

## Appendix 1

### Chichester Historic Environment Strategy and Action Plan - Consultation Draft

Chichester's historic environment is one of our greatest assets. It makes a very real contribution to our quality of life and the quality of our places, providing a sense of identity and a connection to the past; it is highly valued by residents and visitors. It is also an important asset that can help attract inward investment and provides a focus for tourism; evidence of, and information about, our past constitutes a powerful educational tool; and it can provide opportunities for improving public health and well-being through encouraging positive engagement with the historic environment as well as its contribution to maintaining familiar and stable environments.



*The Parish Church, Earnley - Grade II\**

The Strategy defines some key objectives and priorities to inform our policies and target our resources and sets out our approach to achieving these. It is structured into four broad sections:-

- Part One: Introduction, and Objectives
- Part Two: Context (Policy and Chichester's Historic Environment)
- Part Three: Heritage Assets
- Part Four: Action Plan with a list of prioritised actions which will be refreshed regularly.

The Strategy and Action Plan has been drafted to set out a positive strategy for the Historic Environment as recommended by the NPPF. It applies to the Chichester District Local Plan area. Whilst the Strategy does not apply to those areas of the District that are within the

South Downs National Park, the Action Plan covers the specialist planning services we provide to the National Park Authority in relation to the historic environment under the terms of a delegation agreement in respect of planning authority functions. It does not cover other aspects of Historic Environment Actions within the National Park, such as conservation area appraisals, for which the National Park Authority has responsibility. Throughout this document references to Chichester District relate specifically to the Chichester District Local Plan Area, unless otherwise stated.



## Chichester District

### KEY

Chichester District – Local Plan Area



South Downs National Park Area



# **Part One – Introduction and Objectives**

## **Background**

This Strategy has been prepared by the Conservation and Design Team as part of Chichester's commitment to ensuring that the benefits of our heritage are fully realised and that changes to the city and the wider district are guided and managed in a way that is informed, strategic and shared and understood by all. It sets out our approach to achieving these aims to inform our policies and target our resources.

The production of this strategy is intended to enable a clear understanding of District's historic environment and the Council's approach to its management and conservation. It is seen as contributing to delivering the locally specific spatial vision for a quality environment, envisaged in the Council's Design Protocol to ensure that in meeting the needs of our current and future communities the contribution the historic environment makes is understood and appreciated

The document has been written to promote greater awareness of the historic environment, and understanding of the pressures that it faces. It identifies the opportunities that it provides and sets out the Council's role in conservation and enhancement including actions that are required to ensure that Chichester's historic environment is conserved for future generations.

The strategy will ensure that Chichester's historic environment is valued and understood, protected, conserved, cared for and where appropriate enhanced. The historic built environment requires broad public support and understanding, and this strategy will promote the important contribution it makes to the District's special environmental qualities and underpin the Council's commitment to its proper management for the benefit of future generations.

In Neighbourhood Plan areas, Parish or Town Councils will have an important role in protecting and conserving the historic environment within their areas. The District Council will provide support and advice to help communities achieve this objective.

## **Purpose of the Strategy**

The Government attaches great importance to the protection and enhancement of the historic environment as one of key dimensions of sustainable development as identified within the National Planning Policy Framework (NPPF). Conserving heritage assets in manner appropriate to their significance, so they can be enjoyed for their contribution to the quality of life of this and future generations is identified as one of the core planning principles on the Framework.

The Historic Environment Strategy and Action Plan set out to define the character and special significance of the historic environment within the Local Plan Area of Chichester District and the Council's approach to its protection conservation and management. It underpins our commitment to achieving sustainable development as set out in National Policy and Chichester's Local Plan. This strategy sets out how we will ensure that the special qualities of the buildings, features, places, spaces and the networks that make up our city and towns and rural areas contribute to the quality of our environment, both now and in the future.

This Strategy and associated Action Plan will guide the Council's approach, in association with the South Downs National Park Authority, where appropriate, to positively managing change within the district's historic environment and ensure that available resources are put to best use.

The Strategy identifies priorities for action to ensure resources are directed to best effect. It will assist the making of bids for resources, including partnership funding, to deliver regeneration projects that respect the historic environment and a quality conservation service. It will be consistent with and help achieve the council's corporate goals and commitments set out in the New Local Plan through the environment, social and economic dimensions of sustainable development including cultural infrastructure.

#### **The Strategy and Action Plan will:**

- Clarify the council's responsibilities and reaffirm its commitment towards the conservation of Chichester's historic environment;
- In particular, the Strategy sets out the processes and tools available for protecting and maintaining the historic environment to ensure Chichester's distinctive historic and natural environment is conserved and enhanced. The Action Plan sets out the Council's approach to the use of these processes and tools to secure appropriate planning decisions that facilitate constructive conservation and management of the historic environment;
- Seek to make best use of this considerable asset, and to drive forward projects for the continued preservation and enhancement of this heritage;
- Define a series of key principles for management and protection of the historic environment; and
- Include a programme of action for the future management of the district's historic environment and cultural heritage.

## **Why the Historic Environment is Important**

Evidence from the historic environment is important for its potential to increase future knowledge and for its value as a cultural, social, leisure, education and tourism resource. These survivals are finite and non-renewable, and are vulnerable to loss and damage from development activities and also by cumulative erosion through small scale change.

The historic environment represents tangible evidence of the District's past and is what defines our district. There are also sound economic reasons why the historic environment is important to Chichester in terms of making an attractive location to live and work and many visitors are keen to visit and learn more about the District's history and heritage. Understanding how the district has historically developed over time can help inform how it should grow in the future whilst conserving or enhancing these special characteristics.

## **Objectives and Priorities**

To ensure a clear and consistent approach to the management of Chichester's historic environment it is necessary to take a strategic and holistic approach to its management. It is, therefore, helpful to define an underpinning set of objectives and priorities, however, they are not fixed and will be re-examined and reviewed regularly to ensure they remain current and relevant.

**Objectives:** The Chichester Historic Environment Strategy and Action Plan will:-

- Promote the sustainable management of the historic environment;
- Promote local community participation in the management of the historic environment resource.
- Promote greater awareness of the historic environment amongst decision makers;
- Provide a strategic overview of the historic environment resource in the district;
- Identify the key issues and opportunities facing the historic environment in the district;
- Identify the key priorities for action to improve the management of the historic environment;
- Produce a targeted action plan;
- Promote a partnership approach to the management of the historic environment;
- Promote public understanding and enjoyment of the historic environment.

These objectives and priorities recognise that:

- All aspects of Chichester's environment, rural and urban, are 'historic' and its diversity is recognised;
- Change is inevitable and frequently necessary therefore all plans, policies and proposals affecting the historic environment should be based on a thorough understanding of the significance of any assets affected.
- Opportunities to better reveal or enhance significance can help our understanding of the historic environment to ensure that it is valued.
- The processes of historic land use and management and building craft traditions enshrined within the district's historic environment are what gives the area its local distinctiveness and special character;
- The historic environment belongs to the whole community, residents and visitors alike, and has great social value in the way it contributes to sense of place and through that to individual, communal and regional identity.
- Some features of the historic environment are of such significance that their conservation should be an overriding concern
- In delivering change, working with the historic environment can provide more sustainable and long term solutions for communities;
- that there are real economic benefits to be gained from the conservation of the historic environment

This Strategy and associated Action Plan will guide future work programmes, influence investment decisions and ensure the District's historic built environment is managed in a co-ordinated, structured and corporate way. It will be subject to widespread consultation and involvement in its development and delivery.

## Part Two – Context

### Definition of the Historic Environment

The term historic environment represents the material and natural remains of the past as shaped by people's activities through time and perceived by people now and, therefore, covers "all aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora. The historic environment, therefore, provides the context for our everyday lives, comprising the places and buildings in which we live or work or which we enjoy to visit in our leisure time. It helps to define a sense of place that in turn promotes civic pride. As such the interpretation of the historic environment is different for everyone and can be very diverse.

In formal terms the historic environment comprises protected heritage assets such as listed buildings, registered parks and gardens, scheduled monuments, conservation areas, World Heritage Sites, protected wrecks and registered battlefields. But these designated assets represent only a small proportion of the historic environment that also includes, the countryside, towns and villages and the city itself all of which have physical evidence for past human activity, over thousands of years.

Therefore, the historic environment also includes this wider landscape and the various individual features of places which give them their special character. Anything which has over time been influenced by the activities of humans can form part of our historic environment: for instance historic settlements; farmsteads; street and field patterns; the walls, ancient trees and hedgerows, footpaths and numerous things which adorn our streets like finger posts and milestones, post boxes and telephone kiosks. These features all come together to create the historic environment that people recognise and relate to.

In addition physical expression of the historic environment, there is also valuable documentary evidence in the form of collections, archives and hidden evidence of people's stories, photographs and memories, and artefacts that help us to understand how and why the historic environment was created. However we view our historic environment, it is a record of the past and a resource we should manage carefully for future generations.

### Protecting the Historic Environment

The District Council has a statutory duty to protect the Historic Environment in the exercise of its planning functions. With respect to Listed Buildings and Conservation Areas this is set out in the Planning (Listed Buildings and Conservation Areas) Act 1990.

#### With respect to Listed Buildings

S.16 subsection (2) states:-

*"In considering whether to grant listed building consent for **any works** the local planning authority or the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses".*

And, Section 66 Subsection (1) provides:

*"In considering whether to grant planning permission for **development which affects a listed building or its setting**, the local planning authority or, as the case may be, the Secretary of State shall have special regard to the desirability of preserving the building or*

*its setting or any features of special architectural or historic interest which it possesses.”*

### **With respect to Conservation Areas**

S.69 Subsection (1) states:-

“ Every local planning authority—

(a) shall from time to time determine which parts of their area are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance, and

(b) Shall designate those areas as conservation areas.”

And Subsection (2)

It shall be the duty of a local planning authority from time to time to review the past exercise of functions under this section and to determine whether any parts or any further parts of their area should be designated as conservation areas; and, if they so determine, they shall designate those parts accordingly.

S.71 Subsection (1)

“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.”

S.72 Subsection (1) Imposes a general duty on local planning authorities in the exercise of its planning functions, with respect to any buildings or other land in a conservation area, to pay special attention to the desirability of preserving or enhancing the character or appearance of that area.

With respect to Archaeology and Scheduled sites, the Ancient Monuments and Archaeological Areas Act 1979 (as amended) enables the Secretary of State for Culture, Media and Sport, normally acting on the advice of Historic England, to provide legal protection for nationally important ancient monuments. Other provisions of the 1979 Act enable Historic England and local authorities to give grants, enter into management agreements and take monuments into guardianship.

Part II of the Ancient Monuments and Archaeological Areas Act 1979 (as amended) introduced measures for archaeology planning control through the creation of Areas of Archaeological Importance, and the Act makes provision for investigation, preservation and recording of matters of archaeological or historical interest and for the regulation of operations or activities affecting such matters.

Some large-scale developments are covered by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 which require that the potential environmental impacts of development are assessed prior to any decisions being made. The Regulations may apply to developments which fall outside the remit of local planning authorities, such as trunk roads and other infrastructure developments pursued under the Transport and Works Act and major pipeline schemes.

## Policy Context

### National Policy

The Government's planning policy is set out in a single unified document known as the National Planning Policy Framework (NPPF). The NPPF requires each Local Planning Authority to produce a local plan for its area which includes a positive strategy for the conservation and enjoyment of the historic environment taking into account: the desirability of putting heritage assets to a viable use and sustaining and enhancing their significance; the contribution that the historic environment makes to wider sustainability aims; the desirability of new development to contribute to local character and; the opportunities to draw on the contribution that the historic environment makes on the character of a place (NPPF, paragraph 126).

### Local Plan Policy

Chichester's Local Plan sets the Vision for the sort of place that the District should be by 2029.

The Vision for Places recognises the area's unique strengths and opportunities, including its valued and cherished historic environment, that have contributed to its success and which will underpin its future prosperity. Aspects of the Vision specifically relating to the Historic Environment include:-

By 2029, Chichester will be a place where people can:

- Enjoy a vibrant historic city, thriving towns and villages and areas of attractive, accessible and unspoilt harbours, coast and countryside;
- Have a quality of life that is enriched through opportunities to enjoy our local culture, arts and a conserved and enhanced heritage
- The conservation and enhancement of the historic environment, the high quality landscapes and the agricultural and other rural activities that support it will remain paramount

The Plan embraces all aspects of the historic environment including the built environment, archaeological remains or features and man-made landscape and recognises that it is dynamic and changes over time. The aim of the plan is to manage change by ensuring that development or change affecting the historic environment is appropriate in terms of its impact and to ensure appropriate policies and programs of work are developed and put in place for its management

The Plan contains policies that are consistent with the policies in the NPPF setting out how we will deliver sustainable development within our area. The Local Plan sets out the strategic policy necessary to deliver conservation and enjoyment of the historic environment To support these more strategic policies this Strategy sets out in greater detail how these policies will be implemented in practice including information on the procedures that we adopt, the more detailed advice on management of development affecting the historic environment of the district. The Action Plan sets out a program of key activities the Council will undertake to ensure good management of the historic environment including the approach to preparing and reviewing character appraisals for the Districts conservation areas, the identification and management of heritage at risk, the making of Article 4 Directions to control small scale incremental changes within

conservation area, and the processes and procedures we employ in identifying undesignated heritage assets.

Alongside the NPPF and the new Local Plan the Localism Act (2011) has given powers to local communities and parish and town councils to produce their own Neighbourhood Plans. The NPPF sets out the Government's concept for Neighbourhood Plans which are intended to give local people an opportunity to become involved in shaping a shared vision for their community and to ensure that the right types of development are delivered locally.

## **Historic Context - Geology**

Chichester District, which is divided by the area within the National Park, is unusual in including significant areas of each of the dominant geographical zones of its region: coastal plain, chalk downland, Greensand belt and Weald. Each zone has been utilised by mankind in different ways and each contains specific relics of settlement pattern and ritual activity.

### *The coastal plain*

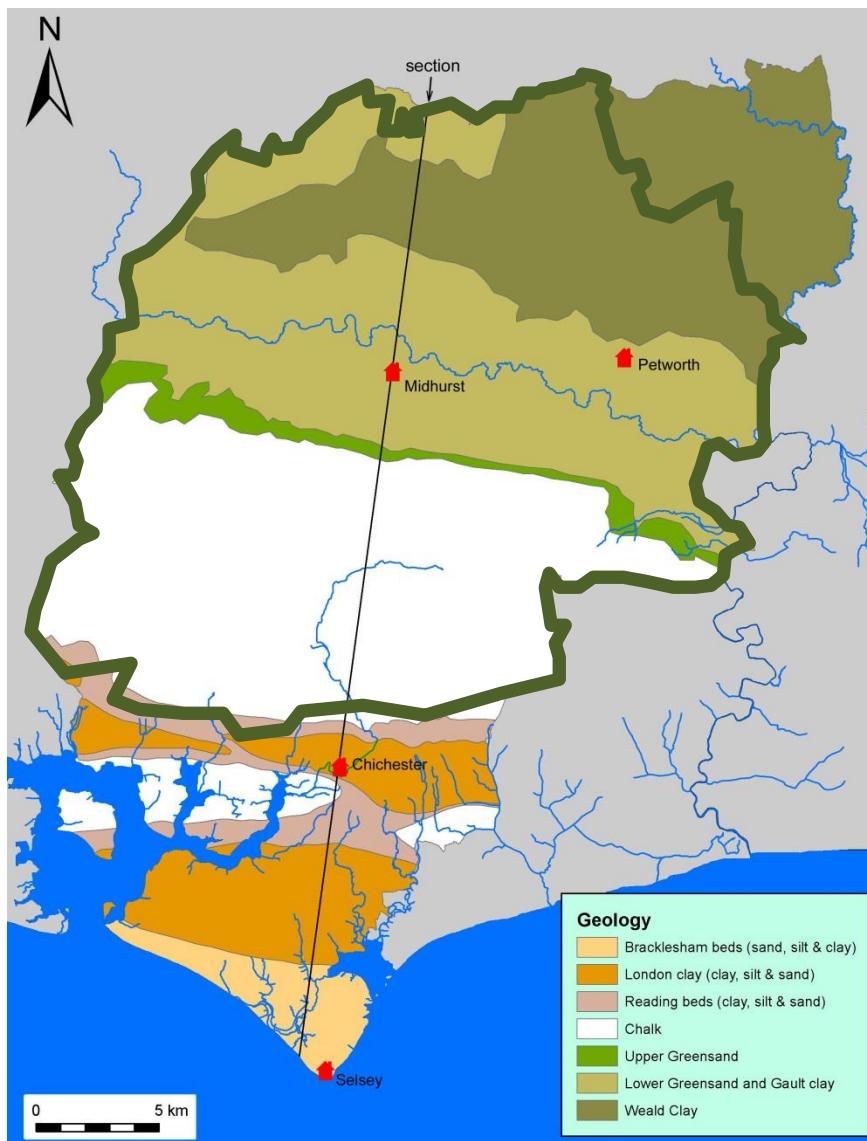
The dip slope of the chalk Downs and the clays at its base were flattened during the last Ice Age by marine erosion and regression, leaving a series of 'raised' beaches backed by "cliffs". These were then covered by a variety of sediments including gravels and clays as well as alluvial deposits from former streams.

### *The South Downs Dip Slope*

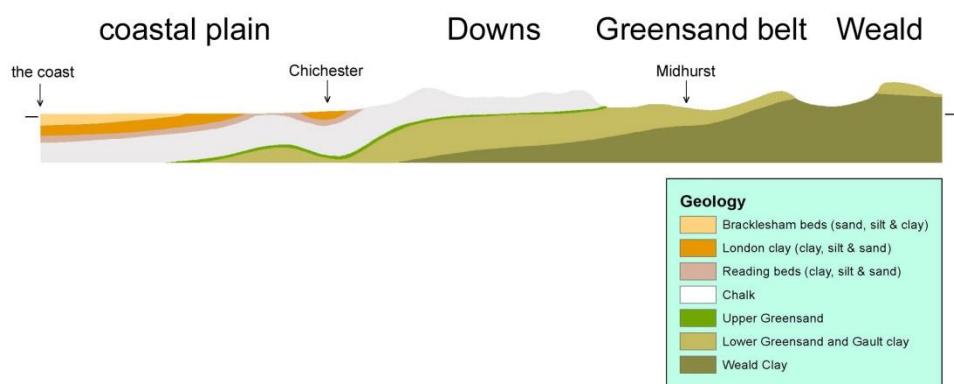
The gentle, dip slope of a prominent chalk escarpment, the southern remnant of a vast dome that once covered the whole Weald blends into the coastal plain along the southern fringes of the South Downs National Park. The dip slope is interrupted by a series of valleys formed by streams, mostly now dry with the (intermittent) exception of the Rivers Lavant and Ems.

### *The Weald, underlying most of the North-East part of the District, outside the National Park*

The Western Weald is dominated by the clays with occasional outcrops of sandstone that underlie the Greensands. This has produced a rolling landscape with considerable surface water draining into meandering valleys.



*Figure 1: Geology Plan*



*Figure 2: Geology Section*

The extent to which these zones have been utilised at different times has depended on topography, abundance or scarcity of food, water and raw materials, soil fertility, drainage, climatic effects and technological change.

## **Historic Context - Chichester District Timeline**

### *Palaeolithic - Mesolithic (c. 500 000 – 4500BC)*

The Palaeolithic marks the first inhabitation of Britain by humans and the people of the Palaeolithic and Mesolithic periods hunted and gathered wild food using simple stone, bone and wooden implements. The environment varied considerably during this period, from frozen tundra to warmer than present. The degree of human activity is likely to have varied in relation to the environmental conditions. Sea levels rose and fell in relation to the advance and retreat of the ice sheets, and for the majority of this period Britain was connected to the continent, allowing the ingress and egress of the small, migrant human population. They were probably highly mobile, living in temporary structures leaving little trace. Their management of the environment may have been limited to the clearance of woodland to create hunting vistas.

### *Neolithic - Bronze Age (c. 4500 – 800BC)*

The Neolithic period saw arguably some of the most important advances in human history, with the cultivation of cereal crops and the adoption of animal husbandry and with it came the utilisation of the kinder soils and climate of the coastal plain and the need to settle permanently nearby. The benefits of agriculture and a sedentary lifestyle led to changes in technology, society, and economics, notably the vast increase in the use of pottery. The Bronze Age saw an increase in the size and social complexity of communities, and, notably, the first use of metalworking in Britain. The expanding population and the advent of metal tools allowed forests to be cleared on a larger scale to provide land for agriculture. Cleared land was often divided up into field systems, reflecting the increasing social complexity that was developing and specialisation of food production allowed more time for social gathering, leading to the appearance of the first ritual monuments, and the systematic exploitation and trading of raw materials such as flint.

### *Iron Age - Roman (c. 800BC – AD400)*

The Iron Age sees the development of iron-working technology. Social relations become more complex and the development of new technologies and trade routes led to an increase in the range of goods people had access to. It was not until the Iron Age that the mineral resources of the Weald began to be exploited, by which time organised commerce and political control resulted in the development of a tribal centre in the Chichester-Fishbourne area. The long distance trade routes, both maritime and insular, that this encouraged persuaded the Romans to annex Britain and to impose their own sophisticated consumer economy. Sophisticated farms utilised the coastal plain. Major roads crossed the region from the only major town, at Chichester, to Winchester, Silchester and London. Other roads connected with the ports.

### *Saxon (c. AD400 – 1066)*

Following the withdrawal of the Roman army from Britain c. AD 410, the eastern areas of Britain began to be settled by peoples from northern Germany and southern Scandinavia, namely the Angles, Saxons, and Jutes. The collapse of the Roman

economy there was a reversion to an agricultural subsistence reminiscent of the later prehistoric period. The intermingling of significant numbers of Germanic immigrants with the native population eventually resulted in a village society that remained in place until the agricultural revolution of the seventeenth and eighteenth centuries. Towns developed either as reused ancient defensive sites (Chichester) or through commercial enterprise in previously underutilised areas.

#### *Medieval (c. 1066 – 1485)*

Most of the landscape was formed in the medieval period, as small Saxon settlements grew into larger villages and towns. Following the Norman Conquest there was an increased focus on architecture created by the military and for religion. Thus many small wooden Saxon churches were rebuilt in stone, some on a monumental scale. The church became very powerful during this period, and held land and properties across the country. Towns developed either as reused ancient defensive sites (Chichester) or through commercial enterprise in previously underutilised areas.

#### *Post medieval Tudor to Victorian (c. AD 1485 – 1837)*

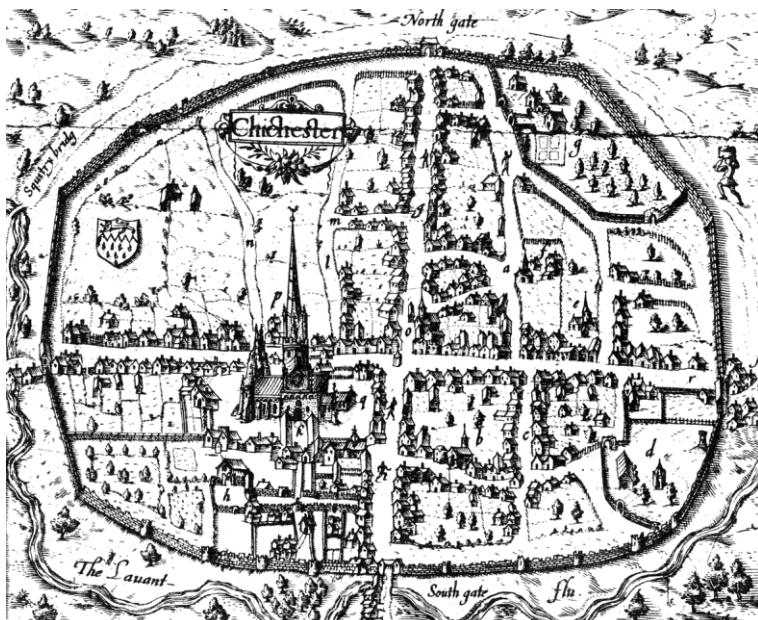
The post-medieval period sees rapid and extensive growth of the population and subsequently their impact on the landscape. In the 18th century the population of Chichester City was around 4,000. It started to rise towards the end of the period but was still less than 5,000 at the time of the first census in 1801. By the 18th century Chichester had dwindled to being a quiet market town. In 1724 Daniel Defoe wrote that Chichester was: 'not a place of much trade, nor is it very populous'. The City was largely rebuilt during this century. Many houses were rebuilt in brick made from local clay and brick making became an important local industry. In addition to a vast increase in settlement size, there has been a great increase in industry, while other institutions, such as the church, have declined in importance. Georgian Chichester was a town of craftsmen working in their own workshops with an apprentice including carpenters, bricklayers and glaziers, blacksmiths, wheelwrights, coopers, saddlers, tailors and shoemakers.

The 18th and 19th Centuries saw the development of new transport links, most notably increases in the road network and the construction of canals. Commercial use of the canals was short-lived and the arrival of railways during the 19th Century led to a decline in commercial canal traffic resulting in their eventual closure and abandonment during the late 19th and early 20th Centuries.

#### *Victorian to Modern (c AD 1837 – 1935)*

In 1844 the first Railway to Chichester opened linking the City to Brighton following on from the opening of the London to Brighton Line in 1841. The relatively short lived Chichester Line, linking Chichester and Midhurst was eventually opened in 1881 but closed to passenger traffic in 1935. Parts continued to be used for goods traffic and the section from Lavant to the Junction with the South Coast Line remained in operation until 1991 serving gravel workings and before that for the transport of sugar beet. Other railways in the District included the even shorter lived West Sussex Railway which opened in 1897 as the Hundred of Manhood and Selsey Tramway, running from Chichester to Selsey. It gradually declined in the face of competition from road traffic and eventually closed in 1935.

## Chichester City



Chichester - John Norden 1595

The Roman and medieval city of Chichester lies at the heart of a rural District containing fine examples of archaeology from half a million years ago to the birth of the Industrial Revolution and historic buildings from the Anglo-Saxon period to the 1960s.

Roman Chichester was founded near the site of an Iron Age royal centre. It was the principal Roman town on the south coast between Clausetum (near Southampton) and Dubris, or Dubrae (Dover) and became a stronghold against the Vikings and the only cathedral city in Sussex. Of particular interest are the almost complete circuit of Roman City Walls, the Norman Cathedral, the unique Market Cross and examples of unspoilt Georgian town planning.

Medieval Chichester was not a conspicuously prosperous or well-populated town. Its port was limited, and the cloth trade never brought the wealth enjoyed by other provincial towns. For most of the period from 1100-1500 the population stayed below 2,000. In 1501 Bishop Storey erected the market cross in Chichester.

In 1538 Henry VIII closed the friaries in Chichester and sold their property. A mansion was built on the site of the black friary in East Street and the surrounding land became its gardens. The grey friary was demolished but its church survived and in 1541 it was sold to the corporation and made the guildhall. During the 16th century Chichester declined in importance. The wool trade declined. The main exports became wheat and malt. Other industries in Chichester were brewing and tanning. In 1578 the streets of Chichester were paved for the first time by an Act of Parliament.

Most of the houses in Chichester in the early 17th century were timber-framed with thatched roofs. In the late 17th century people in Chichester began to build houses in brick. John Edes House was built in 1696. (It is sometimes incorrectly called Wren House. In fact Wren did not build it).

## **Chichester's District's Historic Environment**

The district, including the South Downs National Park, has a very fine historic environment and as whole contains a large number of "Heritage Assets", both designated and undesignated, including over 200 scheduled monuments, over 3,200 Listed Buildings, 86 conservation areas, 17 registered parks and gardens and the Chichester Harbour Area of Outstanding Natural Beauty; significant areas within the District have been identified as having archaeological potential. There are also a number of other buildings, which have been identified through a process of appraising the character of the District's conservation areas as making a positive contribution to their special character and appearance and a number of which have been included on a "local buildings list" currently focused on Chichester city. These combine to define the character and quality of the District as a whole and provide a rich and varied environment providing a highly desirable place in which to live, work and study and also to visit. 70% of the District falls within the South Downs National Park for which the South Downs National Park Authority is the planning authority. Within this area of the national park, Chichester District Council provides a service under a delegation agreement, this service includes advice on planning related historic environment issues, and we work closely with the Park Authority historic environment officers. This Strategy, therefore, makes reference to the historic environment of the national park within Chichester District in terms of the wider context of Chichester historic environment and also our working relationship with the National Park. The historic environment is central to Chichester's cultural heritage and sense of place therefore the resource should be managed for the benefit of present and future generations.

The local distinctiveness in the historic built environment of the District is largely derived from the historic use of locally sourced materials, reflecting the changing geology and landscape across the district and the vernacular craft traditions employed in the construction of buildings and more recently access to different materials from further afield through the growth in transport infrastructure. This distinctiveness is further defined by the characteristic ways in which people have occupied the landscape over millennia. Understanding the influences of topography, historic movement routes, responses to natural resources, the characteristic qualities of historic streets and spaces, building types and materials and settlement growth patterns should inform how and where development occurs in the future. Understanding these characteristics and influences can help to shape our modern communities, giving them a sense of history and distinct local identity whilst supporting sustainable development.

However, the value of the historic environment is by no means confined to the most important places. Outside statutorily designated areas a diversity of historic settlements, townscapes and landscapes make up the remainder of the district, containing buildings, structures and features of historic and/or architectural value. In the rural areas, there are a number of estates, villages, farmsteads and historic houses of exceptional conservation importance and some highly valued landscapes. These different character areas warrant protection in their own right. Once lost, the historic environment is irreplaceable and therefore every effort should be made to ensure appropriate protection and enhancement.

## **The Significance of Chichester's District's Historic Environment**

The historic environment is one of the main contributing factors that define our sense of place contributing to regional and local distinctiveness. The value of the historic environment is defined by way people engage with the places in which they live and work or visit. The sense of place and strong cultural identity provided by the historic environment plays a crucial part in the sustainability of communities and in promoting a positive image of our District.

The historic environment is important in its own right, providing key evidence of the lives and creativity of our ancestors. It also makes an important contribution to our physical and social wellbeing and the District's economy including tourism and culture. It also facilitates public participation, and lifelong learning. It is dynamic and ever-changing and that dynamism lies at the heart of the need for sound principles of stewardship.

For the benefits of the historic environment to be fully realised it needs to be understood, valued and championed. This requires a strategy for its management, and a series of coordinated actions by a range of players from the public, private and the third sector through which this strategy can be delivered.

As a group the heritage assets in Chichester District are considered to be of outstanding significance. The District's archaeology, monuments, earthworks, hill-forts, historic buildings and historic landscapes are of national and international importance.

Discoveries ranging from Boxgrove man and Racton man burial and major projects including the managed realignment of the coast at Medmerry have helped to improve our understanding of the movement of peoples, ideas and goods in the prehistoric period. Major heritage sites such as Fishbourne Roman palace have been known about for much longer, but nevertheless are likely to contain important evidence that could further improve our understanding of key events and periods in British history evidenced within our District.

### **Significant Components and Themes of the Historic Environment in Chichester**

- **Early Occupation.** A number of excavations on the coastal plain have significantly increased our understanding of this area which was densely populated.
- **Roman Occupation** and the building of the walled City of Chichester and associated infrastructure.
- **Rural villages and hamlets** defined by historic settlement patterns, manorial groups, vernacular buildings and rural churches.
- Isolated **farmsteads**
- Development of rural **Market Towns**
- **Enclosure** and impact on field patterns, farmsteads and villages
- Medieval and Georgian **City of Chichester**
- Growth in **transport infrastructure**
- **Urbanisation** and growth of the city and market towns

Within the National Park, additional components include

- The large, post Norman Conquest, rural **manorial estates** of Cowdray, Goodwood, formerly Halmaker, West Dean and Leconfield (Petworth).
- **Medieval Deer Parks**

## Part Three – Heritage Assets

### Definition of a heritage asset

A heritage asset is a building, monument, site, place or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage assets include designated heritage assets and assets identified by the Local Planning Authority (including Local Listing) (NPPF Annex 2).

In planning terms the concept of ‘heritage assets’ was a key feature of Planning Policy Statement 5 which unified previous planning policy guidance. This principle of considering the historic environment in a holistic manner is continued in the Government’s National Planning Policy Framework (NPPF) and the concept of heritage assets remains a key building block of the framework. Elements of the historic environment that are worthy of consideration in planning matters were termed ‘heritage assets’.

A heritage asset will hold meaning to individuals and groups of individuals beyond their purely functional utility. Heritage assets have been shaped by people responding to their local environment, but will also help to shape that environment in the future. They have a significant role to play in creating a sense of place and acting as a catalyst for regeneration. The District’s heritage assets add distinctiveness, meaning and identity to the place and are an exceptionally valuable local resource.

It is therefore important that the significance of the District’s heritage assets, both designated and undesignated, is taken into account as part of any future development management, regeneration or maintenance decisions and opportunities are sought, wherever possible to enhance the District’s heritage assets.

### Types of assets and designations

The term heritage assets encompasses all sorts of features, including buildings, structures and features, parks and gardens, standing and buried remains, areas, sites and landscapes. Some heritage assets possess a level of significance that justifies designation.

**Designated Heritage Assets:** The following statutory designations covering heritage assets exist within Chichester:-

- Scheduled Monuments
- Listed Buildings
- Conservation Areas
- Registered Parks and Gardens

### Scheduled Monuments

Chichester District, including the South Downs National Park has over 200 Scheduled Monuments. These are sites (which may include sub-surface remains and standing ruins or buildings) that are protected under the Ancient Monuments and Archaeological Areas Act 1979 and are included in a schedule compiled and maintained by Historic England for the Secretary of State for Culture, Media and Sport. The monuments are considered to be of national importance and worthy of statutory protection and preservation in situ. Any proposal which may affect a Scheduled Monument requires an application to be made to Historic England (who advises the Secretary of State) for Scheduled Monument Consent.



*Chichester - City Walls*

## **Listed Buildings**

Significant historic buildings or structures are provided with statutory protection by being placed upon the Statutory List of Buildings of Special Architectural or Historic Interest. Buildings which have been placed upon this statutory list are known as Listed Buildings and are graded using the following criteria:

- Grade I buildings are of exceptional interest, sometimes considered to be internationally important; only 2.5% of Listed Buildings are Grade I.
- Grade II\* buildings are particularly important buildings of more than special interest; 5.5% of Listed Buildings are Grade II\*
- Grade II buildings are nationally important and of special interest; 92% of all Listed Buildings are in this class and it is the most likely grade of listing for a home owner.

Chichester District, including the area covered by the South Downs National Park, has 3296 buildings on its List of Buildings of Special Architectural or Historic Interest. Of these, 206 are Grade I or II\* or equivalent. Within the Chichester Local Plan area Listed Buildings include the Cathedral, Market Cross and Chichester City Walls, country houses such as Rymans, Apuldram, through Parish Churches like those at Wisborough Green, Oving and Westbourne through to humble village telephone boxes. Many Listed Buildings are in everyday residential and commercial use.



*Shillinglee House, Plaistow - Grade II\**

### **Conservation Areas**

Conservation Areas are designated where a place is of special historic or architectural interest, and where it is desirable to preserve or enhance the character and appearance. Conservation Areas are mostly designated by the Local Planning Authority. Owners or users of a property in a Conservation Area require permission to carry out certain types of alterations to that property, to demolish or substantially demolish a building and to notify their intention to cut down or prune trees in the area. Additional restrictions on small scale development and alterations within a Conservation Area can be secured through the application of Article 4 Directions which can be used to remove permitted development rights.

Chichester District, including the area covered by the South Downs National Park, has 86 Conservation Areas, of which 61 are in the National Park and 2 shared between the District and the National Park. They range from the internationally important Chichester City Conservation Area to those in the town of Selsey and villages such as Bosham in the South and Kirdford in the North.



Bosham

## Registered Parks and Gardens

Since 1983 Historic England (formerly English Heritage) has maintained a Register of Historic Parks and Gardens of special historic interest in England. This Register is specifically concerned with gardens, grounds and planned open-spaces and the emphasis is on the significance of the place as a designed landscape, rather than its botanical importance. Although inclusion on the Register brings no additional statutory controls, registration is a 'material consideration' in the planning process, meaning that planning authorities must consider the impact of any proposed development on the landscape's special character. As with Listed Buildings, the Registered Parks and Gardens are graded as per the following criteria:

- Grade I sites are of exceptional interest
- Grade II\* sites are particularly important, of more than special interest
- Grade II sites are of special interest, warranting every effort to preserve them

Chichester District, including the area covered by the South Downs National Park has 17 such entries on the list, of which just 2 are within the Chichester District Local Plan Area ranging in scale from the recreated Roman formal gardens within the Fishbourne Roman palace complex to the landscaped grounds of the former Graylingwell hospital. Sites are graded Grade I, II\* or II. They are not afforded any Statutory protection but registration is a material consideration in planning terms. There are also a number of gardens recorded on the Parks and Gardens UK database including Priory Park and a number of private gardens including Rymans, Apuldram and Itchenor Park House



*Fishbourne Roman Palace*

### **Areas of Outstanding Natural Beauty (AONB)**

Natural England is responsible for formally designating AONBs and advising on policies for their protection. Designation seeks to protect and enhance natural beauty whilst recognising the needs of the local communities and economies within the areas designated. Heritage assets may form an important part of what makes an AONB special and great importance is attached to the conservation of archaeological, architectural and vernacular features within the landscape, therefore providing heritage assets with a degree of indirect protection. Within Chichester there is one AONB encompassing Chichester Harbour.

### **National Parks**

National Parks are protected areas which are designated by Government under the National Parks and Countryside Act 1949. Under the Environment Act 1995 each is managed by its own national park authority, which acts as the local planning authority for their area. The South Downs National Park was designated in shadow form on 31<sup>st</sup> March 2010 and assumed its duties in April 2011 and extends over about 70% of Chichester District.

### **Non-designated Heritage Assets**

The majority of heritage assets will not be designated. Some heritage assets may be of a level of significance which would not warrant formal designation, whilst other assets may not currently be designated either because their significance has only recently been revealed or has never been formally considered. Some of the undesignated heritage assets are of equivalent significance to those that are designated.

### **Local Designations – Local Buildings List**

Some assets may have a locally-defined designation; these do not have any statutory framework underpinning them but represent recognised heritage assets of local significance or value. This includes the local list of buildings in Chichester City and positive buildings

identified within conservation area character appraisals and could extend to locally significant Historic Parks and Gardens.

These comprise buildings which are important in a local context but not nationally important enough to have a statutory listing. The local buildings list is made up of buildings with historic or architectural associations which are particular to the City of Chichester. These include buildings by local architects, local landmarks or buildings associated with a locally important persons or event. They also include buildings which contribute to the local character of the area in their identity and distinctiveness and help to promote a greater sense of place.



*A locally Listed Building - The Chapel, University of Chichester, Bishop Otter Campus*

### **Non-designated heritage assets**

Non-designated heritage assets are all those recognised elements of the historic environment not covered by one of the above designations. These include standing buildings, below-ground archaeology and archaeological findspots, earthworks, maritime features and aircraft crash sites (though most of the latter are covered by the Protection of Military Remains Act 1986).

Non designated assets are often identified as a result of the planning process, either through archaeological investigation or closer inspection of historic buildings or structures, including curtilage structures and through the process of appraising conservation areas. With respect to buildings, this is often the case in Chichester due to the fact that the Statutory List covering West Sussex was compiled many years ago and comprised a less than comprehensive survey of the area resulting in many buildings being overlooked. The significance of a building may not be obvious and it is only following closer inspection, particularly of the roof structure and interior that the true significance of a building or structure is revealed.

## **Historic Places and Landscape**

The historic character of local landscapes outside the National Park and the Chichester Harbour Area of Outstanding Natural Beauty, are also important aspects of Chichester's historic environment. This character is defined by historic settlements and farmsteads, landed estates, the mosaic of historic field boundaries, rural roads, sunken lanes, canals, railways and street patterns, historic land-use patterns and the relationship of buildings and settlements to the wider landscape as well as more designed and formalised landscapes in the form of parks and gardens. These dynamic, living landscapes do not lend themselves to normal statutory designation regimes. In response techniques of Historic Landscape Characterisation has developed as a methodology for spatial historic analysis which has been developed as a tool for historic environment management. Historic Environment Characterisation of Chichester District was undertaken by West Sussex as part of a County HLC project, which in itself was part of a larger project for Characterisation of England and information is held on the District's and County's Historic Environment Records.

## **Other assets**

There are many assets that are widely recognised for their heritage importance such as unregistered historic parks and gardens such as Priory Park in Chichester City, historic graveyards and burial grounds and streetscape features such as street signs, fingerposts, hedgerows, lamp standards and historic paving which are afforded little protection outside of designated conservation areas, unless statutory listed, but nonetheless contribute significantly to the character of our city, towns, villages and the rural area.

## **Part Four – Action Plan for the Management of the Historic Environment**

### **Introduction**

The Historic Environment Action Plan sets out the Council's approach to deliver the Strategy's Objectives, to help positively manage change within the District's Historic Environment in a way that promotes understanding, conserves special interest and enhance the way it is valued by the people who live, work or visit Chichester District. It brings together the various strands of heritage management identified above into a prioritised program of work.

While much of the onus for implementation rests with the Planning Service, the historic environment impacts on most aspects of local life. It is clear, therefore, that everyone has a part to play in positive management of the historic environment. Successful management will require commitment by all Council services and their partners to ensure the sensitive exercise of controls, such as planning permissions, listed building consents, enforcement, building control, fire regulations and highways standards. Likewise, it is important that when resources are deployed, they should be coordinated to ensure that the investment is in the best interests of the historic environment. This will, therefore, be a shared commitment to define, understand and manage the special character of the area in a way that ensures its contribution to sustainable development and to promote interest in the historic environment by all sectors of society including architects, planners, developers, property owners, amenity groups and members of the public.

### **Action Plan Approach**

The previous sections of this document have set out the background to and the context for the historic environment of Chichester District. It shows that the resource is varied and extensive, and that it includes many elements that are highly significant. There are a range of issues facing the resource and its management and the Action Plan provides real opportunities to ensure future long-term management.

The Plan identifies necessary, appropriate and realistic actions that will help deliver the sustainable management of the historic environment resource. It is also important to establish what the priorities should be for the coming years. The action plan that follows is an attempt to define the Council's priorities and to suggest mechanisms for how those priorities could or should be met.

### **Council's roles and responsibilities in respect to historic environment**

The main focus of the Council's responsibilities in respect of the Conservation and Design Service is in relation to planning in terms of formulating policies for positive management of the historic environment within the Chichester Local Plan area and provision of specialist technical and design advice in relation to development proposals affecting the historic environment.

#### **Services and Activities provided by Chichester District Council**

1. Identifying opportunities for promoting and protecting the historic environment through advice in relation to policy documents including, masterplans, development briefs,

planning concept statements and development management functions.

2. Provision of specialist technical advice on all aspects of the historic environment including archaeology, including site visits and meetings through the Council's HEPE and PE schemes
3. Support for the Council's enforcement service to investigate and resolve planning contraventions harming the special interest of heritage assets
4. Maintaining the District's Historic Environment Record as a publicly accessible resource for the purposes of planning, conservation, research, education and general interest. There is a charged for HER enquiry service which provides information from the HER and specialist interpretation of that information
5. Preparing and publishing guidelines to assist owners and applicants on how to assess significance and prepare heritage impact statements to help streamline the planning application process
6. Managing its own historic environment assets
7. Signposting of sources of information and research relating to the historic environment
8. Where opportunities arise help secure funding for projects for conservation and enhancement of the historic environment

This work includes preparation of guidance and advice notes, review and appraisal of conservation areas, monitoring of heritage at risk and specialist policy advice including on heritage aspects of neighbourhood plans. The Council also has responsibilities in respect of the management of its own heritage estate and doing so in a way that sets an example to other heritage asset owners.

### **Main Areas of Work:-**

- Providing advice on heritage issues in relation to major developments including masterplans, major infrastructure projects, area action plans and other policy documents
- Providing specialist advice on development proposals through the preliminary enquiry schemes and in response to consultations on planning applications
- Designating and reviewing conservation areas;
- Commissioning, preparing and reviewing conservation area character appraisals;
- Maintaining and rolling out a Local List of Buildings of Special Architectural or Historic significance;
- Maintaining and providing access to information held on the District Historic Environment Record;
- Assessing the need for additional planning controls to preserve the special character of conservation areas through the use Article 4 Directions;
- Contributing to heritage crime initiatives
- Advice on management of heritage assets
- Provide specialist advice in relation to enforcement and where appropriate use of Statutory powers
- Monitoring heritage at risk and liaising with owners to find solutions to bring heritage assets at risk back in to viable economic use

- Advising on enabling development
- Preparation of technical advice and guidance notes
- Preparing and/or contributing to funding bids

The Action Plan provides an opportunity to balance these varied priorities in a managed way. The action plan sets out a broad list of objectives that builds on the assessment contained in sections 3 and 4 above, structured under three main themes.

## Action Plan Themes

### Protecting the Historic Environment

- Providing Advice on proposals affecting the Historic Environment, including major developments, infrastructure projects and other policy documents
- Advising on Heritage Significance
- Advising on enforcement issues
- Advising on the use of Statutory Powers
- Proactive action in relation to heritage at risk
- Advising on up-to-date policies for the protection of the historic environment
- Guidance notes on good practice in relation to proposals affecting the historic environment or their setting

### Managing the Historic Environment

- Ensuring the historic environment is sustained for the enjoyment of future generations
- Promote care and protection of the designated and non-designated historic environment
- Advise on the Management of Heritage Assets
- Preparation of Guidance on maintaining heritage assets
- Maintaining up to date Character Appraisals and Management Proposals for all Conservation Areas
- Promoting the contribution that the historic environment makes to our sense of place
- Facilitate positive change in the Historic Environment

### Engaging with the Historic Environment

- Working in close partnership with the South Downs National Park Authority and other partners such as local amenity societies, Sussex Archaeological Society and the gardens Trust.
- Public engagement on heritage projects and initiatives,, including character appraisals and the local buildings list
- Identification of opportunities to better reveal the historic environment
- Promoting access to the historic environment and information about the historic environment
- Supporting local communities in managing their local historic environment

## Protecting the Historic Environment

The Conservation and Design Team, is responsible for assisting the development of heritage protection policies and providing advice to the Council's Development Management Service, property owners and agents and the South Downs National Park Authority on the potential impact of development on heritage assets including archaeological deposits, historic buildings and areas and provides advice on appropriate forms of development and/or

intervention to minimise potential harm and where necessary recommends appropriate mitigation strategies.

We will, therefore, ensure the highly valued historic environment is protected by:-

- A. Developing robust policies for the protection and conservation of the historic environment and advising on and providing input into the preparation of policy documents including masterplans and site development/planning briefs
- B. Ensuring the historic environment is given appropriate and proportionate consideration in major and strategic developments
- C. Encouraging applicants/agents to use the Council's pre-application advice schemes
- D. Providing pre-application advice to applicants/agents in a timely manner
- E. Providing professional advice to the Development Management Service in response to consultations on development proposals
- F. Providing specialist advice to the Enforcement Service in relation to breaches of planning control
- G. Providing advice to the Council's property service in relation to heritage assets the Council owns and manages.
- H. Providing advice to planning and other services on use of statutory powers in relation to listed buildings or other assets in a poor state of repair and/or buildings/sites the condition of which harms the visual amenity of the historic environment including setting of listed buildings and conservation areas
- I. Actively seek solutions with asset owners in respect of heritage at risk

## **Advice on policy development and on proposals affecting the Historic Environment, including major developments, infrastructure projects and other policy documents**

### **Masterplanning for Delivering Strategic Growth and Regeneration**

Masterplanning provides a means to shape a site, area or whole town centre often within a specific time frame. The historic environment provides a good opportunity to contribute to successful place-making. The adopted Design Protocol sets out the Council's approach to the preparation of masterplans. In terms of the historic environment we will ensure that they take full account of the historic environment, including protection of heritage assets, including buildings, important views, from within or across the site, or other features within or within visible proximity to the site and their settings.

### **Our approach to the protection of the Historic Environment through the preparation of Planning Policy Documents**

The Council's Design Protocol sets out the Council's overall approach to Masterplanning, and the preparation of Planning Concept Statements, Development Briefs and Design Codes in Chichester District. The Council will provide information and advice on the existing historic environment to contribute to the scoping evidence and site appraisals. Advice will also be provided on issues relating to particularly sensitive assets and features and the

potential impact on their settings.

Where design codes are prepared the Council will advice on appropriate design approaches that respect the areas historic character and setting, including landscape setting, taking into account other influences, such as the aspirations of the site promoters.

## Planning Policy Development

Chichester's Local Plan contains robust policies for protection and conservation of the historic environment. It is important that future reviews of the local plan, other planning documents and also local neighbourhood plans maintain firm policies and that these are based on a sound evidence base and informed by this Historic Environment Strategy.

### Our approach to the review and maintenance of robust planning policy for the Historic Environment

1. Review emerging Local Plan Policy ensuring that it reflects up to date national policies, guidance and advice and is relevant and effective
2. Encourage Neighbourhood Plan groups to address the Local Historic Environment in their plans
3. Provide information from the Historic Environment Record and advice on the historic environment to Parish Councils preparing local plans

This strategy explains why the historic environment should be considered as one of the District's most valuable assets. It therefore has a significant role to play in the future growth and regeneration agenda for the District. It should be used in a positive and proactive way to realise our District's potential, including its role in the sustainable development agenda promoted by the Government in the NPPF and Historic England's General Practice Advice Note: Historic environment in local plans. We will ensure that local plan policies promote the role of the historic environment in making positive improvements to people's quality of life and contributes to the local economy, for example, through potential growth of cultural and heritage tourism.

## Specialist Advice on Development Proposals

### Specialist pre Application Advice

To assist in the planning process the Council provides chargeable pre-application advice including on matters relating to the historic environment. This provides developers and property owners with access to specialist expertise to advise on any proposals affecting heritage assets.

The Pre application advice service provides the opportunity to discuss proposals at an early stage so that any issues or concerns can be identified and the capacity of the building to accept the level of change proposed and where appropriate alternative solutions identified, before plans are too advanced.

### **The District Archaeology Officer can advise on:**

- Whether or not there is known potential for significant deposits to be present in the vicinity of an application site
- The mitigation measures that are likely to be applied (but not on the cost of such measures)
- Provide, for a charge, information from the Historic Environment Record and advise on interpretation of the information to assist applicants in understanding the heritage assets subject to proposals.

It is recommended that the developers of sites where archaeology is likely to be significantly affected should employ archaeological consultants at an early stage.

### **The District Historic Buildings Advisors can advise on:**

- The significance of historic buildings and important features, whether designated or not, and their setting contributing to a building's significance based on desk based research and/or through a site visit
- Whether the works require Listed Building Consent
- Appropriateness of proposals affecting an historic building or area
- Use of appropriate materials, details and methodology for works affecting the existing fabric of historic buildings

Information required to support applications for planning permission or Listed Building Consent if proposals are to be pursued

### **The most common advice given includes:**

- That a desk-top assessment should be supplied by the developer with their application for planning consent
- That a Heritage Statement should be supplied by the developer setting out the significance of the heritage assets affected by the proposals, a justification for the proposals and assessment of the impact of their proposals on the heritage assess
- Encouraging those preparing a Heritage Statements to consult the Historic Environment Record.
- That the site should be evaluated (normally by trial trenching) and that a report on the results of this should be supplied by the developer with their application for planning consent
- Identification of the level of harm to arising from the proposals on heritage assets, including their setting and whether or not the harm is considered to be substantial.
- Identify potential alternative design approaches that could be considered to avoid or minimise potential harm, without providing alternative design solutions

It is recommended that owners/agents proposing works likely to affect heritage assets or their settings consult Historic England General Practice Advice and Advice Notes, Particularly General Practice Advice Note 3: Setting of Heritage Assets and Advice Note 2: making Changes to Heritage Assets and also the Councils published Guidance relating to the historic environment .

## **Advice on development proposals (Applications for Planning Permission and Listed Building Consent)**

Specialist advice on applications for Listed Building Consent and Planning Applications, including Lawful Development Certificates, impacting on the historic environment is provided to the Development Management Service who will ultimately make recommendations on the determining of applications balancing this advice with other planning matters and considerations.

### **The most common advice provided include:-**

- There are no objections from an historic environment point of view to the proposals
- Recommendations with respect to any conditions that should be attached should permission be granted.
- Recommendations on how the proposals could be modified to avoid or mitigate harm to heritage assets.
- That there are objections to the proposals because of the perceived harm to heritage asset(s) and explanation of the harm identified.
- Where harm is less than substantial, advice on perceived public benefit in terms of securing optimum viable use of the asset to mitigate the harm in accordance with National Planning Policy Framework (NPPF) Paragraph 134.

The latter two are likely to apply when it can be demonstrated that nationally important archaeological deposits, or their settings, are threatened or proposals would be harmful to the character and/or setting of a designated or non-designated heritage asset.

The Council supports the Chichester Conservation Area Advisory Committee that provides specific comments in relation to development within the Chichester Conservation. This helps utilise knowledge and expertise within the local community.

## **Use of Statutory Powers and Enforcement of Planning Control**

Carrying out works that affect the character and special interest of a listed building without obtaining formal consent is a criminal offence. Where unauthorised works to listed buildings are reported these will be investigated accordingly. Where breaches of listed building controls occur the Conservation and Design Service will provide advice and support to the Council's Planning Enforcement Team in dealing with planning and listed building contraventions in relation to the historic environment and will discuss appropriate enforcement action and if appropriate progressing a listed building prosecution.

When it becomes evident that a listed building is being allowed to deteriorate, the District Council may take action to secure repairs through its powers under the Planning (Listed Buildings and Conservation Areas Act) 1990 to issue Urgent Works Notices and/or Repairs Notices. If your property is falling badly into disrepair the Council's Historic Buildings Advisers will provide both practical and technical advice. However, if the property remains neglected the Council has powers to serve a Repairs specifying what work needs to be done. Failure to comply with the Notice would allow the Council to compulsorily acquire the property.

If a listed building is unoccupied the Council can carry out the work itself to make a building wind and weatherproof and can then recover the cost from the owner. Historic England has

similar powers with respect to unoccupied Council owned listed buildings and the Secretary of State also has similar powers in relation to unlisted buildings in conservation areas.

There are occasions where the condition of a particular site or property deteriorates to a point that it is considered harmful to local amenities. Where this occurs the District Council has powers through the issue of a S215 Notice to require an owner to undertake works to improve the appearance of the site. Where the site concerned comprises a listed building or is within a conservation area or the condition of the site has an adverse impact on the setting of a heritage asset the Conservation and Design service will liaise with the enforcement team to secure improvements through the use of these powers. Where an owner fails to comply with a S215 Notice the Council may itself pursue implementation of the works by undertaking it, following set procedures.

## **Heritage at Risk**

Historic England undertakes an annual national survey and produces a Register of Heritage at Risk in relation to Scheduled Monuments and Grade I and Grade II\* Listed Buildings. In addition the District Council also maintains a register of Heritage at Risk include Grade II Listed Buildings as well as some undesignated heritage assets which is regularly monitored. This comprises a schedule of vacant or partially occupied listed buildings at risk, or vulnerable from neglect, based on an assessment of their condition and occupancy.

### **Our Approach to Heritage at Risk**

We will record and monitor Heritage at Risk in Chichester District and publish it on our website. We will, where possible, work with the owners of heritage assets at risk to find solutions and secure repairs to bring them back into active use, including where appropriate viable new uses and/or proposals for enabling development so they are preserved for future generations.

## **Managing the Historic Environment**

Through the Council's planning functions we will ensure that our policies acknowledge the contribution the historic environment makes towards creating places attractive to live and work, for its historic and cultural interest. We will ensure planning policies promote the historic environment as a facet of place making and ensuring that opportunities to enhance the understanding of the historic environment are maximised through the Council's planning functions and promote the value of heritage as a driver for economic regeneration. The Council recognises that heritage and development are not mutually exclusive and will promote a conservation dimension to other strategies and policy documents including Area Action Plans, the Vision for Chichester and Neighbourhood Plans.

## **Review, designation and management of conservation areas**

The Council is committed to a programme for reviewing our conservation areas and where appropriate will identify new areas that have a special character that would merit designation. We will use these regular reviews to identify issues facing conservation areas and any actions needed for their management; we will also identify the need for further planning controls in the form of Article 4 Directions.

### **Our Approach to Conservation Area Review, Designation and Management**

1. We will undertake regular reviews and, where appropriate revise the boundaries to the existing conservation areas and ensure they have an up to date appraisal and management plan
2. We will examine potential new areas for designation as new conservation areas in association with the review of existing conservation areas within the locality
3. We will regularly review, prepare and publish Conservation Area Appraisals and Management Proposals for all existing and proposed conservation areas
4. We will identify the need for additional planning controls and recommend potential Article 4 directions in conjunction with the regular reviews of conservation areas and appraisal of proposed new conservation areas.

### **Compilation of the Local Heritage List**

The Council has recognised that there are many buildings in the District that whilst not meeting the national criteria for statutory listing are, nevertheless, of considerable local architectural interest and/or significant townscape merit and within Chichester City has compiled, in consultation with local amenity groups, a local buildings list. The ongoing review of conservation areas has also identified important local buildings and other features of architectural or historic interest and that would potentially merit local listing.

The approach to the local list also needs reviewing, including the selection criteria, to ensure it reflects current best practice and Historic England advice and provides for adequate transparency and consultation with owners and other stakeholders in the listing process. The list also focuses on buildings, while local heritage assets can include a wide range of other structures and features such as walls, monuments, milestones, finger posts, local historic parks and archaeological features. This would suggest that there would be merit in overhauling and renaming the list as a Local Heritage List for Chichester District, as a supporting document to this Historic Environment Strategy or as a possible future Supplementary Planning Document (SPD) as recommended in the Historic England Advice.

### **Our Approach to compiling and maintaining a local list of buildings of architectural or historic significance:-**

1. We will review the local buildings list, as a Local Heritage List, and extend it to other areas of the District, outside the South Downs National Park, through the programme of review of the District's conservation area and also in consultation with Parish Council's preparing neighbourhood Plans.
2. The Council will periodically review the Local Heritage List Criteria and nomination procedures to ensure they are consistent with National Guidance.
3. The Council will seek the retention and sensitive alterations to buildings included on the local buildings list

### **Identification and Recording and of the Historic Environment**

Where, as a consequence of development proposals, the significance of a building, structure, feature or site becomes better understood the Council will if appropriate identify them as non-designated heritage assets and record them on the Historic Environment Record and advise on any proposal affecting them or their setting in accordance with the relevant planning policies within the Local Plan and the NPPF. If the significance is such that they would merit potential formal designation we will refer them for consideration by the relevant designating authority.

## **Our Approach to Identification of new heritage assets and recording of the historic environment**

1. The Council will secure archaeological advice when determining applications for development affecting areas of known archaeological potential and also in relation to potential national and local designations.
2. The Council will (where appropriate) take the opportunity to place conditions requiring the accurate recording of built fabric, archaeological remains or landscaping that will be altered, concealed or lost through the implementation of approved works.
3. The Council will maintain the Historic Environment Record as a digitised record of all known heritage assets in Chichester District supported by a much larger collection of paper based, map-based and photographic information.

## **Management of Historic Environment Assets**

We support and advise owners and managers of heritage assets on the preparation of management plans to promote positive management of assets including management plans for scheduled sites, designated buildings and sites and other historic assets such as farmstead complexes or larger estates comprising groups of assets both designated and non-designated to ensure that future generations can enjoy them.

Advice is provided to owners and developers on how to maintain and repair heritage assets and the team will prepare, maintain and make publicly accessible a suite of guidance notes on best practice for the maintenance and repair of heritage assets. and advice provided on the management of the historic environment.

We also provide input into public realm and other improvements and this can often provide opportunities to promote understanding of the historic environment by restoring historic spaces using appropriate materials and details.

## **Our Approach to Managing Heritage Assets**

1. Provision of advice to land owners and agents on the management and policy for the protection of archaeological sites and landscapes.
2. Providing advice and guidance to Parish Councils and the Council's property management service on management, acquisition and/or disposal of heritage assets.
3. Development of strategic policy documents including public realm strategies in partnership with other stakeholders
4. Maintain good working relationships and contacts with local amenity groups, West Sussex County Council, Parish Councils and voluntary sector organisations
5. Maintain good working relationships and contacts with strategic partners at regional and national level including with Historic England
6. Prepare and regularly detailed design guidance, good practice guidance and design briefs for identified sites, and publish on our website.
7. Develop our approach to tackling Heritage Crime through -and working with local Parish Council's and/or other local groups and providing resources on our website.

## **Engaging with the Historic Environment**

We actively consult on documents such as Conservation Area Character Appraisals and provide advice to Parish Councils and local groups on historic environment aspects of

neighbourhood plans and other policy documents such as Village Design Statements. We encourage local involvement in heritage including nomination of buildings for local listing

We support proposals that would result in improving our understanding of the historic environment including reversal of inappropriate changes and extensions, providing access to information on the historic environment and supporting groups and asset owners with projects involving and improving access to the historic environment and information about it.

### **Services and Activities provided by Chichester District Council**

1. Engaging with local communities and providing advice on historic environment content for Neighbourhood Plans, including advice on local assets of heritage value and Village Design Statement and possible additions to the Local Heritage List.
2. To promote local archaeology and history as a resource for education and enjoyment. In this way we can encourage a greater understanding and appreciation of the district's rich cultural heritage and promote greater public participation in its exploration.
3. Providing advice from the District's Historic Environment Record to local communities
4. Signposting of sources of information to help local groups understand and evaluate aspects of their historic environment
5. Identifying and supporting opportunities to better reveal our knowledge of the historic environment, including working with and supporting partners and community groups on projects, through the development management process.
6. We will secure opportunities to provide greater access to information on the historic environment.
7. Involve local communities in heritage projects, such as reviewing and upgrading our Conservation Area Character Appraisals and developing the local buildings list.
8. Engage with local communities on heritage crime initiatives.
9. Provide training to officers and members on the significance of the historic environment and approaches to managing change.

We will work with Heritage Gateway, The Council's Museum Service, West Sussex County Council, the West Sussex Records Office and other groups and partners to promote greater access to information on the District's Historic Environment.

### **Action Plan Programme**

The Action Plan will prioritise the identified actions to the short, medium and long term timescales under a series of headings/action areas as and when they are included in this Strategy. The delivery of long term actions is dependent on the availability of resources.

The Action Plan provides a means of utilising stretched resources so they are effectively targeted at the prioritised actions. Decisions are often made on allocation of resources and the challenge is to ensure that those investments are made in ways that benefit the historic environment of the District. Similarly, there are areas of decision making where the exercise of discretion, such as planning controls, can have a major effect without any additional cost.

While significant and visible advances can be made by implementing high-profile projects for building repair and enhancement, these are heavily dependent on funding bids, such as from the Heritage Lottery Fund, which can be demanding on staff resources. More fundamental and of lasting value can be achieved through the development of sound policy

and guidance. The adopted Local Plan emphasises the importance of the historic environment as a driver for quality, social cohesion and economic stability. There may be opportunities for securing project funding from, for example, the Heritage Lottery Fund and having sound policies for the protection and management of the historic environment will increase chances of attracting funding to give confidence that investment can be maintained and protected into the future.

A full programme of prioritised actions will be reviewed and refreshed each year as part of the Planning Services Service Plan. The Action Plan for 2016/17 is set out below.

## Action Plan Summary April 2016 – March 2017

No	Action	Priority	Responsibility for Delivery	Outcomes	Target Date
1	Adoption of the Historic Environment Strategy	H	Conservation and Design Manager	Adopted Historic Environment Strategy to support the Local Plan and prioritised approach to guide future work	Dec 2016
2	Completion of the Review of the Chichester Conservation Area Appraisal	H	Conservation and Design Manager	Up to date character appraisal for Chichester and identification of need for boundary changes and additional planning controls	Sept 2016
3	Completion of the Selsey Conservation Area Appraisal	H	Conservation and Design Manager	Up to date character appraisal for Selsey and identification of need for boundary changes and additional planning controls	Oct 2016
4	Further consultation in respect of additional extensions to Chichester conservation area	H	Conservation and Design Manager	To inform final decision on changes to Chichester conservation area boundary	Oct 2016
5	Final approval of boundary changes to Chichester Conservation Area and Article 4 Directions	H	Conservation and Design Manager	Authority to proceed with implementation of conservation area boundary changes and making of Article 4 Directions	Nov 2016
6	Implement designation of extensions to Chichester and Selsey Conservation Areas following further consultation	H	Conservation and Design Manager	Implementation of decision above	Nov 2016

## Action Plan Summary April 2016 – March 2017

No	Action	Priority	Responsibility for Delivery	Outcomes	Target Date
7	Implementation of Article 4 Directions for Chichester and Selsey	H	Conservation and Design Manager/ Committee Services	Additional planning controls to conserve the character and appearance of the conservation areas from small scale alterations.	Dec 2016
8	Commence Review of Fishbourne and Westbourne Conservation Areas	H	Conservation and Design Manager	Up to date character appraisals for Fishbourne and Westbourne and identification of need for boundary changes and additional planning controls	October 2016
9	Publish Guidelines on making good listed building consent and planning applications affecting the historic environment and preparing heritage statements.	M	Historic Buildings Advisors	To encourage better applications and to speed up the planning application process by avoiding the need to ask for additional information/clarification	Nov 2016
10	Prepare a validation checklist/process for Heritage Statements	M	Historic Building Advisors	A means for overcoming problems of validation of applications with very poor quality heritage statements	Nov 2016
11	Complete suite of listed building guidance notes and publish	M	Historic Buildings Advisors/ADC	Wide range of advice and guidance for agents and planning officers to reduce enquiries and formal advice from HBAs.	Nov 2016