

To: All Members of the EXECUTIVE

When calling please ask for:

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Manager

Policy and Governance

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Calls may be recorded for training or monitoring

Date: 18 December 2015

Membership of the Executive

Cllr Robert Knowles (Chairman)
Cllr Julia Potts (Vice Chairman)
Cllr Brian Adams
Cllr Kevin Deanus
Cllr Carole King

Cllr Tom Martin
Cllr Wyatt Ramsdale
Cllr Stefan Reynolds
Cllr Simon Thornton

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 5 JANUARY 2016

TIME: 6.45 PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

[In the event of adverse weather conditions preventing this meeting from proceeding, the meeting will be held instead at 5pm on Monday 11 January 2016]

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR
Head of Policy and Governance

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This meeting will be webcast from the conclusion of Informal Question Time and can be viewed by visiting www.waverley.gov.uk/committees

NOTES FOR MEMBERS

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

Prior to the commencement of the meeting, the Chairman to receive any informal questions from members of the public, for a maximum of 15 minutes.

AGENDA

1. **MINUTES**

To confirm the Minutes of the Meeting held on 1 December 2015 (to be laid on the table half-an-hour before the meeting).

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

3. **DECLARATIONS OF INTERESTS**

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

4. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chairman to respond to any questions received from members of the public for which notice has been given in accordance with Procedure Rule 10.

5. **FORWARD PROGRAMME** (Pages 7 - 10)

To receive the forward programme of Executive decisions for Waverley Borough Council.

6. BUDGET UPDATE 2016/17 (Pages 11 - 14)

[Portfolio Holder: Councillor Wyatt Ramsdale]

[Wards Affected: All Waverley Wards]

The report outlines the latest position on the 2016/2017 Budget and requests the Joint Overview and Scrutiny Committee to consider the budget proposals ahead of the final budget setting decision in February.

Recommendation

The Executive is asked to:

1. **endorse the approach taken to the budget preparation for 2016/2017;**
2. **note the significant shortfall on the budget arising from the cut in Government grant and the imposed 1% rent reduction on affordable housing; and**
3. **ask the Joint Overview and Scrutiny Committee to consider the detailed Budget proposals at their January meeting in the light of the budget shortfall and to make any suggestions to the Executive to prioritise budgets.**

7. BUDGET MANAGEMENT REPORT (Pages 15 - 24)

[Portfolio Holder: Councillor Wyatt Ramsdale]

[Wards Affected: All Waverley Wards]

The report provides a review against the 2015/16 budget for the General Fund and the Housing Revenue Account forecast to 31 March 2016 based on the latest information available.

Recommendation

It is recommended that the Executive notes the report and

1. **approves the establishment of an earmarked reserve for Council Tax support at the year end, using the balance of unspent transitional relief budget, see paragraph 7;**
2. **approves that the Dunsfold planning application fee income is set aside in an earmarked reserve to contribute to the additional costs required to process this major planning application, see paragraph 9;**
3. **approves a virement of £20,000 from the underspend on the General Fund Capital Programme to Development Consultancy, see paragraph 13;**
4. **approves a virement of £25,000 from savings on the General Fund Capital Programme to create a reserve for the replacement of bins, see paragraph 14;**

5. approves a virement of £10,000 from savings on the HRA mobile working project to the new Keystone module project, see paragraph 15;
6. recommends that Council approves the rescheduling of £1,000,000 of the 2015/16 budget for the Memorial Hall Redevelopment into 2016/17, see paragraph 16;
7. approves the rescheduling of £40,000 of the additional classroom at The Pump House, Farnham into 2016/17, see paragraph 17;
8. recommends that Council approves the rescheduling of £70,000 of the 2015/16 budget for High Street Car Park, Haslemere into 2016/17, see paragraph 18; and
9. recommends that Council approves the rescheduling of the £260,000 budget for fire risk assessment remedial works into 2016/17, see paragraph 24.

8. ALFOLD CONSERVATION AREA APPRAISAL (Pages 25 - 66)

[Portfolio Holder: Councillor Brian Adams]

[Wards Affected: Alfold Cranleigh Rural and Ellens Green]

The purpose of the report is to recommend that the Alfold Conservation Area Appraisal (CAA) be adopted by the Council as a material consideration and used in the determination of any application for planning permission and listed building consent within the Conservation Area (CA).

Recommendation

That the Executive recommends to the Council that the Conservation Area Appraisal for Alfold be adopted as a material planning consideration, to include the following amendments to the boundary:

- i. **Extension: Garden of Thistledown**
- ii. **Extension: Gardens at rear of Loxwood Road**
- iii. **Removal: Small area of woodland to rear of 2 Glebelands Meadow**
- iv. **Extension: Garden of Alfold House**
- v. **Removal: Land at Alfold Business Centre**
- vi. **Extension: Jubilee Pond and The Granary**

9. CRANLEIGH CONSERVATION AREA APPRAISAL (Pages 67 - 114)

[Portfolio Holder: Councillor Brian Adams]

[Wards Affected: Cranleigh East; Cranleigh West]

The purpose of the report is to gain authorisation to undertake a formal public consultation on the draft Conservation Area Appraisal (CAA) for the Conservation Area (CA) of Cranleigh (this document also includes changes to the Conservation Area boundary). The long term objective is that the appraisal will be adopted as a material consideration and used in the determination of any application for planning permission and listed building consent.

Recommendation

It is recommended that the Executive approves the draft Conservation Area Appraisal for Cranleigh for the purposes of public consultation.

10. HALE RECREATION GROUND - APPROVAL TO SUBMIT PLANNING APPLICATION FOR REPLACEMENT FENCING (Pages 115 - 118)

[Portfolio Holder: Councillor Simon Thornton]

[Wards Affected: Farnham Upper Hale]

The report seeks approval to submit a retrospective planning application to erect replacement fencing around the Hale Recreation Ground in Farnham.

Recommendation

It is recommended that the Executive approves the request to submit a retrospective planning application for the erection of the replacement fence around Hale Recreation Ground.

11. PROPERTY MATTERS (Pages 119 - 124)

[Portfolio Holder: Councillor Tom Martin]

[Wards Affected: Haslemere East and Grayswood]

The purpose of the report is to consider a property-related matter in the borough.

Recommendation

It is recommended that consent for the sale of the freehold of 13 Parsons Green, Haslemere be granted upon the terms and conditions as set out in the (Exempt) Annexe, with other terms and conditions being agreed by the Estates and Valuation Manager.

12. EXECUTIVE DIRECTOR'S ACTIONS

To note the following action taken by the Executive Director after consultation with the Chairman and Vice-Chairman since the last meeting. The Register of Decisions will be laid on the table half an hour before the meeting:

i. Tree Risk Management

To authorise a virement of £15,000 to supplement the Tree Safety budgets in the Parks and Countryside Service to ensure urgent tree safety works identified in recent tree inspections are carried out, to be met from the current salary saving in the service.

13. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:-

Recommendation

That, pursuant to Procedure Rule 20, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item(s) on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972.

14. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider matters (if any) relating to aspects of any reports on this agenda which, it is felt, may need to be considered in Exempt session.

**For further information or assistance, please telephone
Emma McQuillan, Democratic Services Manager, on 01483 523351 or
by email at emma.mcquillan@waverley.gov.uk**

Waverley Borough Council Key Decisions and Forward Programme

This Forward Programme sets out the decisions which the Executive expects to take over forthcoming months and identifies those which are key decisions.

A key decision is a decision to be taken by the Executive which (1) is likely to result in the local authority incurring expenditure or making savings of above £20,000 and/or (2) is significant in terms of its effects on communities living or working in an area comprising two or more wards.

Please direct any enquiries about the Forward Programme to the Democratic Services Manager, Emma McQuillan, at the Council Offices on 01483 523351 or email committees@waverley.gov.uk.

Executive Forward Programme for the period 6 January 2016 onwards

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
POLICY AND GOVERNANCE, HUMAN RESOURCES – CLLR ROBERT KNOWLES (LEADER)						
1. Performance Management	To receive an exception report for over and under performance in the appropriate Quarter	Executive		March 2016	Louise Norie	CORP/COMM
2. Electoral Reviews	To conduct a parliamentary and possibly Waverley review	Executive and Council	√	May 2016	Robin Pellow	CORPORATE
MAJOR PROJECTS, LEP, WAVERLEY TRAINING SERVICES – CLLR JULIA POTTS (DEPUTY LEADER)						
1. Brightwells Redevelopment, Farnham [E3]	To agree funding arrangements	Executive and Council	√	January 2016	Kelvin Mills	CORP/COMM

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
PLANNING – CLLR BRIAN ADAMS						
1. Shopfronts SPD	For adoption of the SPD	Executive and Council		February 2016	Sarah Wells	COMMUNITY
2. Cranleigh CAA	Adoption of CAA	Executive and Council		May 2016	Sarah Wells	COMMUNITY
3. Local Plan	Approval of the plan for publication	Executive and Council	√	April 2016	Matthew Evans	COMMUNITY
OPERATIONAL SERVICES – CLLR KEVIN DEANUS						
1. Health and Wellbeing Plan	To develop and implement a plan for Waverley	Executive and Council	√	February 2016	Kelvin Mills	COMMUNITY
HOUSING – CLLR CAROLE KING						
1. Housing Delivery Board [E3]	Potential to approve and adopt policies and make decisions to assist in the delivery of affordable homes in the Borough	Executive (and possibly Council)	√	Potentially every Executive meeting	Jane Abraham	CORPORATE
2. Capital Works and Professional Consultants Fees [E3]	Potential for seeking approval for procurement of services and appointment of contractors	Executive (and possibly Council)		May/June 2016	Hugh Wagstaff	CORPORATE

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
3. Better Care Fund	To identify how to make best use of this fund for Waverley (picks up DFG future funding)	Executive		February 2016	Jane Abraham	CORPORATE
CUSTOMER AND CORPORATE SERVICES – CLLR TOM MARTIN						
1. Age Concern Farncombe	To agree new lease arrangements	Executive		February 2016	Kelvin Mills	CORPORATE
FINANCE – CLLR WYATT RAMSDALE						
1. Budget Management [E3]	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	Every Executive meeting	Peter Vickers	CORP/COMM
2. Treasury Management Strategy	To approve the policy and strategy for 2016/2017	Executive	√	February 2016	Peter Vickers	CORPORATE
3. Budget, Council Tax, Rent Levels, Capital Programme and Fees and Charges	To agree the budget for 2016/17	Executive and Council	√	February 2016	Peter Vickers	BOTH
COMMUNICATIONS AND GRANTS - CLLR STEFAN REYNOLDS						
1. Waverley Community Partnership 2016/2017 Funding Round	To consider applications and agree grant levels for organisations	Executive and Council	√	February 2016	Katie Webb	COMMUNITY
LEISURE AND ENVIRONMENT – CLLR SIMON THORNTON						

Background Information

The agenda for each Executive meeting will be published at least 5 working days before the meeting and will be available for inspection at the Council Offices and on the Council's Website (www.waverley.gov.uk). This programme gives at least 28 days notice of items before they are considered at a meeting of the Executive and consultation will be undertaken with relevant interested parties and stakeholders where necessary.

Exempt Information - whilst the majority of the Executive's business at the meetings listed in this Plan will be open to the public and press, there will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information which will be discussed in exempt session, i.e. with the press and public excluded. These matters are most commonly human resource decisions relating to individuals such as requests for early or flexible retirements and property matters relating to individual transactions. These may relate to key and non-key decisions. If they are not key decisions, 28 days notice of the likely intention to consider the item in exempt needs to be given.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Executive meetings listed below may be held in private because the agenda and reports or annexes for that meeting contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), and that the public interest in withholding the information outweighs the public interest in disclosing it. Where this applies, the letter [E] will appear after the name of the topic, along with an indication of which exempt paragraph(s) applies, most commonly:

[E1 – Information relating to any individual; E2 – Information which is likely to reveal the identity of an individual; E3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information); E5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings; E7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime].

WAVERLEY BOROUGH COUNCIL

EXECUTIVE - 05/01/2016

Title:

BUDGET UPDATE 2016/17

**[Portfolio Holder: Cllr Wyatt Ramsdale]
[Wards Affected: All]**

Summary and purpose:

This report outlines the latest position on the 2016/2017 Budget and requests the Joint Overview and Scrutiny Committee to consider the budget proposals ahead of the final budget setting decision in February.

How this report relates to the Council's Corporate Priorities:

The Council could not deliver the Corporate Priorities without a robust budget setting process in place.

Financial Implications:

All decisions made with regard to the budget will impact on Waverley's resources.

Legal Implications:

There are no direct legal implications as a result of the recommendations of this report.

Introduction

1. The report outlines the latest budget position for 2016/2017. It includes key financial and topical issues and an update on the Spending Review and Autumn Statement issued on 25 November 2015.

General Fund Background

2. The Annual Finance Seminar was held on 5 October 2015 for all members of the Council. The seminar set out the key aims of the Finance Strategy and gave highlights of the current position for the General Fund. It also presented the issues and risks for the next four years and a strategy for balancing the budget. Significant savings will be required over the next four years in view of ongoing Government Grant reductions.

Revenue Support Grant Settlement

3. The Government has now confirmed the Revenue Support Grant will be phased out over the next two years. The Finance Settlement announced on 17 December 2015 that Waverley's grant will be reduced by 52% in 2016/17. The Council's Finance Strategy took account of a 30% reduction in its savings plan but the announcement has created a major shortfall in Waverley's budget.

Business Rates

4. By the end of this Parliament, nationally-set business rates will be abolished allowing local authorities to set their own rates, but the system of top-ups and tariffs will be retained. Consultation will take place next year considering options to transfer additional responsibilities. Full details are not expected until January 2016 when the impact upon Waverley will be assessed, although the finance settlement indicates that Waverley will not receive any additional funds in the next four years.

New Homes Bonus

5. The Government is going to consult on reforms to the New Homes Bonus and potentially reduce the length of payments from 6 to 4 years. The Finance settlement published in December confirmed that the New Homes Bonus will continue in the foreseeable future although it will be top-sliced by Government from 2018/19 onwards to pay for the Better Care Fund. The Council does not currently rely on New Homes Bonus to support service provision, however, any reduction will impact directly on the Council's invest to save funding.

Council Tax Increase

6. The Government has not confirmed if it will offer local authorities who don't increase their council tax an additional grant. The headline budget figures that will be submitted to the Joint Overview and Scrutiny Committee in January show the position before taking into account any council tax increase. Waverley's Council Tax has been held at £161.91 since 2010/11. Decisions regarding the council tax for 2016/17 will be taken by Council in February 2016.

General Fund - Latest Position

7. In September, Members were advised that the Council would need to identify £1m of cost savings and/or additional income in order to balance its budget in 2015/16. This savings target was largely the result of the anticipated significant cut in government grant which has now been confirmed. Despite this significant challenge, Members are keen to protect front line services and maintain the overall amount of support provided to community organisations in the Borough.
8. Various measures have been taken to help balance next year's budget and these will continue until the budget is agreed in February:
 - Foresight efficiency projects
 - 'Star Chamber' examination of services and budgets
 - Members challenge throughout the committee process – see initial comments from Overview and Scrutiny Committees below
 - Invest to save opportunities – spending on projects that deliver and revenue saving or income
 - Revise income estimates in line with current projections.
9. The latest position is that a draft budget is being prepared which contains a range of savings, growth proposals and capital projects and this will be presented in detail to the Joint Overview and Scrutiny Committee in January before approval by the Executive and Council in February. There is a significant shortfall currently.

Housing Revenue Account budget

10. The Council has a robust 30-year Business Plan in place for delivering the landlord service. However, there are a few big issues that put this position at risk. They are summarised as:

- Government changes will lose Waverley more than £300million
- Rent reductions 1% per year for four years from 2016/17
- Sale of high value voids
- Welfare reform

11. There is insufficient detail on the Government's proposals to enable an accurate assessment of the impact of the proposed changes on the range of assumptions incorporated into the business plan in time to be included in this report. All budget proposals will be presented in detail to the Joint Overview and Scrutiny Committee in January before approval by the Executive and Council in February.

Recommendation

The Executive is asked to:

1. endorse the approach taken to the budget preparation for 2016/2017;
2. note the significant shortfall on the budget arising from the cut in Government grant and the imposed 1% rent reduction on affordable housing; and
3. ask the Joint Overview and Scrutiny Committee to consider the detailed Budget proposals at their January meeting in the light of the budget shortfall and to make any suggestions to the Executive to prioritise budgets.

Background Papers

Waverley's Financial Strategy 2015/2016–2019/2020
Waverley's Budget 2015/2016.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 5 JANUARY 2016

Title:

BUDGET MANAGEMENT REPORT

[Portfolio Holder: Cllr Wyatt Ramsdale]

[Wards Affected: All]

Summary and purpose:

This report provides a review against the 2015/16 budget for the General Fund and the Housing Revenue Account forecast to 31 March 2016 based on the latest information available.

How this report relates to the Council's Corporate Priorities:

The monitoring and management of the Council's budgets ensures there is financial control over the services that contribute to the Corporate Priorities. Savings identified can be redirected towards Corporate Priorities or action can be taken to rectify overspends.

Resource/Value for Money implications:

This report reviews the position against budget to date for the General Fund, the Housing Revenue Account and Capital Programmes and reports on an exception basis. It reviews the progress of service delivery against budget, taking into account 2014/15 outturn implications where necessary, projecting the potential year-end position after impact of management actions.

Legal Implications:

There are no direct legal implications relating to this report.

Introduction

1. Throughout 2015/16 all budgets are monitored on a monthly basis and performance against budget reported monthly.
2. Financial position reporting will also focus on performance against financial targets such as income, establishment and Star Chamber savings. Financial risk is always inherent in service delivery and service managers will be assisted in identification, evaluation and mitigation of significant risks and these will be reported throughout budget management as necessary.

General Fund

3. The forecast year-end outturn position against the approved net budget of £14million is given in the table below. The table presents any significant variances by service. The latest forecast is an underspend of £16,000, after

allowing for all requested approvals, compared to an underspend of £72,000 reported previously. The reasons are also detailed below.

4. The figures are reported on an exception basis, with explanations given for changes in forecasts. Variances identified in the last report are detailed in the previous Budget Management Report presented to the Executive on 1 December 2015.
5. Current forecast outturn variance against budget:

Estimated variance against budget at outturn			
	Reported previously £'000	Current position £'000	Change £'000
Service Variations			
Policy and Governance			
Land Charges Income	(113)	(113)	0
Legal Income	13	13	0
Environment			
Car Parks – income	(48)	(48)	0
Waste Recycling – MRF gate fees	25	25	0
Waste Recycling – less income that estimated due to lower recycling rate (see 6.)	0	25	25
Finance			
Financial Expenses	10	10	0
Council Tax and Business Rates summons costs income	25	25	0
Council Tax Support Hardship Relief (see 7.)	(50)	(50)	0
Rent Allowances and Rent Rebates	50	50	0
Inflation provision (see 10.)	(50)	(50)	0
Housing			
Homelessness – potential overspend	30	30	0
Planning			
Building Control (see 8.)	(15)	16	31
Development Control – costs and income (see 9.)	35	35	0
Community			
Memorial Hall project	16	16	0
Overspend/(underspend) against budget	(72)	(16)	56

6. Waste Recycling

The Waste Recycling budget is expected to incur a £25,000 overspend due to reduced income arising from lower recycling rates achieved than anticipated. A 'why recycle' campaign has been run to inform the benefits of recycling and to increase recycling levels.

7. Council Tax Support – Hardship Relief

In April 2013 the government replaced the national council tax benefit scheme with local council tax support. Since the introduction of Waverley's Council Tax Support Scheme an amount of £35,000 has been included in the budget

for transitional hardship relief. The scheme has proven to be successful as evidenced by a small and reducing need for relief. It is proposed that the current estimated unspent budget of £50,000 (£15,000 from 2015/16 plus £35,000 brought forward from 2014/15) be placed in an earmarked reserve at year end and any future requests for assistance met from this fund.

8. Building Control

Early projections of Building Control income forecast additional income of £15,000. As the year has progressed, activity on Building Control has declined and income receipts slowed down. Current projections are now indicating an underachievement of income in the region of £66,000. This is partially offset by projected savings in staff and other costs of £50,000 so a net shortfall of £16,000 compared to budget.

9. Development Control

There are some large one-off planning fees expected before the end of the financial year. The timings and amounts are uncertain but will be reported when known. One significant amount has now been received for the Dunsfold planning application and it is proposed to set this aside in an earmarked reserve to contribute to the costs of processing this major application.

Staffing Establishment

10. The staffing establishment is monitored closely and currently this is on target.

General Fund Capital

11. General Fund Capital programme is monitored closely each quarter. The figures below show the movements following the detailed review of the programme put to the Executive on the 1 December 2015.

The total capital programme budget for 2015/16 is made up as follows:

Capital Programme for 2015/16		£'000
Original budget approved by Council in February 2015		3,346
Revenue Projects		570
Carry forward from 2014/15		964
New schemes and additional budget approved during 2015/16		25
Farnham Memorial Hall Project – additional budget July 2015 Council		700
Other small projects (mainly funded from PIC money)		96
Reschedule to 2016/17 agreed by Council Oct 2015		(1,108)
		4,593

12. The table below summarises the movements as detailed in the report:-

	Current Budget	Forecast Outturn	Reschedule	(Underspend) /Overspend	Comment
Service	£'000	£'000	£'000	£'000	
Community	2,898	1,868	1,040	10	See 16. below
Customer & Corporate	747	708	0	(39)	
Environment	488	418	70	0	See 18. below
Other Projects	460	406	0	(54)	
Urgent schemes budget	0	0	0	0	
Use of savings		25		25	Farnham LC roof approved Dec
Total programme	4,593	3,425	1,110	(58)	

13. The Development Consultancy Budget enables legal and property expertise to be procured to support the delivery of major capital projects. There are a number of major projects progressing in the current year including Frensham Pond, Memorial Hall and Brightwells and, due to the scale and complexity of these projects, it is necessary to increase this budget to meet expected demands in the remainder of the year. It is proposed to vire £20,000 from overall General Fund Capital Programme underspend to the Development Consultancy budget.
14. Every year a budget for the purchase of new recycling and food bins is requested. Rather than making a budget provision, approval is sought to create a reserve which will allow the Environmental Services team to purchase and replace bins as required. It is proposed to set up this reserve by viring £25,000 from General Fund Capital programme savings. The reserve will be topped up from S106 funds as available and income from the sales of new bins.
15. The Council's housing assets are managed in the Keystone system. Approval is sought to bring forward into this financial year, from a 2016/17 bid, a housing project to implement a new module for servicing and inspection. This module will ensure compliance with landlord and employer regulatory obligations, reduce risks and also reduce current revenue costs. It is therefore requested to transfer £10,000 from savings on the HRA mobile working project to enable this project to start.
16. The Memorial Hall project is progressing with the consultant team appointed in November 2015. Following this appointment a detailed project plan was produced giving greater clarity on the phasing of the work. This plan shows that the majority of the construction will fall in the year 2016/17 and therefore £1million should be rescheduled to reflect the spending pattern.
17. The Waverley Training Services accommodation at the Pump House, Farnham is not large enough to meet the growing needs. While the position going forward is reconsidered it is proposed that the £40,000 budget is rescheduled into 2016/17.
18. The High Street Car Park, Haslemere project has been delayed as a result of delays with previous consultants. It is expected that works will not start until the spring months so it is requested that £70,000 be rescheduled to 2016/17.

Housing Revenue Account (HRA)

19. The HRA is forecast to break even against approved budget to the year end. The revenue account contains the day to day running cost of managing the Housing Service such as staff costs and repairs. Revenue spend on reserving empty (void) properties is currently high and projected to overspend. However, steps are being taken to manage this situation and any overspend at year end will be contained within the maintenance budget overall.
20. One area of risk to the Business Plan is the income lost due to void properties. An assumption has been made in the Business Plan projections based on previous experience but current level of voids are relatively high and this will be monitored closely and any variations will be detailed in future reports.
21. Staff costs are projected to be within the existing budget. There has been positive progress on filling vacancies on a permanent basis rather than using agency staff.

HRA Capital

Core Capital

22. The total capital programme approved budget for 2015/16 is made up as follows:

Approved Budget for 2015/16	
	£'000
Original budget approved by Council in February 2015	6,871
Carry forward from 2014/15	1,823
Approved rescheduling to 2016/17	(550)
Total	£8,144

23. The budget has been reviewed in light of the work progressing and the table below summarises the detailed information presented in Annexe 1.

Work Stream	Approved Budget	2015/16		Budget Remaining
		Spend and Committed	Reschedule	
	£'000	£'000	£'000	£'000
Decent Homes	5,086	3,713	0	1,372
Other Capital Work	3,058	1,365	260	1,432
Grand Total	£8,144	£5,078	£260	£2,804

24. Fire risk assessment remedial works - the budget will be unspent at year end as a result of only one tender being received to do the works. It is, therefore, requested to reschedule this budget of £260,000 into the next financial year.

25. Structural works – undertaking structural works requires working with tenants, this can make completion of works and delivery of the programme difficult to predict and delays likely. The position and likely forecast outturn will continue to be monitored.

Stock Remodelling

26. Following re-alignment of budgets with £405,000 and £390,000 being rescheduled to 2016/17 as part of the mid-year budget review, there has been little activity in this area as schemes continue to be worked up.

Work Stream	Latest Budget	2015-16 Expenditure including commitments	Budget Remaining	Realignment
	£'000	£'000	£'000	£'000
Scheme Design and Project Management	66	66	0	
Approved Schemes	89	42	47	
Potential Schemes	385	2	383	
Total	£540	£110	£430	

New Build

27. The 2015-16 budget for new build has been re-aligned and reduced to £9.2m following the mid-year budget review, with £7.9m rescheduled to 2016/17. Of this, around half has been spent with the balance expected to be spent on schemes that will complete within the financial year.
28. Demolition of two homes at Ockford Ridge has taken place to facilitate the building of the two show homes on that site.
29. Two new dwellings at Hullmead, Shamley Green have been handed over by the contractor and are now tenanted.

New Build 2015/16

Work Stream	Budget 2015/16	Budget carried forward from 2014/15	Approved Realignment and other changes	Latest Approved Budget 2015/16	2015/16 Expenditure including commitments	Budget Remaining
	£'000	£'000	£'000	£'000	£'000	£'000
Project management	352	0	0	352	352	0
Pre development Exp	83	0	0	83	54	29
Committed schemes	5,151	897	(1,425)	4,623	3,500	1,123
Proposed schemes	4,651	19	(4,224)	446	16	430
Land and asset purchase	1,220	3,943	(1,427)	3,736	3,324	412
Total	£11,457	£4,859	(£7,076)	£9,240	£7,246	£1,994

Conclusion

30. Service performance for the year is in line with the budget, therefore, no action is required currently.

Recommendation

It is recommended that the Executive notes the report and

1. approves the establishment of an earmarked reserve for Council Tax support at the year end, using the balance of unspent transitional relief budget, see paragraph 7 above;
2. approves that the Dunsfold planning application fee income is set aside in an earmarked reserve to contribute to the additional costs required to process this major planning application, see paragraph 9 above;
3. approves a virement of £20,000 from the underspend on the General Fund Capital Programme to Development Consultancy, see paragraph 13 above;
4. approves a virement of £25,000 from savings on the General Fund Capital Programme to create a reserve for the replacement of bins, see paragraph 14 above;
5. approves a virement of £10,000 from savings on the HRA mobile working project to the new Keystone module project, see paragraph 15 above;
6. recommends that Council approves the rescheduling of £1,000,000 of the 2015/16 budget for the Memorial Hall Redevelopment into 2016/17, see paragraph 16 above;
7. approves the rescheduling of £40,000 of the additional classroom at The Pump House, Farnham into 2016/17, see paragraph 17 above;
8. recommends that Council approves the rescheduling of £70,000 of the 2015/16 budget for High Street Car Park, Haslemere into 2016/17, see paragraph 18 above; and
9. recommends that Council approves the rescheduling of the £260,000 budget for fire risk assessment remedial works into 2016/17, see paragraph 24.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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2015-16 HRA Core Capital Project Financial Monitoring - October

Annexe 1

Project	Original Budget	Rescheduled 2014-15	Approved Rescheduling into 2016-17	Other in Year Movements	Approved Budget	Total Spend and Committed	Forecast out turn	Reschedule	Budget Remaining	Notes
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Bathrooms	653	97			750	801	750		(52)	88 bathrooms completed, 35 in progress. Additional properties to be released
Doors	114			(84)	30	15	30		15	Framework procurement agreed, tenders in
Electrical Upgrade	0	260			260	77	260		183	On site and planned completion by Christmas
Heating	928				928	304	928		624	102 properties completed. Planned completion by Christmas.
Kitchens	1,510	135			1,645	1,570	1,645		75	95 kitchens have been completed, 64 in progress. Additional properties ready to be issued.
Mears O&P	477				477	477	477		0	
Rewiring	222	100			322	53	312		269	Testing to be completed in November, work on site
Roofing	408	43			451	282	451		169	9 roofs completed by Mears, Leasehold consultations are taking place. Planned completion February.
Walls	153				153	134	163		19	Survey's completed. Contract for work not yet tendered.
Windows	325		(200)	(55)	70	0	70		70	Framework procurement agreed, tenders in
Decent Homes	4,789	635	(200)	(138)	5,085	3,714	5,085	0	1,371	
Aids and adaptations	200				200	122	200		78	Demand led
Asbestos	235	50			285	95	285		190	Programme will be in place by the year end.
Communal Heating and hot water	0	155		215	370	341	345		29	3 systems have been completed.
Community Rooms	10	19			29	0	0		29	
Damp Proofing	0	300			300	41	300		259	Awaiting tenders. Anticipate budget will be spent this year.
Drainage	100			(77)	23	7	16		16	
Emergency work arising in year	70			(35)	35	0	15		35	
Energy Initiatives	50				50	2	50		48	Work identified, orders to be placed.
Fire walls	50				50	0	50		50	Awaiting tenders. Anticipate budget will be spent this year.
Garages	100		(30)		70	0	70	0	70	Work on site
Lifts / Fire Works	346			35	381	120	120	260	0	Quote received for £108k, orders to be placed for 2 replacements. Reschedule Fire Safety work (£260,000) following the tender returns
Parking and paths	20	30			50	0	50		50	
Professional Fees	100				100	32	75		68	Saving from in house work rather than use of consultants.
Sewerage Plant	0	85			85	0	85		85	Specialist consultant employed - awaiting recommendations.
Sheltered Lighting	0	550			550	473	475		77	Finish in November
Structural Work	800		(320)		480	132	480		348	£320k rescheduled into 2016-17 re pre war
Other Capital Work	2,081	1,189	(350)	138	3,058	1,368	2,616	260	1,430	
Grand Total	6,870	1,823	(550)	0	8,143	5,082	7,701	260	2,801	

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 5 JANUARY 2016

Title:

ALFOLD CONSERVATION AREA APPRAISAL

[Portfolio Holder: Cllr Brian Adams]

[Wards Affected: Alfold, Cranleigh Rural and Ellens Green]

Summary and purpose:

The purpose of this report is to recommend that the Alfold Conservation Area Appraisal (CAA) be adopted by the Council as a material consideration and used in the determination of any application for planning permission and listed building consent within the Conservation Area (CA).

How this report relates to the Council's Corporate Priorities:

The Alfold CAA supports the environmental priorities of the Council by encouraging protection and enhancement of Waverley's unique mix of rural and urban communities. The production of CAAs is set out in the Planning Service Plan 2014/15.

Financial Implications:

There are no resource implications. The use of the document as a material planning consideration will be managed within existing resources. Some of the environmental enhancement projects could be funded through Section 106, Planning Infrastructure Contributions (PIC) or the Community Infrastructure Levy (CIL).

Legal Implications:

The Alfold CAA will be used as a material consideration when considering planning and listed building applications in the area. The proposed extensions will give an additional degree of protection against the demolition of buildings and walls within the boundary of the CA. It also means that additional tests (as set out in the Local Plan and National Planning Policy Framework) are considered when determining planning applications. Finally, permitted development rights in these areas are reduced. This means that the extent of building works that can be carried out without the need for planning permission is reduced.

Introduction

1. Alfold is one of 43 Conservation Areas (CA) in Waverley. Currently eleven Conservation Area Appraisals (CAAs) have been completed (Wrecclesham, Bramley, Farnham Town Centre, Wheelerstreet, Godalming Town Centre, Milford, Chiddingfold, Haslemere, Godalming Crownpits, Witley and Ockford Road, Godalming).

2. In 2011 the Executive agreed a programme for the commencement of CAAs which has now been extended to 2020. Alfold is the twelfth CAA to be completed since the programme commenced.
3. The need to undertake CAA is set out in the Planning (Listed Building and Conservation Areas) Act 1990 (Section 71) and is supported through saved policy HE8 of the Waverley Local Plan.
4. CAAs are undertaken to identify and explain the character of the Conservation Area (CA). This document will identify the specific qualities of the Alfold CA and thereby help to manage change within the area. The Management Plan section also identifies a variety of projects that should be implemented to preserve and enhance the area.
5. It is considered pertinent for Waverley to undertake CAAs and this process allows for a review of the boundary and an assessment of adjacent areas to evaluate whether the boundary should be extended.
6. Four extensions were proposed to the existing CA boundary and formed part of the consultation. Additionally two areas were proposed to be removed from the CA. These are detailed within the CAA document, which is attached at Annexe 1.
7. Once the document is adopted, it will be fully published to incorporate additional photographs and be published on the Waverley website.

Consultation process

8. A walkabout was conducted with Local Councillors and representatives from the Parish Council.
9. A public consultation was undertaken to support the development of the CAA and to ask the public's views of the proposed extensions.
10. Twelve responses were received to the consultation and these are summarised in the Consultation Statement which is attached at Annexe 2.
11. In response to the consultation, Historic England (formerly English Heritage) suggested a number of amendments to the text to strengthen the document. These amendments have been made.

Conclusion

12. Alfold CAA has been subject to a robust consultation process to ensure residents and interested stakeholders had the opportunity to comment.

Recommendation

That the Executive recommends to the Council that the Conservation Area Appraisal for Alfold be adopted as a material planning consideration, to include the following amendments to the boundary:

- i. Extension: Garden of Thistledown
- ii. Extension: Gardens at rear of Loxwood Road
- iii. Removal: Small area of woodland to rear of 2 Glebelands Meadow
- iv. Extension: Garden of Alfold House.
- v. Removal: Land at Alfold Business Centre
- vi. Extension: Jubilee Pond and The Granary

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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Alfold Conservation Area Appraisal and Management Plan

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PART 1 – Alfold Conservation Area Appraisal

1. Introduction

1.1 What is a Conservation Area?

A Conservation Area (CA) is defined as “an area of special architectural and historical interest, the character or appearance of which it is desirable to preserve or enhance”¹. Designation of a CA covers all land within the CA and therefore planning control is directed at maintaining the special interest of the entire area, including the buildings, streetscene, uses and the relationship of these elements with open spaces and landscape.

CA designation gives a degree of protection against demolition of buildings and walls and the removal, or works, to trees, as well as reducing householder permitted development rights. CA designation enables the planning authority to ensure that the historic character and special interest, which attracts people to live, work and visit the area, remains intact and that development is of high architectural quality and in keeping with the area’s existing character.

1.2 What is a Conservation Area Appraisal (CAA) and Management Plan?

A CAA sets out to identify and assess the special interest of the CA, such as the notable buildings and open spaces, and the inter-relation of these together to form a unique character. The management plan will use the information gathered in the CAA to identify and implement enhancement and public realm enhancement schemes to preserve and enhance the CA.

The final document will inform positive management of the CA and will be adopted by the Council as a material consideration to be used in the determination of any application for planning permission and listed building consent within the CA. It will also be used to influence enhancement schemes for the long term management of the CA.

The document should be read in conjunction with Waverley’s Local Plan (both adopted and emerging) and National Planning Policy Framework (NPPF).

1.3 Planning Policy Framework and Sources

The Planning (Listed Building and Conservation Area) Act 1990 Section 71 (1) states:

¹ Planning (Listed Buildings and Conservation Area) Act 1990

“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.”

Policy HE8 in the Local Plan states:

“...the Council will seek to preserve or enhance the character of conservation areas by...(e) carrying out conservation area appraisals”.

The NPPF, Chapter 12 (126) states:

“Local planning authorities should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment...”

The CAA helps to identify the significance of heritage assets, and as such enables planners to confidently determine whether an application will devalue the significance of the CA.

It is in accordance with the above legislation and local policy that this CAA has been conducted. This appraisal was compiled with the assistance of Historic England’s guidance “Understanding Place: Conservation Area Designation, Appraisal and Management” (March 2011). Historic England has also published guidance called “Knowing Your Place” (March 2011).

1.4 Methodology

To assess the CA comprehensively, a historic study of the area was undertaken, including assessment of historic maps in comparison to modern maps. In conjunction with this, site visits were conducted to establish the character and identify the architectural interest of the CA. A photographic survey was undertaken of the key views and vistas within the CA, and is used throughout this appraisal. The boundary has also been reviewed.

1.5 Community Involvement

A site visit was held in July 2015 with Local Councillors to identify enhancement schemes and gain feedback on the CAA, with any comments made incorporated.

A six week consultation was undertaken to seek residents’ views. Key stakeholders (including Historic England and the Parish Council) were also included. Responses to the consultation were reviewed and where necessary the document updated.

1.6 Summary of Alfold Conservation Area

Table 1: Alfold CA at a glance	
Date of designation	1970; extended in 1989
Location	Easting 503.842; Northing 134.066
Current Size	6.04ha
Changes to Boundary	Proposed
General Condition	Good
Designated Buildings	13 Listed buildings, 2 Buildings of Local Merit, 4 Heritage Features
Positive Factors	Uncluttered streetscene;
Negative Factors	Loss of historic windows and detailing e.g. leaded lights; traffic through the village;

2. Defining the Special Interest

English Heritage defines special interest as the “special architectural or historic interest” of the area that warrants designation and the “character or appearance of which it is desirable to preserve or enhance”².

2.1 Summary of the Special Interest

The following provides a summary of the special interest of Alfold CA:

Table 2: Summary of special interest of Alfold CA	
Overview	<p>The historic core to the village lies around St Nicholas Church. A cluster of listed buildings and heritage features, including some historic paving, stocks and a whipping post, retain the original vistas and character of the village which makes it easy to understand how the local community lived and worked in the past. The dwellings which have developed along Loxwood Road, particularly on the northern side, connect the historic building Alfold House to the historic core, and the boundary treatments create an attractive, uncluttered streetscene that contributes to the character of the area.</p> <p>The conservation of the streetscene, the historic buildings and the boundary treatments are important to retain the character of the CA.</p>
Heritage	<p>Alfold is one of the few Surrey villages whose historic core is so preserved that it is easy to imagine how the local community lived 100, or even 200, years ago. The historic buildings in Alfold are incredibly well preserved; the listed buildings typify the Surrey vernacular with traditional materials and detailing. The business centre on the northern periphery of the CA retains the agricultural barns (now in use as offices), and the church at the centre of the village is surrounded by heritage features such as the stocks and war memorial that give great understanding to the past way of life.</p>
Form	<p>Alfold CA originally developed around a node, St Nicholas’ Church, where there is a hub of heritage features and historic buildings. Later, infill</p>

² <http://www.english-heritage.org.uk/publications/understanding-place-conservation-area/>

	development along Loxwood Road in the 19 th century expanded the CA into a linear development, with 20 th century dwellings filling in the southern side of the road. The CA is, therefore, now focused around Loxwood Road, and the vistas through the CA are significant to the character.
Notable buildings	St Nicholas Church; 19 th century terraced cottages along Loxwood Road are examples of cottages built to house a growing population along the new primary road from the coast to Guildford.
Main Architectural Features	Creative and interesting tile hanging, dominant chimneys, white wash and brick, some retention of historic detailing e.g. leaded lights.
Vistas	The vistas which are important to Alfold CA are primarily along Loxwood Road. The approach to the CA from both the north and south is semi-enclosed by trees which creates a funnel effect that focuses on the Building of Local Merit, the former Crown Inn, from the south, and the Evangelical Church from the north. The variety of boundary treatments (i.e. stone walls and vegetation) and varying architectural styles along Loxwood Road creates an interesting streetscene which is particular to Alfold. Additionally, the collection of cottages on Rosemary Lane and the effect of the listed paving on the approach to the church are central to the character of the historic core.

3. Assessing the Special Interest

3.1 Location and Setting

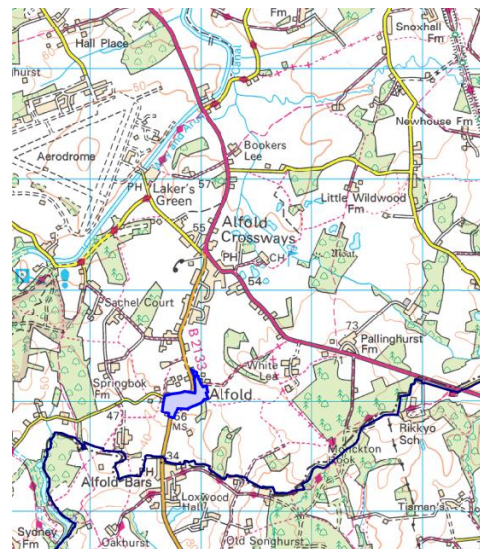
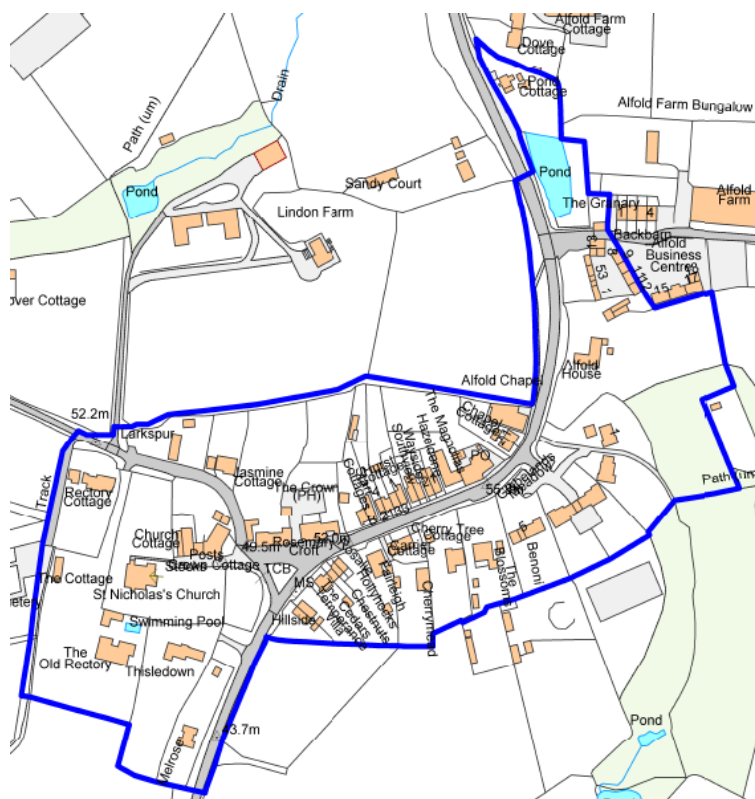


Figure 1: Alfold CA boundary plan (left), Alfold CA location (above)

Alfold CA is located just north of the Surrey and Sussex border, between Alfold Crossways and Loxwood and south of Cranleigh. The Horsham to Guildford road lies to the east, bypassing the historic core of Alfold, which has enabled the exceptional preservation of the village's sixteenth and seventeenth century buildings and thus retaining the strong Wealden character of the area. Loxwood Road receives a moderate volume of traffic, however it does not significantly detract from the conservation area and the noise generated is almost immediately lost when away from the main road.

3.1.1 Landscape Setting

Alfold CA is set on a gentle gradient, sloping from north to south along Loxwood Road. The village is surrounded by open fields, small woodland and copses, and farmland. The landscape surrounding Alfold is generally relatively flat, with some gently undulating fields to the south.

3.1.2 General Character and Plan Form

Alfold is a typical rural Surrey village which developed around St Nicholas' Church at the convergence of Loxwood Road and Rosemary Lane. Listed buildings along

Loxwood Road, such as Alfold House and Cherry Tree Cottage, form the original approach to the Church and since the late 19th and 20th centuries there has been gradual infill development that has generated a linear plan form along Loxwood Road.

Alfold is a good example of a Low Weald settlement that includes historic buildings built in the traditional Surrey vernacular as well as demonstrating interesting and diverse architectural features and details. The barns within Alfold Business Centre, which are now converted to office and residential, have, in the most part, been kept to their original form. This is important to the character of the CA as they are the only examples within the CA of buildings that are reminiscent of the agricultural origins of Alfold.

3.1.3 Economic profile and potential forces for change

Census data shows that 92% of the economically active population are employed or self-employed, and 58% of the population (within the Alfold Parish) own their own properties.

There are limited commercial or business uses within the CA; the last remaining village service is located on Loxwood Road, at the Old Store and Post Office and on the northern periphery of the CA, there are business units occupying the old agricultural barns.

As with many CAs throughout Waverley, there is pressure for development within, or on the outskirts, of Alfold CA. It is important that all development is sympathetic with the character of the CA and preserves and enhances the special architectural and historic interest of the CA.

3.1.4 Vistas

Below are a selection of the key vistas that are important to the character of the CA and experienced by those who live, work and travel through the CA.

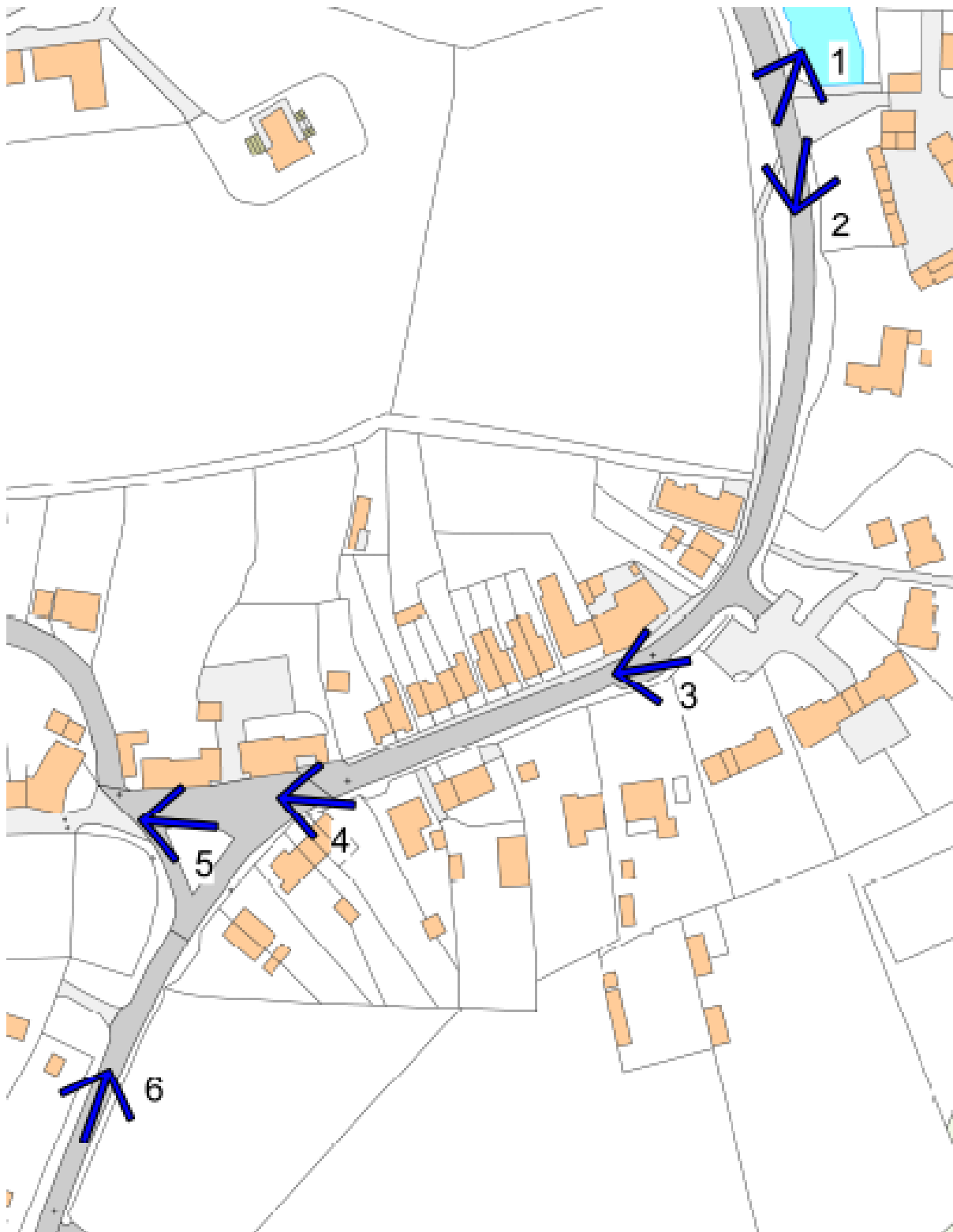




Figure 3: Vista 1: The Jubilee Pond



Figure 4: Vista 2: View south along Loxwood Road



Figure 5: Vista 3: Loxwood Road



Figure 6: Vista 4: The listed buildings on the approach to the church



Figure 7: Vista 5: The approach to St Nicholas Church



Figure 8: Vista 6: View north along Loxwood Road, towards the former Crown Inn

3.2 Historic Development

Alfold was originally a hub of trades, with a history of farming, iron-working, charcoal burning as well as glass-making. Glass-making was introduced to the area by French Huguenots, first by John Carre in 1567, who was subsequently buried in the churchyard and whose headstone remains a heritage feature. It was an important trade during the latter half of the 16th century, primarily for vessel glass, and Alfold was perfectly located to easily produce the charcoal required. However, in 1615, James I forbade the use of charcoal for glass-making, which effectively stopped the industry in this area of the country. Little, if any, evidence remains of the glassmaking industry, but the prevalence of buildings from this era reflects this period of economic prosperity.

The earliest building within Alfold CA is St Nicholas Church, which is first recorded during the reign of Henry III (13th century). However, it is believed to have been in existence long before then. In the grounds of the church there remain heritage features such as the stocks (one of two remaining sets in Surrey) and whipping post. Additionally, the original school house was located in an old almshouse within the church grounds (destroyed in 1880) until the parish school was opened in the 1870s, and finally closed in 1993.



The first cottages were built in close proximity to the church. The majority of the 16th and 17th century properties, typical of the Surrey vernacular, are located on Rosemary Lane on the main approach to the church, with the post office building, Carrier Cottage and Alfold House dotted along Loxwood Road leading into the village.

By the 19th century, agricultural income was mainly from coppicing of oak, ash and elm, and keeping of oxen; there was not much impetus to encourage the settlement to grow. Consequently, the village was described in the 19th century as “the most primitive village in Surrey”. However, since the formalisation of the Loxwood Road in the 1850s (which connected Guildford to the coast), it became a major thoroughway. At this time, there was no other well laid road in the Parish; nonetheless Ordnance Survey maps show that even in 1876 there were still very few buildings, demonstrating that Alfold was slow to develop despite the transport links.

The 1871 historic maps show the village was serviced by the “Parochial” School (a school which was affiliated with a religious organisation) mentioned above, the Crown Inn, a Post Office and the Church. There was limited residential development

within the village, so it can be assumed that these services were enjoyed by those living further out in isolated cottages. By 1898 there had been a significant amount of infill development along the northern edge of Loxwood Road, and the original school identified in the earlier maps had since moved. An interesting feature is the arrival of a Baptist Chapel at the eastern extent of the village that was erected in 1883³ and perhaps followed the desire of the larger village to have an additional option for worship. The Baptist Chapel since changed denomination to Methodist, and most recently Evangelical.

Throughout the 20th century there was further infill development, with the gradual development of the southern side of Loxwood Road, and Glebelands Meadow in the 1990s. The public house “The Crown Inn”, which had long served the community, was closed in 2011. The remaining commercial uses within the CA are the post office and local store, with Alfold business centre on the northern periphery (of which the roadside buildings were originally agricultural barns, the character of which still remains).

3.3 Architectural Quality and Built Forms

3.3.1 Period and style

Alfold CA exhibits a variety of architectural periods and styles having been continuously inhabited since the medieval period.



The construction of the church began in approximately 1100, with the south aisle added in 1200 and the north aisle in 1280. However, the north aisle was destroyed by fire in the 16th century, and not rebuilt until 1842. The church roof would have been originally laid with Horsham slabs but these now only survive on the lower portion of the roof with clay tiles laid upto the ridge. This may have been as a result of the increasingly prohibitive cost of Horsham slabs or the lack of skilled labour in the post-war years to undertake such work. Presently, there is a minimal amount of Horsham Slab remaining, which is desirable to preserve.

The earliest properties in Alfold CA, such as Crown Cottage, Rosemary Croft, Carrier Cottage and Alfold House were built in the 16th and 17th centuries. They typify the traditional Surrey (Wealden) vernacular, characterised by decorative tile hanging, exposed timber frames and brick infill panels; the irregularity of the windows and doors

³ <http://www.british-history.ac.uk/vch/surrey/vol3/pp77-80>

reflects the original needs of the dwelling and internal plan, also typical of dwellings of this period. Architectural features such as the irregularly shaped wall at the western extent of Rosemary Croft add to the historic and architectural interest. These features and details create a diverse and interesting village that is a good example of a Low Weald settlement.

Infill development between the post office and the former pub, now The Crown and Little Crown, is demonstrative of late 19th century and early 20th century terrace and semi-detached cottages. The regularity of the fenestration and decoration of the front elevation (e.g. brick string course) is typical of Victorian properties of this type.

The majority of the southern side of Loxwood Road was developed post-war in the mid-late 20th century and does not contribute significantly to the architectural interest of Alfold CA. Glebelands Meadow, as the most recent addition to the CA, was designed to mirror the traditional vernacular of decorative tilehanging and red brick, with half and full dormer windows. However, these properties are set back from the main road and do not form part of the immediate streetscene of Alfold CA.

3.3.2 Scale and height of buildings

The majority of buildings within Alfold CA are two storeys in height, with a maximum of two and a half storeys at the southern extent of the CA. Little Crown, part of the conversion of the old pub, and the converted barns in the business centre, are the only single storey buildings within the CA.

The buildings are generally domestic in form (with the exception of St Nicholas Church and Alfold Chapel), and are consequently not large in scale. Low ceiling and eaves heights are common, with the exception of the more modern developments of Glebelands Meadow and the former pub and Building of Local Merit 'The Crown' (due to the historic use of the building).

3.3.3 Materials

- Decorative clay tile hanging
- Waney edge timber boarding (particularly on outbuildings)
- Whitewash painted brick
- Exposed timber framing
- Red brick
- Clay roof tiles on historic buildings
- Slate roof tiles on 19th century buildings

3.3.4 Details

- Leaded light windows are an important feature to retain

- Retention of historic porches and fenestration
- Front facing gables
- Ornate gates on historic buildings
- Decorative and tall red brick chimneys
- Decorative barge boards
- Bay windows and Oriel windows
- String course on Victorian terraced properties
- Interesting roof forms and junctions e.g. catslide roof (Crown Cottage) and irregular wall (Rosemary Croft).

3.3.5 Street form and frontages



The boundary treatments along Loxwood Road evolve from north to south. At the northern extent, such as Alfold House and the business centre (and extending along the southern side of the road), a mixture of mature and well maintained hedging, closed-board wooden fencing and unmaintained trees and hedging enclose the streetscene, this reflects the rural nature of this part of the CA. On the northern side of Loxwood Road, such as between the post office and The Crown and Little Crown, more domestic boundary treatments such as low hedging and planting or low stone or brick walls and piers with pyramidal cappings, in front of a maintained small front garden, contrast to the enclosure provided opposite. This reflects the gradual development, over time, of the village. The variety of boundary treatments not only aid the definition of character, but also reflect the changing fashion over time. Additionally, the domestic frontages and differences found within them, add richness to the street scene and are an important element to be preserved within the CA.

The street frontages along Rosemary Lane contrast to Loxwood Road. Rosemary Lane is a narrow country lane with no pavements and the boundary treatments are generally in the form of hedging abutting the road. As a consequence, the lane is relatively enclosed, opening out towards the boundary of the CA where there is parking for the church and areas of grass verge.

The 'S curve' form of the main road is subtly defined through buildings which provide enclosure onto the highway and form focal points along the street scene. This street form is more evident on plan than at street level, but it provides the distinctive pattern of development which is critical to the understanding of the CA.

3.4 Listed Buildings and Heritage Features

By definition these heritage assets positively contribute to the setting and understanding of the CA

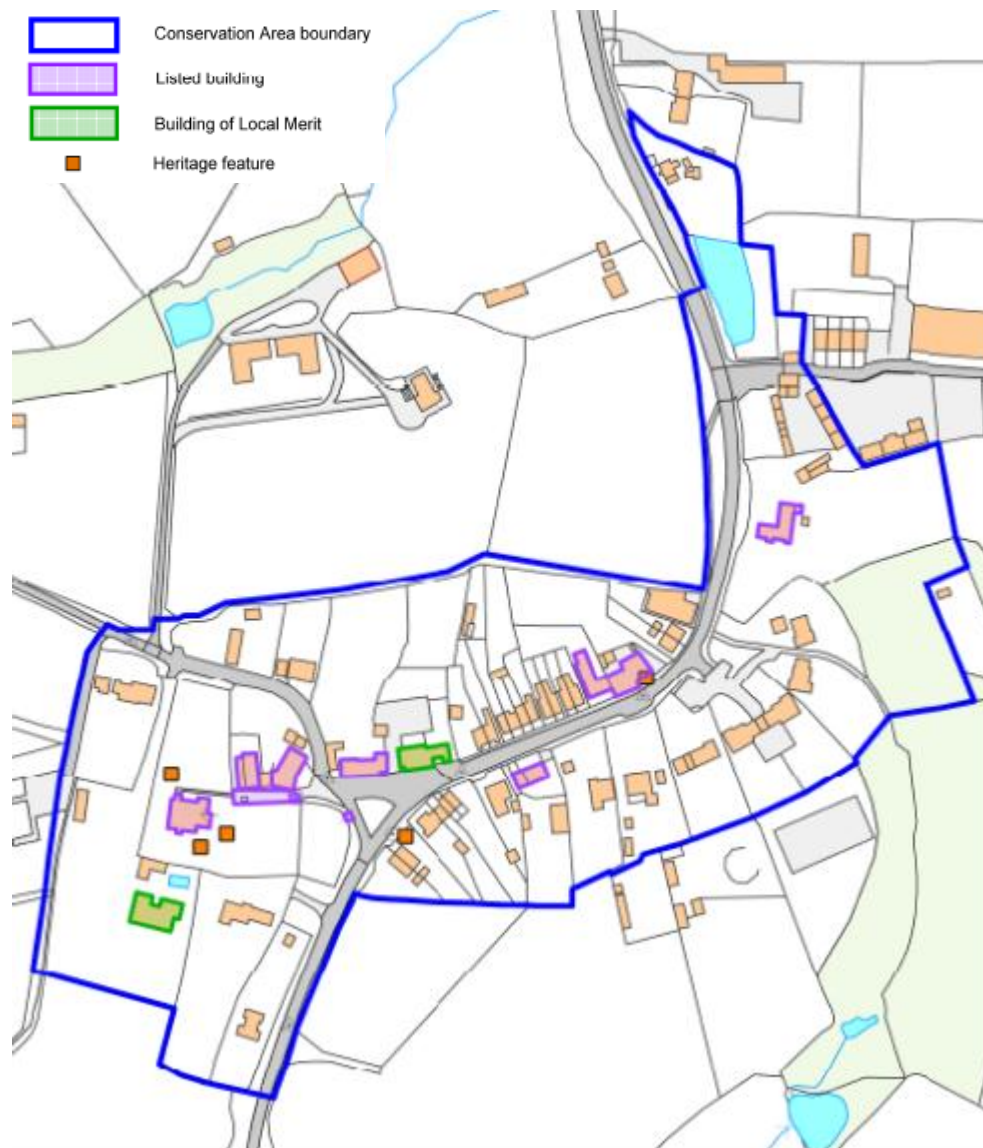


Figure 9: Plan of listed buildings, heritage features and Buildings of Local Merit

3.4.1 Listed Buildings

There are 13 statutory listed buildings in the CA:

Grade I

- Church of St Nicholas, Rosemary Lane, Alfold

*Grade II**

- Alfold House, Loxwood Road, Alfold

Grade II

- Crown Cottage, Rosemary Lane, Alfold
- Church Cottage and Church Rooms, Rosemary Lane, Alfold
- The stocks & whipping post at Church of St Nicholas, Rosemary Lane, Alfold
- Paving Slab outside Stocks and Church of St Nicholas, Rosemary Lane, Alfold
- Carrier Cottage & Cherry Tree Cottage, Loxwood Road, Alfold
- Alfold Stores & The Magnolias, Loxwood Road, Alfold
- Telephone Kiosk opposite Hillside, Rosemary Lane, Alfold
- Rosemary Croft, Rosemary Lane, Alfold



3.4.2 Buildings of Local Merit (BLM's)

Buildings of Local Merit (BLMs) are buildings identified by Waverley as of local historic, architectural or townscape merit. Many local authorities have lists of such buildings, sometimes called the local list and sometimes Buildings of Townscape Merit (BTM).

There are presently 2 BLM's within Alfold CA:

- Old Rectory, Rosemary Lane, Alfold
- The Crown and Little Crown, Loxwood Road, Alfold.

3.4.3 Heritage Features

In 1986, Waverley Borough Council produced a list of heritage features in Waverley⁴. The list covers natural landmarks, archaeological sites, historic structures, historic trees, roads, track ways and gardens. The purpose of the list was to identify features that for the most part were not protected by legislation, but were a significant and valuable part of the character and history of the Borough. The intention was that by recording them there would be more awareness of the value of preserving them.

⁴ Waverley Borough Council (1986) 'Heritage Features in Waverley' (4 volumes)



List of heritage features:

- Old Milestone with Alfold lettering on the top, and 'Brighton 32' on the side.
- War memorial in Alfold church yard
- Supposed grave of Jean Carre at the foot of the war memorial.
- Victorian 'do-it-yourself' letter box made by a local blacksmith

3.5 Heritage at Risk

There are no buildings within the CA on the Waverley BC & English Heritage "Heritage at Risk Register"⁵.

At time of print, there are no identified Grade II properties which are considered to be 'at risk'.

It is important to ensure that any listed buildings that fall into disrepair are identified early, so that Waverley Borough Council can work with the owners to find appropriate solutions and bring the building into a productive use.

3.6 Buildings which positively contribute to the CA

The buildings below positively contribute to the character of the CA. These do not include listed, or locally listed buildings, which by definition are also positive contributors.

1-4 Hurst Cottages: These cottages have been identified as positive contributors as they are well detailed and proportioned late 19th century terraced dwellings. Of particular interest are the symmetrical pairings of the cottages, the date plaque and the traditional stringcourse.

Alfold Business Centre - historic agricultural barns: The agricultural barns are the last remaining vestige of Alfold's agricultural past, and form an important part of the streetscene when approaching Alfold from the north. The form of the buildings which have been retained since conversion of the barns into offices has enabled the historic understanding of the village to be kept.

⁵ <http://www.english-heritage.org.uk/caring/heritage-at-risk/>

3.7 Open Spaces and Streetscape

3.7.1 Open spaces

At the junction of Loxwood Road and Rosemary Lane, there is a small area of grassland which has a notable tree located centrally. This area has been thoughtfully adapted to be of benefit to the public, with a wooden bench surrounding the tree and a litter bin provided. The use of wooden posts to protect the area from vehicles is sympathetic to the surroundings and retains the rural character. However, the standard plastic bollards in addition to these wooden posts are unattractive and detract from the appeal of the area, thus, it is suggested as an area of improvement or removal within the Management Plan.



The second public area of interest is at the northern extent of the boundary. Jubilee pond was included within the CA in 1989, as it was recognised that it provides an additional focal point to the village. The pond and surrounding area was donated to the Parish Council in 1997. Between 2000 and 2003 the pond was renovated to include a public bench, litter bins and a walkway onto the pond to make an attractive area for residents and visitors to visit.

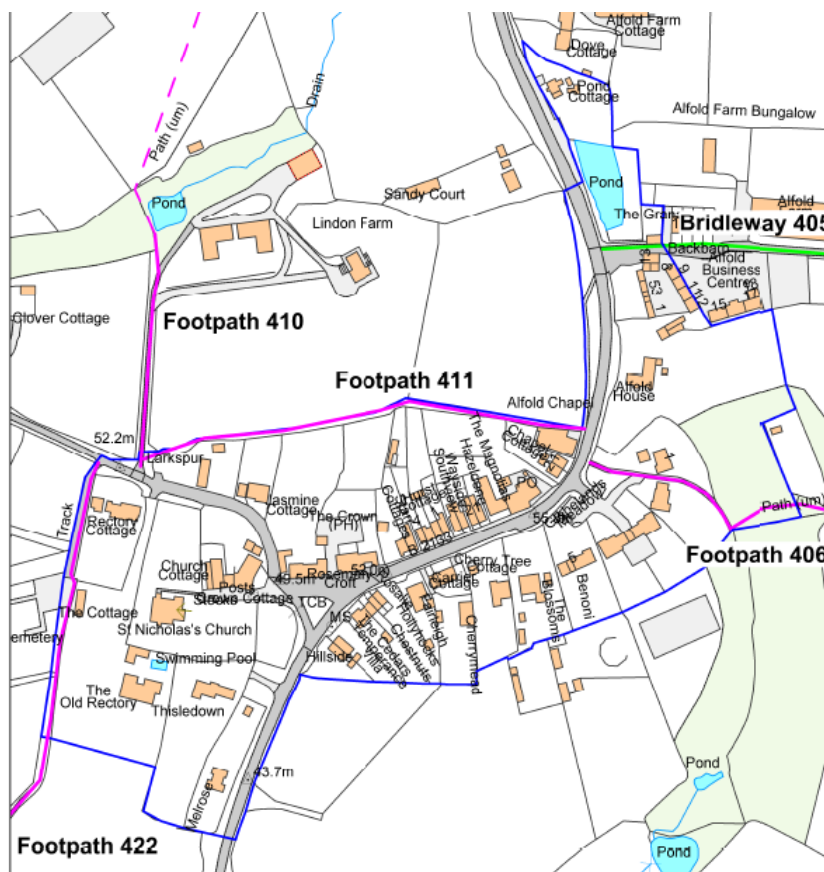


Figure 10: Plan of footpaths in and around Alföld CA

There are five main Public Rights of Way within Alfold CA, identified on Figure 10. These link the CA with the surrounding countryside and villages, providing interesting and scenic walks to residents and visitors of the CA alike. Footpath 411, which connects Rosemary Lane to the east and the Loxwood Road to the west, is relatively unmaintained and overgrown and consequently there is room for the accessibility of this footpath to be improved.

3.7.2 Streetscape

Alfold is a predominantly residential village, with the exception of St Nicholas Church, Alfold Chapel and Alfold village store. As a result, the streetscape is residential in character: formal boundary treatments, small front gardens and some off road parking. Parking is prominent throughout the CA, along Loxwood Road and in front of St Nicholas Church. The main road through the village, whilst standard in its width, provides opportunities for on street parking. Whilst this is visible and does have an impact on the character of the CA, it is not so dominate or intrusive to undermine the special character.

Notably, there is minimal street furniture along Loxwood Road and Rosemary Lane, this minimises unnecessary clutter and reinforces the character of the village.

At the junction of Loxwood Road and Rosemary Lane, there is a notable Lime Tree which has recently had a bench installed, surrounding the trunk. The green space around the Lime Tree is protected by wooden posts, as well as some old and damaged reflective bollards.

The approach to Alfold CA from the south is enclosed by tall trees and hedging lining the verge, creating a funnel effect towards the former Crown Inn; from the north, the road is more open, with a wide tree-lined grass verge that opens into a raised bank and footpath to the west, opposite the formal fence and hedging of Alfold House to the east. These approaches are important to the character of the CA, reinforcing the rural character of the village set within the open countryside of south-west Surrey.

3.8 Assessment of Condition

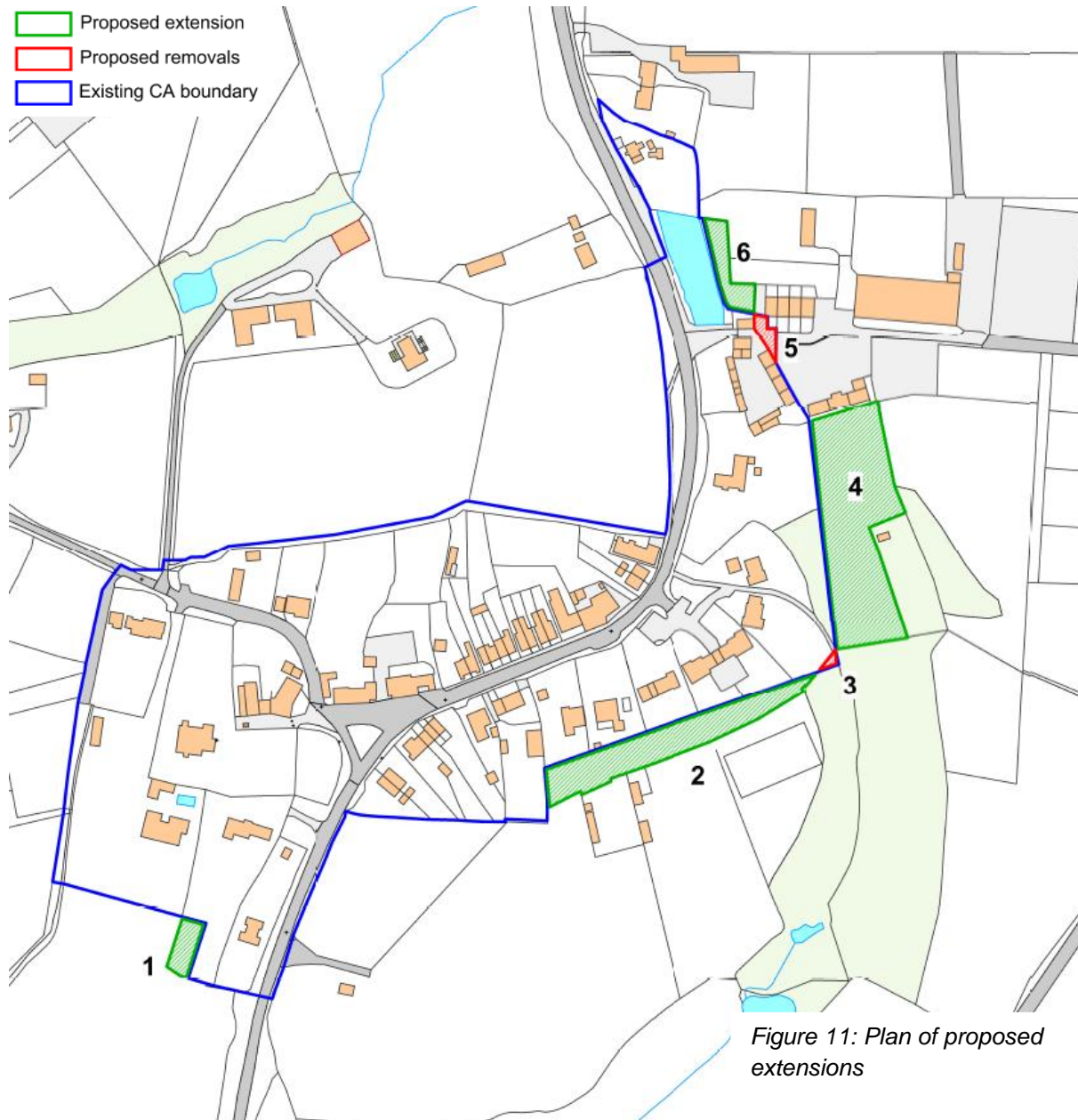
Overall: Good condition

The listed buildings, buildings of local merit and other buildings within the CA are all in good condition and appear to be well maintained, which reflects on the character of the CA. The architectural features and detailing which are important to the CA have been retained and new developments have sought to preserve this character.

However, there are parts of the CA which have become overgrown, degraded (for example the milestone on Loxwood Road) or damaged. These have been identified within the Management Plan as projects to enhance the CA further.

3.9 Identifying the Boundary

The following changes to the boundary were proposed as part of the CAA Appraisal process and Historic England confirmed their support of these changes. The reasons for the extensions and removals from the boundary are detailed below per area.



1. Extension: Garden of Thistledown

The boundary of the CA currently dissects the garden of Thistledown. To rationalise the boundary, and remove any confusion over the protection status of the dwelling, the rear section of garden is proposed to be included within the CA.

2. Extension: Gardens at rear of Loxwood Road

Since the original designation of Alfold CA, the land to the southern side of Loxwood Road has been progressively developed. Consequently, the properties which have been built straddle the CA boundary and the rear extent of their gardens are currently located outside of the CA. The boundary is proposed to be amended to include the full curtilage of these properties, thus removing any confusion with regards to their protection status and rationalising the boundary.

3. Removal: Small area of woodland to rear of 2 Glebelands Meadow

Due to the development of Glebelands Meadow after the designation of the CA boundary, it is proposed to rationalise the boundary to remove a small area of woodland which is not included within the residential curtilage of the dwellings and does not contribute to the wider understanding of the CA.

4. Extension: Garden of Alfold House.

The existing boundary of the CA dissects the curtilage of Alfold House, a notable listed building that contributes significantly to the understanding of the development of the CA. The boundary is proposed to be extended to include the full residential curtilage of the property, which includes a pond that is visible from Footpath 406.

5. Removal: Land at Alfold Business Centre

Since the designation of Alfold CA in 1970, the 'Black Barn' has been converted into residential accommodation that includes front gardens within the residential curtilage. The Barn is not considered to contribute to the understanding of the wider CA, and therefore the boundary is proposed to be amended to remove all parts of the curtilage from the CA. To rationalise the boundary, the amended boundary will run across the front of the barns to the corner of the Granary.

6. Extension: Jubilee Pond and The Granary

Jubilee Pond was originally donated to Alfold Parish Council in 1977 by Mr Brian Trafford. Between 2000 and 2003, the Pond area (including the grass area and footpath to the east) was renovated to create a space which could be enjoyed by the local residents and visitors. It is evident that the benches, path, landscaping and grass bank all contribute to the enjoyment of the Jubilee Pond. Therefore, it is proposed that the full pond area that is located within the wooden boundary fence be included within the CA boundary.

The units of Alfold Business Centre which are included within the CA are all converted agricultural buildings that contribute to the understanding of the historic development of Alfold. The Granary has been converted into residential accommodation; however, the garden is not included within the CA boundary. To rationalise the boundary and remove any confusion with regards to the Granary's protection status, the garden is proposed to be included.

PART 2 - Management Plan

4.0 Management Plan

The following sections within the Management Plan set out specific actions/projects aimed at preserving and enhancing the CA in the future.

4.1 Managing Change

The qualities that make CAs appealing can often lead to further pressure for development. However, given the close knit development pattern of the CA, there are few (if any) opportunities for new development (beyond smaller extensions or alterations to existing buildings). It is expected that where consent or planning permission is necessary, the appraisal section of this document should be taken into account when making the decision.

In particular, the use of timber framing could inspire imaginative design in new development, reflecting the local historic traditions. The use of chimneys and typical window types seen throughout the CA should also be reflected in new development. The size of these openings and use of chimneys could be used as inspiration to achieve creative responses to sustainability requirements.

Various small scale enhancement opportunities within the CA have also been identified and form part of this management plan.

4.2 Designation

4.2.1 Buildings of Local Merit

In addition to statutory listing, the NPPF states that Heritage Features and BLMs are designated heritage assets. Waverley has set up a project to identify, review and adopt additional BLMs. This is a community led project which includes a consultation process with owners and local amenity societies. The Parish Council take the lead on the project with support given by Waverley.

Recommendation:

That Alfold Parish Council with the support of Waverley Borough Council officers undertake a review of the BLMs to identify potential candidates to be designated as a BLM.

4.3 Heritage at Risk

The character of Alfold CA is heavily reliant on the preservation of the heritage assets. These assets should be preserved, and those which are deemed 'at risk' identified.

4.4 Celebration: Waverley Design Awards

The Waverley Design Awards scheme was introduced in 1995 to encourage an interest in the quality of the built and natural environment of the borough. The scheme promotes an awareness of the need for high standards in design including planning, architecture, sustainable development and landscaping.

The awards are made every two years and the next one is due in 2015. It is important to ensure that outstanding design is identified and promoted especially when it preserves and enhances the CA.

Recommendation:

Alfold Parish Council is encouraged to nominate new, outstanding developments to the Waverley Design Awards.

4.5 Enhancement Schemes

4.5.1 Utility companies

Utility companies often carry out works on the highway within the CA (road or pavement). Utility companies (and their contractors) are required to ensure that the surface is made good, to the same standard that was originally there. In addition, it is understood that they can implement a temporary surface for a period of six months before making the area good. Within a CA unsatisfactory works by utility companies can undermine the character of the area and have a detrimental impact on the appearance of the street.

A Task Group at Surrey County Council (SCC) has produced a report: "Improving the Co-ordination and Quality of Work of Utilities Companies in Surrey", 10 January 2013 which considered the views of residents, Councillors, utilities companies and officers. The conclusions were that SCC could undertake a number of actions to work more effectively with utilities companies to improve the quality of street works in Surrey, minimising the disruption caused to residents and road users by:

- Communication
- Monitoring and Reporting
- Utility companies must apply for a permit from the Streetworks team at SCC.
- Improved working in areas with special conditions (*including Conservation Areas*).

Recommendation

Utility Companies should be made aware of the CAA document, and in particular be encouraged to ensure that their work is completed and 'made-good' as soon as practically possible. Where this has not happened (and within the existing guidance) the Streetworks team at SCC should be informed so that they can take appropriate action.

4.5.2 Restore the old milestone

The milestone on Loxwood Road is identified as a Heritage Feature, however, unfortunately it has deteriorated and the wording on the stone is now barely visible. It is recommended that the milestone is restored.



4.5.3 Improve the footpath connecting Loxwood Road and Rosemary Lane

The footpath which connects Loxwood Road and Rosemary Lane provides an alternative route for walkers to use other than the main road. It is currently unmaintained and overgrown. It is recommended that the footpath is made accessible to use and maintained throughout the year.

4.5.4 Restore the wooden posts and replace or remove the plastic bollards at the junction of Loxwood Road and Rosemary Lane



The green area at the junction of Loxwood Road and Rosemary Lane is currently protected by wooden posts, some of which have become loose and pulled from the ground. Additionally, at the southern end of the grass area there are Highways plastic reflective bollards whose purpose is to identify the curve of the road to vehicles at night-time.

It is recommended that, in discussion with SCC Highways, the bollards are either replaced with more sympathetic versions, or integrated within the existing wooden posts.

4.5.5 Upgrade the noticeboard

The local noticeboard, adjacent to the Parish noticeboard is in poor repair. It is recommended that the existing noticeboard is removed, and replaced



with a more sympathetic and aesthetically pleasing noticeboard.



4.5.6 Restore or upgrade the area surrounding the stile on Footpath 422

The stile on Footpath 422 appears to have recently been replaced, however, the original wooden and cement posts surrounding the stile are either in poor repair or now superfluous. It is recommended that the surplus posts are removed and fencing repaired

sympathetically.

4.5.7 Village signs

There is currently no village sign on entry to the village from the south. Therefore, there is an opportunity to install sympathetic village signs to the village.

4.6 Taking the CAA forward

It is recognised that the CAA be a living document that informs the consideration of planning applications within the area. It also, through the Management Plan identifies the key environmental enhancements that are a priority for the CA. Whilst Waverley Borough Council has a key role in ensuring that the document is implemented and regularly reviewed, many of the Management Plan actions need to be co-ordinated with partner organisations such as Surrey County Council and Alfold Parish Council. Without these partner's involvement, many of the projects will neither be viable or achievable.

Appendices

Appendix 1: Extracts from Waverley BC Local Plan 2002

Local Plan Policy HE8 – Conservation Areas

The Council will seek to preserve or enhance the character of conservation areas by:

- (a) the retention of those buildings and other features, including trees, which make a significant contribution to the character of the conservation area;
- (b) requiring a high standard for any new development within or adjoining conservation areas, to ensure that the design is in harmony with the characteristic form of the area and surrounding buildings, in terms of scale, height, layout, design, building style and materials;
- (c) in exceptional circumstances, allowing the relaxation of planning policies and building regulations to secure the retention of a significant unlisted building;
- (d) protecting open spaces and views important to the character and setting of the area;
- (e) carrying out conservation area appraisals;
- (f) requiring a high standard and sympathetic design for advertisements. Internally illuminated signs will not be permitted;
- (g) encouraging the retention and restoration of shop fronts where much of the original detailing still remains. Alterations will take into account the upper floors in terms of scale, proportion, vertical alignment, architectural style and materials. Regard shall be paid to the appearance of neighbouring shop fronts, so that the proposal will blend in with the street scene.
- (h) encouraging the Highway Authority to have regard to environmental and conservation considerations in implementing works associated with its statutory duties, including the maintenance, repair and improvement of public highways and the provision of yellow lines, street direction signs and street lighting.

Appendix 2 - Glossary of terms

IMPORTANT NOTE: This glossary does not provide legal definitions, but acts as a guide to key planning terms.

Building of Local Merit: BLM stands for Building of Local Merit. It is a building identified by Waverley as of local historic, architectural or townscape merit. Many local authorities have lists of such buildings, sometimes called the local list and sometimes Buildings of Townscape Merit (BTM). In Waverley we chose the designation BLM because it is less likely to be confused with statutory listed buildings and also recognises that not all our valuable buildings are within towns.

Conservation Areas: Areas designated by the Local Planning Authority under the Planning (Listed Buildings and Conservation Areas) Act 1990 Section 69 as being of special architectural or historic interest, the character of which it is desirable to preserve and enhance.

Development: Development is defined under the 1990 Town and Country Planning Act as “the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land.”

Heritage Assets: Parts of the historic environment which have significance because of their historic, archaeological, architectural or artistic interest.

Listed Building: A building of special architectural or historic interest. Listed buildings are graded I, II* or II. Listing includes the interior as well as the exterior of the building, and any buildings or permanent structures (e.g. walls) within its curtilage. English Heritage is responsible for designating buildings for listing in England.

Local Plan: A development plan prepared by district and other local planning authorities.

Non-designated Heritage Asset:

These are buildings, monuments, sites, places, areas or landscapes that have not previously been formally identified but that have a degree of significance meriting consideration in planning decisions, because of its heritage interest.

National Planning Policy Framework:

Issued by central government setting out its planning policies for England and how these are expected to be applied. It sets out the Government's requirements for the planning system only to the extent that it is relevant, proportionate and necessary to do so. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.

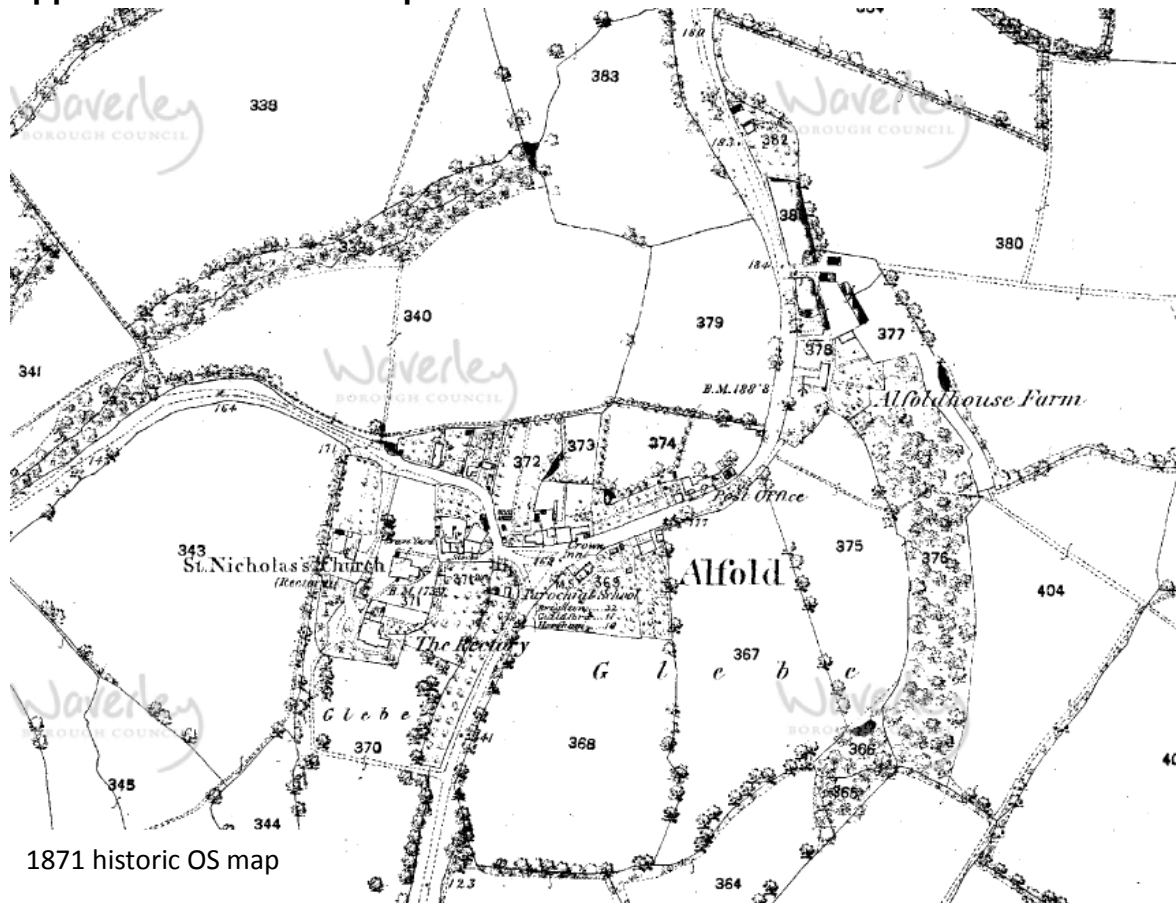
Strategic Housing Land Availability Assessment (SHLAA):

The SHLAA identifies a future supply of land which is suitable, available and achievable for housing uses over the plan period covered by the Local Plan. The SHLAA only identifies sites. It does not allocate sites to be developed (this is the role of the Local Plan). The identification of sites within the SHLAA does not imply that the Council would necessarily grant planning permission for residential (or other) development.

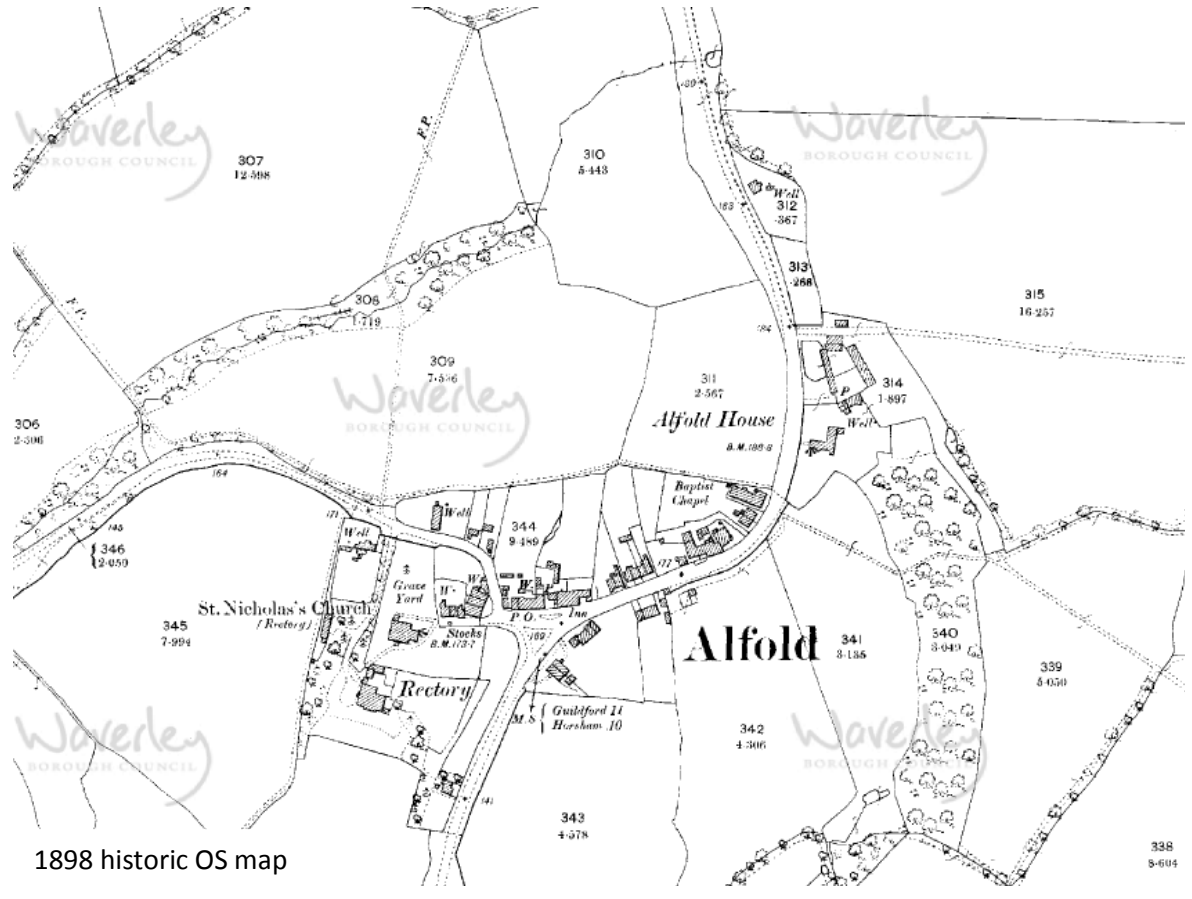
Vernacular:

Traditional architecture using local materials and following well-trying forms and types. For example, the Surrey vernacular is typified by timber frames and tile hanging.

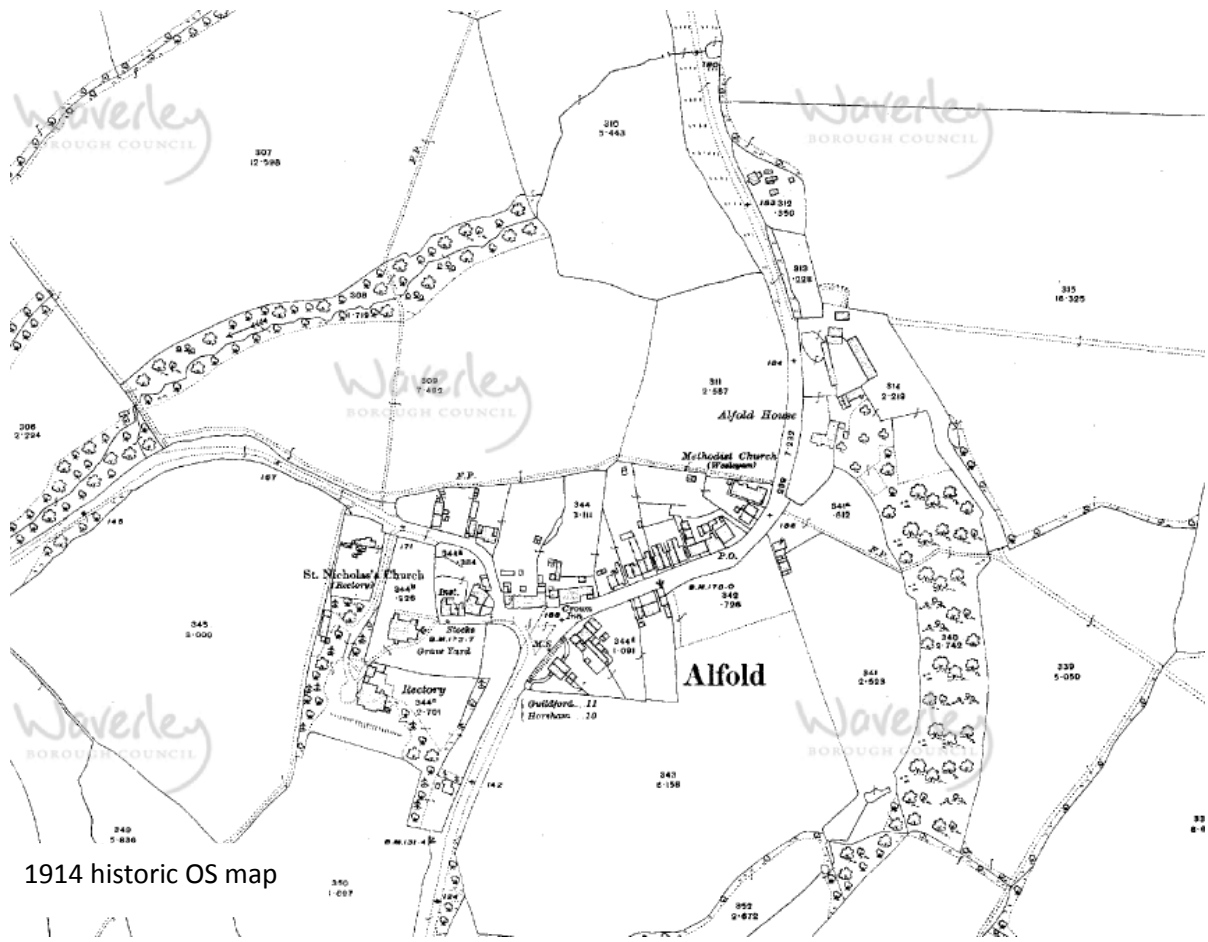
Appendix 3: Historical maps



1871 historic OS map



1898 historic OS map



1914 historic OS map

Consultation Statement Alfold Conservation Area Appraisal (CAA)

Introduction

Waverley Borough Council prepared a draft Conservation Area Appraisal for Alfold and carried out an associated consultation. This report outlines how the consultation was undertaken, who was involved and how responses were considered.

Consultation Process

A walkabout was conducted with Local and Town Councillors and environmental enhancement projects for the management plan were highlighted. This gave participants the opportunity to raise questions, but also to gain feedback on the content.

The formal consultation started on Friday 11 September 2015 for six weeks, ending on Friday 23 October 2015.

The following methods to inform the public of the consultation included:

- Letter to all residents and businesses in the CA
- Letter for key stakeholders including:
 - Alfold Parish Council
 - Surrey County Council Highways and Rights of Way
 - Statutory consultees (Historic England, Natural England and Environment Agency)
 - Southern Water
 - Relevant internal Waverley officers
 - Local Councillors

Please see Appendix A for a full list of consultees.

A hard copy of the draft Alfold CAA document was made available at Planning Reception, Council Offices, Godalming (Monday to Thursday 9am – 5pm and Friday 9am – 4pm) and a copy could be viewed online at:

www.waverley.gov.uk/alfoldcaa

Whilst the consultation was focussed, it did not preclude other interested parties from responding. In addition to the webpage on the Council website, a press release (Appendix B) was issued to inform the public of the consultation.

Respondents were able to comment of the draft Alfold CAA in a variety of ways:

- Via the online Innovem (consultation) database accessed via the website (with no need to register)
- By email to the conservation inbox (conservation@waverley.gov.uk)
- By letter

A number of key questions were asked:

- Do you have any comments on the draft Alfold Conservation Area Appraisal, and should it cover any other issues?
- Do you have any comments on the draft Management Plan, and should it cover any other issues?
- Do you agree with the proposed extension to include the garden of Thistledown?
- Do you agree with the proposed extension to include the gardens at the rear of Loxwood Road?
- Do you agree with the proposed removal of the small area of woodland to the rear of 2 Glebelands Meadow?
- Do you agree with the proposed extension to include the garden of Alfold House?
- Do you agree with the proposed removal of land at Alfold Business Centre?
- Do you agree with the proposed extension to include the garden of the Granary and full area of Jubilee Pond?
- Are there any other areas that should be included or excluded? If so, please identify where the boundary should be extended or reduced, what it should include or exclude, and why?

A full summary of the consultation responses is set out below. The main issues have been identified as a result of this process and, where appropriate, amendments made to the CAA.

Consultation Responses

12 responses were received to the draft document. The responses fell into one of four categories:

- 1) Key consultees
- 2) General comments on the CAA and Management Plan
- 3) Comments on the proposed boundary changes
- 4) Comments suggesting amendments to boundary

The comments are summarised below.

- 1) Key consultees

Consultee	Comment
Historic England	<p>Is very supportive of the CAA and have provided a number of useful comments to strengthen the document including:</p> <ul style="list-style-type: none"> • Information on vista's • Historic development, • Arcitectural quality and built form, • Street form and frontages, and • Streetscape. <p>These comments have been considered an appropriate updates and amendments made to the document.</p>

Natural England	Natural England does not consider that the CAA poses any likely significant risk to those features of the natural environment for which they would request a more detailed consultation response. They do not wish to make specific comment on the details of this consultation.
Environment Agency	No response received.
Alfold Parish Council	Fully supports the recommendations including the proposed boundary changes. The Parish Council also request that Chapel Field be included within the boundary.

2) General comments on the CAA and Management Plan

The comments and letters received to the CAA were largely supportive of the proposals and management plan. However, the following suggestions and observations were made:

Respondent comment	Waverley response
The map circulated with the letter is incorrect and has the wrong house names.	This has been raised directly with Ordnance Survey to correct the map.
Traffic management - to reduce the speed of cars and volume of vehicles moving through the village.	

3) Comments on proposed boundary changes

The comments received were supportive of the proposed boundary changes – some respondents requested further clarification as to why the boundary was being amended and this information was passed on.

One respondent considered that the Alfold Business Centre should remain within the CA to retain control over any proposed change on the site. However, the majority of Alfold Business Centre already sits outside of the boundary and this proposed amendment relates specifically to a very small area adjacent to the Black Barn.

4) Comments suggesting amendments to boundary

Respondent comment	Waverley response
Boundary should be extended to include: <ul style="list-style-type: none"> the land south of Hillside, Loxwood Road, 	Historic England guidance is clear that it is inappropriate to include open landscape within a CA if it is not intrinsic to the reason for the CA designation itself.

<ul style="list-style-type: none"> • the field to the north of Alfold Chapel (Chapel Field), • the land adjacent to Sweeters Copse, • the land to the rear of Glebelands Meadow stretching to Hillside (off of Loxwood Road) 	<p>These areas of land do not aid the understanding of the CA and therefore Officers recommend that these areas should not be included.</p> <p>Some information has been provided about potential archaeology on the land adjacent to Hillside, and this has been passed to Surrey County Council Archeaology Team for their information. However this does not give sufficient justification for the area to be included in the CA.</p> <p>These sites appear to be under pressure from future development, however, CA designation does not offer and additional protection from development. Additionally this is not an appropriate reason to designate land as a CA.</p>
<p>The boundary should be extended as far as possible to protect the rural nature of the area.</p>	<p>The CAA has carefully considered the existing boundary and recommendations have been made to make the relevant amendments which are relevant to the understanding and historic context of the area.</p> <p>It is not appropriate to extend the boundary in such a way to protect the wider rural character as this would undermine what is distinctive and special about the CA.</p> <p>Additionally, CA designation does not protect sites from future development.</p>

Next Steps

The consultation has informed the necessary amendments to the document before being submitted through the committee process (Executive and Full Council) for adoption as a material consideration in planning applications and to inform future environmental enhancement works.

Appendix A – Consultees

- Surrey County Council
 - Highways & Parking
 - Rights of Way
- Waverley Borough Council
 - Local Ward Councillors
 - Officers from Planning, Environmental Services and Community Services
- All commercial businesses in CA
- Historic England
- Natural England
- Environment Agency
- Southern Water
- Alfold Parish Council
- The Owner/ Occupiers within the CA.

Alfold Conservation Area Appraisal Consultation

Published Friday, 2 October 2015

Residents are being asked for their views on the draft Conservation Area Appraisal for Alfold.

The draft appraisal assesses the character and condition of the Conservation Area and contains a Management Plan identifying potential enhancement schemes.

Cllr Brian Adams, Executive Member for Planning, said: “Alfold is one of 43 Conservation Areas in the borough and Waverley is keen to ensure these areas are preserved, and where possible, enhanced for future generations. To do that, views from across the community are needed.

“The appraisal proposes amendments to the current Conservation Area boundary to include Jubilee Ponds and the full curtilage of Thistledown, Alfold House, The Granary and the properties to the south of Loxwood Road.

“The boundary is also recommended to be reduced to exclude a small area of Alfold Business Centre and woodland to the rear of 2 Glebelands Meadow. The council would particularly like your comments on these amendments.”

The draft Alfold Conservation Area Appraisal is open for comment until Friday 23 October 2015. It can be viewed online and comments can be submitted at www.waverley.gov.uk/alfoldcaa.

Hardcopies of the appraisal are available in the planning reception of Waverley Borough Council offices, The Burys, Godalming, GU7 1HR and responses can be sent via an online questionnaire, by email to conservation@waverley.gov.uk or by post addressed to Sarah Wells.

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 5 JANUARY 2016

Title:

CRANLEIGH CONSERVATION AREA APPRAISAL

[Portfolio Holder: Cllr Brian Adams]

[Wards Affected: Cranleigh East and Cranleigh West]

Summary and purpose:

The purpose of this report is to gain authorisation to undertake a formal public consultation on the draft Conservation Area Appraisal (CAA) for the Conservation Area (CA) of Cranleigh (this document also includes changes to the Conservation Area boundary). The long term objective is that the appraisal will be adopted as a material consideration and used in the determination of any application for planning permission and listed building consent.

How this report relates to the Council's Corporate Priorities:

It relates to the Council's environment priority to protect and enhance Waverley's unique mix of rural and urban communities.

The production of the CAA for Cranleigh CA is set out within the Planning Service Plan 2013/14 and follows the programme agreed by Executive in October 2011.

Resource Implications:

The work will be completed within existing officer resources but will require input from a range of stakeholders. There are no direct financial implications as a result of this report.

Legal Implications:

Cranleigh's CAA will be used as a material consideration when considering planning applications in the area.

With regard to the proposed extensions, these will give an additional degree of protection against the demolition of buildings and walls within the boundary of the CA. It also means that additional tests (as set out in the Local Plan and National Planning Policy Framework) are considered when determining planning applications. Finally, the permitted development rights in these areas are reduced. This means that the extent of building works that can be carried out without the need for planning permission is reduced.

Background

1. Cranleigh is one of 43 Conservation Areas (CAs) in Waverley. Currently eleven Conservation Area Appraisals (CAAs) have been completed (Wrecclesham, Bramley, Farnham Town Centre, Wheelerstreet, Godalming Town Centre, Milford, Chiddingfold, Haslemere, Godalming Crownpits, Ockford Road and Witley).
2. In 2011 Executive agreed a programme for the commencement of CAAs which has now been extended to 2020. Cranleigh is the thirteenth CAA to be completed.
3. Cranleigh CA has been surveyed by visiting the site, noting the features of interest as highlighted by Historic England guidelines, conducting a photographic study and undertaking a desk top study using the internal mapping system to understand change over time.
4. A Steering Group has been set up comprising Local Ward Members, Parish Councillors, County Councillor, Surrey County Council Officers, and representatives from the Cranleigh Society, Cranleigh Chamber of Commerce and Cranleigh History Society. This group has been influential in shaping the development of the draft document and will be critical to the future implementation of the Management Plan (which forms part of the Conservation Area Appraisal). Historic England has also been consulted at an early stage for advice on one of the proposed extensions.
5. The draft CAA is attached at [Annexe 1](#).
6. Following the consultation, it is proposed that the CAA, including any amendments, be adopted as a material consideration to be used in the determination of applications for planning permission and listed building consent within the conservation area. It will also be used to drive forward environmental enhancements and improvements identified within the Management Plan.

The Consultation Process

7. Whilst the document will not be adopted as a Supplementary Planning Document (SPD), it is important that it is subject to a robust consultation process, to ensure that the views of the local community and other stakeholders are taken into account and to increase its weight in planning decisions.
8. The consultation period will run for a period of six weeks and will target all residents and businesses within the CA and in the proposed extensions to the CA. Cranleigh Parish Council, local amenity societies and other relevant stakeholders will also be consulted.
9. The consultation will inform any necessary amendments to the document before it is submitted through the Council's committee process for adoption by the Council.

Recommendation

It is recommended that the Executive approves the draft Conservation Area Appraisal for Cranleigh for the purposes of public consultation.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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Cranleigh Conservation Area Appraisal



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PART 1 – Cranleigh Village Centre Conservation Area Appraisal

1. Introduction

1.1 What is a Conservation Area?

A Conservation Area (CA) is defined as “an area of special architectural and historical interest, the character or appearance of which it is desirable to preserve or enhance”¹. Designation of a CA applies to all land within the CA and therefore planning control is directed at maintaining the special interest of the entire area, including the buildings, streetscene, uses and the relationship of these elements with open spaces and landscape.

CA designation gives a degree of protection against demolition of buildings and walls and the removal, or works to, trees, as well as reducing householder permitted development rights. CA designation enables the planning authority to ensure that the historic character and special interest which attracts people to live, work and visit the area remains intact and that development is of high architectural quality and in keeping with the area’s existing character.

1.2 What is a Conservation Area Appraisal (CAA) and Management Plan?

A CAA sets out to identify and assess the special interest of the CA, such as the notable buildings and open spaces, and the inter-relationship of these together to form a unique character. The management plan will use the information gathered in the CAA to identify and implement enhancement and public realm enhancement schemes to preserve and enhance the CA.

The final document will inform positive management of the CA and will be adopted by the Council as a material consideration to be used in the determination of any application for planning permission and listed building consent within the CA. It will also be used to influence enhancement schemes for the long term management of the CA.

The document should be read in conjunction with Waverley’s Local Plan (both adopted and emerging) and National Planning Policy Framework (NPPF).

1.3 Planning Policy Framework and Sources

The Planning (Listed Building and Conservation Area) Act 1990 Section 71 (1) states:

“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.”

¹ Planning (Listed Buildings and Conservation Area) Act 1990

Policy HE8 in the Local Plan states:

“...the Council will seek to preserve or enhance the character of conservation areas by...(e) carrying out conservation area appraisals”.

The NPPF, Chapter 12 (126) states:

“Local planning authorities should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment...”

The CAA helps to identify significance of heritage assets, and as such enables planners to confidently determine whether an application will devalue the significance of the CA.

It is in accordance with the above legislation and local policy that this CAA has been conducted. This appraisal was compiled with the assistance of Historic England’s guidance “Understanding Place: Conservation Area Designation, Appraisal and Management” (March 2011)². Historic England has also published guidance called “Knowing Your Place” (March 2011).

1.4 Methodology

To assess the CA comprehensively, a historic study of the area was undertaken, including assessment of historic maps in comparison to Waverley’s mapping system. In conjunction with this, site visits were conducted to establish the character and identify the architectural interest of the CA. A photographic survey was undertaken of the key views and vistas within the CA, and is used throughout this appraisal. The boundary has also been reviewed.

1.5 Community Involvement

A site visit was held on 27 February 2015 with a Steering Group comprising representatives from Waverley Borough Council (councillors and officers), Cranleigh Parish Council, Surrey County Councillor and officers, Cranleigh Chamber Commerce and Trade, Neighbourhood Planning Group and Cranleigh History Society to identify enhancement schemes and consider potential boundary changes. The Steering Group were then informally consulted to gain feedback on the draft CAA, their comments were incorporated into the consultation document.

A six week consultation will be undertaken to seek new residents’ views. Key stakeholders (including Historic England and the Steering Group) will also be included. Responses to the consultation will be reviewed and where necessary the document updated.

² <http://www.english-heritage.org.uk/publications/understanding-place-conservation-area>

1.6 Summary of Cranleigh Village Centre Conservation Area

Table 1: Cranleigh Village Centre CA at a glance	
Date of designation	(a) 23 October 1973 and (b) 23 October 1983 Extended 2 July 1985
Location	505,230.54 (x), 139,397.02 (y)
Current Size	22.35 ha
Changes to Boundary	<p>Proposed extensions:</p> <ul style="list-style-type: none"> • Gardens to the rear of The White House and Chase Cottage, The Common. • Garden to the rear of Homefield, Guildford Road. • The Old Evangelical Church, Mead Road. • Brookmead, Horsham Road. • Area to the South of the High Street (from the Library westwards, up to and including Park Gate Cottages. • Extension to Cranleigh Common. <p>Proposed removal:</p> <ul style="list-style-type: none"> • Area of land to the south of Barnside, Horseshoe Lane. • Little Manor Gardens.
General Condition	Good
Listed Buildings	1 Grade II* 23 Grade II 79 Buildings of Local Merit 22 Heritage Features
Positive Factors	<ul style="list-style-type: none"> • Vibrant village centre. • Significant levels of public open space coming into the centre of the village. • Improved and upgraded public realm surrounding Fountain Square. • Designated buildings are generally in good condition. • Avenue of Norway Maples found on the Common.
Negative Factors	<ul style="list-style-type: none"> • Small incremental changes have had a negative impact on the CA (for example the loss of traditional windows). • Loss of historic shopfronts. • Inconsistency in the quality of public realm. • Links between areas of public realm could be improved. • Traffic levels throughout the village centre. • 'Big box' buildings that are not sympathetic to the character of the CA. • Current exclusion of areas that positively contribute and reinforce the character and understanding of the CA.

2. Defining the Special Interest

Historic England defines special interest as the “special architectural or historic interest” of the area that warrants designation and the “character or appearance of which it is desirable to preserve or enhance”³.

2.1 Summary of the Special Interest

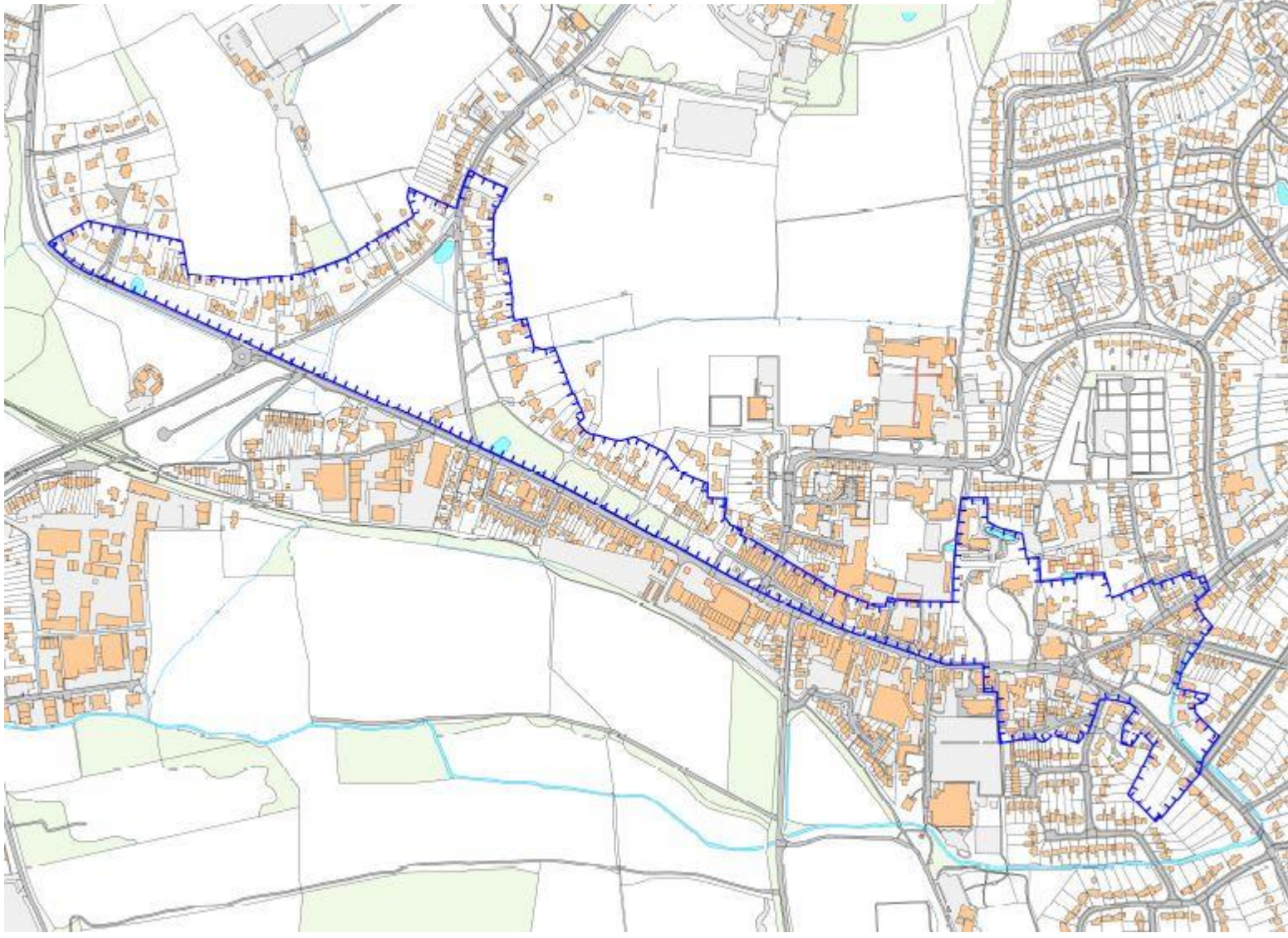
The following provides a summary of the special interest of Cranleigh Village Centre CA:

Table 2: Summary of special interest of Cranleigh Village Centre CA	
Heritage	<p>St Nichols’ Church dates from around 1080 when it is thought that there was a small scale settlement based primarily on a rural existence. Development was slow and steady, although there were periods of prosperity relate to the iron industry (although this declined in 1575).</p> <p>1818 saw the introduction of an improved turnpike making movement to and from the village significantly easier. The Obelisk at the eastern end of the village commemorates the opening of the turnpike.</p> <p>However, it is the railway that has been the catalyst for change in the village. Arriving in 1865, it brought with it an era of progress and prosperity, having a significant impact on the character of the village. The population also almost doubled by the end of the nineteenth century, and this supported development and change along the High Street.</p> <p>However, the railway closed in 1965 again facilitating change and resulting in the provision of Stocklund Square.</p> <p>More recently the community and Parish Council along with Waverley Borough Council have undertaken a review of the Buildings of Local Merit resulting in an additional 130 being adopted throughout the village.</p>
Form	<p>The form of the CA has developed as a result of the linear High Street which runs east-west. At each end the CA opens out to incorporate The Common (to the east) forms an important focal point and recreational facility. The open space extends and is drawn into the heart of the CA, linking with the public realm around Fountain Square, the church yard and then Lucks Green to the west.</p> <p>Trees are particularly important within the CA, most</p>

³ <http://www.english-heritage.org.uk/publications/understanding-place-conservation-area/>

	notably the Norway Maples lining the north of the High Street.
Notable buildings/structures	St Nicolas' Church High Street (Grade II*) Cranleigh Arts Centre Village hospital Little Manor Service Station The Obelisk The War memorial Fountain Square Medieval buildings found within the civic centre
Main Architectural Features	The CA is generally characterised by domestic scale buildings, primarily of two storeys. Materials are reflective of the Surrey vernacular, and are generally muted tones with reddish brown brick work (of the Wealden clay), tile hanging, plain clay tile roofs (often by Swallow – a local tile maker), slate on shallower pitches, some off white render and leaded lights to windows. Chimneys and pots along with decorative ridge tiles, exposes eaves and strong boundary treatments are found throughout the CA.
Vistas	Key vistas are generally associated with focal points throughout the town. Long and short range views of The Common from both within and external to the CA give a sense of the importance of the open space. The tree line of Norway Maples leads the eye (when looking east) towards the core of the High Street and frames and encloses the street when read in conjunction with the buildings to the south. The war memorial and fountain are also important elements that provide interesting punctuations to key vistas, as does the obelisk which is found at the crossroads to the east of the village centre.
Character areas	4: The Common; The traditional High Street; The civic centre; The eastern edge.

Map 1 – Cranleigh Conservation Area (as existing)



3. Assessing the Special Interest

3.1 Location and Setting

Cranleigh Village Centre CA is located eight miles to the south-east of Guildford. It occupies a relatively flat area and has a long west-east central axis with considerable development to the north-east, east and south-east of its eastern end. At the western extent of the CA is a large triangular green with a narrow tree lined extension penetrating to the heart of the CA. A railway formerly existed close to the south side of the village and caused the elongation of development along the west-east axis. Whilst it formed a physical barrier to the farm land to the south, it most importantly became the catalyst for the development of the village.

For clarity, the CA does not cover the entire village, just the central core. Map 1 clearly defines the existing CA boundary.

3.1.1 General Character and Plan Form

In contrast to many other CAs within Waverley, the Cranleigh CA is very flat with little variation in levels throughout the CA or beyond (although Hascombe Hill and Winterfold Hill are both visible from the CA).

Cranleigh benefits from a significant number of mature trees found both in private residential gardens and also within the public realm. Most notable is the avenue of Norway Maples which line The Common, however other individual specimens and other groups of trees also provide a backcloth to the CA. A further unusual feature of the Cranleigh CA is the extent of open space, and in particular the Common, which sweeps into the heart of the village from the north.

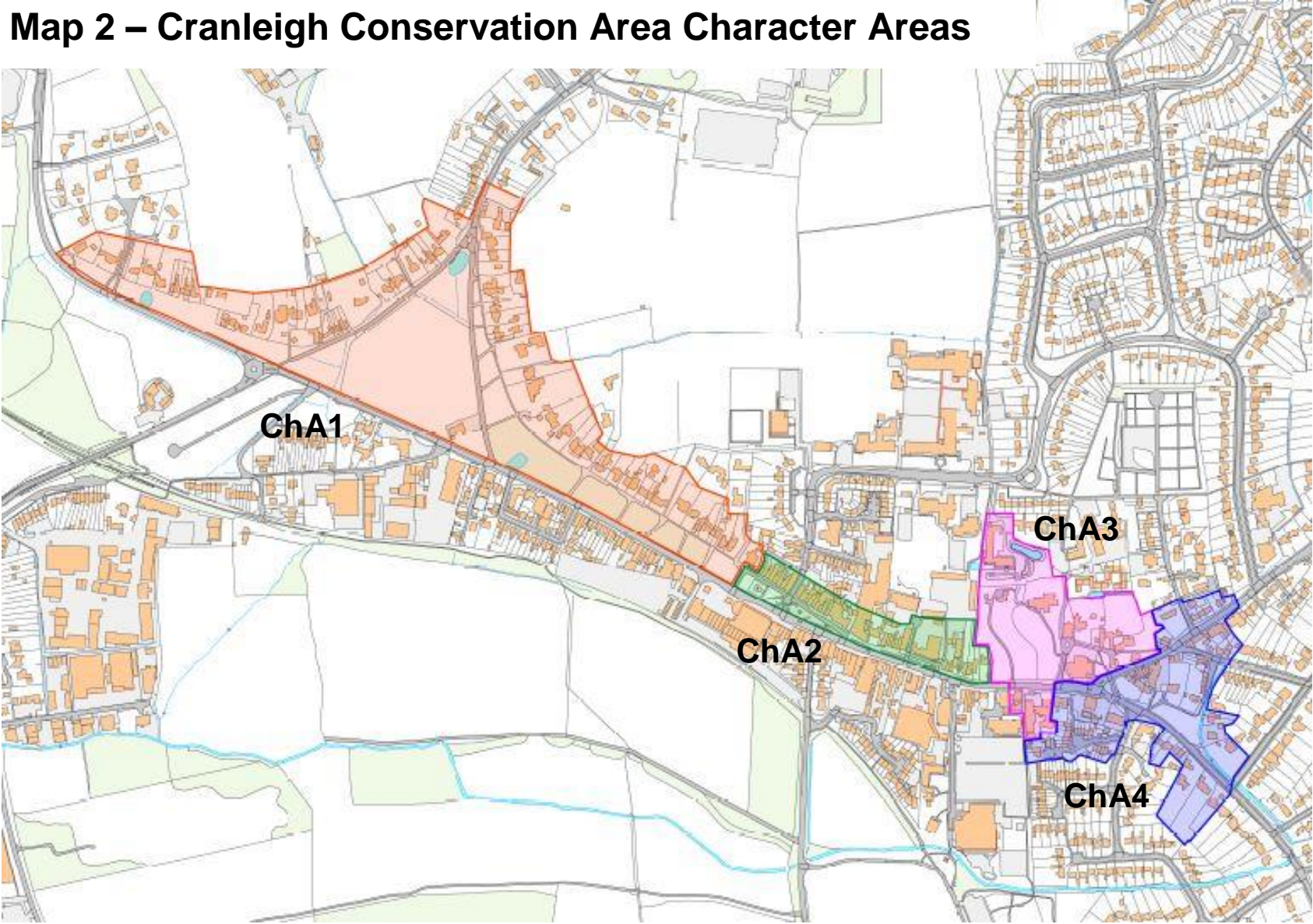
Currently the CA extends only to the north of the High Street, the initial justification for this was that the southern side is primarily of late 19th or 20th century with some modern buildings which, generally, were considered not to merit inclusion within the CA. This is reviewed later in the document.

Cranleigh CA can be divided into four distinctive and diverse character areas (ChA). Map 2 sets out the extent of the existing ChA's. If the proposed extensions (and deletions) were to be agreed (see section 3.9) then these descriptions will change.

ChA1 The Common

Whilst this area is primarily in residential use, it has a particularly rural feel to it. This is derived from the wide expanse of the Common, which is carefully maintained to retain a natural appearance emphasising its rural origins (together with the three ponds and profusion of trees and shrubs) but also allowing the space to be used for sporting and recreational purposes, including cricket. Benches are evenly spaced around this area to allow spectators to watch or visitors to ponder the area without interrupting the openness or usability of the Common itself.

Map 2 – Cranleigh Conservation Area Character Areas



The character zone extends towards the centre of the village, as far as the Norway Maples which have been mentioned elsewhere, but it is important to reiterate their prominence and importance on marking one of the key gateways into and through the CA. These trees were initially planted in 1904 (although some no doubt have been replaced). Equally important are the Lime trees that fringe the east side of the cricket green and the Oaks to the south-west that provide a strong visual boundary.

Key views include those towards Hascombe Hill (that is visible just over the top of the trees) and northwards over the cricket green towards Winterfold Heath.

ChA 2 The traditional high street

The traditional high street is the main shopping core of the CA, and currently includes only those properties to the north of the High Street. The original designation excluded the buildings to the south of the High Street as they were not considered to be of sufficient architectural significance (generally built in the 19th and 20th century). Since designation, Historic England guidance has been published; following this guidance, the Appraisal process has determined that although the buildings are not of individual architectural merit, they have a significant contribution to the character of the CA. Through provision of enclosure and an active frontage, the southern side of the High Street supports and enhances the village centre. It is clear that the CA would have a substantially different character if the buildings to the south did not exist. This area is therefore proposed for inclusion in the CA (see section 3.9).

The traditional high street is characterised by wide areas of pedestrian-only public realm to the north and south of the High Street. There is high enclosure and retention of historic shop fronts. A street scene project was undertaken to the public space to the north of the High Street, which has created a well-used and pedestrian-friendly public realm that focuses on the War Memorial and historic drinking fountain.

ChA 3 The civic centre

This ChA is comprised of the 'civic' buildings at the eastern end of the High Street. This includes St Nicolas Church, the old Village Hospital, Arts Centre, petrol station and the Library. The public realm narrows to single pavements in this ChA and the enclosure weakens at St Nicolas Church which is set back behind the churchyard. This marks the transition out of the village centre towards residential zones.

ChA 4 The eastern edge

The eastern edge of the CA is predominantly residential in character. The high street divides at the Obelisk into Horsham Road to the south-east and Ewhurst Road to the north-east. Each of these roads become increasingly residential as they leave the village centre area. Along Ewhurst Road, the CA ends just beyond the White Hart pub, and includes some commercial buildings to the south side of the road. Horsham Road is characterised by a transition into a more suburban area with larger buildings and a relatively large open green (Lucks Green) on the eastern side of the road.

Whilst the zones are defined on a plan, there are overlaps throughout and between them, so this section should be used as a guide rather than a definitive boundary. Additionally there are some common themes found throughout the CA, including materials, the scale and heights of buildings and some detailing. These are discussed in more detail in section 3.3 (Architectural Quality and Built Form).

3.1.2 Economic profile

Within Cranleigh Village Centre CA, 75% of the population own their own property and 93% of the working age population are employed or self-employed⁴. This reflects the majority of Waverley, which is an affluent area with a buoyant local economy.

The land use varies from residential at the eastern and western extents, to a predominantly retail or commercial based village centre. There are additionally multiple civic buildings towards the eastern end of the CA.

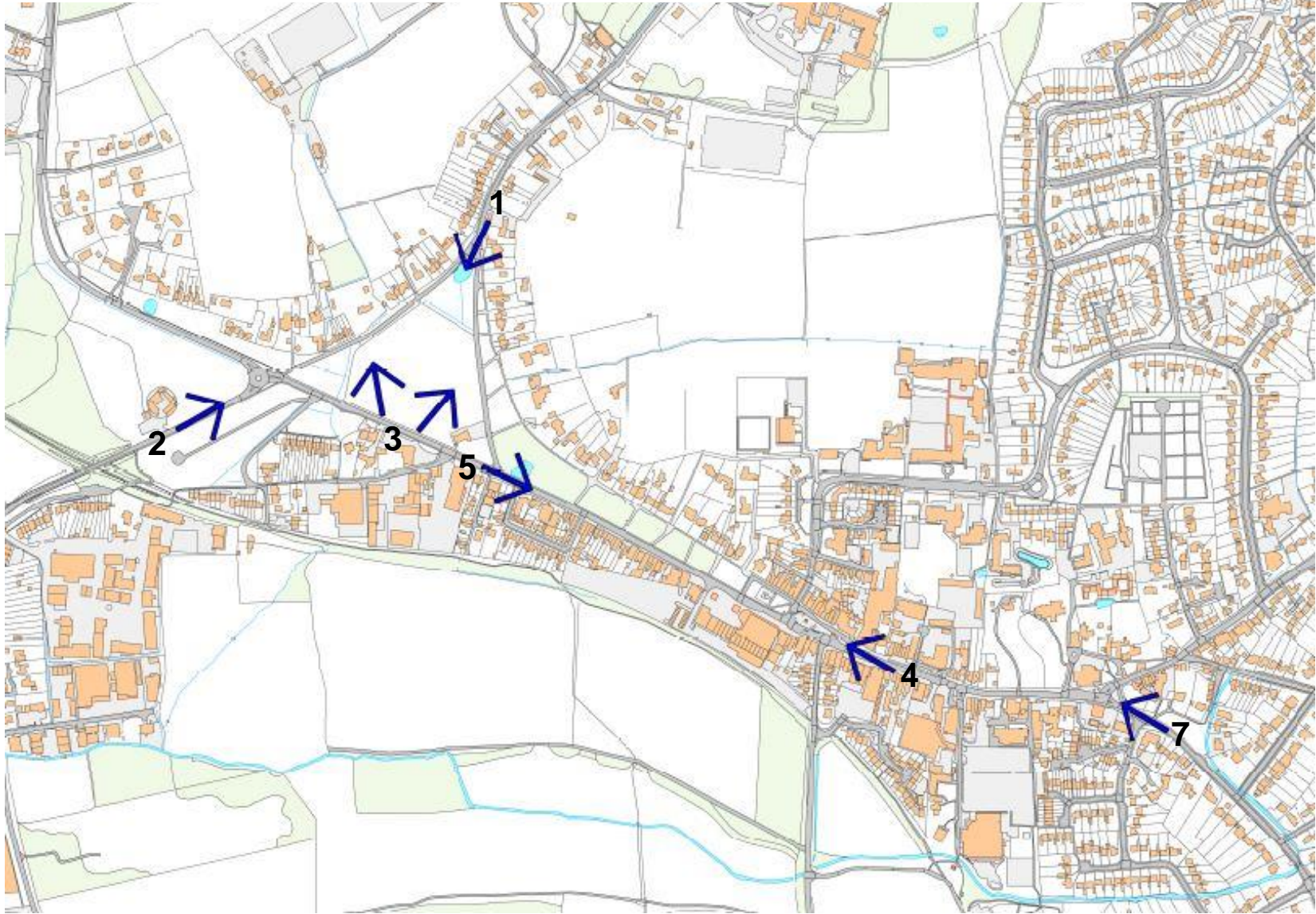
3.1.3 Vistas

Cranleigh CA has a variety of vistas which are integral to the special interest of the CA. Below is a selection of the key vistas experienced by those who live, work and travel through the CA. This does not attempt to include all the important vistas within or surrounding the CA.

- 1) View south from Horseshoe Lane towards The Common – the enclosure of the buildings opens up to reveal the openness of the green space.
- 2) View north-east from the Guildford Road, over the common land and towards the cricket pitch (on The Common). This gives the surprise that the village centre has such an extensive area of open space which is regularly used. The juxtaposition between the built form and space is also unusual, and the buildings give The Common a sense of enclosure and boundary, giving an introduction to the CA.

⁴ NOMIS official labour market statistics: <https://www.nomisweb.co.uk>

Map 3 – Cranleigh Conservation Area – Key Vistas



- 3) View across to The Common from The Cranley Hotel again gives the sense of space and contrast between built form and open space so close to the village centre.
- 4) View westwards from outside Manns towards the War Memorial, taking in the improved public realm, the enclosure from the buildings around the highways and the open space defined by the mature maple trees in the background.
- 5) View eastwards towards the High Street from The Common.
- 6) Short range view looking south towards the Cranleigh Village Hall – the dominance of the building being framed by the more domestic scale buildings to each side, coupled with the public realm to the front, gives this particular status within the street scene.
- 7) Views towards the Obelisk (from all directions) ensure that this is a distinctive landmark at the entrance to the High Street.



The Obelisk



Cranleigh War Memorial

3.2 Historic Development

Cranleigh was originally called Cranley, which is attributed to connections with cranes (Cran) that live in a clearing (Leigh/Leagh - an old Saxon word). The name was changed in 1867 (after the arrival of the railway) to avoid confusion with Crawley.

Whilst Cranleigh was not mentioned as an entity in the Domesday Book, the western end did form part of Bramley vill and the eastern end part of Shere. It is thought that



Lychgate at St Nicholas' Church (1880)

there was some form of settlement based primarily on a rural existence at that time. The original nave and chancel of St Nicolas' Church are thought to date from around 1080. It has also been suggested that Richard de Tonbridge sanctioned the church to be enlarged in 1170 (the architecture also points to this period, but the evidence is not conclusive), through the inclusion of the aisles and transepts. The later tower addition houses a ring of eight bells. It remained largely unaltered until the 19th century when it was "restored" twice, in 1845 and 1866 under the supervision of Henry Woodyer (when the porch was added). The lychgate was designed and built in 1880 (also by Henry Woodyer) in memory of John Bradshaw.

Given the geology of the area, it is likely that development in Cranleigh was impeded, mainly by the clay soils which were impassable to wheeled vehicles (especially in wet months). From a plaque attached to the outside of the church and dated 1630, it appears that the advantages of adding lime to improve the soil can be attributed in the first instance to a Cranleigh man, believed to be one John Crabb.

Cranleigh was considered to be an important seat of the Wealden iron industry, and it has been suggested that Vachery Pond represents the site of the former furnace pond. Brick and tile works were active on the clay of this part of the County. Iron smelting brought some prosperity to the area however this declined around 1575

when the wood was diverted for use by London merchants, probably for use in ship building or the development of the capital.

In 1818 the turnpike improvement through the village made movement significantly easier, but the number and cost of tolls meant that certain journeys were prohibitive. Right up until the early Victorian era, Cranleigh remained a self-contained, small community. The Obelisk at the eastern end of the village commemorates the opening of the turnpike in the 1820's.

By 1845 the Post Office Directory described Cranleigh as *"an extensive village....pleasantly situated, and the houses of the inhabitants are generally neat. It is considered one of the healthiest situations in the county"*.

In 1846 John Henry Sapte became rector, and he brought with him a number of new developments, including the opening of the National School (1847) and Surrey County School (now the Cranleigh School, 1865). He, along with Albert Napper, also developed what is considered to be the first cottage hospital in the country in 1859 (which is currently vacant); this was eventually handed to the NHS in 1949.

1865 saw the opening of a railway line through Cranleigh and with it brought an era of progress and prosperity. It is considered to be one of the key events that significantly changed Cranleigh's character. By 1890 there were twelve rail services per day; whilst expensive, the ease and speed did lead to the decline of canal transport (although this decline commenced in the 1870s).

Stephen Rowland, a local landowner, investor and benefactor formed the local gas company in 1876 and also brought in a water supply (1886) to serve a new housing development at New Park (which was completed in 1894).

The population of Cranleigh had almost doubled by the end of the nineteenth century, being some 1,500 in 1850 (based on an agricultural economy), reaching around 2,000 in 1890 and 2,700 by 1901. This change in population supported development and change along the High Street. 1887 saw the demolition of the last working farm in the centre (Ivy Hall Barn) and the opening of the Manns store. St Andrews Church was built in 1900 at the western end of the village, overlooking The Common to serve the growing congregation (although this closed in 1975 to make way for a sheltered housing scheme when the congregation dwindled).

The twentieth century has also seen change and development throughout the village centre. The war memorial was built in 1920 by Thorpes (and designed by Waterhouse), paid for by public subscription. In 1933 the village hall opened, providing a much needed community space for the growing village. The original blacksmiths forge (on The Common) closed in the 1950's and was converted to a car repair garage, but eventually this failed and was replaced with a cottage. In 1959 the post office opened on the site of the Greyhound Pub at the eastern end of the High Street, where it still operates.

Like its arrival, the railway served as a further catalyst of change when it closed in 1965. The station eventually disappeared making way for Stocklund Square and the 1960's housing development with shops at the ground floor. In 2004 a large supermarket was added to this area.

3.3 Architectural Quality and Built Forms

There are some common themes throughout the CA.

Scale and building heights

The CA is generally characterised by domestic scale buildings, primarily of two storeys. There are some limited number of single, two and a half and three storey buildings, but these still sit comfortably within the overall scale of the CA.

Materials

There are a number of materials used throughout the CA, as the majority of development has followed a traditional form, these materials include:

- Reddish brown brick of the Wealden Clay
- Genuine leaded light windows, the retention of which is critical (replacement with stuck on leading does not achieve the same character response)
- Tile hanging typical of Surrey vernacular – some decorative
- Plain clay roof tiles, often by Swallow (Swallow, which began in 1860, was not the only supplier of tiles locally)
- Slate roofs on shallower pitches
- Off white render

Details

The CA generally follows the traditional appearance of the Surrey vernacular. Key details which cover all ChAs include:

- Chimneys, both simple and decorative
- Chimney pots
- Decorative ridge tiles
- Exposed eave details
- Strong boundary treatments (including walls, railings and mature hedges)
- Timber framed vernacular traditional to Surrey
- Thick stone walls with rounded cappings

Street form and frontages

Whilst each ChA displays its own characteristics, there are some common themes when it comes to street form and frontages. These include:

- Strong frontages with boundary treatment
- Areas of well used public realm throughout the CA serving different purposes

- Set backs from the footpath and highway are a key tool to define the character and function of the area (for example shops are directly onto the footpath whereas residential are generally set back with small gardens)
- Street furniture is used throughout the CA within areas of public realm. However these are not consistent
- Landscape makes an important contribution, including street trees, boundary hedges, private gardens visible from the highway and open space.

Analysis of the architectural and built form is described in more detail, per ChA, below.

3.3.1. The Common

Period and style

The buildings in this part of the CA date largely from the 19th century although there are several fine examples from earlier periods (including Old Tokefield and Pear Tree Cottage – 17th century). Most recently there has been some infill development; however these follow the traditional Surrey vernacular which aids their acceptance within the street scene.



Looking south over The Common

Scale and height of buildings

The scale of the buildings here is largely domestic, consisting mainly of two storeys in height and primarily of detached or semi-detached form. Notably Wakehurst and

High Gable are significantly larger in scale reaching 2.5 storeys (the half storey being in a very steep pitched roof), however this provides a focal point onto the Common and adds interest and variety within the wider street scene. Additionally, Elm Tree Cottages are a smaller terrace of two storey cottages and are located adjacent to two single storey structures (one being a residential bungalow). These buildings also add a level of enclosure onto the Common, primarily because they are set closer to the road than the houses in the surrounding street scene.

Whilst there is predominantly a domestic scale within the properties surrounding The Common, the variety and undulation in the ridge and eaves levels adds richness and interest.

Materials

Reddish brown bricks, orange/red clay tile roofs (that have weathered over time) and traditional tile hanging are materials that define this character area. However, render is often found at the ground floor and some roofs have a shallower pitch incorporating slates. Less common materials such as timber boarding can also be found in a few of the buildings that surround the Common.

In addition to the above there are several timber frame buildings including Old Tokesfield and The Old Bakery, the latter being refaced with brick on the ground floor and tile hung above). In addition, local architect Tommy Wade (a contemporary of Lutyens) developed three properties to the east of the cricket green (Briarfield, Dalvey and Robin Rag), these are sympathetic brick and timber pastiches of Tudor buildings.

Details

The following architectural details are commonly found within this ChA:

- 8) White and dark window frames
- 9) Rounded brick coping on top of walls
- 10) Front gates
- 11) Some black railings
- 12) Pitched roof porches
- 13) Chimneys and pots – some incredibly decorative (and substantial)
- 14) Shutters (in some cases)
- 15) Decorative ridge tiles
- 16) Decorative barge board

Street form and frontages

The Common incorporates a series of ditches which run between the road and the buildings, particularly along Horseshoe Lane, and the 'little' bridges that sit astride them. Set back from these are boundary treatments (often including hedges, brick or occasionally stone walls), and behind the front gardens site the dwellings. In places

the proximity of the properties to the road give a level of enclosure to the road and the Common beyond.

3.3.2 The traditional High Street

Period and style

The buildings within the traditional High Street have developed and evolved over time. Many of the buildings to the north side date from the Tudor period, whilst the frontages are much changed, many of the buildings retain remnants of the timber frames cottages within. All the remaining shops to the west are of late 19th and early 20th century. Many of the shops retain a traditional style shop front, reinforcing the character of the CA.

There are also a number of interwar buildings interspersed throughout this character area, however these add to the variety and richness found throughout the townscape. The existing Post Office building contributes little to the CA, however there are opportunities to improve the building and surrounding public realm.



View of the High Street

Scale and height of buildings

The majority of buildings within the high street area are of two storeys or less, although to the west of Rowland Road there is a group of three storey buildings; the impact of these are minimised as they are set well back from the main road. They also provide a useful landmark to the entrance of Rowland Road.

The High Street is primarily characterised by domestic scale buildings, adding to the village feel.

Materials

There are a variety of materials found throughout this character area, including:

- White colour washed buildings
- Brick
- Orange/red plain clay tile roofs (often Swallow, which have weathered over time)
- Reddish tile hanging
- Some blue header bricks
- Decorative tile hanging
- Muted tones repeated throughout giving strong identity

Details

The following architectural details are commonly found within this ChA:

- 17) Front boundary walls towards the civic centre ChA
- 18) Decorative tiles (hanging and roof)
- 19) Chimneys and pots
- 20) Strong gables onto frontage
- 21) Exposed eaves
- 22) Some examples of cat slide roofs
- 23) Lighter window frames
- 24) Decorative barge boards
- 25) Some exposed timber
- 26) Large upper floor windows
- 27) Some examples of traditionally detailed roof junctions and features
- 28) Some examples of flat gables (i.e. no overhanging eaves)
- 29) Brick nogging

Street form and frontages

There are comparatively few trees within the high street ChA compared to the other areas within the CA. However the areas of public realm are generally well used and provide useful areas of seating for the coffee shops and restaurants. This adds to the vitality of the CA.

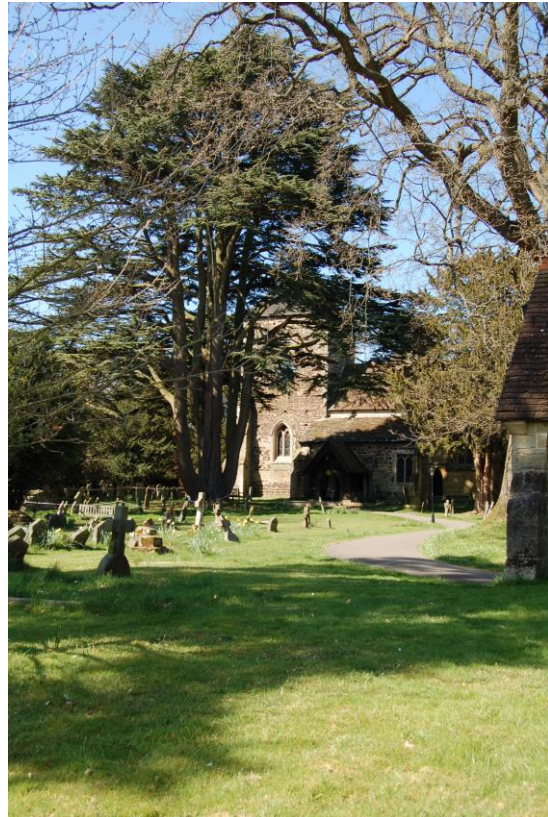
In some areas there is a restriction in width of the pavements. This can have issues for those with mobility issues; however it would be difficult to resolve as, in the main, the buildings back directly onto the footpaths.

3.3.3. The civic centre

Period and style

To the south side, The Little Manor service station and the Old Cottage Hospital are 15th century and the Three Horseshoes public house is a 17th century coaching inn. These are prominent buildings within the street scene. However the importance of the Little Manor service station is diminished by the large canopy which shelters the petrol pumps. Whilst functional its scale dominates the smaller buildings (although it is accepted that some effort has been taken to try to 'blend' the canopy into the street).

St Nicholas's Church, whilst large in stature, is set well back from the street and given the mature landscaping and trees, views of the church are limited. It therefore has a lesser impact in terms of its form – although the glimpses that can be had of the church are an important reminder that this building sits at the heart of the CA. The landscaping and space formed by the graveyard, as well as the front boundary wall and lych-gate (to the side) are more prominent features and serve as an introduction to the church behind.



St Nicholas' Church

Many of the buildings in this ChA are timber framed (often with more modern frontages).

The Cranleigh Arts Centre (formally a school) is very prominent, its appearance is institutional, reflecting its previous use, and its proximity to the footpath and highway almost afford this building a greater prominence than it might otherwise have.

Scale and height of buildings

Primarily the area is characterised by two storey buildings with some single storey elements. The Moat House is an exception to this, being a substantial three storey property. However, its location is such that there are very limited public views of the building.

In contrast to Moat House, the Cranleigh Arts Centre is a single storey building with some taller elements. It is more prominent within the street scene given its relationship to the highway and bus stop, location of the front entrance and limited amenity space.

Materials

There are a variety of materials found throughout this character area, including:

- White render
- Orange/red plain clay tile roofs (often Swallow tiles, which have weathered over time)
- Bargate stone
- Slate
- Red tile hanging
- Timber boarding
- Exposed timber frames
- Decorative tiles
- Stone window surrounds

Details

The following architectural details are commonly found within this ChA:

- Substantial chimneys (Moat House)
- Brick nogging
- Wisteria on buildings
- Leaded light windows
- Steeper roof pitches
- Traditionally detailed roof junctions and features (3 Horseshoes)
- Small dormer windows
- Decorative tile hanging
- Cast iron rain water goods
- Dark window frames
- Chimney pots

Street form and frontages

The transition from the traditional high street and the commercial core towards the residential areas to the eastern edge is marked by the civic centre. This area is incredibly busy with lots of vehicular movements and also pedestrian activity, focused around the Obelisk.

Some strategically placed street trees are located throughout the ChA, which link through from The Common and out towards Lucks Green. Additional trees within the churchyard add to the amenity of the area and again bring reflect the open space found elsewhere within the CA.

The main junction is open, allowing the obelisk to take pride of place. The Obelisk also forms a strong focal point that acts as a way marker for visitors to the village

and CA. The importance of the Obelisk is marked not only by the structure itself, but also the space surrounding it.

The buildings in this area primarily perform civic functions, such as the Old Village Hospital, St Nicholas Church, the Cranleigh Arts Centre and the Three Horseshoes public house. Unlike the High Street, these buildings are generally set back from the street giving the buildings space, and thus more prominence within the street scene. The only exception to this is the church, which is set significantly back from the street and not particularly perceived when passing by. However the church yard is critical in defining the use of this space and the building towards the rear of the site.

3.3.4. The eastern edge

Period and style

The oldest residential buildings date from the 16th and 17th century, however most reflect twentieth century architecture. There are a couple of Georgian properties, but this is not a common style found throughout the ChA. Of note is the Old Police House which dates from the 1920's.

The majority of this ChA is defined by residential development, although there is a subtle change to more commercial uses towards the village centre and the obelisk.

There has been a number of infill developments within this ChA, however these have responded to the wider context and are generally successful in positively contributing to the street scene. Many opt to reflect the traditional Surrey vernacular through the use of Arts and Crafts detailing.

Scale and height of buildings

The scale of the buildings in this area is generally smaller, with few buildings above 2 storeys in height.

Materials

There are a variety of materials found throughout this character area, including:

- Local Stone from Pitch Hill
- Slate for roofing
- Red brick (some slightly brighter)
- Leaded light windows with dark surrounds
- Simple, yet sturdy chimneys
- Orange/red plain clay tile roofs (often Swallow, which have weathered over time)
- Tile hanging (generally not decorative)
- Light coloured painted brick work
- Slates on shallower roofs
- Decorative ridge tiles

- Decorative window lintels (some stone)
- One example of timber clad dwelling

Details

The following architectural details are commonly found within this ChA:

- Diapering – is a decorative treatment (often found within brickwork) with a repeated pattern of squares, rectangles or lozenges
- Small windows
- Small eyebrow dormers
- Garages that match main building
- Exposed eaves
- Chimney pots
- Pronounced verge lift to roof to prevent rainwater falling down the gable end (No. 5 Mead Road)
- Decorative brick work (The White Hart)
- Use of various brick bond
- Front boundary treatments – brick
- Small porches

Street form and frontages

This primarily residential area is mainly defined by low brick walls, defining the front boundary to dwelling houses, or mature hedges. These features both positively contribute to the area and set it apart from the more commercial areas of the High Street and civic centre.

Most of the properties are set back from the street, enabling parking to be accommodated on site, but also reflecting the change in character and separation between public and private spaces.

Lucks Green is an area of open, public amenity space that links into the 'green' landscape character extending throughout the CA.

Hidden gems, such as the stream running along Horsham Road, reflect the historic development of Cranleigh, and constraints that had previously impacted the pace of change. Additionally this gives a physical separation between the highway and houses beyond not seen elsewhere in the CA.

3.4 Listed Buildings and Heritage Features

It goes without saying that these buildings, structures and features all make a positive contribution to the character of the CA.

Listed Buildings

There are 25 statutory listed buildings in the CA, including 3 groups:

Grade I - None.

*Grade II** - 1 – St Nicolas's Church, High Street

Grade II - 24

Buildings of Local Merit (BLM's)

Buildings of Local Merit (BLMs) are buildings identified by Waverley as of local historic, architectural or townscape merit. Many local authorities have lists of such buildings, sometimes called the local list and sometimes Buildings of Townscape Merit (BTM).

The BLM list was reviewed and amended in 2013, the identification, assessment and consultation being undertaken by a working group (including a Cranleigh Parish Councillor and two local historians). As a result an additional 130 BLM's were adopted within the parish of Cranleigh. There are presently 79 BLM's within Cranleigh Village Centre CA.

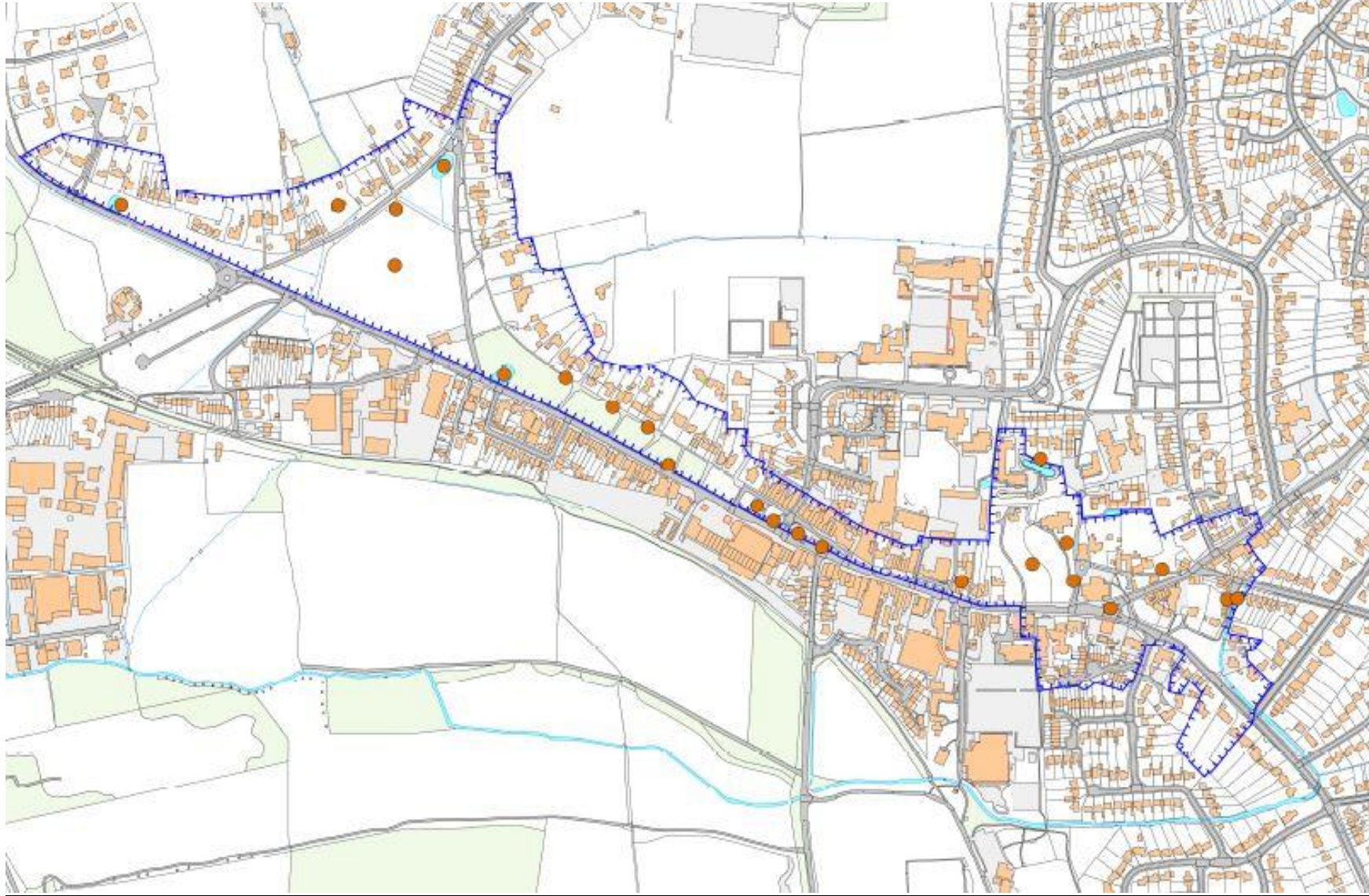
Heritage Features

In 1986, Waverley Borough Council produced a list of heritage features in Waverley⁵. The list covers natural landmarks, archaeological sites, historic structures, historic trees, roads, track ways and gardens. The purpose of the list was to identify features that for the most part were not protected by legislation, but were a significant and valuable part of the character and history of the Borough. The intention was that by recording them there would be more awareness of the value of preserving them.

There are 22 heritage features within Cranleigh CA. These are identified on the plan in Appendix 1.

⁵ Waverley Borough Council (1986) 'Heritage Features in Waverley' (4 volumes)

Map 4 – Cranleigh Conservation Area – Heritage Features



3.5 Buildings which positively contribute to the CA

Positive contributors are buildings which are not listed, or locally listed, but positively contribute to the special interest of the CA. The community of Cranleigh have recently completed a review of the BLM's within the village. This has meant that all of the locally significant buildings have been identified and mapped. As a result there are no additional buildings that need to be identified.

3.6 Heritage at Risk

There are no buildings within the CA on the Waverley BC & Historic England "Heritage at Risk Register".

It is important to identify any listed buildings that fall into disrepair, so that Waverley Borough Council can work with the owners to find appropriate solutions and bring the building into a productive use.

Whilst the main responsibility falls with Waverley and the owner, it is advantageous that others interested in the built heritage of Cranleigh 'keep an eye' of the historic fabric and report anything of concern.

3.7 Open Spaces and Streetscape

3.7.1 Open spaces

The Common is probably one of the most notable features within the CA, especially when entering from the west. This large expanse of well-used recreational land (primarily for cricket) gives a strong sense of openness marking this apart from other CAs within Waverley. There are three ponds on the Common that are surrounded by maple trees, sycamores and willows; this has the effect of enclosing the area and shielding the view onto neighbouring houses, roads and shops. To the west and located on the Common is the Queen Victoria Golden Jubilee Fountain (a heritage feature) which was given to the village by the old boys (alumni) of Cranleigh School (located to the north and outside the CA), in 1887. The common itself is contained by a highway on each of its three sides, although further enclosure is provided by the residential properties to the north-east and north-west of the area.

Additional areas of open space are found throughout the CA, ranging from small highway verges to a larger area (Lucks Green) on Horsham Road which has a couple of benches and litter bins.

The graveyard to the front of St Nicolas Church also provides a different form of open space which is often used as a cut through to Moat House and the footpaths to the north. A significant Cedar of Lebanon is located to the front of the church.

Unlike other CAs within the main Waverley settlements, Cranleigh is characterised by the cumulative effect produced by groups of trees that provide a backdrop to the CA.

The edge of the Common, along the north side of Guildford Road and (in part) the High Street includes a long avenue of Maple trees. These not only give the CA a distinctive character, but they also form the boundary between the open space and road. There are additional trees located primarily around the edge of the Common giving a rural and open feel to this area of the CA.

Further mature trees are found to the east of the CA, several of which are protected by TPO's. Hedges are commonly found throughout the CA, in particular demarking the front boundary of residential properties, although some are also defined by traditional brick or stone walls. Whilst this adds to the greenness found throughout the CA, the variety in boundary treatments also adds to its character and richness.

3.7.2 Streetscape

Whilst traffic is dominant within the CA, this is, in the main, mitigated through the significant areas of open space and public realm. There are many focal points within the CA, both structural and landscape, and these connect to guide visitors through the area and aid the understanding of place. However, more can be done to improve these connections.

Whilst the public realm is generally in good condition, some areas are in need of upgrading and refurbishment. Of particular note is the variation in types of street furniture throughout the CA, and in some areas this is in poor repair. However there are some very positive aspects of the streetscape including the public art (in the shape of a heron) and the Horsham stone, both found on the water fountain. The obelisk is a key feature within the street scape and has become a key focal point and way marker.

In addition there are a number of smaller or more modest elements found throughout the CA which contribute to the streetscape, including the Thomas Crapper manhole cover and the lych-gate marking the entrance to the church.

3.8 Assessment of Condition

Overall: Good Condition.

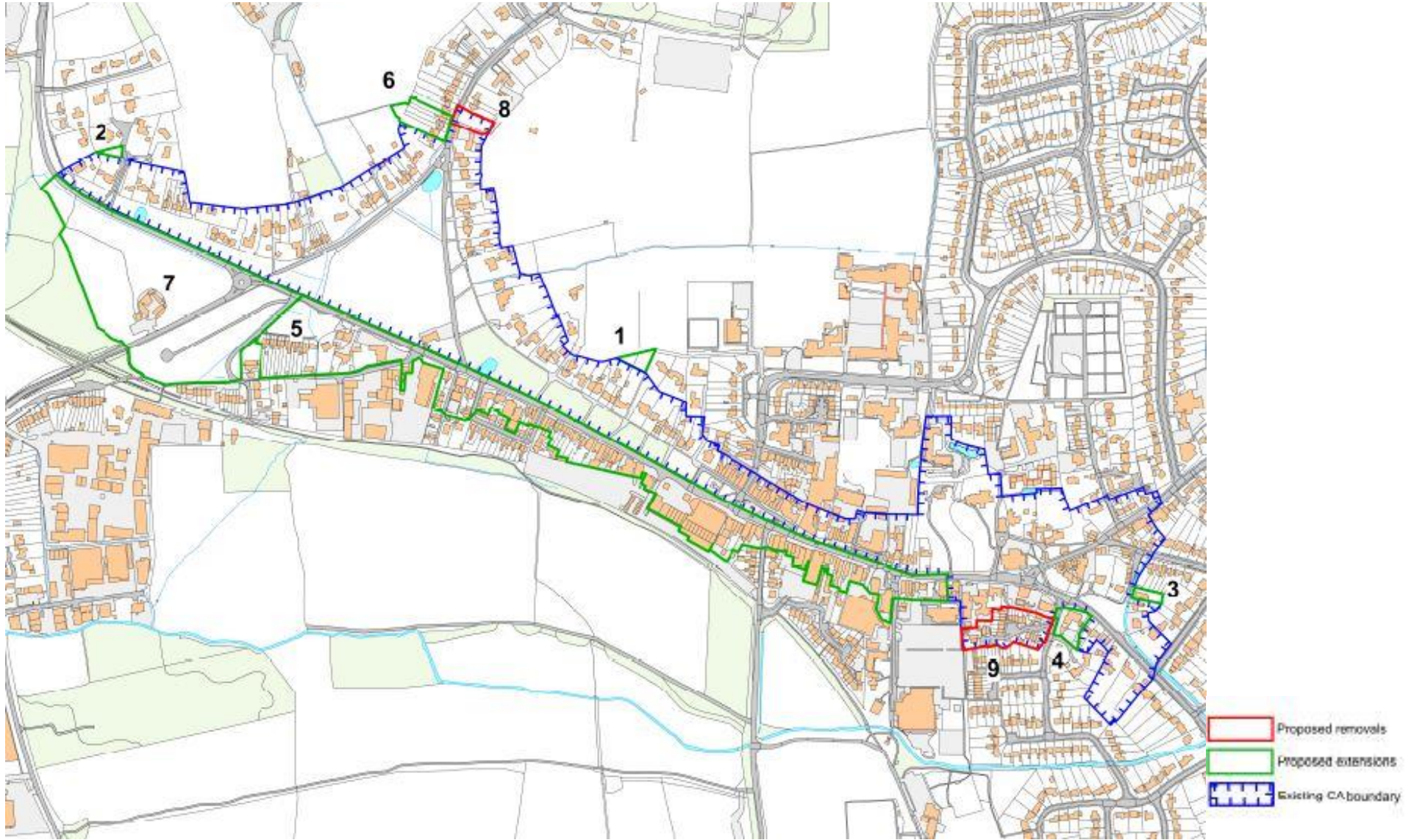
The listed buildings, heritage assets and other buildings within the CA are all in good condition and appear to be well maintained, which reflects on the character of the CA. Although there are a number of 'big box' buildings that are considered individually to be unsympathetic to the special interest of the CA, their form and location contribute to the enclosure that is a common feature found within the CA. The public realm is, in the main, well maintained and managed throughout the CA. Additionally it is good to note that a recent project to review and identify new BLM's has been undertaken by the community.

The following issues have been identified within the CA:

- Heavy traffic
- Potential for loss of historic shop fronts
- Some buildings offer the potential to be redeveloped or upgraded

- Inconsistency in street furniture
- Linkages between the areas of public realm

Map 5 – Cranleigh Conservation Area – Proposed Boundary Changes



3.9 Identifying the Boundary

The boundary of the CA has been considered as part of the CAA process. As a result, the following changes are identified for the boundary of Cranleigh CA.

The main change proposed seeks to bring the southern side of the High Street into the CA. By many it is considered to form part of the CA, so can cause confusion when considering potential development opportunities.

A significant extension to include the majority of The Common is also proposed. This land sets the scene when entering the village of Cranleigh and the CA. It has been a key element throughout the development of Cranleigh and is currently designated as common land.

There are some additional smaller extensions proposed to take into account the boundaries of properties, two additional buildings are proposed to be included to the east of the CA which have a strong historic and physical connection to the surrounding street scene. A final extension is to the north of The Common to incorporate five additional dwellings which have a strong historical connection to the development of the CA. Two removals are also proposed.

Proposed extensions:

1. Gardens to the rear of The White House and Chase Cottage, The Common.

Currently the CA boundary dissects the gardens of these properties. It is possible that the maps used in the original designation did not show the full extent of the residential boundaries or that the garden areas have been more recently extended. In either event, it is considered pertinent to regularise the situation and give clarity as to where the boundary falls (as there is no clear indication on the ground).

2. Garden to the rear of Homefield, Guildford Road.

Currently the CA boundary dissects the garden of this property. A new property (Archway House) was developed in 2006, at this time the plot of Homefield was subdivided. This proposed amendment follows the new residential curtilage of Homefield, to ensure that the extent of the CA is understood in this area (and visually interpreted on the ground).

3. The Old Evangelical Church, Mead Road.

This building is located to the north of Lucks Green and currently falls just outside the CA boundary. The building itself was previously used as an Evangelical Church serving the parishioners of Cranleigh. It was established in 1918 as a breakaway from the Cranleigh Baptist Church, however with a dwindling congregation the church closed in 2000 and was eventually converted to a house in 2006. Whilst it is now in residential use, the building continues to retain a form which reflects its civic past.

The building has strong connections with its surroundings, and forms a punctuation to the streetscene fronting both Lucks Green and Mead Row. Its relationship to the surrounding public buildings (the old police station and the forge) adds to its status within the local area, even though it is accessed off a secondary road.

Given its location and relationship with the surrounding buildings, it is surprising that it did not form part of the original CA designation.

4. Brookmead, Horsham Road.

Brookmead is a two storey property on a corner plot with Horsham Road and Overford Drive. It is red brick building with two large gables fronting Horsham Road (with two smaller gablets in between), decorative barge boards, tile hanging to the upper gables and substantial chimneys. The lintels above the windows are also decorative stone and painted white. This contrast adds to the character of the building.

It is a deep building on the plot, and the roof form is such that interesting junctions are created, and detailed in quite unexpected ways.

Whilst it is relatively small in stature, the building has a strong presence onto Horsham Road. It forms part of the wider collection of red brick buildings in the area, including Yew Tree House (opposite) and Brookmead Cottages to the south east.

It is considered worthy of being part of the CA designation as it positively contributes to the street scene and is characteristic of the local vernacular.

5. Area to the South of the High Street (from the Library westwards, up to and including Park Gate Cottages).

The south side of the High Street has previously been excluded from the CA as the buildings largely dated from the 19th and 20th century and were considered to be unrelated in scale and materials to the north side. This view has since changed, and although the buildings are not historic, the CA would not have its distinctive character without them.

In essence, whilst individually the buildings are generally not outstanding (although a number have been designated Buildings of Local Merit and a smaller number listed), collectively, they significantly contribute to the character of the street scene, providing enclosure to the High Street and therefore proposed for inclusion.

There are a number of buildings (such as Sainsburys at Stocklund Square and 92 - 11 High Street) that were built in the late 20th century, and are 'box' style developments with little architectural interest. These have been included within the proposed extension as they contribute to enclosure,

which is characteristic of the High Street and it would be inappropriate to exclude just these buildings.

6. Horseshoe Lane extension – five properties to be included to the north of The Common.

Nos. 1-4 Horseshoe Lane (also known as College Road) stand on land opposite Common House Farm. During the First World War the land was acquired from Miss GA Eade by FW Warren in a deed of gift of 14th May 1917. Subsequently four cottages were built on the land and let to employees of FW Warren. The cottages were typical of artisan cottages, examples of which are now rare in Cranleigh since most have been bought up, extended, gutted and transformed into larger properties.

These cottages housed under a mansard roof a kitchen/scullery and living room downstairs and two bedrooms over. No bathroom was included, the WC being external to the building. The cottages have not suffered greatly from modernization though have had modest additions to the rear.

The value of these cottages to Cranleigh is the close connection with the artisan life of the village as well as to the major employers in the area. FW Warren was one of several major employees in the village in the period between the wars and was responsible for the construction of many of the heritage buildings that still grace the village. For most of the 20th century, the cottages were home to Warren's employees, first as rentals but later as purchases.

Inclusion in an extended CA would allow the former importance of FW Warren - as benefactors as well as employers - to the village to be recognized. Their role in creating many of the buildings in the CA rounds out the story of our heritage assets rather nicely.

7. Extension to Cranleigh Common

The Common at the western end of the village was once much larger than it is today. Over the centuries it has gradually been encroached and it was intersected by the turnpike road in the early 19th century. However the wide expanse which is noticeable when entering the village from the Guildford direction is carefully maintained so as to retain a natural appearance emphasising its rural origins.

The present common land was formally held by the two major manors in the area – that to the east was held by Shere manor and that to the west by Bramley manor. In the medieval period, these two manors had very different social foundations. Shere was held by the Saxon Royal family while Bramley was a more entrepreneurial enterprise. As Cranleigh evolved around these two disparate land holdings, the development of each half was markedly different and has shaped the nature of what we see today as the village of Cranleigh. As late as the early 20th century,

manorial rights held by Cranleigh villagers to graze livestock and take turf and wood from the common were actively protected and fought over.

The inclusion of the last piece of common land to the west of the current CA would allow the totality of what remains of this ancient common to be brought into the story of how Cranleigh came to be and define more precisely the ancient heart of the village. Cranleigh's common is a key element in the story of its history, rather than just a piece of open space set to the side of the village.

This extension also includes the old windmill buildings which serve as a reminder of the structure that stood for over a century before being demolished in 1917.

Proposed removals:

8. Area of space to the south of Barnside, Horseshoe Lane.

The piece of land south of Barnside has been recommended for removal from the CA following assessment of the land in accordance with Historic England guidance. Conservation Areas are defined as 'an area of special architectural and historical interest, the character or appearance of which it is desirable to preserve or enhance'. The guidance is clear that CA designation is not generally appropriate for protecting areas of wider landscape, unless the character or appearance of the open area particularly relates to the historic fabric of which the CA designation relates.

This area of land forms part of the Cranleigh School, and leads into some playing fields to the east. It is laid with grass and includes a single tree towards the centre rear of the plot. Whilst it has some connection with the grade II listed barn to the south (purely through ownership and use), its visual connection is limited. It does provide a pause in the built development, which is a useful tool within a street scene, but this alone does not warrant its inclusion within the CA.

The land does not help to identify or characterise the CA in the location, and is considered an anomaly within the street scene. There is no architectural interest on the site and there is no evidence of any historical links between this land and the wider CA to warrant the protection of this area. Additionally it has no relationship (physical, visual or in terms of use) with the open space on The Common and does not contribute to the development or understanding of the CA in this location.

It is therefore proposed that this piece of land is removed from the CA and the boundary follows the southern side of the access road.

9. Little Manor Gardens

It is proposed that Little Manor Gardens is removed from the CA. This is a modern development that was built in the early 1990's, after the CA was designated. Whilst this is a nicely designed estate, it has little relationship to the historic core of the CA and does not contribute to the special architectural or historic interest of the wider CA, and thus it is proposed for removal from the CA.

PART 2 - Management Plan

4.0 Management Plan

The Management Plan sets out specific actions/projects aimed at preserving and enhancing the CA in the future.

4.1 Managing Change

Sometimes the qualities that make CAs appealing might lead to further pressure for development.

Cranleigh Village Centre CA is surrounded by land that has potential for future development. There have been a number of residential developments slowly expanding Cranleigh in recent years, and sites have been identified as potential development opportunities in the SHLAA.

Within the Conservation Area boundaries, however, there is limited chance for development, however it is expected that where consent or planning permission is necessary, the appraisal section of this document should be taken into account when making the decision.

Various small-scale enhancement opportunities within the CA have also been identified and form part of this management plan.

4.1.1 Small scale change

CA status does not mean that change cannot occur but rather that any changes should enhance the area and respect features which contribute to the character of the area. However, small-scale and piecemeal change can cause the greatest damage to the character and appearance of a CA. The replacement of traditional materials with inappropriate alternatives or the removal of original features may seem to have insignificant effect but cumulatively such changes gradually erode the special character of the area.

Whilst there are stricter permitted development rights with a CA, many small-scale changes do not require planning permission. In these instances careful consideration should be given to the wider impact of these proposals. It is always advisable to check with the Planning Projects Teams before undertaking any work in a CA.

The distribution of a leaflet to all residents within the CA to outline the 'dos and don'ts' of minor alterations to properties within the CA would be a useful tool in increasing understanding and awareness.

Recommendation:

That residents, owners and businesses contact the Planning Projects Team to discuss any small-scale changes and the potential impact of these on the CA before undertaking the works.

Subject to funding and resources, the Borough Council will consider the preparation of a leaflet giving general information about the constraints of living in a conservation area, and design guidance for residents of the conservation area on the following:

- Extensions, including porches and dormers;
- Use of traditional materials and details;
- Conservation of historic fabric;
- Rooflights and satellite dishes.

4.2 Heritage at Risk

The character of Cranleigh CA is heavily reliant on the preservation of the heritage assets. These assets should be preserved, and those which are deemed 'at risk' identified.

4.3 Celebration

4.3.1 Waverley Design Awards

The Waverley Design Awards scheme (introduced in 1995), runs every two years. The objective of the awards is to encourage an interest in the quality of the built and natural environment of the borough. The scheme promotes an awareness of the need for high standards in design, including planning, architecture, sustainable development and landscape design.

It is important to ensure that outstanding design is identified and promoted especially when it preserves and enhances the CA.

Recommendation:

Cranleigh Parish Council is encouraged to nominate new, outstanding developments to the Waverley Design Awards.

4.4 Enhancement Schemes

4.4.1. Utility companies

Utility companies often carry out works on the highway within the CA (road or pavement). Utility companies (and their contractors) are required to ensure that the surface is made good, to the same standard (or better) than what was originally there. In addition, it is understood that they can implement a temporary surface for a period of six months before making the area good. Within a CA, unsatisfactory works by utility companies can undermine the character of the area and have a detrimental impact on the appearance of the street.

A Task Group at Surrey County Council (SCC) has produced a report: "Improving the Co-ordination and Quality of Work of Utilities Companies in Surrey", 10 January

2013 which considered the views of residents, Councillors, utilities companies and officers. The conclusions were that SCC could undertake a number of actions to work more effectively with utilities companies to improve the quality of street works in Surrey, minimising the disruption caused to residents and road users by:

- Communication
- Monitoring and Reporting
- Utility companies must apply for a permit from the Streetworks team at SCC.
- Improved working in areas with special conditions (*including Conservation Areas*).

Recommendation

Utility Companies should be made aware of the Conservation Area Appraisal document, and in particular be encouraged to ensure that their work is completed and 'made-good' as soon as practically possible. Where this has not happened (and within the existing guidance) the Streetworks team at SCC should be informed so that they can take appropriate action.

4.4.2. Standardisation of street furniture and de-cluttering

It is important to reinforce the distinctiveness of Cranleigh through a clear and consolidated approach to street furniture, including bollards, lamp posts, benches and litter bins.

In order to ensure consistency throughout the Conservation Area, coordinated street furniture should be implemented throughout the village and within new public realm schemes. Where this is not possible, the commissioning authority (whether it is Waverley, Surrey or Cranleigh Parish Council) should contact the Planning Projects Team to discuss a suitable alternative.

Road markings should be kept to a minimum and thin (conservation area) double yellow lines should be used where necessary.

Improving the CA does not just mean the installation of new coordinated street furniture, it also means rationalising what is already there and removing or repositioning signage and street furniture that is no longer required or used. It also involves cleaning road signs on a regular basis.

Recommendation:

A Steering Group should conduct a survey with SCC to identify areas most in need, and specific signs to be removed. This could include:

- Redundant posts with no signage.
- Redundant signage no longer required.
- The rationalisation of signage and furniture where other, more appropriate signage/ furniture exists.
- Upgrade, clean or replace signage in poor repair.

4.4.3. Heritage Trail

Cranleigh CA has 21 heritage features, as well as other historic features which can be referenced back to particular periods or events in history. These features are often overlooked therefore it is recommended that a Heritage Trail be created to encourage education of residents, children and visitors on the history of the village.

The Heritage Trail might include:

- Information panels or plaques: for each heritage/historic feature a panel or plaque should be created. These should be designed in a consistent manner throughout the CA (and may be extended in the future to surrounding features outside of the CA boundary).
- Brochures: Brochures should be made readily available detailing a 'trail' which links the heritage and historic features identified on information panels and plaques.

4.4.4. Installation of an information plaque for the Thomas Crapper manhole in front of the old village hospital

The Thomas Crapper manhole has been specifically identified for an information plaque as there is potential for the manhole to be removed if works were undertaken. A plaque is recommended in close proximity to the manhole, and should be included as part of the Heritage Trail.



Thomas Crapper manhole cover

Creation of footpath along desire line to the north of the Cricket Green

Item 1 shown in the photograph below (to the right of the photo) is regularly used as a footpath linking the Common with the residential properties to the north. Therefore it is recommended, dependent on land ownership, that the footpath be formalised to improve safety for pedestrians.



Informal footpath to the east of Horseshoe Lane

4.4.5. Addition of conservation kerb to grass island north of cricket green

The small grass island to the north of the cricket green is regularly driven over by large vehicles as it does not have a formal kerb, and is therefore in danger of being progressively damaged.

A conservation kerb is recommended here, with attention given to the most appropriate size / shape of the island to enable ease of vehicular movement around the corners.

4.4.6. Provide additional bins around the cricket green

Although there are sufficient benches located around the edge of the cricket green, there is currently a lack of bins to support the use. Therefore it is recommended that additional bins are provided, but in limitation so as not to impose on the character of the green.

4.4.7. Improve the aesthetics of the nursery gate (adjacent to the Methodist Church)

There is a gate that fronts onto the High Street and forms an important function at Blossom Nursery School. The existing gate is functional in its style and does not respond well to the character of the area, should an opportunity present itself to replace the gate it would be encouraged that the new gate be sympathetic to the character of the CA.

4.4.8. Improve and extend treatment and surfacing of south side of high street

The pavement to the north of the high street has in recent years been enhanced to create a multi-purpose pedestrian area. It is recommended that the southern side of the high street (particularly between the Village Hall and Sainsburys) is enhanced in a similar fashion.

4.4.9. Upgrade the noticeboard outside the Post Office

The noticeboard located on the public realm to the front of the Post Office is currently in poor condition. It is therefore recommended that the noticeboard be replaced or upgraded.

4.4.10. Improve the public space in front of the village hall

The public space in front of the village hall is dominated by hard surfaces with little to no soft landscaping. It is recommended that this area of public space is softened, for example, through the planting of shrubs around the sundial.

4.4.11. Clean, de-rust and paint the Obelisk

Maintenance of the Obelisk is recommended to be undertaken to preserve the heritage feature for future generations. A conservation maintenance plan of cleaning, de-rusting and re-painting should be devised.

4.4.12. Formalisation of footpaths at Lucks Green and upgrade benches

Clear desire lines have been forged across Lucks Green to link the Horsham Road with Mead Road and to use the bench currently situated in front of the stream. It is recommended that the desire line is formalised into a new footpath, and the benches and bins are upgraded in accordance with section 4.4.2.

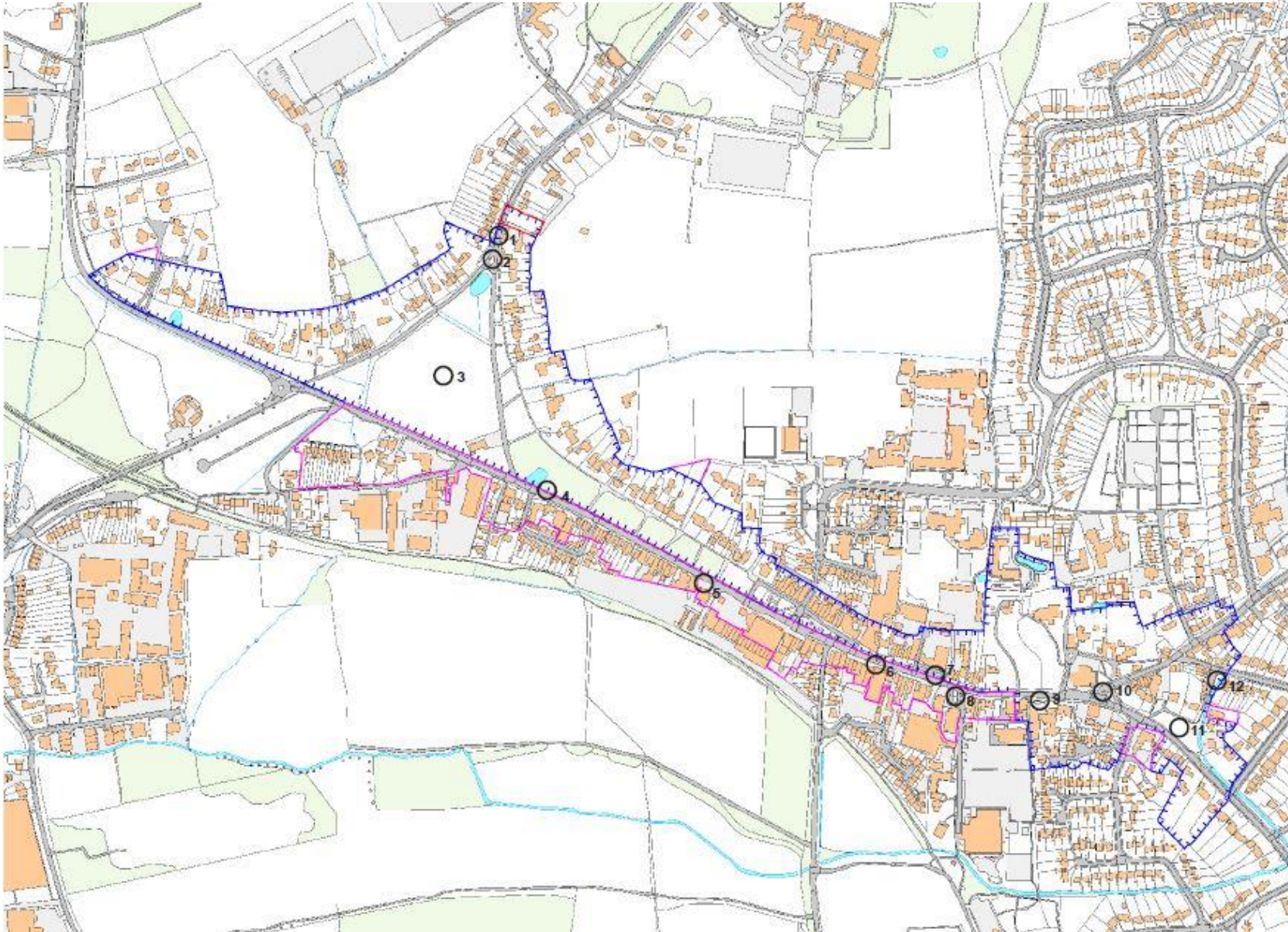
4.4.13. Landscaping around the Wheelwrights Plate.

The Wheelwrights Plate is a relatively overlooked heritage feature which is currently overgrown with grass and shrubs. Appropriate landscaping around the feature, and installation of an information panel in accordance with section 4.4.3, should be undertaken to highlight the historic value of this heritage feature.



The existing Wheelwrights Plate

Map 6 – Cranleigh Conservation Area – Environmental Enhancements



- Consistent bins
 - Consistent benches
 - Consistent street lighting
 - Consistent bollarding
 - Yellow CA lines on roads
 - Greater promotion of sustainable travel e.g. cycling and walking
 - Heritage trail - brochures and information panels
1. Creation of footpath to follow desire line
 2. Conservation kerb around grass island
 3. More bins around cricket green
 4. Traffic and traffic noise; limited ability to cross, especially towards The Common
 5. Improved aesthetics of nursery gate (private)
 6. Improve and extend treatment and surfacing of south side of high street; Conservation kerb, hard landscaping to unify north and south
 7. Upgrade noticeboard
 8. Improved landscaping of public space in front of village hall; soften around the sundial
 9. Information plaque for Thomas Crapper manhole; potential for listing.
 10. Cleaning, de-rusting and re-painting the Obelisk; information panel or plaque
 11. Creation of footpaths and upgrade benches at Lucks Green
 12. Landscaping of Wheelwrights Plate; Information Panel

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 05/01/2016

Title:

HALE RECREATION GROUND – APPROVAL TO SUBMIT PLANNING APPLICATION FOR REPLACEMENT FENCING

[Portfolio Holder: Cllr Simon Thornton]
[Wards Affected: Farnham Upper Hale]

Summary and purpose:

This report seeks approval to submit a retrospective planning application to erect replacement fencing around Hale Recreation Ground, Farnham.

How this report relates to the Council's Corporate Priorities:

This report has the potential to contribute towards the following corporate priorities of the Council:

Leisure and Lives: Providing an attractive and safe fence line perimeter to compliment the attractive area of Hale Recreation Ground.

Financial Implications:

The replacement fencing is to be met from the 2015/16 revenue budget. The cost of submitting a planning application is £195 and there are expected to be costs for any associated consultant reports if tree or contaminated land surveys are required.

Legal Implications:

The Council must obtain planning permission to erect a fence adjacent to a public highway if such fencing exceeds more than 1 metre above ground level.

The Town and Country Planning (General Permitted Development) (England) Order 2015 (GPDO), sets out classes of permitted development. Whilst Part 2 of Schedule 2 (minor works) permits the erection of fencing next to a public highway provided that it is less than 1m in height, and Part 12 of Schedule 2 (Development by Local Authorities) allows some types of development by a local authority, neither of these provisions apply to this fencing as it is more than 1m in height. Therefore full planning permission must be obtained.

Introduction

1. Earlier this year a project was initiated to replace an existing fence around the perimeter of Hale Recreation Ground with a new wooden post and rail style fence. The old fence was a combination of dilapidated concrete posts, metal poles, metal wires, ball stop netting and chestnut paling. In many places this fence was either so damaged; it no longer provided the safety barrier it should,

or, it posed a safety risk to persons walking past due to its damaged nature. Generally it provided a visual distraction from the amenity of the local area around the ground.

2. Please see plan at Annexe 1 for details of both the old and new fence lines and locations.
3. Following concerns raised by members of the public through the Hale Recreation Ground Committee to replace the fence, it was jointly decided by Officers and the Hale Recreation Ground Committee to undertake a project to replace the dilapidated old fence line.
4. The fence line was specified to be 1.2 metres high, of wooden post and rail design with three rails morticed into the posts with an area of weld mesh up to the bottom rail to stop stray balls. The intention was to provide an aesthetically pleasing new fence line that complimented the area and had a dual purpose of also providing a ball stop to stray footballs and cricket balls. The design was consulted upon with the Hale Recreation Ground Committee.
5. The replacement programme started at the end of October 2015 at the Wings Road side and continued in subsequent weeks down the Upper Hale Road, around into the carpark and a small area on the corner, The Green.
6. Following a complaint from a local resident which raised concerns about the fencing works and the height, officers stopped the works to assess the position.
7. Following investigation, officers can confirm that the General Planning Development Order (GDPO), 2015, part 12, does not provide permitted development rights where fencing is above 1 metre and next to the highway, and that a planning application is required. As there are no other practical or cost effective ways to provide the improved fencing solution, permission is requested to submit a retrospective planning application.

Recommendation

It is recommended that the Executive approves the request to submit a retrospective planning application for the erection of the replacement fence around Hale Recreation Ground.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 05/01/2016

Title:

PROPERTY MATTERS

[Portfolio Holder: Cllr Tom Martin]

[Ward Affected: Haslemere East and Grayswood]

Note pursuant to Section 100B(5) of the Local Government Act 1972

An annexe to this report contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, namely:-

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Summary and purpose:

The purpose of the report is to consider a property-related issue in the borough.

How this report relates to the Council's Corporate Priorities:

The proposal contained within this report will contribute towards the Council's corporate priority of value for money. The freehold sale of this property represents best value for Waverley as it will provide a sizeable capital sum in lieu of the current small annual income from the long leasehold ground rent. The sale will also allow the purchaser to implement their refurbishment plans for the property which will directly benefit the local resident customer base.

Financial Implications:

The Council will receive a capital sum in lieu of the small annual rent currently received.

Legal Implications:

Officer time will be involved in the preparation of the sale documents. The purchaser will meet the Council's legal and surveyor's costs in relation to this matter.

1. Introduction

- 1.1 Authorisation is sought for the sale of the freehold of 13 Parsons Green, Haslemere.

- 1.2 This property is located within a predominantly residential area in Haslemere and comprises a convenience store on the ground floor and a 5 bedrooed residential flat above for use in conjunction with the business. A plan is attached as Annexe 1. The current tenant holds the property on a 99 year lease from 3 February 1962 (46 years unexpired) and pays a small annual ground rent which is not subject to an upward review.
- 1.3 The tenant wishes to undertake some considerable investment and refurbishment of both the commercial and residential parts of the property and as a result wishes to purchase the freehold interest so as to secure the necessary finance against it.
- 1.4 Negotiations for a sale of the freehold interest have now concluded and a sum has been provisionally agreed. In addition, the purchaser has agreed that should they at any time during the 15 years following the sale, obtain planning permission for a more valuable use of the property, such as its full conversion to residential, they will pay 50% of the profit as overage to Waverley Borough Council.
- 1.5 Terms for the sale are set out in the (Exempt) Annexe.

Recommendation

It is recommended that consent for the sale of the freehold of 13 Parsons Green, Haslemere be granted upon the terms and conditions as set out in the (Exempt) Annexe, with other terms and conditions being agreed by the Estates and Valuation Manager.

Background Papers

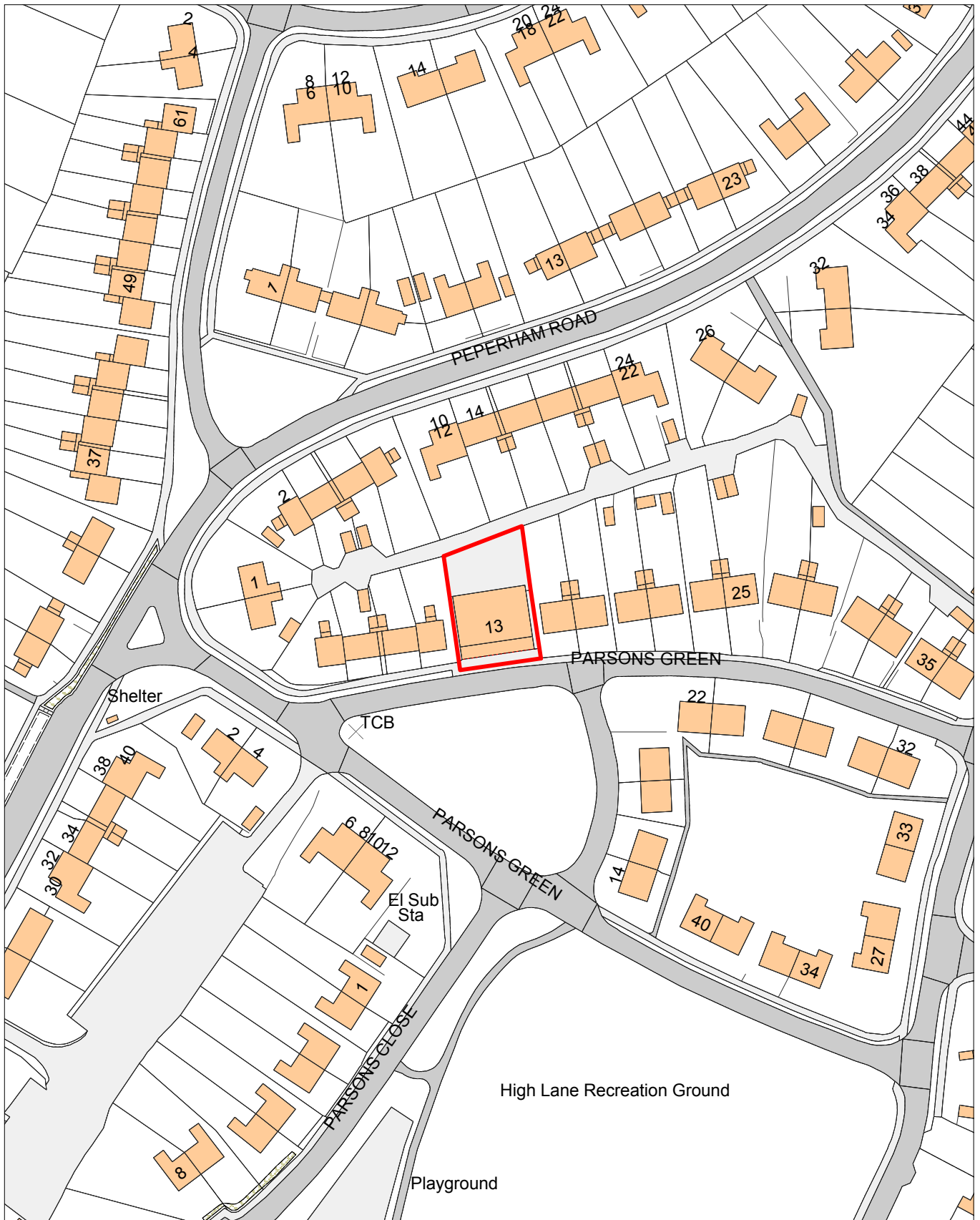
There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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13 Parsons Green, Haslemere

Scale 1: 1,250

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

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