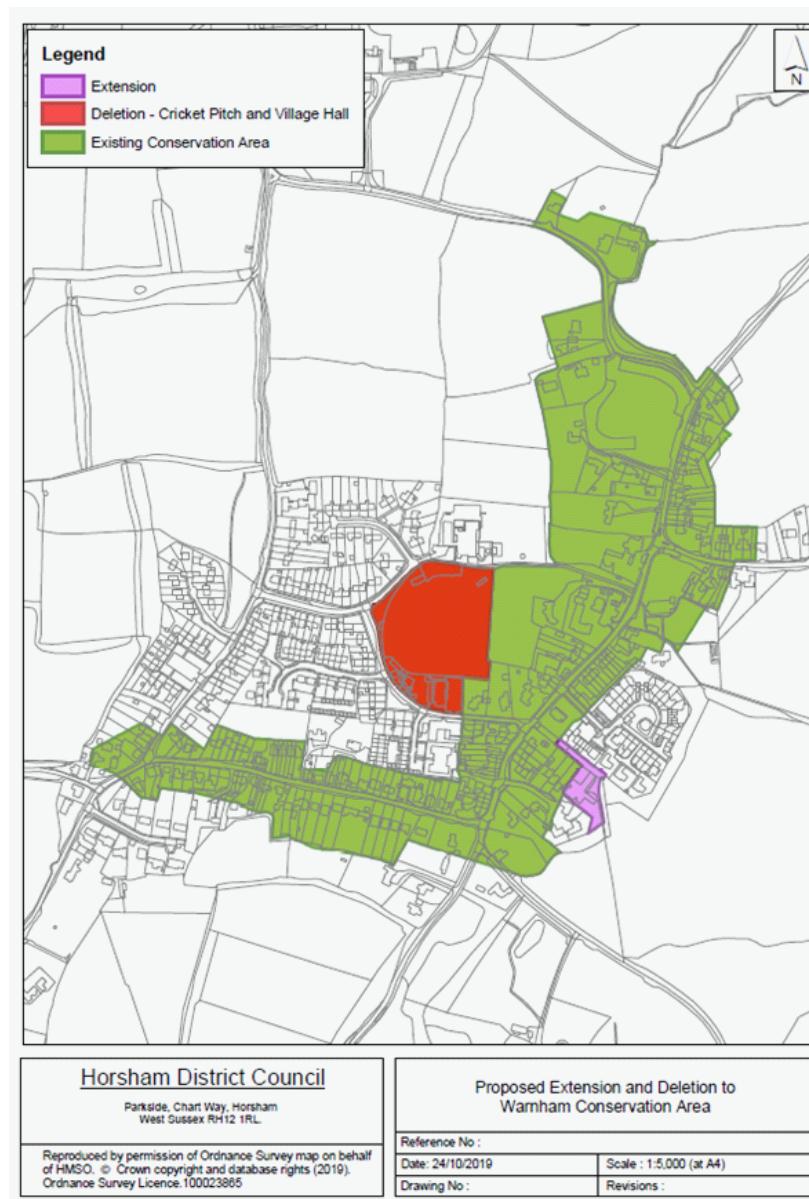
The Conservation Area boundary should remain as drawn, with a small area to be removed from the Conservation Area including the cricket ground and Village Hall, and the extension of the Conservation Area to include the buildings within Warnham Court Farm. Since the last appraisal the village has been extended including new development within the Conservation Area to the west of the Vicarage. It is considered that the changes to this part of the Conservation Area have resulted in a change to the historical interest of the space. Consideration has therefore been given as to whether this change impacts on the specific character of the Conservation Area. It has been concluded that in terms of the specific criteria for the designation of the Conservation Area the cricket ground and village hall, although important community facilities do not contribute to the historic interest or the architectural quality that is identified in the residual Conservation Area. It is however suggested that the Conservation Area is extended to include the Victorian Warnham Court Farm buildings as they represent the remaining part of Warnham Court Farm, which played a role in the historic development of the settlement.

Our assessment has been informed by current guidance and in partnership with interested parties.

The following map illustrates the historic Conservation Area boundary and areas where this boundary has been amended. This appraisal identifies Warnham as having one continuous Conservation Area comprising three differing character areas.

Introduction continued

Map of amended conservation area.



Part I: Appraisal

Origins and development of Warnham

Folklore suggests that the origin of the place name of Warnham could refer to a place where feral stallions roamed the forest. The land that was to become Warnham may have begun as a clearing within the forest used for the pasturing of swine. This outlying community of a larger physically separate manor grew during the twelfth century utilising its roadside position within the valley and its access to water.

Historical evidence suggests that there would have been a number of farmsteads by the twelfth century, initiating the origins of today's historic core. It is probable that there was a church in Warnham by 1204 which has been extended and altered (most notably in 1847 by Sir Arthur Blomfield in 1885-6) to result in the grade 1 listed building it is today.

Friday Street may have been an independent settlement centred around the Greets Inn with a trackway through to Warnham, although this is reconsidered within the Buildings of Warnham publication¹. The pattern of development indicates that there was open land between Friday Street and Church Street until the 1840s.

In 1755 Parliament was petitioned to improve the road from Horsham via Warnham and Dorking to Epsom. Richard Budgens' map of 1724 shows the route from Horsham going up Bell Road and turning right, up School Hill, and then continuing northwards on what is now the A 24. One result of the 1755 Act on the village was the construction of affluent 'polite' houses along School Hill reflecting the importance of this improved route.

Warnham Park plays an important role in the context of the village with the parkland established for Warnham Court in 1829, and its famous herd of red deer following by 1851. Warnham Court Farm was established in the centre of the village prior to 1870, which led to further development along Church Street. A major change occurred within the environment of the village with the introduction of the railway in 1867, the provision of a station at Warnham to the east of the village and the associated creation of Station Road, and the cluster of Victorian terraces close to the station built for the workers in the brickworks.

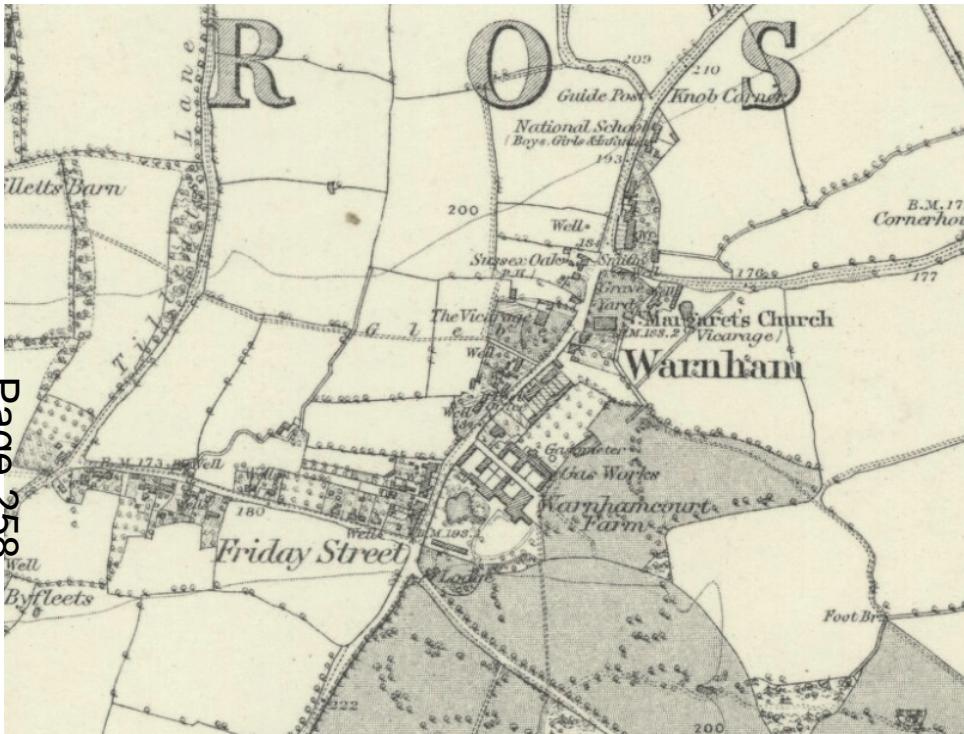
Development of the area to the east of Tilletts Lane was accelerated by population growth in the 20th century, initially through the construction of local authority housing in the 1920s and 1930s. Further infill development has since taken place with the redevelopment of part of the Warnham Court Gas Works in the early 2000s and the development of the area of the Glebe currently being completed.

1. <http://www.warnhamsociety.org.uk/History/BuildingsofWarnham-Web.pdf> p.47

Part I: Appraisal continued

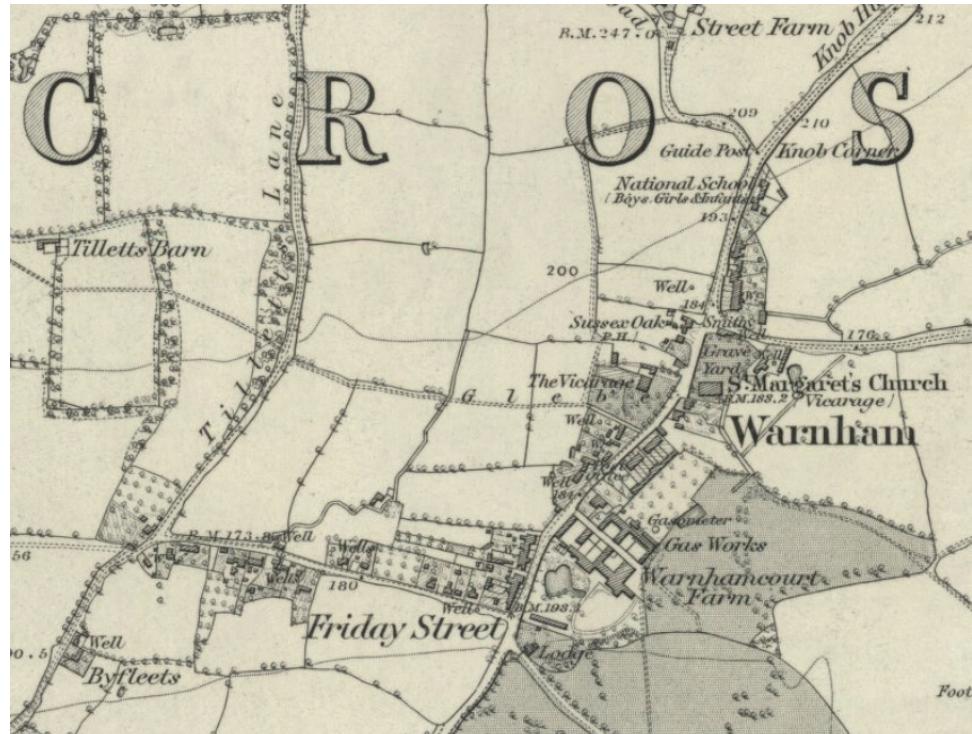
Warnham's evolution through historic maps

Page 258

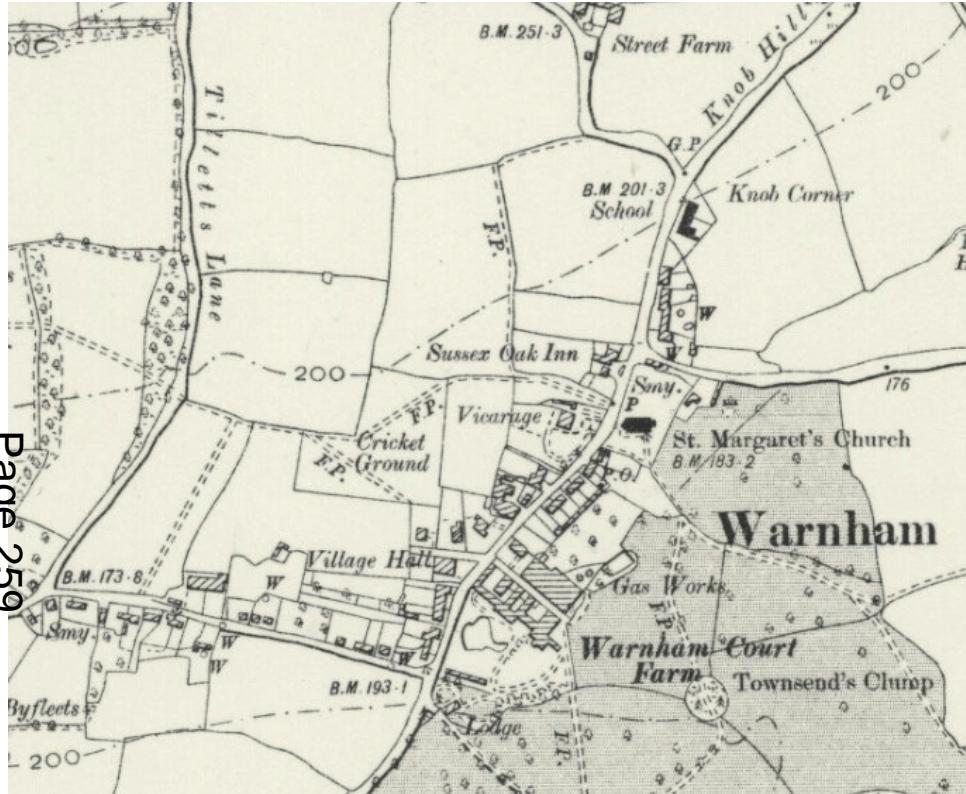


The 1874 map shows a distinct pattern along Friday Street with development located on the southern side of the street, with open fields beyond. The street pattern then changes with buildings along the northern side of Friday Street, with the density increasing at the junction with Church Street. Much of the current development on the eastern side of School Hill has been established by this time.

The village follows the main access routes of Friday Street, Church Street and School Hill, with little development along Bell Lane. The Smithy is clearly visible at the edge of the graveyard at the junction of Bell Road, School Hill and Church Street. The Warnham Court Farm buildings encompass an area of land to the east of Church Street.



The 1880 map shows a similar form to the earlier map with limited infill with the Sussex Oak Vicarage and Church forming a core at the junction of Bell Road, Church Street and School Hill. A noticeable feature within Church Street is the setting back of the houses from the road to enable occupiers to have front gardens. The exceptions to this were Cokelers (also known as the Society of Dependents), a religious sect established in the 19th century who built shops on their front gardens, one in front of Glebe End, the other in front of numbers 50/52 Church Street.



By 1898 the village hall had been constructed and the three houses of The Red House, Holland House and Tanners. The access to these properties became Hollands Way in the mid-twentieth century.

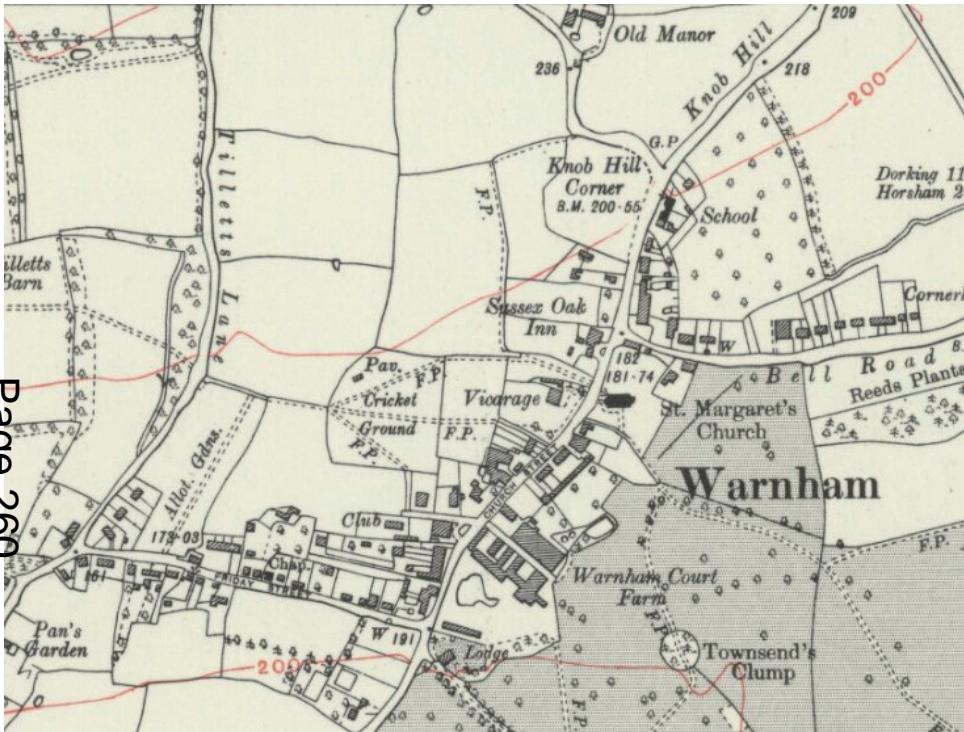


By 1913 development was extending along the northern side of Bell Road with the construction of 3, 5, 7, 9 and 11 Bell Road on the instructions of Henry Harben.

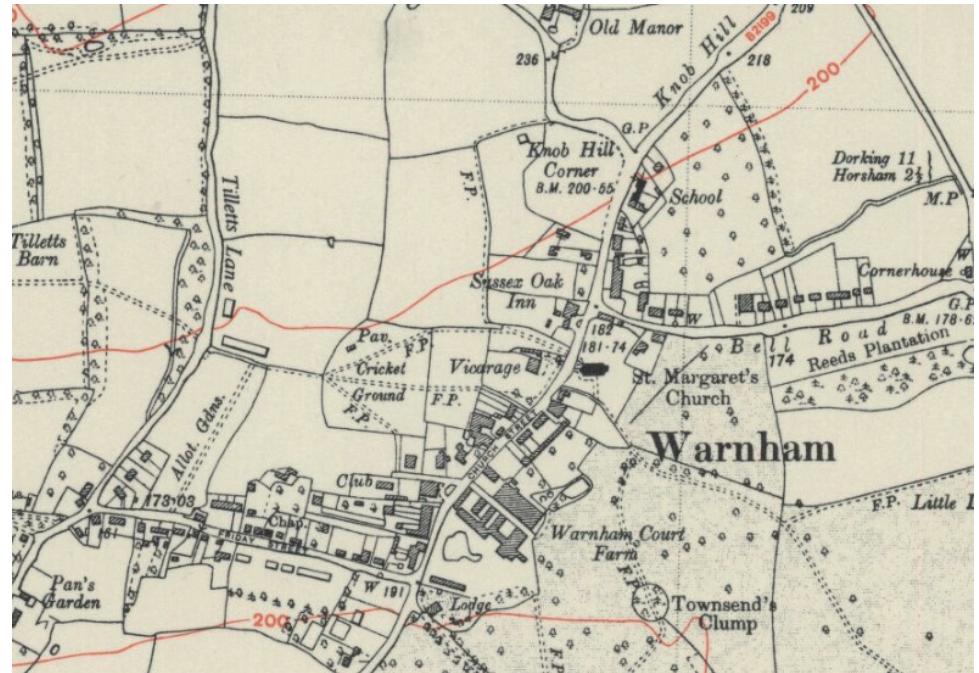
Part I: Appraisal continued

Warnham's evolution through historic maps continued

Page 260



By 1935 development had commenced on the eastern side of Tillets Lane at its junction with Friday Street. Further development had also taken place on the northern side of Bell Road.



The 1949 map shows further development along Tillets Lane and some infill development of the southern side of Friday Street.

Reproduced with the permission of the National Library of Scotland - <https://maps.nls.uk/index.html>

Warnham Historic Phasing Map

Page 261

Part I: Appraisal continued

Underlying geology

Warnham is set on a relatively flat platform between two hills. The underlying geology is predominantly Weald clay, although within it are outcrops of Horsham Stone and river gravels from the waterways dissecting the parish. Horsham Stone is a calcareous, flaggy sandstone which occurs naturally in the Wealden clay and is used as a roofing material, and for flooring.

The Weald clay also provided a ready supply of material for brick making. The bricks have a warm orange colour, although the bricks from Warnham brickworks (set up in the north of the parish west of Warnham station by 1896) have a more purple hue.

The geology of the area also facilitated the growth of woods and forests, with a predominance of oak and ash. The oak forests would have provided a ready supply of materials for the traditional timber framing used in the oldest houses in the village.

Relationship of Conservation Area to its surroundings

Landscape setting

Typically the landscape around Warnham comprises of enclosed arable assarts, intersected by roads, set within a matrix of hedgerows, copses and woodland, some ancient. This is complemented by farmhouses to give it distinctive rural character.

The field pattern varies from medium to large on a west and easterly direction to become smaller and more irregular to the north and south of the village, as a result of the surrounding topography.

Fields are predominantly used for mixed farming and wet pasture and the landscape character is more intimate to the north west with stronger field boundaries and small blocks of woodland.

The settlement itself is nested largely within the valley and this is clearly appreciated when walking the public footpaths to the west and east of the village but also along Knob Hill/Threestile corner.

The northern part of the Conservation Area is more dispersed and mostly surrounded by fields and countryside whilst the southern part has a much more tight knit and urban setting.

From the few rights of way and public viewpoints, when visible, the boundary of the Conservation Area is generally formed by mature trees and strong hedges with glimpses of rooftops.

The position of the village and sloping nature of the surrounding land is also highlighted from the many views available from within the Conservation Area out towards the countryside and strong wooded skylines.



View from public footpath WAR/1577/1 across the graveyard looking north east and views between houses to the south east



View looking south across the village from Knob Hill

Approaches to the village from the south and north west have a wooded character of sunken rural lanes as opposed to the much more open character of the north east and east approaches. Overall, the area has a strong rural character notwithstanding some road and aircraft noise.

Topography

Warnham is located within the West Sussex Central Low Weald Northern Vales landscape character area to the south of the village and Low Weald Hills to the north, both characterised by undulating landform albeit to the south this is much gentler.

The village itself sits in a gently sloping hollow bounded by steep slopes to the south of Bailing Hill and to the north, Knob Hill. The Conservation Area stretches mostly off two main streets, Friday Street and Church Street but also a section of Knob Hill.

Contours form a clear limit to the Conservation Area's southern boundary and properties along Friday Street at approximately 60m AOD.

At the opposite end, and to the northern part of the CA, the contours reach over 70m Above Ordnance Datum (AOD) with Old Manor (Grade II listed) and Knob Cottage sitting the most prominent.

Part I: Appraisal continued

Existing landscape character

There are several existing Landscape Character Assessments that cover the landscape adjacent to Warnham 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:

- undulating wooded ridges;
- predominantly irregular, medium scale field pattern of arable farmland, with smaller areas of pasture
- strong pattern of shaws and hedgerows but also isolated woodland semi enclosed, mostly rural unspoilt character, with fragmented hedgerow field pattern
- large area of historic parkland to the south, with prominent tree clumps in grassland, extensive boundary treebelts
- occasional long views to and from the ridges
- recreational value associated with the network of public rights of way and recreational green spaces including the village green, church grounds and cricket ground.

Conservation Area setting

The character of the Conservation Area is influenced by the landscape and development that surrounds it.

The close proximity of the rural fields and wider countryside contributes to the setting of the Conservation Area and the listed buildings, which can be viewed as part of the historical development of this small rural village. The intimate village settlement with its tight urban grain is set against the closely related rural hinterland and this provides a pleasing contrast.

Where the Conservation Area abuts the surrounding countryside, the character of the landscape fringes is defined below.

The fringe area has been identified through the variation in characteristics of the land adjacent to the Conservation Area. Using typical criteria included in Appendix 2, the sensitivity of the landscape fringe to change associated with development has been evaluated, through consideration of the associated key characteristics.

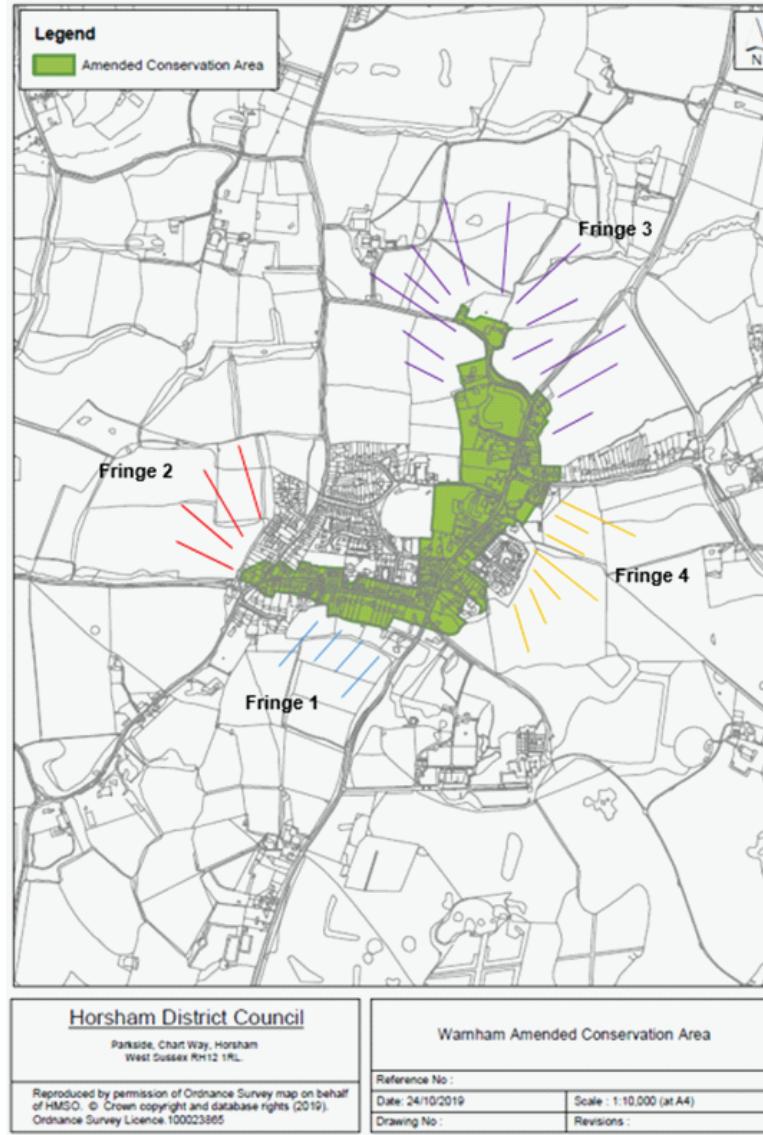
Character map

Page 265

Part I: Appraisal continued

Fringe sensitivity map

Page 266



Landscape fringe 1

- Although the settlement edge is exposed and only minor softening provided by rear garden's vegetation, the built edge is still considered well integrated by virtue of its siting.
- Attractive, wooded skyline with visible built form but this does not break the skyline.
- A locally enclosed landscape that becomes more open further from the settlement edge and past the strong belt of trees at the top of the immediate field.
- Generally undulating topography, gently rising away from the settlement.

- Irregular small scale fieldscape immediately adjacent to the Conservation Area boundary, probably medieval period.
- Landscape of moderate to low tranquillity, characterised by levels of intrusion.
- Attractive glimpsed views towards the wider countryside from Friday Street.

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



Warnham landscape fringe 1 looking south

Part I: Appraisal continued



Warnham landscape fringe 2, viewed from the public footpath 1446_1 looking south east. Some properties along Friday Street are visible through the gaps in the vegetation.

Landscape fringe 2

- Well integrated built edge, set back behind and softened by trees and hedgerows associated with the adjacent field and rear gardens.
- The landform is undulating, steeply rising from the bottom of the field and corner of the Conservation Area towards north. This provides a distinctive strong topographic feature that would be susceptible to change associated with development.
- Large arable field with a few remaining hedgerow trees reflecting some erosion to the historic pattern.
- Wider skylines are well vegetated and would be susceptible to change arising from development.
- A medium scale landscape pattern, enclosed by strong mature tree belts to the south but becoming gradually more open as the topography rises.
- Although there is some loss of hedgerow, the historic pattern is still recognised.
- Mostly tranquil.
- Public footpaths including one bridleway cross this fringe.
- Views towards the Conservation Area and Friday Street from PROW 1428 although this is more perceptible in winter. Views of the western tip of the Conservation Area are also available from 1446_1.
- This fringe makes some contribution to the landscape setting of the Conservation Area and village.

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



Warnham landscape fringe 3,
looking north east

Landscape fringe 3

- Attractive, well integrated Conservation Area edge, abutting open green land and generally softened by tree belts and hedgerows with the exception of residential gardens to the east where this is scarce in places.
- The fieldscape and relationship with the Conservation Area has seen some erosion but remains broadly intact and makes a significant contribution to the setting.
- There are no public footpaths available on this fringe however there is most likely poor intervisibility between the fields and the historic core owing to topography;

- The field pattern is large, irregular and open.
- Landscape is tranquil with some level of intrusion associated with traffic and aircraft noise.
- Views out of the Conservation Area towards the fringe are available throughout through the gaps on hedgerows or houses along School Hill.
- This fringe plays a key role in the rural setting of the Conservation Area.

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

Part I: Appraisal continued

Landscape fringe 4

- Generally well integrated Conservation Area edge, abutting open green land.
- The fieldscape immediately adjacent and relationship with the Conservation Area has seen some erosion, particularly to the south of the fringe but remains mostly intact to the north and makes a significant contribution to the setting.
- Intervisibility with the historic core and glimpsed views of the church tower.
- Skyline is characterised by its undeveloped and wooded character. Some localised intrusion by development seen through intervening vegetation although this does not breach the skyline.
- The field pattern is irregular and intimate with strong hedgerow boundaries.
- There is moderate tranquillity with urban, traffic and aircraft noise intrusion.
- Public views out of the Conservation Area towards the countryside from public footpath 1577 from Church Street which runs adjacent to St Margaret's Church grounds and churchyard.
- This fringe plays a key role in the rural setting of the Conservation Area.

Page 270

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



Warnham landscape fringe 4, the Church Tower is just about visible through the trees. This will be more prominent in winter.

Open spaces and public rights of way

The village green and St Margaret's Church grounds are the only sizeable green spaces within the Conservation Area and play a key role in retaining the semi-rural transition of the northern part of the Conservation Area and its wider setting.

Otherwise, open spaces are generally small green verges and front gardens which overall give the Conservation Area a leafy, verdant character.

These spaces provide a positive setting to listed buildings and help to retain the rural and quirky character of the historic village core, but equally help to provide visual links with the surrounding countryside.

Open spaces outside the Conservation Area such as the cricket ground, playing field or fields abutting it are also important in maintaining both visual links between the surrounding landscape and village centre, as well as contributing to the Conservation Area setting.

Part I: Appraisal continued

Warnham key open space and links also indicating the location of vantage points)

Character assessment

Building and materials

There are a number of elements which come together to form the unique character of the Conservation Area as a whole. These include:



4 – 6 School Hill – the Historic England listing describes the properties as; “C16 timber-framed cottages, ground floor plastered, first floor roughcast but oversailing on moulded bressumer and brackets. Gable to each cottage. Horsham slab roof. Casement windows. Gabled wooden porches. Two storeys. Three windows.”

- large undeveloped front gardens (predominantly within Church Street)
- low level boundary timber picket fences
- variety of house designs, two storey or lower
- predominant use of natural materials
- traditional detailing
- inconspicuous or subservient extensions
- green features and mature tree planting.

Within the Conservation Area there are a variety of building materials and building types which add a diversity of style which are unified by the scale of development and the use of local/natural materials. As noted in the brief history of Warnham above, the village has evolved slowly and consequently the buildings can be grouped into three main styles – medieval, Georgian and Victorian.

The oldest buildings within the village are timber framed, principally small in scale and either single storey with accommodation within the roof space or two storey. The buildings are often gabled, with a traditional pitch with Horsham Stone or a handmade clay tile. Generally the windows are small with wooden casements. The buildings are detached or terraced. As Warnham became more prosperous fashion and ideas of status evolved and many humble timber framed buildings within the Conservation Area were refaced in brick, hanging tile or rendered, as can be seen at 4 - 6 School Hill.

The timber framed medieval buildings are complemented by more formal Georgian and Victorian buildings. Many of the Georgian buildings have distinctive brick patterning with dark-blue burnt headers and rich-red stretchers. The roofs are hipped, mainly with clay tiles; several houses have dentil course details. Windows are larger, mainly wooden casements, or sash with glazing bars. Many of the Georgian houses have fine classical doorways, the simple panelled doors being framed by Doric columns and pediments.

Part I: Appraisal continued

page 274



Lavender Cottage, School Hill - dated 1752. The Historic England listing describes the properties as "Two storeys. Seven windows. Red brick and grey headers alternately. Dentilled eaves cornice. Tiled roof. Glazing bars intact. Doorways with pilasters and flat hoods. Circular date-stone in centre of first floor."



The old Vicarage (Farebrothers) designed by W. J. Green and finished in 1873. The property has now been converted into flats.

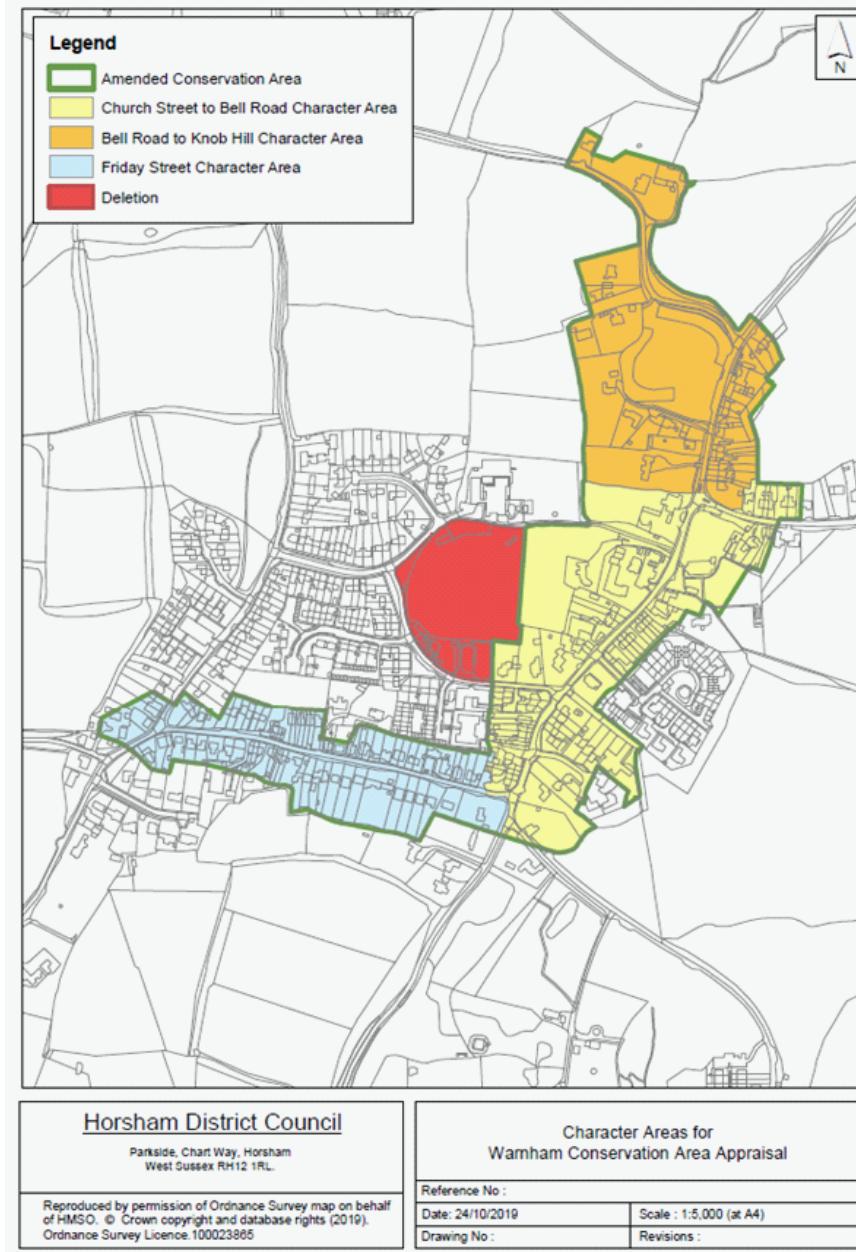
The Victorian houses are distinctive with gable roofs of tile or slate, decorated with plain and patterned bargeboards. Many have simple porches, again with bargeboards, and attractive bay windows.

Character areas

The historic core of Warnham as illustrated by the Conservation Area boundary has a tightly formed Conservation Area with a linear pattern along Friday Street, with the Conservation Area widening within Church Street to include the open spaces of the churchyard and the village green. The general air within the Conservation Area is informal, in places even intimate. There is an absence of grand gestures and big vistas.

The Conservation Area can be separated into three character areas, one formed along what may have been the historically independent group of properties along Friday Street, the junction of Friday Street to Bell Road, and finally the junction of Bell Road to Knob Cottage.

Map showing each character area



Part I: Appraisal continued

Character area - Friday Street

The modern village of Warnham is entered from the south west as Byfleets Lane becomes Friday Street. The road curves into the settlement leaving the rural sporadic development of Byfleets Lane for the regular built form of Friday Street. Friday Street remains narrow, reflecting its rural past, but infill development has been undertaken on either side of the road, with the houses predominantly facing onto the road, with narrower and more regular plot sizes.

The development of Friday Street has been undertaken in an ad hoc manner, with houses of different ages and designs whose disparity consolidates the charm of its appearance. Many of the properties exhibit good quality materials and design features which enrich this part of the Conservation Area.

On first entering the Conservation Area the houses are set behind mature hedgerow planting and are accessed from The Forge. The dwellings are two storey, modern detached houses (constructed in the early 90s) with modern materials and proportions. Due to their orientation the properties themselves have a limited impact on the streetscape although their boundary treatment does provide a soft, and leafy appearance to the Conservation Area, providing a transition between the rural lane to the south and the more dense residential development at the junction with Tilletts Lane and Friday Street.

At the junction of Tilletts Lane and Friday Street are a pair of semi-detached houses positioned at an angle. Although built in the interwar period these dwellings and their front gardens form a verdant introduction to the Conservation Area.



Junction of Tilletts Lane and Friday Street looking north east with the properties at the junction forming a soft introduction to the conservation area

Friday Street is a relatively straight, narrow road with a footpath on its northern side and small green verges on the southern side. On the southern side of the road the majority of the houses are detached with plot sizes becoming steadily more rectangular as the road moves eastwards towards its junction with Church Street. The houses on the southern side of the road are at a higher level than the houses on the northern side so appear to have a more dominating appearance.



Houses on the southern side of Friday Street at a higher level



Houses within Friday Street showing the soft boundary treatment, and low boundary walls (below)



The boundaries to the front of the properties consist of either green hedging or low brick walls. The height of the hedging ranges from low to a higher level, framing views to the properties behind. Hedging also forms the boundaries between properties creating a softened green appearance to this part of the Conservation Area.

Part I: Appraisal continued

The properties on the northern side of the lane, while mixed in age and character, are denser in form with a predominance of terraces and semi-detached properties. The only detached properties on this side of The Street is the modern property of 76A Friday Street, a modern infill and Bay Cottage, 38 Friday Street, a grade 2 listed early timber framed building with a Horsham stone slate roof.

The properties on the southern side of Friday Street have a similarity of building line. Those on the northern side of Friday Street do not have the same consistency therefore creating a perception of the street becoming more open and then enclosed, adding interest. This can be seen from 66-76 Friday Street, where the properties are set back, and then the road narrows again from 58 – 64 as the terrace of early nineteenth cottages are set closer to the road, and then the streetscape opens up again from 44 – 56 where the front gardens are of a larger length. The street pattern then becomes more consistent with the properties being close to the road with small front gardens until the pattern breaks with the court development of St Margaret's.



Properties set close to the road frontage on the northern side, whilst set back on the southern side of Friday Street

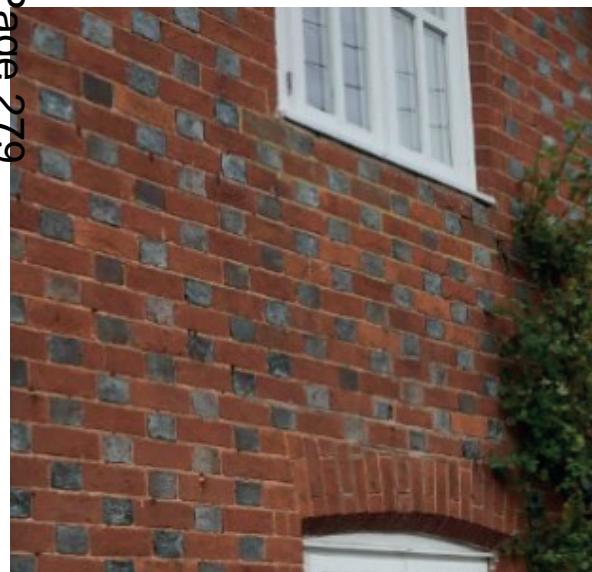
The properties within this part of the character area have a domestic scale with the majority being two storey, with some accommodation within the roof space. There are limited instances of dormer windows within the front elevation. The roofing materials range from traditional Horsham Stone slates to slate on the Victorian dwellings and clay roof tiles. The predominant brick is a warm red colour

with examples of some render, painted brick, pebble dash and hanging tile, and a limited example of timber cladding at first floor. The more modern properties on the road commonly have a greater mix in brick colour with some darker brown hues. The darker, brown modern bricks do not reflect the same warmth or sense of place as the traditional bricks.

Within the character area stretcher bond forms the majority of the brickwork. However, there are examples of Flemish bond such as 36, 38 Friday Street with 6 - 8 Friday Street providing an example of Flemish bond, with burnt headers and a decorative string course, with rubbed and gauged arches above the sliding sash windows at ground floor. As with the use of traditional bricks the use of traditional brick bonds adds to the depth and interest of the Conservation Area and its appropriate use would be encouraged.

The character area has a variety of chimney forms which break up the roofscape and adds distinctiveness to the Conservation Area. Indeed it is noticeable when the chimneys are absent such as St Margaret's Court and 30 – 34 Church Street.

Page 279



Two examples of Flemish brick bond with burnt headers (36 Friday Street and 6 Friday Street)



Photographs of various roofscapes with chimneys on Friday Street

Part I: Appraisal continued



60 – 66 Church Street, set back from the road frontage with attractive front gardens



Chewton and Little Hammers have an exposed timber frame

Character area - Church Street - Friday Street to Bell Road

The Conservation Area as a whole commences at its southern extent to the south of Lodge Cottage, which forms the access to Warnham Court. Lodge Cottage and the wider Warnham Park is designated as a historic park/garden.

The second character area commences at Church Street and is formed of a mixture of housing plots and styles. The pattern of development is dense with terraced properties with linear narrow plots on the western side of Church Street up to the junction with Hollands Way.

At the corner with Friday Street the terrace of dwellings are set back from the road with attractive front gardens creating a pleasing soft green space, with a notable lack of car parking and a predominance of planting over hard standing. This corner of the Conservation Area has an echo of the traditional English country cottage albeit with attached rather than detached buildings.

This pattern of development continues with the front gardens becoming a thread which ties the differing ages and designs of the building into a cohesive group. A brief interruption in this pattern appears at number 58 and 52 Church Street. These properties are located closer to the road and appear to be a small cluster of buildings, the frontage of which have been altered to provide a shop frontage. To the rear of the properties are a number of former service buildings with the access forming a gap in an otherwise continuous frontage.



A lack of appropriate detailing and understanding of the architectural features have resulted in the terrace having an incongruous appearance



Holland House built in an arts and crafts style between 1880 and 1898, designed by the London architects Batterbury and Huxley

At the junction of Hollands Way is a modern infill development of three terraced properties which are staggered to follow the curve of the road. Whilst the properties have sought to reflect the pattern of the historic core, the front projection of the end terrace, and the use of dark hanging tile, at first floor, lack of chimneys and limited delineation between the dwellings has resulted in the buildings having a negative impact on the street scene. The prominence of the blank gable with a decorative diamond hanging tile feature is an incongruous addition which does not reflect the historic detailing of the older properties.

Whilst the properties on the western side of the road form a cohesive group the dwellings to the east are more modern in appearance with larger more regular plots. Numbers 4 and 5 Farm Close, although facing onto Church Street, have long front gardens with mature planting to the boundary. These properties in themselves therefore have a limited visual impact on the street scene, however their green boundaries give a sense of softness which ties into the openness of the front gardens of the terrace of properties from 35 – 27 Church Street.

At the junction of Hollands Way there are a pair of detached dwellings built in the late nineteenth century in an arts and crafts style (Holland House, and The Red House). The dwellings each have a dominant appearance with steeply pitching roofs, accommodation within the roof space and the use of timber studding.

Part I: Appraisal continued



page
282

Detailing in terrace from 7 – 21 Church Street, with chimney details, porches and front gardens



Juxtaposition of the Victorian former rectory (Farebrothers) and the infill development within its grounds

On the opposite side of Church Street, reflecting the more spacious plots of The Red House, is Warnham Court Farmhouse. Facing directly onto Church Street, its gardens are the remaining evidence of its origin as a farmhouse. Its associated farm buildings have been demolished and replaced with the modern higher density development of Wyvern Place.

To the south of Warnham Court Farmhouse is a narrow private drive which leads to the Victorian workshops which were previously part of the gasworks constructed to power Warnham Court. These buildings are to be included within the Conservation Area as they form an integral part of the history of the development of the village.

Further along Church Street is a terrace of two storey brick terraces with shared porches and clay tile roofs. The decorative headers above the ground floor windows and chimney stack arch feature to the end of each row add symmetry and interest to an otherwise indistinct group within the Conservation Area. The retention of the picket fences enclosing the front gardens and timber sliding sash windows also helps to retain the group interest of the buildings.

In comparison to the regular appearance of 7 - 21(odd) Church Street the western side of Church Street has a more asymmetrical presence with the detached timber framed property of Cobblers set with a small front garden, whilst 6 – 10 (even) Church Street have a wider frontage set further back from the street frontage. The properties within the terrace are also individual with a cat slide roof and dormer to 10 Church Street, and number 8 a three light bay to first and ground floor. The pattern of development then changes again within the site of the Old Vicarage (now Farebrothers) where the original dwelling is set behind mature planting with a large area of hardstanding and vehicle parking to the front. To the rear is a modern development of retirement homes whose layout and design do not reflect the traditional appearance of the Conservation Area.



5 and 7 Bell Road built in a vernacular revival style with Horsham Stone roofs and close studding to the first floor, and a symmetrical form

At the junction of Bell Road, School Hill and Church Street the churchyard forms a green space, counterbalanced by the parking area and hardstanding of the Royal Oak.

Unusually within the district the parish church does not have a prominent visual position within the streetscene. The church sits comfortably in harmony with its surroundings rather than appearing as a dominating feature.

The open nature of the area behind the war memorial allows longer views to the east, with views over countryside from the graveyard.

As previously noted a feature of the Conservation Area as a whole is the setting back of properties from their front boundaries. The Old Forge (2 Bell Road) abuts Bell Road which is uncommon within the Conservation Area whilst April and Bell Cottage are set back at right angles to Bell Road and appear to fit into land that was formally part of the churchyard.

Bell Road as a whole has a linear form with development on its northern side whilst the southern side has views over open fields at the boundary of 20 Bell Road. The properties within the Conservation Area consist of terraces and semi-detached properties built in a vernacular revival style with Horsham Stone roofs and close studding to the first floor, and a symmetrical form (3, 5 and 7 Bell Road), and hanging tile to the gables, and clay tile roofs (9 and 11 Bell Road).

Part I: Appraisal continued

The properties each have front gardens, echoing the properties within Church Street. However, there does appear to be pressure to provide car parking which is lessening the attractive appearance of the properties frontage.

This character area has a variety of building styles ranging from medieval timber framed buildings (Cobbepts) to modern infill. The key elements of this character are the quality of the materials and detailing, the pattern of development, the scale of development of two storey or less with accommodation within the roof space, the predominance of front gardens, low oak paling fences and its variation of chimneys. The modern infill has had varying success in reflecting the character of the area.



Properties set back from Bell Road, with front gardens and soft boundary treatments with the white building being the Old Forge at the junction of Church Street and Bell Road. Note the provision of chimneys adding interest to the streetscene



The Old Forge which is an unusual example within the village of a building abutting the roadway



Property with Horsham Stone roof, attractive chimney, decorative eaves cornice, timber casement windows and traditional rainwater goods



The Sussex Oak, with visible timber frame to the stables, and the timber frame of the oldest part of the public house clad in tile hanging, and weatherboard with brick infill. The buildings are roofed in clay tiles, slate and Horsham Stone slabs, with varying size chimney.

Character area - Bell Road to Knob Hill

The properties within this character area have a pleasing mixture of more formal and informal vernacular buildings, in a linear form on the eastern side. The open space of the village green and larger plots on the western side of School Hill open up views and create a sense that the road is moving towards the edge of the village and the countryside beyond. At the corner of Bell Road and School Hill the garden area of 2 School Hill forms a green pause, prior to the development rising up School Hill. The properties are set back from the road, with low fencing enclosing the attractive front gardens with pedestrian pathways to the front door and parking on street. The properties present a range of styles and sizes in a terrace. Although the dwellings are attached the differing roof forms, materials and style of properties create almost a visual timeline of building form.

The front gardens lessen in depth to the north, but retain the continuation of the low fencing/brick walling and planting. Although the buildings on the eastern side have a denser plan form, in the gaps between the properties are views to the open countryside beyond, highlighting the lack of infill development behind and tying the settlement into its rural surrounds.

Close to the northern edge of the Conservation Area is the Old School constructed in 1878 by Sir Arthur Blomfield now converted into dwellings. The school is on a raised grass bank with a low brick wall and railings, and space to either side. The lack of subdivision to the front space and careful retention of features has enabled the school to remain recognisable, therefore retaining its historic association with the village.



View looking south from 2 – 16 School Hill



The former school built in 1878 by Sir Arthur Blomfield

Part I: Appraisal continued



Page 286

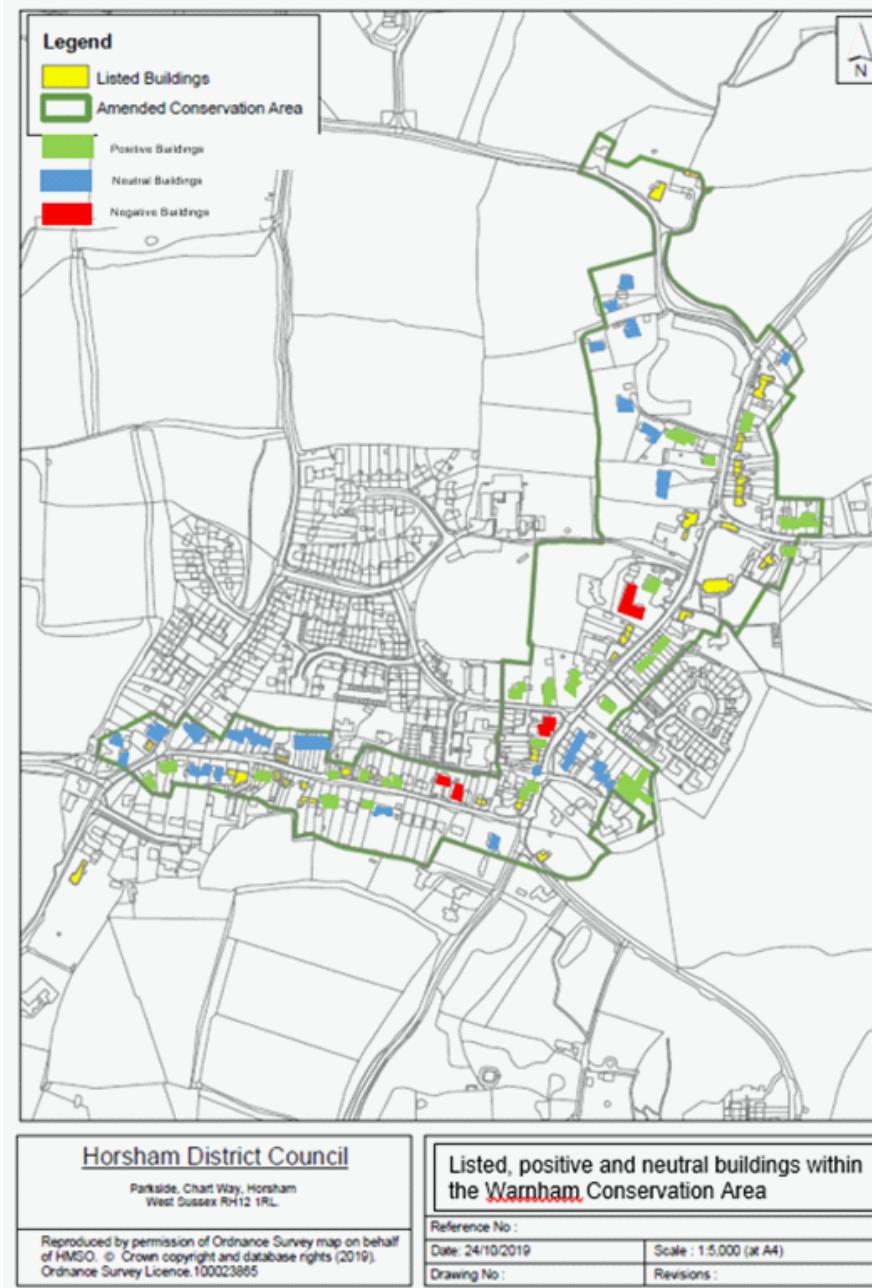
Property to the southern boundary of the village green, with picket timber fence, Horsham Stone slab roof and distinctive chimneys

The last properties within the Conservation Area are a pair of two storey cottages built in the first part of the twentieth century, with countryside beyond. The road entering the village from the north west forms the boundary to the Conservation Area with individual properties accessed from Knob Hill. The properties on the southern side of Knob Hill are set back from the road with mature planting to the boundary. Old Manor and Knob Cottage on the northern side of the road are located in a raised position with open views to the north.

The village green on the western side of School Hill was donated to the parish in 1933 by Captain CE Lewis. The village green is set above the road and rises up to the north west. On the southern boundary of the green is a group of twentieth century houses constructed with traditional materials such as hanging tile to the first floor and Horsham Stone roofs. The properties are set within larger plots with gaps between the boundaries so whilst enclosing the village green do so in such a way that the green appears more spacious with a visual setting of trees and planting. The boundary treatment of oak picket fencing and hedges reflect and continue the thread of development in the wider Conservation Area.

This character area has a variety of building styles ranging from medieval timber framed buildings to early twentieth century infill. The key elements of this character area are the quality of the materials and detailing with decorative brick bonds (Flemish and English bond), the pattern of development, the scale of development of two storey or less with accommodation within the roof space, the predominance of front gardens, low oak paling fences and its variation of chimneys.

Warnham Conservation Area building audit map



Part I: Appraisal continued

Warnham historic environment map

Page 288



Views from the public footpath 1428 towards south east. From here, glimpsed views of Friday Street's rooftops are available against the rural hinterland.

Views

The Conservation Area is not readily seen from longer views due to its position in a hollow between the surrounding hills. The surrounding landscape is heavily treed and verdant, and this further conceals the settlement in its wider setting. The predominant views towards the Conservation Area are of rooftops set within a soft, green frame, sheltering and enclosing the conservation area. Its appearance is well integrated and naturally sits within the landscape becoming only perceptible to the more observant. However there is a vantage point from public footpath 1428. Features such as chimneys, and clay and slate tiled roofs associated with the Conservation Area edge, are visible.

Part I: Appraisal continued

Page 290



From within the Conservation Area itself there are a number of views between dwellings of the countryside beyond. These views reinforce the perception of the historic core nestled within its sylvan setting.

Top left and right views from within the conservation area between dwellings looking north from Bell Road.

Bottom left provides an example of views from Friday Street looking north west, bottom right indicates views from School Hill looking east.



A key building within the Conservation Area is the parish church. Due to the morphological position of Warnham set within a hollow the church does not appear as a predominant feature in the wider landscape. Views of the church within the Conservation Area emerge unexpectedly providing a point of reference. These views are particularly sensitive and due to their rarity should be preserved.

Top left and right views from within the conservation area of the parish church from Bell Road.

Bottom left views of the church from the public footpath 1577/1 looking north west, bottom right views of the church from the new development at the Glebe looking east.

Part I: Appraisal continued



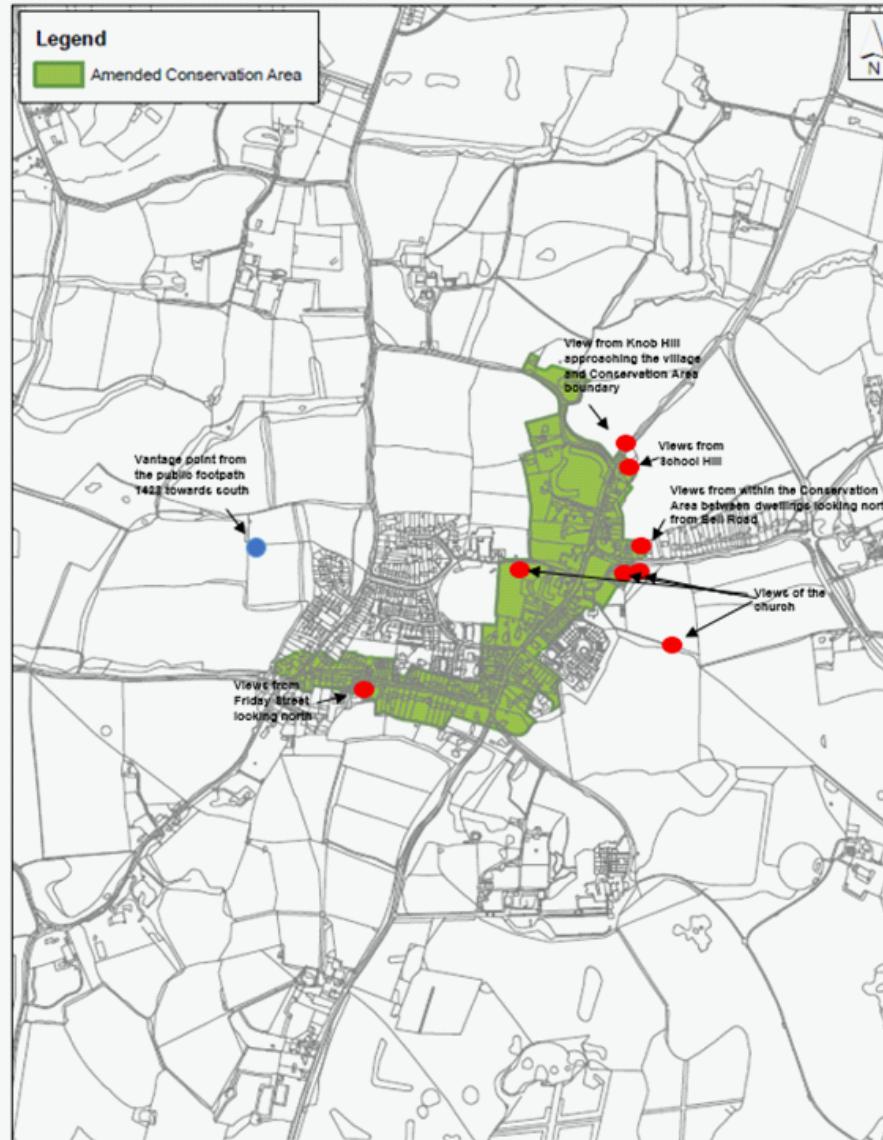
Page 292

View from Knob Hill approaching the village and Conservation Area boundary with the village green and roofscapes clearly visible.

The entrance to the village (and Conservation Area) from the north (Knob Hill) enables a view of the village green and the properties within School Hill. At this point the village opens up and the views show the transition between the rural lanes leading into the village and more defined development within the historic core.

It should be appreciated that the views identified in this document whilst comprehensive, do not seek to encompass all views into and out of the Conservation Area.

Warnham Views Map



Horsham District Council
Parkside, Chart Way, Horsham
West Sussex RH12 1RL

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Warnham Amended Conservation Area

● Vantage Point	● View points referred to in text
Reference No :	
Date: 24/10/2019	Scale : 1:10,000 (at A4)
Drawing No :	Revisions :

Part I: Appraisal continued



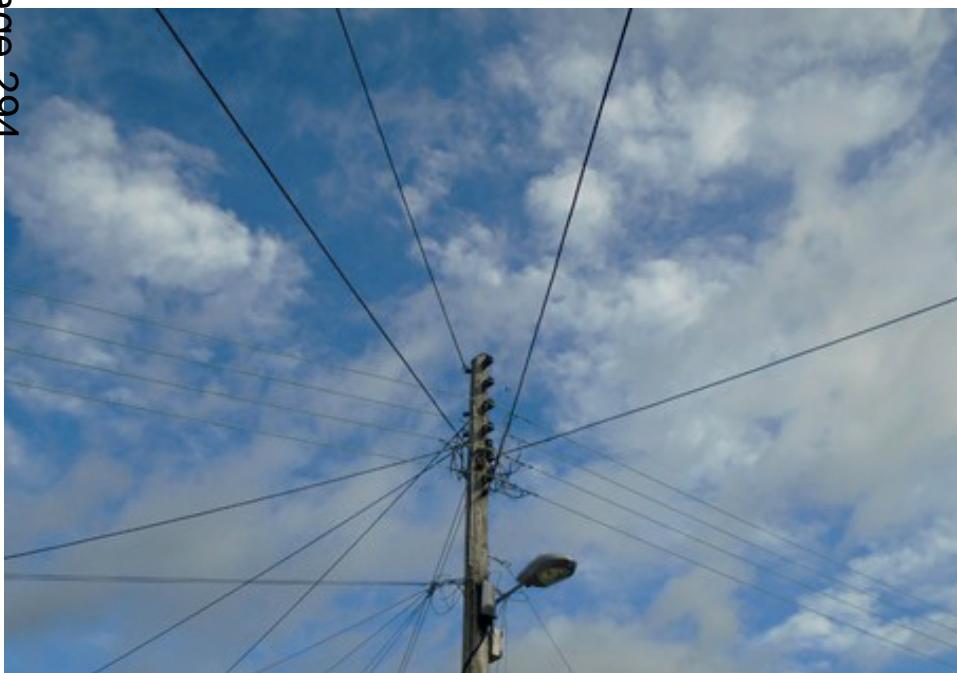
Negative elements

The Conservation Area designated in 1976 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 Warnham Conservation Area appears well maintained and prosperous. However, there are features that detract from this impression. Inappropriate repair work on historic buildings (such as relaying Horsham slab roofs with mortared joints and repointing 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 with plastic windows.

Other general features that detract from the appearance of the Conservation Area include prominent TV aerials and satellite dishes mounted on chimneys and wire runs across street elevations.

Page 294



Wirescape within the Conservation Area



The position of satellite dishes need to be carefully considered and should be inconspicuous locations either set within a roof valley, on outbuildings or placed so that they do not detract from the historic character of the area.

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 are 'off the peg' and poorly designed. This is evident in features such as litter bins and salt containers, which draw excessive attention to themselves.

Signage and other features associated with road traffic need to be more carefully managed in places such as road markings. The constant stream of cars down Church Street and Friday Street strongly detracts from the Conservation Area, as do the numerous parked cars.



Parked cars along Church Street

Part II: 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).

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'.

Buildings at Risk

There are no buildings on the Buildings at Risk Register in the conservation area. It is important to ensure that any listed buildings that fall into disrepair are identified early so that Horsham District Council can work with the owners to find appropriate solutions and bring the building into productive use. Whilst the main responsibility falls with the owner, it is advantageous that others interested in the built heritage of Warnham 'keep an eye' on the historic fabric and report anything of concern.

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 Warnham 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.
- Extensions.
- Retention of chimneys.
- Window replacement.
- Dormer windows and rooflights.
- Cladding, rendering and the painting of walls.
- Re-pointing of brickwork.
- 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.
- Wirescape.
- Opportunities for enhancement.

Historic built environment

Loss of traditional built and architectural features

Architectural features set out in the appraisal, such as 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.

Horsham Stone roofs are a distinctive traditional feature of the locality with the stone quarried locally. The mortar on a Horsham Stone roof should be subordinate to the stone and the roof laid in diminishing courses. Prior to the relaying or repair of a Horsham Stone roof it is suggested that advice is sought from the District Council, and appropriate guidance considered such as that produced by Historic England <https://historicengland.org.uk/images-books/publications/horsham-stone-roofs/> and the Stone Roofing Association <http://www.stoneroof.org.uk/Horsham%20guide%20v2.pdf>.



Horsham Stone slate roof

Part II: Management Plan continued

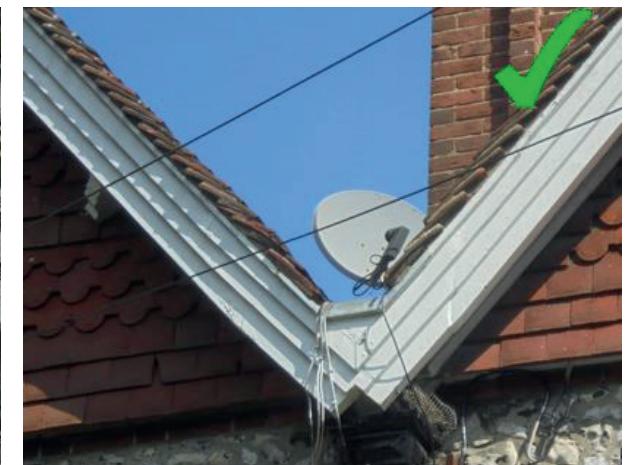


Laying of Horsham Stone slate roof with shadow slates and inconspicuous mortar

Page 298



Traditional Horsham Stone slates on main roof with imitation slate to extension which do not have the same appearance as the original



Equipment or installations

The presence of modern types of equipment on or around buildings, such as large aerials or satellite dishes and microgenerators, 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

The use of low timber paling fences is common within the Conservation Area, although there are instances of low brick walls or hedgerow planting. Retention of these fences and walls and increased use of trees and hedgerow as a 'soft' boundary treatment is considered preferable to higher, harsher enclosures such as panel fencing, high brick walls or security gates. In some cases, installing traditionally detailed brick walls and railings may be appropriate.

Page 299



Photographs of positive and negative boundary treatments within the Conservation Area

Part II: Management Plan continued



Drives, off street parking and loss of front gardens

Landscaped gardens to building frontages make an important contribution to the quality of the streetscape. A key characteristic of the buildings in the Conservation Area are their front gardens enclosed by low timber fences or brick walls, hedges or railings. The loss of front gardens to parking detracts from their historic setting and should be 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.



Photographs of various positive and negative front gardens and drives within the Conservation Area

Enhancement of existing buildings

Many of the listed and unlisted buildings in Warnham have been altered and lost features. Proposed enhancements to make a building look grander than it ever was should be resisted. There are several buildings on the Church Street, Friday Street, Bell Road and School Hill where reinstating traditional features would improve their appearance. The following enhancement works should be encouraged as part of any future development:

- Reinstate boundaries that have been removed to their original height and footprint.
- Ensure that new boundaries are built from quality materials, paying full attention to timber detailing, 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.



Example of a well proportioned extension taking its design inspiration from the original dwelling

Shopfronts

Warnham Conservation Area retains several welldesigned and well maintained traditional shopfronts and the retention of these is encouraged. 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 or compete with 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.

Part II: Management Plan continued

Within the Conservation Area porches are simple and functional and do not dominate the frontage of the properties. Proposals for porches should consider the style of the host property whilst also taking inspiration from the context of the surrounding area.

Page 302

Where porches are present within the Conservation Area they are simple in form complementing the appearance of the host building.





Flemish bond with dark grey burnt headers alternate header and stretchers



English bond with alternate rows of headers and stretchers



Decorative headers above the windows



Changes in colour of the brickwork adds interest as does appropriately detailed quoin details and string courses



Modern stretcher bond

Brick bonds help to provide interest in a building. Prior to the introduction of cavity wall insulation different types of brick bond were popular with a Flemish bond being most predominant within Warnham. The colours of the brick also added interest with local bricks often being used (in Warnham being a warm orange colour), and in some cases the brickwork was worked to show the affluence and social standing of the building's owner.

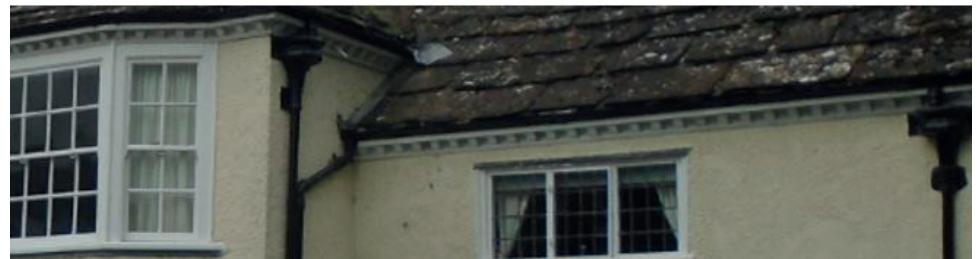
Part II: Management Plan continued



Hanging clay tile – club and fishtail decorative bands



Bullnose hanging tile



Dentill eaves cornice

Page 304

Consideration should therefore be given when seeking to extend a property to assess the existing materials and architectural details. It may be appropriate in some instances to reflect these traditional details or reinterpret them in a modern context.

A further traditional feature within Warnham is the use of hanging clay tile, in various patterns to break up blank elevations.

Within the Conservation Area there are also a number of examples of decorated timber eaves cornices.



Retention of chimneys

The removal or loss of chimneys within the Conservation Area impacts on the character of the Conservation Area as a whole. The presence of chimneys break up the roofscape and add interest to the streetscene. Chimneys can also inform our understanding of the plan form of a historic building and can provide valuable evidence of changes in technology, fashion and wealth.

Part II: Management Plan continued

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.



Examples of appropriate and inappropriate windows within the Conservation Area

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. Further guidance from Historic England can be found at <https://historicengland.org.uk/images-books/publications/traditional-windows-care-repair-upgrading/heag039-traditional-windows-revfeb17/>.

Historic glass should be retained as its construction methods may no longer exist and its appearance creates reflections and distortions which add to the visual appreciation of the building and its historic character.



Photograph of a window with historic glass which creates a distinctive reflection and distortion

Dormer windows and rooflights

New dormer windows and rooflights should not be located on street-facing and prominent roofs. Where new dormer windows and rooflights are considered appropriate, they should be small in scale and not dominate the roof slope, 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 metal rooflight is preferred. In most cases, the dormer or rooflight should align with the window below.



Part II: Management Plan continued

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 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.



Page 308

Repointing 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).

New development

Opportunities for new development

These 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 such as local bricks, clay hanging tiles, traditional roofing materials (clay roof tiles, natural slate, Horsham Stone), use of traditional brick bonds and timber windows and doors.

Setting and views

All development affecting the setting of the Warnham 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 I of the Conservation Area appraisal.

Key threats:

- Erosion of front boundaries in the Conservation Area.
- Loss of traditional joinery details in windows and doors, 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.
- Erosion of green spaces and loss of prominent trees and bushes in the Conservation Area.
- Proliferation of wires and telegraph poles.
- Street signage and road painting.

Part II: Management Plan continued

The environment and public realm

Trees

The presence of trees make 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 apply as those for contravening a Tree Preservation Order 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 consistent 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.
- Any redundant street furniture such as signage should be removed.

Opportunities for enhancement

There are sites within the Conservation Area where works could be undertaken to enhance the Conservation Area as a whole. These include the removal of redundant aerials and the rationalisation of the wirescape throughout the village.

Parking is an issue within the Conservation Area especially within Friday Street and Church Street. A partnership between West Sussex County Highways Authority, Horsham District Council and Warnham Parish Council could be considered to instigate schemes that would make vehicles less dominant and pedestrians might feel more comfortable.

Appendix

Page 311

Gazetteer of listed buildings

Image	Name	Grade	Description
	Newmans Cottage	2	Formerly 2 cottages, now one. Dated 1776. Two storeys. Three windows. Sandstone and red brick. Tiled roof. Casement windows with diamond-shaped panes. Doorway with flat hood on brackets.
	49 Friday Street	2	C18. Two storeys. Two windows. Sandstone. Tiled roof. Casement windows.
	The Greets Inn	2	Probably C17 timber-framed building, refaced with roughcast on ground floor and with imitation painted timbering above. Hipped tiled roof. Sash windows with glazing bars on ground floor, casement windows above.
	37 – 39 Friday Street	2	Early C19. Two storeys. Two windows. Painted brick. Tiled roof. Glazing bars intact. Included for group value.

Image	Name	Grade	Description
	33 Friday Street	2	Formerly 2 cottages. C18. Two storeys. Two windows. Painted brick. Hipped slate roof. Windows altered. Included for group value.
	Apple Tree Cottage (29 Friday Street)	2	Early C19. Two storeys. Two windows. Painted stone. Tiled roof. Casement windows. Included for group value.
	Bank and Rose Cottage	2	C17 or earlier. Timber-framed building with plaster infilling and curved braces, ground floor rebuilt in red brick. Tiled roof. Casement windows. Two storeys. Three windows.
	58, 60 and 64 Friday Street	2	Formerly 4 cottages, now 3. Early C19. Two storeys. Four windows. Red brick, first floor of south half weather-boarded. Hipped tiled roof. Some casement windows, some sash windows.

Gazetteer of listed buildings continued

Image	Name	Grade	Description
	Oak Beams (38 Friday Street)	2	C16 or earlier timber-framed building, now fronted with red brick on ground floor and with fishscale tiles above but the timbering still visible at the back. Half-hipped gable. Horsham slab roof. Massive sandstone chimney breast with brick stack on north wall. Two storeys. Two windows.
	30 and 32 Friday Street	2	C18. Two storeys. Two windows. Ground floor red brick and grey headers, above weather-boarding. Tiled roof. Casement windows.
	6 and 8 Friday Street	2	C18. Two storeys. Four windows. Red brick and grey headers. Stringcourse. Hipped roof of Horsham slabs. Glazing bars intact.
	62, 64 and 66 Church Street	2	C18. Two storeys. Five windows. No 62 is faced with roughcast and has a half-hipped gable with attic window. Nos 64 and 66 painted brick. Tiled roof. Glazing bars intact. Wooden porches that to No 62 with a curved pediment, and doors of 6 moulded panels.

Image	Name	Grade	Description
	Lodge Cottage	2	(Formerly listed as The North-West Lodge of Warnham Court BAILING HILL, previously listed as The North-West Lodge of Warnham Court School). Late C19, perhaps designed by Sir Arthur Blomfield in 1866. L-shaped building of one storey and two wings. Stone. Slate roof. Casement windows. Scalloped gabled ends. Elaborate gabled porch in the angle of the L.
	42 and 44 Church Street	2	Formerly 3 cottages, now 2. C18. Two storeys. Three windows. Red brick, first floor of north end weather-boarded. Casement windows. Two modern bays on ground floor, probably once shops.
	Cobblers	2	C16 timber-framed building with the timbering and curved braces exposed on the first floor at the back but refronted with brick on the ground floor and plastered above. Sprocket eaves. Horsham slab roof. Casement windows. C19 gabled portion built out in front to north-east, formerly a shop.
	6, 8 and 10 Church Street	2	One building. C16 timber-framed building with the timbering exposed at the back and side but refaced with roughcast. Two storeys. Four windows. Dentilled eaves cornice. Horsham slab roof. Two C18 doorways with thin fluted pilasters and flat hoods on brackets. No 8 has a 3-light bay on both floors with sash windows and glazing bars intact. Otherwise casement windows.

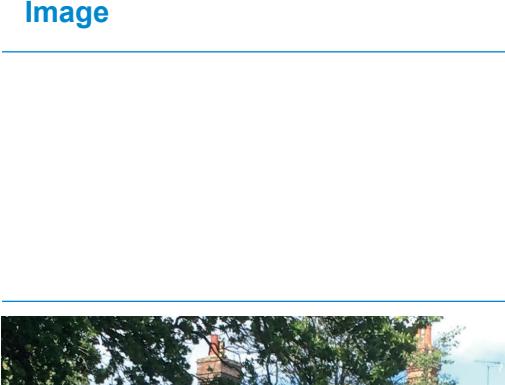
Gazetteer of listed buildings continued

Image	Name	Grade	Description
	Stables adjoining no.2	2	C17 timber-framed building on a stone base with painted brick infilling, first floor faced with weather-boarding. Tiled roof. Two storeys. Two windows.
	The Sussex Oak Inn	2	The front portion is L-shaped. The oldest part is the south wing, which is probably C17. Ground floor painted brick, above faced with weather-boarding. Horsham slab roof. Casement windows. Two storeys. One window. The main part of north-east wing is early C19. Two storeys. Three windows. Painted brick. Eaves cornice. Slate roof. Glazing bars intact. Later C19 wing behind to north-west.
	Church Croft	2	Early C19. Two storeys. Three windows. Stuccoed. Eaves cornice. Hipped tiled roof. Glazing bars intact. Trellised wooden porch containing doorway with narrow rectangular fanlight.
	Parish Church of St Margaret	1	Chancel with north and south chapels, tower at west end of south chapel, nave with north and south chapel aisles and west porch. South aisle C14, tower and south chapel early C16, all restored and the remainder of the church added by Sir Arthur Blomfield in 1885-6. Graded for good medieval tower.

Image	Name	Grade	Description
	The Old Forge	2	C18. Two storeys. Two windows. Faced with weather-boarding. Eaves cornice. Slate roof. Casement windows with small square panes. Doorway with flat hood over. Painted brick chimney breast on east wall. To west is the forge section of one storey and 2 windows in painted brick.
	April Cottage and Bell Cottage		The back portion is a C17 timber-framed building with brick infilling. The front portion is early C19. Two storeys. Four windows. Red brick. Horsham slab roof. Casement windows.
	2 School Hill		Early C19. Two storeys. Three windows. Faced with roughcast. Stringcourse. Eaves cornice. Slate roof. Glazing bars intact. Porch with rustic columns and lead canopy
	4 and 6 School Hill	2	C16 timber-framed cottages, ground floor plastered, first floor roughcast but oversailing on moulded bressumer and brackets. Gable to each cottage. Horsham slab roof. Casement windows. Gabled wooden porches. Two storeys. Three windows.

Gazetteer of listed buildings continued

Image	Name	Grade	Description
	8 and 10 School Hill	2	Probably C17 cottages refaced with Horsham sandstone and tile-hanging. Horsham slab roof. Casement windows. Two storeys. Three windows.
 Page 318	12, 14 and 15 School Hill	2	Dated 1752. Two storeys. Seven windows. Red brick and grey headers alternately. Dentilled eaves cornice. Tiled roof. Glazing bars intact. Doorways with pilasters and flat hoods. Circular date-stone in centre of first floor. No 12 is possibly later in date than No 14. No 16 is a modern addition in matching style.
	18, 20 and 22 School Hill	2	L-shaped block. C18 exterior to a possibly older building. Two storeys. Five windows. Red brick and grey headers, painted in all but No 22. Tiled roof. Casement windows. Gable to south wing. Modern bay on ground floor of No 20.
	The Former Village School	2	Now disused and empty. 1878. Sir Arthur Blomfield, Architect. One storey. Seven windows. Red brick. Tiled roof. Casement windows. Projection with 2 tile-hung gables at north end and pointed stone doorway. The larger gable has a window of 2 tiers of 4-lights with stone millions and transoms. Towards the south end is a further projection with large gable containing elaborate timbering and window of 3 tiers of 4-lights. Pointed stone doorway to north of this, with bell turret over surmounted by a spire.

Image	Name	Grade	Description
	Barn to the north east of the Old Manor House	2	C18. Faced with weather-boarding. Hipped slate roof.
	The Old Manor House	2	C15 timber-framed house with plaster infilling, first floor partly close-studded, ground floor rebuilt in sandstone. Horsham slab roof. Casement windows. Two storeys. South front has 3 windows and 2 blocked original windows with wooden mullions. East front has a recessed centre with curved braces supporting the eaves and some timbers renewed. Four windows. Later additions to west and north.
	Warnham Court	2 Park and Gardens	A garden of formal terraces and informal wooded pleasure grounds which was laid out from the early 1830s, developed in the mid and late C19 by the landscape designer Edward Milner and his son Henry, and later with a pinetum by Harry J Veitch. Extended with a wild garden in the early C20, the gardens are surrounded by a C19 park.

Gazetteer of locally listed buildings

What is a locally listed building?

It is a building identified by Horsham District Council as of local historic, architectural or townscape interest. Local listed buildings are non-designated heritage assets as defined within the National Planning Policy Framework. Many local authorities have lists of such buildings and structures. The National Planning Policy Guidance suggests it is helpful

for local planning authorities to keep a local list of non-designated heritage assets and that this list is publically accessible. Historic England advises that local lists play an essential role in building and reinforcing a sense of local character and distinctiveness in the historic environment.

Image	Name	Description
	Red House and Holland House	Constructed between 1880 – 1898 and designed by the London architects Batterbury and Huxley. Only the Red House and Holland House, together with the Village Hall are in Batterbury and Huxley's drawing in 'The Builder' in 1894.
	Warnham Court Farmhouse	The north western elevation has decorative hanging tile to the front elevation, and a Horsham stone roof. A plaque proclaims that the house dates from 1547 and was restored in 1888, possibly by C. T. Lucas at the same time that extensive work was being carried out at Warnham Court itself.

Image	Name	Description
	Farebrothers (Old Vicarage)	Red brick with stone dressings, was designed by W. J. Green and finished in 1873.
	3- 7 Bell Road	Arts and crafts style terrace with Horsham Stone roof, external timber framing at first floor and deep set porches built in the 1900's on the instructions of Henry Harben.

Landscape sensitivity criteria

Criterion	High	Medium	Low
Conservation area edge character, mitigation and enhancement potential (including landscape function in relation to gateways, nodes, edge integration/relationship, landmarks etc.)	<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>
Topography and skylines	<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>
Landscape scale and pattern (including cultural pattern)	<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>
Aesthetic and perceptual quality including landscape experience and tranquillity	<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>
Views, visual character and intervisibility	<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 guidance¹. 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.

¹ 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 3rd Edition (GLVIA3)*

Glossary of 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.

Glossary of Terms continued

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).

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

Colonnette - 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.

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 arrowhead 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.

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.

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).

Glossary of Terms continued

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 subdivision 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.

Glossary of Terms continued

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).

Scoria 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.

Glossary of Terms continued

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.

69

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.

33

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.

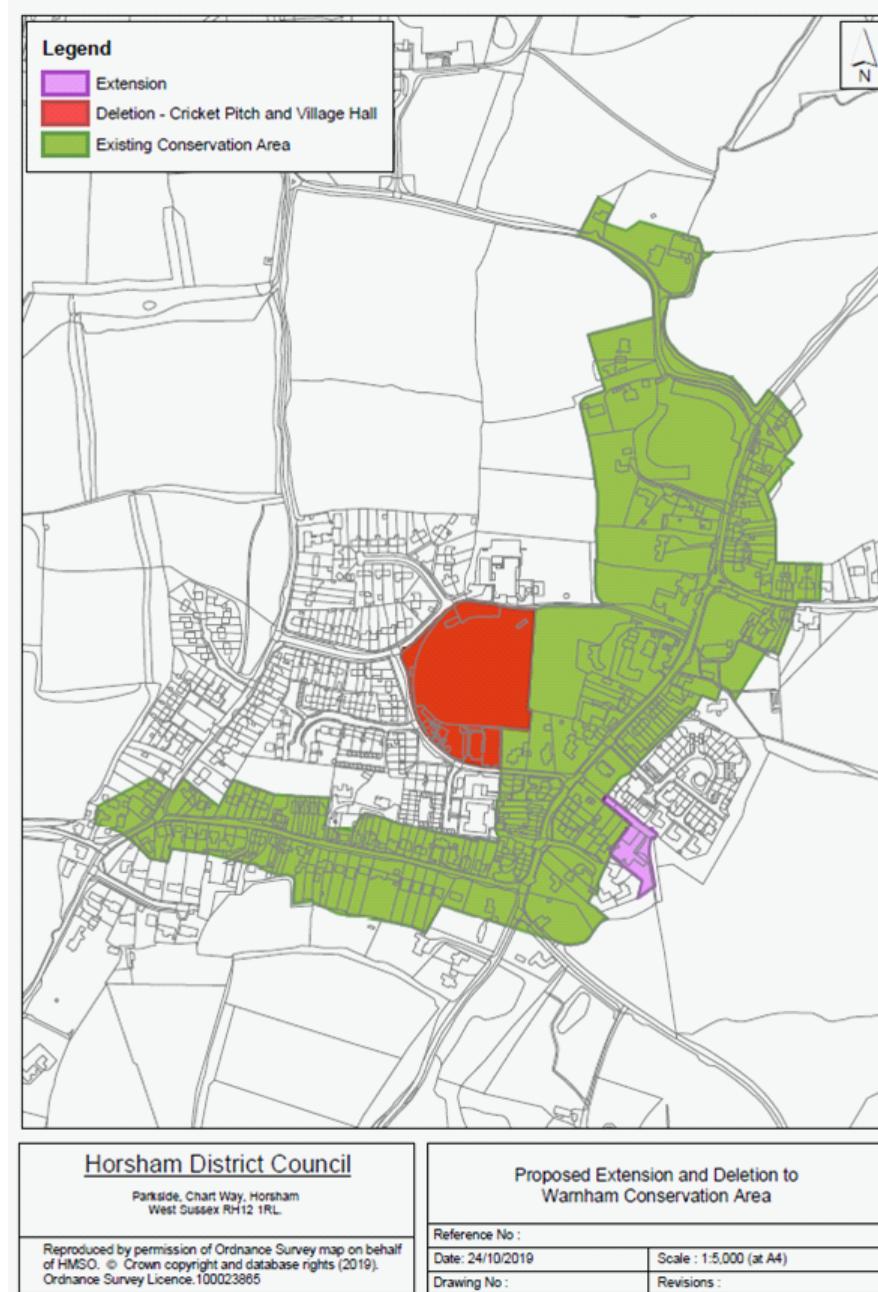
Youssonir - the shaped bricks or stones over a window forming a head or arch.

W

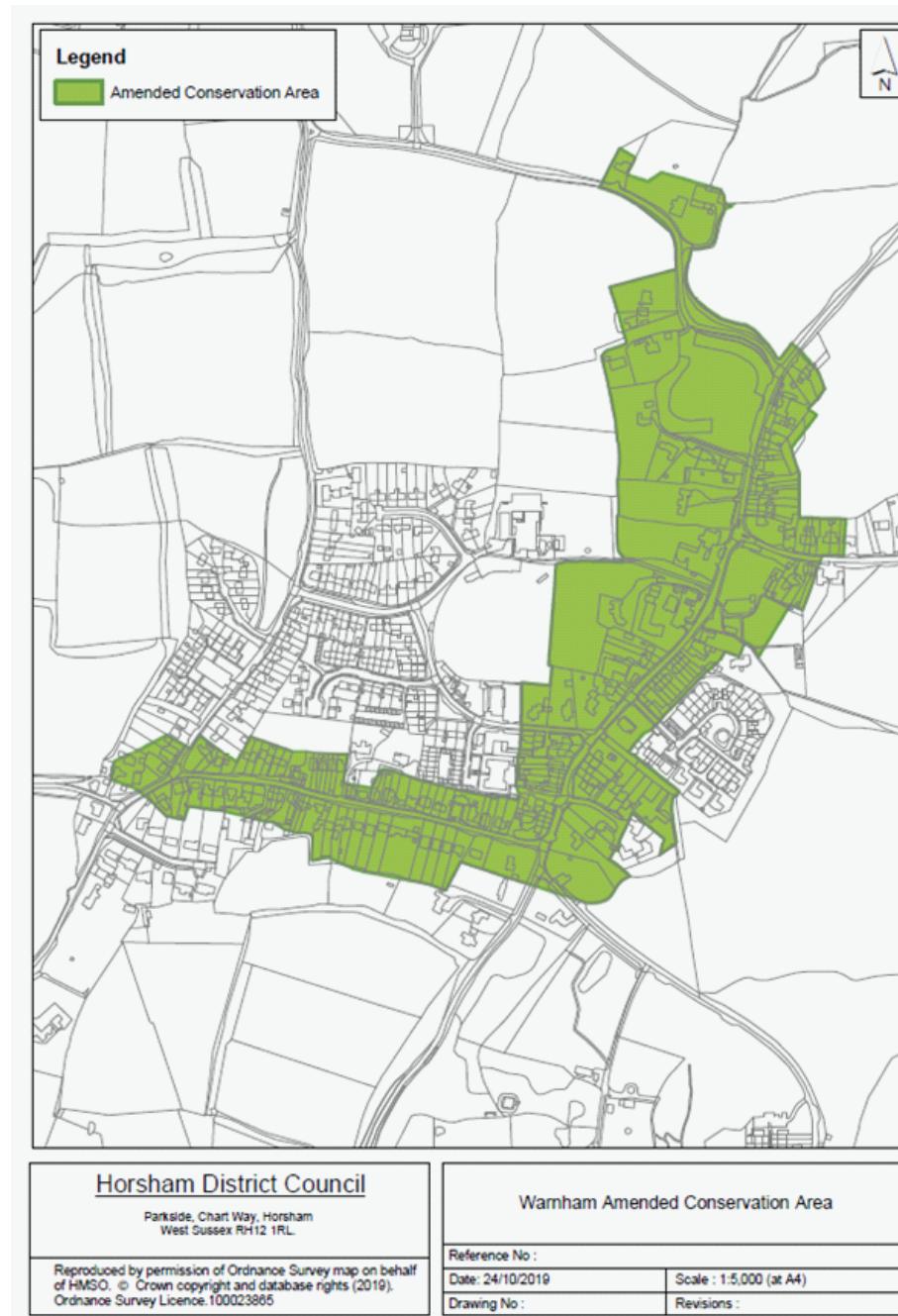
Weatherboarding - overlapping timber boards cladding the outside of a building.

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.

Map of proposed changes to the Conservation Area



Map of proposed Conservation Area





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) or by contacting Committee Services at the Council Offices.

Page 335 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

Tel: 01403 215123

Published on 01 December 2019

What is a Key Decision?

A key decision is an executive decision which, is likely –

- (i) to result in the Council incurring expenditure which is, or the making of savings which are, 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.

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
1.	CIL Governance Arrangements	Council	11 Dec 2019	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers)
2.	Medium Term Financial Strategy	Council	11 Dec 2019	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)
Page 337	Housing Strategy 2019 - 2024	Cabinet	23 Jan 2020	Open	Rob Jarvis, Head of Housing & Community Services robert.jarvis@horsham.gov.uk Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)
	Highwood Community Centre - Development Proposal and Construction Contract Award Policy Development Advisory Group 10 July 2019	Cabinet	23 Jan 2020	Open	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Deputy Leader and Cabinet Member for Leisure and Culture (Councillor Jonathan Chowen)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
5.	Budget 2020/21 Policy Development Advisory Group 6 January 2020	Cabinet Council	23 Jan 2020 12 Feb 2020	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)
6.	Community Development Strategic Grants	Cabinet	23 Jan 2020	Open	Rob Jarvis, Head of Housing & Community Services robert.jarvis@horsham.gov.uk Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)
8.	Horsham District Local Plan Preferred Strategy	Cabinet	23 Jan 2020	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers)
	Council Tax Reduction Scheme Policy Development Advisory Group 6 January 2020	Cabinet Council	23 Jan 2020 12 Feb 2020	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)

Agenda Item 16

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 17

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
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