



Cabinet

Thursday, 23rd March, 2023 at 5.30 pm
Conference Room, Parkside, Chart Way, Horsham

Councillors:	Claire Vickers	Leader of the Council
	Philip Circus	Deputy Leader & Recycling & Waste
	Paul Clarke	Finance & Assets
	Tony Hogben	Horsham Town
	Liz Kitchen	Planning & Development
	Richard Landeryou	Economic Development
	Roger Noel	Leisure and Culture
	Josh Potts	Environment & Rural Affairs
	Tricia Youtan	Housing and Communities

You are summoned to the meeting to transact the following business

Jane Eaton
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	3 - 8
To approve as correct the minutes of the meeting held on 26 January (<i>Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to committeeservices@horsham.gov.uk at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.</i>)	
3. Declarations of Members' Interests	
To receive any declarations of interest from Members of the Cabinet	
4. Announcements	
To receive any announcements from the Leader, Cabinet Members or the Chief Executive	
5. Public Questions	
To receive questions from and provide answers to the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting	
6. Draft Climate Action Strategy for the Horsham District	9 - 18
To consider the report of the Cabinet Member for Environment & Rural Affairs	

7. **Locally Listed Buildings Adoption** 19 - 90
To consider the report of the Cabinet Member for Planning & Development
8. **Overview & Scrutiny Committee**
To consider any matters referred to Cabinet by the Overview & Scrutiny Committee
9. **Forward Plan**
To note the Forward Plan (latest published version available at: [March 2023 Forward Plan](#))

To consider a matter of General Exception
A general exception has been used with regard to the publication of the Notice of Key Decision for item 10 regarding the Local Authority Housing Fund 2022-23 and 2023-24.

[General Exception Notice](#)
10. **Local Authority Housing Fund 2022-23 and 2023-24** 91 - 96
To consider the report of the Cabinet Member for Finance & Assets
11. **To consider matters of special urgency**

Cabinet
26 JANUARY 2023

Present: Councillors: Tony Hogben (Leader), Toni Bradnum, Liz Kitchen, Lynn Lambert, Christian Mitchell, Roger Noel, Josh Potts and Tricia Youtan

Also Present: Tony Bevis, Ruth Fletcher, Sam Raby and Claire Vickers

EX/58 **MINUTES**

The minutes of the meeting of the Cabinet held on 24 November were approved as a correct record and signed by the Leader.

EX/59 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/60 **ANNOUNCEMENTS**

Councillor Liz Kitchen, Cabinet Member for Community Matters, announced that a new Mental Health drop-in centre supported by the Council should be ready to open this spring. She thanked officers for their work on this project.

Councillor Lynn Lambert, Cabinet Member for Planning & Development, announced that the LABC (Local Authority Building Control) excellence awards finals were taking place in London tomorrow. She wished the three short listed nominees, one of which was a Council officer, the best of luck.

Councillor Tricia Youtan, Cabinet Member for Housing & Public Protection, had visited three houses in Billingshurst, which had been built to a high standard for Horsham District Homes, the Council's affordable housing company. They comprised two 3-bedroom semi-detached houses and one 4-bedroom detached house adapted for use by the mobility impaired. They had been built to high standards and were about to be occupied.

Councillor Toni Bradnum, Cabinet Member for Recycling & Waste, announced that leaflets regarding the new coffee pod free collection service, Podback, was about to be launched and all households were being leafleted with details of this new service.

Councillor Roger Noel, Cabinet Member for Leisure & Culture, announced that it was proposed that Parish and Neighbourhood Councils would be able to apply for grants of up to £200 to support local events for the Coronation weekend in May. This was similar to the arrangements made for the Jubilee celebrations last year. The Council would also waive fees for road closures for street parties.

EX/61 **PUBLIC QUESTIONS**

No questions had been received.

EX/62 **2023/24 BUDGET AND THE MEDIUM-TERM FINANCIAL STRATEGY TO 2026/27**

Councillor Tony Hogben, Cabinet Member for Finance & Parking, introduced the proposed Budget for 2023/24. He summarised key features, which included recognition of the impact of the cost of living crisis:

- an increase in Council Tax well below the current rate of inflation (approximately £4.85 per year for a Band E property);
- £1m to support those on Council Tax support and other benefits, and to support the voluntary sector;
- £15m environmental infrastructure reserve to tackle environmental improvements and decarbonisation; and
- £8.5m capital programme.

He put these in the context of the challenges and uncertainty facing the Council's medium-term financial forecasting, which predicted a budget deficit within the next 18 months.

Councillor Hogben confirmed that the Council's minimum reserve level was being kept at £6m; this was higher than other local authorities in West Sussex. He supported this prudent approach, which brought greater resilience for future years. Councillor Hogben also advised that the proposed introduction of discounted parking season tickets at the BT Exchange carpark should increase season ticket revenue and make better use of spaces in a currently under-used commuter carpark.

The recommendation within the report referred to an incorrect date, and it was confirmed that the budget would be considered by Council on 22 February 2023. Cabinet gave their unanimous support.

RECOMMENDED TO COUNCIL

- (i) That the level of Council Tax for 2023/24 increases from £162.09 by £4.85 (2.99%) to £166.94 at Band D.
- (ii) That the net revenue budget set out in Appendix A for 2023/24 of £13.513m is approved.
- (iii) That Special Expenses of £336,920 set out in Appendix C and a Band D charge of £27.53 are agreed in respect of the unparished area for 2023/24.

- (iv) That the capital programme for 2023/24 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 2024/25 to 2026/27 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 2023/24 to 2026/27 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 to I(iii) are approved.
- (x) That the New Homes Bonus earmarked reserve is renamed to an Environment and Infrastructure earmarked reserve
- (xi) That the £2.9m Funding Guarantee grant received in 2023/24 is earmarked for £1m to help support residents in need through the cost of living, £1.6m food waste collection implementation, £0.3m for a new path around Horsham Park in the capital programme and £50,000 is used in 2023/24 to fund the painting of the street furniture in Horsham town centre in time for the Coronation on 6 May 2023.

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/63 **2023/24 COUNCIL TAX REDUCTION SCHEME AND HOUSING BENEFIT MODIFIED SCHEME**

Councillor Tony Hogben, Cabinet Member for Finance & Parking, advised that Horsham's current CTR scheme provided financial support for those on low incomes to help them afford their Council Tax payments. It supported approximately 2,400 pensioners and 3,160 working-age families. There was a requirement for the scheme to be reviewed annually, and the Cabinet Member proposed that it remain unchanged for 2023/24. It was also proposed that the Housing Benefit Modified Scheme continue without change.

RECOMMENDED TO COUNCIL

- (i) That there are no changes in the Council Tax Reduction scheme for 2023/24, other than the updates prescribed by Government to reflect changes in the wider benefits system.
- (ii) That there are no changes to the modified schemes under Housing Benefit subsidy whereby the Council locally and voluntarily disregards war disablement pensions or war widow pensions in the housing benefit calculation.

REASON

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

EX/64 **BUSINESS RATES DISCRETIONARY CHARITABLE RELIEF 2023/24**

Horsham District Council provided discretionary rate relief to charities and not-for-profit organisations under s47 of Local Government Finance Act 1988. There was a requirement for the scheme to be reviewed annually and Councillor Tony Hogben, Cabinet Member for Finance & Parking, proposed that the current scheme remain unchanged and continue to extend the charitable relief to up to 100% for eligible organisations.

RECOMMENDED TO COUNCIL

That the Discretionary Rate Relief scheme for 2023/24 as detailed in the appendix to the report be approved.

REASON

Discretionary rate relief is an annual scheme and therefore requires an annual review and approval

EX/65 **OVERVIEW & SCRUTINY COMMITTEE**

There were no matters currently outstanding for consideration. Councillor Tony Bevis, Chairman of Overview & Scrutiny Committee, stated that questions about the budget and financial strategy had been asked of the Cabinet Member at the Committee meeting on 23 January. He confirmed that Committee members were broadly supportive of the proposals.

EX/66 **FORWARD PLAN**

The Forward Plan was noted.

EX/67 **LOCAL AUTHORITY HOUSING FUND 2022-23 AND 2023-24**

Councillor Tony Hogben, Cabinet Member for Finance & Parking, advised that the Government had announced a £500m scheme in late December for local authorities providing accommodation for those fleeing conflict in Ukraine and Afghanistan. It was proposed that HDC accept funding of over £2.6m and add approximately £3.2m of its own to provide 16 homes by the deadline of 30 November 2023. The proposal was considered as a matter of general exception because a decision was required by the end of the month to secure the external funding.

The Cabinet Member advised that the homes would be for use by families fleeing conflict from Ukraine and Afghanistan, but it was anticipated that in time these families can return home and the accommodation would support wider local authority housing and homelessness responsibilities.

Councillor Tricia Youtan, Cabinet Member for Housing & Public Protection, made a statement in full support of this proposal. Members of the Liberal Democrat Group attending the meeting also confirmed their support.

RECOMMENDED TO COUNCIL

- (i) To proceed with (i) the application for, and, (ii) receipt of the grant allocation for the Council to provide or facilitate the provision of 14 standard properties and 2 larger homes (“the Housing).
- (ii) To approve capital spend of up to £5.866m in the 2023/24 capital programme; the amount to be added being based on whether the Council decide to or is not able to proceed with the full amount and / or passporting to a Registered Provider/s.
- (iii) To delegate to the Director of Resources, in consultation with the Cabinet Member for Finance and Parking and Cabinet Member for Housing and Public Protection, the decision to provide the Housing through whichever means, or work with Registered Provider/s to provide the Housing and in both instances, to enable the use of the grant funding to be maximised.

REASON

- (i) To use the grant to help purchase / provide more affordable homes for the district.
- (ii) Full Council must approve the capital budget.
- (iii) Further work is needed at this stage to establish whether the Council can source sufficient properties at the right price.

The meeting closed at 6.05 pm having commenced at 5.30 pm

CHAIRMAN

Report to Cabinet

Thursday, 23 March 2023

By the Cabinet Member for the Environment and Rural Affairs



DECISION REQUIRED

Not Exempt

Draft Climate Action Strategy for the Horsham District

Executive Summary

This report includes an overview of the draft Climate Action Strategy for the Horsham District, with a recommendation to approve the Strategy for promotion, consultation, and targeted engagement. This is not just a Strategy for the Council. Some of the actions in the Strategy fall outside of its responsibilities. It will not be possible for the Council to address climate change on its own. Area wide action to reduce carbon emissions and adapting to the changing climate requires action by key organisations, as well as residents and businesses across the District.

The draft document consists of a Strategy and an action plan. The target date for becoming carbon neutral is 2050, as this reflects the national, legally binding, target. However, early action is essential. The draft Strategy builds on many actions that are already taking place and will provide the step change that is required to take immediate action on climate change, as well as drawing in other key organisations and the wider community.

The draft Strategy is divided into key sectors, such as energy and buildings, as well as enablers, such as governance and finance which will underpin the interventions in the key sectors. The actions are categorised under leadership, partnership, and community, emphasising the fact that it is not just the Council that will need to implement the Strategy.

The draft Strategy has been produced in collaboration with two consultancies, Useful Projects, and One Planet. One Planet use an innovative tool to map the draft Strategy and it can be used for ongoing monitoring. The process for developing the draft Strategy involved interviewing officers in key Departments within the Council which captured existing projects and any lessons learnt. This was followed by a workshop with these officers, as well as an additional one with a “panel of experts”. This included West Sussex County Council, Sussex Nature Partnership, South East Climate Alliance, Greater South East Net Zero Hub, the National Farmers Union, and Southern Water. This workshop was used to identify further potential actions.

The draft Strategy identifies other benefits that could be achieved beyond those related to climate change, such as health and wellbeing, and job creation. It gives indicative costs for implementation, carbon savings, costs per tonne and suggested timescales, including

quick wins. A detailed Strategy has been produced for internal use that will help with implementation and there is also a more concise document, with more graphics, which will be used for promotion, consultation, and engagement.

Up to this point the draft Strategy has not involved input from local stakeholders, such as Parish/Neighbourhood Councils, businesses, or community groups. In order for the Strategy to have credibility in the community, and to obtain wider buy-in, it is important to carry out wider promotion, consultation, and targeted engagement. This process may also identify further actions that could be included in the Strategy. Cabinet is asked to approve the draft Climate Action Strategy for the consultation and engagement process to commence.

Recommendations

That the Cabinet is recommended:

- i) To approve the draft Climate Action Strategy for the Horsham District for promotion, consultation, and targeted engagement.
- ii) To note that a further report to Cabinet will be produced with amendments to the Strategy as a result of the consultation and engagement process

Reasons for Recommendations

The draft Climate Action Strategy is an important part of the Council's response to tackling climate change. The draft Strategy provides a first step in drawing together the actions required to reduce carbon emissions and prepare for a changing climate. Wider community input and targeted engagement is required before the final Strategy is approved. This will give the Strategy greater endorsement and buy-in from the wider community and key organisations.

Background Papers

- Horsham Carbon Audit - District Wider Carbon Reduction Study and Carbon Audit of the Local Plan Review (July 2021) AECOM
- Draft Climate Action Strategy for the Horsham District (2023) Useful Projects
- Risk Assessment for the Draft Climate Action Strategy for the Horsham District (created December 2022)

Wards affected: All

Contact: .

- Helen Peacock, Environment Programme Manager, helen.peacock@horsham.gov.uk
- Paul Anderson, Director of Communities, paul.anderson@horsham.gov.uk

Background Information

1 Introduction and Background

- 1.1 The Council has set two targets for reducing the emissions from its buildings, fleet, and supply chain. It is making good progress on the approved Carbon Reduction Action Plan (April 2022 to March 2025) towards achieving these targets. This is important in itself and is vital in demonstrating a leadership role in tackling climate change. However, the Council's emissions only represent approximately 1% of the total emissions for the whole District. A Strategy is, therefore, required to reduce carbon emissions and adapt to the changing climate for the Horsham District.
- 1.2 During 2021, a Stakeholder Group, consisting of representation from businesses, Parish Councils, a community group, a college, West Sussex County Council, and a Housing Association was formed to help produce a Climate Change Plan for the District. This was chaired by a Cabinet Member. However, the approach was unsuccessful in producing a Plan. This was partly because this needed to be a Plan for the whole District and not just the District Council. The Stakeholder Group was disbanded, and a new approach was agreed, involving input from a panel of experts to advise the Council on interventions to tackle area wide climate change. The work was led by two consultancies, Useful Projects, and One Planet. One Planet has developed an innovative tool for mapping and then monitoring the final Strategy.
- 1.3 This report outlines the details of a proposed draft Climate Action Strategy for the Horsham District. This is not just a Strategy for Horsham District Council, as it cannot address climate change on its own. Other partners and the wider community will also need to take action on this important issue. The report recommends that the Draft Strategy be approved for consultation and wider engagement. This will give reassurance that the Strategy resonates with the local community and also starts the process of obtaining buy-in from partners, residents, and business.

2 Relevant Council policy

- 2.1 The Corporate Plan 2019-2023 recognises the importance of taking action on climate change. A Cared for Environment is one five goals in the Plan, and this states that the Council will "*prioritise the protection of our environment as we move to a low carbon future*". It goes onto state that "*we will work with partners, businesses, and residents to help develop a practical carbon reduction plan for the District.*"

3 Details

- 3.1 The UK Government has set a legally binding target to be net zero carbon by 2050. The draft Strategy proposes that the target for the District mirrors this. Although there is much that can be achieved at the local level, larger scale changes and interventions will be required at a national level to significantly reduce carbon emissions. Although the Strategy sets a longer-term target, it is imperative that action is taken in the short term. To stay within the temperature targets that have been agreed internationally will require action to be taken now and not left until closer to the target date.

3.2 The carbon emissions for the District have fallen over the last 15 years (see figure 1), but this is primarily due to an increase in the use of technology that generates electricity and emits less carbon, such as off-shore wind and gas-fired power stations. This process will continue at a national level but if no local action is taken, emissions will not fall at the pace and scale that is required to avert catastrophic damage from a changing climate.

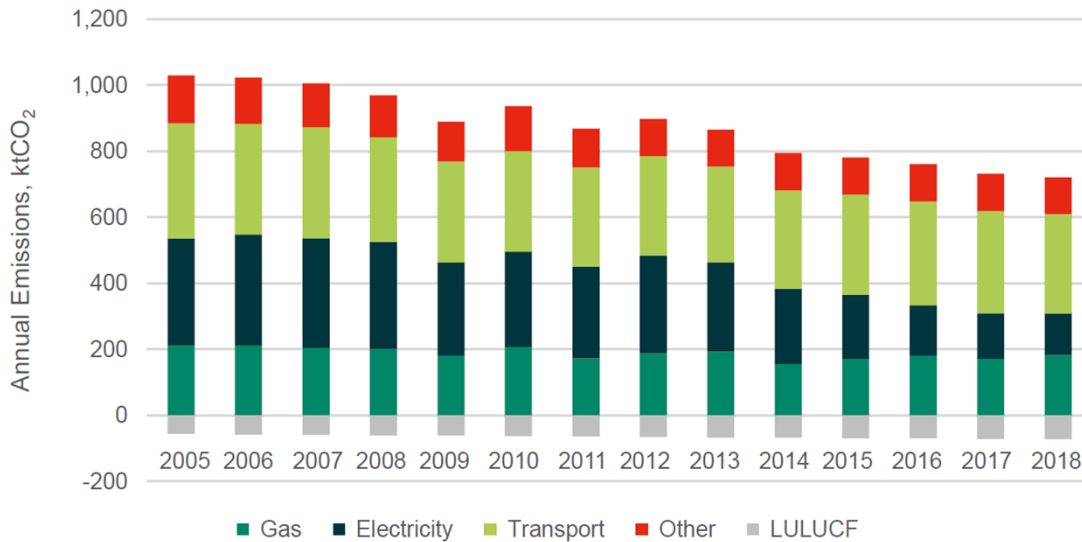


Figure 1 – Trends in Carbon emission in the Horsham District (2005-2018) from AECOM report

3.3 In order to set an overarching strategy and identify appropriate actions it is important to understand the source of most local carbon emissions. This is shown in figure 2. This illustrates that transport and domestic buildings are responsible for the largest proportion of emissions.

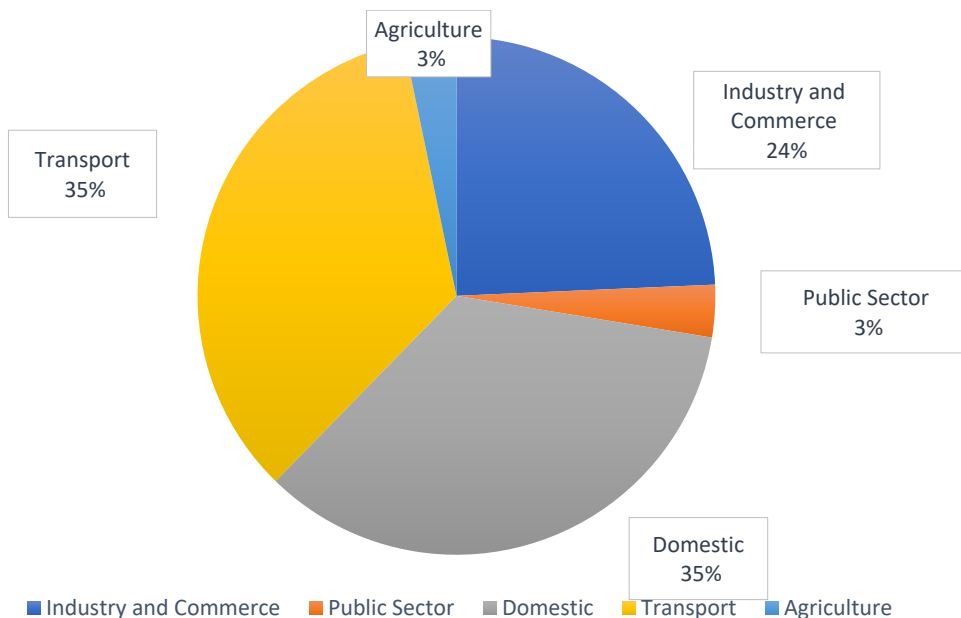


Figure 2 – Carbon emission in the Horsham District by sector (2020)

(Source: Department for Business, Energy, and Industrial Strategy)

- 3.4 The consultants that produced the Strategy carried out further analysis on the District's emissions and identified "carbon hotspots". This has dictated where the actions in the Strategy are focused and influenced the way that it has been structured. These hotspots are: -
- **transport**, due to a significant number of journeys being by car (higher than the national average);
 - **buildings**, due to 82% of the District's buildings being residential and with this sector generating a high amount of carbon emission;
 - **energy**, due to the District having a low proportion of energy generated by renewable or low carbon forms of technology. Meaning that there is potential to increase the use of this technology;
 - **land use**, due to the District being a carbon sink for agriculture and forestry, as opposed to a net emitter. There are opportunities to increase this carbon sink, whilst also benefiting wildlife and helping to adapt to the changing climate.
- 3.5 As well as addressing these carbon hotspots, actions on increasing climate resilience are weaved into the draft Strategy. Another important issue is water. Actions relating to reducing water consumption and flooding, as well as improving water quality are also incorporated into the Strategy.
- 3.6 Underpinning the systems actions are enablers, such as governance structures, policies and plans, finance, and education/behaviour change. Implementing these will ensure that actions under each carbon hotspot or system can be progressed.
- 3.7 The proposed Strategy is not just for the Council. Action is required by all residents, businesses, and organisations in the District. The Council cannot achieve the widespread changes that are required on its own. This is reflected in the way that the Strategy is put together. The actions fall within the following categories: -
- **leadership**, where the Council has more responsibility and influence and will take the lead on initiatives;
 - **partnership**, where other partners, such as West Sussex County Council, will need to take the lead or work in partnership with the District Council;
 - **community**, where the wider community, including residents, businesses, community and voluntary groups and other organisations have a key role to play.
- 3.8 Identification of new interventions, and aspects such as how to prioritise these, were determined in consultation with Council officers and external stakeholders and experts, such as representatives from West Sussex County Council, the Sussex Nature Partnership, the South East Climate Alliance, the Greater South East Net Zero Hub, the National Farmers Union, and Southern Water. The consultants led this process. They carried out interviews and ran two workshops (one internally and one with some external stakeholders and experts) to capture existing actions and identify a range of new initiatives.
- 3.9 Two draft Strategies have been produced. One contains more detail on implementation and the other is a more concise public facing document. The latter can be found [here](#).
Examples of some of the actions included in both documents are: -
- launch a residential retrofit programme (under buildings)

- increase and incentivise investment in small-scale renewable energy generation and battery storage (under energy)
- explore opportunities/feasibility of creating a Mobility Hub in Horsham Town Centre (under transport)
- explore opportunities to create a sharing economy e.g. expand existing repair cafes (under waste)
- support urban greening across the District (under land use).

3.10 Other benefits in addition to tackling climate change are highlighted, such as health and wellbeing, job creation and biodiversity improvements. This is a good way to draw the community and organisations into this process that may not have a focus on climate change. A broad cost range is included in the detailed Strategy, alongside a potential a cost per tonne of carbon. This, combined with the ease of implementation, is used to suggest timescales for progressing the actions, including where it would be possible to achieve some quick wins. Not all of the actions are the responsibility of the Council. Other organisations, as well as businesses and residents have a role to play.

3.11 In recognition of the importance of other organisations taking action, the Council held some workshops for Parish and Neighbourhood Council's to help them to draw up their own Climate Change Action Plans. Several of the Councils have formed a network to continue to share ideas and resolve issues. The District Council, along with the Horsham Association of Local Councils, will provide ongoing support. This is complemented by the Community Climate Fund which has been in place for over two years. This gives small grants to community and voluntary groups, as well as Parish/Neighbourhood Councils, which have climate change projects that require funding.

4 Next Steps

4.1 There has been input to the production of the Strategy from external stakeholders, primarily those with expertise in important areas related to climate change, such the Sussex Nature Partnership and the Greater South East Net Zero Hub. However, there has not been any input from the wider community. This is important in terms of the credibility of the Strategy and also to obtain buy-in for what it is seeking to achieve. A programme of consultation and engagement will, therefore, take place over the next few months to gain these wider views. This will involve the organisations that have regular contact with the Council on environmental issues. It will also draw in residents and businesses that do not usually engage on climate change. This will ensure that the Strategy incorporates these wider views. It will also inform the Council, and other partners, on whether we are going in the right direction and incorporating the appropriate actions to tackle climate change across the District.

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

5.1 The Environment and Rural Affairs Policy Development Advisory Group received two presentations on the draft Strategy. In the early stages of the production of the Strategy in November 2022 and fuller details when the Group met on 13th March

2023. There was lengthy debate on the draft Strategy and several useful points were made at the meeting. The Members at the meeting supported the approach taken and the proposed actions in the Strategy.

- 5.2 The Monitoring Officer and the Director of Resources were both consulted, and their comments are included in this report.
- 5.3 Members of staff from across the Council, such as Strategic Planning and Environmental Health, were interviewed by the consultants and a workshop was also held with them as part of the development of the Strategy. The Head of Strategic Planning, Head of Development and Building Control, Head of Environmental Health and Licensing, Head of Economic Development, Head of Housing and Communities, the Procurement Manager and the Parks and Countryside Manager were all consulted on the draft Strategy, as well as this report. Their comments have been incorporated into the report.

6 Other Courses of Action Considered but Rejected

- 6.1 The main course of action that was considered was not producing a Climate Change Strategy for the District. There are already numerous projects relating to climate change already taking place. However, to achieve the step change that is required to reduce carbon emissions and adapt to an already changing climate, the existing projects need to be drawn together in an overarching framework. The Strategy also sets out what other initiatives need to take place and indicates where other partners and the community have a role to play.
- 6.2 The second course of action that was considered was not carrying out any engagement on the Strategy. The Council could approve the Strategy and then work with its partners and the wider to community to deliver it. However, as the Council cannot deliver all of the actions on its own it is vital to have wider input and buy-in to the Strategy.

7 Resource Consequences

- 7.1 As the Climate Action Strategy is in draft form, there are no financial implications at this time. The Council will not be responsible for implementing the whole Strategy. The draft Strategy gives a broad indication of the level of funding that may be required to implement each action but, in many cases, further investigation will be required to give a firmer figure.
- 7.2 There is already a budget of £20,000 in 2023/24 for traditional forms of communications and promotion, so that the public are aware of the draft Strategy. Funding will also be needed to work with consultants on some innovative forms of engagement. There is already a budget of £40,000 in 2023/24 available for this work.
- 7.3 There are no Human Resource implications from this report, as a Climate Change Support Officer joined the Council last year to work alongside the Environment Programme Manager. This has increased the capacity for this work. Early

discussions and planning with the Communications Team has ensured that there is capacity to deliver a communications plan associated with draft Climate Action Strategy.

8 Legal Considerations and Implications

- 8.1 The Climate Change Act 2008 forms the basis for the UK's approach to tackling and responding to climate change. 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 legislative requirement placed on the Secretary of State. Although the Act does not impose any duties or responsibilities on Local Government in achieving the net zero target, Councils have a crucial role to play in meeting the national target and helping their communities adapt to climate change.
- 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. In addition, section 1 (4c) of the Localism Act 2011 permits local authorities to do anything they consider is for the benefit of the authority, its area or persons resident or present in its area.

9 Risk Assessment

- 9.1 A risk assessment has been completed and one medium, as well as four high risks were identified. There is a risk to the programme if inadequate governance structure is not established. This will be complex given the number of Departments and external organisations involved in the delivery of the Strategy. This risk can be managed and is likely to reduce once the Strategy is approved. Two of the higher risks relate to Council staff and partners, a lack of capacity and knowledge which could impact on the delivery. Both of these are likely to be an on-going challenges but could be reduced through developing strong partnerships and links to organisations outside of the District.
- 9.2 The third high risk relates to unsuccessful delivery of behaviour change programmes. These will need to underpin many of the actions in the Strategy. However, behaviour change is hard to achieve in the short term. Drawing on expertise and strong partnership working will be vital in managing this risk. The final high risk to the delivery of the Strategy is the range of partners that will be required to deliver it and the complexity of the partnerships. The One Planet tool will assist with managing this, and again, drawing on experience from elsewhere.

10 Procurement implications

- 10.1 Consultants will be procured to run the engagement process. This will involve more innovative forms of engagement, beyond the usual Council approach of promoting the Strategy. Given the budget available the cost of this process will fall within three quotes thresholds in the Procurement Code (between £20,000 and £49,999). The procedures that relate to a three quotes process will, therefore, be followed.

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

- 11.1 An Equalities Impact Assessment will be completed before the engagement work commences, to ensure that a cross section of the community is involved. This will seek to ensure that the Climate Action Strategy does not have negative impacts on vulnerable groups and wider communities that share protected characteristics and that negative impacts are mitigated.

12 Environmental Implications

- 12.1 Once approved, the Climate Action Strategy for the District will make a contribution to the reduction of carbon emissions across the area and the necessary adaptations to the changing climate. Many of the actions will also have other benefits, such as improving air quality, improving wildlife and habitats, and reducing the use of resources and the generation of waste.

13 Other Considerations

- 13.1 The engagement process will be fully compliant with the General Data Protection Regulations and there are no crime and disorder implications from this report.

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Report to Cabinet

23 March 2023

By the Cabinet Member for Planning & Development



DECISION REQUIRED

Not Exempt

Formal Adoption of Local Lists for Storrington, Steyning, Pulborough, Henfield, Billingshurst, Ashington, Nuthurst, Rusper and Southwater.

Executive Summary

Local lists are a type of Non-Designated Heritage asset. They provide an important layer of protection to buildings that form a part of local heritage, but don't meet the requirements of designated Listed Buildings.

The purpose of this report is to recommend formal adoption of buildings from select Neighbourhood Plans, Conservation Area Appraisals, and the Steyning Society as Locally Listed.

Recommendations

Cabinet is recommended:

- I. To formally adopt the buildings marked as positive to conservations areas from the Conservation Area Appraisals of Storrington, Steyning, Pulborough, Henfield and Billingshurst as Locally Listed.
- II. To formally adopt the Steyning Society Local List alongside the buildings marked as positive to the conservation areas from the Steyning Conservation Area Appraisal.
- III. To formally adopt the local lists of buildings from the Neighbourhood Plans of Ashington, Nuthurst, Rusper and Southwater.

Reasons for Recommendations

- I. To ensure that buildings of historical and architectural significance are protected for the future.
- II. To recognise buildings identified as being of importance by the local community.

Background Papers

1. Conservation Area Appraisals: (<https://www.horsham.gov.uk/planning/conservation-areas/maps-and-character-statements>)
2. Neighbourhood Plans: (<https://www.horsham.gov.uk/planning/neighbourhood-planning>)
3. Horsham Town Local List Consultation: (<https://horsham.moderngov.co.uk/CeListDocuments.aspx?Committeed=132&MeetingId=415&DF=13%2f05%2f2010&Ver=2>)
4. Horsham Town Local List Approval: (<https://horsham.moderngov.co.uk/CeListDocuments.aspx?Committeed=132&MeetingId=420&DF=27%2f01%2f2011&Ver=2>)
5. National Planning Policy Framework 2021: (<https://www.gov.uk/government/publications/national-planning-policy-framework--2>)
6. Local Heritage Listing: Identifying and Conserving Local Heritage: (<https://historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7>)
7. The Steyning Local Heritage List – See Appendix 1
8. The Neighbourhood Planning (General) Regulations 2012 (<https://www.legislation.gov.uk/uksi/2012/637/contents/made>)

Wards affected: Storrington & Washington; Steyning & Ashurst; Pulborough, Coldwaltham and Amberley; Henfield; Billingshurst; West Chiltington, Thakeham and Ashington; Nuthurst and Lower Beeding; Colgate and Rusper; Southwater South and Shipley; Southwater North.

Contact:

Catherine Howe, Head of Strategic Planning x5505.

Seán Rix, Senior Conservation Officer x5276.

Background Information

1 Introduction and Background

- 1.1 The purpose of this report is to recommend formal adoption of various local lists, following on from successful local list projects for Horsham Town Centre, Warnham, Slinfold, Richmond Road and London Road.
- 1.2 Locally listed buildings are a type of non-designated heritage asset, meaning they are not statutorily protected like listed buildings. Instead, local planning authorities are responsible for their protection. The most recent guidance from the National Planning Policy Framework summarises the effects of being locally listed as follows:

“The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset”
- 1.3 Current Historic England guidance confirms that non-designated heritage assets can be identified via Neighbourhood Plans, Conservation Area Appraisals and by Community Groups.
- 1.4 This report recommends formally adopting buildings identified within these documents.
- 1.5 The Historic England guidance also encourages public consultation stating: *“Assessment processes, including public consultation, are helpful in identifying errors or inaccuracies in supporting information.”* Also adding, *“The legitimacy and weight within the planning system of local heritage lists is increased when the list has been prepared in accordance with defined selection criteria and has been subject to public consultation.”*
- 1.6 The buildings cited within the Conservation Area Appraisals and Neighbourhood Plans within this report are selected as they have already been through public consultation as a fundamental part of their preparation. As such they are appropriate for formal adoption as per the Historic England guidance.
- 1.7 The Steyning Society Local List is also incorporated in this report to allow a single local list for Steyning to be produced in one cabinet report by combining it with the Steyning Conservation Area Appraisal.

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 local lists,

once adopted, will be used along with Policy 34 (where relevant) to help determine planning applications.

3 Details

Buildings Marked as Positive to conservation areas within Conservation Area Appraisals

- 3.1 When creating the Conservation Area Appraisals for Warnham, Slinfold, Richmond Road and London Road, a Gazetteer of locally listed buildings was created and included. These buildings were subsequently added to the locally listed buildings layer on the GIS mapping system, including public access, and are considered to be locally listed. This is as per the aforementioned guidance from Historic England confirming that non-designated heritage assets can be identified via Conservation Area Appraisals.
- 3.2 The Conservation Area Appraisals for Storrington, Steyning, Pulborough, Henfield and Billingshurst were written before including a Gazetteer of locally listed buildings within the appraisals was practice within the department. However, these plans do include maps marking buildings considered to be Positive to their Conservation Areas.
- 3.3 It is recommended that the buildings marked positive to their Conservation Areas are formally adopted as their local lists for two reasons:
- 3.4 Firstly, the description of these buildings in their respective Conservation Area Appraisals are synonymous with the aforementioned definition of a Locally Listed Heritage Assets. The following definition is found in the glossary of the Conservation Area Appraisals:

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.
- 3.5 The inclusion of this definition increases the legitimacy of these buildings by demonstrating a selection criterion, as recommended by the per the Historic England guidance.
- 3.6 Secondly, the Conservation Area Appraisals have gone through a public consultation period and have been adopted through resolution at full Council.
- 3.7 As the Conservation Area Appraisals contain the maps identifying the buildings, it follows that the buildings selected have been subject to public consultation. Based on this, the legitimacy is further elevated, as per the Historic England guidance.

Steyning

- 3.8 As well as having buildings marked as positive to Conservation Areas in their Conservation Area Appraisals as above. The Steyning Society produced “The Steyning Local Heritage List” in September 2022 (Appendix 1).
- 3.9 The list is well written, containing descriptions and images of all the buildings. Furthermore, the lists states specific criteria on which it is based, therefore it has added legitimacy.
- 3.10 The Steyning Planning Committee agreed the list on 24/10/22 and Steyning Parish Council unanimously approved the list on 16/01/23. Therefore, the list has been subject to public consultation and fulfils the Historic England guidance on this matter.
- 3.11 It is recommended that these buildings are formally adopted as Locally Listed buildings in combination with the buildings marked as Positive to the Steyning Conservation Area within the Conservation Area Appraisal.

Locally Listed Buildings from Neighbourhood Plans

- 3.12 Ashington, Nuthurst, Rusper and Southwater have all identified Non-designated, Local Heritage Assets in their respective Neighbourhood Plans.
- 3.13 These buildings are appropriate to be recommended for formal adoption as the Neighbourhood Plans have been subject to public consultation via independent examinations and were subject to a six-week consultation period under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012.
- 3.14 As the Neighbourhood Plans contain the lists of buildings, it follows that the list themselves have been subject to public consultation. Based on this, the legitimacy of the list is further elevated, as per the Historic England guidance.
- 3.15 Additionally, several of these Parishes conducted further consultation specific to their local lists:
- 3.16 Ashington conducted their own residents survey in order to create the list, stating: *“82.57% of the votes cast agreed that the Ashington Neighbourhood Development Plan be used by Horsham District Council to help in the determination of planning application”*.
- 3.17 Southwater released an additional Parish Survey asking: *“Do you think that some buildings should be designated as heritage assets?”* They had 1145 responses, 86% of which were “yes”.
- 3.18 Whilst the Historic England guidance states that Locally Listed buildings can be identified in Neighbourhood Plan’s. These lists were written by an external organisation; therefore, they sit in a grey area, and it is unclear whether they are currently considered to be locally listed.
- 3.19 These buildings are recommended to be formally adopted within this report to for the avoidance of doubt on this issue.

4 Next Steps

Adding Locally Listed Buildings to the GIS Mapping system

- 4.1 Once the Locally listed buildings are formally adopted, it is recommended that they are added to the GIS Mapping system under the “Locally Listed Buildings” layer. This is advised in the Historic England guidance and will enable both officers making decisions and the general public to access the information.
- 4.2 This has already been completed for all of the other Locally Listed Buildings in Warnham, Slinfold, Richmond Road, London Road and Horsham Town Centre.

Sending an FAQ Document to Owners of Residential Properties.

- 4.3 It is recommended that an FAQ document is developed and sent to owners, explaining the effects of owning a locally listed building and encouraging feedback.
- 4.4 This document would also provide a contact email address, allowing any queries to be addressed and providing an opportunity for the owner to give any additional information to the council about the property.

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

- 5.1 As outlined in this report, the buildings to be locally listed have already been identified as part of Conservation Area reviews which were considered at PDAG meetings during their preparation. Other buildings have been identified by the local communities through the Neighbourhood Plan preparation process.

6 Other Courses of Action Considered but Rejected

- 6.1 The option of not formally adopting these local lists was considered but rejected in order to afford greater protection to buildings of special architectural or historic interest.

7 Resource Consequences

- 7.1 The cost of implementing this will be nil, but there will be staff consequences in terms of updating the GIS mapping and sending out the FAQ document to property owners.

8 Legal Considerations and Implications

- 8.1 Locally listed buildings are not statutorily protected and are instead protected by the Local Planning Authorities. The approach of authorities is to be informed by guidance, such as the Historic England guidance.

9 Risk Assessment

9.1 Not Applicable

10 Procurement implications

10.1 Not Applicable

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

11.1 It is not considered that the formal adoption of local lists will have any direct impacts on gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

12 Environmental Implications

12.1 It is not considered that the formal adoption of local lists will have any direct impacts on natural resources (for example energy, water, raw materials); quality of environment (contribution to safe and supportive environments for living, recreation and working); biodiversity (protection and improvement of wildlife and habitats); waste and pollution (effects on air, land and water from waste and emissions).

13 Other Considerations

13.1 It is not considered that the formal adoption of local lists will have any direct impact on anything else.

APPENDICES TO REPORT

Appendix 1

The Steyning Local Heritage List

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The Steyning Local Heritage List



**Locally important historic buildings
and structures**

The Steyning Society

September 2022

Introduction

The Steyning Society was founded in April 1963 and its objects are to conserve and enhance the town of Steyning, particularly its conservation area and to protect the surrounding environment.

We take an active interest in the development of the town, supporting local events and projects that seek to maintain and improve its amenities and character.

This Heritage List is the latest example of our work which is intended to highlight those buildings and structures which are of local interest and importance. We have followed the guidance¹, which is that buildings and sites which qualify for inclusion in the Local Heritage List must have '*heritage significance*' and be of '*architectural or historic importance*', that they must be '*special*' and that they do not '*quite meet the criteria for being nationally listed*'.

Full details of the approach taken and criteria used for the selection can be found in the appendix.

We hope that the Local Heritage List will be a helpful addition to the national Statutory List and underline the unique historic character and charm of Steyning. We are grateful for the help and support of Horsham DC, Steyning Parish Council, Steyning Museum, particularly Chris Tod and Jacque Buttriss and those who responded to the consultation draft.

We have undertaken the work as a small project group of The Steyning Society with the support of its trustees and members. It has been an enjoyable and worthwhile experience which has greatly aided our understanding and appreciation of the town.

Tony Struthers, Nick Bennett, Catherine Mant, Jane Oxley and Alice Standen

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<https://steyningsociety.org.uk>

Registered Charity No. 269859

¹ Historic England Advice Note No 7 – Local Heritage Listing, Identifying and Conserving Local Heritage, 2nd Edition, 2022

Local Heritage List - Steyning

Bank Passage, Old Court House and Terrace
Bramber Road, Christ the King, Roman Catholic Church
Castle Lane, Clivedale and The Malt House
Chantry Lane, Chantry Lane Cottage
Charlton Street, Police Station
Church Street, No. 2 Osborne House, No. 24 Vine Cottage
and Steyning Library
College Hill, Corner House
Cripps Lane, Silvermead and Station Road, South Down
House
Dog Lane, Watersmead
Elm Grove Lane, Nos. 1 - 6 Elm Terrace
Goring Road, No. 19 St.Andrews, No. 49 Stokes, No. 51
Highcroft, No. 53 St.Stephens, No. 55 Tilings
High Street South, Bidlington/Ashburton, No. 4a Old Brewery
Cottage, No. 4 Steyndent, No. 18 Methodist Church
High Street South, The Causeway and East Side footpath
High Street, No. 106 Book Shop
Holland Road, Lynwood and Saffrons
Horsham Road, Yew Tree Cottage
Jarvis Lane, St. Johns, Rosebank, Rosebank Barn, Jarvis Lodge
Stanecroft, Bonnington, Ivy Nook, Flint Walls (west side)
Jarvis Lane, Herod's Foot and The Nest
Mill Road, SME Ltd, and Sir George's Place
Mouse Lane, Pompey's Terrace, Wash House Cottage, Rifle
Range and Saxo-Norman to Medieval Fields
Old Market Square, Nos. 3 - 7 Former Goods Shed
Southdown Terrace, Nos. 1 - 8
Station Road, The Gables, Braeside and Lyminster Lodge
Tanyard Lane, Nos. 1 - 8 New Row, Nos. 4 - 5 Gatewycke
Terrace
Vicarage Lane, The Vicarage
White Horse Square, Nos. 10 - 11

Appendix - criteria for inclusion

Bank Passage, Nos. 1,2 and 2A Nos. 1, 2, 3 and 4 The Old Court House



Originally known as Brewer's Lane, this became Bank Passage following the building by Thomas Sone of a shop to replace The King's Arms at the entrance to the High Street in c1790. He issued a bank note (for twopence) under the title "Steyping New Bank, No.1 High Street" (now called 'Body Matters'). This banking venture resulted in the name of this twitten.

The terrace cottages (Nos. 1, 2 and 2A) are thought to date from the late 1780s. Two storey in brick with two rooms above and below, fronting the Passage. Nos. 1 and 2 Old Court House is the former Town Hall and beyond (Nos. 4 and 5) are converted from parts of the Courts and were the location for the cells.

Grigg² explains that The Steyping Public Hall and Assembly Rooms Co. Ltd. was a company formed by several townsmen. A house had been bought situated in the garden fronting the High Street. A Hall was then built in the garden by Mr Chalcraft, a Steyping builder. An action for trespass brought against him and the Company for trespass over Bank Passage as a means of access to the Town Hall in 1886 - found that Bank Passage was a public way. Originally occupied by the Constitutional Club, it was then taken over by the Conservative Club . After World War 1 Comrades of the Great War formed a club and used the rooms. They were followed by the British Legion and then the Independent Order of Odd Fellows. They built a large room over the Town Hall and it

² Grigg C.A. *Memories of Steyping and the West* Printing Works, Steyping 1967

continued in use by them until shortly after World War II. The Town Hall was the focal point of many local and theatrical activities such as the Steyning Operatic Society. Eventually the Hall was bought by the West Sussex County Council and converted to a permanent Magistrates Court. Opening in April 1960, it closed in 1996 when part of the Steyning Petty Sessions Division was amalgamated into the Worthing District and the remainder was incorporated into the Horsham Division.³

See description of Bank Passage and its history in Duke and Cox⁴.

The Old Courthouse is an historic building with strong associations to the town and the 19th and early 20th Centuries. Bank Passage and its terraces have group value, townscape merit and history in this central location.

³ *House of Commons Hansard Written Answers for 7 March 2000*

⁴ *Duke, Frank and Cox, Ernest W. "In and Around Steyning" pp 94 - 96 Wests Printing Works Steyning 1954*

Bramber Road, Christ the King, Roman Catholic Church



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An attractive and interesting conversion of an old barn, opened in 1951. The barn is shown on the 1840 Tithe Map and formerly belonged to Penlands Farm. According to the Victoria County History⁵ although Roman Catholics were recorded at Wappingthorn in the 16th C by the 18C the faith had gradually died out in Steyning. However a small community remained and the Museum has a copy of a pre-war poster advertising a pony and trap service being run to take Steyning people to the Towers in Beeding for Sunday services. By 1948 the Town Hall began to be used on a temporary basis for services and this former barn was subsequently converted into a Church, opening in 1951.

The Church is in a prominent position on Bramber Road marking the entrance to Steyning and the Penlands Estate. It has historic interest, contributing to the townscape and is an important community building.

⁵ Baggs A.P., Currie C.R.J., Elrington C.R., Keeling S.M. and Rowland A.M., 'Steyning: Roman Catholicism', in *A History of the County of Sussex: Volume 6 Part 1, Bramber Rape (Southern Part)*, ed. by *Victoria County History* (London, 1980), p. 244.

Castle Lane, Clivedale



Photo © [Simon Carey \(cc-by-sa/2.0\)](#)

A large Victorian villa built in 1878 and remaining a single dwelling until the 1970s. It was then subdivided and its grounds sold for development.

The external appearance is largely unchanged, with a hipped roof, three chimneys, prominent bay windows on both floors, with the ground floor extending to the first floor with its own roof. The first floor has red overhanging tiles and walls of Sussex flint on the ground floor.

As a classic Victorian mansion it is of historic interest, providing an important townscape and focal point to Castle Lane.

Chantry Lane, No. 22 Chantry Lane Cottage



Photo © [Simon Carey](#) (cc-by-sa/2.0)

A single storey house at the front with dormer windows at the rear. It sits on a flint wall at the corner of Highland Croft and Chantry Lane. It is opposite the listed buildings of Smugglers Cottage, Chantry House and Chantry Green House.

A distinctive and unusual design, it is a former carpentry workshop of W.W. Rapley and is shown on maps before 1840. It has Historic Fabric interest, situated at a corner site opposite listed buildings and adds value to the townscape marking the entrance to Highland Croft in a characterful manner.

Charlton Street, Police Station



Built 1859 - 62. A pleasingly symmetrical building in flint and brick set behind a matching flint and brick wall with stout pillars at the entrance to its yard. It is well situated at the entrance to the cricket field, though resolutely turned away from the view. Recently renovated (with a new roof) its police lamp has been retained. Windows have been replaced with modern ones.

It is a substantial solid building and an important part of Steyning's history. Originally the base for some 16 police officers who covered a total of 25 parishes between Steyning itself and the outskirts of Hove – the same parishes as those covered by the Steyning Registration District (see Osborne House.)

It is therefore of historic importance for the town as an early example of a constabulary building of the 1850/60s with historic associations of the period. It has townscape merit at the entrance to the playing fields and corner of Charlton Street. The flint walls surrounding the Police Station, including the boundary wall between the cricket field, should be included in the listing as they provide the setting for the building and clearly mark its important location.

Church Street, No.2 Osborne House



This three bay, two storey Victorian building, now a private house, was built before 1861 originally for Edward Cripps who was Registrar and a solicitor.⁷ It served as the Register Office and was known as Gordon House. The building has a symmetrical frontage with 2 storey canted bay windows, which were popular at the time of construction. The original glazing does not survive. The entrance doorway has a classical surround, with two flanking pilasters designed in the Doric order. The ground floor has a rusticated façade, and horizontal platband between the ground floor and first floor. Original iron railing present on the stairway to entrance.

The setting of the house on the corner of the High Street and Church Street is further enhanced by the raised pavement, posts and rails which although recently renewed, date originally to at least before 1860⁸. They provide an enclosure for the building and mark its presence at this key junction in Steyning

⁷ Duke and Cox, *op. cit.* pp 4 and 97

⁸ Guilman, Alwyn "Bygone Steyning, Bramber and Beeding" Plate 19 Philimore and Co Ltd Chichester 1988

It has important historical associations. Between 1837 and 1935, Steyning's Register Office served 25 parishes, including Aldrington in Hove.⁹

Charles Stuart Parnell was founder and leader of the Irish Parliamentary Party and a committed Irish nationalist. He was described by Gladstone as "the most remarkable man I ever met and the most interesting". He caused a scandal through his affair with Katherine O'Shea, wife of Captain O'Shea, which became national news in the 1890s, when Captain O'Shea divorced his wife due to her affair. This made it impossible for the then Prime Minister, W.E. Gladstone, to pass the legislation required to grant Home Rule to Ireland. Subsequently Parnell and O'Shea, who now resided in Hove, married at the Register Office on the 26th June 1891, an event that is commemorated by a blue plaque on the exterior of the building.

⁹ See <http://steyningmuseum.org.uk/obj/traff.htm>

Church Street, No. 24 Vine Cottage



Although rebuilt and altered¹⁰ this was once the home of Victor B. Neuberger, poet and writer and known as Vickybird. He was the founder of the Vine Press which was housed in one of the rooms of the cottage. The building retains some elements of the original cottage, including the dormer window arrangement. It was rebuilt after the 2nd World War.

As well as a poet, Neuberger was a publisher and occultist and associate of the infamous occultist Aleister Crowley. Having moved to London in the 1930s, he was one of the first champions of Dylan Thomas. He was a friend of artists and writers and the cottage hosted many visitors such as Paul Robeson, Tallulah Bankhead and Gertrude Stein amongst others.¹¹

The facade and grapevine of the cottage have strong historical connections providing continuity with the history of Steyning. In addition it has townscape merit with the surrounding medieval and listed buildings of Church Street.

¹⁰ Duke and Cox *op. cit.* p.7

¹¹ Pennington, Janet *Steyning Scandals, Secrets of a Sussex Market Town 1547 - 1947* p. 25 CPI Antony Rowe Eastbourne 2007

Church Street, Steyning Library



Described in the Pevsner Architectural Guide as an ‘*intentionally quiet building, its monopitched roof dipping low towards the church*’¹² Steyning Library was designed by West Sussex County Architects Department and opened in February 1996. It has a crescent shape, following the curve of Church Street and Vicarage Lane.

It replaced a temporary library building and at the time the proposed design was criticised for being “*excessive in size and character compared with the more traditional form of development in the Conservation Area.*”¹³ In response the County Council’s conservation architect advised that “*the*

¹²Williamson, Elizabeth, Hudson, Tim, Musson, Jeremy and Nairn, Ian. *Sussex: West, Pevsner Architectural Guides The Buildings of England* 2019 Yale University Press p. 636

¹³ West Sussex County Council , Applications Sub-Committee – erection of a new public library at Church Street, Steyning Plan ST/30/94 Report and Decision Notice 22nd June 1994

proposed library successfully sits on the present grassed site which is elevated above the footpath. Its curved monopitched slate covered roof is a sympathetic addition to the local townscape. The scale of the roof relates satisfactorily to the side aisle roof of the adjacent parish church. The floor to ceiling glazing and the timber supporting columns produces a very harmonious and well scaled facade facing Church Street. The curved plan form has created a good entrance court in front of the proposed entrance”.

Despite the controversy, the Library has become an important landmark in Steyning and contributes an impressive new addition to the townscape of Church Street and the Conservation Area. It complements the nearby listed buildings and is a bold and successful response to the curvature of the site.

College Hill, Corner House



Corner House is a detached house on the corner of The Crescent and College Hill. The house stands in its own grounds of about $\frac{3}{4}$ of an acre, has a gable roof and was built by Frank Duke Ltd in the early 1920s. Like many of the houses built by Frank Duke, it has a pebbledash rendering, which has never been painted. The front door, which is on The Crescent, has a distinctive stone surround.

The exterior of the house is largely unaltered. The windows are metal framed casement windows which have leaded lights. Except for two, they are original. About half of them have distinctive ornamental 'lion' opening handles (see photo). The house has historical interest as an excellent example of Frank Duke's work with its links to the arts and crafts movement. The townscape of the Crescent and College Hill is much enhanced by its prominent corner position.



Cripps Lane, Silvermead and Station Road, South Down House



Silvermead

Southdown House

Semi-detached villas built in the 1860s by John T. Chappell as part of the railway suburb close to the station. Two storey, with ground floor bay windows. Originally known as Southdown Villas. Silvermead to the left was the former YHA Youth Hostel for Steyning from 1936 - 39 but closed after the 1939 season.¹⁴ The villas are typical of their period in this part of Steyning's "Railway suburb". Silvermead has strong historical associations as a 1930s Youth Hostel. It was very popular, with over 10,000 members staying over the four years it was a hostel. It was intended to be part of a complete chain of hostels along the South Downs and had accommodation for 18 men and 12 women.

The villas merit inclusion for their history, Victorian design and associations with the railway and 1930s youth hosteling. They also should be included for their key townscape character at this junction of Cripps Lane and Station Road.

¹⁴ See <https://duncanmsimpsonwriting.com/category/hostels/> accessed 20 Feb. 2022

Dog Lane, Watersmead



Former home of Elsie and Doris Waters¹⁵, comic actresses and singers who performed as a double act as “Gert and Daisy” and were famous as music hall, film, radio and TV entertainers. It has historic associations as they were particularly well known during the Second World War. The building was previously known as “Byfield” and was converted from the brewery coal store and stable and later improved by Frank Duke. An exuberant mix of flint, brick and tile-hanging with gables, lead-paned windows (all now replaced with modern versions), bays and 'Tudor' beams.

The smallest, northernmost wing is old, probably originally stables. It is not on the 1791 map but this might have omitted coal stores and stables. The interior contains a wealth of Frank Duke joinery and an unusual curved staircase. The house was extensively refurbished in 2017. The garden includes the brewer’s pond

Dog Lane Mounting Block



The mounting block in Dog Lane, almost certainly belonged to the adjacent Newham House in Sheep Pen Lane. Newham House is a listed timber framed Grade II house of the 17th Century, refaced in the 18th Century. The date of the block is not known. Other mounting blocks are located outside the Post Office in the High Street and Chantry House, Church Street. Both these properties are Listed Buildings but none of the blocks are included in the Listings.

The mounting block should be included on the Local Heritage List for its historical connections and associations with the horse as the means of transport in earlier centuries.

Elm Grove Lane, Nos. 1- 6 Elm Terrace



Elm Grove Lane was formerly known as Newman's Lane and in the 1790s it was called Back Lane.¹⁶

This mid-19th Century Victorian terrace comprises six identical two storey houses. Each northern façade has one double hung sash "6 over 6" window at ground floor, and another at first floor. The original four-panelled entrance doors are present on Nos. 2 and 3. Hipped slate roof with three stacks, each with six flues.

The buildings have townscape merit due to their group setting. The houses are typical of a Victorian terrace, designed to provide high density housing for the working classes. The buildings are significant as they contribute to the historic street scene of Elm Grove Lane, which is largely comprised of mid-late 19th century frontages.

Goring Road, No. 19 St. Andrews



An interesting corner house, probably built by Frank Duke in Arts and Crafts style, steep hip roof at various angles with dormer leaded windows. Two tall brick chimney stacks, emphasise the corner by being at a right angle to each other. The building seems to be an integrated whole and, apart from the probable insertion of four windows by the door, retains its intrinsic design.

The house merits inclusion for its townscape prominence at a key corner point on Goring Road that signals the change of direction between the two halves of the road.

Goring Road, No. 49 Stokes



Frontage to Goring Road

An important and unique house built for Alastair Robertson - Aikman (1924 - 2006) the founder of SME Ltd. This had its factory in Mill Road, manufacturing audio equipment. It is understood that two integral garages and a music room were added to the property after it was built in c1958. The building is in the Arts and Crafts tradition of Edwin Lutyens. It was designed by John Leopold Denman (1882 - 1975) for the owner.

John Leopold Denman was a most prolific Brighton based architect "*who designed in a well mannered Neo-Georgian with influences of Art Deco and Scandinavia*"¹⁷. This house is an exceptional example of his style and achievements. It has aspects of the arts and crafts movement, with a mansard roof, small dormer windows on the front elevation and large dormers on the back overlooking the garden and Clays Field towards the South Downs. It is understood the present garden is the original design. A formal structure with small garden rooms, topiary and architectural features.

¹⁷ Antram, Nicholas and Pezner, Nikolaus "*Sussex East with Brighton and Hove,*" Yale University Press

The building is a significant example of domestic architectural design by a prominent Sussex architect, for a client who was the founder of an important local manufacturing industry. It includes a Music Room, designed to extremely exacting standards where the ultimate tests for SME's designs were conducted.

It is a very special building and should be given national listing by Historic England. It is of considerable historic interest and is in a distinctive position above Clays Field.



Rear elevation overlooking Clays Field

Goring Road, No. 51 Highcroft, No. 53 St.Stephens, No. 55 Tilings



No.51, Highcroft and No. 53, St. Stephens

No. 55, Tilings

A group of three large detached two and half storey Victorian Villas in a row on Goring Road. Probably the earliest houses on this road.¹⁸ They are rendered at first floor level with brick and a bay window on the ground floor and porches set to the side. Prominent chimneys at each side of the buildings. They are a strong statement of stability and prestige and set the tone for Goring Road to become an extension of the original medieval town. It provided housing for professional families such as doctors, and solicitors in style and comfort.

The grouping of these houses make an impressive townscape contribution. They have historic interest as early buildings on Goring Road. No 51. Highcroft, borders the footpath to Clays Field and has a fine flint wall which is included in this listing.

¹⁸ Harris, Roland B. *Steining Historic Character Assessment Report, Sussex Extensive Urban Survey (EUS)* 2014, p. 20

High Street South, Bidlington/Ashburton



A very substantial building in its own grounds, hidden from the High Street, which has been divided into two properties. Bidlington faces the High Street and was originally the name of the whole building and Ashburton, with its unspoilt facade and portico is to the rear.¹⁹

Given its date, history and prominent position on the High Street this building should be included as a key contribution to the townscape of the High Street (South) and its association with the history of the town.

The flint wall which runs along the High Street from Bidlington Cottage to Bidlington is a significant historic and prominent structure. It is included on the local list as an important contribution to the townscape of this part of the town.

¹⁹ Ford, Harry *Steyning Conservation Area Guide*, 1980 revised 2003, Wests Printing Works, Steyning p.31

High Street South, No. 4a Old Brewery Cottage



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Built in the mid 19th century and once part of a former brewery complex that lined the north western part of the lane. The brewery was known as Gates's Brewery and was established in the early 19th century. By 1899, it had amalgamated with Michell's Brewery on the High Street to become Steyning Breweries Ltd. After World War I, this was taken over by Brighton's Rock Brewery, who subsequently transferred production elsewhere. Much of the former brewery was demolished except for this building and the adjacent administrative offices at No. 4 High Street South.

It has historical interest as part of the former brewery and the building's flint and stone character is typical of facades in Jarvis Lane.

High Street South, No. 4 (Steyndent)



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Although much altered, this was previously the administrative offices of the former Gates' Brewery in Jarvis Lane. As such it has historical associations with the brewing industry in Steyning. An imposing building, it marks the junction with the High Street and the entrance to Jarvis Lane and is prominent in the townscape.

High Street South, No. 18 Steyning Methodist Church



Flint and Yellow Brick church with stone dressings and quoins, built 1878²⁰ in the Gothic Revival Style, oriented east-west, with a contemporary school room to the rear. The exterior is largely unchanged, but the interior was altered in the 1960s and 2010s. The building was designed by James E. Lund²¹, an architect of some significance due to his involvement in local religious architecture, such as the Worthing Tabernacle. It is of historic interest as it is representative of a particular

²⁰ Norwood, John A History of Steyning Methodist Church Steyning Methodist Church Council 1979

²¹ Williamson, Elizabeth et.al **Page 54** 2009 p.636

religious group, the Wesleyan Methodists, and is also representative of a type of architectural style favoured in the late-Victorian period – the Gothic Revival. This was made popular in this period by architects such as George Gilbert Scott. In particular the church responds to nonconformist writings on appropriate styles for such churches in this period. For example, Frederick Jobson, a notable Wesleyan Methodist Architect called for a return to the Early English Decorated Gothic Style, and the use of local materials in chapel construction.

The Methodist Church at Steyning accords with this national style impeccably, with its pointed arch openings, and large western façade window employing intersecting tracery, reminiscent of the geometric period in gothic design. The use of flint to face the structure also responds to a stylistic preference for the use of local materials.

Townscape - the south section of the High Street where the Methodist Church is located is comprised of historic frontages primarily dating from the 18th and 19th centuries. The Methodist Church contributes to the historic character and aesthetic value of this part of Steyning and to the High Street.

High Street South, The Causeway (west side) and Footpath (east side)



The Causeway (west side)

This part of the High Street, was formerly known as Singwell Street. The Causeway is a path on the west side of the Street, enclosed by a flint and stone wall, with shrubs planted between the wall and path. This comprises flagstones and cobbles. Opposite on the east side is a path with small flags. There are cobblestones between the path and the flint and stone wall, enclosing the houses.

On both sides there are historic listed buildings, marking the entrance to the town.

This is an impressive streetscape which greatly contributes to the character of Steyning. The Steyning Conservation Area Appraisal and



Footpath (east side)

Management Plan²² recommends *“Good management of the streetscape is essential to maintain the sense of place..... A large format paving slab in natural stone should be used as part of considered approach to the location and the heritage context. Older surfacing materials such as local stone on edge, pebbles and even flint are rare vernacular survivals that should be conserved. The use of high quality paving materials, together with the layout and jointing detail are key elements of the overall surface appearance.”*

As a high quality entrance, it very much contributes to this sense of place and character. It proclaims - *“this is Steyning, an attractive historic town.”* The recommendations of the Conservation Area Appraisal should therefore be applied.

²² Horsham District Council Steyning Conservation Area Appraisal and Management Plan January 2018 pp.34-43

High Street, No. 106 (The Steyning Bookshop)



An early 18th century building constructed c.1708, but re-fronted in the mid-19th century. The ground floor has symmetrical canted bay windows with double hung sashes with sash horns. The first floor has three double hung sash windows with "six over six" panes.

The building has a steeply pitched roof with clay tiles and two large brick chimneystacks at the north and south ends. The north façade shows evidence of flint facing at second storey level, suggesting the original building was constructed in flint. The east façade has 19th and 20th century alterations, including a large brick extension to the rear and some original features such as an unusual double hung "four over eight" sash window.

The original 18th century structure was detached, but a line of terraced housing was added in the mid-19th century. Evidence can be seen on the interior, which includes a blocked window in a south-west room.

The interior of 106 High Street is of historic fabric interest and includes the original 18th century cellar. Other features of importance within the house are the two large brick stacks in the north-west and south-west first floor rooms. The “four over eight” sash window on the east façade is also unusual. This north section of the High Street includes historic frontages dating from the 14th to 19th centuries.

The house was originally owned by the Goring family. However its most notable owner was Nora Shackleton Heald, who purchased it in 1949. She was a journalist and editor of *The Queen* and, later, *The Lady*. She was the sister of Edith Shackleton Heald, who owned and resided in Chantry House, Steyning, until the scandal surrounding Edith’s relationship with Gluck (Hanna Gluckstein) forced Nora to vacate Chantry House, and move to 106 High Street.²³

The west front of 106 High Street contributes greatly to the street scene, the setting of Steyning High Street and its overall historic aesthetic value. It has considerable historic and townscape interest as well as literary and community associations.

Holland Road, Lynwood



Built by local builder Frank Duke for his own use early in the 20th century. A tile hung family house, mansard roof with dormer window at the front and prominent chimneys.

It has important historical associations with Frank Duke, who built many local houses and small estates in Steyning and surrounding villages. A significant building, partially hidden by its fencing and gardens. It contributes to the townscape of both Holland Road and Jarvis Lane.

Holland Road, Saffrons



Built by Frank Duke and a good example of Duke's early style with its links to the Arts and Crafts movement. Double fronted with asymmetrical roof and prominent chimneys.

'Saffrons' stands back from Holland Road and contributes to its townscape and history. As well as its pleasing design, its association with Frank Duke gives it an important place in the town's heritage.

Horsham Road, Yew Tree Cottage



Yew Tree Cottage is on the eastern side of Horsham Road on a high bank up from the road. Although it has modern additions, research for the then owners suggested from the roof construction, that the building is post medieval (after c1530) but probably pre 1600²⁴.

Roland Harris ²⁵ identifies it as a “*locally important historic building*”. Duke and Cox suggest that the house may have originally been two timbered cottages and that they were converted into one house.

The house is largely hidden from Horsham Road, but as Harris notes it is an important historic asset and although much altered and extended it retains the essential form and characteristics of its period (before 1600). It therefore merits inclusion in the list according to the criteria set by the guidance from Horsham D.C.²⁶

²⁴ Letter from late Annabelle F. Hughes to Mr. Seaton 9th September 1997

²⁵ Harris, Roland B. *op. cit.* p. 33

²⁶ See Appendix - Criteria for inclusion in Local Listing

Jarvis Lane, St. Johns



The Steyning Conservation Area Appraisal and Management Plan (Jan. 2018) notes that *“this is a large house dating from the turn of the 20th century. Although it has lost its original glazing, the use of flint coursing with brick dressings gives it a high degree of visual consistency with many other historic buildings in the Conservation Area and it has group value with other large houses of a similar date on Jarvis Lane.”*

The Conservation Area has been extended to include the property.²⁷ St. Johns has a prominent flint and brick wall surrounding it and adjacent to Jarvis Lane which is part of this local listing. The building itself is in a conspicuous position overlooking King Alfred Close and at the junction of Jarvis and Cripps Lanes giving it considerable townscape value.

²⁷ Horsham District Council, *Steyning Conservation Area Appraisal and Management Plan, January 2018 Appendix 4 : Steyning boundary review justification p. 76*

Jarvis Lane, Rosebank



Substantial detached late Victorian house, faced in flint/pebble dash with brick surrounds of windows and doors. Harris describes Jarvis Lane *“on the fringe of the medieval town but fairly central to the modern town with a mixture of spacious housing built within the former farm of Jarvis.”* He identifies these unlisted buildings as being *“locally historic”*.

They include Rosebank, its barn, Stanecroft, Bonnington and Ivy Nook ²⁸ built in the grounds of Jarvis by the Dalby Family, all of whom were involved in the building trade. Together with the listed Jarvis they contribute to the historic character and charm of Jarvis Lane and an important link to Steyning’s past.

The flint boundary wall along the side of Rosebank and the footpath to the Steyning Centre is a significant feature and is included on the local list. It marks the edge of Fletcher’s Croft and the residential properties in Jarvis Lane.

²⁸ Harris, Roland B. *op. cit.* p.64

Jarvis Lane, Rosebank Barn



In the grounds of Rosebank and once part of Jarvis Farm. It has been rebuilt and restored and is a reminder of the farm and its links to the town. The barn has historic interest and townscape value on Jarvis Lane.

Jarvis Lane, Jarvis Lodge



This is the original coach house for Jarvis, which is a Grade II former early 16th century timber farmhouse. It has been converted into a cottage with flint and brick coursing, altered and modernised. Although the building is outside the Steyning Conservation Area boundary, it merits inclusion as an attractive historic reminder of the past agricultural importance of the farm and its former use. There is a plaque on the south wall with a date of 1821.

Jarvis Lane, Stanecroft



Large semi-detached late Victorian building faced in stone and flint with brick surrounds. Together with Bonnington, the semi-detached properties provide a statement of substance and historical character to the lane.

Jarvis Lane, Bonnington



Semi-detached and linked with Stanecroft, similarly faced in stone and flint with brick surrounds. Built by the Dalby family. The two properties give a strong presence of Victorian substance to the lane and greatly enhance its historical character and townscape.

Jarvis Lane, Ivy Nook



Detached Victorian Villa, faced in stone and flint, with brick surrounds. Part of the grouping of Dalby built houses on the west side of Jarvis Lane, which provide historic character to the lane and contribute to its townscape on the fringe of Steyning.

Flint wall on west side Jarvis Lane



According to Duke and Cox, Jarvis Lane took its name from Jarvis House (now Jarvis) *"hidden by a high street-wall in the outer face of which is built a piece of Caen stone with a chevron ornament; this must have come from the Church, probably in the days of Elizabeth I when the central tower and chancel fell."*

The wall is included in this list as it is an important historical feature of the lane, made of flint, stone and brick and encloses the former farm of Jarvis and adjoining houses that were built in its grounds. The lane is a quiet, special place on the edge of the Conservation Area, the walls providing a sense of enclosure and continuity with the past.

Jarvis Lane, Herod's Foot and The Nest



Herod's Foot

The Nest

The book *"In and Around Steyning"* by Duke and Cox, states of Herod's Foot *"the last part of the barrack buildings now standing is that weather-board residence, formerly two cottages, opposite Ivy Nook in Jarvis Lane."*²⁹ It notes that part of Jarvis Farm extended from Castle Lane to the railway (now the Bypass) *"through which Goring and Wm. Holland Roads now run."* This changed its name to The Barrack Field and it was home to various regiments in the period between 1804 and 1814. Herod's Foot is thought to have been part of the barrack stables. As a whole, the barrack buildings housed up to 1,000 soldiers at any one time. *"At least thirty four different regiments spent time at Steyning and many more stayed just for a night or two on the way to other barracks and encampments in Sussex."*³⁰

The Nest, a small single-storey cottage, adjoins Herod's Foot and now forms part of it. The inner part of the Nest's roof consists of an upturned boat but this is not visible outside the building because the roof is tiled. While The Nest might not of itself qualify for inclusion in the List, it should be included as part of Herod's Foot. Both buildings are of considerable historic interest and character, contributing greatly to the townscape of Jarvis Lane.

²⁹ Duke and Cox *op. cit.* p.31

³⁰ <http://www.steyningmuseum.org.uk/?pages=11toBarracks.html> accessed 2/6/22

Mill Road, SME Limited



On corner of Charlton Street and Mill Road, opened in 1960 as Alastair Robertson-Aikman's Scale Model Equipment (SME) Company factory³¹. By this time it was making world-renowned stylus heads for record player arms. It is now a manufacturer of high-end, precision-made audio equipment and high-quality precision made components for Aerospace, Formula 1, and Medical Equipment industries. It is thought that the building was partly designed by Mr. Robertson-Aikman together with John Leopold Denman, the architect for his house - "Stokes" in Goring Road. It is a small, interesting, carefully designed building with unusual and attractive detailing. Brick faced, with clean lines and windows. Originally only the ground floor was built but a second floor was added in the 1970s.

A little gem and an enduring link with Steyning's industrial past. It is of historic importance as an original 1950s design of an industrial premises, with historical associations linked to a key local industrialist of the period. It contributes to the townscape merit of the town as a reminder of both its commercial and industrial past and its present day manufacturing opportunities.

³¹ *Alston-Roberts-West, Leonard and Guy SMEC An illustrated history of Scale Model Equipment Co of Steyning Sussex 1946 -60 Woodfield Publishing, Bognor Regis, 2017*

Mill Road, Sir George's Place



A terrace of 14 traditional two storey white-rendered cottages built beside the mill stream by G.T. Breach for workers at his tannery. Breach was known to his friends as 'Sir George' which is how Sir George's Terrace got its name³². His firm was G.T. Breach and Sons, Woolstaplers and Fell Mongers and the firm's business was based on the hides and wool of the sheep on the South Downs.³³

The terrace is dated 'Sir George's Place 1852'. It is of historic interest being associated with the tannery and is of considerable townscape merit. To the front are charming gardens behind low flint walls and at the back, gardens hang over the rushing mill stream. The flint walls are an important feature of the terrace and are recognised as part of the Heritage List.

A narrow twitten leads to Mouse Lane through the middle of the terrace with an old pump and bridge over the stream. This is a valuable aspect of the townscape and heritage of the terrace. It greatly enhances the views and character of the area and contributes to its significance as a reminder of 19th C workers' housing in the town.

³² Grigg *op.cit.* pp 5 and 6

³³ Duke and Cox *op.cit.* p. 69

Mouse Lane, Pompey's Terrace



Photo © [Simon Carey \(cc-by-sa/2.0\)](#)

Built in 1845 by G.T. Breach for workers in his tannery. George Thomas Breach was born in Steyning 1799 and acquired his 'Pompey' nickname because it is understood he was apprenticed in Portsmouth.

Two storey, white rendered terrace with front doors direct onto the footpath along Mouse Lane. Good examples of early Victorian cottages, with historic interest linked to the tanning industry. The cottages provide a charming link along the lane between the town and its surrounding downland and the Wiston Estate.

Mouse Lane, Wash House Cottage



Thought to be part of the out buildings associated with the Old Workhouse. Since converted into a detached cottage overlooking Mouse Lane. An attractive cottage with townscape merit and historical connections.

Mouse Lane, Steyning Rifle Range



The rifle range originates from the formation of the Sussex Rifle Volunteers in May 1860³⁴ which needed a suitable area for rifle practice. The first map on which the range is known to appear is the 1875 first edition 25 inch Ordnance Survey map, labelled clearly as 'Volunteer Rifle Range'. The target, marked as 'Butt,' is situated on the slope at the head of the valley in a linear clearing amongst the trees. At this time, a target consisted of thick sheets of iron six feet (1.8m) high and two feet (0.6m) wide, bolted together. In 1908 the Rifle Volunteers became the Territorial Force (later the Territorial Army) with volunteers trained and equipped by the British Army. In the interwar years the Range was used by the Territorials and civilian shooting clubs. With the Second World War, the Home Guard was established and they used the Range on Sundays, but the regular Army trained for the rest of the week.

The site is a very well preserved example of a rifle range, the current arrangement dates from this time. It features eight well preserved Hythe target frames, a markers' gallery, a target store and the workshop platform. The backstop shows signs of having been well managed and four firing points also remain intact (100, 200, 300 and 500 yards). After the War, it continued to be used by the Army, Cadets, Police and local shooting clubs before it was finally closed in 1989 after failing to meet safety standards. The Range has considerable historic interest and is part of the Steyning Downland Scheme within the South Downs National Park.

³⁴ Russell, Justin, *Steyning Rifle Range, History and Record of Existing Features*, compiled on behalf of the Steyning Downland Scheme February 2017 and text of Welcome Board, Steyning Downland Scheme

Mouse Lane, Saxo-Norman to Medieval Fields



Settlement earthworks next to Mouse Lane

These fields are thought to have been part of the Charlton Estate which can be dated to an Assize held in 1279.³⁵ *“The main field was walked in late Summer 2019. This recovered a relatively large assemblage of pottery dating from Prehistoric to late Post Medieval. The Saxo-Norman pottery suggests that the settlement originated in the 11th century but was intensified after c.1125. A hiatus during the period c.1350-1450 hints at the effect of the Black Death (1348-50) and successive outbreaks of plague and other infectious disease. Although some recovery appears after about 1450 the amount tails off during the 16th and 17th centuries, the period when the number of tenants of the manor also decreased and more land was taken into the demesne. A considerable number of the grids produced slabs of Horsham Stone which suggests some buildings with either substantial roofs or floors and the single possible piece of a High Medieval crested roof tile found may also suggest a high status building “*

³⁵ English, Judie, *Field Walking at Mouse Lane, Steyning West Sussex, August 2020*

Old Market Square, Nos. 3 - 7, Former Railway Goods Shed



A five bay, three storey rebuilt former railway goods shed, now used as private dwellings. Brick built in English Bond. East Façade has five bays, with four double height arches. Each arch accommodates an entrance door at ground floor, and a round headed window at first floor. Original fenestration remains in the form of lunettes at first floor. six full height projections from the wall, which are reminiscent of giant order pilasters. The second floor has no surviving fenestration. The central bay entrance has a projecting porch – a later addition. South Façade – three giant order pilasters (stylised), two blind round-headed windows at first floor. Gabled roof with pedimented end. West Façade - five bays, with five double height arches. The form is similar to that of the east façade, but the arches have been in-filled with wood boarding at a later date, and modern windows inserted.

The Railway Goods Shed was built in 1861, and is one of the last remaining buildings associated with the Steyning Railway Station. The Steyning line was part of the London Brighton & South Coast Railway (LBSCR), established in 1861 for services between Partridge Green and Brighton. The traffic consisted mainly of agricultural produce, with goods being sent to the Brighton and Steyning markets and for auction.

Steyning's market relocated from the High Street to a field next to the railway station, and cattle, sheep, poultry and other produce were transported to and from it for more than a century.

The Former Goods Shed was instrumental to the operation of both the railway and the market. It was later used by H.J.Burt and Son as a store and salesrooms for furniture auctions. In 1952, it was seriously damaged by fire but despite this, was subsequently rebuilt within a year.

It was converted into dwellings in the 1980s and its external features largely remain intact. It is significant in terms of local railway and trade history and a surviving example of the architecture of the LBSCR. The use of brick, and a gabled roof is typical. The later features adopted at Steyning include the characteristic two storey design that become a standard of the LBSCR from 1860 onwards. In most cases the upper storey was used for warehousing of goods.

A good example of the Railway's transitional decorative period of architecture. Nairn and Pevsner note it as "*Georgian in proportions and delicacy*"³⁶

It serves as an important landmark in the town and contributes to the townscape sense of enclosure at the Market Square and the area of the former station and railway line.

³⁶ Nairn, Ian and Pevsner, Nikolaus *The Buildings of England, Sussex*, Penguin Books, 1965 p.341

Southdown Terrace, 1 - 8



Eight terraced, brick built, Victorian houses, built in the late 1870s to serve the recently established railway at Steyning. Each house is an identical two and half storey house with Ground Floor, First Floor and attic with dormer window. Each house is one and half bays wide, with two storey canted bay windows. The original fenestration remains on all houses, which takes the form of double hung sashes, with four lights and sash horns. The window openings and entrance doorways have flat headed lintels above and apron mouldings below. Polychrome ceramic tiles are used to floor the entranceways. Gabled roof with clay tiles and original four panel doors survive on Nos. 8 and 3.

Southdown Terrace has considerable townscape merit being built when Steyning was expanding to the east due to the arrival of the railway. The houses were built with easy access to the railway in mind, with alternative approach routes. They are a typical example of a Victorian terrace which proliferated throughout the country with the expansion of the middle classes. The features of each house survive in remarkably good condition, with the original fenestration, apron mouldings, floor tiles and doors intact.

They not only represent one of the best examples of Victorian terraced housing within Steyning, but also serve as an emblem of the town's growth eastwards due to the railway, and are some of the only surviving buildings associated with this development.

Station Road, The Gables



Detached three bay window two storey Victorian villa, built after 1875 but before 1896. Its symmetrical frontage is very much of its time, with bay windows on ground floor and single windows on first floor. Painted render and slate roof. The original sash windows have been replaced by double glazing. The ornate porch may be original. The front garden has attractive iron railings and a gate.

The villa is associated with the entrance to the railway station and is significant as a good example of a Victorian villa in a prominent position.

As part of the railway suburb at the entrance to the station, it is of historic interest in terms of Steyning's railway past. This location gives it townscape merit as a classic detached Victorian villa related to the railway and this period.

Station Road, Braeside and Lyminster Lodge



Double fronted, semi-detached late Victorian villas, built in 1886, with flint and brick dressings with quality brick detailing around windows and side elevations. Tile hanging on the second floor attics. Substantial houses that were part of the railway suburb at its approach to the station.

The buildings have historical associations with Steyning's railway past and have excellent townscape merit, defining the entrance to the former station.

Tanyard Lane, New Row, Nos. 1 - 8



Eight terraced houses, two-and-half bays with two storeys each. The properties are set back from the road and slightly raised, with gardens, brick walls or grassed embankments fronting them. Many of the original features of these houses have been lost, although an original sliding sash window with 12 lights remains at first floor level on the north facade of No.7. Gabled roofs with clay tiles. four brick stacks, with each serving two houses.

The buildings have been roughcast on their north facades, probably in the early 20th century. The interiors contain varied amounts of original features, in some instances the original timber joists and framing are exposed, as well as the large brick fireplaces with substantial oak bressumers. This row is of historic importance as an early example of workers' housing, believed to have been built by the Duke of Norfolk, initially for agricultural workers.

Tanyard Lane was originally called Castle Lane³⁷ but took its new name from the former tannery founded by G.T. Breach, located opposite New Row.

³⁷ *Duke and Cox op.cit. p.80*

The New Houses are mentioned in an Account from the House of Commons from 1793 in which a gentleman recalls visiting the newly built houses with his wife. On the 1791 Map, eleven terraced houses are indicated, but only 8 remain today.

In terms of townscape merit, the buildings have group value as a collection of early terraced houses (c.1791). They are largely uniform, only varying in render and/or external colour. They also serve as one of the last recognisable landmarks of Steyning's agricultural and tanning industries.

Tanyard Lane, Gatewycke Terrace, Nos. 4 - 5



Two small cottages facing Tanyard Lane with matching doors, windows and chimneys. Faced in brick with detailed decorative brick surround on windows and doorways.

Victorian with townscape merit as examples of workers' housing close to the Mill and Tanning Factory.

Vicarage Lane, Vicarage



Built in 1961 - 2 as a residence for the Vicar of Steyning by the Diocese of Chichester. Designed in "*solid vernacular style by John Denman and Son*"³⁸ to replace the original vicarage. Tile hanging on upper storey, brick chimneys, decorated brick and flint between ceiling height windows on ground floor. Hipped roof with solid chimneys. It is of historic importance as a classic example of an architectural design by John Leopold Denman, in the Neo - Georgian style. Denman had a prolific career in the Brighton and Hove area during the 20th century, both on his own and as part of the Denman & Son firm in partnership with his son John Bluet Denman. Described in the West Sussex Pevsner Guide as "*the master of ... mid-century Neo - Georgian*". The Church War Memorial - wall tablet was extended by Denman and Son "*into a handsome composition.*"

The Vicarage has townscape merit with pleasing symmetry, well mannered and in an important position next to the Grade 1 Listed Church of St. Andrew and St. Cuthman, opposite Fletcher's Croft. It has a flint wall surrounding the building which is included in the listing. The Vicarage is solid and unpretentious, built as part of the church setting and providing a statement of intent as part of church architecture in this part of historic Steyning.

³⁸ Williamson et.al op.cit. p.639

White Horse Square, Nos. 10 - 11



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An attractive mock Tudor building constructed in 2004/6 on the site of the former Frank Duke Ltd's builders yard. Designed by local architect, the late Derek Scobie, part of the building includes Frank Duke's office. The firm were builders, decorators and timber merchants being founded in 1902. They built widely in Steyning and the surrounding area. Several terraces were constructed by them including those on Laines Road, Newham Lane and Highland Croft as well as houses on Holland Road, Goring Road and College Hill. Frank Duke (1877 - 1960) the founder and proprietor of the firm was a prominent member of the community and the author with Rev. Ernest W. Cox of "In and Around Steyning."

Although these buildings are relatively modern and are not authentic they are sited on an important junction with Charlton Street, Sheep Pen Lane and Newham Lane and mark a significant historic site associated with the building by Frank Duke Ltd. of a range of commercial and residential properties in Steyning and the surrounding area. They have townscape and historic site value. The Flint Wall on the opposite side of the square is worth including in the local list as an important townscape feature giving character to the square and adjoining buildings.

Appendix - Criteria for inclusion in Local Listing

This Local Heritage List covers buildings and sites in Steyning. It has been compiled by a small group from the Steyning Society. We have tried to follow the guidance³⁹, which is that buildings, sites etc which qualify for inclusion in the Local Heritage List must have ‘heritage significance’ and ‘architectural or historic importance’, that they must be ‘special’ and that they do not ‘quite meet the criteria for being nationally listed’.

Historic England, recommends the List is for “... locally-identified 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 (PPG)”. It notes “Significance ...is a guiding principle of heritage-related planning policy, which the NPPF defines as ‘the value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic’. It may derive ‘not only from a heritage asset’s physical presence, but also from its setting’”.

Similarly, Civic Voice ⁴⁰ says “Locally listable buildings, structures, sites and landscapes are those that do not quite meet the criteria for being nationally listed, but which are still of architectural or historical importance in their local area.” It says that the List must be special and that it must only include buildings, structures, sites or landscapes which are of local significance.

Horsham District Council⁴¹ has prepared guidance on local listing in the District. Horsham’s criteria for inclusion on the Local List of Buildings of Local Architectural, Historic and Townscape Merit are:

Buildings of before 1700 that, whilst perhaps altered or extended, still retain the essential form and characteristics of their period.

Buildings of between 1700 and 1840 ditto.

³⁹ Historic England Advice Note No 7 – Local Heritage Listing, Identifying and Conserving Local Heritage, 2nd Edition 2021

⁴⁰ Civic Voice Local Heritage List Guide, published in October 2020

⁴¹ Horsham DC Guidance on local listing in the District.

Buildings of between 1840 and 1914 that are little altered and of some quality and character. This should include the modest works of the principal architects, the principal works of modest architects, and other items of quality that display particular local features or materials.

Post 1914 buildings of definite quality.

Building of special value within its type, displaying technological innovation, associated with well-known character or event, or for group value.

Horsham DC recommends the following qualities need to be considered

Historic fabric: Is the intrinsic substance of the building of historic importance?

Technical interest: Does the building demonstrate unusual or innovative forms of construction?

Historic association: Is the building linked to important historic events or personalities?

Architectural design: Is the building of aesthetically distinguished design?

Townscape merit: Does the building serve as an important landmark?

The Steyning Society

September 2022

<https://steyningsociety.org.uk>

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Report to Cabinet

23rd March 2023

By the Cabinet Member for Finance and Assets

DECISION REQUIRED



Not Exempt

Exempt Appendix A – Shareholders Agreement

Local Authority Housing Fund 2022-2023 and 2023-2024

Executive Summary

On the 26th January 2023 Cabinet approved a recommendation to Council to take up a proposal by the Department of Levelling up, Housing and Communities for grant funding for the purchase of property for Ukrainian and Afghan households. Full details of this initiative are set out in the Cabinet paper.

In accordance with the recommendation, full Council approved (i) the grant allocation, (ii) the capital spend of up to £6.326m in the 2023/24 capital programme, and, (iii) that the relevant cabinet member, with Director of Resources, may pursue whichever means deemed necessary to give effect to this initiative.

To facilitate the speedy acquisition and efficient management of the properties, three further recommendations are proposed for approval as set out below.

It is proposed that the properties will be (i) acquired by Horsham District Council, and, (ii) let to and managed by the Council's Housing Company, Horsham District Homes (Holdings) Limited ("HDHHL"). Accordingly, minor variations are required to the HDHHL's shareholder's agreement to facilitate that process.

Recommendations

That Cabinet is recommended to:

- i) approve the acquisition by Horsham District Council of up to 16 properties using the funds earmarked for this initiative and to give effect to the same provided that any such acquisitions are undertaken in consultation with the Cabinet Member for Housing and Communities.
- ii) recommend to Council the variation of the Shareholders Agreement for Horsham District Homes (Holdings) Limited as follows:

Clause 3. Insert the words "and/or to lease residential property from the Council or other third parties both" following the words ".."and other developers" and before the words "for onward rental through"

So that the business of the company reads as follows “ The business of the Company (Business) shall be to purchase developed properties from Holdco and other developers and/or to lease residential property from the Council or other third parties both for onward rental through ASTs in accordance with any business plan then in force or as otherwise determined by the Council from time to time”.

Reserved Matters clause 17 insert the words ...*"For the avoidance of doubt (i) material assets shall be assets of a value in excess of £250,000, and, (ii) lease arrangements between the Company and the Council/other third parties to facilitate the provision of housing shall not constitute a reserved matter"*.

So that the reserved matter reads as follows “Agreeing to enter into or entering into any acquisition or disposal of any material assets by the company. For the avoidance of doubt, (i) material assets shall be assets of a value in excess of £250,000, and, (ii) lease arrangements between the Company and the Council/other third parties to facilitate the provision of housing shall not constitute a reserved matter”.

Reasons for Recommendations

- i) To ensure that suitable homes are acquired by Horsham District Council in an efficient and timely manner to give effect to this initiative.
- ii) To avoid the requirement to seek Cabinet’s approval for the purchase by Horsham District Council of each individual property that would otherwise be required to give effect to this initiative.
- iii) To ensure that Horsham District Homes (Holdings) Limited has the power to take a lease from Horsham District Council to be able to facilitate the provision of housing through Assured Shorthold Tenancies/Licences.

Background Papers

<https://delta.communities.gov.uk/document-repository/public/download?uri=/document-repository/Local-Authority-Housing-Fund-Prospectus-Final.pdf>.

Cabinet paper dated 26th January 2023

Appendix A - Exempt

Horsham District Homes (Holdings) Limited Shareholders Agreement

Wards affected: All

Contact: Dominic Bradley, Director of Resources 01403 215300

Background Information

1 Introduction and Background

- 1.1 Cabinet recommended to Council on the 26th January that Council proceed with the application and receipt of grant funding for the Council to facilitate the provision of 14 standard properties and 2 larger homes under a scheme announced by the Department of Levelling Up, Housing and Communities, known as the £500m Local Authority Housing Fund. This Recommendation was approved by Council on the 22nd February 2023.
- 1.2 The purpose of this report is to deal with a number of Governance issues to enable the smooth and efficient acquisition and management of the homes.

2 Relevant Council policy

- 2.1 A great place to live – creating well balanced communities that meet residents' needs.

3 Details

- 3.1 Acquiring 16 properties in a six-month period is a challenging exercise. To ensure that this process is completed quickly and efficiently it is proposed that the Cabinet approves the acquisition of all properties by Horsham District Council (in consultation with the Cabinet Member for Housing and Communities) to give effect to this initiative.
- 3.2 The intention is to grant Assured Shorthold Tenancies on these properties. However the Council, as a Local Authority, is listed as an exempted body under the Housing Act 1988 which means that it is unable, by law, to grant such a tenancy. This arises from time to time and the solution adopted by the Council in the past is to grant an overriding lease to an external charitable organisation who have granted an Assured Shorthold Tenancy to the tenant. For the properties to be acquired, it is proposed that Horsham District Council (i) acquires the properties, and, (ii) subsequently grants a lease on the properties to HDHHL, a company owned by the Council for the ownership and management of housing accommodation.
- 3.3 The Shareholders Agreement dated 20 October 2020, which (i) encapsulates the business of HDHHL, and, (ii) controls the powers of the directors of HDHHL is drafted in a narrow manner and does not allow HDHHL nor give its Directors the power to make the decisions required to give effect to initiatives such as these. The two relevant clauses are:

Clause 3.1, 'The business of the company shall be to purchase developed properties from Holdco [Horsham District Homes Limited] and other developers for onward rental through ASTs in accordance with any business plan then in force or as otherwise determined by the Council from time to time'. This does not include the taking of a short term lease to facilitate the provision of housing or management of property.

Number 17 of the Reserved Matters which says shareholder consent is required to 'Agreeing to enter into or entering into any acquisition or disposal of any material assets by the company'.

3.4 It is proposed to amend these Clauses as detailed in the second recommendation above-noted.

3.5 These alterations will provide HDHHL with the powers and flexibility required to facilitate the provision of housing and enable the project to proceed quickly with appropriate governance.

4 Next Steps

4.1 Cabinet to approve the recommendations contained within this report in order that the Council can acquire the required properties and let them to HDHHL.

4.2 Cabinet to recommend to full Council the approval of the alterations to the HDHHL's Shareholder Agreement in order that it can take leases of the properties to facilitate the provision of housing.

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

5.1 This is an accelerated decision and therefore only the Chairmen of the (i) Housing and Communities Policy Development Advisory Group, and, (ii) Finance and Assets Policy Development Advisory Group have been consulted, who have raised no objections.

5.2 The Monitoring Officers comments are incorporated in the report.

6 Other courses of action considered but rejected

6.1 None.

7 Resource consequences

7.1 These are set out in the Cabinet Report dated 26th January 2023. There are no resource consequences to the recommendations in this report.

8 Legal considerations and implications

8.1 As contained in the Cabinet Report dated 26th January 2023.

8.2 In addition, section 1(1) of the Localism Act 2011 provides that a local authority has power to do anything that individuals generally may do. The Council has the power, therefore, to acquire properties and let the same.

9 Risk assessment

9.1 As set out in the 26th January 2023 Cabinet report.

10 Procurement implications

10.1 As set out in the 26th January 2023 Cabinet report.

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

11.1 As set out in the 26th January 2023 Cabinet Report.

12 Environmental implications

12.1 As set out in the 26th January 2023 Cabinet Report.

13 Other considerations

13.1 There are no GDPR/Data Protection or Crime & Disorder implications from this report.

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