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Cabinet

Thursday, 24th March, 2022 at 5.30 pm
Conference Room, Parkside, Chart Way, Horsham

Councillors:	Jonathan Chowen	Leader and Local Economy
	Tony Hogben	Deputy Leader and Finance & Parking
	Toni Bradnum	Recycling & Waste
	Liz Kitchen	Community Matters
	Lynn Lambert	Planning & Development
	Christian Mitchell	Horsham Town
	Roger Noel	Leisure & Culture
	James Wright	Environment & Rural Affairs
	Tricia Youtan	Housing & Public Protection

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

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1. Apologies for absence	
2. Minutes	3 - 12
To approve as correct the minutes of the meeting held on 27 January 2022 (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.)	
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.	Highwood Community Centre Development proposal To consider the report of the Cabinet Member for Leisure & Culture	13 - 28
7.	New Council Carbon Reduction Action Plan To consider the report of the Cabinet Member for Environment & Rural Affairs	29 - 50
8.	Adoption of Conservation Area Appraisals and Management Plans for London Road and Richmond Road, Horsham, and Horsham Town Centre To consider the report of the Cabinet Member for Planning & Development	51 - 88
9.	Developer Transport Modelling: update to Fees Schedule To consider the report of the Cabinet Member for Planning & Development	89 - 100
10.	Grant income from Government received late in the 2021/22 financial year and extension of budget for the Drill Hall into June 2022 To consider the report of the Cabinet Member for Finance & Parking	101 - 106
11.	Overview & Scrutiny Committee To consider any matters referred to Cabinet by the Overview & Scrutiny Committee	
12.	Forward Plan To note the Forward Plan	107 - 110
13.	To consider matters of special urgency	
	Item 8) Adoption of Conservation Area Appraisals and Management Plans APPENDIX 4 - LONDON ROAD	111 - 162
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Cabinet
27 JANUARY 2022

Present: Councillors: Jonathan Chowen (Leader), Tony Hogben (Deputy Leader), Toni Bradnum, Liz Kitchen, Lynn Lambert, Christian Mitchell, Roger Noel, James Wright and Tricia Youtan

Also Present: Councillors: Tony Bevis, Martin Boffey, Karen Burgess, Louise Potter, David Skipp

EX/55 **MINUTES**

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

EX/56 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/57 **ANNOUNCEMENTS**

Councillor Lynn Lambert, Cabinet Member for Planning & Development, announced that two members of staff, who won regional Local Authority Building Control Building Excellence Awards last year, would be attending the ceremony in London for the national Excellence Awards on 28 January. Connor Hesling, an apprentice surveyor, had been short listed for the Newcomer of the Year Award and Sarah Collard for the Public Service Superstar Award.

Councillor Tony Hogben, Deputy Leader and Cabinet Member for Finance, announced that the Horsham Rec Ice Rink had been very successful, bringing economic and employment benefits as well as enhancing the Christmas experience in Horsham. The project had been funded by the political groups and by the Government's Additional Restrictions Grant.

EX/58 **PUBLIC QUESTIONS**

No questions had been received.

EX/59 **THE 2022/23 BUDGET AND MEDIUM-TERM FINANCIAL STRATEGY TO 2025/26**

Councillor Hogben introduced the annual Budget and revised MTFs following the Government's draft financial settlement. He set out the key points of the budget, including the budget requirement for 2022/23 of £12.188m, which was £1.1m lower than in 2021/22 due to the gradual recovery from Covid lockdowns.

The provisional settlement was on a similar funding basis to last year, although indications were that the Government's 2023/24 settlement would have quite a severe impact on the Council's financial position, for reasons set out in the report. However, due to the decision to remove New Homes Bonuses from operational budgets from 2016 to 2019, the Council was well prepared to address this.

The proposed Council Tax increase of 2.9% was a prudent level that balanced the needs of residents with future risks to the Council. The increase approximated to 9p a week for a Band D property and Horsham District continued to have one of the lowest rates in West Sussex and was within the lowest 25% nationally.

Councillor Hogben also drew attention to: the £10m capital programme; £1m committed towards the Council's green agenda, with measures to reduce carbon emissions and improve the environment within the district; and £200k supporting the economic recovery in the district.

With regards to the MTFs, the outlook remained extremely uncertain, with limited details on the Government's proposed changes to Business Rates and the Fair Funding Review, and no certainty regarding funding for food waste collections.

In response to concerns raised by Councillor Martin Boffey, Shadow Cabinet Member for Finance, Councillor Hogben reiterated that the Council Tax rise was modest given the economic pressures. Councillor Hogben and Councillor Chowen agreed to a meeting with Councillor Boffey and Councillor Louise Potter, Leader of the Minority Group, to discuss ideas regarding financial measures taken by the Council to help the most financially vulnerable.

Councillor Hogben commended the budget for 2022/23 as a prudent budget that was appropriate at a time of certainty.

RECOMMENDED TO COUNCIL

- i) That the level of Council Tax for 2022/23 increases from £157.52 by £4.57 (2.9%) to £162.09 at Band D.
- ii) That the net revenue budget set out in Appendix A for 2022/23 of £12.188m is approved.
- iii) That Special Expenses of £323,330 set out in Appendix C and a Band D charge of £26.83 are agreed in respect of the unparished area for 2022/23.
- iv) That the capital programme for 2022/23 set out in Appendix D be approved and that the indicative capital budgets in the programme for future years be noted.

- v) That the projected future budgets on the revenue account in 2023/24 to 2025/26 are noted and the Medium-Term Financial Strategy continues to be reviewed and refined to ensure that decisions are taken to set balanced budgets in these three years.
- vi) That the Minimum Revenue Provision Statement set out in Appendix E is approved.
- vii) That the Capital Strategy, Treasury Strategy, Investment Strategy and prudential indicators and limits for 2021/22 to 2024/25 set out in Appendix F are approved.
- viii) To note the statement on the robustness of the level of reserves in Appendix H.
- ix) That the increases to fees and charges set out in Appendix I and I(i) and I(ii) are approved.
- x) Delegate to the Director of Community Services in consultation with the relevant Cabinet lead temporary changes to fees and charges in the form of offers and incentives during the year, as well as the setting of charges for sports development activities as all offerings are being revised and will take account of variable costs such as facility hire and coaching rates.

REASON

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

EX/60 **2022 - 23 COUNCIL TAX REDUCTION SCHEME**

Councillor Hogben advised that Horsham's current CTR scheme provided financial support for those on low incomes to help them afford their Council Tax payments. The scheme was means tested and helped the more vulnerable in society. It was proposed that the scheme remained unchanged for 2022/23.

RECOMMENDED TO COUNCIL

To agree to no changes in the Council Tax Reduction scheme for 2022/23.

REASON

Council Tax Reduction schemes are annual schemes and therefore require an annual review and approval, even when no changes to the scheme are being proposed. Review work on the scheme showed the scheme remains affordable for Horsham District Council and provides a good level of support to our less well-off residents.

EX/61 **2022 - 23 DISCRETIONARY RATE RELIEF SCHEME**

Horsham District Council provided discretionary rate relief to charities and not-for-profit organisations under s47 of Local Government Finance Act 1988. Councillor Hogben proposed that the current scheme, which was reviewed each year, be amended by extending the charitable relief to up to 100% for eligible organisations. This would bring transparency and clarity to the award process and enable relief recipients to receive additional financial support.

RECOMMENDED TO COUNCIL

To approve the Discretionary Rate Relief scheme for 2022/23 as detailed in the appendix to the Cabinet report

REASON

- i) Discretionary rate relief is an annual scheme and therefore require an annual review and approval.
- ii) The increase in the level of rate relief to 100% will provide additional support for charitable and not for profit organisations.

EX/62 **SERVICE PROVISION OF THE INTERNAL AUDIT SERVICES**

Councillor Hogben explained the background to this item, as set out in the report. The current partnership with Orbis Partnership, a local authority partnership, would expire on 1 April. A review of the service found the current arrangement to be of good quality but more expensive than alternative options. Following discussions with Orbis a lower price had been agreed for a new five year agreement.

RESOLVED

- i) To agree to secure the provision of the internal audit service through a local authority partnership with East Sussex County Council for 5 years from 1 April 2022.
- ii) To delegate to the Director of Corporate Services the negotiations to finalise the legal documentation with East Sussex County Council in consultation with the Cabinet Member for Finance and the Monitoring Officer.

REASON

- iii) The new agreement retains the current good quality service with price £20,000 lower for each year and no risk or costs of change.

EX/63 **PROCUREMENT OF HORSHAM PARK SKATE PARK**

Councillor Roger Noel, Cabinet Member for Leisure & Culture, stated that the original skate park had been very popular before falling into disrepair, and he was delighted that it was being replaced, in the same location with free access for all.

It would be constructed from hardwearing carbon-reducing concrete and designed to be suitable for skateboards, roller skates, scooters, BMX bikes and wheelchairs. The Friends of Horsham Park were in support of the proposal. Once completed, the refined design would be submitted for planning permission. Councillor Noel concluded that this facility would support young people's physical and mental health and the design would enhance the location.

A number of Cabinet Members spoke in support of the proposal.

Councillor Noel confirmed that the design would deter antisocial behaviour and there would be CCTV surveillance and floodlighting into the evening. The building process was expected to take eight weeks with a view to being operational by late Summer 2022.

RESOLVED

- i) To approve the award of the Horsham Park Skate Park contract to the highest scoring bidder, on the terms recommended, as detailed in Appendix 1 (exempt).
- ii) To delegate authority to the Director of Community Services in consultation with the Head of Legal & Democratic Services to finalise terms and conditions and to enter into the contract with the highest scoring bidder.

REASON

In accordance with Horsham District Council's Procurement Code.

EX/64 **PROCUREMENT FOR THE SUPPLY AND FIT OF TYRES CONTRACT AND
PROCUREMENT FOR TRAFFIC MANAGEMENT CONTRACT**

Councillor Toni Bradnum, Cabinet Member for Recycling & Waste, stated that HDC had acted as lead authority, in collaboration with four other councils, in the procurement process for the supply and fitting of tyres. By working with other councils, larger orders meant the cost of the contract was reduced. The tyres were remoulded; these were slightly more expensive but had a longer lifespan and helped to meet sustainability targets.

The Traffic Management contract was a statutory requirement required so that litter-clearing operatives can carry out their duties safely. The new three year

contract followed a tender process carried out with Crawley Borough Council and would commence on 1 April.

RESOLVED

- i) To approve the award of the contract for Fit and Supply of Tyres to the highest scoring bidder, on the terms recommended, as detailed in Appendix 1 (exempt);
- ii) To delegate authority to the Director of Community Services in consultation with the Cabinet Member for Recycling & Waste to approve the award the Traffic Management Contract following the conclusion of the tender process; and
- iii) To delegate authority to the Director of Community Services in consultation with the Head of Legal & Democratic Services to finalise terms and conditions and to enter into contract with the highest scoring bidder for the Tyres contract and Traffic Management contract.

REASON

- i) Under the current Public Contracts Regulations (2015) the Council is legally required to competitively tender if the value of the goods or services exceeds the current threshold of £189,330. Horsham District Council currently spends £45,000 per annum on tyres and associated services, and averages c. £80,000 per annum for traffic management services. Both contracts therefore exceed this threshold over the contract term.
- ii) The Council has not competitively procured either of these contracts previously but do have long standing agreements in place with suppliers. Both contracts are therefore to be brought into compliance, and to formalise the relevant contract management arrangements.

EX/65 **MODERN SLAVERY AND HUMAN TRAFFICKING STATEMENT**

Councillor Liz Kitchen, Cabinet Member for Community Matters, stated that to adopt this Modern Slavery and Human Trafficking statement would reflect how seriously the Council takes this issue and its commitment to tackling modern day slavery in the community and in its supply chain. The principles set out in the statement were included in the Council's procurement process.

The publication of such a statement by local authorities was considered best practice and was likely to become a statutory requirement in the future.

RECOMMENDED TO COUNCIL

- i) Approve the publication of the Modern Slavery and Human Trafficking Transparency Statement as attached at Appendix A to the Cabinet report.
- ii) Delegate authority to the Leader of the Council in consultation with the Director of Corporate Resources and the Head of Legal & Democratic Services to approve minor amendments and subsequent annual statements for publication.

REASON

- i) The adoption and publication of a Modern Slavery and Human Trafficking statement is considered best practice and is likely to become a statutory requirement within the next 12 months.
- ii) The approval of the statement shows the commitment of Horsham District Council to tackle modern day slavery in the community and its supply chains, it also supports the principles set out in the Sustainable Procurement Charter which is used within our procurement processes.

EX/66 **COMMUNITY LINK DIGITAL INVESTMENT**

Councillor Trisha Youtan, Cabinet Member for Housing & Public Protection, outlined the services provided by the Council's Community Link scheme, which supported 1,700 residents across the district at a very competitive rate. The service was tailored to individual needs and included personal alarms, smoke alarms, GPS trackers and bed sensors.

Changes to the service were required because BT were moving from analogue to digital technology by 2025. To continue the service all telephones and Community Link emergency call button and base units will have to be replaced. Councillor Youtan gave details of the required price increases, as set out in the report. The 2022/23 budget included a £360k investment over a two-year period to pay for the new technology. There would be a modest price increase for customers from July 2022 and the service would continue to be better value than comparable services. It was noted that there had been no price increase for 10 years.

Members praised the service and the Head of Environmental Health & Licensing confirmed that each user had a personal portfolio, which enabled those in financial need to be identified so that support could be offered if required. He also advised that the service was actively promoted, including through the NHS and Saxon Weald and had the capacity to take on further customers.

RESOLVED

- i) To approve the direction of the Community Link Service to move its technology to digital to continue operating in the field.
- ii) To waive paragraphs 15.1 b and 16.2 of the Procurement Code to allow a change to the existing contract with ChipTech.
- iii) To award a contract extension to the contract with the ChipTech for the provision of the Community Link technology equipment provided by ChipTech.
- iv) To note the changes to the Community Link Service and charges are included in the Budget for approval by Council on 9 February.

REASON

- v) The national switch to digital technology by the telecommunications industry as required by Government policy necessitates investment in the digital transformation of the Community Link Alarm Service in order to continue to provide this service.

EX/67 **OVERVIEW & SCRUTINY COMMITTEE**

Councillor Tony Bevis, Chairman of Overview & Scrutiny advised that the Committee had expressed concern at the process that had been followed during the recent reshuffle of Committee memberships caused by the changes to the Cabinet. The Monitoring Office assured the meeting that nothing untoward had occurred and a report would go to Council with details of the changes and the provisions that allow them.

Councillor Bevis stated that the Committee were concerned at the lack of progress following recommendations from the Off-street Parking Task & Finish Group. The Cabinet Member of Planning & Development referred to the information provided at the Cabinet meeting on 25 November and reiterated that the Parking Standards and Design work was programmed into Strategic Planning's work stream for the current year (Minute No. EX/52 refers). The Overview & Scrutiny Committee would be kept informed of progress over the coming months.

EX/68 **FORWARD PLAN**

The Forward Plan was noted.

EX/69 **TO CONSIDER MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

The meeting closed at 6.45 pm having commenced at 5.30 pm

CHAIRMAN

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Report to Cabinet

24th March 2022

By the Cabinet Member for Leisure and Culture

DECISION REQUIRED



Not Exempt – Exempt Appendix 3 under Part 1 of Schedule 12A to the Local Government Act 1972

Highwood Community Centre Development proposal

Executive Summary

During negotiations in 2009 for the grant of an easement by the Council in favour of Berkeley Homes, it was agreed that the community centre at Highwood would be constructed and funded by the Council on a site provided by the developer. The s106 agreement commits the developer to the transfer of land for the community centre and a financial contribution to the scheme. The intention at the time was that the balance of the cost of funding the development would come from the consideration paid by Berkeley to the Council for the easement.

The Highwood development has now reached the point where the housing around the proposed community site is being built and it is the right time for the community centre development, if it is to proceed, to go ahead.

The Council has undertaken a survey of existing community centres in Horsham Town to assess the appropriate size of the new facility and has also consulted with local residents, by way of a consultation exercise which included a virtual town hall presentation and Q&A session. Following this work, it is recommended to proceed with a 300m² community centre, which will include a 100m² hall and a 30-35 space car park. To maximise the potential of the site and to create daytime activity, it is also recommended to build a 300m² nursery as part of the scheme. This would be retained by the Council as a commercial property investment, delivering a financial return.

The community centre would focus on local use and dance. It would not offer sport facilities because of the close proximity of The Bridge Leisure Centre, which is within walking distance and which provides the full range of sport activities.

The total cost of the proposal is expected to be £2.75m, which is split £1.26m for the community centre, £1.36m for the nursery and a budget contingency of £0.13m. The nursery would provide a 6% return on capital. The balance of the capital would not produce an income and would therefore be a revenue cost to the Council owing to depreciation and loss of interest.

The proposal is not recommended on financial grounds because it has a revenue cost to the Council. The recommendation is made on social grounds as a community centre will be important to this large new community of 1000+ homes, as it grows and develops over time.

If the recommendation is approved, the professional team will be appointed, and a planning application prepared for the project. If planning permission is granted, the development would be opened in late 2023.

Cabinet is recommended to:

- i) Approve the building of a community facility and nursery at Highwood.
- ii) Recommend to Council the approval of a capital budget of £2.75m for this purpose allocated £2.5m in 2022/23 and £250,000 in 2023/4.

Reasons for Recommendations

To provide community facilities in accordance with the Land West of Horsham Masterplan 2008.

Background Papers

24 January 2019 Cabinet budget report 2019-20 appendix E capital programme
Land West of Horsham Masterplan 2008

[Districtwide Community Facilities Assessment 2021](#)

Wards affected: Horsham Denne, Trafalgar and Forest Wards

Contact: Brian Elliott, Head of Property and Facilities: Tel: 01403 215382

Background Information

1 Introduction and Background

- 1.1 This report sets out the business case for the construction of a community facility and nursery at Highwood, west of Horsham. Community centres are an important aspect of community development as they provide a public space for the community to gather for group activities, social support and other purposes.
- 1.2 The Berkeley Homes development at Highwood, east of the A24, includes a s106 obligation to transfer a parcel of land to Horsham District Council, at nil consideration, for the purpose of constructing a community centre. The land is available for transfer but at this stage the transfer has not been completed.
- 1.3 It is normal practice for developers to be responsible for the delivery of community buildings on strategic developments, secured under a s106 agreement when planning consent is granted. However, in this instance the s106 was varied by agreement between the Council and the developer, so that the developer would provide the land only, and the Council would fund and construct the community centre.
- 1.4 This was agreed as part of a negotiation between the Council and the developer when the Council granted an easement over land to help facilitate the broader development. The easement was valuable and a sum was negotiated with Berkeley on a commercial basis. This impacted viability and it was agreed that the s106 package would be adjusted to take this into account. The minutes of the Council meeting held on the 16th September 2009 confirm this arrangement:

... the Council was required to grant the easements on a commercial basis and, in view of the cap on funding from the development, it would be necessary to accept that whatever was charged would be taken from the s106 fund. In order to ensure that the costs of the easements did not further reduce the total funds available for community facilities etc., it was proposed that the money received in this respect should be ring fenced and used only to replace the equivalent sum from the proposed s106 fund.

And it was resolved as follows:

That the premiums valued by the District Valuer and payable to Horsham District Council in respect of the above-mentioned easements, be used to offset S106 contributions of equivalent value in order to facilitate the development and that a capital budget in the same amount be agreed.

The capital budget may have been set up in 2009 but it needs to be allocated and therefore a new capital budget will be required if the development is to proceed.

- 1.5 The s106 agreement includes an obligation by the District Council to take a transfer of the site, but the Council is not contractually obliged to build the community building. The transfer does however state that the land may only be used for the provision of community facilities, therefore the land could not be used for alternative

purposes without a variation of the transfer terms, which would require Berkeley's consent.

- 1.6 This project was previously considered by Cabinet on 30 January 2020 in conjunction with the possible decommissioning and redevelopment of the Drill Hall. However, the Drill Hall is now expected to be transferred to the Horsham Branch of the Royal British Legion following Council approval on 13 October 2021 and retained for community purposes. The hall at Highwood can therefore focus on local needs only.
- 1.7 The strategic objective is to align the new community building with the needs of the growing population and develop a property that is efficient to manage and sustainable; this includes ensuring that the building is energy efficient. As well as the community centre, it is proposed to build a nursery which will be pre-let to Little Barn Owls, who are an outstanding local multiple nursery group. This letting will be on commercial terms and will provide the council with an investment return, as detailed in Appendix 3 (exempt). This proposal has been costed and the budget requirement is set out in paragraph 3.8 below.
- 1.8 Community buildings are important. Academic research has shown that we gather in community far less than we used to historically. Instead, people gather on the internet and in social media, where personal contact and complex discussion is often limited. Gathering in a community space encourages collaboration, communication and conversation across communities. Community centres help unite communities, provide volunteer opportunities, help combat loneliness, positively impact on younger lives, encourage creativity and culture, the sharing of valuable information and offer education opportunities.
- 1.9 A public consultation exercise has been completed, the results of which are set out later in this report.

2 Relevant Council policy

- 2.1 Highwood community centre is a key feature of the Land West of Horsham Masterplan Supplementary Planning Document 2008.
- 2.2 Corporate Plan – A Great Place to Live: 1.1.4 Provide new community facilities that can be used by all residents. Improved facilities will be provided at new community centres in Highwood, West of Horsham and at Kilnwood Vale.
- 2.3 The building will be low carbon which will meet the Council's Net Zero 2030 objectives.

3 Details

- 3.1 The site is identified on the plan in Appendix 1. It is fully serviced and ready for development (subject to planning), with road access through the housing estate. Normal legal and site survey due diligence will be undertaken prior to the transfer. The target transfer date is mid-2022.
- 3.3 The following work was completed during the preparation of a design brief:

- A review of existing community buildings within Denne and surrounding areas.
- Consideration whether Highwood Community Centre might provide a long-term home for the Horsham Amateur and Operatic Drama Society (HAODS); this would fulfil a Council commitment to this group, who were displaced from the old Broadbridge Heath Leisure Centre.
- A review of daytime users, including nurseries, with the intention of securing an income stream to add daytime vibrancy and create a commercial investment.
- Consultation with local residents.

3.4 The key outcomes from the work detailed in paragraph 3.3 are as follows:

- The Council commissioned a review of existing community hall facilities in Horsham Town which revealed that there are sufficient larger community buildings to meet demand. Therefore, it is not necessary to provide a facility that would serve the wider community beyond the Highwood development and a small hall design is therefore appropriate.
- Officers have consulted with HAODS to understand their user requirements. It is clear from those discussions that HAODS are not suited to a small facility as they would need exclusive use of the hall for about a month, twice a year. A small hall would not have the flexibility to house both HAODS and local community needs, therefore the option to rehouse HAODS into Highwood is not recommended. Discussions will continue with HAODS to find them other suitable alternative premises.
- There is strong demand for high quality nursery facilities in Horsham town and it is recommended to build a nursery on the site which would create a daytime 'anchor' use for the facility and potentially an on-site management presence.
- A consultation process with stakeholders and local residents has been completed, which indicated very few objections to the proposal. The results are summarised in paragraph 3.5 and graphs illustrating the feedback are shown in Appendix 2.

3.5 The public consultation was carried out by a specialist company, who sent letters to 1775 local residents living within a 1km radius of the site. The letter invited residents to a virtual exhibition, which gave information setting out the Council's proposals and invited comments. A total of 245 unique visits were made to the website, showing a response rate of 14% and 32 feedback forms were completed.

In summary, 50% of the respondents who submitted feedback forms were in favour of the community centre and 60% agreed that a nursery should be provided. There was a clear preference for a smaller community centre with an emphasis on dance and adequate parking.

Key concerns highlighted by residents were as follows:

- Parking must be adequate
- The proposal should not create congestion at the exit/entrance to the Highwood development.
- Congestion within the estate

- Noise and opening hours

The traffic and parking issues will be dealt with as part of the planning application process in the normal manner. Noise and opening hours will need to be addressed as part of a management strategy and will also be a planning consideration.

The Council has committed to consulting further with those residents who live immediately adjacent to the site to ensure that the design minimises the potential for disruption, particularly at the entrance/exit to the car park. Officers also noted feedback from local members and the neighbourhood council during this process, which included the request to make sure that the design of the community centre works with the adjoining open space, which will also be transferred to the Council by the developers.

- 3.6 Regarding the nursery, the advantage of this aspect of the offer is that it would create vibrancy during times when demand for the community centre would be weaker, i.e. during weekdays. The nursery provider has also expressed a desire to hire the hall for ancillary aspects of their operation, namely gatherings and classes for parents. The nursery operator could also provide an on-site management presence during these times.

A potential operator, Little Barn Owls (LBO), has been selected through a qualitative selection process. The nursery will only be built if LBO commits to a pre-letting; this will not be a speculative development. Details of the financial proposal and the business operation of LBO are set out in Appendix 3 Exempt.

The nursery use will need to be approved by Berkeley as part of the land transfer. Preliminary talks have taken place with Berkeley who are in favour of a nursery.

The nursery provider has agreed in principle to adopt a local policy so that children from the Highwood estate would have spaces at the nursery without having to join the waiting list. This arrangement has been agreed in principle but the details are still to be settled.

- 3.7 Architects and a quantity surveyor have created a schedule of areas for a small community building and the nursery. The community hall would have a main hall, office, WCs, kitchen, smaller hall, storage and a reception/relaxation area. The hall would be c100m², which Sport England Village and Community Halls design document indicates is the smallest operationally acceptable hall size. Because of the ancillary areas, the building would have a gross floor area of c300m². The nursery building would have a gross floor area of c300m², which would accommodate a maximum of 62 children. The car park serving both buildings would provide 30 to 35 car spaces.

Although the design is still to be agreed, it is likely that there will be two buildings, the nursery and the community centre, with shared parking.

- 3.8 The budgeted costs for each element are as follows:

Building element	Budget cost
Community hall and car park	£1.26m
Nursery	£1.36m
Additional budget contingency 5%	£0.13m
Total budget	£2.75m

If the project is approved by Cabinet, it is recommended that Council be asked to create a capital budget of £2.75m, split £2.5m in 2022/23 and £250,000 in 2023/24.

3.9 The source of funds for this development is as follows:

£0.34m of section 106 (community facility) See note 1 below
£2.41m reserves
£2.75m total cost

Note 1: Part of the s106 contribution is payable by Berkeley on completion of the 600th dwelling. If the money is not used for this purpose it would need to be repaid.

3.10 The community hall is expected to be used as a typical small community hall and would normally attract the following types of use:

- Dance, yoga and other group physical activities
- Regular Scout's sessions
- Children's parties and other social gatherings
- Meeting spaces

Given that The Bridge Sports Centre is located just across the A24 and easily accessible, it is proposed that the community hall should focus on dance rather than traditional hall sports, such as badminton.

The future management of the community centre will need to be determined. Often Parishes take on this role, but Denne Neighbourhood Council do not have the resource capacity. Alternative options will therefore need to be explored, which are (a) passing management to local residents, (b) transferring the management to the nursery provider or (c) self-management by the Council. The latter is the default option.

The expected revenue from the community hall is nil on the assumption that costs will be met from income irrespective of the management arrangements finally agreed.

3.11 The resource consequences of the recommendation are set out in section 7 below.

3.12 The programme anticipates a start on site in the autumn of 2022. A professional team will be appointed in accordance with procurement rules. The process for procurement of the contractor will be addressed later in the programme and approval by Cabinet to both the appointment and the contract sum will be sought in the usual manner at the appropriate time.

4 Next Steps

- 4.1 Next steps are to procure the balance of the professional team. Further engagement with users and other stakeholders will be required to ensure that the facility meets user requirements and is accepted by the local community. A contractor will need to be appointed; this is a Cabinet decision and will be reported to Cabinet at the appropriate time.

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

- 5.1 Market engagement has taken place with nursery users to identify their optimum requirements and detailed discussions have taken place with other stakeholders including the local community. The feedback is set out in Appendix 2.
- 5.2 Local members and Denne Neighbourhood Council have been consulted on the proposal and are supportive.
- 5.3 The Monitoring Officer and Director of Corporate Resources have been consulted and their comments included in the report.
- 5.4 Leisure and Culture PDAG have been consulted and they are supportive of this proposal.
- 5.5 We have also consulted with Horsham Scouting who are supportive of the scheme as they see this as a platform for building a scouting base in Highwood.

6 Other Courses of Action Considered but Rejected

- 6.1 The decision could be made not to build the community centre at Highwood. The Council is not under a legal obligation to build the community centre, the s106 Agreement merely states that the land is to be made available to the Council at nil cost for the Council to build the centre. This course of action would be contrary to how the Council approached the matter in 2009 as set out in paragraph 1.4 above and to the Land West of Horsham Master Plan 2008.

7 Resource Consequences

- 7.1 The Districtwide Community Facilities assessment 2021 indicates a surplus of community facilities in Horsham town centre. The Cabinet meeting on 7 October 2021 recommended that the Drill Hall be leased by the Royal British Legion rather than be turned into affordable housing and in doing so ensured that this building will also remain available for community activities and events.
- 7.2 The best financial option in capital terms is not to build the Highwood community facility. Whilst not spending the Section 106 may result in £188,000 of Section 106 being returned to the developer and a further £150,000 due on completion of the 599th house not being paid over to the Council, the £338,000 cost of this is significantly less than the additional £1m capital expenditure that is required to fund the hall element of the Highwood building.

- 7.3 Furthermore, with the developer's approval, it may be possible to spend the Section 106 within the Highwood community to avoid it being returned to the developer.
- 7.4 The rental from the nursery will meet the 6% return threshold criteria on property investment for that part of the development only and should not therefore be seen as a means of cross-subsidising the community hall.
- 7.5 In the light of this, building a community facility at Highwood does not make the best financial use of the Council's assets. If the Government goes ahead with the changes to the Council's finances that create the £1.7m financial gap, this will put more financial pressure on other Council-supplied services to close in the next few years.

8 Legal Consequences

- 8.1 Under section 111 Local Government Act 1972, the Council has the power to enter contracts to discharge local authority functions.
- 8.2 The Council has a duty to consider best value under section 3 of the Local Government Act 1999 by securing continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 8.3 The Council has power to provide such recreational facilities as it thinks fit including to provide buildings pursuant to section 19 Local Government (Miscellaneous Provisions) Act 1976.
- 8.4 The legal work associated with this proposal will be conducted by the Council's internal legal team.

9 Risk Assessment

- 9.1 Normal planning and construction risks that are associated with large projects and can impact on budget and programme.

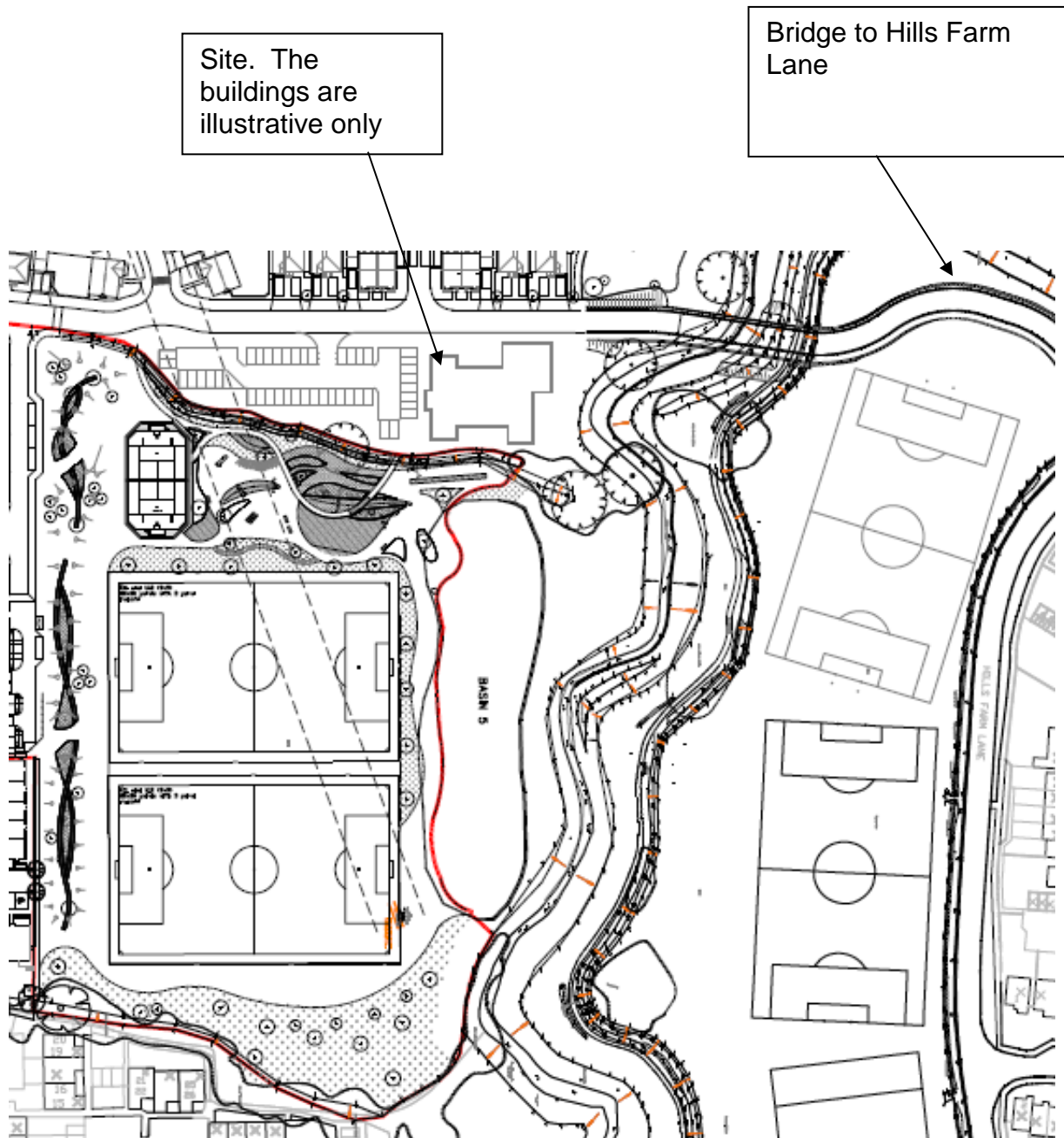
10 Other Considerations

- 10.1 It is proposed to construct the building with regard to the Government's Net Zero Estate Playbook, which promotes a net zero emissions and buildings that run more efficiently, use less energy through their lifetime and with integrated renewables.

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Highwood Community Centre - Appendix 1

Site plan



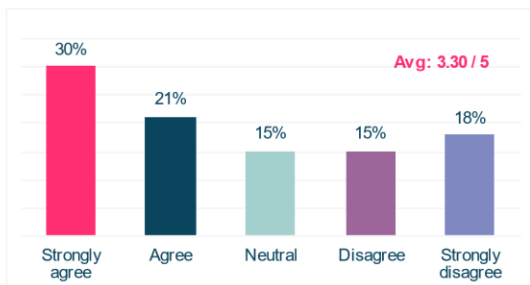
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Community Engagement

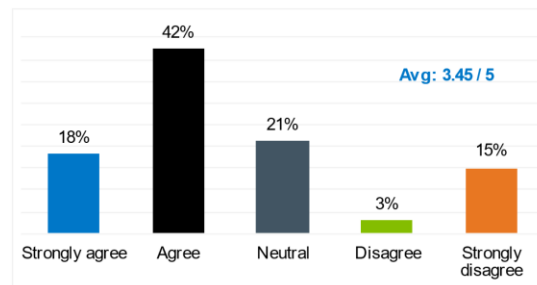


Public Consultation Feedback

- 1775 local residents invited to participate
- Virtual exhibition with details of scheme and Q&A session
- 245 people engaged with the website - 32 feedback forms were received
- 50% support the provision of a community centre and 60% agreed that the proposal should include a nursery.



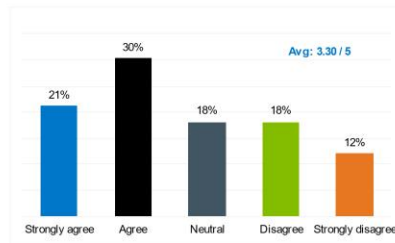
I support a community centre



I am in favour of a nursery

4

Size of community centre



I like the idea of a smaller centre with emphasis on dance

5

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Report to Cabinet

24 March 2022

Cabinet Member for the Environment and Rural Affairs



Horsham
District
Council

DECISION REQUIRED

Not Exempt

New Council Carbon Reduction Action Plan (April 2022 to March 2025)

Executive Summary

In September 2020, Cabinet approved two targets for the Council to become carbon neutral. These are realistic targets based on the recommendations from a consultant, that analysed the Council's carbon emissions. By taking action on its own emissions the Council is showing leadership on this important issue.

One target was to achieve carbon neutrality for its direct emissions by 2030. These are emissions generated from the gas and electricity used in the buildings it operates and from the fuel used in its fleet vehicles. The second was a longer-term target, to reach carbon neutrality for its indirect emissions by 2050. These emissions are from sources that are less easy for the Council to tackle, such as from its supply chain and leased buildings.

At the same meeting Cabinet also approved a short-term action plan which runs until the end of March 2022. The plan focused on actions that have reduced emissions immediately, such as using Hydrogenated Vegetable Oil in all of the Council's diesel vehicles and installing low energy lighting in two multi-storey car parks. It also laid the foundations for future projects. For example, audits of some of the Council's operational buildings have identified actions that need to be taken. Many of the actions in the plan have been completed ahead of schedule and all are progressing well.

This report recommends an updated plan with a three-year timeframe. If all the actions are implemented, the Council's direct emissions could fall by approximately 60% by 2024/25 from the 2019/20 baseline. However, new developments and projects that are not in the action plan could increase emissions.

The 2022/23 budget includes £1 million expenditure to deliver the action plan. This includes capital expenditure for installing energy efficiency measures in Council buildings and to replace some of the fleet with electric vehicles. The revenue expenditure was for a two-year part-time environment post to help deliver the Council climate change plans and some consultancy budget for Property and Facilities Department.

The proposed plan builds on the outputs from the short-term action plan; particularly in relation to the fleet and operational buildings which are responsible for most of the Council's direct carbon emissions. Projects will commence to reduce the Council's indirect

emissions which are much more challenging to address. Some leased buildings have been identified for energy efficiency measures and decarbonisation which involves working with tenants. Work will also start with suppliers to drive down emissions in the supply chain. The final actions in the plan relate to agreeing and implementing a methodology for offsetting the carbon emissions that are too difficult or costly to reduce.

This will be an evolving plan that will be reviewed and updated every six months, as new or more detailed projects come forward over the life of the plan. This will also allow the project team to react to any relevant opportunities, such as Government grants. Once a year the review will include an update of the changes to the Council's carbon emissions.

Overall, the plan will make significant strides in reaching the Council's carbon neutral targets. However, it also acknowledges that much work is still required to identify how further carbon reductions can be achieved and to reach the carbon neutral targets. In addition, the actions to reduce emissions are likely to become more complex and difficult to achieve nearer to the target dates of 2030 and 2050.

Recommendations

That the Cabinet is recommended:

- i) To approve the Council's carbon reduction action plan for 2022-2025
- ii) To note that progress reports on the action plan will be produced every six months, which will also include an annual update on changes to the Council's carbon emissions

Reasons for Recommendations

The action plan will ensure that the Council makes good progress in achieving its targets to become carbon neutral. The production of progress reports will ensure that regular monitoring of the actions takes place.

Background Papers

Organisational Carbon Reduction – Target and Action Plan. Report to Cabinet on 24 September 2020

Anthesis - Report for Horsham District Council Carbon Reduction Target Setting and Action Plan Support (August 2020)

Wards affected: All

Contact: Helen Peacock, Project Developer 01403 215513

Background Information

1 Introduction and Background

- 1.1 In 2019, the Council passed a Notice of Motion that acknowledged that “*we are facing a wide range of environmental issues, including a climate emergency*”. In September 2020, Cabinet approved two targets for becoming a carbon neutral organisation. One is for its direct emissions to be carbon neutral by 2030. This relates to the fuel used in the fleet and the gas and electricity used in its operational buildings. The second target is to become carbon neutral for its indirect emissions by 2050. These emissions are harder to tackle as they are not within the Council’s control, which is reflected in the later target date. The main indirect emissions come from the Council’s supply chain and buildings that it leases.
- 1.2 At the same time as approving the targets, Cabinet also approved a short-term action plan which runs until the end of March 2022. This plan sought to ensure that immediate action was taken, that there were some early successes, and it laid the foundations for future projects. For example, completing audits of some of the Council’s operational buildings has identified actions that need to be taken and carrying out climate change training for staff has helped to further embed this agenda throughout the organisation.
- 1.3 This report seeks approval for an updated three-year carbon reduction plan. This will build on the foundations of the short-term action plan and ensure that significant progress is made towards reaching the Council’s carbon neutral targets; particularly the 2030 target. The report also asks Cabinet to note that regular progress reports will be produced, giving updates on the projects in the action plan and information on changes to the Council’s carbon emissions.

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 was completed and reported to Cabinet at its meeting on 28 November 2019. A short-term action plan was approved in September 2020. This report seeks approval of the new three-year action plan to reduce the Council’s carbon emissions.

3 Details

The Councils carbon footprint

- 3.1 The Council’s carbon footprint for 2019/20 was **8,588** tonnes of carbon dioxide equivalent (tCO_{2e}). This is the baseline year for the Council’s carbon neutral targets. One third comes from direct emissions; from gas, electricity, and the fleet which equalled 2,738 tCO_{2e}. Combining gas and electricity gives the main emissions from the Council’s operational buildings; that is 1,235 tCO_{2e}. The total for

the fleet was 1,503 tCO_{2e}, with the largest contribution from the refuse vehicles, with 1,329 tCO_{2e}.

3.2 The totals for the indirect emissions are shown in Figure 1. These include procured goods and services, leased buildings, business travel, waste, and water. The largest emissions come from the goods and services that the Council procures and from its leased buildings. This is typical for most organisations. The data for procurement is not accurate but is based on a proxy indicator which is calculated using the value of the contract and the type of service or goods that are being procured. For most of the leased buildings the gas and electricity consumption is calculated from the type of use and total floorspace.

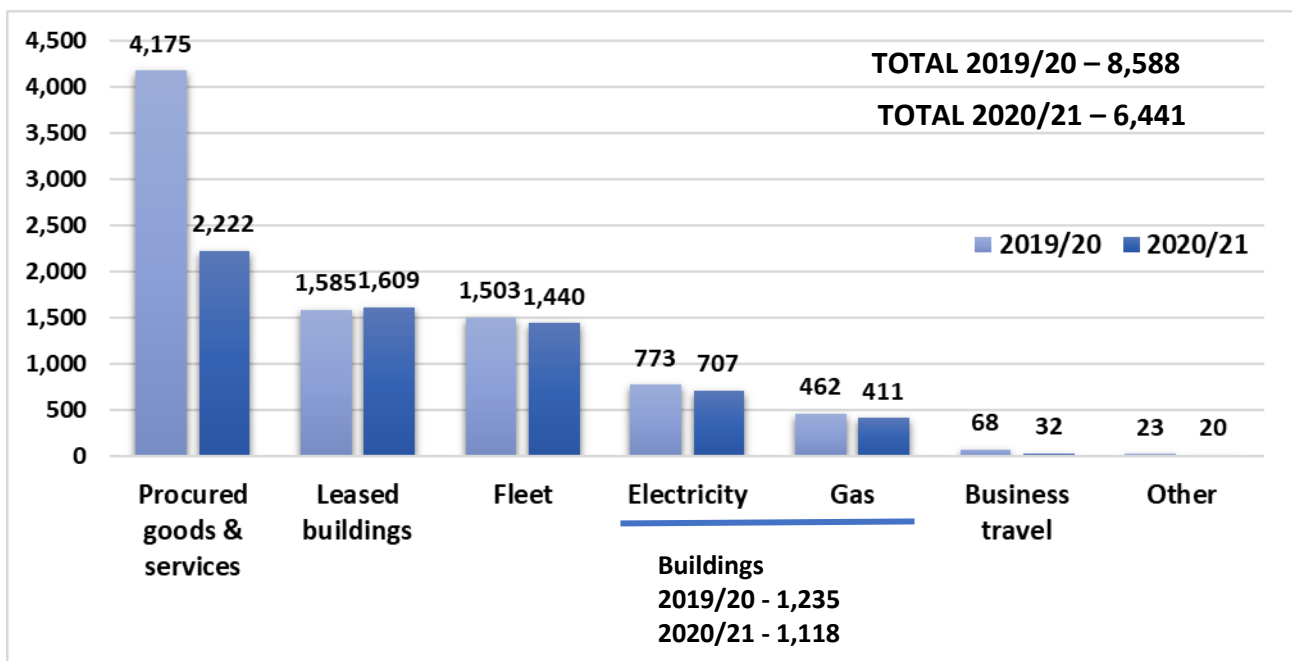


Figure 1 – Council carbon dioxide (equivalent) emissions in tonnes for 2019/20 & 2020/21

Changes to the Council's carbon emissions

3.3 The Council's carbon emissions for **2020/21 fell 25% to 6,441 tCO_{2e}**; a reduction of 2,147 tCO_{2e}. The detail is shown in Figure 1. The largest reduction was from procured good and services, where emissions fell by 1,969 tCO_{2e}. This was primarily due to two building contracts finishing, at Rowan Way, Billingshurst and Oakhurst Business Park, Southwater. Business travel was another indirect emission that fell. Mileage claims reduced as front-line staff were not going on site during the most stringent lockdowns and off-site meetings were held online.

3.4 Most of the other reductions in emissions were due to the pandemic. Electricity use fell by 139 tCO_{2e} (18%) as buildings such as The Capitol were closed during the lockdowns. Gas consumption fell more modestly (by 11%); again the largest reduction was from The Capitol being closed.

Outcomes from the short-term action plan

- 3.5 All of the actions in the 2020-2022 plan have either been completed or are progressing well. The latter will be rolled into the proposed new three-year plan. One of the most significant outcomes was changing the fuel used in all diesel vehicles in the fleet. They are now run on hydrogenated vegetable oil (HVO) which could reduce carbon emissions by up to 90% and is a good interim measure until vehicles are either electrified or moved to other low/zero carbon sources.
- 3.6 The Blackbridge Community Centre (former RAFA club and St Peter's Hall) was repurposed and retrofitted at a cost of £680,000 (including a grant of £238,000) to reduce its carbon emissions. High levels of insulation were installed, along with heat pumps and photovoltaics. This not only reduced the buildings carbon footprint but was also a useful learning experience that can be used in future decarbonisation projects. Part of this learning was that the works were costlier than first anticipated. Audits were completed on several other buildings which will inform the decarbonisation work in the proposed three-year action plan. A lighting replacement programme has commenced, with low energy lighting being installed in two multi-storey car parks; Swan Walk and The Forum.
- 3.7 There was significant progress on embedding carbon reduction throughout the organisation, with increased communications with staff and members, more information on the Intranet and a regular e-newsletter. Most staff also completed an online climate change information course.
- 3.8 Reducing emissions from the Council's supply chain will require working with suppliers. To start this process a Sustainable Charter was approved by Cabinet in July 2021. This makes the Council's aspirations transparent to suppliers and this will then form the basis of working with them to reduce emissions during the life of the contract with the Council.

The three-year action plan

- 3.9 The three-year action plan forms Appendix 1 of this report. It follows the same format as the previous plan, with the actions being divided into different workstreams and a project lead for each action. Most of the projects in the action plan fall in or year one and these also have more detail (including costs). However, this will be an evolving plan. Some enabling actions are included in year one. These will involve research and analysis to enable further work to be progressed. Learning from some of the actions will also feed into future projects. When progress on the action plan is reviewed, it will also be updated, to include implementation projects. The enabling actions have been included so that the groundwork for future implementation is captured and progressed, which will ensure continued progress to reaching the carbon neutral targets.
- 3.10 The plan includes further work to embed understanding of climate change within the organisation, with further training for staff and Members. The development of projects will need to consider any carbon emissions implications for new proposals, with steps to reduce these, which will also embed carbon reduction within the organisation and ensure that opportunities to reduce emissions is considered in all new projects.

- 3.11 The Council's vehicle replacement programme will see a minimum of nine vehicles replaced by electric vehicles over the plan period, along with the installation of electric vehicle charge points. When a vehicle is due to be replaced the service requirement for the vehicle will be reviewed. This process has already identified four vehicles that will not be replaced, giving further carbon savings.
- 3.12 There are several actions targeted at emission reductions from the operational buildings, some energy efficiency measures will be installed in leisure, community and countryside buildings, such as Park Barn and further analysis will be completed to determine the most appropriate low/zero carbon technology for decarbonisation, such as heat pumps or solar thermal. This will build on the outcomes of the previous audits. Works will also take place in The Capitol, starting with the installation of low energy stage lighting. Grant funding will be sought for the more costly decarbonisation measures, such as installing air source heat pumps. The timing of these works will depend on whether they can be completed whilst The Capitol remains in use.
- 3.13 An external lighting programme will be implemented, for example, installing LED lights will form part of the improvements to rural car parks. In terms of residential properties, more details are awaited on measures that could be installed in Council owned flats. Once this is available, a carbon reduction programme, with an associated budget bid, will be drawn up for these properties which are more complicated to deal with. This will also need to consider whether occupants need to be moved to other premises whilst the works are completed.
- 3.14 Although the carbon neutral target for the indirect emissions is not until 2050, the proposed action plan includes projects that will contribute to meeting this target. These are very challenging emissions to reduce as they are not within the direct control of the Council. For example, reducing these emissions involves working with tenants and suppliers
- 3.15 A significant workstream relates to leased buildings. In 2015, the Government introduced legislation known as The Energy Efficiency (Private Rented Property) (England and Wales) Regulations which set a minimum energy efficiency standard (or MEES) for leased buildings; both residential and non-domestic. As of April 2023, all non-domestic privately rented properties, even where there has not been a change in tenancy, will need to have an Energy Performance Certificate of E. This will rise to a C by 2027 and B by 2030. The action plan starts the work to comply with this legislation and it will also reduce carbon emissions. The strategy is to focus on the leased buildings with the poorest EPC's and, in the first instance, those with leases that are due to be renewed.
- 3.16 Audits have already been completed for some Council owned houses. Based on the measures identified in the audits, three houses will be retrofitted per annum. This will mean that at the end of the three-year action plan nearly all of the Council own houses will have had carbon reduction and energy efficiency measures installed. Occupants will be decanted into another house whilst the works are completed.
- 3.17 The final significant area relating to indirect emissions is the Councils supply chain. To start this process the proposed action plan includes identifying the most significant suppliers by spend and those with the highest emissions. The Council will then work with these suppliers to reduce their emissions, and in turn the

Council's emissions. The final action relating to procurement is to formulate an improved methodology for capturing carbon emissions data from suppliers, to replace the current proxy indicator. There have already been some successful carbon reductions achieved through procurement, such as the use of remoulded tyres which is estimated to save 80% of the materials required to manufacture a new tyre, reducing the amount of oil used in a new tyre and the energy used in the manufacturing process. This is estimated to have saved 22 tCO_{2e} during 2020/21.

3.18 The action plan acknowledges that further work is required to reduce emissions. The lack of technological solutions and high cost mean that it is unlikely that all of the Council's carbon emissions will reach zero. This means that opportunities to increase carbon uptake, such as through heathland restoration need to be explored, as well as accelerating the take up of renewable forms of energy. This is reflected in the actions under the Parks and Countryside and Carbon Offsetting/Insetting workstreams. For the latter, a methodology for implementing carbon insetting also needs to be developed and implemented.

Potential carbon reductions

3.1 9 Figure 2 suggests the carbon reduction pathway that could be achieved up to 2025 for the direct emissions, from the 2019/2020 baseline. **The data for 2021/22 represents the potential carbon reductions (of 45%) from the short-term action plan.** These have yet to be validated by the analysis of the Councils carbon emissions data, which will take place from April 2022 onwards. This includes the reductions from the use of HVO and the replacement lighting in two multi-storey car parks.

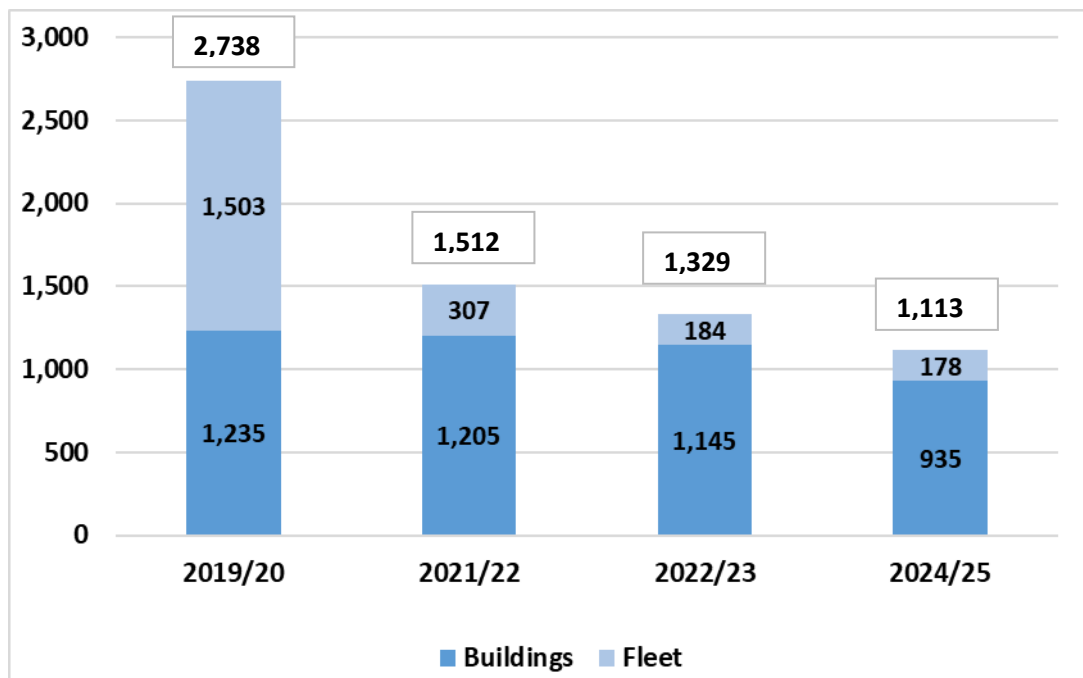


Figure 2 – Potential carbon reduction for Council direct emissions from the short-term action plan, after year one and year three of the 2022 to 2025 action plan

3.20 **The three-year action plan has the potential to reduce the Councils direct carbon emissions by approximately 400 tCO_{2e} or a further 14%. If this is achieved there will be a 60% reduction in direct emissions from the 2019/20**

baseline. This includes an approximate figure for the decarbonisation of the flats as the audits for these buildings are awaited. There will also be new buildings developments and projects which are not in the action plan that could increase emissions. Such as more vehicles in the fleet to deliver a new food waste collection service.

- 3.21 The data in figure 2 includes the emissions from Parkside. In 2019/20 this was 284 tCO_{2e}, which makes a large contribution to the overall figure. By 2024/25 this could represent 32% of the total carbon emissions from buildings. However, as the Council is a tenant in this building it does not have direct control over installing carbon reduction measures. The responsibility lies with West Sussex County Council, though the Council can seek to influence them.
- 3.22 The emission reduction for reaching the 2050 target is more difficult to assess at this time. The 2019/20 baseline figure is 6,235 tCO_{2e}. The measures to improve the energy performance of the Council owned houses could reduce emissions by 24 tCO_{2e} and there will be reductions from the works to some leased buildings. The maximum reduction from the buildings identified for measures to be installed would be 265 tCO_{2e}. These actions could result in an 18% reduction in emissions from leased buildings. However, further work is required to refine this figure and to determine the carbon reductions that can be achieved from the supply chain during this plan period.
- 3.23 For both the direct and indirect emissions the actions to reduce emissions are likely to become more complex and difficult to achieve nearer to the target dates of 2030 and 2050. There will, therefore, need to be a role for carbon offsetting/insetting. Based on the report from the consultants Anthesis in 2019, the potential level of insetting required to reach the carbon neutral targets could be 400 tCO_{2e} for the direct emissions and 4,000 tCO_{2e} for the indirect emissions.

4 Next Steps

- 4.1 The action plan will be implemented by a cross departmental group of officers. The project team is led by the Director of Community Services. Regular meetings are used to monitor progress on the plan and for any issues slowing progress to be raised and resolved. The proposed action plan will continually evolve. A six-month review and update of the plan will take place to identify new actions; some of which will stem from the enabling actions already set out in the plan.
- 4.2 In addition to monitoring the action plan, the Council's carbon emissions are monitored annually. The methodology used adheres to the Greenhouse Gas Protocol which is an international standard for collating data on an organisations emissions that contribute to climate heating. The main greenhouse gas is carbon dioxide; hence, why carbon dioxide equivalent is used as the standard reporting method. The report is collated after the end of the financial year, so there is a time lag between actions being taken and when this is reflected in the data. Update reports will outline the progress on the action plan and, when the data is available, the impact that this is having on reducing emissions.

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

- 5.1 All of the project leads, and relevant Heads of Service were consulted on and approved the content of the action plan. The Environment and Rural Affairs Policy Development Advisory Group received a presentation on the plan at its meeting on 14th March 2022. There was a full debate of the detail in the proposed plan. The Advisory Group supported the plan.
- 5.2 The Monitoring Officer, the Director of Corporate Resources and the Head of Human Resources & Organisational Development Manager were consulted on this report. The report has been amended in light of their comments.

6 Other Courses of Action Considered but Rejected

- 6.1 The main course of action that was considered but rejected was the “do nothing” option; that is not producing an updated action plan. However, it is essential that a clear set of actions are established to meet the 2030 and 2050 targets. Regular monitoring of the plan will ensure progress is being made. The annual collation and monitoring of the Council’s carbon emissions will also form part of the monitoring process.

7 Resource Consequences

- 7.1 The budget for 2022/23 approved by Council on 9 February 2022 included £1m of capital and revenue expenditure to boost the work needed to reduce the Council’s carbon emissions. Capital expenditure of £850k relates to the following projects in the proposed action plan: -
- £300k additional cost for nine replacement vehicles with battery electric rather than internal combustion engine vehicles
 - £100k infrastructure for electric vehicles
 - £205k replacement LED lighting at the Capitol
 - £150k retrofitting three houses
 - £55k energy efficiency upgrades to Park Barn and the Granary
 - £30k LED lighting in two rural car parks
 - £10k Blatchford industrial estate energy review
- A further £30k was approved for the Horsham town centre cycling study which does not form part of the action plan.
- 7.2 In order to implement the action plan £125k of revenue funding was approved in the 2022/23 budget. This was for a two-year part-time environment post and some consultancy budget for Property and Facilities Department. Some of this revenue funding was also to provide more capacity for the Wilder Horsham District initiative.
- 7.3 Some of the projects in year two and three of the action plan will require additional budget. These will come forward as part of the normal budget setting process. Some actions can be funded from existing Departmental budget, for example, expenditure for LED lighting replacement would come from existing Property and Facilities energy management budgets.

- 7.4 The Director of Corporate Resources was consulted on the report and commented that the financial cost of carbon saving will need to be considered for each individual project but also against the whole target of net zero. This must consider at what point carbon offsetting and insetting is more pragmatic than zero emissions. She advised that there are likely to be significant future costs associated with the de-carbonisation of the Council's largest assets, such as the leisure centres and the replacement of the waste collection vehicles in the mid to late part of the decade. As these costs are currently unknown it is not yet clear whether these can be achieved without the Council needing to borrow. However, potential costs are so significant it is possible the Council lose its debt-free status to cover them. Should this occur, it will limit the Council's opportunity to undertake other significant capital projects.
- 7.5 There are human resources consequences from this report, with the budget approval to recruit a temporary two-year environment post to support delivering the action plan and the Council's wider climate change and environmental aspirations. This will follow the Council's normal recruitment processes. The Human Resources and Organisational Development Manager was consulted on the report and no amendments were required.

8 Legal Considerations and Implications

- 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 At a local level, Section 19(1A) of the Planning and Compulsory Purchase Act 2004 requires local planning authorities to include in their local plans, policies designed to secure that the development and use of land in the local planning authority's area contribute to the mitigation of, and adaptation to, climate change.
- 8.4 The main legal implications of the report are when projects stemming from the action plan commence. These will be considered as projects are brought forward. Any that require securing goods or services will need to comply with the Public Contract Regulations 2015 and the Councils Contract Procedure Rules and Procurement Code.

9 Risk Assessment

- 9.1 The full risk assessment forms Appendix Two of this report. The highest risk is the potential costs for delivering the three-year action plan. The expenditure for several of the projects in the first year of the action plan are within the 2022/23 budget. Budget bids will be required to implement many of the actions in years two and three of the plan. For example, to implement the flat retrofit programme. The

expenditure for these projects will need to be considered alongside requests for expenditure on other Council initiatives. This will form part of the annual budget review. Opportunities will also be sought for external funding.

- 9.2 Another high risk is the limited staff capacity to implement projects. An additional environment post will also support delivery of the plan. However, there may be issues in other areas, given the pace and scale of the carbon reduction programme. Regular monitoring will take place to ensure that projects are being delivered. The final high risk is a lack of in-house and specialist expertise. Additional consultancy budget has been agreed to provide advice to the Property and Facilities Department. Joint working with other Council's will also mitigate this. The rest of the risks are either medium or low.
- 9.3 Some of the projects within the programme have high risks. There is a high risk associated with procuring the replacement electric vehicles, as there could be long lead in times for the delivery of these vehicles which would impact on meeting the targets in the plan. Furthermore, there is a medium risk that electric vehicle charge points cannot be provided where they are needed for the replacement vehicles, due to insufficient electricity capacity. There is a medium risk that property projects will not be delivered on time due to a shortage of contractors with appropriate skills and the availability of materials to retrofit buildings.

10 Procurement implications

- 10.1 Some of the projects set out in the action plan will have procurement implications. The Council's Procurement Code will be followed. The relevant procurement route will need to be incorporated into the timescales for delivering each project.

11. Equalities and Human Rights implications / Public Sector Equality Duty

- 11.1 Human Rights and Equality and Diversity implications will be considered in more detail when each of the projects contained in the action plan are implemented. However, some of the projects in the action plan will have a positive impact on service users, vulnerable groups, and wider community groups. For example, residents in Council housing and flats may have warmer properties through the implementation of energy efficiency measures. Service users and community groups leasing buildings from the Council could have reduced energy bills. It is not considered that an Equalities Impact Assessment is required for the proposals in this report, as service users, vulnerable groups and wider community groups will not be negatively impacted by the proposed action plan.

12 Environmental Implications

- 12.1 The main thrust of the report is setting out actions that will make progress towards the Council's carbon neutral targets. The projects set out in the action plan are likely to have co-benefits, such as a reduction in air pollution as the vehicles in the Council's fleet are electrified.

13 Other Considerations

- 13.1 There are no other implications, such as crime and disorder, arising from the proposals in this report.

DRAFT HORSHAM DISTRICT COUNCIL CARBON REDUCTION ACTION PLAN (April 2022 – March 2025)

The Council has committed to become carbon neutral for its direct emissions by 2030 and for its indirect emissions by 2050. The latter recognises that reducing these emissions is more complex and is not within the direct control of the Council. The target date in this case reflects the national target for reaching net zero. The baseline used for this is the carbon emissions data from 2019/20 which was 8,885 tCO₂e. The current action plan builds on and progresses the work in the 2020 – 2022 action plan.

Behaviour change/embed carbon reduction				
Action	Timescale	Project lead	Potential cost (£k)	Potential carbon saving (tCO₂e) per annum
Hold climate change training for Members	Year one	Helen Peacock	£5k	Enabling
Hold Carbon Literacy training for staff	Year two	Helen Peacock	£5k	Enabling
Use case studies from the Council's decarbonisation programme to provide information and demonstrate good practice to staff & Members (& externally)	Every year	Sarah Hogben	Staff time	Enabling
Build on the communications channels that have already been established e.g. the Intranet, regular blogs, and newsletters	Every year	Sarah Hogben	Staff time	Included in the above
Investigate and implement a methodology for assessing the carbon impacts of projects, to form part of the project approval process	Year two	Dominic Bradley	Staff time	Limit increase in emissions
Produce an annual report which collates and analyses changes to the Council's carbon emissions	Every year	Helen Peacock	Staff time	Monitoring

DRAFT HORSHAM DISTRICT COUNCIL CARBON REDUCTION ACTION PLAN (April 2022 – March 2025)

Transport				
Action	Timescale	Project lead	Potential cost (£k)	Potential carbon saving (tCO2e) per annum
Electrify a minimum of 5 vehicles as part of the vehicle replacement programme	Year one	Mark Neal	£300k (over the cost of petrol/diesel)	90t
Electrify a minimum of 4 vehicles as part of the replacement programme	Year 2&3	Mark Neal	Included in the above figure	6t
Electric vehicle charge points Identify the type required in each location to support the initial phase of electrifying the fleet (for 9 vehicles) & install the charge points	Year one	Helen Peacock	£100k	Contributes to the above two actions
Ongoing replacement vehicle programme to consider electric vehicle options	Year 2 & 3	Mark Neal	Staff time	N/A
Carry out an annual review to identify vehicles that are not required for operational purposes	Each year	Mark Neal	Staff time	16 (from year 1; four vehicles already identified))
Refuse vehicles Research options for zero/low carbon vehicles to prepare for the replacement of the existing vehicles	Over 3 years	Mark Neal	Staff time	Enabling action
Food waste vehicles - Consider options for low/ultra-low carbon food waste vehicles - Purchase food waste vehicles	Year one Year two	Mark Neal	TBC	Limit increase in emissions
Indirect emissions				
Business mileage/green community Analyse business mileage and staff questionnaire & identify options for potential additional incentives to encourage green commuting and business travel by more sustainable forms of transport	Year one	Sebastian Stevens	Staff time & cost of incentives	Emissions halved during pandemic and hybrid working; this action is to embed behaviour change

DRAFT HORSHAM DISTRICT COUNCIL CARBON REDUCTION ACTION PLAN (April 2022 – March 2025)

Property				
Action	Timescale	Project lead	Potential cost (£k)	Potential carbon saving (tCO2e) per annum
Investigate opportunities for energy diversification across the Council estate	Year one	Brain Elliott	Consultant (TBC)	Enabling action
Investigate opportunities to integrate water efficiency measures into the retrofit programme	Year one	Brian Elliott	Consultant (TBC)	Enabling action
Direct emissions				
Operational leisure/community/countryside buildings Retrofit a minimum of one building per annum (based on the previous audits)				
- Park Barn; new windows & determine appropriate renewable/low carbon heating technology	Year one	Elizabeth Williams	£55k* (year one)	Minimum of 60t after three years but will depend on technology used
- Chessworth Studio; roof insulation & LED lighting. Determine appropriate renewable/low carbon heating technology	Year 2 & 3			
- Warnham Nature Reserve; roof insulation & LED lighting. Determine appropriate renewable/low carbon heating technology	Year 2 & 3			
- Determine future use of buildings alongside carbon reduction measures; Southwater Visitor Centre & Chessworth Farm depot	Year 2 & 3			
The Capitol				
- Implement a lighting replacement programme	Year one	Elizabeth Williams	£205k £747k (grant & energy savings not included)	40t per annum 70t per annum
- Install decarbonisation and energy efficiency measures	Year 2 & 3			
Blocks of Flats				
- agree a decarbonisation and energy efficiency programme based on the outcome of the audits	Year one	Thomas Crosdil	TBC	Maximum of 40t at end of year 2 (depending on number of blocks retrofitted)
- start implementing the programme	Year 2&3			
-				
Implement an external replacement lighting programme				
- rural car parks; Mill Lane in Storrington, Newmans Gardens in Steyning	Year 1	Elizabeth Williams	£30k (year one)	Maximum 60t at end of year 3
- Horsham Park	Year 1			
- Other rural car parks (TBD)	Year 2 & 3			

DRAFT HORSHAM DISTRICT COUNCIL CARBON REDUCTION ACTION PLAN (April 2022 – March 2025)

Action	Timescale	Project lead	Potential cost (£k)	Potential carbon saving (tCO2e) per annum
Analyse the carbon data from operational assets to identify further carbon saving opportunities	Year one	Thomas Crosdil	Staff time	Enabling action
Indirect emissions				
Houses <ul style="list-style-type: none"> - Hold workshop to determine approach & purchase property for decanting residents - Retrofit three properties - Retrofit six properties 	Year one Year one Year 2 &3	Thomas Crosdil	£150k (per annum)	Maximum 24t end of year 3 (depends on technology used)
Leisure Centres <p>Continue discussions with the contractor on energy saving & decarbonisation measures prior to a new contract in 2027</p>	Over 3 years	Elizabeth Williams	Staff time	Enabling action
Leased buildings <p>Undertake a retrofit programme based on lease renewals and prioritising those with poor Energy Performance Certificates. Initial properties identified: -</p> <ul style="list-style-type: none"> - Energy review of Blatchford Industrial Estate; with works to some units - The Granary; replacement windows & determine renewable/low energy heating - Park House, 109 New Street, 102a Blackbridge Lane, 7 West Street, 54/56 High Street, Billingshurst, Arun House 	Year one Year one Over 3 years	Brian Elliott	£10k (energy review) Part of £55k* (works to The Granary)	Maximum 265t at end of year 3 (unlikely all of these properties will be retrofitted within the plan period)
Carry out a review of leased buildings in community use to determine future needs and uses	Over 3 years	Brian Elliott	Staff time	Enabling action

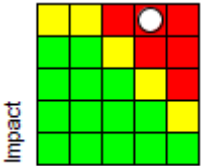
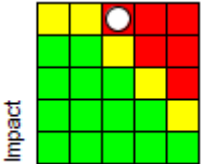
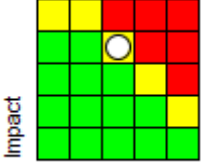



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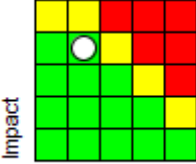

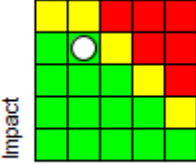


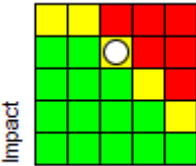
Procurement				
Action	Timescale	Project lead	Potential cost (£k)	Potential carbon saving (tCO2e) per annum
Carry out a spend analysis to identify suppliers with the largest carbon footprints	Year one	Becca Williams	Staff time	Enabling action
Work with suppliers with the largest carbon footprint to obtain their carbon baseline data, capture their carbon reduction actions and changes in carbon emissions	Year two	Becca Williams	Staff time	Contribute to 4,200 target
Work with partners to produce a pro-forma to capture more accurate carbon data from suppliers	Year three	Becca Williams	Staff time	Enabling action
Parks and Countryside/Carbon Insetting				
Action	Timescale	Project lead	Potential cost (£k)	Potential carbon saving (tCO2e) per annum
Finalise the tree management strategy	Year one	Pete Crawford	Staff time	Insetting may need to deliver approx. 400t reduction for direct emissions and 4,000t for indirect emissions
Identify opportunities for nature based carbon sequestration on Council land	Year two	Pete Crawford	£5k	
Develop an offsetting strategy including mapping carbon offsetting opportunities across the District	Year one	Helen Peacock	£30k	
Develop and implement a methodology for carbon offsetting/insetting	Year two	Helen Peacock	£5k	

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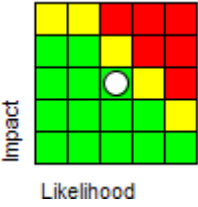
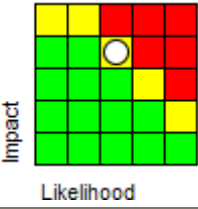
APPENDIX TWO

Organisational Carbon Reduction – Risk Register

Description	Current Risk Matrix	Control action
Expenditure unavailable to deliver the programme	 <p style="text-align: center;">Likelihood</p>	<p>Three-year action plan includes many actions in year one that have been included in the budget. However, additional expenditure is likely in year one. Regular monitoring and 6 monthly updates of the plan will give advance warning of costs and savings.</p> <p>Year 2 & 3 actions will form part of the annual budget setting process.</p> <p>All opportunities to draw on any external funding/grant's schemes will be used</p>
Limited staff capacity to deliver projects	 <p style="text-align: center;">Likelihood</p>	<p>Additional staff capacity to assist the Environment Manager has been agreed. However, there could be issues within teams, given the pace and scale required to deliver the programme. Regular monitoring of the action plan will flag up issues with reports to Senior Management and Members</p>
Lack of support/capacity from key managers	 <p style="text-align: center;">Likelihood</p>	<p>Key managers are part of the project team which meets regularly. This ensures that progress is monitored, and early identification of any issues can be escalated to senior management</p>
Lack of in-house and specialist expertise	 <p style="text-align: center;">Likelihood</p>	<p>Budget in place for consultancy to support Property and Facilities Department but could be an issue with other Departments.</p> <p>Monitor and provide additional training and consultancy on ad hoc basis from Departmental expenditure when needed</p>
Lack of staff support on behaviour change initiatives	 <p style="text-align: center;">Likelihood</p>	<p>Comprehensive communications plan in place, plus initial round of training on climate change. Evidence to date is that staff are engaged with this issue</p> <p>Further round of in-depth training to take place</p>
Long term target impacts on delivery	 <p style="text-align: center;">Likelihood</p>	<p>Use short term targets and action plan to maintain momentum and focus; current plan is for 3 years</p> <p>Current plan will be reviewed regularly with reports to SLT and Members every 6 months to ensure progress continues</p> <p>Regular monitoring and reporting to ensure deadlines are being met and early identification of any issues</p>

Description	Current Risk Matrix	Control action
Changes in technology	 <p data-bbox="523 342 544 412">Impact</p> <p data-bbox="560 427 660 450">Likelihood</p>	<p data-bbox="837 309 1374 387">Research into technology and assess against national reports on direction of travel e.g. reports from the Committee on Climate Change</p>
Change in corporate priorities	 <p data-bbox="523 562 544 631">Impact</p> <p data-bbox="560 640 660 663">Likelihood</p>	<p data-bbox="837 510 1390 611">High priority in the Corporate Plan, plus agreement of carbon neutral targets means the level of support for carbon reduction projects will remain high</p>
Reputational risk from not demonstrating regular reductions in carbon emissions	 <p data-bbox="523 775 544 844">Impact</p> <p data-bbox="560 853 660 875">Likelihood</p>	<p data-bbox="837 723 1342 824">Communications plan with regular reports to explain projects and outcomes; explain longer term projects if short term ones do not deliver significant carbon savings</p>
Lack of senior management support	 <p data-bbox="523 987 544 1057">Impact</p> <p data-bbox="560 1066 660 1088">Likelihood</p>	<p data-bbox="837 947 1358 1025">Director of Community Services is the project sponsor and SLT will receive regular updates on progress</p>
Reliance on key officer	 <p data-bbox="523 1200 544 1270">Impact</p> <p data-bbox="560 1279 660 1301">Likelihood</p>	<p data-bbox="837 1160 1374 1238">An additional post has been agreed to support the Environment Manager which means knowledge is not just with one officer</p>
National legislation could bring forward the need for action	 <p data-bbox="523 1413 544 1482">Impact</p> <p data-bbox="560 1491 660 1514">Likelihood</p>	<p data-bbox="837 1384 1390 1462">Six month review and update of the action plan will ensure that changes in legislation can be reflected in the plan</p>
Electric vehicles - lead in time for acquiring vehicles	 <p data-bbox="523 1648 544 1718">Impact</p> <p data-bbox="560 1727 660 1749">Likelihood</p>	<p data-bbox="837 1619 1326 1675">Start procurement process early, with close monitoring for delivery against the timescales</p>
Electric Vehicle Charge Points Infrastructure - electrical capacity	 <p data-bbox="523 1861 544 1930">Impact</p> <p data-bbox="560 1939 660 1962">Likelihood</p>	<p data-bbox="837 1787 1358 1832">Note - Could be issues with electrical capacity in locations where charge points are needed.</p> <p data-bbox="837 1865 1374 1944">Identify ideal sites for the EVCP early and contact the DNO, giving sufficient time for an alternative location if needed.</p>

07 – Carbon Reduction Action Plan – APPENDIX TWO

Description	Current Risk Matrix	Control action
<p>Electric Vehicle Charge Point Infrastructure - Costs</p>	 <p>Impact</p> <p>Likelihood</p>	<p>Note - the expenditure in the budget maybe insufficient to cover the cost of installation.</p> <p>£100k is in the budget for 2022/23. Early work to identify types of charge points required, location and delivery method should ensure a more accurate estimate of the costs. Use WSCC financial model to assess whether purchasing the charge points or using the concession contract with Connected Kerb is the most cost effective approach.</p>
<p>Retrofit buildings - availability of skilled installers and material shortages</p>	 <p>Impact</p> <p>Likelihood</p>	<p>Note - this was an issue with the works at Blackbridge Lane Community Centre.</p> <p>Set a realistic timescale for implementation with close monitoring.</p>

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Report to Cabinet

24 March 2022

By the Cabinet Member for Planning and Development

KEY DECISION



**Horsham
District
Council**

Not Exempt

<p>Adoption of Conservation Area Appraisals & Management Plans for London Road, Richmond Road and Horsham Town Centre, Horsham</p>

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 nine conservation areas in the District have an adopted Conservation Area Appraisal (Billingshurst, Bramber, Henfield, Horsham, Pulborough (Lower Street and Church Place), Slinfold, Storrington, Steyning and Warnham).

Cabinet agreed on 23 September 2021 to approve the draft Conservation Area Appraisals and Management Plans for London Road, Richmond Road and Horsham Town Centre for public consultation. These draft documents included some proposed boundary changes (additions) to the existing conservation areas.

A five-week public consultation exercise was held between the 14 October 2021 and the 18 November 2021 inviting comments on the three Conservation Area Appraisals and Management Plans. This report sets out the key issues raised by respondents 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 three Conservation Area Appraisals and Management Plans, incorporating revisions following consultation, is adopted with effect from 25 March 2022.

Recommendations

Cabinet is recommended to:

- i) Approve the revised Conservation Area boundaries for London Road, Richmond Road and Horsham Town Centre, as shown on the Conservation Area designation maps (1, 2 and 3) included in this report.
- ii) Approve the Conservation Area Appraisals and Management Plans for London Road, Richmond Road and Horsham Town Centre, as set out in Appendices 4, 5 and 6 to be used in the determination of planning applications from 25 March 2022.
- 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 residents, occupiers, developers 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. London Road – Designated August 1984 – Map published online 8 September 2011
 - b. Richmond Road – Designated 1989 – Map published online 8 September 2011
 - c. Horsham Town Centre – Designated 1974 – Map published online 8 September 2011
2. Representations and Responses to the draft Conservation Area Appraisal and Management Plan for London Road (See Appendix 1)
3. Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Richmond Road (See Appendix 2)
4. Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Horsham Town Centre (See Appendix 3)
5. Conservation Area Appraisal and Management Plan for London Road (March 2022) (See Appendix 4)
6. Conservation Area Appraisal and Management Plan for Richmond Road (March 2022) (See Appendix 5)
7. Conservation Area Appraisal and Management Plan for Horsham Town Centre (March 2022) (See Appendix 6)

Wards affected: Denne and Holbrook West

Contact: Catherine Howe, Head of Strategic Planning x5505.

Background Information

1 Introduction and Background

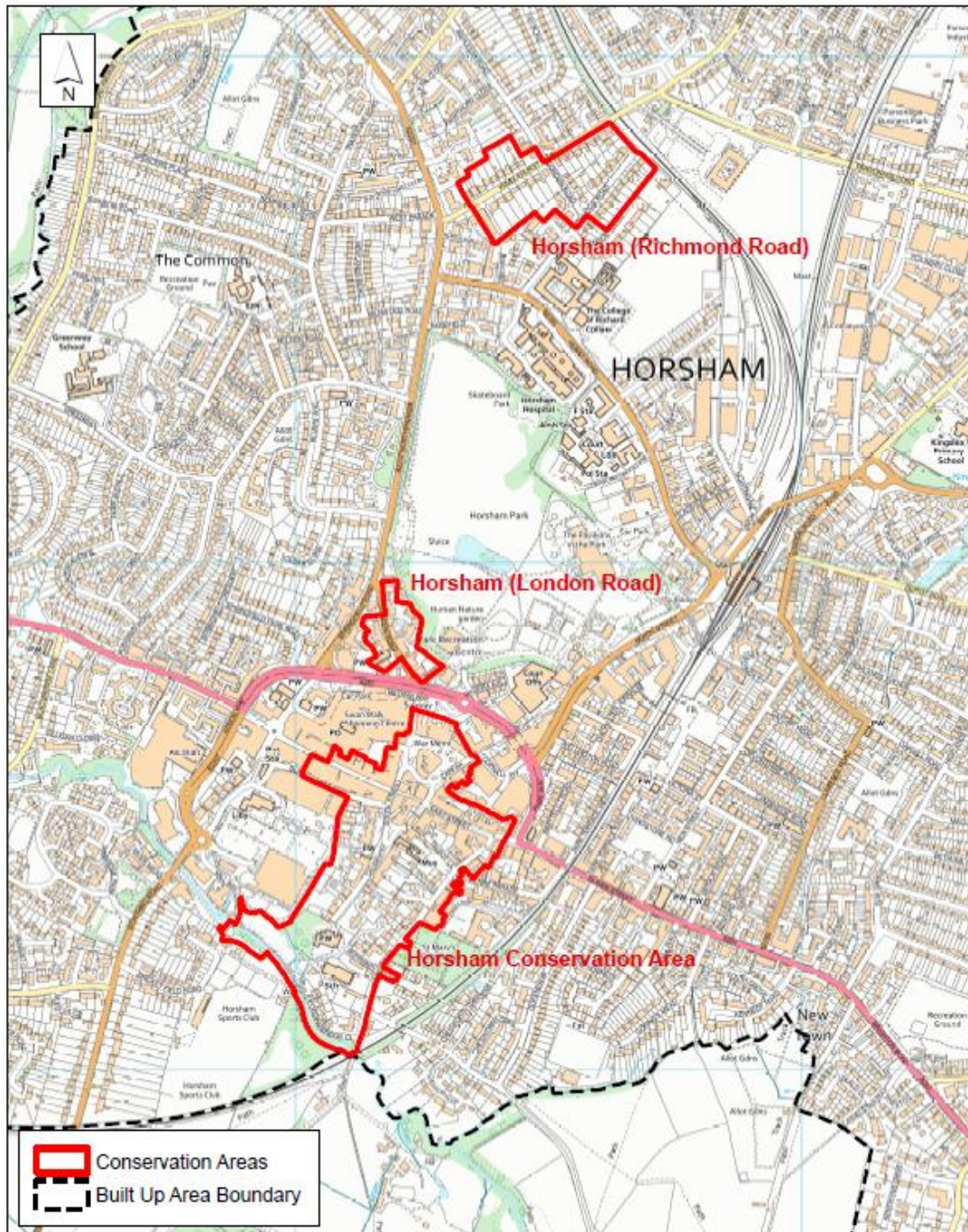
- 1.1 Conservation areas were introduced through the Civic Amenities Act (1967). Horsham District Council has a duty under the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate conservation areas where appropriate, to review the designations regularly, and to plan for the management 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 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 There are 37 designated conservation areas in Horsham District. There is a conservation area map for each conservation area which identifies the designation boundaries. In Horsham District, only nine conservation areas have an adopted appraisal. The Council has started a rolling programme of producing Conservation Area Appraisals and Management Plans.
- 1.5 Without appraisals setting out the significance of each conservation area, there is a lack of up-to-date information to inform and support Horsham District Council in managing change positively in the remaining 28 conservation areas. The conservation areas of Horsham Town Centre, London Road and Richmond Road, Horsham have been identified as experiencing pressure for development, and a Conservation Area Appraisal has been undertaken in accordance with current best practice as described in Historic England's document, Conservation Area Designation, Appraisal and Management, Historic England Advice Note 1 (2016). **Map 1** shows the locations of the existing conservation areas.
- 1.5 The draft Conservation Area Appraisal and Management Plans for London Road, Richmond Road and Horsham Town Centre were published for public consultation between 14 October 2021 and 18 November 2021. The London Road, Richmond Road and Horsham Town Centre Conservation Area and Management Plans were discussed by Denne Neighbourhood Council at its meeting on the 16 September 2021. 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.

Map 1 Horsham Conservation Areas



Horsham District Council
 Parkside, Chart Way, Horsham
 West Sussex RH12 1RL
 Barbara Childs : Director of Place

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Conservation Areas HORSHAM	
Reference No :	
Date: 26/08/2021	Scale : 1:10,000 at A4
Drawing No :	Revisions :

3 Details

- 3.1 The three Conservation Area Appraisals set out background information relating to the historic development of the three respective areas. They include details of their setting. They look at the townscape and historic environment of each locality 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 location. There is a section on views and negative elements of each conservation area. There is also a Management Plan included with each Conservation Area Appraisal. Two appendices are included with each document: a gazetteer of listed and locally listed buildings within each Conservation Area and a glossary of terms.
- 3.2 The conservation area appraisals would result in an extension to each conservation area, with no deletions. The London Road Conservation Area would be extended to include West Point (currently a light shop at ground floor), 60 London Road, and all of Farriers Court. The Richmond Road Conservation Area would be extended to include the Victorian properties of 84 – 88 Hurst Road, 3 Richmond Road and the roadside pavement, trees and walls of Richmond Road between the junction with Hurst Road and the existing Conservation Area. The Horsham Town Centre Conservation Area would be extended to include St Mary's Cemetery.
- 3.3 In response to the consultation on the draft Consultation Area Appraisals, a total number of 61 comments were received to the Conservation Area and Management Plans:
London Road – 9 comments from 4 respondents;
Richmond Road – 31 comments from 10 respondents;
Horsham Town Centre - 21 comments from 6 respondents.
Comments were received from Denne Neighbourhood Council and the Horsham Society, local landowners and 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** (London Road), **Appendix 2** (Richmond Road) and **Appendix 3** (Horsham Town Centre).
- 3.4 The Horsham Society in their response to the appraisals made some overarching comments with regards to the appraisals. The first comment related to the Society's desire to see the Management Plans strengthened where possible to encourage the proper maintenance, repair, and restoration of buildings. The second comment sought to see the Plans earnestly adopted with their execution integrated into the District Council's approach to these areas. This included a suggestion that groups of volunteers local to each area could encourage their neighbours over time to help the implementation of the Management Plan.
- 35 The updated Appraisals are included as **Appendix 4** (London Road), **Appendix 5** (Richmond Road) and **Appendix 6** (Horsham Town Centre).
- 3.6 A summary of the main consultation points raised is set out below, under the relevant conservation area heading.

London Road

Additions to the conservation area

- 3.7 The appraisal seeks to extend the boundary of the conservation area to include West Point and Park Lodge. The West Point building is a key focal point building at the entrance to the conservation area. The current conservation area boundary runs through the centre of 60 London Road, with the northern section of the property being outside of the conservation area. The boundary of the conservation area would be extended to include the entire building and its grounds.
- 3.8 The proposed conservation area previously included 4 – 10 Farriers Court and drew its northern boundary up to the electricity substation in Horsham Park. It is suggested that 4-10 Farriers Court is retained, but that the boundary to the north is set back to the boundary of 60 London Road, as this forms the boundary with Horsham Park.
- 3.9 The inclusion of 60 London Road, and all of Farriers Court up to its boundary with Horsham Park is consistent with the evolution and character of the Conservation Area and would enhance its special character.
- 3.10 It has been suggested that Dayhurst in North Parade is added to the conservation area. The property is identified within the Horsham Town Local List. Although an attractive property with local interest it is suggested that in this instance the building is not included within the conservation area. The conservation area as drawn is influenced by the historic road layout of London Road. Dayhurst due to its position is outside of this core area and would not contribute in the same way to an understanding of the areas special interest.

Traffic Management

- 3.11 Several respondents identified concerns with the speed and amount of traffic moving through the conservation area. Although Horsham District and Denne Neighbourhood Council have no decision-making powers relating to traffic management the Management Plan does suggest that opportunities for traffic management/calming are investigated in partnership with the Highway Authority, West Sussex County Council.
- 3.12 **Map 2** below shows the final Conservation Area Map for London Road.

Map 2 London Road – New Conservation Area Boundaries for London Road



Richmond Road

Conservation area boundary and addition of Horsham Hospital and 21, 23 and 25 Hurst Road

- 3.13 It is proposed that the conservation area is extended to include the Victorian properties of 84 – 88 Hurst Road, 3 Richmond Road and the roadside pavement, trees and walls of Richmond Road between the junction with Hurst Road and the existing conservation area. The proposed extension to the conservation area reflects the evolution of the understanding of the conservation area and its setting. The land identified contains buildings, and boundary treatments which contribute to the depth and richness of form within the conservation area and share many recognisable features with the properties within the conservation area creating a linked and identifiable sense of place.
- 3.14 A number of consultation responses suggested that further properties were added to the conservation area including Horsham Hospital and 21, 23 and 25 Hurst Road. As indicated within the text of the appraisal consideration was given to the addition of the Old Horsham Hospital. Whilst it is acknowledged that the properties identified are of local interest they do not relate as closely to the group of buildings that form the core of the conservation area. It would therefore be suggested that they do not have the same cohesive sense of place that is achieved in the conservation area.

Modern Living

- 3.15 Comments were received relating to the need for the Conservation Area Appraisal and Management Plan to consider the needs of modern living including the use of modern materials, the need for off road parking and the practicality of retaining chimneys as they become obsolete with the move away from fossil fuels. These comments are noted however, the Listed Building and Conservation Areas Act 1990 requires that special attention should be paid to the desirability of preserving or enhancing the character or appearance of the conservation area. The Conservation Area Appraisal seeks to support this requirement by highlighting the elements that contribute to its significance. It is also suggested that modern living and environmental standards do not preclude considering opportunities for development that are in keeping with the special character of the conservation area.
- 3.16 In addition, the Conservation Area Appraisal seeks to encourage the use of materials that are sympathetic to the special historic and architectural character of the area. Traditional windows and doors form part of the character of a building and their loss can incrementally lessen the overall character of an area. Consideration should be given to the quality, design and material of replacement windows including the thickness of the glass which can impact on reflections and shadows, as well as the details of openings, and the prominence of trickle vents. The appraisal seeks to ensure a balance that is pragmatic and appropriate between ensuring that special attention is paid to the character of the area and ensuring that buildings can evolve sympathetically. The appraisal does not seek to prevent development but encourage a sensitive approach that reflects the special character of the area.
- 3.17 Chimneys can provide an important resource in understanding the historical character of a building. They offer opportunities to understand the layout of

buildings, the technology of heating, the affluence of an owner, and differing fashions. They also break up and add interest to roofscapes and can contribute to a sense of place. Chimneys can be key features that contribute to the significance and character of historic buildings. They may also fulfil a structural function. The appraisal therefore seeks to encourage their retention where appropriate.

Use of Resources

- 3.18 An objection was raised to the Conservation Area Appraisal and Management Plan with concern being raised that the costs of the exercise would be more appropriately used elsewhere. It was also noted that a number of changes had already taken place within the conservation area and therefore the appraisal was unnecessary. As noted above the local planning authority has a duty to review its conservation areas under the Planning (Listed Buildings Conservation Areas) Act 1990 and the production of appraisals and management plans are considered best practice. The Conservation Area Appraisal seeks to support local residents in retaining the areas special character and it could be considered that the lack of an up to date management plan and appraisal in the past has resulted in changes that have taken place that may not be as sympathetic to the conservation area. The Conservation Area Appraisal does not seek to prevent development but to encourage sympathetic proposals that reduce the incremental changes that can erode character over time. The conservation area designation has been in place since 1989, and therefore the controls on development have been in place for over 30 years.

Traffic Management

- 3.19 Several respondents identified concerns with heavy goods vehicles, and the speed and amount of traffic moving through the conservation area. Concerns were raised specifically regarding new development increasing traffic along primarily Wimblehurst and Richmond Roads. The impact on traffic is a material consideration in the planning process, as is the formal designation of a conservation area. Although Horsham District and Denne Neighbourhood Council have no decision-making powers relating to traffic management the Management Plan does suggest that opportunities for traffic management/calming are investigated in partnership with the Highway Authority, West Sussex County Council.

Inclusion of positive and negative buildings within the Conservation Area

- 3.20 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.

3.21 **Map 3** shows the final Conservation Area Map for Richmond Road.

Map 3 Richmond Road – New Conservation Area Boundaries for Richmond Road



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

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Proposed Extension to Richmond Road Conservation Area			
Reference No :	Date : 15/06/2021	Scale : 1:2,500 (at A4)	
Drawing No :	Drawn :	Checked :	Revisions : 28/09/2020

Horsham Town Centre

Extension of Conservation Area

- 3.22 The appraisal proposes that the conservation area is extended to include St Mary's Cemetery. The proposed extension to the conservation area reflects the evolution of the understanding of the conservation area and its setting. The Cemetery forms an important green fringe to the Conservation Area and informs an understanding of the context of the Lodge Building, lych gate and boundary wall.
- 3.23 Consideration was given to extending the conservation area to include the Bus Station and the northern part of Worthing Road to the roundabout at Albion Way. This would have included the listed buildings of the Friends Meeting House, 20 – 28 Worthing Road, and the Horsham Free Christian Church. However due to the nature of the development which separates the existing conservation area and the buildings with historic and architectural interest it was considered that the experience of the conservation area would be diluted. It was considered therefore that the conservation area would not be extended further at this time.

Street Furniture

- 3.24 Several respondents commented on street furniture within the conservation area. Street furniture, and hard landscaping are all referred to within the Conservation Area Appraisal Management Plan, which seeks to ensure that any changes enhance the character and appearance of the conservation area. The Council has recently adopted a Horsham Town Centre Public Realm Strategy and Design Guide which provides further information relating to opportunities to improve the streetscape. No changes are therefore suggested to the text.

A Boards

- 3.25 Concerns relating to the number of A boards and flag signage within the conservation area were raised by respondents. The ability of local businesses to highlight their wares or services plays a role in maintaining and encouraging the vitality of the conservation area. The methods used for advertising however should be sympathetic to the character of the area, and not result in a proliferation of A boards, or flags which distract from the historic character of the area or impede foot traffic. Prior to placing A boards outside premises on highways (including footways) where vehicular traffic is prohibited owners should check that they have the appropriate consents in place. It would be suggested that where agreed, A boards are in close proximity to the business advertised and limited to a single board, which is sensitively positioned, and removed when not required. Additional text has therefore been added to the appraisal.

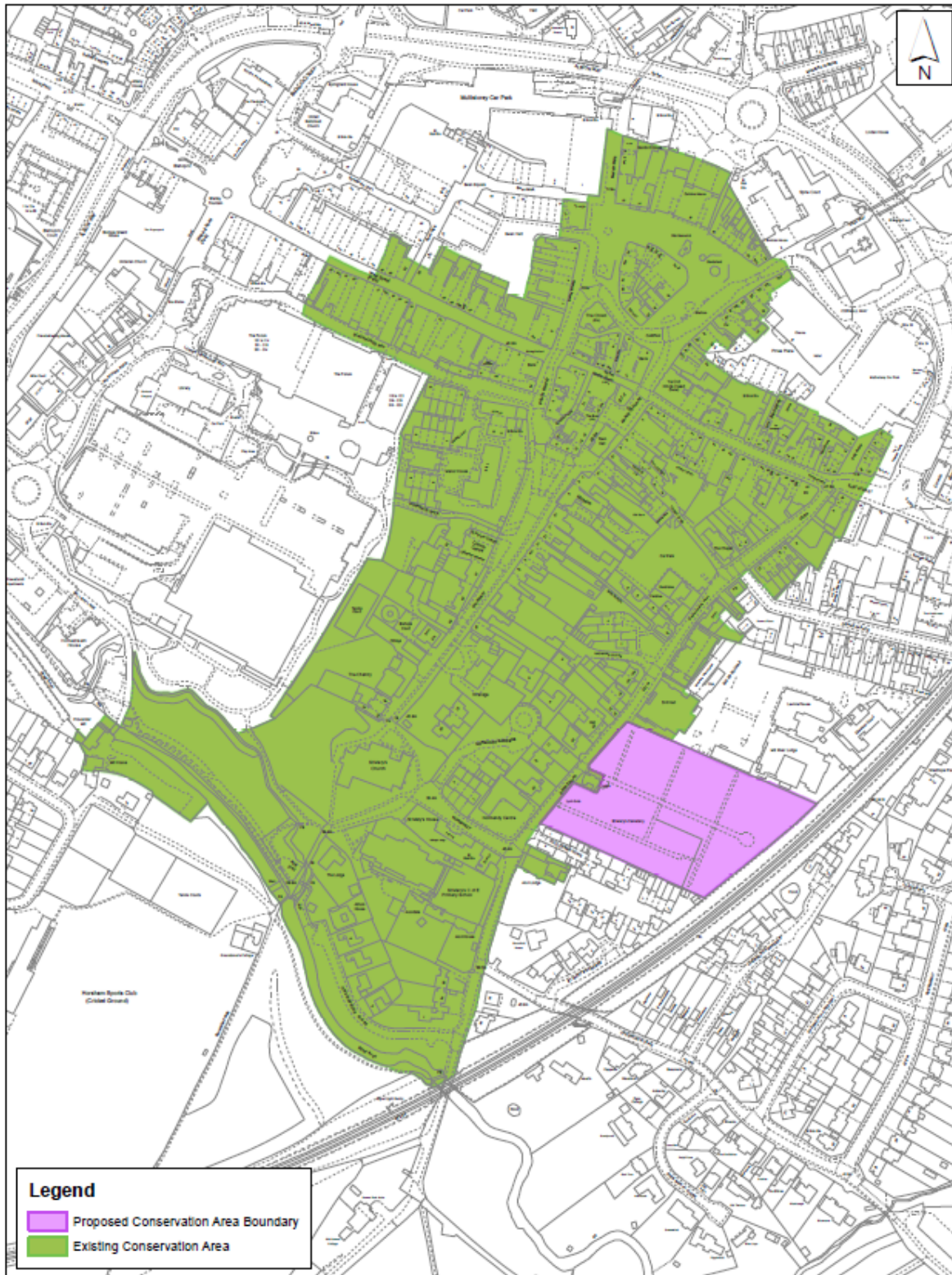
Inclusion of positive and negative buildings within the Conservation Area

- 3.26 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.

3.27 **Map 4** shows the final Conservation Area Map for Horsham Town Centre.

Map 4 Horsham Town Centre – New Conservation Area Boundaries for Horsham Town Centre



Legend

- Proposed Conservation Area Boundary
- Existing Conservation Area

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

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Horsham Conservation Area with the addition of the cemetery on Denne Road			
Reference No :	Date : 18/02/2022	Scale : 1:2,500 (at A3)	
Drawing No :	Drawn :	Checked :	Revisions :

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.
- 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 The proposed draft Conservation Area Appraisals were discussed at the Policy Development Advisory Group (PDAG) on 7 March 2022.

6. Consultation

- 6.1 Public consultation was carried out on the three draft Conservation Area Appraisals between 14 October 2021 and 18 November 2021. All relevant Neighbourhood Councils and district councillors were consulted. In addition, a public notice was put into the West Sussex County Times. 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 1504 letters). 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.

Other Courses of Action Considered but Rejected

- 6.2 The option of not producing Conservation Area Appraisals and Management Plans was considered but it was decided that the development pressures on these sensitive locations was too great not to produce the conservation guidance which clearly sets out the Council's expectations for development proposals in these areas. It is also a duty of local authorities under the Planning (Listed Buildings and Conservation Areas) Act 1990 to formulate and publish proposals for parts of their area which are Conservation Areas.

7 Resource Consequences

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

8 Legal Consequences

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

9 Risk Assessment

- 9.1 Updating the existing Conservation Areas will reduce the risk of challenge to decisions made on planning applications in these areas. In addition, the review and updated information will give both applicants and officers in Development Management improved information to develop and assess proposals, resulting in higher quality development.

10 Procurement implications

- 10.1 There are no procurement implications which arise from the adoption of the Conservation Area Appraisals and Management Plans.

11 Equalities and Human Rights implications / Public Sector Equality Duty

Equality and Diversity Implications

- 11.1 The publication of the Conservation Area Appraisal’s and Management Plans are not expected to have any adverse impact on people with protected characteristics under the Equality Act 2010. It is not considered that the Conservation Area Appraisals or their policies will have any direct impacts on gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Human Rights

- 11.2 Article 8 (Right to respect of a Private and Family Life) and Article 1 of the First Protocol (Protection of Property) of the Human Rights Act 1998 would be relevant in consideration of planning applications within the conservation area. Consideration of Human rights would form part of any planning assessment.

12 Environmental Implications

- 12.1 If adopted, the conservation area appraisals main focus is to provide guidance in protecting the historic environment but also indirectly delivers on the environmental objectives embedded in the Corporate Plan such as protecting and enhancing air quality, the quality of places we work and live, protecting existing habitats and green

infrastructure. It is considered that these policies will help to protect and enhance the local environment of each conservation area in relation to planning matters.

13 Other Considerations

- 13.1 It is not considered that the adoption of the Conservation Area Appraisal's and Management Plans will have any further additional impacts including those in relation to GDPR/Data Protection or Crime & Disorder.

Appendix 1

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

See separate Appendix 1

Appendix 2

Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Richmond Road.

See separate Appendix 2

Appendix 3

Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Horsham Town Centre.

See separate Appendix 3

Appendix 4

Conservation Area Appraisal and Management Plan for London Road Conservation Area.

See separate Appendix 4

Appendix 5

Conservation Area Appraisal and Management Plan for Richmond Road Conservation Area.

See separate Appendix 5

Appendix 6

Conservation Area Appraisal and Management Plan for Horsham Town Centre Conservation Area.

See separate Appendix 6

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LONDON ROAD RESPONSES

	Comment Number	Type of response	Nature of Response	Comment	Officer View and Recommendations
1	1	Email	Observation	Writer agrees with the expansion of the designated area.	Noted – no action.
1	2	Email	Observation	Writer notes that the flow of traffic in the area has increased. Changes that would result in traffic calming/reduction in speed would be appreciated.	Noted – Within the proposed Management Plan it is suggested that opportunities for traffic management/calming are investigated in partnership with the decision maker West Sussex County Council and the interested parties of Horsham District and Denne Neighbourhood Council. No action.
2	3	Email	Observation	The general view is that this proposal could enhance the environment for those living in London Road. Several residents have suggested that the Conservation Area could be further enhanced if the traffic along London Road were made "One-Way".	Noted – see comments above.
3	4	Email	Observation	The writer agrees with the recommendation to include West Point and the extension to the border of the park and support the recommendations of the Management Plan.	Noted – no action.
3	5	Email	Observation	The writer would recommend a feasibility review into the possibility of restoring all the frontages of Brunswick Place back to the original state, which would include the removal of the commercial extensions out to the pavement boundary.	Noted – although such a study would be encouraged the properties are privately owned. Consequently, any works would require the intervention and commitment of property owners.
3	6	Email	Observation	The writer would recommend the minor extension of the northern end to include the fine Art Deco villa in North Parade (named Dayhurst).	Noted – Dayhurst is identified within the Horsham Town Local List. The building is a two storey 1930's house with the original Crittal windows with a chevron design retained. Although an attractive property with local interest it is suggested that in this instance the building is not included within the conservation area. The conservation area as drawn is influenced by the historic road layout of London Road. Dayhurst due to its position is outside of this core area and would not contribute in the same way to an understanding of the areas special interest. No action.
4	7	Email	Observation	The writer suggests a number of editorial changes.	Noted – editorial changes to be made.
4	8	Email	Observation	The writer suggests that the term "polite" is defined in the glossary.	Noted – the term polite has been added to the glossary.
4	9	Email	Observation	The writer notes that Denne Neighbourhood Council have no decision-making powers in relation to parking.	Noted.

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RICHMOND ROAD RESPONSES

Consultee Ref	Comment Number	Type of response	Nature of Response	Comment	Officer View and Recommendations
1	1	Email	Observation	Writer notes that some of the guidance within the document is useful there is a concern that in some areas practicality, modern living and environmental standards need to have a stronger voice.	Noted – however the Listed Building and Conservation Areas Act 1990 requires that special attention should be paid to the desirability of preserving or enhancing the character or appearance of the conservation area. The Conservation Area Appraisal seeks to support this requirement by highlighting the elements that contribute to the significance of the conservation area. The NPPF notes that local planning authorities should look for opportunities for new development within Conservation Areas to enhance or better reveal their significance. Not all elements of a Conservation Area or World Heritage Site will necessarily contribute to its significance. It is also suggested that modern living and environmental standards do not preclude considering opportunities for development that are in keeping with the special character of the Conservation Area. No action.
1	2	Email	Observation	Writer notes that some assumptions in the document are factually incorrect. For example – the majority of the windows in Wemblehurst Road are not (and were never) traditional sash windows. Over the years, some of these have been replaced by aluminium and PVC. Some of these are quality replacements which are in keeping, others not, but many of these windows were in place long before 1989 when the Conservation Area status was designated. Modern wooden windows are known to have a poor life span and aluminium windows in many cases are now the preferred option for many homeowners because of their insulation properties and long life. They also blend in well on period properties and enhance the attractiveness of the home, both outside and in because of the increased amount of light. It is absolutely certain that if these products were available in 1900 they would have been used.	Noted – As above. In addition, the Conservation Area Appraisal seeks to encourage the use of materials that are sympathetic to the special historic and architectural character of the area. Windows and doors form part of the character of a building and their loss can incrementally lessen the overall character of an area. Consideration should be given to the quality, design and material of replacement windows including the thickness of the glass which impact on reflections and shadows, as well as the details of openings, and the prominence of trickle vents. The appraisal seeks to ensure a balance that is pragmatic and appropriate between ensuring that special attention is paid to the character of the area and ensuring that buildings can evolve sympathetically. No action.
1	3	Email	Observation	The writer indicates that it is entirely appropriate for homeowners in 2021 to want a driveway to park their car/s. In large houses (such as those on Wemblehurst Road) there may be 4 or more cars in one household, and this would necessitate appropriate parking space and also EV charging points, garage and car shelters. Whilst care should always be taken to match style and create a tasteful frontage for a property, owners should not be punished for moving with the times and simply enhancing their property to suit the demands of modern life.	Noted – As above (comment 1). In addition, the appraisal does not seek to prevent development but encourage a sympathetic approach that reflects the special character of the area. The design, location and materials used for vehicle parking etc should be sympathetic to its location and seek to enhance the character of the area.

1	4	Email	Observation	The writer notes that the purpose of a chimney is to extract the by-product of burning fossil fuels. The majority of homes now have central heating and fossil fuel burning is positively discouraged. There should not be such an emphasis put on retaining unused chimneys where they are not required in the home to be operative, especially since there are a source of damp and water ingress, as well as being detrimental to the insulation value of the building.	Noted – as above (comment 1). In addition, chimneys can provide an important resource in the understanding of a building. They offer opportunities to understand the layout of buildings, the technology of heating, the affluence of an owner, and differing fashions. They also break up and add interest to roofscapes and can contribute to a sense of place. Chimneys can be key features that contribute to the significance and character of historic buildings. They may also fulfil structural a function. No action.
1	5	Email	Observation	The writer indicates that whilst trees are often a pleasant part of a road's appeal – there are examples of trees and foliage in Wimblehurst Road and Gordon Road which are a nuisance. Examples would be oversized trees which obstruct the pavement, drop damaging sap or large quantities of leaves creating a slip hazard for pedestrians, create constant trip hazards on the pavement, and obstruct the view of drivers (Gordon Road/Richmond Road in particular). There should be a requirement for trees that do impinge on the quality of living in the road to be identified and removed.	Noted - Trees play an important role in the appearance of the Conservation Area and provide many ecological benefits including oxygen, heat islands, shade, and habitat for wildlife. Indeed, the Governments design guidance is now advocating the provision of street trees as part of good design. It is acknowledged that it is an inevitability of nature that trees will drop leaves and sap. This is a seasonal nuisance and can often be managed to reduce the nuisance without requiring the removal of the tree. Approval would be required within the Conservation Area for works to cut live growth from trees which have trunks (including any multi-stemmed trees) of 75mm in diameter (3 inches/7.5 centimetres) or greater at a height 1.5m above ground level. Trees that are dead, dying or dangerous should be identified by the owner and contact made with the local authority with regards to next steps. No action.
1	6	Email	Observation	The writer notes that the pavements within Wimblehurst Road are dangerously low. It is a narrow road with fast moving traffic. Large vehicles mount the pavement regularly, which endangers pedestrians. The quality of tarmac is poor, causing puddles outside driveways. The width of some driveways is not sufficient for a car to turn into without mounting the curb. These are all features which should be addressed by HDC to enhance the road. A speed limit of 20 mph should certainly be considered.	Noted – The width of pavements, their condition and their height are the responsibility of West Sussex County Council Highways. Homeowners can apply for planning permission, and separate consent from West Sussex Highways to widen the dropped kerb where required. No action.
2	7	Email	Support	Writer is supportive of the proposal to extend the Conservation Area to include various houses on Hurst Road, in particular, 86 Hurst Road, which has very fine brickwork.	Noted – no action.
2	8	Email	Observation	Writer suggests that there should be a requirement within the appraisal that window frame colours should respect the neighbourhood and traditions of the period. The writer would like occupiers to seek approval if they wish to either a) install plastic windows or b) paint windows (or other masonry) any colour other than white.	Noted – where works are undertaken to alter or improve a dwelling house under permitted development rights, the development is subject to the condition that the materials used in any exterior work (other than materials used in the construction of a conservatory) must be of a similar appearance to those used in the construction of

					the exterior of the existing dwelling house. This can include windows. No action.
2	9	Email	Observation	The writer suggests that the frontages of all properties on Richmond Road should be brought within the scope of the Management Plan. Although the modern houses may not be part of the conversation area, their front gardens are an important plan of the overall street scene and inappropriate development could affect the overall impression of the Conservation Area	Noted – however it is suggested although the gardens to the front of the 1960's development dwellings in Richmond Road are attractive features the key characteristic of the conservation area is the pavement, and trees, and therefore these have been suggested as an addition to the conservation area. No action.
3	10	Email	Observation	The writer refers to Houses of Multiple Occupancy, and that these are a reality of life in any predominately Victorian or Edwardian areas due to size and suitability for conversion, especially as HDC through the RCA are potentially burdening householders with more costly sympathetic repairs to keep their properties in order; this historically creates a market for properties to pass into the HMO sector rather than remain as family dwellings. The writer is concerned about the lack of provision to control parking, and to ensure the property is maintained to a high standard of its neighbours.	Noted – If planning permission is required for conversion, then issues such as parking would be considered as part of the process. With regards to the condition of land or buildings Section 215 (s215) of the Town & Country Planning Act 1990 (the Act) provides a local planning authority with the power, in certain circumstances, to take steps requiring land to be cleaned up when its condition adversely affects the amenity of the area. If it appears that the amenity of part of their area is being adversely affected by the condition of neighbouring land and buildings, they may serve a notice on the owner requiring that the situation be remedied. The use of s215 by LPAs is discretionary and it is therefore up to the LPA to decide whether a notice under these provisions would be appropriate in a particular case, taking into account all the local circumstances. No action.
3	11	Email	Observation	The writer notes that the document seems in the section marked "movement and connectivity" to label Richmond and Gordon roads as quieter and predominately used by local destination traffic, by local does the Author mean within the bounds of the RCA or a broader Horsham definition? It is suggested that Gordon Rd, apart from buses is "sleepy" Richmond however, is a well-used cut through from the North to Hurst Road and the station, added to which is the continuous pedestrian and cycle traffic heading for the Town Centre via Hurst Road and the Twitten alongside the Fire Station into the park. Possibly a larger usage than perceived which might justify amendment.	Noted – text clarified within document.
3	12	Email	Observation	The writer notes that a 24hr bus service runs the length of Richmond Road. The writer would object most strongly to any form of traffic calming being brought into use on two grounds, causing buses to continually have smooth progress disrupted by any measures, causing deceleration and subsequent acceleration in the middle of the night raising the noise profile and intrusively interrupting sleep patterns of residents, and with reference elsewhere in the document to the increase	Noted – any traffic calming considered would be undertaken by West Sussex County Council. No action.

				of street furniture in support of humps, lumps or islands. The road has 22 hrs a day of free on street parking which is widely used, these parked vehicles create the calming effects on the traffic flows already added to which Richmond Rd is a designated emergency vehicle route, again active calming runs contrary to this.	
4	13	Email	Support	The writer supports the proposal to extend the Richmond Road Conservation Area to include properties 84 to 88 Hurst Road, 3 Richmond Road, the roadside pavement, trees and walls of Richmond Road between the junction with Hurst Road and the existing Conservation Area.	Noted – no action.
4	14	Email		The writer notes that the photograph shows Wimblehurst Road crossing the railway bridge. It is suggested that this photo is not a primary viewpoint and should be substituted with a photo showing Wimblehurst Road towards North Parade. It is noted that Wimblehurst Road has become a distributor road as more development within Horsham has taken place and the road has become much busier. It should also be noted that Richmond and Gordon Roads are very well used as a through route to Collyers Sixth Form College, the hospital, the town centre and the railway station and also subject to large pedestrian and traffic volumes.	Noted – further clarification and photograph added.
4	15	Email	Observation	It is acknowledged that road signs such as those relating to parking, one-way signage, HGV weight restriction signage, etc need to be managed carefully within the Conservation Area. But as traffic volumes have measurably increased over the decades as Horsham has developed, and the roads and pavements in the Conservation Area are relatively narrow, it would be suggested that a balance needs to be met with any signage to help mitigate traffic collisions and help pedestrian safety within the area.	Noted – a balance would be supported in ensuring highway safety, but that any disused signage is removed when it is no longer required.
4	16	Email	Observation	The writer would support where possible the reinstatement of boundaries of frontages, although this could be difficult if the frontage to a property is limited in size, especially if the space is required for car parking. The writer would also support the retention of mature trees within the streetscape.	Noted. No action.
4	17	Email	Observation	The writer would support the installation of appropriate 'Conservation Area' signs at the entry gateways to the Conservation Area.	Noted. This may be a consideration for the future if any funding was to become available. However any signage would need to reflect the character of the area and not result in a proliferation of signs in addition to those required for highway safety.
4	18	Email	Observation	The writer would support the retention of timber windows (especially those facing the street) wherever possible, being repaired or replaced with timber windows replicating the original design.	Noted – no action.

4	19	Email	Observation	To help as a traffic calming measure, the writer would support the introduction of a 20mph speed limit within the Conservation Area. Wimblehurst Road is subject to a 7.5tonnes Regulatory HGV Weight Limit. At the moment the Regulatory Weight Limit signage in the locality is incorrect resulting in inappropriate use of Wimblehurst Road by drivers of HGVs even though they are not delivering or picking up from an address in the road. Presently Wimblehurst Road Residents Association are about to embark on work for a Community Highways Scheme with the support of our local West Sussex County Councillor, North Horsham Parish Council and Horsham Denne Neighbourhood Council. This is to correct the misleading HGV signage in the locality, provide a designated route for HGVs to access Horsham Enterprise Park avoiding the Conservation Area, and to ensure all Sat Nav information is correct regarding this.	Noted.
5	20	Email	Objection	Many of the houses and surrounding drives/gardens and land have already undergone significant changes. The writer is concerned at the justification for an appraisal to be put in place now. There is already a real inconsistency of approach and to move forward with this seems a bit late and wholly unnecessary. Any decisions that would result in additional hurdles or paradoxically affect the value of property doesn't really make sense, particularly when there are already planning controls in place and if these are followed correctly, they provide the necessary frameworks for the area?	Noted – the Conservation Area Appraisal does not seek to prevent development but to provide clarity, and consistency to encourage sympathetic proposals that reduce the incremental changes that can erode character over time. The conservation area designation has been in place since 1989, and therefore the controls on development have been in place for over 30 years. 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.
5	21	Email	Observation	The writer considers that the real issues are the over-development of numerous adjacent areas that create horrific traffic problems along Wimblehurst Road; how can the council be moving forward with this when they enable such development on the old Novartis site which will simply push yet more traffic down the road, a route that is poorly equipped to deal with it.	Noted – It is the duty of Horsham District Council to review their conservation areas and formulate and publish proposals for their preservation and enhancement. Each planning application is determined on its individual merits in accordance with local and national planning policy. The presence of the conservation area is a material consideration in planning applications.
5	22	Email	Objection	The writer considers that the fact that so much time has been spent on this document is upsetting; the significant issues around refuse, traffic and over-development all require focus and the writer sees this exercise as a complete waste of valuable council resources. The writer does not support this exercise or the classification and hope that efforts can be re-directed to activity where they will create more value for local residents.	Noted – It is the duty of Horsham District Council to review their conservation areas and formulate and publish proposals for their preservation and enhancement. The conservation area designation has been in place since 1989, and therefore the controls on development have been in place for over 30 years. 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.
6	23	Email	Support	Writer must compliment the document, it being very detailed, comprehensive, and in fully supportive of the elements we value for the area in which we have chosen to live.	Noted – no action.
6	24	Email	Observation	The writer had one concern with the management plan. This being the importance of the symmetry of roofline upon the street-scape. This is particularly appropriate for the 2 pairs of semi-detached properties. There should be reference to, 'roof extensions' and their effect on roof-symmetry (which in itself has not been highlighted as an important feature).	Noted – further text should be added to the management plan referring to roofshape.
7	25	Email	Support	Writer offers full support for the proposals, in particular the extension to include the properties on Hurst Road and the adjacent section of Pinehurst.	Noted – no action.
8	26	Email	Observation	The writer welcomes the proposed extension of the current conservation area into Hurst Road and to properties of historical and architectural significance. There are however some other properties that the writer feels should also be included in the proposed extended zone which are of similar style and significance being dated from the early 1870's. They are also, incidentally, on the Local List produced by the Horsham Society. These properties have similar sash windows, bay windows, barge board styles and height and are of similar Victorian villa style. The properties that ought to be included in the protected area are 21, 23 and 25 Hurst Road.	Noted - whilst it is acknowledged that the properties identified by the respondent are of local interest it would be suggested that they do not relate as closely to the group of buildings that form the core of the conservation area. It would therefore be suggested that they do not have the same cohesive sense of place that is achieved in the conservation area due to the grouping of building forms and design.
9	27	Email	Observation	The writer agrees with the addition of 84, 86 and 88 Hurst Rd to the Conservation area and note their proposed up-grading from the Local List, setting a hopeful precedent.	Noted – no action.
9	28	Email	Observation	The writer recommends that the appraisal and management plan is make known to the owners of the properties within the conservation area as the basis for a programme of voluntary implementation of its advice.	Noted – owners were all written to as part of the public consultation, and if the appraisal document is adopted it will be made available on the Council's web site. Notification will also be given in the local paper.
9	29	Email	Observation	The writer disagrees with the exclusion of the Old Horsham Hospital building in Hurst Rd. It complements Collyer's which is Listed Grade 2 ; the building named Abbeyfield (No.21) could be included as could numbers 23 and 25 which are elegant houses of the same period as Richmond Road and have amongst other features notable barge boards. A future review of this area might extend the conservation principle further along Hurst Rd to include, for example, the row of terraced villas at the south-eastern end, the station itself and the buildings on Hurst Road named Porch House (17th century) and Lambsbottom.	Noted – As indicated within the text consideration was given to the addition of the Old Horsham Hospital. Whilst it is acknowledged that the properties identified by the respondent are of local interest it would be suggested that they do not relate as closely to the group of buildings that form the core of the conservation area. It would therefore be suggested that they do not have the same cohesive sense of place that is achieved in the

					conservation area due to the grouping of building forms and design.
10	30	Email	Observation	Building Audit Map needs to be added.	Noted – Building audit added.
10	31	Email	Observation	The writer refers to the possible inclusion of The Wimblehurst Road Residents Association, and editorial changes to the document.	Noted – addition to be made to include residents and editorial changes made.

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HORSHAM TOWN CENTRE RESPONSES

Consultee Ref	Comment Number	Type of response	Nature of Response	Comment	Officer View and Recommendations
1	1	Email	Observation	Writer suggests that the term burbage is defined within the glossary.	Noted – term added to glossary.
1	2	Email	Observation	Writer surprised to see no mention of street lighting in the Central area. Consideration could be given to less energy-hungry lamps for the Causeway standards than the current lights.	Noted – The appraisal should be read in conjunction with the Horsham Town Centre Public Realm Strategy and Design Guide which refers to street lighting.
2	3	Email	Observation	The writer is in favour of preserving the historic town centre and enhancing its ambience both for its residents and its many visitors. With the ever-growing population of the Horsham area it becomes essential that the town centre facilities for shopping entertainment and social gatherings grows with it but in a controlled manner in keeping with its historic links.	Noted – no action.
2	4	Email	Observation	The writer endorses a policy of seeking to provide storage for waste bins on Blackhorse Way and the alley way to the rear of The Crown. But just as unsightly are the waste bins parked in the pedestrian way to the side of and to the rear of Bill's restaurant.	Noted – text will be added to refer to other areas such as Bill's restaurant.
2	5	Email	Observation	The writer notes that work could be done to enhance the street furniture in the town centre. Much improvement would be achieved with a programme of routine maintenance and repainting.	Noted – The appraisal should be read in conjunction with the Horsham Town Centre Public Realm Strategy and Design Guide which refers to street furniture.
3	6	Email	Support	Writer strongly supports the proposal to extend the boundary of the Conservation Area to include St Mary's Cemetery which both forms an important contribution to the streetscape and character, and is of significant local historical importance, containing the graves of many prominent citizens from Horsham's past.	Noted – no action.
3	7	Email	Observation	The writer is pleased to see the specific reference to Hadman's Green and hope its recognition as an important contributor to the overall street scene will lead to some sympathetic restoration.	Noted – no action.
3	8	Email	Observation	The writer is disappointed by the wording of the paragraph headed 'Painting' on Page 19 which is too defeatist in relation the inappropriate use of corporate colours. It is very important that inappropriate use of corporate colours - or indeed any colour - is strongly discouraged and resisted, and it is suggested the text of the document should reflect this.	Noted – text reviewed and the following text added. It is recognised that the choice of colour can be subjective, but, without paying due regard to the architectural design and details it is possible to destroy the value of the underlying design with an insensitive colour scheme. Corporate colours should not therefore take precedence over the character of the area.
3	9	Email	Observation	Further editing needs to be undertaken with clarification that it is Denne Neighbourhood Council with all references to Parish Council deleted.	Noted – editing of document undertaken.

4	10	Email	Observation	The writer suggests that the conservation of Denne Road Cemetery should be a judicious blend of modest path and plant management with permitted wildness of the hinder regions. The writer notes that the Cemetery forms a major part of the unofficial wild corridor made up of the railway embankment, the Cemetery and the link to Denne Hill. A Management Plan should concentrate on reasonable access, with improvement to the Peace Garden, now neglected, and some appropriate but unintrusive signage to explain the Cemetery's significance. The lychgate is in need of repair and this should be the initial priority.	Noted – further investigation is required into the management of the Cemetery.
4	11	Email	Observation	On page 19 it is recommended and welcomed that shopfronts in West Street which have been modernised could be enhanced to a more conforming standard. The template required could be specified. Equally, a considered programme to improve the upper floors of several premises in West Street would be strongly supported.	Noted – Further information relating to shopfronts is included within the Management Plan. No action.
4	12	Email	Observation	On page 29 it is stated that the lower end of Blackhorse Way “would benefit from enhancement”. This is one of the least attractive street scenes in the town and more vigorous action is heartily recommended.	Noted – further investigation could be considered including through the Horsham Town Centre Public Realm Strategy and Design Guide.
4	13	Email	Observation	The writer notes that the row of shops in East Street, numbers 2 to 12, lack decorative uniformity though the building themselves were constructed as a unit. A change in décor would restore their appearance as a single parade. (Some still have the brown tiled entrance and cast-iron window frames; all have the cartouches above, several painted over, some painted in half.)	Noted – The Management Plan suggests that shopfronts should not be designed in isolation but be considered as part of the composition of the building as a whole. No action.
4	14	Email	Observation	The writer supports the extension of the Conservation area along Blackhorse Way to include the Bus Station and the northern part of Worthing Road down to the roundabout at Albion Way. The section includes the Unitarian Chapel and the Quaker Meeting Hall, both historic buildings, number 20 is the remains of a medieval hall house, and numbers 22 -28 are dated by Buildings of England to 1789. The whole has been well planned and planted with lawn and trees. It would easily fit into the Conservation ethos and the constituent buildings justify their inclusion.	Noted – Consideration was given to extending the conservation area further. However due to the location of the buildings and the way they are experienced through the intervening modern development it was considered that the conservation area would not be extended further at this time.
5	15	Email	Observation	The writer has read parts of the appraisal and notes that the conservation area appraisal does not refer to or recognise the way in which the areas are used by different members of the public. The ways in which the public use an area has an effect on the design and layout of the hard landscaping, the buildings, the roads and pavements, the lighting and so on.	Noted – however the Conservation area Appraisal seeks to help residents, developers and the council to understand the history of an area and why it is special. They help shape future developments and planning policies, as well as giving residents an idea of what enhancements could be made. The Appraisal makes reference to routeways but connectivity is more fully considered within the Horsham Town Centre Public Realm Strategy and Design Guide. No action.

5	16	Email	Observation	The writer indicates that problems have arisen when drinkers at the several pubs and bars get out of control and there is a long history of the public benches in Causeway being commandeered by street drinkers. The Town Centre Area is, in a large part, subject to a PSPO, (Public Space Protection Order) which, among other things, prohibits the consumption of alcohol in open public areas. The writer suggests that the existence of the PSPO should be reflected in the Appraisal as it bears on the overall assessment.	Noted – Strategies relating to the use of space within Causeway are considered within the Horsham Town Centre Public Realm Strategy and Design Guide.
6	17	Email	Observation	Editorial changes required.	Noted - editorial changes undertaken.
6	18	Email	Observation	The writer considers that A boards and flag banners should be included within the section relating to shop fronts.	Noted – additional text to be added as follows - The ability of local businesses to highlight their wares or services plays a role in maintaining and encouraging the vitality of the conservation area. The methods used for advertising however should be sympathetic to the character of the area, and not result in for example a proliferation of A boards, or flags which distract from the historic character of the area or impede foot traffic. Prior to placing A boards outside premises on highways (including footways) where vehicular traffic is prohibited owners should check that they have the appropriate consents in place. It may be that advertisement consent is required, and also the consent of the relevant council under section 115E of the Highways Act 1980. Part of the conservation area is also within an Area of Special Control of Adverts. When required the consent regime controls the display of advertisements in the interests of amenity and public safety. It would be suggested that A boards are located in close proximity to the business advertised and limited to a single board, which is sensitively positioned, and removed when not required.
6	19	Email	Observation	Reference should be made to bin storage for Burtons Court.	Noted - Burtons Court is located outside of the conservation area, however opportunities for the sensitive storage of bins would be supported.
6	20	Email	Observation	Reference should be made to bikes and cycle storage.	Noted – further investigation could be considered including through the Horsham Town Centre Public Realm Strategy and Design Guide.
6	21	Email	Observation	Building Audit Map is missing, and images needed for gazetteer of listed buildings.	Noted – Building Audit map and gazetteer of listed buildings added.

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Report to Cabinet

24 March 2022

By the Cabinet Member for Planning and Development

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Update to Fees Schedule: Developer Transport Modelling

Executive Summary

The Horsham (District) Transport Model, has been developed by specialist consultants commissioned by the Council and ratified by West Sussex County Council as Highway Authority, to provide evidence for the emerging Horsham District Local Plan. There is an opportunity to recoup some of the significant cost of this work by making it available to prospective developers promoting sites in the District for an agreed fee. This process is common practice for local authorities that have developed a transport model. Where engaged, it will provide prospective developers with a baseline technical model only and shall not infer any pre-determination or advantage over others. A draft Protocol and Schedule of Fees has been prepared for third party use of the Horsham Transport Model.

Recommendations

Cabinet is recommended to:

- i) Recommend to Council that the proposed new Schedule of Fees with supporting Protocol for third party access to the Horsham Transport Model as set out in Appendix A is approved.

Reasons for Recommendations

- i) To ensure that the Council is appropriately reimbursed for expenses incurred in the development of the Horsham Transport Study Model by those seeking commercial use of the model and supporting data, to promote development.

Background Papers

None

Wards affected: All.

Contact: Matt Bates, Planning Policy Team Leader, ext. 5346

Background Information

1 Introduction and Background

- 1.1 In March 2019, the Council commissioned Peter Brett Associates (who have now become part of consultancy Stantec) to undertake the preparation of a strategic transport model for Horsham District. This forms part of the wider Horsham Transport Study, which allows for the testing of alternative development scenarios being considered as part of the preparation of the Horsham District Local Plan. This model is hereafter referred to as the 'Horsham Transport Study Model' or HTSM.
- 1.2 Stantec have duly 'built' a base model for the purposes of developing the Local Plan strategy (the 'Horsham Transport Study Model'). The model is a SATURN model, which is a commonly used model for purposes of looking at development strategies at a sub-regional level. It provides the following:
- Predicts vehicular traffic levels at junctions and along links on the road network, based on inputting development assumptions such as numbers of houses and employment space on certain sites. It also forecasts the traffic impacts of schools and other non-residential uses.
 - Factors in 'knock-on' impacts of congestion at certain locations (for example, rat-running).
 - Factors in mitigation measures on the road network, e.g. new or upgraded junctions. The 'knock-on' impacts are shown on other parts of the network, whether good or bad.
- 1.3 The model has now been fully validated and endorsed by both West Sussex County Council and National Highways. It has been successfully used through the Local Plan preparation process to provide an assessment of the traffic impacts, highlighting the delays likely to be seen on various parts of the network due to future development and growth – both on a 'business as usual' scenario, and then adding in possible local plan growth locations. Whilst it has not been tested at local plan examination as yet, thorough due diligence and quality control has been undertaken by HDC and WSCC officers via an iterative process to ensure accuracy and fitness-for-purpose. It is now considered to be the appropriate time to make the model more widely available to third party users.

2 Relevant Council policy

- 2.1 Paragraph 1.1.1 of the 2019-23 Corporate Plan commits the Council, through the Local Plan, to *"promote healthy, vibrant town and village centres, deliver facilities and identify the infrastructure necessary to support growth in a way that protects the overall character of the District."* The development and growth that is likely to be seen in the District over the coming years will be principally delivered by commercial developers. It is therefore important to work with these developers in a way that promotes consistent use of evidence. The Council's transport model has been independently commissioned, and its use should therefore be encouraged more widely, to provide consistency, and better facilitate negotiations on development proposals including the delivery of supporting infrastructure.

- 2.2 Paragraph 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*”
- 2.3 The principle of introducing a fee for third party use of the HTSM is on the basis of partial cost recovery. This relates solely to the original cost to the Council of commissioning consultants and data collection to ‘build’ and validate the model. For avoidance of doubt, any use of the model by a third party shall not infer or in any way advantage that site over others: all evidence relating to consideration of planning applications or local plan site allocations will be considered on its merits, irrespective of the source or provider.
- 2.4 Where charging for services or products, Local Authorities should make every effort to ensure that charges remain affordable and competitive. The fee scale is based on a percentage of the original cost of the model. There are different percentages for different periods of use, such that a greater fee is charged for the use of the model for a longer period. This sliding scale allows third party users to justify the cost-benefit of using the HTSM over other options, by ensuring the cost to the prospective developer is a modest proportion of the overall model cost and representing better value-for-money for longer periods of use of the model.

3 Details

- 3.1 The details of how the charging of fees will work is set out in **Appendix A – Protocol and Schedule of Fees for Third Party Access to Data**.
- 3.2 In summary, the following charges are proposed:

For access to the full Horsham Transport Study Model, the full cost of which was £114,000, and inclusive of all relevant raw data:

- **4%** of HTSM model development cost for **6 months** access (**£4,560**), **OR**
- **6%** of HTSM model development cost for **12 months** access (**£6,840**), **OR**
- **10%** of HTSM model development cost for **36 months** access (**£11,400**).

For only raw traffic data (for example to input into an alternative model), 20% of the data cost of the data requested, when purchased without or in advance of full model access. This provides a price of:

- **£182.30** per Automatic Traffic Count site
- **£374.30** per Manual Traffic Count site.

All of the above fees are exclusive of VAT.

- 3.3 The Protocol and Schedule of Fees (Appendix A) also outlines that use of the model will rely on the direct provision of modelling services by Stantec or, less preferably, an alternative consultant with the ability to run the modelling software. Hence the fees above are ‘royalty fees’ due to the Council as the owner of the intellectual property rights. This is distinct from the cost of Stantec (or another consultant) charging a third party directly for actually running the model on behalf of the developer. If Stantec provides this service direct to a developer, they will be required to evidence clearly that there will be no conflict of interest, for example by only providing objective model

output data, and not providing commentary on development proposals and their potential traffic impacts.

4 Next Steps

- 4.1 Following Cabinet and Council approval the Horsham Transport Study Model (Horsham Local Plan) Protocol and Schedule of Fees for Third Party Access to Data will be published on the Council's website. The proposed implementation date is 9 May 2022.

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 set fees is to ensure that the Council can continue to cover its costs.
- 5.2 Internal consultation has been undertaken with the Director of Corporate Resources, the Head of Finance and Performance, the Head of Legal and Monitoring Officer and their comments incorporated into this report.
- 5.3 The Planning Policy Development Advisory Group have been made aware of the proposals at their meeting on 7 March 2022.

6 Other Courses of Action Considered but Rejected

- 6.1 One alternative approach was to simply not make the Horsham Study Transport Model available to use by third parties. This was rejected, as the Council already has arrangements that allow for Planning Performance Agreements (PPAs) with prospective planning applicants. The PPA packages agreed should, going forward, reasonably include access to this common evidence base, which will both bring financial benefit to the Council and improve the quality of information and data supporting future planning applications.
- 6.2 A further alternative approach was to make the model available to third parties, but with no charge made for its use. This was rejected as, in light of the significant costs originally incurred by the Council for the HTSM, this would not represent good value for the Council or Horsham residents.

7 Resource Consequences

- 7.1 The proposal presented in this report would help recover some of the costs incurred in setting up the model and potentially provide a net additional income to the Council. It is not possible at this stage to provide a prediction of the amount.
- 7.2 There are no staff changes proposed as a consequence of this report. Administration of the payment of fees will be absorbed into existing processes, in the same way that Planning Performance Agreements are administered.

8. Legal Consequences

- 8.1 This is in accordance with Section 93 of the Local Government Act 2003 which allows local authorities to charge for (discretionary) services which they have a power but not a duty to provide, with the level of income restricted to the amount it costs to provide the services.
- 8.2 Local authorities are not constrained as to how they calculate such costs, and can therefore justifiably include the full cost of all aspects of service provision, with the opportunity to recover such costs through charging

8 Risk Assessment

- 8.1 If the Authority did not introduce fees for access to the HTSM, the consequence would be an effective loss of income to the authority. This then has the potential to impact on the wider services which are provided by the Council and the impact that this has on residents and businesses in the District.

9 Procurement Implications

- 9.1 Any procurement implications which could exist by recommending Stantec as the consultant are mitigated by the ability for the developer to appoint an alternative consultant should they wish to do so.

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 – Protocol and Schedule of Fees for Third Party Access to Data

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Horsham Transport Study Model (Horsham District Local Plan)

Protocol and Schedule of Fees for Third Party Access to Data

Date of Issue: xx xx 2022

DRAFT

1. Introduction

- 1.1. This protocol and fees schedule has been produced in order to provide a resource for use by those who are promoting development sites. Provision of elements within this resource is made either free of charge or charged for cost recovery where appropriate.

2. Intellectual Property Rights

- 2.1. The Horsham Transport Study Model (HTSM) for Horsham District Local Plan is a local transport planning asset which is being developed from a previous strategic model for West Sussex in addition to updated surveys and strategic model information. It has been developed from the West Sussex Strategic Transport Model (WSCTM) by an external consultant Stantec (the 'modelling services provider') commissioned by Horsham District Council under the technical review of West Sussex County Council (WSCC).
- 2.2. The intellectual property rights (IPR) for the model asset rest with Horsham District Council (HDC), however West Sussex County Council (WSCC) and the modelling services provider (Stantec) will also have full access to model files and new data collected for the updated model. The IPR for the Mobile Network travel data (MND), used to construct the HTSM model, is retained by Telefonica and has been used under a non-exclusive license held by WSCC. The MND is not available to third party purchasers.
- 2.3. The modelling services provider (Stantec) is only permitted to make changes to the model, including the base year model and the forecast model upon obtaining the full written agreement of Horsham District Council, in consultation with WSCC, to the proposed changes.

3. Pre-application advice

- 3.1. Development site promoters within the model study area should seek appropriate pre-application advice from HDC and WSCC. This is particularly important for developments deemed large enough to require a full transport assessment to assess the impact of their development. Further information on the County Council's highways pre-application advice process and charges is available at <https://www.westsussex.gov.uk/roads-and-travel/information-for-developers/pre-application-advice-for-roads-and-transport/>

- 3.2. Requests for third party access to the HTSM shall be considered by HDC, in consultation with WSCC, according to this protocol.
- 3.3. Where the model is used to assess the impacts on the SRN, third parties will follow the guidance 'The Strategic Road Network: Planning for the future: A guide to working with Highways England on planning matters' September 2015. In particular, third Parties should consult with National Highways to agree how the model will be used before any work is undertaken.

4. Fees for model access, documentation and traffic data

4.1. The following documents can currently be made available to those promoting strategic sites, to enable consistent application of key technical metrics:

- GIS model zone plans: free of charge (subject to the signing of a Public Sector End User Licence Agreement)
- Modelling Validation Report & Network Plots: free of charge (report available at <https://www.horsham.gov.uk/planning/local-plan/local-plan-review-evidence-base>)
- Model Forecast Report on transport impact of sites: free of charge (report available at <https://www.horsham.gov.uk/planning/local-plan/local-plan-review-evidence-base>)
- Raw traffic data collected, excluding mobile phone data, 20% of the collection cost of the data requested, when purchased without or in advance of full model access. This provides a price of

£182.30 per Automatic Traffic Count site

£374.30 per Manual Classified Count / JTC site

(Map of survey locations are provided in Annex A)

4.2 Access to the full transport model is now available. The fee is calculated as a percentage of the full cost of the model to HDC which was **£114,000** for the base model construction, traffic data procurement and initial scenario testing. This figure excludes additional sensitivity tests carried out in the course of the Horsham District Local Plan evolving. There is a sliding scale of fees for different amounts of time that is required for model access. The fee is known as the Royalty (Access) Charge. This is payable to the District Council, and shall be applied for all third party access to the Horsham Strategic Transport Model, comprising:

4% of HTSM model development cost for **6 months** access, **OR**
6% of HTSM model development cost for **12 months** access, **OR**
10% of HTSM model development cost for **36 months** access

The royalty fee attracts VAT at the standard rate.

4.3 Payment of the royalty fee enables the supply of access to the model as existing, including base year model and latest Reference Case forecast models along with electronic copies of the reports listed in section 4.1 of this document.

4.4 The modelling services provider (Stantec) will waive the royalty charge for access requests by **public bodies and publicly owned companies** where deemed, by HDC, to be in the public interest. This includes use by WSCC and National

Highways , but excludes use where the public organisation is considered to be acting as a development site promoter.

4.5 After a period of five years or more has elapsed from completion of the model data collection programme, WSCC may determine that the base model requires updating, such that the outputs may continue to be relied on.

4.6 At such time as the HTSM is subsequently updated or revised, this Access and Charging Protocol will also be subject to review, including revision of royalty (access) fees and prices for supply of documentation.

5. Cost of Modelling Services Provided

5.1 This shall be a matter solely between the party granted (or seeking) access and the modelling services provider and distinctly separate from the above royalty charge.

5.2 The scope of modelling required will have been agreed first with HDC and WSCC and will typically include modelling of development scenarios reflecting the new site(s) being promoted, to compare against the reference case scenario. Further scenarios based on emerging local and neighbourhood plan allocations may be agreed as appropriate, through discussion with HDC and WSCC.

5.3 Whilst it is preferred that modelling is undertaken by the modelling services provider who built the model, due to their knowledge of the model, it will be possible for the party granted (or seeking) access to request that the modelling services can be provided by an alternative supplier procured by themselves, provided that WSCC is fully satisfied that the alternative supplier has the relevant expertise and experience in transport simulation modelling using the relevant software to run and interpret the HTSM correctly. In such cases, the alternative modelling services provider will also be bound by the clauses of this protocol.

5.4 Neither HDC nor WSCC, nor any of their officers, shall intercede in agreements nor disputes between third parties granted (or seeking) access and the modelling services provider.

6. Conditions of data sharing

6.1. Principal data sets are made available to a transport consultant commissioned by a third party; this party will not gain any intellectual property rights over the data.

6.2. No chargeable data provided under this protocol shall be divulged to any (other) third party without prior HDC approval, in consultation with WSCC.

6.3. The user/consumer must satisfy themselves (and agree with the appropriate approving agency/officers etc. as necessary) that the data is fit for the intended purpose. No liability is accepted, nor approval conferred, by the modelling services provider (Stantec), HDC or WSCC in this respect.

7. Requesting Access

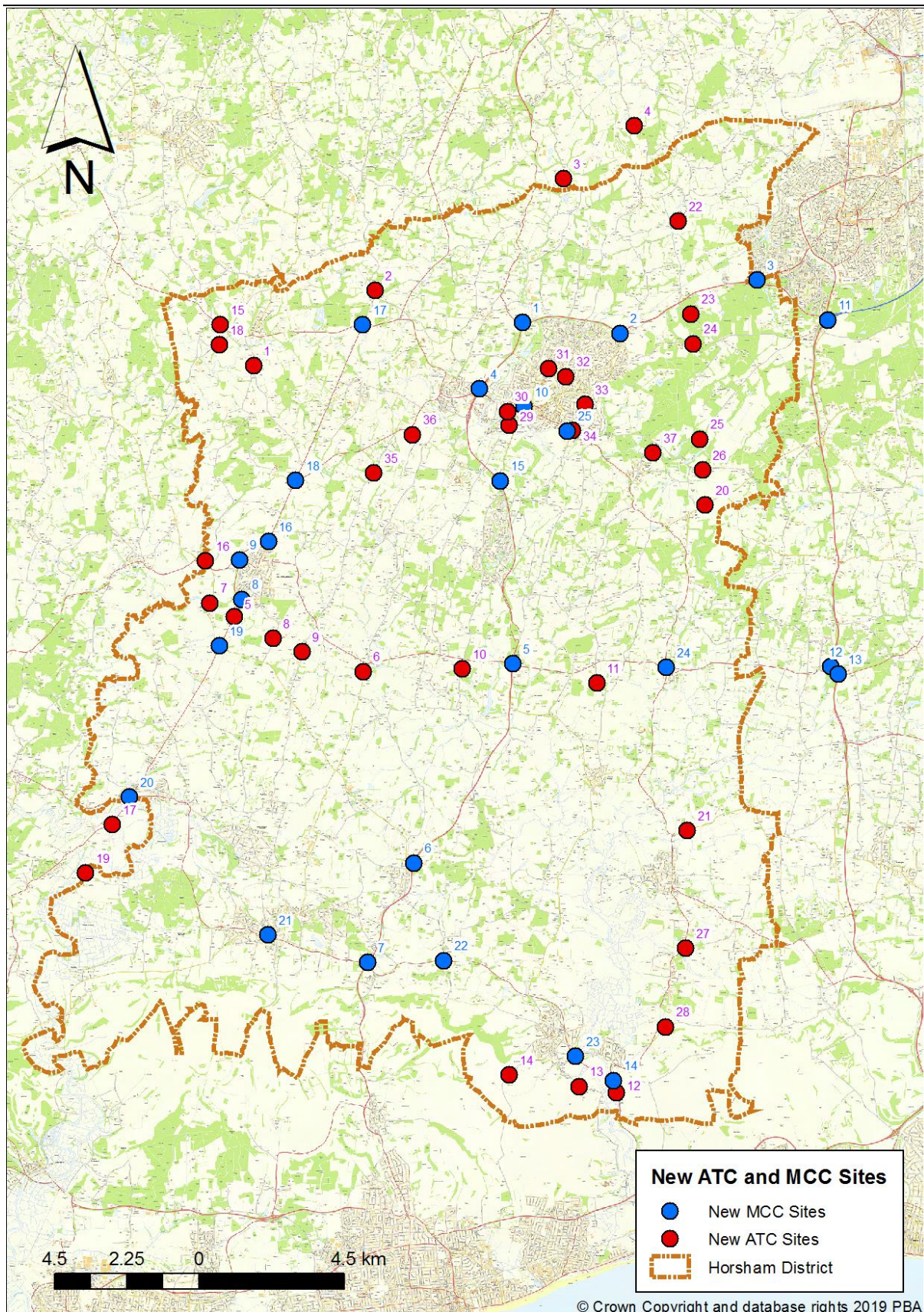
7.1. Requests for third party access to the HTSM and its supporting data and documents as referred to in Section 4 of this document shall be considered by HDC, in consultation with WSCC, according to this protocol.

7.2. Requests to the District Council for access shall be supported by a short statement, in the form of a letter from a senior person, to include all the following points:

- Concise description of the project.
- State who it is on behalf of/client.
- Confirm agreement to pay the appropriate royalty/access charge – state value plus VAT.
- Confirmation of acceptance of access protocol conditions.

HDC/WSCC (HTSM Client Project Team) xx/xx/22

Annex A - Locations of Manual Classified Counts (MCC) and Automated Traffic Counts (ATC) undertaken for the Horsham Transport Study in May 2019



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Report to Cabinet

24 March 2022

By the Cabinet Member for Finance and Parking

DECISION REQUIRED



Not Exempt

Grant income from Government received late in the 2021/22 financial year and extension of budget for the Drill Hall into June 2022

Executive Summary

Three grants were received very late in the 2021/22 financial year, that were unexpected and do not have budget lines for the income or expenditure in 2021/22. All three grants can be carried forward into 2022/23 if unspent at 31 March 2022.

The grants are to be spent for cyber-security, biodiversity net gain and to establish a business case to support future funding bids to create a collaborative co-working space in Horsham Town.

The Royal British Legion has recently made us aware that due to internal delays with their central surveyors and valuations teams, it is increasingly unlikely to be able to agree legal terms over the Drill Hall before the agreed handover date of 1 April 2022. This report requests that a short-term budget for operating the Drill Hall is created in 2022/23. The net cost is estimated to be £9,600. This will enable the discussions and any legal work to continue to the end of June, and the Drill Hall to remain open during this time.

At a meeting of the Standards Committee on the 16 March 2022 it was resolved to give approval for the Monitoring Officer to instruct Hoey Ainscough Associates Ltd to undertake a review of Steyning Parish Council and to provide support for Steyning Parish Council. The costs of the review will in the region of £20,000.

Recommendations

That Cabinet recommend to Council to:

- i) approve the creation of a revenue budget in 2021/22 of £100,000 which will be spent on cyber security.
- ii) approve the creation of a £10,047 revenue budget in 2021/22 in strategic planning to be spent on the introduction of biodiversity net gain.
- iii) approve the creation of a £35,000 revenue budget in 2021/22 in strategic planning to be spent on establishing a business case to support future funding bids
- iv) approve the creation of a revenue budget in Leisure services for the Drill Hall of £9,000 income and £18,600 expenditure, which is a net cost of £9,600 in the 2022/23 budget.

- v) approve the budget sum of £20,000 in 2022/23 to pay for a review of Steyning Parish Council to be conducted by Hoey Ainscough Associates Ltd.

Reasons for Recommendations

- i) The funding will be used on the delivery of our Cyber Treatment Plan and actions to reduce risk created by the use of legacy operating systems.
- ii) The funding will be used in our preparations for the introduction of a mandatory Biodiversity Net Gain requirement, which is due to come into force in 2023.
- iii) The funding will be used to establish a business case to support future funding bids to create a collaborative co-working space in Horsham Town.
- iv) The budget will enable the Council to continue to operate the Drill Hall in the first quarter of 2022 whilst discussions with the Royal British Legion are finalised.
- v) The Budget will allow for alternative action to be taken for dealing with the ever-increasing and continuing code of conduct complaints that have been received from Steyning Parish Council.

Background Papers: None

Wards affected: All

Contact: Dominic Bradley, Head of Finance and Performance 01403 215302

Background Information

1 Introduction and Background

- 1.1 Three grants were received late in the 2021/22 financial year and were unexpected. The paper sets out what the grants are for and requests that Council approve the income and expenditure for the purposes intended.

2 Relevant Council policy

- 2.1 The Corporate Plan 2019-23 includes:
- 2.2 Activity 5.1.1 Ensure digital technology strategy is up-to-date, efficient and effective.
- 2.3 Activity 1.4.2 Prioritise environmentally sound policies that enhance biodiversity alongside new development. And Activity 4.1.9 Embed biodiversity into our planning policies for a sustainable built environment which delivers net biodiversity gains and protects the natural environment.
- 2.4 Activity 2.1.2 Work with public sector partners to ensure business opportunities are created on sites.

3 Details

- 3.1 On 28 February, the Council received £100,000 from the Department for Levelling Up, Housing and Communities (DLUHC), consisting of a base grant allocation of £75,000 towards the delivery of our Cyber Treatment Plan and an additional £25,000 to support actions to reduce risk created by use of legacy operating systems. This is part of DLUHCs Local Digital Cyber Support Programme.
- 3.2 On 28 February 2022, the Council was made aware of a Grant Determination that we were eligible for a £10,047 for Biodiversity Net Gain Grant in 2021/22. Under the terms of the grant, the Council has raised an invoice to the Department for the Environment, Food and Rural Affairs for payment in March 2022.
- 3.3 Biodiversity net gain (BNG) is an approach to development that leaves biodiversity in a measurably better state than before. This means protecting existing habitats and ensuring that lost or degraded habitats are compensated for by enhancing or creating habitats that are of greater value to wildlife and people.
- 3.4 The Environment Act 2021 includes provisions that make the achievement of 10% biodiversity gain mandatory for developments under the Town and Country Planning Act 1990. The requirement is due to come into force in late 2023. The funding will be used in strategic development to support the introduction of BNG.
- 3.5 Examples of an effective use of the funds could be for local planning authorities to expand their ecologist capacity and upskill current ecologist resource with regards planning application assessment and preparation for the introduction of the mandatory biodiversity net gain requirement.

- 3.6 In March 2022, the Council has also been informed it will receive £35,000 of grant funding from Coast 2 Capital Local Enterprise Partnership (LEP) to establish a full business case to support future funding bids to create a collaborative co-working space in Horsham Town.
- 3.7 Coast 2 Capital have indicated that having a full business case prepared will place projects in a ready position to apply for further investment or borrowing, that would in turn enable them to be delivered.
- 3.8 The Royal British Legion has recently made us aware that due to internal delays with their central surveyors and valuations teams, it is increasingly unlikely to be able to agree legal terms over the Drill Hall before the agreed handover date of 1 April 2022. This report requests that a short-term budget for operating the Drill Hall is created in 2022/23. The net cost is estimated to be £9,600. This will enable the discussions and any legal work to continue to the end of June, and the Drill Hall to remain open during this time. If not resolved before, an update will be provided to Cabinet on 9 June 2022 and the Council meeting on 22 June 2022.
- 3.8 At a meeting of the Standards Committee on the 16 March 2022 it was resolved to give approval for the Monitoring Officer to instruct Hoey Ainscough Associates Ltd to undertake a review of Steyning Parish Council and to provide support for Steyning Parish Council. The costs of the review will in the region of £20,000. Please see the report of the Standards Committee giving details of the review, which is available via this link at [Standards Committee - agenda item 6](#)

4 Next steps

- 4.1 Recommendations will be made to Council to accept the grants and set up revenue budgets for income and expenditure in 2021/22. Any unspent grant at 31 March 2022 can be carried forward into 2022/23. Any grant funding not used in line with the grants and in the timescales required by the grant funder will be returned.

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

- 5.1 This was unexpected Government and LEP income that arrived late in the financial year. Due to the late nature of the funding, it was not possible to fully brief the Finance and Parking PDAG in advance of the Cabinet meeting. The Cabinet member for Finance and Parking was made aware of the grant income and proposed expenditure areas. Cabinet Members have been made aware of the delay in handing over the Drill Hall to the Royal British Legion.
- 5.2 The Monitoring Officer and the Director of Corporate Resources were consulted.

6 Other courses of action considered but rejected

- 6.1 Not accepting the grant income was rejected, as the Council can use this money for the intended objectives that will benefit the residents of the district.
- 6.2 Closing the Drill Hall was rejected, because there are regular users who require hire of the facilities which we do not want to let down. The Council also wishes to pass

these regular users over to the new operator of the Drill Hall, which will help with their income, thereby making it more likely to succeed.

7 Resource consequences

- 7.1 Grant income and subsequent expenditure will result in nil net impact on the Council's budget for 2021/22, or in 2022/23 should any unspent grant be carried forward into 2022/23.
- 7.2 Any unspent grant will be returned in line with the conditions and timescales of the grants.
- 7.3 The estimated revenue impact for continuing to operate the Drill Hall is £9,000 income and £18,600 expenditure, which is a net cost of £9,600 in the 2022/23 budget.

8. Legal considerations and implications

- 8.1 All changes to the budget framework, including adding grant money, are a reserved matter of full Council.

9 Risk assessment

- 9.1 There are limited risks involved. No expenditure will take place until the grants have been received. Budget holders will be responsible for ensuring that the expenditure is eligible in line with the terms of the grants.

10 Procurement implications

- 10.1 Any procurement of services in the expenditure of the funds will be procured through the standard procurement rules.

11. Equalities and human rights implications / Public Sector Equality Duty

- 11.1 There are no equalities and human right implications.

12 Environmental implications

- 12.1 There is no impact on the environment from this paper.

13 Other considerations

- 13.1 There are no consequences on GDPR/Data Protection; or Crime & Disorder from this paper.

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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 may also include 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 March 2022

What is a Key Decision?

A key decision is an executive decision which, is likely –

(i) to involve expenditure or savings of £250,000 or more as well as otherwise being significant having regard to the Council's budget for the service or function to which the decision relates; or

(ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	Subject and Date of Policy Development Advisory Group for consultation	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
1.	Highwood Community Centre	Cabinet Council	24 Mar 2022 27 Apr 2022	Open	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Cabinet Member for Leisure and Culture (Councillor Roger Noel)
2.	New Council Carbon Reduction Action Plan	Cabinet	24 Mar 2022	Open	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Cabinet Member for the Environment and Rural Affairs (Councillor James Wright)
3.	Adoption of Conservation Area Appraisals and Management Plans for London Road and Richmond Road, Horsham, and Horsham Town Centre	Cabinet	24 Mar 2022	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Lynn Lambert)
4.	Developer Transport Modelling: update to Fees Schedule	Cabinet Council	24 Mar 2022 27 Apr 2022	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Lynn Lambert)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
5.	S106/Commuted Sum Funding - The Cobblers, Slinfold	Cabinet	9 Jun 2022	Open	Rob Jarvis, Head of Housing & Community Services robert.jarvis@horsham.gov.uk Cabinet Member for Housing and Public Protection (Councillor Tricia Youtan)
6.	Transformation Fund 2022-23	Cabinet	9 Jun 2022	Open	Dominic Bradley, Head of Finance & Performance dominic.bradley@horsham.gov.uk Deputy Leader and Cabinet Member for Finance & Parking (Councillor Tony Hogben)

London Road Conservation Area Appraisal and Management Plan



Horsham
District
Council

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Agenda Annex

March 2022

“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

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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 London Road 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.

Introduction continued

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



Aerial photograph of London Road Conservation Area designated in August 1984 showing its proximity to Horsham Town Centre and its Conservation Area. Both conservation areas are outlined in red.

Introduction continued

London Road

The existing London Road Conservation Area is set within the built up area boundary of Horsham town.

The current Conservation Area is small in size and covers as its name suggests London Road, from its junction with Albion Way to Springfield Road. The road layout of this particular part of Horsham was significantly altered by the construction of the inner by-pass in the late 1980's. This has therefore resulted in London Road becoming less directly connected with the retail centre of the town. London Road has however continued to contain a number of mixed uses. The road itself provides a convenient access route from the north of the town to the north east (Brighton Road).

The appraisal

This appraisal offers an opportunity to re-assess the London Road 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 London Road 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 London Road Conservation Area are identified in detail in Part I (Appraisal) but can also be summarised as follows:

- 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.
- The variation of uses reflect the mixed commercial and residential history of the area.

Introduction continued

Boundary review

The London Road Conservation Area was designated in 1984. After 30 years without change these boundaries have been reviewed, as directed by the Planning (Listed Buildings and Conservation Areas) Act 1990. Since 1984 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 should be extended to include the West Point building, and extended to include Park Lodge up to the boundary with Horsham Park.

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 buildings 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 London Road Conservation Area. This appraisal identifies London Road as having one continuous Conservation Area comprising a single character area.



Map of amended Conservation Area.



Part I: Appraisal

Origins and development of London Road

The name of Horsham may have derived from Horsa Ham – a settlement where horses were kept, but may also equally derive from the name of the Anglo Saxon chieftain who owned land in the area.

Archaeological evidence suggests that the fertile coastal planes of what was to become Sussex were the first to be settled. The land of the weald was then used for seasonal grazing. As the population grew and the forests of the weald were cleared, clusters of dwellings grew at river crossings and meetings of trackways.

Horsham grew from its position at a crossing of the Arun. The church grew close to the crossing and drew its congregation from scattered farmsteads which slowly expanded to form the market and administration centre which was to become Horsham.

The parish church of St Mary's is first documented in 1230. It is likely that the town was founded by William de Braose (the Lord of the Rape of Bramber within which Horsham was located). Trades within the town were first recorded in around 1230. A tannery was established on the southern edge of the town by the river in the fifteenth century.

The Bishopric to the west of the historic core was in separate ownership from the town as it lay within the control of the Archbishop of Canterbury.

The assizes were held within the town and also the county and borough courts. The natural resources close to the settlement facilitated a boost in the growth of Horsham with the development of the iron industry which peaked between 1550-1650.

Despite the provision of natural resources in terms of timber and iron ore, the Sussex clay made travel within the winter months particularly difficult. This often led to characteristically curving trackways which sought to utilise the driest route between settlements.

The eighteenth and nineteenth century led to a period of lesser growth with a proposed canal link between Horsham and the Wey and Arun Canal not being brought forward. The road network was improved with the turnpiking of Worthing Road in 1764, followed by further roads culminating in a western bypass of the A24 in the 1960s and the northern bypass in the 1980s.

The town's common land was enclosed in 1812, with development expanding from the core of Carfax, Causeway, Denne Road and East and West Street onto the common land. The railway provided a further boost to the area with its arrival in 1848, and the consequent construction of Victorian terraces and planned estates expanding the town further along the railway line and road network.

The London Road Conservation Area is currently separated from the historic core of the town centre by the inner bypass of Albion Way. Prior to the construction of the bypass London Road would have formed an integral part of the towns road network linking the market of the Carfax with the road to Warnham and Dorking (and London). The development that remains today appears to have been consolidated in the eighteenth century as the wealth of the town increased.

Part I: Appraisal continued

London Road's evolution through historic maps

Page 121



1844 Tithe Map

The tithe map of 1844 sets out a clear pattern of development with buildings running almost continuously through from Carfax along London Road to the north west.



Surveyed 1870/71

The layout of London Road remains similar in form to the earlier tithe map, although outside of the Conservation Area Horsham Park has been established to the north, and the railway constructed to the east.



Surveyed 1875/6

Part I: Appraisal continued

London Road's evolution through historic maps continued

Page 122



Surveyed 1896

The influence of the railway can clearly be seen by 1896 with the infilling of residential terraces to the east and west of the railway line. The church has also been constructed by this time at the southern end of London Road.



1938

A smithy in London Road was still working in 1978 (<https://www.british-history.ac.uk/vch/sussex/vol6/pt2/pp166-180>).

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

Part I: Appraisal continued

London Road's evolution through historic maps continued



Ordnance Survey 1980's showing development infilling to the south up to the railway line.



The greatest physical change in the historic mapping of the Conservation Area, was the provision of the inner ring road. This effectively severed the link between the Carfax and London Road.

Underlying geology

Horsham is located within the wooded clay vales of the Sussex Weald. The River Arun runs to the south of the town close to St Mary's Church. 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 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. The wider locality contains a number of examples of buildings constructed from traditional, local materials. Within the Conservation Area are a variety of vernacular and polite building styles.

Topography and Hydrology

The Conservation Area is predominantly flat although the land rises to the south at the junction with Albion Way. There are no hydrological features within the Conservation Area although Horsham is located on the River Arun, which runs approximately 0.7 km to the south and has had an impact on the historic development and character of the area. Its source is a series of streams in the St Leonard's Forest area, to the east of Horsham.

Part I: Appraisal continued

Movement and Connectivity

London Road is the only vehicular route in the Conservation Area. London Road is open to two way traffic, accessing onto Albion Way to the south, and North Parade/Springfield Road to the north. There are footpaths on each side of the road with on street parking.

To the west and accessed from London Road is a car park which is outside of the Conservation Area. London Road itself provides a through route to the southern part of the town linking to North Street and Brighton Road. The road appears to have a steady level of traffic with some queueing at peak times to access onto Albion Way. An underpass and pedestrian crossing enable foot travellers to cross into the principal shopping area.

Due to the number of different activities undertaken within the Conservation Area, London Road is well used by pedestrians accessing the nursery, doctors or church with later in the evening visitors frequenting the restaurants and take away within the Conservation Area.



Pedestrian crossing and entrance to the underpass connecting London Road to the town centre and principal shopping area

Part I: Appraisal continued

Land use and open space

London Road contains a mixture of different land uses including residential, restaurants and take away, a nursery, doctors surgery, Methodist Church, offices and a retail lighting unit. This adds a sense of vibrancy and activity to the streetscene which reinforces a key characteristic of the Conservation Area.

Open space is limited within the Conservation Area itself although the boundary of the Conservation Area abuts Horsham Park. Horsham Park is a large public open space used for recreation, sport and open air events.

A small number of properties within the Conservation Area have front gardens which compliment the character of the area.

The proposed Conservation Area extension to the north would include an area of garden space which provides a transition between the more urban centre of the Conservation Area and its position abutting Horsham Park. The Park plays a key role in the setting of the Conservation Area with glimpse views through the buildings on the eastern side of the road.



Front gardens on the eastern side of London Road



Horsham Park is located to the east of the Conservation Area creating a clear distinction between the urban form of London Road and the openness of the park.

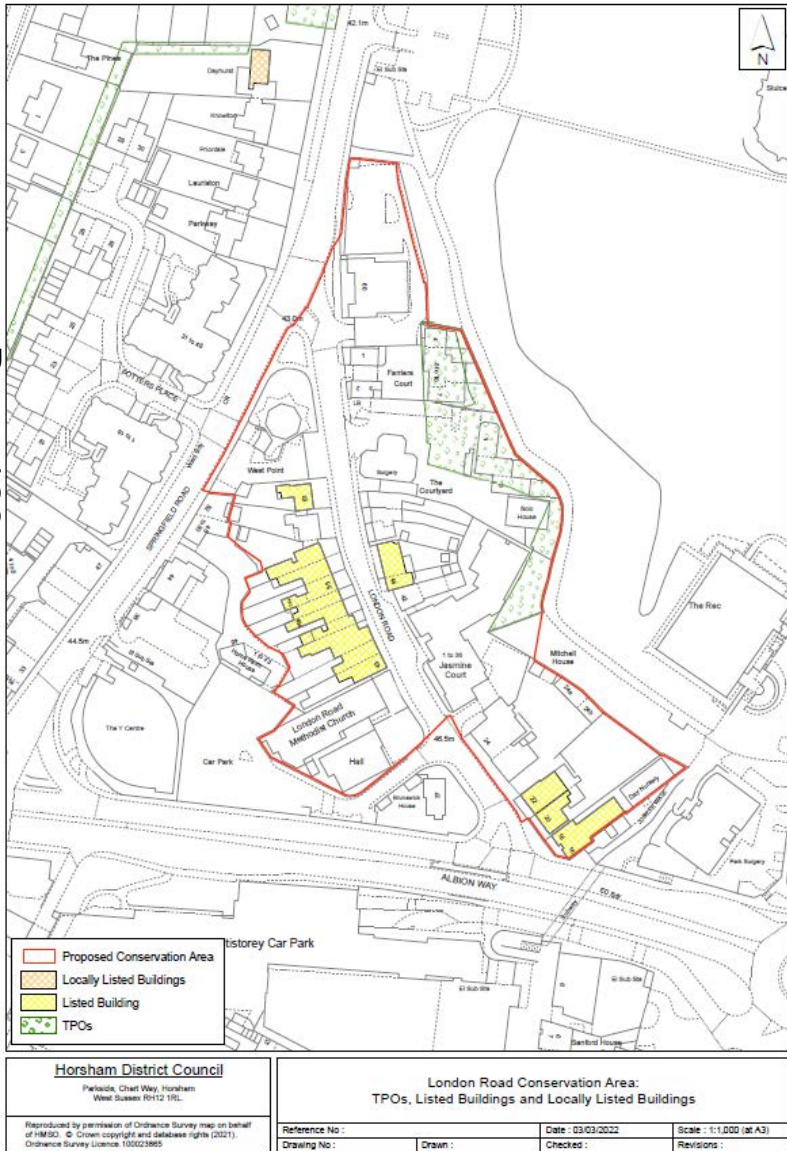


The trees within Horsham Park can be viewed from within the Conservation Area

Part I: Appraisal continued

Heritage Assets

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Within the Conservation Area are 15 formally designated listed buildings which range from vernacular timber framed eighteenth century cottages to the polite terrace of Brunswick Place. The National Heritage List for England description of these buildings is included in Appendix 1.



46 London Road timber framed cottage



16 - 20 London Road - polite rendered buildings with sash windows



Georgian terrace of Brunswick Place

Part I: Appraisal continued

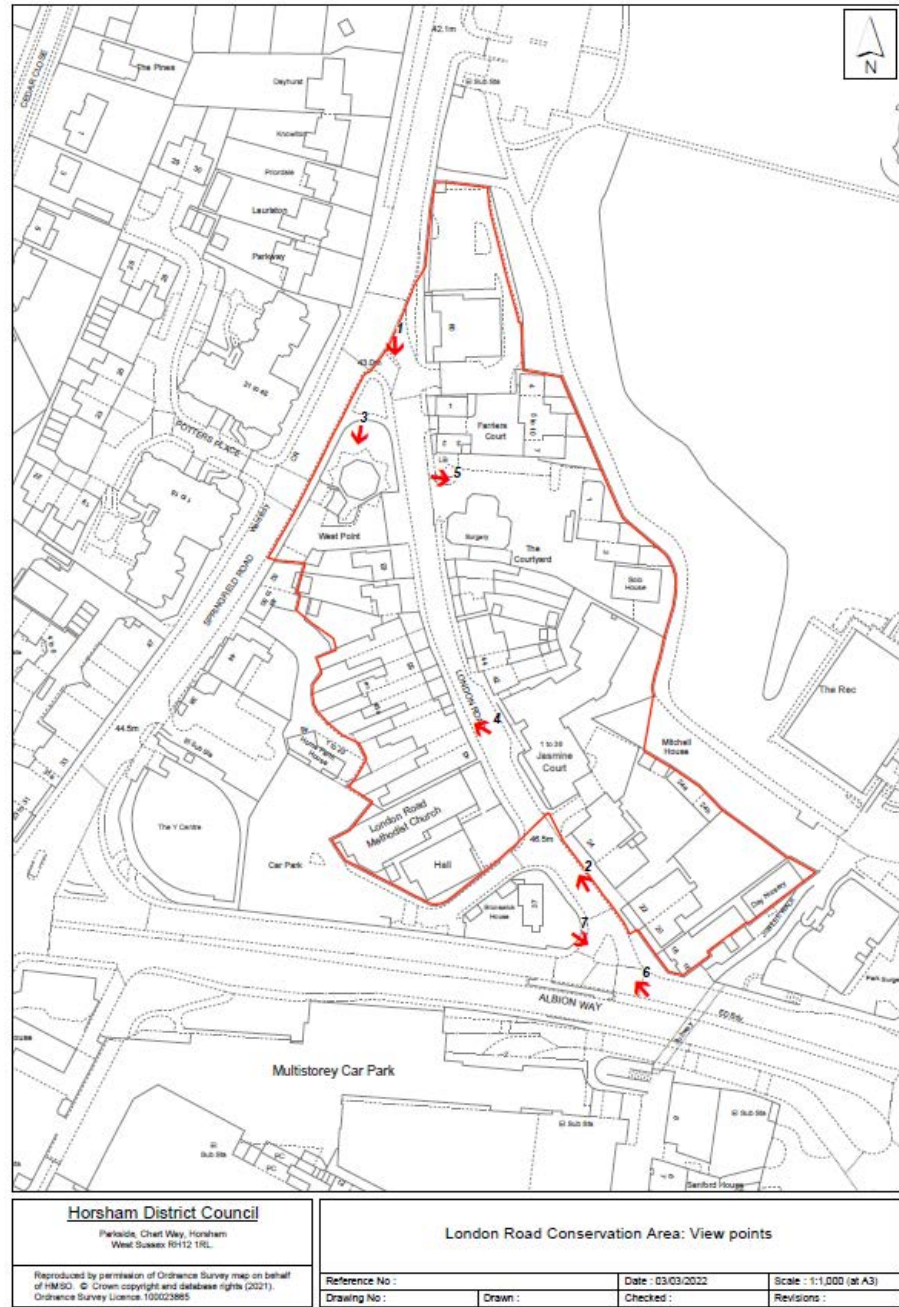
Views and Urban Streetscape

The London Road Conservation Area is located within an urban area. The primary viewpoints are identified on the adjoining map with the photographic image on the following page. The primary viewpoints are located at the northern and southern ends of London Road (**Image 1 and 2**). The dominating structures within the streetscene is the curved terrace of Brunswick Place and the feature building of West Point at the junction with Springfield Road (**Image 3 and 4**). From within the Conservation Area there are glimpse views to Horsham Park providing a green soft edge to the east (**Image 5**).

Due to the changes to the road layout views into the Conservation Area from the historic core of the town centre are overshadowed by traffic and its associated street furniture (**Image 6**). The landmark features of the towers of St Marys and St Marks which assist in the navigation of the town are screened from the Conservation Area, with only the tower of St Marks visible at the junction of London Road and Albion Way (**Image 7**).

The views identified are all from public viewpoints and were specifically chosen following site visits as being representative of the visual relationship between the Conservation Area and its surroundings. 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.



Map of London Road showing location of viewpoints with the red arrow indicating direction of images on the following page.

Part I: Appraisal continued

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.

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Image 1 highlights the view through the Conservation Area from the north looking south. **Image 2** encompasses the view south to north through the Conservation Area. **Image 3** shows the West Point Building which forms a distinctive focal point. **Image 4** shows the gap views through to the eastern boundary of the Conservation Area with the tree planting in Horsham Park providing a soft background to the urban form of the Conservation Area. **Image 5** highlights the curve of the terrace of polite properties of Brunswick Place. **Image 6** view of the Conservation Area from the pedestrian access from the historic core. **Image 7** shows the juxtaposition of the southern edge of the Conservation Area and the views to the landmark of St Marks church tower.

Part I: Appraisal continued

Character Area

London Road is considered to have a single character area, which is influenced predominantly by two differing styles of building.

The western side of the road is more formal and polite. This is most apparent in the terrace of buildings known as Brunswick Place. The properties are classical in form with Doric columns, and are three storey in height (**Image 8 and 9**). The external envelope of the buildings are stuccoed, with traditional sliding sash timber windows. The elegance of the buildings continues with 2, two storey detached properties (61 and 63 London Road **Image 10 and 11**), again with timber sliding sash windows.

The plot sizes are regular and narrow with the buildings set back from the pavement following the curve of the road. Where retained the main entrances of the buildings are to the front, and form a focal point to the buildings. Unfortunately a number of buildings have been altered with single storey flat roofed extensions to the front for commercial uses (**Image 8**).

At either end of the proposed conservation area are two individually designed buildings – to the south is the Methodist Church which is traditional in style (**Image 13**), and to the north is the Westpoint building which has an unusual geometric cantilevered form, four storey in height (**Image 12**). The Westpoint building is slightly separated visually from the more domestically scaled buildings of 61 and 63 London Road. This enables the building to form a focal point especially as it is located at the junction of London Road and Springfield Road.



Part I: Appraisal continued

The eastern side of the road has a greater variation of building ages and styles than the west. At its southern end are a small group of classical style buildings, with 16 and 18 London Road constructed as two houses but designed as one symmetrical composition. The building has a pediment to the front, and shallow hood mould over the sash windows. The elegance of the classical frontage continues in the attached properties of 20 and 22 London Road (Image 14). At the southern end of London Road the buildings are two storey in height with rectangular plots. The area to the rear of 20 and 22 London Road has been converted into car parking. Between the two storey buildings of 22 London Road and Old House is a gap which enables views to the trees within Horsham Park and access to the modern backland development to the rear (Image 15).

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The Old House is a three storey property with distinctive sliding sash bay windows, and decorative quoins. It is attached to a single storey property occupied by a restaurant with a rendered front and decorative end chimney stack. Set to the rear of the property is a two storey flat roofed extension which links to a pitched roof, and tile hung entrance way with floorspace above the access to the car park to the rear.

Jasmine House is a development constructed in the 1980s which fronts onto London Road and extends to the rear of 42 - 46 London Road (Image 16). Jasmine House is constructed in brick with some hanging tile, and gable window details. Attached to Jasmine House is the two storey property of 42 London Road constructed in yellow brick with a flat roof. The property is in commercial use with display windows and associated signage (Image 17).



To the north of 42 London Road are the vernacularly scaled properties of 44 - 48 London Road. The properties have clay tile roofs, with 44 and 46 (listed Grade 2) having flat roofed hoods over the front doors, some casement and sash windows, horizontal timber cladding at first floor, with Flemish brick bond, and burnt headers at ground floor (Image 18).



Part I: Appraisal continued

Properties 48 - 52 London Road form a terrace of two storey dwellings with a clay tile roof and bulls nose hanging tile to the first floor. The dwellings have a mixture of original timber framed sash windows and modern plastic imitation sash windows (**Image 19**). The building form then evolves to encompass the modern development of The Courtyard which includes a doctors surgery (**Image 20**).

To the north of the surgery is Farriers Croft which fronts onto London Road with an interpretation of an entrance lodge with two dwellings framing an archway which enables access to the town houses to the rear of the site (**Image 21 and 22**). The properties at three storey with a painted ground floor elevation, modern sash windows, and flat segmental red brick arches above the first floor windows. 60 London Road is a two storey modern property with two projecting gables, at the junction of London Road with North Parade (**Image 23**).

60 London Road forms the last property within the extended conservation area with the proposed boundary encompassing the car park to the boundary with Horsham Park.

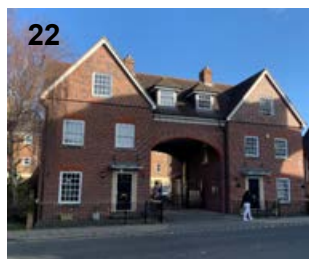
Character Assessment

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 front gardens
- predominance of sash windows
- low level boundary treatment
- variety of building designs and uses
- traditional detailing
- green setting of Horsham Park

Within the Conservation Area there are a variety of building materials and building types which add a diversity of style which are unified by their position fronting onto London Road and the use of good quality materials.



The oldest buildings within the conservation area are timber framed, principally small in scale and two storey. Brunswick Place constructed in the 1820's is a distinctive Georgian terrace. It is fronted with fluted Corinthian pilasters, and steps down from south to north following the fall in ground level. The properties elegance and polite form contrasts with the more domestic form of 44 - 52 London Road.

Part I: Appraisal continued

Materials

The predominant building material within the Conservation Area is a red brick, with the older properties often having visible brick work on the side elevations and stucco or render to the front elevation. The render is coloured in shades of white and cream/yellow.

Within the Conservation Area there is a single occurrence of horizontal weatherboarding (44-46 London Road). Tile hanging has been used in the modern development of Jasmine Court and also in the vernacular properties of 48-52 London Road.

The conservation area has a mixture of roofing forms with pitched roofs of clay tile and slate, gable ends and parapet walls.

Windows

Within the conservation area the prevailing window style is sash windows. The modern development of Jasmine Court and the Courtyard have modern casements, whilst Farriers Court has a modern interpretation of traditional timber sashes.

Front Boundary Treatments

The dominating feature of the Conservation Area excluding the buildings is the road. The movement of vehicles creates noise and fumes and detracts from the experience of pedestrians, making the road less welcoming. The parking of cars on either side of the road also detract from an appreciation of the buildings which abut the pavement.

The front gardens to the properties on the eastern side of the road form an important space. The gardens soften the junction of building and pavement reinforcing the understanding that the road has a mixed use with a residential element.

Within the Conservation Area are various forms of boundary treatment defining the public and private space. The use of low level timber picket fencing to the vernacular dwellings contributes to their sense of space, whilst the metal railings to the Georgian properties reflect the elegance of the buildings. The loss of boundary treatments and the provision of parking to the front of properties detracts from the Conservation Area, diluting the buildings architectural and historic appreciation.



Part I: Appraisal continued

Chimneys

A key characteristic of the Conservation Area is the presence of chimneys which provide interest and break up the roofscape of the Conservation Area. The lack of chimneys on the modern properties within the conservation area are noticeable although chimneys do form part of the overall design for 1 - 3 Farriers Court and 60 London Road.

Building Heights

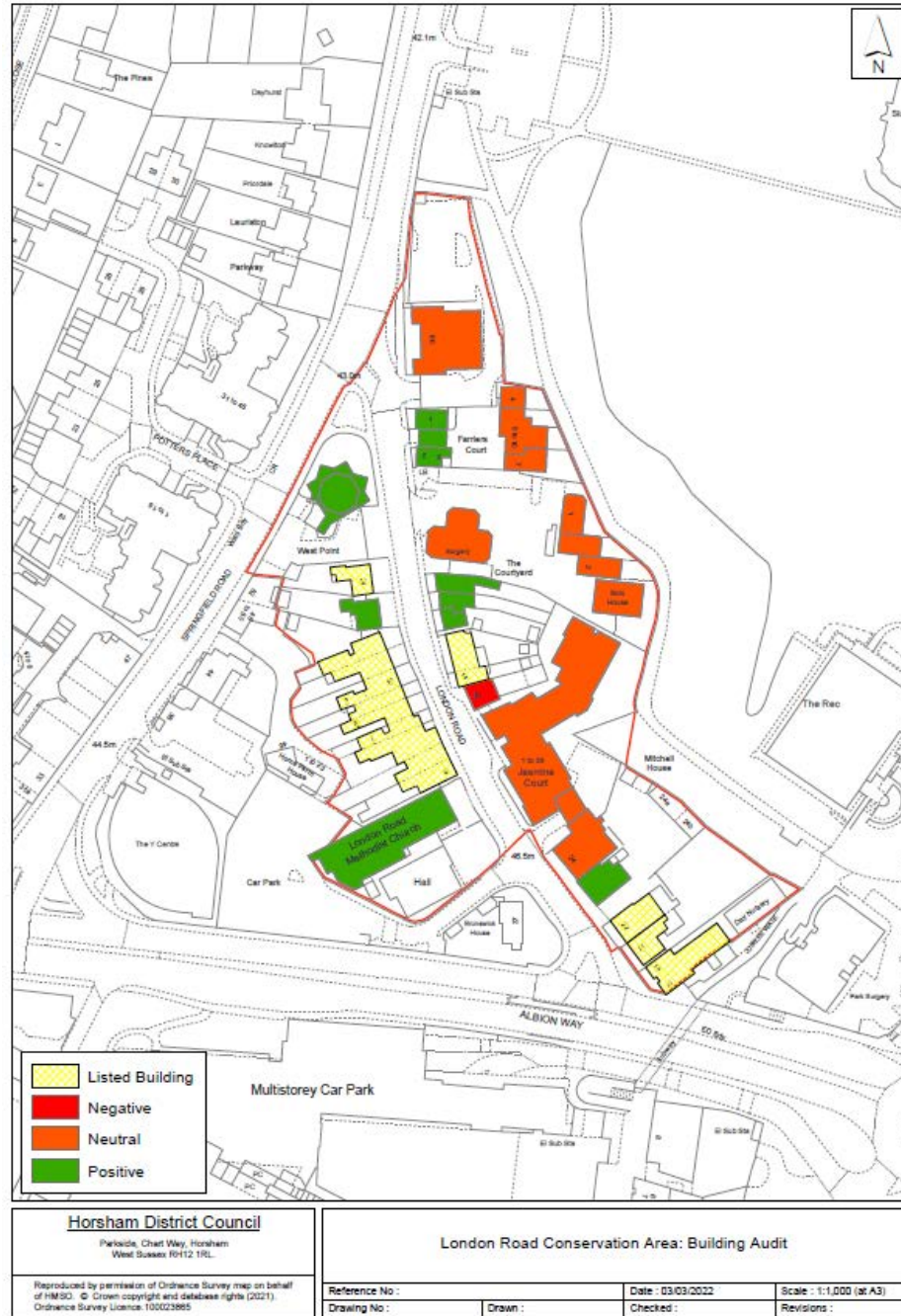
Due to the urban nature of the Conservation Area the heights of the buildings range from two to three storey. The exception being 24 London Road whose single storey height provides an element of separation between the modern development of Jasmine Court and the elegant frontages of The Old House and 16 London Road.

Uses

London Road contains a number of different uses including residential, religious, restaurant, doctors surgery and nursery. These uses each add a different dimension to the use of the space, including levels of activity and footfall. The different uses create an active Conservation Area although this does place pressure on parking and the need for deliveries.

Building Audit Map

The Building Audit map on the following page highlights the buildings within the conservation area which are listed, and also those that are considered to have positive, neutral or negative impact on the character of the Conservation Area.



Part I: Appraisal continued

Negative elements

The Conservation Area designated in 1984 included numerous statutorily listed buildings, designated at the time of the first survey in 1955. Today the London Road Conservation Area appears generally well maintained however there are some elements that detract from the historic character of the space.

The use of non-traditional materials and techniques has a cumulative effect on the wider Conservation Area. Principally, this is the replacement of timber sash and casement windows, with plastic windows. The sections and proportions of UPVC windows cannot match the delicacy of historic joinery.

Other general features that detract from the appearance of the Conservation Area include prominent TV aerials mounted on chimneys.

Good management of the streetscape is essential to maintain the sense of place. It is spoilt by the use of generic street furniture. This is evident in features such as litter bins and street lighting.



The use of plastic windows do not reflect the character of the conservation area, this is particularly evident in the lack of detailing and the changes to opening mechanisms.



The location and design of street furniture needs to be carefully considered. The location of TV aerials also needs to be sensitively positioned to retain the roofscape of the conservation area.



Part I: Appraisal continued

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

Whilst it is acknowledged that the town centre location of London Road has resulted in pressure for parking it is considered that parking meters, signage and other features associated with road traffic need to be more carefully managed within the Conservation Area.

The constant stream of cars along London Road, and the barrier of Albion Way cloud an understanding of the area and its link to the historic core of Horsham. Poor quality concrete or tarmac surfacing is also a problem as well as the loss of front gardens for parking. Empty units are also considered to be a threat to the conservation area, with the associated lack of vitality and possible maintenance concerns.



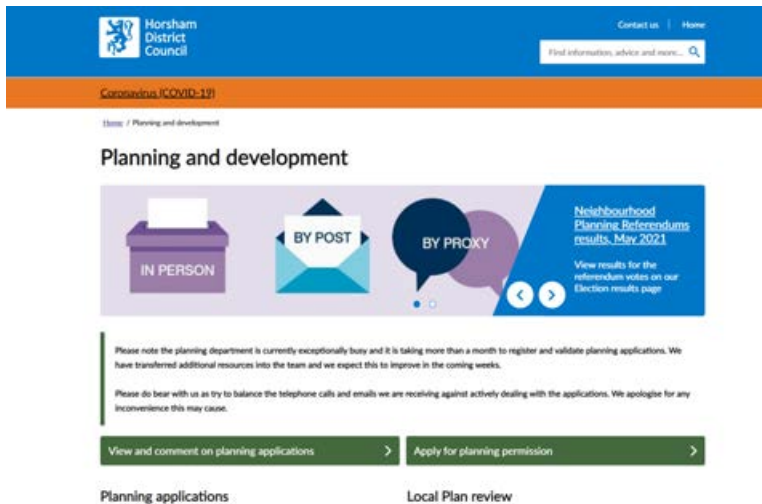
Part II: Management Plan

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.

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

Part II: Management Plan continued

Historic built environment

- Loss of traditional architectural features.
- Equipment and installations.
- Boundary enclosures.
- Drives, off-street parking and loss of front gardens.
- Enhancement of existing buildings.
- Extensions.
- Window replacement.
- Dormer windows and rooflights.
- Cladding, rendering and the painting of walls.
- Re-pointing of brickwork.
- Demolition.

New development and environmental improvement

- Opportunities for new development.
- Setting and views.

The environment and public realm

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

Historic built environment

Loss of traditional built and architectural features

Architectural features such as traditional windows, should be preserved due to the significant contribution they make to the character and appearance of the buildings and the Conservation Area.



Timber sliding sash windows

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

The boundary treatments within the Conservation Area are a mixture of low walls, railings and timber picket fencing as seen below. Retention of these features and increased use of trees and planting as a 'soft' boundary treatments are considered to enhance the historic character of the area.

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Examples of positive boundary treatment within the Conservation Area



Part II: Management Plan

continued

Drives, off street parking and loss of front gardens

Landscaped gardens to building frontages make an important contribution to the quality of a streetscape. Historically, some buildings in the Conservation Area had front gardens with enclosing 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 runoff 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.

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Enhancement of existing buildings

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

- Reinstating 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 railing details, brick bond, lime mortar and coping details.
- New gates should be good quality traditional design; and
- Encourage the use of good quality paving, trees or planting where the back yards or gardens are visible from the public domain.
- Removal of unsympathetic features that do not contribute to the special interest of the conservation area or the listed buildings.



The properties within Brunswick Place have been extended to provide additional commercial space. Whilst the extensions may contribute to the historic narrative of the buildings they do not reflect the original polite appearance of the terrace.

Extensions

Development should seek to retain views into and out of the Conservation Area. 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. The doors within the conservation area are mixed in style with different forms of fanlight ranging from semi circular to modern rectangular designs.



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Examples of porches and fan lights within the Conservation Area.



Part II: Management Plan continued

Brick bonds help to provide interest in a building. Prior to the introduction of cavity wall insulation different types of brick bond were popular. 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.

Within the conservation area there are many buildings with stucco frontages. Brickwork is often visible to the side and rear elevations.

Flemish bond with dark grey burnt headers alternate header and stretchers. Brick work is often visible in the rear and side elevations, within the conservation area.

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Modern stretcher bond



Decorative hoods above windows.



Quoin detailing

Decorative hoods above windows, stone quoins, pilaster and cornice details all add interest to the building and Conservation Area as a whole.

Decorative pilaster and cornice details



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 flat segmental red brick arches to the windows, decorative hanging tile or stucco detailing. All materials should be of a high quality and where necessary reflect traditional techniques.

Hanging tile can be used to break up elevations, or where appropriate weather boarding. Care should be taken that the modern interpretation of the historic materials is appropriate in form, appearance and will weather appropriately.

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Flat segmental red brick arches



Bull nose clay hanging tile



Differences between modern and traditional weatherboarding

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.

Variation of chimneys within the conservation area



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.

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

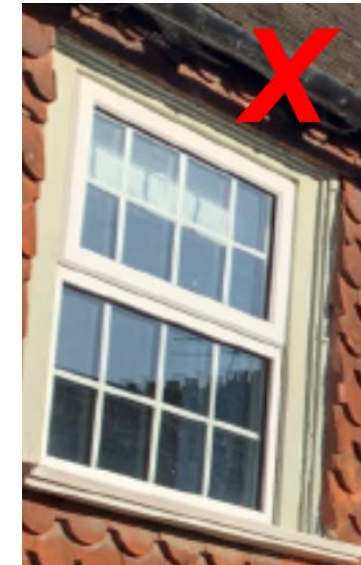
The design of historic windows evolved through the early modern period and so, where repair is not possible, replacement windows should be designed to either replicate the historic windows being replaced or be based upon a period design contemporaneous with the host building. In general, a consistent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



Traditional Windows

Their Care, Repair and Upgrading



Positive and negative windows within the conservation area showing modern and historic sash windows.

Part II: Management Plan continued

Dormer windows and rooflights

Within the conservation area there is only one example of dormer windows in a street facing location. It is considered due to the architectural character of the Conservation Area 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.

Part II: Management Plan continued

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 London Road Conservation Area should demonstrate how the setting and long distance views, into and from the Conservation Area, are preserved and enhanced. The important streetscape 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.
- Empty properties.

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

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, and litter bins is encouraged. It is suggested that consideration is given to having similar street furniture within the London Road Conservation Area as within Horsham Town Centre. This would result in a consistency of style and reinforce the conservation areas links with the towns historic core. Any redundant street furniture such as signage should be removed.

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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. The use of high quality paving materials, together with the layout and jointing detail are key elements of the overall surface appearance. Traditional paving should be added as funding allows.

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 encouraging pedestrian routes through the conservation area to the town centre.

Parking and traffic density is an issue within the Conservation Area. A partnership between West Sussex County Highways Authority, Horsham District Council and Denne Neighbourhood 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

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Gazetteer of listed buildings







Image	Name	Grade	Description
	Brunswick Place	2	1. 1236 (West Side) Nos 43 to 59 (odd) (Brunswick Place) TQ 1730 1/38 II GV 2. Terrace of houses stepped uphill and all set back from the road. About 1820. 3 storeys. 1 window each, except No 47 which has 2. Nos 57 and 59 have a blocked window-space each. Stuccoed. Ground floor rusticated. Fluted Corinthian pilasters from 1st to 2nd floor and from ground floor to 2nd floor at the ends. Cornice and parapet. All sash windows, most glazing bars intact. Several Victorian bay windows on the ground floor and modern shop fronts built out in front of Nos 43 to 49. No 55 has a moulded doorway recessed between a pair of tapered Doric half-columns. Stretched porch to the paired doors of Nos 57 and 59, supported on 2 Doric fluted columns, 2 pilasters and 1 central curved bracket. No 59 also has a few palmettes on stringcourses. Nos 43 to 59 (odd) form a group.
	63 London Road	2	1. 1236 (West Side) No 63 TQ 1730 1/39 20.5.49. II 2. About 1820. 2 storeys. 3 windows. Stuccoed. Centre window bay projects slightly. Pilasters flanking this and at ends. Outer window bays are very slightly curved. Eaves cornice. Slate roof. Stringcourse. Sash windows, glazing bars intact. Round-headed doorway. Semi-circular fanlight. 4-panel door.
	44 and 46 London Road	2	1. 1236 (East Side) Nos 44 & 46 TQ 1730 1/128 II 2. Probably C18 cottages. 2 storeys. 3 windows. Weather-boarded above, brick with grey headers below. Plain tiled roofs. Some sash and some casement windows, glazing bars intact. 2 doors with hoods over supported by curved brackets.

Image	Name	Grade	Description
	22 London Road	2	1. 1236 (East Side) No 22 TQ 1730 1/127 II GV 2. Late C18 or early C19, and altered later. 2 storey and basement. 3 windows. Tar felt on roof. Cornice and parapet. Rusticated quoins and stringcourse. All sash windows, glazing bars missing. Nos 16 to 22 (even) form a small group.
	20 London Road	2	1. 1236 (East Side) No 20 TQ 1730 1/126 II GV 2. Late C18 or early C19. Stuccoed. 2 storeys. 2 windows with one blocked window- space in centre. Slate roof with red ridge-tiles. Stringcourse. All sash windows, glazing bars mostly intact. Narrow hood over door supported by Doric columns. Nos 16 to 22 (even) form a small group.
	16 and 18 London Road	2	1. 1236 (East Side) Nos 16 & 18 TQ 1730 1/41 20.5.49. II GV 2. A pair of small houses built as one composition. 2 storeys. 2 windows and one blocked window-space in the centre. Stuccoed. Pediment with parapet over whole front. Shallow hood-moulds over the windows. All sashes, glazing bars mostly intact. Recessed doorway in centre with low rectangular fanlight having gothic divisions. 6-panel door with central 2 panels removed for glazing. The door of No 16 is at the side in Wickersham Road. Nos 16 to 22 (even) form a small group.




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.

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Image	Name	Description
	West Point	Cantilevered office building designed by Armstrong Smith Architects granted planning permission in 1973. The architects panel at the time described the building as being of an "imaginative and appropriate design for this particular site."
	London Road Methodist Church	The first Wesleyan Methodist chapel was built in London Road in 1832. The present church, of red brick with stone dressings in a Gothic style, was built on the same site in 1883 by builders Messrs. Potter and Redford. The 1832 foundation stones were cut and re-used as memorial stones, whilst the bricks, tiles and pews from the original building were reused.
	48 - 52 London Road	Terrace of timber framed properties with sliding sash windows and tile hanging to the front. Properties set back from road with small front gardens.

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.

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.

Polite - in the context of heritage refers to a form of architecture that reflects classically inspired sensibilities that arose in the eighteenth century.

Portico - a grand entrance extending in front of the building line, usually defined by columns and surmounted by a pediment.

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.

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 building which make a positive contribution to the overall character and sense of place of the Conservation Area. They form a material consideration in planning meaning that their preservation and sensitive adaptation will be encouraged through the planning process.

V

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

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

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

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



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Richmond Road Conservation Area Appraisal and Management Plan



Horsham
District
Council



“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

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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 Richmond Road 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.

Introduction continued

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).

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



<p>Horsham District Council Petalide, Chart Way, Horsham West Sussex RH12 1RL</p>		<p>Aerial photograph of Richmond Road Conservation Area.</p>	
<p><small>Reproduced by permission of Ordnance Survey map on behalf of HMGC. © Crown copyright and database right (2021). Ordnance Survey Licence 100023895.</small></p>		<p>Reference No. _____</p>	<p>Date : 03/03/2022</p>
<p>Drawing No. _____</p>	<p>Drawn : _____</p>	<p>Checked : _____</p>	<p>Scale : 1:2,000 (at A3)</p> <p>Revisions : _____</p>

Aerial photograph of amended Richmond Road Conservation Area. The original Conservation Area was designated in August 1989.

Introduction continued

Richmond Road

The existing Richmond Road Conservation Area is set within the built up area boundary of Horsham town. The current Conservation Area is small in size and covers part of Wimblehurst Road, Gordon Road and Richmond Road. To the eastern boundary of the Conservation Area is the railway line, whilst to the west is North Parade, a main route from the town centre to the A24. To the north Wimblehurst Road provides a through route across the railway line to the eastern part of the wider town.

The appraisal

Page 169 This appraisal offers an opportunity to re-assess the Richmond Road 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 Richmond Road 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 Richmond Road Conservation Area are identified in detail in Part I (Appraisal) but can also be summarised as follows:

- The street pattern, and associated tree planting create a strong sense of place.
- Many buildings within the Conservation Areas are little altered from the time of their construction.
- The buildings within the Conservation Areas use a similar palette of high quality materials and plan form which creates a rhythm and unity of design.

Introduction continued

Boundary review

The Richmond Road Conservation Area was designated in 1989. After 30 years without change these boundaries have been reviewed, as directed by the Planning (Listed Buildings and Conservation Areas) Act 1990. Over the previous 30 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.

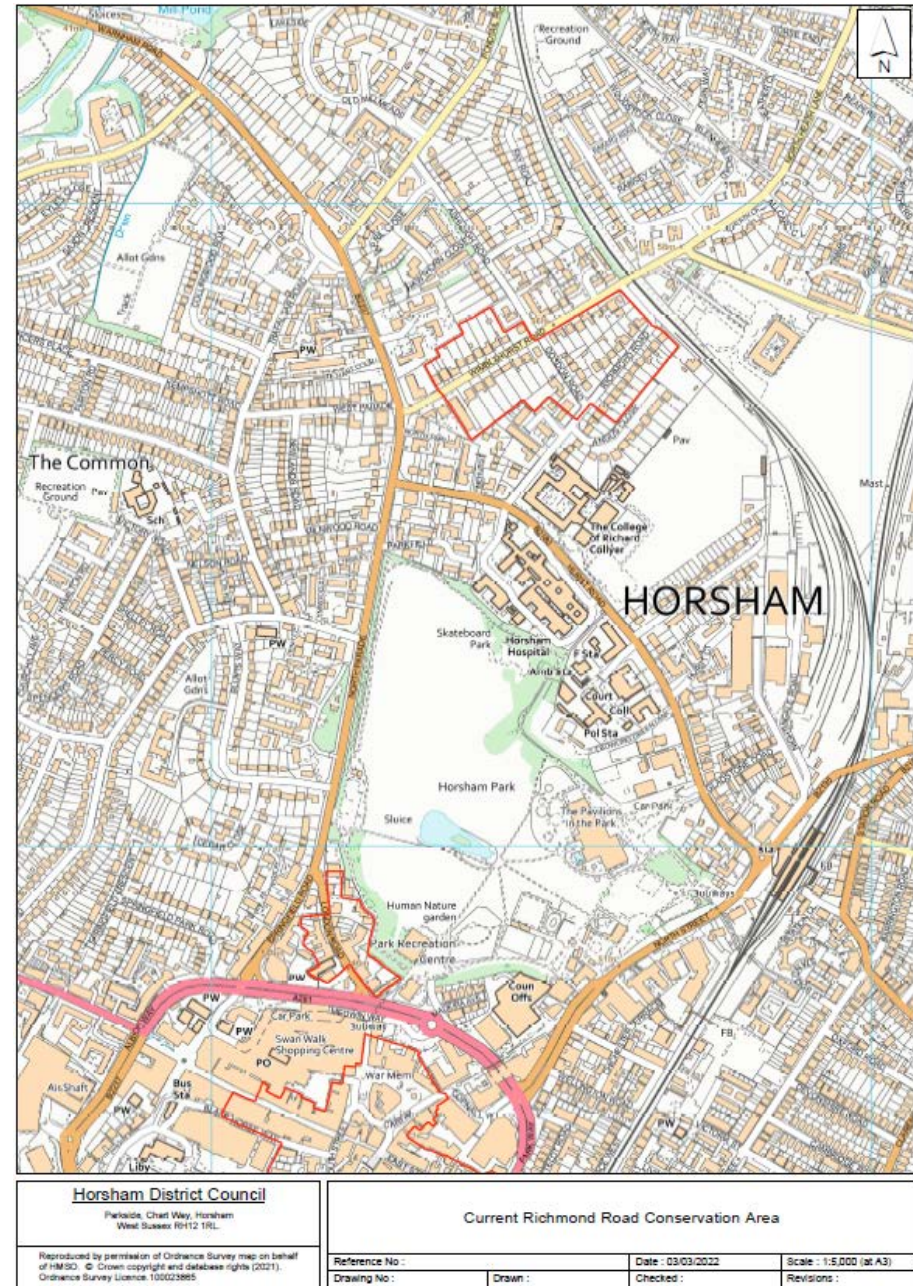
This review has drawn the following conclusions:

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The Conservation Area should be extended to include 84 – 88 Hurst Road, 3 Richmond Road and the roadside pavement, trees and walls of Richmond Road between the junction with Hurst Road and the existing Conservation Area.

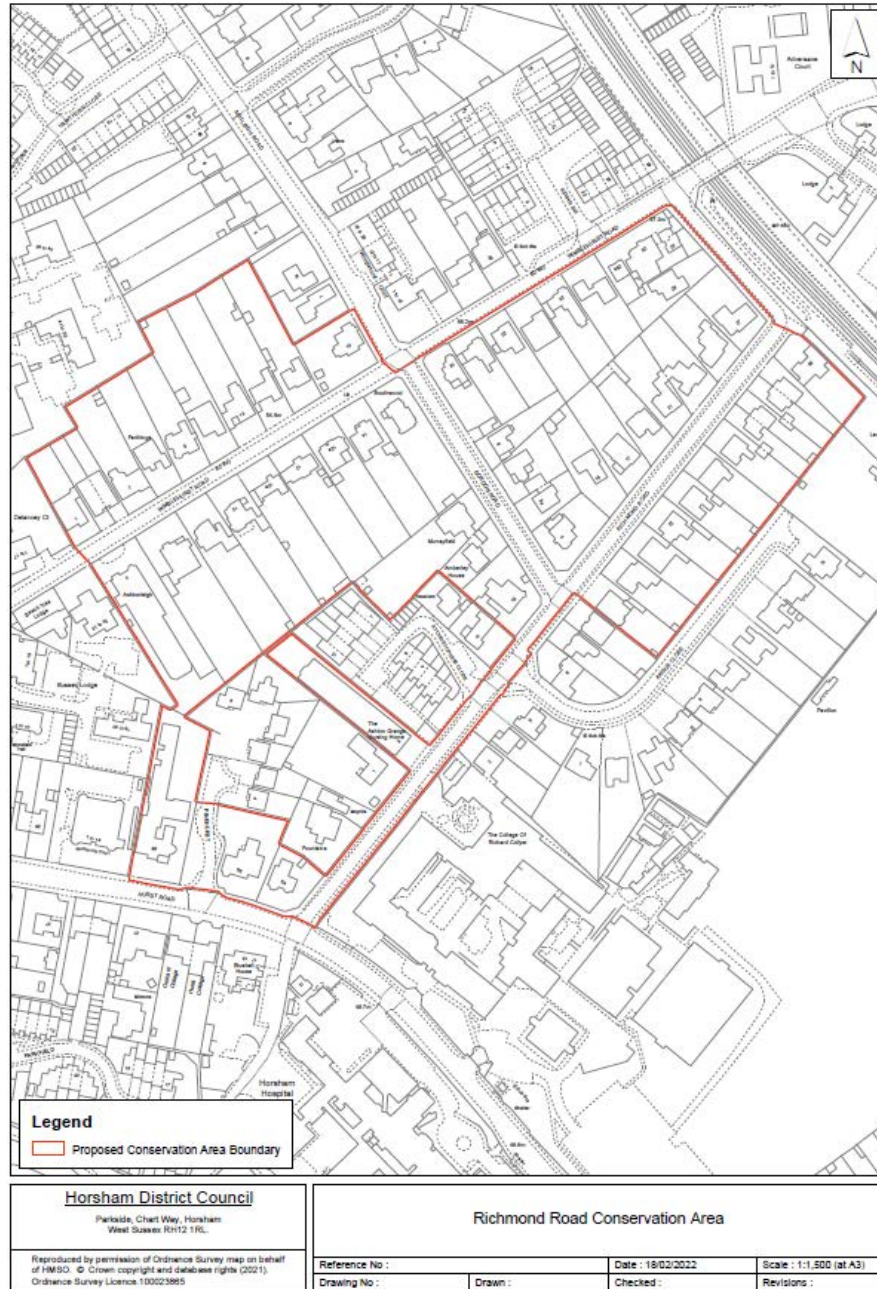
Our assessment has been informed by current guidance and in partnership with interested parties. The review of the historic Conservation Area boundaries has led to the inclusion of these additional buildings to enable proper consideration of these developments in the future, to ensure that local character is preserved or enhanced.

The map on the following page illustrates the historic Conservation Area boundary and areas where this boundary has been extended to bring additional historic properties into the Richmond Road Conservation Area. This appraisal identifies Richmond Road as having one continuous Conservation Area comprising a single character area.



Map of existing Richmond Road Conservation Area outlined in red set within its wider context. The London Road and Horsham Town Conservation Areas are located in the southern part of the map.

Map of amended conservation area.



Part I: Appraisal

Origins and development of Richmond Road

The name of Horsham may have derived from Horsa Ham – a settlement where horses were kept, but may also equally derive from the name of the Anglo Saxon chieftain who owned land in the area.

Archaeological evidence suggests that the fertile coastal planes of what was to become Sussex were the first to be settled. The land of the weald was then used for seasonal grazing. As the population grew and the forests of the weald were cleared, clusters of dwellings grew at river crossings and meetings of trackways.

Horsham grew from its position at a crossing of the Arun. The church grew close to the crossing and drew its congregation from scattered farmsteads which slowly expanded to form the market and administration centre which was to become Horsham.

The parish church of St Mary's is first documented in 1230. It is likely that the town was founded by William de Braose (the Lord of the Rape of Bramber within which Horsham was located). Trades within the town were first recorded in around 1230. A tannery was established on the southern edge of the town by the river in the fifteenth century.

The Bishopric to the west of the historic core was in separate ownership from the town as it lay within the control of the Archbishop of Canterbury.

The assizes were held within the town and also the county and borough courts. The natural resources close to the settlement facilitated a boost in the growth of Horsham with the development of the iron industry which peaked between 1550-1650.

Despite the provision of natural resources in terms of timber and iron ore, the Sussex clay made travel within the winter months particularly difficult. This often led to characteristically curving trackways which sought to utilise the driest route between settlements.

The eighteenth and nineteenth century led to a period of lesser growth with a proposed canal link between Horsham and the Wey and Arun Canal not being brought forward. The road network was improved with the turnpiking of Worthing Road in 1764, followed by further roads culminating in a western bypass of the A24 in the 1960s and the northern bypass in the 1980s.

The town's common land was enclosed in 1812, with development expanding from the core of Carfax, Causeway, Denne Road and East and West Street onto the common land. The railway provided a further boost to the area with its arrival in 1848, and the consequent construction of Victorian terraces and planned estates expanding the town further along the railway line and road network.

The Richmond Road Conservation Area is unusual within the locality as the Conservation Area in its original form has no statutory listed buildings within its boundaries. Wimblehurst Road appears to be the oldest part of the Conservation Area providing access to the now demolished estate and mansion of Wimblehurst. The historic maps indicate that the land which was to become the Conservation Area was occupied by individual farms some of which later lent their names to the residential developments that replaced them such as Angus Farm - Angus Close. Development extended from the historic core of Horsham along particularly the western side of North Parade, with sporadic development at its junction with Hurst Road. Population growth fuelled by the growth of the railways show an increase in higher density development expanding from the historic core and encompassing the area around the railway station.

The development of Richmond Road and its surrounds is clearly underway by 1895 with the formation of Richmond and Gordon Road.

Part I: Appraisal continued

Richmond Road's evolution through historic maps



Surveyed 1870/71

Wimblehurst Road is established at this time providing access to Wimblehurst. Angus Farm is located to the south of Wimblehurst, which is to become Angus Close.



Surveyed 1875/76



Surveyed 1895/6

Cottage Hospital and Grammar School are clearly visible, with Richmond Road laid out with 2 houses constructed, and Gordon Road with 1 dwelling. Within Wimblehurst dwellings have been constructed on both the north and south sides of the road.



By 1909 further development has been undertaken along Wimblehurst Road, Gordon Road and Richmond. The plan form is now recognisable in the present day.



1938 1932 – The infill development of the semi detached properties in Richmond Road have been undertaken.

Part I: Appraisal continued

Richmond Road's evolution through historic maps

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1938 – The development of the Novartis site has commenced with the provision of a laboratory accessed from Wimblehurst Road.

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

Part I: Appraisal continued

Underlying geology

Horsham is located within the wooded clay vales of the Sussex Weald. The River Arun runs to the south of the town close to St Mary's Church. 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.

The wider locality contains a number of examples of buildings constructed from vernacular materials. However due to the improved highway network and the use of the railways the majority of the buildings within the Conservation Area were constructed with a greater variety of materials reflecting social fashions on a national rather than local scale.

Topography and Hydrology

The land within the Conservation Area is predominantly flat although it does rise to the north and east. There are no hydrological features within the study area although Horsham is located on the River Arun, which runs approximately 1 mile to the south and has had an impact on the development and character of the area. Its source is a series of streams in the St Leonard's Forest area, to the east of Horsham.

Movement and Connectivity

Wimblehurst Road forms a busy local connector road with access over the railway line. Wimblehurst Road provides an active link between the eastern and western parts of the wider town. To the south Richmond Road and Gordon Road are used as a cut through to the Town Centre and Collyers Sixth Form College. Richmond and Gordon Roads have some on street parking with a bus route and pedestrian traffic.

The changes to the Conservation Area would result in the addition of properties within Hurst Road into the Conservation Area. Hurst Road is a busy route that encompasses access to the Law Courts, hospital, fire station, school and sixth form college, as well as links to the railway station.

The Conservation Area has pavements to either side of the roads within it.



Photograph above shows Wimblehurst Road looking towards North Parade at the junction with Richmond Road

Hurst Road and North Parade (outside of the Conservation Area but within its setting) connect the north western outskirts of Horsham, and the tangential route of the A24 with the town centre and railway station.



Richmond Road and Gordon Road are narrower in width than Wimblehurst Road, with on street parking, and green verges in addition to the pavement

Part I: Appraisal continued

Land use and open space

The Richmond Road Conservation Area is predominantly residential, although there it does contain a residential care home, and a hotel. Adjoining the Conservation Area is the listed building of the College of Richard Collyer.



Grade 2 listed building used as a sixth form college (The College of Richard Collyer)

Open spaces and public rights of way

The properties within the Conservation Area have generally large gardens and are set back from the street.

There is no public open space within the Conservation Area although it is close to Horsham Park. Despite the lack of public open space the front gardens, and established tree planting and verges provide a soft, shady setting to the Conservation Area.

A key characteristic of the conservation area is the street planting and grass verges which provide a green frame to the residential streets most noticeably in Gordon and Richmond Road. The plan below identifies Tree Preservation Orders (TPO) in the immediate locality.



Plan of Tree Preservation Orders within the area shown as a green circle or green area. The photograph shows the tree planting within Richmond Road and the grass verges. The planting at the end of Richmond Road provides an effective screen to the railway line behind.



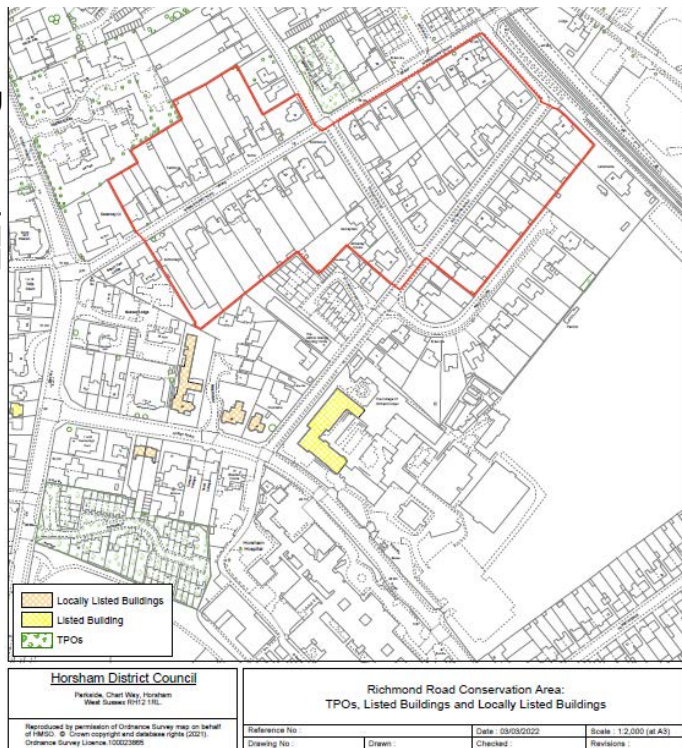
Part I: Appraisal continued

Heritage Assets

Within the existing Conservation Area there are no designated listed or locally listed buildings. The grade 2 listed sixth form College of Richard Collyer is located to the south of Richmond Road, with its boundary forming the edge of the extended Conservation Area boundary.

As part of the proposed extension of the Conservation Area three locally listed buildings would fall within the Conservation Area. These properties have been identified as having a strong design link with the existing buildings within the Conservation Area. The extension to the Conservation Area would include 84, 86 and 88 Hurst Road. Consideration has been given to including the original Horsham Hospital building within the Conservation Area however it was considered that although the building is of local interest it would not be appropriate to include it within the Conservation Area at this stage. Non-designated heritage assets are buildings, monuments, sites, places, areas or landscapes identified by plan-making bodies as having a degree of heritage significance meriting consideration in planning decisions but which do not meet the criteria for designated heritage assets.

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Red area indicates existing Conservation Area, buildings in yellow listed buildings and orange hatched areas locally listed buildings



Images 2 - 4 show the locally listed buildings of 84, 86 and 88 Hurst Road. These are described within the Horsham Town Local List and would be considered to be non-designated heritage assets. Image 2 - 84 Hurst Road "Two and a half storey detached formed house. Painted render with slate roof. Two identical bay windows and central porch: modern extension to east. Group value with 23, 25, 84 & 86 Hurst Road. c.1890. Image 3 - 84 Hurst Road "Large house facing on to Hurst Road. Double fronted, two and a half storeys. Large bay windows in rendered façade with slate roof over. One large and one smaller gable with decorated barge boards. Group value with 23, 25, 86 and 88 Hurst Road. c.1890. Image 4 - 88 Hurst Road "Two and a half storey detached formed house. Painted render with slate roof. Two identical bay windows and central porch: modern extension to east. Group value with 23, 25, 84 & 86 Hurst Road. c.1890"

Part I: Appraisal continued

Views and Urban Streetscape

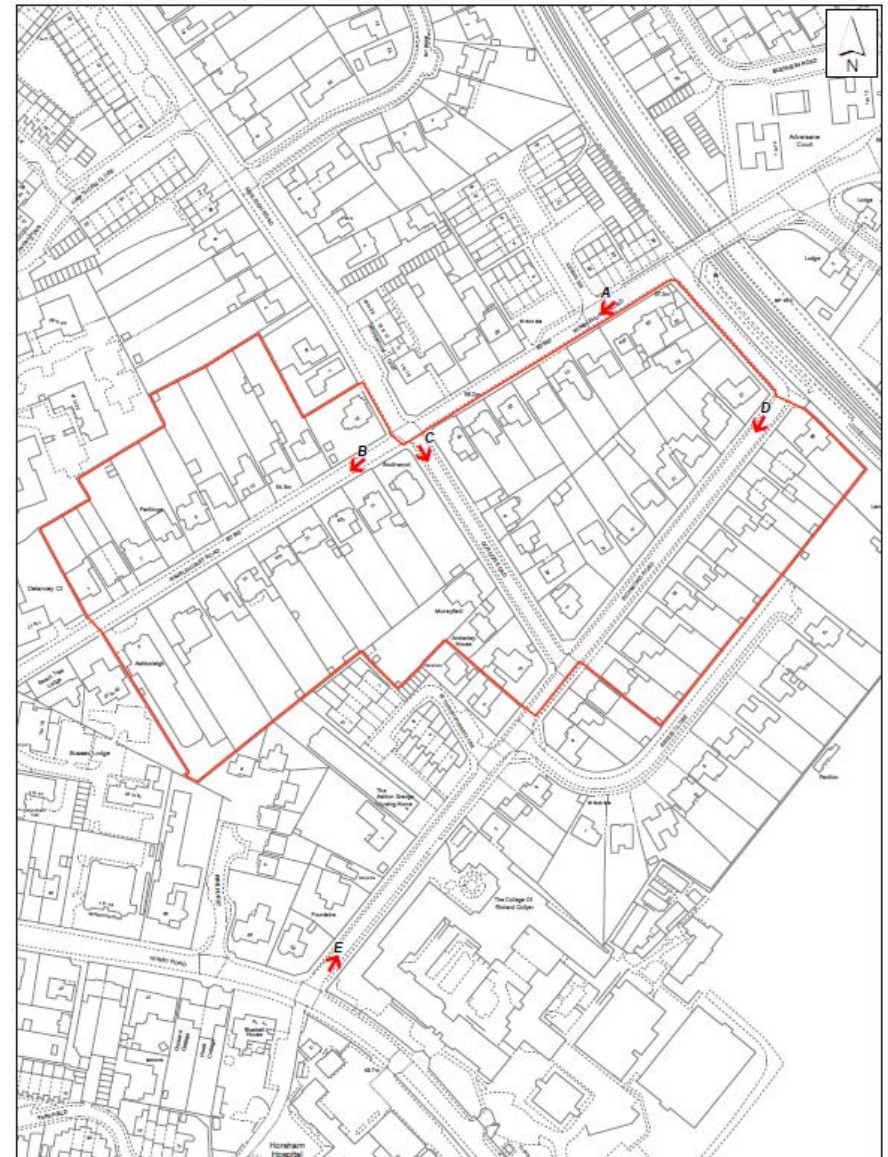
The Richmond Road Conservation Area is located within an urban area. The primary viewpoints are identified on the adjoining map with the photographic image on the following page.

The primary viewpoints are located at the entrance points along the routeways through the Conservation Area.

The views identified are all from public viewpoints and were specifically chosen following site visits as being representative of the visual relationship between the Conservation Area and its surroundings.

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 illustrative 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 setting. 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.



Horsham District Council Parkside, Chart Way, Horsham West Sussex RH12 1RL		Richmond Road Conservation Area: View points	
Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2021). Ordnance Survey Licence: 100023865		Reference No : Drawing No :	Date : 03/03/2022 Checked : Revisions :
		Drawn :	Scale : 1:1,500 (at A3)

Map showing location of photographs on following page.

Part I: Appraisal continued

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.



Image A highlights the view through the conservation area from Wimblehurst Road looking west. **Image B** encompasses the view west at the junction of Gordon Road and Wimblehurst Road. **Image C** shows the view looking south along Gordon Road. **Image D** indicates the view looking south west through the conservation area along Richmond Road. **Image E** is the view of the conservation area from the junction of Hurst Road and Richmond Road looking north east.

Part I: Appraisal continued

Character Area

The proposed Conservation Area has a single continuous character area, identified as the Richmond Road Character Area. The Richmond Road Conservation Area covers properties within Wimblehurst Road, Gordon Road, Hurst Road and Richmond Road.

Unusually for Conservation Areas within the District, the majority of the properties within the character area were constructed at a time when there are contemporary records, and maps.

Local resources indicate that the original houses within Wimblehurst Road were built to order by builder George Potter. George Potter had his yard on land in London Road which is now occupied by the Doctors surgery and the Farriers housing development. An example of one such history is Chandos House which was built between 1896 and 1900. The house was previously occupied by solicitor Jack Eager who represented Haigh (the acid bath murderer) before the case was moved to the High Court in London.

The plot sizes for the properties within the character area are regular, and mostly rectangular in form. The largest plots are within Wimblehurst Road.

The original plots are clearly visible with dwellings fronting the road and long gardens to the rear. Wimblehurst Road and Hurst Road are the busiest roads within the character area.

Wimblehurst Road is relatively straight with pavements to either side and street lighting. The busyness of the road, can detract from the attractive form of the housing, especially when walking through the Conservation Area. The level of traffic by its nature is harmful to the context of the Conservation Area due to noise and pollution. The flow of traffic does not complement the elegance of the dwellings.

The properties within the road are set back with a mixture of boundary treatments of either low brick walls, low fencing and/or hedging. There are a number of trees visible from the highway which provide a green, and verdant setting to the road. Some of these trees are covered by a Tree Preservation Order. The main door to the properties fronts onto Wimblehurst Road.

The majority of the properties within Wimblehurst Road are either two or two and half storey in height. The older buildings have a single or double gable fronting onto the road, and an integral porch. Large decorative windows are common features, as well as chimneys and decorative brickwork/hanging tile.

Part I: Appraisal continued

Within Richmond Road and Gordon Road the volume of traffic is less and therefore the road has a quieter and more tranquil character. This is assisted by the presence of a grass verge populated by mature lime trees. The lime trees provide shading and draw the eye along the road. It is suggested that the verges and lime trees are a defining feature of the Conservation Area and provide a sense of place and continuity.

The entrance to the Conservation Area at the junction of Hurst Road and Richmond Road is framed by the Victorian properties of 84, 86 and 88 Hurst Road, and to the east The College of Richard Collyer which is listed grade 2. The amended Conservation Area boundary includes the properties of 84, 86 and 88 Hurst Road as well as the road, and pavements of Richmond Road. The trees and verges along Richmond Road from Hurst Road are considered to provide a clear continuation of the features of the Conservation Area strengthening its overall historic and architectural context.

The properties within the Richmond Road section of the Conservation Area are all detached on the northern side of the road, with the properties set back to enable off street parking. The front elevations are embellished with a mixture of enclosed and open porches.

The properties located at road junctions are double fronted providing interest to the dual street frontages. Low brick walls to the front of the properties are a positive contributor to the Conservation Area and provide a key unifying thread along the street frontage.

On the southern side of Richmond Road the properties are a mixture of detached and semi-detached properties. The semi detached properties are simpler in style with red brick detailing and chimneys adding interest and simple fencing to the front. The design of the properties although having a common quality of form and scale are individualised by specific detailing reflecting design details of the Queen Anne Revival and the arts and craft movement as exemplified in the photographs below.



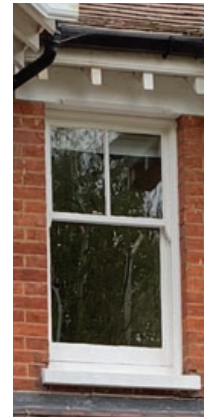
Part I: Appraisal continued

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:

- well proportioned front gardens
- predominance of sash windows
- high quality boundary treatment
- unity of building form
- traditional detailing
- lime trees and verges



Within the Conservation Area there are a variety of building types which add a diversity of style but are unified by their position fronting onto Richmond, Wimblehurst, Gordon or Hurst Road and the use of good quality materials and detailing.

Materials

The predominant building material within the Conservation Area is a red brick, although some of the newer properties such as the semi detached dwellings in Richmond Road have a brown brick with red brick quoins and detailing above windows and doors. Soldier courses of pale bricks are common, in addition to decorative brick lintels and keystone features above first floor windows. Coloured decorative bricks are also a feature.

The Conservation Area has a mixture of roofing forms with pitched roofs of clay tile and slate, gable ends and some small pitched and curved roof dormers.



Part I: Appraisal continued

Principal Elevations

The principal elevations of the majority of the dwellings in the Conservation Area have a number of decorative features. Within the Conservation Area there are examples of Victorian properties influenced by Gothic and Italianate architecture, as well as the later Queen Anne Revival style. There are also buildings with mock Tudor timber detailing, as well as dutch gables, hanging tile, render and decorative pargetting.

Bay Windows

A characteristic design feature of the Conservation Area are two storey bay windows either with a slate or balcony roof. The bay windows take a number of forms and can be seen constructed in decorative brick, classically inspired bay windows with columns supporting the porches and windows, as well as bays with decorative ashlar plasterwork to the ground floors.

Windows

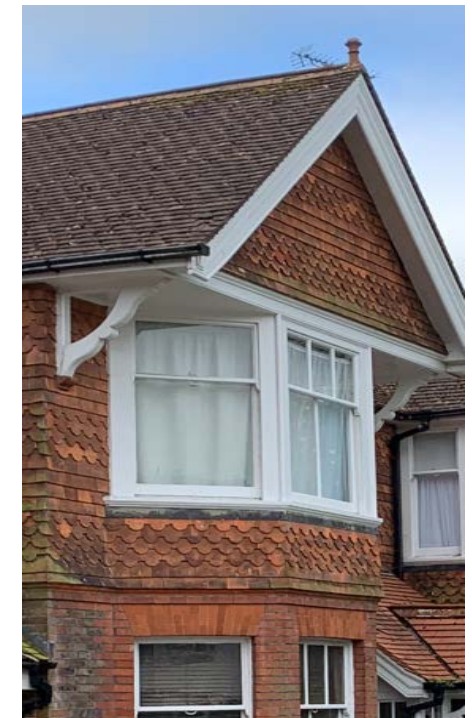
Within the Conservation Area the prevailing window style is timber sash windows, with some timber and metal casements.

Bargeboards

Bargeboards with and without decorative spandrels are common within the Conservation Area with examples of both decorative and plain bargeboards and some exposed rafter feet.

Porches

Within the Conservation Area there are a variety of both open and closed porches. The porches are predominantly roofed in matching materials to the main roof, with decorative timber detailing.



Part I: Appraisal continued

Front Boundary Treatments

A dominating feature of the Conservation Area excluding the buildings is the road. The movement of vehicles creates noise and fumes and detracts from the experience of pedestrians, making the road less welcoming. Consequently the front gardens to the properties have an important function. The gardens soften the junction of building and pavement reinforcing the refinement of the Conservation Area.

Within the Conservation Area brick walls create a unifying boundary feature. Some walls have decorative brickwork which reflects the quality of the dwelling on the site. The brick walls play a role in concealing the parking of vehicles at the front of the dwellings. In some cases timber fencing has been utilised and boundary hedging. Open frontages are not a feature of the Conservation Area and should be resisted.

Chimneys

A key characteristic of the Conservation Area is the presence of chimneys which provide interest and break up the roofscape.

Building Heights

Due to the urban nature of the Conservation Area the heights of the buildings range from two to two and a half storey with accommodation carefully assimilated within the roofslope.

Building Audit Map

The Building Audit map on the following page highlights the buildings within the Conservation Area which are listed, and also those that are considered to have positive, neutral or negative impact on the character of the Conservation Area.



Part I: Appraisal continued

Building Audit Map

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Part I: Appraisal continued

Negative elements

The Richmond Road Conservation Area was designated in 1989. Today the Conservation Area appears generally well maintained however there are some elements that detract from the special architectural and historic character of the space.

Key threats:

- Erosion of front boundaries.
- Loss of traditional joinery details in windows and doors.
- Loss of chimneys and chimney pots
- Insensitive extensions, with poor quality materials and lack of understanding of traditional detailing.

The use of non-traditional materials and techniques has a cumulative effect on the wider conservation area. Principally, this is the replacement of timber sash and casement windows, with plastic windows. The sections and proportions of UPVC windows cannot match the delicacy of historic joinery.

Other general features that detract from the appearance of the Conservation Area include the loss of green space within front gardens, and the loss of traditional paving on the footpaths and cross overs. Good management of the streetscape is essential to maintain the sense of place, including the placement of telecommunication cabinets and signage.

The use of plastic windows do not reflect the character of the Conservation Area, this is particularly evident in the lack of detailing and the changes to opening mechanisms.



Part I: Appraisal continued

Whilst it is acknowledged that the urban location of the Richmond Road Conservation Area has resulted in pressure for parking it is considered that parking signs and other features associated with road traffic need to be carefully managed within the Conservation Area, and removed when no longer required.



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Part II: Management Plan

The need for a Management Plan

It is the role of the Management Plan to take forward the challenges and opportunities identified in the appraisal, and to identify means by which the special interest of the Conservation Area will become self-sustaining into the future. To achieve this requires a partnership between those living, working and carrying out property improvement and development in the Conservation Area and Horsham District Council. All development proposals should preserve or enhance the character and appearance of the Conservation Area in accordance with the Horsham District Planning Framework. In a Conservation Area there are some extra controls over works to buildings, boundaries and trees intended to ensure that the character is not eroded by unintended loss or change and the appearance is not changed in a negative way.

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



Control of development

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

- the demolition of any building or structure if its loss would damage the character or appearance of the Conservation Area.
- development (including extension/alteration) which would be harmful to the setting or character or appearance of the Conservation Area.
- development which would adversely affect or result in the loss of important views, open spaces, tree cover or boundary features within the Conservation Area.

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

Monitoring and compliance

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

Issues

The preparation of the Richmond Road Conservation Area Appraisal has included consultation with stakeholders, specifically Denne Neighbourhood Council and Wimblehurst Road Residents Association. A number of issues were identified. These have been used as a basis for the following section identifying principal issues to be addressed by this Management Plan.

Part II: Management Plan continued

Historic built environment

- Loss of traditional architectural features.
- Equipment and installations.
- Boundary enclosures.
- Drives, off-street parking and loss of front gardens.
- Enhancement of existing buildings.
- Extensions.
- Window replacement.
- Dormer windows and rooflights.
- Cladding, rendering and the painting of walls.
- Re-pointing of brickwork.
- Demolition.

New development and environmental improvement

- Opportunities for new development.
- Setting and views.

The environment and public realm

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



Historic built environment

Loss of traditional built and architectural features

Architectural features such as traditional windows, should be preserved due to the significant contribution they make to the character and appearance of the buildings and the Conservation Area.



Timber sliding sash windows

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

The boundary treatments within the Conservation Area are predominantly of red brick, with limited timber fencing and hedging as seen below. Retention of these features and increased use of trees and planting as a 'soft' boundary treatments are considered to enhance the historic character of the area.

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Examples of positive boundary treatment within the Conservation Area

Part II: Management Plan continued

Drives, offstreet parking and loss of front gardens

Gardens to building frontages make an important contribution to the quality of a streetscape. Historically, many buildings in the Conservation Area had front gardens with enclosing brick walls. The total 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

Proposed enhancements to make a building look grander than it ever was should be resisted. The following enhancement works should be encouraged as part of any future development:

- Reinstatement boundaries where they have been removed to their original location and height.
- Ensure that new boundaries are built from quality materials, paying full attention to materials, brick bonds, lime mortar and coping details.
- New gates should be good quality traditional design.
- Encourage the use of good quality paving, trees or planting where the back yards or gardens are visible from the public domain.
- Removal of unsympathetic features that do not contribute to the special interest of the conservation area or the listed buildings.

Extensions

Development should seek to retain views into and out of the Conservation Area. 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.

Extensions to semi detached or terraced properties should be sympathetic to the group of buildings as a whole particularly where the symmetry of the buildings adds to the character of the Conservation Area. This would include changes to the roof where extensions from hips to gables, and the addition of roof extensions could detract from the unity of building form.

Porches

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



Part II: Management Plan continued

Brick bonds help to provide interest in a building. Prior to the introduction of cavity wall insulation different types of brick bond were popular. 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.

Within the Conservation Area the majority of the buildings are constructed in stretcher bond. The quality, colour and texture of new bricks, the way they weather, and the mortar are important considerations in successful extensions.

Stretcher bond with decorative soldier course and window details.



Modern stretcher bond with modern interpretation of quoin and header detailing.

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 flat segmental red brick arches to the windows, decorative hanging tile or stucco detailing. All materials should be of a high quality and where necessary reflect traditional techniques.

Hanging tile can be used to break up elevations. Care should be taken that the modern interpretation of the historic materials is appropriate in form, appearance and will weather appropriately.

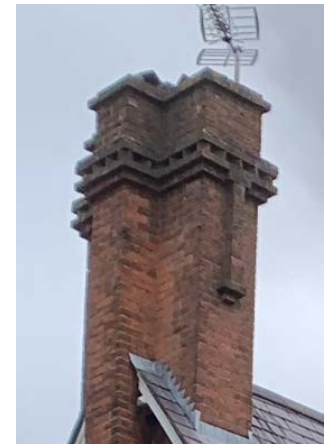


Decorative clay Bullnose and Fishtail hanging tile

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.

Variation of chimneys within the conservation area



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.

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

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



Traditional Windows

Their Care, Repair and Upgrading



Part II: Management Plan continued

Dormer windows and rooflights

Within the conservation area there are examples of dormer windows in a street facing location. In many cases the windows were constructed as part of the original design of the dwelling, and are designed so as to retain the character of the host dwelling. With regards to new dormer windows within the Conservation Area careful consideration should be given to the architectural style of the dwelling, including whether it forms part of a semi detached pair where the symmetry of the building adds to the appearance of the Conservation Area.

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.

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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. Painting of natural brickwork is discouraged. If any 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 walls

Repointing can ruin the appearance of brick 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.

Part II: Management Plan continued

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).

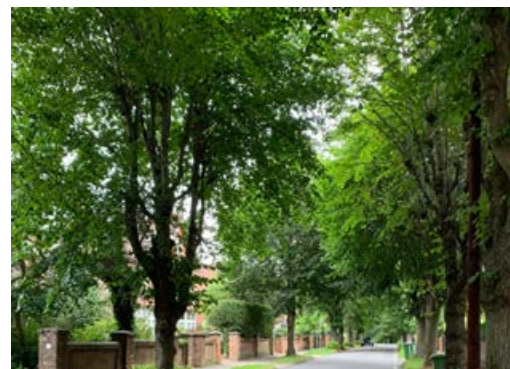
New development

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 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.



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

Public realm

Street furniture

Careful consideration should be given to the placing of telecommunication cabinets to ensure that they are placed in less sensitive locations. Any redundant street furniture such as signage should be removed.



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. The use of high quality paving materials, together with the layout and jointing detail are key elements of the overall surface appearance. Traditional paving should be added as funding allows.

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.

Parking and traffic density is an issue within the Conservation Area. A partnership between West Sussex County Highways Authority, Horsham District Council and Denne Neighbourhood 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 elegant character of the Conservation Area.

Appendix




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Gazetteer of locally listed buildings

What is a locally listed building?

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

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

Image	Name	Description
	84 Hurst Road	Large house facing on to Hurst Road. Double fronted, two and a half storeys. Large bay windows in rendered façade with slate roof over. One large and one smaller gable with decorated barge boards. Group value with 23, 25, 86 and 88 Hurst Road. c.1890
	86 Hurst Road	Large house facing on to Hurst Road. Double fronted, two and a half storeys. Brick with slate roof. Asymmetrically designed large gables with bargeboards, main bay windows surmounted by cornices. Group value with 23, 25, 84 and 88 Hurst Road c.1890
	88 Hurst Road	Two and a half storey detached formed house. Painted render with slate roof. Two identical bay windows and central porch: modern extension to east. Group value with 23, 25, 84 & 86 Hurst Road. c.1890

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.

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.

Polite - in the context of heritage refers to a form of architecture that reflects classically inspired sensibilities that arose in the eighteenth century.

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 building which make a positive contribution to the overall character and sense of place of the Conservation Area. They form a material consideration in planning meaning that their preservation and sensitive adaptation will be encouraged through the planning process.

V

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

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

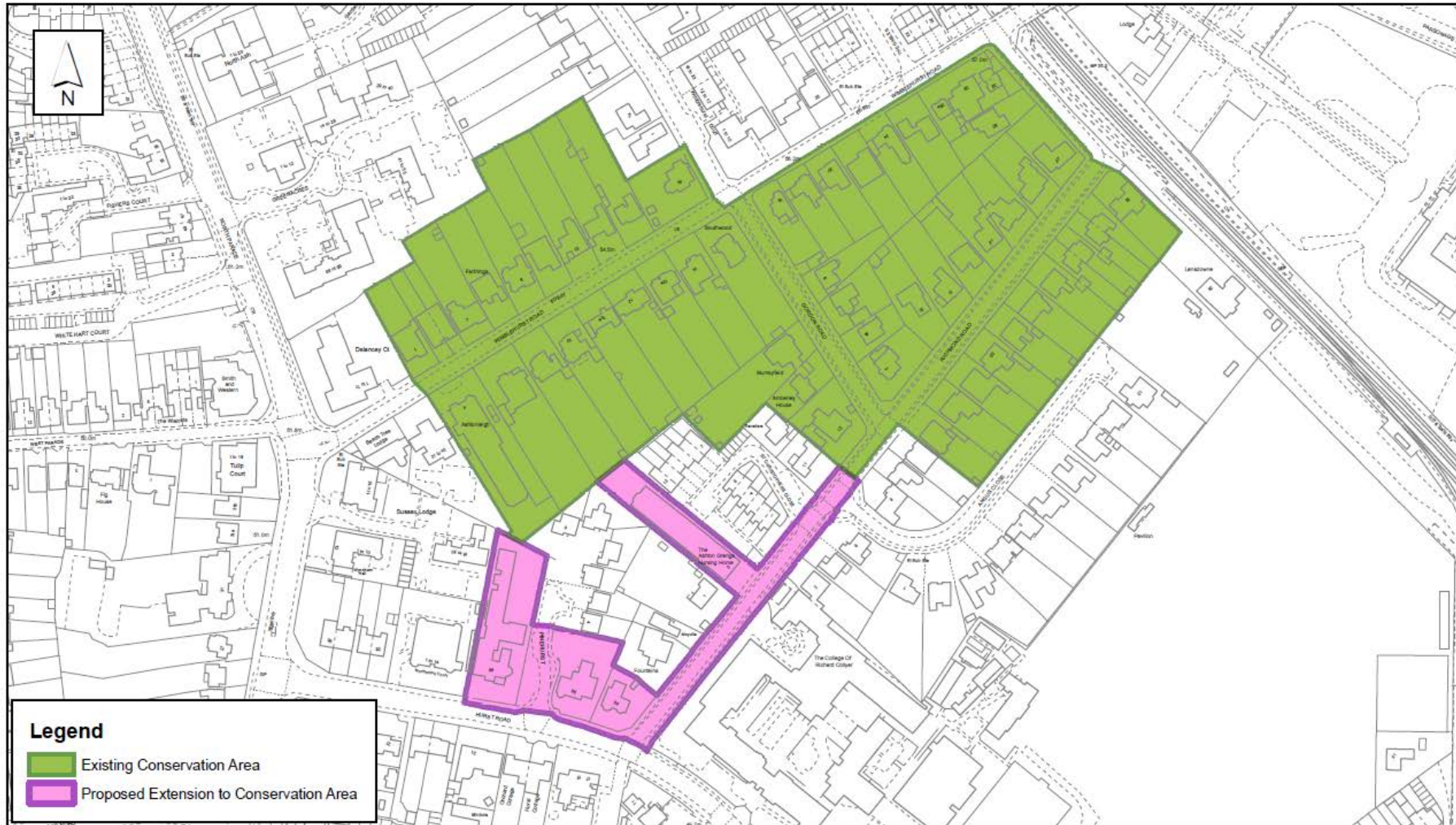
Views - Within the scope of Conservation Area appraisals, views are discussed in terms of location from a view to a specific landmark, or panorama incorporating a series of features (natural or built) is possible. For the view to have value and therefore merit consideration within planning, the features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

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

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Proposed Extension to Richmond Road Conservation Area			
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Drawing No :	Drawn :	Checked :	Revisions : 28/09/2020

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Horsham Town Centre Conservation Area Appraisal and Management Plan



Horsham
District
Council



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Agenda Annex

March 2022

“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



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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 Horsham Town 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.



Introduction continued

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).

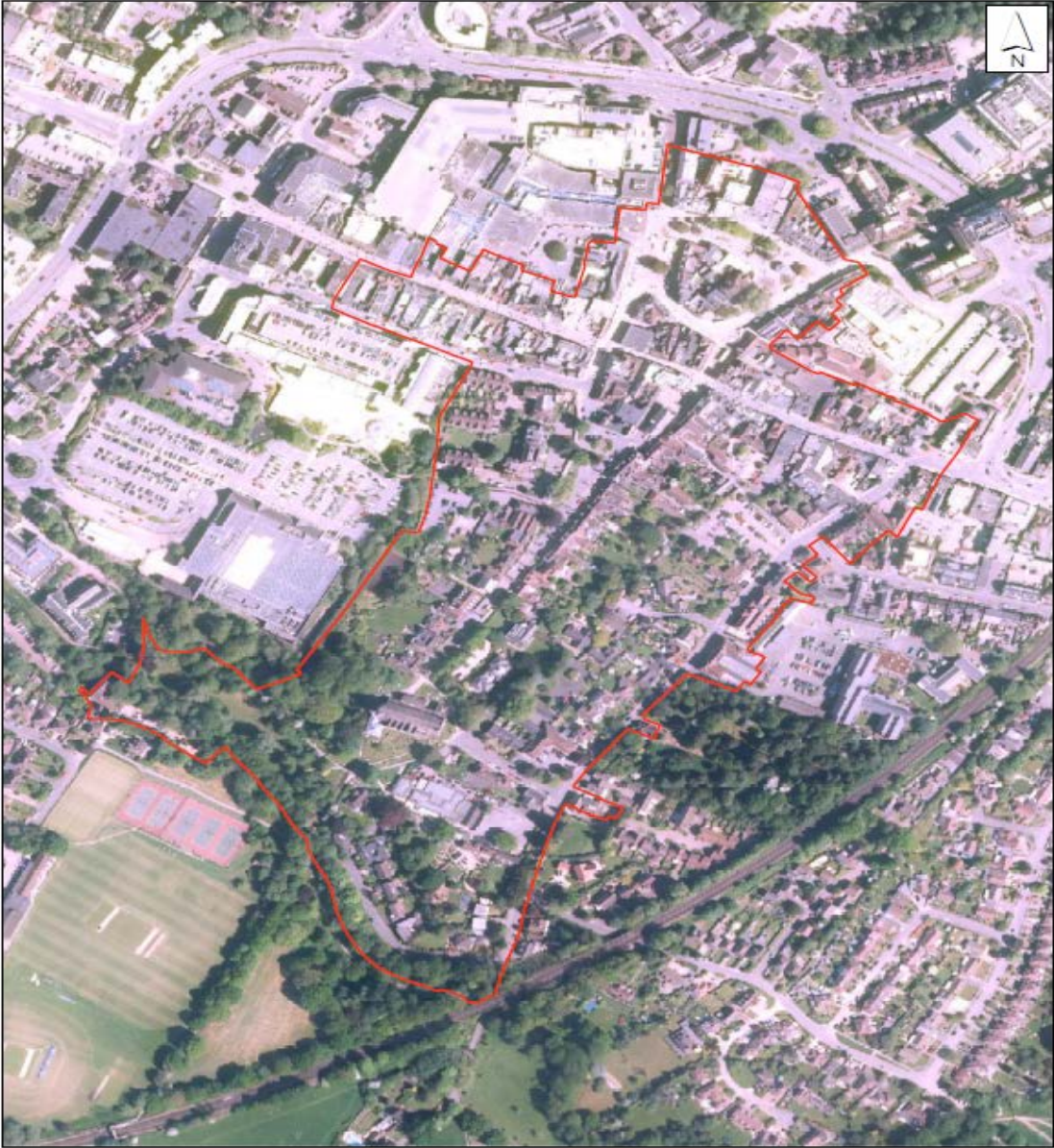
Therefore, Conservation Area designation introduces controls over the way owners can alter or develop their properties. It also introduces control of the demolition of unlisted buildings, works on trees, the types of advertisements that can be displayed with deemed consent and the types of development 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

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<p>Horsham District Council Pelvic: Chart Way, Horsham West Sussex RH12 1RL</p>		<p>Aerial photograph of Horsham Town Centre Conservation Area</p>	
<p><small>Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2021). Ordnance Survey Licence: 100023865</small></p>		<p>Reference No : _____</p>	<p>Date : 04/03/2022</p>
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		<p>Revisions : _____</p>	

Aerial photograph of Horsham Town Centre Conservation Area designated in September 1974.

Introduction continued

Horsham Town Centre

The existing Horsham Town Centre Conservation Area is set within the built up area boundary of Horsham town.

The current Conservation Area is centered around the historic core of Causeway, Carfax, Middle Street, Denne Road and East and West Street.

The appraisal

This appraisal offers an opportunity to re-assess the Horsham Town Centre 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 Horsham Town Centre 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 Horsham Town Conservation Area are identified in detail in Part I (Appraisal) but can also be summarised as follows:

- The historic origins and development of the town 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.
- The variation of uses within the Conservation Area reflect the mixed commercial and residential history of the area.

Introduction continued

Boundary review

The Horsham Town Conservation Area was designated in 1974, and was then reviewed in 2001. After 20 years without change these boundaries have been reassessed, as directed by the Planning (Listed Buildings and Conservation Areas) Act 1990. Over the years, 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 the addition of St Marys Cemetery, Denne Road.

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 St Marys Cemetery, Denne Road.

The following map illustrates the historic Conservation Area boundary and areas where this boundary has been extended. This appraisal identifies Horsham Town Centre as having one continuous Conservation Area comprising five character areas.

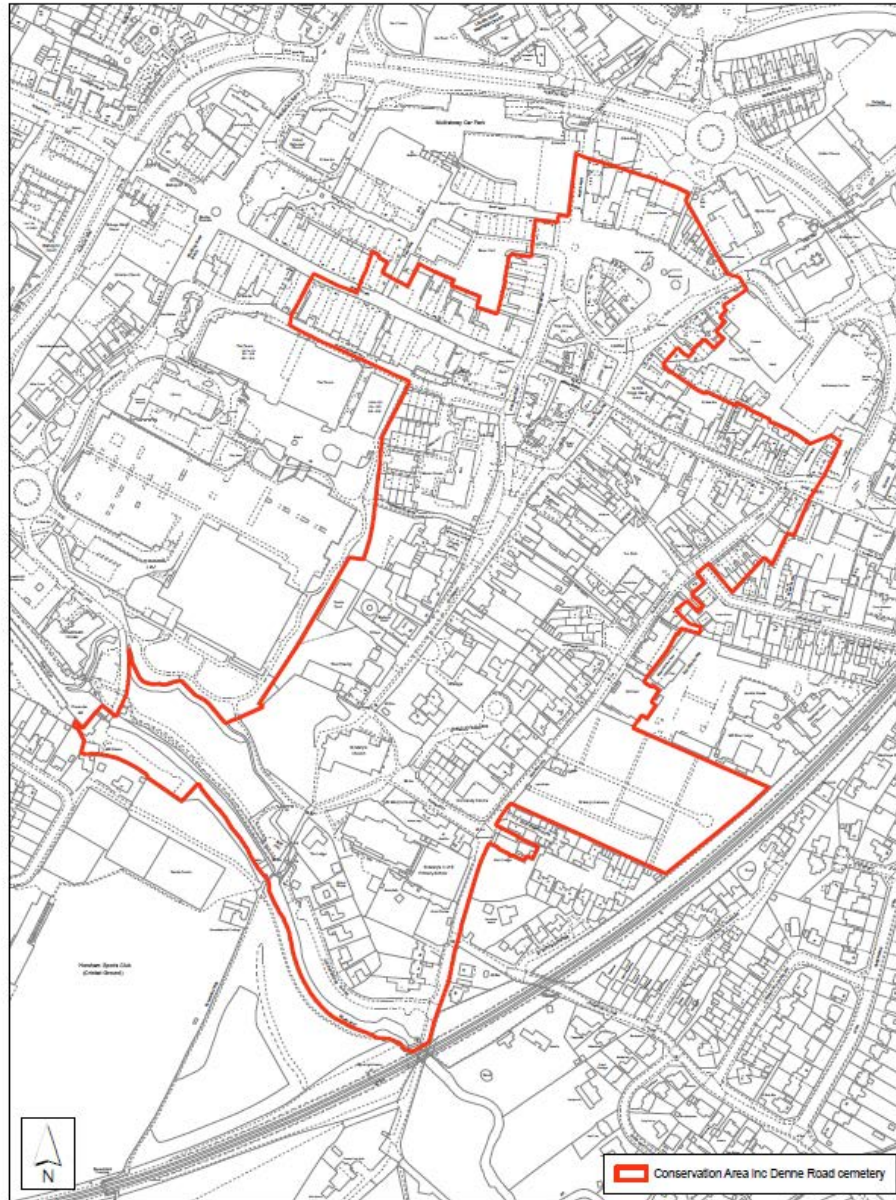
It is also suggested that the following buildings are placed on the local list as non designated heritage assets;

- 2 - 4 East Street
- 1 -3 Market Square
- 14 Market Square.



14 Market Square

Map of amended conservation area.



<p>Horsham District Council Parade, Chert Way, Horsham West Sussex RH12 1PL</p>		<p>Horsham Conservation Area with the addition of the cemetery on Denne Road</p>	
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Part I: Appraisal

Origins and development of Horsham Town Centre

Dr Annabelle Hughes describes how “Horsham’s arrival on the map and its continued success over centuries has depended on two activities; marketing and administration. Both those activities have been particularly successful because of Horsham’s geography; that is where it is in relation to the coast, to a river, to the Weald and to London.”*

The name of Horsham may have derived from Horsa Ham – a settlement where horses were kept, but may also equally derive from the name of the Anglo Saxon chieftain who owned land in the area.

Archaeological evidence suggests that the fertile coastal planes of what was to become Sussex were the first to be settled. The land of the weald was then used for seasonal grazing. As the population grew and the forests of the weald were cleared, clusters of dwellings grew at river crossings and meetings of trackways.

Horsham grew from its position at a crossing of the Arun. The church grew close to the crossing and drew its congregation from scattered farmsteads which slowly expanded to form the market and administration centre which was to become Horsham.

The parish church of St Mary’s is first documented in 1230. It is likely that the town was founded by William de Braose (the Lord of the Rape of Bramber within which Horsham was located). Trades within the town were first recorded in around 1230. Horsham was granted the rights of a borough in the early 13th Century. Burbage plots were laid out around a triangular shaped level area. This area became the market place and included the area now known as the Carfax and land as far south as Horsham Museum. Causeway was a footpath from the market area to the Church.

The medieval form of the town has influenced the present day layout of the town centre. Several of the temporary stalls in the market area became permanent buildings that formed islands in the Carfax, these islands remain today in the centre of the Carfax, around Middle Street, South Street and Market Square, along with the remains of some of the medieval buildings. A tannery was established on the southern edge of the town by the river in the fifteenth century.

The Bishopric to the west of the historic core was in separate ownership from the town as it lay within the control of the Archbishop of Canterbury.

Many alleys formed between the medieval buildings. Piries Alley and Pump Alley led from the market place to the rear burbage areas, and Collets Alley marked a way between market stalls. All these remain today but many more have been hidden or destroyed by subsequent development.

Neither East Street nor West Street contained burbage frontage properties. However, it is likely that these originated out of tracks between burbages that linked the market place with outlying areas of St Leonard's and Marlpost. Denne Road is probably the oldest made through road in the town, dating back to the 14th Century. This was the main north-south route connecting the town with the river crossing.

The assizes were held within the town and also the county and borough courts. The natural resources close to the settlement facilitated a boost in the growth of Horsham with the development of the iron industry which peaked between 1550-1650.

Despite the provision of natural resources in terms of timber and iron ore, the Sussex clay made travel within the winter months particularly difficult. The road network was improved with the turnpiking of Worthing Road in 1764, attracting new people to live and work in Horsham. The influx of wealth during this period is notable through the concentration of Georgian architectural features and styles. By 1770 an avenue of lime trees had been planted in Causeway and several grand buildings erected, one of which is within the Conservation Area - Manor House, Causeway (1704).

*Hughes, A., 2016. *Horsham houses revisited, Horsham*. p.4.

Part I: Appraisal continued

Horsham Town Centres evolution through historic maps

The town's common land was enclosed in 1812, with development expanding from the core of Carfax, Causeway, Denne Road and East and West Street onto the common land. The railway provided a further boost to the area with its arrival in 1848, and the consequent construction of Victorian terraces and planned estates expanding the town further along the railway line and road network. The industrial revolution and Victorian fashion for urban renewal had a moderate affect on the character of Horsham's centre.

In the 1830s and 40s a new town was laid out beyond East Street. In 1848 the railway station was built in North Street and as the railway line was extended over the next 20 years Horsham became a centre for rail communications. The town grew which strengthened its commercial function but it was not a location for industrial growth. New building materials and techniques were introduced, but, although a number of fine late Victorian buildings and the bandstand were constructed, many of the timber framed and Georgian buildings were retained, albeit with new facades, and the siting of new buildings maintained the medieval layout of the town centre. The Conservation Area is situated in the southern part of the town and includes part of the primary shopping frontage. The area includes St Mary's Church, the traditional core of Causeway and Carfax. The River Arun flows to the south of the Conservation Area, whilst the A281 skirts the Conservation Area to the north. The Conservation Area encompasses the medieval part of the town, including the historic trackway which now forms West Street.

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1844 Tithe Map - The tithe map of 1844 sets out a clear pattern of development with buildings running almost continuously through from Carfax along London Road to the north west.



Surveyed 1870/71



Surveyed 1875/6

Part I: Appraisal continued

Horsham Town Centre's Evolution from Historic Maps continued.

Page 222



Surveyed 1896

The influence of the railway can clearly be seen by 1896 with the infilling of residential terraces to the east and west of the railway line.



1938

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<https://maps.nls.uk/index.html>

Part I: Appraisal continued

Horsham Town Centre's evolution through historic maps continued



Ordnance Survey 1980's showing development infilling to the south up to the railway line.



The greatest physical change in the historic mapping of the study area, was the provision of the inner ring road. This effectively severed the link between the Carfax and London Road.

Underlying geology

Horsham is located within the wooded clay vales of the Sussex Weald. The River Arun runs to the south of the town close to St Mary's Church. The geology of Horsham is formed upon sedimentary rocks with the majority of the town lying upon the Upper Tunbridge Wells Sand Formation.

Outside of the town but within close proximity are areas of Horsham Stone. These areas of Horsham Stone provide the source of Horsham Stone roofing.

Clay ironstone is found within the Upper Tunbridge Wells Sand Formation, mostly to the east of the town. This ironstone provided ore for the Wealden iron industry. There is a large number of pits and ponds associated with the iron industry within St Leonard's Forest.

Topography and Hydrology

The oldest known part of the town (which includes the Conservation Area) is located close to the River Arun and contains the parish church of St Mary's. The River Arun has had an impact on the development and character of the area. Its source is a series of streams in the St Leonard's Forest area, to the east of Horsham.

The town itself is predominantly flat with the land rising to the west and south. The land to the east of the town is well wooded.

Part I: Appraisal continued

Movement and Connectivity

The A281 (Albion Way) bypasses the town centre and provides access to the town's car parks and a routeway through the town east to west. Albion Way creates a hard boundary to the town centre disrupting the traditional routeways between the historic core and the wider town including Horsham Park.

Sections of East Street and Carfax and West Street have been pedestrianised. Vehicular traffic through the Conservation Area is restricted to Blackhorse Way, Causeway, South Street and the southern and eastern area of Carfax. Denne Road provides vehicular access to the dwellings, businesses, school and community facilities to the east of Causeway.

Twittens (a Sussex word for a narrow path or passage between two walls or hedges) provide a pedestrian network through the Conservation Area, and are a characteristic feature as shown in the images from Pump Alley, Morth Gardens, link between West Street and Blackhorse Way (West Walk) and Piries Alley.



Part I: Appraisal continued

Land use and open space

Within the Conservation Area there are a number of different uses which contribute the vibrancy of the area. The southern area is predominantly residential (Causeway and Denne Road).

The main concentration of retail uses is within West Street. The eastern quadrant is more mixed with a higher proportion of restaurants, cafes and pubs (East Street). The variation of uses creates a different character between the day and night time.

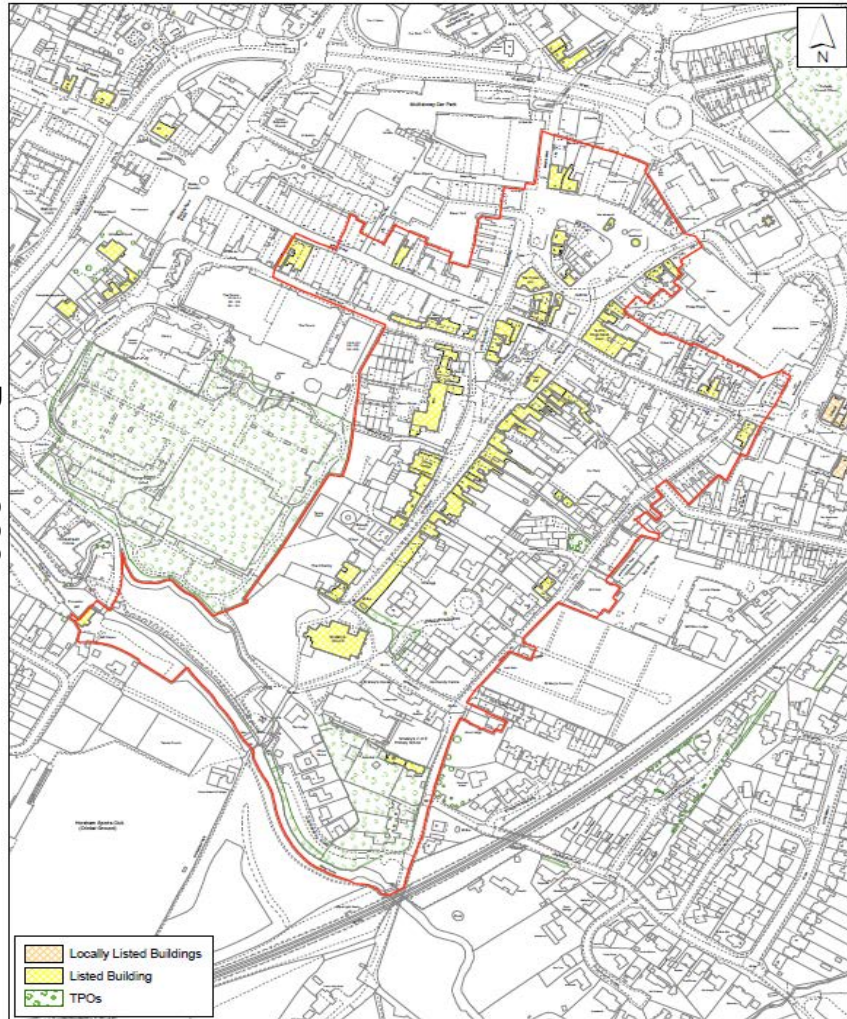
The limits to the Conservation Area have been influenced by the layout and extent of the medieval borough and its relationship with the River Arun. The setting of the southern part retains the rural qualities of the medieval farming hinterland. The setting of much of the rest of the Conservation Area is urban in form. Denne Hill, the Chesworth Estate, Barrackfields, the Cricket Ground and River Arun form an important rural setting to the southern part of the Conservation Area.

Within the Conservation Area the churchyard, graveyard, Hadmans Close open space and the trees within Causeway add an important green layer to the experience of the Conservation Area. The open urban space in Carfax provides areas for markets and public events.



Part I: Appraisal continued

Heritage Assets



Horsham District Council Parks, Chart Way, Horsham West Sussex RH12 1PL		Horsham Town Centre Conservation Area: TPOs, Listed Buildings and Locally Listed Buildings	
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Area edge in red indicates existing Conservation Area, buildings in yellow listed buildings and green hatched areas tree preservation orders.

Within the Conservation Area are a large number of formally designated listed buildings including the Grade 1 listed St Marys Church, and the Grade 2* Manor House, and 9 Causeway. As can be seen on the adjacent map many of the listed buildings can be seen clustering around Causeway and Carfax.



Part I: Appraisal continued

Views and Landmarks

The views identified are all from public viewpoints as shown in the Building Audit Map and were specifically chosen following site visits as being representative of the visual relationship between the Conservation Area and its surroundings.

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. 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.



The Old Town Hall forms an important landmark in the Carfax. Now a restaurant the town hall has remained a key place for local events including Lighting up Horsham. Due to the development surrounding it views are restricted to within the Causeway and Carfax



The grade 2 listed bandstand provides a central meeting point within the Carfax, and is still used for public events and concerts. It is viewed from Carfax, but has limited long distance views.



St Mary's Church forms the historic core of Horsham. The church spire can be viewed from the surrounding hills and within the Causeway and Denne Road (left)



St Mark's Church spire although outside of the Conservation Area does provide a local landmark and is present in many views. It can be seen when entering the town from the north, from Horsham Park and also within the Carfax and Pirie's Place. The remainder of the church was demolished in the 1980s when Albion Way was built.

Part I: Appraisal continued

Buildings and Materials

The long term evolution of the area and its medieval origins all contribute to the present character and appearance of the Conservation Area: rear burgage plots have been developed and evolved into new streets; new building styles and materials have been introduced; permanent structures have replaced temporary ones; and extensions to the town centre have taken place, and spaces have been enclosed and contained. However, the general density and form has largely remained intact.

The main elements that form the special character and appearance of the Conservation Area are the diversity of building styles, the relationship of the buildings to each other and open spaces. A variety of other elements all contribute to the special character and should be retained, including:

- decorative tiling / plasterwork
- dormer windows
- variety of bricks and bonding
- formal and informal open spaces
- varied rooflines and decorative gabling
- verges / green features / small front gardens / trees
- terracing of buildings to provide enclosure
- use of natural materials including Horsham stone walling, paving and roofing
- subtle colouring of buildings and surfaces
- hierarchy of spaces and functions



Part I: Appraisal continued

Timber Framed Buildings

Many timber framed medieval buildings still remain in the Conservation Area, along with other later timber framed infill and replacement buildings. Some are obvious, others are hidden. Typically timber frames were infilled with wattle and daub and often protected with weatherboarding and tile hanging. Infill materials have been replaced with plaster and brick and in some cases the timber frames have been refaced with brick or render .

Other Materials

Brick is the predominant material in all parts of the Conservation Area, possibly the result of access to local brick works. A variety of colours, styles and bonds are evident. Many older buildings are clad in brick and its versatility is exploited for the production of terracotta tiles and the construction of curved buildings.

Roman render, pebble dashed or painted, is indicative of the 18th Century and is evident throughout the area. It has been commonly used as a dressing on the side and rear walls of buildings. Many buildings are painted, either over render or brick. As a result pastel colours abound contrasting 'light' with the darkness of the brick.

Roofs

There are a variety of roof styles and materials. A number of hipped and half hipped Horsham Stone roofs remain and traditional clay tiles and pantiles are prominent, however, modern tiles have been introduced in some places. The red and brown colours complement the brick buildings. Later buildings are gabled and hipped with the introduction of slate as a roofing material. Some of the larger and more modern buildings are flat roofed, often hidden behind a parapet or some other detailing. The majority of buildings within the commercial part of the Conservation Area have plain gabled or mansard gabled roofs; a result of the need to build close together and terrace individual buildings. Dutch gables are a feature almost unique to West Street. The demolition or removal of such features will be resisted.



Horsham Stone Slate roofs within Causeway



Timber frame set behind a weatherboarded frontage on Causeway

Part I: Appraisal continued

Windows

Many windows are traditionally styled wooden sash or casement windows, often with glazing bars. The removal of the original window features and changes to materials or window proportions will be resisted. The art deco period is echoed in a number of arched windows on West Street.

Decorative Features

There are a range of decorative features in the Conservation Area including patterned tile hanging and roof tiling, terracotta finials and wall panels / tiles, pargetting (decorative plaster), stone carving, classical pilasters, columns and pediments, and leaded window work. These features are indicative of trends and fashions and all contribute to the unique character of the area. Such features should be retained, and in some cases repaired or cleaned.

Scale and Enclosure

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Buildings vary in scale and height. Larger scale 3 and 4 storey buildings dominate the corner sites at all the road junctions. Often these buildings have the most decorative features and provide strong focal points. Many of the remaining buildings are 2 or 3 storey, often with dormer windows. The scale of the buildings is influenced by the width of the street.

Throughout the area the massing of the buildings is consistent. A terracing effect, strong building lines and the buildings' proximity to the street create an enclosed town centre and Conservation Area. The concentration of uses and different scaled buildings form several distinct areas within the Conservation Area.



Part I: Appraisal continued

Shopfronts

The main part of the Conservation Area is commercial in nature and shopfronts and associated signage dominate the ground floor streetscene. Traditional hanging signs are an attractive way of advertising and shopfronts should reflect the character and details of the building.

There are a number of 1920s and 1930s traditional shopfronts remaining in the Conservation Area which should be retained. The Conservation Area also contains a variety of modern shopfronts that respect the character and detailing of their host building. However, the design and materials used for some shopfronts are less appropriate and do not reflect the characteristics and details of their building, or the rich character of the Conservation Area. This is also the case for advertisements and signs.

The Council is committed to identifying opportunities for the enhancement of inappropriate shopfronts and signs when occasions arise.

The use of upper floors in shops for storage can result in an external appearance of dead space. Careful consideration should be given to such uses and the negative impact it may have on the appearance of the Conservation Area. The use of upper floors for residential or commercial uses could be a more appropriate use of the space, adding activity to the Conservation Area.

Painting

Although the Conservation Area is made up of a variety of building styles and materials the dark brick is contrasted by pastel painted rendered or brick buildings. The pastel shade existing and the pale sandstone paving and buildings encourage a lightness and subtlety of colour.

Although painting of unpainted brick surfaces will be discouraged, it is acknowledged that commercial fascias and signage will continue to be desired. Corporate outlets often favour corporate colour schemes and do not take into account the colours and characteristics of the area.

It is recognised that the choice of colour can be subjective, but, without paying due regard to the architectural design and details it is possible to destroy the value of the underlying design with an insensitive colour scheme. Corporate colours should not therefore take precedence over the character of the area.

Trees and Landscape Features

In Causeway trees are an important characteristic. An avenue of Lime trees was laid out in the 18th Century. The original trees have subsequently been replaced. Trees in gardens are also important to the rural character of the area. St. Mary's churchyard, the memorial gardens and water meadows form an important greenspace and transitional area between the commercial centre and the towns rural landscape setting.

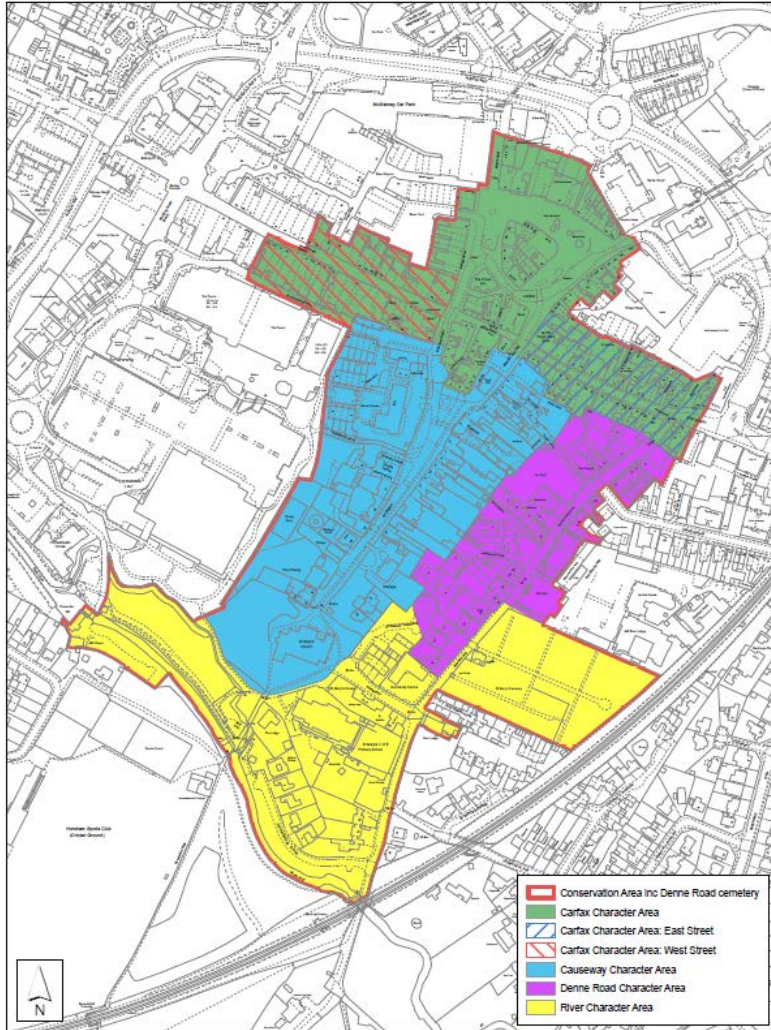


Trees and soft landscaping within Denne Road

Part I: Appraisal continued

Character Areas

Horsham Town Centre Conservation Area is considered to consist of a single continuous Conservation Area boundary subdivided into four character areas as shown in the map below.



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Horsham District Council Parade, Chart Way, Horsham West Sussex RH12 1RL		Horsham Conservation and Character Areas	
Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2011). Ordnance Survey Licence 100023885	Reference No :	Date : 23/09/2021	Scale : 1:2,500 (at A3)
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Part I: Appraisal continued

Causeway Character Area

Nairn and Pevsner describe Causeway as “the hidden secluded part of Horsham, completely screened from the shops, leading down to the church. As an anthology of cosy Wealden buildings it would be hard to beat.”*

Causeway forms part of the historic core of the town centre. This character area contains the oldest known building within the area St Mary’s Church. St Marys Church is a local landmark with its tower visible from closer views within the town centre and wider views from the hills to the south.

The character area has a distinct road layout with the buildings fronting onto the road forming a triangular shape in plan form centering on the focus point for the church. Causeway forms one of the oldest routes through the town with its links to the church and market, and proximity to a river crossing.

Within the character area are a number of twittens linking Causeway to Denne Road.

Causeway’s character is formed by timber-framed buildings with various finishes, interspersed with brick buildings and the stone-built church and former town hall.

The condition of the properties and the street as a whole are good, with a good retention of traditional timber windows and doors, careful positioning of aials and well maintained footways. However, the parking of cars, the position of street furniture and bin storage do detract from the character areas historic sense of place.

The timber-framed buildings within Causeway have a human scale, which contrasts with the later brick buildings on the northern side of Causeway. The timber frame in the majority of the buildings has been hidden from view with glimpses of the original frame in the side elevations, except for number 12 where the decorative studding indicates the wealth a previous owner wished to display. There is an example of the exposed timber frame in the side of 19 Causeway. A feature of Causeway is the use of different materials used to re-front the timber frame, creating a mix of styles unified by the form of the frame beneath.

Horsham Museum is a sixteenth-century timber-framed house with a plastered front. The first and second floor overhang the ground floor with moulded bressumers and carved brackets. The painted plaster gives the building a presence within the streetscene and the moulded and carved details suggest a building of importance, stepped up from the pavement. The jetted form also gives the building a sense of activity. To the side is visible painted brick, with the plaster finished to the corners with a quoin detail.

Horsham Stone slate roofs have a steep pitch, with strong timbers to hold its substantial weight. As the roof weathers, the stones can appear to coalesce. This creates a distinctive finish. As the buildings have been repaired the laying of the stone has resulted in a mixture of double and single lap laying, with shadow slates where stone is short. Horsham Stone slate roofs are the most distinctive material within Causeway.

**Nairn, I. and Pevsner, N., 1965. Sussex, Harmondsworth: Penguin. p.247.*

Part I: Appraisal continued

11 and 12 Causeway adjoin the gentrified and polite frontage of the plastered timber-framed buildings. They are also timber-framed but number 11 has weatherboarding to the first floor and a stuccoed ground floor, whilst number 12 has a visible jetty and close studding to the first floor.

11 and 12 Causeway have a more domestic scale than number 10. The timber weatherboarding give a functional utilitarian appearance that contrasts with the decorative close studding to number 12. The use of stucco provides a smoothness that balances the “roughness” of the cladding. The shape of the sash windows and use of Horsham Stone slate on the roof gives a sense of commonality between the buildings.

Hanging tiles at first floor with undecorated handmade clay tiles of a similar red to the local brick are visible at 24, 25 and 30 Causeway. This gives a more prosaic appearance in contrast to the classical frontage of 10 Causeway.

Horsham Stone can be divided into stone slate for roofs and flooring, and building stone. St Mary’s Church is built with roughly hewn Horsham Stone with some Ardingly Sandstone and a Horsham Stone slate roof. The stone has a warm yellow/brown colour and is interspersed with ironstone. The stone appears graceful, especially when topped by a Horsham Stone slate roof. Horsham Stone rubble is also used in the listed vicarage wall which extends along the eastern side of Causeway. The wall provides a visual barrier between the traditional buildings in Causeway and a new development of three dwellings set back on former church land. These dwellings have slate roofs, which enables the pitches to remain low and unobtrusive. Slate is not a traditional material within Causeway. Horsham stone also forms the pavement to the Causeway.

The Town Hall at the opposite end of Causeway was constructed of Portland Stone in 1812 and further repaired and enlarged in 1888. Nairn and Pevsner describe the building as “deeply sunk in eclecticism as the wildest parts of the nineteen twenties. Central crowstepped gable, octagonal corner turrets, three tunnels containing well-carved arms.”* The Town Hall provides a counterpoint to the traditional form of St Mary’s. Its design and choice of material emphasise a change in attitude in the town, moving away from its rustic roots. The ashlar stonework is carved but appears grey and stark, and reflects a sense of the growing control of governance, and the ability to access materials from a greater distance. The Town Hall is currently used as a restaurant and this has led to the provision of seating and tables to the front, and the need for storage bins and extraction units. The positioning of storage bins for The Town Hall needs to be carefully considered in this location.

The majority of the brick present in Causeway is of a warm red colour formed from Wadhurst Clay. The use of exposed brick with narrow mortar beds adds an element of elegance to the streetscene, providing clean lines and a consistent appearance. It is also used for the more functional buildings within the street such as the Stables. Where the brick is of lesser quality it has been painted as seen at 19 Causeway.

The Manor House is a handsome brick building constructed in 1704 with various additions. The use of exposed brick in the more subservient element of the building and the porchway helps to give emphasis to the stucco and detailing on the remaining elements of the building. The use of brick is repeated in the new development to the north of the Manor House, giving the new development a sense of place.

Clay tiles are present in Causeway. Due to their more uniform appearance and thinner form (than Horsham Stone slate) the roof is less dominant and distinctive. The proportion of roof to wall is also less prominent. Local hand-made clay tiles have a red/brown colour which adds to the rich earth palette of the streetscene as a whole. Some buildings have been re-roofed including Horsham Museum where clay tile replaced Horsham Stone slate.

Nairn, I. and Pevsner, N., 1965. Sussex, Harmondsworth: Penguin. p.244.

Part I: Appraisal continued

Market Square

The siting of buildings has resulted in the containment of this area. Overall the space has a moderate scale with modern, medieval and 16th Century buildings but the grand Victorian designs of no. 3 Market Square and the centrally located Town Hall dominate the space. The Town Hall was built by the Duke of Norfolk in 1812 and rebuilt in 1888. The Town Hall is now occupied as a restaurant and the outside seating for the old Town Hall and the other pubs/restaurants within Market Square create a lively space which is active in the evenings. Overall the Market Square forms a transitional area between Carfax and the Causeway.

Pump Alley

Pump Alley is a reminder of the town's medieval origin. The alley passes between two medieval buildings into former burgage land and contains a number of converted timber framed outbuildings. Many traditional characteristics have been retained; small scale, informal enclosed layout, and traditional Horsham Stone paving capturing the medieval essence of the conservation area. The siting of the buildings creates a pinchpoint where the alley connects with Talbot Road.



Part I: Appraisal continued



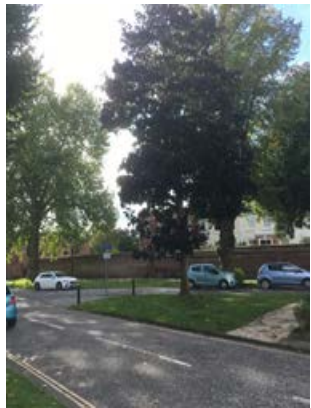
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Properties within the character area are mostly a mixture of medieval and Georgian. The properties are mostly two or two and half storey with a palette of red, Weald clay brick with Horsham stone Slabs (see above) or timber frames with clay tile roofs. The church room are the former stables for the Manor House (see below).

Horsham Stone slabs provide the paving materials, with grass verges and a line of trees softening the appearance of the character area. As can be seen above the majority of the properties within the character area front onto the pavement. A negative of the character area is the parking of cars and the need for road signage.

The Manor House (above) is one of the few properties set back from the street. It also differs in having a brick boundary wall. Below can be seen the varying roofscapes and features of the character area. A negative within the character area is the lack of bin storage.

The character area is generally tranquil, with the trees providing a positive contribution to the street scene. In the photo below the street furniture and parking restrictions detract from the area.



Part I: Appraisal continued

Causeway Character Area: Observations and Guidance

Characteristic	Observations	Guidance
Landform	Land slopes slightly to the south towards the church and river.	
Land use	Predominantly residential, although there are community buildings such as the church, church rooms and museum.	
Condition	Good condition.	Support home and business owners by educating them on the importance of retaining timber windows and doors.
Trees/ soft landscaping	Trees line the pavement in addition to grass verges. There is a small green space at the north of the character area.	Maintain the existing tree planting and grass verges.
Hard landscaping and boundary treatment	Horsham Stone slabs used for paving. Where present boundaries are either stone walls (listed Vicarage wall) or brick with Flemish style brick work (the Manor House).	Maintain and repair Horsham Stone slabs. Any boundary treatment should be either of local brick, with traditional bonds and mortars or local stone. Timber fencing is not appropriate fronting onto the street.
Spatial	The majority of the properties open straight onto the pavement. The Manor House is set back, and the newer houses built on the vicarage land.	New development should open onto the pavement.
Plots and scale	Many of the plots are historic Burbage plots and therefore are long and narrow. There is a high density of development with a limited number of detached properties. The more modern properties have wider plots. The Manor House has a less regular plot. The scale of the properties range from two storey to three storey.	New plots should retain the scale of the existing buildings being either two or two half storey in height. The width of the plots should reflect the Burbage plots.
Landmarks	St Mary's Church forms a landmark at the southern end of the Causeway.	Views should be maintained of St Mary's Church.
Parking	Parking is mostly on street, although the church rooms have some parking to the rear of their building.	Visitor parking should be encouraged to be undertaken in the local car parks. New development should be supported by a green travel plan.
Traffic	The Causeway is relatively quiet as it forms a no vehicular through road. There is a steady stream of pedestrians moving through the character area, as it has footpath links to the south of the town and the school to the south east of the church.	Pedestrian routes should be retained and enhanced with appropriate lighting especially within the twittens.
Architectural Style	The buildings are a mixture of timber-framed medieval buildings and Georgian brick buildings. There are some newer infill developments, namely the Manor House extension, and the detached dwellings in the grounds of the Vicarage.	Any new development should respect the form of existing development.
Key architectural details	Distinctive strong roof form to support Horsham Stone slates.	
Form and materials	Timber framing, Horsham Stone roofing, or clay roof tiles, red Wealden clay bricks, render, pitched roofs, decorative porch and window detailing.	New development should use good quality local materials and reflect the distinctive roofscape of the properties within Causeway. Good quality design would include modern development provided that its scale and detailing complement its historic character.
Behaviours	Some littering and poorly positioned bin storage.	Provide appropriate bins in inconspicuous locations. New development should have integral bin storage designed into the scheme.
Frontages and access	Many properties are accessed straight from the street.	Frontages should remain active, with new development fronting onto the street.

Part I: Appraisal continued

Carfax Character Area

The **Carfax** forms part of the original market area known as 'The Scarfolkes'. Temporary market stalls gradually evolved into permanent buildings within the market place forming islands which remain today. Replica stocks and a whipping post are located within the pedestrian area. The materials and characteristics of the buildings are varied, but, they have maintained the medieval layout and the sense of enclosure and containment within the area. The central island contains a range of interesting buildings. The gradual development and redevelopment of the area has resulted in a solid building mass with a variety of building styles, scales and designs. The varied roofline of the Natwest buildings is reflected by other buildings that form the island.

The bandstand and war memorial along with tree planting and seating areas form a contained space to the north. The area has two functional areas: to the north is a pedestrian thoroughfare; to the south a place for people. The distinction between the areas has been achieved through changes in land levels, planting and street furniture. Post war buildings are dominant introducing large areas of metal and glass that reflect the vertical characteristics of Richmond Terrace (18 - 23 Carfax).

To the west the space is shared by people and some vehicular movements. The massing of 1950s Sterling Buildings dominates, which is broken down at street level by individual shop fronts. Opposite smaller scale buildings bring a human scale to the seating area. The buildings display a variety of traditional materials and scale and include a range of interesting 18th and 19th Century details. To the east the area comprises a vehicular thoroughfare, public space and bus waiting area. Three storey Victorian buildings dominate the inside building line with smaller scale traditional buildings on the other side of the road. A variety of timber buildings remain fronting the original burgage plots.

The Carfax forms the commercial centre of the town. Historically the stalls within the market place were temporary, but later became permanent which has led to the characteristic plan form of the Carfax .

An area of open public space remains with a bandstand which is used for community events and a twice weekly market. Whilst the majority of the buildings open onto the pavement, the buildings on the northern edge have a stepped entrance to the first floor, with a shop entrance at street level.

Piries Alley is a medieval passageway between 25 and 26 Carfax. 25 Carfax is a former hall house constructed in C1400. The narrowness of the twitten and irregularity of the walls of the adjoining timber buildings provide a strong medieval character, important to this part of the Conservation Area, which contrasts with the redeveloped space of Piries Place.

Within Carfax it is the relationship between the buildings, the space they enclose and the use of the area that contribute to the Conservation Area's special character and appearance. Although many of the buildings within the Carfax are not listed they are recognised as being important to the overall townscape value of the area. In some places the experience of using the routeways between streets is undermined by the storage of bins and extraction units such as the footway to the rear of the Crown.

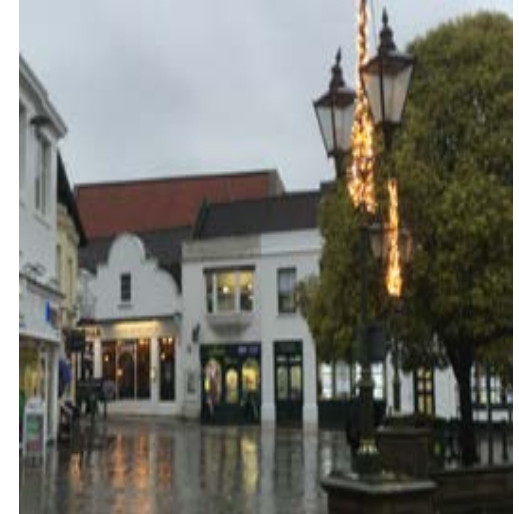


The terrace of buildings (Richmond Terrace - 18 - 23 Carfax) on the northern edge front the pavement but have separate entrances to the first floor.



Foot way to the rear of the Crown. Although well used it is impacted by the storage of bins and the extraction units to the kitchen of the public house. Bin storage is also an issue to the side of Bills Restaurant (Old Town Hall) and in Blackhorse Way.

Part I: Appraisal continued



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Stirling Buildings are purpose-built units with retail at ground floor and residential above. The buildings are three storey with classical proportions in a traditional red brick. In comparison to the rhythm of Stirling Buildings the properties on the eastern side of the character area vary in height and materials. However, the quality of materials and the narrow plots provide a consistent theme.

Within the character area are modern infills with retail units at ground floor. As can be seen below the success of the juxtaposition of the older and twentieth century buildings has been varied. As can be seen in the photographs the character area has mature trees within the public space.

Adjoining the character area is the landmark of the Old Town Hall (above) and the Bandstand below. The hard landscaping is varied with cobbles to the roadway and stone slabs to the pedestrianised areas.

The frontage of Carfax with the new development behind within Pirie's Place. Below the stocks and whipping post are sited close to Swan Walk.



Part I: Appraisal continued

Carfax Character Area: Observations and Guidance

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Characteristic	Observations	Guidance
Landform	Area predominantly flat.	
Land use	Predominantly retail although there are coffee shops and public houses within the character area.	Concern would be raised regarding vacant shops. Support would therefore be given to uses that retain an active frontage and increase footfall.
Condition	Varied condition. Some of the windows at first and second floor level need painting and maintenance. Empty shops need to be monitored.	Encourage different uses.
Trees/ soft landscaping	Feature trees provide a soft edge to the character area.	Maintain the existing tree planting.
Hard landscaping and boundary treatment	Horsham Stone slabs used for paving, with cobbles to dominate the vehicular route ways.	Maintain and repair Horsham Stone slabs and cobbles.
Spatial	The majority of the properties open straight onto the pavement.	New development should open onto the pavement and ensure an active frontage.
Plots and scale	Many of the plots are historic Burbage plots and therefore are long and narrow. There is a high density of development with a limited number of detached properties. The scale of the properties range from two to three storeys, with small pitched roof dormers.	New development should reflect the vertical emphasis of the existing buildings with dormer windows of a scale which do not dominate the roof slope. The height of the buildings should be no more than two storey, with three storey elements to break up a frontage.
Landmarks	The Bandstand and Old Town Hall form landmarks and meeting points.	The understanding of the open public space around the Bandstand needs to be maintained and enhanced and not cluttered with street furniture.
Parking	Parking is discouraged although some disabled spaces are provided.	Visitor parking should be encouraged to be undertaken in the local car parks. New development should be supported by a green travel plan.
Traffic	The Carfax is a predominantly pedestrian space, although on the eastern side of the Carfax vehicles including buses move through the space.	Pedestrian routes should be retained and enhanced with appropriate lighting and signage. Schemes to remove kerbs and integrate shared surfaces on the eastern side of Carfax will be supported.
Architectural style	Within the character area are a number of prominent buildings which combine to establish this character area as an important part of the commercial centre of the town. The style is varied with a mixture of twentieth century building alongside traditional timber framed-buildings.	Any new development should respect the form of existing development and create a sense of place. Development would be expected to utilise traditional materials. Due to the mix of styles, innovative designs may be appropriate.
Key architectural details	Varied roofscapes with either clay tiles, Horsham Stone or slate.	
Form and materials	Vertical emphasis with good quality detailing either in brick or render. Local stock brick is predominant.	New development should use good quality local materials and reflect the distinctive vernacular.
Behaviours	Some littering and vacant shops. Concern would be raised to ensure signage and lighting enhances the character of the area.	Provide appropriate bins in inconspicuous locations. Promote "pop-up" shops to ensure the retail character is maintained. New signage should be painted timber with limited lighting.
Frontages and access	Many properties are accessed straight from the street.	Frontages should remain active, with new development fronting onto the street.

Part I: Appraisal continued

Middle Street

Middle Street was once an area for meat traders. It is an intermediate area between East Street, West Street, the Carfax and Market Square. Larger buildings dominate the ends of the street. Barclays Bank forms a focal point on the eastern end. Although simple in design, the building continues the pattern of larger scale buildings at junctions and corners within the wider Conservation Area.

The building at the western end of Middle Street forms a focal point with the junction of West Street. The character of Middle Street is mixed with the polite frontage of number 10, adjoining the 1960's architecture of number 11. The timber framed property which originally occupied number 11 can now be seen reconstructed at The Weald and Downland Museum (photos below). The alleys of Glynde Place, Collets Alley, and Market Square connect with Middle Street.

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South Street

The large scale buildings at the junction of West Street and Middle Street give way to small scale medieval buildings. These are unified by their use of vernacular materials and painted surfaces.

Blackhorse Way

Blackhorse Way demarcates the rear boundary of the Conservation Area along West Street and has typical characteristics of a commercial service area. However, at its junction with South Street a range of former Manor House outbuildings remain. The traditional materials and use of burnt headers and stretchers reflect the more rural characteristics of South Street and the Causeway. The rear of properties in West Street which are serviced by Blackhorse Way would benefit from enhancement.



Part I: Appraisal continued

East Street originated out of a track between burgage plots linking the market place with outlying St Leonards. By the end of the medieval period it had established itself as a street for trade and a main thoroughfare. It had been named East Street by 18th Century.

At its junction with the Carfax the former Kings Head Hotel (now Ask) dominates reflecting the scale of other buildings in the Carfax and contrasting with the smaller scale of the terrace of stone buildings, opposite. The retention of the signage relating to the buildings previous use as an Inland Revenue Office adds richness and context regarding the evolution of uses within the Conservation Area.

The street is narrow with an irregular building line and roofline introducing variety and rhythm. The buildings have a range of characteristics suggesting a gradual evolution of the area. The larger scale buildings near the Carfax give way to smaller scale 2 storey buildings, often with dormer windows. However, numbers 20 and 22 introduce a larger scale in the middle of East Street.

There are a variety of buildings and features along the street that create uniqueness to the area. These should be retained and include the highly detailed facade of the Anchor Tap, the original Victorian shopfront of the former Trelfers Jewellers at 9 East Street and a variety of mosaic tiled shop entrances (such as at Smith and Western Restaurant). In some instances traditional shopfronts may be hidden behind existing fascias and where appropriate these should be retained and repaired such as 18 East Street.

Within East Street there are some buildings with redundant features and overhead wires attached to them.

Several medieval and later timber framed buildings can be found in East Street and represent the evolution of the burgage plots. New development in this area should seek to strengthen the rear of the buildings and seek to remove inappropriate modern out buildings. However, the small scale traditional brick out-buildings should be retained as they add to the informal character of the area and provide interest through their varied roofline.

East Street is predominantly characterised by restaurants providing an active evening economy. During the day the active frontage is maintained by charity shops and service industries such as estate agents.

The road is still used for access, but through use of planters and decorative paving vehicles are actively discouraged in order to facilitate foot traffic and out door seating.



Part I: Appraisal continued

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East Street has a mixture of building styles, with the use of various materials. At ground floor many of the buildings have glazed shopfronts which encourage an active frontage. Timber planters have been placed to deter vehicles and soften the street's appearance.



The frontages of the properties within East Street are distinctive with varying materials used (such as the tile above) with tower features and gables in the 1930's former co-op building. This distinctiveness adds interest and vibrancy to the area.



The varied architectural style creates a roofscape that contains pitched roofslopes with small dormers, as well as decorative gables with the roofslope hidden behind.



The entrance to East Street from Carfax is cornered by a stone built buildings with Dutch gables. The materials within the character area are varied but are of a consistently high quality that ties the character area into a cohesive space. Park Place at the eastern end of East Street is a distinctive parade of traditional shops enclosing the eastern side of the street. Its richly embellished, terraced frontage makes a strong contribution to the character of the Conservation Area.



Even buildings with less attractive frontages (such as 3 East Street) have attractive details in the shop front including decorative glazing, and moulded timber frames. The photograph to the left shows the building prior to conversion to an orthodontist. The large glazed windows enabled intervisibility between the shop and the street. The photograph to the right shows the building following conversion with internal boarding now restricting the connection between the building and the street. This harms the overall vitality of the frontage.



Part I: Appraisal continued

Park Place forms a junction with East Street and Denne Road and connects with Piries Place and East Street via Park Mews.

The moderate scale Victorian character of the area contrasts with the newly reconstructed multi- storey car park.

The buildings form two terraces that enclose the street. Several of the buildings have traditional shopfronts. The terracotta details, original sash windows, dormers, and pargetting to the curved cantilevered bays are important to the character of the area and should be retained and repaired where necessary. The loss of traditional windows has resulted in a dilution of the character of this part of the Conservation Area. The painting of the brick work has taken place on some of the properties, but unpainted brickwork should be retained.

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Part I: Appraisal continued

Carfax (East Street) Character Area: Observations and Guidance

Characteristic	Observations	Guidance
Landform	Land slopes away slightly towards Carfax.	
Land use	Predominantly restaurants, with some retail and service uses.	
Condition	Good condition.	Support property owners to find new uses for vacant units that maintain an active frontage. Ensure that where possible shopfronts are retained and refurbished rather than rebuilt losing some of the traditional detailing.
Trees/ soft landscaping	Soft landscaping restricted to planters to discourage parking.	Encourage further soft landscaping to the front of properties and increase the number of planters.
Hard landscaping and boundary treatment	The traditional pavements have been removed to create a shared space with decorative paving.	Maintain the existing paving and encourage schemes that increase the use of the pavements for seating and planting. Any new development should support alternative methods of access, to reduce traffic through the space.
Spatial	The majority of the properties open straight onto the pavement. Many of the buildings are narrow, with service buildings to the rear.	New development should open onto the pavement.
Plots and scale	The buildings front onto the street and form a continuous line of development. Where there are gaps the buildings often have attractive frontages to the front and side so creating in effect individual statement buildings.	New plots should retain the scale of the existing buildings being either two or two half storey in height. Thought should be given to the design of upper floors to add interest to the street scene. Shop fronts should be retained or reflected in new designs so that the ground floor space maintains its active frontage. At first floor individual, appropriate designs using local materials will be supported.
Landmarks	There are no landmarks within this character area with no view of the church spire. Some buildings however have front and side frontages which create an attractive break in the street scene.	Buildings with secondary frontages should be maintained and encouraged.
Parking	Parking is mostly on street, although this is passively discouraged by the provision of planters and the removal of pavements to create a shared space.	Visitor parking should be encouraged to be undertaken in the local car parks. New development should be supported by a green travel plan.
Traffic	Traffic is slowly becoming more limited as the number of restaurants with outside seating increases within East Street.	Pedestrian routes should be retained and enhanced with traffic actively promoted to use alternative routes. Deliveries should take place outside of daylight/opening hours.
Architectural style	The buildings within the character area are of an eclectic mix, with shop frontages at ground floor.	Any new development should have a vertical emphasis with interest at first floor and above, with an active frontage at ground floor. Loss of shopfronts should be resisted, and applications for change of use controlled so as to ensure that the intervisibility of shopfront and street is maintained.
Key architectural details	Distinctive gables and roofscapes.	Good quality materials should be encouraged which require minimal maintenance.
Form and materials	Within the character area there is use of tile, brick, render, and faux timber framing. The narrow form of the buildings and varying gables add interest.	New development should use good quality local materials and reflect the distinctive roofscape of the properties. Good quality design would include modern development provided that its scale and detailing added to the sense of place and complemented East Streets active and eclectic character.
Behaviours	Some littering and poorly positioned bin storage.	Provide appropriate bins in inconspicuous locations. New development should have integral bin storage designed into the scheme.
Frontages and access	Many properties are accessed straight from the street.	Frontages should remain active, with new development fronting onto the street.

Part I: Appraisal continued

West Street

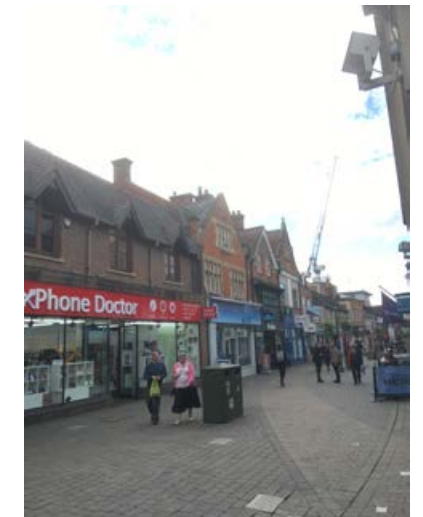
West Street forms the primary retail centre of the town. It is bordered to its north by the modern covered shopping area of Swan Walk. The rear elevations of the properties on the northern side of the street have been absorbed into the shopping centre, whilst the properties on the southern side have a delivery access from Blackhorse Way. West Street has been pedestrianised and formerly provided the link between the Bishopric and the Carfax. The pattern of development is dense with a ribbon of buildings fronting onto the street. The only gaps between the properties are the entrance to Swan Walk, and the covered link between West Street and the Forum to the north.

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West Street does not retain any early buildings on its burgage properties and originated from a track linking the market place with the outlying area of Marlpost. By the middle of the 16th Century properties were recorded along this street. It has always been important as a shopping street and was once dotted with a number of taverns; the entrance to Swan Walk is on the site of the Swan Inn.

West Street forms a vista to Bishopric Square, and to the attractive buildings at the junction of Middle Street and South Street. The street is enclosed predominantly by 3 storey buildings that form a strong linear character. A variety of building styles and materials are evident, with a predominance of brick and painted plaster.

The greatest concentration of decorative Dutch gables, mansard roofs and pargetting is found in West Street. These features, along with decorative chimneys, bay windows and gabled dormers introduce contrast, irregularity and rhythm to the streetscene. All of these features contribute to the historic interest and appearance of the area and should be retained. West Street has two street frontages, the first onto West Street and the second onto Blackhorse Way. The four photographs show the varied West Street frontage. There is a mixture of building styles but with the consistency of a shop front at ground floor level. The difference in gable design and roofscapes adds interest and colour to the street. The hard landscaping seeks to break up the width of the former road.



Part I: Appraisal continued

Carfax (West Street) Character Area: Observations and Guidance

Characteristic	Observations	Guidance
Landform	Predominantly flat.	
Land use	Predominantly retail with some A3 uses.	
Condition	Mixed condition	Support owners to improve street frontages and to rationalise the accesses onto Blackhorse Way.
Trees/ soft landscaping	Limited small planters and hanging baskets in the summer.	Encourage provision of feature trees or planting to soften the West Street frontage.
Hard landscaping and boundary treatment	In West Street different colour paving adds interest. There are also points of interest interspersed into the street such as horse shoes, plaques outlining the town's history, and the street name inserted into the paving at the entrance to West Street. Blackhorse Way has poor quality tarmac with the zebra crossing surface breaking away.	Introduce the same quality of hardstanding into Blackhorse Way, adding interest and reducing the visual dominance of the traffic.
Spatial	The majority of the properties open straight onto the pavement.	New development should open onto the pavement.
Plots and scale	Many of the plots are long and narrow. There is a high density of development. The scale of properties are two and two and a half storey with some three storey elements.	New plots should retain the scale of the existing buildings being either two or two half storey in height. The width of the plots should reflect the characteristic narrow emphasis.
Landmarks	None.	
Parking	Parking has been undertaken to the rear from Blackhorse Way. There is no parking in West Street.	Parking bays to the rear of the buildings in Blackhorse Way should be discouraged with the opportunity taken to either open up the rear elevations or provide some urban green space.
Traffic	There is no traffic in West Street. Blackhorse Way however is dominated by traffic including buses.	Opportunities should be taken to create a shared space where vehicles do not dominate the street. Pedestrians should be prioritised through increasing the visibility of the crossing. The tarmac should be removed and appropriate surfacing used to passively discourage traffic.
Architectural style	The buildings within the character area are of an eclectic mix, with shop frontages at ground floor.	Any new development should have a vertical emphasis with interest at first floor and above, with an active frontage at ground floor. Loss of shopfronts should be resisted, and applications for change of use controlled so as to ensure that the intervisibility of shopfront and street is maintained. Shop signage should be of good quality in timber with inappropriate branded signage discouraged.
Key architectural details	Distinctive gables and roofscapes	Good quality materials should be encouraged which require minimal maintenance.
Form and materials	Within the character area there is use of stucco, brick, render and timber-framing. The narrow form of the buildings and varying gables create a distinctive character. Dormer windows are varied with some buildings having both curved and triangular roofs.	New development should use good quality local materials and reflect the distinctive roofscape of the properties. Good quality design would include modern development provided that its scale and detailing added to the sense of place and complemented West Street's active and eclectic character.
Behaviours	Some littering. Anti-social behaviour with damage caused by individuals accessing the roofs of properties from Blackhorse Way and undertaking Parkour.	Provide appropriate bins in inconspicuous locations. Work with landowners to find appropriate solutions to deter access without using inappropriate physical guards or gates.
Frontages and access	Many properties are accessed straight from the street.	Frontages should remain active, with new development fronting onto the street. New development should address both the West Street and Blackhorse Way frontage.

Part I: Appraisal continued

Denne Road Character Area

Burgage plots ran east from Denne Road but the only remaining medieval building is 1 and 3 Denne Road (Bishops) sited at the junction of Denne Road and East Street. This is an example of a late medieval hall house, with two jettied cross wings.

Brick boundary walls of varying heights and the siting of buildings close to the road reinforce the linear townscape of this area. Buildings, many with townscape value have evolved on the Causeway and Denne Road burgage plots including the former Gospel Hall.

Page 248 On the west side the buildings have simple designs and use traditional materials, mainly brick, with terracotta and tile hanging decoration. Buildings on the east side are generally more modern in character, with the exception of the neo classical Drill Hall and a terrace of Victorian houses.

The terrace of Victorian houses remain almost intact, reflecting some of the characteristics of the buildings in Park Place. The properties of 11, 13, 15 and 19 Denne Road are covered by an article 4 direction (ART 4037) which removes permitted development rights including restricting the removal of the terracota detailing, the removal of the decorative tile hanging or the improvement or alteration to an external window.

The garden walls are important to the townscape and linear definition of the street and should be retained. This characteristic is reinforced by boundary walls and the siting of warehouse buildings opposite.

Denne Road has a mixed plan form with groups of detached buildings, terraces and flatted developments. Within the character area are the green spaces of the graveyard with its Victorian lodge, and the small space to the front of Hadmans Close. Unlike the other character areas, Denne Road contains the industrial use of National Tyres.

The development of Denne Road has evolved slowly with some traditional buildings which are listed grade 2. The Drill Hall is an early twentieth century communal building, whilst the terraced development of Hadmans Close were developed in the late twentieth century. Despite the variance in building age and style the properties are mostly two storey in height with some accommodation within the roofslope. Brick boundary walls are a common feature of the character area with small front gardens where the properties are set back.

Talbot Lane connects Denne Road, through Pump Alley, with the Market Place. The walls of the former Gospel Hall and the car park maintain the linear definition to the area. The functional character of the area contrasts with the quiet character of Pump Alley. The siting of buildings at the end of Pump Alley create a pinch point and reinforce the separate identities.

Morth Gardens

A passage way leads from the Causeway to Morth Gardens. Originally a pathway to Denne Road between the burgage plots of Hadmans to the north and church land to the south, it has experienced 16th and 17th Century infill development. The passage is quiet and enclosed by garden walls that display a variety of brick styles and bonding. The walls are an important characteristic of this area and should be retained. The cottages sited along Morth Gardens reflect the quiet nature of the area and display a variety of traditional materials and details. The informal nature of the properties, their gardens and boundary walls all contribute to the special character and appearance of the area and should be retained.



Left image - Pump Alley with views through to Talbot Lane.



Right image - boundary treatment looking north west from Morth Gardens.

Part I: Appraisal continued



The Drill Hall above is a community building which fronts onto the pavement.



Properties in Denne Road vary from detached Victorian villas above with scalloped barge boards and decorative hanging tile to the staggered terraced properties of Hadmans Close below. St Mary's Church spire can be seen to the rear.



Above can be seen the terrace of Victorian properties set back slightly from the road with small front gardens. The detailing of the terrace can be seen below with decorative details above the windows and doors.



The open space above to the front of Hadmans Close softens the appearance of the terrace of modern dwellings.

St Mary's Church spire is clearly visible at the southern end of the character area. Some of the buildings in this part of the character area are constructed using Fittleworth stone, which also replaces brick in the boundary walls.

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The Lodge to the graveyard below is enclosed by brick walls and is at a higher level than the street. The graveyard forms an important pause in the street scene and is a valued semi-wild space



Part I: Appraisal continued

Denne Road Character Area: Observations and Guidance

Characteristic	Observations	Guidance
Landform	Land slopes slightly to the south towards the church and river.	
Land use	Predominantly residential, although there are community buildings such as the Gospel Hall, Drill Hall, Normandy Centre and the industrial use National Tyres.	
Condition	Good condition.	Support home and business owners by educating them on the importance of retaining timber windows and doors.
Trees/ soft landscaping	There are a number of trees within gardens and also the open green spaces. These add a softness to the urban rhythm and become more prolific as the density of development lessens towards the south of the character area.	Maintain the existing tree planting and encourage the further planting of trees in the open space.
Hard landscaping and boundary treatment	Boundary treatment are either low brick walls to the Victorian terrace, with higher walls to the detached properties. Within Normandy the bricks walls are replaced with stone.	Encourage the retention of brick and stone walls, and discourage their removal for car parking. Any new brick walls to be appropriately detailed with traditional brick bonds and mortar.
Spatial	The mix of plots within the character area have either small front gardens set back from the street or open directly onto the pavement.	New development should consider the size of the plot and the position of neighbouring properties. New development should be either set back with small front gardens or open directly onto the pavement.
Plots and scale	The plots range in size and shape with some narrow Burbage plots. The scale of the buildings are two storey with some accommodation within the roofspace. Dormer windows are small in size with pitched roofs.	New plots should retain the scale of the existing buildings being two storey in height. Unless a narrow Burbage plot detached development should be set in from the side boundaries of the site.
Landmarks	St Mary's Church forms a landmark at the southern end of the Denne Road.	Views should be maintained of St Mary's Church.
Parking	Parking is mostly on street, although there is a public car park to the side of the Gospel Rooms. Such properties have garages which open directly onto the pavement.	Removal of boundary walls to facilitate parking should be resisted. Where necessary parking should be integral to the initial design of any new development.
Traffic	Traffic is relatively light within the character area, due to on street parking restrictions.	Pedestrian routes should be retained and enhanced especially to the church.
Architectural Style	The buildings are a mixture of timber-framed medieval buildings (3 Denne Road), stone cottages, Victorian villas and terraces and modern development.	New development should respect the scale of existing development being no more than two storey in height with accommodation within the roofspace. Dormers should not dominate the roofslope and have pitched roof.
Key architectural details	Good quality detailing.	Good quality detailing.
Form and materials	Materials within the character area differ, but are mostly red brick with either clay or tile roofs.	New development should use good quality materials that will complement the character area. Good quality design would include modern development provided that its scale and detailing contributed to a sense of place.
Behaviours	Some littering and poorly positioned bin storage. Plastic replacement windows.	Provide appropriate bins in inconspicuous locations. New development should have integral bin storage designed into the scheme. Support home and business owners by educating them on the importance of retaining timber windows and doors.
Frontages and access	Access is to the front of properties with no side entrances even where there is an enclosing front wall.	Frontages should remain active, with new development accessed from the front.

Part I: Appraisal continued

River Arun Character Area

The River Arun Character Area encompasses the southern section of the Conservation Area where the river Arun provides a green and tranquil boundary edge. The churchyard, and Garden of Remembrance link Provender Mill and the River Arun with the rest of the Conservation Area. The area is an important greenspace with a number of footpaths permeating the space and linking through to the wider countryside of Denne Hill and Chesworth.

The Normandy is an eastern extension of the Causeway that formed part of the glebe land. Almshouses have been recorded here since the 16th Century. There was substantial rebuilding in the 1840s and 1950s. More recently land forming part of the vicarage garden has been redeveloped with low density housing. At the corner of Denne Road the Masonic Hall is set back from the road but the linear townscape quality of the Normandy is maintained by the sandstone wall. The mellow sandstone building and its informal surfaced car park contribute to the rural character of the area. Arun House forms a stop point to the vista of the Normandy.

Horsham stone pavements integrate the area with the churchyard and maintain an informal quality to the area. The Normandy opens up at its junction with St Marys Church creating a focal point. St Marys Primary School is set back from the road frontage and due to its single storey form does not compete with the taller historic buildings within this part of the Conservation Area.

The cemetery grounds, which it is suggested will now form part of the Conservation Area, inject a rural characteristic that also reinforces the rural landscape setting of this part of the Conservation Area. Its wall continues the linear definition of the street.

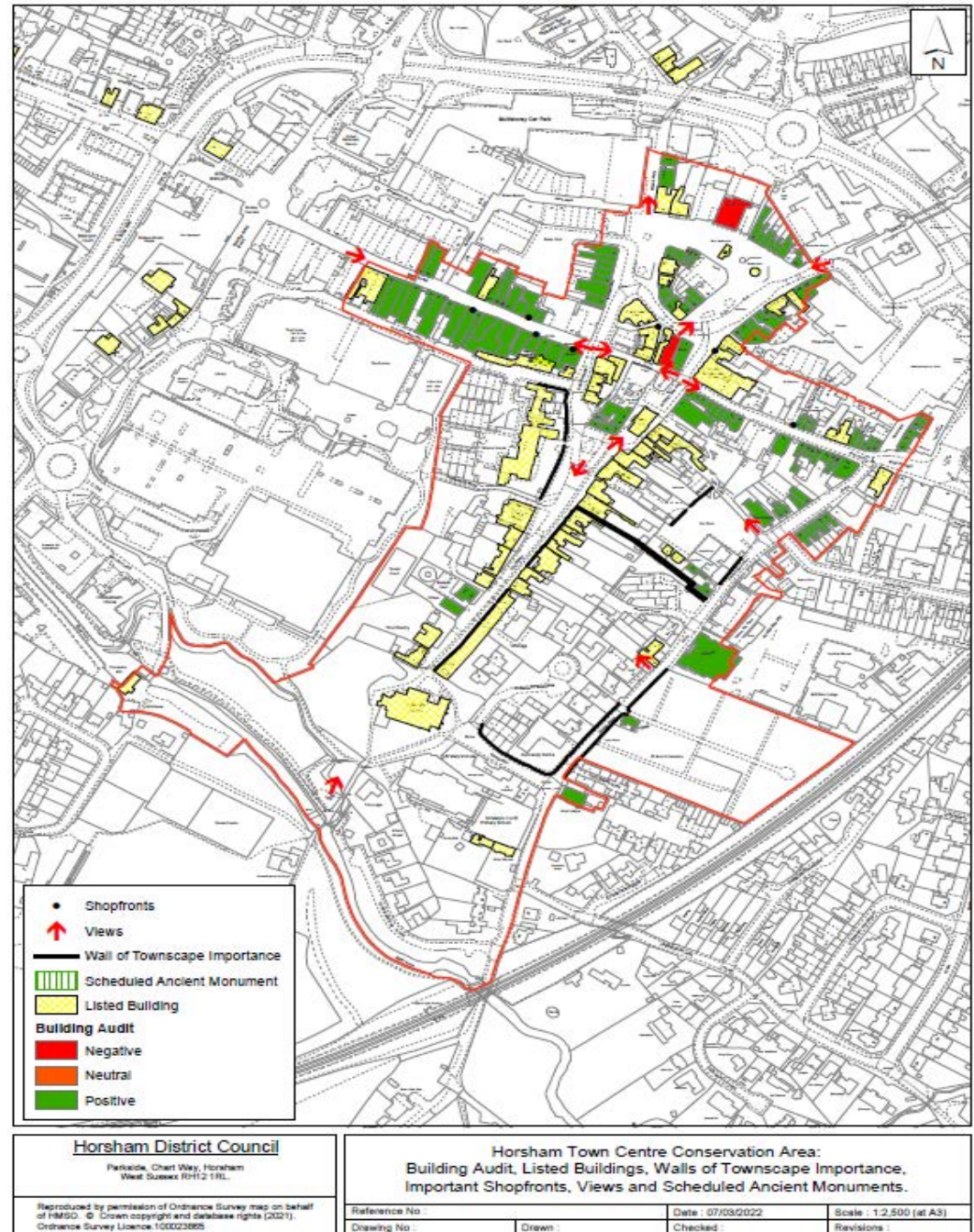
The properties within Fordingbridge Close have a mixture of housing styles, and this diversity in addition to their plot size framed by the tree planting on the southern edge of the road, provides a transition between the rural setting of the Conservation Area and the denser development form of Denne Road. Care should be taken to ensure that car parking, signage and road signage are sensitively placed so as to retain the areas pastoral character.



Part I: Appraisal continued

Building Audit Map

The Building Audit map highlights the buildings within the conservation area which are listed (yellow hash), and also those that are considered to have positive (green), neutral (amber) or negative (red) impact on the character of the conservation area. It also highlights walls of townscape importance, important shopfronts, and views into and through the Conservation Area which support an understanding of its character and significance.



Part I: Appraisal continued

Negative elements

The Conservation Area designated in 1974 included numerous statutorily listed buildings, designated at the time of the first survey in 1955. Today the majority of the Horsham Town Centre Conservation Area appears generally well maintained however there are some elements that detract from the historic character of the space.

The use of non-traditional materials and techniques has a cumulative effect on the wider Conservation Area. Principally, this is the replacement of timber sash and casement windows, with plastic windows. The sections and proportions of UPVC windows cannot match the delicacy of historic joinery.

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The use of plastic windows do not reflect the character of the conservation area, this is particularly evident in the lack of detailing and the changes to opening mechanisms.

The good management of the streetscape is essential to maintain a sense of place. It can be spoilt by the use of generic street furniture, the removal of traditional paving as well as the storage of bins within public routeways.



Other general features that detract from the appearance of the Conservation Area include empty shops, inappropriate signage and shop frontages and loss of active shop frontages.



Part II: Management Plan

The need for a Management Plan

It is the role of the Management Plan to take forward the challenges and opportunities identified in the appraisal, and to identify means by which the special interest of the Conservation Area will become self-sustaining into the future. To achieve this requires a partnership between those living, working and carrying out property improvement and development in the Conservation Area and Horsham District Council. All development proposals should preserve or enhance the character and appearance of the Conservation Area in accordance with the Horsham District Planning Framework. In a Conservation Area there are some extra controls over works to buildings, boundaries and trees intended to ensure that the character is not eroded by unintended loss or change and the appearance is not changed in a negative way.

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



Control of development

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

- the demolition of any building or structure if its loss would damage the character or appearance of the Conservation Area.
- development (including extension/alteration) which would be harmful to the setting or character or appearance of the Conservation Area.
- development which would adversely affect or result in the loss of important views, open spaces, tree cover or boundary features within the Conservation Area.

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

Monitoring and compliance

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

Issues

The preparation of the Horsham Town Centre Conservation Area Appraisal has included consultation with stakeholders, specifically Denne Neighbourhood 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.
- Loss of shops
- Loss of traditional shop fronts

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

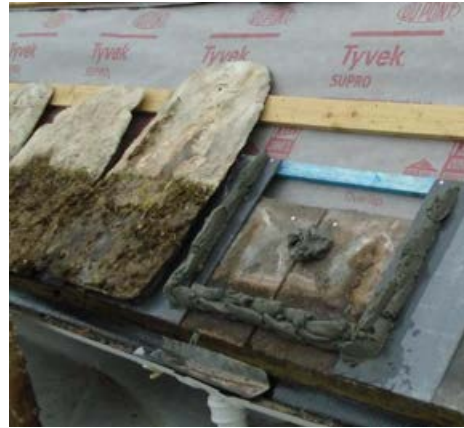
Architectural features set out in the Appraisal, such as traditional windows, traditional shopfronts, Horsham Stone slate roof covering and so on should be preserved due to the significant contribution they make to the character and appearance of the buildings and the Conservation Area.

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



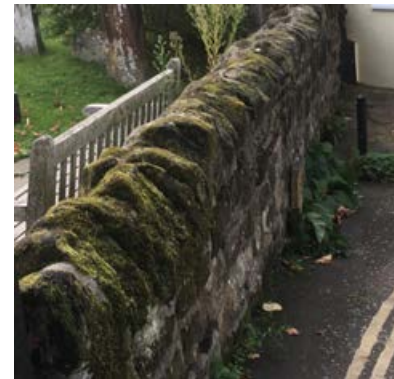
Laying of Horsham Stone slate roof with shadow slates and inconspicuous mortar

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

Within the Denne Road, Causeway and River Character Areas there is a variety of boundary walls as seen below. The walls identified in the Building Audit Map are of particular importance. Retention of these walls and increased use of trees and hedgerows as a 'soft' boundary treatment will be supported. In some cases, installing traditionally detailed brick walls and railings may be appropriate.



Part II: Management Plan continued

Drives, offstreet parking and loss of front gardens

Landscaped gardens to building frontages make an important contribution to the quality of a streetscape. Historically, buildings in the Conservation Area had front gardens with enclosing 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 the Horsham Town Centre Conservation Area have been altered and lost features. Proposed enhancements to make a building look grander than it ever was should be resisted. The following enhancement works should be encouraged as part of any future development:

- Reinstatement boundaries where they have been removed to their original height and footprint.
- Ensure that new boundaries are built from quality materials, paying full attention to railing details, brick bond, lime mortar and coping details.
- New gates should be good quality traditional design; and
- Encourage the use of good quality paving, trees or planting where the back yards or gardens are visible from the public domain.
- Removal of unsympathetic features that do not contribute to the special interest of the conservation area or the listed buildings.



Extensions

Development should seek to retain views into and out of the Conservation Area. 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. The doors within the conservation area are mixed in style with different forms of fanlight ranging from semi circular to modern rectangular designs.

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Examples of porches within the Conservation Area.

Part II: Management Plan continued

Brick bonds help to provide interest in a building. Prior to the introduction of cavity wall insulation different types of brick bond were popular. 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.

English bond with dark grey burnt headers and stretchers. Brick work is often visible in the rear and side elevations, within the conservation area.



Decorative fascias

Decorative hoods above windows, stone quoins, decorative fascias, pilaster and cornice details all add interest to the building and Conservation Area as a whole.

Decorative pilaster and cornice details



Part II: Management Plan continued

Consideration should 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 flat segmental red brick arches to the windows, decorative hanging tile or stucco detailing. All materials should be of a high quality and where necessary reflect traditional techniques.

Hanging tile can be used to break up elevations, or where appropriate weather boarding. Care should be taken that the modern interpretation of the historic materials is appropriate in form, appearance and will weather appropriately.

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Flat segmental red brick arches



Bull nose clay 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.

Variation of chimneys within the conservation area



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.

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.



Traditional Windows

Their Care, Repair and Upgrading



Positive windows within the conservation area showing historic sash windows, and in the image to the right historic glass with its distortions.



Part II: Management Plan continued

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 Areas existing palette of materials.

Dormer windows and rooflights

Within the conservation area there are examples of dormer windows in a street facing location, however these were often constructed as part of the original design of the building. Therefore unless there is clear architectural and historic justification new dormer windows and rooflights should not be located on street-facing and prominent roofscapes.

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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.

Part II: Management Plan continued

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).

Loss of Shops

An active shopfront forms part of the overall vibrancy and character of the Conservation Area as well as the town and District as a whole. Traditionally, retail has been the core function of town and village centres. Changes to shopping patterns has meant that this function has expanded over time to include a variety uses. Proposals within the Conservation Area should seek to maintain or improve the character, quality, function and vitality of the Conservation Area and relate well to existing uses.

Shopfronts

Shopfronts are important elements that help to contribute to the special character and appearance of the Conservation Area and its setting. New shopfronts should be of a high standard of design and materials and respect the character of the street scene and the buildings in which they form part. Shopfronts should not be designed in isolation but be considered as part of the composition of the building as a whole. Where a shop occupies more than one building the design of the shopfront should respect the individual character of each building.

Fascia signs should not extend across two or more buildings unless their design relates sympathetically to the individual character of the buildings. Within the Conservation Area shopfronts should be constructed of traditional materials with window openings divided by transoms and mullions to give vertical emphasis and large plate glass shopfront windows should be avoided.

Fascia signs should be designed as an integral part of the shopfront with the use of traditional materials such as hand painted timber. Handwriting of signage would be supported, and where appropriate hanging signs should be handpainted with decorative brackets. Any lighting should be discreet and proportionate to the opening hours of the business. Internally illuminated fascia signs are unlikely to be supported in the Conservation Area.

The ability of local businesses to highlight their wares or services plays a role in maintaining and encouraging the vitality of the conservation area. The methods used for advertising however should be sympathetic to the character of the area, and not result in for example a proliferation of A boards, or flags which distract from the historic character of the area or impede foot traffic. Prior to placing A boards outside premises on highways (including footways) where vehicular traffic is prohibited owners should check that they have the appropriate consents in place (including advertisement consent and also the consent of the relevant council under section 115E of the Highways Act 1980). Part of the conservation area is also within an Area of Special Control of Adverts. The consent regime controls the display of advertisements in the interests of amenity and public safety. It would be suggested that where agreed A boards are in close proximity to the business advertised and limited to a single board, is sensitively positioned, and removed when not required.

The use of solid security shutters should be avoided. Where there is sufficient justification the alternative use of laminated glass or internal grilles should be considered. This will allow the window display to still be viewed and not create a dead frontage which can adversely affect the character and appearance of the building and locality. The use of window film should also be avoided within the Conservation Area as this also adversely impacts on the inter-visibility and relationship between a shopfront and its setting.

Part II: Management Plan continued

Setting and views

All development affecting the setting of the Horsham Town Centre Conservation Area should demonstrate how the setting and long distance views, into and from the Conservation Area, are preserved and enhanced. The important streetscape views are identified in section 1 of the Conservation Area appraisal.

Key threats:

- 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.
- Empty shops, and inappropriate shop fronts.

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.



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, and the provision of appropriately designed finger posts and litter bins is encouraged. Any redundant street furniture such as signage should be removed.

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. 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:

- traditional paving should be added as funding allows.

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 encouraging pedestrian routes through the Conservation Area. Consideration should also be given to the careful assimilation of cycle routes.

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

It is considered that opportunities should be undertaken to improve the pedestrian crossing with Blackhorse Way, and also the storage of waste bins stored on Blackhorse Way, at Bills Restaurant and also the alleyway to the rear of The Crown. Further enhancements are considered within the Horsham Town Centre Public Realm Strategy and Design Guide.

Appendix

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Gazetteer of listed buildings




Image	Name	Grade	Description
	Parish Church of St Mary	Grade 1	Large C13 church, heavily restored by Teulon. Tall shingled spire to west tower. The Vestry, called the Lollards' Tower, at north-east corner, is C15.
	24 - 26 Causeway	Grade 2	Dated 1615. Originally one house, now 3 cottages. Timber-framed house with plastered front, the ground floor rebuilt in brick (plastered). The upper floor is partly tile-hung towards churchyard. The house consisted of a recessed centre and 2 projecting wings of which the 1st floor overhung on moulded bressumers, but the south wing has been underbuilt and the north wing altered to make a shed with doors on ground floor. The wings are gabled with scalloped bargeboards (renewed). In the centre is a 3rd small gable above a dormer window. Horsham slab roof. 2 storeys and attics in centre and north gable. 4 windows. All the windows are modern casements, with the exception of the attic window in the centre gable which is original. The Manor House, Stables to the south and Nos 24 to 31 (consec) form a group with Nos 1 to 7 (odd) Blackhorse Way and with all the listed buildings in South Street.
	The Chantry	Grade 2	Early to mid C18. 2 storeys. 7 windows. Red brick. Moulded eaves cornice. Hipped roof of Horsham slabs. Sash windows, glazing bars missing. 6-panel moulded door in frame with pediment over. Wrought-iron gate between brick piers supporting spherical caps. The Manor House, Stables to the south and Nos 24 to 31 (consec) form a group with Nos 1 to 7 (odd) Blackhorse Way and with all the listed buildings in South Street.





Image	Name	Grade	Description
	28 The Causeway	Grade 2	Late C18 or early c19. 3 storeys. 3 windows. Formerly stuccoed now refaced in modern brick. Eaves cornice. Windows with segmental heads. Sashes, glazing bars intact. Hood over door supported on brackets. The Manor House, Stables to the south and Nos 24 to 31 (consec) form a group with Nos 1 to 7 (odd) Blackhorse Way and with all the listed buildings in South Street.
	Minstrels, 30 Causeway	Grade 2	This was previously timber-framed cottages, but in modern times has been converted into two houses and refronted with red brick on the ground floor and tiles above. The overhang of the 1st floor on curved brackets and the Horsham slab roof of the old house have been preserved. 2 gables. 2 storeys. 7 windows. All windows modern casements with diamond leaded lights. The Manor House, Stables to the south and Nos 24 to 31 (consec) form a group with Nos 1 to 7 (odd) Blackhorse Way and with all the listed buildings in South Street
	31 Causeway	Grade 2	C18. 2 storeys. 4 windows. Ground floor stuccoed, above tile-hung. The southernmost window bay is of painted brick. Moulded eaves cornice. Horsham slab roof. 2 bays on both floors. Sash windows, glazing bars missing. 6-panel moulded door in frame with flat hood over supported on carved brackets. The Manor House, Stables to the south and Nos 24 to 31 (consec) form a group with Nos 1 to 7 (odd) Blackhorse Way and with all the listed buildings in South Street.
	Former Stables to south of Manor House - Horsham Church Centre	Grade 2	This stable building, adjoining No 31 The Causeway, has been converted into a chapel. Red brick with some grey headers. Projecting centre portion with pediment over. Most of the original windows have been blocked up and modern round-headed windows inserted. The Manor House, Stables to the south and Nos 24 to 31 (consec) form a group with Nos 1 to 7 (odd) Blackhorse Way and with all the listed buildings in South Street.




Image	Name	Grade	Description
	28 The Causeway	Grade 2	Late C18 or early c19. 3 storeys. 3 windows. Formerly stuccoed now refaced in modern brick. Eaves cornice. Windows with segmental heads. Sashes, glazing bars intact. Hood over door supported on brackets. The Manor House, Stables to the south and Nos 24 to 31 (consec) form a group with Nos 1 to 7 (odd) Blackhorse Way and with all the listed buildings in South Street.
	The Manor House, Causeway	Grade 2*	Large house to a design of 1704 by Nathaniel Tredgold. 3 storeys. 7 window. Red brick, at one time cemented. Centre portion of 3 windows projects slightly and has a pediment over. Long and short stuccoed quoins to outer ends of this centre portion and of the wings. Stuccoed stringcourses above ground and 1st floors, and keystones above windows. Modillion eaves cornice. Hipped roof of Horsham slabs. Glazing bars missing from lower half of ground and 1st floor windows. C19 brick porch. Large C19 addition to north and modern addition to south. The house has 2 contemporary stable buildings. The Manor House, Stables to the south and Nos 24 to 31 (consec) form a group with Nos 1 to 7 (odd) Blackhorse Way and with all the listed buildings in South Street.
	34 South Street	Grade 2	Now on the corner of Blackhorse Way and has group value with the north stables of Manor House (Nos 1, 3 and 5). C18. 2 storeys. Stuccoed. Eaves cornice. Pilasters at the ends of front, the south one rusticated and with a triglyph frieze. 2 windows. 3-light bay windows on both floors north of door. Sash windows, glazing bars intact. Moulded door in frame with flat hood over. All the listed buildings in South Street form an important group with Nos 1 to 7 (odd) Blackhorse Way and with The Manor House, the stable to the south and Nos 24 to 31 (consec), Causeway.





Image	Name	Grade	Description
	1- 7 Blackhorse Way	Grade 2	<p>Nos 1, 3 & 5, 2 storeys. 8 windows. Red brick. Moulded wooden eaves cornice. Hipped roof of Horsham slabs. The centre portion, with 2 windows on 1st floor and 2 coach-house below, projects slightly with pediment over having a clock in tympanum and a cupola on the roof above. Windows with segmental heads, those on the 1st floor of east wing enlarged. Doorway with pilasters and projecting cornice in centre of each wing. No 7 to the west of the former stables in Blackhorse Way is a block which was formerly the groom's quarters and, until recently, linked to the stables by a curved flanking wall. 2 storeys, 6 windows. Red brick and grey headers. Horsham slab roof. Windows with segmental heads. Sashes, glazing bars missing. Nos 1 to 7 (odd) form a group with all the listed buildings in South Street and with The Manor House. Stables to the south and Nos 24 to 31 (consec), Causeway.</p>
	21, 21A and 22 West Street	Grade 2	<p>Row of late C18 to early C19 cottages, now converted into shops. 2 storeys. Red brick. Horsham slab roofs. Wooden eaves cornice. 6 windows, one of 3 lights. Sashes, glazing bars intact. Modern shop fronts on ground floor. Nos 21, 21A and 22 form a group.</p>
	55 West Street	Grade 2	<p>Late C18 or early C19. 3 storeys and attic. Stuccoed. Pilasters with moulded panels flanking the front. Moulded string course. Hipped slate roof with red ridge tiles. Parapet with stone capping and deep cornice over second floor windows. 2 windows. Sashes glazing bars intact. Modern shop front on ground floor.</p>
	Churchyard and Vicarage Wall and Gate Piers	Grade 2	<p>At south end of Causeway are 2 large churchyard gate-piers (now without gates). The piers have moulded bases, rusticated panels and entablatures bearing 2 cast-iron lamps (that to west pier is now missing). Also 2 cast-iron columns, one fluted, guard the pedestrian entrance to the churchyard. From the east gate-pier of the churchyard a stone wall runs north-east enclosing the open spaces around the church, and providing continuity between the buildings in the Causeway and the church. The wall is of random stone with dressed stone cappings. Probably C19. 2 pairs of gatepiers remain with square stone cappings, some with gabled tops containing trefoils, and all with moulded plinths.</p>





Image	Name	Grade	Description
	19 and 20 Causeway	Grade 2	Originally one house, now divided into two. C16 timber-framed house now fronted with painted brick on ground floor and weather-boarding above. 2 storeys. 3 windows. The 1st floor was originally jettied but has been under-built. Gable in the centre of the front with moulded bargeboards and pendant. Some casement windows (one original). Some sash windows (glazing bars intact). The timber-framing is visible in the side walls which both have gables, the north one with scalloped bargeboards.
	18 Causeway	Grade 2	Timber-framed house with an entirely C19 brick front. The timber-framing is visible in the side walls. 2 storeys and attic. 3 windows. Small bay in front through both floors. Segmental heads to windows. Casements with small leaded panes. C18 6-panel moulded door. All the listed buildings in The Causeway form a very important group with all the listed buildings in Market Square and with South Street.
	17 Causeway	Grade 2	C18. 2 storeys and attic. 2 windows. Red brick. Moulded wooden cornice. Brick parapet. 2 bay windows on both floors, the ground floor ones containing casement windows, the 1st floor ones sashes with glazing bars intact. 6-panel moulded door with broken curved pediment over supported on brackets. Modern addition to south-east with original red brick wall with stone cappings in front. All the listed buildings in The Causeway form a very important group with all the listed buildings in Market Square and with South Street.
	16 Causeway	Grade 2	C18 front, but probably refaced like the last house, as it has a C17 brick chimney-stack. 2 storeys. 3 windows. Red brick. Eaves cornice. Horsham slab roof. Segmental-headed windows with sashes, glazing bars missing. 6-panel moulded door with hood over. All the listed buildings in The Causeway form a very important group with all the listed buildings in Market Square and with South Street.




Image	Name	Grade	Description
	15 Causeway	Grade 2	Timber-framed house refronted in early C18 but retaining 2 gables with moulded bargeboards from the old house. 2 storeys. 5 windows. Red brick on a stone plinth, the gables hung with tiles. Horsham slab roof. Moulded eaves cornice. Windows with segmental heads. Sashes, with wide glazing bars intact. Doorway in frame up 2 steps, with handrail and pediment over. 6-panel moulded door.
	14 Causeway	Grade 2	Early C18. 2 storeys and attic. 2 windows. 1 dormer. Red brick. Eaves cornice. Horsham slab roof. 1st floor windows with segmental heads. Sashes, glazing bars intact. Wide glazing bars to ground floor windows. Doorway in frame with flat hood over supported on brackets, and 5-panel moulded door with upper 3 panels cut away for glazing.
	13 Causeway	Grade 2	C18. 2 storeys. 5 windows. Plastered. Dentilled eaves cornice. Tiled roof. 2 bays of 3 lights each on both floors. Sashes, glazing bars intact. Doorway with Doric columns and pediment at the right-hand side of the house, probably moved from the centre. Another similar door to left side.
Town Mill	Grade 2	By itself in a secluded part of Horsham and now out of use. Early to mid C19. The building runs transversely from north to south across the end of Mill Bay which is fed from the River Arun. Gable ends to north and south. West face. 2 storeys. 5 windows. Red brick with grey headers. Old tiled roof. Eaves cornice with modillions. All segmental-headed windows. To left (north) is elliptical brick archway for mill-stream. Low down on right is another brick segmental-headed archway.	


Image	Name	Grade	Description
	11 and 12 Causeway	Grade 2	<p>Built as two separate houses, later united and currently two properties. The rear range (part of no 11) is a 3 bay former open hall house of c1500 and the right hand part of the front range (no 12) a house of c1650 with crosswing and cellar combined with the rear range c1770,linked with an C18 framed building possibly a cloth store (part of no 11) and refurbished c1890 and c1968. The whole now forms an L-shape. Timber framed building with close-studding with jetty visible at the front of no 12, no 11 weatherboarded on the first floor and stuccoed on the ground floor. Rear elevation hung with two courses of alternate plain and pointed tiles. Horsham stone slab roof with C17 ribbed brick chimneystack to no 11 and C19 brick chimneystack to no 12. Two storeys and attics to south; 3 windows. Front has mostly C18 12-pane sashes with one tripartite sash and two storey canted bay to south. Three gables, south gable projecting, with moulded bargeboards. No 12 has half-glazed door and no 11 4-panelled door flanked by sidelights. C20 garage doors to no 11. Rear elevation has fretted bargeboards and late C19 windows with some square bays. Some original glass survives. Attached C19 brick wall to no 12 along Morth Gardens has at the top C19 decorative ironwork with elaborate intertwined foliage. No 11 has central open fireplace with bressumer of c1650, preserved wattle and daub panel, a fireplace to the rear of 1770 with smoke-blackened rafters above former open hall. Potting sheds and gazebos. Two linked summerhouses, the western one probably c1885 and the eastern c1780 in Picturesque Gothic style, originally linked by greenhouses and acting as combined gazebos and potting sheds. Western building of one storey and attics hung with alternate two courses of plain brown tiles and curved red tiles identical to rear of no 12. Tiled roof, also in alternate bands of plain and curved tiles with one brick chimneystack. Right side projecting gable with fretted bargeboards with finial and pendant, oculus to attic, three pointed arched windows and one pointed arched doorcase with half-glazed door. This linked by a brick wall to a taller narrower eastern building of red brick with some grey headers to the side elevation and polychrome brick dressings. Tiled roof with alternate courses of plain and curved tiles. Two storeys; 2 windows. Gable with fretted bargeboards, finial and pendant and blank oculus. Joined pivoting casements to first floor. Ground floor has lancets and central plank door. Unusually elaborate dual purpose garden buildings.</p>





Image	Name	Grade	Description
	Causeway Lodge, 10 Causeway	Grade 2	House. Probably built between 1665 and 1672 and refronted and altered internally c1720. Timberframed on random stone plinth with plastered front and Horsham slab roof with wide eaves and off central brick chimneystack set behind ridge. 2 storeys and attic. 5 windows and 1 dormer. Windows are 12-pane sashes in reveals with keystones over. Central doorcase with pilasters, flat hood over and 8-panel moulded door.
	Horsham Museum, 9 Causeway	Grade 2*	Formerly called Causeway House. C16 timber-framed house with plastered front and 1st and 2nd floors overhanging on moulded bressumers and carved brackets. Above the 2nd there is a further overhang of 2 gables with moulded bressumers, bargeboards, carved brackets and pendants. Tiled roof (once Horsham slabs). 3 storeys. 2 windows. Sash windows inserted in C18 (glazing bars intact) when 2 small bay windows of 5 and 3 lights were also added on ground floor and 1st floor, and lunette windows inserted in dormers. 6-panel door with moulded surround. C19 addition of 2 storeys and 2 windows to south.
	7 and 8 Causeway	Grade 2	Early C19, altered later. 2 storeys and attic. Red brick. Modillion eaves cornice. 3 dormers facing west and 1 facing north. 4 windows facing west and 1 to the north. Bay window on 1st floor of north wing, now supported on brick pillars. Windows mostly triplets having a centre light with segmental head. All sash windows, glazing bars intact. No 8 has a 6-panel door with rectangular fanlight.
	12 and 13 Market Square	Grade 2	Pair of early C18 houses. 2 storeys. 4 windows. Stuccoed. Modillion eaves cornice. Horsham slab roof. All sash windows, glazing bars intact. Mid C19 shop window to No 12.



Image	Name	Grade	Description
	11 Market Square	Grade 2	C17 timber-framed house refronted with roughcast but with the timber-framing still visible on north side and retaining the overhang of its 1st floor. 3 storeys. 1 window. Gable with moulded bargeboards. Horsham slab roof. Originally casement window with old glass on 2nd floor. Small projecting early C19 shop window but with glazing bars removed.
	6 and 10 Market Square	Grade 2	Two timber-framed houses separated on the ground floor by a passage and both refronted in C18 with a uniform facade. 2 storeys and attic. 6 windows in all. Stuccoed. Eaves cornice with modillions. 2 windows to No 10 larger than the others. All sashes, glazing bars intact. Modern fronts on ground floor. Both these houses run back a considerable way into Talbot Lane or Court and the timber-framing with brick infilling of the original buildings is still visible in the side walls facing this Lane. In north wall at the corner of No 10 is a wooden shutter or cupboard with hinges which is marked "The Old Posting Box of Horsham".
Buildings to the rear of 6 and 10 Market Square	Grade 2	Building to rear of No 6 (formerly listed as No 7) - Buildings to rear of No 10 TQ 1730 1/22 II GV 2. Said to be the outbuildings of the former Anchor Hotel, forming a yard now called Talbot Lane. Single range runs south-east from the back of No 6. Probably C16 with later alterations. 2 storeys. Timber-framed with red brick and grey headers and some plaster infilling above. 1 curved brace on 1st floor. Tiled roof. Overhanging eaves with exposed rafter ends. 6 windows. All casements of varying sizes, glazing bars mostly intact. To the east and slightly set back from Talbot Lane is a further half-timbered building with red brick infilling. 2 storeys. 1 asymmetrically placed window. Further east still and projecting into the Lane is No 8 Market Square. Timber-framing can now be seen only in west gable at the side. The south front has been refaced with red brick and grey headers. Overhanging eaves with exposed rafter ends. A shorter range runs east on south side of Talbot Lane, from the back of No 10. Half-timbered building with painted brick infilling. 2 storeys. Tiled roof. Overhanging eaves with exposed rafter ends. 3 windows, a mixture of casements and sashes, glazing bars missing.	


Image	Name	Grade	Description
	Old Town Hall	Grade 2	<p>Former town hall, c1812, rebuilt except for the north facade in 1888-9. Minor later alterations.</p> <p>EXTERIOR: The building has two storeys plus a basement and is constructed of local stone with a slate roof, the latter concealed behind the crenellated parapets of the north and south crow-stepped gables. The principal façade is to the north and has octagonal corner turrets with crenellated parapets, the tops of the turrets slightly corbelled out and joined across the facade by a string-course. Between these, the ground floor has three Romanesque arcade arches with moulded soffits and cushion capitals, the central two with ivy leaf carving. The arcade is blind but for the central round-headed doorway. There are two cast-iron lamps in the spandrels of the arcade. Above, the blind second storey contains three panels, possibly in Coade stone, bearing heraldic devices, namely the Royal Arms, those of the Dukes of Norfolk and the town. In the apex of the central gable is a clock with two blank panels underneath.</p> <p>The returns to east and west have round-arched windows on the ground floor, with moulded impostes and hoods, and segmental arched windows above, identifying the two main chambers inside. Beyond this, a short projecting tower on the east side contains a ground floor camber-arched door with columns to each side, and a round-arched window above. The southern section of each elevation is stepped back and has dormer windows on the upper storey and segmental-arched windows below (three bays to the west including a doorway, two to the east). The southern elevation has two windows with flat stone lintels on the ground floor and a large oriel window above with stone corbelling and timber mullions and transoms.</p> <p>INTERIOR: the majority of the fixtures and fittings date to the 1888-9 phases of works, with the staircase in the eastern tower section possibly retaining some earlier fabric. There are two main chambers, located on the ground and first floors in the northern section of the building. The lower hall has Victorian ventilation shafts but later panelling and vestibule. The upper hall has later panelling too but the timber trusses and iron ties of the roof are 1888-9. The main stone staircase has an iron balustrade and moulded timber handrail. There are panelled doors, architraves, skirting boards and other joinery in the well-proportioned smaller rooms, all Victorian. Housed in a timber structure on the northern side of the roof is the clock, made by WH Bailey of Manchester, and given to the town by the Duke of Norfolk in 1820. Three bells, two dating to 1889 and cast in Croydon and one of 1820 are to either side of the clock house. The latter bears the words: His grace the Duke of Norfolk presented the new Town Hall / clock Anno Domini 1820. R. Hurst Esq., and J. Torne, Bailiffs: / R. Steadman, gent., Town Clerk: Sir John Aubrey, Bart., and /Robert Hurst, Esq., Members of the Borough. // Whose praise and fame I'll speak and tell,/ As long as I remain a bell,/ And after death I hope and trust / They'll all be numbered with the just. //</p> <p>CELLS: In the basement are two sets of timber cells, probably Edwardian or 1920s in date, each numbered 1-6 and originally intended for men and women. They have matchboard panelled sides, doors with wire grilles, benches, fold-out tables for eating, light fittings, handles and locks, all the originals. In the northern part of the basement the floor level is higher; the older cells from the 1812 building may have been located here.</p>




Image	Name	Grade	Description
	4 South Street	Grade 2	<p>Corner building, with roads on 3 sides. Southward continuation of Nos 2 and 3 South Street. Possibly C17 or later. West face has 2 storeys. Roughcast, Hipped tiled roof, eaves cornice. 3 windows, casements on first floor. C19 shop fronts with projecting window bays. All the listed buildings in South Street form an important group with Nos 1 to 7 (odd) Blackhorse Way and with The Manor House, the stables to the south and Nos 24 to 31 (consec), Causeway. Nos 1 to 4 (consec) form a group with Nos 5 and 5A Middle Street.</p>
	2 and 3 South Street	Grade 2	<p>C17, timber-framed. 2 storeys and attic. Stuccoed front with timber-framing and brick infilling to north. Tiled roofs. Dentilled eaves cornice. C19 dormers. 4 windows. Mostly sashes, glazing bars missing. C19 shop-fronts with 4 projecting window bays. Continuous plinth.</p>
	1 South Street	Grade 2	<p>A large warehouse with shops under, occupying a site on the corner of South Street and Middle Street. Mid C19. 3 storeys. Painted brick, stuccoed on ground-floor. Half-hipped slate roof with iron decorative railing on top, enclosing an octagonal lantern with oversailing eaves supported by small brackets. Spike on top. The main eaves oversail with a moulded cornice supported on curved brackets. 1 window facing west and 1 facing north. Both fronts also have 1 blocked window-space towards the north west corner of the building. All windows have segmental heads, those on north face being triplets. All sashes, glazing bars intact. Circular moulded braces on west side. In the centre of the west front are double loading-doors of 4 panels each, on second floor, with a hinged pulley on a decorative bracket to the left. Directly below are similar double doors with upper 2 panels removed for glazing. Both sets of doors have hinged ramps which are folded over the bottoms of the doors. Heavily moulded cornice above ground-floor, supported on pilasters whose bases merge with the plinth of the building. The ground-floor is curved to take the corner into Middle Street and a moulded ogee-shape occurs above the cornice. Original shop-fronts, the north one projecting, remain on both sides of the building. Recessed double doors in north front with upper parts removed for glazing.</p>


Image	Name	Grade	Description
	5 and 5A Middle Street	Grade 2	Probably early C19. 3 storeys. 4 windows. Painted brick. Tiled roof. Moulded brick chimney-stack. Modillioned eaves cornice. Rusticated quoins. Circular moulded braces between first and second floors. Sash windows facing north, some glazing bars missing. One triple sash window on second floor facing west, glazing bars intact. Venetian window with moulded surround, glazing bars missing, on first floor to west. Modern shop fronts. Nos 5 and 5A form a group with Nos 1 to 4 (consec) South Street.
	9, 9A and 9B Middle Street	Grade 2	C17 or possibly earlier. Stuccoed front but timber-framing visible on west side. 2 storeys. 3 windows. Tiled roof, half-hipped to east with louvred gablet (blocked). Eaves cornice. Triple first-floor windows with leaded lights. Modern shop fronts. Nos 9, 9A, 9B and 10 form a group with Nos 4 to 7 (consec) and No 36, Carfax
	10 Middle Street	Grade 2	This house is mainly in Collett's Alley. Dated 1835. 3 storeys. 2 windows. Stuccoed Parapet with stone capping. Curved sash windows on curved corner of the house leading into Collett's Alley, glazing bars missing. Possibly contemporary shop-front, also curved round the corner, with floriated brackets, one fluted pilaster and moulded cornice over. In Collett's Alley. Segmental-headed windows, sashes, glazing bars intact. Cornice between first and ground floor. 4-panel door with rectangular fan light over. 2 further buildings to north in Collett's Alley, both forming part of No 10. First building. Early to mid C18 or possibly earlier. 3 storeys. 1 window. Stuccoed. Weather-boarded gable end towards Collett's Alley. Tiled roof. Triple window on second floor. Sash windows without reveals, glazing bars intact. Second building. Late C18 or early C19. 3 storeys with lower elevation than before. On west side, one second-floor and 2 first floor windows. On north side, one window. Hipped slate roof. Eaves cornice. one triple window on second floor to north. All sash windows, some glazing bars missing. Modern shop front. Nos 9, 9A, 9B and 10 form a group with Nos 4 to 7 (consec) and Nos 36. Carfax





Image	Name	Grade	Description
	4 Carfax	Grade 2	Mid to late C19. 2 and 3 storeys. Asymmetrically placed gable-end facing North with 1 window. Painted brick. Slate roof. On 2nd floor paired square-headed lights divided by a colonnette with moulded base, annulet and capital. Chamfered lintels and sills. Similar triplet on 1st floor. 2-storey bow-fronted section to west with crenellated parapet and 3 pairs of windows treated as before. Modern office front on ground floor. Further 2-storey bow-fronted section in Colletts Alley with 3-storey and basement behind. Also painted brick with some windows as before and some single lights and one projecting dormer. Nos 4 to 7 (consec) and No 36 form a group with Nos 9, 9A, 9B and 10 Middle Street.
	5 and 6 Carfax	Grade 2	This house faces east on to Colletts Alley. C18. 2 storeys and attic. 5 windows. Weather-boarding above, ground floor painted brick. Tiled roof. Modern casement windows to attic and 1st floor. Sash windows below, glazing bars intact including a shop window (which is bent inwards). 2 moulded hoods supported by plain consoles over doors in Colletts Alley. C19 shop front to No 6, facing north with slender wooden shafts dividing the windows and curved glass. Nos 4 to 7 (consec) and No 36 form a group with Nos 9, 9A, qB and 10 Middle Street.
	The Crown Inn	Grade 2	Late C18 or early C19. L-shaped block of which the east wing, though contemporary, has a lower elevation. 2 storeys. 3 windows facing north-west and 3 facing north-east. Painted roughcast with plaster below ground floor stringcourse. Hipped slate roofs. Eaves cornice. 2 bays of 3 lights on both floors facing north-west and 3 facing north-east. All sash windows glazing bars intact. Doorway on each front with fluted half-columns and rusticated arch, semi-circular fanlight and 6-panel moulded door. The east wing has an additional rusticated doorway and one plain round-headed one. Late C19 wing added to south-west.
	36 Carfax	Grade 2	Probably C15 with late C18 or early C19 exterior. 2 storeys. 3 windows facing east and 2 facing south. Painted brick. Modern slate roof. Sash windows, most glazing bars intact. Modern shop front. Inside, a king-post roof with moulded capitals and moulded tie-beams. Said to be the only surviving medieval building in central Horsham.





Image	Name	Grade	Description
	Bandstand	Grade 2	1892. Octagonal. Raised on a painted stone plinth with rectangular moulded panels on each face. Low pyramidal lead roof in 8 triangular sections, topped by open scrolled ironwork in the shape of an onion dome. Spike on top. Over- hanging eaves with decorative friill and scrolled ironwork cresting above facing north, south, east and west. 8 cast-iron columns with Ionic capitals, annulets and octagonal bases. These carry an octagonal frame of horizontal girders under the eaves. In the angles are brackets of decorative ironwork with lyre motif. Most openwork iron balustrades with central floriated panels survive. On east side, ironwork stair with plain handrail and 2 twisted baluster shafts.
	War Memorial	Grade 2	SUMMARY War memorial to the fallen of the First World War, designed by local architect Claude Kay and erected in 1921. Moved in the early 1990s when names of the fallen from the Second World War were added.
	42A and 42B Carfax	Grade 2	C18 house with modern shop fronts. 2 storeys. 3 windows. Painted brick. Modillion eaves cornice. Half-hipped tiled roof. Segmental-headed windows in threes at the ends of house. All sashes, glazing bars missing.
	The Lamb Inn, 42 Carfax	Grade 2	Early C19. 2 windows. 3 storeys. Stuccoed. Cornice and parapet with stone capping. All sash windows, some glazing bars missing. Ground floor stringcourse. Square-headed doorway with narrow hood and moulded pilasters.




Image	Name	Grade	Description
	The Kings Head Hotel, 1 East Street	Grade 2	<p>CARFAX 1. 1236 (East Side) No 35 (The King's Head Hotel) TQ 1730 1/33 II GV 2. With No 1 East Street. Date written on the front is 1401, but the facade is C18. Mostly stuccoed with some painted brick. 2 storeys. 4 windows. Horsham slab roof. Eaves cornice. 2 bay windows on both floors. Sash windows, glazing bars intact on 1st floor. Early C20 windows with Ipswich frames on ground floor. Wide rusticated doorway. High arched carriageway at north end and modern extension beyond it. The King's Head Hotel continues along East Street. This part is late C18 or early C19. 3 storeys. 5 windows. Red brick. Hipped Horsham slab roof, half-hipped to west. Eaves cornice. 1 bay window of 3 lights through upper 2 floors to west, another bay of 3 lights through all 3 floors in centre. Sash windows, glazing bars missing. Mid C19 ground floor front on corner with Carfax. No 1 East Street continues as C19 wing to east. 3 storeys. 4 windows. Red brick with some grey headers and stuccoed dressings. Cornice and parapet with moulded capping. Projecting bay on left with pediment and rusticated quoins. Cornice between 1st and 2nd floors continuing to right where it is broken by 3 round-headed windows rising through 1st and 2nd floors. All upper windows are sashes, glazing bars missing. Rusticated ground floor with cornice over. Nos 33 to 35 (consec) together with Nos 34A, 34C and with No 1 East Street form a group.</p>
	33, 34, 34A and 35C Carfax	Grade 2	<p>A timber-framed building altered in C18 and since. 2 storeys. 3 windows. Painted brick on ground floor, plastered above. 1st floor overhangs on curved brackets, though modern shop fronts have been partly built out beneath it. Tiled roof. Sash windows and 1 bay on 1st floor (glazing bars missing for the latter). Nos 33 to 35 (consec) together with Nos 34A, 34c and with No 1 East Street form a group.</p>
	26, 26A and 27 Carfax	Grade 2	<p>One block with a single roof span. C17 timber-framed building with plastered front with timber-framing visible in north wall in adjoining passage. 1st floor still overhangs on curved brackets, though modern shop fronts have been built out beneath it. Hipped roof of Horsham slabs. 2 storeys. 4 windows (3 of them casement windows, the 4th an enlarged sash window carried up through the eaves like a dormer). The Central Market and Nos 25A, 26, 26A and 27 form a group.</p>




Image	Name	Grade	Description
	25 Carfax	Grade 2	<p>Hall-house, C1400, now altered to shop and storage premises. Timber frame with brick nogging and tile roof, but rendered C19 facade to Carfax. 5 bays extending back along Piries Place, with small rear prolongation in brick. Two storeys. The facade on Carfax has a steep gable, solid parapet, and three bays of sash windows, single lights flanking a tripartite window, all without glazing bars. Large shop window to ground floor. The right-hand bay bridges Pirie's Place. The side to the lane has three main posts showing, and small framing to the first floor to these bays. Later openings to ground floor including glazing-bar sashes to the second bay.</p> <p>Inside, the first two bays were always floored and the communicating door was in the present position on the ground floor. Closed truss between had down braces from post heads, and from crown post which supports a full series of very long, heavy collars. The next truss is said to be nearly complete and similar. Beyond there is believed to have been a 2-bay open hall, with a later brick stack inserted in the short second bay. This stack has a small panelled chimney piece of the early C18 facing into the last bay; all bays are now floored. Windows dating from the period of flooring or not long after appear to survive on the yard side. This early house forms a group with No. 26 and the building behind, which together define the Medieval width of Piries Place.</p>
	14 Carfax	Grade 2	<p>Late C18 or early C19. 2 storeys and attic. 5 windows. 3 C19 dormers. Painted brick. Modillion eaves cornice. Half-hipped roof of Horsham slabs. 2 bays of 3 lights each on both floors. Sash windows, glazing bars intact. Doorway in frame with pediment over. 6-panel moulded door. No 14 forms a group with No 2 London Road.</p>
	Richmond House, 2 London Road	Grade 2	<p>Probably early C19. 3 storeys. 2 windows on both south and west sides. Stuccoed. Hipped slate roof with projecting eaves and cornice. 3 pilasters to each front and stringcourses between the storeys. All sash windows, glazing bars intact. Modern front on ground floor to south. To west on London Road, projecting porch supported by 2 Doric columns and 2 pilasters. Moulded hood cornice and round-headed archway. Round-headed doorway inside with semi-circular fanlight. Double doors with 2 moulded panels each, the upper 2 removed for glazing. Contemporary 2 storey 3 window extension to north. Stuccoed. Hipped slate roof. Parapet and moulded cornice. Plain pilasters between windows carried up into the parapet. Stringcourse. Mostly sash windows, glazing bars intact. No 2 forms a group with No 14 Carfax.</p>





Image	Name	Grade	Description
	19 - 25 East Street	Grade 2	<p>Two shops, originally house. C15 two bays of open hall with two bay crosswing, extended to rear and west in C17, altered and extended in early to mid C18, further extended and altered in late C18 and early C20 and renovated in late C20. Timberframed building, clad in weatherboarding, apart from no 25 which is stuccoed, and renewed tiled roof with gablet to no 23. Nos 19-21 are two storeys, no 25 one storey and attics; 4 windows. Nos 19 and 21 have early C19 six-pane sashes with horns, no 23 C20 casement and no 25 a C20 flat-roofed dormer and large 8-pane shopfront and door. Nos 19-23 have late C20 shopfront with cement rendered piers and large panes. The interior of no 25 retains two C15 bays of an open hall with curved and chamfered tie beam and curved braces. Sooted roof reported. No 23 has C15 crosswing, originally with 2 rooms on ground floor and single chamber above served by garderobe, but the garderobe was lost when the C17 kitchen wing was built to the rear. Blocked doorcase into no 25 with pintle hinges. First floor has passing braces, arch braces and plain crownpost with two way head brace to collar purlin. Wattle and daub panel with wall painting of geometrical white and red designs on one side and a black design on the other. Ground floor has deep chamfered beams with lambs tongue stops and groove evidence for a former stave partition.. C17 kitchen extension to rear has painted stone base and square framed panels above with brick infill. Nos 19-21 have clasped side purlin and collar construction roof, probably the original C17 roof heightened in the C18. Probably there was originally a service bay to the C15 hall-house on the east.</p>
	40 East Street, 1 and 3 Denne Road	Grade 2	<p>One building with equal projecting wings with gables at the ends of the front. Early C17, or possibly earlier. The north half (No 40 East Street) has been much altered. 2 storeys. Timber-framed. Gabled front of south wing has close-studded timbering with plaster infilling. The rest is partly stuccoed and the north end (No 40 East Street) is roughcast. Painted brick on the ground floor. Horsham slab roof to No 3, the rest tiled. Moulded and pierced barge- boards to both end gables. No 3 has 2 panels inset at 1st floor level, one with a Tudor rose, the other a history of the building. 4 windows. 1 3-light bay window on ground floor of No 3. Mainly sash windows, glazing bars missing for No 40 East Street. No 3 has a lean-to porch with 6-panel door under, the upper 2 panels removed and glazed. Modern shop front to No 40 East Street. Nos 1 and 3 form a group with Nos 40 to 50 (even) East Street.</p>

Image	Name	Grade	Description
	5 Morse Gardens	Grade 2	Similar to Nos 1, 3 and 5 in Brighton Road. Early to mid C19. 2 storeys. 2 windows. Painted brick. Very slightly curved front. Tiled roof. Dentilled eaves cornice. Segmental-headed windows. Sashes, glazing-bars intact. Segmental-headed doorway under canopy. 6-panel door.
	6 Morse Gardens	Grade 2	Late C18 or early C19. Painted brick with weather-boarded bay front. Tiled roof. Eaves cornice. 2 storeys. 2 windows. Modern casement windows - pairs on the corners of the weather-boarding. Large hood supported on Ionic pilasters. 6-panel door.
	12 - 18 Denne Road	Grade 2	Group of 4 cottages forming a T-shape in plan. Dated WLT 1836 on south front. Red brick with grey headers. East front towards Denne Road has 2 storeys. 3 windows. Tiled roof. Casement windows, glazing bars intact. Segmental brick relieving arches, now built up, on this and south front suggests original use as stables.
	Arun House	Grade 2	Late C18. 2 storeys and attic. 3 windows. 2 dormers. Stuccoed. Slate roof. 2 bays of 3 lights each on both floors. All sash windows, glazing bars intact, except on ground floor. Doorway with pilasters, rectangular fanlight and hood over. Shelley's grandfather, Sir Bysse Shelley, lived here while Castle Goring, Worthing, was being built.
	Arundale	Grade 2	This house is an extension to the west of Arun House but with a lower elevation. Stuccoed. 2 storeys. 1 window on 1st floor, 2 windows on ground floor. Segmental heads to ground floor windows. Sash and casement windows, glazing bars intact. Modern extension to west.




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.

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Image	Name	Description
	2 - 4 East Street	A terrace of two and a half storey buildings situated in a corner location with a glazed shop front at ground floor. An eclectic architectural composition with an Italianate character. Mixture of classical and vernacular detailing including deep, overhanging eaves, Dutch gables with cartouche sculptures and a Horsham Stone roof.
	1 - 3 Market Square	An Inn was first recorded on the site of the Anchor Hotel in 1611. The Inn was then rebuilt in 1899. The three storey property is classically inspired with decorative pilasters and capital details. At roof level is a pediment with the name and date of the rebuilding.
	14 Market Square	Three storey dual fronted property. Decorative bargeboards with two gable projections fronting onto Market Square. Painted brick and stretcher bond, with exposed carved rafter feet and bay windows with decorated sections between the windows.

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.

Burbage plot - An area of land within a medieval town. Burbage plots are characteristically long and narrow, and can often be identified around marketplaces and main streets. The narrow shape of the plot was influenced by the competition for space fronting the street.

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.

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.

Polite - in the context of heritage refers to a form of architecture that reflects classically inspired sensibilities that arose in the eighteenth century.

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 building which make a positive contribution to the overall character and sense of place of the Conservation Area. They form a material consideration in planning meaning that their preservation and sensitive adaptation will be encouraged through the planning process.

V

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

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

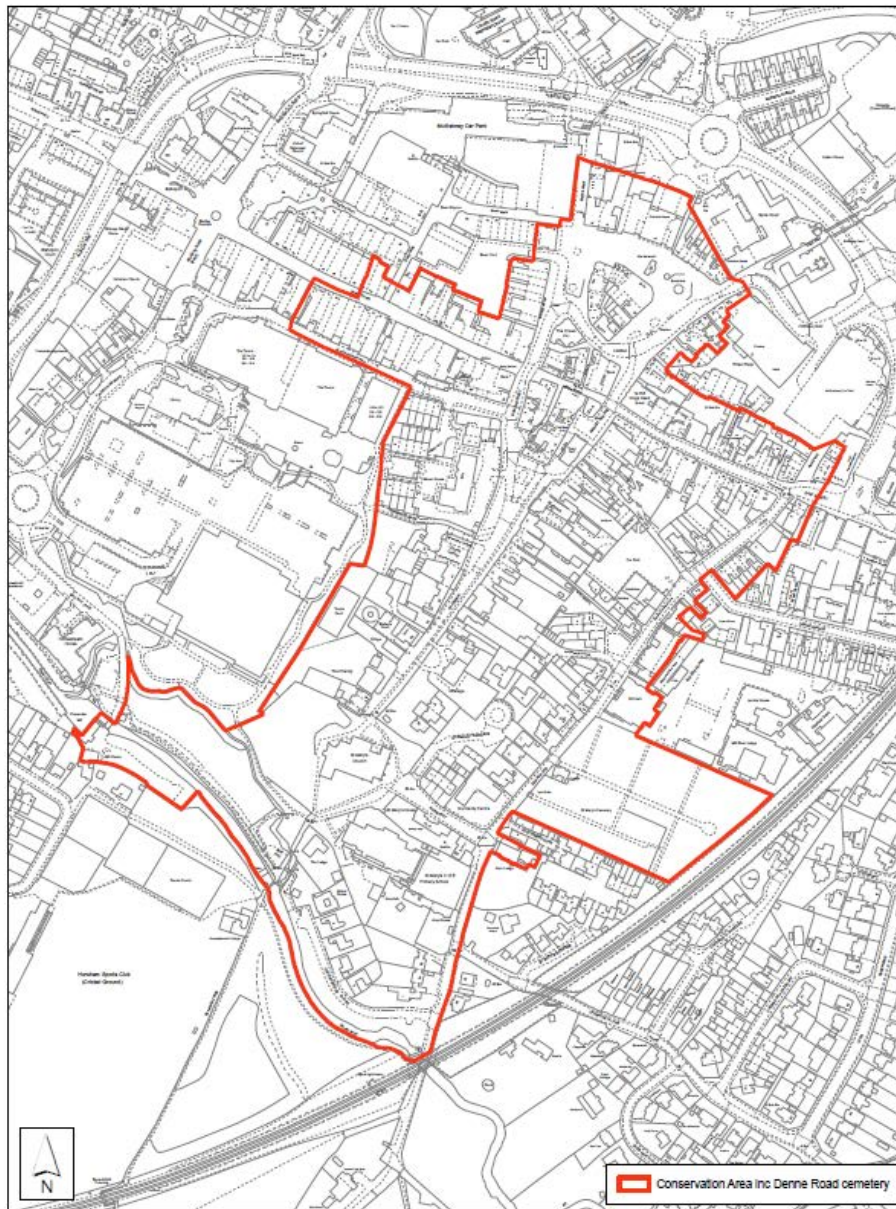
Views - Within the scope of Conservation Area appraisals, views are discussed in terms of location from a view to a specific landmark, or panorama incorporating a series of features (natural or built) is possible. For the view to have value and therefore merit consideration within planning, the features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

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.



<p>Horsham District Council Parkside, Chert Way, Horsham West Sussex RH12 1PL</p>		<p>Horsham Conservation Area with the addition of the cemetery on Denne Road</p>	
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		<p>Scale : 1: 2,500 (at A3)</p>	

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