

Dunsfold Conservation Area Appraisal and Management Plan

Table of Contents

PART 1: Dunsfold Conservation Area Appraisal

1 Introduction

- 1.1 What is a Conservation Area?
- 1.2 What is a Conservation Area Appraisal (CAA) and Management Plan?
- 1.3 Planning Policy Framework and Sources
- 1.4 Methodology
- 1.5 Community Involvement
- 1.6 Summary of Dunsfold Conservation Area

2 Defining the Special Interest

- 2.1 Summary of the Special Interest

3 Assessing the Special Interest

- 3.1 Location and Setting
 - 3.1.1 Landscape Setting
 - 3.1.2 General Character and Plan Form
 - 3.1.3 Economic Profile and potential forces for change
 - 3.1.4 Vistas
- 3.2 Historic Development
- 3.3 Architectural Quality and Built Form
 - 3.3.1 Period and Style
 - 3.3.2 Scale and Height
 - 3.3.3 Materials
 - 3.3.4 Street form and frontages
 - 3.3.5 Details
- 3.4 Listed Buildings and Heritage Features
 - 3.4.1 Listed Buildings
 - 3.4.2 Buildings of Local Merit (BLMs)
 - 3.4.3 Heritage Features
- 3.5 Heritage at Risk
- 3.6 Buildings which positively contribute to the CA
- 3.7 Open Spaces and Streetscape
 - 3.7.1 Open spaces
 - 3.7.2 Streetscape
- 3.8 Assessing the Condition
- 3.9 Identifying the Boundary

PART 2: Management Plan

4 Management Plan

4.1 Managing Change

4.2 Designation

4.2.1 Buildings of Local Merit

4.3 Heritage at Risk

4.4 Celebration

4.4.1 Waverley Design Awards

4.5 Enhancement Schemes

4.5.1 Utility Companies

4.5.2 Fingerposts

4.5.3 Access tracks/roads

4.6 Taking the CAA forward

Appendices

Appendix 1: Extracts from Waverley BC Local Plan 2002

Appendix 2: Glossary of Terms

Appendix 3: Historical Maps

List of Figures:

Figure 1: Dunsfold CA boundary and location plans

Figure 2: Plan of key vistas through CA

Figure 3: Plan of Heritage Assets

Figure 4: Plan of footpaths and common land in and around the CA

Figure 5: Plan of proposed amendments to boundary

List of Tables:

Table 1: Dunsfold CA at a glance

Table 2: Summary of the Special Interest of Dunsfold CA

PART 1 – Dunsfold 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”. 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 attract people to live, work and visit the area, remain 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 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.”

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 “Conservation Area Designation, Appraisal and Management” (February 2016). 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 on 20th June 2016 with local councillors to identify enhancement schemes and gain feedback on the CAA, with any comments made incorporated.

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

1.6 Summary of Dunsold Conservation Area

Date of designation	26 March 1974
Location	Easting (x)500,624.36; Northing (y)136,316.34
Current size	12.3ha
Changes to boundary	Proposed

General Condition	Good, 1 Listed building on Waverley's 'at risk' list
Heritage Assets	11 Listed Buildings, 1 Building of Local Merit, 6 Heritage Features
Positive factors	Uncluttered streetscene, retention of gaps between buildings so the CA retains its connection with the wider landscape.
Negative factors	Loss of significant chimneys, close-boarded fencing fronting the common, 20 th century development which seeks to follow Surrey vernacular but lacks the sensitivity and details.

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”.

2.1 Summary of the Special Interest

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

Overview	The CA developed as narrow ribbon along the edge of the elongated common along the western edge. Later development outside the CA on the eastern edge has changed the character to some degree. However the common still dominates the street scene providing the CA, along with gaps between dwellings, with its feel of open space and connection with the wider landscape.
Heritage	The majority of the listed buildings within the CA are grouped along both ends of the western edge of the common. Many show evidence for previous uses, such as blacksmith.
Form	Linear with the row of houses alongside the elongated common.
Notable buildings	The area’s special character lies in the quality of its domestic scale buildings, many of which are listed buildings. There are none that stand out beyond this apart from Forge Cottage which is one of the earliest known hall houses in Surrey.
Main architectural features	Tall dominant chimneys, tile hanging, brick dentils
Vistas	As a result of its dominance within the streetscene, the vistas which are important to the CA are orientated around the common.

3. Assessing the Special Interest

3.1 Location and Setting

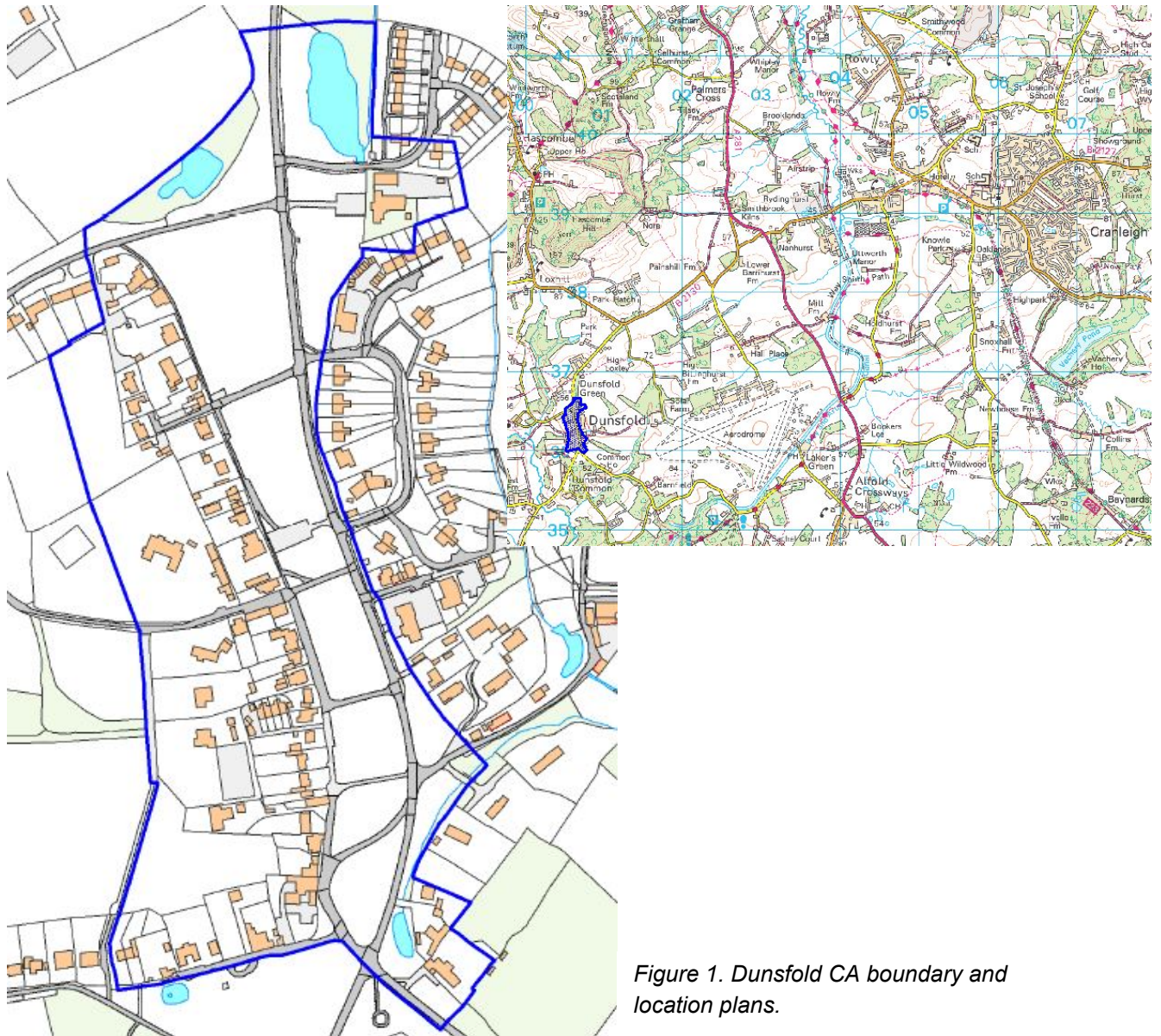


Figure 1. Dunsfold CA boundary and location plans.

Dunsfold CA is located south west of Cranleigh and north east of Chiddingfold. The traffic through the CA is moderate, as Dunsfold Common Road is used as a route between Haslemere and Cranleigh and the A281, the major route between Guildford and Horsham, lies 2 miles to the east, and therefore does not significantly detract from the character and setting of the CA.

3.1.1 Landscape Setting

The CA lies within the Wealden Clay and is relatively flat with areas of marshy land. It sits about 1½ miles south of the greensand ridge of Hascombe Hill and is

elongated north-south on higher land between two tributary streams of the River Arun system.

3.1.2 General Character and Plan Form

The CA is linear in form with, historically, most dwellings to the west and the common land in between them and the road. The CA is very open and the majority of houses are spaced apart. 20th century development has formed on the east side of the common outside of the CA and gradually behind the historic line of houses in what would have been orchards.

3.1.3 Economic profile and potential forces for change

Census data show that within the built up area of Dunsfold, 98% of the economically active population are employed or self-employed and 80% of the population own their own properties.

Dunsfold is predominantly residential with a village shop with post office and one pub and thus it is likely that the majority of residents work either outside the CA or are self-employed.

The main pressure for change on the CA is development on the eastern side of the common just outside the CA. Future development proposals should take into account the character and special interest of the CA as identified within this appraisal to ensure the CA is preserved or enhanced for future generations.

3.1.4 Vistas

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



Figure 2: Plan of key vistas through CA.



Vista 1: view from behind the war memorial looking into the CA.



Vista 2: view looking west along Oak Tree Lane, with landmark oak tree



Vista 3: view of the south of the common from bench in the middle of the CA



Vista 4: Looking north from public carpark with Hascombe Hill in the background and piece of public art in the foreground.



Vista 5: View looking south along common and historic row of houses from Shoppe Hill

3.2 Historic Development

Dunsfold is not recorded in the Domesday Survey of 1086 and was most likely at that time an area of uninhabited woodland which belonged to the Manor of Bramley. However, the name Dunsfold originates from the Saxon period with 'Duns' originally deriving from a personal name and 'fold' meaning a small enclosure for animals; a small herding settlement or a herdsman's hamlet. Therefore, it may have originally been a clearing used for summer grazing by inhabitants of older settlements to the north. The orientation of the main route north to south and the pattern of development along it aids this theory.

In the 12th Century, discovery of ironstone in the region resulted in settlement in the area beginning to grow and the church, to the north west of the CA, was first mentioned in 1291 in the taxation of Pope Nicholas. However, the area still remained predominantly agricultural although only pastoral as a result of the heavy clay soils.

By the 15th and 16th centuries the industries within Dunsfold thrived and several iron forges and furnaces were noted in the area. The standard of housing surviving from this period, including Burningfold Manor outside of the CA, indicates the wealth and importance of this industry to the area. However, from late 16th onwards the industries reliant on charcoal began to decline due to its excessive use causing a shortage of timber, although references show they were still at work until at least 1758.

Up until the 19th Century, Dunsfold was a dispersed settlement with small groups of houses dotted along the elongated common, including two within the CA on the western side of the common, on the northern and southern corners.

In 1814, the area was connected to London and Littlehampton by the Wey & Arun Canal which linked the River Arun to the Godalming Navigations. After this, the area within the CA began to build up and, in 1839, the National School was built on the eastern side with funds provided by Miss Katherina Woods of Burningfold Manor and supported by voluntary subscriptions.

By 1871, within the CA there were two blacksmiths, a post office, an inn and a school, but the area almost reached a point of stagnation when the introduction of the Guildford to Horsham railway in 1865 caused canal traffic to virtually cease by 1868, followed by an Act of Abandonment in 1871. However, from the end of the 19th Century and throughout the 20th Century, the village grew in popularity with a wealthier middle class attracted by this rural idyll. From the start, the long established local building firm of W.T & W Underwood (builders of several of Lutyens' Arts and Crafts houses in Waverley) were well placed to serve the needs of

the increasingly prosperous village. Their skill in Surrey vernacular techniques still remains much in evidence.

Development on the eastern side of the green, in the 20th Century, gradually increased the size of the village and by mid 20th Century the area had become a busy village centre with several shops and two pubs. The common was also still being used for cattle grazing. However, by the 1980s, the area had become predominantly residential as a result of industry and shops closing. In 2004, the school was closed. However, unlike many villages the CA has managed to hold onto its pub, post office and village shop.

3.3 Architectural Quality and Built Forms

3.3.1 Period and style

The earliest property within the CA is Forge Cottage. It has been dated using dendrochronology to 1254 (the earliest date recorded in Surrey)¹. Its scissor brace frame is one the earliest forms of a hall house. Its first floor was inserted at a later date.



The other buildings within the CA, which originated as hall houses, were built in the late 16th Century. These typify the traditional Surrey vernacular characterised by exposed timber frame, clay tile hanging and with later brick infill panels.

The gradual infill along the western side of the common has resulted in dwellings of varying style and periods but they still exhibit details from the typical Surrey vernacular. Many of the properties show evidence for earlier uses such as blacksmiths and shops.

As a result of its remoteness, the area was not influenced by classically inspired architectural styles until the 19th century, when access to new materials and an increase in development within the village allowed for it. Thus there are several Victorian and Edwardian dwellings within the CA with slate roofs set at a lower angle and more uniformly positioned fenestration.

However, from the 19th Century onwards, the area was also inspired by the Vernacular Revival movement. The Vernacular Revival and Arts and Crafts

¹ R. Wild & A. Mair, *Key dating features for timber-framed dwellings in Surrey*. Vernacular Architecture, Vol.44 (2013) 46-61

movement were influenced by traditional architectural styles, and thus some of the dwellings from this period are similar in materials and style to the older buildings described above.

Many of the buildings built in the mid 20th Century onwards, as infill, attempt to follow the Surrey vernacular but some lack the sensitivity and detail required with this style.

3.3.2 Scale and height of buildings

The majority of buildings within Dunsfold CA are two storeys in height, with a maximum of two and a half storeys in the middle of the CA. The buildings within the CA are generally domestic in form and are consequently not large in scale, primarily of detached form with a few semi-detached and only one terrace (New Inn Cottages).

3.3.3 Materials

The materials used within the CA are largely from the local area these include:

- clay roof & hanging tiles
- exposed timber framing
- red brick
- ironstone
- bargate stone

together with imported:

- slate roof tiles (19th Century properties)

3.3.4 Details

Key detailing found on buildings within the CA include:

- First floor jetties
- Tall, dominant chimneys
- decorative clay tile hanging
- dog-tooth brick dentils
- brick arched windowheads
- rat trap bond (noted as it is unusual in this area, flemish bond is still the dominant style used)
- gablets
- brick nogging



3.3.5 Street form and frontages

Properties within the CA front onto the common which divides them from the main road and keeps the feel of open space. The majority of properties therefore front onto a small path running along the edge of the common, with a small number of access roads. Boundary treatments mainly consist of low walls, some with hedges behind, and picket fencing. A few properties front directly onto the minor road, track or path with no form of boundary treatment or space between.

3.4 Listed Buildings and Heritage Features

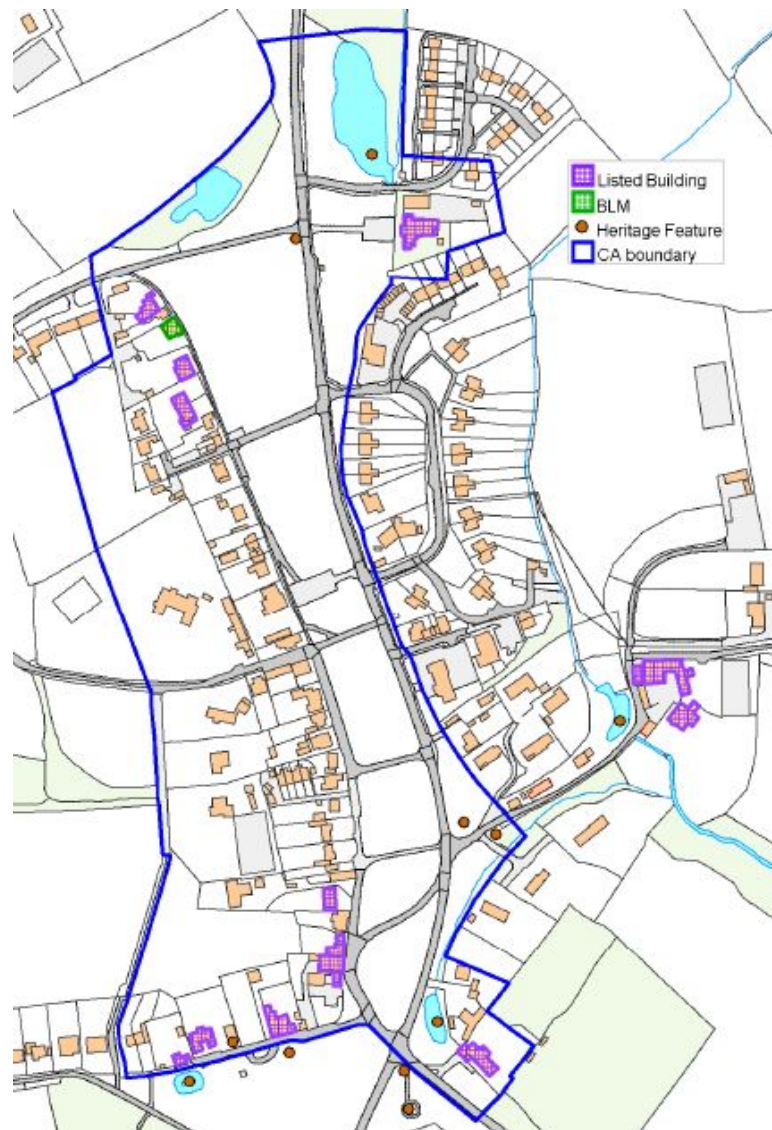


Figure 3: Plan of heritage assets

3.4.1 Listed Buildings

There are 11 statutory listed buildings in the CA:

Grade I - none

*Grade II** - none

- Grade II* -
- Pond Cottage, Oak Tree Lane
 - Oak Tree Cottage, Oak Tree Lane
 - Oak Tree House, Oak Tree Lane
 - The Sun Inn, The Common
 - Yonder Lye, The Common
 - Hope Cottage, The Common

- The Forge, The Common
- 1,2 & 3 New Inn Cottages, The Common
- Wheelwrights (North End Cottage), The Common
- Gratton Corner (Cottage), The Common
- Dunsfold School & Schoolhouse, Dunsfold Common Road

All Listed Buildings are available to view in detail on Waverley Borough Council's mapping system as well as on Historic England's website.

3.4.2 Buildings of Local Merit (BLMs)

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 is presently 1 BLM within Dunsfold CA:

- The Old Reading House, The Common

3.4.3 Heritage Features

In 1986, Waverley Borough Council produced a list of heritage features in Waverley. 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.

List of heritage features:

- A pond to the north of the school, west of Dunsfold Common Road. This is not historic, an older pond stood on the other side of the road but at the time of recording it had dried up and was then an area of trees and undergrowth and trees. However, it has now been reinstated
- A wooden guide post with two arms pointing towards Church & School on the junction of Shoppe Hill and Dunsfold Common Road. In black lettering on white background, no distances shown. It is likely that the existing post is a replacement.
- The village Pound is believed to have stood near the entrance to the drive to Pound Farm. Unfortunately, there is no evidence for this and nothing can be seen.
- A small brick pigsty with a pitched tiled roof, stands against the front garden wall of Oak Tree Cottage.

- A shallow pond, just south of The White House. This is an old village pond, another one stood on the green opposite The Sun Inn, but this has been filled in.
- A disused village pump, set back from the road leading to Pound Farm, opposite the small green by a small chapel. The pump cannot be located, it has most likely been removed.

3.5 Heritage at Risk

The “Heritage at Risk Register ” for Grade I and II* listed buildings and other heritage assets held by Historic England identifies sites that are at risk of being lost as a result of neglect, decay or inappropriate development. No Heritage Assets within the CA have been identified within this list.

Waverley BC holds a list of Grade II listed buildings which are considered to be ‘at risk’.

Dunsfold School has been identified by the Council as a building which is considered to be ‘at risk’ as result of it standing empty since 2004. The future of the building is currently uncertain.

It is important to ensure that any listed buildings that fall into disrepair are identified early, so that the 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

Positive Contributors are buildings which are not listed, or locally listed, but positively contribute to the special interest of the CA.

The following buildings have been identified as positively contributing to the character of the CA:



Roseacre – Built around 1912 this Edwardian house, with its original gates, doors and windows and fine detailed bargeboards, is a good example of its type.

The Old Store House & Goose Green – These two properties were built by Underwood & Sons and are a good example of their craftsmanship and skills. These were originally shops on the ground floor, of which evidence can still be seen.



Bowbricks – This 1840s Victorian villa is one of several similar examples on the common. However, this is the best example as it still has the original windows. It shows how better links, provided through the canal, were changing the materials used and is a good example of how the use of non local materials do not always significantly compromise the look and feel of a place.

3.7 Open Spaces and Streetscape

3.7.1 Open spaces

The common land stretches along the whole length of the CA encompassing over 50%. It therefore dominates the character of the CA and provides a very open feel to the area. There are three ponds, several benches dotted around providing seating, and a piece of public art to provide added interest. The cricket pitch is to the south of the CA.



The common is kept as grassland which contrasts with other village greens which are short mown. Pevsner described it as a '*splendidly rough and shaggy big green*'. This helps in retaining the rural character of the area. In the summer months, well worn paths can be seen in the grass, some areas have a path mown to allow ease of access.



Figure 4: Plan of footpaths and common land in and around the CA.

There are three main Public Rights of Way within Dunsfold CA. These link the CA with St Mary's Church and the surrounding countryside.

3.7.2 Streetscape

The common land dominates the streetscape with the majority of dwellings within the CA set behind the common and accessed by several tracks. As a result, the streetscape is very rural in character.

Areas of common land have given way to parking as a result of the rural area's heavy reliance on cars. Whilst parking is visible and does have some impact upon the character of the CA, it is not so dominant or intrusive so as to undermine the special character, since it effectively limits the amount of parking elsewhere. In any event, use of Common Land for parking purposes is controlled by Common Land legislation



There are two distinct avenues of trees. The first is at the north of the CA along the main road providing drivers with a distinct change in the area as they leave and enter the CA. The other is along one of the access roads in the centre of the CA effectively cutting the common in half.

3.8 Assessment of Condition

Overall: Good Condition

Apart from those already identified in section 3.5, the listed buildings, buildings of local merit and other buildings within the CA are in good condition and appear to be well maintained, which reflects on the character of the CA.

However, the following issues have been identified within the CA:

In some areas, tall close-boarded fencing has been used in frontages facing the common. This significantly harms the character of the area through the loss of the open spaces between the dwellings, which are no longer visible.. This existing fencing may now be outside the Council's control by virtue of time or alternatively may have been regarded as permitted development.

3.9 Identifying the Boundary

Dunsfold CA was designated over 40 years ago. Therefore areas within the boundary may no longer have special interest. Physical boundaries/curtilages may have changed or areas that were previously omitted may now be considered to be of special interest. As part of the appraisal, the boundary of Dunsfold CA has been reviewed using Historic England's guidance (Conservation Area Designation, Appraisal and Management (2016)). The following changes are identified for the boundary, and the reasons for these amendments are discussed below.

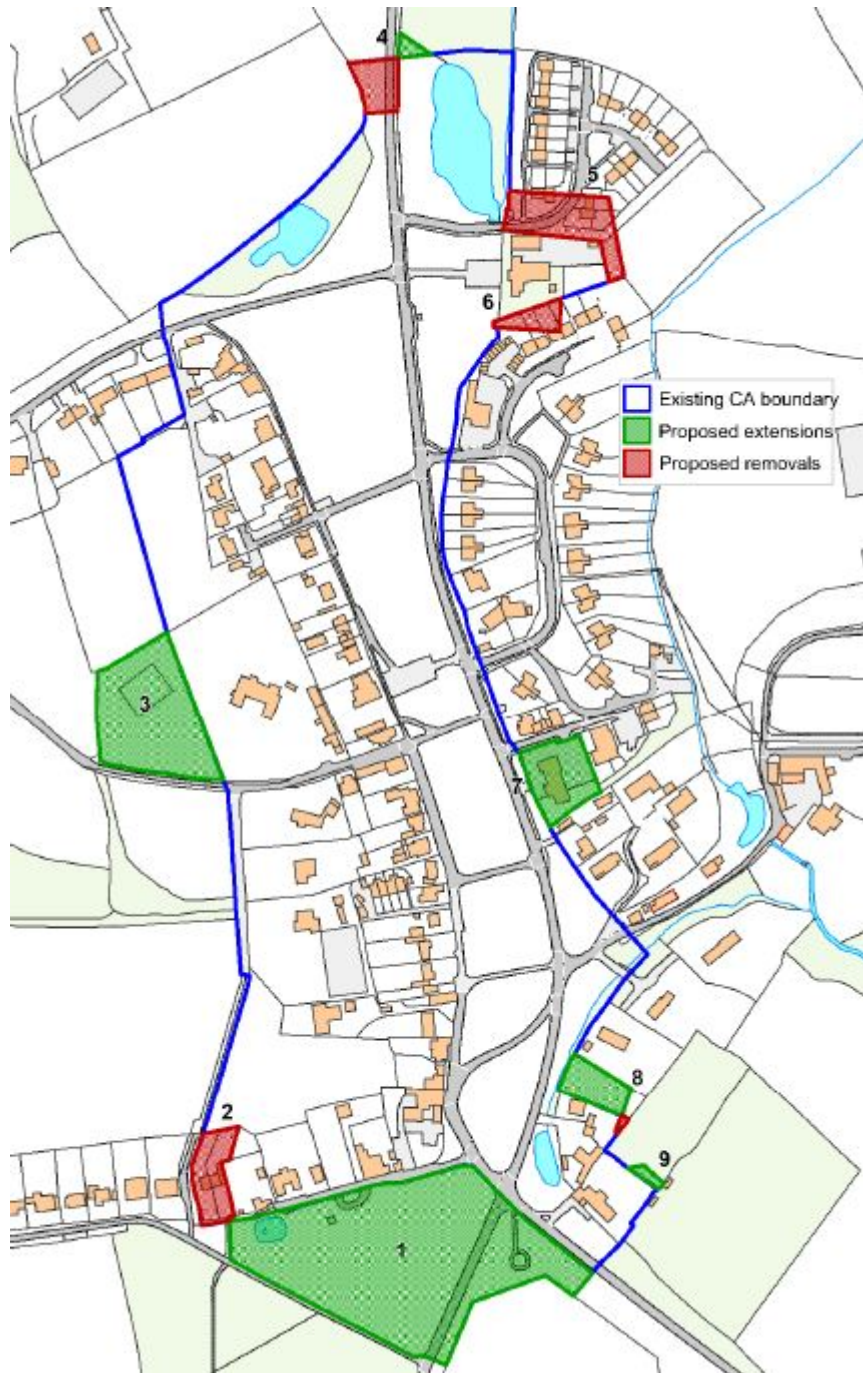


Figure 5: Plan of proposed amendments to boundary

1. Extension: War Memorial and common land between Oak Tree Lane and Mill Lane

The above extension to the CA has been proposed following a review of the boundary against Historic England guidance because it is a green space which is an essential component of a wider historic area. The area of common land to the south of Oak Tree Lane is proposed to be included within the CA because it is an important part of the setting of the row of listed buildings along Oak Tree Lane already within the CA. It includes a pond opposite Pond Cottage and a large oak tree which is over 400 years old, considered to be an important landmark tree. This area is framed by the trees south of Mill Lane which creates a more physical end to the CA.

The War Memorial is an important feature of Dunsfold as it represents the community's focal point for remembrance, which was commissioned after the First World War, as a way to express its emotions at the end of the war. This one is unusual as it has no names on it. It also provides vistas looking towards the CA and from the CA looking towards the War Memorial. Therefore it is also proposed to become part of the CA.

2. Removal: Gorseview, Pondside and field to the north east

Although originally placed within the CA boundary, being built on the original curtilage of Pond Cottage (a Grade II listed building), the properties Gorseview and Pondside are set further back. They align more with the buildings to the west outside the CA rather than the historic row of listed buildings to the east. The dwellings do not contribute to the special architectural or historical interest of the wider CA, and thus they are proposed for removal from the CA.

3. Extension: Garden of the Long House

For unknown reasons, when originally designated the CA boundary dissected the garden of the Long House. To rationalise the boundary it is proposed to extend the boundary to include the whole of the garden.

4. Extension & Removal: Northern tip of CA

It is proposed to tidy up the northern end of the CA, to provide clarity over where the boundary ends, by removing the north west section to create a more definable boundary at the point where the hedge for the adjacent field is closest to the road and adding a section on the east side of the road so the boundary follows the tree line.

5. Removal: Southern end of Nugent Close

Nugent Close was developed in the late 1990s, after the Conservation Area was designated. The current CA boundary dissects 1 & 2 Nugent Close and the gardens of 11 & 12 Nugent Close and does not include the full estate. The road is a modern development, which does not contribute to the special architectural or historical interest of the wider CA, and thus it is proposed for removal from the CA.

6. Removal: Gardens of 1-4 Binhams Lea

The existing boundary of the CA dissects the gardens of 1-4 Binhams Lea. It is proposed to completely remove the gardens from the CA in order to rationalise the boundary.

7. Extension: Winn Hall

The parish hall was built in the early 1900s at the request of the Rector of St Mary's Church by Underwood & Sons. It is in the Arts & Crafts style with typical Surrey vernacular such as clay tile hanging and tall dominant chimneys. It is open to the common unlike most of the other properties on the eastern edge and is of high community value, therefore it is proposed to extend the CA boundary to include this building.

8. Extension & Removal: Garden of The White House

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

A small piece of land behind The White House is under the ownership of a property which is outside the CA. Therefore to avoid confusion it is proposed to remove the area from the CA.

9. Extension: Garden of Yonder Lye

The existing CA boundary dissects a corner of the curtilage of Yonder Lye from the rest of the garden. Therefore it is proposed to extend the boundary to include the whole of the garden so it follows a physical boundary.

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.

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 takes the lead on the project with support given by Waverley Borough Council.

Recommendation:

That Dunsfold Parish Council is encouraged to, 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 Dunsfold 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 2018. It is important to ensure that outstanding design is identified and promoted especially when it preserves and enhances the CA.

Recommendation:

Dunsfold 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. This 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 Fingerposts

A review of the finger posts within the CA has been undertaken and several are in a state of poor repair. It is recommended that these are either repaired or replaced. One of these is a heritage feature, however it is evident that it may have already been repaired or replaced in the past. It is expected that any further repair would follow the existing style and form.

4.5.3 Access tracks/roads

Many of the access tracks/roads along the common are in a poor state of repair, particularly near the shop. It is recommended that the responsibility for maintenance is ascertained by officers and repairs encouraged to be undertaken by the appropriate body responsible.



4.6 Taking the CAA forward

It is recognised that the CAA will 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 Dunsfold Parish Council. Without these partners 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.

<u>Building of Local Merit:</u>	BLM stands for Building of Local Merit. It is a building identified by Waverley Borough Council 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). Waverley Borough Council chooses 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.
<u>Conservation Areas:</u>	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.
<u>Designated Heritage Assest:</u>	A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.
<u>Development:</u>	Development is defined under the 1990 Town and Country Planning Act as “the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any building or other land.”
<u>Galletting:</u>	Architectural technique of placing pieces of ironstone or flint in the mortar between bricks or stonework.
<u>Heritage Assets:</u>	Parts of the historic environment which have significance because of their historic, archaeological, architectural or artistic interest. This includes designated heritage assets and non-designated heritage assets.
<u>Listed Building:</u>	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 pre 1948 buildings or permanent structures (e.g. walls) within its curtilage. English Heritage is responsible for designating buildings for listing in England.
<u>Local Plan:</u>	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.

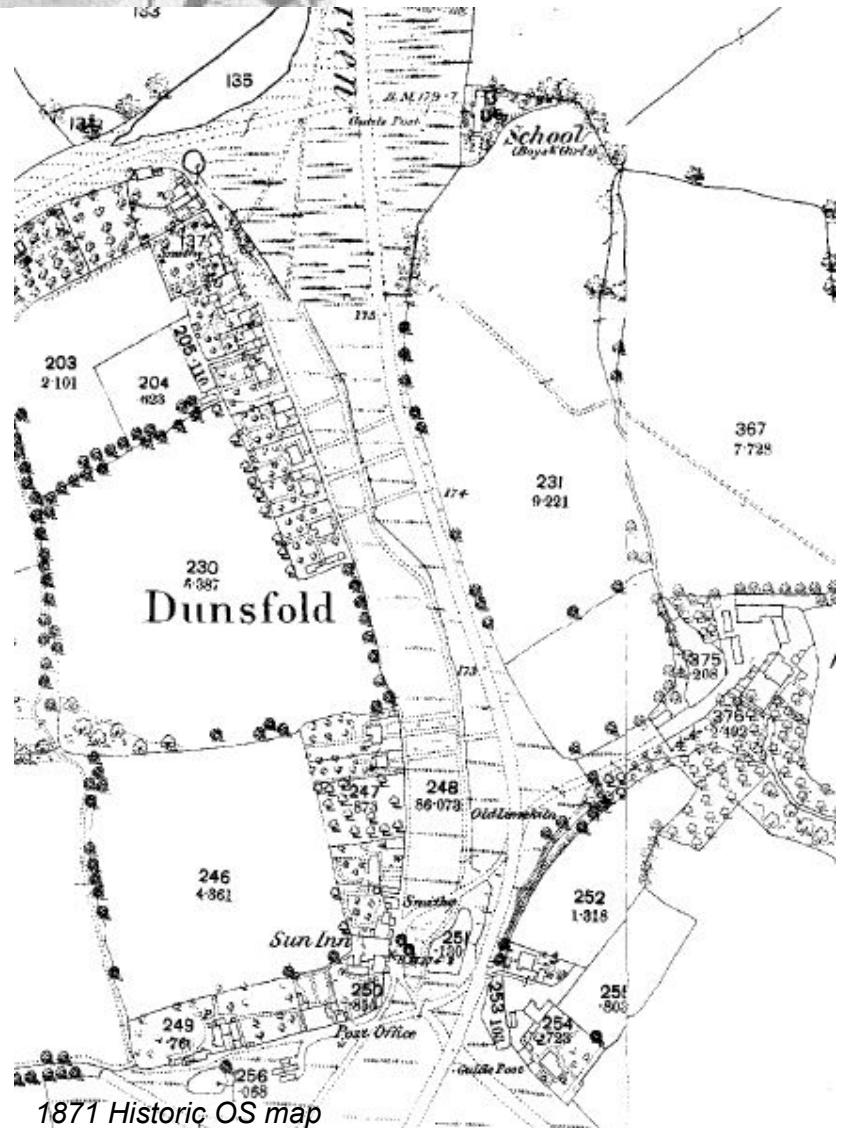
Vernacular:

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

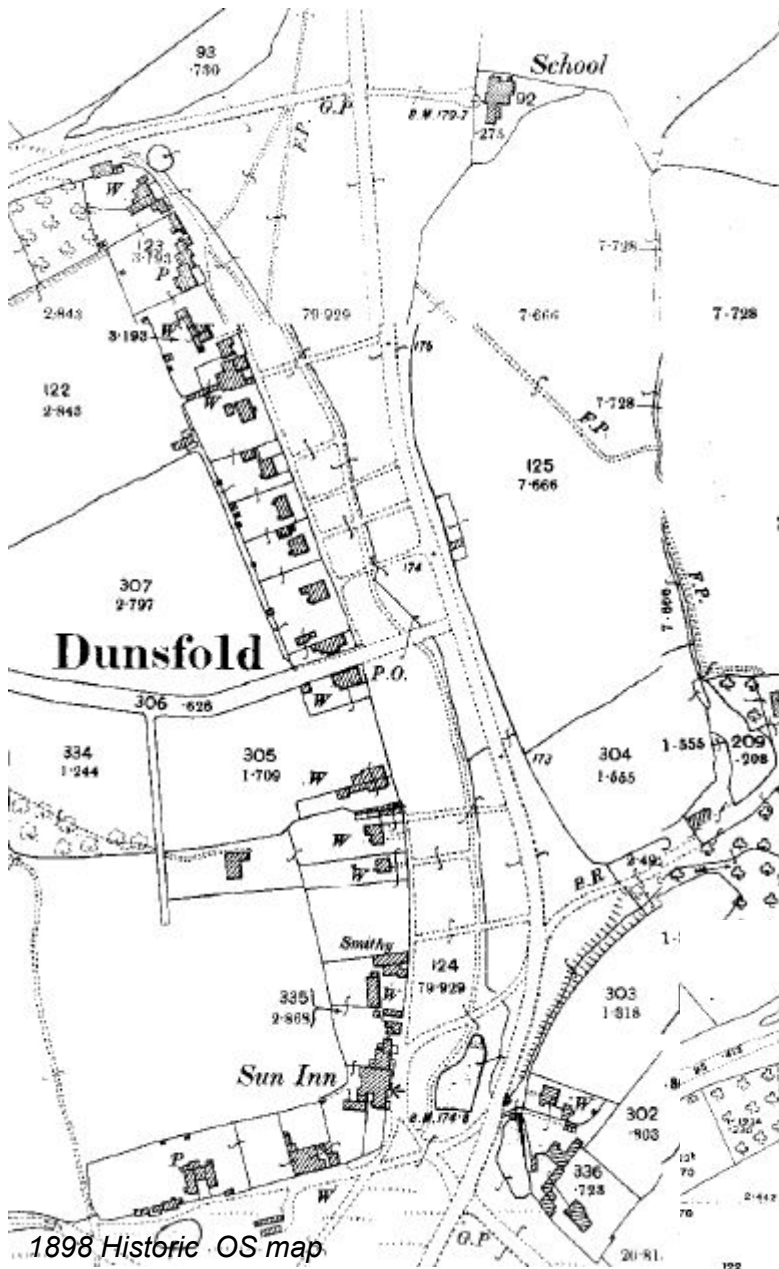
Appendix 3: Historical maps



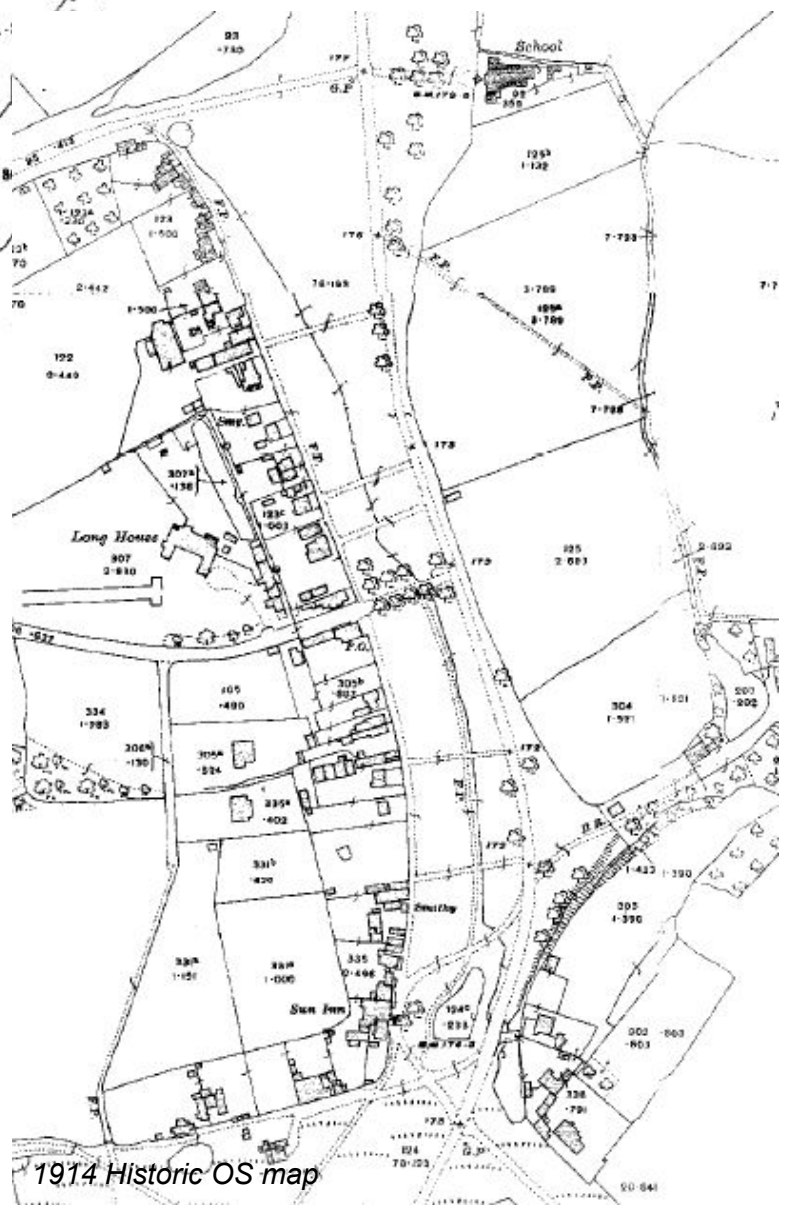
1819 William Mudge map



1871 Historic OS map



1898 Historic OS map



1914 Historic OS map



c. 1960-82 OS map