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# Cabinet

Thursday, 8th June, 2023 at 5.30 pm

Conference Room, Parkside, Chart Way, Horsham

Councillors:	Martin Boffey	Leader
	John Milne	Deputy Leader and Planning & Infrastructure
	Mark Baynham	Finance & Resources
	Colette Blackburn	Climate Action & Nature Recovery
	Ruth Fletcher	Local Economy & Place
	Jay Mercer	Environmental Health, Recycling & Waste
	Jon Olson	Leisure, Culture & Green Spaces
	Sam Raby	Housing, Communities & Wellbeing

You are summoned to the meeting to transact the following business

Jane Eaton  
Chief Executive

## Agenda

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	Page No.
1. <b>Apologies for absence</b>	
2. <b>Minutes</b>	3 - 8
To approve as correct the minutes of the meeting held on 23 March 2023 ( <i>Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to <a href="mailto:committeeservices@horsham.gov.uk">committeeservices@horsham.gov.uk</a> at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.</i> )	
3. <b>Declarations of Members' Interests</b>	
To receive any declarations of interest from Members of the Cabinet	
4. <b>Announcements</b>	
To receive any announcements from the Leader, Cabinet Members or the Chief Executive	
5. <b>Public Questions</b>	
To receive questions from and provide answers to the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting	

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|-----|--|----------|
| 6.  | <b>Transformation Fund 2023-24</b><br>To consider the report of the Cabinet Member for Finance and Resources   | 9 - 14   |
| 7.  | <b>Neighbourhood Plan update for Cowfold, Itchingfield, Lower Beeding and Pulborough parishes</b><br>To consider the report of the Cabinet Member for Cabinet Member for Planning and Infrastructure         | 15 - 78  |
| 8.  | <b>Adoption of Rusper Conservation Area Appraisal and Management Plan</b><br>To consider the report of the Cabinet Member for Planning and Infrastructure  | 79 - 90  |
| 9.  | <b>Bishopric/Worthing Road and Carfax Public Realm Improvements - Appointment of Consultant and Contractor</b><br>To consider the report of the Cabinet Member for Local Economy and Place                   | 91 - 98  |
| 10. | <b>Environmental Health &amp; Licensing and Economic Development Staffing</b><br>To consider the report of the Cabinet Members for Environmental Health, Recycling and Waste and for Local Economy and Place | 99 - 104 |
| 11. | <b>Overview &amp; Scrutiny Committee</b><br>To consider any matters referred to Cabinet by the Overview & Scrutiny Committee   |          |
| 12. | <b>Forward Plan</b><br>To note the Forward Plan (latest published version available at: <a href="#">Forward Plan</a> )   |          |
| 13. | <b>To consider matters of special urgency</b>  |          |

**Item 8: APPENDIX 2 - Draft Rusper Conservation Area Appraisal and Management Plan**

**Cabinet**  
**23 MARCH 2023**

Present: Councillors: Claire Vickers (Leader), Philip Circus (Deputy Leader), Paul Clarke, Tony Hogben, Liz Kitchen, Richard Landeryou and Roger Noel

Apologies: Councillors: Josh Potts and Tricia Youtan

Also Present: Tony Bevis, Ruth Fletcher, Jon Olson and Sam Raby

EX/68 **MINUTES**

The minutes of the meeting of the Cabinet held on 26 January were approved as a correct record and signed by the Leader.

EX/69 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/70 **ANNOUNCEMENTS**

Councillor Claire Vickers, on behalf of Councillor Tricia Youtan, Cabinet Member for Housing & Communities, announced that the Dukes Square development, which Council had approved for affordable housing, could potentially include more than the eight units agreed. This would be subject to a Cabinet decision later in the year.

Councillor Philip Circus, Cabinet Member for Recycling & Waste, made the following announcements:

- An electric hand-controlled street sweeper was to be introduced in April for use by the Street Cleansing team.
- Food waste collections: Preliminary preparations with an external consultant were scheduled to begin next week, in the light of the expected announcement from Government on mandatory food-waste collections. The modelling exercise would look at a number of options to help inform Council's decision on the frequency of collections. The Cabinet Member emphasised the positive impact these collections would have on HDC's already excellent recycling rates.

Councillor Roger Noel, on behalf of Councillor Josh Potts, Cabinet Member for Environment & Rural Affairs, made an announcement regarding the Council's current record and commitment to tackling the climate crisis. He outlined the Council's achievements and plans, and included the following points:

- HDC had already reduced its own emissions by 60%, and the draft Climate Action Strategy, to be debated at this meeting, would be critical in extending this work across the district.
- The Council's partnership with Sussex Wildlife Trust (Wilder Horsham District) continued its work to create a nature recovery network, with a number of initiatives including the River Adur restoration work, which was funded by DEFRA.
- Councillor Noel also mentioned his own support and that of Councillor Potts for the Weald to Waves project, which had also attracted cross-party support.
- HDC's Community Climate Fund had been established to help groups implement climate projects.

Councillor Liz Kitchen, on behalf of the Cabinet Member for Housing & Communities, announced that a new facility providing Mental Health support, advice and access to services for young people will open in May. This new service, known as iRock Horsham, would be based at the former Horsham Youth Centre. Staff, including a mental health practitioner, had already been recruited, and there would be access to drop-in sessions and specialist services.

Councillor Richard Landeryou, Cabinet Member for Economic Development, stated that the local economy was thriving, with car park use above pre-Covid levels. By way of further support, £86,000 was available for a new round of LEAP business grant funding from 3 April. Small businesses could apply for individual grants of up to £2,000.

Councillor Paul Clarke, Cabinet Member for Finance & Assets, stated that he had approved a new telephone and contact centre system contract. The existing contract was due to expire in September 2023; the new contract was with MS Teams, already widely used by the Council, and would provide these wider services at a significantly cheaper rate.

EX/71 **PUBLIC QUESTIONS**

No questions had been received.

EX/72 **DRAFT CLIMATE ACTION STRATEGY FOR THE HORSHAM DISTRICT**

Councillor Roger Noel, Cabinet Member for Leisure & Culture, introduced the report on behalf of the Cabinet Member for Environment & Rural Affairs. The Council had already made significant progress in reducing its own carbon emissions, and the strategy included actions for the whole district to become carbon neutral and climate resilient. Two consultancies had helped draft the strategy, which focussed on buildings, energy, transport, waste and land-use.

There would be three delivery routes: where the Council took a leadership role; partnerships with other organisations; and community-led action. The Cabinet Member advised that the draft would be promoted with consultations and targeted engagement over the summer, with a view to bringing a revised strategy to Cabinet later this year.

In response to concerns that the strategy was aspirational and lacked specific actions and timescales, the Cabinet Member stated that this first draft would be developed over time. The Environmental Coordination Manager advised that a number of actions had already commenced and that effective ways of working with stakeholders and businesses were being developed.

It was noted that the published draft strategy was designed as an accessible overarching document, and there was a more detailed 100-page document on which it was based. It was agreed that this detailed document would be circulated to all Councillors and made available on the Council's website.

In response to concerns regarding the level of community engagement, the Cabinet Member stated that the use of targeted engagement reflected Council's resolution on the matter (Minute No. CO/16 (d) (22.06.22) refers). Going forward, consultations with the wider community were planned to help inform the final strategy.

#### RESOLVED

- (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.

#### REASON

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.

EX/73 **LOCALLY LISTED BUILDINGS ADOPTION**

Councillor Liz Kitchen, Cabinet Member for Planning & Development, stated that the district had many nationally listed buildings of historic interest. There were also a number of buildings without national recognition that could be formally identified as being of historical and architectural interest. The report included buildings that had been identified by local groups that warranted being listed locally.

The Cabinet Member confirmed that being on the list carried some weight in determining planning applications. She also confirmed that buildings across the district identified by local groups as of historic and architectural interest would be considered for local heritage listing in the future.

RESOLVED

- (i) To formally adopt the buildings marked as positive to conservation areas from the Conservation Area Appraisals of Storrington, Steyning, Pulborough, Henfield and Billingshurst as Locally Listed.
- (ii) To formally adopt the Steyning History 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.

REASON

- (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.

EX/74 **OVERVIEW & SCRUTINY COMMITTEE**

There were no matters currently outstanding for consideration.

EX/75 **FORWARD PLAN**

The Forward Plan was noted.

EX/76 **LOCAL AUTHORITY HOUSING FUND 2022-23 AND 2023-24**

Councillor Paul Clarke, Cabinet Member for Finance & Assets, reminded Members that Council had approved a Cabinet recommendation to apply for a grant allocation from the Government's scheme for local authorities to provide accommodation for those fleeing conflict in Ukraine and Afghanistan. Council had approved a capital spend to provide 16 homes by the deadline of 30 November 2023 (Minute No. CO/62 (22.02.23) refers).

The Cabinet Member confirmed the capital spend was up to £5.866m rather than the sum printed in error in the executive summary of the Cabinet report.

To facilitate speedy acquisition and efficient management of the properties, a variation of the Shareholders Agreement for the Council's affordable housing company, Horsham District Homes (Holdings) Limited, was recommended.

Councillor Tony Hogben proposed, and it was unanimously agreed by Cabinet, that recommendation (i) should also be in consultation with the Cabinet Member for Finance & Assets.

RESOLVED

- (i) To 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 & Communities and the Cabinet Member for Finance & Assets.

**RECOMMENDED TO COUNCIL**

- (ii) 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.”

REASON

- (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

EX/77 **TO CONSIDER MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

*The meeting closed at 6.24 pm having commenced at 5.30 pm*

CHAIRMAN



## Report to Cabinet

8 June 2023

By Cabinet Member for Finance and Resources

**DECISION REQUIRED**



Not Exempt

### Using the Transformation Fund in 2023/24

## Executive Summary

The Council produced a £0.26m operational surplus in 2022/23, despite the impact of the £1,925 pay award and other inflationary pressures which has been offset by increased income from higher interest rates on our investments of £1.35m, contributing to the small surplus. Budgets of £151,875 were carried over to 2023/24.

The Council's income is unlikely to be as high as some residents reduce their spending to cope with the rising cost of living and the Council's costs continue to rise due to inflationary pressures. Inevitably therefore, balancing the budgets over the medium term relies on implementing a range of actions to help deliver efficiency measures, as well as other income generation. This requires further investment in a number of smaller transformational projects.

£279k remains unspent in the transformation reserve at 31 March 2023 which will help transform the Council in the future. The report recommends that is topped up by £221k effectively funded from the 2022/23 overall budget surplus, giving a total transformation fund reserve of £0.5m in 2023/24.

## Recommendations

That the Cabinet is recommended to:

- i) Approve the transfer of £221k from the General Fund reserve to the earmarked transformation reserve.
- ii) Delegate to the Chief Executive, in consultation with the Leader and Cabinet Member for Finance, the authority to use the transformation fund as appropriate.

## Reasons for recommendations

- i) To top up of the earmarked transformation reserve for projects that will help transform the Council in the future; being effectively funded from the 2022/23 budget surplus.

**Background papers:** 2022/23 budget and MTFS papers from 26 January 2023 Cabinet meeting and 22 February 2023 Council meeting.

**Wards affected:** All

**Contact:** Dominic Bradley, Director of Resources, 01403 215300

## **Background Information**

### **1 Introduction and background**

- 1.1 The transformation earmarked reserve was set up in 2016/17 to help fund business transformation within the Council. Cabinet transferred £0.5m from the 2015/16 budget surplus and has topped up the fund each year since.
- 1.2 The following amounts have been spent on transformation through the reserve since 2016/17, unlocking opportunities to improve efficiency and processes and enable future savings:
  - £387k in 2016/17
  - £518k in 2017/18
  - £239k in 2018/19
  - £123k in 2019/20
  - £111k in 2020/21
  - £107k in 2021/22
  - £221k in 2022/23
- 1.3 £279k remains unspent in the reserve at 31 March 2023 and will be made available in 2023/24.

### **2 Relevant Council policy**

- 2.1 The Council continues to provide the quality, value for money services that people need throughout the 2020s. Continue to manage our finances prudently and identify and deliver business transformation to balance our budgets as funding from central government reduces.

### **3 Details**

- 3.1 The Council holds a number of earmarked reserves and spends them on the purpose for which they were earmarked. Where the Council receives grants and contributions in year, but does not spend them, Cabinet may transfer the unused portion to earmarked reserves for use in future years. The Council can also choose to move funds from the general fund reserve to earmarked reserves to cover future costs.
- 3.2 The Council's income is unlikely to be as high as previously estimated as some residents reduce their spending to cope with the rising cost of living and the Council's costs continue to rise. Inevitably therefore, balancing the budgets over the medium term relies on implementing a range of actions to help deliver efficiency measures, as well as other income generation. This requires further investment in transformational projects.
- 3.3 Projects to facilitate transformation include areas such as ICT to help unlock further digital change to deliver a restructuring of products and services, changing the way we operate to better serve our customers and preventing re-keying of data. The Council is also growing our own staff through development, learning and coaching to encourage cultural change within the organisation.
- 3.4 This report proposes Cabinet move £221k from the General Fund reserve balance to top up the earmarked transformation reserve to £0.5m for this purpose in 2023/24. This will help transform the Council in the future. The schemes upon which this earmarked transformation reserve will be spent will be authorised by the Chief

Executive in consultation with the Leader and then follow normal financial authorisation and budget process procedures. The Appendix contains a snapshot of the transformation fund at 31 March 2023 with anticipated estimated future expenditure.

#### **4 Next steps**

- 4.1 Once approved, the Chief Executive in consultation with the Leader will consider the appropriate schemes and authorise expenditure from the transformation fund against these schemes as appropriate.

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

- 5.1 The Finance and Resources Policy Development Advisory Group did not meet in person to discuss this proposal due to the election period, but a copy of the report was emailed to all Members on 31 May 2023 and any comments will be verbally updated by the Cabinet member for Finance and Resources during the Cabinet meeting.

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

- 6.1 Not spending up to £0.5m would save the Council up to £0.5m in one year's expenditure. But it would not unlock savings for future years.
- 6.2 The £221k of surplus from 2022/23 would otherwise go into the general reserve and used to fund any deficit that would occur if transformation does not take place at the required rate. This would not be sustainable.

#### **7 Resource consequences**

- 7.1 The transformation fund will help the delivery of efficiencies and income which will help towards balancing the budget over the medium term.

#### **8 Legal consequences**

- 8.1 There are no legal consequences of this scheme.

#### **9 Risk assessment**

- 9.1 Corporate Risk CRR01: Failure to achieve the required level of savings and income in the Medium-Term Financial Strategy.

#### **10 Procurement implications**

- 10.1 There are no procurement implications associated with this report.

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

- 11.1 This report tops up existing discretionary schemes, which already support vulnerable groups and have regard to equalities. The Communities team already works closely with Young People. These schemes will continue to follow existing equalities procedures.

#### **12 Environmental Implications**

12.1 There are no environmental implications from this report.

### **13 Other Considerations**

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

## Appendix – The Transformation Fund Reserve

Actual spend in 2022/23 and indicative areas of spend in 2023/24:

		<b>Appendix E - transformation fund at 31 March 2023</b>	
<b>2022/23</b>		<b>2023/24</b>	
393,501	<i>balance brought forward</i>	278,489	<i>balance brought forward</i>
106,499	<i>In year addition</i>	221,511	<i>In year addition</i>
<b>500,000</b>		<b>500,000</b>	
-44,683	Backfill for the digitalisation project	-45,000	<i>Backfill for the digitalisation project</i>
-32,805	Licence and implementation tech costs for the PRS digitalisation project.	-50,000	<i>Licence and implementation tech costs for the PRS digitalisation project.</i>
-32,365	PRS Project – The transfer of staff member working on the Project from Environmental Health to Technology Services so can continue working on the wider project.	-44,000	<i>Systems support in Building Control and Development for the PRS digitalisation project</i>
-11,383	Re-furb and improvement to HDC reception desk in Parkside		
	Review of Building control service		
-100,275	Technology Strategy and Communications laptops		
<b>-221,511</b>	<i>indicative spend in year</i>	<b>-139,000</b>	<i>indicative spend in year</i>
<b>278,489</b>	<i>balance</i>	<b>361,000</b>	<i>balance</i>
			<i>* 2023/24 costs are indicative estimates only.</i>
			<i>Appropriate additional items may be added as required</i>
			<i>via SLT and Leader and Cabinet Member for Finance and Parking approval</i>

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## Report to Cabinet

8 June 2023

By the Cabinet Member for Planning and Infrastructure

### DECISION REQUIRED

Not Exempt



**Horsham  
District  
Council**

## Neighbourhood Plan Support and Water Neutrality

### Executive Summary

Pulborough Parish, Itchingfield Parish, Lower Beeding Parish and Cowfold Parish have produced Neighbourhood Plans which have been subject to successful Examinations but cannot proceed to Referendum because of the requirements in relation to Water Neutrality.

In order, to support the hard work of local communities, Planning Advice Notes have been prepared to provide interim guidance for applicants and decision makers on how the emerging Neighbourhood Plans for the parishes identified above should be taken into account when considering development proposals in accordance with the Horsham District Development Plan and the National Planning Policy Framework (NPPF). This report seeks endorsement of this approach.

### Recommendation(s)

It is recommended that the Cabinet:

- i) Formally endorses the Neighbourhood Planning Advice Notes for Cowfold, Itchingfield, Lower Beeding and Pulborough Parishes and agrees to the publication of the document for use as a non-statutory Planning Advice Note.
- ii) Grants the Cabinet Member for Planning and Infrastructure delegated authority to agree any necessary minor editorial changes to the documents referenced in i) above.

## **Reason for Recommendation**

To support Neighbourhood Planning groups affected by water neutrality, and to ensure compliance with the Duty to Support obligations placed upon Local Authorities to assist Neighbourhood Planning groups.

## **Background Papers**

[National Planning Policy Framework](#) (NPPF)

[Natural England Position Statement](#) (September 2021)

Appendix A: Advice Note: Cowfold Neighbourhood Plan and Water Neutrality

Appendix B: Advice Note: Itchingfield Neighbourhood Plan and Water Neutrality

Appendix C: Advice Note: Lower Beeding Neighbourhood Plan and Water Neutrality

Appendix D: Advice Note: Pulborough Neighbourhood Plan and Water Neutrality

## **Parishes affected:**

Cowfold Parish, Lower Beeding parish, Itchingfield Parish and Pulborough Parish

## **Contact:**

Norman Kwan, Senior Neighbourhood Planning Officer ext. 5053

Catherine Howe, Head of Strategic Planning ext. 5505



## **Background Information**

### **1 Introduction and Background**

- 1.1 The Localism Act 2011 allows Parish/Town Councils and other forums to shape development in their areas by preparing a Neighbourhood Plan for their designated area. Cowfold Neighbourhood Plan; Lower Beeding Neighbourhood Plan; Itchingfield Neighbourhood Plan; and Pulborough Neighbourhood Plan (the affected parishes') have all prepared Neighbourhood Plans which have been successful at examination.
- 1.2 In September 2021, Natural England published a Position Statement which had the effect of requiring all development plans, (including Neighbourhood Plans) to demonstrate water neutrality. This has led to significant planning delays whilst a strategic solution to water neutrality is developed. It has prevented the four Neighbourhood Plans listed in para 1.1 from progressing to referendum and the final stages of 'Making' the plans.
- 1.3 Planning Applications continue to be submitted in the affected parishes. Whilst Neighbourhood Plans which have been successful at Examination have significant weight in planning terms, it is considered that in light of the delays to neighbourhood plan-making that have arisen as a consequence of water neutrality it would be beneficial to provide interim Planning Advice Notes endorsed by the Cabinet.

### **2 Relevant Council policy**

- 2.1 The Local Plan for Horsham District is currently the Horsham District Planning Framework (HDPF). This sets out the key planning policies against which development in the district is considered. It is a requirement that Neighbourhood Plans are prepared to be in 'general conformity' with this Plan as well as national policy. The examination of the affected Parishes Neighbourhood Plans (which collectively allocate land for some 400 dwellings) concluded this had taken place.

2.2 As outlined in para 1.2, the Natural England Position Statement is also a significant material consideration in Neighbourhood Plan Making and decision taking. It requires that the Council, as a Local Planning Authority must be certain that any new development (including sites allocated for development in Neighbourhood Plans), demonstrates that there is no adverse impact on the habitats in the Arun Valley in order to demonstrate (through a process known as Appropriate Assessment) that they are in conformity with the Conservation of Habitats and Species Regulations 2017 (the Habitat Regulations). More detail is set out in the following paragraphs.

### **3.0 DETAILS**

#### **Water Neutrality and the impact on Neighbourhood Planning**

- 3.1 Following receipt of the Natural England Position Statement, Horsham District Council, together with Crawley Borough Council and Chichester Borough Council has produced a Water Neutrality Mitigation Strategy which outlines the approaches that can be taken to ensure that future development is water neutral. These approaches are now being developed into a Water Neutrality Implementation Scheme (known as the Sussex North Offsetting Water Scheme or SNOWS).
- 3.2 Until SNOWS is operational, any Appropriate Assessment conducted cannot show with sufficient certainty that the sites identified for development in the affected Neighbourhood Plans will have no adverse impact on the Arun Valley. This would therefore conflict with the requirements of the Habitat Regulations.
- 3.3 Horsham District Council, as a Local Planning Authority, still have a legal obligation (Duty to Support) to support neighbourhood planning and the Council remains positively committed to supporting our local neighbourhood plan groups. In agreement with the affected parishes, the Council has prepared Planning Advice Notes which provide advice on the likely compliance of the various neighbourhood plan policies with national policy. In addition to supporting parishes, this will also give Council officers, and site promoters advice when considering planning

proposals on the policy framework. The Guidance Notes are attached as Appendices 1- 4.

## **4.0 Next Steps**

- 4.1 Should the recommendation be agreed, the Planning Advice Note will be published on the Council's website and will be used to inform the consideration of planning applications and provide advice to prospective applicants.

## **5 Outcome of Consultations**

- 5.1 The Council has discussed the impacts of not being able to progress to referendum with the affected parishes, and the possible courses of action in the meantime. The content of the Advice Notes has also been shared with the affected parishes. Whilst the affected parishes and the Council would prefer to be in a position where the plans could progress to referendum, given plans cannot legally progress, there is agreement that this is a sensible approach in the meantime.

- 5.2 This report has been submitted to the Monitoring Officer and the Director of Resources for input and their comments have been incorporated into this report.

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

- 6.1 The only other approach which could be taken is to wait for the strategic solution to Water Neutrality and not prepare any further Planning Advice Notes. This 'do nothing' option would be less supportive of our community groups who are volunteers undertaking a neighbourhood plan on behalf of their community. The Council also has a legal Duty to Support local communities undertaking Neighbourhood Planning. The Advice Notes will assist Development Management colleagues in dealing with planning applications in those neighbourhood plan areas identified in this report affected by Water Neutrality.

## **7 Resource Consequences**

- 7.1 It is not considered that there are any specific resource implications that arise from issuing the Advice Notes over and above staff time. Resources are set aside in the Council's budget to provide support to local communities in the preparation of their Neighbourhood Plans. Both the Director of Resources and the Monitoring Officer have been consulted on this report to ensure resource and legal probity has been met.

## **8 Legal Consequences**

- 8.1 The Council has taken regular legal advice on matters relating to water neutrality. As set out earlier in this report, this advice has confirmed that to proceed Neighbourhood Plans to Referendum at this stage would not be in accordance with the Habitat Regulations. To proceed would bring a risk of successful legal challenge and probable revocation of the affected Neighbourhood Plans. This has led to the approach recommended in this report.
- 8.2 There are no specific legal implications arising from the recommendation to endorse the Advice Notes. There is no statutory duty to prepare such advice documents. Nor are the Advice Notes statutory planning documents and they do not form part of the development plan.
- 8.3 The Advice Notes are not intended to introduce legal implications for the Council or developers, but instead provide guidance to assist with the determination of planning applications.

## **9 Risk Assessment**

- 9.1 The key legal risks and considerations are set out in section 8. Any other risks associated with this approach are considered to be small as the Advice Notes do not change the Council's Policy position. In addition, Neighbourhood Plans which

have been successful at Examination are already considered in general terms to have significant weight in planning decision making. It is however considered that there are benefits in highlighting the Council's continued support to the affected Parishes and to provide clarity to communities, planning officers, developers and other stakeholders.

## **10 Procurement implications**

- 10.1 No procurement implications arise from the recommendations contained in this report. The Advice Notes have been produced in-house by the Strategic Planning Team.

## **11 Equalities and Human Rights implications / Public Sector Equality Duty**

- 11.1 The preparation of the Advice Notes has taken account of any potential impacts on equalities and diversity and human rights when assessing the weight of any policies in line with this legislation. It is considered it there are no direct or indirect impacts on gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

## **12 Environmental Implications**

- 12.1 There are no direct or indirect environmental implications which arise from the preparation of these Guidance Notes in addition to those which have already been considered as part of the examination of the Neighbourhood Plans, or as part of water neutrality. The latter is being addressed through the implementation of the SNOWs scheme, or on a case-by-case basis through further Appropriate Assessment work undertaken for the planning applications affected by Water Neutrality.

## **13 Other Considerations**

- 13.1 It is not considered the Neighbourhood Plan Advice Notes will have any further additional impacts including those in relation to GDPR/Data Protection or Crime & Disorder.

# Planning Advice Note: Cowfold Neighbourhood Plan and Water Neutrality



June 2023

Cowfold Parish have produced a neighbourhood plan which have been subject to successful Examination but cannot proceed to Referendum because of the legal requirements in relation to Water Neutrality and the Habitat Regulations.

In order, to support the hard work of local communities, Horsham District Council has prepared this Planning Advice Note. These Advice Notes highlight how the policies in the Neighbourhood Plans are considered to align with National Planning Policy.

This Planning Advice Note draws together current adopted Local Plan policies, and up-to-date national policy guidance including relevant ministerial statements and the outcome of the Neighbourhood Planning Examiner's report. It therefore forms a material consideration that will be taken into account by decision makers when determining planning applications. When the strategic solution to Water Neutrality is implemented, the Council will proceed to take the Cowfold Neighbourhood Plan to Referendum and upon a successful result the Council will 'make' the plan at full Council at the earliest opportunity.

## Appendix A: Cowfold Neighbourhood Plan

NOTE: Whilst this document sets out the Council's view on compliance of the policy wording with the NPPF, this note provides advice and does not set planning policy. It should be noted that all development proposals must clearly demonstrate that they are water neutral in order to demonstrate that there is no adverse impact on the Arun Valley. This will be required to be assessed on a case-by-case basis as part of any individual planning application.

Policy	NPPF (2021) <sup>1</sup>
Policy 1: Groundwater and Surface-water Flood Risk	Policy is consistent with the NPPF and carries significant weight.

<sup>1</sup> Please note the NPPF paragraphs listed to each policy are not definitive with further revisions to the NPPF expected in the Summer/Autumn 2023.

<ul style="list-style-type: none"> <li>i. Development proposals that incorporate sustainable drainage techniques to manage surface water and mitigate groundwater flood risks will be supported.</li> <li>ii. Development proposals that reduce the risk of flooding, either on site or to adjacent areas, will be supported.</li> <li>iii. Development proposals should be located in areas at the lowest risk of flooding in accordance with national and development plan policies.</li> </ul>	<p>NPPF Para 159-169</p>
<p><b>Policy 2: Green Infrastructure</b></p> <ul style="list-style-type: none"> <li>i. Development proposals, which seek to conserve or enhance existing Green Infrastructure network will be supported.</li> <li>ii. Proposals that will deliver a net gain in Green Infrastructure will be supported.</li> <li>iii. Proposals that seek to improve access for pedestrians and cyclists through Green Infrastructure linkages will be supported.</li> <li>iv. Development proposals that would result in the loss of existing Green Infrastructure will not be supported unless it can be demonstrated that they secure new opportunities that: <ul style="list-style-type: none"> <li>a) deliver an overall net gain in Green Infrastructure;</li> <li>b) incorporate provisions to deliver an equivalent carbon-sink capability in the short term; and</li> <li>c) deliver a net gain in Biodiversity.</li> </ul> </li> </ul>	<p>Subject to Water Neutrality being demonstrated, Policy 2 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 179, 180, 182</p>
<p><b>Policy 3: Local Green Space</b></p> <ul style="list-style-type: none"> <li>i. Development proposals within the designated local green spaces will only be supported in very special circumstances:</li> </ul> <p>LGS01 Bakers Shaw</p> <p>LGS02 The Bowling Green</p>	<p>Policy 3 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 101, 102, 103</p>



<p>LGS03 Village Green</p> <p>LGS04 Recreation Field</p> <p>LGS05 Alley Groves Green</p> <p>LGS06 Brook Hill Wood</p> <p>LGS07 Brook Hill Strip</p> <p>LGS08 Three Oaks Pond</p> <p>LGS09 Alley Groves Pond</p> <p>LGS10 Acorn Avenue Green</p> <p>LGS11 Kicking Field</p> <p>LGS12 Eastlands Wood (HDC TPO1520 – Mixed Woodland)</p> <p>LGS13 Eastlands Lane (HDC TPO1519)</p> <ul style="list-style-type: none"> <li>a. complement the purpose of the designation;</li> <li>b. are ancillary to the use of the land for a public recreational purpose;</li> <li>c. have a positive impact on the biodiversity of the designated area; or</li> <li>d. are required to fulfil a statutory utility infrastructure purpose.</li> </ul>	
<p><b>Policy 4: Conservation Area</b></p> <ul style="list-style-type: none"> <li>i. Development proposals within or affecting the setting of the Cowfold Conservation Area will be supported where they preserve or enhance the character or appearance of the Conservation Area and comply with the requirements in policy 34 (Cultural and Heritage Assets) of the HDPF.</li> </ul>	<p>Subject to Water Neutrality being demonstrated, Policy 4 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 190, 194, 199-206</p>

<p><b>Policy 5: Open Space</b></p> <ul style="list-style-type: none"><li>i. Development proposals should provide a mix of high quality formal and informal open space to meet local needs.</li><li>ii. Development proposals should be designed and arranged to respect, and where practicable connect to, existing open spaces in their immediate locality.</li><li>iii. Development proposals including the replacement of open space will be supported where:<ul style="list-style-type: none"><li>a. equivalent (in quantitative and qualitative terms) or enhanced open space is provided to serve local needs; and</li><li>b. the proposed replacement open space is made available before the loss of the existing.</li></ul></li></ul>	<p>Policy 5 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 93, 98-99</p>
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<p><b>Policy 6: Community Services and Facilities</b></p> <ul style="list-style-type: none"> <li>i. Development proposals that result in the net loss of community services or facilities will not be supported unless it can be demonstrated that the premises are not viable for community use.</li> <li>ii. Development proposals including the alteration and/or replacement of community services or facilities will be supported where:             <ul style="list-style-type: none"> <li>a. they result in equivalent (in quantitative and qualitative terms) or enhanced services or facilities serving local needs;</li> <li>b. any replacement service or facility is made available before the closure of the existing one;</li> <li>c. any replacement service or facility is readily accessible by the community by non car modes of transport;</li> <li>d. where necessary there is safe and adequate vehicular access with sufficient parking to meet the needs of the users;</li> <li>e. there is no unacceptable adverse effect on any local amenity; and</li> <li>f. heritage assets and their setting are protected.</li> </ul> </li> <li>iii. Development proposals that bring redundant buildings back into use for the benefit of the community will be supported subject to conformity with other development plan policies .</li> </ul>	<p>Subject to Water Neutrality being demonstrated, Policy 6 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 92, 93</p>
<p><b>Policy 7: Youth Facilities</b></p> <ul style="list-style-type: none"> <li>i. Proposals to enhance or provide new facilities for the benefit of young people, including but not limited to, children’s play areas, sporting facilities and youth club activities will be supported.</li> </ul>	<p>Subject to Water Neutrality being demonstrated, Policy 7 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 92, 93</p>

<p><b>Policy 8: Potters Allotments</b></p> <p>i. Proposals for the development of the allotments at Potters (as identified on the Policies Map) will be supported where:</p> <ol style="list-style-type: none"> <li>a. the development is required for community use;</li> <li>b. equivalent (in quantitative and qualitative terms) or enhanced allotments are provided to serve local needs;</li> <li>c. the replacement allotments are located in close proximity to the existing; and</li> <li>d. the replacement allotments are made available for use at least one planting season before the loss of the existing.</li> </ol>	<p>Subject to Water Neutrality being demonstrated Policy 8 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 92, 93</p>
<p><b>Policy 9: Residential Development Principles</b></p> <p>i. Residential Development proposals will be supported where they are within the built-up area of Cowfold and:</p> <ol style="list-style-type: none"> <li>a. are of a sympathetic scale, relating positively to the character, function and layout of the area;</li> <li>b. maintain appropriate distances between buildings to avoid unacceptable adverse impacts on existing facilities or amenity of adjacent residential properties;</li> <li>c. Incorporate the use of high quality building materials and finishes consistent with high thermal efficiency;</li> <li>d. are of a density that is appropriate to its location and has regard to current levels in the immediate area;</li> <li>e. are designed to account for the unavailability of mains gas; and</li> <li>f. Provide appropriate infrastructure to facilitate EV charging for car parking spaces without the need for further groundworks.</li> </ol>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>
<p><b>Policy 10: Windfall Housing</b></p> <p>i. Development proposals, for residential development on unidentified sites within the defined built-up area boundary of Cowfold, will be supported subject to compliance with other development plan policies.</p>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>

<p><b>Policy 11: Brook Hill, CNP01 – see Policies Map</b></p> <p>i. Development proposals for up to 35 residential units on land at Brook Hill, as shown on the Policies Map, will be supported where:</p> <ol style="list-style-type: none"> <li>a. the housing density reflects the character and setting of the site and its surroundings;</li> <li>b. proposals provide safe and suitable access for vehicles, cyclists and pedestrians;</li> <li>c. proposals provide traffic calming, as necessary, at the junction of the access with the A281;</li> <li>d. proposals protect the landscape character of the ridgeline along the northern boundary of the site;</li> <li>e. proposals allow for the retention and enhancement of existing mature trees and hedgerows within the setting of the site and its surroundings.</li> <li>f. proposals provide a robust soft landscape buffer to protect the character of the area, particularly on the western and open northern boundary of the housing area;</li> <li>g. there is no unacceptable adverse impact on the Bakers Shaw LGS;</li> <li>h. the amenity of all existing residential properties bordering the site is protected;</li> <li>i. proposals provide public open space, as detailed on the Policies Map, that is to be transferred to the ownership of the Parish Council or other specially created trust; <u>and</u></li> <li>j. proposals allow for a high quality, illuminated, all weather, non vehicular access to the existing PRow to the west of the site.</li> </ol>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>
<p><b>Policy 12: Potters, CNP03 – see Policies Map</b></p> <p>i. Development proposals for up to 35 residential units on land at Potters, as shown on the Policies Map, will be supported where:</p> <ol style="list-style-type: none"> <li>a. the housing density reflects the character and setting of the site;</li> <li>b. proposals provide safe and suitable access for vehicles, cyclists and pedestrians;</li> </ol>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>

<ul style="list-style-type: none"> <li>c. proposals provide for traffic calming at the junction of the access with the A272;</li> <li>d. proposals include a safe and accessible ‘drop-off’ point to serve the adjacent school and children’s nursery including an associated high-quality, illuminated, all-weather non-vehicular access from the drop off point to the school and nursery;</li> <li>e. proposals allow for the retention and enhancement of existing mature trees and hedgerows within and around the edge of the site;</li> <li>f. proposals provide a robust soft landscape buffer to protect the character of the area, particularly on the western and southern boundary of the housing area;</li> <li>g. the amenity of all existing residential properties bordering the site is protected;</li> <li>h. proposals provide appropriate children’s play space to meet the needs of the development;</li> <li>i. proposals provide public open space, as detailed on the Policies Map, to be available for use as such, in perpetuity, for example, by transfer of the ownership to the Parish Council or other specially created trust; together with mechanism/commitments for ongoing management and maintenance to ensure that the space remains of a high quality;</li> <li>j. the layout results in a high quality frontage with the A272;</li> <li>k. the design of the development, including the layout of buildings and open spaces is demonstrably informed by an appropriate archaeological investigation to preserve and, where not possible, record in-situ remains; and</li> <li>l. the design, layout and form of the development preserves or enhances the character of a Conservation Area and the contribution made by its setting.</li> </ul>	
<p><b>Policy 13: Housing Mix</b></p> <p>Development proposals, which include a mix of dwellings, types and sizes as indicated in the latest housing needs survey, will be supported.</p>	<p>Subject to water neutrality being demonstrated Policy is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 62</p>

<p><b>Policy 14: Employment</b></p> <ul style="list-style-type: none"> <li>i. Proposals that enable the development or enhancement of small-scale businesses will be supported where schemes are: <ul style="list-style-type: none"> <li>a. within the built-up area boundary; <u>or</u></li> <li>b. contained within existing buildings; <u>or</u></li> <li>c. on previously developed sites;</li> <li>d. in appropriate sustainable rural locations.</li> </ul> </li> <li>ii. Proposals for business development will be supported where: a. development does not involve the loss of dwellings; b. they are in keeping with the character and vitality of the local area; c. they safeguard local residential amenity; and d. they would not have an unacceptable effect on the local road network in terms of highway safety or residual cumulative impacts.</li> <li>iii. Development proposals that would result in the loss of any land, currently in business or other employment use, in the Parish will not be supported unless it can be demonstrated that business use is no longer viable.</li> </ul>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>
<p><b>Policy 15: Communications</b></p> <ul style="list-style-type: none"> <li>i. Proposals that would provide access to super-fast broadband networks to serve the Parish will be supported.</li> <li>ii. Proposals that would provide a high level of mobile/cellular infrastructure to serve the Parish will be supported.</li> <li>iii. Proposals that would provide underground ducting to facilitate future communication networks will be supported.</li> <li>iv. Proposals for above ground network installations that would provide access to either a super-fast broadband network or a mobile/cellular network will be supported where their location is sympathetically chosen and designed to respect the character of the local area.</li> </ul>	<p>Policy 15 is consistent with the NPPF and carries significant weight.</p> <p>Para 114, 115</p>

**Policy 16: Car Parking Provision**

- i. Residential development proposals should provide off-street parking in accordance with the following minimum standards:
  - a. Residential 1 Bed dwellings; 2 spaces;
  - b. Residential 2 Bed dwellings; 3 spaces; and
  - c. Residential 3+ Bed dwellings; 4 or more spaces
- ii. Development proposals that demonstrate that off road parking provision is sufficient so as to minimise on-street parking will be supported.

Subject to Water Neutrality being demonstrated Policy 16 is consistent with the NPPF and carries significant weight.

Para 107



# Planning Advice Note: Itchingfield Neighbourhood Plan and Water Neutrality



June 2023

Itchingfield Parish have produced a neighbourhood plan which have been subject to successful Examination but cannot proceed to Referendum because of the legal requirements in relation to Water Neutrality and the Habitat Regulations.

In order, to support the hard work of local communities, Horsham District Council has prepared this Planning Advice Note. These Advice Notes highlight how the policies in the Neighbourhood Plans are considered to align with National Planning Policy.

This Planning Advice Note draws together current adopted Local Plan policies, and up-to-date national policy guidance including relevant ministerial statements and the outcome of the Neighbourhood Planning Examiner’s report. It therefore forms a material consideration that will be taken into account by decision makers when determining planning applications. When the strategic solution to Water Neutrality is implemented, the Council will proceed to take the Itchingfield Neighbourhood Plan to Referendum and upon a successful result the Council will ‘make’ the plan at full Council at the earliest opportunity.

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## Appendix B: Itchingfield Neighbourhood Plan

NOTE: Whilst this document sets out the Council’s view on compliance of the policy wording with the NPPF, this note provides advice and does not set planning policy. It should be noted that all development proposals must clearly demonstrate that they are water neutral in order to demonstrate that there is no adverse impact on the Arun Valley. This will be required to be assessed on a case-by-case basis as part of any individual planning application.

Policy	National Policy (NPPF) <sup>1</sup>
Policy 1: Green Infrastructure Conservation	Policy 1 is consistent with the NPPF and carries significant weight.

<sup>1</sup> Please note the NPPF paragraphs listed to each policy are not definitive with further revisions to the NPPF expected in the Summer/Autumn 2023.

<p>As appropriate to their scale, nature and location development proposals shall, where practicable and consistent with other policies in this Plan, incorporate:</p> <ul style="list-style-type: none"> <li>a) measures that will conserve, maintain and/or enhance the green infrastructure of the parish.</li> <li>b) provisions to produce additional green infrastructure.</li> <li>c) proposals which seek to improve access for pedestrians and cyclists through green infrastructure linkages will be supported.</li> </ul> <p>Proposals which would result in the loss of existing green infrastructure will not be supported unless it can be demonstrated that the development proposals bring new opportunities which mitigates or compensates land loss, whilst ensuring the protection of the existing ecosystem. In these circumstances the proposal concerned should demonstrate how it would achieve a net gain in biodiversity.</p>	<p>NPPF Para 154</p>
<p><b>Policy 2: Biodiversity Conservation</b></p> <p>As appropriate to their scale, nature and location development proposals shall, where practicable and consistent with other policies in this Plan, incorporate measures that seek to ensure and enable the protection, conservation and enhancement of the parish's biodiversity and ecology including its hedgerows, ponds, orchards, roadside verges and woodland, including shaws and ancient and veteran trees.</p> <p>Development proposals on greenfield sites, including any windfall development, should be accompanied by a project-level Habitats Regulation Assessment that is supported by up-to-date data from bat surveys.</p>	<p>Policy 2 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 153, 154, 174, 179, 180 -182</p>
<p><b>Policy 3: Heritage Assets and Itchingfield Conservation Area</b></p>	<p>Subject to water Neutrality being demonstrated Policy 3 is consistent with the NPPF and carries significant weight.</p>

<p>Development proposals shall, where practicable and consistent with other policies in this Plan, incorporate measures which seek to conserve heritage assets in a manner appropriate to their significance. Special regard shall be given to the desirability of preserving any heritage building, or its setting, and/or any features of special architectural interest which the building possesses.</p> <p>Development proposals for development within the Itchingfield Conservation Area and the setting within which it lies shall include measures which seek to conserve and enhance the Area.</p>	<p>NPPF Para 194, 195, 197</p>
<p><b>Policy 4: Protection of Open Spaces</b></p> <p>Development proposals shall, where practicable and consistent with other policies in this Plan, include measures which provide a mix of formal and informal open space to meet the needs generated by the development. Open space is to be of high quality and serve local need.</p> <p>The attached Map identifies the following areas of public open space:</p> <ul style="list-style-type: none"> <li>a) the Village Green and playing field;</li> <li>b) the Arboretum adjoining the village green;</li> <li>c) the Community Orchard at the rear of the Ashmiles development;</li> <li>d) Ancient Woodland at the rear of the Ashmiles development;</li> <li>e) Play area in Two Mile Ash Road adjacent to the Ashmiles development; and</li> <li>f) Jubilee Field</li> </ul> <p>Development proposals which involve the replacement of existing open space, including the identified areas of public open space, shall include the following measures:</p> <ol style="list-style-type: none"> <li>1. Equivalent (in qualitative and quantitate terms) or enhanced open space is provided to serve the current or existing needs of the residents of the parish; and</li> </ol>	<p>Policy 3 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 93, 98-99, 101, 102, 103</p>

<p>2. Proposals for the replacement of open space ensure the replacement is made available before the loss of the existing.</p> <p>Development proposals which result in the loss of existing open space, including the identified areas of public open space will only be supported where:</p> <ol style="list-style-type: none"> <li>1. An assessment has been undertaken which has clearly shown the facility to be surplus to requirements; or</li> <li>2. The loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or</li> <li>3. The development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss.</li> </ol>	
<p><b>Policy 5: Protection of Green Infrastructure</b></p> <p>Development proposals shall, where practicable and consistent with other policies in this Plan, incorporate measures that will protect and enhance the green infrastructure and valued landscape features of the parish and which include:</p> <ol style="list-style-type: none"> <li>1. The Downs Link;</li> <li>2. Public Rights of Way and their settings;</li> <li>3. Hedgerows;</li> <li>4. Copses and woods, ancient woodlands and veteran trees;</li> <li>5. Orchards; particularly the Asmiles Community Orchard;</li> <li>6. River corridors (such as, but not limited to: River Arun; River Adur; Parsons' Brook).</li> </ol>	<p>Policy 5 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 92, 93, 153-154</p>
<p><b>Policy 6: Community facilities protection</b></p> <p>Development proposals which provide new community facilities or which provide for the expansion of existing facilities to support the needs of the community will be supported.</p>	<p>Subject to water Neutrality being demonstrated Policy 6 is consistent with the NPPF and carries significant weight.</p>

<p>Development proposals shall, where practicable and consistent with other policies in this Plan, incorporate measures that:</p> <ol style="list-style-type: none"> <li>1. avoid the loss of community facilities (unless the facility in question is no longer viable, in which case the developer will be required to undertake a viability assessment and marketing strategy before a change of use is supported); and</li> <li>2. avoid the substantial alteration and/or replacement of community facilities except where equivalent (in qualitative and quantitative terms) or enhanced facilities are provided to serve local needs; and</li> <li>3. ensure that proposals for the replacement of a community facility make the replacement facility available before the closure of the existing facility.</li> </ol>	<p>NPPF Para 84, 92-93</p>
<p><b>Policy 7: Education facilities development</b></p> <p>Development proposals for additional buildings and/or facilities at Barns Green Primary School shall, where practicable and consistent with other policies in this Plan, will be supported subject to the following criteria:</p> <ol style="list-style-type: none"> <li>a) their built form is contained within the current built up area boundary of Barns Green;</li> <li>b) they take account of the significance of heritage assets and their setting in the immediate locality; and</li> <li>c) they do not have an unacceptable impact on the character of the immediate locality in general, and the amenity of residential properties in particular.</li> </ol>	<p>Subject to water Neutrality being demonstrated Policy 7 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 95, 96</p>
<p><b>Policy 8: Broadband provision</b></p> <p>Proposals to provide access to a super-fast broadband network and improved mobile phone connectivity to serve the Parish will be supported.</p>	<p>Policy 8 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 114, 117</p>

<p>The location and design of any above-ground network installations should be sympathetically chosen and designed and positioned in a way which would not have an unacceptable impact on the character and appearance of the local area, on heritage assets or the amenity of local residents.</p>	
<p><b>Policy 9: Sumners Ponds Site</b></p> <p>The Plan allocates land at Sumners Ponds, Barns Green for residential and commercial purposes. Proposals for the development of the site will be supported subject to the following criteria:</p> <ol style="list-style-type: none"> <li>1. Proposals provide for around 32 dwellings incorporating a mix of dwelling type and size to meet the needs of current and future households;</li> <li>2. The design positively responds to the prevailing character of the surrounding area;</li> <li>3. Proposals for the residential component of the site incorporate affordable housing to development plan standards;</li> <li>4. Proposals should avoid the loss or damage of existing mature trees and hedgerows, and if demonstrated as unavoidable, appropriate replacement or compensation should be incorporated into their designs and layouts;</li> <li>5. Proposals should demonstrate special regard for Little Slaughterford (on the northern boundary of the site) and its setting and/or any features or special architectural or historic interest which it possesses through sensitive design and boundary treatment;</li> <li>6. Proposals should incorporate measures to ensure that there is no contamination from the commercial element of the new development on neighbouring properties;</li> </ol>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>

<p>7. 6. Proposals ensure safe vehicle access and egress to and from Chapel Road, including adequate sightlines for emerging vehicles;</p> <p>8. The layout is planned to ensure proper and adequate access to existing sewerage infrastructure for maintenance and upsizing purposes;</p> <p>9. Proposals ensure adequate parking for residents and visitors; that is to say, that parking spaces will be provided to prevent (as far as is practicable) car parking on the roads of the development Proposals provide car parking within the site to West Sussex County Council standards.</p> <p>10. The light industrial/commercial units shall not exceed 2000 square metres of ground space. The units shall not exceed eaves height of 4.5 metres and ridge height of 6.5 metres. The units shall be clad in natural material and shall have a pitched roof. The design and appearance of the units shall be in sympathy with the rural surroundings of the village. The units shall be no less than 25 metres from Chapel Road and 20 metres from any house.</p>	
<p><b>Policy 9A</b></p> <p>To conform with the overarching Horsham District Planning Framework and help reduce atmospheric pollution within the District, Itchingfield Parish Council will support developments that facilitate the use of sustainable transport modes, including walking, cycling, public transport and the use of electric vehicles. Developments could achieve this by improving connectivity with wider Public Right of Ways, enhancing accessibility of local green and blue infrastructure and providing electric vehicle charging points. Any emerging air quality mitigation approaches provided in the Horsham Local Plan will be supported.</p>	<p>Policy 9A is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 104, 105</p>
<p><b>Policy 10: Old School site, Itchingfield</b></p>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>

<p>The Plan allocates land at the site of the old School, Itchingfield Road, Itchingfield for residential purposes. Development proposals for the residential development of the site will be supported subject to the following criteria:</p> <ol style="list-style-type: none"> <li>1. Proposals provide for around 20 dwellings incorporating a mix of dwelling type and size to meet the needs of current and future households;</li> <li>2. The design positively responds to the prevailing character of the surrounding area, having particular regard to the setting of Itchingfield Conservation Area to the north of the site, and Itchingfield House to the south-west of the site;</li> <li>3. Proposals incorporate affordable housing to development plan standards;</li> <li>4. Proposals allow for the retention of existing mature trees and hedgerows on the southern boundary;</li> <li>5. Proposals ensure safe vehicle access and egress to and from Itchingfield Road, including adequate sightlines for emerging vehicles;</li> <li>6. The layout is planned to ensure proper and adequate access to existing sewerage infrastructure for maintenance and upsizing purposes;</li> <li>7. Proposals provide car parking within the site to West Sussex County Council standards.</li> </ol>	
<p><b>Policy 10A</b></p> <p>To conform with the overarching Horsham District Planning Framework and help reduce atmospheric pollution within the District, Itchingfield Parish Council will support developments that facilitate the use of sustainable transport modes, including walking, cycling, public transport and the use of electric vehicles. Developments could achieve this by improving connectivity with wider Public Right of Ways, enhancing accessibility</p>	<p>Policy 10A is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 104, 105</p>



<p>of local green and blue infrastructure and providing electric vehicle charging points. Any emerging air quality mitigation approaches provided in the Horsham Local Plan will be supported.</p>	
<p><b>Policy 11: Windfall Development</b></p> <p>Development proposals for residential development on unidentified sites within the Built-Up Area Boundary will be supported where <u>they</u>:</p> <ul style="list-style-type: none"> <li>a) are proportionate in scale;</li> <li>b) relate positively in design terms to the character of the area; and</li> <li>c) avoid unacceptable harm to the amenity of any existing dwelling on the site and to nearby properties.</li> </ul>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>
<p><b>Policy 12: Design parameters</b></p> <p>As appropriate to their scale, nature and location development proposals will be supported where their character and design meets the following criteria:</p> <ul style="list-style-type: none"> <li>1. Are of high quality design and layout;</li> <li>2. Contribute positively to the private and public realm to create a sense of place;</li> <li>3. Respect the character and scale of the surrounding buildings and landscape;</li> <li>4. Protect open spaces and gardens that contribute to the character of the area;</li> <li>5. Protect the identity and character of Barns Green and Itchingfield;</li> <li>6. Do not cause unacceptable harm to the amenities of existing nearby residents and future occupants of new dwellings, including taking account of the impact on privacy, outlook, daylight, sunlight and security;</li> </ul>	<p>Subject to water Neutrality being demonstrated Policy 12 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 126, 127, 130-132, 134, 135</p>

<p>7. Create safe, accessible and well connected environments</p> <p>8. Protect existing landscape features and contributes to the parish’s Green Infrastructure network;</p> <p>9. Incorporate the use of local materials which are appropriate to the existing housing stock; and</p> <p>10. Positively respond to the local vernacular character of the parish.</p>	
<p><b>Policy 13: Sustainable Design</b></p> <p>Development proposals should seek to improve the sustainability of development.</p> <p>Development proposals should, where possible practicable and subject to other policies in this Plan, incorporate the following measures:</p> <p>a) Electric car charging points  b) Solar panels of appropriate and unobstructive design.  c) Solar heating panels, ground- and air-source heat systems.</p>	<p>Subject to Water Neutrality being demonstrated Policy 13 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 126-127, 153, 154, 155, 158</p>
<p><b>Policy 14: Housing Mix</b></p> <p>Development proposals should provide a mix of predominantly one, two and three, bedroom houses subject to any particular development needs of the site concerned.</p>	<p>Subject to Water Neutrality being demonstrated Policy 14 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 62</p>
<p><b>Policy 15: Parking Provision</b></p> <p>Development shall include provision of off-road parking for residents of, and visitors to, the development in compliance with West Sussex County Council requirements.</p>	<p>Policy 15 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 107</p>
<p><b>Policy 16: Small-scale businesses</b></p>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral</p>

<p>Development proposals which enable the development of, or expansion of, small-scale businesses will be supported where:</p> <ul style="list-style-type: none"> <li>a) they are located within the built up area boundary; OR</li> <li>b) contained within existing buildings; OR</li> <li>c) are on previously-developed land.</li> </ul> <p>Such business development must be shown to be viable, sustainable and likely to benefit the local economy.</p> <p>The provision of viable small business premises or retail properties within new developments will also be supported where economically sustainable and in accordance with this policy.</p> <p>In addition, development proposals will be supported where development:</p> <ul style="list-style-type: none"> <li>d) does not involve the loss of dwellings unless the benefit outweighs the loss;</li> <li>e) proposals are in keeping with the character and vitality of the local area;</li> <li>f) proposals respect local residential amenity; and</li> <li>g) proposals would not have an unacceptable impact on the local road network.</li> </ul> <p>In this Policy, “small-scale” means a business operated by, or employing, less than 5 persons and which business can operate from a space up to 1000 sq m.</p>	<p>in order to establish that there is no adverse impact on the Arun Valley.</p>
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# Planning Advice Note: Lower Beeding Neighbourhood Plan and Water Neutrality



**June 2023**

Lower Beeding Parish have produced a neighbourhood plan which have been subject to successful Examination but cannot proceed to Referendum because of the legal requirements in relation to Water Neutrality and the Habitat Regulations.

In order, to support the hard work of local communities, Horsham District Council has prepared this Planning Advice Note. These Advice Notes highlight how the policies in the Neighbourhood Plans are considered to align with National Planning Policy.

This Planning Advice Note draws together current adopted Local Plan policies, and up-to-date national policy guidance including relevant ministerial statements and the outcome of the Neighbourhood Planning Examiner’s report. It therefore forms a material consideration that will be taken into account by decision makers when determining planning applications. When the strategic solution to Water Neutrality is implemented, the Council will proceed to take the Lower Beeding Neighbourhood Plan to Referendum and upon a successful result the Council will ‘make’ the plan at full Council at the earliest opportunity.

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## Appendix C: Lower Beeding Neighbourhood Plan

NOTE: Whilst this document sets out the Council’s view on compliance of the policy wording with the NPPF, this note provides advice and does not set planning policy. It should be noted that all development proposals must clearly demonstrate that they are water neutral in order to demonstrate that there is no adverse impact on the Arun Valley. This will be required to be assessed on a case-by-case basis as part of any individual planning application.

Policy	National Policy (NPPF) <sup>1</sup>
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<sup>1</sup> Please note the NPPF paragraphs listed to each policy are not definitive with further revisions to the NPPF expected in the Summer/Autumn 2023.

<p><b>Policy 1: Biodiversity</b></p> <p>Development proposals which protect and where possible provide net gains in biodiversity and enhance the ecological network in the Parish will be supported.</p>	<p>Subject to water Neutrality being demonstrated Policy 1 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 153, 179, 180-182</p>
<p><b>Policy 2: Landscape Character</b></p> <p>Development proposals which conserve and enhance the natural environment and landscape character of the Parish will be supported subject to compliance with other policies in the LBNP.</p>	<p>Subject to water Neutrality being demonstrated Policy 2 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 174</p>
<p><b>Policy 3: Green Infrastructure</b></p> <p>Development proposals which seek to conserve, maintain or enhance existing green infrastructure networks will be supported.</p> <p>Development proposals which incorporate landscaping and provide additional trees and hedging consistent with the rural nature of the Parish will be supported.</p> <p>Proposals which would result in the loss of existing green infrastructure will not be supported unless it can be demonstrated that the development proposals bring new opportunities which mitigates or compensates any loss, whilst ensuring the protection of the existing ecosystem.</p>	<p>Policy 3 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 92, 93, 153-154, 179, 180</p>
<p><b>Policy 4: Sustainability</b></p> <p>Development proposals which incorporate sustainable resource measures designed to adapt to the impacts of climate change in order to improve the sustainability of development will be supported.</p>	<p>Subject to water Neutrality being demonstrated Policy 4 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 153, 154</p>
<p><b>Policy 5: Energy Efficiency</b></p>	<p>Policy 5 is consistent with the NPPF and carries significant weight.</p>

<p>Development proposals which incorporate measures to maximise energy efficiency of new buildings will be supported.</p>	<p>NPPF Para 155-158</p>
<p><b>Policy 6: Cyder Farm</b></p> <p>Development proposals for around 6 residential units on land at Cyder Farm (as identified on the Policies Map) will be supported where:</p> <ol style="list-style-type: none"> <li>1. Proposals provide a suitable mix of dwelling type and size to meet the needs of current and future households;</li> <li>2. The design positively responds to and enhances the prevailing character of the surrounding area;</li> <li>3. Proposals ensure that the scale, massing and appearance is of a high standard of design and layout and are visually attractive;</li> <li>4. Proposals have been prepared with special regard to the need to conserve the significance of the Crabtree Conservation Area and clearly have a design that has scale, form, layout and materials that will contribute positively to its character or appearance;</li> <li>5. Proposals allow for the retention of existing mature trees and hedgerows on the southern and western boundary (where appropriate);</li> <li>6. Access to the site is maintained via existing arrangements, if appropriate;</li> <li>7. Proposals provide suitable parking arrangements to the satisfaction of the Highway Authority; and</li> <li>8. Parking respects the residential amenity of occupiers.</li> </ol>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>

**Policy 7: Land at Trinity Cottage**

Development proposals for around 7 residential units on land at Trinity Cottage (as identified on the Policies Map) will be supported where:

1. Proposals provide a suitable mix of dwelling type and size to meet the needs of current and future households;
2. The design positively responds to and enhances the prevailing character of surrounding area;
3. Proposals ensure that the scale, massing and appearance is of a high standard of design and layout and are visually attractive;
4. Proposals respect the setting of the Grade II Listed Holy Trinity Church, which lies to the immediate south;
5. Proposals respect the wider views into and out of the Grade II Listed Holy Trinity Church;
6. Proposals allow for the retention of existing mature trees and hedgerows (where appropriate);
7. Proposals provide a landscape buffer on the northern and southern boundary;
8. Suitable access, which avoids harm to the setting of the church and churchyard is provided;
9. Proposals provide suitable parking arrangements to the satisfaction of the Highway Authority; and

The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.



<p>10. Proposals provide an access link to the existing Public Right of Way on the eastern boundary.</p>	
<p><b>Policy 8: Land north of Sandygate Lane</b></p> <p>Development proposals for around 20 residential units on land north of Sandygate Lane (as identified on the Policies Map) will be supported where:</p> <ol style="list-style-type: none"> <li>1. Proposals provide a suitable mix of dwelling type and size to meet the local need as identified in the most recent survey/evidence at the time of the planning application;</li> <li>2. The design positively responds to and enhances the prevailing character of surrounding residential property;</li> <li>3. Proposals ensure that the scale, massing and appearance is of a high standard of design and layout and are visually attractive;</li> <li>4. Proposals respect the setting of the Grade II Listed Holy Trinity Church;</li> <li>5. Proposals respect the wider views of the Grade II Listed Holy Trinity Church;</li> <li>6. Proposals allow for the retention of existing mature trees and hedgerows (where appropriate);</li> <li>7. A landscape buffer is provided on the northern, southern and western boundary;</li> <li>8. Suitable access to the site is provided off Sandygate Lane which is sympathetic to existing properties and respects residential amenities;</li> </ol>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>

<p>9. Proposals provide suitable parking arrangements to the satisfaction of the Highway Authority; and</p> <p>10. Provide a pedestrian link to the existing footpath along Sandygate Lane as part of the new site access.</p>	
<p><b>Policy 9: Land at Glayde Farm (Field B)</b></p> <p>Development proposals for around 14 residential units on land at Glayde Farm (Field B) (as identified on the Policies Map) will be supported where:</p> <ol style="list-style-type: none"> <li>1. Proposals provide a suitable mix of dwelling type and size to meet the needs of current and future households;</li> <li>2. The design positively responds to and enhances the prevailing character of surrounding residential property;</li> <li>3. Proposals ensure that the scale, massing and appearance is of a high standard of design and layout and are visually attractive;</li> <li>4. Proposals respect the setting of the Lower Beeding Parish Church;</li> <li>5. The design positively responds to and enhances the prevailing character of surrounding development and has special regard to the Grade II Listed Holy Trinity Church;</li> <li>6. Proposals respect the wider views of the Grade II Listed Holy Trinity Church (where appropriate);</li> </ol>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>

<ol style="list-style-type: none"> <li>7. Proposals allow for the retention of existing mature hedgerows unless there is a demonstrated need to remove a section. Replacement screening will be required if deemed necessary;</li> <li>8. Proposals provide connections to existing adjacent public footpaths;</li> <li>9. Sufficient and safe access is provided off the B2110; and</li> <li>10. Proposals provide suitable parking arrangements to the satisfaction of the Highway Authority.</li> </ol>	
<p><b>Policy 10: Windfall Development</b></p> <p>Development proposals for residential development on unidentified sites within the defined built-up area of Lower Beeding will be supported where <u>they</u>:</p> <ol style="list-style-type: none"> <li>1. Are proportionate in scale and relate positively to the character of the area;</li> <li>2. Ensure the design is in keeping with the character of the area; and</li> <li>3. Avoid unacceptable harm to the amenity of the existing dwelling and nearby properties.</li> </ol>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>
<p><b>Policy 11: Housing Mix</b></p> <p>Development proposals for residential development which seek to include a mix of dwelling types and sizes to meet local needs as indicated in the most recent Survey will be supported.</p>	<p>Subject to water Neutrality being demonstrated Policy 11 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 62</p>
<p><b>Policy 12: Design</b></p> <p>Development proposals which are in keeping with the local vernacular traditions and materials will be supported.</p>	<p>Subject to water Neutrality being demonstrated Policy 12 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 126, 127, 130-132, 134, 135</p>

<p><b>Policy 13: Density</b></p> <p>Development proposals which reflect the prevailing density of the surrounding area will be supported.</p>	<p>Subject to water Neutrality being demonstrated Policy 13 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 62, 124-125</p>
<p><b>Policy 14: Recreation Areas</b></p> <p>Proposals which involve the loss of existing recreation areas will not be supported, unless and until, a new facility of equivalent quality/quantum is provided within the Parish.</p>	<p>Policy 14 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 84, 93, 99</p>
<p><b>Policy 15: Protection of Local Green Spaces</b></p> <p>The LBNP designates the following locations as Local Green Spaces:</p> <ol style="list-style-type: none"> <li>1. Land Area at the Entrance to Church Close Opposite The Plough Public House (LGS1); and</li> <li>2. Brick Kiln Pond (LGS2).</li> </ol> <p>Development proposals within the designated local green spaces will only be supported in very special circumstances'</p>	<p>Policy 15 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 101, 102, 103</p>
<p><b>Policy 16: Broadband and Telecommunications</b></p> <p>Proposals which would provide access to a super-fast broadband network will be supported.</p> <p>Proposals for above ground network installations which would provide access to a super-fast broadband network will be supported where their location is sympathetically located and designed to reflect the character of the local area.</p>	<p>Subject to water Neutrality being demonstrated Policy 16 is consistent with the NPPF and carries significant weight.</p> <p>NPPF Para 114, 115</p>

<p><b>Policy 17: Existing Employment Sites</b></p> <p>Development proposals which seek to maintain and/or expand existing businesses will be supported where proposals:</p> <ol style="list-style-type: none"> <li>1. Are in keeping with the character of the area;</li> <li>2. Avoid unacceptable harm to the amenity of the existing dwelling and nearby properties; and</li> <li>3. Do not have an unacceptable impact on the highway.</li> </ol>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>
<p><b>Policy 18: Economic Growth</b></p> <p>Development proposals for employment uses will be supported where:</p> <ol style="list-style-type: none"> <li>1. Is in keeping with the rural character of the local area;</li> <li>2. Proposals have no significant detrimental impact on residential amenity; and</li> <li>3. Would not have unacceptable impact on the local road network.</li> </ol>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>

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# Planning Advice Note: Pulborough Neighbourhood Plan and Water Neutrality



June 2023

Pulborough Parish have produced a neighbourhood plan which have been subject to successful Examination but cannot proceed to Referendum because of the legal requirements in relation to Water Neutrality and the Habitat Regulations.

In order, to support the hard work of local communities, Horsham District Council has prepared this Planning Advice Note. These Advice Notes highlight how the policies in the Neighbourhood Plans are considered to align with National Planning Policy.

This Planning Advice Note draws together current adopted Local Plan policies, and up-to-date national policy guidance including relevant ministerial statements and the outcome of the Neighbourhood Planning Examiner’s report. It therefore forms a material consideration that will be taken into account by decision makers when determining planning applications. When the strategic solution to Water Neutrality is implemented, the Council will proceed to take the Pulborough Neighbourhood Plan to Referendum and upon a successful result the Council will ‘make’ the plan at full Council at the earliest opportunity.

## Appendix D: Pulborough Neighbourhood Plan

NOTE: Whilst this document sets out the Council’s view on compliance of the policy wording with the NPPF, this note provides advice and does not set planning policy. It should be noted that all development proposals must clearly demonstrate that they are water neutral in order to demonstrate that there is no adverse impact on the Arun Valley. This will be required to be assessed on a case-by-case basis as part of any individual planning application.

Policy	National Policy (NPPF) <sup>1</sup>
<b>Policy 1: A Spatial Plan for the Parish</b>	Subject to water Neutrality being demonstrated Policy 1 is consistent with the NPPF and carries significant weight.

<sup>1</sup> Please note the NPPF paragraphs listed to each policy are not definitive with further revisions to the NPPF expected in the Summer/Autumn 2023.

<p>The Neighbourhood Plan defines the Built-up Area Boundary of Pulborough, as shown on the Inset Map. (Fig C, Page 11). Development proposals located inside this boundary will be supported provided they accord with the other provisions of the development plan. Development proposals outside of this boundary will be required to conform to development plan policies in respect of the control of development in the countryside.</p>	<p>NPPF Para 7, 11, 12, 13, 28, 29</p>
<p><b>Policy 2: Land at New Place Farm, Pulborough</b></p> <p>The Pulborough Neighbourhood Plan allocates the development of the site known as Land at New Place Farm, Pulborough (5.8 Ha) as shown on the Policies Map for approximately 170 dwellings. Any proposal must be delivered in accordance with the following principles:</p> <ul style="list-style-type: none"> <li>i. Any proposal must include a landscape-led masterplan for which there should be consideration of the following criteria: <ul style="list-style-type: none"> <li>a. A thorough understanding of the wider landscape impact of any proposal is demonstrated as well as considering all the elements which contribute to the character of the site. Regard should be given to visibility and key views. These should inform design and layout of the site. Long distance views to and from the South Downs National Park and Public Rights of Way should also be a consideration;</li> <li>b. Existing field boundaries will be retained, especially the lines of mature native trees, and enhanced with native species to ensure an appropriate and effective soft scape/green transition from urban to rural and help to minimise the visual impact of the proposal.</li> </ul> </li> <li>ii. Any proposal will deliver predominantly 2 and 3 bed dwellings reflect the housing needs of the plan area.</li> <li>iii. The layout and location of this housing will be outlined in the masterplan and should be of an appropriate scale and massing in keeping with the character of the surroundings. Regard should be given to the Pulborough Design Statement;</li> </ul>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>



<ul style="list-style-type: none"><li>iv. Any proposal will deliver affordable homes in accordance with identified need within Horsham district and the policies in the development plan in line with HDPF Policy 16 and the latest Strategic Housing Market Assessment (SHMA);</li><li>v. Primary access into the site will be delivered off Glebelands (but note Community Aims page 44);</li><li>vi. The development must be informed by a comprehensive transport statement. Any reasonable mitigation to make the development proposal acceptable in planning terms must be implemented in full or a contribution made to wider transport improvements as be agreed with the Highway Authority;</li><li>vii. Specific note should be taken of the east-west bridleway 2332 and the north-south footpath 2330 (see also Community Aims page 44) that cross the site in order to provide the basis of off-road movement for pedestrians and cyclists especially to shops and the school;</li><li>viii. It is considered that this development should be required to make provision for appropriate play facilities within the recommended walking distances (see 4.13 below).</li><li>ix. Any development shall be informed by a full ecological and biodiversity survey and assessment report. Any reasonable mitigation proposed by the assessment report must be implemented in full;</li><li>x. Any proposals should be informed by a contamination assessment. Any reasonable mitigation proposed by the assessment must be implemented in full;</li><li>xi. Support is given to the provision of Sustainable Drainage (SuDs) and other measures to avoid any net increase in water run-off contaminating the local Ramsar site (see page 8). The use of green infrastructure should be employed with the opportunity to create and enhance local habitats and bring about a net increase in biodiversity;</li><li>xii. All external lighting shall be designed and laid out to minimise light pollution</li><li>xiii. A countryside park with the opportunity to create and enhance local habitats and increase biodiversity is provided on the northern half of the site;</li></ul>	
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| <p>xiv. Part of the intended site covers the Large Roman Settlement Archaeological Notification Area. Applicants should undertake a programme of investigation that should inform the planning masterplan and application and that this should include ensuring that layout and construction of the proposals preserves archaeological remains in-situ where possible, with the highest priority given to preserving any remains identified as of national importance. Where remains of lesser importance do not merit preservation in situ applicants should be required to secure the preservation by record at an appropriate level of details of remains that will be lost. Furthermore, to ensure that the loss of archaeological remains is mitigated by benefits to the community, it is recommended that remains found as part of the archaeological investigations are recorded and made available through public display or interpretation within the neighbourhood plan area;</p> <p>xv. Any development should conserve and enhance the setting of existing listed buildings adjacent to the site;</p> <p>xvi. The Habitats Regulations Assessment April 2020 identifies this site as being close to a specific bat flight path. Schemes proposed for a site shall identify and retain those features on site that are particularly important for bats and any impacts likely to cause disturbance to important routes used by bats for foraging or commuting; and show how and where any external lighting will be installed (through the provision of appropriate lighting contour plans, Isolux drawings and technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory;</p> <p>xvii. Future access to existing water and wastewater infrastructure must be ensured for maintenance and upsizing purposes.</p> <p>xviii. Developers should submit a Construction Environment Management Plan showing how they will avoid damaging local water quality by preventing water runoff from the site (see page 8).</p> |  |
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**Policy 3: Land off Glebelands, Pulborough**

The Pulborough Neighbourhood Plan allocates the development of the site known as Land at Glebelands, Pulborough (0.8 Ha) as shown on the Policies Map for approximately 20 dwellings. Any proposal must be delivered in accordance with the following principles:

- i. Primary access will be delivered off Glebelands;
- ii. The area of the site may not be sufficient to require fully equipped play facilities for children but an area should be put aside for informal play and connections kept in mind to similar areas on New Place Farm;
- iii. All external lighting shall be designed and laid out to minimise light pollution
- iv. Existing field boundaries will be retained and enhanced with native species to ensure an appropriate and effective soft scape/green transition/buffers from urban to rural and help to minimise the visual impact of the proposal;
- v. Regard should be given to visibility and key views including those to and from the SDNP and Public Rights of Way. These should inform design and layout of the site;
- vi. Part of the intended site covers the Large Roman Settlement Archaeological Notification Area. Applicants should undertake a programme of investigation that should inform the planning masterplan and application and that this should include ensuring that layout and construction of the proposals preserves archaeological remains in-situ where possible, with the highest priority given to preserving any remains identified as of national importance. Where remains of

The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.

lesser importance do not merit preservation in situ applicants should be required to secure the preservation by record at an appropriate level of details of remains that will be lost. Furthermore, to ensure that the loss of archaeological remains is mitigated by benefits to the community, it is recommended that remains found as part of the archaeological investigations are recorded and made available through public display or interpretation within the neighbourhood plan area;

- vii. The Habitats Regulations Assessment April 2020 identifies this site as being close to a specific bat flight path (see their page 61). Schemes proposed for a site shall identify and retain those features on site that are particularly important for bats and any impacts likely to cause disturbance to important routes used by bats for foraging or commuting; and show how and where any external lighting will be installed (through the provision of appropriate lighting contour plans, Isolux drawings and technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory;
- viii. Support is given to the provision of Sustainable Drainage (SuDs) and other measures to avoid any net increase in water run-off contaminating the local Ramsar site (see page 8). There may be opportunities to reduce the existing run-off rates through the use of green infrastructure which should be employed with the opportunity to create and enhance local habitats and bring about a net increase in biodiversity;

<ul style="list-style-type: none"> <li>ix. Future access to existing water and wastewater infrastructure must be ensured for maintenance and upsizing purposes.</li> <li>x. Developers should submit a Construction Environment Management Plan showing how they will avoid damaging local water quality by preventing water runoff from the site (see page 8).</li> </ul>	
<p><b>Policy 4: Land off Station Approach, Pulborough</b></p> <p>The Pulborough Neighbourhood Plan allocates the development of the site known as Land off Station Approach, Pulborough (0.3 Ha) as shown on the Policies Map for a mixed development comprising retails and office uses (new Class E plus hot food takeaways) primarily in the ground floor and approximately 18 dwellings <u>above</u>. Any proposal must be delivered in accordance with the following principles:</p> <ul style="list-style-type: none"> <li>i. In line with HDPF Policy 9 the proposal should come forward with no net loss of employment floorspace unless it can be demonstrated further employment is not viable on this site, supported by robust evidence and an appropriate marketing campaign;</li> <li>ii. Any proposal should be sympathetic to local character. Particular regard should be given to design, height, massing and use of materials appropriate to the local context;</li> <li>iii. Appropriate parking provision is provided to support the development as derived from the 2019 WSCC Parking Guidance or subsequent guidance;</li> <li>iv. Schemes proposed for a site shall identify and retain those features on site that are particularly important for bats and any impacts likely to cause disturbance</li> </ul>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>

<p>to important routes used by bats for foraging or commuting; and show how and where any external lighting will be installed (through the provision of appropriate lighting contour plans, Isolux drawings and technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory;</p> <ul style="list-style-type: none"> <li>v. All external lighting shall be installed in accordance with the specifications and locations set out in the scheme and maintained thereafter in accordance with the scheme. Under no circumstances should any other external lighting be installed without prior consent from the local planning authority;</li> <li>vi. The site was a garage and vehicle sales facility in the past, therefore a ground contamination report should be carried out before any new development;</li> <li>vii. The proposals should ensure there is no net increase in water run-off, taking into account climate change, and there may be opportunities to decrease existing levels of run-off through use of rain gardens, green roofs and similar systems; and</li> <li>viii. Developers should submit a Construction Environment Management Plan showing how they will avoid damaging local water quality by preventing water runoff from the site (see page 8).</li> </ul>	
<p><b>Policy 5a: Land at Harwoods Garage, Pulborough, on eastern side of A29</b></p> <p>The Pulborough Neighbourhood Plan allocates the development of the site known as Land at former Harwoods Garage, Pulborough as shown on the Policies Map a mixed-use development comprising retail, commercial or community uses and approximately</p>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>

15 dwellings above. Any proposal must be delivered in accordance with the following principles:

- i. In line with HDPF Policy 9 if employment generating uses are no longer viable on the site it must be robustly demonstrated through an agreed comprehensive viability and marketing strategy or it can be demonstrated commercial uses on this site are relocated elsewhere in the parish or immediate vicinity with no net loss of commercial floor space;
- ii. Any proposal should be sympathetic to local character. Particular regard should be given to design, height, massing and use of materials appropriate to the local context as laid out in the Pulborough Design Statement;
- iii. Safe access and safe parking is provided on site as derived from the 2019 WSCC Parking Guidance or subsequent guidance;
- iv. Any proposal should safeguard protection for Tree Preservation Orders and appropriate mitigation is applied;
- v. There is a lake some 200 metres to the north of the site and part of the eastern area of the site is wetland with a stream on two sides. Proposals should ensure there is no net increase in surface water run-off taking into account climate change and there may be opportunities to decrease existing run-off rates through use of sustainable drainage (e.g. rain gardens and green roofs). Proposals to make the wetland area into a local asset connected to the adjacent Pocket Park and therefore attract increased biodiversity would be supported;

<ul style="list-style-type: none"> <li>vi. Schemes proposed for a site shall identify and retain those features on site that are particularly important for bats and any impacts likely to cause disturbance to important routes used by bats for foraging or commuting; and show how and where any external lighting will be installed (through the provision of appropriate lighting contour plans, Isolux drawings and technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory;</li> <li>vii. All external lighting shall be installed in accordance with the specifications and locations set out in the scheme and maintained thereafter in accordance with the scheme. Under no circumstances should any other external lighting be installed without prior consent from the local planning authority;</li> <li>viii. The site has been a garage and vehicle sales facility for many years, therefore a ground contamination report should be carried out before any new development;</li> <li>ix. Developers should submit a Construction Environment Management Plan showing how they will avoid damaging local water quality by preventing water runoff from the site (see page 8).</li> </ul>	
<p><b>Policy 5b: Harwoods Car Park, Pulborough, on western side of A29</b></p>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>



The Pulborough Neighbourhood Plan allocates the development of the site known as Harwoods Car Park as shown on the Policies Map for approximately 9 dwellings. Any proposal must be delivered in accordance with the following principles:

- i. Any proposal should be sympathetic to local character. Particular regard should be given to design, height and massing and the use of materials appropriate to the local context in line with the Pulborough Design Statement;
- ii. Any proposal should safeguard protection for Tree Preservation areas and appropriate mitigation applied;
- iii. Safe access and safe parking are provided on site as derived from the 2019 WSCC Parking Guidance or subsequent guidance;
- iv. Development proposals should ensure there is no net increase in surface water run-off taking into account climate change and there may be opportunities to reduce existing run-off rates through the use of sustainable drainage (e.g. rain gardens and green roofs);
- v. Schemes proposed for a site shall identify and retain those features on site that are particularly important for bats and any impacts likely to cause disturbance to important routes used by bats for foraging or commuting; and show how and where any external lighting will be installed (through the provision of appropriate lighting contour plans, Isolux drawings and technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory;

<ul style="list-style-type: none"> <li>vi. All external lighting shall be installed in accordance with the specifications and locations set out in the scheme and maintained thereafter in accordance with the scheme. Under no circumstances should any other external lighting be installed without prior consent from the local planning authority;</li> <li>vii. Developers should submit a Construction Environment Management Plan showing how they will avoid damaging local water quality by preventing water runoff from the site (see page 8).</li> </ul>	
<p><b>Policy 6: Land at Highfields</b></p> <p>The Pulborough Neighbourhood Plan allocates the site known as Land at Highfields, Pulborough (0.98 Ha) as shown on the Policies Map for approximately 26 houses. Any proposal must be delivered in accordance with the following principles:</p> <ul style="list-style-type: none"> <li>i. Development proposals should ensure there is no net increase in surface water run-off taking into account climate change and there may be opportunities to reduce existing run-off rates through the use of sustainable drainage (e.g. rain gardens and green roofs). A net gain of biodiversity on the site is recommended;</li> <li>ii. Consideration should be given to the provision of a convenient area for informal children’s play in the development. The nearest equipped children’s play facilities are in the adjacent Brookfields development. The layout should enable convenient and attractive pedestrian access to those facilities;</li> <li>iii. The site is within an Archaeological Notification Area (ANA). An archaeological assessment would be required and the appropriate mitigation carried out;</li> </ul>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>

<ul style="list-style-type: none"> <li>iv. Any proposal will deliver affordable housing in accordance with identified need and the policies within the Development Plan;</li> <li>v. Schemes proposed for a site shall identify and retain those features on site that are particularly important for bats and any impacts likely to cause disturbance to important routes used by bats for foraging or commuting; and show how and where any external lighting will be installed (through the provision of appropriate lighting contour plans, Isolux drawings and technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory;</li> <li>vi. All external lighting shall be installed in accordance with the specifications and locations set out in the scheme and maintained thereafter in accordance with the scheme. Under no circumstances should any other external lighting be installed without prior consent from the local planning authority.</li> <li>vii. Future access to existing water and wastewater infrastructure must be ensured for maintenance and upsizing purposes;</li> <li>viii. Developers should submit a Construction Environment Management Plan showing how they will avoid damaging local water quality by preventing water runoff from the site (see page 8)</li> </ul>	
<p><b>Policy 7: Broomers Hill Industrial Estate, Codmore Hill</b></p>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>

Pulborough Neighbourhood Plan allocates Land South of Broomers Hill Industrial Estate as shown on the Policies Map (3 Ha) for commercial uses only. Support is given to any proposal subject to the following criteria being met:

- i. Support is given to the development of commercial uses (class B2, B8 and E) at Land South of Broomers Hill. Particular support is given to providing premises for start-up and expanding commercial uses;
- ii. Safe access is achieved off either the A29 or Broomers Hill Lane;
- iii. Safe access through the southeast corner of the site should be provided for workers/visitors using non-motorised travel;
- iv. Existing field boundaries will be retained and enhanced with native species to ensure an appropriate and effective soft scape/green transition from proposed development to the wider open countryside and help to minimise the visual impact of the proposal;
- v. Any development shall be informed by a full ecological and biodiversity survey and assessment report. Any recommendations arising from the assessment or study in order to make the development acceptable in planning terms must be implemented. A net gain of biodiversity on the site is required;
- vi. Development proposals should ensure there is no net increase in surface water run-off taking into account climate change and there may be opportunities to reduce existing run-off rates through the use of sustainable drainage (e.g. rain gardens and green roofs);

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| <ul style="list-style-type: none"><li>vii. Development proposals should include the provision of good broadband connectivity as highlighted in Priority 4 of the Horsham District Economic Development Strategy;</li><li>viii. Any development proposal of over 1000 square metres should meet Building Research Establishment Environmental Assessment Method (BREEAM) <u>Very Good</u> standards;</li><li>ix. Any proposal should demonstrate it is appropriate to the local context. Particular regard should be given to design, height, massing and use of materials appropriate to the local context in line with the Pulborough Design Statement;</li><li>x. All external lighting shall be designed and laid out to minimise light pollution</li><li>xi. Any development should conserve and enhance the setting of existing listed buildings adjacent to the site;</li><li>xii. The Habitats Regulations Assessment April 2020 identifies this site as being close to a specific bat flight path (see their page 61). Schemes proposed for a site shall identify and retain those features on site that are particularly important for bats and any impacts likely to cause disturbance to important routes used by bats for foraging or commuting; and show how and where any external lighting will be installed (through the provision of appropriate lighting contour plans, Isolux drawings and technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory;</li></ul> |  |
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<p>xiii. Developers should submit a Construction Environment Management Plan showing how they will avoid damaging local water quality by preventing water runoff from the site (see page 8).</p>	
<p><b>Policy 8: Land formerly known as the Toat Café, Stane Street, Pulborough</b></p> <p>The Pulborough Neighbourhood Plan allocates the Land formerly known as the Toat Café as shown on the Policies Map for redevelopment comprising the following uses to include commercial, (class B2, B8, C1, E, F1, F2) and motor sales showrooms and leisure parkland. Support is given to any proposal subject to the following criteria being met:</p> <ul style="list-style-type: none"> <li>i. Safe Access is provided off the A29;</li> <li>ii. Any proposal should demonstrate it is appropriate to the local context. Particular regard should be given to design, height, massing and use of materials appropriate to the local context in line with the Pulborough Design Statement;</li> <li>iii. All external lighting shall be designed and laid out to minimise light pollution</li> <li>iv. Existing field boundaries will be retained and enhanced with native species to ensure an appropriate and effective soft scape/green transition from proposed development to the wider open countryside and help to minimise the visual impact of the proposal;</li> <li>v. Any proposal should address the issues of poor surface water drainage in the area. Development proposals should ensure there is no net increase in surface water run-off taking into account climate change and there may be opportunities to reduce existing run-off rates through the use of sustainable drainage (e.g. rain gardens and green roofs);</li> </ul>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>

<ul style="list-style-type: none"> <li>vi. Any development should conserve and enhance the setting of any existing listed buildings adjacent to the site;</li> <li>vii. The Habitats Regulations Assessment April 2020 identifies this site as being close to a specific bat flight path (see their page 61). Schemes proposed for a site shall identify and retain those features on site that are particularly important for bats and any impacts likely to cause disturbance to important routes used by bats for foraging or commuting; and show how and where any external lighting will be installed (through the provision of appropriate lighting contour plans, Isolux drawings and technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory;</li> <li>viii. Developers should submit a Construction Environment Management Plan showing how they will avoid damaging local water quality by preventing water runoff from the site (see page 8).</li> </ul>	
<p><b>Policy 9: Pulborough Garden Centre, Stopham Road</b></p> <p>Proposals for development to intensify or to extend the existing garden centre and the facilities of its ancillary uses at Pulborough Garden Centre within the land shown on Map of Garden Centre will be supported provided any proposed extension or addition:</p> <ul style="list-style-type: none"> <li>i. Has regard to conserving the natural beauty, wildlife and cultural heritage of the South Downs National Park;</li> <li>ii. Considers re-designing the entrance to accommodate any increase in traffic;</li> </ul>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>

<ul style="list-style-type: none"><li>iii. Is designed in such a way that the massing and height of any proposal is appropriate to the area;</li><li>iv. Any development should be sympathetic to existing listed buildings adjacent to the site;</li><li>v. Schemes proposed for a site shall identify and retain those features onsite that are particularly important for bats and any impacts likely to cause disturbance to important routes used by bats for foraging or commuting; and show how and where any external lighting will be installed (through the provision of appropriate lighting contour plans, Isolux drawings and technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory;</li><li>vi. All external lighting shall be installed in accordance with the specifications and locations set out in the scheme and maintained thereafter in accordance with the scheme. Under no circumstances should any other external lighting be installed without prior consent from the local planning authority; and</li><li>vii. Developers should submit a Construction Environment Management Plan showing how they will avoid damaging local water quality by preventing water runoff from the site (see page 8).</li></ul>	
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<p><b>Policy 10: Multi-Purpose Community &amp; Sports Centre, Pulborough</b></p> <p>Proposals to improve and extend the existing sports pavilion on Rectory Close including the provision of new community (F2) use buildings, will be supported. Proposals should be delivered in accordance with the following principles:</p> <ul style="list-style-type: none"> <li>i. Schemes proposed for a site shall identify and retain those features on site that are particularly important for bats and any impacts likely to cause disturbance to important routes used by bats for foraging or commuting; and show how and where any external lighting will be installed (through the provision of appropriate lighting contour plans, Isolux drawings and technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory;</li> <li>ii. All external lighting shall be installed in accordance with the specifications and locations set out in the scheme and maintained thereafter in accordance with the scheme. Under no circumstances should any other external lighting be installed without prior consent from the local planning authority.</li> </ul>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p>
<p><b>Policy 11: West Glebe Field, Pulborough</b></p> <p>Proposals by St Mary’s Church to extend the cemetery into, and to lay out a landscaped car park and new public footpath across, land at West Glebe Field, as shown on the Policies Map, will be supported, provided they do not harm the openness of the site and meet the principles below:</p> <ul style="list-style-type: none"> <li>i. Schemes proposed for a site shall identify and retain those features on site that are particularly important for bats and any impacts likely to cause disturbance</li> </ul>	<p>Subject to water Neutrality being demonstrated Policy 11 is consistent with the NPPF and carries significant weight.</p> <p>Para 179-181, 189, 194-195,199-201</p>

<p>to important routes used by bats for foraging or commuting; and show how and where any external lighting will be installed (through the provision of appropriate lighting contour plans, Isolux drawings and technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory;</p> <p>ii. All external lighting shall be installed in accordance with the specifications and locations set out in the scheme and maintained thereafter in accordance with the scheme. Under no circumstances should any other external lighting be installed without prior consent from the local planning authority.</p>	
<p><b>Policy 12: Tourism Development</b></p> <p>Proposals for the development of new tourism facilities will be supported provided they have regard to conserving the special landscape and scenic beauty of the National Park.</p>	<p>The Policy carries significant weight, but any development proposal will be required to demonstrate that it is water neutral in order to establish that there is no adverse impact on the Arun Valley.</p> <p>NPPF Para 84, 85, 176, 177</p>
<p><b>Policy 13: Community Facilities</b></p> <p>Proposals to improve the viability of an established community use of the following buildings and facilities by way of the extension or partial redevelopment of existing buildings will be supported, provided the design of the scheme and the resulting increase</p>	<p>Subject to water Neutrality being demonstrated Policy 13 is consistent with the NPPF and carries significant weight.</p> <p>Para 92, 93, 179-182</p>

in use are appropriate in design terms and will not harm the amenities of adjoining residential properties. The following principles should be met:

- i. Schemes proposed for a site shall identify and retain those features on site that are particularly important for bats and any impacts likely to cause disturbance to important routes used by bats for foraging or commuting; and show how and where any external lighting will be installed (through the provision of appropriate lighting contour plans, Isolux drawings and technical specifications) so that it can be clearly demonstrated that areas to be lit will not disturb or prevent bats using their territory;
- ii. All external lighting shall be installed in accordance with the specifications and locations set out in the scheme and maintained thereafter in accordance with the scheme. Under no circumstances should any other external lighting be installed without prior consent from the local planning authority.
  1. Village Hall
  2. Allotments sites
  3. St Mary's Primary School
  4. Youth Club
  5. Sports Pavilion, Rectory Close
  6. Bowling Club, Rectory Close
  7. Library/Community hub

<p>8. St Mary’s Church</p> <p>9. United Reformed Church</p>	
<p><b>Policy 14: Local Green Spaces</b></p> <p>The Neighbourhood Plan designates Local Green Spaces in the following locations, as shown on the Policies Map:</p> <ol style="list-style-type: none"> <li>1. Main Recreation Ground including Bowling Club</li> <li>2. Cousins Way Recreation Ground including Allotment Site</li> <li>3. Rivermead Nature Reserve</li> <li>4. East Glebe Field</li> <li>5. West Glebe Field</li> <li>6. Marehill Common</li> <li>7. Nutbourne Common Recreation Ground</li> </ol> <p>Proposals for development in a Local Green Space will be resisted, unless they meet the requirements set out in Paragraph 103 of the National Planning Policy Framework.</p>	<p>Policy 14 is consistent with the NPPF and carries significant weight.</p> <p>Para 101, 102, 103</p>
<p><b>Policy 15: Design</b></p> <p>All housing and other buildings must be well-designed, sustainable and take appropriate account of climate change. Developments are strongly encouraged to demonstrate this through the BREEAM standards and Home Quality Mark.</p>	<p>Subject to water Neutrality being demonstrated Policy 15 is consistent with the NPPF and carries significant weight.</p> <p>Para 126, 127, 130-132, 134, 135</p>

The scale, density, massing, height, landscape design, layout and materials of all development proposals, including alterations to existing buildings, will be required to reflect the architectural and historic character and scale of the surrounding buildings and landscape, as detailed in the Pulborough Design Statement and Nutbourne Design Statement. In particular, the effects of any proposed development in a Conservation Area or affects its setting should respect the particular special characteristics of that area.

Particular regard should be had to the design principles contained within the Pulborough Design principles and Guidelines.

Consideration of biodiversity features that can be incorporated into buildings such as swift and bat boxes and hedgehog holes in fence lines will be supported.



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## Report to Cabinet

Thursday, 8 June 2023

By the Cabinet Member for Planning and Infrastructure

**DECISION REQUIRED**



**Horsham  
District  
Council**

Not Exempt

### **Adoption of Rusper Conservation Area Appraisal and Management Plan**

#### **Executive Summary**

There are 37 designated conservation areas in Horsham District. Each has a Conservation Area map which identifies the area boundaries. Legislation requires that Conservation Areas are reviewed and managed to ensure their historic character is retained. The Council has an ongoing programme of Conservation Area Appraisals.

Cabinet agreed on 29 September 2022 to approve the draft Rusper Conservation Area Appraisal and Management Plan for public consultation. These draft documents included some proposed boundary changes (additions) to the existing conservation area.

A five-week public consultation exercise was held between the 12 January 2023 and the 16 February 2023 inviting comments on the Conservation Area Appraisal and Management Plan. This report sets out the key issues raised by respondents to the draft Conservation Area Appraisal during the consultation period, and the recommended responses to the comments. It is recommended that a final version of the Conservation Area Appraisal and Management Plan, incorporating revisions following consultation, is adopted with effect from 26 June 2023.

#### **Recommendations**

Cabinet is recommended to ask Council to:

- i) approve the designation of the revised Conservation Area boundary for Rusper, as shown on the Conservation Area designation map (1) included in this report;
- ii) approve and adopt the Conservation Area Appraisal and Management Plan for Rusper, as set out in Appendix 2 to be used in the determination of planning applications from 26 June 2022; and
- iii) delegate authority to the Cabinet Member for Planning & Infrastructure to approve minor editorial changes prior to final publication of the Conservation Area Appraisal and Management Plan.

## Reasons for Recommendations

- i) To formally designate the amended conservation area boundary.
- ii) To provide updated conservation area guidance for residents, occupiers, developers and Members in determining applications and to designate the locally listed buildings.
- iii) To give the Cabinet Member for Planning and Infrastructure delegated authority to approve minor changes to the Conservation Area Appraisal and Management Plan.

## Background Papers

1. Rusper conservation area designation map designated in 1976 – map published online 8 September 2011. (<https://www.horsham.gov.uk/planning/design-and-conservation/conservation-areas/conservation-area-maps> )
2. Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Rusper (See Appendix 1)
3. Conservation Area Appraisal and Management Plan for Rusper (July 2023) (See Appendix 2)

**Wards affected:** Colgate and Rusper

**Contact:** Catherine Howe, Head of Strategic Planning x5505.

Nicola Mason, Conservation Officer x5289



## **Background Information**

### **1 Introduction and Background**

- 1.1 Conservation areas were introduced through the Civic Amenities Act (1967). Horsham District Council has a duty under the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate conservation areas where appropriate, to review the designations regularly, and to plan for the management of conservation areas to ensure that they retain their special character and interest.
- 1.2 Section 69 (2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 which requires local planning authorities to review their conservation areas from time to time.
- 1.3 In accordance with Section 71 of the same Act the Council is also required to formulate and publish proposals for the preservation and enhancement of their conservation areas and consult the local community about the proposals.
- 1.4 There are 37 designated conservation areas in Horsham District. There is a conservation area map for each conservation area which identifies the designation boundaries. The Council has started a rolling programme of producing Conservation Area Appraisals and Management Plans. In Horsham District, eleven conservation areas now have an adopted appraisal. (Billingshurst, Bramber, Henfield, Horsham (Richmond Road, London Road and Horsham Town Centre), Pulborough (Lower Street and Church Place), Slinfold, Storrington, Steyning, and Warnham.
- 1.5 Without appraisals setting out the significance of each conservation area, there is a lack of up-to-date information to inform and support Horsham District Council in managing change positively in the remaining conservation areas. The conservation area of Rusper has been identified as experiencing pressure for development, and a Conservation Area Appraisal has been undertaken in accordance with current best practice as described in Historic England's document, Conservation Area Designation, Appraisal and Management, Historic England Advice Note 1 (2016).
- 1.6 The draft Conservation Area Appraisal and Management Plan for Rusper was published for public consultation between 12 January 2023 and 16 February 2023. The Rusper Conservation Area and Management Plan was discussed by Rusper Parish Council at its meeting on the 31 January 2023. All comments received from the parish meetings and the public consultation have been taken into consideration in the proposed Conservation Area Appraisal and Management Plan.

### **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. The appraisal, once adopted, will be used in conjunction with Policy 34 where relevant to help determine planning applications and as historic guides for local residents.

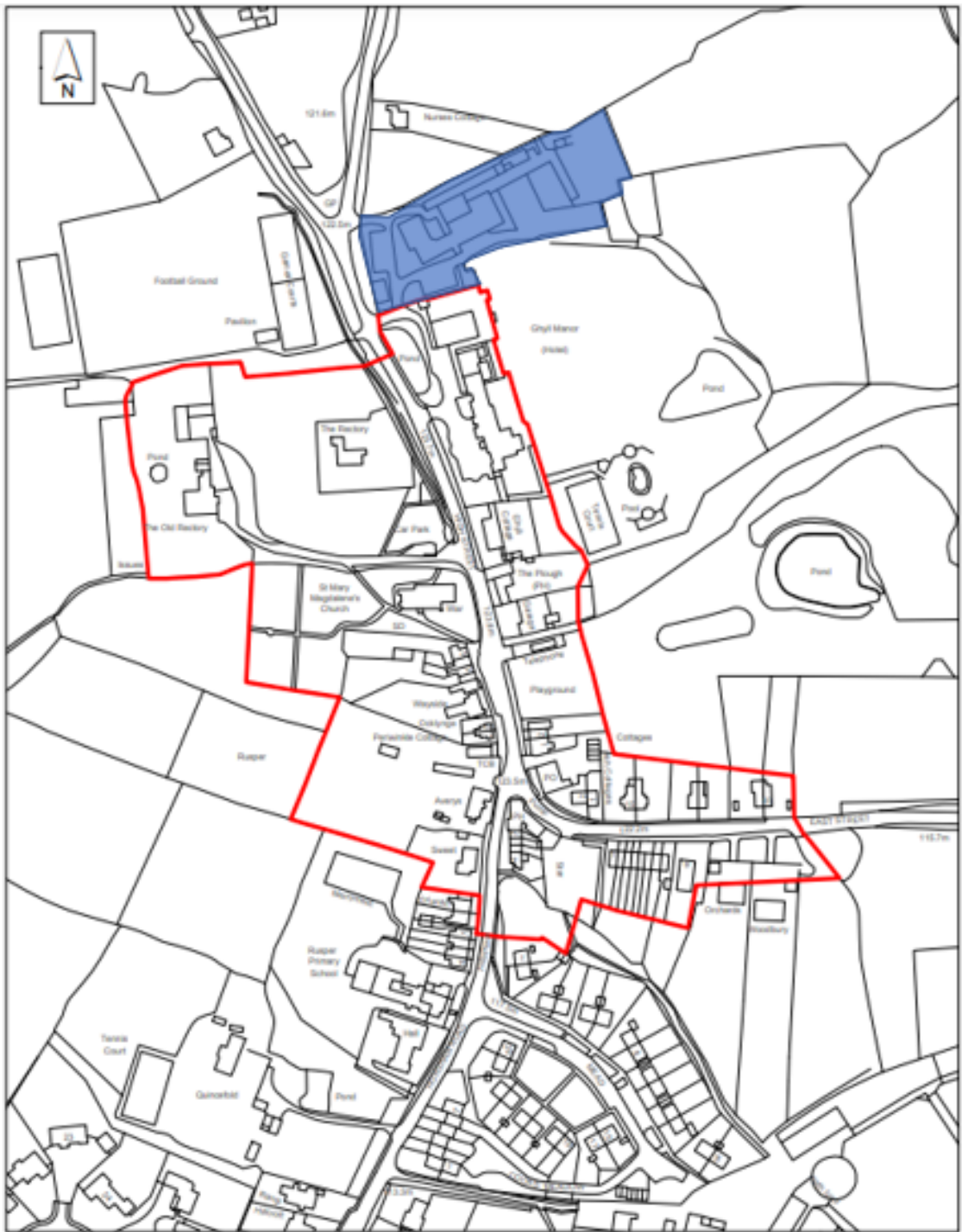
### 3 Details

- 3.1 The Conservation Area Appraisal sets out background information relating to the historic development of Rusper. It includes details of the conservation area's setting, its townscape and historic environment and describes its key features. The appraisal looks in turn at the character areas that have been identified. There is a section on views and negative elements of the conservation area. There is also a Management Plan. Two appendices are included within the document: a gazetteer of listed and locally listed buildings and a glossary of terms.
- 3.2 The conservation area appraisals would result in an extension to the conservation area, with no deletions. The Rusper Conservation Area would be extended to include the site of Rusperhouse Farm historic farmstead (the gardens of Ghyll Manor up to its northern boundary).
- 3.3 In response to the consultation on the draft Consultation Area Appraisals, one response was received to the Conservation Area and Management Plan. This response has been reviewed and where appropriate, changes are proposed to the text of the documents in light of the comments. A summary of observations received and the Council's response is included at **Appendix 1**.
- 3.4 The updated Appraisal is included as **Appendix 2**.
- 3.5 A summary of the main consultation points raised is set out below.

#### Addition of recreation ground to the Conservation Area

- 3.6 It has been suggested that the recreation field is included within the conservation area as it is a highly valued and sensitive part of the village.
- 3.7 The inclusion of the recreation field was carefully considered as part of the review of the conservation area boundary. However, whilst it is acknowledged that the recreation ground forms an important community facility the key criterion for conservation area designation relates to areas of architectural or historic interest. Whilst the recreation ground is a valued green space paragraph 186 of the NPPF states that "when considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest." It is suggested that the recreation ground due to its position and open nature frames the conservation area and has a landscape value that enables the conservation area to be appreciated. It is not considered at this time that the space has the specific historic or architectural interest to warrant inclusion within the conservation area, although this does not detract from its importance in reinforcing the conservation areas rural setting or its communal value.
- 3.8 **Map 1** below shows the final Conservation Area Map for Rusper.

# Map 1 Rusper Conservation Area Map



<p><b>Horsham District Council</b>                  Park North, North Street, Horsham,                  West Sussex. RH12 1RL                  Rod Brown : Head of Planning &amp; Environmental Services</p>		<p><b>Rusper Conservation Area</b></p>	
<p>Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2011). Ordnance Survey Licence.100023865</p>		<p>Reference No :</p>	<p>Scale : 1:2500</p>
		<p>Date : 08/09/11</p>	<p>Revisions :</p>
		<p>Drawing No :</p>	

## **4 Next Steps**

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

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

- 5.1 The draft Conservation Area Appraisal was due to be discussed at the Policy Development Advisory Group (PDAG) on 12 September 2022, however this was cancelled due to the death of the Queen.
- 5.2 In lieu of the meeting a briefing note was circulated to members of PDAG outlining the changes to the existing conservation area. No further feedback was received.
- 5.3 Public consultation was carried out on the draft Conservation Area Appraisal between 12 January 2023 and 16 February 2023. The relevant Parish Council and district councillors were consulted. In addition, a public notice was put into the West Sussex County Times. All address points within the Conservation Area and within 20m of the boundary of the Conservation Area were written to (a total of 74 letters). Details of the public consultation and electronic copies of the draft Conservation Area Appraisal were available to view and download on the Council's website.

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

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

## **7 Resource Consequences**

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

## **8 Legal Considerations and Implications**

8.1 Local Planning authorities must:

- (i) determine areas which are desirable to preserve and enhance, and, designate them as conservation areas pursuant to section 69 (1) Planning (Listed Buildings and Conservation Areas) Act 1990 (“the Act”);
- (ii) review the past exercise of functions under the Act to determine whether further areas should be designated as conservation areas and designate them if appropriate, pursuant to section 69 (2) of the Act;
- (iii) give notice to the Secretary of State and the Historic Buildings and Monuments Commission for England of any areas designated (varied or cancelled) as conservation areas under the aforementioned sections, pursuant to section 70(5) of the Act;
- (iv) publish details of any designation (variation or cancellation) in the London Gazette and in at least one newspaper circulating in the area of the Local Planning Authority; and
- (v) formulate and publish proposals for the preservation and enhancement of conservation areas and consult the public in the area in question, taking account of views expressed pursuant to section 71 (1, 2 and 3) of the Act.

8.2 The designation of any areas as a conservation area shall be a local land charge pursuant to section 69(4) of the Act.

8.3 In the exercise by Local Planning Authorities of planning functions within the conservation area, “special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area” pursuant to section 72(1) of the Act.

## **9 Risk Assessment**

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

## **10 Procurement implications**

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

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

### Equality and Diversity Implications

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

### Human Rights

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

## **12 Environmental Implications**

- 12.1 If adopted, the conservation area appraisal's main focus is to provide guidance in protecting the historic environment but also indirectly delivers on the environmental objectives embedded in the Corporate Plan such as protecting and enhancing air quality, the quality of places we work and live, protecting existing habitats and green infrastructure. It is considered that these policies will help to protect and enhance the local environment of each conservation area in relation to planning matters.

## **13 Other Considerations**

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

## **Appendix 1**

### **Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Rusper**

See separate Appendix 1

## **Appendix 2**

### **Conservation Area Appraisal and Management Plan for Rusper Conservation Area.**

See separate Appendix 2



Consultee Ref	Comment Number	Type of Response	Nature of Response	Comment	Officer View and Recommendations
1	1	Email inc letter	Support	The writer is supportive of the proposed designation.	Noted
1	2	Email inc letter	Comment	Normans Cottages are dated to the eighteenth rather than the nineteenth century as noted in the appraisal.	Noted – the information relating to Normans Cottages has been updated.
1	3	Email inc letter	Comment	The writer is disappointed that the recreation field is not to be included within the conservation area as it is a highly valued and sensitive part of the village.	Noted – the inclusion of the recreation field was considered as part of the appraisal. However whilst it is acknowledged that the recreation ground forms an important community facility the key criterion for conservation area designation relates to areas of architectural or historic interest. Whilst the recreation ground is a valued green space paragraph 186 of the NPPF states that “when considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.” It is suggested that the recreation ground due to its position and open nature frames the conservation area and has a landscape value that enables the conservation area to be appreciated. It would not be considered at this time that the space has the specific historic or architectural interest to warrant inclusion within the conservation area, although this does not detract from its importance in reinforcing the conservation areas rural setting or its communal value. No action

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## Report to Cabinet

8 June 2023

By the Cabinet Member for Local Economy and Place

**DECISION REQUIRED**



**Horsham  
District  
Council**

Part Exempt under (Exempt Appendix 1)

### **Bishopric/Worthing Road and Carfax Public Realm Improvements – Appointment of Consultant and Contractor**

#### **Executive Summary**

Cabinet, on 26 January 2023, made overall capital provision of £2.638m to enable the design and delivery of public realm schemes in Horsham Town Centre. The Bishopric and Worthing Road scheme will be designed and delivered across 2023 to 2025. The Carfax scheme is for detailed designs to pre-construction level. Future delivery of Carfax scheme will be dependent on securing appropriate funding. Having a 'Shovel Ready' scheme will assist this process.

Officers have progressed the proposals and have considered with the Council's professional advisors, the most appropriate procurement methodology for the schemes.

It is proposed to utilise SCAPE Framework agreements. The frameworks provide a direct award route which is compliant with the Public Contracts Regulations 2015. With the SCAPE Frameworks, consultancy and 'Civils' infrastructure providers will be collaboratively engaged to undertake the work on a design and build basis. SCAPE's primary objectives when procuring its frameworks have always been to drive value for money, whilst securing best practice delivery, via partners who share SCAPE's ethos of collaborative working and supporting local communities.

This report seeks Cabinet's support to award the necessary contracts.

#### **Recommendations**

Cabinet is recommended to:

- i) Approve the call-off from the SCAPE Framework agreement to facilitate the delivery of the public realm improvements; and
- ii) Award the contracts to the relevant suppliers named in the SCAPE Framework, and, delegate authority to the Director of Place, in consultation with the Cabinet Member for Horsham Town, to approve the final terms including the contract sums

#### **Reasons for Recommendations**

- i) To ensure that the procurement methodology is compliant and to deliver the projects within budget.

**Background Papers:** Public Realm Strategy 2021

**Wards affected:** All Wards

**Contact:** Clive Burley, Corporate Project Manager, 01403 215236

## **Background Information**

### **1 Introduction and Background**

- 1.1 The purpose of this report is to secure Cabinet approval to procuring contracts under the SCAPE Consultancy and Civil Engineering Frameworks to allow for the design and delivery of public realm improvements for the Bishopric / Worthing Road area and to develop detailed designs for the Carfax.
- 1.2 The Bishopric public realm area, including extensions northwards up Springfield Road and southwards down Worthing Road, has deteriorated over the years with pavement areas dug up and being replaced with non-matching materials due to their unavailability and unsuitability to carry sufficient vehicle loadings. Soft landscaping features either in ground or in containers have also degraded over time resulting in a poor public realm environment which does not sufficiently support public and business use.
- 1.3 The Public Realm Strategy was adopted by Cabinet in March 2021 following extensive consultation with the Horsham Town PDAG, Neighbourhood Councils and other local groups. The Strategy identified key intervention areas including Bishopric and Carfax.
- 1.4 Bishopric is the main entrance and arrival space from the west side of town and is the key route to the extended town centre south-west towards John Lewis. The connections between Bishopric via Albion Way and Worthing Road, the west and south-west are poor and need improving. The Bishopric is important for the function of both small- and large-scale activities. However, its current layout is missing structure that allows flexibility of use and ease of movement, particularly on activity days such as the Saturday market.
- 1.5 Cabinet, on 26 January 2023, made overall capital provision of £2.638m to enable the design and delivery of a public realm scheme. The future delivery of the Carfax scheme following detailed design will be dependent on securing future funding provision.

### **2 Relevant Council policy**

- 2.1 Corporate Plan – A Great Place to Live: Both our built and natural environments are highly valued and will be well managed to keep our District an attractive place to live.
- 2.2 Corporate Plan - A Thriving Economy: Towns and villages are lively and welcoming. Implement the Town Centre Vision as supported by the adopted Public Realm Strategy 2021.

### **3 Details**

- 3.1 There is a requirement for the Council to comply with statutory rules on procurement, demonstrate value for money and maintain control over the contract throughout the duration of the project.

- 3.2 The simplest and quickest way to meet these objectives is the early collaborative appointment of Consultants to provide Multi-Disciplinary Services and an Infrastructure Contractor through a recognised, pre-tendered, complaint procurement framework. The benefits of this arrangement are:
- Early establishment of a realistic market informed budget
  - Early contractor design and buildability input
  - Extensive framework legal agreements, including performance management, are in place
  - Over-arching continuous assessment of the contractor by the Framework Management to ensure that service levels are maintained
  - Demonstration of market competitiveness of Preliminaries and Overheads and Profit rates, with a fixed price derived from competitive quotes from trade sub-contractors (unless agreed otherwise)
- 3.3 The SCAPE Framework was utilised for the delivery of Piries Place car park so the Council has good experience from this arrangement. Over 335 public bodies are actively using the SCAPE frameworks at the moment.
- 3.4 Initial pre-engagement meetings have been held with the recommended framework providers and we have established a joint collaborative approach.
- 3.5 The recommended providers who qualify in the Framework are set out in Appendix 1 (Exempt).

## **4 Next Steps**

- 4.1 Proceed with the pre-engagement process to obtain a fixed price and then to enter into contract with the Consultancy and Infrastructure provider.

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

- 5.1 As the proposed SCAPE contracts would exceed £250,000 there is a requirement under the Council's Procurement Code to notify the relevant PDAG.
- 5.2 The proposal has been considered by the Horsham Town PDAG on 15 March 2023 which raised no objections.
- 5.3 The comments of the Monitoring Officer, the Director of Resources and the Head of Procurement are incorporated in this report.

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

- 6.1 The alternative option would be an open tender exercise which would take much longer to deliver and is not considered to be more beneficial in financial or quality terms.

## **7 Resource Consequences**

- 7.1 The contract will only be entered into if the contract sum is within the approved capital budget.

## **8 Legal Considerations and Implications**

- 8.1 Horsham District Council can call-off from the SCAPE Framework agreement and this call-off will be managed to ensure compliance with the Framework, the Council's Procurement Code and the Public Contract Regulations 2015, where applicable.

## **9 Risk Assessment**

- 9.1 The major risks identified are that the overall contract sum may be higher than the approved budget, in which case the scheme will be value engineered to fit the budget. If that is not possible, without unduly compromising the project schemes, then Cabinet would be asked to consider whether additional funding would be merited. It should be noted that materials costs are volatile and subject to strong inflationary pressures.
- 9.2 To achieve programme, design development would take place alongside the planning and Council approval process, which means that the Council is at risk of abortive design fees if the project fails as a whole or in part, for example, if planning permission is refused.

## **10 Procurement implications**

- 10.1 Under the framework a direct award can be made to a delivery partner based on previous or current experience of successful project delivery and track record in the location or sector in question.
- 10.2 The frameworks have been competitively tendered and are compliant with the Public Contract Regulations 2015 and the Council's Procurement Code.
- 10.3 The Council's Shared Procurement Service have been consulted on the use of the SCAPE framework agreements and are supportive of the approach.

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

- 11.1 There is no adverse impact on human rights or disability access in relation to these proposals and these proposals are considered to be consistent with the Human Rights Act 1998, the Equalities Act 2010 and the relevant Council policies related to them.

## **12 Environmental Implications**

- 12.1 The schemes will be developed in a way that is consistent with the Council's policies on sustainability and biodiversity net gain.

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

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## Report to Cabinet

Thursday, 8 June 2023

By the Cabinet Members for Environmental Health,  
Recycling & Waste and for Local Economy & Place



**Horsham  
District  
Council**

### DECISION REQUIRED

Not Exempt

## Environmental Health & Licensing and Economic Development Staffing

### Executive Summary

This report asks Cabinet to ask Council to establish budgets for extra posts in Environmental Health & Licencing and Economic Development. These posts are needed to allow the Council to discharge its statutory functions, put in place a succession plan in Economic Development and administer the Shared Prosperity Fund.

### Recommendations

Cabinet is recommended to ask Council to:

- i) Approve the £41,200 increase in the 2023/24 salaries budget to accommodate the creation two extra posts, one in Environmental Health team and a temporary post in Economic Development.

### Reasons for Recommendations

- i) All local authorities are under a statutory duty to inspect housing and ensure that the powers used to tackle housing problems are effectively discharged. The increase in awareness of damp issues, new guidance on damp and in the increase in the number of applications houses in multiple occupation has led to a need for an extra employee permanently in the Environmental Health Private Sector Housing Team.
- iii) In the Economic Development Service there is a need for a temporary role to carry out the extra work associated with the Shared Prosperity Fund and get the service prepared for the likely full or phased retirement of its three officers.

**Background Papers:** none

**Wards affected:** (All Wards);

**Contact:** Marc Rankin, Head of Environmental Health & Licensing Tel: 01403 215 178

Clare Mangan, Head of Economic Development Tel: 01403 21 5303

## **Background Information**

### **1 Introduction and Background**

- 1.1 National changes in the rules for private sector landlords, and pressure on Horsham District housing, especially since the 2021 water neutrality direction, have led to accommodation buy to let landlords leaving the rented sector at a time where demand for cheaper rented accommodation is growing. This had led to a significant increase in number of licensing applications for Houses in Multiple Occupation in the last year. The approval process for Houses in Multiple Occupation is complex and involves extensive liaison with other regulatory partners including Planning and the Fire and Rescue Service.
- 1.2 Following the death of a small child in Rochdale due to damp in 2022, awareness of damp and mould risks has led to a doubling of housing complaints received by the Housing Team in Environmental Health in the last year.
- 1.3 New government guidance is to be issued on damp and mould growth in homes in summer 2023. This will impose additional burden on regulatory services.
- 1.4 These three changes due to matters outside our control led to an increased workload in the Housing Team in Environmental Health that can no longer be covered by the existing team.
- 1.5 The Economic Development team faces a key challenge over the next few years arising from the older age profile of three senior members of the team. The Head of Economic Development and the two Economic Development Officers are all approaching retirement age and are eligible for flexible retirement. Whilst no applications have yet been made, management have looked at succession planning now in anticipation of future requests. It is important the Council maintains the resources needed to continue the essential business support and ensure that the two major external funding programmes continue on track. At the same time the workload in the team has increased due to the projects arising from the Shared Prosperity Fund. The senior team members do not have time available to carry out these projects and train officers to replace them in the future.

### **2 Relevant Council policy**

- 2.1 Paragraph 3.1.4 of the 2019-23 Corporate Plan commits the Council, through the Local Plan, to *“Use regulatory powers to maintain the safety standards of premises.”*
- 2.2 Paragraph 5.4.3 of the 2019-2023 Corporate Plan sets out the principle that the Council will *“Develop a workforce plan to ensure we have the skills we need to deliver the services our residents need in the future.”*

### **3 Details**

#### **Environmental Health**

- 3.1 The increase in statutory work on Houses in Multiple Occupation and work arising from damp and mould reports requires the creation of an additional Environmental Health Officer post in the Housing Team. Increased income generated by the licences for the additional Houses in Multiple Occupation will only partially fund the

additional costs. The estimated increase in net expenditure is set out in the resources section of the report.

## **Economic Development**

- 3.2 To ensure a managed transition from the current senior officers in the team, it is necessary to create an extra role to bring in talent now and allow time to train up members of the Economic Development team to step up into more senior posts. The Head of Economic Development has highlighted that introducing specific outputs to demonstrate the acquisition of new skills and experience would allow the junior officers to progress to the senior positions in the period prior to the potential retirement of the more senior officers. Associated with this acquisition of skills an additional pay grade will be added to these officers' roles to be used as they progress with their development.
- 3.3 Management also proposes the creation of an additional temporary (two year) Assistant Economic Development Officer post to help deliver the Shared Prosperity Fund and also to potentially develop as part of the succession plan. This is aimed at those Year 2 and Year 3 projects that have been agreed in principle, but which do not have detailed project plans. This post will also need to liaise with and support external partners in bringing forward the projects. There is an opportunity for this post to gain experience of external funding programme, shadowing one of the Economic Development Officers who has a significant amount of expertise in seeking and administering external funding streams.
- 3.4 The estimated increase in net expenditure is set out in the resources section of the report.

## **4 Next Steps**

- 4.1 The proposals included in this report need to be discussed and approved by Cabinet who can then recommend to Full Council for approval.

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

- 5.1 The Chief Executive, Director of Resources, Director of Place and Director of Communities were consulted and provided recommendations on how to proceed.
- 5.2 Legal Services and the Monitoring Officer are aware and advised this matter is put to Full Council for approval before the changes can be implemented.
- 5.3 Human Resources & Organisational Development Manager was consulted and provided advice on how to proceed.
- 5.4 Due to the change of Council it was not possible to take this report to a Policy Development Advisory Group however the report was circulated to the new members of the Recycling, Waste & Environment Health and Economy & Regeneration Policy Development Advisory Groups.

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

### **Environmental Health**

- 6.1 Reducing expenditure and or standards in other parts of the service to allow redeployment of resources. There are limited short-term and no long-term opportunities for this given the statutory obligations that the service operates under.
- 6.2 Increase fees e.g., charging of landlords where notices are issued. - In line with Government guidance, we serve notice (and charge a fee) only after engagement has failed to obtain compliance. To operate outside of guidance is not appropriate.
- 6.3 Reallocate resources. This has been implemented as a short-term solution but the impact on the department is not sustainable.

### **Economic Development**

- 6.4 To retain the structure as is. Should the three senior members of the team leave, then there would be a need to recruit. However, there would be a significant impact on the delivery of the service with the potential for three senior members to leave in a short time period and the market for Economic Development Officers without substantial regeneration opportunities is very tight. The current team does not have the resources to take forward the year 2 and year 3 of the Shared Prosperity Fund nor to support the implementation of agreed public realm improvements through business engagement.

## **7 Resource consequences**

- 7.1 The increase in staffing and the extension of the career grades will lead to an increase in the salaries budget for the organisation.

### **Environmental Health**

- 7.2 As the changes will not be implemented until late Summer 2023, the estimated impact on the 2023/24 financial year is a £25,000 increase in the Environmental Health & Licencing salaries budget. Up to a further £27,380 will be required in the 2024/25 revenue budget.

### **Economic Development**

- 7.3 The new two-year post would be implemented Summer 2023. The estimated impact on the 2023/24 financial year is a £16,200 increase in the Economic Development salaries budget. A further £8,000 will be required in the 2024/25 revenue budget. The two Assistant Economic Development Officer posts would also have the potential to move up the agreed career scales, with the full costs not incurred until 2024/25 at the earliest, dependant on the speed of career progression. The net annual increase in the budget for the 2 years is £24,200.

## **8 Legal considerations and implications**

- 8.1 To increase the salaries budget the approval of the Full Council is required to authorise the increase.

## **9 Risk assessment**

- 9.1 There is a danger that not implementing these changes could lead to a reputational risk to the Council and possibly litigation should there be a failure to discharge our statutory functions fully.
- 9.2 The key risk is the disruption to the Economic Development service and the delivery of support to our local businesses. There is a risk in relation to the delivery of the Shared Prosperity Fund, as all funding under this scheme has to be spent by March 2025.

## **10 Procurement implications**

- 10.1 There are no procurement implications associated with this proposal.

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

- 11.1 In Environmental Health the work is the same as currently undertaken so there is no change in policy requiring an Equalities Impact Assessment. Having this post in place may ensure a better quality of housing more quickly for some customers with protected characteristics.
- 11.2 In Economic Development the change has no direct impact on equalities or Human Rights.

## **12 Environmental implications**

- 12.1 There are no environmental implications associated with these proposals.

## **13 Other considerations**

- 13.1 Implementing price increases has no additional impact in relation to General Data Protection Regulation or Crime & Disorder.

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# Draft Rusper Conservation Area Appraisal and Management Plan



Horsham  
District  
Council



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Agenda Annex

July 2023





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# Introduction

## What does Conservation Area designation mean?

The statutory definition of a Conservation Area is an “area of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance”. The power to designate Conservation Areas is given to local authorities through the Planning (Listed Buildings and Conservation Areas) Act 1990 (Sections 69 to 78). Proposals within a Conservation Area become subject to policies outlined in section 16 of the National Planning Policy Framework (NPPF), as well as local planning policies outlined in the Horsham District Council Planning Framework. The duties for Horsham District Council, set out in Section 69-72 of the Act, are:

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- from time to time, determine which parts of their area are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance, and designate those areas as Conservation Areas
- from time to time, to review the past exercise of functions under this section and to determine whether any parts or any further parts of their area should be designated as Conservation Areas; and, if they so determine, they shall designate those parts accordingly (includes reviewing boundaries)
- from time to time, to formulate and publish proposals for the preservation and enhancement of any parts of their area which are Conservation Areas
- to submit proposals for consideration to a public meeting in the area to which they relate – the local planning authority shall have regard to any views concerning the proposals expressed by persons attending the meeting
- in the exercise, with respect to any buildings or other land in a Conservation Area, of any functions..., special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

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

## What is a Conservation Area appraisal?

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

Character is a complex concept but is best described as the combination of architecture, materials, detailing, topography and open space, as well as the relationship between buildings and their settings. Many other aspects contribute to character such as views, land use, vegetation, building scale and form, noise and adjacent designations such as National Parks.

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

# Introduction continued

## Purpose of this document

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

This appraisal concludes with a Conservation Area management plan. This takes forward the issues presented in the appraisal, considering them in the context of legislation, policy and community interest. This will then assist in developing local policies Horsham District Council will adopt to protect the special interest of the Conservation Area in such a way that it becomes self-sustaining into the future. This includes policies to protect the survival and use of local materials, architectural details and to propose forms of development based on the findings of the appraisal.

This document has been produced using the guidance set out by Historic England in their document, Historic England Advice Note 1: Conservation Area Designation, Appraisal and Management (2019).

## Policy background

On 27th November 2015, Horsham District Council adopted the Horsham District Planning Framework (HDPF). The HDPF sets out the planning strategy for the years up to 2031 to deliver social, economic and environmental needs for the district (outside the South Downs National Park). Chapter 9, Conserving and Enhancing the Natural and Built Environment, is of particular importance for conservation and design issues. The policies contained within this chapter deal with many themes central to the conservation and enhancement of heritage assets and local character more generally, such as:

- district character and the natural environment (policy 25);
- the quality of new development (policy 32);
- development principles (policy 33); and
- heritage assets and managing change within the historic environment (policy 34).

However, other sections also contain policies relevant to Conservation Areas, for example chapter 5 concerns economic development and includes policy concerning shop fronts and advertisements (policy 14).

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

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



# Introduction continued

## Rusper

*An "Unspoilt village in unspoilt country north of Horsham. Central triangular space, with pleasant cottages around, half-timber and tile hung."\**

Rusper village is located approximately 3 miles north east of the market town of Horsham, within the low weald, close to the Surrey border. The village is the centre point of the parish and contains a community owned shop and post office, church, primary school, two pubs, village hall, sports pavilion and recreation ground.

Rusper is a linear village set on a 400ft high ridge. Due to the village's elevated location, during the 16th century the village was known as High Rusper. The ridge forms the watershed between tributaries of the River Arun and River Mole which gives expansive views of the surrounding area. The parish predominately lies on Weald clay with outcrops of Tunbridge Wells sand and Paludina limestone.

The roads entering the village are rural in appearance with the primary route ways through the parish running roughly north to south, with a further routeway from the east. The Sussex Border Path runs through the village. The wider area has a pastoral and densely wooded character.



## The appraisal

The Conservation Area covers a large proportion of the village core and includes a number of listed buildings. This appraisal offers an opportunity to re-assess the Rusper Conservation Area and to evaluate and record its special interest. It is important to note that designation as a Conservation Area will not in itself protect the area from incremental changes that can erode character over time.

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

This document is divided into two parts:

Part I: The character appraisal highlights what is architecturally and historically important about the Rusper Conservation Area, identifies any problems within it and assesses whether its boundary is still appropriate. The character appraisal is supported by photographs to illustrate the general character of the conservation area and highlight both its good and bad features.

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

4 \*Nairn, I. & Pevsner, N., 2001. Sussex, Harmondsworth : [s.l.: Penguin distributed by Yale University Press]. p.314

# Introduction continued

## Summary of special interest

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

- The historic origins and development of the village through the medieval, post-medieval and Georgian periods is still clearly discernible in the surviving townscape.
- Many buildings within the Conservation Areas are little altered from the time of their construction and designated in their own right as listed buildings. Many other unlisted buildings contribute positively to local character.
- The buildings within the Conservation Areas utilise local building materials in a range of vernacular and historic techniques, establishing and reinforcing a strong sense of place.

There is a clear contrast between the historic core of the settlement and the surrounding countryside reinforced by the Conservation Area boundary.



## Boundary review

The Rusper Conservation Area was designated in November 1976. After 40 years without change these boundaries have been reviewed, as directed by the Planning (Listed Buildings and Conservation Areas) Act 1990. Over the previous 40 years, the guidance concerning the assessment of heritage significance and the value ascribed to late 19th and early 20th century architecture has evolved, and it is important that design is properly informed by an appreciation of prevailing character and setting sensitivity. This review has drawn the following conclusions:

- **The Conservation Area should be extended.** Due to the location of Ghyll Manor it is considered that the conservation area should be extended to include the northern section of the estate. The proposed extension would result in the site of Rusperhouse Farm historic farmstead falling within the conservation area. The inclusion of Ghyll Manor up to its northern boundary is considered to be consistent with the evolution and character of the Conservation Area and would enhance the specific character of the Conservation Area.
- The properties of:
  - 1 - 5 Church Cottages, High Street
  - 1 - 8 East Street
  - 1 - 4 Star Cottages, Horsham Road

should be locally listed as they are considered to be of local historic, architectural or townscape interest.

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

The following map illustrates the historic Conservation Area boundary and areas where this boundary has been amended. This appraisal identifies Rusper as having one continuous Conservation Area with a single character area.

# Introduction continued

Map of amended conservation area.





# Part I: Appraisal

## Origins and development of Rusper

Woods would have formerly covered most of the land that was to become Rusper and this is reflected in its Norman-Saxon name which is thought to mean an enclosure or clearing within forest land.

Evidence of Roman activity has been discovered below the ridge on which the village sits with evidence of early iron working. Iron working continued in the area until the sixteenth century.

Prior to the Norman Conquest Rusper was situated within the Rape of Bramber, one of seven rapes within Sussex. Often the southern part of the Rape was occupied by larger settlements with the northern sections being used for grazing, pannage, and timber.

The settlement is first mentioned in a description by Seffrid II Bishop of Chichester from 1180 - 1204. He mentions a small community of nuns, living in a Benedictine Priory. The Priory was situated 1 mile south-west of the present day village and was founded shortly before the 12th century. The parish of Rusper came into existence in 1287 with the appointment of the first rector and it is believed the church was built a few years earlier.

Rusper grew primarily out of the workings of the backlands of the priory and therefore no lord of the manor existed as the nuns undertook the administrative duties. It is believed the De Braose family located the nuns at Rusper to look after their interests in this remote part of their domain. The lands that were not under jurisdiction of the priory were predominately under the control of manors outside of the parish. The priory was dissolved and its land sold off in 1536 by Henry VIII during the Reformation. In 1840 the remains of a Prioress and 4 nuns were accidentally disinterred at the former priory site and are now laid to rest near the south wall of the church tower.

As a result of the loss of the priory Rusper grew into a principally farming village. In 1841 there was about five times as much arable land as meadow and pasture in the parish. Throughout the 19th and 20th century arable farming continued to dominate and farms remained generally small. In 1867 the average farm size was under 100 acres. Around 1875 the number of orchards and market gardens increased to supply the nearby town, however the holding had fallen to 33 from 62 in 1909. In addition to this, between 17th and early 19th century Rusper had all the tradesmen (carpenters, wheelwrights and builders) usual to a place of its size. In 1898 the village shop was thriving and a grocer, baker and draper all existed. Other work, for servants, gardeners, or gamekeepers, was provided by the landed estates.

In the early 16th century the surrounding roads were of sufficient quality to allow servant travel but prior to this the medieval clay roads were often impassable. By the early 19th century the increased use of wheeled traffic caused great deterioration of the roads to the extent that in 1824 the roads again often became impassable. This left the village isolated on numerous occasions. The opening of Faygate Station in 1848 did result in the area becoming more accessible. It also enabled produce such as milk to be delivered to markets in London, with the Vineries even growing and transporting grapes.

The Church of St. Mary Magdalene, formerly St. Mary, dates back to the 13th and 14th century. However, the only remaining medieval fitting in the church is the monumental brass to John Kingsfold and his wife. The church is of sandstone construction and consists of a chancel with north vestry, aisled and clerestoried nave, timber south porch, and west tower; all dating from the mid 19th century and built to the designs of Henry Woodyer (in memory of J.S. Broadwood), except for the tower which dates back to the 14th century and was only restored in the mid 19th century works. In 1979 the roof collapsed and was rebuilt in 1980. The war memorial in the grounds of the church was constructed in 1921.

# Part I: Appraisal

In 1762 two small schools existed within the parish. By 1814-15 a National School was built to the south of the Star Inn. In 1872 a new National School was built and today is Rusper County Primary School.

Ghyll Manor Hotel was originally a farmhouse and was built in the 17th century and further extended in the 19th century. Ghyll Manor Hotel was originally called Hile and Butts. "Butts" may mean it was an overnight stopping place for the cattle drovers who came through the village on their way to market. In 1866 Ghyll Manor became a private residence and by 1938 there were 35 residents. Ghyll Manor is now a hotel and restaurant. Ghyll cottages are also typical examples of vernacular dwellings of the 16th century.

Page 11  
The Star Inn is a coaching inn dating from the 1600's whilst the Plough Inn is seventeenth century or earlier was originally a beer house attached to the wheelwrights shop. The brewer Henry Michell donated the pump and well outside the Star Inn to the village in 1898. The Village Hall was built in 1910 and was further extended in 1913, 1930 and 1938 and is situated to the south of the conservation area, close to the school.



# Part I: Appraisal continued

## Rusper's evolution through historic maps

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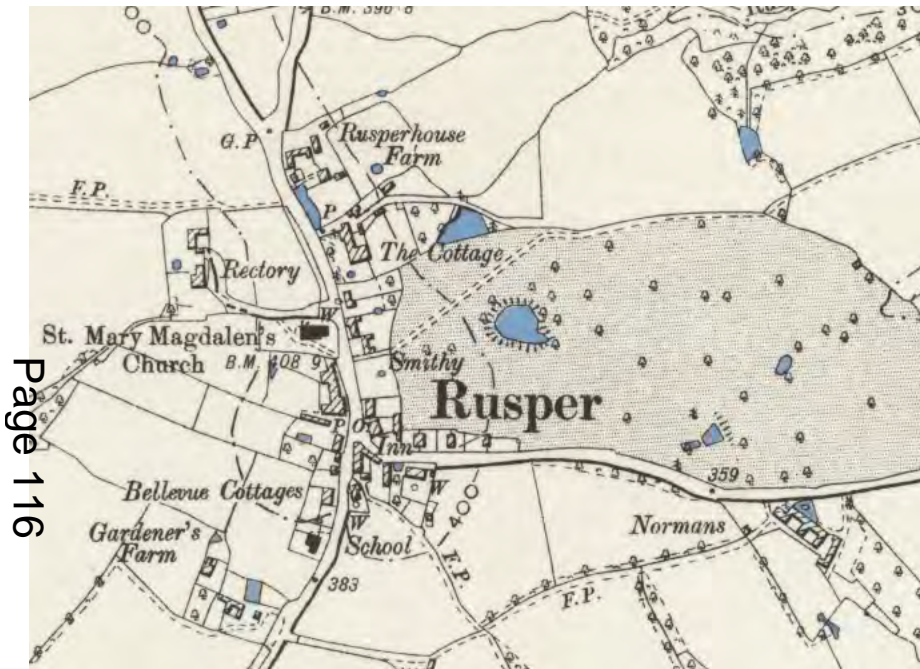
The 1870 map shows the linear settlement of Rusper with the majority of development including the National School along Horsham Road and High Street. The school was built in 1872 by Thomas Potter of Horsham. The Rectory is set back within the Glebe field. The rural character of the village and the importance of the rural economy is clear with the presence of Gardiners Farm and Ruperhouse Farm within the nucleus of the village.



The 1874 - 75 map shows a similar form to the earlier map with limited changes. The wells within the village provided a source of water until the arrival of mains water in the 1930's. Aveyrs to the west of the Star Inn was originally the village blacksmith. Rusper Windmill which milled corn was located to the south of the village core and burnt down in 1894, and was replaced with a steam mill in Aveyrs Barn.

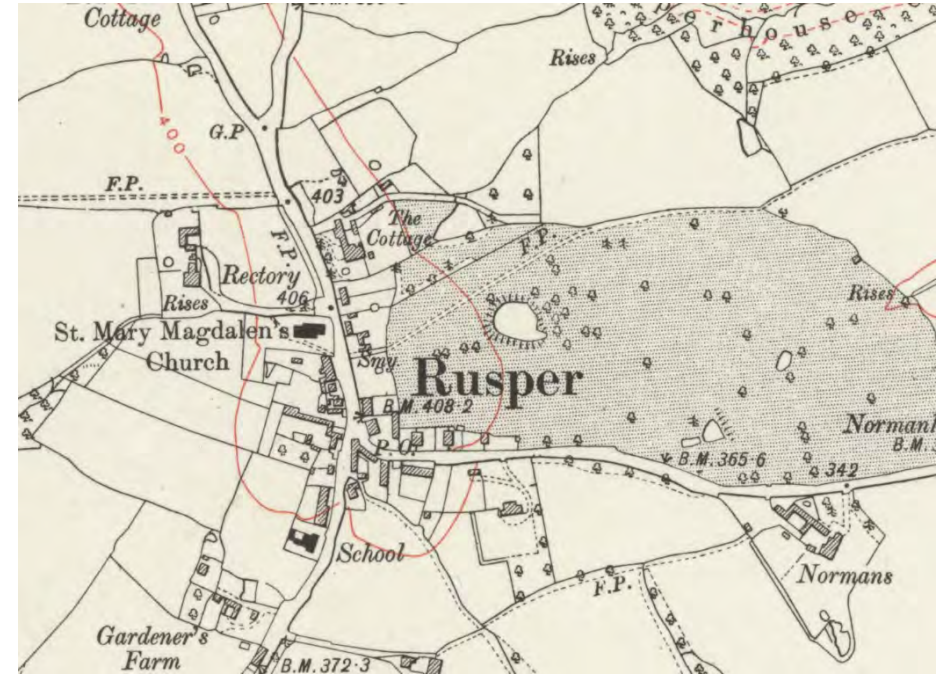
# Part I: Appraisal continued

## Rusper's evolution through historic maps continued



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By 1895 the layout of the village has changed little although the opening of Faygate Station in 1848 did result in the area becoming more accessible. It also enabled produce such as milk to be delivered to markets in London, with the Vineries even growing and transporting grapes.



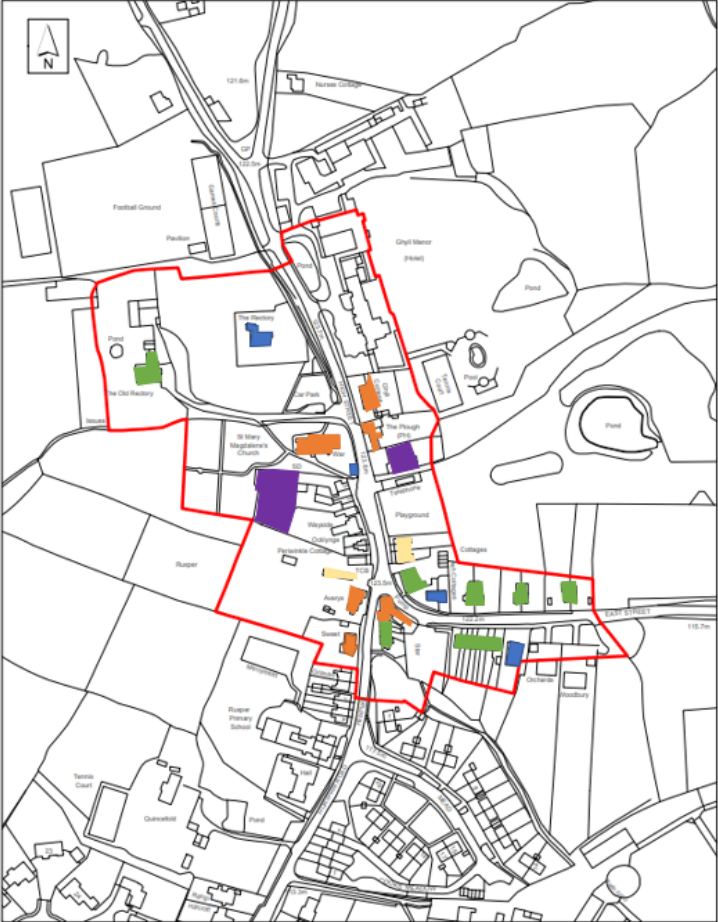
By 1913 the core of the village remains similar to today, with many of the changes and the construction of modern housing being undertaken to the south outside of the core of the conservation area. However some changes have been undertaken including the construction of a new rectorry to the east of the original, the extension of Ghyll House Manor, the addition of housing to the rear of Church Cottages (Chalice Walk), and the demolition of Rusper Garage and the construction of the properties known as 1 - 5 Old Forge.

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

# Part I: Appraisal continued

Rusper Historic Phasing Map

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<b>Horsham District Council</b> Park North, North Street, Horsham, West Sussex. RH12 1PL Rod Brown : Head of Planning & Environmental Services		<b>Rusper Conservation Area</b>	
Reproduced by permission of Ordnance Survey map on behalf of HMSO. © Crown copyright and database rights (2011). Ordnance Survey Licence 100023865		Reference No :	Scale : 1:2500
		Date : 08/09/11	Revisions :
		Drawing No :	



# Part I: Appraisal continued

## Open spaces and public rights of way

The grounds of St Marys Church and the children's playground are the only sizable green spaces within the Conservation Area and play a key role in retaining the semi-rural transition of the Conservation Area and its wider setting.

The recreation ground lies to the north of the Conservation Area and due to the openness of the space, it enables long distance views to the north and east which enable an appreciation of the wider context of the Conservation Area with the land falling away. This reinforces the separation of Rusper from the larger settlements despite the interruptions of aircraft noise from Gatwick Airport.

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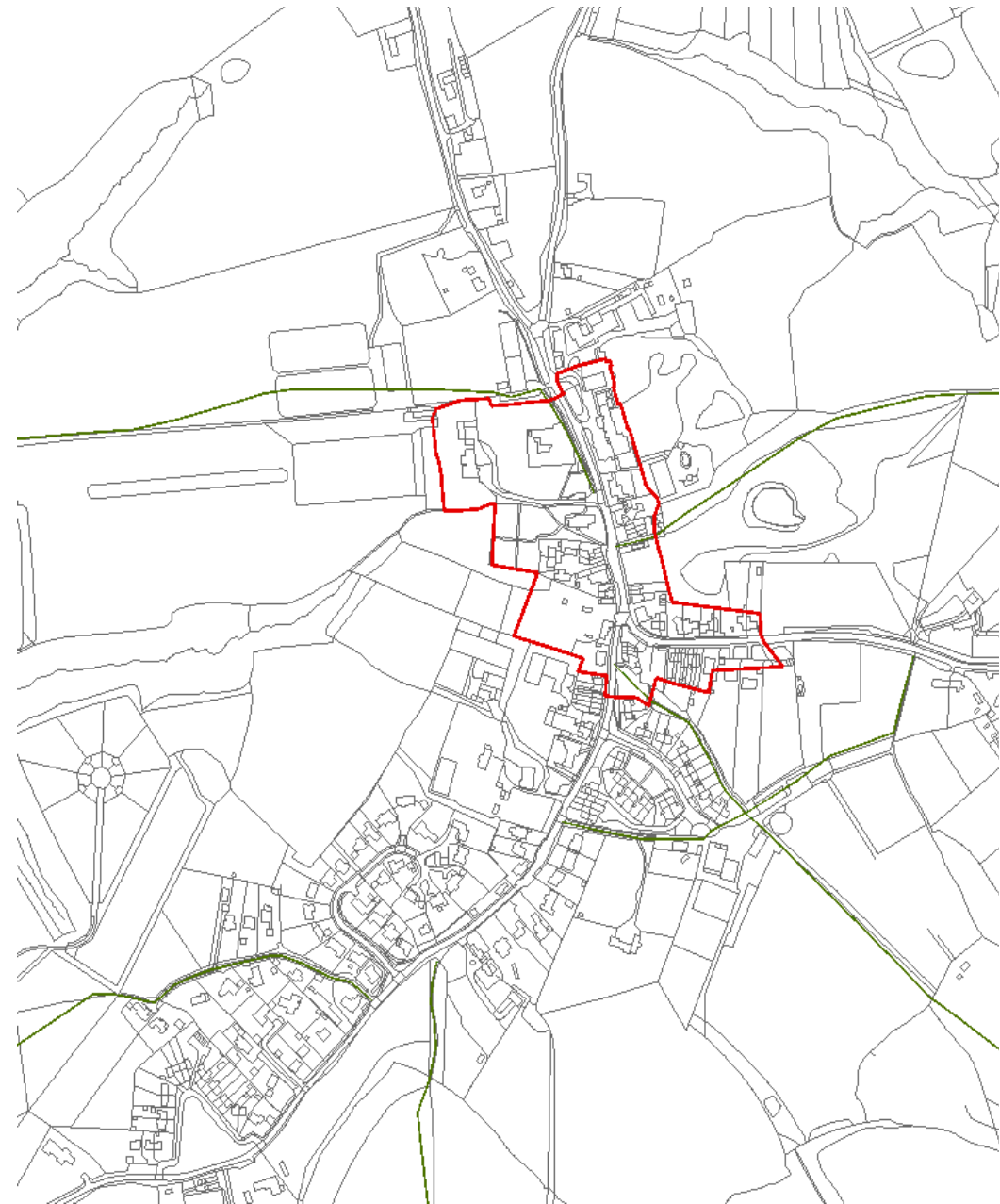
Otherwise, open spaces are generally small green verges and hedgerow boundaries which overall give the Conservation Area a leafy, verdant character.

These spaces provide a positive setting to listed buildings and help to retain the rural character of the historic village core, but equally help to provide visual links with the surrounding countryside.

There are three public footpaths which intersect within the Conservation Area ROW 1496 and ROW 1502 to the east, and ROW 1492 to the west. The Sussex Border Path includes ROW 1502 and ROW 1492.



Map showing existing conservation area outlined in red, and the ROW in green.



# Part I: Appraisal continued

## Underlying geology

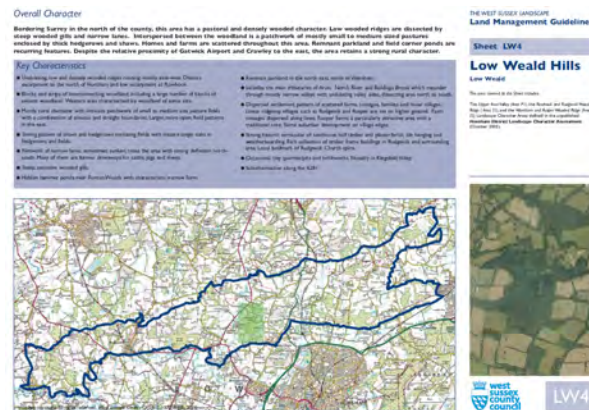
The underlying geology is predominantly Weald clay, although within it are outcrops of Tunbridge Wells sand and Paludina limestone. Horsham Stone is a calcareous, flaggy sandstone which occurs naturally in the Wealden clay and is used as a roofing material, and for flooring.

The Weald clay also provided a ready supply of material for brick making. The bricks have a warm orange colour, although the bricks from Warnham brickworks (close to Warnham station) have a more purple hue.

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

## Topography

The historic core of Rusper is set upon a ridge at approximately 120m AOD with the land falling away to the south, east and west. When entering the village from the south the road rises and the straightens as it enters the Conservation Area.



## Relationship of Conservation Area to its surroundings

### Landscape character

The character of the Conservation Area is influenced by the landscape and development that surrounds it. Rusper is located within the West Sussex Low Weald Hills landscape character area - West Sussex Landscape Character Assessment (2003); and area I2 - Warnham and Rusper Wooded Ridge - Horsham District Landscape Character Assessment (2003); and Horsham District Landscape Capacity Assessment (2014). These identify the key characteristics and sensitivities of the landscape at varying scales. The key character considerations are:

- Undulating wooded ridges.
- Distinctive escarpment to the north of Horsham
- Secretive wooded ghylls
- Strong pattern do shaws and hedgerows
- Intricate pattern of small to medium pasture fields.
- North to south running lanes.
- Strong historic vernacular of half timber with paster/brick, tile hanging and weatherboarding
- Strong rural character.
- occasional long views to and from the ridges
- recreational value associated with the network of public rights of way .

# Part I: Appraisal continued

## Landscape setting

Although the landscape setting is not subject to special designation, the attractive characteristics of the countryside have an important relationship with the village and the Conservation Area.

The area within which the village of Rusper nestles has a pastoral and densely wooded character with low wooded ridges dissected by steep wooded gills. The lanes are narrow and cross the area with a strong definition north to south echoing the traditional drove routes. Interspersed between the woodland is a patchwork of mostly small to medium sized pastures enclosed by thick hedgerows and shaws. Despite the relative proximity of Gatwick Airport and Crawley to the east, the area retains a strong rural character.

The village is surrounded by woods of varying sizes consisting of predominately mature native trees. The pasture fields are sometimes enclosed by woodland and shaws with sinuous boundaries. The hedgerows of these fields include a large proportion of these original native trees, which further adds to the rural farmed character of the landscape.



## Conservation Area setting

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

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

Where the Conservation Area abuts the surrounding countryside, the character of the landscape fringes is defined below. The fringe area has been identified through the variation in characteristics of the land adjacent to the Conservation Area. Using typical criteria included in Appendix 2, the sensitivity of the landscape fringe to change associated with development has been evaluated, through consideration of the associated key characteristics.

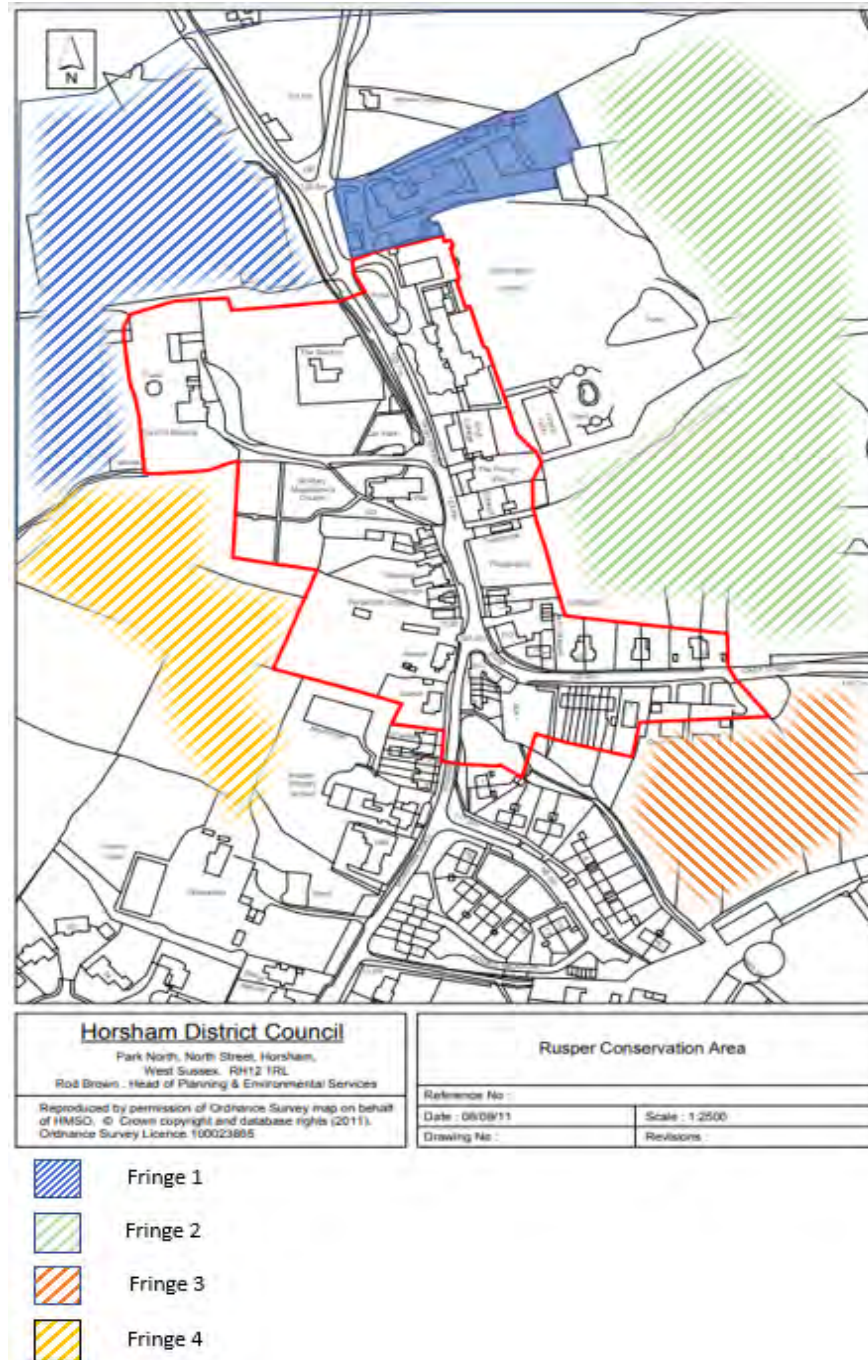


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# Part I: Appraisal continued

Landscape Fringe sensitivity map



# Part I: Appraisal continued

## Landscape fringe 1

- Moderate to steep sloping landform falling westwards from the approx north-south running ridgeline on which the village sits. This positively contributes to the setting of the Conservation Area.
- A locally enclosed landscape that becomes more open further from the settlement edge with the fields in the valley bottom bounded by woodland.
- The boundary to the Conservation Area is wooded and there is limited visible built form that breaks the skyline, other than the tower of the church.
- Medium-large scale field pattern of arable and pasture fields.
- The tranquillity is low-moderate due to aircraft noise, but otherwise there is a lack of urbanising influences.
- Attractive panoramic views across the wider landscape towards Leith Hill and Chanctonbury Ring as well as important views of Rusper Church and its associated historic settlement.
- Amenity value of the Sussex Border path running through the centre of the area.
- Predominately rural character.
- The visual sensitivity of the area is high due to the relatively open character of the area and the visual prominence of the landform.
- This fringe makes a positive contribution to the landscape setting of the conservation area and village.

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



*Rusper landscape fringe 1 looking east along ROW 1492 with views of St Marys Parish Church tower*



*Rusper landscape fringe looking west along ROW 1492*

# Part I: Appraisal continued



Rusper landscape fringe 2, viewed from unmarked path to the north of East Street looking west. Some properties along East Street are visible through the gaps in the vegetation.  
Below view from footpath 1496 looking west towards Crawley and Gatwick.



## Landscape fringe 2

- Well integrated built edge, set back behind and softened by trees and hedgerows associated with rear gardens.
- Gentle-moderate valleyside slopes falling east from the ridgeline.
- A mix of modern housing and historic farms and cottages form the village edge.
- Wider skylines are well vegetated and would be susceptible to change arising from development.
- Low-moderate tranquillity due to aircraft noise but otherwise there is a lack of urbanising influences.
- The informal parkland character can be recognised with parkland trees.
- Irregular small scale field pattern of pasture fields enclosed by thick hedgerows and woodland.
- Land between Capel road and Newdigate Road contributes to rural approach to the village.
- Unspoilt rural character.
- Amenity value of PROW1496 running through the centre of the area.
- This fringe plays a key role to the landscape setting of the Conservation Area and village.

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

# Part I: Appraisal continued



Rusper landscape fringe 3, looking north east from ROW 1501



Image from ROW 1501 looking west towards the conservation area boundary and properties within East Street.

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## Landscape fringe 3

- Gentle to moderate valleyside slopes.
- Whilst much of the area is enclosed by hedgerows, shaws and woodland, other parts are more visible from rural lanes.
- Medium scale field pattern.
- Landscape is in moderate condition due to the loss of hedgerows
- Fields bounded by thick hedgerows with hedgerow trees and wooded shaws although some loss has occurred in places.
- Attractive hedged and treed rural lane and approach to the village through East street.
- Predominantly rural character with some urban influence.
- Landscape is tranquil with some level of intrusion associated with traffic and aircraft noise.
- Amenity value of prow 1501.

This fringe makes a positive contribution to the rural setting of the Conservation Area. The rural lane however plays a key role in the approach to the conservation area and village.

# Part I: Appraisal continued

## Landscape fringe 4

- Moderate to steep valley side slopes becoming gentler closer to the village edge.
  - Small intricate field pattern of pasture fields bounded by thick hedgerows with hedgerow trees and shaws.
  - Enclosed landscape however views towards the fringe are available from PROW1493 due to the landform.
  - Landscape in good condition and with unspoilt rural character.
  - Low-moderate tranquillity due to aircraft noise but otherwise there is a lack of urbanising influences.
  - This landscape fringe plays a key role to the landscape setting of the Conservation Area and village.
  - The landscape fringe has a high sensitivity to change associated with development.
- The landscape fringe of the conservation area has a high sensitivity to changes associated with development.

# Part I: Appraisal continued

## Views

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

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

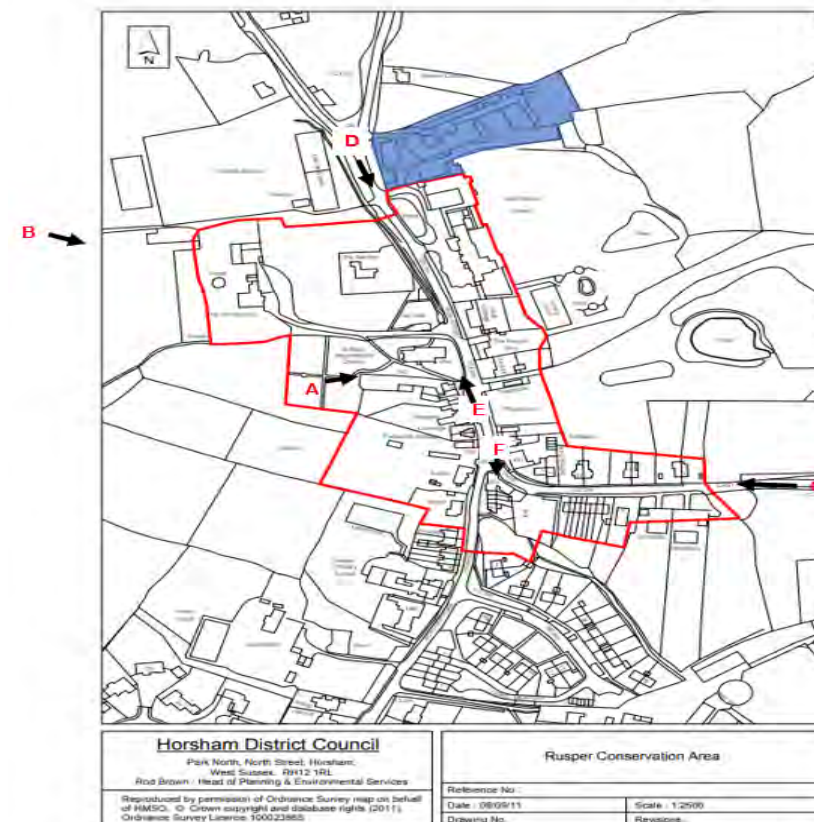
These pointers may be expanded in private views that may come forward through proposed development and these would need to be addressed in a site allocation or development management context. Paragraph 013 Planning Policy Guidance – Historic Environment is clear that the contribution that setting makes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

Specific analysis would need to be carried out in relation to applications which would impact on the setting of the Conservation Area from areas which are not accessible from public rights of way, including considering the positive attributes development could bring to enhancing the character of the Conservation Area and where there are cumulative impacts of several developments. This is required as the Conservation Area Appraisal presents a general rather than site detailed understanding of the setting of the Conservation Area as it stands at a moment in time, from land that is currently accessible.

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

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

Map showing location of photographs on following page and view points



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# Part I: Appraisal continued

Important views of the Conservation Area are gained from the network of public rights of way. St Mary Magdalene Church tower (photo A) and Ghyll Manor are dominant landmarks (photo D); the church tower is visible from the west and the Sussex Border Path (photo B) and Ghyll Manor is visible from the east (photo D).

The north of the Conservation Area gently rises up to the end of the perimeter wall of Ghyll Manor, where the area beyond turns to pastoral fields. The view back into the High Street and into the Conservation Area from this point is of particular merit and should be retained (photo D).

The southern and eastern boundaries of the Conservation Area gently slope down and out of the village. The eastern boundary is defined by the edge of built up area and, provides a transition between the wider countryside and the village edge. The trees and lack of pavements coming into the village reinforce the rural setting of the village, and this view and sensitive approach to the village should be retained (photo C).

The southern boundary of the Conservation Area is defined by two dwellings of particular merit and quality, Averys and Sweet Briar and an informal wooded area. From this point the village slopes gently away south encompassing the more recently developed parts of the village.

The loss of any of these views, fields, and woods forming the landscape around the village should be avoided as this could have a detrimental impact on the landscape setting and character of the Conservation Area. Important views into the Conservation Area between 10 to 15 East Street can be gained from the Sussex Border Path and their retention should be sought.

The building lines within the village add interest, softening the development form and are sensitive to change. Views of the church within the Conservation Area should be retained (photo E and F)



# Part I: Appraisal continued

## Character assessment

### Building and materials

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

- small front gardens
- low level boundary picket fences or hedges
- variety of house designs, two storey or lower
- predominant use of natural materials
- traditional detailing
- inconspicuous or subservient extensions
- green features and mature tree planting.

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Within the Conservation Area there are a variety of building materials and building types which add a diversity of style which are unified by the scale of development and the use of local/natural materials. As noted in the brief history of Rusper above, the village has evolved slowly.

The oldest buildings within the village are timber framed, principally small in scale and either single storey with accommodation within the roof space or two storey. The buildings are often gabled, with a traditional pitch with Horsham Stone or a handmade clay tile. Generally the windows are small with wooden casements. The buildings are detached or terraced. As Rusper became more prosperous fashion and ideas of status evolved and many humble timber framed buildings within the Conservation Area were refaced in brick, hanging tile or weather boarded.

The timber framed medieval buildings are complemented by more formal Victorian buildings. The Victorian houses are distinctive with gable roofs of tile or slate, decorated with plain bargeboards. Some have simple porches, again with bargeboards, and attractive bay windows.





# Part I: Appraisal continued

## Character areas

The historic core of Rusper as illustrated by the Conservation Area boundary has a tightly formed Conservation Area with a linear pattern along High Street and East Street. The general air within the Conservation Area is informal, and in places even intimate. There is an absence of grand gestures and formal vistas. As the village is linear and in an elevated position gaps between the buildings allow views of sky and trees which reflect the countryside setting of the village.

Unusually within the district the parish church does not have an overall prominent visual position within the streetscene. The church sits comfortably in harmony with its surroundings as the core of the village rather than appearing as a dominating feature. The open and verdant church yard behind the war memorial allows longer views to the west. The church tower provides a landmark feature identifying the village within the wider landscape.



The central section of the conservation area is characterised by the convergence of the High Street, East Street, Hills Place and Horsham Road. The historic character, details and relationships of the buildings in this part of the conservation area are considered to contribute to this focal point.

On the southern side of the crossroad stands the Star Inn, first documented in 1842. This grade II listed, 2 storey collection of buildings, is rendered with clay tile hanging on the upper sections, timber windows and large chimneys fronts directly onto the pavement. The pub spans the section between Horsham Road and East Street, forming a prominent important corner within the conservation area.



Adjacent to the Star Inn are Star Cottages, a row of four 19th Century two storey cottages, of white painted brick, with plain tiled gabled roofs. The cottages abut Hills Place and have small front gardens which positively contribute to the village character of the conservation area. Although some modern alterations to fenestration have slightly eroded some historic character of the facades, overall the group of cottages have a positive impact on the character of the conservation, especially the approach to the crossroads.

Opposite Star Cottages are two listed buildings of particular merit and quality that make an important contribution to the character of the Conservation Area. Sweet Briars is a two storey 17th century timber framed building with red brick infilling and a tile hung first floor. Sweet Briar is also modestly set back from Hills Place and fronted with hedging and a picket fence. Avery's is a good example of a two storey L-shaped 16th century timber framed listed building with plaster and painted brick infilling. The building has a Horsham slab gable roof. The house is modestly set back from Hills Place and sits within a large garden fronted by a picket fence and large yew hedge and is wooded to the rear.

# Part I: Appraisal continued

Rusper Stores and Post Office opposite the Star Inn is a crucial element of, and over looks, the southern focal point of the Conservation Area. The two storey Edwardian building has a gable roof and two dormers set within it. Its height and bulk contrast with the small scale buildings adjacent. The first storey façade is clay hung tile containing four sash windows. The shop front is an interesting inter-war design and helps preserve the village character of the conservation area.

North of the village store are 1 and 2 Norman Cottages, they are pair of two storey listed early 19th century cottages. The ground floor is painted brick and above hangs fishscale tiles leading to a tiled roof. The two cottages sit comfortably in the busy rural village High Street; however, it is unfortunate that 2 Norman Cottages side extension was not built in the same sympathetic design and style as that at number 1 with regard to the area's scale and materials.

The enclosed recreation ground to the north of the cottages acts as a well used green lung for the High Street. Opposite the recreation ground and set between Avery's and St Mary Magdalenes church is a fine collection of two storey terraced 19th century cottages with gable roofs, casement, dormer and sash windows and with painted brick, plastered and rendered façades. The cottages abut the High Street and enclose the western side of this section of the Conservation Area. To the rear are the new build properties of Chalice Walk.

At the junction of the crossroads stands a cast-iron finger post, traditional telephone box (now used as a community library) and the village notice board. These small details add village character to the conservation area, without cluttering the street scene.



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## Part I: Appraisal continued



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East Street begins at the junction of the High Street and Hills Place and then curves around Ash Cottages and slopes away gently until 12 East Street where the road begins to drop away more sharply. The view out of the village is one of a heavily treed lined road heading out into the countryside, with the oak trees to the front of Orchards and Woodbury contributing significantly to this transition from village to countryside. This view adds to the rural character and nature of the village reinforcing the fact the area is located within a rural landscape. The view up into the village is in stark contrast to the view out of the village and is focussed on a particularly good view of the Star Inn. Another noteworthy view within the East Street area is across the Star Inn car park, from the northern side of East Street, of the mixed woodland scrub to the rear of the car park. The woodland scrub contributes to the rural character of not only Hills Place but also East Street and to a degree softens the hard appearance of the Star Inn car park.

1 to 8 East Street is a row of 19th century terrace cottages, notwithstanding their extensive alterations including porches, replacement windows and front hard standing, the terraces' mass, scale and traditional design makes a valuable contribution to the Conservation Area in terms of demonstrating a particular residential development type and design in the history of the village.

## Part I: Appraisal continued

The modern properties of Orchards and Woodbury which replaced May Cottage are set back from the conservation area boundary. However the verge and front gardens (particularly the mature trees) contribute to the rural character and nature of area.

Ash Cottages on the northern side of East Street are a pair of late 20th century two storey semi-detached houses, which have been developed with appropriate materials and landscaping measures and are sympathetic to the character, design and scale of the Conservation Area.

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Adjoining Ash Cottages are 10 to 15 East Street which are a collection of three pairs of two storey semi-detached late 19th century early 20th century dwellings. The dwellings have gabled tiled roofs with small gables above the first floor windows. The facades now consist of either hung tile, the original brick façade, plaster or painted brick or render. Numbers 14 and 15 have an attractive brick string course. The properties although having differing materials are viewed as a group, and have a rhythm that reflects the village character of the conservation area.

The dwellings are again modestly set back from East Street, with front gardens and either boundary walls, hedges or fences. A number of the properties have been extended, to the rear and to the side.

The large spaces between the dwellings allow glimpses into the well-maintained rear gardens and the countryside landscape beyond, which adds particular merit to this part of the Conservation Area.



# Part I: Appraisal continued



In contrast to the southern section, the northern section of the High Street is characterised by large buildings set amongst large grounds, as well as open green spaces, and low density of development, especially around Ghyll Manor Hotel and the Old Rectory.

The northern section of the High Street has a predominantly enclosed nature due to the spacing between the buildings and the presence of extensive vegetation and boundary walls and enclosures. Although the nature of the northern High Street is predominantly enclosed, the rural character of the area is maintained by the presence of glimpses of the wider rural landscape along side the recreation ground, of hedge boundaries and open spaces such as the recreation ground, church yard and the grounds surrounding The Rectory. The gardens in this section of the area have a traditional English cottage garden appearance which enhances the village character of the area.

Predominately, the alterations and extensions to the buildings within this section of the area have been sympathetically developed with regard to the character of the area, particularly the northern expansion of Ghyll Manor, and the redevelopment of the former garage site (The Old Forge).

Together the group of buildings comprising St Mary Magdalenes Church, the Plough Inn, and Ghyll Cottages have a strong and positive relationship to the High Street. The nature of the activities related to the church and the Plough Inn makes this section of the area a northern focal point within the conservation area. In addition to the character and nature of these buildings, and activities, the area contains the war memorial which is of particular note. The village car park which is situated to the north of the church has a minimal impact on the character of the area due to the sympathetic development of the car park and the large level of potential on street parking and congestion it prevents, which would have a greater detrimental impact on the area than the existing car park.



## Part I: Appraisal continued

The Plough Inn is a listed two storey 17th century or earlier timber framed building. The ground floor is now fronted with stucco and weatherboarding above. The roof is Horsham slab, although the southern end is tiled. Ghyll Cottages are set back from the road with the front gardens consisting of a soft road verge and a well maintained short box hedge, behind which are lawns. The building is itself a listed 16th century timber framed painted building with brick infilling. The building is two storey with a tiled roof and five casement windows. Both Ghyll Cottages and the Plough Inn buildings have a Sussex vernacular appearance and make a particularly notable contribution to the character of the area.

St Mary Magdalenes Church is set in the east of its churchyard with a south facing entrance. The church yard is modestly vegetated with well maintained hedges and shrubs and also consists of a number of trees of note. The church yard gently slopes down east to west and then into the country landscape beyond. The Church itself is grade 1 listed building with an eastern Chancel, northern vestry, southern porch and western tower. The central nave has been extended and now includes a southern aisle. The church was originally built in the 14th century and the tower in the 15th century; however, excluding the tower, the church was rebuilt in 1855. The church is considered suitable for grade one listing on the basis of the particularly fine quality and value of the original medieval tower and the important views it offers particularly the Sussex Border Path.

The Old Rectory is a large 19th century building which relates well to the churchyard but is also set within its own well maintained garden. The building has a gothic arched entrance and tower, with a gable roof, and the building still retains its original casement windows. The Old Rectory is also a prominent feature of the views of the village from Sussex Border Path. The new Rectory is an early 1980's simple weather boarded two storey house. Although this style is out of character with the wider architectural design of the properties in the conservation area, its extensive gardens and screening from the road does not detract from the historic village character of the area.



## Part I: Appraisal continued



Ghyll Manor Hotel, like many of the buildings within the Conservation Area adds character to the area through both its architectural merit, setting and use.

Ghyll Manor was originally a farmhouse and is a 17th century brick in filled timber framed building with a tiled gable roof containing a number of dormer leaded windows. In addition the brick boundary wall of the Manor is particularly valuable in architectural terms and makes an important contribution to the character of this section of the conservation area and the Manor. Over a number of years a number of extensions have been made to the Manor; fortunately these have been sympathetically developed and the historic character of the original Manor remains intact.

The setting, garden, and grounds of the Manor are one of its greatest assets. The grounds and garden include a high proportion of trees of particular note and value some of which enjoy the additional protection of Tree Preservation Orders.

The lawns, hedges and other vegetation are well maintained and reinforce the more formal character of the Manor and its setting. The Manor and its setting offers views out eastwards into the countryside landscape from an advantageous high point. In light of the genuine quality and character of the Manor's setting, views and garden the Conservation Area Boundary has been extended to include the curtilage of Ghyll Manor, and therefore, ensuring its preservation and continued valuable contribution to the character of the area.

# Part I: Appraisal continued

*Building audit map*

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# Part I: Appraisal continued



## Negative elements

The Conservation Area designated in 1976 included numerous statutorily listed buildings, designated at the time of the first survey in 1955. These only increased in number as the result of a resurvey in 1980. The Conservation Area also included green areas that were either public open spaces or the gardens of residential properties. All these factors have helped to resist pressures for change. Today the Ruspur Conservation Area appears well maintained and prosperous. However, there are features that detract from this impression. Inappropriate repair work on historic buildings (such as relaying Horsham slab roofs with mortared joints and repointing masonry in cement rather than lime mortar) detracts from their appearance and can also cause damage to historic fabric.

Indeed, the use of non-traditional materials and techniques has a cumulative effect on the wider Conservation Area. Principally, this is the replacement of sash and casement windows with plastic windows.

Other general features that detract from the appearance of the Conservation Area include prominent TV aerials and satellite dishes mounted on chimneys and wire runs across street elevations.



*Wirescape within the Conservation Area*

# Part I: Appraisal continued

The position of satellite dishes need to be carefully considered and should be inconspicuous locations either set within a roof valley, on outbuildings or placed so that they do not detract from the historic character of the area.

Good management of the streetscape is essential to maintain the sense of place. It is spoilt by the use of street furniture of a type marketed as suitable for Conservation Areas, but in fact are 'off the peg' and poorly designed. This is evident in features such as litter bins and salt containers, which draw excessive attention to themselves.

Signage and other features associated with road traffic need to be carefully managed and balanced to ensure public safety but respect the special character of the Conservation Area. Traffic and its associated noise and fumes detract from the Conservation Area. Noise from aircraft can also detract from the rural tranquility of the village.

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*Parked cars along High Street*

Whilst the Conservation Area consists of a number of elements of particular merit to the area, there are other features that detract from the quality of the area. These are considered to be the road surface particularly outside Church Cottages.



# Part II: Management Plan

## The need for a Management Plan

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

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

## Control of development

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

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

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

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

## Buildings at Risk

There are no buildings on the Buildings at Risk Register in the conservation area. It is important to ensure that any listed buildings that fall into disrepair are identified early so that Horsham District Council can work with the owners to find appropriate solutions and bring the building into productive use. Whilst the main responsibility falls with the owner, it is advantageous that others interested in the built heritage of Ruser 'keep an eye' on the historic fabric and report anything of concern.

## Monitoring and compliance

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

## Issues

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

# Part II: Management Plan continued

## Historic built environment

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

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- New development and environmental improvement
- Opportunities for new development.
- Setting and views.

## The environment and public realm

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

## Historic built environment

### Loss of traditional built and architectural features

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

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

*Horsham Stone slate roof*



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

## Part II: Management Plan continued

### Equipment or installations

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



## Part II: Management Plan continued

### Boundary enclosures

The use of low timber paling fences is common within the Conservation Area, although there are instances of low brick walls or hedgerow planting. Retention of these fences and walls and increased use of trees and hedgerow as a 'soft' boundary treatment is considered preferable to higher, harsher enclosures such as panel fencing, high brick walls or security gates. In some cases, installing traditionally detailed brick walls and railings may be appropriate.

*Photographs of positive and negative boundary treatments within the Conservation Area*



## Part II: Management Plan continued

### **Drives, off street parking and loss of front gardens**

Landscaped gardens to building frontages make an important contribution to the quality of the streetscape. A key characteristic of the buildings in the Conservation Area are their front gardens enclosed by low timber fences or brick walls, hedges or railings. The loss of front gardens to parking detracts from their historic setting and should be resisted. The use of porous pavements, reinforced grass paving, or gravel instead of tarmac, with the retention of some garden space and the use of appropriate boundary treatments, would offer a more attractive setting for buildings, reduce run-off and give a more sustainable approach. Where there is existing frontage parking which adversely impacts the character and setting of the Conservation Area, any new planning application should include a condition requiring the reinstatement of front garden areas and any traditional boundary treatments.

## Part II: Management Plan continued

### Enhancement of existing buildings

Some of the listed and unlisted buildings in Rusper have been altered and lost features. Proposed enhancements to make a building look grander than it ever was should be resisted. The following enhancement works should be encouraged as part of any future development:

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

### Extensions

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





## Part II: Management Plan continued

Within the Conservation Area porches are simple and functional and do not dominate the frontage of the properties. Proposals for porches should consider the style of the host property whilst also taking inspiration from the context of the surrounding area.

*Where porches are present within the Conservation*

*Area they are simple in form complementing the appearance of the host building.*



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Brick bonds help to provide interest in a building. Prior to the introduction of cavity wall insulation different types of brick bond were popular. The colours of the brick also added interest with local bricks often being used, and in some cases the brickwork was worked to show the affluence and social standing of the building's owner. Within Rusper the number of properties with unpainted brick is limited with only 12 and 13 East Street having brick elevations with a Flemish bond. The ground floor of 2 and 3 East Street, have a Flemish bond with burnt headers.

## Part II: Management Plan continued



*Hanging clay tile – club and fishtail decorative bands*



*Bullnose hanging tile*



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Consideration should therefore be given when seeking to extend a property to assess the existing materials and architectural details. It may be appropriate in some instances to reflect these traditional details or reinterpret them in a modern context.

A further traditional feature within Rusper is the use of hanging clay tile, in various patterns to break up blank elevations. Weatherboarding may also be appropriate in some circumstances.



# Part II: Management Plan continued

Examples of chimneys within the Conservation Area



## Retention of chimneys

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



*In modern developments chimneys can add interest to the roofscape, reflect traditional details and break up the roof design.*



## Part II: Management Plan continued

### Window replacement

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

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

The design of historic windows evolved through the early modern period and so, where repair is not possible, replacement windows should be designed to either replicate the historic windows being replaced or be based upon a period design contemporaneous with the host building. In general, a consistent approach should be taken across a building. Further guidance from Historic England can be found at <https://historicengland.org.uk/images-books/publications/traditional-windows-care-repairupgrading/heag039-traditional-windows-revfeb17/>.

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



Historic England

## Traditional Windows

Their Care, Repair and Upgrading



## Part II: Management Plan continued

### Dormer windows and rooflights

New dormer windows and rooflights should not be located on street-facing and prominent roofscapes. Where new dormer windows and rooflights are considered appropriate, they should be small in scale and not dominate the roofslope, ensuring that a large area of the roof remains visible. Dormers need to be of a traditional form, in scale with the building and its roof and their windows should be smaller than those on the floor below. Rooflights need to be flush with the roof face and normally the 'conservation' type metal rooflight is preferred. In most cases, the dormer or rooflight should align with the window below.

### Cladding, rendering or painting of walls

In most cases, the walling material of a building is part of its character and contributes positively to the appearance of the Conservation Area. There may however be cases where the existing wall surface is unattractive or is decaying, and cladding, rendering or painting can be justified. Where this is the case the cladding needs to be in a locally used material, such as tile-hanging using local red clay tiles, or timber weatherboarding. Painting natural brickwork and stonework is discouraged. If proposed work involves changing the front elevation of a building, Conservation Area advice from the Local Planning Department at Horsham District Council should be sought.



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## Part II: Management Plan continued

### Repointing brick or stone walls

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

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### Demolition

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

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

# Part II: Management Plan continued

## New development

### Opportunities for new development

These must be considered carefully and the effect of new buildings on the setting of the Conservation Area, and on views both into it and out of it, particularly taken into account. New development must be sympathetic to its context in terms of its siting, scale (including height, size and massing), materials and details. It should also follow the existing pattern or grain of development, not obstruct important views, and not dominate buildings in the immediate vicinity. Materials should be carefully chosen to complement the Conservation Area's existing palette of materials such as local bricks, clay hanging tiles, traditional roofing materials (clay roof tiles, Horsham Stone), use of traditional brick bonds and timber windows and doors.

### Setting and views

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

Key threats:

- Erosion of front boundaries in the Conservation Area.
- Loss of traditional joinery details in windows and doors, as properties are improved both visually and for thermal upgrading.
- Loss of traditional roof coverings, chimneys and chimneypots on unlisted properties when the roof is replaced. Machine made clay tiles, imported slates and similar though 'natural' materials look different to what is there now.
- Erosion of green spaces and loss of prominent trees and bushes in the Conservation Area.
- Proliferation of wires and telegraph poles.
- Street signage.

# Part II: Management Plan continued

## The environment and public realm

### Trees

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

### Public realm

#### Street furniture

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

### Surface materials

A large format paving slab in natural stone should be used as part of considered approach to the location and the heritage context. Older surfacing materials such as local stone on edge, pebbles and even flint are rare vernacular survivals that should be conserved. The use of high quality paving materials, together with the layout and jointing detail, are key elements of the overall surface appearance. The following measures should be encouraged:

- The existing areas of high quality traditional paving must be protected.
- Further areas of traditional paving should be added as funding allows.
- Any redundant street furniture such as signage should be removed.

### Opportunities for enhancement

There are sites within the Conservation Area where works could be undertaken to enhance the Conservation Area as a whole. These include the removal of redundant aerials and the rationalisation of the wirescape throughout the village.

A partnership between West Sussex County Highways Authority, Horsham District Council and Rusper Parish Council could be considered to instigate schemes that would make vehicles less dominant and pedestrians might feel more comfortable. This could be undertaken as part of the Neighbourhood Plan Home Zone Scheme, although any changes to the appearance of the roadway should reflect the special historic character of the Conservation Area.



# Appendix

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# Gazetteer of listed buildings









Image	Name	Grade	Description
	Ghyll Manor Cottage	2	Formerly 2 cottages, now one house. C16 timber-framed building with painted brick infilling. Tiled roof. Casement windows. Two storeys. Five windows.
	The Plough Inn	2	C17 or earlier timber-framed building, now fronted with stucco on ground floor and weather-boarding above. Horsham slab roof, south end tiled. Casement windows. Two storeys. Four windows.
	1 and 2 Norman Cottages	2	Early C19. Two storeys. Two windows. Ground floor painted brick, above hung with fishscale tiles. Tiled roof. Casement windows. Doorways with flat hoods over.
	The Star Inn	2	V-shaped building at fork in the road. Probably C17 timber-framed building, refaced, the south-east wing in the C18, the south-west wing in C19. Now faced with painted brick, roughcast and tile-hanging. Tiled roof. Casement windows. Two storeys. Four windows facing south-east, 3 windows facing south-west.

Image	Name	Grade	Description
	Sweet Briar (referred to as Michealmas Cottage on NHLE)	2	C17 or earlier timber-framed building with red brick infilling, first floor now tile-hung. Tiled roof. Casement windows. Two storeys. Two windows. Large modern addition behind.
	Averys	2	L-shaped C16 timber-framed building with plaster and painted brick infilling. Two storeys. Four windows. Horsham slab roof. Casement windows. North-east wing has a tile-hung gable oversailing on a moulded bressumer. Modern porch.
	Outbuilding adjoining Averys on north west side	2	Tall C18 building faced with tarred weather-boarding. Tiled roof. One sash window with glazing bars.
	Rusper War Memorial	2	<p>The stone of the memorial is rough finished and the plinth bears a plain arched cartouche of polished stone on each of its faces. These panels bear the incised inscriptions and names of the fallen. The front face of the plinth is enriched with a raised carving of a wreath with a cross at its centre. Below this is the inscription: IN / THANKFUL REMEMBRANCE / OF THE MEN OF THIS PARISH / WHO GAVE THEIR LIVES IN / THE GREAT WAR / 1914 – 1919.</p> <p>On another face of the plinth, following the list of names from the First World War, is inscribed 1939 – 1945 followed by the names of the fallen from the Second World War.</p>

# Gazetteer of listed buildings continued

Image	Name	Grade	Description
 A photograph of a stone church with a prominent square tower on the left side. The church has a steeply pitched roof and several windows, including a large Gothic-style window on the right. The building is surrounded by a low wall and some greenery.	The Parish Church of St Mary Magdalene	1	Chancel with north vestry, nave with aisles, south porch and west tower. Tower C15. Remainder originally C14 rebuilt in 1855. Graded for good medieval tower.



# Gazetteer of locally listed buildings

## What is a locally listed building?

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

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

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Image	Name	Description
	<p>1 - 5 Church Cottages, High Street</p>	<p>Church Cottages in the High Street of Rusper village were rebuilt around the start of the 1900's. They replaced a number of dwellings that had occupied the site for several hundred years. The style of these buildings, with their distinctive low archway through them in the middle, maintain some of their original commercial shop front features.</p>
	<p>1 - 8 East Street</p>	<p>The cottages to the south of East Street, built during the 19th century, form an important aspect of the eastern approach to Rusper village. These cottages with their small front porches help to capture the rural village atmosphere. Despite the loss of front gardens to off-street parking over the years, they still maintain their rural character.</p>
	<p>1 - 4 Star Cottages</p>	<p>Star Cottages in Horsham Road date from the 1700's and compliment the older Star Inn next door. They are an important part of the Rusper village conservation area forming the initial street views of the area on the approach from Horsham.</p>

# Landscape sensitivity criteria

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

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

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

# Glossary of Terms

## A

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

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

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

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

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

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

## B

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

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

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

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

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

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

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

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

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

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

## C

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

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

# Glossary of Terms continued

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## D

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

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



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

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

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

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

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

## Eaves

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

## Egg and Dart

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

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

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

## F

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

**Fenestration** - the pattern of windows.

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

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

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

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

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

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

## G

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

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

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

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

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

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

# Glossary of Terms continued

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

## H

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

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

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

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

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

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

## I

**International** - a modern architectural style that eschews decoration and is based on designing buildings in simple cubist forms with no reference to local styles or materials. Characterised by modern building materials, such as concrete, steel and plate glass.

**Ionic** - a type of column.

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

## J

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

## K

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

## L

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

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

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

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

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

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

**M**

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

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

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

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

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

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

**N**

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

**Negative buildings** - buildings that due to their locatio, scale, material, form or detailed design, are a negative intrusion on the area and which offer the potential for beneficial change that would enhance the character of the Conservation Area.

**Neutral buildings** - buildings which make neither a positive nor negative contribution to the character and appearance of a Conservation Area.

**O**

**Ogee** - a moulding shaped with a double curve.

**Oriel** - a window which is suspended from the face of the building.

**Ovolar (or Ovolo)** - a moulding section of a quarter circle.

**P**

**Panel tracery** - a late Medieval form of tracery characterised by subdivision of the window by strong vertical and horizontal members.

**Pantile** - a clay roofing tile with an 'S'-shaped profile.

**Parapet** - the upper part of a wall, often used to hide roofs and decorated for architectural effect; e.g. crenellated or battlemented in the form of a castle wall.

**Party-line** - the dividing wall between properties.

**Paviors** - small brick-like paving units.

# Glossary of Terms continued

**Pediment** - a triangular feature of classical buildings surmounting a portico, but often used on a smaller scale over doors and windows, which are then referred to as pedimented. When the upper sloping sides are curved it is called segmental. It may termed be broken or open when either the bottom horizontal or angled upper sides do not meet.

**Pilaster** - a flattened column used to frame door and window cases and shopfronts.

**Planter** - a container for holding plants.

**Plat** - a string course without mouldings.

**Plinth** - the base of a column or wall.

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

## Q

**Queen Anne Style** - an architectural style of the late C19 century, related to the Arts & Crafts movement, and reviving Dutch style buildings of the reign of William and Mary (late C17).

**Quoin** - a corner of a building defined by contrasting or exaggerated materials.

## R

**Range** - a line of buildings, often grouped around a courtyard.

**Reveal** - the area of masonry or frame visible between the outer face of a wall and a door or window which is set back from it.

**Roughcast** - a type of render of plaster or concrete with a rough surface finish.

**Rubble stone** - stonework left rough and unworked.

**Rustication** - stucco or stone blocks with large angled joints.

## S

**Salt glaze** - a method of glazing brick or clay to give a glassy finish.

**Sash window** - a window that slides vertically on a system of cords and balanced weights.

**Scale** - Building scale refers to building elements and details as they proportionally relate to each other and to humans. Aspects of scale include: size (2D measurement); bulk (visual perception of the composition of shape of a building's massing); and mass (determined by volume, shape and form, relationship to neighbouring structures, building plot and relationship to streets).

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

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

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

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

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

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

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

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

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

**Splayed** - a bay window with angled sides.

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

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

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

**Stile** - the vertical sections of a door or window.

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

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

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

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

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

## T

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

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

**Tetrastyle** - a portico with four columns.

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

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

# Glossary of Terms continued

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

**Tracery** - delicately carved stonework usually seen in the windows of Gothic churches and cathedrals; various forms exist, including panel type.  
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**Transom** - a horizontal glazing bar in a window.

**Trefoil** - literally “three leaves”, thus relating to any decorative element with the appearance of a clover leaf.

**Puscan** - a plain, unadorned column.

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

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

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

## **V**

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

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

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

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

## **W**

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

**Window** - an opening to allow light and air into a building which has developed into a significant element of architectural design; collectively referred to as fenestration. The form of opening determines the type of window; most common are sashes, which slide vertically, and casements, which are side hinged and open inwards or outwards. Those with a side light are said to have margins. A window may be projected from the building frontage, and termed a bay or bow (if curved), or oriel if suspended above ground. The top is usually defined by an arch. A dormer is one set into the roof slope.

*Map of proposed changes to the Conservation Area*

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*Map of proposed Conservation Area*

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