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1 Introduction

Background, Scope and Structure

1.1 The council considers that its historic areas make a significant contribution towards the character, appearance and attractiveness of the district.

1.2 These historic areas are important to not only the cultural inheritance, economic well-being but also quality of life. Consequently, the council has designated them as Conservation Areas in accordance with section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. Conservation Areas being ‘areas of special architectural or historic interest, the character or appearance of which is desirable to preserve or enhance’.

1.3 As of October 2013, twenty nine areas within the district Local Planning Authority area are considered to have a special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance (see appendix 1 for individual Conservation area Maps). These being:

<table>
<thead>
<tr>
<th>Area</th>
<th>Location</th>
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<tbody>
<tr>
<td>Aldingbourne</td>
<td>Littlehampton (East Street)</td>
</tr>
<tr>
<td>Aldwick Bay</td>
<td>Littlehampton (River Road)</td>
</tr>
<tr>
<td>Angmering</td>
<td>Littlehampton (Sea Front)</td>
</tr>
<tr>
<td>Arundel*</td>
<td>Lyminster</td>
</tr>
<tr>
<td>Barnham</td>
<td>North Bersted</td>
</tr>
<tr>
<td>Bognor Regis (Aldwick Road)</td>
<td>Norton</td>
</tr>
<tr>
<td>Bognor Regis (Railway Station)</td>
<td>Poling 1</td>
</tr>
<tr>
<td>Bognor Regis (The Steyne and Waterloo Square)</td>
<td>Poling 2</td>
</tr>
<tr>
<td>Bognor Regis (Upper Bognor Road and Mead Lane)</td>
<td>Rustington</td>
</tr>
<tr>
<td>Craigwell House</td>
<td>Shripney</td>
</tr>
<tr>
<td>Eastergate (Church Lane)</td>
<td>Walberton Village</td>
</tr>
<tr>
<td>Eastergate (Square)</td>
<td>Walberton Green</td>
</tr>
<tr>
<td>East Preston / Rustington (Station Road)</td>
<td>Yapton Church Road Lane</td>
</tr>
<tr>
<td>Felpham</td>
<td>Yapton Church Road / Main Road</td>
</tr>
</tbody>
</table>

Table 1.1

Please note that those Conservation Areas within the South Downs National Park are the responsibility of the South Downs National Park Authority.

* Arundel (dual authority with the South Downs Authority. Please see the relevant map in appendix 1).
1.4 The designation of a Conservation Area is a means to safeguard and enhance the sense of place, character and appearance of what can only be described as our most valued historic places. Buildings of character, listed buildings, scheduled monuments, trees, historic street patterns, open spaces and designed gardens and landscapes are important components of these areas. However, it is worth noting that the overall layout and pattern of an area is just as important to its character as individual buildings, or the activities that go on inside them.

1.5 Conservation Areas are living environments that, despite their history, will continue to adapt and develop. Whilst designation conveys a duty of protection, it is important to recognise that in designating a Conservation Area they are not static museum pieces and that development is not prohibited. The reality is that they require careful management of change to ensure that the established character and appearance of these areas is safeguarded and enhanced for the enjoyment and benefit of both current and future generations.

1.6 The challenge therefore is to manage change in ways which we maintain, and if possible, enhance the special qualities of these historic areas. Each of the councils Conservation Areas are unique with their own established characteristics, ranging from the historic core of seaside towns (such as Bognor Regis), historic hillside towns (Arundel) and small rural villages/hamlets (Poling/Norton).

1.7 Some areas may be in a period of decline and therefore suffer from a lack of investment, whilst in other, the qualities that make them attractive also encourage over-investment which results in excess pressure from development. Positive management will therefore be essential if such pressure for change, which will alter the very character that made them unique and attractive in the first place, is to be controlled. Proactive management of the many Conservation Areas will be an essential method for preserving and enhancing its character or appearance.

1.8 Section 71 of the Planning (Listed Building and Conservation Areas) Act 1990 places a duty on local planning authorities to draw up and publish proposals for the preservation and enhancement of Conservation Areas in their districts.

1.9 Consequently, a decision has been made to follow a three part Conservation Area management framework which is currently being developed by the Authority. The framework consists of the following structure:

- Conservation Area character appraisals – an appraisal is being prepared for each Conservation Area which will identify the special historic and architectural qualities of an area which justify its designation. The character appraisal documents provide detailed analysis of what is positive and requires protection, but also those negative
Introduction

features/characteristics which consequently require more work. Further, they also identify opportunities for beneficial change or the need for additional protection.

- **Conservation Areas management plan**—This document is structured to provide coverage of issues which are evident across the majority, if not all, of the Conservation Areas under the LPA control. Issues such as Article 4 Directions will be covered.

- **Conservation Area specific management plan covering individual Conservation Areas** - Conservation Area specific management plans will follow on from character appraisals. Whilst the overarching management plan will have been prepared and adopted as a SPD, specific issues that apply only to an individual Conservation Area will be identified as part of the individual appraisal. Consequently, the council may also prepare, small individual management plans to deal with these issues.

1.10 In light of the absence of the detailed appraisals and management plans, and the timescales involved, a decision has been made to focus on the overarching management plan first. This will enable the council in its function as Local Planning Authority to better manage its Conservation Areas.

**Aims and Objectives of the Overarching Management Plan**

1.11 **Aim:**

- The aim of the plan is to focus the attention of all of the agencies, organisation and individuals who live and work in the Conservation Areas, on the need for appropriate standards that reflect the special nature and character of these areas, whilst also encouraging practices and procedures that allow those standards to be achieved.

1.12 **Objectives**

1. Develop awareness, understanding and application of the core principles of the management plan (and of the Conservation Areas themselves) with all those who have an impact (local communities, developers, agents, parish councils, local and statutory organisations etc.).

2. To develop an awareness of the unique identity, value and quality of the historic environment.

3. Ensure that the emerging local plan has a positive strategy for maintaining the historic environment.

4. To promote the preservation and enhancement of historic buildings and spaces that contributes towards the sense of place, unique identity and quality of the Conservation Areas.

5. Seek to prevent a decline in the character or appearance of the Conservation Areas which is otherwise taking place as a result of the use of permitted development rights.
6. To propose sustainable development through the engagement of property owners in the use of traditional materials and the maintenance and re-use of existing buildings through the use of traditional materials, skills and maintenance.

7. Effectively manage the natural environment/trees within a Conservation Area.

8. Identify/encourage schemes for the enhancement of the character or appearance of the Conservation Areas.

9. Identify, develop and strengthen relationships with key stakeholder organisations and seek their active engagement and participation in works to conserve and enhance the Conservation Areas.

10. Seek external resources to enable the council to achieve specifically identified objectives of the management plan.

Legislation and Planning Policy

Legislation

1.13 The Planning (Listed Buildings and Conservation Areas) Act 1990 provides specific protection for buildings and areas of special architectural or historic interest.

1.14 Section 71 of the Act details that:

- It shall be the duty of a local planning authority from time to time to formulate and publish proposals for the preservation and enhancement of any parts of their area which are Conservation Areas.
- Proposals under this section shall be submitted 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.

Planning Policy

National Planning Policy

1.15 The National Planning Policy Framework (NPPF)

1.16 Government Policy recognises the importance of effective protection for all aspects of the historic environment through policy guidance. The NPPF (which came into force in 2012) is the government’s policy guidance note which identifies the historic environment as one of the ‘golden threads’ and forms part of the definition of sustainable development (paragraphs 18-219). Further, it details the importance of identifying and managing heritage assets whilst requiring that local planning authorities should set out a strategy for the
1 Introduction

conservation and enjoyment of the historic environment. This includes heritage assets most at risk through neglect, decay or other threats. Failure to preserve the historic environment is therefore unsustainable and should be refused consent.

1.17 In developing a strategy such as this one, local planning authorities should take into account:

- the desirability of sustaining and enhancing the significance of heritage assets
- the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring; and
- the desirability of new development making a positive contribution to local character and distinctiveness.

Local Policy

1.18 Local Planning Policy is dealt with by the councils Local Plan which was adopted in 2003, and contains a 'saved' policy related to Conservation Areas. This states

POLICY AREA2: Conservation Areas
Planning permission will be granted for development which preserves or enhances the character or appearance of a Conservation Area or its setting.

Reason:
To preserve or enhance Conservation Areas.

Explanation:
The council has produced Supplementary Planning Guidance entitled ‘Conservation Areas’. All proposals for development will be considered in the light of this guidance

1.19 The council is currently in the process of preparing a new Local Plan which contains a suite of built heritage policies. It is anticipated that it will be adopted in 2015.

1.20 This document has been prepared with this policy background in mind.

Heritage Assets

1.21 Heritage assets are defined in the NPPF as being:

A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing). The following assets are relevant to this plan.

Nationally Listed Buildings

1.22 A Listed Building is one that has been identified by the Secretary of State as being of "special architectural or historic interest". As such it is worthy of special protection. In considering whether a building is worthy of this special protection the following guidelines are used:
1 Introduction

- All buildings built before 1700 and have survived in anything like their original form;
- Most buildings dating from 1700 to 1840 will qualify unless they have been altered unsympathetically.
- After this date, only buildings that are of exceptional quality, or have been designed by an important architect, or represent an innovative form of construction, are listed.

1.23 The listing process is not restricted to buildings. It can include any structure of interest. For example bridges, walls, telephone kiosks and even gravestones.

1.24 Listed buildings are graded according to their relative importance:
- Grade I buildings are of outstanding architectural or historic interest and are of national importance with only a small percentage falling into this category;
- Grade II* is given to buildings that have some extra merit such as an outstanding interior;
- Grade II listed buildings are of special interest and the majority fall into this group.

1.25 Despite this grading it should be noted that the statutory controls are the same for all grades of listed buildings.

1.26 Information on all the locally and nationally listed buildings in the district is contained in the council’s website: www.arun.gov.uk. Further, information relating to the individual listing descriptions can be located on the Heritage Gateway website (www.heritagegateway.org.uk). This is run and maintained by English Heritage.

Locally Listed Buildings

1.27 Throughout the District there are buildings and structures which, while not Listed Buildings, are of good quality design and appearance; that are important features in their own right; and which may also contribute to the character and appearance of the area. They illustrate, and are reminders of, the historical development of an area and are worthy of recognition and retention wherever possible. These are identified as being a Building or structure of Character.

1.28 Information regarding the Locally Listed Buildings can be found on the council’s website: www.arun.gov.uk

Conservation Areas

1.29 A conservation area is an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance (Section 69 of The 1990 Planning (Listed Buildings and Conservation Areas) Act).
1 Introduction

1.30 The main attributes that define the special character of an area include its physical appearance and history, i.e. the form and features of buildings and the spaces between them, their former uses and historical development.

1.31 There is also some additional commentary in the Conservation Areas Supplementary Planning guidance Note (available from the council’s website: www.arun.gov.uk).

1.32 Information regarding the Locally Listed Buildings can be found on the council’s website: www.arun.gov.uk

Archaeology

1.33 Information on archaeology is contained within the County council’s Historic Environment Record (HER) which is available from heritage Gateway (www.heritagegateway.org.uk) as well as from the county council direct (www.westsussex.gov.uk).

Structure

1.34 The management section is structured around a number of key themes or conservation projects that have been identified as essential to the maintenance of the Conservation Areas. Each theme is structured in the same way so as to provide a consistent level of information, this being:

- Aims
- Issues in relation to the theme
- Strategy in relation to the theme
- Delivery of the strategy (short, medium and long term periods)

Content

1.35 This Management Plan aims to draw together a range of useful existing controls and tools and suggests how they might be used to achieve positive action to the benefit of the Conservation Areas. Effective Conservation Area Management requires a clear idea and specific policies for the improvement of the area and for tackling problems in a number of co-ordinated ways.

Delivery and Monitoring

1.36 The Management Plan aims to provide a medium to long term strategy and act as a working document with a 5 year lifespan after which it will be reviewed in accordance with English Heritage guidance.

1.37 For the purposes of this management plan the following timescales are referred:

- Short term: up to 1 year from the date of adoption
1 Introduction

- Medium term: up to 3 years from the date of adoption
- Long term: up to 5 years from the date of adoption

Status of the document

1.38 This management strategy has been prepared by Arun District Council as part of its function as the Local Planning Authority. The plan has been adopted as a management plan for use by the Council.

1.39 As the document will be small in scale and an environmental appraisal is being carried out alongside the emerging Local Plan, this aspect will be fulfilled through this. The baseline report of the SA specifically recognises the historic environment through sections 6.1 and 6.2.

Local Consultation

1.40 There is a requirement under Section 71 of the Planning (Listed Building and Conservation Areas) Act 1990 for the local authority to consult the local community on any management proposals for Conservation Areas.

1.41 A draft version of the document was published for public consultation. The council consulted those with an interest in the subjects covered by this management plan. Details of the consultation were sent to all local heritage and community groups with an interest in Conservation Areas, and efforts were made to reach a wider audience through local media and the council's website. Paper copies of this document were accessible at the Littlehampton Civic Centre, Bognor Regis Town Hall and at the local Public Libraries in the district. Residents/occupiers were informed in writing. All of the responses received have helped to shape the final version of the plan.
2 S.W.O.T. Analysis

S.W.O.T. Analysis

2.0.1 A SWOT analysis has been undertaken of all of the Conservation Areas that are within the Arun District Council Local Planning Authority collectively. The findings are as follows:

Strengths:
- Use of flint as a building material – flint is widely used in the construction of many properties, outbuildings and walls throughout the Conservation Areas
- Replication of traditional materials (red brick and flint)
- Mixture of uses – residential, retail, commercial, public houses, bank, garage, church, other etc.
- Good community feel; an active community presence
- Good views into and out of the Conservation Areas from a variety of perspectives/locations
- The amount/presence of trees helps to soften the street scene/ streetscape and green the area generally
- Some attractive buildings that positively contribute to the character and appearance of the Conservation Area. This is in addition to the Statutorily Listed and Locally Listed Buildings.
- The Conservation Areas are generally well looked after
- Plain clay tiles (used for both roofing and cladding)

Weaknesses:
- (Some) Loss of traditional timber joinery (however, there is the potential for much more to be lost in the future)
- Large amounts of traffic running through the narrow roads, of the village centres
- Street parking
  - Lack of maintenance in certain circumstances
  - Loss of traditional steel windows.
  - Replacement of traditional cladding with GRP (New England type) boarding.
  - Use of concrete instead of clay plain tiles both for roofing and cladding.
  - Poor and/or inappropriate detailing when replacing materials and for extensions.

Opportunities:
- Potential to improve the landscape features
- Streetscape enhancements
- Consideration of the introduction of Article 4 directions to prevent further loss of traditional timber joinery
3 Management

Threats:

- Loss of traditional timber joinery
- Inappropriate density of new development would have a detrimental impact on the character and appearance of the area.
- Loss of positive buildings within the Conservation Areas as a result of development pressures
3 Management

Introduction

3.1 The council is aware of a number of issues relating to the management of the various Conservation Areas that need to be addressed as part of the plan. This section provides coverage of said challenges and identifies a strategy that seeks to resolve these issues. Best practice guidance from English Heritage and other organisations has been explored to aid the development of management proposals that are considered to be both realistic and effective over the lifetime of the plan.

3.2 The management plan identifies three time periods for delivering the individual strategies. These time frames are: short (0-1 year), medium (1-3 years) and long (3-5 years). These timeframes are repeated for each of the 13 key themes. The various projects identified as part of the management plan are also contained in a separate table for clarity (see the implementation table).

Proactive Conservation based policies in the emerging Arun Local Plan

Aims:
• Ensure that the emerging Local Plan has a proactive stance with respect to the historic built environment

Issues in relation to Proactive Conservation based policies in the emerging Arun Local Plan

3.3 The National Planning Policy Framework requires that all local authorities ‘should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats. In doing so, they should recognise that heritage assets are an irreplaceable resource and conserve them in a manner appropriate to their significance’.

3.4 The council is currently in the process of preparing its emerging Local Plan. This plan has been published for public consultation in 2012 and is being amended to accommodate the comments received. It is considered that the plan contains a pro-active strategy for the historic environment.

Strategy in relation to Proactive Conservation based policies in the emerging Arun Local Plan

3.5 The strategy is very simple; the Local Planning Authority will need to ensure that a proactive strategy is contained within the emerging local plan. The draft policies will be reviewed to ensure that they comply with all government policy, namely the NPPF and the emerging NPPG.


3 Management

Delivery of the strategy for Proactive Conservation based policies in the emerging Arun Local Plan

Short term

3.6 Review the draft policies of strategies or plans intended to be adopted by the council to ensure that they comply with government policy

Medium term

3.7 Arun District Council adopt the emerging local plan (including built heritage policies)

Long term

3.8 Ensure that the adopted policies are used in the determination of planning applications and Listed Building Consents.

Related Objective: the related objective is number 3.

Conservation Area Character Appraisals and Management Plans

Aims:

- The council will prepare, consult on, and adopt Conservation Area Character Appraisals and individual Conservation Area Management Plans for all Conservation Areas within the Local Planning Authority.

- Review the boundary of all Conservation Areas to ensure that it adequately identifies, and therefore protects, all heritage assets.

- The council will attempt to review both the appraisals and management plans on a regular basis (approximately every 5 years). This will involve recording changes through the use of a photographic survey. The individual management strategy will also be amended to reflect the revised appraisals. Once revised, both the updated Appraisal and Management Plan will then be readopted by the council.

Issues in relation to Conservation Area Character Appraisals and Management Plans

3.9 The district’s Conservation Areas have been designated over a number of decades, the last one being in 2009. In the District each Conservation Area is counted separately which gives a total of 29 Conservation Areas. However the total number of settlements covered by Conservation Areas is 19. Each one was designated, and the boundary defined in accordance with the current policy of the time.

3.10 The district is undertaking a review of all of its Conservation Areas. All of the Conservation Areas have a description written for them which is contained within a Supplementary Planning Guidance Note. These descriptions vary in length from a few sentences to a number of pages. They are very broad in their coverage, but provide a useful interim for the determination of applications.

3.11 Conservation Area Character Appraisals provide a clear assessment of the character of a Conservation Area. This includes an assessment of all of the special (and not so special)
3 Management

features that make it unique. Examples of issues assessed include layout, building type, materials, building height and uses.

3.12 In line with best practice from English Heritage, the council is required to reassess the boundaries of its Conservation Areas as part of these assessments so as to ensure that these historic areas are being given the most protection they can be. It is the case that boundary lines were tightly drawn around small historic areas, leaving other, just as important properties or features, outside the Conservation Area. These attractive areas, buildings or features are therefore not protected from the conservation designation and susceptible to inappropriate damage. These areas should be reviewed to assess whether they should be incorporated into the existing Conservation Area.

3.13 Views into and out of Conservation Areas that have a fundamental effect on the setting of these Conservation Areas should be clearly defined within the Conservation Area appraisal (on an annotated map) and the views subject and character described.

3.14 Appraisals provide the basis for the determination of applications with in Conservation Areas. Public participation is an integral part of the process of preparing an appraisal.

3.15 A detailed assessment will be undertaken as to every potential alteration whether that be to extend or reduce the Conservation Area.

3.16 Once completed, the appraisal and boundary should be reviewed every five years.

3.17 It is essential that this review takes place at a consistent pace to achieve the ultimate aim of a Conservation Area appraisal for each Conservation Area.

3.18 Adopted Conservation Area appraisals will inform:

- The consideration of Article 4 Directions
- The potential Identification and targeting Buildings at Risk (particularly unlisted buildings making a positive contribution)
- The protection of some parts of the natural environment (important trees and groups of trees not protected by Tree Preservation Orders)
- Planning decisions, providing evidence for planning appeals
- Developers and residents as to what constitutes the character of an area

3.19 Legislation also places a duty on the council to draw up and publish proposals for preserving and enhancing Conservation Areas. These are known as Conservation Area Management Plans.

3.20 The Management Plan should be mid-long term strategy that identifies objectives for sustainably managing the area. The council is required to consult the local community and interested parties as part of the preparation of the plan.

3.21 A decision has been taken to prepare an overarching management plan which sets out a package of measures available to all of the Conservation Areas.

3.22 The council will also prepare individual Conservation Area character appraisals as

Arun District Council Conservation Areas Management Plan
3 Management

well as individual management plans that will supplement the overarching management plan.

Strategy in relation to Conservation Area Character Appraisals and Management Plans

3.23 The priority should be to prepare, consult on and adopt the overarching management plan so that the council can meet its requirement to manage Conservation Areas as soon as possible.

3.24 This needs to be supplemented by the preparation of the individual Conservation Area character appraisals and management plans. Boundaries will be reviewed as part of Conservation Area character Appraisals which will be published for public consultation.

3.25 The intention is to produce a realistic number of Conservation Area appraisals a year. This should be defined according to the work load of the Conservation Officer and the nature of the individual Conservation Areas to be appraised that year. The Conservation Officer will define a system for prioritising Conservation Area appraisal production in order to justify the order that the appraisals and Management Plans are produced in. This will require that the officer is adequately funded and resourced.

3.26 A consistent format and structure based on the English Heritage guidance on appraisals and management plans will be maintained and have regard to this document.

3.27 Archaeological sites and monuments that contribute to the character of the Conservation Area should be included within the Conservation Area boundary.

Delivery of the strategy for Conservation Area Character Appraisals and Management Plans

Short term

3.28 Adopt the overarching management plan

3.29 Commence the Conservation Area character appraisals and associated individual management plans including a review of the existing boundaries.

Medium term

3.30 Continue to review the Conservation Area character appraisals and associated individual management plans including a review of the existing boundaries.

Review the order that the Conservation Areas will be appraised.

3.31 Carry out the formal procedure to amend the boundaries if any changes are required.

Long term

3.32 Complete the Conservation Area character appraisals and associated individual management plans.
3 Management

3.33 Continue to carry out the formal procedure to amend the boundaries if any changes are required.

Related Objective: the related objective is number 4.

Designation of New Conservation Areas

Aims:
- Give consideration to designation of those areas that meet the council’s adopted criteria for designation as new Conservation Areas.

Issues in relation to Designation of New Conservation Areas

3.34 The council already has 29 Conservation Areas. However, in accordance with the Planning (Listed Buildings and Conservation Areas) Act 1990, the council is required from time to time to review its area to identify those areas that are suitable as Conservation Areas. The council has identified agreed criteria for the designation of Conservation Areas which are as follows:

1. That the area complies with the legal definition that it is of special architectural or historical interest. This suggests that there will normally be a significant number of Listed Buildings in the area.

2. That there is a need for action to preserve or, if appropriate, to enhance its character or appearance.

3. That it is a coherent area, not isolated or individual buildings, better dealt with under Listed Building procedures.

4. Where there is a proposal for the designation of a Conservation Area, the council will:

   (i) give priority to areas under pressure for change;

   (ii) recognise that designation as a Conservation Area is a means of controlling rather than preventing change; and

   (iii) draw boundaries with careful regard to the architectural qualities of the buildings, the spaces around them and the overall character of the area.

Strategy in relation to Designation of New Conservation Areas

3.35 The focus will be to assess all of the existing Conservation Areas and prepare an appraisal and management plan for them first. Once this has been completed, new areas will be investigated.

3.36 Investigation will be undertaken to identify any historic parts of the district that retain their historic distinctiveness, that are not currently protected, and comply with the councils approved criteria.
3 Management

Delivery of a strategy in relation to Designation of New Conservation Areas

Short term

3.37 Start the Conservation Area character appraisals and associated management plans.

Medium term

3.38 Continue with the Conservation Area character appraisals and associated management plans.

3.39 Start to review and identify new areas for consideration as Conservation Areas.

Long term

3.40 Continue with the Conservation Area character appraisals and associated management plans.

3.41 Begin the assessment of the potential new Conservation Areas.

Development Pressure

Aims:

- Ensure appraisals to define the special character to prevent the loss of spatial qualities of development of inappropriate development.

Issues in relation to development pressure

3.42 Planning permission is required for, amongst other things, new development, material changes to the external appearance of unlisted buildings and changes of use, with exceptions. Consent is required to demolish a building or structure in a Conservation Area, and specific controls apply to Listed Buildings. Designation as a Conservation Areas is not intended to prevent change, but to ensure that it takes place in an appropriate way whilst retaining and enhancing the special qualities of the area.

3.43 The District has a large number of modest non-listed dwellings which form an important part of the character of many of the Conservation Areas.

3.44 It is very important that all new development responds positively to the local distinctiveness of the particular area to ensure that it preserves or enhances the character or appearance of the conservation area in accordance with the Planning (Listed buildings and Conservation Areas Act) 1990.

3.45 The nature of many of the settlements within the district include important gaps between buildings or groups of buildings. These gaps often form an important part of the character of the Conservation Area. The spatial quality of these areas is often under pressure from development, either through extension of existing buildings or the demolition of one building and replacement with two or more. In addition, the spaces around buildings can be important for trees.
3 Management

3.46 As a result of the demand for development, the character of Conservation Areas is under constant threat of being weakened by unsympathetic or poorly designed and executed new buildings, extensions and alterations. The role of the council’s development management function in overseeing future changes to Conservation Areas is therefore crucial. There will be a presumption in favour of retaining buildings, features and boundary treatment which make a positive contribution to a Conservation Area, unlisted buildings of particular interest, protection of significant views, trees, tree groups and skyline features. Removal of buildings making a negative contribution can however enhance a Conservation Area.

3.47 Applications will be considered for their suitability based on National and Local policies (see Policy Background above). Policy relating to development that impacts on Conservation Areas is currently contained in a number of strategic documents – both local and national. The primary national legislation is contained in the National Planning Policy Framework (2012) and the Planning (Listed Building and Conservation Areas) Act 1990, while the primary local policy documents is the saved polices from the District Plan 2003.

3.48 Development within Conservation Areas should be in keeping with local character and this is summarised in the relevant Conservation Area character description and relevant Extensive Urban Surveys. When completed and adopted, Conservation Area appraisals will also be used to assess how applications affect the special interest of the area.

3.49 Pre-application advice will be encouraged prior to proposals reaching the application stage to ensure that the applicant is aware of relevant matters. Increased understanding of historic places leads to better informed decisions, vital for the creation and efficient management of environments which the community can take pride in. Incremental change can make significant differences over time, and, with guidance, such changes can be beneficial.

3.50 Further, design and development briefs will be encouraged for any substantial development proposals.

Strategy in relation to Development pressure

3.51 In assessing the character of Conservation Areas within the District it will be important to consider the sensitivities of the boundaries. This should be undertaken within the Conservation Area appraisal using a variety of techniques to establish strategic views and important views which are very sensitive to change. The degree of sensitivity will depend on the individual Conservation Area.

3.52 Identify and assess the character and importance of the unlisted houses, many of which could identify examples that are sufficiently complete to merit their addition to the statutory List of Buildings of Special Architectural or Historic Interest.

3.53 New development should demonstrate at planning stage (through the use of the Design and Access Statement) the approach of the developer in responding to local distinctiveness through form, scale, orientation and position on plots and appropriate use of materials.
3.54 The council will utilise the full range of strategic policy and guidance documents to ensure that development in Conservation Areas is of a standard that enhances the amenity of the local area.

**Delivery of Strategy in relation to Development pressure**

**Short term**

3.55 Ensure that development preserves or enhances the character or appearance of the Conservation Areas

**Medium term**

3.56 Ensure that development preserves or enhances the character or appearance of the Conservation Areas partly through the use of the appraisals and management plans

**Long term**

3.57 A District design guide could be created to provide clear guidance, and respond to the local vernacular with worked examples of how to best extend dwellings to retain their special character.

**Related Objective:** the related objective is number 4.

**Heritage at Risk**

**Aims**

- Identify all Heritage assets that are at risk in Conservation Areas and include as part of a larger Heritage Assets at Risk programme (one which covers the entire LPA area)
- Listed buildings at risk within Conservation Areas should be the highest priority in terms of taking statutory action and conservation team workload.
- Unlisted buildings should also be considered particularly where they are characteristic of the area (be this type or materials)

**Issues in relation to Heritage at Risk**

3.58 The district council is in the process of undertaking a Heritage Assets at Risk survey of all of their assets within the District. Whilst being an asset in their own right, Conservation Areas can also contain them (listed building and unlisted buildings which make a positive contribution towards the established character).

3.59 The Heritage at Risk survey will consider listed buildings and unlisted buildings in Conservation Areas. It will use the English Heritage guidance on Buildings at Risk which links condition to occupancy to produce a Building at Risk category between 1 (extreme risk) and 6 (not at risk).
3 Management

3.60 This information will be vital in assessing the potential impact of Heritage at Risk on the character of Conservation Areas.

Strategy in relation to heritage at risk

3.61 The council is currently in the process of preparing its first Heritage Assets at Risk register and strategy. The register will identify all those assets considered to be at risk in accordance with English Heritage guidance. The strategy will identify methods for bringing those assets up to an acceptable condition or back into use. The register will be compiled based on the knowledge of the Conservation Officer and the Historic Buildings Advisor. This will need to be reviewed to ensure that it is comprehensively prepared and that no asset is missing.

3.62 The council will identify those assets in Conservation Areas that are considered to be potentially at risk as part of the comprehensive assessment of the Conservation Areas. This process can be part of the appraisal and would only require the addition of up to 1-2 days work depending upon the size and complexity of the Conservation Area.

3.63 Further, Development Control Officers, as part of their day-to-day business, should be able to identify buildings in a poor condition. Details of Buildings at Risk identified this way should be passed to the Conservation Officer for action to be initiated.

3.64 Furthermore, a dialogue should be initiated between the Conservation Officer and parish councils and local amenity societies with a view to enlisting their help in identifying assets at risk within their parish. This will include listed and unlisted traditional buildings within Conservation Areas.

3.65 Surveys will use the English Heritage Buildings at Risk categorization for consistency, and all assets identified as being at risk should have:

- A set of photographs (to monitor condition and aid in enforcement)
- A short description of the importance of the building and its condition
- Recommendations for action

3.66 Assets considered to be at risk through the appraisals will be recorded in both the appraisal and the Heritage Assets at Risk Register.

3.67 Where buildings are identified as category 1-3 (from the English Heritage sliding scale whereby buildings scoring a 1, 2 or 3 are considered to be ‘at risk’); the owners should be contacted immediately and a plan of action agreed to undertake the recommendations identified.

3.68 Listed buildings at risk within Conservation Areas should be the highest priority in terms of taking statutory action and conservation team workload. Whilst unlisted buildings should also be considered particularly where they are characteristic of the area (be this type or materials)
3.69 Urgent Works notices and full repair notices can be served on some of these buildings under Section 76 of the Planning (Listed Buildings and Conservation Areas) Act 1990. This will involve seeking approval from the Secretary of State (they seek the views of English Heritage in such matters).

3.70 The Secretary of State will need to be satisfied that the building makes a positive contribution towards the character or appearance of a Conservation Area.

3.71 Having an up to date Conservation Area appraisal in place which provides a context for and identifies the key elements which define the positive characteristics of the building in question, will help in justifying the proposed actions.

3.72 The collation of this data will provide a better, more realistic picture of the overall assets at risk within the LPA. It will help prioritise workload towards those buildings most deserving of additional resources.

**Delivery of a heritage at risk strategy**

**Short term**

3.73 Adoption of the first Heritage Assets at Risk Register and preparation of the strategy

3.74 A dialogue should be initiated between the Conservation Officer and Parish Councils and local amenity societies with a view to enlisting the help of these organizations in identifying assets at risk within their parish. This will include listed and unlisted traditional buildings within Conservation Areas.

3.75 The Conservation Area appraisal survey work should include the systematic survey of the Conservation Areas specifically to identify assets at risk (as defined by the English Heritage guidance).

**Medium term**

3.76 Publication of the strategy

3.77 Initiate compliance action based on the initial register and strategy

3.78 The Conservation Area appraisal survey work should include the systematic survey of the Conservation Areas specifically to identify assets at risk (as defined by the English Heritage guidance).

**Long term**

3.79 On completion of the initial tranche of Conservation Area appraisals, the extent of the issue/damage will become evident. The council will initiate any action as considered appropriate to remedy the situation
3 Management

3.80 Related Objective

3.81 The related Management Plan objectives for this topic are numbers 4, 5, and 8

Identifying the implications of Conservation Area status for owners and residents

3.82 Aims
- to clearly explain the complex planning legislation (for example Article 4 Directions) to all owners/occupiers within the Conservation Area in such a way that it can be easily understood.
- Seek to continue a dialogue between owners and the local authority. It should establish a potential methodology for this.
- Establish a dialogue with estate agents regarding matters related to Conservation Areas.

Issues in Relation to Identifying the Implications of Conservation Area Status for Owners and Residents

3.83 It is considered that, based on current experience, many property owners and occupiers are unaware of the extent and implications of Conservation Area coverage in the district. Ambiguity about restrictions increases the likelihood of inappropriate development occurring and damages the integrity of the Conservation Area designations.

3.84 The district faces the same national issues of owners and residents often undertaking works which are well intended or achieve other aims whilst ignoring the wider implications for the Conservation Area they live in. In line with the national picture it would appear that incremental damage has occurred (and continues) within the Conservation Areas through well-intentioned, but ill-informed actions. Such works as undertaking repairs in inappropriate materials, painting brickwork and stonework, removing front boundary treatment for parking etc. all contribute to this damage.

3.85 The level of understanding from the lay-person on what it means to live in a Conservation Area and, in particular the constraints, is likely to vary. In general, there is a split in opinion with some owners believing that there is more control than is actually the case, and other who think that the local authority does not do enough to protect what they consider is the character and appearance of the Conservation Area.

3.86 Two examples of this are the replacement of traditional windows with double glazed uPVC replacements to respond to the desire to improve the energy efficiency of their homes and the second is using a cement based render or pointing mix on a traditional wall to minimise the requirement for maintenance.

3.87 Despite a good level of information being available to owners and occupiers, there still remains a challenge to educate them as to the importance of their home in relation to the character of the Conservation Area. There is a degree of self-policing required in these circumstances to ensure a Conservation Area maintains a high level of quality.
3.88 The turnover in residency and ownership of properties in the Conservation Areas raises another potential issue. New owners of properties in Conservation Areas are not always made aware of the implications of living in a Conservation Area.

3.89 There appears to be a good level of local interest in the management of Conservation Areas through the Parish Councils which the council will build upon.

**Strategy in relation to identifying the Implications of Conservation Area status for owners and residents**

3.90 Given the complexity of legislation relating to heritage designations, such as Conservation Areas, the council will produce guidance for property owners and occupiers. As national legislation on restrictions relating to Conservation Areas is liable to change, the best medium for guidance is the council’s website, which has the capacity to be easily updated. Whilst the council has a section on its website related to conservation issues, it is planned to produce an up-dated webpages and new guidance notes. It is hoped that this section will to be more informative. It will also be updated as, and when, it becomes apparent that further information or clarity is required.

3.91 The issue in respect of turnover in residency and ownership of properties in the Conservation Areas can potentially partially be dealt with through an on-going conversation with both letting and estate agents. This will be in addition to the work already undertaken by solicitors in identifying whether a property is located within a conservation area.

3.92 The intention is that the estate agents will be able to communicate the impacts of purchasing a property in a Conservation Area, whilst publicising the council’s conservation website, guidance and Conservation Officer.

3.93 The Council will also investigate the possibility of raising public awareness of the Conservation Areas through initiatives such as the introduction of additional text on street signs.

3.94 In addition information can be provided to the councils local land searches team to provide as part of a search.

**Delivery of the strategy of identifying the implications of Conservation Area status for owners and residents**

**Short term**

3.95 Update the guidance available to owners/occupiers in Conservation Areas.

3.96 Conservation Area appraisals should continue to be presented to parish councils in draft for comment.

3.97 Engage with both letting and estate agents regarding the impacts of Conservation Area status.
3 Management

3.98 Investigate the possibility of introducing revised street signs identifying whether a road or street is located within a conservation area.

3.99 Prepare information for the local land search team

Medium term

3.100 Review and update guidance, and provide additional information, as, and when, considered necessary.

Long term

3.101 Review and update guidance, and provide additional information, as, and when, considered necessary.

On-going

3.102 Publicise any change in legislation etc. that impacts upon property owners/occupiers

Related Objective: The related Management Plan objectives for this topic are numbers 2, 4, 5, 6, 9.

Building features / Traditional materials

Aims

- Encourage the use of traditional materials in Conservation Areas
- Encourage the retention of traditional local materials
- Seek to retain as many historic building features as possible
- Clearly identify those features (such as traditional street signage or lighting) which make a positive contribution to the character and appearance of the Conservation Area in the relevant appraisal
- Produce information leaflets on the importance of certain features including why they are important and general advice on their care and management
- Build a case (based on the thorough analysis of the Conservation Area) for a grant fund to be established for the reinstatement, repair and retention of particular features
- Encourage re-instatement or provision of new features within new development

Issues in relation to building Features/traditional materials

3.103 The character and appearance of a Conservation Area is also informed by the features etc. that form part of the buildings themselves, or are to be found within the street scene of an area.

3.104 Locally distinctive materials are under considerable pressure. The limited availability of original material and the sometimes prohibitive cost of acceptable alternatives is a major concern for owners and the local authority. As a result, property owners are often tempted
3 Management

to use cheaper, alternative materials which are damaging to the historic environment (both individual properties and Conservation Areas).

3.105 Features/materials of note include chimneys.

3.106 These features/materials, if present on unlisted buildings, or on the public highway, may not require consent for their removal or alteration. This can then have a devastating impact on the established character or appearance of either the individual property of the Conservation Area on a larger scale.

3.107 Within the Conservation Areas there are many examples of unsympathetic alterations to the external elevations of buildings that have taken place. This includes the removal of original chimneys, windows, doors, shop-fronts and other detailing, as well as the addition of new wall cladding, porches and satellite dishes. Many properties, even those in Conservation Areas enjoy permitted development rights which enable them to carry out certain works without the need to planning permission. This allows property owners the ability to alter their properties and remove original and traditional features. Whilst these rights can be removed by the LPA, the council has not removed them. Consequently, property owners are able to remove many original building features which has a negative impact on not only the individual properties, but the cumulative impact is detrimental to the character and appearance of the Conservation Areas as a whole.

3.108 A particularly frequent problem is the replacement of original timber doors or windows with poorly suited uPVC ones.

3.109 Whilst funds are available to supplement property owners, it is provided from national sources. The amount of work involved in applying for these funds is substantial and would normally only affect one individual Conservation Area.

Strategy in relation to Building features/ traditional materials

3.110 As part of the preparation of the individual appraisal, the council will carry out audits etc. to identify important features. This can then enable an assessment to be made and to the best method for protecting them (such as Article 4 Direction). A dialogue should be opened with local amenity societies, town and parish councils to enlist their help in recording historic features.

3.111 The council will also prepare an advice leaflet for those features highlighted as being at risk of loss as a result of the appraisals.

3.112 Appropriate external features will be expected in all new development in Conservation Areas. The council will seek to encourage this through pre-application advice, as well as in information in relevant planning documents and on the council website.

3.113 Public utilities should be supplied with Conservation Area appraisals and be part of the key consultees.
3 Management

3.114 The authority will also consider the use of a District wide enforcement of unauthorised development in Conservation Areas. This could be undertaken on an individual Conservation Area based on resource availability with a zero tolerance approach so that the authority is being fair to all owners.

3.115 In one or more areas where substantial alteration has taken place, the council will consider an application for a national grant to aid reinstatement of the loss of features.

3.116 There should be a presumption in favour of the retention/use of local materials wherever possible. Where demolition/alteration is accepted, materials should be reused on site wherever possible. In order to achieve this, the Local Authority should create sample conditions for use by its Development Management Officers which require the retention/use of local materials (on site if possible). These could be fixed to any permission to demolish older buildings in Conservation Areas.

3.117 Finally, the council should consider, possibly in partnership with others, the establishment of a grant fund for repairs to properties within conservation areas either where inappropriate materials have been used, or are about to be used (for financial reasons).

Delivery of Strategy in relation to Building features/traditional materials

Short term

3.118 Record features as part of the individual appraisals.

3.119 Open a dialogue with local amenity societies, town and parish councils to enlist their help in recording historic features.

3.120 Ensure appropriate features will be expected in all new development in Conservation Areas.

3.121 The policy regarding the presumption in favour of the retention of local materials wherever possible should be introduced.

Medium term

3.122 Continue to record features as part of the individual appraisals.

3.123 Continue to ensure appropriate features will be expected in all new development in Conservation Areas.

3.124 Public utilities should be supplied with Conservation Area appraisals and be part of the key consultees.

3.125 Prepare an advice leaflet for those features highlighted as being at risk of loss as a result of the appraisals.

3.126 Consider a District wide enforcement of unauthorised development in Conservation Areas.
3.127 The Local Authority should create sample conditions for use by its DM officers which require the retention of local materials (on site if possible). These could be fixed to any permission to demolish older buildings in Conservation Areas.

**Long term**

3.128 Continue to record features as part of the individual appraisals.

3.129 Continue to ensure appropriate features will be expected in all new development in Conservation Areas.

3.130 Consider the application of a THI or English Heritage grant scheme for the reinstatement of traditional features if it is considered to be a substantial issue in one or more Conservation Areas.

3.131 ADC should consider, possibly in partnership with others, the establishment of a grant fund for repairs to properties within conservation areas either where inappropriate materials have been used, or are about to be used (for financial reasons).

**Related Objective:** 5, 6, 8, 10

**Article 4 Directions**

**Aims:**

- The council will give consideration to the use of Article 4 Directions for private dwelling houses which make a positive contribution towards the character and appearance of a Conservation Area.

- Article 4 Directions should only be considered where over 80% and preferably 100% of the individual buildings features are retained and similarly when considering groups over 80% of features in total survive intact.

- Article 4 Directions should be selective and relate to individual buildings.

**Issues in relation to Article 4 Directions**

3.132 Minor development, such as domestic alterations and extensions, can normally be carried out without planning permission under the provisions of the General Permitted Development Order (GDPO). Article 4 of the GPDO gives local planning authorities the power to restrict these ‘permitted development rights’, including where they have the potential to undermine protection for the historic environment. Using the provisions of Article 4 of the GPDO brings certain types of development under the control of a local planning authority, which allows them to be considered on a case by case basis through the planning application process.

3.133 Although the designation of a Conservation Area restricts certain permitted development rights, a range of other works, such as changing front doors and windows,
remains outside the control of the local planning authority.

3.134 Of all of the works that property owners can undertake, the replacement of windows and doors in particular is a strong concern. The increase in the number of modern double glazed windows and doors is a common result of environmental and noise concerns. The issue of replacement windows, doors and roofs is exacerbated when seen in numbers, for example in a terrace of identical or similar houses.

3.135 In general, the council considers that the preferred approach is for the refurbishment of original windows and doors, with replacement considered as an option of last resort. However, where original features have already been inappropriately altered or lost, poorly suited uPVC windows should be replaced with alternative windows that are more in keeping with the original building.

3.136 English Heritage has carried out research which shows that replacing windows with uPVC in an appropriate style is not significantly cheaper than timber equivalents. Moreover, it should also be recognised that property values are generally higher where properties retain their original features. Enhancing the energy efficiency of properties can be delivered in a way that is sympathetic to building character through the repair of windows and/or additional measures, such as secondary glazing.

3.137 As properties in the Conservation Areas are altered over time, the council should proactively work with property owners to encourage them to use traditional materials that enhance the historic structures. Text on the council website should provide links to further sources of useful information on the use of traditional materials on heritage assets. The council will further encourage the retention of appropriate materials through the potential use of Article 4 Directions.

3.138 In such a large district with so many Conservation Areas the resource implications in serving Article 4 Directions are significant. For this reason any exercise is subject to resources and needs to be selective and targeted, based on a thorough understanding of the potential of Article 4 Directions for managing change.

3.139 An evidence base will need to be developed that justifies the making of targeted Article 4 Directions to control development in certain locations. This may be achieved as part of the production of the various Conservation Area character appraisals.

3.140 The council will carry out a period of consultation for any Article 4 Directions it is considering adopting. If the council decides to adopt any Article 4 Directions periodic monitoring will be required, maybe through a photographic record of street elevations, and adequate levels of publicity.

Strategy in relation to Article 4 Directions

3.141 Article 4 Directions apply to elevations that front on to a high way, and therefore have the potential to impact on the character or appearance of the Conservation Area. Recommendations for Article 4 Directions should normally (unless there are immediate threats that could result in the loss of historic fabric) only follow a Conservation Area appraisal.
3.142 Article 4 Directions should be considered for all buildings that are private dwelling houses and are identified in the Conservation Area appraisals as being of local note and/or make a positive contribution towards the character or appearance of the Conservation Area either generally or for specific features.

3.143 Article 4 Directions should be selective and permitted development rights should not be removed wholesale everywhere, and each building or group should have a schedule identifying what class of permitted development rights is recommended for removal, for example; windows, doors, chimneys etc.

3.144 The consideration of Article 4 Directions should be preceded by a survey of the relevant house or houses with the aim of ascertaining empirically the degree of alteration. ADC will need to corporately agree on the degree of alteration acceptable for an Article 4 to be considered. This is suggested to be 80% of the original fabric being present or 80% of a terrace of properties being intact.

3.145 A full consultation will be undertaken before any Article 4 Directions are adopted by the council in line with relevant legislation.

Delivery of Strategy in relation to Article 4 Directions

Short term

3.146 Identify buildings of note with features that should be protected through the use of the Article 4 Directions as part of the preparation of the Conservation Area Character Appraisals and individual management plans.

Medium term

3.147 Continue to identify buildings of note with features that should be protected through the use of the Article 4 Directions as part of the preparation of the Conservation Area Character Appraisals and individual management plans.

3.148 Consider the adoption of the Article 4 Directions identified as part of the newly adopted Conservation Area Character Appraisals and individual management plans.

Long term

3.149 Continue to identify buildings of note with features that should be protected through the use of the Article 4 Directions as part of the preparation of the Conservation Area Character Appraisals and individual management plans.

3.150 Continue with the consideration of the adoption of the Article 4 Directions.

Related Objective: 5, 8, and 10.
3 Management

Identifying sites for change/Enhancement Schemes

Aims

- Identification of sites within Conservation Area Character Appraisals that are suitable for enhancement
- Identify potential enhancement schemes within one or more Conservation Areas
- Prepare suitable guidance
- Identify potential sources of funds for enhancement schemes

Issues in relation to identifying sites for change/enhancement schemes

3.151 Conservation-led change has a vital role to play in the social and economic regeneration of the district. Through careful planning, historic areas can provide a focus around which local communities can regenerate.

3.152 The district, in common with many others in the South and South East, does not suffer significantly from blighted sites or long running undeveloped sites within its Conservation Areas. The reason for this being that the value of land is so high that the demand to live and work in these attractive areas outstrips supply. This contrasts with more deprived areas of the country where market led investment in some areas of historic significance can be very difficult to achieve. Both these situations can prove extremely challenging when attempting to manage change in a positive and proactive manner. In this kind of economic climate identifying sites for change is a very positive and proactive way of trying to bring an area out of dereliction.

3.153 Therefore, any specific properties or sites that have been identified as negatively impacting on the character or appearance of a Conservation Area, will need to be addressed on an individual case by case basis.

Strategy in relation to the extent of Identifying sites for change/enhancement schemes

3.154 Sites will be identified as part of the appraisal process. Where a site is considered to have potential for change, a view should be taken as to the sensitivity of the site and the response that the council should make. It may be appropriate for sites to be the subject of some form of design guidance subject to funding constraints. This should have substantial input from the Conservation and Development Management Teams.

3.155 Design guidance should avoid detailed prescriptive advice and focus on the broad aims of achieving appropriate height, access, scale and uses.

3.156 Although the council does not currently have a dedicated budget for conservation projects, there are various existing funding schemes that enhancement schemes can potentially utilise.

3.157 In addition to the funding options detailed above, there are external funding sources
which could be utilised if the council or other stakeholders provide the funds required to release additional ‘match funding’. These include potential grants from English Heritage.

**Delivery of strategy in relation to identifying sites for change/ enhancement schemes**

**Short term**

3.158 Highlight sites for change/potential enhancement schemes within the Conservation Area appraisal where it is considered appropriate and useful to do so.

3.159 Establish a protocol for the production of concept statements/design guidance to be written for sites of a certain size or where they closely relate to listed buildings/key sites within Conservation Areas.

**Medium term**

3.160 Highlight sites for change/ potential enhancement schemes within the Conservation Area appraisal where it is considered appropriate and useful to do so.

3.161 Produce concept statement/design guidance for the sites in close liaison with the Conservation and Development Management teams.

**Long term**

3.162 Highlight sites for change/potential enhancement schemes within the Conservation Area appraisal where it is considered appropriate and useful to do so.

3.163 Produce concept statement/design guidance for the sites in close liaison with the Conservation and Development Management teams.

**Related Objective:** the related objectives are 4, 5, 8, and 9.

**Encouraging ownership/community Involvement**

**Aims**

- Establish a good working relationship with local amenity societies and town and parish councils
- Ensure that all property owners and interested parties within a Conservation Area are asked to provide their views on the future management of their before the council publishes a completed, adopted, management plan, whilst making clear the limitations of the document

**Issues in relation to Encouraging ownership/ community involvement**

3.164 Whilst Conservation Areas are designated by the Local Planning authority, it is the local owners and occupiers who can have the greatest impact upon their local area.
3 Management

3.165 There can be a tendency for local people to question the level of authority expressed by the LPA, it is therefore up to the council to encourage local people to take ownership of their locality.

3.166 The LPA has the potential to get the public on board with its proposals through community involvement and liaison. A good example of this is through the publication of Conservation Area character appraisals for public consultation. This is made on the basis that the comments are submitted as part of the consultation are incorporated into the final document where ever appropriate.

Strategy in relation to Encouraging ownership/community involvement

3.167 The council will consult local communities (owners, occupiers, amenity societies etc.) before any appraisals and management proposal for an individual Conservation Area are produced.

3.168 There is a range of existing community groups operating within some of the Conservation Areas. These include a range of residents' associations, area partnerships, history groups, residents associations and village preservation societies. The wealth of local knowledge that these groups possess should be prioritised in the on-going management of these areas and provides opportunities for more proactive processes for enhancement and enforcement.

3.169 The council should work actively with local community groups and elected councilors to improve the management and monitoring of Conservation Areas.

Delivery of the strategy in relation to Encouraging ownership/community involvement

Short term

3.170 Continue to involve parish/ town councils and amenity societies in the production of Conservation Area character appraisals and management plans

Medium term

3.171 Continue to involve parish/ town councils and amenity societies in the production of Conservation Area character appraisals and management plans.

3.172 Work with local societies and groups to educate them to be able to monitor change within the Conservation Areas.

Long term

3.173 Continue to work with town and parish councils and amenity groups on heritage matters.

Related Objectives: the related objectives are 1, 9.
3 Management

Monitoring and Enforcement

Aims:

- Highlight and record any suspected unauthorised works which have a negative impact on the character and appearance of a Conservation Area as part of the Conservation Area appraisal process
- Create a baseline audit of a Conservation Area in order to measure and respond (through allocating resources) to serious changes within an area, for example the loss of boundary walls to create parking spaces. The audit should comprise the recording of individual buildings by photograph

Issues in relation to Monitoring and enforcement

3.174 Where the development control process is not followed in whole or in part and alterations/development that has been undertaken is considered to be unauthorised or conditions attached to planning permissions are not met, enforcement action is available to the council to secure appropriate control. Enforcement action is at the council’s discretion however it will always be used when the character or appearance of a Conservation Area is threatened.

3.175 Changes in the appearance and condition of Conservation Areas should be monitored by the council to ensure that enforcement action can be taken promptly to deal with problems as they arise.

3.176 A dated photographic record of the area should be prepared as part of the appraisal process and updated (with the appraisal) to ensure that there is the requisite level of evidence available to the council.

3.177 Where appropriate, the council has the ability to use additional enforcement powers to tackle particular issues within Conservation Areas. Such powers include Section 215 Notices, Urgent Works Notices and Building Preservation Notices.

3.178 For instance, under S215 of the Town and Country Planning Act 1990, the council has the authority to serve a ‘S215 Notice’ on the owner/occupier of any land or building, the condition of which is adversely affecting the amenity of the area. The notice requires the owner/occupier to deal with the problem themselves. However, if they fail to undertake the required works, the council as LPA has the authority to undertake the works itself and recover the cost from the owner.

Strategy in relation to Monitoring and enforcement

3.179 An audit of buildings and key features of the area should be undertaken as part of the Conservation Area appraisal. This should comprise a photographic survey of all buildings with the photographs dated and stored on a central database for easy retrieval by other sections of the planning department. This will ensure that enforcement action can be successfully taken forward.
3 Management

3.180 Wherever practicable the council will take steps to deal with the effects of unauthorised development in order to protect the special character and appearance of the Conservation Areas.

Delivery of a strategy in relation to Monitoring and enforcement

Short term

3.181 The Conservation Area appraisal work should include a photographic record of each building.

Medium term

3.182 Continue to include a photographic record of each building as part of the appraisals.

3.183 A dedicated enforcement strategy be implemented in regard to properties located within Conservation Areas.

Long term

3.184 Continue to include a photographic record of each building as part of the appraisals.

3.185 Continued monitoring and enforcement.

Related Objective: the related objective is number 5

Traffic management/street improvements & Public realm

Aims

- Undertake an audit of historic features within the public realm
- Ensure that all stakeholders in the public realm are aware of the location of the identified historic features along with the need for its conservation
- Undertake an audit of all clutter in the street-scene, the condition of surfaces and street furniture and places where there are barriers to full accessibility. Use local societies in the implementation of this.
- Develop with the Highway Authority a Protocol for Streets in Conservation Areas to address issues such as minimising road markings, shared surfaces, choice of surface materials, design of street furniture and reinstatement standards etc.

Issues in relation to traffic management/street improvements & Public realm

3.186 A number of issues in the Conservation Areas relate to accommodating vehicular traffic, as well as the measures required for traffic safety, control and calming. As a result there are longstanding issues over how car parking and traffic flow can be accommodated within sensitive streetscapes.
3.187 The general issues relating to traffic; parking, speed of vehicles, conflict with the pedestrian and the condition of streets and the public realm is always a sensitive issue in almost any community. Arun District Council is not the highway authority; much of the responsibility for the public realm lies with West Sussex County Council which have within their remit responsibility the upkeep and improvement to the highway network. The County Council is heavily constrained by budgets and focuses on a framework defined by its Local Transport Plan.

3.188 SSE is currently updating all of the street lighting as part of a PFI scheme organised with the county council. Many of the Conservation Areas contain older cast iron light columns or ones that are of a suitable historic design. Their removal and replacement with modern heritage styles ones, whilst acknowledged as attempting to respect the sensitive nature of the areas, would still result in the loss of heritage assets which is contrary to government policy. This method should be prevented if at all possible.

Strategy in relation to Traffic management/street improvements & Public realm

3.189 The Conservation Area appraisals should record all surviving remnants of historic street materials; stone setts, brick paviors, cobbles and stone kerbs. The appraisal should also record traditional road signs and street furniture such as traditional posting boxes and telephone kiosks. These should be clearly defined on appropriately scaled maps within the appraisal and photographically recorded.

3.190 The scale of the works is such that the council will undertake with partners (local amenity societies, town and parish councils etc.) an audit of street signs and street clutter as recommended by Streets for All. This should address such issues as the designs and location of lamp columns and whether there are alternatives (such as mounting lights on buildings) and the design and location of bins and street furniture generally.

3.191 Public utility firms should be sent copies of the overriding management plan along with copies of the individual Conservation Area character appraisal and management plan once they have been adopted. Agreement should be reached between the various parties as to the best way to treat the Conservation Area.

3.192 With regards to the street lighting, the district council will work with the County Council and SSE to ensure an appropriate strategy for the identification of historic or important lighting columns so that the heritage assets can be preserved. Replacement columns should be of an appropriate design and colour.

3.193 Sensitive issues relating to highways should be dealt with through the establishment of regular liaison meetings with the county Council. This can be enhanced through the production of a highways protocol. Further, the liaison meetings could be used develop a series of exemplar traffic schemes.
3 Management

Delivery of the strategy in relation to Traffic management/ street improvements & Public realm

Short term

3.194 Use the Conservation Area appraisals to record historic street materials and street furniture. A photographic record of these items will be made.

3.195 Begin a dialogue with local amenity societies and town and parish councils to establish the potential for auditing street signage and clutter in Conservation Areas.

3.196 Send public utilities firms copies of the overarching management plan and the Conservation Area character appraisals and individual management plans once adopted.

3.197 Establish a regular liaison meeting with the County Council.

3.198 Identify historic lighting columns worthy of retention. Agree this strategy with SSE and West Sussex County Council.

Medium term

3.199 Continue to use the Conservation Area appraisals to record historic street materials and street furniture. A photographic record of these items will be made.

3.200 Send public utilities firms copies of the individual Conservation Area character appraisals and management plans once adopted.

3.201 Produce highways protocol with the County Council setting out a methodology for dealing with sensitive parts of the District.

Long term

3.202 Continue to use the Conservation Area appraisals to record historic street materials and street furniture. A photographic record of these items will be made.

3.203 Send public utilities firms copies of the individual Conservation Area character appraisals and management plans once adopted.

3.204 Use liaison meetings to develop a series of exemplar traffic schemes.

Trees and Open Spaces

Aims

- Identify trees of note and being worthy of protection
- Encourage joint working with property owners and the council to ensure that trees of note are protected
Issues in relation to Trees and Open Spaces

Trees are valued features within the Conservation Areas and make an important contribution to the character of the local environment. The value that trees make to the overall composition of Conservation Areas is acknowledged by the additional controls on tree works following conservation area designation.

Those trees in Conservation Areas which are subject to tree preservation orders are recorded elsewhere on the register of tree preservation orders.

A number of the Conservation Areas include areas of green space that are managed by the district council.

Strategy in relation to Trees and Open Spaces

A collaborative approach to management should be undertaken between the relevant council departments to ensure that opportunities to enhance the conservation aspects of these spaces are maximised. Specific proposals for the management of these spaces should be identified and agreed with all interested parties.

Trees of note within conservation areas will be identified as part of the appraisal process. Trees will be considered for extra protection through the use of Tree Preservation Orders (TPO).

Delivery of the strategy in relation to Trees and Open Spaces

Short term
Trees of note within Conservation Areas will also be identified as part of the appraisal process. Trees will be considered for extra protection through the use of Tree Preservation Orders (TPO).

Medium term
Trees of note within Conservation Areas will also be identified as part of the appraisal process. Trees will be considered for extra protection through the use of Tree Preservation Orders (TPO).

A collaborative approach to management should be undertaken between the relevant council departments to ensure that opportunities to enhance the conservation aspects of these spaces are maximised. Specific proposals for the management of these spaces should be identified and agreed with all interested parties.

Long term
Trees of note within Conservation Areas will also be identified as part of the appraisal process. Trees will be considered for extra protection through the use of Tree Preservation Orders (TPO).

Related Objective: 7
4 Implementation and Management of the Plan

Introduction

4.1 It is essential that the actions set out within this Management Plan are carried forward by the council and appropriate resources allocated for their implementation and for enforcement of Conservation Area and listed building controls.

4.2 This section outlines the arrangements for ensuring that the projects described in the previous sections will be delivered and implemented over the lifetime of the plan.

Managing the plan

4.3 The council will be required to directly manage or play the role of lead organisation and oversee the implementation of the Management Plan.

4.4 Although the administration of the Conservation Area is largely a planning function, there are many other actions that can impact on character and appearance. It is important, therefore, that conservation aims are coordinated across all local authority departments.

4.5 Success depends also on the part played by other stakeholders such as town and parish councils, amenity groups, property owners, residents and businesses.

4.6 There are a number of Conservation Areas within the LPA area. Inevitably, therefore, a considerable number of individuals and organisations have an interest in one way or another in its day to day management. These will be involved wherever possible.

Resources

4.7 It is always a challenge to reconcile the aspirations of a strategy such as this one with the realities of the resources available.

4.8 It is important to recognise the fact that even those authorities that are extremely well resourced would struggle to undertake the level of work required to fulfil all the requirements of the strategy at once. In addition, it is unlikely that these areas of need will be resourced in anything like the level that is required. Therefore, in these circumstances, the authority needs to prioritise the scarce resources available to it. Priorities are, therefore, a matter of expediency as well as urgency and the Implementation table sets out the tasks in the short, medium and long-term timescales over a five-year period.

4.9 Unless or until financial support becomes available as grants for building works or environmental enhancements the main opportunity for enhancement will be through the Development Control process to ensure that future development requiring planning permission takes account of the special interest of the Conservation Area. The plan enables decisions to be taken within the context of an overall strategy for the area, albeit step by step, and tackling any issues in a co-ordinated way, making use of all the powers available.
4 Implementation and Management of the Plan

4.10 Where planning permission is not required, the use of traditional designs and materials for alterations and repairs as appropriate will be encouraged as the responsibility of property owners.

4.11 Political commitment to achievement of the priorities and allocation of resources will be important and needs to be supported by elected members, council leadership and all departments. Increased understanding of historic places will lead to better informed decisions overall, vital for the creation of environments to be proud of. HELM (Historic Environment Local Management) is part of English Heritage’s wider commitment to provide the tools for local authorities to manage change in the historic environment, and can provide training for Officers. The process of enhancement can be tackled incrementally, as resources permit, on a step by step basis. The overall situation will require monitoring to monitor change over time, identify new issues and to measure success.

Partnership working

4.12 The increasing emphasis on community involvement could be an opportunity to work with town and parish councils, local groups and societies to achieve some of the conservation projects. As already identified in the individual projects, the council intends to work with these groups wherever possible to achieve the aims of conservation and better improve working relationships with the council.

4.13 This, then, provides ownership of the management plan, and the historic built environment to the community.

4.14 There are a number of other ways in which the council can work with local partners which shall be explored over the lifetime of this management plan.

Implementation table

4.15 The following table identifies the various projects that will be delivered over the lifetime of the plan as well as the relevant partners.

<table>
<thead>
<tr>
<th>Project</th>
<th>Timescale</th>
<th>Action</th>
<th>Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proactive Conservation policies</td>
<td>Short</td>
<td>Review the draft policies of strategies or plans intended to be adopted by the council to ensure that they comply with government policy</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>Medium</td>
<td>Arun District Council adopt the emerging local plan (including built heritage policies)</td>
<td>ADC</td>
</tr>
</tbody>
</table>
## 4 Implementation and Management of the Plan

<table>
<thead>
<tr>
<th></th>
<th>Long</th>
<th>ADC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Conservation Area</strong></td>
<td>Ensure that the adopted policies are used in the determination of</td>
<td>ADC</td>
</tr>
<tr>
<td><strong>Character Appraisals</strong></td>
<td>planning applications and Listed Building Consents.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>and Management Plans</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Short</strong></td>
<td>Adopt the overarching management plan</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>Start the Conservation Area character appraisals and associated</td>
<td></td>
</tr>
<tr>
<td></td>
<td>individual management plans.</td>
<td></td>
</tr>
<tr>
<td><strong>Medium</strong></td>
<td>Continue to review the Conservation Area character appraisals and</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>associated individual management plans.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review the list of Conservation Areas to be produced.</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>Carry out the formal procedure to amend the boundaries if any changes</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>are required.</td>
<td></td>
</tr>
<tr>
<td><strong>Long</strong></td>
<td>Complete the Conservation Area character appraisals and associated</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>individual management plans.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Continue to carry out the formal procedure to amend the boundaries</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>if any changes are required.</td>
<td></td>
</tr>
</tbody>
</table>

### Designation of New Conservation Areas

<table>
<thead>
<tr>
<th></th>
<th>Short</th>
<th>ADC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short</strong></td>
<td>Start the Conservation Area character appraisals and associated</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>management plans.</td>
<td></td>
</tr>
<tr>
<td><strong>Medium</strong></td>
<td>Continue with the Conservation Area character appraisals and</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>associated management plans.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Start to review and identify new areas for consideration as</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>Conservation Areas.</td>
<td></td>
</tr>
<tr>
<td><strong>Long</strong></td>
<td>Continue with the Conservation Area character appraisals and</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>associated management plans.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Begin the assessment of the potential new Conservation Areas.</td>
<td>ADC</td>
</tr>
</tbody>
</table>
### Development pressure

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Short</th>
<th>Medium</th>
<th>Long</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Development pressure</strong></td>
<td>Ensure that development preserves or enhances the character or appearance of the Conservation Areas</td>
<td>Ensure that development preserves or enhances the character or appearance of the Conservation Areas partly through the use of the appraisals and management plans</td>
<td>A District design guide could be created to provide clear guidance, and respond to the local vernacular with worked examples of how to best extend dwellings to retain their special character.</td>
</tr>
</tbody>
</table>

### Heritage at Risk

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Short</th>
<th>Medium</th>
<th>Long</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Heritage at Risk</strong></td>
<td>Adoption of the first Heritage Assets at Risk Register and preparation of the strategy</td>
<td>Publication of the strategy</td>
<td>Initiate compliance action based on the initial register and strategy</td>
</tr>
<tr>
<td></td>
<td>A dialogue should be initiated between the Conservation Officer and Parish Councils and local amenity societies with a view to enlisting the help of these organizations in identifying assets at risk within their parish. This will include listed and unlisted traditional buildings within Conservation Areas.</td>
<td>The Conservation Area appraisal survey work should include the systematic survey of the Conservation Areas specifically to identify assets at risk (as defined by the English Heritage guidance).</td>
<td>The Conservation Area appraisal survey work should include the systematic survey of the Conservation Areas</td>
</tr>
</tbody>
</table>
## 4 Implementation and Management of the Plan

<table>
<thead>
<tr>
<th>Building features/Traditional materials</th>
<th>Short</th>
<th>Record features as part of the individual appraisals.</th>
<th>ADC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Open A dialogue with local amenity societies, town and parish councils to enlist their help in recording historic features.</td>
<td>ADC / Local amenity Societies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure appropriate features will be expected in all new development in Conservation Areas.</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The policy regarding the presumption in favour of the retention of local materials wherever possible should be introduced.</td>
<td>ADC</td>
</tr>
<tr>
<td>Identifying the implications of Conservation Area status for owners and residents</td>
<td>Short</td>
<td>Update the guidance available to owners/occupiers in Conservation Areas.</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conservation Area appraisals should continue to be presented to Parish Councils in draft for comment.</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engage with estate agents regarding the impacts of Conservation Area status.</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>Medium</td>
<td>Review and update guidance, and provide additional information, as, and when, considered necessary.</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>Long</td>
<td>Review and update guidance, and provide additional information, as, and when, considered necessary.</td>
<td>ADC</td>
</tr>
<tr>
<td>Long</td>
<td>On completion of the initial tranche of Conservation Area appraisals, the extent of the issue/damage will become evident. The council will initiate any action as considered appropriate to remedy the situation</td>
<td>ADC</td>
<td></td>
</tr>
</tbody>
</table>
## 4 Implementation and Management of the Plan

<table>
<thead>
<tr>
<th>Medium</th>
<th>Continue to record features as part of the individual appraisals</th>
<th>ADC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Continue to ensure appropriate external materials and finishes will be expected in all new development in Conservation Areas.</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>Public utilities should be supplied with Conservation Area appraisals and be part of the key consultees.</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>Prepare an advice leaflet for those features highlighted as being at risk of loss as a result of the appraisals.</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>Consider a District wide enforcement of unauthorised development in Conservation Areas.</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>The Local Authority should create sample conditions for use by its DM officers which require the retention of local materials (on site if possible). These could be fixed to any permission to demolish older buildings in Conservation Areas</td>
<td>ADC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Long</th>
<th>Continue to record features as part of the individual appraisals.</th>
<th>ADC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Continue to ensure appropriate external materials and finishes will be expected in all new development in Conservation Areas.</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>Consider the application of a THI or English Heritage grant scheme for the re-instatement of traditional features if it is considered to be a substantial issue in one or more Conservation Areas.</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>ADC should consider, possibly in partnership with others, the establishment of a grant fund for repairs to properties within conservations area</td>
<td>ADC</td>
</tr>
</tbody>
</table>
# 4 Implementation and Management of the Plan

<table>
<thead>
<tr>
<th><strong>Article 4 Directions</strong></th>
<th><strong>Short</strong></th>
<th>Identify buildings of note with features that should be protected through the use of the Article 4 Directions as part of the preparation of the Conservation Area Character Appraisals and individual management plans.</th>
<th>ADC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medium</strong></td>
<td></td>
<td>Continue to identify buildings of note with features that should be protected through the use of the Article 4 Directions as part of the preparation of the Conservation Area Character Appraisals and individual management plans.</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Consider the adoption of the Article 4 Directions identified as part of the newly adopted Conservation Area Character Appraisals and individual management plans.</td>
<td>ADC</td>
</tr>
<tr>
<td><strong>Long</strong></td>
<td></td>
<td>Continue to identify buildings of note with features that should be protected through the use of the Article 4 Directions as part of the preparation of the Conservation Area Character Appraisals and individual management plans.</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Continue with the consideration of the adoption of the Article 4 Directions.</td>
<td>ADC</td>
</tr>
<tr>
<td><strong>Identifying sites for change/Enhancement Schemes</strong></td>
<td><strong>Short</strong></td>
<td>Highlight sites for change/potential enhancement schemes within the Conservation Area appraisal where it is considered appropriate and useful to do so.</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Establish a protocol for the production of concept statements/design guidance to be written for sites of a certain size or where they closely relate to listed buildings/key sites within Conservation Areas.</td>
<td>ADC</td>
</tr>
</tbody>
</table>
### 4 Implementation and Management of the Plan

| Encouraging ownership/community involvement | Short | Continue to involve parish/town councils and amenity societies in the production of Conservation Area character appraisals and management plans | ADC |
| Encouraging ownership/community involvement | Medium | Continue to involve parish/town councils and amenity societies in the production of Conservation Area character appraisals and management plans. | ADC |
| Encouraging ownership/community involvement | Long | Work with local societies and groups to educate them to be able to monitor change within the Conservation Areas. | ADC |
| Monitoring and Enforcement | Short | The Conservation Area appraisal work should include a photographic record of each building. | ADC |
| Monitoring and Enforcement | Medium | Continue to include a photographic record of each building as part of the appraisals. | ADC |
| Monitoring and Enforcement | Long | Continue to work with town and parish councils and amenity groups on heritage matters. | ADC |

**Medium** Highlight sites for change/potential enhancement schemes within the Conservation Area appraisal where it is considered appropriate and useful to do so.

**ADC**

Produce concept statement/design guidance for the sites in close liaison with the Conservation and Development Management teams.

**ADC**

Highlight sites for change/potential enhancement schemes within the Conservation Area appraisal where it is considered appropriate and useful to do so.

**ADC**

Produce concept statement/design guidance for the sites in close liaison with the Conservation and Development Management teams.

**ADC**
### 4 Implementation and Management of the Plan

<table>
<thead>
<tr>
<th>Traffic management/street improvements &amp; Public realm</th>
<th>Long</th>
<th>Medium</th>
</tr>
</thead>
<tbody>
<tr>
<td>A dedicated enforcement strategy be implemented in regard to properties located within Conservation Areas.</td>
<td>Continue to include a photographic record of each building as part of the appraisals.</td>
<td>Continue to use the Conservation Area appraisals to record historic street materials and street furniture. A photographic record of these items will be made.</td>
</tr>
<tr>
<td>Continued monitoring and enforcement.</td>
<td></td>
<td>Send public utilities firms copies of the individual Conservation Area character appraisals and management plans once adopted.</td>
</tr>
<tr>
<td>Use the Conservation Area appraisals to record historic street materials and street furniture. A photographic record of these items will be made.</td>
<td></td>
<td>Identify historic lighting columns worthy of retention. Agree this strategy with SSE and West Sussex County Council.</td>
</tr>
<tr>
<td>Begin a dialogue with local amenity societies and town and parish councils to establish the potential for auditing street signage and clutter in Conservation Areas.</td>
<td></td>
<td>Establish a regular liaison meeting with the county council.</td>
</tr>
<tr>
<td>Send public utilities firms copies of the overarching management plan and the Conservation Area character appraisals and individual management plans once adopted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADC</td>
<td>ADC</td>
<td>ADC</td>
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<td>ADC</td>
<td>ADC</td>
<td>ADC</td>
</tr>
</tbody>
</table>
## 4 Implementation and Management of the Plan

<table>
<thead>
<tr>
<th>Trees and Open Spaces</th>
<th>Implementation</th>
<th>Management</th>
<th>Responsible Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short</strong></td>
<td>Produce highways protocol with the county council setting out a methodology for dealing with sensitive parts of the District.</td>
<td>ADC</td>
<td>ADC / WSCC</td>
</tr>
<tr>
<td><strong>Long</strong></td>
<td>Continue to use the Conservation Area appraisals to record historic street materials and street furniture. A photographic record of these items will be made.</td>
<td>ADC</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>Send public utilities firms copies of the individual Conservation Area character appraisals and management plans once adopted.</td>
<td>ADC</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>Use liaison meetings to develop a series of exemplar traffic schemes.</td>
<td>ADC / WSCC</td>
<td>ADC / WSCC</td>
</tr>
<tr>
<td><strong>Medium</strong></td>
<td>Trees of note within Conservation Areas will also be identified as part of the appraisal process. Trees will be considered for extra protection through the use of TPO’s.</td>
<td>ADC</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>Trees of note within Conservation Areas will also be identified as part of the appraisal process. Trees will be considered for extra protection through the use of Tree Preservation Orders (TPO).</td>
<td>ADC</td>
<td>ADC</td>
</tr>
<tr>
<td></td>
<td>A collaborative approach to management should be undertaken between the relevant council departments to ensure that opportunities to enhance the conservation aspects of these spaces are maximised. Specific proposals for the management of these spaces should be identified and agreed with all interested parties.</td>
<td>ADC</td>
<td>ADC</td>
</tr>
</tbody>
</table>
4 Implementation and Management of the Plan

| Long | Trees of note within Conservation Areas will also be identified as part of the appraisal process. Trees will be considered for extra protection through the use of Tree Preservation Orders (TPO). | ADC |

Table 4.1
5 Monitoring

5.0.1 To assess the effectiveness of measures included in the Conservation Areas Management Plan it is important that effective monitoring measures are put in place by the council. The following processes will help to ensure that relevant data is collected:

Document updates

5.0.2 In line with best practice guidance from English Heritage, the council will review and update the Conservation Area character appraisal documents (once adopted) every five years. This process will help to monitor change and ensure that the documents remain accurate representations of the areas in question. The council will also review and update this, as well as any individual Conservation Areas Management Plans to the same time frame.

Photographic record

5.0.3 The council will produce a dated photographic record of all the street elevations of buildings in the Conservation Areas as part of the Conservation Area character Appraisals. This record will need to be updated on a regular basis to ensure that it can be used for enforcement cases and to provide a mechanism for monitoring incremental change. Consequently, the record will be updated alongside the Conservation Area Character Appraisals.

Local Communities

5.0.4 The input of other stakeholders, such as local history groups, residents associations and ward councilors, in helping to monitor the management of the Conservation Areas will be welcomed.

5.0.5 To provide a consistent approach to monitoring the management of the Conservation Areas, the council has established a set of monitoring indicators. The monitoring indicators are based on those contained in the annual English Heritage report: ‘Heritage Counts’.

Arun (Local Planning Authority) Conservation Areas

5.0.6 As this is the first management plan that has been prepared for all of the Conservation Areas, it is useful to have a set of baseline indicators for the Conservation Areas. This will enable the on-going review and assessment of the success or otherwise of the plan.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Measurement</th>
<th>Baseline (2013) level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heritage</td>
<td>Number of Conservation Areas</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>Number of Nationally Listed Buildings</td>
<td>974</td>
</tr>
<tr>
<td>Asset</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Number of Nationally Listed Buildings within the Conservation Areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Locally Listed Buildings</td>
<td>1333</td>
<td></td>
</tr>
<tr>
<td>Number of Locally Listed Buildings Within the Conservation Areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heritage at Risk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conservation Areas at Risk</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Buildings identified on the Buildings at Risk Register (nationally listed)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Number of buildings identified as needing urgent works notices</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Nationally Listed Buildings demolished over the last year</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Locally Listed Buildings demolished over the last year</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Quality Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up-to-date Conservation Area character appraisals (within 5 years)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Enhancing the Environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Locations where enhancement schemes have been completed</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Table 5.1
6 Contacts and Further Information

For further information please contact the Conservation Officer using any of the following means:

Postal address:
Conservation Officer
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF
E-mail: conservation.officer@arun.gov.uk
Telephone: 01903 737500

Bibliography


Useful Websites

Ancient Monuments Society: http://www.ancientmonumentssociety.org.uk

Council for British Archaeology: http://www.britarch.ac.uk
6 Contacts and Further Information

English Heritage: http://www.english-heritage.org.uk
Georgian Group: http://www.georgiangroup.org.uk
Guide to saving energy in historic properties: http://www.climatechangeandyourhome.org.uk
Heritage Alliance: http://www.theheritagealliance.org.uk
SAVE Britain’s Heritage: http://www.savebritainshireheritage.org
Twentieth Century Society: http://www.c20society.org.uk
Victorian Society: http://www.victoriansociety.org.uk
Appendix 1 - Conservation Area Maps

Appendix 1 - Conservation Area Maps

Aldingbourne

Aldwick Bay

Angmering

Arundel
Appendix 1 - Conservation Area Maps

Barnham - Church Lane

Picture .2 Aldwick Road

Picture .8 Bognor Regis Railway Station
Appendix 1 - Conservation Area Maps

Bognor Regis – (The Steyne and Waterloo Square)

Bognor Regis (Upper Bognor Road and Mead Lane)

Craigweil House

Eastergate (Church Lane) and Eastergate (the Square)
Appendix 1 - Conservation Area Maps

East Preston/Rustington (station Road)

Felpham

14 Ferring
Appendix 1 - Conservation Area Maps

Littlehampton (East Street)

Littlehampton (River Road)

Littlehampton (Seafront)

Lyminster

North Bersted
Appendix 1 - Conservation Area Maps

Norton

Poling (1 and 2)

Rustington
Appendix 1 - Conservation Area Maps

Shripney

Walberton Village & Walberton Green

Yapton (church Lane and Yapton Main Road/Church Road)
Appendix 1

Conservation Area Maps