



Email: committeeservices@horsham.gov.uk
Direct line: 01403 215465

Cabinet

Thursday, 24th September, 2020 at 5.30 pm
via Remote Video Link

Councillors:	Ray Dawe	Leader and Finance & Assets
	Peter Burgess	Horsham Town
	Jonathan Chowen	Leisure & Culture
	Philip Circus	Environment, Waste & Recycling
	Paul Clarke	Local Economy & Parking
	Claire Vickers	Planning & Development
	Tricia Youtan	Community Matters & Wellbeing

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 - 8
<i>To approve as correct the minutes of the meeting held on the 23 July 2020 (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. Update on the Council's Financial Position	9 - 18
To receive a report from the Leader and Cabinet Member for Finance and Assets	

- | | | |
|-----|---|-----------|
| 7. | Adoption of Conservation Area Appraisals and Management Plans for Slinfold and Warnham | 19 - 200 |
| | To receive a report from the Cabinet Member for Planning and Development | |
| 8. | Carbon Reduction Target and Action Plan | 201 - 232 |
| | To receive a report from the Cabinet Member for Environment, Recycling and Waste | |
| 9. | Community Lottery | 233 - 240 |
| | To receive a report from the Cabinet Member for Community Matters and Wellbeing | |
| 10. | Horsham District Local Plan - Local Development Scheme | 241 - 272 |
| | To receive a report from the Cabinet Member for Planning and Development | |
| 11. | Horsham District Local Plan - Statement of Community involvement | 273 - 306 |
| | To receive a report from the Cabinet Member for Planning and Development | |
| 12. | Update to Building Control Charges Scheme | 307 - 328 |
| | To receive a report from the Cabinet Member for Planning and Development | |
| 13. | Overview & Scrutiny Committee | |
| | To consider any matters referred to Cabinet by the Overview & Scrutiny Committee | |
| 14. | Forward Plan | 329 - 334 |
| | To note the Forward Plan | |
| 15. | To consider matters of special urgency | |

Cabinet
23 JULY 2020

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, Lynn Lambert and Tony Bevis

EX/11 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/12 **ANNOUNCEMENTS**

There were no announcements.

EX/13 **MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on the 4th June 2020 were approved and signed as a correct record.

EX/14 **PUBLIC QUESTIONS**

No questions had been received.

EX/15 **UPDATE ON THE COUNCIL'S FINANCIAL POSITION**

The Leader reported that the 2020/21 Budget had been approved in February 2020 and near balanced budgets were projected through to 2023/24 on the assumption that business transformation continued and the Council generated further income to mitigate against the cost pressures that continue to rise.

The global pandemic of the COVID-19 virus on 11 March 2020 and the subsequent lockdown and associated recession was having a severe impact on residents, businesses and the Council. The immediate effect of reducing levels of income and increasing expenditure at the Council would result in a significant overspend in 2020/21, and much lower levels of income were anticipated in the future. The Council would have to fundamentally review, change or even close its services to ensure it had a balanced budget in the years to come.

The report set out the projected scale of the impact in 2020/21 and how the medium term financial planning scenarios and assumptions had drastically changed. Without action, this would result in a likely budget gap of up to £3m in 2021/22 and significant budget gaps through to 2023/24. The report was written in the context of unprecedented levels of uncertainty. The length and depth of the current recession was unknown and it was essential the Council

kept as much of its reserves as it could this year to give it time to make considered decisions about its future service.

As the situation becomes clearer there would be further updates, detailing the latest information on the scale of the deficit, setting out a more developed response and containing plans to tackle the budget gaps, working towards setting a balanced 2021/22 budget in February 2021.

RESOLVED

That:

- i) the changes in the Council's financial position in 2020/21 and the Medium Term be noted;
- ii) A reduced 2020/21 capital programme be recommended for approval by Council;
- iii) Delegated authority to the Director of Community Services in consultation with the Leader of the Council, the Deputy Leader and Cabinet Member for Leisure & Culture and the Cabinet Member for Local Economy and Parking to agree any waiving of the monthly management fee from Places Leisure for the required period of financial support until usage recovers towards pre-Covid-19 levels, or ending 31 March 2021;
- iv) Delegated authority to the Director of Community Services in consultation with the Leader of the Council, the Deputy Leader and Cabinet Member for Leisure & Culture and the Cabinet Member for Local Economy and Parking to agree any financial support payments to Places Leisure for the period of closure and for re-opening until usage recovers towards pre-Covid-19 levels, or ending 31 March 2021 be recommended for approval by Council; and;
- v) Delegated authority to the Director of Community Services in consultation with the Leader of the Council, the Deputy Leader and Cabinet Member for Leisure & Culture and the Cabinet Member for Local Economy and Parking to enter into any contract variations in respect of any financial support during the period of closure and for re-opening on the terms recommended Delegated authority be recommended for approval by Council.

Reasons for Recommendations

The Council needs to acknowledge the severe financial realities it is experiencing and their medium-term implications to prepare for the future

To prioritise capital projects that produce a financial return to the Council and postpone non-essential capital works to preserve reserves in 2020/21 allowing more scope for considering options for rebuilding the Council and our District next year.

EX/16 **TRANSFORMATION FUND - TOP UP FROM THE 2019/20 BUDGET**

The Leader reported that the Council had delivered a £246k revenue surplus in 2019/20 after allowing for budgets that carried over to 2020/21 to cover essential expenditure on projects unavoidably delayed.

The Council's income in a Covid-19 inspired recession was unlikely to be as high as previously estimated and costs continued to rise. Inevitably therefore, balancing the budgets over the medium term relied on implementing a range of actions to help deliver efficiency measures, as well as other income generation. This required further investment in transformational projects.

Setting aside £0.5m in the transformation earmarked reserve for 2020/21 would help transform the Council in the future. £377k remained unspent in the reserve at 31 March 2020; the top up of £123k would effectively be funded from the 2019/20 budget surplus.

RESOLVED

That:

- i) The transfer of £0.123m from the General Fund reserve to the earmarked transformation reserve be approved; and;
- ii) The authority to use the transformation fund as appropriate be delegated to the Chief Executive in consultation with the Leader.

Reasons for recommendations

- i) To top up of the earmarked transformation reserve for projects that will help transform the Council in the future; being effectively funded from the 2019/20 budget surplus.

EX/17 **AMENDMENT TO THE COUNCIL'S PRIVATE SECTOR HOUSING POLICY TO REFLECT CHANGES TO THE ELECTRICAL SAFETY SITPRSE REGULATIONS**

Cabinet Member for Community & Wellbeing presented the report and said that it detailed the powers and duties introduced by The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020. These related to the Government's response to tackling rogue landlords and improving the private rental sector. They required Landlords to ensure that the fixed electrical installations in their properties were inspected and tested at least every 5 years by a competent electrician. The initial inspections need to be carried out before any new tenancy was granted from 1 July 2020, and by 1 April 2021 for existing tenancies.

RESOLVED

That:

- i) The changes to Horsham DC Private Sector Housing Enforcement Policy under the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 be noted and agreed;
- ii) The regulations be added under the list of regulations enforced in this Enforcement Policy; and;
- iii) Details of the penalty charges, procedures and appeals in line with other regulations to Horsham DC Private Sector Housing Enforcement Policy under the Housing and Planning Act 2016 be added.

Reasons for Recommendations

- i) to ensure that the powers used to tackle the problem of rogue landlords are effective, appropriate and current.

EX/18 **OVERVIEW & SCRUTINY COMMITTEE**

There were no matters currently outstanding for consideration.

EX/19 **FORWARD PLAN**

The Forward Plan was noted.

EX/20 **PURCHASE OF PROPERTY IN SLINFOLD BY HORSHAM DISTRICT HOMES (HOLDINGS) LIMITED**

The Cabinet Member for Community Matters and Wellbeing introduced the report and said that on 21st March 2019, Cabinet had approved the creation of two companies for the purpose of providing affordable rental housing in the District. Horsham District Homes Limited (HDH), which would undertake development and Horsham District Homes (Holdings) Limited (HDHH) which would manage and own the completed properties.

Horsham District Council was the sole shareholder of HDH. The shareholder agreement for HDH reserved certain matters for Cabinet approval, including the approval of business cases for projects and approval of any loans to be made by the Council to the companies.

The Directors of HDH have prepared a business case setting out an opportunity they wish to pursue, which requires the approval of Cabinet. The opportunity consisted of the purchase of four flats which were being developed by a third party developer in Spring Lane, Slinfold.

RESOLVED

That:

- i) The business case for the purchase of the affordable rental homes in Slinfold by Horsham District Homes (Holdings) be approved; and;
- ii) The transfer of s106 funds to Horsham District Homes (Holdings) for the purchase of the homes be recommend to Council.

Reasons for Recommendations

- i) Approval of the recommendations will deliver four affordable rental homes for the benefit of households on the housing list.

EX/21 **CASH COLLECTION SERVICE TENDER**

The Leader reported that the Council had undertaken a procurement exercise seeking to appoint one contractor to collect, consolidate and bank cash and coins from Council premises and car park machines.

A procurement exercise had been undertaken following an open local tender process under the Light Touch Regime in Public Procurement Regulations 2015. This process had now been completed and a number of bids were received as detailed in Appendix A of the report

Following the procurement exercise, it was recommended to award the contract to Supplier A.

The duration of the contract would be a period of 3 years commencing on 1 November 2020 until 31 October 2023, with an option to extend for a further 24 months.

Resolved

That the cash collection services contract be awarded to Supplier A.

Reasons for recommendations

The recommendation to make the award to Supplier A is the result of a formal evaluation process, leading to the conclusion that their offer is commercially and technically the most economically advantageous tender.

EX/22 **GRANT OF AN OPTION OVER SURPLUS LAND IN STORRINGTON.**

RESOLVED

That the Council enter into an Option Agreement together with a Deed of Release & Grant of Easement with Storrington Parish Council and the Developer by way of formalising the contents of the report.

Reasons for Recommendations

To enable the council to receive a capital receipt for the disposal of surplus land.

EX/23 **TO CONSIDER MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

The meeting closed at 6pm having commenced at 5.30pm

CHAIRMAN

Report to Cabinet

24 September 2020

By the Cabinet Member for Finance and Assets



DECISION REQUIRED

Not Exempt

Update on the Council's financial position

Executive Summary

This report updates the projected scale of the financial impact from COVID-19 in 2020/21 and how the medium term financial planning scenarios and assumptions have changed since the previous report in July.

As predicted, income levels are slowly recovering but nevertheless a significant overspend of £5.6m is forecast in 2020/21, despite action to reduce expenditure where possible. Much lower levels of income are anticipated in the future. An unprecedented high level of uncertainty remains. The length and depth of the current recession is unknown. Factors of particular concern are the increase in unemployment as furlough ends in the hospitality and leisure sectors that dominate our local economy, the risk of another local or national lockdown, the nature and implications of the Brexit agreement due at the end of the calendar year and the Government's plans for the reform of business rates. In these circumstances it is fortunate that the Council has kept high levels of reserves and thus is able in the short term to have time to make considered decisions but given the totally unpredictable situation it is essential the Council keeps as much of its reserves as it can going forward.

This report gives a snapshot of where we think our finances are today and also projects over the medium term. Since July, officers have identified an estimated £1.5m of potential savings that, with further work, could be built into the 2021/22 budget that would narrow the previously estimated £3.5m annual budget gap to £2m in that year.

As the situation becomes clearer, there will be further updates, detailing the latest information on the scale of the deficit, setting out a more developed response and containing further plans to tackle the budget gaps, continuing the work towards setting a balanced 2021/22 budget in February 2021. To achieve a balanced budget in 2021/22, substantial action is required.

Recommendations

The Cabinet is asked to

- i) note the changes in the Council's financial position in 2020/21 and the Medium Term.

- ii) recommend Council approve a £50k capital budget for the refresh and refurbishment of the museum whilst it remains closed during 2020/21.
- iii) recommend Council approve a £125k capital budget increase to the £180k Henfield Library car park capital project, to address significant issues in the foundations.
- iv) enter into a four year £0.75m scheme to deliver supported accommodation for rough sleepers, providing full funding is approved by MHCLG.
- v) subject to iv) above, recommend Council approve a £69k capital budget and £25.5k revenue expenditure budget in 2020/21 and the associated matching income obtained from MHCLG.

Reasons for Recommendations

- i) The Council needs to acknowledge the highly unpredictable nature of the national and local situation occasioned by the COVID-19 pandemic and the huge impact this is having on its financial position both in the short and longer term. This has moved the council from what has been a long term healthy financial position to one with predicted large deficits unless action is taken.
- ii) Work is needed to modernise and refresh museum displays, introduce a digital cultural heritage offer, and improve the customer experience.
- iii) The more expensive dig out and rebuild of the car park in Henfield will address structural defects and make the asset last much longer and is therefore more economical in the long term.
- iv) & v) establishing supported accommodation will help support and reduce the number of rough sleepers in the district.

Background papers:

- Budget and MTFs report Cabinet 23 January 2020 (approved by Council on 12 February 2020).
- Financial update on the Council's financial position report Cabinet 23 July 2020
- Report on the Council's Finance and Performance (M4) Overview and Scrutiny Committee 21 September 2020

Wards affected: All

Contact: Jane Eaton, Director of Corporate Resources, 01403 215300

Background Information

1 Introduction and background

- 1.1 An update on the Council's in-year and medium term financial position was reviewed by Cabinet on 23 July 2020. The impact of the COVID-19 virus associated recession continues to have a severe impact with lower levels of income and increasing expenditure at the Council. This will result in a significant overspend in 2020/21, currently estimated at £5.6m.
- 1.2 £1.63m of central government 'expenditure' grant has been received. Initial guidance on the income loss grant scheme has been published, with submissions being made quarterly in arrears. It is expected that it will not cover all losses. If insufficient money is received from the Government to cover the costs of the lockdown and recession the Council will need to use its general fund reserve to fund its losses in 2020/21. This is currently estimated at £2m.
- 1.3 At the moment the Council has enough reserves to cover the predicted losses but its financial position going forward will be more precarious than it was at 12 February 2020 when the s151 officer gave her view the Council's reserves were adequate for its needs.
- 1.4 Longer term, a severe recession and changing customer habits mean that lower levels of income and increased costs are anticipated in the future. A significant gap in the medium term financial strategy as high as £3.5m a year are predicted if actions are not taken.
- 1.5 To rebalance its position, the Council will need to reconsider carefully its service offer in both 2020/21 and the longer period. The ongoing unpredictable nature of the effects of the pandemic mean that it is essential to maintain reserve levels and they cannot be seen as an alternative to taking decisions to bring the budget back to balance.

2 Relevant Council policy

- 2.1 The Council has a record of providing high quality, value for money services and to continue to achieve this the Council will need to consider what action to ensure money is available for our key services.

3 Details

- 3.1 An update on the Council's in-year and medium term financial position was reviewed by Cabinet on 23 July 2020. The impact of the COVID-19 virus associated recession continues to have a severe impact with lower levels of income and increasing expenditure at the Council. This will result in a significant overspend in 2020/21, currently estimated at £5.6m, depending on the length and depth of the recession and assumptions around continued social distancing.
- 3.2 Income from parking, property and leisure services was severely reduced in the first quarter under lockdown, and other income from planning, building control and investment income also affected. Income is slowly recovering as the lockdown from COVID-19 lifts, but due to the induced recession and changing customer habits, it may never recover to former levels.
- 3.3 In addition to costs, fees and charges, the Council generates income through Council tax and receives income from central government. Council tax collection

rates have fallen as customers adjust to their economic situation in the pandemic and lower recovery rates are anticipated, partly also due to the fact that more people are likely to be supported by the local council tax support scheme.

- 3.4 The Council's share of the business rates and Council tax that hasn't been collected could amount to nearly £0.5m, based on current collection rates being £2.6m behind the budgeted amounts that we would have expected to collect pre COVID-19. Whilst the timing is such that this deficit will feed through into the following year as the actual position will only become known after 31 March 2021, it is shown below in the year that it relates to. There is an ongoing risk that this pattern also repeats itself in future years too.
- 3.5 At the same time as income is falling, expenditure has increased too, with demand increasing for Revenues and Benefits, Housing services and the cost of contractual payments for the running of leisure services until the point numbers return towards pre COVID-19 contract levels. All three areas are putting the Council's ability to hold expenditure at the budgeted £35.5m under significant pressure, unless cost savings can be found elsewhere.
- 3.6 The updated budget position including the forecast overspend and revised interim medium term financial strategy is set out in table 1. This assumes an overspend of £5.6m in 2020/21 and assumes an ongoing reduction in income and increase in expenditure of approximately £3.5m in 2021/22 onwards if no action is taken.

	2020/21	2021/22	2022/23	2023/24
	£000	£000	£000	£000
Table 1: interim MTFs Sept 2020				
Current / estimated net expenditure	11,201	15,550	14,300	14,600
<i>Overspend / estimated transformation savings</i>	5,600	(1,500)	<i>To be developed in 2021</i>	
Estimated net expenditure	16,801	14,050	14,300	14,600
Funding: Council Tax	(9,922)	(10,100)	(10,300)	(10,500)
Baseline Business Rates	(2,052)	(2,050)	(1,500)	(1,000)
Collection Fund (surplus)/deficit	(53)	-	-	-
Total Funding	(12,027)	(12,150)	(11,800)	(11,500)
One-off COVID-19 funding to date	(1,650)			
One-off income loss grant estimate	(2,500)			
Additional 0.75% salary costs	120			

Estimated redundancy costs	750			
Impact of reduced collection rate of NDR and Council-tax	500			
Net (Surplus) / Deficit	1,994	1,900	2,500	3,100

- 3.7 The Council has received a total of £1.65m from government in response to the pandemic. This is funding towards additional 'expenditure' that the Council has incurred.
- 3.8 Government has released the guidance covering 'lost income' from sales, fees and charges. The scheme involves a 5% deductible rate for each income line being claimed, whereby councils pay the first 5% of the lost income, and Government compensating councils for 75p in every pound of loss thereafter. The funding will be claimed quarterly in arrears, reduced by any savings in those income areas, meaning only net (rather than gross) income losses can be claimed. In addition, the scheme does not cover any commercial or investment income losses. Based on this, the early estimate at this point is that the Council may be able to claim around £2.5m of income loss grant from the scheme in the year, subject to the detail in the spreadsheet returns and actual incomes being as forecast. The spreadsheet and quarterly returns will of course provide more certainty on how much this Council can claim as the year unfolds. The update brought back in November will include actuals from the half year mark.
- 3.9 An initial list of potential savings is being assembled and worked on that could be implemented in time for the 2021/22 budget. Officers are reviewing their services and looking at changing the way the services are delivered, stopping some elements of the service and by being more efficient. Some of these changes are because we can no longer do this work under COVID-19 and recession, which has happened at the Capitol theatre with live performance, and also for example at the museum where social distancing is not easily workable. Both Capitol and museum have already commenced consultations with staff to reduce headcount in these areas. Other areas of service could be reduced using digital change and efficiencies by doing things differently, such as merging administration functions together and putting more accessible services online, rather than in hard copy. The estimated savings from this initial list comes to around £1.5m. Further work on the detail will be required before these can be delivered through action by 2021/22.
- 3.10 Around two-thirds of the Council's costs are employment costs. Whilst minimising the amount of job losses through redeployment and not replacing vacancies, any reduction in headcount will come with redundancy costs and pension liability costs, where an employee is over 55 years old, known as pension strain. The number of potential redundancies could be as high as 40 posts. An estimate of redundancy costs has been included in the financial update, although this is difficult to calculate at this stage as the true cost will depend on which staff are affected.
- 3.11 The national pay award for 2020/21 was finalised in August as a one-off agreement of 2.75%. A 2% salary increase was budgeted in 2020/21. The additional 0.75%

rise equates to approximately £120k of additional budgetary pressures. In the economic circumstances, and especially lower levels of inflation, continued salary increases at this level are unaffordable and so the medium term assumption of salary increases at around 2% remains unchanged.

- 3.12 The overall position of funding for the Council in 2020/21 after Government grants is currently forecast to be a £2m shortfall. This could be funded by drawing on reserves to smooth out the period of change. However, reliance on reserves is unsustainable in the medium term. Other actions that could be taken to close the gap will be prepared and reviewed before the next financial update in November 2020. Due to the high level of uncertainty with many of the assumptions, taking decisions based on more information will help focus the next steps, although it is clear that this will include some difficult decisions.
- 3.13 As noted elsewhere on the agenda, the predicted cost of addressing the reduction of carbon in the district would be significant over the next decade and beyond. This financial update already makes it clear that the Council faces significant financial challenges from 2021/22 onwards. Adoption of a 2030 target and action plan to achieve it will considerably impact the Council's financial position in the medium and long term. The carbon reduction plan would commit the Council to an additional high level of financing that will need to be viewed against decisions made in the revenue and capital budgets and to set a balanced budget, as is required by law, and which maintain sufficient reserve levels.
- 3.14 Housing Services have submitted a bid to the Ministry of Housing Communities and Local Government (MHCLG) to deliver supported accommodation for rough sleepers in partnership with a support provider with expertise in supporting the client group. The project has been proposed to last four years and requires swift implementation to fit the funding criteria and have the accommodation occupied before the end of the 2020/21 financial year. The bid submission was for capital and revenue costs of £0.75m over a four year period.
- 3.15 The proposal will be cost neutral to the Council with costs being met by MHCLG. If the council is not successful with the bid to the appropriate level then the proposal will not be progressed. The report contains a recommendation to enter into the four year £0.75m scheme, providing funding is approved by MHCLG. The initial expenditure costs affecting 2020/21 are calculated to be £69k capital costs and £25.5k revenue costs, with the obtained funding offsetting these costs. Future year costs and MHCLG income will be built into the relevant year budgets as part of the budget setting process.
- 3.16 The temporary closure of the museum due to COVID-19 and the ongoing challenge of introducing safety measures in a 600-year-old building which doesn't lend itself to social distancing, has provided an opportunity for the Council to look at ways of refreshing and modernising its offer to the public whilst the building is closed. The refresh will tell new stories of Horsham with rationalised and carefully curated collections and will use digital technology to complement the offer. Work is needed to modernise and refresh displays, introduce a digital cultural heritage offer, and improve the customer experience. For this, a £50k capital budget is proposed so that the museum can reach and inspire many more people when it reopens. The additional capital budget request forms part of the recommendations of this report. The total capital programme for 2020/21 would increase to £8.55m.
- 3.17 A £180k capital budget for the redevelopment of the Henfield Library car park was approved in the 2020/21 capital programme. However, following a detailed survey

and quotes, significant issues with the foundations of the car park have been identified. Option one would cost £105k to resurface the top deck and relining, likely to last only two to three years before the surface starts to break up again. Option two would cost £305k to completely dig out and rebuild the car park, with relining, likely to last 30 to 40 years. The second option is more expensive in the short term, but most economical in the long term. A recommendation requests an additional £125k budget in the capital programme to enable the works at the Henfield car park to completely address the structural defects of the long term. The capital programme for 2020/21 would increase to £8.68m.

4 Next steps

- 4.1 Detailed actions will be worked up over the Autumn and an updated medium term financial plan will be brought back in November taking into account any further economic and financial developments.
- 4.2 On 28 January 2021, the 2021/22 Budget will be taken to Cabinet to recommend approval at the 10 February 2021 full Council meeting where the Council Tax for 2021/22 will be set. The MTFs will also be again updated at this time to take account of our settlement, if known at that date.

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

- 5.1 The Finance and Assets Policy Development Advisory Group discussed the immediate and longer term impact of reduced income on the medium term financial strategy on 14 September 2020 and the consideration of various options including whether it continues to provide some services and which it discontinues in order to balance its budget.
- 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 immediate budget forecast and have already commenced plans, taking action to address the medium term financial gap. They are fully supportive of its contents. The Monitoring Officer has also been consulted during the preparation of the document and is supportive of its contents.

6 Other courses of action considered but rejected

- 6.1 Not taking actions would put at risk the ability of the Council to deliver balanced budgets through to 2023/24. This would quickly erode the level of reserves and is unsustainable in the medium term. Therefore, not taking any action has been rejected.
- 6.2 Cutting services significantly now, is an approach taken by some Councils. However this risks closing valued services unnecessarily if the recession is not as long and deep as we fear.

7 Resource consequences

- 7.1 Specific actions to address the financial gaps are not detailed in this report. Over the next few weeks, detailed plans will be worked up and brought back in a later medium term financial strategy that feeds into the November 2020 and February 2021 annual budget setting process.

- 7.2 Some work on the digital transformation may be brought forward to release earlier savings, and increase some areas of headcount slightly over the next two 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.
- 7.3 When reducing expenditure through efficiencies and reducing services, staffing numbers generally reduce. The precise figure of any future reductions over the medium term will be firmed up as detailed plans for the individual elements are finalised, but is indicatively estimated at around 40 posts. 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.
- 7.4 Any financial implications of carbon reduction are not included in this report. Adoption of the 2030 carbon neutral target and action plan to achieve it will considerably worsen the Council's financial position in the medium and long term.

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 current and expected financial position. 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. Although the Government has put decisions on changes to business rates on hold until April 2022.
- 9.2 Many figures provided in this report are estimated at this stage. There is a risk that a second COVID-19 wave or longer or deeper recession could mean losses are nearer the upper end of the range of losses suggested or even higher.
- 9.3 There is a moderate risk when paid services such as parking, planning, building control, and the cultural and leisure offer resume customer habits will have changed and income will not return to previous levels, meaning the original financial position will not be recoverable. Services such as the Capitol and leisure centres are staying in touch with customers to try to prevent this.

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.

This page is intentionally left blank

Report to Cabinet

24 September 2020

By the Cabinet Member for Planning and Development

KEY DECISION



**Horsham
District
Council**

Not Exempt

Adoption of Conservation Area Appraisals & Management Plans for Slinfold and Warnham

Executive Summary

There are 37 designated conservation areas in Horsham District. Each has a Conservation Area map which identifies the area boundaries. However, at present, only ten Conservation Areas in the District have an adopted Conservation Area Appraisal (Amberley, Billingshurst, Bramber, Henfield, Horsham, Pulborough (Lower Street and Church Place), Slinfold, Storrington and Steyning).

Without Conservation Area appraisals in place, there is a lack of information on the significance and importance of each area, which then informs and support Horsham District Council in managing change positively in the remaining 27 Conservation Areas. Given this, and the significant development pressures that Horsham District Council is currently facing, the Council has undertaken to review the Slinfold and Warnham Conservation Areas.

Cabinet agreed on 28 November 2019 to approve the draft Conservation Area Appraisals and Management Plans for Slinfold and Warnham for public consultation. These draft documents included some proposed boundary changes (additions and deletions) to the existing conservation areas.

A four-week public consultation exercise was held on the proposed changes to the two Conservation Areas between 6 February 2020 and the 5 March 2020. This report sets out the key issues raised by consultees to the draft Conservation Area Appraisals during the consultation period, and the recommended responses to the comments. It is recommended that a final version of the two Conservation Area Appraisals and Management Plans, incorporating revisions following consultation, is adopted with effect from 25 September 2020.

Recommendations

Cabinet is recommended to:

- i) Approve the revised Conservation Area boundaries for Slinfold and Warnham, as shown on the Conservation Area designation maps (1 and 2) included in this report.
- ii) Approve the Conservation Area Appraisals and Management Plans for Slinfold and Warnham, as set out in Appendices 3 and 4, to be used in the determination of planning applications from 25 September 2020.

- iii) Delegate authority to the Cabinet Member for Planning & Development to approve minor editorial changes prior to final publication of the documentation.

Reasons for Recommendations

- i) To formally designate the amended Conservation Area boundaries.
- ii) To provide updated Conservation Area guidance for the two settlements and Members in determining applications.
- iii) To give the Cabinet Member for Planning and Development delegated authority to approve minor changes to the document, without the need for it to be referred back to Cabinet.

Background Papers:

1. Conservation area designation maps (<https://www.horsham.gov.uk/planning/design-and-conservation/conservation-areas/conservation-area-maps>)
 - a. Slinfold – Designated 1973 – Map published online 8 September 2011
 - b. Warnham – Designated 1973 – Map published online 8 September 2011
2. Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Slinfold (See Appendix 1)
3. Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Warnham (See Appendix 2)
4. Draft Conservation Area Appraisal and Management Plan for Slinfold (March 2020) (See Appendix 3)
5. Draft Conservation Area Appraisal and Management Plan for Warnham (February 2020) (See Appendix 4)

Wards affected: Slinfold and Warnham

Contact: Catherine Howe, Head of Strategic Planning x5505.

Nicola Mason, Conservation Officer x5289.

Background Information

1 Introduction and Background

- 1.1 Conservation Areas were introduced through the Civic Amenities Act (1967). Horsham District Council has a duty under the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate conservation areas where appropriate, to review the designations regularly, and to plan for the management of conservation areas to ensure that they retain their special character and interest.
- 1.2 Section 69 (2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 which requires local planning authorities to review their conservation areas from time to time.
- 1.3 In accordance with Section 70 and Section 71 of the same Act the Council is also required to formulate and publish proposals for the preservation and enhancement of their conservation areas and consult the local community about the proposals.
- 1.4 In line with these responsibilities this Council has commenced a programme to review and update out conservation areas. This has resulted in the updating of the Conservation Area Appraisals and Management Plans for Billingshurst, Henfield, Pulborough (Lower Street and Church Place), Storrington and Steyning. These were adopted in February 2018.
- 1.5 Following the completion of the Neighbourhood Plans for Warnham and Slinfold parishes respectively, it was considered that these historic settlements should be programmed for a review of their Conservation Areas. A draft Conservation Area Appraisal and Management Plan for Slinfold and Warnham was produced and published for public consultation between 6 February 2020 and 5 March 2020. The Slinfold Conservation Area and Management Plan was discussed by Slinfold Parish Council at its parish meeting on the 30 January 2020. The Warnham Conservation Area Appraisal and Management Plan was discussed by Warnham Parish Council at its meeting on the 3 December 2019. All comments received from the parish meetings and the public consultation have been taken into consideration in the proposed Conservation Area Appraisal and Management Plans.

2 Relevant Council policy

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

3 Details

- 3.1 The Conservation Area Appraisals for Warnham and Slinfold set out background information and details of the historic development of the two settlements, including

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

- 3.2 In response to the consultation on the draft Consultation Area Appraisals, a total number of 29 comments were received to the Conservation Area and Management Plans:
Slinfold – 24 comments from 11 respondents;
Warnham – 5 comments from 4 respondents;
The comments were received from Slinfold and Warnham Parish Councils, representatives of the development industry, local landowners as well as local residents. These comments have been reviewed and where appropriate, changes are proposed to the text of the documents in light of the comments received. A summary of comments received and the Council's response is included at **Appendix 1** (Slinfold), **Appendix 2** (Warnham).
- 3.3 The Updated Appraisals are included as **Appendix 3** (Slinfold); and **Appendix 4** (Warnham).
- 3.4 A summary of the main consultation points raised is set out below, under the relevant settlement heading.

Slinfold

Landscape Fringe and land to the north of the cricket field

- 3.5 Most respondents to the Slinfold Conservation Area raised concerns about the area of land adjoining the Conservation Area north of the cricket field. This land has been allocated for development in the Slinfold Neighbourhood Plan, and is currently the subject of an outline planning application. As the Neighbourhood Plan is 'made' it forms a material consideration in the determination of the current application.
- 3.6 The Conservation Area Appraisal cannot disregard strategic policy documents (such as the made Neighbourhood Plan), which define areas for settlement expansion and are committed for development. The purpose of the appraisal is not to prevent development but to provide guidance to ensure that any development that does take place preserves or enhance the special historic or architectural character or appearance of the Conservation Area. It should also be noted that for those with concerns about the proposed development north of the Cricket pitch, comments can be lodged as part of the planning application process.

Inclusion of Old Stables within the Conservation Area

- 3.7 An objection was received objecting to the inclusion of Old Stables. It is considered that Old Stables should be included in the Conservation Area as the building

appears on the 1870/71 OS map and is connected in function and form to Old House Farm and therefore better informs the special interest of this property.

Inclusion of positive and negative buildings within the Conservation Area

- 3.8 The draft Conservation Area appraisal identified designated and non-designated heritage assets. It was suggested a description of buildings outside these categories which could be considered to positively or negatively contribute to the Conservation Area should be included. This change was made as it was agreed that the inclusion of an analysis of non-designated 'positive' and 'negative' buildings, in addition to those that have been designated, would help better understand the quality of the built environment within the Conservation Area. This would inform opportunities to improve, and build upon, the character, heritage and setting of the Conservation Area by future development, in line with the NPPF's stance in Paragraph 185 that plans should set out positive strategies to the conservation and enjoyment of the built environment through new development making a positive contribution to local character and distinctiveness.

Views and Setting

- 3.9 An objection was received relating to the chosen views into and out of the Conservation Area, suggesting that the appraisal does not encompass all the views that it should. In response to this comment the text in the Conservation Area Appraisal and Management Plan has been amended to further support the views presented in the appraisal, and to justify the reasons why they were chosen. A further photograph from Stane Street is also included, to reinforce the importance of firstly the church tower as a landmark, and secondly the planting which forms a strong green edge to the northern boundary of the Conservation Area.
- 3.10 In light of the objection additional text has been added to the appraisal confirming that each view is from public viewpoints and were specifically chosen following site visits as being representative of the visual relationship between the rural surroundings of the Conservation Area, and the importance of visual landmarks such as the church. It is now specified within the text that the appraisal by its nature is unable to highlight every view into and out of the Conservation Area. Therefore the views have been chosen to help inform an understanding of how the Conservation Area has evolved within its landscape. Paragraph 13 of Historic England's Good Practice Advice in Planning Note 3 (second Edition) "The Setting of Heritage Assets" indicates that although views may be identified by local planning policies and guidance, this does not mean that additional views or other elements or attributes of setting do not merit consideration.
- 3.11 An objection was received raising concern that the views within the appraisal are all from public rights of way. The text within the appraisal has been updated to highlight that where key features of the Conservation Area are visible in private views these would need to be addressed in a site allocation or development management context. Paragraph 013 of Planning Policy Guidance – Historic Environment is clear that the contribution that setting makes to the significance of the heritage asset does not depend on there being public rights of way or an ability to otherwise access or experience that setting. Specific analysis would need to be carried out in relation to applications which would impact on the setting of the Conservation Area from areas which are not accessible from public rights of way,

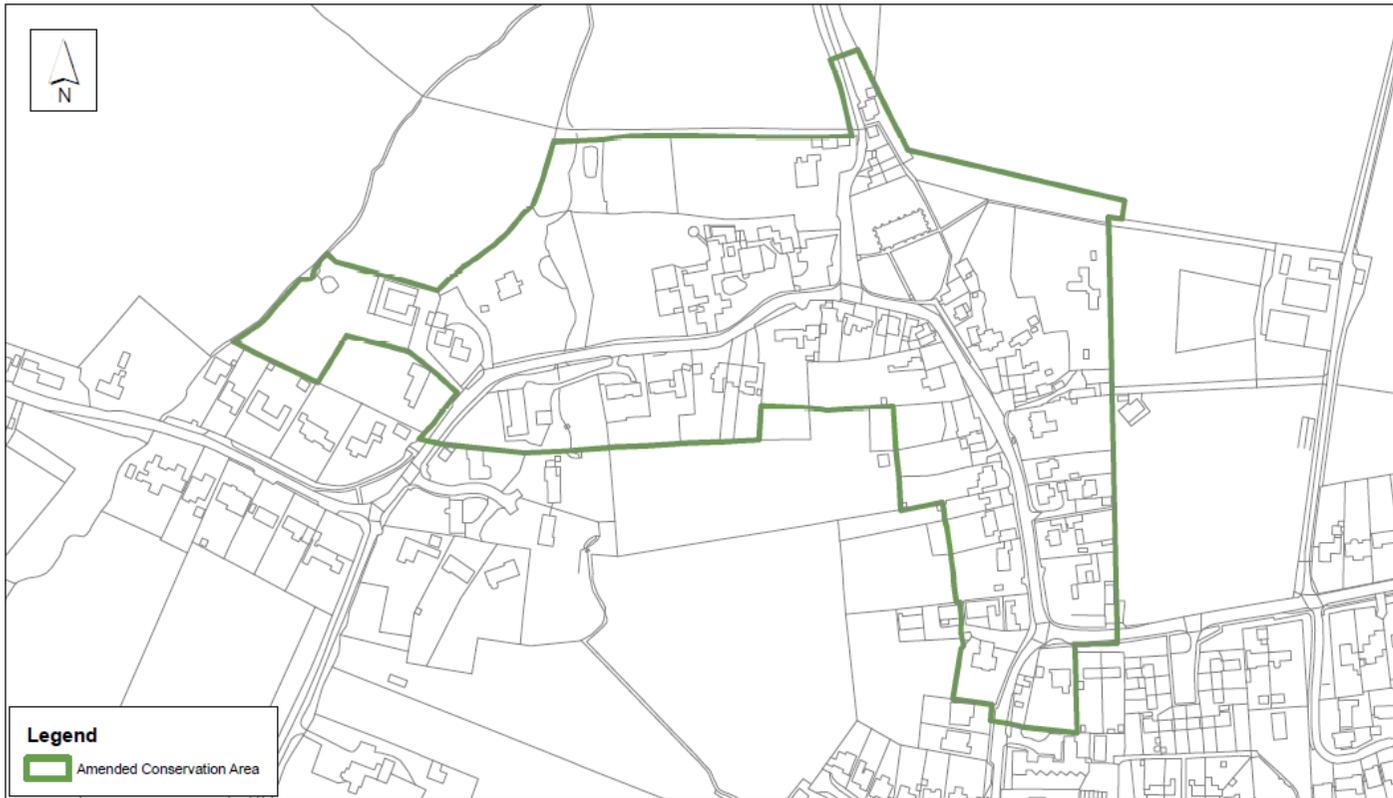
including considering the positive attributes development could bring to enhancing the character of the Conservation Area and where there are cumulative impacts of several developments.

- 3.12 The appraisal has also been updated to ensure that it is clear that the appraisal presents a general rather than site detailed understanding of the setting of the Conservation Area as it stands at a moment in time, from land that is currently accessible. The text now explains that views although important, are not the only factor to be considered when understanding setting, and can change. This would be in accordance with paragraph 13 of Planning Policy Guidance: Historic Environment (updated July 2019) which notes; “The extent and importance of setting is often expressed by reference to the visual relationship between the asset and the proposed development and associated visual/physical considerations. Although views of or from an asset will play an important part in the assessment of impacts on setting, the way in which we experience an asset in its setting is also influenced by other environmental factors such as noise, dust, smell and vibration from other land uses in the vicinity, and by our understanding of the historic relationship between places.”

Landscape Fringe

- 3.13 An objection was received to the landscape fringe and the lack of analysis of long distance views, and the positive and negative elements of the setting of the Conservation Area. Whilst noted it is considered that the appraisal appropriately considers the landscape fringes of the Conservation Area. The landscape fringes have been identified through the variation in characteristics of the land immediately adjacent to the Conservation Area. It is called a fringe because it is trying to describe the transitional area between the Conservation Area and the wider countryside. These are indicative and have blurred boundaries but importantly are providing guidance to what is important about the fringe and Conservation Area setting. It doesn't determine or undermine the value of the landscape beyond. The landscape fringes also set within them elements that suggest existing positive or negative features for example Landscape Fringe 1 refers to noise intrusion from the A29, whilst also the attractive views to the wider countryside from Clapgate Lane. Therefore no changes have been made to the appraisal in this regard apart from a change to the visual presentation of the fringe on the landscape fringe map.
- 3.14 **Map 1** below shows the final Conservation Area Map for Slinfold.

Map 1 Slinfold – New Conservation Area Boundaries for Slinfold



Horsham District Council
 Parkside, Chart Way, Horsham
 West Sussex RH12 1RL

Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2019).
 Ordnance Survey Licence. 100023865

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

Warnham

Cricket Field

- 3.15 Three of the respondents commented on the importance of the Cricket Field and raised an objection to its removal from the Conservation Area. Whilst it is acknowledged that the cricket field, village hall and play area are important community facilities the key criterion for Conservation Area designation relates to areas of architectural or historic interest. Whilst the cricket field is a valued green space, paragraph 186 of the NPPF states that “when considering the designation of Conservation Areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.” Although the cricket field is shown on the revised 1895/6 OS map its shape and context differs from that retained today. Indeed due to the presence of interspersed modern development the interrelationship between the retained Conservation Area and the cricket field has been diluted.
- 3.16 It is noted that Historic England guidance advises that a Conservation Area can be designated ‘because of the quality of the public realm or a spatial element, such as... historic parks and gardens and other designed landscapes, including those included on the Historic England Register.’[3] However, it is not considered that the cricket ground and village hall meet this criteria as it is not specifically designated, and as noted above does not meet the required architectural or historic interest test.
- 3.17 Concern was raised as part of the public consultation that the changes to the Conservation Area would reduce the number of development constraints on the site and therefore make it more likely that development is proposed on the open space. It should be noted that any application received on this site would be determined in accordance with the appropriate development plan policies. These policies would consider (amongst other issues) the impact on the setting of the Conservation Area, (currently policy 34 of the HDPF), and the requirement to protect and enhance recreation facilities (Policy 43 of the HDPF). In addition paragraph 97 of the NPPF refers to the protection of existing sports facilities and open space.
- 3.18 **Map 2** shows the final Conservation Area Map for Warnham

Map 2 Warnham – New Conservation Area Boundaries for Warnham

Page 27



<p>Horsham District Council Parkside, Chart Way, Horsham West Sussex RH12 1RL</p>		<p>Warnham Amended Conservation Area</p>	
<p>Reproduced by permission of Ordnance Survey map on behalf of HMCO. © Crown copyright and database rights (2019). Ordnance Survey Licence: 100023865</p>		<p>Reference No : Date: 24/10/2019 Drawing No :</p>	<p>Scale : 1:5,000 (at A4) Revisions :</p>

4 Next Steps

- 4.1 Following Cabinet, the relevant Conservation Area Maps will be updated on the Horsham District Council website and appropriate publicity will be carried out to inform all those in the relevant settlements that the revised Conservation Area boundaries are in place. An adoption statement and consultation statement will be prepared and placed on the website.
- 4.2 The completed Conservation Area Appraisals and Management Plans, once adopted, will help inform private owners, interested parties and developers about the Conservation Area and constitute a material consideration in future planning decisions regarding developments within or adjoining the areas. Management Plans take forward the issues raised in the Appraisals, identifying the means by which the special interest of the Conservation Area will become self-sustaining into the future.

5 Views of the Policy Development Advisory Group

- 5.1 No substantive changes were made to the report or Conservation Area Appraisals following the Policy Development Advisory Group meetings on 30 September 2019 and 14 September 2020.

6. Consultation

- 6.1 The draft Conservation Area Appraisals were published in February 2020.
- 6.2 Cabinet gave approval on 28 November 2019 to go out to public consultation on the two draft Conservation Area Appraisals.
- 6.3 Public consultation was carried out on the two draft character area appraisals between 6 February 2020 and 5 March 2020. All relevant Parish Councils and all district councillors were consulted. In addition, a press release was put into the Horsham District Post. All address points within the relevant Conservation Areas and within 20m of the boundary of the relevant Conservation Areas were written to (a total of 416 letters). Hard copies of the draft Conservation Area Appraisals were placed in Horsham District Council Offices and Horsham Library. Details of the public consultation and electronic copies of the draft Conservation Area Appraisals were available to view and download on the Council's website.

7 Other Courses of Action Considered but Rejected

- 7.1 The option of not producing draft Conservation Area Appraisals and management plans was considered. However there is a legal requirement for Local Authorities to review these designations from time to time. To not undertake such reviews could lead to Local Authorities being at risk of not meeting our legal duties. On this occasion it was considered that following the completion of neighbourhood plans for both Slinfold and Warnham, it would be appropriate to schedule these areas for the production of conservation guidance to assist and guidance for any future development in these historic settlements

8 Resource Consequences

- 8.1 The cost of implementing the Conservation Area appraisals will be met from within the existing budgets and will largely consist of staff time.

9 Legal Consequences

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

10 Risk Assessment

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

11 Other Considerations

- 11.1 None

Appendix 1

Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Slinfold

See separate Appendix 1

Appendix 2

Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Warnham

See separate Appendix 2

This page is intentionally left blank

SLINFOLD

Consultee Ref	Comment Number	How consultee responded	Nature of Response	Comment	Officer View and Recommendations
1	1	Email	Observation	The 'Legend' for the "Proposed Extension to Slinfold Conservation Area" maps shown on pages 7 & 67 refers to "Extension to include ... Barn Cottages" (plural). Please note the property is known as "Barn Cottage" (singular). The third paragraph on page 23 refers to: "the mid-nineteenth century dwellings of The Rectory and Hightrees." this should refer to either: "the mid-nineteen hundreds ..." or "the mid twentieth century ..." (see line 3 on page 24)	Noted – text to be updated.
2	2	Email	Observation	No objection to increasing size of Conservation Area to include The Old Stables and Barn Cottage.	Noted – no action
2	3	Email	Observation	The writer is particularly concerned about the protection of the special relationship between the Conservation Area and its setting in the landscape, the importance of the open rural space that it adjoins and the subsequent views (in and out of the Conservation Area) that, contribute hugely to the character of Slinfold. The importance of the recreational value associated with the network of public rights of way cannot be overstated, and one of the most popular walks (being circular) starts from Clappgate Lane and, going clockwise, ends in the churchyard.	It is recognised and agreed that the character of the Conservation Area is influenced by the landscape and development that surrounds it, particularly in a rural settlement like Slinfold. It is also agreed that the value of the public footpath and their enjoyment contribute amongst others to the appreciation of the conservation area. Noted – no action
2	4	Email	Objection	Writer objects to the development of the area north of the cricket field as being contrary to the Conservation Area leaflet.	The land north of the cricket club, has been allocated for development in the village's 'made' neighbourhood plan and is currently subject of a planning application. Whilst there is disappointment of the respondent that this is the case, the conservation area appraisal cannot disregard strategic policy documents (such as the made neighbourhood plan), which define areas for settlement expansion and

					are committed for development, in its assessment. Noted - No action
2	5	Email	Objection	Writer disagrees with the conclusion that landscape fringe 3 has a medium sensitivity to change.	The sensitivity of the landscape fringes have been evaluated following a set criteria (shown on page 58 of the draft document) and based on our Landscape Officer's professional judgement. A ranking of medium sensitivity of the landscape fringe by no means suggests that the importance of the landscape setting is being disregarded or that the landscape is suitable for development. Simply that the sensitivity of this landscape fringe, based on key characteristics present and other influences, is less susceptible than others to change. The landscape fringe 3, is considered of medium capacity because amongst other things, has a much more urbanised character with some level of intrusion and urban influence, lower levels of tranquillity owing from the proximity of the road and use as a cricket field but also views out of the conservation area are filtered through the cricket field and views in towards landmarks are filtered or curtailed by development. Noted - No action
2	6	Email	Objection	The tiny parcel of land sandwiched between Fringe 2 and Fringe 3 (Page 14, Part 1 of the Appraisal) seems to have slipped through the net.	The land in question refers to the land north of the cricket club, which has been allocated for development in the 'made' neighbourhood plan and is currently subject of a planning application. The conservation area appraisal cannot disregard strategic policy documents (such as the made

					neighbourhood plan) which define areas for settlement expansion and are committed for development in its assessment. Noted - No action
3	7	Email	Objection	In principle the writer is happy with the proposals however they do have serious concerns over another area of land which butts up to the existing conservation area (to the north of the cricket field) but which seems to have been overlooked and is now in danger of being lost forever to new high density development (currently awaiting planning permission).	The land in question refers to the land north of the cricket club, which has been allocated for development in the 'made' neighbourhood plan and is currently subject of a planning application. Whilst there is disappointment of the respondent that this is the case, the conservation area appraisal cannot disregard strategic policy documents (such as the made neighbourhood plan) which define areas for settlement expansion and are committed for development in its assessment. Noted - No action
3	8	Email	Objection	The writer agrees and endorses the comments of consultee 2 with regards to the landscape fringe 3, and the parcel of land between landscape fringe 2 and 3.	Noted - See responses to comments number 5 and 6 above.
4	9	Email	Objection	The writers agree with the comments of consultee 2 in particular relating to the inconsistencies between the statements in the Conservation Leaflet and the Parish Design Statement and in the Draft concerning the land bordering the Conservation Area between "Fringe 2" and "Fringe 3". Whilst this gap clearly bounds the Conservation Area there is no or no sufficient appraisal of its benefits and value to the Conservation Area as emphasised in the Leaflet and Design Statement and, indeed (but about other "fringes"), in the Draft for consultation.	The land in question refers to the land north of the cricket club, which has been allocated for development in the 'made' neighbourhood plan and is currently subject of a planning application. Whilst there is disappointment of the respondent that this is the case, the Conservation Area Appraisal cannot disregard strategic policy documents (such as the made neighbourhood plan) which define areas for settlement expansion and are committed for development in its assessment. Noted - No action
5	10	Email	Objection	Concern that the fields to the north of the cricket pitch are not protected.	Refer to responses above.

5	11	Email	Objection	The writer supports and endorses all the comments made by consultee 2.	Refer to responses above.
6	12	Email	Observation	Agree with content of the appraisal.	Noted – no action
6	13	Email	Objection	Suggest that the effect of the proposed development at Crosby Farm will in fact change the character of the fringe (between 2 and 3) completely and therefore impact the Conservation Area by degrading its defined edge here and removing the view North to the wider landscape.	<p>It is agreed that the proposed development at Crosby Farm will change the character of the land immediately adjacent to the conservation area in this location, however the land in question refers to land which has been allocated for development in the 'made' neighbourhood plan and currently subject of a planning application. In this regard, the conservation area appraisal cannot change the policy context of the site however it can be used to inform and guide the future development.</p> <p>Public views, from the adjacent public footpath, north towards the wider countryside will not be affected by the development as development sits south of the footpath and the existing vegetation curtails the view.</p> <p>It is however recognised and agreed that views from Lyons road (albeit outside of the conservation area) towards the Crosby Farm development and landscape beyond will be curtailed by the development.</p> <p>Noted – no action</p>
6	14	Email	Observation	People who move into the Conservation Area are often not aware of what that means, either for trees or heritage. I wonder if this could be remedied somehow?	Noted – to be considered
7	15	Email	Observation	Generally supportive with one critical exception (see below).	Noted
7	16	Email	Objection	The exception concerns all references to the fields surrounding the Conservation Area, ie the land comprising Fringe Areas 1,2 and 3,	The land north of the cricket club, has been allocated for development in the 'made' neighbourhood plan and is currently subject of a planning

				plus the land between Fringe Areas 2 and 3. In this context it appears totally inconsistent with either proper management or prudent stewardship of the Conservation Area that the land to the north of the cricket field, ie the land between Fringe Areas 2 and 3, should be allocated for development	application. Whilst there is disappointment of the respondent that this is the case, the conservation area appraisal, cannot disregard strategic policy documents (such as the made neighbourhood plan) which define areas for settlement expansion and are committed for development in its assessment. Noted - No action.
7	17	Email	Observation	It should be seriously considered, because of their special importance, that the fringe fields should be incorporated into the Conservation Area.	This consideration took place when the land in question was assessed for development by the Neighbourhood Plan Working Group and the harm to the setting of the conservation area considered to be outweighed by the benefits of the proposal, provided the forthcoming development meets parameters of Policy 8 of the Slinfold Neighbourhood Plan. Noted - No action.
8	18	Letter	Observation	There is upset within the village about the development of the field behind the cricket pavilion, which would destroy views across the field. There would be lost another beautiful village scene, adjoining the Conservation Area.	Noted – see comments above.
9	19	Email	Objection	If there was a choice the writer would not wish Old Stables to be included in the Conservation Area.	It is considered that Old Stables should be included in the Conservation Area as the building appears on the 1870/71 OS map and is connected in function and form to Old House Farm and therefore better informs the special interest of this property. Noted – No action
10	20	Email	Observation	Do not object to the principle of extending the Slinfold Conservation Area, given that the farm buildings being incorporated include historic buildings connected to an early listed	

				farmhouse and therefore better informs its special interest.	
10	21	Email	Objection	There are a number of designated and non-designated heritage assets within the Conservation Area, however, whilst the Gazetteer identifies assets that are listed or locally listed, it does not appear to capture buildings outside these categories which could be considered to positively or negatively contribute to the Conservation Area. As such it is believed that the inclusion of an analysis of non-designated 'positive' and 'negative' buildings, in addition to those that have been designated, would help better understand the quality of the built environment within the village. This would inform opportunities to improve, and build upon, the character, heritage and setting of the Conservation Area by future development, in line with the NPPF's stance in Paragraph 185 that plans should set out positive strategies to the conservation and enjoyment of the built environment through new development making a positive contribution to local character and distinctiveness.	Noted –inclusion of an analysis of non-designated 'positive' and 'negative' buildings is now included in the revised draft.
10	22	Email	Objection	The Conservation Area appraisal places substantial weight on views within, into and out from the Slinfold Conservation Area which is supported by photographic examples. As identified within the appraisal on page 32 these are not comprehensive, however, and does not encompass all the views into and out of the Conservation Area that it should. The appraisal also fails to show different types of views, and how these contribute to the experience and character of the Slinfold Conservation Area. This would inform further appreciation and understanding of the Conservation Area and help inform any future decisions on	It is suggested that the text is amended to further support the views presented in the appraisal, and to justify the reasons why they were chosen. A further view is suggested for inclusion from Stane Street. This is an example of the long distance views to the Conservation Area across open fields with the importance of the wooded boundary enclosing and to some extent camouflaging the extent of built form within the Conservation Area (along its northern boundary), with the view of the church tower suggesting the presence of further buildings. This view is different to that from the Downs Link to the south where the open (Central) Fields, enable a clear understanding of the

				<p>development proposals that could provide the opportunity to positively enhance views in the surrounds to key features in the landscape and townscape in the spirit of paragraph 185 of the NPPF. The incorporation of further views will help better inform their contribution to the Conservation Area and develop a clearer understanding of how any future development in, or particularly around the Conservation Area will impact upon it or these views. It should be noted that the Planning Practice Guidance emphasises that the contribution of the setting does not depend on there being public rights of way, or the ability to otherwise access or experience that setting in Paragraph 013. As such, to develop a full understanding of the visual relationship the setting has with the Conservation Area, and the stance that settings are not fixed but evolve over time, this element of the appraisal is not considered to be satisfactory.</p>	<p>amount of built form within the Conservation Area. Suggested text to be;</p> <p>The views identified are all from public viewpoints and were specifically chosen following site visits as being representative of the visual relationship between the rural surroundings of the Conservation Area, and the importance of visual landmarks such as the church. The Appraisal by its nature is unable to highlight every view into and out of the Conservation Area. Consequently, the views chosen are considered to be representative of the experience and character of the Conservation Area. The views help to inform and appreciate the understanding of how the Conservation Area has evolved within its landscape. Paragraph 13 of Historic England’s Good Practice Advice in Planning Note 3 (second Edition) “The Setting of Heritage Assets” also indicates that although views may be identified by local planning policies and guidance, this does not mean that additional views or other elements or attributes of setting do not merit consideration.</p> <p>By necessity each view provides a pointer to the key features in the landscape and their association with the Conservation Area. These pointers may be expanded in private views that may come forward through proposed development and these would need to be addressed in a site allocation or development management context. Paragraph 013 Planning Policy Guidance – Historic Environment is clear that the contribution that setting makes to the significance of the heritage asset does not depend on there being public rights of way or an ability to otherwise access or experience that setting.</p>
--	--	--	--	--	--

					<p>Specific analysis would need to be carried out in relation to applications which would impact on the setting of the Conservation Area from areas which are not accessible from public rights of way, including considering the positive attributes development could bring to enhancing the character of the Conservation Area and where there are cumulative impacts of several developments.</p> <p>This is required as the Conservation Area Appraisal presents a general rather than site detailed understanding of the setting of the Conservation Area as it stands at a moment in time, from land that is currently accessible. Paragraph 13 of Planning Policy Guidance: Historic Environment (updated July 2019) also notes that; <i>“The extent and importance of setting is often expressed by reference to the visual relationship between the asset and the proposed development and associated visual/physical considerations. Although views of or from an asset will play an important part in the assessment of impacts on setting, the way in which we experience an asset in its setting is also influenced by other environmental factors such as noise, dust, smell and vibration from other land uses in the vicinity, and by our understanding of the historic relationship between places.”</i></p> <p>Consequently although important views are not the only factors to be considered when understanding setting.</p> <p>Noted – text to be amended to include information summarised above.</p>
10	23	Email	Objection	The use of four landscape fringes which have been identified within the appraisal's assessment of the setting,	The landscape fringes have been identified through the variation in characteristics of the land immediately adjacent to the Conservation Area.

			<p>helps understanding of the relationship between the Slinfold Conservation Area and its immediate setting. However, utilising a spatial buffer does raise the question of the value of the landscape beyond it. For instance, the views enjoyed in Fringe 1 are viewed not only immediately around the Conservation Area, but from longer distance views from Stane Street. The lack of analysis beyond these views, and the views from public rights of way, removes the capability to provide better opportunities to ensure future development that enhances long distance views, and which retain the character of the setting that is highly valued. It fails to enable a full understanding of the positive and negative elements of the setting. Both should be considered in impact of the heritage asset, along with any opportunities to enhance it. Policy 2 of the emerging Horsham Local Plan 2019 – 2036, highlights Slinfold as a medium sized village with a moderate level of services, making the settlement viable and a sustainable location for residential development. As such, it is considered that to ensure compliance with Policy 35 of the emerging Horsham Local Plan 2019 – 2016 which seeks to preserve and enhance heritage assets through protecting their settings and taking reference from the local vernacular, further assessment should be undertaken of these buffers to understand how any new sustainable development can be accommodated within the village that positively enhances the heritage asset. Failure to do so could increase the risk of the Appraisal unnecessarily restricting sustainable development that would otherwise bring social, economic and environmental benefits to the village and its community infrastructure.</p>	<p>It is called a fringe because it is trying to describe the transitional area between the conservation area and the wider countryside. These are indicative and have blurred boundaries but importantly are providing guidance to what is important about the fringe and conservation area setting. It doesn't determine or undermine the value of the landscape beyond.</p> <p>Noted – no change apart from amendment to visual representation of the fringe on the landscape fringe map.</p>
--	--	--	--	--

SLINFOLD

				To be contrary to the NPPF, in particular Paragraph 186, and Local Plan policy in this regard would weaken the weight attributed to the document in planning decision making.	
11	24	Email	Observation	Extension of conservation area – there is no objection to this subject to the public consultation.	

Consultee Ref	Comment Number	How consultee responded	Nature of Response	Comment	Officer View and Recommendations
1	1	Email	Objection	Not in favour of removing the cricket ground and associated area from Conservation Area	Noted – Whilst it is acknowledged that the cricket field, village hall and play area are important community facilities the key criterion for conservation area designation relates to areas of architectural or historic interest. Whilst the cricket field is a valued green space paragraph 186 of the NPPF states that “when considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.” Although the cricket field is shown on the revised 1895/6 OS map its shape and context differs from that retained today. Indeed due to the presence of interspersed modern development the interrelationship between the retained Conservation Area and the cricket field has been diluted. No action
2	2	Email	Objection	The recent housing built next to the cricket pitch is not shown. Given the cricket pitch is shown on the 1898 map the writer cannot agree that this area is of no historical value. The village hall has been relocated to the current site but the inclusion of this and the play area which are now integral to the community facilities is also one the writer cannot support. To produce this document which will have been at some expense can only be so HDC can them build on this area, leaving this community the poorer for the loss of play, game and community facilities. As the impending climate crisis demonstrates, life is not all about bigger, faster, better. Valuing and maintaining communal areas the	Noted as above – no action

WARNHAM

				community use should be left alone. Objection to removal of this area.	
2	3	Email	No objection	No objection to inclusion of Warnham Court.	Noted
3	4	Email	Objection	<p>It is understood from the draft Warnham Conservation Area Appraisal and Management Plan that the cricket pitch and village hall are to be removed from the Warnham Conservation Area. The writer strongly objects to this. The writer believes this proposal increases the risk, at some time in the future, of this important open space - the biggest in the village - to be lost and replaced with a large housing development.</p> <p>The writer can see no logic in removing this open space from the Conservation Area and would like to see it remaining in the Conservation Area.</p>	Noted – see above – no action.
4	5	Email	No objection	No objection to the proposed changes to the Conservation area, particularly as the areas being removed are under parish council ownership, which in effect provides them with a level of protection.	Noted – no action.

Slinfold Conservation Area Appraisal and Management Plan



Horsham
District
Council



Page 29

September 2020

“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	11
Relationship of conservation area to its surroundings	
- Landscape setting	11
Open spaces and public rights of way	18
Character assessment	
- Buildings and materials	19
Character areas/ Building audit map	21/22
Views	29
Negative elements	34
Appraisal II	
Management plan	36
Appendix	50
Gazetteer of listed buildings and locally listed buildings	51
Landscape sensitivity criteria	58
Glossary of terms	59
Map of amended Conservation Area	67

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 Slinfold 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 54



Aerial 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;

“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.

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:

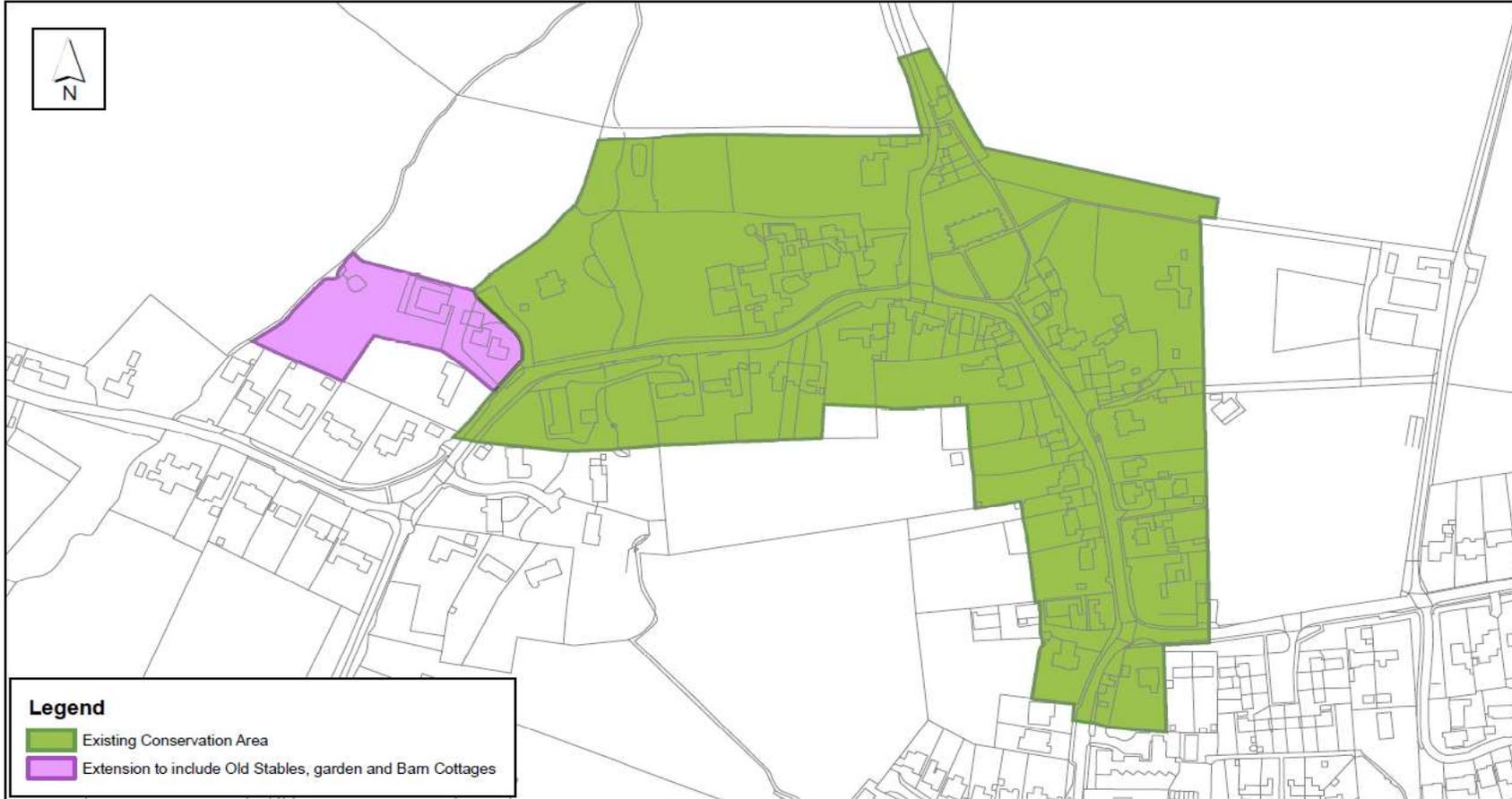
The Conservation Area boundary should remain as drawn, with a small extension to the west to include the properties of Old Stables and Barn Cottage. Due to their original purpose these buildings are functional in form with a traditional scale and appearance. As there is a direct historic connection and 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.

Page 57



Legend

- Existing Conservation Area
- Extension to include Old Stables, garden and Barn Cottages

Horsham District Council

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

Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2019).
Ordnance Survey Licence. 100023865

Proposed Extension to Slinfold Conservation Area			
Reference No :	Date : 24/10/2019	Scale : 1:3,000 (at A4)	
Drawing No :	Drawn :	Checked :	Revisions :

Part I: Appraisal

Origins and development of Slinfold

Roman development has been uncovered within the area surrounding Slinfold, 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 tending 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 Slinfold.

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 Slinfold 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.

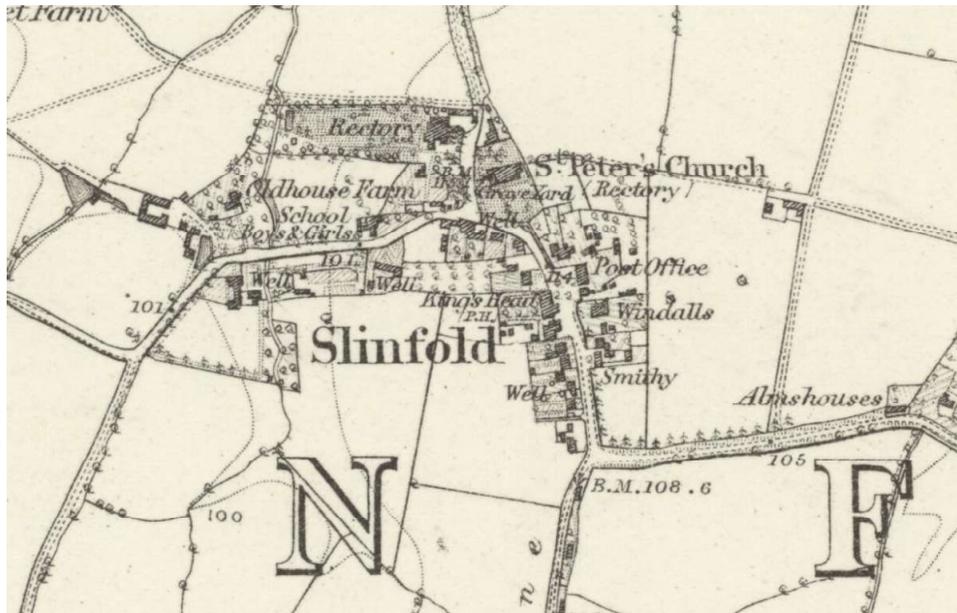


1843 Tithe Map

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 59



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

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.

Part I: Appraisal continued

Slinfold's evolution through historic maps continued

Page 60



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>

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.

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.

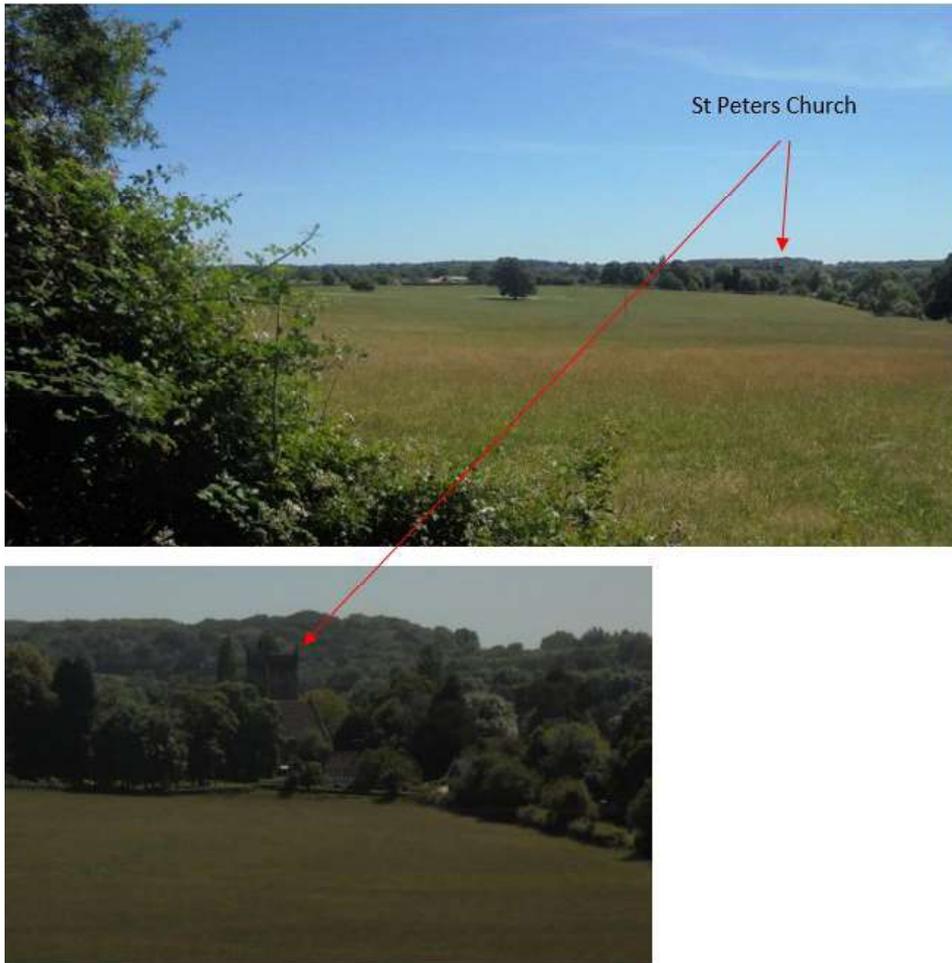
The settlement itself is set within a natural dip in the landscape and this is clearly appreciated when walking the public footpaths to the north, and east of the village.

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

Slinfold 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.

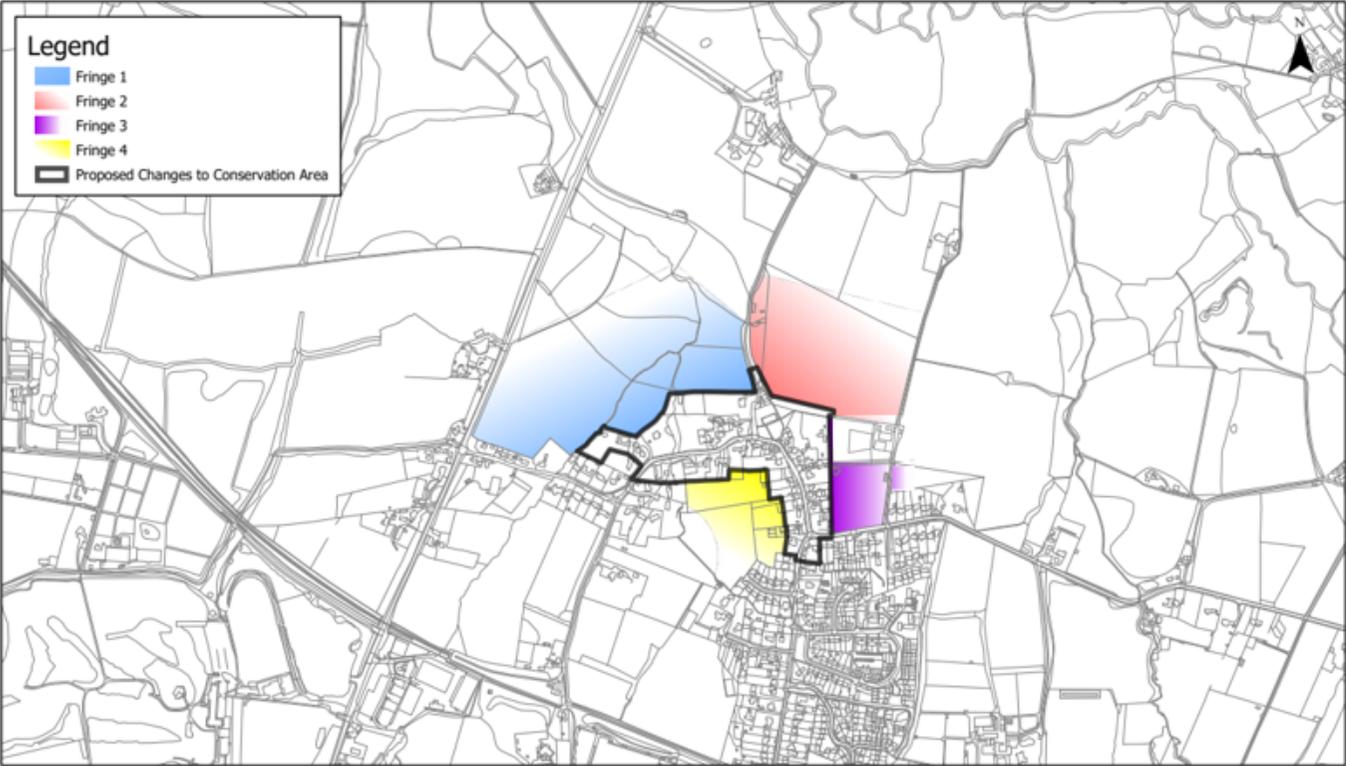
Where the Conservation Area abuts the surrounding countryside, the character of the landscape fringe is defined below.

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.

Part I: Appraisal continued

Landscape fringe sensitivity map

Page 64



Horsham District Council
 Parkside, Chart Way, Horsham
 West Sussex RH12 1RL

Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2020). Ordnance Survey Licence.100023865

Slinfold Amended Conservation Area: Landscape Fringe Map			
Reference No :	Date : 12/06/2020	Scale : 1:10,000 (at A4)	
Drawing No :	Drawn :	Checked :	Revisions :

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



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.

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.

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 (pro 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. It is understood that the Parish Council is seeking for Clapgate Lane 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 open fields (central 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, were instrumental in creating the linear form of Slinfold's 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 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.' The historic rural character of the village is easily appreciated, contributing to the Conservation Area's 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

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 69

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 Slinfold 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 Slinfold 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

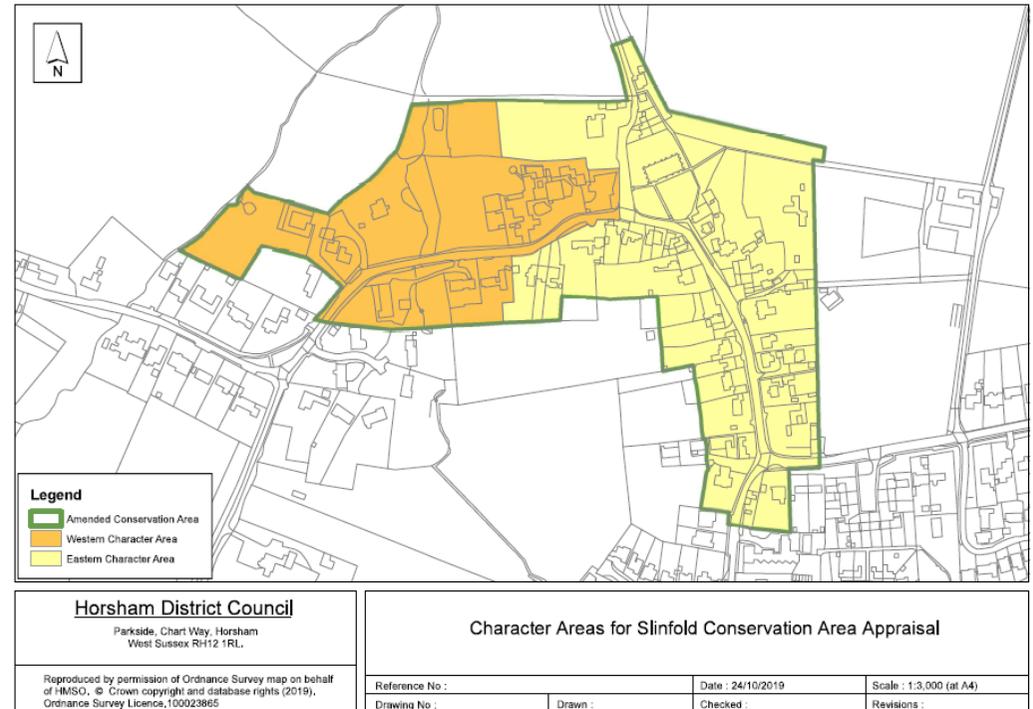
Character Areas

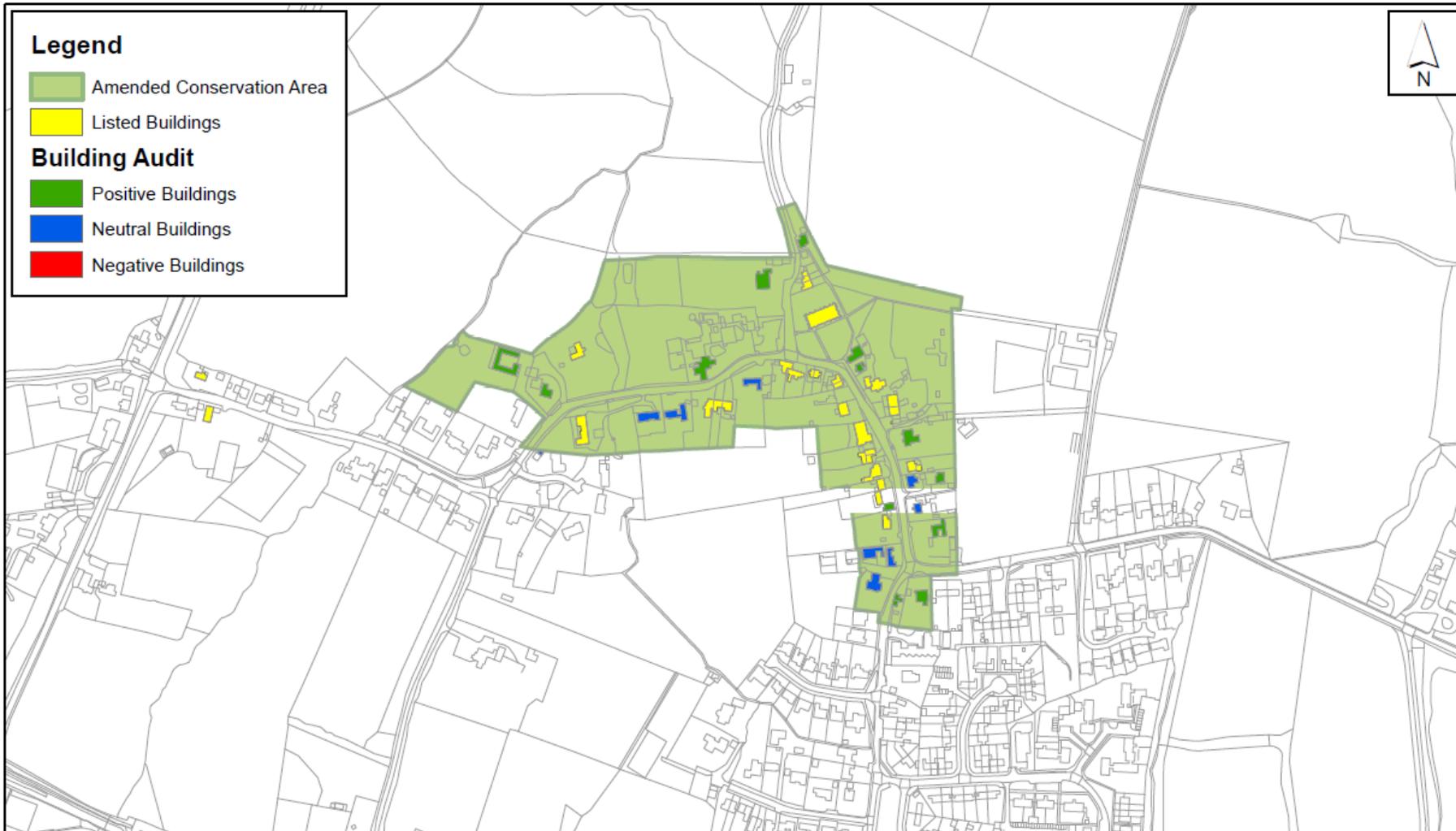
The historic core of Slinfold illustrated by the Conservation Area boundary has a tightly formed Conservation Area. The settlement of Slinfold is intrinsically connected with the east/west route between Horsham and the Roman road to Chichester now the A29. Before the introduction of turnpikes, travel 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





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

Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2020). Ordnance Survey Licence.100023865

Slingfold Amended Conservation Area: Building Audit Map			
Reference No :		Date : 05/06/2020	Scale : 1:5,000 (at A4)
Drawing No :	Drawn :	Checked :	Revisions :

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 Slinfold Primary School

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-twentieth 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

two storey, and detached. The detailing of the properties vary from the vernacular timber framed property of Old House Farm to the mid-twentieth century infill of The Rectory and Hightrees. Despite the differences in materials, it is the quality of the detailing, the size of the plots and the sylvan nature of the space that coalesce to create a sense of place.



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 streetscene. 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.



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

Page 75
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.



Chewton and Little Hammers have an exposed timber frame



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.

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

Part I: Appraisal continued

Page 77



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 79

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 in photographs 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 field scape, edged by hedgerows within a natural dip in the landscape. The church spire again is 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. There are further views from bridleway 1434_1 looking south with the rooftops of Crosby Farm, the church and Churchyard Cottages visible.



C) Views of the rooftops of Old House Farm and the Old Stables are visible from footpath 1438. Long distance views from closer to Stane Street encompass the church tower as well as Old House Farm and Old Stables.



D) To the north east of the village from bridleway 1434_1 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



F) 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.

Longer distance views of the Conservation Area are appreciated from Stane Street, both from Stane Street itself and the further extent of public footpath 1438. This view to the Conservation Area across open fields identifies the importance of the wooded boundary enclosing and to some extent camouflaging the extent of built form within the Conservation Area (along its northern boundary), with the view of the church tower suggesting the presence of further buildings.

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.

The views identified are all from public viewpoints and were specifically chosen following site visits as being representative of the visual relationship between the rural surroundings of the Conservation Area, and the importance of visual landmarks such as the church. The Appraisal by its nature is unable to highlight every view into and out of the Conservation Area. Consequently, the views chosen are considered to be representative of the experience and character of the Conservation Area. The views help to inform and appreciate the understanding of how the Conservation Area has evolved within its landscape. Paragraph 13 of Historic England's Good Practice Advice in Planning Note 3 (second Edition) "The Setting of Heritage Assets" also indicates that although views may be identified by local planning policies and guidance, this does not mean that additional views or other elements or attributes of setting do not merit consideration.

By necessity each view provides a pointer to the key features in the landscape and their association with the Conservation Area.

These pointers may be expanded in private views that may come forward through proposed development and these would need to be addressed in a site allocation or development management context. Paragraph 013 Planning Policy Guidance – Historic Environment is clear that the contribution that setting makes to the significance of the heritage asset does not depend on there being public rights of way or an ability to otherwise access or experience that setting.



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



I) View from the church yard looking north

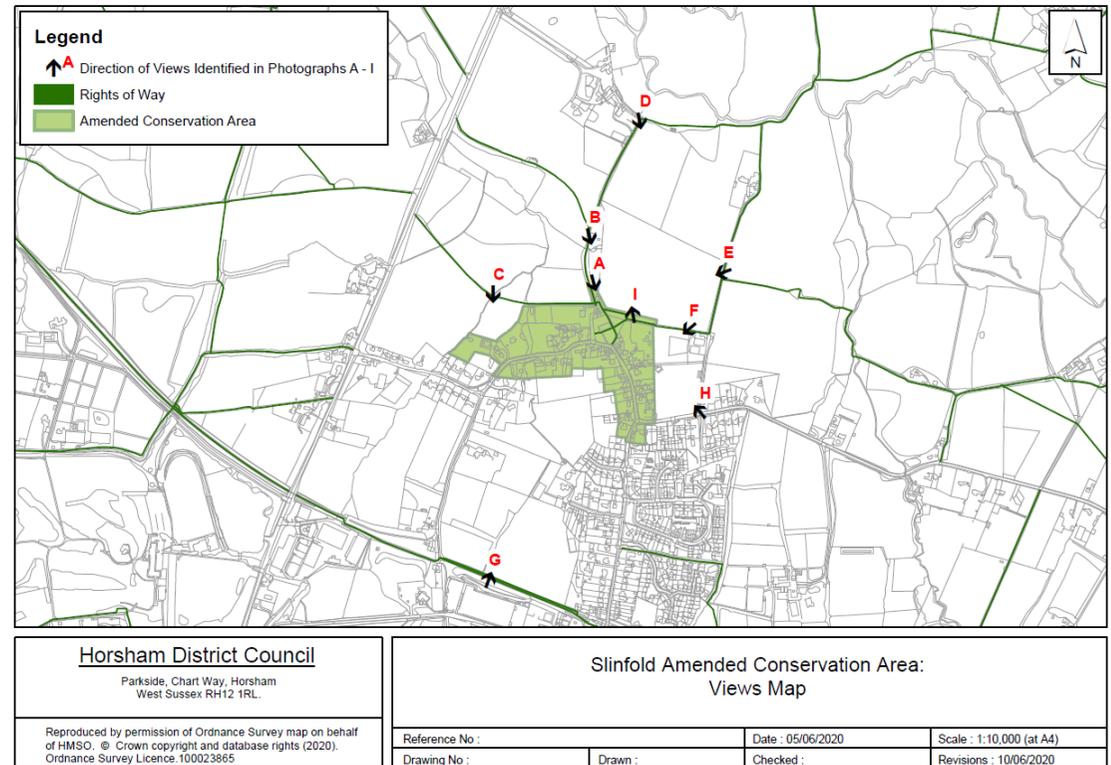
Part I: Appraisal continued

Specific analysis would need to be carried out in relation to applications which would impact on the setting of the Conservation Area from areas which are not accessible from public rights of way, including considering the positive attributes development could bring to enhancing the character of the Conservation Area and where there are cumulative impacts of several developments.

This is required as the Conservation Area Appraisal presents a general rather than site detailed understanding of the setting of the Conservation Area as it stands at a moment in time, from land that is currently accessible. Paragraph 13 of Planning Policy Guidance: Historic Environment (updated July 2019) also notes that; *“The extent and importance of setting is often expressed by reference to the visual relationship between the asset and the proposed development and associated visual/ physical considerations. Although views of or from an asset will play an important part in the assessment of impacts on setting, the way in which we experience an asset in its setting is also influenced by other environmental factors such as noise, dust, smell and vibration from other land uses in the vicinity, and by our understanding of the historic relationship between places.”*

Consequently although important views are not the only factors to be considered when understanding setting.

Map showing location of photographs A - I





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 Slinfold 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.



Location and design of street furniture needs to be carefully considered

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



Hard boundary treatments detract from the character of the Conservation Area

Page 85

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.



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

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.

Page 86

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.

Page 87 New development and environmental improvement

- Opportunities for new development.
- Setting and views.

The environment and public realm

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

Historic built environment

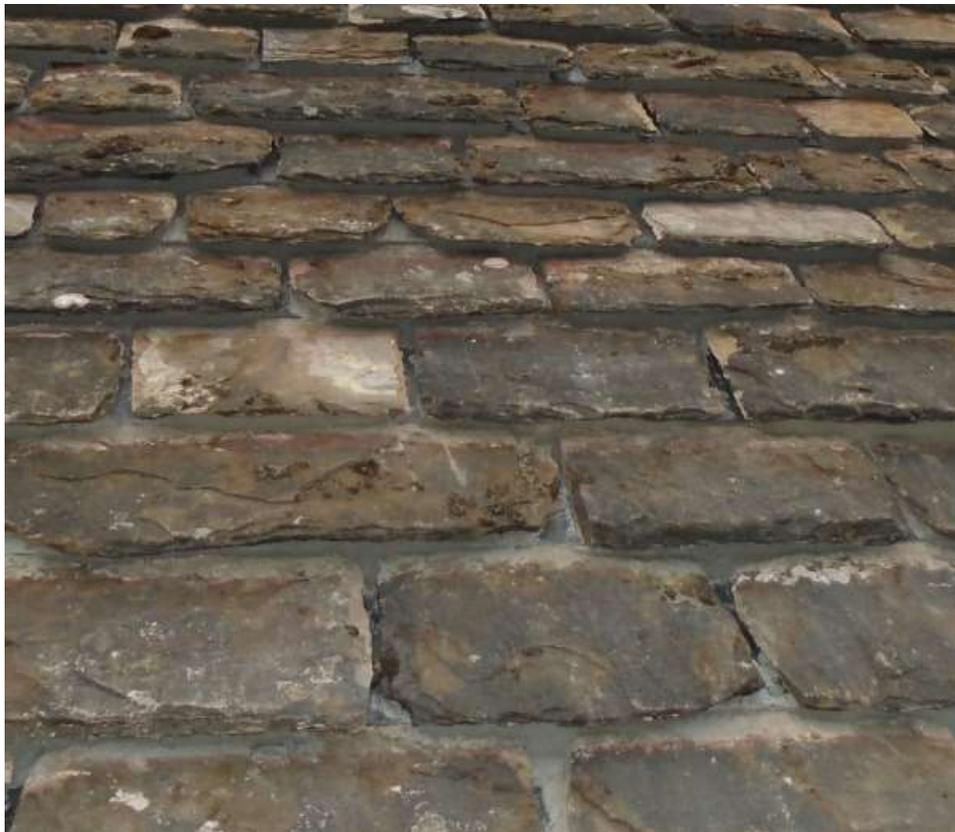
Loss of traditional built and architectural features

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 89



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

Enhancement of existing buildings

A number of the listed and unlisted buildings in Slinfold 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:

- Reinstatement of 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.



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.

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 91



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

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 Slinfold. The colours of the brick also added interest with often local bricks being used and in some cases the brickwork was worked to show the affluence and social standing of the building's owner. Decorative headers above windows and doors and also brick dentil detail when appropriately used all add interest to the building and Conservation Area as a whole.

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 93

Bargeboards and finials

Decorative roof tiling and ridge details

A further traditional feature within Slinfold 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.

Page 95

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.





Examples of positive and negative windows within The Street

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.

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.

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.

Page 97



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.

Setting and views

All development affecting the setting of the Slinfold 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



Use of Horsham Stone Slabs in The Street

Public realm

Street furniture

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

Surface materials

A large format paving slab in natural stone should be used as part of considered approach to the location and the heritage context.

Older surfacing materials such as local stone on edge, pebbles and even flint are rare vernacular survivals that should be conserved. The use of high quality paving materials, together with the layout and jointing detail are key elements of the overall surface appearance. The following measures should be encouraged:

- the existing areas of high quality traditional paving must be protected.
- further areas of traditional paving should be added as funding allows.
- 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.

Appendix

Page 100

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 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.

Page 107

Image	Name	Description
	<p>Original part of Slinfold Church of England School</p>	<p>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.</p>
	<p>Slinfold Village Hall</p>	<p>(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.</p>
	<p>Birchwood</p>	<p>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.</p>

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).

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

Colonnade - a small, slim column, usually arranged in groups. Column - a structural or decorative vertical element, usually circular, supporting or framing the upper parts of a building.

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

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

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

Cornice - a decorative mould applied to parapets and pediments.

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

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

Cupola - a domed structure on the roof.

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

D

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

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

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.

Page 111

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.

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 humans. Aspects of scale include: size (2D measurement); bulk (visual perception of the composition of shape of a building's massing); and mass (determined by volume, shape and form, relationship to neighbouring structures, building plot and relationship to streets).

Scorria block - a hard, durable engineering brick, looking like granite; used in paving, especially in gutters.

Scroll(work) - a circular or spiral decorative piece, representing a curved leaf, such as a bracket or the top of a column. If included in a decorative panel, it would be referred to as a scroll leaf panel.

Segmental - a section of a circle and the term applied to a curved element, e.g. above an arch or pediment.

Sett - a small block of hard stone, such as granite, used for paving.

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.

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

Soffit - the underside of eaves or other projection.

Spandrel - a blank area between arch supports or below a window.

Splayed - a bay window with angled sides.

Sprocket - a small supporting piece of stone or timber carrying a larger item such as a bracket.

Stable block - small square stone or clay pavior traditionally used as flooring in stables and similar buildings.

Stack - the part of the chimney breast visible above the roof.

Stile - the vertical sections of a door or window.

Stippled - the effect created by carving small depressions in the face of stone.

Stock brick - a traditional clay brick commonly used in house construction; often called London stocks because of the frequency of use locally. May be yellow or red in colour.

String course - a horizontal band in a wall, usually raised and often moulded.

Stucco - a lime based render applied to the exterior of a building. Often scored to imitate courses of masonry, then called channelled, and sometimes more deeply incised to give the appearance of roughly hewn stone, in which case it is rusticated.

Swag - a decorative carving representing a suspended cloth or curtain.

T

Tented - a roof structure shaped to look like a tent.

Tessellated tiles - small clay tiles or mosaics, geometrically shaped, and fitted together to make intricate formal designs; commonly used for front paths to houses.

Tetrastyle - a portico with four columns.

Toothed - a brick detail like a dentil in which bricks are alternately recessed and projected.

Topography - The physical form of an area defined by natural features and geographic elements such as rivers.

Tourelle - a small tower-like structure suspended from the corner of a building (also called a turret).

Tracery - delicately carved stonework usually seen in the windows of Gothic churches and cathedrals; various forms exist, including panel type.
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.

U **Unlisted building making a positive contribution to the street scene**

- Buildings that are not designated assets but which, due to their local architectural or historic interest or forming part of a group, contribute to or enhance our appreciation of local character and historic development. These are buildings which make a positive contribution to the overall character and sense of place of the Conservation Area. They form a material consideration in planning meaning that their preservation and sensitive adaptation will be encouraged through the planning process.

V

Venetian - a window composed of three openings or lights within the frame, the central light arched, the two flanking with flat heads.

Vernacular - based on local and traditional construction methods, materials and decorative styles.

Views - Within the scope of Conservation Area appraisals, views are discussed in terms of location from a view to a specific landmark, or panorama incorporating a series of features (natural or built) is possible. For the view to have value and therefore merit consideration within planning, the features within the view should be worthy of conservation or contribute to our understanding of the place and its setting.

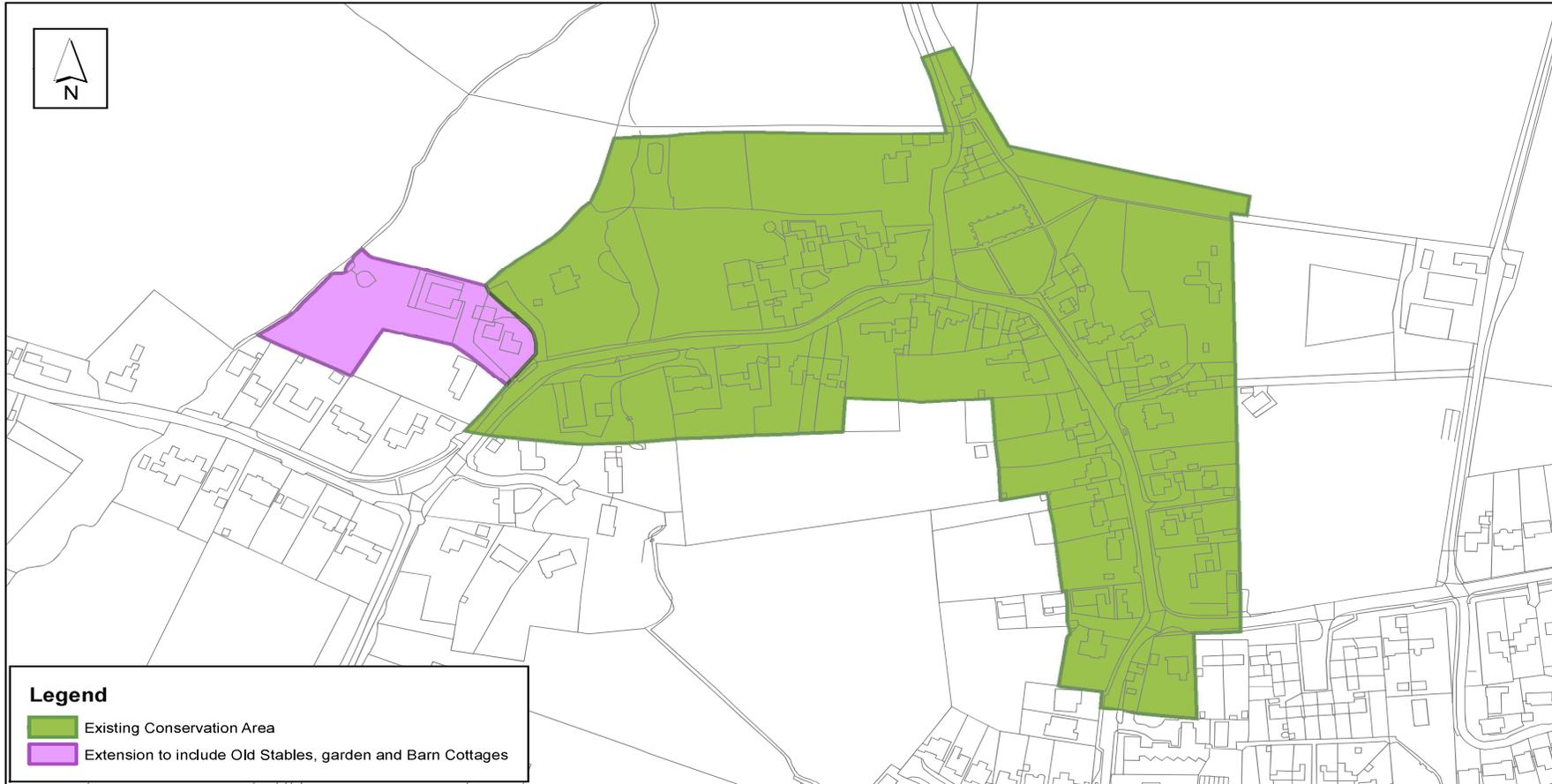
Vousoir - the shaped bricks or stones over a window forming a head or arch.

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 117

Legend

- Existing Conservation Area
- Extension to include Old Stables, garden and Barn Cottages

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

Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2019).
 Ordnance Survey Licence.100023865

Proposed Extension to Slinfold Conservation Area

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

Warnham Conservation Area Appraisal and Management Plan



Horsham
District
Council



Page 119

September 2020





Contents

Introduction	2
Appraisal I	
Origins and development of Warnham	7
Underlying geology	11
Relationship of Conservation Area to its surroundings	
- Landscape setting	11
- Topography	12
- Existing landscape character	13
- Conservation Area setting	13
- Landscape fringe	13
- Open spaces and public rights of way	19
Boundary review	2
Character assessment	
- Buildings and materials	20
Character areas	21
- Views	35
Negative elements	40
Appraisal II	
Management plan	42
Appendix	
Gazetteer of listed buildings and locally listed buildings	58
Landscape sensitivity criteria	68
Glossary of terms	69
Map of amended Conservation Area	77

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 122

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 sites 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.

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.

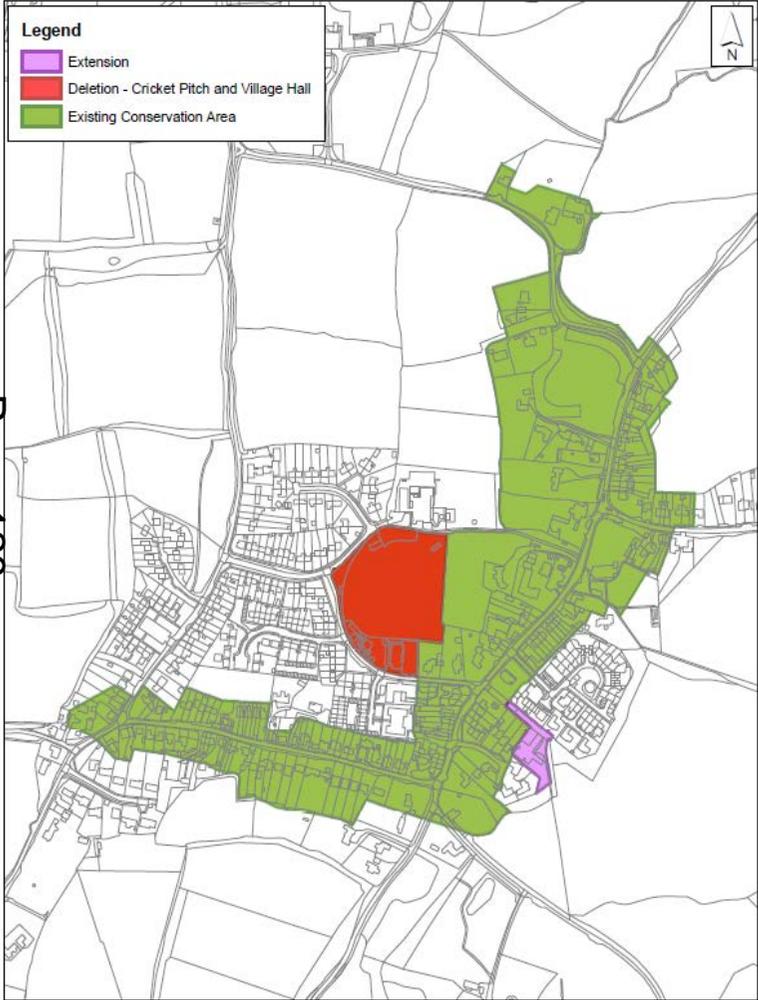
Our assessment has been informed by current guidance and in partnership with interested parties.

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.

Page 126



Horsham District Council
 Parkside, Chart Way, Horsham
 West Sussex RH12 1RL

Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2019). Ordnance Survey Licence: 100023865

Proposed Extension and Deletion to Warnham Conservation Area	
Reference No :	
Date: 24/10/2019	Scale : 1:5,000 (at A4)
Drawing No :	Revisions :

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

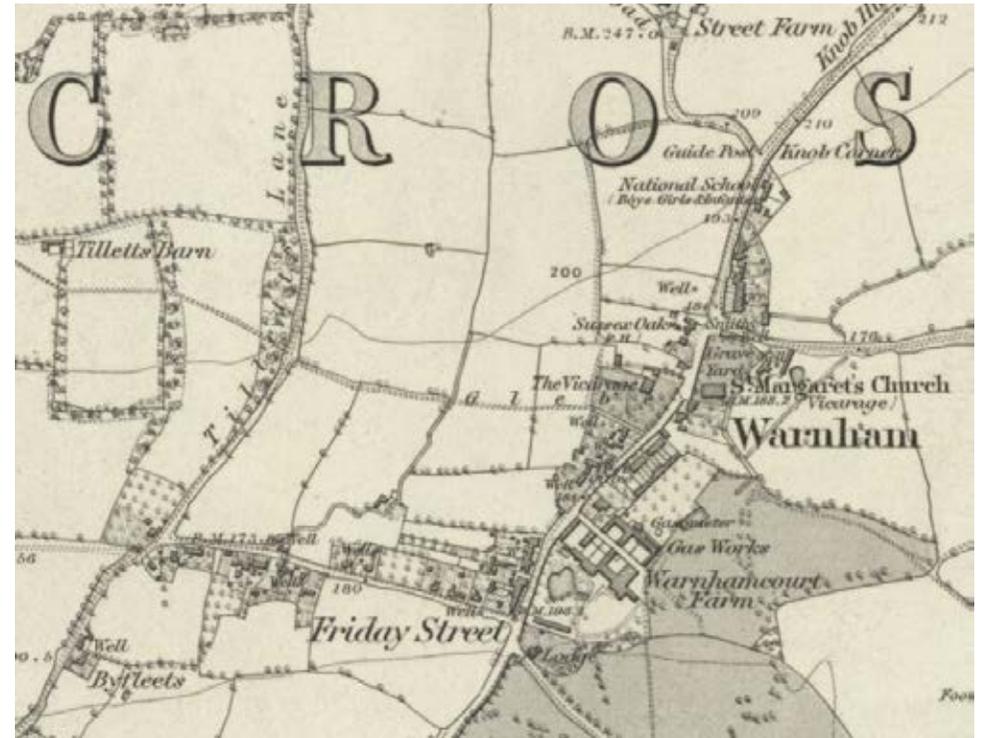
Part I: Appraisal continued

Warnham's evolution through historic maps

Page 128



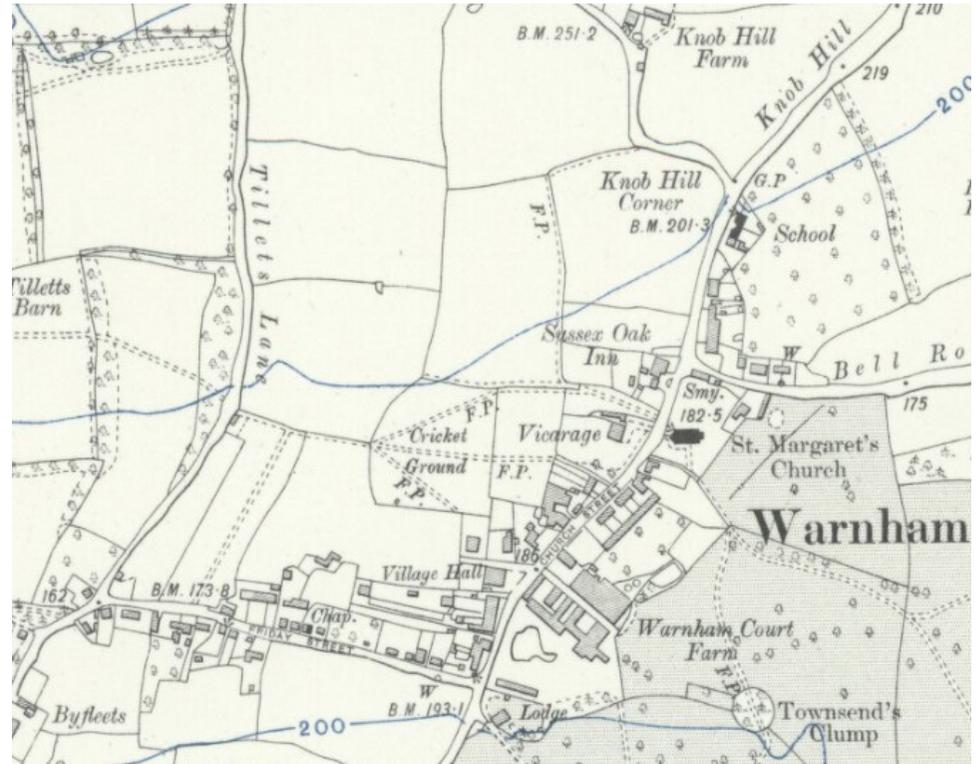
The 1874 map shows a distinct pattern along Friday Street with development located on the southern side of the street, with open fields beyond. The street pattern then changes with buildings along the northern side of Friday Street, with the density increasing at the junction with Church Street. Much 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.

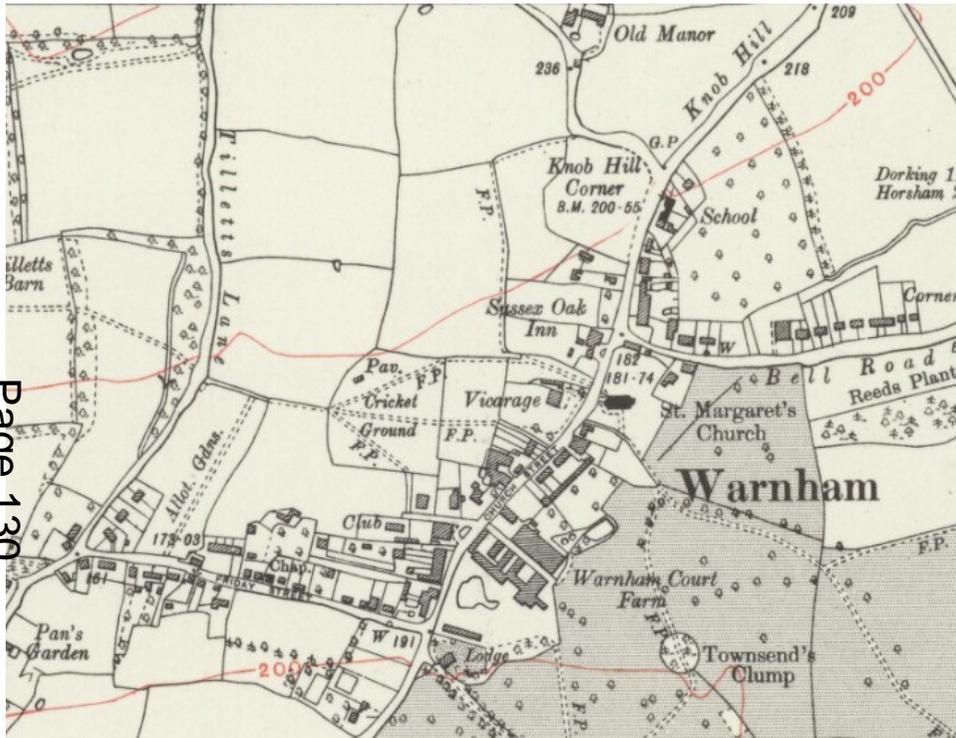


By 1913 development was extending along the northern side of Bell Road with the construction of 3, 5, 7, 9 and 11 Bell Road on the instructions of Henry Harben.

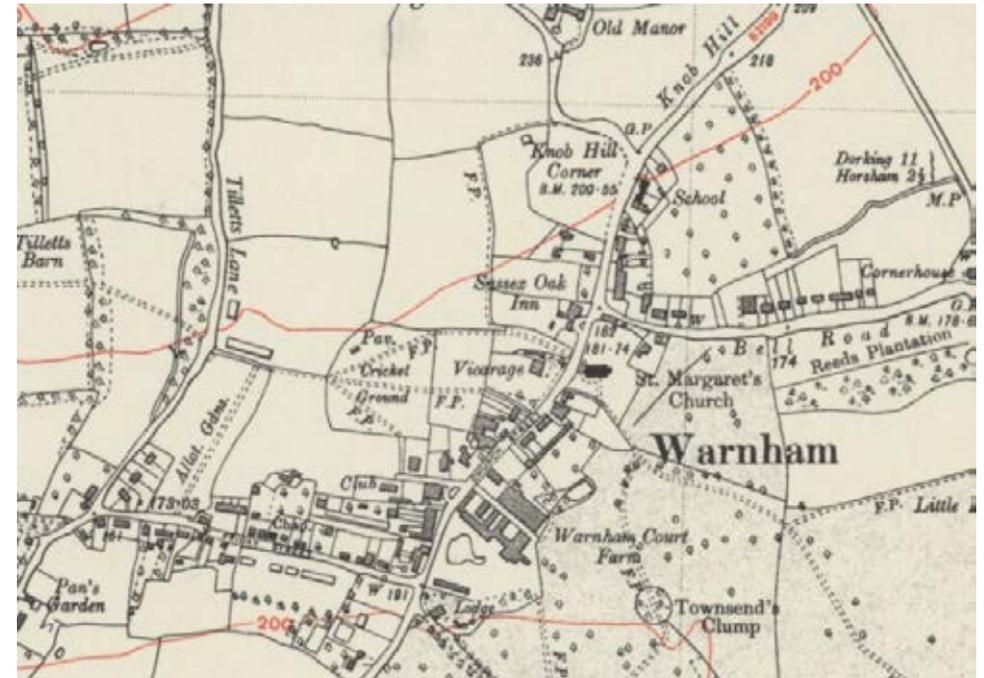
Part I: Appraisal continued

Warnham's evolution through historic maps continued

Page 130



By 1935 development had commenced on the eastern side of Tilletts 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 Tilletts 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>

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.

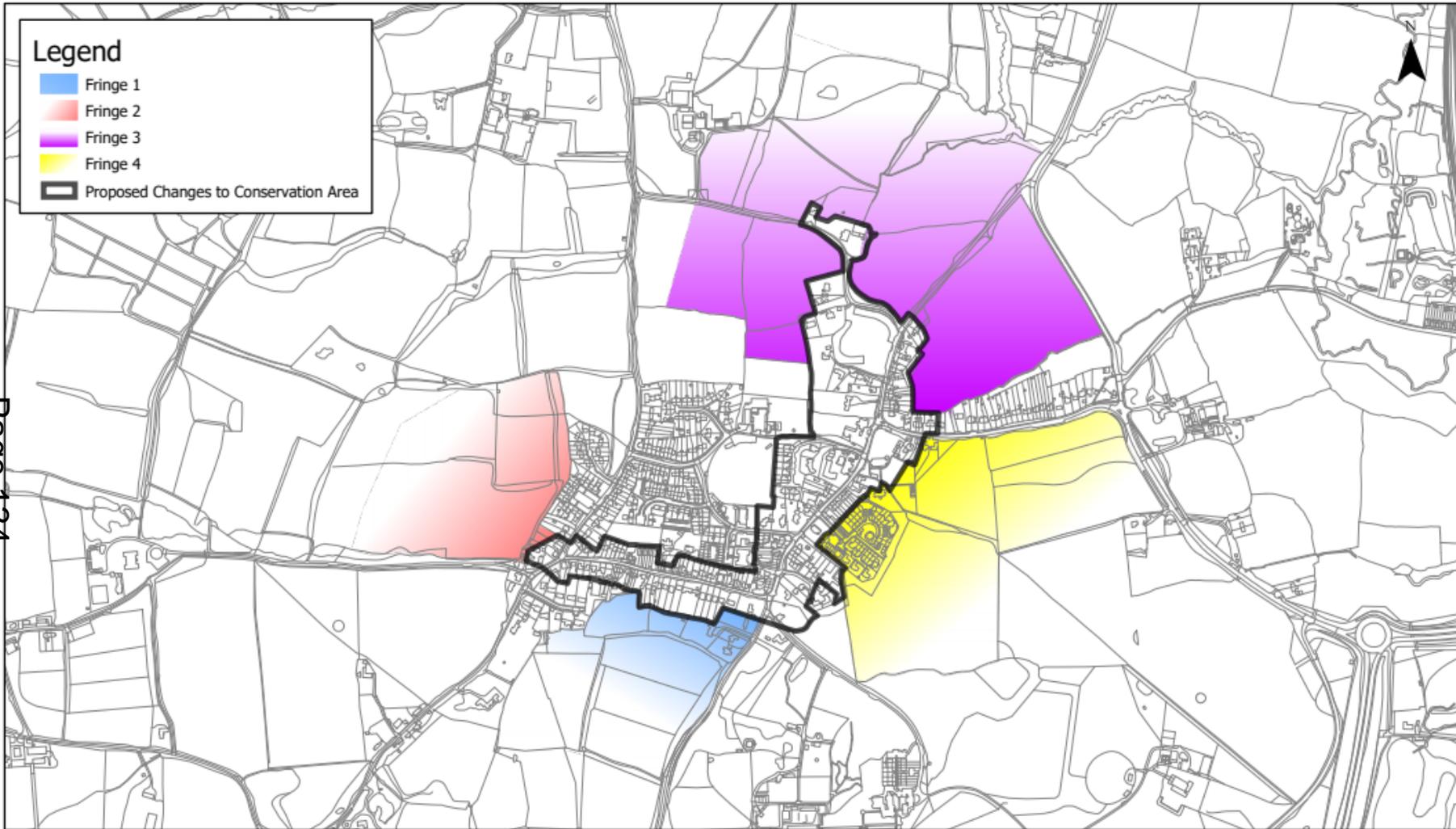
Conservation Area setting

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.



Page 134

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

Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2020).
 Ordnance Survey Licence.100023865

**Warnham Amended Conservation Area:
 Landscape Fringe Map**

Reference No :	Date : 12/06/2020	Scale : 1:10,000 (at A4)
Drawing No :	Drawn :	Checked :
		Revisions :

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



Page 156

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.



Warnham landscape fringe 4, the Church Tower is just about visible through the trees. This will be more prominent in winter.

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

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.

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:

- 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.



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.”

Part I: Appraisal continued



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.

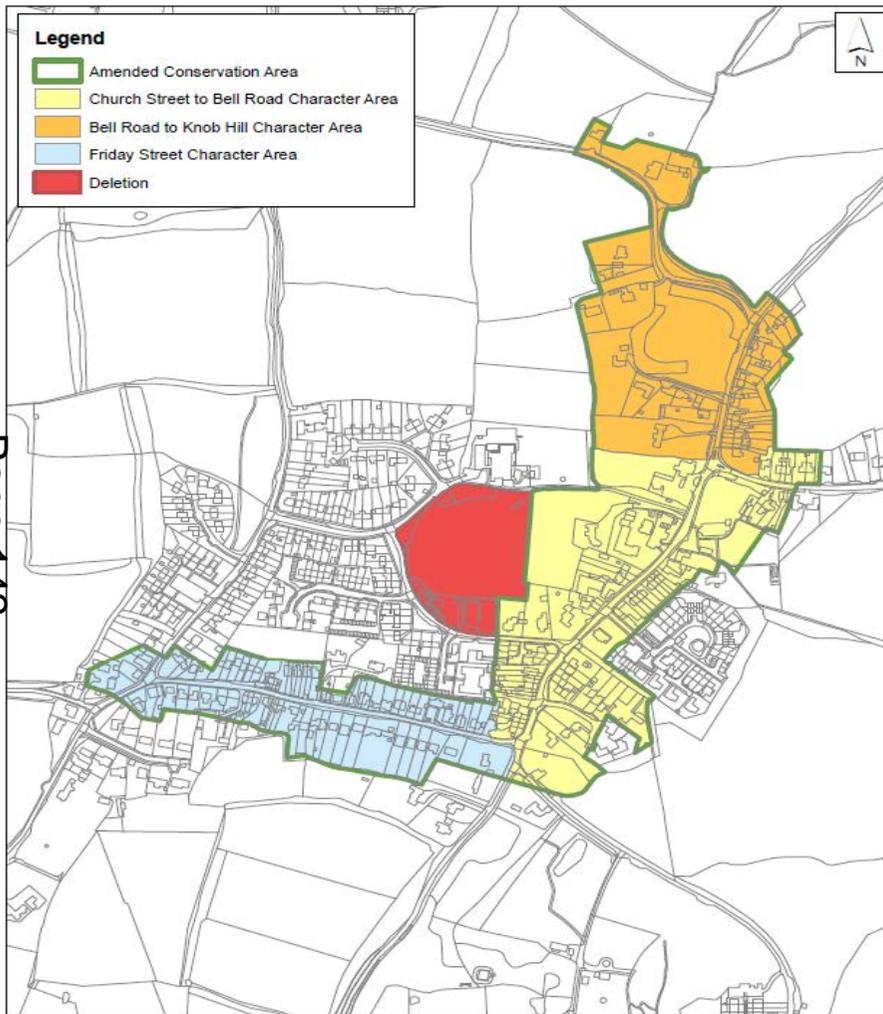
The Victorian houses are distinctive with gable roofs of tile or slate, decorated with plain and patterned bargeboards. Many have simple porches, again with bargeboards, and attractive bay windows.

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



Page 142

<p>Horsham District Council Parkside, Chart Way, Horsham West Sussex RH12 1RL</p>		<p>Character Areas for Warnham Conservation Area Appraisal</p>	
<p>Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2019). Ordnance Survey Licence 100023885</p>		<p>Reference No :</p>	<p>Scale : 1:5,000 (at A4)</p>
		<p>Date: 24/10/2019</p>	<p>Revisions :</p>
		<p>Drawing No :</p>	

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 146



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

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.

Page 147



Chewton and Little Hammers have an exposed timber frame



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



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.



3, 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 (Cobbetts) 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.

Page 151



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



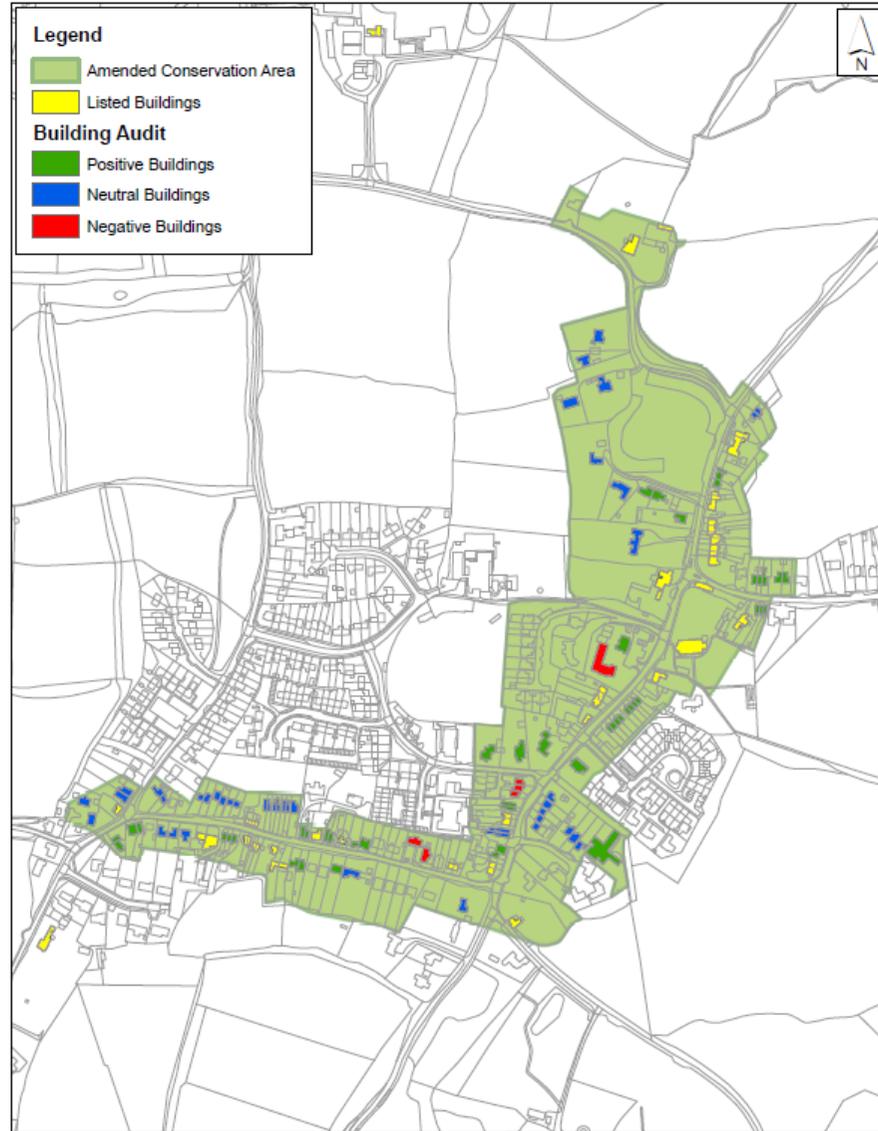
Property to the southern boundary of the village green, with picket timber fence, Horsham Stone slab roof and distinctive chimneys

Page 153

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.



Horsham District Council
 Parkside, Chart Way, Horsham
 West Sussex RH12 1RL

Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2020). Ordnance Survey Licence. 100023865

**Warnham Amended Conservation Area:
 Building Audit Map**

Reference No :	
Date: 03/06/2020	Scale : 1:5,000 (at A4)
Drawing No :	Revisions :



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



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.

page 157

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 new development at the Glebe looking east, bottom right views of the church from the public footpath 1577/1 looking north west.

Part I: Appraisal continued



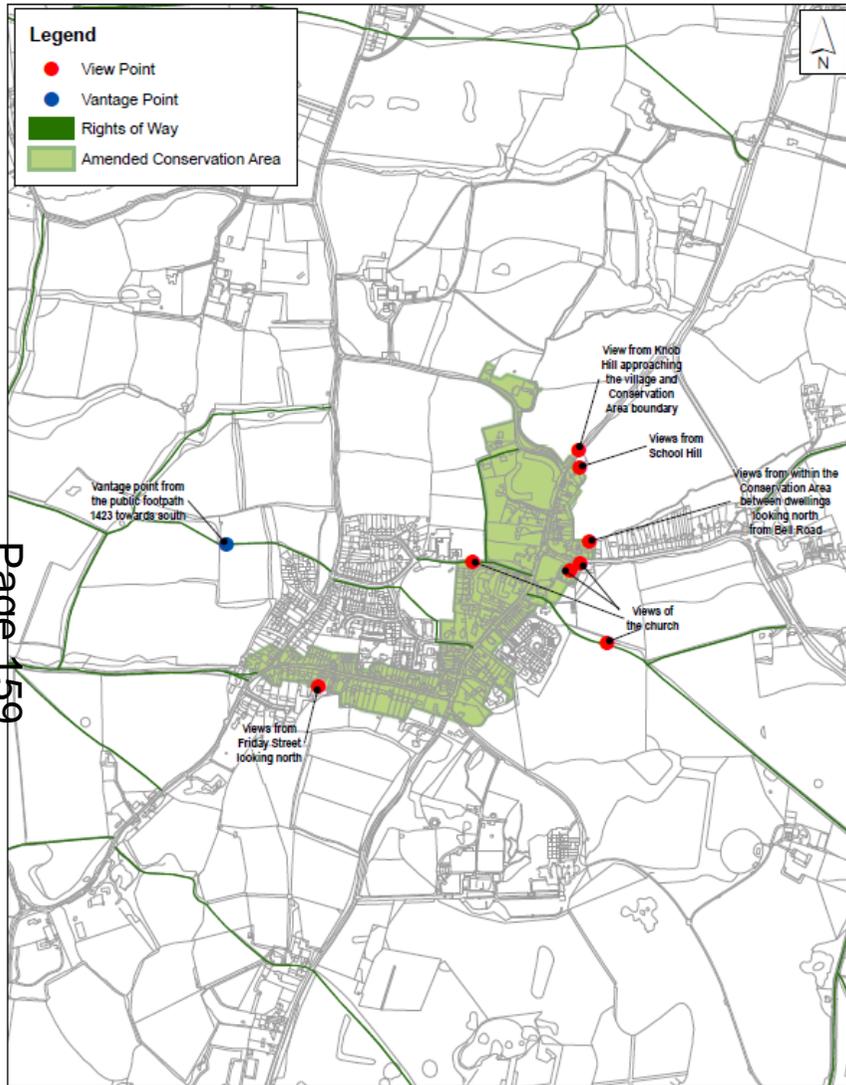
Page 150

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



Page 159

Horsham District Council
 Parkside, Chart Way, Horsham
 West Sussex RH12 1RL

Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2020).
 Ordnance Survey Licence: 100023865

**Warnham Amended Conservation Area:
 Views Map**

Reference No :	
Date: 04/08/2020	Scale : 1:10,000 (at A4)
Drawing No :	Revisions : 10/06/2020

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 160



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.

Page 162

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.

Page 163

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>.

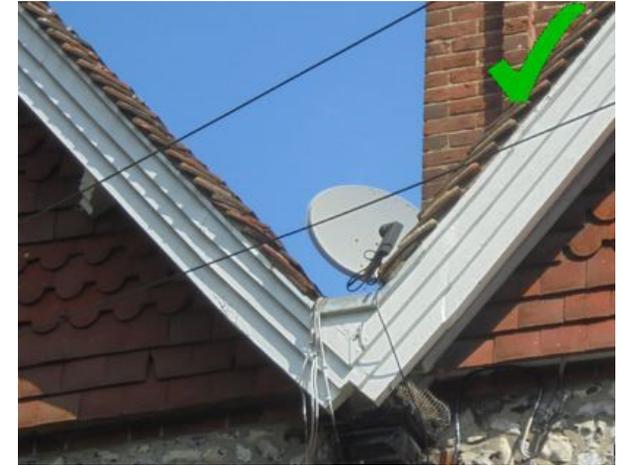


Horsham Stone slate roof

Part II: Management Plan continued



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



Page 164



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.



Photographs of positive and negative boundary treatments within the Conservation Area



Part II: Management Plan continued



Photographs of various positive and negative front gardens and drives 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. 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.



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:

- Reinstating 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.

Shopfronts

Warnham Conservation Area retains several well-designed 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.



Example of a well-proportioned extension taking its design inspiration from the original dwelling

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 168

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

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 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.



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 174



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 177

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	<p>(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 windows. Stone. Slate roof. Casement windows. Scalloped gabled ends. Elaborate gabled porch in the angle of the L.</p>
	42 and 44 Church Street	2	<p>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.</p>
	Cobblers	2	<p>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.</p>
	6, 8 and 10 Church Street	2	<p>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.</p>

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.
	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.

Page 186

Image	Name	Description
 A photograph of a large, two-story timber-framed house with a steep gabled roof and a prominent chimney. The house is surrounded by greenery and a paved driveway.	Red House and Holland House	Constructed between and 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.
 A photograph of a two-story farmhouse with a tiled roof and a decorative gable end. The house is partially obscured by green foliage.	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
	<p>Farebrothers (Old Vicarage)</p>	<p>Red brick with stone dressings, was designed by W. J. Green and finished in 1873.</p>
	<p>3- 7 Bell Road</p>	<p>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.</p>

Landscape sensitivity criteria

Page 188

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).

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

Colonnade - a small, slim column, usually arranged in groups. Column - a structural or decorative vertical element, usually circular, supporting or framing the upper parts of a building.

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

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

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

Cornice - a decorative mould applied to parapets and pediments.

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

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

Cupola - a domed structure on the roof.

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

D

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

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

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

Doric - a plain column with little decoration.

Dormer window - a window projecting from a roof.

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

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

Eaves

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

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).

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 roofing 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 locatio, 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).

Scorria block - a hard, durable engineering brick, looking like granite; used in paving, especially in gutters.

Scroll(work) - a circular or spiral decorative piece, representing a curved leaf, such as a bracket or the top of a column. If included in a decorative panel, it would be referred to as a scroll leaf panel.

Segmental - a section of a circle and the term applied to a curved element, e.g. above an arch or pediment.

Sett - a small block of hard stone, such as granite, used for paving.

Setting - the setting of a heritage structure, site or area is defined as the immediate and extended environment that is part of, or contributes to, its significance and distinctive character. Beyond the physical and visual aspects, the setting includes interaction with the natural environment; past or present social or spiritual practices, customs, traditional knowledge, use or activities and other forms of intangible cultural heritage aspects that created and form the space as well as the current and dynamic cultural, social and economic context.

Significance - The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.

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

Soffit - the underside of eaves or other projection.

Spandrel - a blank area between arch supports or below a window.

Splayed - a bay window with angled sides.

Sprocket - a small supporting piece of stone or timber carrying a larger item such as a bracket.

Stable block - small square stone or clay pavior traditionally used as flooring in stables and similar buildings.

Stack - the part of the chimney breast visible above the roof.

Stile - the vertical sections of a door or window.

Stippled - the effect created by carving small depressions in the face of stone.

Stock brick - a traditional clay brick commonly used in house construction; often called London stocks because of the frequency of use locally. May be yellow or red in colour.

String course - a horizontal band in a wall, usually raised and often moulded.

Stucco - a lime based render applied to the exterior of a building. Often scored to imitate courses of masonry, then called channelled, and sometimes more deeply incised to give the appearance of roughly hewn stone, in which case it is rusticated.

Swag - a decorative carving representing a suspended cloth or curtain.

T

Tented - a roof structure shaped to look like a tent.

Tessellated tiles - small clay tiles or mosaics, geometrically shaped, and fitted together to make intricate formal designs; commonly used for front paths to houses.

Tetrastyle - a portico with four columns.

Toothed - a brick detail like a dentil in which bricks are alternately recessed and projected.

Topography - The physical form of an area defined by natural features and geographic elements such as rivers.

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.

Puscan - a plain, unadorned column.

Tympanum - the space between a lintel and an arch above a door.

Unlisted building making a positive contribution to the street scene

- Buildings that are not designated assets but which, due to their local architectural or historic interest or forming part of a group, contribute to or enhance our appreciation of local character and historic development. These are buildings which make a positive contribution to the overall character and sense of place of the Conservation Area. They form a material consideration in planning meaning that their preservation and sensitive adaptation will be encouraged through the planning process.

V

Venetian - a window composed of three openings or lights within the frame, the central light arched, the two flanking with flat heads.

Vernacular - based on local and traditional construction methods, materials and decorative styles.

Views - Within the scope of Conservation Area appraisals, views are discussed in terms of location from a view to a specific landmark, or panorama incorporating a series of features (natural or built) is possible. For the view to have value and therefore merit consideration within planning, the features within the view should be worthy of conservation or contribute to our understanding of the place and its setting.

Vousoir - 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.



Horsham District Council		Warnham Amended Conservation Area	
Parkside, Chart Way, Horsham West Sussex RH12 1RL			
Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2019). Ordnance Survey Licence.100023865		Reference No :	
Date: 24/10/2019	Scale : 1:5,000 (at A4)	Drawing No :	Revisions :

This page is intentionally left blank

Report to Cabinet

24 September 2020

Member for Environment, Recycling and Waste



DECISION REQUIRED

Not Exempt

Organisational Carbon Reduction – Target and Action Plan

Executive Summary

In October 2019, the Carbon Trust calculated the Council’s baseline carbon footprint for 2018/19. A new consultant, Anthesis, have used this as a basis for analysing different methodologies for setting a carbon neutral target. They suggest that the most appropriate for the Council is known as an **Absolute Target**. This target is one that refers to the total amount of emissions being emitted in a straight line to a target date, with the same reduction in emissions each year. This type of target is straightforward, easy to monitor and allows some emissions to be offset.

Anthesis recommended two targets:

Scope	Control	Suggested carbon neutral target date	Council’s response
1 and 2	Direct control e.g. Council vehicle emissions	2030	Accept as an aspirational target. This reflects the many uncertainties with reaching this target, such as changing technology and the need for detailed costs for some of the actions required to reach carbon neutrality, such as retrofitting buildings
3	Indirect control e.g. contracts	2050	Accept this target which reflects the challenges of reducing carbon from sources that are not within the Councils direct control. The target date mirrors the UK target for becoming net zero carbon

They also used four themes (transport, buildings, procurement and parks and countryside) to set out some possible actions that the Council could consider. These were prioritised and included high level cost estimates as well as an indication of the level of staff resource

that would be required. In response to this, a short term action plan (to March 2022) is proposed. This will help ensure that immediate action is taken and that there are some early successes. It will also lay the foundations for future carbon reduction projects. Progress against the action plan will be reviewed annually.

It is important to note that as a result of national and local actions in relation to Covid 19, the Council faces a significant budget deficit and the need for major decisions on how it will be able fund its services going forward. Adoption of the 2030 target and the actions to achieve it will considerably worsen that financial position. Financing the medium and longer terms actions to reduce carbon will, therefore, be considered as part of the annual budget setting process.

Recommendations

That the Cabinet is recommended:

- i) To approve an aspirational target for the Council's direct emissions to be carbon neutral by 2030
- ii) To approve an additional target for the emissions that are not directly within the Council's control to be carbon neutral by 2050
- iii) To approve a short term action plan for carbon reduction measures to run until March 2022

Reasons for Recommendations

- i) and ii) To implement the priorities of the Corporate Plan for Horsham District Council to become carbon neutral
- iii) To commence the work required to reach the approved targets

Background Papers

Horsham District Council's Carbon Footprint – Report to Cabinet on 28 November 2019
Horsham District Council Carbon Footprint Report – 2018/19 by the Carbon Trust (October 2019)

Wards affected: All

Contact: Helen Peacock, Project Developer 01403 215513

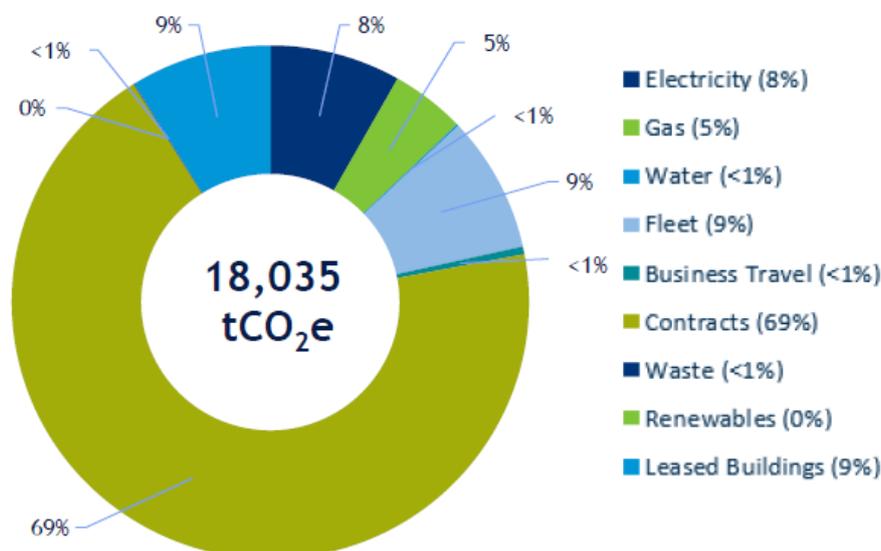
Background Information

1 Introduction and Background

- 1.1 In June 2019 the Council acknowledged concerns relating to various environmental issues; including climate change. The Notice of Motion stated that: -
“We agree that there is growing public concern in the face of recent dire warnings from the World Scientific community that we are facing a wide range of environmental issues including a climate emergency. These concerns include matters such as pollution of the oceans, climate change, single-use plastics, disposal of waste, air pollution, deforestation and biodiversity loss and we support action to tackle these matters.

This Council has an excellent record of dealing with environmental matters, particularly in the area of waste, recycling and biodiversity and we shall be developing and auditing the Council’s activities to see what further practical changes we can implement in the form of a plan to reflect best environmental practice and work towards a net zero carbon target.”

- 1.2 This report seeks Cabinet approval for target dates for when the Council hopes to become carbon neutral and a short term action plan to start this process. It is worth noting that carbon neutral and net zero carbon mean the same thing. Carbon dioxide is the most significant greenhouse gas by volume and also stays in the atmosphere for hundreds of years. Most targets, therefore, focus on reducing carbon dioxide emissions but it is only one of many gases that are emitted which contribute to enhanced in global warming. These terms relate to the need to reduce new carbon dioxide emissions and that any ongoing emissions are balanced by absorbing the equivalent amount from the atmosphere. This can be through natural processes or by engineering solutions, such as carbon capture and storage.
- 1.3 The recommended target and the associated action plan are based on the Council’s carbon footprint for 2018/19 which was **18,035 tCO₂e**. However, this total is likely to change as errors in the calculations by the consultant have been identified. An updated figure for 2019 /20 will be produced.
- 1.4 The main sources of carbon emissions by category are shown below.



- 1.5 The previous diagram illustrates that the largest source of emissions is from the Council's supply chain via its contracts to procure goods and services and from the buildings that it leases out. These are less easy to reduce as the emissions generated from these activities are not within the direct control of the Council. Furthermore, the data for these emissions was collated using proxy indicators, making them less accurate. The emissions from the use of electricity, gas, water and waste relate to buildings that the Council owns and operates, and the emissions from the fleet are from the petrol and diesel used in its operational vehicles.
- 1.6 A consultant was appointed to recommend a target for the Council to become carbon neutral and to compile an associated action plan to reach the target. The Executive Summary from the consultant's report forms appendix one to this report. The full report is on the Council's website (<https://www.horsham.gov.uk/climate-and-environment/carbon-reduction-action-plan>). Several methodologies were analysed before one was chosen for the recommended target. The consultant's action plan does not include detailed costs but gives high level estimates for expenditure and savings. Further work will be undertaken to give accurate costs, savings and benefits; particularly in relation to retrofitting buildings to reduce their use of energy and to switch to renewable/low carbon sources of energy.

2 Relevant Council policy

- 2.1 The 2019 – 2023 Corporate Plan includes the theme a Cared for Environment which prioritises the "protection of our environment as we move to a low carbon future". This includes the following activities: -
- Undertake a carbon audit to understand the Council's current footprint
 - Produce an action plan to move towards a carbon neutral organisation.
- 2.2 The first action listed above has been completed, as the carbon footprint for 2018/19 was noted by Cabinet at its meeting on 28th November 2019. This report relates to the second bullet point in paragraph 2.1.

3 Details

International and national targets

- 3.1 In 2015 the Paris Agreement (within the United Nations Framework Convention on Climate Change) set an ambitious international target relating to tackling climate change. Nations that signed the agreement committed to reduce their greenhouse gas emissions to a level that would keep global temperatures to below 2 degrees Celsius above pre-industrial levels and pursue efforts to limit the temperature increase to 1.5 degrees Celsius. These temperature limits were chosen because exceeding these limits will have a serious impact on all life on earth. It should be noted that global temperatures have already risen by 1 degree Celsius from pre-industrial levels.

- 3.2 In order to keep within these temperature rises each country has set a limit on the amount of greenhouse gases that they will emit. As carbon dioxide is the largest (by volume) greenhouse gas and because it stays in the atmosphere for 100's of years most countries and organisations quote carbon to set their targets. The UK Government amended the Climate Change Act 2008 in June 2019 to set a legally binding target for the country to become net zero carbon by 2050. In order to achieve the target, it sets five yearly carbon budgets. Progress against these is monitored by the Committee for Climate Change.

The Council's carbon neutral target

- 3.3 With this international and national backdrop it is important for the Council to set its own targets for reducing its carbon emissions. This demonstrates leadership on this issue and will put the Council's own house in order. Several methodologies are available for setting an organisational carbon neutral target. Three main approaches were explored by the consultant, as well as business as usual where no action is taken to reduce emissions. They concluded that an Absolute Target would be the most applicable for the Council. This is a linear reduction in carbon emissions to a target date, with the same reduction in emissions each year. It does not relate to the scientific evidence for how quickly carbon emissions need to be reduced to stay within the temperature limits set internationally. However, such targets can be equally challenging and have the flexibility of being able to use off-setting to reach net zero carbon.
- 3.4 The recommendation from the consultant is for the emissions that are within the control of the Council to be carbon neutral by 2030. This represents 19% of the total carbon footprint. These are known as scope 1 and 2 emissions and include emissions from the use of gas and electricity to heat and power buildings as well as fuel used in fleet vehicles. This is a challenging target, but it has the advantage of ensuring that actions are taken immediately and at pace. It will require an annual 8% reduction in emissions. Early action demonstrates leadership on this issue and gives longer for financial payback. The disadvantage is that a 2030 date raises concerns over staff capacity and concentrates high expenditure over a shorter time i.e. over a 10 year period as opposed to 20 years if a 2040 target was agreed.
- 3.5 The consultant also recommended a separate target date for the parts of the Council's carbon footprint that are not within its direct control. These are known as scope 3 emissions and include emissions from buildings that are owned by the Council but leased to other organisations, as well as from the contracts that the Council uses to purchase goods and services. The total scope 3 emissions are 81% of the total footprint. The recommended target date for scope 3 emissions to reach carbon neutrality is 2050. The later date for these emissions reflects the challenge in influencing other organisations to act and aligns with the UK target to reach net zero carbon.
- 3.6 The recommendation in this report is to broadly accept the recommendation from the consultant for the methodology used to set the target and a **carbon neutral date of 2050 for the emissions that are not within the Council's direct control. The carbon neutral target for emissions within its control by 2030 should be aspirational.** This reflects the unknowns associated with achieving the target, such as changing technology and the high degree of uncertainty over the implementation costs. Given this uncertainty, annual reviews will take place of the actions and the

potential impact on the budget. This will form part of the annual budget setting process.

Proposed action plan to reach the target

- 3.7 The consultant's report includes an action plan grouped under four themes. These are: -
- Transport
 - Property
 - Procurement
 - Parks and Countryside.
- 3.8 Each theme is subdivided into priority areas, with more detailed information on each action and a high level cost estimate for most actions. The plan covers up to 2030 and, therefore, starts the process for reducing the scope 3 or indirect emissions.
- 3.9 The actions relating to the Council's fleet include reducing distance travelled, using sustainable forms of transport and switching to low emission sources of fuel. For the operational buildings the actions focus on reducing energy demand and retrofitting, such as increased levels of insulation. Overall, these actions have the potential to reduce emissions by 58%. National decarbonisation of the electricity grid will further reduce the Council's emissions by a further 17%.
- 3.10 The remaining emissions will require carbon offsetting, e.g. ensuring that all electric vehicles are supplied by 100% renewable sources and that renewable forms of energy are installed in appropriate Council buildings. The opportunities for nature based solutions will also need to be investigated; such as heathland restoration which can remove and store carbon emissions. Offsetting could also include measures such as investing in renewable forms of technology outside of the Council's buildings and land. The short term action plan includes developing a strategy for offsetting.
- 3.11 A short term action plan has been produced based on the actions recommended by the consultant. This forms appendix two of this report. This action plan (which will run until March 2022) will ensure that immediate action is taken, that there are some early successes and lays the foundations for future projects. For example, carrying out carbon literacy training for staff will help to embed this agenda throughout the organisation.

4 Next Steps

- 4.1 The next step will be to implement the short term action plan. Although the Council already has a good track record on addressing a range of environmental issues, the proposed plan provides a more co-ordinated approach to reducing carbon emissions. It also includes measures to embed the actions throughout the organisations. An annual progress report will be produced for Cabinet.
- 4.2 The short term plan includes completing audits of the main Council buildings to provide detailed costs for retrofitting these buildings. This is required to give an accurate cost for this work and, therefore, greater certainty on the budget implications of reaching the 2030 target.

4.3 Monitoring of the Council’s carbon emissions takes place annually. Future progress reports will include an update of this data to monitor progress on reducing the Councils carbon emissions.

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

5.1 The Environment, Recycling and Waste Policy Development Advisory Group fully debated the contents of the consultant’s report and the recommendations in this Cabinet report.

5.2 Comments made by the Director of Corporate Resources have been incorporated into the report. The Monitoring Officer approved the content of the report.

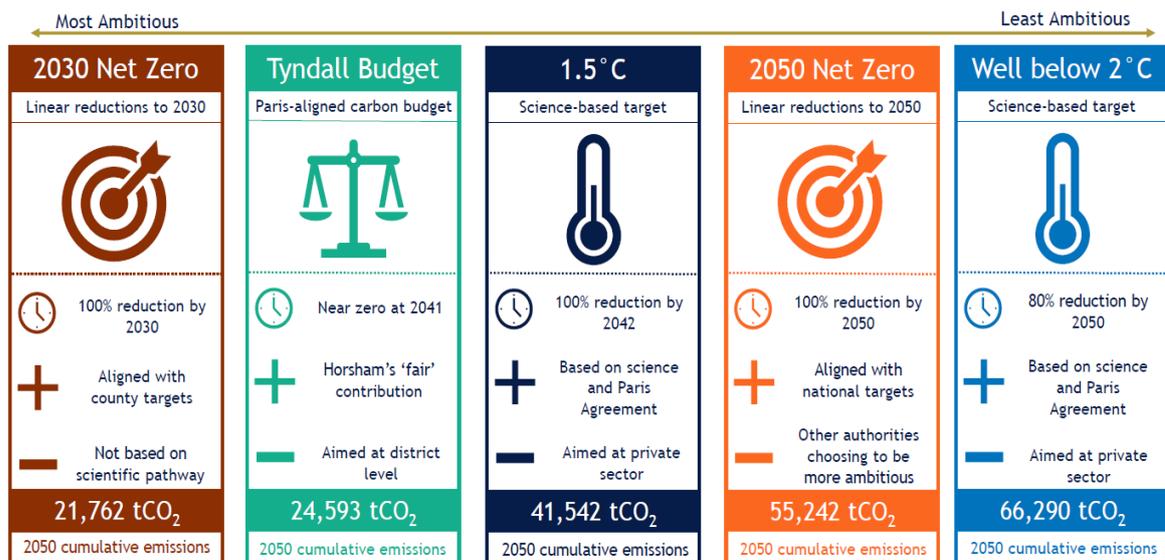
5.3 All Departmental Heads mentioned in the action plan have been consulted and provided comments. Amendments were made to the plan in light of the comments received.

6 Other Courses of Action Considered but Rejected

6.1 The main alternative options related to which methodology to use to set a target for the Council to become carbon neutral. The following methodologies were considered by the consultant: -

- Do nothing – business as usual
- Absolute Target 2030, 2040 or 2050
- Science Based Target
- Tyndall carbon pathway

6.2 The business as usual scenario does result in a reduction of carbon emissions; due to actions at the national level. However, the reduction in emissions would leave a large gap to reach zero carbon; 78% by 2030 and 64% by 2050.



- 6.3 The previous infographic summarises the different methodologies. The Science Based Target is aimed at organisations in the private sector. This is complex to calculate and explain. It does not give the flexibility of being able to offset emissions. The Tyndall Budget is used for calculating an areas fair share of carbon that it can emit based on the targets in the Paris Agreement. It is not as useful for an organisation to use and again is complex to explain and monitor.
- 6.4 The consultant, therefore, concluded that the Absolute Target was the most appropriate for the Council. They then modelled a target date of 2030, 2040 and 2050 for reaching carbon neutrality. The dates of 2040 and 2050 were discounted because these are less ambitious and do not show the necessary level of leadership. A later date means that the Councils overall carbon budget would be larger and could also mean that there was less focus on taking immediate action.

7 Resource Consequences

- 7.1 The consultant produced high level estimates of the costs associated with the actions in their report. These are listed in table 1.

Area	Action (summary)	High level cost
Transport	Eco-driver training Encourage green commuting Change fleet to electric vehicles	£7m
Property	Retrofitting buildings Replace lighting and appliances Renewable energy supply	£26m
Parks and Countryside	Relates to offsetting: - Assess sequestration opportunities Offsetting strategy Habitat restoration/tree planting	£0.2m
	TOTAL	£33.2m

Table 1 – summary of the high level cost estimates for the actions in the consultant’s report

- 7.2 The Medium Term Financial Strategy update makes it clear the Council faces significant financial challenges going forward. The full Carbon Reduction Plan commits the Council to a level of financing that will mean, in setting its new Medium Term Financial Strategy, it will have to consider how this fits in with other areas of expenditure/income and which services it continues to provide in order to balance its budget.
- 7.3 Some of the estimated expenditure in table 1 will be spread over time; for example, retrofitting the leased buildings currently estimated to cost approximately £12 million. However, to achieve the 2030 target for direct emissions will require large expenditure over the next 10 years. A review of the actions and potential impact on the budget will take place as part of the annual budget review, alongside any obtainable external funding.
- 7.4 Further research and detailed work will be undertaken to provide accurate costs and savings for some of the actions listed in table 1. Audits will be carried of the

main Council buildings to determine the retrofit costs and potential savings. Low emission refuse vehicles will be trialled to give a more accurate assessment of the running costs for these vehicles and the practicalities of running these in a rural district. Future capital programme years contain indicative amounts to replace cars and vans in the fleet when they reach the end of their lives. The option of electric vehicle replacement will be considered at the appropriate time via a cost-benefit analysis. Further reports will be presented to Cabinet as different elements of the action plan come forward.

7.5 As the national carbon reduction agenda gathers pace, there may be opportunities to access Government grants/schemes, such as the Public Sector Decarbonisation Fund as well as external sources of funding; such as Salix finance which provides interest-free Government funding to the public sector to improve energy efficiency, reduce carbon emissions and lower energy bills. The Council's aim will be to focus on maximising the reduction of carbon in the most efficient and effective way, offsetting carbon where it is not cost effective to reduce it.

7.6 The short term action plan in appendix 2 requires revenue expenditure in the current financial year. The total for these is £130,000 as set out below.

Audits of Council buildings	£100,000
Offsetting strategy	£10,000
Survey of outdoor lighting	£6,000
Carbon literacy training	£5,000
Map carbon sequestration	£5,000
Green commuting incentives	£2,000
Eco driver training	£2,000
TOTAL	£130,000

7.7 The budget for 2020/21 does not include this expenditure, so the Transformation Fund Reserve will be used, as the actions will bring about change within the organisation. For example, the climate change programme will require behaviour change, such as business travel and turning off appliances/lighting and climate change considerations will need to be at the heart of decision making. Future expenditure on carbon reduction would then be built into the annual budget.

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 imposes obligations on Local Authorities to reduce carbon emissions. The Act was amended by the Climate Change Act 2008 (2050 Target Amendment) Order 2019 to change the target for the UK to become net zero carbon by 2050. This is a legally binding target.

8.2 Section 111 of the Local Government Act 1972 enables the Council to do anything that is calculated to facilitate, or which is conducive or incidental to, the discharge of their functions.

8.3 The main legal implications of the report are when projects stemming from the action plan commence. Any that require securing goods or services will need to

comply with the Public Contract Regulations 2015 and the Councils Contract Standing Orders.

9 Risk Assessment

- 9.1 The full risk assessment forms appendix three to this report. The highest risk to the proposals in this report is the significant costs for delivering a programme to meet the carbon neutral target. The COVID-19 pandemic has already had a significant negative impact on the Council's finances and the full extent of the impact on the UK economy is not yet known. There is a high risk that the budget will not be available to take the actions required to reach carbon neutrality. The mitigation measure for this is to ensure that there is close monitoring of expenditure and that an annual review takes place of the carbon reduction measures that need to be implemented along with cost-benefit analysis for the proposed actions. This will form part of the annual budget review.
- 9.2 The other risks are either high or medium. Another high risk related to staff capacity to implement projects over the medium and longer term. This will require regular monitoring to ensure that projects are being delivered. The final high risk is a lack of inhouse and specialist expertise. This could be mitigated by additional training or the use of consultants/temporary members of staff.

10 Other Considerations

- 10.1 There are no crime and disorder implications from this report. Human Rights and Equality and Diversity implications will be considered when each of the projects contained in the action plan are implemented. The main thrust of the report is progressing the Council's sustainability agenda and building on the organisations good track record on environmental issues to reach the challenging targets set out in the report to make the Council a carbon neutral organisation.

HORSHAM DISTRICT COUNCIL

Carbon Reduction Target Setting and Action Plan Support

August 2020

Executive Summary

Page 211



Horsham
District
Council



EXECUTIVE SUMMARY

CHAPTER OVERVIEWS

1 CONTEXT

Aim: Set the current context around climate change action in Horsham and the Green Recovery.

Key messages: There is a growing consensus, locally and nationally on the need for urgent action to avoid the dangerous impacts of climate change. The challenges being faced by Local Authorities as a result of COVID-19 may also present opportunities for a Green Recovery.

Page 21

2 FOOTPRINT REVIEW

Aim: Identify key emission sources to target action and assess what emissions to include in the target.

Key messages: Completeness improvement opportunities have been identified. An issue in the procurement data was raised by officers which will be recalculated by the Council. An estimate of emissions from staff commuting has been added to allow calculation of savings from working from home.

Classification improvement opportunities have also been identified. The footprint was re-categorised in collaboration with officers to align more closely with areas of action e.g. emissions split by vehicle type.

This chapter also explored what emissions to include in the target and considerations for setting a Scope 3 target, including the level of influence the Council has over emission sources.

3 SETTING A TARGET

Aim: Assess the implications of different target setting methods and make an informed and evidence-based decision on the most suitable target.

Key messages: Three types of target setting approaches (overleaf) have been assessed and the implications of each evaluated in terms carbon impact, associated criteria and scope.

It is recommended that the Council show the highest level of ambition and strong leadership by setting a Carbon Neutral by 2030 target for its Scope 1 and 2 emissions. A separate Scope 3 target of Carbon Neutral by 2050 is recommended as these emissions are significant but more challenging to reduce.

4 ACTION PLANNING

Aim: Identify key actions necessary to reach the agreed target and use the cost benefit analysis to inform implementation.

Key messages: Carbon reduction opportunities have been grouped across four key sectors (transport & fleet, property, procurement, parks & countryside) and options for the 'gap-to-target' considered.

Costs need careful comparison, where many investments offer lifetime paybacks or are investments that may need to happen anyway at some point in time, where the consideration may be more around timing.

EXECUTIVE SUMMARY

EMISSIONS TARGET EVALUATION

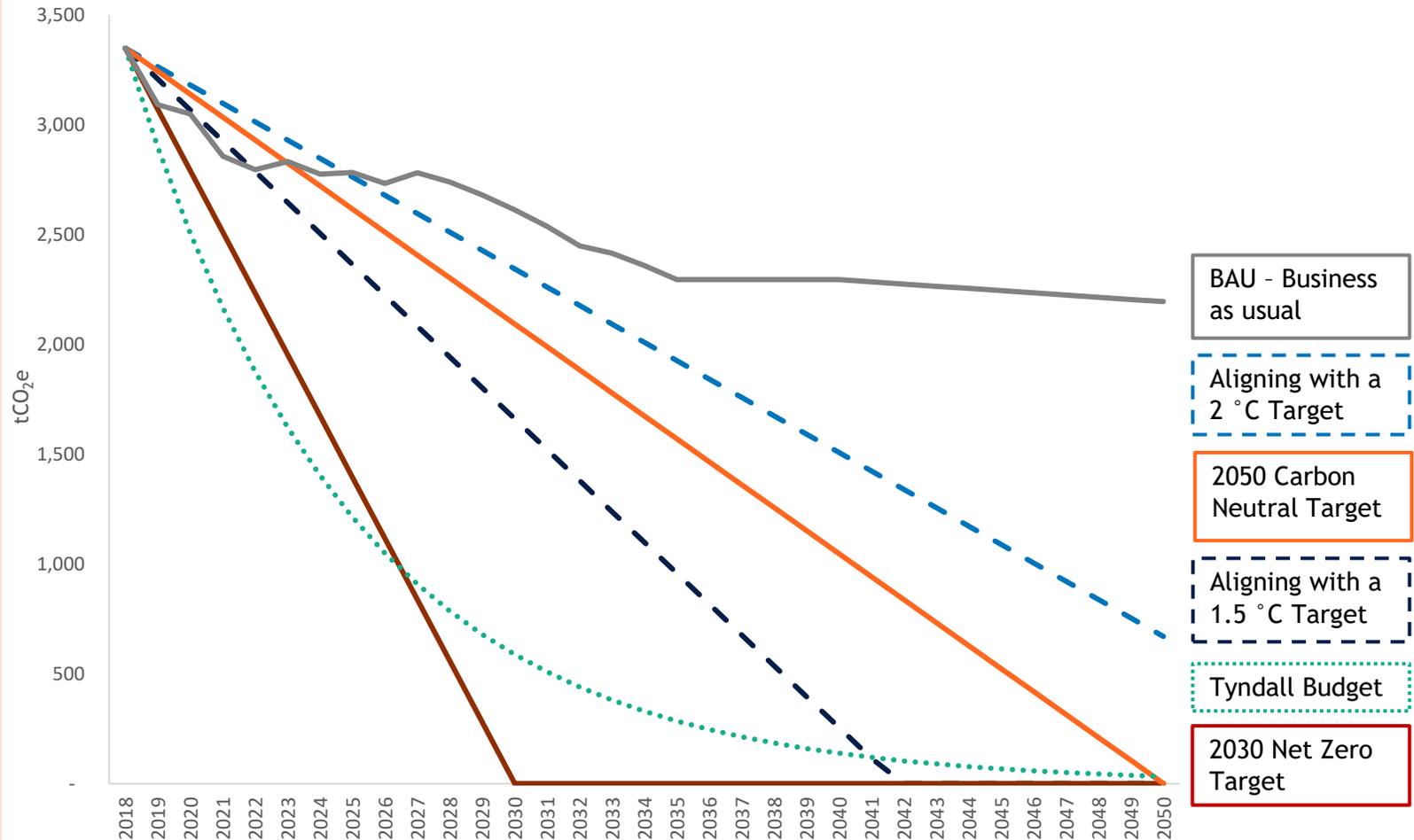
The UK is legally bound to reach Net Zero Emissions by 2050, and many local authorities are recognising the benefits of setting even more ambitious climate targets. Horsham District Council have publicly acknowledged their ambition to work towards a net zero carbon target, but not yet committed to action.

Method

We applied the 3 different target options available to assess the most appropriate course of action. These target types were:

- 1** **'Absolute' Net Zero: 2030, 2040 and 2050:** A target based on a goal of carbon neutrality by a set date. Popular with local authorities.
- 2** **Science Based Target Initiative (SBTi) - 1.5 °C and 2 °C:** Reduction pathways in line with the Paris Climate Agreement. Primarily aimed at businesses.
- 3** **Tyndall Budget:** Target method aimed at whole local authority areas, but scaled down to HDC as an organisation. Based on Horsham's fair contribution to Paris Agreement.

Analysis also includes a Business as Usual (BAU) scenario which reflects decarbonisation of the national grid only. We undertook a quantitative analysis of each option's "carbon budget", and give commentary around their criteria and scope.



EXECUTIVE SUMMARY

EMISSIONS TARGET EVALUATION

← Most Ambitious

→ Least Ambitious

Page 214

2030 Net Zero

Linear reductions to 2030



 100% reduction by 2030

 Aligned with county targets

 Not based on scientific pathway

21,762 tCO₂

2050 cumulative emissions

Tyndall Budget

Paris-aligned carbon budget



 Near zero at 2041

 Horsham's 'fair' contribution to Paris Agreement

 Aimed at district level

24,593 tCO₂

2050 cumulative emissions

1.5 °C

Science-based target



 100% reduction by 2042

 Based on science and Paris Agreement

 Aimed at private sector

41,542 tCO₂

2050 cumulative emissions

2050 Net Zero

Linear reductions to 2050



 100% reduction by 2050

 Aligned with national targets

 Other authorities choosing to be more ambitious

55,242 tCO₂

2050 cumulative emissions

Well below 2 °C

Science-based target



 80% reduction by 2050

 Based on science and Paris Agreement

 Aimed at private sector

66,290 tCO₂

2050 cumulative emissions

EXECUTIVE SUMMARY

EMISSIONS TARGET EVALUATION

Key considerations

Thinking in terms of budgets - It is useful when comparing targets to think in terms of carbon budgets or cumulative emissions. This is more important than the date of carbon neutrality because once emitted, carbon dioxide remains in the atmosphere for many decades, contributing to increasing the average global temperature. The carbon budget does not reset; it represents a fixed upper limit to emissions.

Considering the wider district - The report is focused on HDC's own organisational emissions as a starting point for encouraging further action in the district. The Council's carbon footprint accounts for approximately 2% of the District's carbon footprint. Therefore, the relationship to a district-wide target should be considered.

Recommendation

Anthesis recommends setting two targets, addressing your Scope 1&2 and your Scope 3 emissions separately.

- **Scope 1&2: Apply the Carbon Neutral by 2030 target**

Opting for the most ambitious target signals a desire to lead. This approach also has the benefit of allowing for some contingency against the science if this is not met and brings HDC in line with West Sussex County Council's ambitions. Setting a highly ambitious target accelerates and maximises many financial and reputational benefits, and positions HDC well for any future increases to the level of ambition required driven either by HDC, or global factors.

- **Scope 3: Set a Carbon Neutral by 2050 target**

Scope 3 emissions make up a significant proportion of the council's footprint however they are more difficult to reduce as they are not within the council's direct control. Therefore, it is recommended that HDC set a separate Scope 3 target and at a minimum this should be in line with the national target of carbon neutral by 2050. Setting a Scope 3 target offers many benefits both in your value chain and in the wider district.

- **Focus on Procurement and Leased Buildings** - It is recommended that there is a focus on reducing emissions associated with Procurement and Leased Buildings as these are within stronger influence and make up a significant proportion of the Scope 3 footprint. This is in line with SBTi guidelines to focus on a significant part of your Scope 3 emissions that you are best positioned to influence.

Key Next Steps

The council should look to formally approve the target, before engaging the public through an awareness campaign.

Our Climate Action Plan highlights carbon reduction opportunities available in achieving the target, and will help in prioritising actions.

HDC may wish to explore improved data management protocols particularly around your Scope 3 emissions, to improve confidence in reporting and monitoring against the target. However, we do not believe that this will substantially impact the target choice or proposed rationale.

EXECUTIVE SUMMARY

ACTION PLANNING

Results

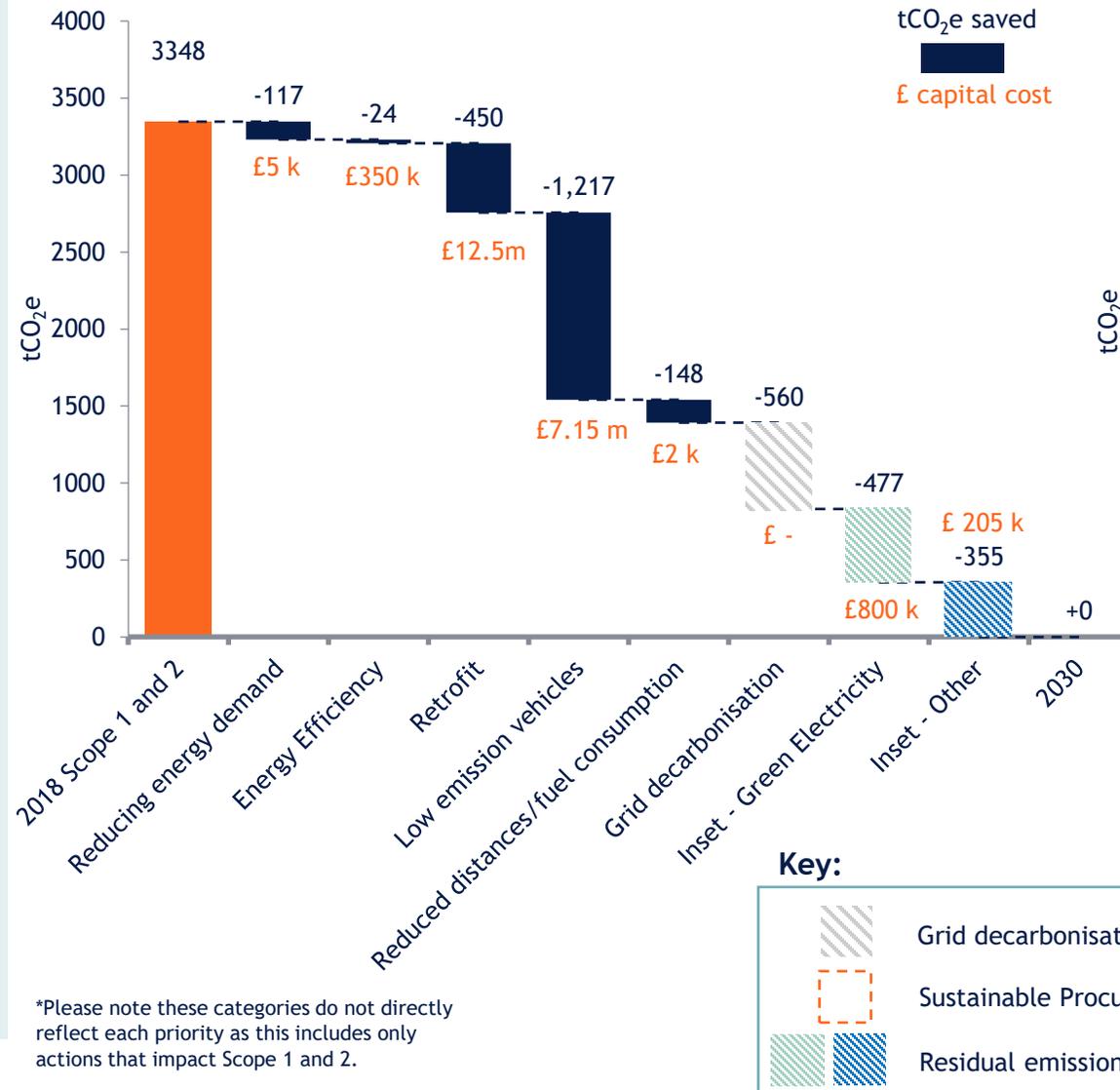
Our analysis reviewed carbon reduction opportunities grouped across four sectors (see pg. 8 onwards). We provided estimates of carbon reduction and costs where appropriate. These estimates are based on proxies and should be used only to provide an idea of the magnitude of cost or saving, and should not be viewed as an investment grade cost-benefit analysis. It is recommended HDC should perform more robust estimates.

Page 216

In Scope 1 & 2, council led actions have the potential to reduce HDC emissions by 58%, with the biggest reduction achieved through switching to low emission vehicles. The residual emissions, after grid decarbonisation, are 832tCO₂e. This “gap to target” could be addressed through green electricity generation and other insetting based activities.

In Scope 3, where we advise a 2050 target, council led reductions could achieve a 36% reduction, the vast majority of which comes from sustainable procurement. The residual emissions are significant, illustrating the need for offsetting or Authority Based Insetting.

Figure 1: Aggregation of the various council-led carbon savings relevant to Scope 1&2, with associated cost estimates.



*Please note these categories do not directly reflect each priority as this includes only actions that impact Scope 1 and 2.

Figure 2: As in Figure 1, for Scope 3



EXECUTIVE SUMMARY

ACTION PLANNING

“The difference in cost between targets is less about absolute cost and scale of investment, and more about timing and when the investment is made”

How to think about costs

Cost considerations are a natural priority when making a climate commitment. Targets with the same end point in theory require the same level of investment. This implies that the difference between targets is less about absolute cost and scale of capital investment, and more about the timing and when the investment is made. However, there are a few other cost impacts that in reality, may apply (see below). Who pays is also considered in the full report.

There are benefits in moving sooner:

There may also be associated ‘costs of inaction’ in delaying action.

For example:

- Health and economic impacts and co-benefits can be realised earlier
- Costs of retrofitting are more expensive than building properties lower-carbon first time. The [Committee on Climate Change](#) estimates this could be 5-times more.
- Lower operational costs of buildings will pay-back sooner, especially if energy prices increase or you were going to replace certain assets anyway at some point in the future.
- You are less likely to incur costs associated with climate change and more frequent extreme weather events, if you play your full part to keep within the recommended carbon budget.
- Your role as a leader may inspire other organisations and help to stimulate the market, allowing future economies of scale to be realised by others, along with the other benefits above.

However, there may also be additional costs:

These may be linked to subsequent economies of scale being generated as demand for low carbon technology and services increases.

For example:

- Manufacturing costs *may* fall as production of low carbon technology is scaled up
- Supply of skilled labour *may* become more accessible and greater over time
- Marginal technology efficiency improvements *may* continue over time too (but no ‘silver bullet’ or transformational change in low carbon technology is anticipated in the next 5-10 years)

Page 217

Higher

Certainty

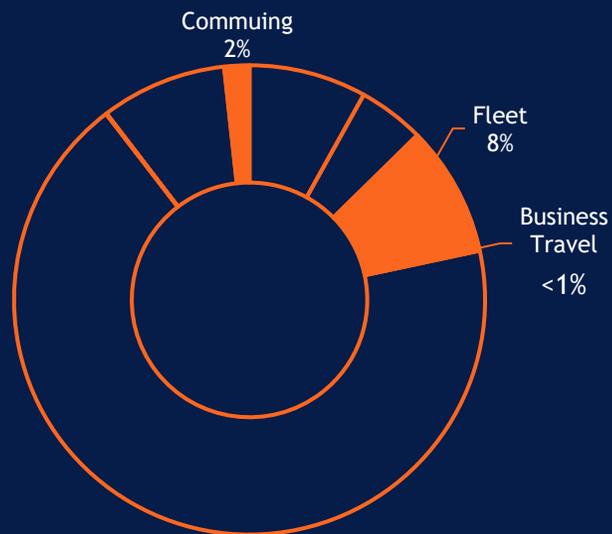
Lower

EXECUTIVE SUMMARY

ACTION PLANNING

TRANSPORTATION & FLEET

Page 218



Total 2018/19 footprint with emissions from Transport and Fleet highlighted.

11% of total footprint

63% of Scope 1 emissions

Priority 1: Demand reduction

Reduce car journeys by employees by reducing the distance travelled/fuel consumption and encouraging alternative modes of transport.

Actions	Description
Route Optimisation for Refuse Collection Vehicles (RCVs)	Explore route optimisation software and monitoring for reducing mileage of refuse collection vehicles and the number of vehicles.
Eco-training for drivers	Equip any drivers of council vehicles with the necessary knowledge to more appropriately plan journeys to help make driving more efficient and reduce fuel consumption.
Working from Home assessment	Conduct travel survey of staff to calculate footprint to inform working from home policies. It is necessary to assess this given that the carbon savings achieved through reducing travel may not be balanced by the additional energy required to heat homes.
Greener commuting	Encourage active travel or public transport for commuting through offering incentives and providing facilities to support this.
Reducing overall business travel and encouraging active travel modes for necessary business travel	Encourage active travel or public transport for business travel through offering incentives and providing facilities to support this.

Priority 2: Alternative Fuels

Switch to alternative low carbon vehicles and fuel for council fleet.

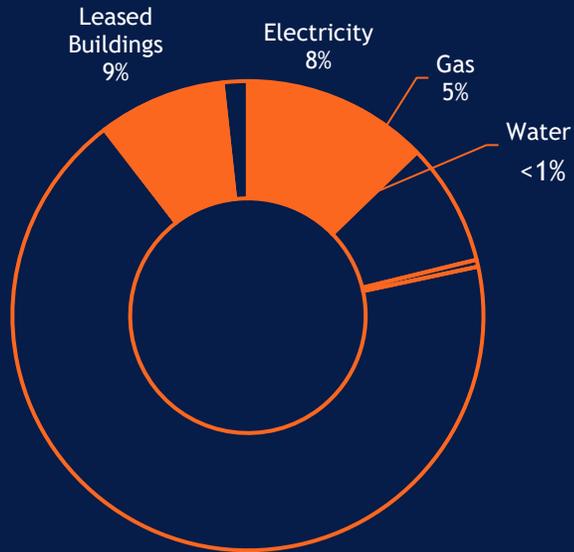
Actions	Description
Increase EV charging infrastructure	Continue to work with West Sussex CC to co-ordinate installation of charge points in the district as well as onsite charge points.
Trial low carbon Large Goods Vehicles (LGVs)	Ultimately, HDC should aim for zero carbon HGVs, however there is yet to be an established alternative. Therefore, HDC should seek funding to trial low carbon LGVs/HGVs and alternative fuels, with the long term goal to switch all LGVs. Estimates provided are based on switching to electric RCVs.
Switch to EV cars/vans	Switch 100% of car/van fleet to electric vehicles when undergoing fleet replacement.

EXECUTIVE SUMMARY

ACTION PLANNING

PROPERTY

Page 219



Total 2018/19 footprint with emissions from Property highlighted.

21% of total footprint

63% of Scope 1 and 2 emissions

12% of Scope 3 emissions

Priority 1: Behaviour Change

Reducing energy demand based on how the buildings are used.

Actions	Description
Better report & feedback on energy consumption	Report on carbon emissions from buildings annually and feedback to staff.
Mandate consumption data from tenants	Work with tenants to gather carbon footprint or energy consumption data. In order to assess any progress made by tenants, data needs to be provided. The current method for estimation is based on typical consumptions per building type so will not reflect reductions achieved or support investment cases.
Raise staff awareness through carbon literacy training	Raise awareness of energy demand reduction activities amongst staff through a campaign and training.
Guidance for tenants	Produce guidance for tenants on energy efficiency (technology and behaviour change) and renewable energy supply.
Decommission buildings	If there is a long-term behavioural shift of staff to working from home then the council could explore decommissioning buildings. However, it is important that these emissions are not just passed onto the others in the district and it is encouraged that decommissioned buildings are sold for redevelopment.

Priority 2: Energy Efficiency

Reduce energy demand from council properties through improving building fabric and installing energy efficient appliances.

Actions	Description
Embed carbon into asset management strategy	Integrate low-carbon retrofit into maintenance cycles and ensure carbon impact is considered in the operation of buildings. This will highlight opportunities where assets are to be replaced anyway, and costs for low-carbon substitution are therefore more marginal and more easily justified.
Lobby national government	Lobby national government to increase the standards of building regulations and energy efficiency.
Retrofit owned buildings	Retrofit own-building stock to increase efficiency by upgrading insulation and heating systems.

EXECUTIVE SUMMARY

ACTION PLANNING

PROPERTY CONTINUED

Top 5 property emission sources (all scopes)



Priority 2: Energy Efficiency

Actions	Description
Energy saving technologies	Ensuring that lights and appliances used in council buildings are the most energy efficient option.
Energy saving technologies	For public lighting on streets and in car parks, the council should ensure they are operating at maximum energy efficiency.
Retrofit properties let out when tenancies end	Seek opportunities when properties are vacant to retrofit/improve energy efficiency.

Priority 3: Green Energy

Any remaining supply after demand reductions have been implemented should be supplied with green energy.

Actions	Description
Increase renewable energy supply	Consider generating own low carbon energy supply with renewables e.g. solar

Priority 4: New Properties

Ensure that any new property built or bought into the portfolio meeting the highest green building standards. This is key for limiting the increase in the councils footprint with growth of the property portfolio.

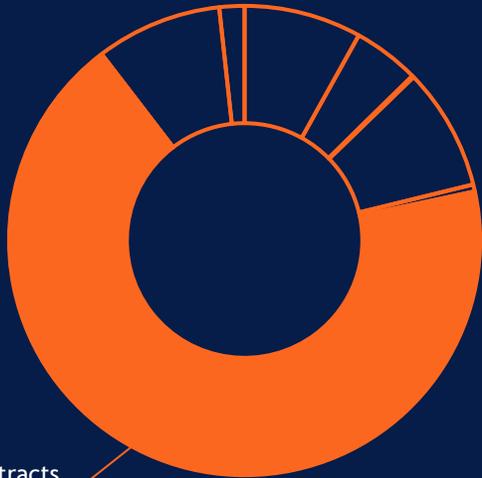
Actions	Description
Lobby national government	Lobby national government to increase the standards for new properties in terms of energy efficiency. This is not intended to serve as a substitute for progressing other actions.
High green building standards for new properties	If Council were to develop new property ensure it is designed in line with the highest green building and energy performance standards e.g. LEED or BREEAM. AECB and PassivHaus standards for residential property

EXECUTIVE SUMMARY

ACTION PLANNING

PROCUREMENT & CONTRACTS

Page 221



Total 2018/19 footprint with emissions from Procurement highlighted.

68% of total footprint

83% of Scope 3 emissions

Priority 1: Sustainable Procurement

Drive carbon reductions from contractors and suppliers through implementing sustainable procurement policies and processes

Actions	Description
Effective contract management	Encourage more effective contract management and monitor contracts commitments to hold suppliers to account. This is essential in ensuring commitments made on sustainability criteria are delivered.
Better supplier data and reporting	Collection of more detailed data on suppliers and requirement for suppliers to report their carbon footprint back to the council. This is necessary to monitor if progress is made. Methods currently rely on a carbon footprint per £ spent which will not reflect reductions.
Increased weighting of social value	Consider increasing the weighting of social value in criteria to ensure that sustainability has a greater influence in evaluation.
Sustainable procurement policy	Introduce a sustainable procurement policy or charter.
Supplier requirements	Require suppliers to set SBTs/have a climate strategy or target.

EXECUTIVE SUMMARY

ACTION PLANNING

PARKS & COUNTRYSIDE



Page 222

HDC owns and manages approximately 400 hectares of green space

Following the Greenhouse Gas Protocol, the carbon footprint of HDC's operations does not account for the impact of the district's Parks and Countryside on the wider footprint.

It is important to consider HDC's natural capital for its potential to 'offset'. It is recommended that HDC prioritise offsetting that is within the boundary and that maximises co-benefits e.g. natural capital also benefits water quality, biodiversity, recreation, water flow and flood mitigation.

Priority 1: Sequestration Mapping

Carry out mapping to identify existing natural capital stock, opportunities to enhance it and offsetting requirements.

Actions	Description
Assessment of carbon sequestration of current land and identify opportunities to increase sequestration	Review existing data on land-use in the district to identify opportunities for carbon sequestration through nature-based climate solutions. Sequestration opportunities could take the form of tree and hedgerow planting, or restoration of ecosystems including wetlands, peatland, grasslands, pasture, and soils. Mapping of the district as a whole would also be beneficial for a wider offsetting strategy.

Priority 2: Protect and Enhance

Deliver the protection and enhancement opportunities identified in the mapping exercise.

Actions	Description
Develop an offsetting strategy	Define the principles and priorities the council wishes to follow when approaching offsetting to achieve carbon neutrality e.g. certified status, out-of-boundary initiatives and insetting potential.
Impose more ambitious carbon requirements on land being considered for development	Explore potential opportunities through the planning system and local plan for either 1) acquiring land or 2) requiring developers to better manage land that is subject or adjacent to development.
Integration of low-carbon agenda with Wilder Horsham District	Wilder Horsham District is a five-year partnership between Sussex Wildlife Trust and HDC that aims to help wildlife thrive. The primary aim is not related to carbon but there is overlap in protecting natural capital and engagement with land owners.
Explore opportunities to transfer ownership to wildlife trust	By transferring ownership it may increase the capacity of staff to develop nature based solutions.
Protect current natural capital stock	A key part of natural capital action is protecting the current stock from degradation.
Heathland restoration	Continuing to restore and protect heathland in the region which is an important carbon sink.
Increase natural capital stock	Increase tree and hedgerow planting and green infrastructure on existing land or acquired land to offset residual emissions.

EXECUTIVE SUMMARY

ACTION PLANNING

Key Next steps

HDC should review the action plan internally, allocating stakeholders to ensure accountability. Where possible, demand reduction and decarbonisation should be prioritised over offsetting. When considering costs, the council should develop more robust costings and funding options.

The table summarises the annual reductions in carbon emissions and the cost associated with each priority action (not including enabling actions). The carbon savings have been presented for the 2030 target date. Where a quantitative estimate of a cost was not available, a qualitative description has been provided.

Page 223

Sector	Action Group	Annual tCO ₂ Saving	Capital Costs	Operational/ Revenue Costs	Time & Resource (FTE)	Savings/Payback	Notes
Transport	Priority 1	310	£2,000	£2,000	2-3 months	Reduced fuel costs	Includes some installation of bike facilities.
	Priority 2	1,217	£7,150,000	Electricity cost, repairs	0	£5,315,000 (lifetime fuel savings and tax)	Carbon savings based on switching RCVs and cars/vans to electric. Cost - based on additional costs and savings for electric vehicles (over diesel/petrol). Does not include renewable electricity generation.
	<i>Sub Total</i>	1,527	£7,152,000	£2,000	2-3 months		
Property	Priority 1	137	£0	£5,000	0.5 FTE	Reduced energy bills	Based on carbon literacy training.
	Priority 2	612	£24,950,000	Energy bills, maintenance	1 FTE	Reduced energy bills	Based on residential retrofit to energiesprong standard. Non-domestic saving takes the lower estimate and costs are based on HDC scaling of a previous audit.
	Priority 3	1,063	£800,000	Energy bills, maintenance	0	Revenue generation	Based on 1MW heat pump but other options are available. This is not based on an assessment of required capacity.
	Priority 4	N/A		N/A	N/A	N/A	Not included in savings as it is based on limiting increases in emissions
	<i>Sub Total</i>	1,812	£25,750,000	£5,000	1.5 FTE		
Parks & Countryside	Priority 1 & 2	355	£205,000	Maintenance	1 FTE		Based on tree planting to offset residual emissions, does not consider existing stock.
Procurement	Priority 1	5381	£0	£0	0		Sustainable Procurement Policy is assumed to incorporate carbon reduction targets already being addressed through an SBT.
Total		9,075	£33,107,000	£7,000	2.5 FTE		

Disclaimer

Anthesis (UK) Limited has prepared this report for the sole use of the client (Horsham District Council) and for the intended purposes as stated in the agreement between Anthesis and the client under which this report was completed. Anthesis has exercised due and customary care in preparing this report but has not, save as specifically stated, independently verified information provided by others. No other warranty, express or implied, is made in relation to the contents of this report. The use of this report, or reliance on its content, by unauthorised third parties without written permission from Anthesis shall be at their own risk, and Anthesis accepts no duty of care to such third parties. Any recommendations, opinions or findings stated in this report are based on facts and circumstances as they existed at the time the report was prepared. Any changes in such facts and circumstances may adversely affect the recommendations, opinions or findings contained in this report.

Draft Organisational Carbon Reduction - Action Plan 2020 – 2022

These actions will support the Council's aims to become carbon neutral by encouraging staff action

BEHAVIOUR CHANGE – Demand Reduction (for transport and energy use in buildings)						
Action	Detail	Completion date	Lead Officer	Potential costs (£k)	Projected carbon saving (tCO₂e)	Indicator
Work from home assessment	Desk based assessment of pre and post COVID-19 travel patterns & levels of working from home	End March 2021	Robert Laban	Staff resource	Unknown	Assessment completed
Green commuting	Identify incentives that could be used to encourage sustainable modes of transport e.g. the Easit network	Incentives in place by end March 2022	Sebastian Stevens	Staff resource 2	126	Employee commuting miles & mode
Reduce business travel & encourage sustainable modes	Build on virtual meetings to reduce travel & explore incentives to encourage sustainable modes of transport.	End March 2022	Robert Laban	Staff resource & cost of incentives	15	Business miles
Staff training	Carbon literacy training for all staff; to include energy reduction activities.	Initiate by June 2021	Robert Laban	5	117	% staff trained
Feedback to staff on carbon/energy reduction	Develop a staff campaign to raise awareness of progress to reduce the council's footprint and the role staff can play in reducing energy consumption.	Campaign agreed end 2020	Alison Turner	Staff time	Included in above	Campaign agreed
Lead by example	Communications plan to promote the council's carbon reduction work to wider public & organisations	Plan agreed end 2020 & then ongoing	Alison Turner	Staff time	N/A	Plan in place
Carbon data	Collate carbon data and produce an annual monitoring report on the council's carbon emissions	Annually (by end July)	Gareth Jones	Staff time	N/A	Carbon data

Draft Organisational Carbon Reduction - Action Plan 2020 – 2022

These actions are to reduce emissions within the direct control of the Council (scope 1 and 2)

TRANSPORTATION AND FLEET – Demand Reduction						
Action	Detail	Completion date	Lead Officer	Potential costs (£k)	Projected carbon saving (tCO2e)	Indicator
Route optimisation for Refuse Collection Vehicles (RCV)	Complete trail of relevant technology Complete review of new routes Assess decommissioning of any RCV	End of March 2021	Mark Neal	TBD	95	RCV mileage
Eco-training for drivers	Knowledge to plan journeys to reduce business miles and encourage fuel efficient driving. Use for fleet drivers & essential users	Introduce in 2021 All appropriate staff trained end March 2022	Mark Neal	2	53	% staff trained
TRANSPORTATION AND FLEET – Alternative Fuel						
EV charge points	Determine nos. of charge points required to facilitate increased nos. of EV's (link to county wide EV network project)	End March 2021	Mark Neal		Not applicable	Nos. installed
Switch to Electric Vehicle Cars and Vans	Develop a strategic plan for vehicle replacement to EV. Minimum of 6 vehicles switched over this period	End March 2022	Mark Neal	180 (for 6 vehicles)	164 (all cars/vans in the fleet)	% fleet low emission
Trial low emission RCV's	Trial to give more accurate cost and savings data, and the practical implications of these vehicles for when the fleet needs to be replaced in 2027. (Part of inter authority Waste Collection Authorities Forum)	End 2021	Mark Neal	0	0 (until RV's are replaced)	Data from the trial

Draft Organisational Carbon Reduction - Action Plan 2020 – 2022

These actions will reduce emissions that are within the direct control of the Council (scope 1 & 2), apart from where they relate to leased buildings which are scope 3.

PROPERTY – Energy Efficiency						
Action	Detail	Completion date	Lead Officer	Potential costs (£k)	Projected carbon saving (tCO ₂ e)	Indicator
Retrofit operational and leased buildings - audits	Complete audits for a minimum of 10 buildings to provide detailed costs for retrofitting and where practical installing renewable/low carbon energy technology	End March 2021	Brian Elliott		0 (until implemented)	Audits completed
Retrofit programme	Use the above to produce a fully costed retrofit programme	April 2021 to March 2022	Brian Elliott	Staff time	Unknown until outcome of audits	Schedule of works in place
External lighting – on street, surface car parks etc.	Complete a survey to identify lighting suitable to switch to LED and the potential to install sensors	June 2021	Brian Elliot	6	0	N/A
External lighting replacement programme	Use the above to produce a external lighting replacement programme	End March 2022	Brian Elliot	Staff time	Unknown until outcome of survey	Reduction in carbon emissions

Draft Organisational Carbon Reduction - Action Plan 2020 – 2022

These actions apply to emissions that are outside the direct control of the Council (scope 3)

PROCUREMENT – reduce carbon emissions through the supply chain						
Action	Detail	Completion date	Lead Officer	Potential costs (£k)	Projected carbon saving (tCO ₂ e)	Indicator
Improved supplier data and reporting	Produce a template and guidance for suppliers on collating energy data for the council to enable more accurate monitoring of its carbon footprint. Introduce with new larger contracts.	September 2021	Helen Peacock	Staff time	Enabling action	% of contractors supplying data
Sustainable procurement policy	Introduce a new policy or charter. Use this to ensure that all new contracts include ambitious sustainability commitments and drive down carbon emissions in the supply chain	March 2021	Jo Newton-Smith	Staff time	3,340 per annum (once implemented)	Policy approved

Draft Organisational Carbon Reduction - Action Plan 2020 – 2022

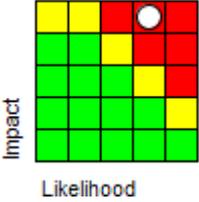
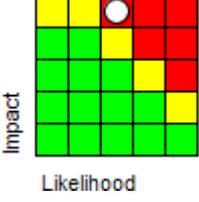
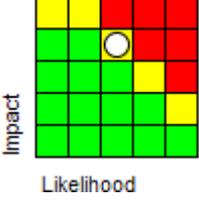
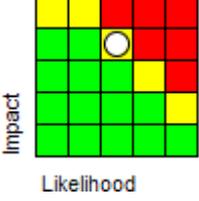
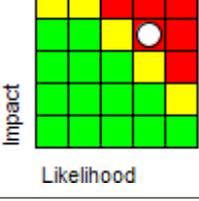
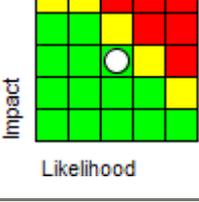
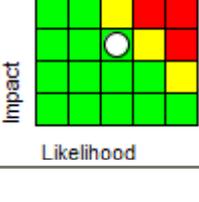
These actions will ensure that natural based solutions can be maximised as part of the council's approach to offsetting

PARKS AND COUNTRYSIDE – sequestration and offsetting						
Action	Detail	Completion date	Lead Officer	Potential costs (£k)	Projected carbon saving (tCO ₂ e)	Indicator
Assess carbon sequestration opportunities from council land	<p>Review and map the councils land use to determine existing natural assets (which should be protected) and opportunities for carbon sequestration from nature based solutions e.g. tree planning, restore grassland.</p> <p>Set this in context of the whole District and link to Wilder Horsham District.</p>	End March 2021	Pete Crawford	5 (use a consultant)	Enabling action	Mapping work completed
Develop an offsetting strategy	Define the principles and priorities for the use of offsetting to achieve the carbon neutral target	End March 2022	Pete Crawford	10 (use a consultant)	Enabling action	Strategy in place
Protect and enhance natural capital stock - trees	<p>Tree management plan to determine opportunities for new planting, deal with losses due to disease and impacts on the landscape.</p> <p>Links to the above action points and the Wilder Horsham District project</p>	End 2021	Pete Crawford	30 (already in the budget for replacement tree planting)	TBD	Plan in place

This page is intentionally left blank

Appendix Three

Risk Assessment for Organisational Carbon Reduction Programme

Risk Code & Title	Current Risk Matrix	Control Action
PR36.01 Expenditure unavailable to deliver the programme		<p>Regular short term action plans will be produced, and these will be reviewed as part of the annual budget setting process.</p> <p>The Council will position itself to maximise the opportunities to draw on any external funding/grant's schemes</p>
PR36.02 Limited staff capacity to deliver projects		<p>Regular monitoring of the action plan will flag up issues with reports to Senior Management and Members to secure additional staff resources for projects with the potential to significantly reduce carbon</p>
PR36.03 Lack of support/capacity from key managers		<p>Regular monitoring to ensure early identification of any issues and escalate to senior management</p>
PR36.04 Local Government Reorganisation		<p>Awareness of targets and actions of other West Sussex Council's</p> <p>Keep abreast of this agenda and potential impact on the programme</p>
PR36.05 Lack of in-house and specialist expertise		<p>Provide appropriate training</p> <p>Use of consultants on an ad-hoc basis</p> <p>If significant on-going issue could consider additional member of staff (possibly on a temporary basis)</p> <p>Share resource with another Council</p>
PR36.06 Lack of staff support on behaviour change initiatives		<p>Agree a Communication Plan for staff on the programme; regularly review to assess effectiveness</p>
PR36.07 Long term target impacts on delivery		<p>Use short term targets and action plan to maintain momentum and focus</p> <p>Regular monitoring and reporting to ensure deadlines are being met and early identification of any issues</p>

Appendix Three

Risk Assessment for Organisational Carbon Reduction Programme

Risk Code & Title	Current Risk Matrix	Control Action
PR36.08 Changes in technology	<p>Impact</p> <p>Likelihood</p>	Research into technology and assess against national reports on direction of travel e.g. reports from the Committee on Climate Change
PR36.09 Change in corporate priorities	<p>Impact</p> <p>Likelihood</p>	National legislation for the country to become net zero carbon by 2050 means that this issue will continue to be a priority and there is likely to be new legislation that will ensure that
PR36.10 Reputational risk from not demonstrating regular reductions in carbon emissions	<p>Impact</p> <p>Likelihood</p>	Communications plan with regular reports to explain projects and outcomes; explain longer term projects if short term ones do not deliver significant carbon savings
PR36.11 Lack of senior management support	<p>Impact</p> <p>Likelihood</p>	Currently a priority in the Corporate Plan; senior managers receive regular updates
PR36.12 Reliance on key officer	<p>Impact</p> <p>Likelihood</p>	Ensure that if key officer leaves there is a lengthy hand over period

Report to Cabinet

24th September 2020

By the Cabinet Member for Community and Wellbeing



**Horsham
District
Council**

DECISION REQUIRED

Not Exempt

Horsham District Community Lottery

Executive Summary

This report recommends that the council continues to operate the Horsham District Community Lottery beyond its initial one year trial.

The decision to operate a Council Community Lottery was taken 24th July 2019 with the first lottery draw September 2019. The lottery has met the expectations of the first year set out in the Cabinet report in July 2019.

The lottery supports local good causes, community groups and clubs to raise funds through the sale of lottery tickets. Of each £1 ticket purchased:

- 60% to local good causes;
- 20% for the prize money;
- 17% to the External Management Lottery (ELM) Company for running costs; including relevant insurance to cover the prize fund;
- 3% VAT.

There are two different ways that the 60% per ticket for local good causes is distributed:-

- i) Where the player **nominates** a local good cause on the website, 50% of the price of the ticket goes to this good cause and 10% to the council fund;
- ii) Where the player **does not nominate** a good cause the whole 60% goes to the council fund to be allocated to local community groups, clubs or support community events

The current data (accurate as of August 2020) shows just over 1800 tickets are in play on a weekly basis. With this level of commitment the lottery is on target to raise just over £56,000 annually for local good causes. A breakdown of this figure is shown in section 3.5 below.

Recommendations

The Cabinet is recommended to approve:

- i) The continuation of the Horsham District Community Lottery after a successful year one trial

Reasons for Recommendations

- i) To continue to raise funds for local voluntary and community groups;

Background Papers - None

Wards affected: All

Contact: Rob Jarvis – Head of Housing and Community Services

Ext - 5449

Background Information

1 Introduction and Background

- 1.1 The council has a long track record of supporting and working in partnership with the voluntary and community sector. Indeed, the Voluntary Sector Support Service is now being run in-house. This report recommends continuing to operate the Horsham District Community Lottery beyond its first year.
- 1.2 The lottery has supported local good causes to access a sustainable stream of funding, as well as generating additional income for the existing community grants fund run by the Community Development Team.
- 1.3 The lottery is run in conjunction with Gatherwell, an External Lottery Management company (ELM) who provide expertise in operating the lottery and oversee the day to day running of the scheme.
- 1.4 The Horsham District Community Lottery had its first draw September 2019 and has just over 1800 weekly ticket sales and 970 weekly players.
- 1.5 81 local causes have registered and undertake their own promotion. As part of the registration process over the past twelve months a number of local good causes have taken up the offer to work with officers from the Council's Community Development team to put in place updated and robust constitutions and safeguarding policies.

2 Relevant Council policy

- 2.1 The proposal supports two of the objectives of the Corporate Plan.

These are:-

A great place to live – a number of the local good causes are sports and community groups which supports the objective to provide culture, sports and leisure opportunities to improve the health and wellbeing of our communities.

A strong, safe and healthy community – by supporting an empowered and independent voluntary sector that has the capacity to tackle local priorities. A specific objective is to launch and promote our Council lottery to raise funds for local good causes.

Local good causes securing direct funding provides a sustainable source of income which they can use how they choose. This can support community resilience.

A modern and flexible council – the council continues to provide the quality, value for money services that people need throughout the 2020s by generating income that can be used to supplement the existing community grant funds.

3 Details

3.1 Each lottery ticket costs one pound and are generally purchased on-line (they can be paid for regularly via direct debit). The lottery has a dedicated website (as well as a dedicated phone number) where the tickets are purchased.

The draw is once a week with the winner matching six numbers. The top prize is £25,000 down to £25. The winner is generally informed via email.

The person playing the lottery can nominate a local good cause to receive income from the lottery. The good causes add their own page to the dedicated lottery website which explains what they do, to encourage players to nominate them (they receive advice and support on this). There is no cost to the good cause to be part of the scheme. If the player does not make a nomination a proportion of the ticket sale goes to the council by way of a central fund which it then distributes (see more details in paragraph 3.3).

3.2 The income from the ticket is distributed as follows:-

- 60% to local good causes;
- 20% for the prize money;
- 17% to the External Management Lottery (ELM) Company for running costs; including relevant insurance to cover the prize fund;
- 3% VAT.

3.3 There are two different ways that the 60% of the money for local good causes is distributed:-

- i) Where the player **nominates** a local good cause on the website, 50% of the price of the ticket goes to this good cause and 10% to the council fund;
- ii) Where the player **does not nominate** a good cause the whole 60% goes to the council fund.

It should be noted that the money the council receives from the lottery will be used to cover the running costs of the scheme e.g. marketing and promotion, to ensure that the scheme is self-funding. However, this is likely to be a small fraction of the total money raised and is the only money that the council will use directly from the lottery.

3.4 We are anticipating raising £56,409 as a result of the first twelve months for the Council fund and local good causes. This is estimated as the number of players and ticket sales can fluctuate as more or less individuals decide to start or stop playing. Since the lottery launched the number of players initially rose swiftly and since January 2020 the number of ticket sales has remained consistently between 1745 and 1851 per week.

3.5 As detailed in section 3.3, there are two different ways that the 60% of funds can be directed towards good causes. The funds raised are broken down as follows:

Where the player nominates a local good cause on the website 50% of the price of the ticket goes to this good cause	£41,184
--	---------

Where the player does not nominate a good cause 50% goes to the council fund	£5,824
10% of each ticket sale goes to the Council fund	£9,401

- 3.6 Local good causes receive a regular sustainable source of income. There are no upfront costs to the good causes to join the scheme. They receive advice and support in promoting themselves to maximise their income.

The need for funding has been highlighted more recently than ever given the pressure the sector is facing as a result of COVID-19. Local clubs and good causes are seeing their donations subscriptions reduce beyond what could be imagined. We have seen an upturn in ticket sales during the upturn as residents continue to commit to support their local groups.

Groups apply to the council to be part of the scheme which gives the council's community development team to work with local groups to ensure their have up to date compliant safeguarding policies and appropriate constitutions which reflect how they operate as a group.

- 3.7 Feedback has been received from a number of groups with Horsham based Atlantis Swimming Club commenting

"We love the Horsham District Community Lottery because it lets our members play and creates a fun environment with the chance for them to win some cash!

The funds we have received from the lottery invested in vital equipment for our swimmers and also allow us to develop our coaching team who support our swimmers to reach their full potential."

Age UK Horsham District commented

"As a small independent charity fundraising is key to our survival. This lottery is great because it promotes our profile across the District, but also provides us with an income stream that helps keep our vital services running."

4 Next Steps

- 4.1 Continue the Horsham District Community Lottery and invite applications for the first years funding received by the council.
- 4.2 Celebrate and publicise the impact of the first year of the community lottery to encourage more ticket sales and encourage current players to continue playing.

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

- 5.1 The Community and Well Being Policy Development Advisory Group considered this proposal at its meeting on 12th May 2020. It supported the proposal to continue the lottery after its first year.

6 Other Courses of Action Considered but Rejected

- 6.1 Consideration was given to terminating the lottery after the first twelve months. This option has been dismissed as the level of funds being raised by local community groups and causes will support them to continue to operate in an increasingly challenging environment.

7 Resource Consequences

- 7.1 The ongoing running costs of the lottery equate to around £4300 and will be covered by the income received by the lottery. The costs are made up of:

Gambling Licence - £692
Lotteries Council membership - £650
Marketing and Promotion - £3000

- 7.2 The staffing demand of the lottery have been incorporated into the revised structure of the councils Community Development team which was approved Autumn 2019.

- 7.3 As referred to in section 3.3 above, the ongoing operational costs of the lottery are funded though some of the income raised. As such the lottery is operated at nil financial cost to the council going forward.

8 Legal Consequences

- 8.1 The power to set up and operate a lottery is within the general power of competence conferred by section 1 of the Localism Act 2011. Lotteries are regulated under the Gambling Act 2005 and the establishment of a local authority lottery must comply with the requirements of this. The Act creates eight categories of permitted lotteries. One of these categories allows for local authority lotteries which requires the local authority to be licensed by the Gambling Commission.
- 8.2 Local authority lotteries are promoted by local authorities themselves. These differ from society lotteries registered with a licensing authority. Local authorities **may use the net proceeds of such lotteries for any purpose for which they have power to incur expenditure.** Local authorities that allow players to participate in their lotteries by means of remote communication (internet, telephone etc.) will be required to hold a remote lottery operating licence.
- 8.3 Lotteries must return a minimum of 20 per cent of the proceeds to the purpose of the society or local authority. The model outlined in this paper is based on 60 per cent of the ticket sales being distributed to local good causes (with a deduction from the money received by the council to cover running costs).
- 8.4 The Act allows local authorities to employ ELM's to manage all or part of their lotteries so that they may benefit from the experience or economies of scale that come with employing such organisations. The fact that a local authority may employ a licensed ELM company to manage all, or part, of its lottery does not absolve the

local authority from its responsibility for ensuring that the lottery is conducted in such a way as to ensure that it is lawful and fully complies with all licence conditions and the codes of practice. Although the council will not be responsible for the day-to-day running of the lottery it is ultimately responsible for its governance.

9 Risk Assessment

- 9.1 The main risk is associated with concerns over the promotion of gambling. An assessment by the Gambling Commission (“Participation in gambling and rates of problem gambling – England 2016. Statistical Report. April 2018”) determined that playing a lottery resulted in a very low risk of players becoming problem gamblers. Only 2% of lottery players have issues with problem gambling. This is principally because this form of gambling does not give any instant gratification and therefore, lead to addiction.

However, problem gambling is an issue that must be taken seriously and the council works with the ELM to ensure that systems are in place to minimise the risk of players developing problem gambling. A requirement of the gambling licence is that effective policies and procedures should be put in place to promote socially responsible gambling. Examples of such procedures are that a limit can be set on the amount of money that can be spent on tickets and the company can produce regular reports, highlighting players that are buying large numbers of tickets. The age limit for playing a lottery is 16. Players need to register to play the lottery and confirm their age. Checks are made by the ELM to ensure that no underage players are able to register. Finally, the website and all literature will make reference to support that is available from Gamble Aware. This is an independent charity tasked to fund research, education and treatment services to help to reduce gambling-related harms in Great Britain.

10 Other Considerations

- 10.1 There are no direct impacts on Crime & Disorder or Human Rights from this proposal.

In terms of Equality & Diversity there is an opportunity for most groups to join the scheme with the only requirements being an up to date constitution, producing annual accounts and a safeguarding policy.

This page is intentionally left blank

Report to Cabinet

24 September 2020

By the Cabinet Member for Planning and Development

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Local Development Scheme – January 2020 – December 2022

Executive Summary

Every Local Planning Authority is required to prepare and maintain a document known as a Local Development Scheme (LDS). This document sets out the timetable for the preparation of planning documents such as the Local Plan.

Due to the Covid-19 Pandemic the current Local Development Scheme for Horsham District requires updating. This report sets out the revised LDS for approval and subsequent publication.

Recommendations

That the Cabinet is recommended:

- i) To approve the publication of the attached Local Development Scheme January 2020 – December 2022.

Reasons for Recommendations

- i) To ensure that the Council acts in accordance with the requirements of the Planning & Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).

Background Papers

Local Development Scheme 2020 -2022

Wards affected: All.

Contact: Catherine Howe – Head of Strategic Planning extension 5505

Background Information

1 Introduction and Background

- 1.1 The Planning & Compulsory Planning Act 2004, as amended by the Localism Act 2011, requires each local planning authority to prepare and maintain a document setting out the programme for the preparation of planning documents. This is known as the Local Development Scheme (LDS).
- 1.2 The LDS is a three-year project plan for preparing planning documents but it is not a policy document itself. It provides a starting point for the local community and stakeholders to find out what planning documents are being prepared by the Council and the timetable for when these documents will be produced. In particular, it sets out the timetable for the review and update of the Council's Local Plan and outlines the dates when there will be formal opportunities to get involved with the plan making process.
- 1.3 Following a review of the current LDS, in light of the impacts arising from the Covid-19 pandemic, the existing LDS for Horsham District requires updating to set out the updated timescales for the preparation of the Horsham District Local Plan.

2 Relevant Council policy

- 2.1 Horsham District Council adopted the Horsham District Planning Framework (HDPF) in November 2015. Outside the South Downs National Park, this document is the main development plan document for the district. It contains a number of different planning policies that identify where new development should be located and how planning applications will be considered. It is a statutory requirement that Local Plans are reviewed at least every five years.
- 2.2 In addition to the HDPF a number of parishes in Horsham District have or are in the process of preparing Neighbourhood Development Plans for their local area. Once 'Made', Neighbourhood Plans also form part of the Development Plan and are also used to help determine planning applications.
- 2.3 As has been indicated in the introduction to this report, the Planning & Compulsory Purchase Act 2004 (PCPA) (as amended by the Localism Act 2011) requires each local planning authority to prepare and maintain a scheme known as their LDS.
- 2.4 The Covid-19 pandemic was an unforeseen event. The move to online working in the early stages of Lockdown affected the ability of a number of organisations (including the NHS) to feed into the Local Plan process, which has led to a delay in the previously identified timetable for plan preparation. The Council's Local Development Scheme has therefore been reviewed and updated to set out the formal timetable for the production of the Local Plan and also to provide information on the neighbourhood planning process.

3 Details

- 3.1 The Local Development Scheme has been prepared to cover the period between January 2020 and December 2022. The full documentation is attached as Appendix A to this document. The appendices of the LDS also seek to identify in more general terms, what future work is proposed by the Council, beyond the next three years. It should however be noted that there are considerable uncertainties around the Council's Planning Policy timetable beyond the completion of the current Local Plan. This is as a result of the publication by Government of the White Paper 'Planning for our Future'. If progressed these changes will lead to significant changes to the planning system in England.
- 3.2 The Local Development Scheme focus is on the timetable for the production of the Horsham District Local Plan. This document will set the overarching policies for the District, including employment allocations, housing numbers and strategic sites, as well as including some site allocations. It will replace the Horsham District Planning Framework (2015). The timetable shows that regulation 18 consultation took place in February and March 2020 and envisages that Regulation 19 consultation will commence in January 2021.
- 3.3 The revised timetable assumes that restrictions associated with COVID-19 have eased sufficiently to allow the Council to conduct appropriate engagement on the Plan as currently intended. The Council will monitor the situation closely over the coming weeks and months and take necessary action, including putting in place appropriate measures to ensure public participation during forthcoming consultations and access to Council officers and documentation. The Council's approach to consultation in the event of a further national or Local Lockdown has been reviewed and is set out in the revised Statement of Community Involvement.
- 3.4 The LDS does not have to include details of any proposed Supplementary Planning Documents (SPDs), but for completeness, the draft Local Development Scheme does include a list of adopted SPDs. The review of the Community Infrastructure Levy Charging Schedule is also outlined in the documentation and it is currently proposed it will follow the production of the Local Plan. Again, the changes proposed in the Government White Paper mean there are considerable uncertainties in relation to this timetable.
- 3.5 Subject to the Local Development Scheme being agreed for publication, the Local Development Scheme will be monitored by officers and the progress towards the production of the Local Plan will be published as part in the Council's Authority Monitoring Report. This is published in December each year. The reporting of progress against the Local Development Scheme is also a legal requirement of the Planning & Compulsory Purchase Act 2004 (PCPA) (as amended by the Localism Act 2011).

4 Next Steps

- 4.1 Subject to the resolution of Cabinet to publish the Local Development Scheme, it is proposed that the documentation will be made available on the Council's website. This timetable will also be communicated to key stakeholders including local parishes and neighbourhood councils.

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

- 5.1 Consultation has taken place with the Councils Monitoring Officer, the head of Legal, the Head of Human resources and Organisational development and the Director of Corporate Resources. Their comments have been incorporated into this report.
- 5.2 The draft local development scheme has been reported to the Planning and Development **Policy Development Advisory Group** at the meeting on 14 September 2020. They have advised the Cabinet Member that they are content with the proposed timescales set out in this document.

6 Other Courses of Action Considered but Rejected

- 6.1 An alternative course of action would be not update of publish the Local Development Scheme. As has been indicated in this report, the production of the LDS is a legal requirement and were this course of action to be pursued the Council would not be in line with the regulations. It should be noted that the government is monitoring all local authorities to ensure that their Local Plans are prepared in accordance with the published local development scheme. Failure to have an up-to-date Local Development scheme could therefore result in poor national monitoring outcomes with the consequential reputational damage.

7 Resource Consequences

- 7.1 The production of the documents in the LDS will continue to be prepared by staff in the Strategic Planning team. It should be recognised that this work will may require additional specialist input and advice from consultants. The budget for the preparation of the Local Plan will continue to annually as part of the Council's budget setting process.

8 Legal Consequences

- 8.1 The preparation of a Local Development Scheme and Local Plan are statutory requirements of the Planning & Compulsory Planning Act 2004(as amended by the Localism Act 2011) and Town and Country Planning (Local Planning) (England) Regulations 2012 . The Local Development Scheme demonstrates how the council is progressing its Local Plan to adoption. There is a duty to ensure that the Local Development Scheme is maintained as an up to date document. Failure to produce and update this scheme would result in a failure to meet the Council's legal obligations.

9 Risk Assessment

- 9.1 There are no direct risks associated with the publication of the Local Development Scheme in itself. However, the Local Development Scheme documentation identifies a number of key risks associated with the plan preparation process. This includes the need to ensure sufficient resourcing of the plan preparation process, the need for timely decision making and other external factors such as legal delays by the Planning Inspectorate as part of the Local Plan Examination process. The impact of the Covid-19 Pandemic has also been identified as an additional risk. A range of measures is being put in place to minimise these risks and enable the preparation of the Local Plan to take place in accordance with the identified timescales. Monitoring of these risks is ongoing.

10 Other Considerations

- 10.1 The publication of the Local Development Scheme will have no specific impacts on Crime & Disorder; Human Rights; Equality & Diversity and Sustainability. Any direct impacts on these issues which might arise through the preparation of the Local Plan will be documented separately through specific assessment processes including the Sustainability Appraisal which will be carried out as part of the plan preparation process.

This page is intentionally left blank



**HORSHAM DISTRICT COUNCIL
LOCAL DEVELOPMENT SCHEME**

2020 –2022

TABLE OF CONTENTS

1.	Introduction	3
2.	What is the Local Development Scheme?	4
3	Sustainability Appraisal/ Strategic Environmental Assessment	5
4	A Summary of the Local Development Scheme for Horsham District	6
5	Saved Planning Policy Documents	9
6	Monitoring and Review	9
7	Resources	10
8	Risk Analysis	10
 Appendices		
1	Local Development Document Profiles; Proposed and Existing	13
2	List of Adopted and Proposed SPDs	20
3	Neighbourhood Planning Status	21
4	Glossary of Terms	23

1. Introduction

- 1.1 Planning shapes the places where people live and work. Good planning ensures that the right development takes place at the right location and at the right time. It helps towns and villages thrive by providing jobs, homes and leisure opportunities whilst protecting and enhancing the historic environment and important open spaces.
- 1.2 The Local Development Scheme (LDS) is the Council's timetable for preparing documents for the district that will form part of the 'local plan'. The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires the Council to prepare and maintain a LDS.
- 1.3 The local plan is currently made up of a number of documents called Local Development Documents (LDDs), they include:
- Local Development Scheme (LDS)
 - Statement of Community Involvement (SCI)
 - Development Plan Documents (DPDs)
 - Supplementary Planning Documents (SPDs)
 - Authority Monitoring Report (AMR)
- 1.4 A list of abbreviations and explanation of some of the terms used in this LDS are contained in Appendix 3.

2. What is the Local Development Scheme (LDS)?

- 2.1 The LDS is the starting point for finding out when the Council will be preparing planning policies regarding a particular place or issue and at what stage it is at in the preparation process. It is a three year project plan setting out the timetable for the production of a number of documents. This one runs up until December 2022. Should any unforeseen circumstances result in changes to this timetable, the LDS will be updated.
- 2.2 The LDS also seeks to indicate, in general terms, what future work is proposed by the Council beyond that date. However in light of the Government White Paper and the potential changes to the planning system, updates beyond the completion of the current local plan are not indicated. Further updates will be provided when greater clarity is available on this matter.
- 2.3 The LDS has three main purposes:
- to inform the public and stakeholders of the documents that will make up the local plan, the geographical area they will cover, and the timescale for producing each one and how they relate to each other;
 - to establish and reflect the Council's priorities and to enable work programmes to be set for the preparation of the documents; and
 - to set a timetable for review of the documents.

2.4 The different types of Local Development Document (LDD) that are discussed in this LDS are described below.

2.5 ***Development Plan Documents (DPDs)***

These are the key documents in the local plan because they have lawful development plan status and are therefore the starting point for making decisions on planning applications. They are prepared with extensive community involvement and are subject to examination by an independent Inspector. It should be noted that some development plan documents such as Mineral and Waste Plans are prepared by West Sussex County Council, but still form part of the wider development plan that is used to determine planning applications.

There are three stages to preparing a DPD:

- *Early Consultation* – where the Council develops its evidence base through consultation with statutory consultees (and often involving both the public and key stakeholders) to help identify the issues that the DPD will need to address and the options available to deal with them. The community and stakeholders may be consulted through targeted or general consultation processes on these emerging *issues and options*, which help to formulate the Council's early views. These views are taken into account in the preparation of a *preferred strategy*, which will include alternative options that have been considered and the Council's reasons for them not forming part of the preferred approach. Comments received on the Preferred Strategy will influence the content of the proposed submission DPD. This stage covers regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- *Proposed Submission* – the DPD is made available for interested parties to make formal representations regarding the 'soundness' of the plan. Minor suggested amendments of clarification and factual updates may be provided to the Inspector before the DPD is submitted. This stage covers regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- *Submission DPD and Examination* – the DPD is submitted to the Secretary of State, together with any representations received. It also becomes Council policy. An independent Inspector will consider the DPD and the representations received, which where necessary, will include hearings at a public examination. The Inspector will determine whether the plan is 'sound'. An Inspector may consider that a plan requires further modifications to be made sound – further consultation on these proposed modifications may therefore take place during the Examination of the Plan.

2.6 **Area Action Plans (AAPs)**

These may be used to provide a planning framework for areas of particular change. They can deal with specific parts of a district or geographical area, or specific requirements such as the redevelopment of an area of land and buildings, or the enhancement of an area.

2.7 **Supplementary Planning Documents (SPDs)**

These may cover a range of issues, which provide detailed guidance on policies in a DPD. SPDs are produced in consultation with interested parties and stakeholders but are not subject to examination. Supplementary Planning Documents do not set out policies but are a material consideration when considering planning applications.

2.8 **Statement of Community Involvement**

The Statement of Community Involvement (SCI) explains how the community and stakeholders can expect to be engaged in the process of planning in their area. It is produced in consultation with the community and stakeholders.

2.9 **Authority Monitoring Report**

The Authority Monitoring Report (AMR) is issued at the end of every year and assesses whether policies, targets and milestones have been met and it will inform the review of the LDS.

2.10 **Other background or supporting documents**

Extensive technical and other background work is necessary to provide the appropriate robust evidence base to inform the preparation of policies and proposals contained in the Local Development Documents. This will include Statements of Common Ground which are required to address wider strategic matters as part of the Duty to Co-operate.

3. **Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA)**

- 3.1 It is a requirement of National Planning Policy that development which takes place contributes to achieving Sustainable Development. To test how Local Plans and other policy documents could affect environmental, social and economic issue a process known as Sustainability Appraisal (SA) is undertaken. This process is used to test different options for a plan, and to suggest ways that a plan could be changed to make sure that the plan removes or minimises or compensates for any adverse impacts. This process also incorporates the similar process of Strategic Environmental Assessment (SEA) which is a requirement of EU law.

4. A Summary of the Local Development Scheme for Horsham District

- 4.1 The **Horsham District Planning Framework (HDPF)**, was adopted in November 2015, and sets the planning framework for land outside the South Downs National Park for the period until 2031. It is a requirement of the Inspector's report on the HDPF that a review of the plan commences within three years from adoption. This review process has commenced and once complete the new '**Horsham District Local Plan**' will be adopted for the period to 2037.
- 4.2 In the Local Development Scheme published in 2018, the Council indicated that it was in the process of preparing a **Gypsy and Traveller Site Allocation DPD** to ensure the needs of these communities can be met into the future. Following the recent withdrawal of a site for use by Gypsies and Travellers by the landowner, the Council was unable to complete the preparation of this document and will therefore consider how it should meet the needs of Gypsy, Traveller and Travelling Showpeople population through the Local Plan Review process.
- 4.3 The Council has recently adopted a Community Infrastructure Levy (CIL). The CIL is a charge local authorities can levy on most types of new development in their areas based on the size, type and location of development proposed to ensure that the necessary infrastructure required for the delivery of the plan. It will be necessary to review the CIL Charging Schedule to take account of the updated Local Plan for Horsham District Council. Any update will also need to take account of any changes to the planning system which emerge as a result of the planning white paper.
- 4.4 Chart 1 below sets out the stages of production of the Local Plan and the review of the CIL charging schedule for the three year period 2020, 2021 and 2022. More detail is provided in Appendix 1; giving an overall profile of the HDPF and other existing adopted Local Development Documents (LDDs) together with the programmed new documents outlined in the paragraphs above. The LDS will be monitored each year through the AMR, and the LDS will be updated to reflect the rolling review process or to incorporate any changes that may arise, for example as a result of changes to national planning guidance.
- 4.5 In addition to development plan documents prepared by Horsham District Council, legislation (introduced by the Localism Act 2011) now enables local communities to prepare Neighbourhood Plans. Neighbourhood Plans, which are successful at Examination and are agreed by the local community at a Referendum, come into force as part of the statutory development plan. They must be 'made' by Horsham District Council within 8 weeks of the referendum except in exceptional circumstances. Once Neighbourhood Plans have lawful development plan status they are used, together with DPDs prepared by Horsham District Council, to make decisions on planning applications.
- 4.6 The Council will work with parishes to facilitate the preparation of **Neighbourhood Plans**. The progress of the production of Neighbourhood Plans will be monitored and reported in the AMR. The most recent status of progress toward neighbourhood plans in the District is set out on the Council's website and can be viewed from this link

<https://www.horsham.gov.uk/planning/neighbourhood-planning/advice-notes-and-forms>

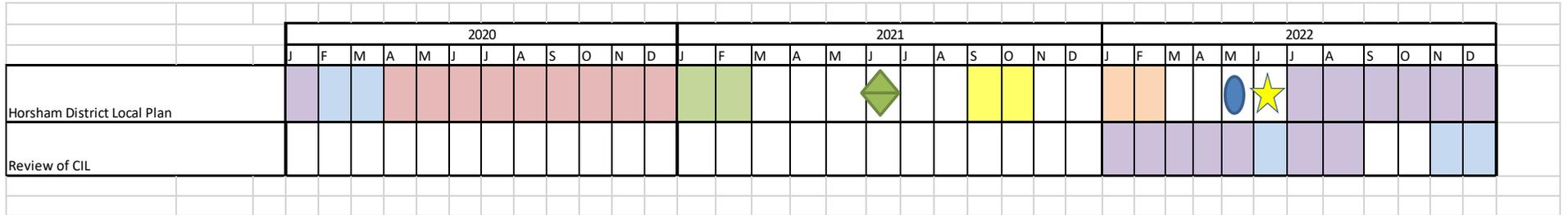
- 4.7 In addition to Development Plan Documents and Neighbourhood Plans, Supplementary Planning Documents (SPDs) are in some cases necessary to amplify and aid the delivery of certain policies. A list of existing adopted SPDs is contained in the AMR and reproduced here at Appendix 2.
- 4.8 The Statement of Community Involvement has been kept under review and the most recent document was published in September 2019. This document is in the process of being reviewed to take account of updated Government requirements in light of public health measures that may be necessary (for example in light of the Covid-19 pandemic). It is anticipated that an updated document will be published in September 2020.
- 4.9 Background evidence documents are produced to assist in the preparation of a local plan. These can be viewed on the Council's website.
<https://www.horsham.gov.uk/planningpolicy/planning-policy/background-documents>
- 4.10 The Council's *Corporate Plan 2019 -23* gives a clear direction and focus on where the Council's priorities lie. The plan identifies five priority themes for the Council, which are:
- A great place to live – continue creating well balanced communities that meet residents' needs.
 - A thriving economy – work to increase economic growth and create new local jobs
 - A strong, safe and healthy community – ensure Horsham district remains one of the best places in Sussex to live.
 - A cared for environment – prioritise the protection of our environment as we move to a low carbon future.
 - A modern and flexible council – make it easy for our residents to access the services that they need.

This document can be viewed on the Council's website:

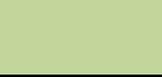
https://www.horsham.gov.uk/_data/assets/pdf_file/0007/71854/HDC-Corporate-Plan-2019-23.pdf

- 4.11 Other organisations' documents, such as the County Transport Plans and the LEP, which are not formal planning documents will influence and be influenced by the local plan.

Chart 1



Key

Evidence Gathering	
Regulation 18 / Early Consultation	
Regulation 19 preparation	
Proposed Submission and Period for Representation	
Submission	
Examination	
Main Modifications	
Inspector's Report	
Adoption	

5. Saved Planning Policy Documents

5.1 In addition to the Horsham District Planning Framework, some older adopted planning documents were not replaced when the HDPF was adopted, and the following adopted Planning Policy documents remain part of the development plan:

- Site Specific Allocations of Land (2007) DPD
- West of Bewbush Joint Area Action Plan (2009) DPD

These documents will be used by the Council to determine applications in accordance with the 'development plan' for the District.

Appendix 1 sets out a profile of those existing adopted documents.

5.2 Supplementary Planning Documents (SPDs) and other supplementary planning guidance that has been adopted will also continue to be considered in the development proposals.

6. Monitoring and Review

6.1 The preparation of planning documents will be monitored on an annual basis for the period between the 1 April and the 31 March. Each year an Authority Monitoring Report (AMR) is produced that:

- Sets out how the Council is performing against the timescales set out for that year in the LDS, giving reasons if any Local Development Document is behind the timetable set out in the LDS;
- Provides information on the policy indicators set out in the Local Development Documents, which will help to assess the success of individual policies;
- Identifies whether any Local Development Documents need to be reviewed, in order to update or alter policies, or whether any new Local Development Documents are required, or if any can be deleted from the LDS;
- Provides a progress report on the delivery of housing, including reference to the housing trajectory;
- Includes a list of background and supporting documents and identifies if further updated background or supporting information is required; and
- Guides the annual revision of the LDS.

6.2 The AMR is agreed by the Council and made publicly available. It can be found on the website at <https://www.horsham.gov.uk/planningpolicy/planning-policy/annual-monitoring-report>

7. Resources

- 7.1 The Council has a strategic planning team, within the Directorate of Place, which deals with the production and review of the local plan. The Head of Strategic Planning has overall responsibility for Local Plan preparation. The policy team comprises a Team Leader, a principal planning officer, three Senior Planning Officers, and three Planning Officers. In addition a Senior Neighbourhood planning Officer supports the preparation of Neighbourhood Plans. Support in the preparation of the Local Plan is also provided by a small team of specialists, including a Landscape Architect and Conservation Officer.
- 7.2 The expertise of other appropriate members of staff and teams across the Council may be called upon to assist in the preparation of the Local Plan. This includes technical support to aid the development of specific policies, plans and strategies together with communications support. These include staff within Development Management, Economic Development, Leisure, Housing Services and Communications.
- 7.3 Officers from West Sussex County Council (including officers responsible for transport matters and other infrastructure requirements including school provision) will be contributors to some of the documents, particularly with regard to providing background and supporting information, monitoring intelligence and advice on environmental and sustainability aspects.
- 7.4 Expert consultants may be used to assist in producing various elements of the technical background work where either the necessary expertise is not available within the Council or insufficient capacity exists to be able to bring forward the necessary work within the required timescale.
- 7.5 An indication of the resource implications of each of the Local Development Document is given in the Local Development Document Profiles at Appendix 1.

8. Risk Assessment

- 8.1 The main areas of risk to the preparation of the Local Development Documents (LDDs) set out in this document relate to:
- *Officer resources available to deliver the LDDs* – Project management and an expert team are essential to deliver the LDDs as will ensuring the necessary resourcing to meet required deadline. On occasions, it may be necessary to consider whether additional resources are required to meet agreed timescales. Consultants may be appointed for project work. The Council has a budget for local plan production.
 - *Political decision making* – The Cabinet Member for Planning and Development seeks advice through Planning and Development Policy Development Advisory Group Meetings. This Group has a cross party membership and meets regularly. It is closely involved in the preparation of the local plan and advises the Cabinet Member for Planning and Development who is the Chairman of the group. **It is not a decision making body.** All Member seminars are also held on an ongoing basis and will provide advice and updates to all members during the preparation of the

local plan. The extent of Member involvement in the preparation of the components of the local plan minimises the risk of proposals reaching Council for approval, which are contrary to a majority of Council membership.

- *Capacity of the Planning Inspectorate (PINS) and other outside agencies* – The resourcing of these bodies is outside this Council's control. The LDS, correspondence and meetings will however ensure that they are fully aware of this Council's timetable. Service Level Agreements are developed between the Council and PINS to ensure that the Examination element of the development plan document timetable can be met. Statutory consultees are involved in the development of policies through early engagement as well as formal consultation. All councils in West Sussex and those in the Gatwick Diamond, Coastal West Sussex and Coast to Capital Local Economic Partnership remain committed to working together to solve cross-boundary issues as part of the 'Duty to Co-operate' process.
- *Delivery issues* - The Council is required to demonstrate how its long term planning strategy and any specific site proposals, will be delivered. However, in many instances the Council is not the responsible organisation for delivery. Delivery may also be affected by a range of different factors outside of its control, such as a rapid change to the economic climate or other unforeseen events. The Council will work closely with delivery agencies during the preparation of Local Development Documents. Where appropriate, flexibility and contingencies will be built into the strategy to cope with changing circumstances, for example issues of viability. Monitoring of policies will be used to highlight whether a review of policies, documents or the evidence base is needed to meet delivery targets.
- *Soundness of the DPDs* – The Council will minimise the risk of being deemed to have unsound DPDs by ensuring that documents are supported by a robust and proportionate evidence base. The Council will respond to requests for further information in the Examination period to provide all necessary information to the Independent Inspector.
- *Legal challenge* – The risk of legal challenge will be minimised by ensuring that the DPDs are sound, are founded on a robust evidence base, with duty to co-operate matters and community engagement that is well audited.
- *Major community/stakeholder opposition to a policy or proposal* – The risk of this occurring will be minimised by effective community and stakeholder engagement in the early stages of the DPD preparation process. However, it is considered unlikely that, despite the Council's best endeavours, consensus is reached with regard to many development proposals and that independent examination of the soundness of DPDs will be necessary.
- *Covid-19 Pandemic* – This unforeseen event remains ongoing. In the early stages, it generated delays to the Local Plan production process, as a consequence of the move to remote working. This was universal across all organisations, and slowed

the ability of some key organisations to respond. There is now greater expertise in remote working technologies, but risks still remain, particularly in the event of a Local Lockdown at a key stage (eg just prior to a consultation event). Measures have been put in place to manage and mitigate this as far as possible, including a revision to the Council's Statement of Community Involvement.

- *Programme slippage* – The Council is committed to producing the Local Development Documents within the timescale set out in this Local Development Scheme. The contingencies detailed above are aimed at ensuring that each Local Development Document is produced to the timescale set out in this document. Careful project management and prioritisation of resources will be required. The preparation of documents will be monitored through the AMR and if necessary, the timetables will be revised through an update to the LDS.

APPENDIX 1: LDDs PROFILES; PROPOSED AND EXISTING

DOCUMENTS PROPOSED FOR PREPARATION

Local Development Document Profile	
Title	Horsham District Local Plan
Status	Development Plan Document
Role / Subject / Content	Replaces the Horsham District Planning Framework 2015. Sets out the long-term spatial vision, objectives and strategy for the district. It provides a local plan for delivering development and the key issues for development management
Geographic Coverage	District-wide (excluding the South Downs National Park area)
Prepared jointly with other Local Authorities?	No
Current Status	Evidence gathering / Initial Regulation 18 Consultation
Chain of Conformity	National guidance (NPPF);
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>January 2017– January 2020</i>
Regulation 18 Consultation periods	<i>April – May 2018 February / March 2020</i>
Preparation of Regulation 19 (Submission documentation)	<i>April 2020 – December 2020</i>
Proposed Submission and period of representation	<i>January – February 2021</i>
Submission to Secretary of State	<i>May/ June 2021</i>
Examination Hearings	<i>September– October 2021</i>
Proposed Main Modifications Consultation	<i>January / February 2022 if required</i>
Additional Examination Hearing	<i>Spring 2022 if required</i>
Inspectors Report	<i>May 2022</i>
Adoption and Publication	<i>June 2022</i>

Arrangements for Production	
Lead Department	Strategic Planning
Management arrangements	PDAG/Cabinet Member for Planning and Development
Resources required	Head of Strategic Planning assisted by all members of the SP team and the Communications Team and Project Management support
Community and stakeholder involvement	In accordance with SCI
Monitor and Review	Monitored annually.

Local Development Document Profile	
Title	Community Infrastructure Levy Charging Schedule Review (note – subject to outcome of Government White Paper)
Status	Charging Schedule
Role / Subject / Content	Sets a Charging Schedule against which proposed development will be expected to contribute in order to bring forward Infrastructure provision to help meet the needs of new development.
Geographic Coverage	District-wide (excludes the South Downs National Park)
Prepared jointly with other Local Authorities?	No
Current Status	Not yet commenced
Chain of Conformity	Horsham District Local Plan documentation
Evidence gathering and early community and stakeholder engagement	<i>January – August 2022</i>
Consultation on Draft Charging Schedule	<i>November / December 2022</i>
Review of consultation responses	<i>Jan - March 2023</i>
Submission	<i>Spring 2023</i>
Examination	<i>Summer 2023</i>
Receipt of Inspector's report	<i>Autumn 2023</i>
Adoption and Publication	<i>Autumn 2023</i>
Lead Department	Strategic Planning
Management arrangements	PDAG/Cabinet Member for Planning and Development /Council
Resources required	Head of Strategic Planning assisted by the SP team and the Communications Team.
Community and stakeholder involvement	Newsletters; workshops; Parish Council and technical meetings.
Monitor and Review	Monitored through AMR. Review will take place when monitoring highlights such a need.

ADOPTED DOCUMENTS

Local Development Document Profile	
Title	Horsham District Planning Framework
Status	Development Plan Document
Role / Subject / Content	Replaces The Core Strategy (2007) and General Development Control Policies (2007) DPD outside the SDNP. Sets out the long term spatial vision, objectives and strategy for the District. It provides a local plan for delivering development and the key issues for development management
Geographic Coverage	District-wide (excluding the South Downs National Park area)
Prepared jointly with other Local Authorities?	No
Current Status	Adopted November 2015
Chain of Conformity	National guidance (NPPF); and the Horsham District Sustainable Community Strategy.
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>Initial October 2007 – December 2008 Further work 2010 -2013</i>
Consultation on Issues and Options	<i>June – July 2009 Further consultation on Housing Numbers February – April 2012</i>
Consultation on Preferred Strategy	<i>August - October 2013</i>
Proposed Submission and period of representation	<i>April – May 2014</i>
Submission to Secretary of State	<i>August 8th 2014</i>
Pre-Hearing Meeting	<i>None held</i>
Examination Hearings	<i>November 2014</i>
Proposed Main Modifications Consultation	<i>April – May 2015</i>
Additional Examination Hearing	<i>3rd July 2015</i>
Receipt of Inspector's report	<i>October 2015</i>
Adoption and Publication	<i>November 2015</i>
Arrangements for Production	
Lead Department	Strategic Planning and Sustainability
Management arrangements	PPAG/Cabinet Member for Living and Working Communities/Council
Resources required	Head of Strategic Planning and Sustainability assisted by all members of the SP team and the Communications Team.

Community and stakeholder involvement	Newsletters; focus groups; exhibitions; workshops; public and technical meetings.
Monitor and Review	Monitored annually. Review will take place commencing with early engagement and consultation in 2017.

Local Development Document Profile		
Title	Community Infrastructure Levy Charging Schedule	
Status	Charging Schedule	
Role / Subject / Content	Sets a Charging Schedule against which proposed development will be expected to contribute in order to bring forward infrastructure provision to help meet the needs of new development.	
Geographic Coverage	District-wide (excludes the South Downs National Park)	
Prepared jointly with other Local Authorities?	No	
Current Status	Submitted for Examination	
Chain of Conformity	Horsham District Planning Framework	
Evidence gathering and early community and stakeholder engagement		
	<i>October 2012 – April 2014</i>	
	<i>May – June 2014</i>	
	<i>May – June 2016</i>	
Production	Consultation on proposed modifications	<i>November – December 2016</i>
	Submission	<i>November 2016</i>
	Examination Hearing	<i>Not required</i>
Adoption	Receipt of Inspector's report	<i>February/March 2017</i>
	Adoption and Publication	<i>April 2017</i>
Lead Department		
	Strategic Planning and Sustainability	
Management arrangements		
	PDAG/Cabinet Member for Planning and Development /Council	
Resources required		
	Head of Strategic Planning and Sustainability assisted by all members of the SP team and the Communications Team.	
Community and stakeholder involvement		
	Newsletters; workshops; Parish/Neighbourhood Council and technical meetings.	
Monitor and Review		
	Monitored through AMR. Review will take place when monitoring highlights such a need.	

Local Development Document Profile	
Title	Site Specific Allocations of Land (2007)
Status	Development Plan Document
Role / Subject / Content	Sets out site specific allocations for development, including any requirements of the development. Sites are identified on the Policies Map
Geographic Coverage	District-wide
Prepared jointly with other Local Authorities?	No
Current Status	Adopted November 2007
Chain of Conformity	Horsham District Core Strategy (2007)
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>October 2002 – April 2004</i>
	Consultation on Issues and Options <i>June – July 2004</i>
Production	Public participation on Preferred Options <i>February – March 2005</i>
	Prepare Submission Draft <i>April – September 2005</i>
	Submission to Secretary of State and public consultation period <i>November 2005 – February 2006 (includes consultation on alternative sites and boundary changes)</i>
Examination	Pre-Examination consideration of representations <i>January 2006 – March 2007</i>
	Pre-Examination Meeting <i>April 2007</i>
	Examination Hearing <i>June - July 2007</i>
Adoption	Receipt of Inspector's binding report <i>September 2007</i>
	Adoption and Publication <i>November 2007</i>
Arrangements for Production	
Lead Department	Strategic and Community Planning
Management arrangements	Local Development & Transport Advisory Group/Cabinet Member for Strategic Land Use Planning/Council
Resources required	LDF Project Manager assisted by all members of the SCP Department and the Graphics Technician
Community and stakeholder involvement	Newsletters; focus groups; exhibitions; workshops; public and technical meetings.
Monitor and Review	The document will be monitored annually and will be reviewed when the monitoring highlights such a need.

Local Development Document Profile	
Title	West of Bewbush Joint Area Action Plan (2009) DPD
Status	Development Plan Document
Role / Subject / Content	A masterplan to include detailed objectives, community and infrastructure provisions and disposition and phasing of land uses, developing the Core Strategy policy approach, for the Strategic Development Location West and North West of Crawley comprising at least 2500 homes, commercial development, infrastructure & facilities.
Geographic Coverage	Land west and north-west of Crawley
Prepared jointly with other Local Authorities?	Yes – Crawley Borough Council
Current Status	Adopted
Chain of Conformity	Horsham District Core Strategy (2007)
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>May 2005 – June 2007</i>
	Consultation on Issues and Options <i>September – November 2006</i>
Production	Public participation on Preferred Options <i>September – October 2007</i>
	Prepare Submission Draft <i>November 2007 – February 2008</i>
	Submission to Secretary of State and public consultation period <i>May – July 2008 (includes consultation on alternative sites and boundary changes)</i>
Examination	Pre-Examination consideration of representations <i>June – August 2008</i>
	Pre-Examination Meeting <i>October 2008</i>
	Examination Hearing <i>January - February 2009</i>
Adoptio	Receipt of Inspector's binding report <i>April 2009</i>
	Adoption and Publication <i>July 2009</i>
Arrangements for Production	
Lead Department	Strategic and Community Planning Department, Horsham District Council and Forward Planning Section, Crawley Borough Council
Management arrangements	Joint Officers Board/ Technical Working Groups/ Joint Member Steering Group/both authority's Executive/Cabinet and Council. NB. Crawley Borough Council's Executive agreed Issues and Options document.
Resources required	Joint Officers Board and Graphics Technician, Horsham District Council. External resources are likely to include West Sussex County Council and as part of the Technical Working Group: - stakeholders, landowners, organisations and companies.
Community and stakeholder involvement	Consultation will be undertaken in accordance with both authorities' Statements of Community Involvement.

Monitor and Review	The document will be monitored annually to ensure that the masterplanning objectives and principles are being met and will be reviewed when the monitoring highlights such a need.
---------------------------	--

APPENDIX 2: ADOPTED AND PROPOSED SUPPLEMENTARY PLANNING DOCUMENTS

- Heath Common Village Design Statement SPD 2018
- Planning Obligations and Affordable Housing SPD, September 2017
- Nuthurst Village Design Statement SPD, May 2017
- Billingshurst Village Centre SPD, March 2017
- Shipley Parish Design Statement SPD, 2013
- Pulborough Parish Design Statement SPD, 2013
- Horsham Town Plan SPD, 2012
- Southwater Parish Design Statement SPD, 2010
- West of Horsham Design Principles and Character Areas SPD, 2009
- Brinsbury Centre of Rural Excellence SPD, 2009
- Rudgwick Parish Design Statement SPD, 2009
- Billingshurst Parish Design Statement SPD, 2009
- Henfield Parish Design Statement SPD, 2008
- Warnham Parish Design Statement SPD, 2008
- Horsham Town Design Statement SPD, 2008
- West of Horsham Masterplan SPD, 2008
- Storrington Old Mill Drive Diamond Planning Brief SPD, 2008

Appendix 3 - Glossary of Terms

Authority (Annual) Monitoring Report (AMR)

A report produced by the Council annually to review the progress made against targets and the performance of policies. The monitoring period is 1 April to 31 March for each monitoring period.

Area Action Plans

Area Action Plans are used to provide the planning framework for areas where significant change or conservation is needed. A key feature of Area Action Plans will be the focus on implementation. They will deliver the planned 'growth' areas and resolve conflicting objectives in the areas subject to the major development pressures.

Development Plan

The Statutory development plan is the starting point for the consideration of planning applications for development or use of land.

Development Plan Document (DPD)

The local planning documents which made up the Local Development Framework and now the Local Plan.

Duty to Cooperate

Alongside the production of DPDs, the council undertakes work with adjoining authorities in accordance with the Duty to Co-operate. This work addresses policy areas that have implications for cross-boundary working including housing, employment, gypsies and travellers, and transport. For the purposes of the Local Plan this duty is demonstrated through a statement of common ground.

Horsham Community Partnership – Community Strategy/ Action Plan

The documents produced by the Horsham Community Partnership. The Community Strategy outlines the needs and priorities of the community and shapes the activities of the organisations within the partnerships to fulfil those needs and priorities. The Action Plan identifies the short-term activities and priorities to achieve the visions in the strategy.

Independent Examination

This is a form of inquiry into the Development Plan Documents. The purpose is to consider if the Development Plan Document is sound; also to consider whether the Statement of Community Involvement is sound. An inspector will be appointed by the Secretary of State to conduct the examination.

Issues and Options

This is a non-statutory stage in which the Council chose to bring possible issues and options for the District into the public domain, in order to generate responses to aid the development

of the best possible 'Preferred Strategy', leading to a 'Proposed Submission' document, which is a statutory stage of the local plan preparation for the District.

Local Development Documents (LDDs)

The suite of documents prepared by Local Authorities, which make up the Local Development Framework and now referred to as the Local Plan. These documents include the Statement of Community Involvement, Development Plan Documents (the Local Plan, Site Allocations, Area Action Plans, Policies Map) and Supplementary Planning Documents.

Local Development Framework (LDF)

The Local Development Framework is not a statutory term and is no longer a title used. It grouped together Local Development Documents in the form of a portfolio / folder, which collectively delivered the spatial planning strategy for the local planning authority's area. The LDF comprised Local Development documents and Supplementary Planning Documents (SPDs). The LDF also included the Statement of Community Involvement, the Local Development Scheme and the Authority Monitoring Report (AMR). The phrase LDF has now been replaced through Government changes, now being referred to as a Local Plan. The Local Plan in Horsham District is the Horsham District Planning Framework.

Local Development Scheme (LDS)

This is a public statement of the Council's programme for the production of the local Development Documents. The scheme will be revised when necessary. This may either be as a result of the Authority Monitoring Report, which should identify whether the Council has achieved the timetable set out in the original scheme or if there is a need to revise and / or prepare new development plan documents.

Local Plan

Local Plans set out a vision and a framework for the future development of the area, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure – as well as a basis for safeguarding the environment, adapting to climate change and securing good design for the area they cover. They are a critical tool in guiding decisions about individual development proposals. Local Plans, together with any neighbourhood plans that have been made, are the starting point for considering whether applications can be approved. It is important for all areas to put an up to date Local Plan in place to guide positively considered development decisions.

Neighbourhood Development Plan (NDP)

Community-based document, which may be initiated by Parish or Neighbourhood Forums. They are ultimately adopted by the Council as part of the development plan. Plans must be prepared to be in general conformity with the Local Plan, which is currently the HDPF.

Preferred Strategy

This stage of preparing Development Plan Documents is part of 'early involvement' and takes into account the communities comments, having regard to them in the next stage which is the 'Proposed Submission' Development Plan Document. The intention is to provide sufficient information to ensure that people can understand the implications of the Preferred Strategy. The aim of the formal public participation on the Preferred Strategy stage is to give people the opportunity to comment on how the local planning authority is approaching the preparation of the particular Development Plan Document and to ensure that the Council is aware of all possible options before it prepares the final 'Proposed Submission' Development Plan Document which is the next stage in the process.

Spatial Planning

Spatial planning goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with other policies and programmes, which influence the nature of places and how they function. This will include policies which can impact on land use, for example, by influencing the demands on or needs for development, but which are not capable of being delivered solely or mainly through the granting of planning permission and may be delivered through other means.

Statement of Community Involvement

This sets out the standards which the plan making authority intend to achieve in relation to involving the community in the preparation, alteration and continuing review of all Local Development Documents and planning applications. It also sets out how the local planning authority intends to achieve those standards. A consultation statement showing how the local planning authority has complied with its Statement of Community Involvement will be required for all Local Development Documents.

Statutory Organisations

Organisations the Local Authority is required to consult with at consultation stages of the preparation Local Development Documents.

Submission Stage

The final stage in preparation of Development Plan Documents (DPD). The documents are sent to the Secretary of State and an Independent Examination will be held. Following the successful completion of this process, the DPD may be adopted by the Council.

Supplementary Planning Documents (SPDs)

Supplementary planning documents may cover a range of issues, both topic and site specific, which may expand policy or provide further detail to policies in a Development Plan Document where they can help applicants make successful applications or aid infrastructure delivery.

Sustainability Appraisal (SA)/ Strategic Environmental Assessment (SEA)

It is a legal requirement that certain documents (e.g. Local Development Documents) are assessed to ensure that they maximise their contribution to sustainable development. This is

achieved by carrying out a process usually referred to as Sustainability Appraisal. This process measures the effect a document will have on a range of social, environmental and economic issues and suggests measures that would help improve the sustainability of a plan.

Report to Cabinet

24 September 2020

By the Cabinet Member Planning and Development

DECISION REQUIRED



Not Exempt

Statement of Community Involvement

Executive Summary

The Statement of Community Involvement (SCI) is a statutory document which sets out the ways in which the council will engage with residents, communities, businesses, local organisations and other groups to ensure as many people as possible are able to have a say in planning decisions that affect them.

The document will provide 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, excluding the area within the South Downs National Park.

In light of the Coronavirus (COVID-19) pandemic, it has been necessary to review the SCI to ensure that the document takes account of current or future public health implications, and reflects recent updates to legislation and planning practice guidance made as a result of the pandemic.

If adopted, this document will replace the SCI that was published in September 2019.

Recommendations

That the Cabinet is recommended:

- i) To adopt the Statement of Community Involvement, attached at Appendix 1
- ii) That the Cabinet Member for Planning and Development has delegated authority to agree minor editorial changes such as typographical errors prior to publication.

Reasons for Recommendations

- i) To enable an up to date and accurate SCI 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.

Background Papers

Statement of Community Involvement (2019)

Wards affected: All

Contact: Catherine Howe, Head of Strategic Planning, 01403 215505

Background Information

1 Introduction and Background

- 1.1 It is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended) for a local authority to produce a Statement of Community Involvement (SCI). The SCI is public statement which lets communities and organisations know when and how they can be involved in both the preparation of planning policy documents and decisions on planning applications.
- 1.2 The current SCI was redrafted September 2019 and incorporates amendments required in light of changes to the planning system at that time, (for example updated planning legislation requires reference to the Local Development Scheme (LDS) and updates to the advice and support that Horsham District Council will provide to neighbourhood planning groups).
- 1.3 The updated SCI sets out the standards to be met by the authority in terms of community involvement, building upon the minimum requirements set out in Town and Country Planning (Local Planning) (England) 2012 Regulations as amended including regulations made in 2017 ('the Local Planning Regulations').
- 1.4 The Coronavirus (COVID-19) pandemic has shown that there may be some circumstances that are beyond the Council's control and may result in a variation to the consultation methods set out within the SCI. Public Health guidelines can have a profound impact on how local planning departments can operate during a national lock-down. The revised SCI has been updated to address these circumstances.
- 1.5 The SCI has been reviewed to reflect 'plain English' guidance and the Council's own communication guidelines as well as recent legislative changes including the Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020.

2 Relevant Council policy

- 2.1 The Horsham District Planning Framework (HDPF) provides the policy framework for future strategic planning in the district. It informs the public of the location of future strategic development and provides a timeframe in which development will take place. The HDPF is the council's adopted Local Plan and is currently under review, the new Local Plan will run to 2037 (with a 2019 base date).
- 2.2 The Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.
- 2.3 In addition to the requirements of the Local Planning Regulations, the SCI must take into account those of the Constitution. The document should address the consultation requirements for planning applications, as well as any future Development Plan Documents and Supplementary Planning Documents as set out in the Local Development Scheme.

3 Details

- 3.1 Following changes to legislation and planning practice guidance in relation to the COVID-19 pandemic and the current review of the HDPF, the SCI has been revised. The key change to the document is the recognition that during a national or local lockdown scenario, local libraries and Council offices may be closed to the public. As a result, the availability of hard copy documents will be more limited. A further update to the SCI has been made to clarify to the stages of neighbourhood Plan preparation.
- 3.2 An updated SCI has been developed through discussions with relevant sections of the Council, including the Strategic Planning Team and Development Management.
- 3.3 It is a requirement under the Town and Country Planning (England) Regulations 2012 (as amended) that a Statement of Community Involvement must be reviewed every five years, starting from the date of adoption of the statement of community involvement.

4 Next Steps

- 4.1 If adopted, the SCI will be published on the Council's website and will be made available in libraries for viewing (subject to these venues being open to the public). The Council will also inform all statutory bodies of its adoption.

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

- 5.1 The Planning & Development Policy Development Advisory Group considered the previous version of the SCI on 5 August 2019 and endorsed its contents. This document was published following a period of public consultation.
- 5.2 There is no requirement for local planning authorities to consult when reviewing or updating SCI's. The sole changes to this document are those which reflect public health legislation and guidance, together with a factual clarification on the number of stages of Neighbourhood Plan preparation. Given the minor nature of the changes made to the documentation public consultation was not considered necessary on this occasion.
- 5.3 In addition to discussions with representatives of the Strategic Planning Team and Development Management the SCI was also reviewed by the Communications Team to reflect 'plain English' guidance and the council's own communication guidelines.
- 5.3 The Monitoring Officer and Head of Legal Services, Director of Corporate Resources and Director of Community Services have been consulted during the preparation of the document and they support its contents. The need to update the content of the document in light of the Covid -19 pandemic has also been shared

with the Planning and Development PDAG group who were in agreement that such an update is necessary.

6 Other Courses of Action Considered but Rejected

- 6.1 The Council could continue to rely on the existing SCI from 2019. However, this document is out of date and does not take into account changes to legislation and planning practice guidance as a result of COVID-19 pandemic. Therefore, this course of action is not recommended as it would not provide the public with clear guidance on how documents can be accessed during a public health emergency.

7 Resource Consequences

- 7.1 There are no financial or staffing consequences arising from this report.

8 Legal Consequences

- 8.1 There are no direct implications as a result of this report. The Council is required to prepare and maintain a SCI by the Planning and Compulsory Purchase Act 2004, the Town and Country Planning (Local Planning) (England) Regulations 2012, the Neighbourhood Planning Act 2017 and the National Planning Policy Framework.

9 Risk Assessment

- 9.1 Updating the existing SCI will reduce the risk of challenge to the adoption of new planning policy and decisions made on planning applications.

10 Other Considerations

- 10.1 If the revised SCI is not agreed and does not go ahead, this could result in a risk of any future Development Plan Document being found 'unsound' by the Inspector during an examination in public, due to a lack of a transparent consultation process.

This page is intentionally left blank



Horsham
District
Council

Statement of Community Involvement



September 2020

This page has been left blank for print formatting purposes

Statement of Community Involvement 2020

TABLE OF CONTENTS

Part 1 – An introduction to getting involved in shaping the future of Horsham District

Introduction	1
Structure & Content of the Statement of Community Involvement	2
Our Values and Vision for Community Involvement in the Planning Process	2
Why Involve Local Communities in Planning Issues?	3
Where Can Planning Documents be Viewed?	3
Who Can Help Explain Planning Issues?	4
What Other Support for Planning is Available?	4

Part 2 – Planning Policy

What is Planning Policy?	6
Current Adopted Local Plan	6
Local Planning Documents	6
Production of Planning Documents	7
Meeting Regulatory Requirements	8
Planning Document Preparation Process	9
Who will be Consulted?	11
Duty to Co-operate	12
Adoption of Planning Documents	12
What is Neighbourhood Planning	13
Neighbourhood Development Plans	13
Who Leads Neighbourhood Planning in an Area?	14
What is the Role of Horsham District Council?	14
What is Community Infrastructure Levy (CIL)?	16
Monitoring and Review	16

Part 3 – Development Management

What is Development Management	17
Pre-application Planning Advice	17
Pre-application Consultation	17
Planning Application Publicity	18
Commenting on a Planning Application	19
What can I Comment on?	19
Making a Decision	20
Notification of Decisions	21
Appeals	21
Contact Us	22

This page has been left blank for print formatting purposes

Statement of Community Involvement 2020

Part 1 – An Introduction to Getting Involved in Shaping the Future of Horsham District

Introduction

- 1.1 Horsham District Council is committed to assisting anyone who wishes to get involved in the Council’s planning process, including the preparation of the Local Plan Review, Planning Policy Documents and Planning Applications.
- 1.2 The Statement of Community Involvement (SCI) sets out the ways in which the Council will engage with residents, communities, businesses, local organisations and other interested parties to ensure as many people as possible are able to have their say in planning decisions that affect them.
- 1.3 The SCI provides information on how the planning system works and advises on the manner in which the Council will inform, consult and involve people in planning decisions within Horsham District outside the South Downs National Park. For land inside the National Park, the South Downs National Park Authority, who are the planning authority for this area, prepares a separate Statement of Community Involvement.
- 1.4 The Covid- 19 Pandemic has demonstrated that there may be some circumstances, such as the national lock-down, that are beyond the Council’s control. The Council has reviewed the consultation measures in light of this experience. During these circumstances, the Council will at all times remain committed to involving the community as much as is practicable, but it may be necessary to vary the main consultation methods set out within this document.
- 1.5 Public Health guidelines can have a profound impact on how local planning departments can operate; In response to the spread of COVID-19, the Ministry of Housing, Communities & Local Government published an update on planning matters, including temporary measures to make it easier to operate the planning system: <https://www.gov.uk/guidance/coronavirus-covid-19-planning-update>

Key Functions of the Planning System

- 1.6 There are two key functions of the planning system: Planning Policy and Development Management

Planning Policy:

- 1.7 At Horsham District Council the Strategic Planning Team produces a number of planning policy documents such as the Local Plan, and supplementary planning documents which together are used to guide development. The documents must comply with relevant Government legislation and guidance, and there are specific regulatory procedures which must be followed during their production.

Community Engagement and Planning Policy

- 1.8 The government produces planning guidance at a national level. This is set out in the National Planning Policy Framework (NPPF). The latest NPPF (February 2019) states, in relation to plan-making, that plans should:

“Be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees” and;

“Be accessible through the use of digital tools to assist public involvement and policy presentation”.

- 1.9 The council will continue to engage with existing groups across our district, many of whom are already familiar with and involved in the planning process. We will also explore ways to work closer with groups who are less involved in the process as it is important to capture the views of the whole community.

Development Management:

- 1.10 Development Management are responsible for the processing and determination of planning applications, applications for works to trees, advertisements and listed buildings. The Development Management team provide pre-application advice and investigate breaches of planning control.

Community Engagement and Planning Applications

- 1.11 National policy asks local planning authorities to play a key role in encouraging developers and other parties to take advantage of the range of opportunities to engage in the planning process, and involve local communities and stakeholders as soon as possible. Horsham District Council encourages applicants, at pre-application stage, to carry out early engagement with the local community, before submitting a planning application.

Structure & Content of the Statement of Community Involvement

- 1.12 This is divided into three parts:

Part 1 – An introduction to Getting involved in shaping the future of Horsham District – this section introduces the Council’s overall approach to community engagement and involvement in the planning process.

Part 2 – Getting involved in the Preparation of the Local Plan and Planning Policy – this section provides specific information on how to get involved with and influence the Council as it prepares the Local Plan and other Planning Policy documents.

Part 3 – Getting involved in Planning Applications – this section provides information on how to become involved and comment on planning applications for development.

Our Values and Vision for Community Involvement in the Planning Process

- 1.13 Community Involvement and consultation is a key part of any Council’s decision making process.

- 1.14 This Statement of Community Involvement complements the Council’s key objectives and priorities in relation to community involvement in the planning process, as set out in our Corporate Plan <https://www.horsham.gov.uk/corporateplan>

- 1.15 Horsham District Council wishes to ensure that people are involved at an early stage of the Local Plan preparation and in the consideration of planning applications. Planning decisions should take proper account of local views; it is crucial that we engage effectively with our local communities and we will use the following principles as guidance:

- **Communicate clearly** – documents will be written in plain English and will explain any planning terms that we need to use.
- **Early involvement** – we will ensure early involvement with our local communities in

the preparation of Planning Policy documents.

- **Recognising the needs of different groups in the community** – we will communicate in methods that are relevant and accessible to all members of the community.
- **Providing clear opportunities for involvement** – we will provide clear and up-to-date information on our consultation processes and ensure information is provided at the earliest opportunity to allow time to respond.
- **Ease of access to information** – we will communicate through a variety of channels including the Council’s website, and social media, email newsletters, advertisements, public notices and through local venues such as libraries. This communication will be subject to compliance with any government legislation or guidance relating to public health (for example, due to COVID-19). In such circumstances, access to hard copy documentation may necessarily be limited or curtailed – for example in the event of a national or local lockdown, where it is a requirement that offices and public libraries are closed.
- **Provide feedback and share information** – we will ensure that all planning documents, background studies and responses to consultation (Summary of Representations) are available on our website. Hard copy documents of Local Plans will normally be made available, unless instances such as those described above apply, when access to hard copy documentation may necessarily be limited or curtailed. We will keep the community informed in circumstances where this arises.

Why Involve Local Communities in Planning Issues?

- 1.16 Planning affects everyone; the homes we live in, the places we work from, tourism, leisure facilities including open spaces where we relax, and routes we use for travel are all a result of planning decisions. Understanding future needs and aspirations of local communities helps Horsham District Council make better planning decisions. Everyone should have the opportunity to influence the outcome regarding new plan-making documents and planning applications.
- 1.17 All our consultation documents and related representations are available for the public to view. There is also an opportunity to comment on draft plans and policies when they are published.
- 1.18 Strategic Planning hold a database of individuals, groups and stakeholders who wish to be contacted in relation to plan-making documents. In order for individuals to comment on consultation documents, and in accordance with the requirements of General Data Protection Regulations (GDPR) 2018, we ask that each individual wishing to be contacted or to express their views, register themselves online. This means when they wish to comment on one of the Planning Policy consultation documents, all they have to do is log in. The Council’s Privacy Policy, which sets out how we will treat personal data, is also available to view online.
- 1.19 If you would like to be added to the database please register by using the following link:
<https://www.horsham.gov.uk/planningconsultations>

Where can Planning Documents be Viewed?

- 1.20 All current planning policy documents and planning applications are available to view and access on our website: <https://www.horsham.gov.uk/planning>
- 1.21 Subject to any necessary restrictions to protect the public's and individual's health, paper copies of Planning Policy documents are normally available to view at:

Horsham District Council
Parkside
Chart Way
Horsham
West Sussex
RH12 1RL

Normal Office Opening Hours:
Monday – Friday, 9am – 5pm*

* Please note; there may be some occasions when hard copy documents are only available to view by pre-arranged appointment e.g. during the COVID-19 pandemic.

Local Libraries (Refer to individual library for up-to-date openingtimes):

- Billingshurst
- Henfield
- Horsham
- Pulborough
- Southwater
- Steyning
- Storrington

- 1.22 Hard copies of draft Planning Policy documents for consultation will be made available free of charge to Parish and Neighbourhood Councils and Statutory Bodies (one per body).
- 1.23 To cover our printing costs, charges will apply for printed copies and background paper requests. Documents can be made available in alternative formats on request.

Who can Help Explain Planning Issues?

- 1.24 Information in relation to plan-making and planning applications can be found on the Council's website <https://www.horsham.gov.uk/>. However, if you require further information you may wish to contact the following relevant teams:

Strategic Planning

strategic.planning@horsham.gov.uk

01403 215398

Development Management

planning@horsham.gov.uk

01403 215187

- 1.25 Should you wish to contact your local councillor to discuss your views, or seek their help with a planning proposal in your area, contact details of local ward councillors are available on our website: <https://horsham.moderngov.co.uk/mgFindMember.aspx>

1.26 Useful websites that provide information on the planning system include:

- Planning Portal – www.planningportal.co.uk
- National Planning Policy Framework - <https://www.gov.uk/government/publications/national-planning-policy-framework--2>
- National Planning Practice Guidance - <https://www.gov.uk/government/collections/planning-practice-guidance>
- Locality – for general information on neighbourhood planning <https://locality.org.uk/services-tools/neighbourhood-planning/>

Planning Aid England

1.27 Planning Aid England offers free, professional town planning advice and support to individuals and communities who cannot afford fees for a planning consultant. It is an independent voluntary organisation linked to the Royal Town Planning Institute (RTPI).

1.28 In this area the relevant contact is Planning Aid South which offers a Caseworker (qualified to give independent advice) and a Community Planner who can work alongside communities in helping to plan their neighbourhood.

1.29 For further information about the services available, including how to qualify for Planning Aid assistance, residents and businesses can use the tools on the RTPI website: <https://www.rtpi.org.uk/planning-aid/>

Statement of Community Involvement

Part 2 – Planning Policy

What is Planning Policy?

- 2.1 Planning Policy involves making plans that help to decide where and when development takes place. These documents are used to help make decisions on planning applications and to plan the future needs of the district by assessing what changes are likely to happen and where. The key Planning Policy document that a council must prepare is its Local Plan.
- 2.2 The Localism Act 2011 places engaging with local communities at the heart of the planning system. The Government encourages councils to seek involvement from local communities on the content of plans from the earliest stage in plan-making. It also guides councils to fully support and encourage the active role communities can play in the plan-making process such as through Neighbourhood Planning.

Current Adopted Local Plan

- 2.3 The **Horsham District Planning Framework (HDPF)** is the council's adopted Local Plan and sets out the planning strategy for the years up to 2031 to deliver the social, economic and environmental needs for the district, outside of the South Downs National Park.
- 2.4 The HDPF is currently under review and the new Local Plan will run to 2037 (with a 2019 base date). The Local Plan Review will consider a range of different issues affecting the district. It will contain policies to protect our high quality environment, and allocations to identify what land should come forward for housing, employment and retail development. The Local Plan will seek to ensure that these allocations are delivered in the right place and at the right time.

Local Planning Documents

- 2.5 There are two main types of planning documents; Development Plan Documents and Supplementary Planning Documents:
 - **Development Plan Documents (DPDs)** are formal plans that set out policies for a particular geographical area. They are subject to public consultation and the process of Sustainability Appraisal to test how the plan meets social, economic and environmental aims. Development Plan Documents are tested at an independent examination before they can be formally adopted by the Council.

The Horsham District Planning Framework is an example of an adopted DPD. Neighbourhood Plans are also a type of Development Plan Document – the key difference is that the local community prepares these documents, but once it has been tested by an Independent Examiner and passed a referendum, it forms part of the adopted development plan.

A Policies Map often accompanies a DPD. These maps are used to show the locations of land use designations (e.g. areas at risk from flooding or listed buildings) and allocations for development. The adopted Policies Map is revised when new DPDs are adopted.

The Council will undertake Sustainability Appraisals (SA) and Strategic Environmental Assessments (SEAs) of Development Plan Documents when they are being prepared. This will test the policies and proposals against social, environmental and economic objectives, and suggest how plans can be modified to minimise any negative effects. The SA/SEA will be published for public consultation alongside the DPDs where appropriate.

- **Supplementary Planning Documents (SPDs)** are used to expand upon the content of a Development Plan Document to provide additional detail and guidance. They do not contain or set out planning policies. They can cover a range of topics or be used to provide more information about individual sites. An SPD is subject to consultation and may sometimes also require a Sustainability Appraisal. Although SPDs are not subject to independent examination, they do need to obtain approval by the Council before they are adopted. SPDs are capable of being a material consideration in planning decisions but are not part of the adopted development plan.

Local Development Scheme

- 2.6 The Local Development Scheme (LDS) sets out the production timetable for the planning documents that this Council will publish. It provides a starting point to see what documentation will be produced and at what stage individuals can become involved in the preparation process. It is regularly updated to reflect the Council's priorities for plan making. The progress that is made towards meeting the timetable is reviewed each year and if necessary the Local Development Scheme is updated. Any update to the Local Development Scheme will be discussed at a Council Cabinet meeting. The date for any update will be published on the Council's Forward Plan.

Production of Planning Documents

- 2.7 The Council is required to produce new planning documents, or update existing documents in line with legal and other requirements set out by Government.
- 2.8 The National Planning Policy Framework (NPPF) 2019 requires that Local Planning Authorities prepare Local Plans that set out a positive vision for future development. These plans must be supported by evidence – such as the amount of affordable housing or the type of employment land which is required.
- 2.9 The NPPF provides the framework for local authorities and the local communities to prepare local and neighbourhood plans that reflect their vision and aspirations through the planning process. The NPPF recognises that early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses and the community is essential.

- 2.10 The type and amount of consultation which takes place will depend on the type of document that the Council is preparing, with a greater amount of consultation required for the preparation of Local Plan documents.
- 2.11 The key stages for preparing the Local Plan and other Development Plan Documents are set out by law in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The regulatory stages for the preparation of the Local Plan are summarised below:

Stage 1	Regulation 18	Public and stakeholder consultation participation in preparation of DPDs. This is often referred to as 'Issues and Options' consultation.
Stage 2	Regulation 19 + 20	Publication of a draft planning document and the opportunity for stakeholders to make formal representations (under Regulation 20, consultation is six weeks). This stage is often referred to as the 'Proposed Strategy' .
Stage 3	Regulation 22	Submission of documents to the Secretary of State – the 'Proposed Strategy' documents and the formal representations are formally sent to the Secretary of State – The Planning Inspectorate or 'PINs'
Stage 4	Regulation 23 to 25	Examination process – An independent Inspector is appointed by the Planning Inspectorate to test the plan.
Stage 5	Regulation 26	If the plan is successful at Examination it can be formally adopted by the Council and used to determine planning applications.

- 2.12 Horsham District Council will look to involve people as early as possible and will invite feedback on draft documents. The Council will also work to ensure that people are kept informed throughout the document production process.

Meeting Regulatory Requirements

- 2.13 There are statutory consultation requirements which the Council must adhere to, as set out in The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). Subject to any changes in government legislation or guidance, including those connected to public health, in order to meet these requirements the Council will:
- Publish all documents and supporting information on the Council's website, including details of where and when copies of the documents can be viewed and how people can comment.
 - Make all consultation documents and supporting information available for the public to view at our Council offices during the normal office opening hours

throughout the consultation period, which is a minimum of six weeks for a DPD and a minimum of four weeks for an SPD. In certain circumstances, such as the COVID-19 pandemic, access to hard copy documentation may necessarily be limited or curtailed.

Planning Document Preparation Process

2.14 The methods of consultation used by the Council are varied depending on the nature of the Planning Policy document, the stage of the document being consulted on and the geographical scope or nature of the planning issue being considered in the document. These will vary depending on the type of document that is being prepared, but may for example include meetings and exhibitions as appropriate.

2.15 The following table provides details of the planning document production process and the opportunities for consultation and participation. The methods vary to allow flexibility to ensure the right consultation processes are used for each individual document and that the relevant audiences are notified.

Key Stage of Production	What the Council Will Do	Opportunities for Involvement
Early Engagement	<p>Collect evidence to input and support production of document.</p> <p>Formulate initial aims and objectives.</p> <p>Consider all issues and any alternatives which may come forward.</p> <p>Commission technical studies.</p> <p>Identify relevant environmental, economic and social objectives.</p> <p>Prepare content of draft document and supporting Sustainability Appraisal.</p>	<p>Register personal contact details on the online Strategic Planning consultation system.</p> <p>Provide details of any sites that may be considered suitable for development via the Strategic Housing & Economic Land Availability Assessment (SHELAA)</p>
Publication and Consultation	<p>6 week (minimum) consultation period for DPDs (statutory requirement). Includes both the DPD and associated Sustainability Appraisal.</p> <p>4 week (minimum) consultation period for SPDs (statutory requirement).</p>	<p>Review consultation document and any supporting evidence-based documents.</p> <p>Attend public exhibitions, if any are scheduled.</p> <p>Submit a formal representation to the Council detailing your comments, support or objection and state whether you wish to</p>

	<p>All consultation documents will be made available for inspection on the Council website and where possible, subject to Government advice and guidelines on public health (for example, due to COVID-19) at relevant libraries.</p> <p>Appropriate advertising of the consultation.</p> <p>Formal notification of the consultation to statutory consultees.</p> <p>Notification of consultation to all that have registered on Strategic Planning consultation system.</p>	attend the Examination Hearing (DPDs only).
Examination and Adoption	<p>Submit DPDs and supporting documents to Secretary of State for independent examination.</p> <p>Summarise and make publicly available all representations received during consultation.</p> <p>Produce Statement of Compliance to demonstrate the SCI has been followed.</p> <p>Make publicly available the report issued by the Planning Inspector.</p> <p>DPDs/SPDs to be adopted by Council.</p>	<p>Hearing sessions of Local Plan Examinations are public and anyone can observe.</p> <p>Only those participants specifically invited by the Inspector (via a Programme Officer) will be able to speak at a hearing session.</p>
Monitor	<p>Monitor the plan to show how the planning policies set out in the Local Plan are being achieved.</p> <p>Review the plan where/when necessary.</p> <p>Produce an annual Authority Monitoring Report (AMR).</p>	Consider content of AMR

Who will be Consulted?

2.16 The Council is required to send details of planning document consultations to certain organisations or bodies. These are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The following organisations are considered statutory consultees and **must** be consulted:

- Natural England
- Environment Agency
- Historic England
- Highways Agency (now known as Highways England)
- Within or Adjoining County Councils (West Sussex and Surrey County Councils.)
- Adjoining local authorities (Arun, Adur & Worthing, Brighton & Hove, Chichester, Crawley, Mid Sussex, Mole Valley, South Downs National Park and Waverley)
- Parish Councils / Neighbourhood Councils (including those which adjoin the District)
- NHS Sussex
- Sussex Police
- Homes and Community Agency (now known as Homes England and Regulator of Social Housing)
- Relevant electricity and gas companies
- Relevant sewerage and water undertakers
- Relevant electronic communication companies
- Network Rail
- Coal Authority
- Marine Management Organisation

2.17 In addition to the statutory consultees (as listed) and members of the general public there are many other groups and organisations that will have an interest in Planning Policy documents. These consultees and stakeholders will have a variety of different interests and priorities and could contribute expertise and knowledge across a range of subject areas. The following consultees/stakeholders are examples of groups who may be contacted and involved where appropriate:

- Local residents' associations
- Local environmental organisations
- High Weald Area of Outstanding Natural Beauty Unit (advises on the management of the AONB)
- Airport Operators
- Agents and developers
- Local business groups and forums
- Youth groups
- Older persons groups / organisations
- Local community partnerships
- Faith groups
- Disability groups
- Sports and open space organisations
- Transport organisations

2.18 **If you would like to be automatically notified of new consultations please register your details on the Strategic Planning consultation system:**

<https://www.horsham.gov.uk/planningconsultations>

2.19 Horsham District Council wants our plan-making to fully consider and take account of community views. The Council will ensure that our consultations on Planning Policy documents are as extensive as possible. Depending on the scope of the consultation and taking into account any Government legislation and guidelines in relation to public health, for example, due to COVID-19, the methods, which are employed can include one or more of the examples set out below:

- Make consultation material clearly available on our website
- Notify everyone registered on the Strategic Planning consultation system
- Publish news releases to local media
- Social Media (e.g. Facebook and Twitter)
- Public exhibitions (staffed and un-staffed)
- Publish leaflets, newsletter, bulletins (paper and/or email)
- Publish formal notices in newspapers circulating across the District (this is a statutory requirement)
- Hold public meetings
- Workshops (Parish / Neighbourhood Councils, Stakeholders)
- Publish response forms and questionnaires
- Targeted work with specific interest groups
- Targeted work with community groups and voluntary organisations

Duty to Co-operate

2.20 Some planning issues, such as planning for housing and employment needs or understanding the transport impacts of development may cross beyond the boundary for Horsham District. In these cases the Council needs to take into account the neighbouring council's policies and proposals. This work falls under a legal process known as the 'Duty to Co-operate'. This duty ensures that the Council works with nearby councils and other public bodies to plan effectively for sustainable development that extends beyond our own administrative boundaries.

2.21 The Government expects councils to work collaboratively with other bodies to ensure that 'cross border' issues are co-ordinated effectively and clearly reflect the policies of each of the councils affected.

2.22 Horsham District Council works closely with its nearby councils in regards to strategic priorities and areas of common interest. These partnerships help us to meet our Duty to Co-operate.

Adoption of Planning Documents

2.23 The final stage in the production of a planning document is the formal process of Adoption. A Development Plan Document must be presented to Council to consider if it should be adopted as Council Policy. Supplementary Planning Documents are presented to Cabinet for consideration to adopt.

Full Council is made up of all 48 Councillors for the District, representing 22 Wards. It is responsible for approving or adapting the Council budget and other key documents affecting the whole district, such as Development Plan Documents and Plans and Strategies (such as the HDPF). Members of the public are able to attend meetings of the Council and may ask questions

at the start of the meeting, as outlined in Part 4I of the Constitution.

Cabinet consists of seven Councillors of the majority political party plus the Leader of the Council. Each Cabinet Member has responsibility for a particular area of the Council's activity. For Planning, the relevant Councillor is the Cabinet Member for Planning and Development. There is one Policy Development Advisory Group (PDAG) per Cabinet Member. Where relevant, the Cabinet Member for Planning and Development will be briefed on a planning document at their Planning and Development PDAG. PDAGs are not open to members of the public; however, a copy of the agenda and minutes of each meeting is available to view on the Council website.

- 2.24 In accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), as soon as is reasonably practicable after adoption, the Council will send a copy of the adoption statement to any person who has asked to be notified of the adoption.

Neighbourhood Planning

What is Neighbourhood Planning?

- 2.25 Neighbourhood planning is an important part of the Government's Localism agenda. It aims to give local communities greater power to shape development by taking a more active role in the preparation of planning policies at a local level.
- 2.26 Local communities who wish to play an active role in planning for their area can now do two things:
- Prepare a Neighbourhood Development Plan setting out the vision, objectives and planning policies to shape development of their neighbourhood and/or;
 - Seek a grant of permission directly for certain types of development in their neighbourhood through a Neighbourhood Development Order or a Community Right to Build Order.

Neighbourhood Development Plans

- 2.27 A neighbourhood plan can build upon the strategic policies set out in the Council's Local Plan and allows local people to influence the location, appearance and type of development that comes forward in their local parish or neighbourhood.
- 2.28 The preparation of Neighbourhood Plans must undertake at least two stages of consultation: the first by the local community, the second by Horsham District Council. The plan then undergoes independent examination.
- 2.29 If the Examiner concludes that the plan (with or without recommended changes) meets a set of tests known as the 'basic conditions', the next stage of plan preparation is to hold a referendum. The local community is asked to vote on whether the plan should be used to determine planning applications in the Neighbourhood Plan area. If more than 50% of vote is in favour of the neighbourhood development plan, it comes into force and the plan will be 'Made' by Horsham District Council unless exceptional circumstances arise (a similar process to the formal adoption of a DPD). Once 'Made'; the Neighbourhood Plan will form part of the council's development plan and will be used together with the planning policies set out in the Local Plan to determine planning applications for the area it covers.

Who Leads Neighbourhood Planning in an Area?

2.30 In Horsham District, the vast majority of which is parished, it is the Parish Council who prepares a Neighbourhood Plan. A Neighbourhood Plan can cover all or part of a parish and in some cases may involve a number of parishes if they choose to 'cluster'. In unparished areas, where there is a desire from the community to produce a Neighbourhood Plan, it is necessary to form a Neighbourhood Forum. Alternatively, a Parish Council can include unparished areas, subject to the approval of the Local Authority who designate the Neighbourhood Plan area.

What is the Role of Horsham District Council?

2.31 The Government is encouraging communities to get involved in plan production and consultation, either by responding to Local Plan consultations or by producing a Neighbourhood Plan. It is recognised that this requires a significant commitment from local communities in terms of time and resources.

2.32 The Council is required to provide advice and assistance and support on a range of issues, including consultation and the process of document production. Consultation procedures for Neighbourhood Plans and Development Orders are set out in the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012 (as amended).

2.33 There are six stages in making a Neighbourhood Plan. It is our duty as the planning authority to support organisations at every stage. The following table outlines the support that will be provided by the Strategic Planning Team at each stage:

Key Stage of Production	What the Council Will Do
Stage 1: Area Designation	<p>Provide advice on the legal process of designating a plan, on joint neighbourhood plans (clustering) and guidance on completing the form.</p> <p>Once an application is received to designate an area for Neighbourhood Planning the LPA must determine on the validity of the application within a specific timeframe and publish the outcome of the application.</p>
Stage 2: Drafting & Consulting	<p>Planning Advice, guidance and documents: Neighbourhood Planning Officers at the Council will provide planning advice and guidance to help local community organisations.</p> <p>Provide information and support on how to prepare and collate evidence to support the preparation of the Neighbourhood Plan. If appropriate this may include updates on emerging planning practice and useful general guidance notes on plan making.</p> <p>Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA): The Council will undertake Screening to consider whether Sustainability Appraisal of a Neighbourhood Plan is required to support the process of plan preparation.</p> <p>Habitat Regulation Assessment (HRA): The Council will provide a Habitat Regulation Screening Assessment screening opinion to ensure the legal requirements to consider the impacts of a plan on certain nature conservation sites are considered.</p>

	<p>Drafting the Neighbourhood Plan: The plan will mainly be drafted by the local community organisation together with any consultant that the community may appoint. Where appropriate Neighbourhood Planning Officers will provide guidance and advice on the legal requirements for consultation and publicity for Pre- Submission and Submission.</p> <p>Consultation of the Pre Submission Draft Neighbourhood Plan: Under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012, Horsham District Council is a formal consultee. The Council will therefore provide a formal response to a neighbourhood planning group as part of this consultation</p>
<p>Stage 3: Submission and Consultation</p>	<p>Prior to Examination: Once the Neighbourhood Planning Group has a plan which it wishes to be put forward to Examination, the plan will be formally submitted to Horsham District Council together with a number of other documents which are required under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012.</p> <p>Horsham District Council will check to ensure that the necessary documents have been received. If all information has been provided, the Council will hold a public consultation in line with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended). Comments will be invited over a minimum 6 week period.</p>
<p>Stage 4: Independent Examination</p>	<p>Examination: The Council will appoint an independent Examiner with input from the neighbourhood planning group, and will send the appointed person copies of the proposed plan, relevant documents and the representations made. The expectation is that examinations of neighbourhood plans will normally be undertaken through written representations. If required the Council will work with the Examiner and relevant parish/neighbourhood council to organise any hearings the Examiner may request.</p> <p>Modifications: If an Examiner recommends modifications are made to the plan in order to meet the Basic Conditions prior to proceeding to referendum, the Council will explain and discuss the modifications with the qualifying body. Modifications which are significant material changes may require further consultation or re- examination. It is for the Council to make the final decision on whether to progress the plan or go out to consultation again, reopen the examination or proceed to the referendum stage.</p> <p>After the Examination: The Council will publish and share the Examiner’s Report, the Decision Statement and the Neighbourhood Development Plan. If the NDP meets the basic conditions, the Examiner will recommend that it proceeds to Referendum Stage.</p>

<p>Stage 5: Referendum</p>	<p>The Council will arrange for the Referendum in accordance with the timescales set out in legislation unless agreed otherwise by the parish.</p> <p>If more than 50% of those voting in the referendum vote 'Yes', the Council will bring the Neighbourhood Plan into legal force.</p> <p>If the plan does not pass Referendum the Council will provide advice on the next steps.</p> <p>The COVID 19 pandemic has resulted in mandatory restrictions on movement since March 2020 to prevent transmission of the virus and protect vulnerable groups. The Local Government and Police and Crime Commissioner (Coronavirus)(Postponement of Elections and Referendums)(England and Wales) Regulations 2020 prevents any referendum on neighbourhood plans being held until 5 May 2021 at the earliest. Government guidance indicates that during this period, following the issue of a decision statement, 'significant weight' can be applied to the plan by the decision maker when considering planning applications.</p>
<p>Stage 6: Making the Neighbourhood Development Plan (NDP)</p>	<p>Once the plan has been brought into legal force, it is considered 'Made'. The Council will then use it to determine planning applications and guide planning decisions in the Neighbourhood area.</p>

- 2.34 If you are interested in getting involved with the production of a Neighbourhood Plan or would like to find out further information, please visit our website:
<https://www.horsham.gov.uk/planning/neighbourhood-planning>

Community Infrastructure Levy (CIL)

What is CIL?

- 2.35 The Community Infrastructure Levy is a charge that local authorities can impose on new development in their area. The money raised can be used for infrastructure that the Council and communities want.
- 2.36 The following table provides details of the CIL Charging Schedule production process and the opportunities for consultation and participation:

Key Stages of Production
Consultation on Final Draft Charging Schedule (Minimum of 4 weeks)
Submission of CIL to Secretary of State
Examination by Independent Planning Inspector (appointed by Secretary of State)
Adoption of Final Charging Schedule by Full Council

- 2.37 The Government has proposed significant changes to the current system of Community Infrastructure Levy / Section 106 contributions in its White Paper, which was published in August 2020:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907647/MHCLG-Planning-Consultation.pdf
Subject to the outcome of any changes to CIL / S106, the Council will take account of these changes once finalised.

Monitoring and Review

- 2.38 The Council is required to prepare an Authority Monitoring Report (AMR) for the Local Plan every year. The AMR provides information on the implementation of the LDS and the extent to which the planning policies set out in the Local Plan are being achieved. The AMR also sets out the Council's latest position in terms of five year housing land supply.
- 2.39 The Statement of Community Involvement will be reviewed every five years unless there are changes to legislation, Government guidance or local circumstances that indicate an earlier review is required.

Statement of Community Involvement

Part 3 – Development Management

What is Development Management?

- 3.1 Development Management is a positive, proactive approach to shaping, considering, determining and delivering development proposals in a local area to achieve the local planning vision and objectives.
- 3.2 The Development Management team are responsible for determining planning applications across the District and also operate an agency arrangement with the South Downs National Park Authority. This means that the majority of applications within the part of the National Park which fall within the district of Horsham are dealt with by the Development Management Team on behalf of the National Park Authority.
- 3.3 Decisions on planning applications are made in accordance with Development Plan documents, which include 'Made' Neighbourhood Plans unless additional material considerations indicate otherwise.

Pre-application Planning Advice

- 3.4 We offer a comprehensive pre-application planning advice service where we discuss and provide a professional input into proposals before the submission of an application. Advice can be provided in writing, via a meeting, as well as a general non-site specific advice service over the telephone. Further information can be found online: <https://www.horsham.gov.uk/planning/Pre-Application-Planning-Advice>

Pre-application Consultation

- 3.5 Pre-application consultation is carried out by or on behalf of the applicant / developer before a planning application is submitted to the local authority. Seeking pre-application advice is strongly encouraged and is a best practice approach, as set out within Government guidance. The pre-application process can identify potential problems or improvements that could be made to proposals at an early stage. We recommend that any development scheme is developed involving consultation with local residents, organisations and other key stakeholders in addition to the Council and prior to submitting any planning applications for major developments and other complex developments, which would invoke significant public interest. The applicant should consider the outcome of any public consultation to help inform the submission of any planning application.
- 3.6 Local residents can benefit from this by providing their input to help ensure the development is acceptable in planning terms. It can also assist developers by understanding the communities' aspirations and reducing the scope for objections at a later stage.

- 3.7 Developers undertaking pre-application consultation with local communities and stakeholders are asked to address the following:
- Set clear objectives and agree the consultation approach with the Development Management Team, including who will be consulted.
 - Let people know what the scheme is proposing, and be clear about what they can influence when making comments.
 - Use different engagement approaches to maximise opportunities for people to influence the proposals. In particular steps should be taken to involve any seldom-heard groups that could be affected by a proposal.
 - Submit a statement alongside the final planning application outlining the community involvement work that has been undertaken. This should include a summary of any responses received at consultation, and should explain how feedback has influenced the proposals.
 - When developers are proposing to amend a scheme which already has permission they are still encouraged to undertake pre-application consultation with the Council, local communities and stakeholder. They are also requested to submit a statement as part of a final application clearly setting out what the proposed changes are.

Planning Application Publicity

- 3.8 When a planning application is received and once valid there is a statutory period of 21 days during which anyone with an interest can comment on a proposal. The Council is only statutorily required to publicise certain types of applications but will ensure that these are appropriately published. Our approach to notification of planning application is to:
- Produce a Weekly List of registered planning applications which is available to view through the online planning service 'Public Access' which can be accessed via the following link: <https://www.horsham.gov.uk/planning/view-and-comment-on-planning-application>
 - Advertise relevant applications in a local newspaper.
 - Publish details of all planning applications online with supporting documents and plans. Applications can be searched by address, individual application number, and advanced search options are available.
 - Consult all parish/neighbourhood councils, statutory consultees and other relevant organisations on applications within their parish/neighbourhood or administrative area.
 - Undertake notification according to the type of application; methods of notification may include adjoining neighbour notifications and/or displaying site notices.
- 3.9 The legal requirements for consultation on submitted planning applications is set by the Government in legislation including The Town and Country Planning (Development Management Procedure) (England) Order (2015) as amended.
- 3.10 Where revised plans are submitted as part of an application these will be given a reduced consultation period if re-consultation is required.

3.11 Applicants are required to publicise applications where:

- An environmental statement is submitted, after the application has been made to the Council
- Certain types of development for agriculture, forestry and for the demolition of buildings

Commenting on a Planning Application

3.12 We welcome any comments, whether in support of an application or objection to it, but in making a decision we can only take account of planning considerations. Comments must be submitted to the Council within the 21 day consultation. Comments received after the consultation period has expired will be taken in to account wherever possible up to the point that the application is determined.

3.13 Comments **received in response to a planning application are a matter of public record and cannot be treated as confidential**. The Council reserve the right not to publish any comments or parts of comments that are not considered suitable for the public to view. These include comments that are offensive, personal or of a defamatory nature.

3.14 We collect your name, address, email address and telephone number when you make a comment. We use the data you give us to verify your identity and to help ensure that the process of making comments is not left open to abuse.

3.15 Since the introduction of General Data Protection Regulations 2018 (GDPR) we do not publish the name of a person making a comment. We will also not publish your email address, telephone number or signature to the public.

3.16 The content of comments form part of the Statutory Register and we have a duty to make this information available to the public. Comments can be made online via the following link: <https://www.horsham.gov.uk/planning/view-and-comment-on-planning-application>

By Email: planning@horsham.gov.uk or

By post: Development Management, Horsham District Council, Parkside, Chart Way, Horsham, RH12 1RL

What can I Comment on?

3.17 If you comment on a planning application it is important that your comments relate to planning matters, as it is only these matters that can be taken into account by the Council when making a decision. Some of the issues considered to be planning matters are:

- External appearance and design
- Highway safety, traffic and parking issues
- Impact of street scene or character of the local area
- Issues of noise, privacy, disturbance and amenity
- Drainage
- Overbearing or overshadowing
- Loss of trees or impact on conservation areas

This list is for guidance only and is not exhaustive; there may be other relevant issues that you would like to comment on that are material to planning.

3.18 Some issues are not regarded as planning matters and are not usually taken into account when reaching a planning decision. These include the following:

- Loss of private view
- Property value
- Possible future uses outside the scope of the application
- Private property matters such as boundary and ownership disputes, covenants or private rights of way
- Personal matters relating to the identity of the applicant
- Moral issues or applicant's motives
- Matters covered by other legislation such as building regulations, licensing or restrictive covenants

Making a Decision

3.19 Planning applications are determined according to the Development Plan and other material considerations. Often, planning permission may be granted subject to conditions to ensure that the development is acceptable, or to prevent certain impacts or activities arising from the proposal.

3.20 There are two ways decisions are made on planning applications determined by the Council: Planning Committee and delegated decisions:

Delegated Decisions – The Council receives a large volume of applications each year, and it is impractical for all applications to be determined by the Planning Committee. Planning legislation permits the Council to delegate the determination of certain planning applications and other types of planning related applications to officers rather than the Planning Committee.

Planning Committee – The Planning Committee comprises elected councillors and is responsible for making decisions on applications received by the Council, excluding those which fall within delegated powers in accordance with the Council's constitution.

3.21 The constitution states that the following criteria must be met to elevate a planning application to be determined at planning committee:

- Where the Head of Development considers the application should be presented to the Planning Committee for a decision.
- The case officer recommendation is contrary to the view of the relevant Parish or Neighbourhood Council and the Parish or Neighbourhood Council has requested the opportunity to address the Committee.
- A Councillor requests that the applications be determined by the Committee and this request is made in writing within 35 days of the validation of the application.
- Where eight or more persons in different households or bodies from within the District make a written representation (to include email), which discloses a material planning consideration within the consultation period and is inconsistent with the Development Manager's recommendation.
- The decision would conflict with the Council's planning policy (i.e. it would be a 'departure' from the Development Plan).

- 3.22 Please note that there are certain types of applications, which are not planning applications, and which given their minor nature or the legal framework for their decision making will not be determined by planning committee.
- 3.23 Please note that this is a simplified list and subject to change. Up-to-date decision making procedures are set out in the Council's constitution which will always take precedence. For further information view the Constitution online at:
- <https://horsham.moderngov.co.uk/ecSDDisplay.aspx?NAME=Constitution&ID=233&RPID=109197>
- 3.24 Committee reports are available five working days before Committee. On applications reported to Committee the Council operates a policy of public speaking provided that you are registered to speak no later than 12.00 noon on the last but one working day before the day of the meeting. Please refer to the Constitution, a link to which is provided above, for full details on public speaking at meetings of the Council.

Notification of Decisions

- 3.25 Once a decision has been made on an application, either by the Planning Committee or by delegation, the Council will notify the applicant/agent of the Council's decision.
- 3.26 All decision notices are made available for inspection at the Council offices and are available to view on our website through the Public Access system as well as the accompanying officer reports, which set out the planning considerations and recommendation for approval or refusal.

Appeals

- 3.27 If an application is refused or not determined within statutory timeframes, the applicant may exercise their right to appeal. When the Council is notified of an appeal by the Planning Inspectorate, the Council will notify interested parties of the appeal and provide a copy of comments made on the application to the Planning Inspectorate. Interested parties will be advised on how they can participate in the appeal process, including the venue and time of any informal hearing or public inquiry.

Contact Us

3.28 Please find below a list of useful contact details:

Section	Telephone Number	Email Address
Strategic Planning	01403 215398	strategic.planning@horsham.gov.uk
Neighbourhood Planning	01403 215129	neighbourhood.planning@horsham.gov.uk
Development Management	01403 215187	planning@horsham.gov.uk

Postal Address: Horsham District Council, Parkside, Chart Way, Horsham, West Sussex, RH121RL
www.horsham.gov.uk

Report to Cabinet

24 September 2020

By the Cabinet Member for Planning and Development

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Update to Building Control Charges Scheme

Executive Summary

Local Authorities must prepare and publish a charging scheme in respect of Building Control functions in accordance with the relevant regulations. This scheme should be kept under review and charges adjusted to reflect the current level of costs. It is expected that the income from charges covers the costs of chargeable functions.

The current Scheme was published in October 2017 and an increase in charges is now justified to maintain cost recovery in line with the Regulations.

Recommendations

Cabinet is recommended to:

- i) Recommend to Council that the revised Charges Scheme as set out in Appendix A is approved.

Reasons for Recommendations

- i) To ensure Building Control Charges are able to cover the costs associated with the relevant functions and kept in line with inflation

Background Papers

- Calculation of productive hourly rates 2021

(Note: the documents listed are required to be kept by the report author and to be available for public inspection, unless they are confidential or exempt, for 4 years from the date of the decision).

Wards affected: All.

Contact: Stephen Shorrocks, Head of Building Control, x5152

Background Information

1 Introduction and Background

- 1.1 Local Authorities are authorised under the Building (Local Authority Charges) Regulations 2010 to charge those carrying out building work and building owners for carrying out certain functions under The Building Act 1984 and the Building Regulations 2010.
- 1.2 Local Authorities must prepare and publish a charging scheme in respect of the charges it makes and charges must be set at a level that ensures, taking one financial year with another, that the income from charges equates to the costs that it incurs in providing chargeable functions and advice.
- 1.3 Charges are to be based on the hourly rate at which the time of officers of the authority will be charged.
- 1.4 The current Charges Scheme was published in 2017 and the applicable hourly rate was £55.
- 1.5 The reviews for 2017/18 and 2018/19 did not warrant any change to the current charges. However the results for 2019/20 did show a reduction in chargeable income and subsequently an increase in costs.
- 1.6 It was originally proposed that a new charges scheme would be published for April 2020 but this was delayed due to the impact of the Covid 19 pandemic and the reduction in economic activity around the construction industry. It is now considered appropriate to review the charges scheme again and introduce new charges based on a calculated hourly rate of £59.
- 1.7 If annual inflation rates had been applied over the past 3 years the hourly rate would be £58.70 so the increase is in line with a consolidated inflation figure. The average increase for charges for domestic applications where standard charges apply is around 7%.
- 1.8 It is also proposed to make some minor tweaks to the actual charges schedule to introduce the following changes
 1. Increase the number of hours charged for a single storey extension under 15m² by 0.5 hours to more accurately reflect the time spent on this category.
 2. Introduce an additional charge for applications submit by post or with cheques to cover the additional administration costs.
 3. Introduce a charge for resurrecting archived applications where the works have not been inspected for over 3 years.

2 Relevant Council policy

- 2.1 Para. 5.3.4 of the 2019-2023 Corporate Plan sets out the principle that the Council will “*Continue to manage our finances prudently and identify new sources of revenue to balance our budgets as funding from central government reduces*”
- 2.2 The key principles of the building control charges scheme is full cost recovery for chargeable services and that the user should pay for the actual service they receive. Local Authorities should make every effort to ensure that charges remain affordable and competitive and do not encourage people to circumvent the building regulations.
- 2.3 The new charging scheme reflects these objectives in setting the chargeable rate at the level proposed.

3 Details

- 3.1 The Building Control Charges Scheme outlines the relevant services provided and the mechanism for setting a charge in accordance with the Building (Local Authority Charges) Regulations 2010. A copy of the full scheme is shown in Appendix A.
- 3.2 There are a series of Standard Charges which are set based on the principles used within the Regulations and an assessment of factors to estimate the normal time for officers to undertake the function
- 3.3 Standard Charges are divided in to 3 categories
 - Table A relates to new build dwellings and flats
 - Table B relates to works to a single dwelling
 - Table C relates to non-domestic extensions and alterations
- 3.4 The Standard Charges have been increased to reflect the change in chargeable hourly rate. Individually determined charges for projects that are outside the Standard Tables will be determined in accordance with the principle of The Scheme using the new hourly rate.

4 Next Steps

- 4.1 Following Cabinet and Council approval the making of the amended charging scheme will need to be publicised for at least 7 days before it comes in to effect. The proposed implementation date is 1 November 2020.

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

- 5.1 The Regulations do not require that the Council should carry out any public consultation on this matter, and this is not considered necessary as the justification to increase fees is to ensure that the Council can continue to cover its costs.

- 5.2 Internal consultation has been undertaken with the Head of Finance, Head of Legal and Monitoring Officer and their comments incorporated in to this report.
- 5.3 The Planning Policy Development Advisory Group considered the proposals at their meeting on 14 September. The Group supported the review of charges and to increase the rate as calculated and agreed with Head of Finance.

6 Other Courses of Action Considered but Rejected

- 6.1 The fee increase could be delayed until April 2021 but this was not considered necessary as the local authority has the option to increase charges at any time in accordance with the legislation and the increase was delayed from April 2020 due to the Covid 19 pandemic.

7 Resource Consequences

- 7.1 There are no staff changes proposed as a consequence of this report.
- 6.2 The new hourly rate of £59 has been calculated using a model based on productive chargeable hours divided by the budgeted costs for 2020/21. The productive hours are based on an estimate of staff time allocations for different roles combined to give an overall figure.
- 6.3 Using the income figures for 2018/19 which are more representative of usual activity the new rate would generate approximately £36,000 of additional income for HDC.
- 6.4 The Building Control service also provides services for Crawley Borough Council under a joint working agreement and would generate approximately £16,000 for CBC in additional income.
- 6.5 The new income figures are intended to cover the costs of the chargeable services as expected by the Building (Local Authority Charges) Regulations 2010.

8 Legal Consequences

- 8.1 The revised Charges Scheme is in accordance with the Building (Local Authority Charges) Regulations 2010 and will be advertised for a minimum of 7 days before coming into effect.

9 Risk Assessment

- 9.1 If the Authority did not increase its charges to reflect the increase in costs then the service may not recover sufficient income and would generate an increased cost to the authority.

10 Other Considerations

- 10.1 There are not considered to be any considerations required for Crime & Disorder; Human Rights; Equality & Diversity and Sustainability.

APPENDICES TO REPORT

Appendix A – Building Control Charges Scheme, November 2020



BUILDING CONTROL CHARGES SCHEME

Date this Scheme comes into effect: 1st November 2020

Sussex Building Control providing building control services on behalf of:



A member of



SCHEME FOR THE RECOVERY OF COSTS

Introduction

It has been the intention of successive governments to ensure that the cost of the Building Regulations service is recoverable from the charges made. Charges are made under the provisions of The Building (Local Authority Charges) Regulations 2010 (SI 2010/404) which came into force on 1st April 2010.

This scheme should be read in accordance with the Regulations particularly in relation to matters of detail, including those of interpretation. Copies of the Regulations are available from www.Gov.uk

This scheme may be amended, revoked, or replaced by the Authority at any time. You are therefore advised to satisfy yourself that this document is current.

Definitions

The following definitions apply to this Charging Scheme and should be read in conjunction with the other clauses and tables which constitute the Charging Scheme.

Building – means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.

Building Notice – means a notice given in accordance with regulations 12(2)(A)(a) and 13 of the Building Regulations 2000 (as amended).

Building work – means

- a. The erection or extension of a building;
- b. The provision or extension of a controlled service or fitting in or in connection with a building;
- c. The material alteration of a building, or a controlled service or fitting;
- d. Work required by building regulation 6 (requirements relating to material change of use)
- e. The insertion of insulating material into the cavity wall of a building;
- f. Work involving the underpinning of a building;
- g. Work required by building regulation 4A (requirements relating to thermal elements);
- h. Work required by building regulation 4B (requirements relating to a change of energy status);
- i. Work required by building regulation 17D (consequential improvements to energy performance).

Chargeable function - means a function relating to the following –

- (a) the passing or rejection of plans of proposed building work which has been deposited with the council in accordance with section 16 of the Building Act 1984 (as amended).
- (b) the inspection of building work for which plans have been deposited with the council in accordance with the Building Regulation 2000 (as amended) and with section 16 of the Building Act 1984 (as amended)
- (c) the consideration of a building notice which has been given to the council in accordance with the Building Regulations 2000 (as amended)
- (d) the consideration of building work reverting to the council under the Building (Approved Inspectors etc.) Regulations 2000 (as amended)
- (e) the consideration of a regularisation application submitted to the council under regulation 21 of the Building Regulations 2000 (as amended).

Cost - does not include any professional fees paid to an architect, quantity surveyor or any other person.

Dwelling - includes a dwelling-house and a flat.

Dwelling-house - does not include a flat or a building containing a flat.

Estimated cost – means the amount accepted by the local authority as that which a person engaged in the business of carrying out building work would reasonably charge for carrying out the work in question, excluding VAT and professional fees.

Flat - means separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

Floor area of a building or extension - is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

Relevant person - means:

- (a) in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;
- (b) in relation to a regularisation charge, the owner of the building; and
- (c) in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of 'chargeable advice'

Principles of this Scheme

Charges have been set for the functions prescribed in Regulation 4 of the Building (Local Authority Charges) Regulations 2010, namely:-

- **An application charge**, payable when an application is given to the Local Authority for carrying out building control functions.
- **A plan charge**, payable when plans of the building work are deposited with the Authority.
- **An inspection charge**, payable on demand after the Authority carry out the first inspection in respect of which the charge is payable.
- **A building notice charge**, payable when the Building Notice is given to the Local Authority.
- **A reversion charge**, payable for building work in relation to a building:-
 1. which has been substantially completed before plans are first deposited with the Authority in accordance with Regulation 20 of the Approved Inspectors Regulations, or
 2. in respect of which plans for further building work have been deposited with the Authority in accordance with Regulation 20 of the Approved Inspectors Regulations,

On the first occasion on which those plans have been deposited.

- **A regularisation charge**, which is payable at the time of the application to the Authority in accordance with Regulation 21 of the Building Regulations.
- **Chargeable advice**, LAs can make a charge for giving advice in anticipation of the future exercise of their chargeable functions (ie before an application or notice is received for a particular case). This charge is payable on demand after the first hour of advice, and after the authority has given notice required by Regulation 7(7) of the Building (Local Authority) Charges Regulations 2010 (ie the charge has been confirmed in writing following an individual determination). This charge can be discounted from a subsequent application or notice received for the work in question.

You are advised that:-

- The above charges are payable by the relevant person.
- Any charge, except the regularisation charge, which is payable to the Authority shall be subject to value added tax at the standard rate.
- Where the work relates to work to a single dwelling a separate inspection charge is not payable unless the authority is requested to split the charge.
- Where the charge relates to an extension of an industrial building, which does not exceed 15m², a separate inspection charge is not payable.
- Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, be paid by installments of such amounts payable on such dates as may be specified by the authority. If the applicant and an authority are agreeable, an inspection charge can be fully or partly paid in advance, at the same time as the plans charge.
- The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery. The charges will be calculated by using the Council officers' average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:
 1. The existing use of a building, or the proposed use of the building after completion of the building work;
 2. The different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations;
 3. The floor area of the building or extension;
 4. The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
 5. The estimated duration of the building work and the anticipated number of inspections to be carried out;
 6. The estimated cost of the building work;
 7. Whether a person who intends to carry out part of the building work is a person mentioned in regulation 12(5) or 20B(4) of the Building Regulations (i.e. related to competent person/self certification schemes) ;
 8. Whether in respect of the building work a notification will be made in accordance with regulation 20A(4) of the Building Regulations (i.e. where design details approved by Robust Details Ltd have been used);
 9. Whether an application or building notice is in respect of two or more buildings or

- building works all of which are substantially the same as each other;
10. Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority;
 11. Whether chargeable advice has been given which is likely to result in less time being taken by a local authority to perform that function;
 12. Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.

Exemption from charges

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling which is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or
- (b) for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.

The council has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of-

- (a) the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
- (b) the provision or extension of a room which is or will be used solely-
 - (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
 - (ii) for the storage of medical equipment for the use of the disabled person, or
 - (iii) to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.

The council has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it; or
- (b) for the provision of facilities designed to secure the greater health, safety, welfare or convenience of disabled persons.

Note: 'disabled person' means a person who is within any of the descriptions of persons to whom Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989. The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed

Principles of the scheme in respect of the erection of small domestic buildings, certain garages, carports and extensions

- Where the charge relates to the erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport under 40m² providing it is constructed at the same time as the dwelling.
- Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable, providing that the building work for all aggregated extensions is carried out at the same time.

Information required to determine charges

If the authority requires additional information to enable it to determine the correct charge the authority can request the information under the provisions of regulation 9 of The Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on the authority's Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work

Additional information may be required in relation to:

- The floor area of the building or extension
- The estimated duration of the building work and the anticipated number of inspections to be carried out.
- The use of competent persons or Robust Details Ltd.
- Any accreditations held by the builder or other member of the design team.
- The nature of the design of the building work and whether innovative or high risk construction is to be used.
- The estimated cost of the building work. If this is used as one of the factors in establishing a charge the 'estimate' is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).

Establishing the Charge

The authority has established standard charges using the principles contained within The Building (Local Authority Charges) Regulation 2010. Standard charges are detailed in the following tables. In the tables below any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative.

If the building works that you are undertaking is not listed as a standard charge it will be individually determined in accordance with the principles and relevant factors contained within The Building (Local Authority Charges) Regulation 2010. If the authority consider it necessary to

engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge.

When the charge is individually determined the authority shall calculate the charge in the same way a standard charge was set by using the average hourly rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation to that particular piece of building work and taking into account the applicable factors listed in regulation 7(5) of the charges regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors which have been taken into account in determining the charge.

Other Matters

- Charges are not payable for the first hour when calculating an advice charge.
- In calculating these charges, refunds or supplementary charges, an officer hourly rate of £55 has been used.

Reductions

The authority shall make a reduction in a standard or individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, where it is likely to result in less time being taken by the local authority to perform the chargeable function for that work.

When it is intended to carry out additional building work on a dwelling at the same time that any of the work that Table B relates then the charge for this additional work shall be reduced by 50%. Alternatively, the charge may be individually determined, with the agreement of the applicant.

Where in accordance with Regulation 7(5)(i) of the charges regulations one application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other a 30% reduction in the standard plan or building notice charge will be made.

Where in accordance with Regulation 7(5)(j) of the charges regulations an application or building notice is in respect of building work that is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority, a 50% reduction in the charges will be made

Refunds and supplementary charges

If the basis on which the charge has been set or determined changes, the LA will refund or request a supplementary charge and provide a written statement setting out the basis of the refund/supplementary charge and also state how this has been calculated. In the calculation of refunds/supplementary charges no account shall be taken of the first hour of an officer's time.

Non-Payment of a Charge

Your attention is drawn to Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010 which explains that plans are not treated as being deposited for the purposes of Section 16 of the 1984 Act or Building Notices given unless the Council have received the correct charge.

Complaints about Charges

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. The council has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint are available on request and can be viewed on the council's web site.

Transitional Provisions

The Building (Local Authority Charges) Regulations 1998 continue to apply in relation to building work for which plans were first deposited or a building notice given or a regularisation application made before 1st October 2010 and the applicable charges scheme continues.

The Council's scheme for the recovery of charges dated 1st October 2010 continues to apply in relation to building work for which plans were first deposited, a building notice given, a reversion charge becoming payable, or a regularisation application is made, between 1st October 2010 and 30 June 2011 (inclusive).

The Council's scheme for the recovery of charges dated 1st July 2011 continues to apply in relation to building work for which plans were first deposited, a building notice given, a reversion charge becoming payable, or a regularisation application is made, between 1st July 2011 and 30 November 2017 (inclusive).

The Council's scheme for the recovery of charges dated 1st December 2017 continues to apply in relation to building work for which plans were first deposited, a building notice given, a reversion charge becoming payable, or a regularisation application is made, between 30 November 2017 and 30 October 2020 (inclusive).

Standard Charges

Standard charges include works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques and/or the duration of the building work from commencement to completion does not exceed 18 months. In these circumstances supplementary charges may apply or the charge will be individually determined. We will contact you within 2 working days of receipt of your application if we consider this to be the case with your application.

The charges have been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work referred to in the standard charges tables. If not, the work may incur supplementary charges.

If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the authority then a reduction to the standard charge will be made.

If the authority consider it necessary to engage and incur the cost of a consultant to provide specialist advice or services in relation to a particular aspect of building work, these costs may be added to the standard charge or included in an individually determined charge.

Where a suitable electrical certificate under BS 7671 cannot be provided an additional charge may be applied.

If more than 2 years has elapsed since the last inspection a reactivation charge of £59 will be applied when a request for an inspection is received.

If an application is submitted by post or payment is made by cheque then an additional administration charge of £30 will be applied.

Plan and Inspection Charges

The plan charge and inspection charge are listed in the following tables.

Building Notice Charge

Where building work is of a relatively minor nature the Building Notice charge is the same as the total plan and inspection charge. In relation to more complex work the time to carry out the building regulation function is higher and the resultant additional costs of using the Building Notice procedure results in the higher charge as detailed in the following tables.

Reversion Charge

These charges will be individually determined

Regularisation Charge

The charge is listed in the following tables.

Interpretation of Table A

For the purposes of the Table, the reference in the heading to column (1) is a reference to the number of dwellings in the building or buildings referred to.

Table A
Dwelling-houses and flats not exceeding 250m² or more than 3 storeys

Number of Dwelling-houses	Full Plans Application		Building Notice	Regularisation
	Plan Charge	Inspection Charge		
1	250	580	1030	1238
2	355	825	1475	1770
3	480	1115	1995	2393
4				
5				
6	710	1650	2950	3540
7				
8				
9				
10				
Number of Flats				
1	175	415	740	885
2	390	910	1625	1950
3				
4				
5	620	1445	2580	3098
6				
Conversions				
To form a single dwelling-house (where proposed work is less than £15,000)	105	250	445	533
From single dwelling to 2 dwellings	140	330	590	705
Cost per flat formed as part of a conversion up to 6 in total (multiply charge by the number of flats)	105	250	445	533
From agricultural building to dwelling-house	445	1035	1845	2213

Table B
Works to a single dwelling³

	Description	Full Plans Application		Building Notice	Regularisation
		Plan Charge	Inspection Charge		
Extensions and new build					
1	Extension with a floor area not exceeding 15m ²	195	275	470	705
2	Extension with floor area exceeding 15m ² but not exceeding 60m ²	195	365	560	840
3	Extension with floor area exceeding 60m ² but not exceeding 100m ²	240	440	680	1020
4	Erection or extension of a non-exempt garage or carport up to 100m ²	125	230	355	533
5	Detached building in curtilage of dwelling that includes habitable accommodation up to 100m ²	215	405	620	930
Conversions					
6	Loft conversion to a building with no more than 2 storeys with a floor area not exceeding 40m ²	195	365	560	840
7	Loft conversion to a building with no more than 2 storeys with floor area exceeding 40m ² but not exceeding 100m ²	240	440	680	1020
8	Conversion of garage to a habitable room (s)	125	230	355	533
Controlled services and fittings					
9	Re-roofing	175	-	175	263
10	Renovation of a thermal element	175	-	175	263
11	Replacement of 1 – 10 windows, roof lights, roof windows or external doors	150	-	150	225

12	Replacement of 11 or more windows, roof lights, roof windows or external doors	175	-	175	263
13	Electrical installation work other than rewire	150 ¹	-	150 ¹	225 ¹
14	Electrical rewire	175 ¹	-	175 ¹	263 ¹
15	Installation of an alternative energy system (where considered as building work and not covered by a competent person scheme)	150 ¹	-	150 ¹	225 ¹
16	Formation of a single structural opening	150	-	150	225
17					
Other domestic alterations (not listed above such as underpinning and structural alterations)					
18	Cost of work not exceeding £5000	235	-	205	285
19	Cost of work exceeding £5000 but not exceeding £15,000	180	180	360	533
20	Cost of work exceeding £15,000 but not exceeding £25,000	135	310	445	668
21	Cost of work exceeding £25,000 but not exceeding £50,000	160	370	530	795
22	Cost of work exceeding £50,000 but not exceeding £100,000	215	495	710	1065
Multiple work reductions					
Where multiple work is covered by more than one of the above categories then the appropriate charge is calculated by paying the full amount for the most expensive category and only 50% for the other applicable category provided this work is undertaken at the same time.					

NOTE – All the above figures exclude VAT

1. Where it is considered necessary to engage an outside body to certify and test the installation this will incur an additional charge.
2. For very minor works such as a bay window extension or small infill under an existing roof a reduced fee may be applicable. Please contact Building Control for advice.
3. If submitting a Full Plans application the total combined fee will be requested unless the applicant only wishes to pay the plan charge.

Table C
Non-domestic work (not more than 3 storeys above ground level)

Table C1		Extensions and new build											
Description of work		Building Usage (based on B1 purpose groups)											
		Other Residential (Institution, hotel, hostel etc)			Assembly and Recreational			Industrial and Storage			Offices and Shops		
		Plan Charge	Inspection Charge	Regularisation	Plan Charge	Inspection Charge	Regularisation	Plan Charge	Inspection Charge	Regularisation	Plan Charge	Inspection Charge	Regularisation
1	Single storey with floor area not exceeding 15m ²	195	335	795	195	305	750	355	-	533	195	275	705
2	Single storey with floor area exceeding 15m ² but not exceeding 60m ²	260	480	1110	215	405	930	155	290	668	195	365	840
3	New build & other extensions with a total floor area not exceeding 50m ²	260	480	1110	215	405	930	155	290	668	195	365	840
4	New build & other extensions with a total floor area exceeding 50m ² but not exceeding 100m ²	355	665	1530	300	555	1283	175	325	750	240	440	1020
5	New build & other extensions with total floor area exceeding 100m ² but not exceeding 500m ²	Contact Building Control for an individually determined charge						310	575	1328	415	765	1770

Table C2		Other work		
Description of work		Plan Charge	Inspection Charge	Regularisation
6	Cost of work not exceeding £5000 including ¹ Replacement windows, rooflights or external glazed doors (up to 20 units) Installation of new shopfront Renewable Energy systems e.g. solar panels (where considered as building work and not covered by a competent person scheme)	235	-	353
7	Cost of work exceeding £5000 but not exceeding £25,000 including Replacement windows, rooflights or external glazed doors (over 20 units) Installation of a raised storage platform within an existing building Renovation of a thermal element	125	290	623
8	Cost of work exceeding £25,000 but not exceeding £50,000	195	455	975
9	Cost of work exceeding £50,000 but not exceeding £100,000	240	555	1193
10	Fit out of existing building up to 100m ²	135	310	668
<p>Multiple work reductions</p> <p>Where multiple work is covered by more than one of the above categories within Tables C1 and C2 then the appropriate charge is calculated by paying the full amount from Table C1 and only 50% for the other applicable category based upon the cost of the additional work provided this work is undertaken at the same time.</p>				

1. Where the work is very minor and costing under £1000 a reduced fee may be applicable. Please contact Building Control for advice.

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

FORWARD PLAN

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice also includes details of other decisions the Council intends to make.

The reports and any background documents that have been used to inform the decisions will be available on the Council's website (www.horsham.gov.uk) or by contacting Committee Services at the Council Offices.

Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : committeeservices@horsham.gov.uk

Tel: 01403 215123

Published on 01 September 2020 / revised

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)
8.	Review of Building Control Charges Scheme	Cabinet Council	24 Sept 2020 14 Oct 2020	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers)
9.	Amended Public Space Protection Order	Cabinet	26 Nov 2020	Open	Adam Chalmers, Director of Community Services. adam.chalmers@horsham.gov.uk Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)
10.	Housing Strategy 2019 - 2024	Cabinet	26 Nov 2020	Open	Rob Jarvis, Head of Housing & Community Services. robert.jarvis@horsham.gov.uk Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)
11.	Wheeled Bins Procurement contract	Cabinet	26 Nov 2020	Open	Adam Chalmers, Director of Community Services. adam.chalmers@horsham.gov.uk Cabinet Member for Environment, Recycling and Waste (Councillor Philip Circus)

	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)
12.	Review of Southwater Country Park car parking	Cabinet	26 Nov 2020	Open	Vicky Wise, Head of Leisure and Culture Vicky.Wise@horsham.gov.uk Deputy Leader and Cabinet Member for Leisure and Culture (Councillor Jonathan Chowen)
13.	Horsham District Local Plan regulation 19	Cabinet	26 Nov 2020	Open	Catherine Howe, Principal Planning Officer catherine.howe@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers)
14.	Medium Term Financial Strategy	Cabinet	26 Nov 2020	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)
15.	Procurement of building contract	Cabinet	26 Nov 2020	Fully exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)

	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)
16.	Amended Public Space Protection Order - public consultation	Cabinet	28 Jan 2021	Open	Adam Chalmers, Director of Community Services. adam.chalmers@horsham.gov.uk Cabinet Member for Community Matters and Wellbeing (Councillor Tricia Youtan)
17.	Council Tax Reduction Scheme	Cabinet Council	28 Jan 2021 10 Feb 2021	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)
18.	Budget 2021/2022	Cabinet Council	28 Jan 2021 10 Feb 2021	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Leader and Cabinet Member for Finance and Assets (Councillor Ray Dawe)

This page is intentionally left blank