

# Dunsfold Church Conservation Area Appraisal and Management Plan

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## **PART 1 – Dunsfold Church 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 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 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 20<sup>th</sup> 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 Dunsfold Church Conservation Area**

<b>Table 1: Dunsfold Church CA at a glance</b>	
Date of designation	26 March 1974
Location	Easting (x) 499,895.00; Northing (y) 136,382.30
Current size	2.29 hectares
Changes to boundary	Proposed

General Condition	Good
Designated Buildings	3 Listed Buildings and 2 Heritage Features
Positive factors	Uncluttered streetscene
Negative factors	Parking during events at the church

## 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 Church CA:

Overview	The CA is made up of a small compact grouping of dwellings, surrounding the church, that has had little development and therefore has remained distinctly rural. The main village of Dunsfold developed 1/3 mile to the south east, rather than surrounding the church, resulting in this small grouping.
Heritage	St Mary’s Church, built in the 13 <sup>th</sup> Century is rare because of its virtually complete original form. The houses surrounding it have developed because of the church.
Form	Small compact grouping surrounding the church
Notable buildings	St Mary’s Church
Main architectural features	Clay tile hanging, dominant chimneys
Vistas	Because of its size and location, the main vistas within the CA are orientated around the small green and the church. However, there is one that includes landscape beyond the CA.

### 3. Assessing the Special Interest

#### 3.1 Location and Setting

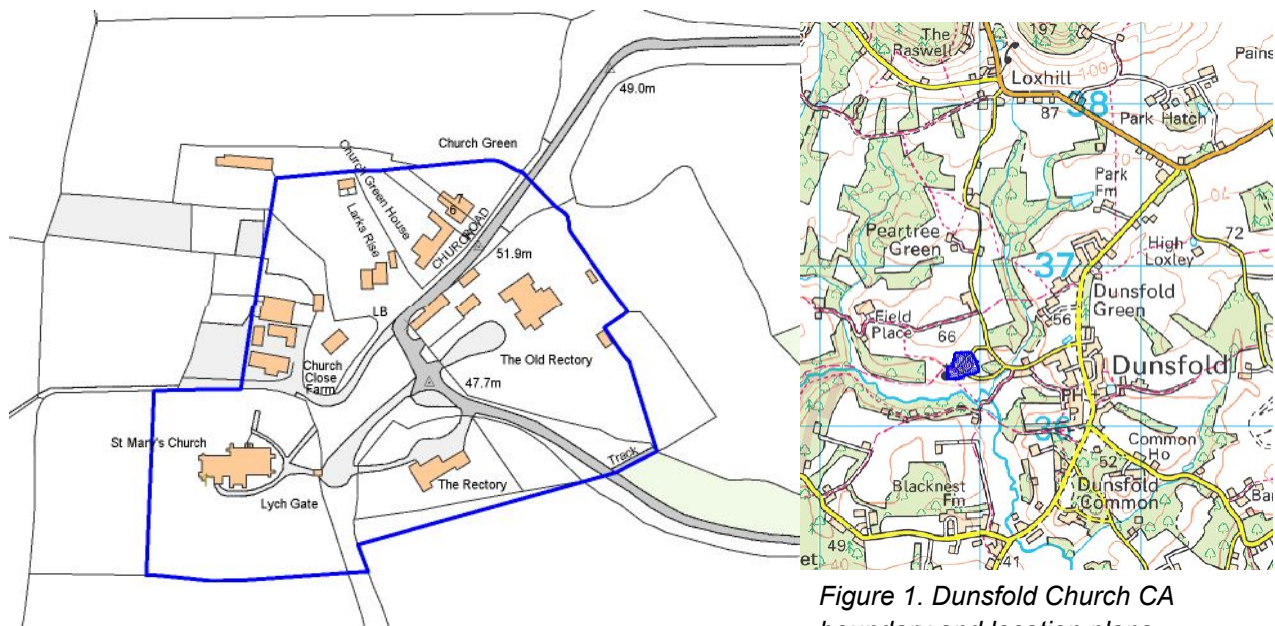


Figure 1. Dunsfold Church CA boundary and location plans.

Dunsfold Church CA is located 1/3 of a mile west of the centre of Dunsfold and south of Loxhill. The one road through the CA, Church Road, only leads to church and the surrounding dwellings therefore there is little traffic disturbance to detract from the character or setting of the CA.

##### 3.1.1 Landscape Setting

The CA lies on a higher ridge of Wealden Clay above a tributary stream of the River Arun system. However, the CA is hidden from its surroundings behind a belt of trees around the surrounding fields.

##### 3.1.2 General Character and Plan Form

The CA is a small compact grouping of buildings surrounding the church remote from the village. The area is distinctly rural in its character and the properties within it indicate the two separate uses for the area, ecclesiastical and agricultural.

##### 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.

The CA is predominantly residential with some agricultural use and thus it is likely that the majority of residents work either outside the CA or are self-employed.

As a result of its topography and compact nature, there is very little pressure for change on the CA. However, any 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.

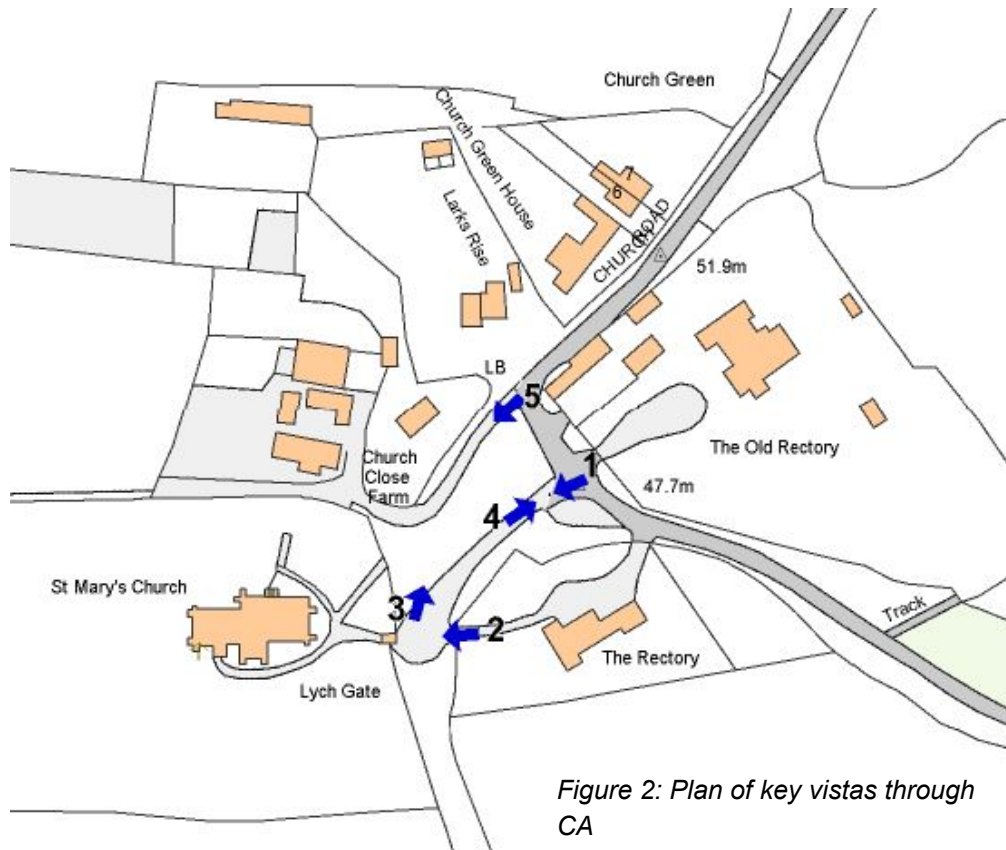


Figure 2: Plan of key vistas through CA



Vista 1: looking towards the church from Church Road with the small area of green in the foreground



Vista 2: view of the church from The Rectory with the lych gate in the foreground



*Vista 3: view looking north from the lych gate*



*Vista 4: view looking towards The Old Rectory*



*Vista 5: view looking towards the church and landscape beyond the CA.*

### **3.2 Historic Development**

The church was built around 1270 - 1290 and is considered to be a rarity due to its completeness despite later alterations. The living (means of support) at that period was in the gift of the Crown and all the visible evidence suggests that Dunsfold Church was built by royal masons. The original patrons were the rectors of Shalford, which was a Crown living.

There are numerous theories on why the church is built away from the present main village, the one thought to be the most probable is that it is the site of an existing chapel which may have been there as the result of it being a sacred pre-Christian site. This theory is based upon the close siting of the Holy Well, which lies down the hill by the stream, which is thought to have pagan origins. It may be that the earliest settlement was around the church, above the dense woodland and marsh below. The village may then have relocated to be nearer the main cart routes.



In 1294, the first rector was listed as Alan de Dollyng, three years after the church was first recorded in the Taxatio Ecclesiastica. In 1305, Edward I granted the right of presentation of Shalford and Dunsfold to the Hospital of St Mary at Spital without Bishopsgate, a priory of Augustinian canons.

In the 15<sup>th</sup> century, the shingled bell turret was constructed and The Old Rectory was built. The CA may have had other dwellings within it from this period but there is no surviving evidence above ground. Around 1536, the advowson reverted back to the Crown and it remains today in the gift of the Lord Chancellor, following the dissolution of the monasteries.

By 1881, the church was in bad condition so alterations and repairs were commissioned. This included the heightening and widening of the Chancel arch, the filling up of the Priest's door and the exposing of the exterior stones and the joints galleted.



Eleven years later in 1892, further restoration took place. This mainly concentrated on the Nave and the tower was taken down, reconditioned and rebuilt as it was. After completion in 1893 a list of Rectors of Dunsfold was compiled and painted on the north wall.

Throughout the 20<sup>th</sup> Century the CA remained remote with little development. The last dwelling to be built within the CA was the new Rectory in the 1960s to the south west of the original rectory.

### **3.3 Architectural Quality and Built Forms**

#### **3.3.1 Period and style**

Despite its small number of buildings, Dunsfold Church CA exhibits a variety of architectural periods and styles as a result of its slow development and also having been continuously inhabited since the medieval period.

The church was constructed between 1270 to 129, in a cruciform plan, in walls of Bargate Stone rubble. The roof would have originally been laid with Horsham Stone, but these now only survive on the lower portion with clay tiles laid up to the ridge. In the 19<sup>th</sup> Century, alterations such as the galleting of the exterior walls with ironstone and repairs were made, but the building has remained in its original style and form.

The dwellings within the CA reflect the agricultural and ecclesiastical use of the area. The oldest dwelling is The Old Rectory, a 15<sup>th</sup> Century large timber framed house.

There are two sets of semi-detached workers properties. The first is from the 1850s and the second dates to early 20<sup>th</sup> Century. These reflect the continued need for accommodation for those working on the land, or in industry associated with it, up until mid 20<sup>th</sup> Century.

### **3.3.2 Scale and height of buildings**

Apart from the church, the buildings within the CA are domestic in scale, mainly two storeys in height with some single storey (including the agricultural barns).

### **3.3.3 Materials**

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

- Red brick
- Bargate stone
- Plain clay tiles
- Horsham Stone
- Ironstone
- Exposed timber frame

### **3.3.4 Details**

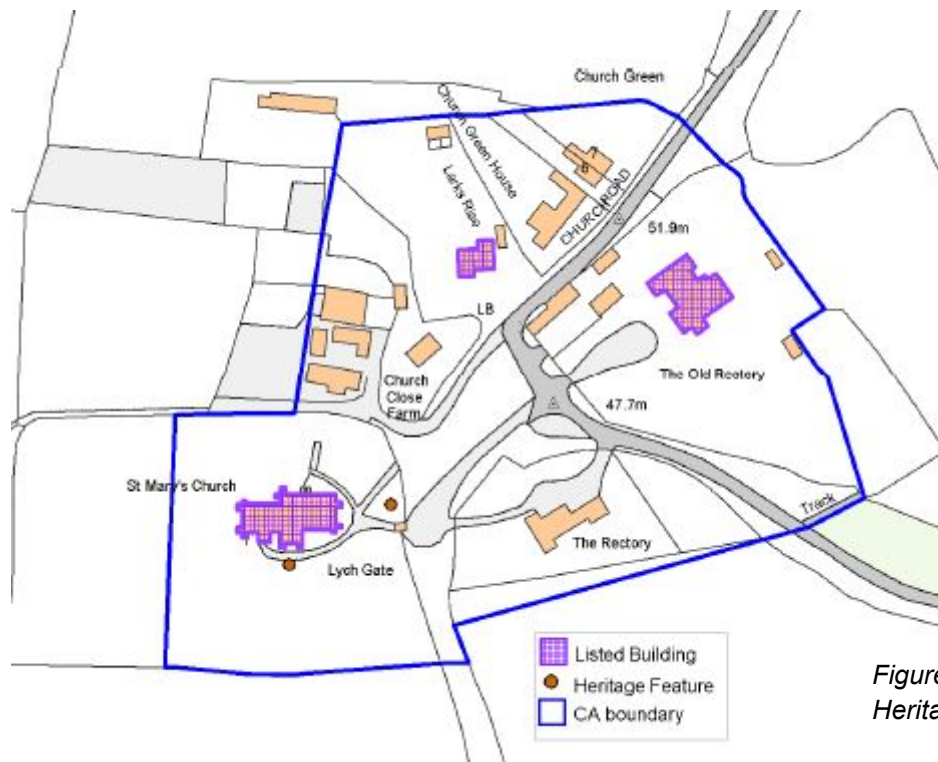
Key detailing found on buildings within the CA include:

- Galleting
- Tall chimneys
- Clay tile hanging

### **3.3.5 Street form and frontages**

The properties within the CA are set back from the road with tall mature hedges and trees forming boundary treatment to support the rural nature of the area. The Old Rectory's single storey outbuildings back straight onto Church Road creating a more formal boundary on the north side. They are in the traditional Surrey vernacular style.

### **3.4 Listed Buildings and Heritage Features**



*Figure 3: Plan of Heritage Assets*

#### **3.4.1 Listed Buildings**

There are 3 statutory listed buildings in the CA:

##### *Grade I*

- St Mary's Church, Church Road

##### *Grade II\**

- none

##### *Grade II*

- Lark's Rise, Church Green
- The Old Rectory, Church Road

#### **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 are presently no BLMs within Dunsfold Church CA:

### **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:

- The lychgate to the churchyard erected as a memorial to Queen Victoria in 1901.
- A large, old yew tree in the churchyard, thought to be one of the oldest in Surrey.

### **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’. 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**

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

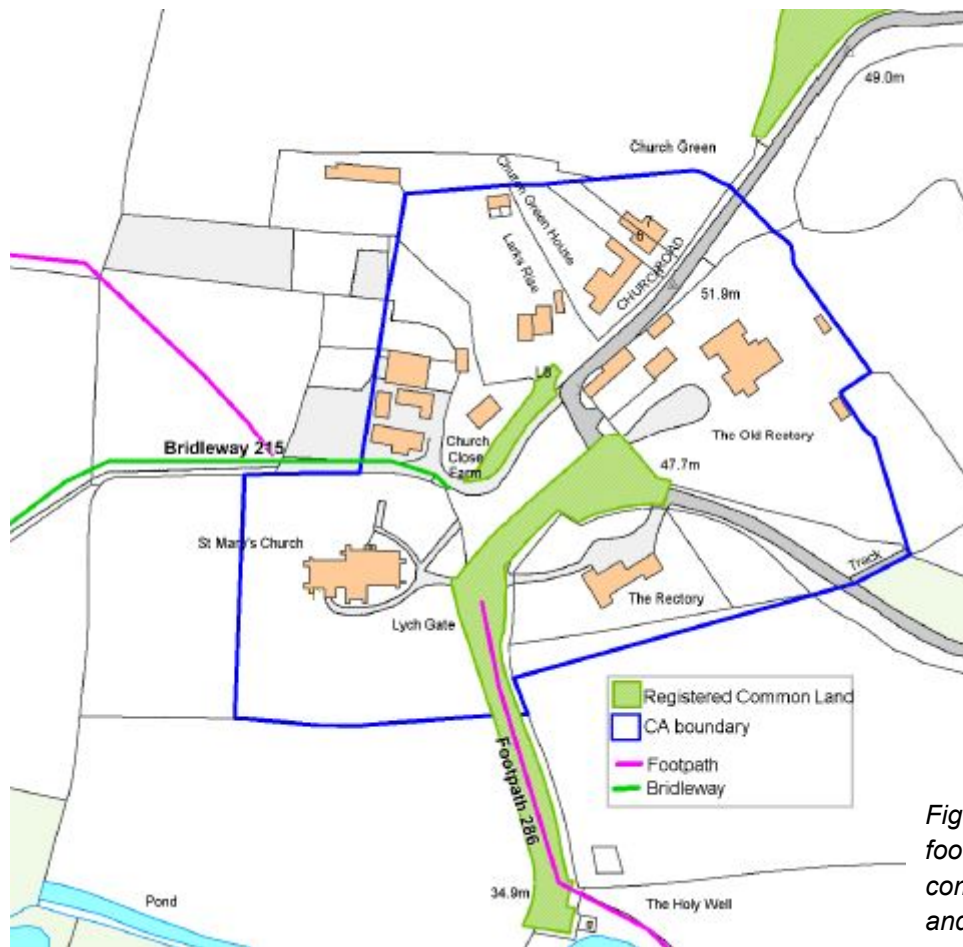
As a result of the CA consisting of only a small cluster of buildings, of which three have already been identified and designated accordingly, there are currently no additional buildings that need to be identified.

## **3.7 Open Spaces and Streetscape**

### **3.7.1 Open spaces**

In the centre of the CA, there is a small area of green it is on a slope so is unlikely to be used for recreational purposes. However, it does contribute to the open setting of the settlement. In addition, the church has a large churchyard which has an area dedicated as a garden of remembrance.

There are two main Public Rights of Way within Dunsfold Church CA. These link the CA with Dunsfold village, the Holy Well and the surrounding countryside.



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

### **3.7.2 Streetscape**

Although on an elevated position, the CAs backdrop of trees outside, helps retain its isolated and rural feel. This rural character is retained until it opens out on entering where boundary treatments consist of tall mature hedged and trees. The most notable tree within the CA is in the church yard, a hollowed yew tree which is believed to be one of the oldest in Surrey.

Notably, the CA has no street furniture which means there is no unnecessary clutter thereby reinforcing the rural character of the area.



Not all the properties within the CA have off-street parking spaces. However the road is too narrow to accommodate on street parking. Therefore some parking occurs just to the side at the north end of Church Road. Whilst this is visible, it does not have an impact on the character of the CA. Generally, the area does not have issues with parking. However, at times, events at the church can cause problems since the church does not have a car park and, due to its location, most attendees travel by car. As this is only on certain days, it does not have a materially detrimental impact upon the CA.

### **3.8 Assessment of Condition**

Overall: Good condition

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 positively on the character of the CA.

### 3.9 Identifying the Boundary

Dunsfold Church 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 the 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.

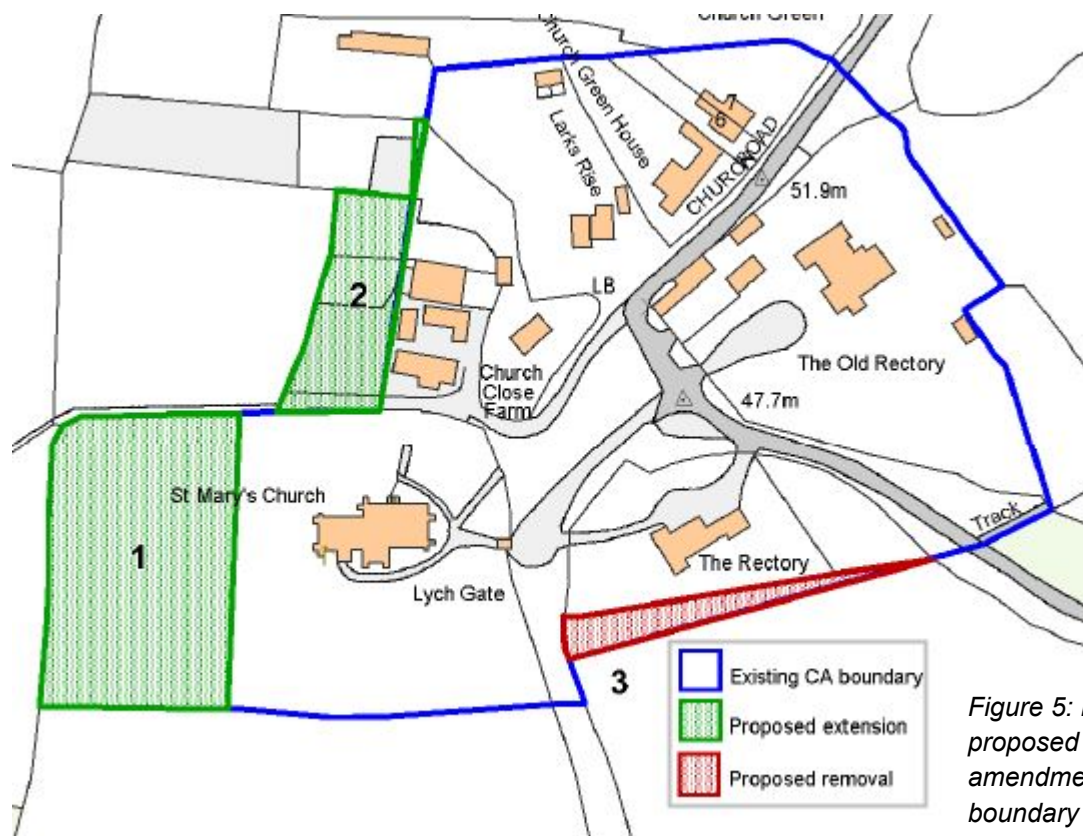


Figure 5: Plan of proposed amendments to boundary

#### 1. Extension: St Mary's Church cemetery

Since designation the boundary for St Mary's Church cemetery has been extended. However, the cemetery as a whole plays an important part in the character of the CA therefore it is proposed to extend the boundary to include the whole of the cemetery in order to rationalise the boundary.

#### 2. Extension: Land at Church Close Farm

Since designation, the physical features at Church Close Farm have altered, therefore it is proposed to extend the boundary to follow physical features in order to rationalise the boundary.

### 3. Removal: Field adjacent to The Rectory

The field to the south of The Rectory has been recommended for removal from the CA following assessment of the land in accordance with guidance from Historic England. Conservation Areas are defined as 'an area of special architectural and historical interest, the character or appearance of which 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.

The CA currently cuts across the field, as there is no architectural interest on the site, and there is no evidence of any historical links between the field and the wider CA to warrant the protection of an area of wider landscape. Therefore, to avoid future confusion, it is proposed that the whole field be removed from the CA.

It should also be noted that the CAA, and any proposed amendments to the boundary, is assessed taking into account the value of the CA and surrounding area in terms of architectural and historic interest. The potential for future development is not a consideration within the assessment of the CA boundary, and is not appropriate to designate land to protect it from future development.

## **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:**

Dunsfold Parish Council is encouraged, with the support of Waverley Borough Council officers, to 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 Church 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.

#### **4.6 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.

- 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.
- Designated Heritage Asset: 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.
- 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.”
- Galletting: Architectural technique of placing pieces of ironstone or flint in the mortar between bricks or stonework.
- Heritage Assets: 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.
- 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 pre 1948 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.

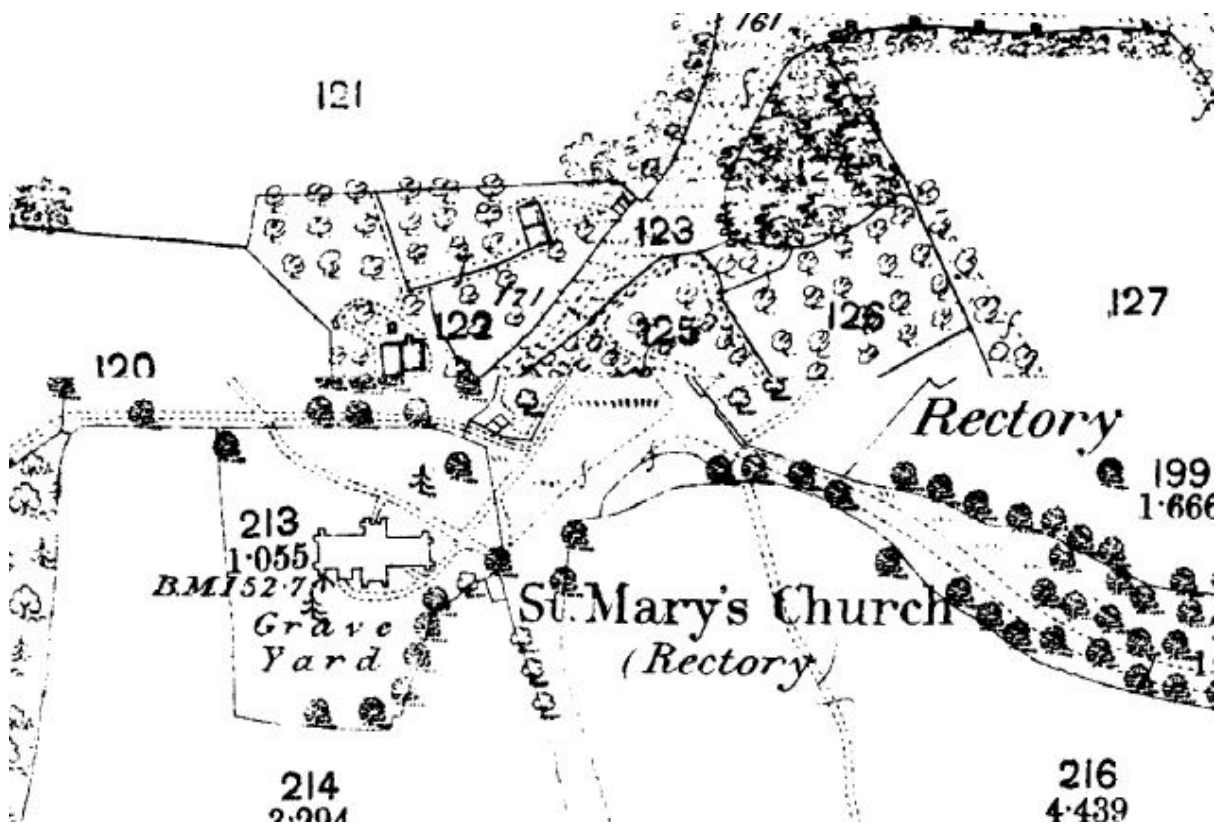
Vernacular:

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.

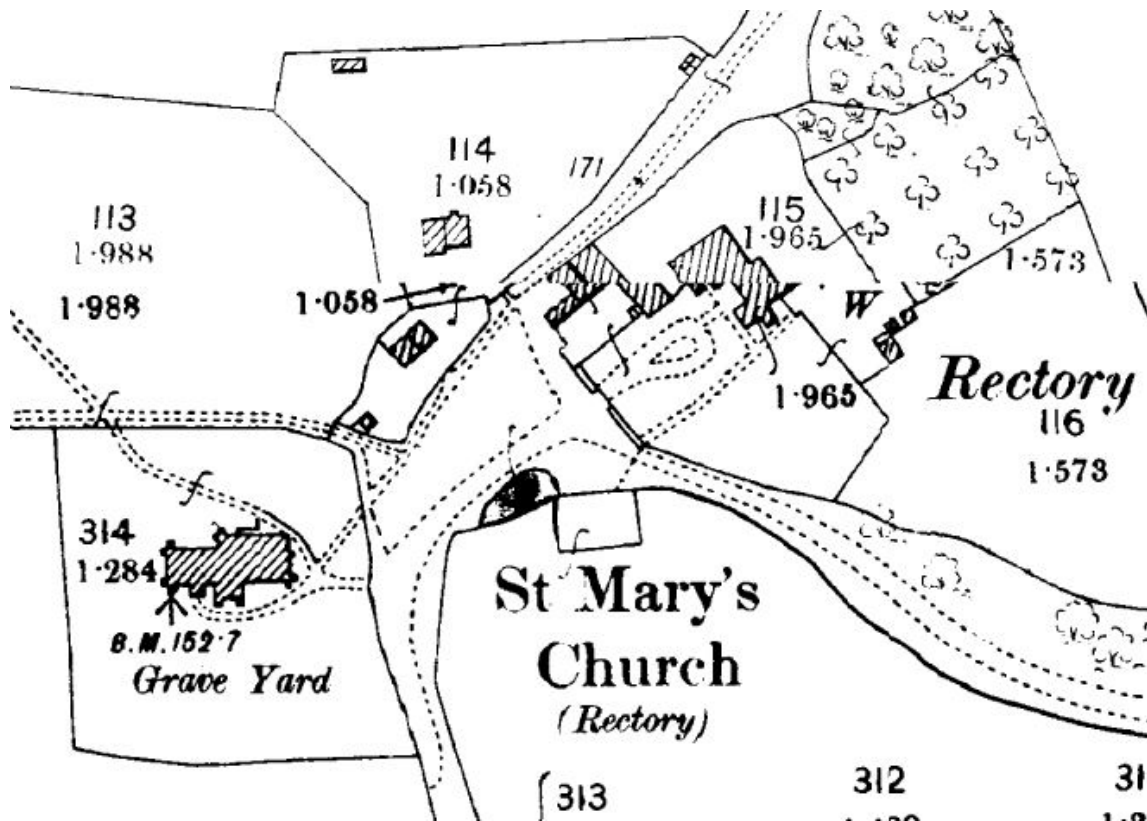
Appendix 3: Historical maps



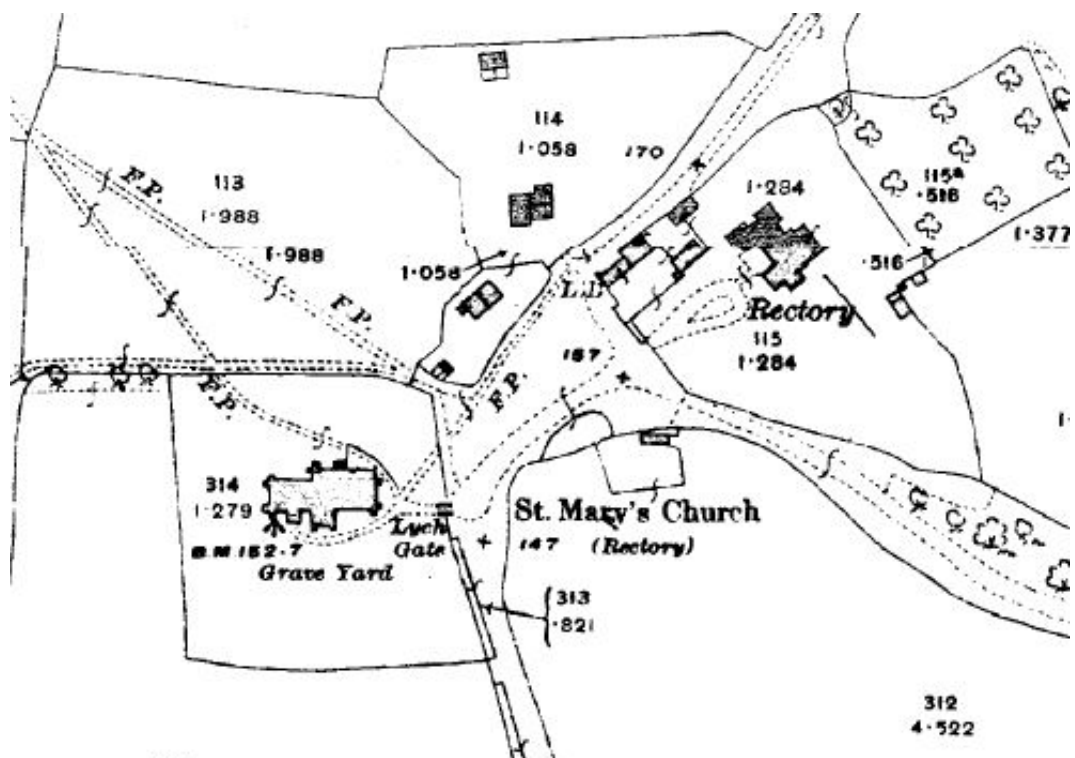
1819 William Mudge map



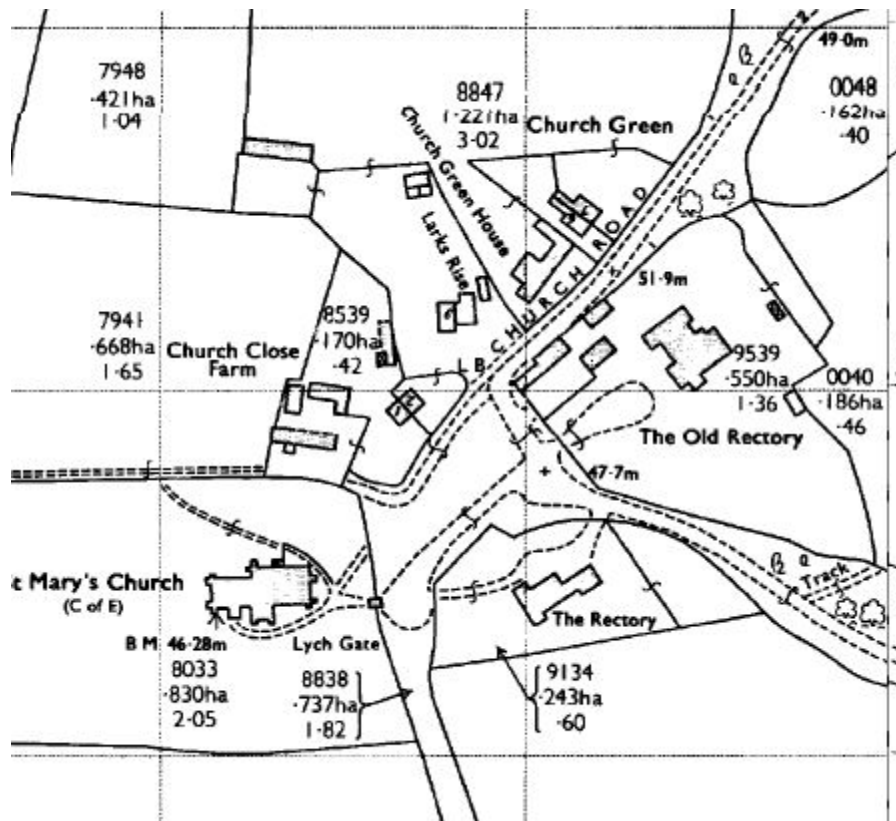
1871 Historic OS map - unfortunately the two sections of the map have not aligned properly and therefore the Rectory can not be seen.



1898 Historic OS map



1914 Historic OS map



c. 1960-82 OS map