

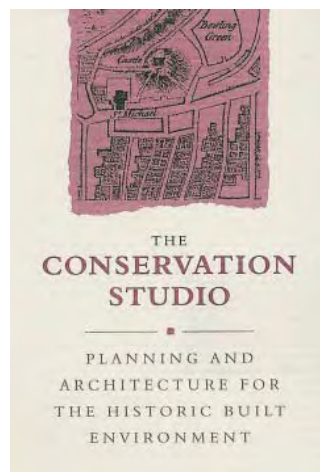
A historical map of the Runcton area, showing buildings, fields, and the Runcton Mill. The map includes various annotations such as 'B.M.12.2', 'L.B.', 'F.B.', 'S.D.', 'F.P.', and 'Runcton House'. The map is overlaid with a green and purple wavy line at the top.

# RUNCTON CONSERVATION AREA

## CHARACTER APPRAISAL AND MANAGEMENT PROPOSALS

March 2007

# RUNCTON CONSERVATION AREA CHARACTER APPRAISAL AND MANAGEMENT PROPOSALS



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## I INTRODUCTION

### I.1 WHY A CHARACTER APPRAISAL IS NEEDED

This document has been produced for Chichester District Council following consultation with the local community. Local authorities are required by law to preserve or enhance their conservation areas and part of that process is the production of a character appraisal to explain what is important about the area.

Part I of this document therefore defines the key elements that contribute to the special historic and architectural character of the Runcton Conservation Area, and identifies negative features (the issues) that might be improved. Part 2, the Management Proposals, sets out a programme for further work, based on the issues identified in Part 1. This process involves a thorough review of the existing conservation area boundary and provides a number of suggestions for change.

### I.2 SUMMARY OF KEY CHARACTERISTICS

The Character Appraisal concludes that the most significant features of the Runcton Conservation Area are:

- Rural conservation area based on small green and mill;
- Pagham Rife runs through the village, and with the ponds and streams, provides a habitat for wildlife;
- Informal green at the junction of Runcton Lane, Saltham Lane and Mill Lane;
- Runcton Mill is a focal building with other listed buildings forming a group nearby;
- Runcton Manor and its grounds dominate the southern part of the conservation area with glimpses of the building through the surrounding trees;
- No through-road means little traffic, preserving the peaceful character of the village;
- Footpaths provide views out of the village over surrounding fields.



*Green at the junction of Mill Lane & Saltham Lane*

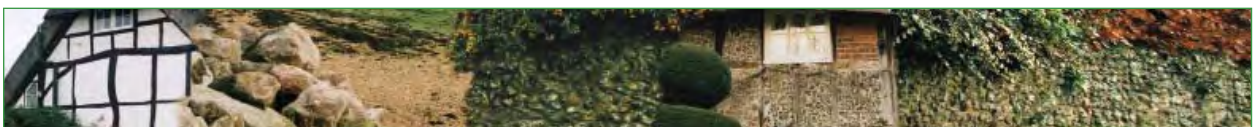


*One of the many footpaths around the village*

### I.3 SUMMARY OF RECOMMENDATIONS

The Management Proposals make the following recommendations:

- All new development should follow the “Good Practice Guidance” included at Appendix 3;
- Changes to unlisted positive buildings in the conservation area will be assessed in the light of the “Good Practice Guidance” enclosed at Appendix 3;
- Amend the conservation area boundary in three places:
  - Add Rose Cottage;
  - Extend the conservation area to include the grounds of Runcton Manor;
  - Extend the boundary around the garden of Runcton Mill.



## 2 LOCATION AND LANDSCAPE SETTING

### 2.1 LOCATION

Runcton is located in a rural setting about three kilometres south east of Chichester, close to the villages of North Mundham to the east and South Mundham to the south.

### 2.2 TOPOGRAPHY

Runcton lies on the flat plain that stretches eastwards from Chichester towards Arundel and Bognor Regis. Runcton lies just below the 10 metre contour and the flatness of the topography provides views from the fringes of the village over the surrounding fields. Pagham Rife runs through the village and an abandoned section of the Chichester and Arundel Canal survives to the north of the village alongside the B2166 road.

### 2.3 RELATIONSHIP OF THE CONSERVATION AREA TO ITS SURROUNDINGS

Runcton has always been a small village in the parish of North Mundham and as such has relied on neighbouring villages for goods and services. To the south of the village are open fields forming the break between Chichester and the coast. To the north of the village an area of 20<sup>th</sup> century housing has been built and further north and east are large nurseries forming an area designated in the Chichester District Local Plan as an *Area for Horticultural Development*. To the north of Runcton and North Mundham is an area of lakes which are used for leisure purposes.

### 2.4 GEOLOGY

Runcton lies over extensive deposits of brick earth, providing the raw material for brick making, and this is confirmed by the extensive use of the brick for construction in the area. The rich soils are suitable for agricultural purposes, and around Runcton are still a large number of farms. Gravel pits are to be found on the coastal plain around Chichester and large areas of the surrounding land have been affected by gravel extraction. Beyond Chichester, the South Downs provide chalk for lime and flints for construction and some of this can be seen in Runcton.

### 2.4 BIODIVERSITY

Runcton is situated in the middle of agricultural land that has been extensively farmed for many centuries. The fields are used for both arable farming and grazing, and tend to be regularly shaped, suggesting that their form results from planned enclosure in the late 18<sup>th</sup> or 19<sup>th</sup> centuries. The lack of any large areas of woodland means there is little cover for foxes, badgers, or other wild animals. To the north of Runcton former gravel



*Brick wall outside Orchard Hey*



*Stream running along Brookside*

pits have been transformed into attractive lakes. The lakes now provide a habitat for many types of wildlife particularly small mammals and birds and the area has been designated as a *Site of Nature Conservation Importance*. In the conservation area itself water plays a vital role in the setting and provides a home for wildlife such as the ducks living in the grounds of Runcton Mill.

### 3 HISTORIC DEVELOPMENT AND ARCHAEOLOGY

#### 3.1 HISTORICAL DEVELOPMENT

Roger of Montgomery, Earl of Shrewsbury and Chichester, gave the manor of Runcton to the Norman abbey of Troarn, some time before 1086, and several of his undertenants followed his example and bestowed lands and tithes in West Sussex upon the same abbey. Earl Roger's gift was confirmed by Henry I in c.1105 in a charter which also included tithes in Mundham given by Torstin de Fontanis. In 1180 an agreement was made between the monasteries of Boxgrove and Troarn, by which Troarn gave up all their rights in the church of North Mundham in exchange for certain tithes in Runcton and elsewhere.

In 1260 the Abbey of Troarn gave its English lands, including Runcton, where they had established a small priory some time in the 12<sup>th</sup> or early 13<sup>th</sup> century, to the Somerset priory of Bruton in exchange for the lands held by Bruton in Normandy. As a result the priory of Runcton ceased to exist and became only a grange of Bruton. An undated charter by John Sturmy conferring lands near Chichester upon the abbey, with reservation of the services there from to the prior of Runcton, providing the only known name of any of the heads of this small house: *'For this grant William prior of Runcton has given me 40s. and a horse worth 1 mark and*



*Tithe Map 1847*

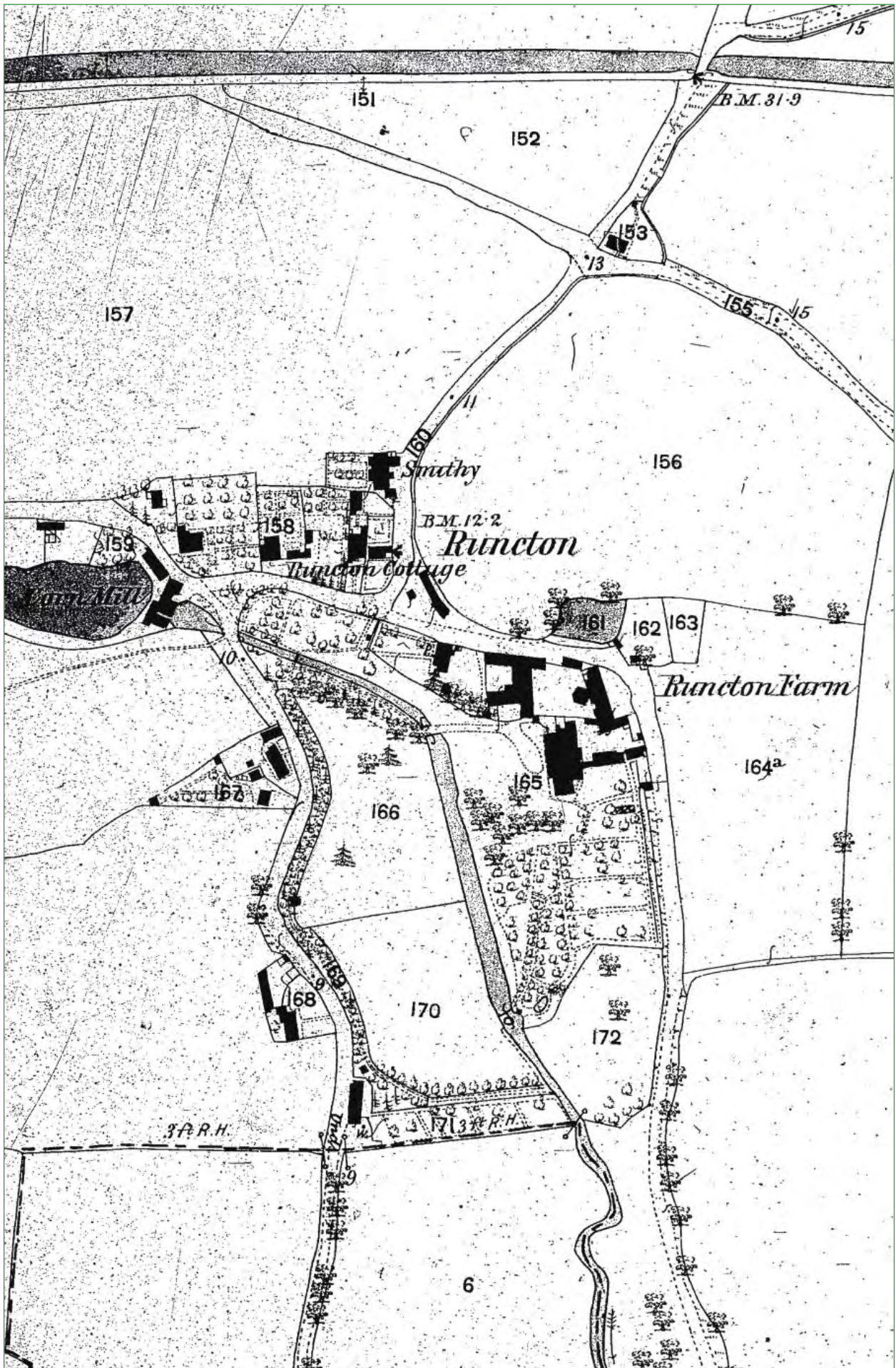
*to Rose my wife a cloak of violet (pallium de violetta) and a bezant.'* The king's assent to this exchange was given on condition that the Crown should have custody of the manor during each vacancy of the priory.

In 1495 the manor of Runcton included a water-mill and a pigeon-house, and there was a court baron *'of no value'*. The priory of Bruton was raised to the rank of an abbey in 1511, and in August 1534 the abbey sought local protection for their Sussex estates by appointing Lord de la Warre, of Halnaker, steward of the manor of Runcton. In 1540 Runcton and North Mundham were

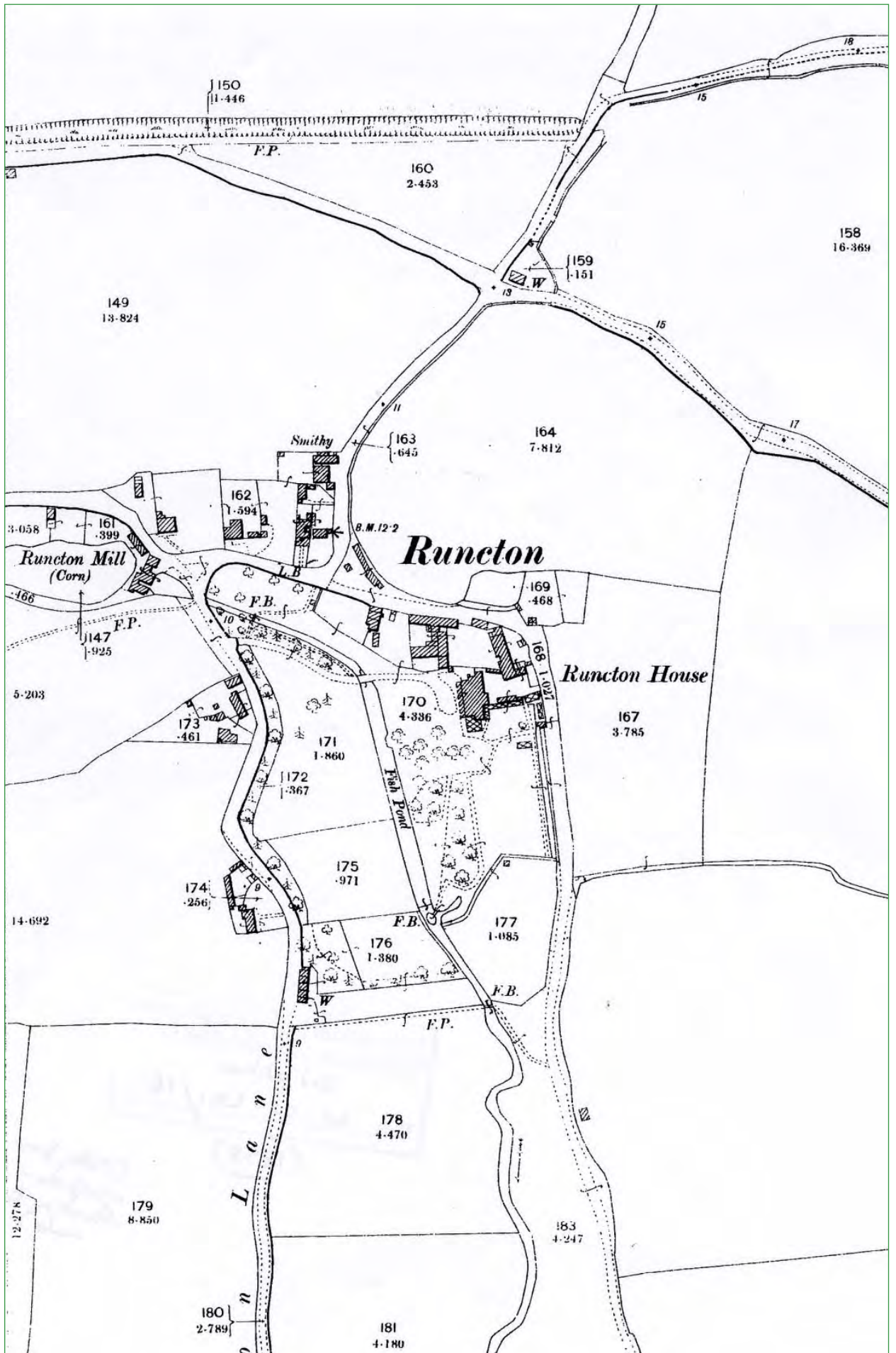


*Runcton Lane*

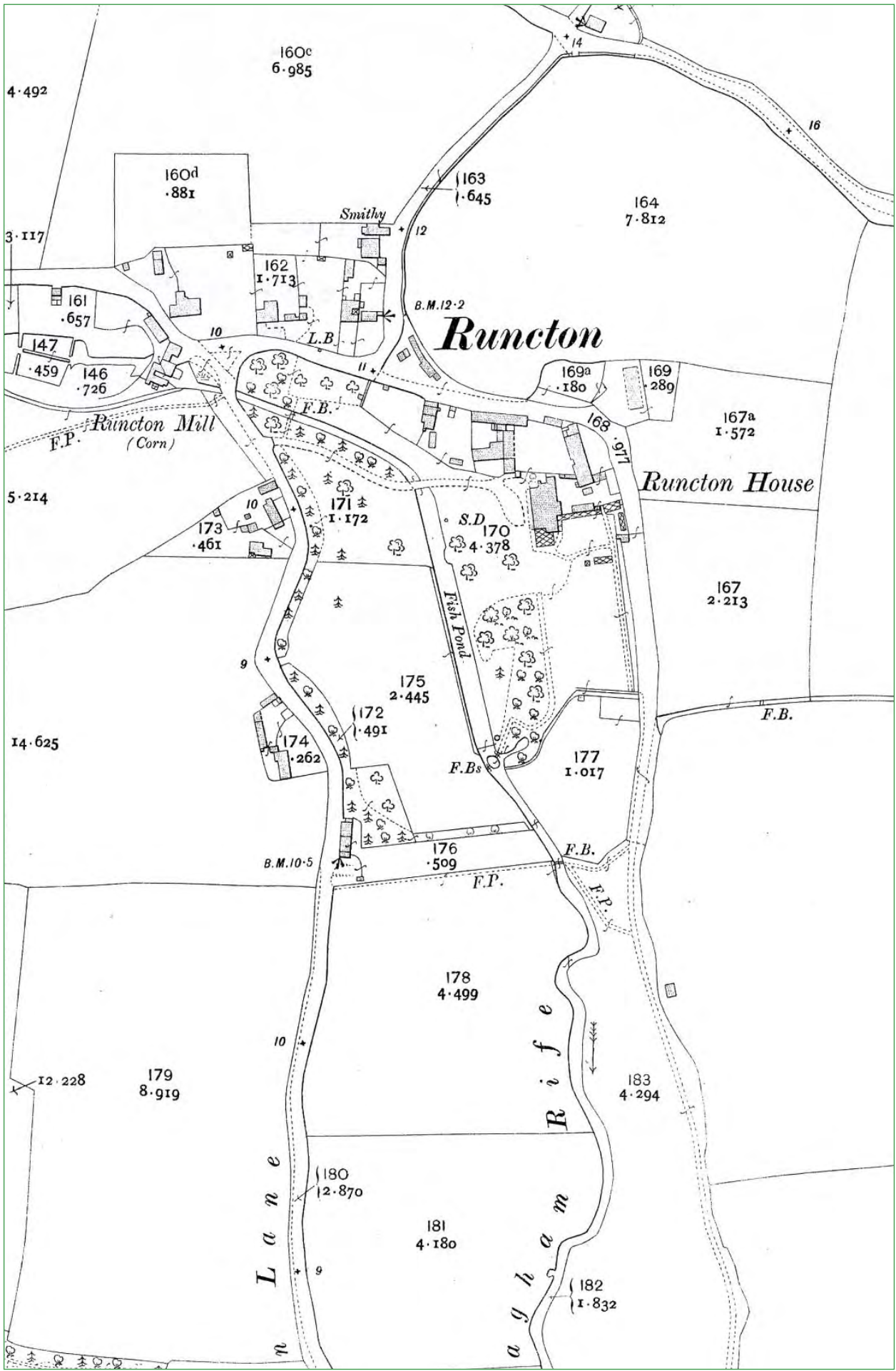




1875 First Edition Ordnance Survey



1898 Second Edition 25" Ordnance Survey



1912 25" Ordnance Survey

among the estates exchanged to the Crown by Lord de la Warre. In 1544 Thomas Bowyer bought the manor from the king and it descended with North Mundham until 1658, when Bowyer sold it to William Peckham. He sold it in about 1681 to Nicholas Covert, who died in 1722, when it passed to his grandson Benjamin. On the death of Benjamin the manor was sold in 1753 for the benefit of the children of his only sister Ruth, who had married first William Wharry, surgeon, of London, and secondly Samuel Beaston, of the Inner Temple. By the end of the 18<sup>th</sup> century the manor seems to have become extinct, there being no estate belonging to it.

There was no doubt a chapel in the monastic manor of Runcton, and the tithes there, held first by the Abbey of Troarn and then by the Priory of Bruton, constituted a rectory. This was named as an appurtenance to the manor when it was bought by Thomas Bowyer, and the advowson of 'the church of Runcton' was also included in the sale. The advowson (the right to appoint the priest) is again associated with the manor in 1658,.

Runcton does not have its own church, the parish church being St. Stephen's in North Mundham, which stands in the centre of the village and is built of rubble with ashlar dressings. A church is mentioned

in Domesday Book, although nothing remains of that building.

Runcton has a 17<sup>th</sup> century and later mill-house, powered by Pagham Rife, and a large mill-pond. Runcton Lane leads northwards past the site of Leythorne, the fine house of the Bowyers, destroyed in 1798 after being used for some years by Mr. Newland of Chichester as a manufactory for broadcloth.

Runcton changed very little until the 20<sup>th</sup> century when in the 1920s and 1930s additional housing and two nurseries were built to the north between Runcton and the main road. This modern development continued and by 1973 the nurseries had gone and the northern part of Runcton was built up around Mill Lane and the new Brookside Close. At this time there was a big influx of young families moving to the area. Of note is Severels, a striking and unusual house designed by local architect Walter Greaves, who lived at Runcton Manor in the 1970s. He and his family moved to Severels in 1981.



Pagham Rife



Springdale Cottage, Runcton Lane

### 3.2 SURVIVING HISTORIC FEATURES

The following are the most significant surviving historic features:

- Runcton Mill, its mill-pond and its prominent chimney;
- Runcton Manor, the main part dated late 18<sup>th</sup> century but the back part possibly older;
- Springdale Cottage, dating to the 18<sup>th</sup> century;
- Pagham Rife and other streams;
- A section of the Chichester and Arundel Canal nearby.

### 3.3 ARCHAEOLOGY

Because of its particularly rich natural resources the West Sussex coastal plain has been exploited continuously since hominids first arrived in Britain c.500,000 years ago. The older, Palaeolithic deposits would not normally survive close enough to the surface to be relevant, but later prehistoric deposits, from the Mesolithic to the Early Saxon, and most particularly Bronze age to Roman, should be expected to survive at plough depth.



### The Sites and Monuments Record (SMR) for Runcton records the following features:

- Runcton Priory: a cell of Benedictine monks was established at Runcton in the 12<sup>th</sup> or early 13<sup>th</sup> century. It was dissolved in 1260 to become a grange of Bruton, Somerset. The site seems to have been near to the pond on Saltham Lane and Wheatlands on Lagness Road;
- Runcton Mill appears on the Tithe map of 1847;
- A prehistoric stone axe was found between Runcton and North Mundham in 1936;
- Two Roman coins have been found in the North Mundham area;
- A section of the abandoned Chichester and Arundel Canal survives to the north of the village.

## 4 SPATIAL ANALYSIS

### 4.1 CHARACTER

The main feature of the Runcton Conservation Area is the Pagham Rife which runs through the middle of the conservation area providing the original impetus for development here, and used to power Runcton Mill for centuries. There are two ponds in the conservation area, one being the mill pond, and the other being to the north of Saltham Lane. Additionally small streams and drains run attractively along the roadsides, such as the steam on the eastern side of Brookside.

The north of the village is now dominated by 20<sup>th</sup> century housing, although the conservation area has retained its rural character, helped by the presence of many large and mature trees, and the surrounding open countryside.

The conservation area is currently very small and focuses on the group of buildings around the junction of Saltham Lane, Mill Lane, Runcton Lane and Brookside, with the mill as a focal building. Further south the area becomes more rural with Runcton Lane and Saltham Lane running southwards on either side of the grounds of Runcton Manor and Severels. The conservation area could be extended to take in the whole of the garden of Runcton Manor and Severels and the grounds of the mill and its pond and this is discussed further in *Part 2: Management Proposals*. Further north in Brookside the area has far fewer trees providing a more open character. However the few historic buildings and the stream running along the east side of the road retain some of the rural charm of the rest of the conservation area. Beyond this to the north the 20<sup>th</sup> century housing begins.

The key characteristics of the conservation area are:

- Rural conservation area based on small green and mill;
- Pagham Rife runs through the village, and with the ponds and streams, provides a habitat for wildlife;
- Informal green at the junction of Runcton Lane, Saltham Lane and Mill Lane;
- Runcton Mill is a focal building with other listed buildings forming a group nearby;
- Runcton Manor and its grounds dominate the southern part of the conservation area with glimpses of the building through the surrounding trees;
- Footpaths provide views out of the village over surrounding fields.



*The pond on Saltham Lane*



*Saltham Lane looking north*



*The junction of Mill Lane, Saltham Lane & Runcton Lane*





Runcton Mill, Mill Lane

#### 4.2 PLAN FORM, BUILDING TYPES AND BOUNDARIES

The most significant feature of the plan form of the conservation area is the junction between Mill Lane, Runcton Lane and Saltham Lane as this forms the focus of the conservation area. Here can be seen the small green, the mill and the rife which cuts across Runcton Lane close to the junction. Saltham Lane leads away to the east where it curves and turns southwards parallel to Runcton Lane. Almost the whole area within these two roads down to the footpath between the two forms the grounds of Runcton Manor and Severels. From the junction, Mill Lane heads westwards past the mill pond before turning north towards the main road. Brookside runs southwards from the B2166 until it



Brick and flint walls on Saltham Lane

joins Saltham Lane. This layout has changed very little over the past two centuries as can be seen on Yeakell and Gardner's map of 1778-1783.

All of the historic buildings within the conservation area are now in residential use. Runcton Manor is the largest house in the village and is set in large gardens. There are also a number of cottages and more modest houses mainly along Saltham Lane and Runcton Lane. The converted buildings at Pond Place were once part of Runcton Farm as seen on the OS map of 1875, but are now residential. Finally there is Runcton Mill, which although once industrial is now used as a house.

Boundaries are often defined by brick walls such as the one at Orchard Hey, but stone and flint are also



Yeakell & Gardner 1778 - 1783

used, as at Runcton Manor (sandstone) and outside Runcton House (flint and red brick). Heights vary – low (just over a metre) around Orchard Hey, but higher in Saltham Lane (nearly three metres). The stone wall along Saltham Lane also has red brick dressings. Mature trees and dense shrubbery are also common, particularly in Runcton Lane and Saltham Lane. Fencing, for example at Springdale Cottage, reinforces the rural character of the area.

### 4.3 OPEN SPACES, TREES AND VIEWS

There are two significant “spaces” within the conservation area:

#### (i) Junction of Mill Lane, Saltham Lane and Runcton Lane

The only “public” open space in Runcton is the small green at this junction. This creates the sense of a central area in the conservation area. The green has a wooden bench and several trees which reinforce the character of the area.

#### (ii) Mill grounds, Mill Lane

Although this is private land obviously belonging to the mill, it contributes positively to the conservation area and includes the historic mill pond.

Trees are very important throughout the conservation area but particularly so in Runcton Lane and Saltham Lane, where they shield the grounds of Runcton Manor from the road providing only glimpses of the house. Trees are also particularly important around the mill where they contribute to the setting of the mill, Pagham Rife and the mill pond. The most significant trees and tree groups are marked on the Townscape Appraisal map.

Runcton is a very enclosed village due to the mature trees and hedges and the flat topography and gently curvy lanes means that views within the conservation area are limited. Long views over the surrounding flat fields can be seen from several locations, but most notably from the footpath that runs past Trout Meadow on Runcton Lane and from the footpath on the southern boundary of the garden of Runcton Manor. The conservation area would benefit from being extended to include these footpaths as they contribute positively to the conservation area. The extensions would also allow the whole of the grounds of the mill, Runcton Manor and Severels to be included in the conservation area. Again, these changes to the conservation area boundary are discussed in *Part 2: Management Proposals*. The most important views are marked on the Townscape Appraisal map.



*The garden at Runcton Mill*



*Mature trees around the mill & Pagham Rife*



*Footpaths allow views over the surrounding fields*





## 5 DEFINITION OF THE SPECIAL INTEREST OF THE CONSERVATION AREA

### 5.1 ACTIVITIES AND USES

Runcton is a rural, residential conservation area with no commercial premises, although in the past there have been connections to agriculture. Walnut Tree Farm is still in operation to the north of the conservation area beside the abandoned canal section. The farm buildings at The Pond Place have now been converted for residential use.

Runcton remains a relatively peaceful village and a much favoured residential location. The close proximity of Chichester, which provides a comprehensive range of goods and services, adds to its popularity. The village is part of the parish of North Mundham and so it relies on its larger neighbour for most local services. There is however, one public house in Runcton – the Walnut Tree Inn north of the conservation area on the roundabout where the B2166 meets Mill Lane. There is no through-road in Runcton meaning the traffic is local and slow moving.

### 5.2 LISTED BUILDINGS

Despite being a relatively small conservation area, Runcton has 7 listed buildings, all listed grade II, most of which are located in Saltham Lane. The focal building of the conservation area is Runcton Mill. Parts of the building are 17<sup>th</sup> century with 18<sup>th</sup> century and later additions. A one storey outbuilding on Mill Lane just north of the mill is constructed of flint and red brick dressings with the flints laid in regular courses. The two storey wing just south of this has rubble walls with insertions of red brick to strengthen it. The tall main mill building is wholly of red brick and survives with its chimney. The windows are casements throughout and the door has a heavy, round headed, apsidal hood over it.

On the opposite side of Mill Lane, Orchard Hey is a four-bay slightly asymmetrical 18<sup>th</sup> century house with irregular outshots at the rear. The exterior is rendered and the roof is of handmade clay tiles. Next door, Runcton House was previously called Runcton Cottage. It is a three bay Georgian 18<sup>th</sup> century house with a central pedimented doorway. The exterior is rendered and the windows on the front elevation are timber sashes. Further east along Saltham Lane is Jasmine Cottage, an early 19<sup>th</sup> century two storey cottage built from painted brick. The western-most portion of the ground floor projects with pilasters and a bay window to the left of the door. The roof is tiled and the boundary is marked by a low brick wall and an ornate wrought iron gate.

Further east along Saltham Lane is an important group created by Manor Cottage and Runcton Manor. Manor Cottage is a two storey two-bay house of painted brick.



*The recently converted buildings at Pond Place*



*Runcton Lane*



*Runcton Mill*



*Orchard Hey, Mill Lane*



*Manor Cottage, Saltham Lane*



*Runcton House, Saltham Lane*



*Jasmine Cottage, Saltham Lane*

It has a tile roof with a pentice to the north on Saltham Lane. Close by, but set back from the road, Runcton Manor is the largest house in the conservation area and is well screened from the road by mature trees. The front of the house is late 18<sup>th</sup> century or early 19<sup>th</sup> century, and it is stuccoed with two storeys and seven bays. The central bay has a porch with columns and a moulded frieze, and above, the roof is peg-tiled and has a parapet. The back part of the house is built of red brick and is far more irregular in general form. Originally, the house had a very spacious gardens which the Paghams Rife cuts in two, but the the western half of this land now forms the garden to Severels.

On Runcton Lane, Springdale Cottage is the only example of thatch in the conservation area. It has two storeys to the front and one to the back. The cottage is probably 18<sup>th</sup> century and is built of painted brick with a later thatched porch on the front and a catslide roof on the back.



*The Manor House is largely hidden from view*



### 5.3 POSITIVE BUILDINGS

There are seven key unlisted buildings within the Runcton Conservation Area which make a *positive* contribution to the character and appearance of the conservation area. They are mainly 18<sup>th</sup> or 19<sup>th</sup> century and, with the listed buildings described above, form an important part of the special architectural and historic interest of the area. These include East View on Brookside, a three-bay stuccoed 19<sup>th</sup> century house. The ground floor window and door frames have segmental heads and painted scenes in the spandrels. The building has two chimney stacks, one at each end of the hipped slate roof. Further south on Brookside is Bay Cottage which dates to the 19<sup>th</sup> century. The original front of the building to Saltham Lane is now used as the back of the house with a high boundary hedge. This part of the building is in chequerboard brickwork with a slate roof while there have been many modern alterations and extensions to the back. A number of these positive buildings have modern features which detract from their special interest.

All of the positive buildings have been identified during the survey process and, as recommended in PPG15, are recorded on the Townscape Appraisal map.

### 5.4 BUILDING MATERIALS AND COLOURS

The conservation area is notable for its varied building materials, of which red brick is the most visually significant. Sandstone and flint also feature occasionally,



*Bay Cottage, Brookside*

such as the boundary walls to Runcton Manor and Orchard Hey. Otherwise, local clay has also provided the raw material for clay roof tiles and chimney pots.

To summarise:

#### **Roofing:**

- Handmade clay peg tiles (steep pitches above 40 degrees) – made locally e.g. Runcton Mill, Mill Lane;
- Grey slate (shallower pitches) – imported from Wales or the West Country e.g. Bay Cottage, Saltham Lane;
- Thatch – made from straw rather than water reed – the only example is Springdale Cottage.



*East View, Brookside*

### **Walling:**

- Red brick, sometimes enlivened by the use of blue brick headers to create a chequer pattern e.g. Bay Cottage;
- Whole beach flints or cobbles, set in lime mortar, with red brick dressings e.g. the outbuilding attached to the mill;
- Painted render, usually white or a pastel colour e.g. Orchard Hey.

### **Windows (all timber and usually painted white):**

- Timber sashes eight over eight for the pre-1850 windows, two over two thereafter e.g. Runcton Manor;
- Side opening casement with six or eight lights e.g. Springdale Cottage.

Colours in the conservation area are therefore very varied, with a variety of clay products - roof tiles, bricks and chimneys - all providing a strong predomination of reddish browns. Otherwise the grey/brown of the various flints and renders provides a contrast. The grey theme is continued by the use of natural slate for many of the roofs.



*Clay roof tiles on Runcton Mill*



*Stone walling on Saltham Lane*



*The simple road surface enhances the conservation area*

## **5.5 PUBLIC REALM**

There are no pavements in the conservation area and the roads are generally covered in black tarmacadam. This simplicity suits the rural conservation area. Simple traditional street name posts made from aluminium, with white lettering on a black background, are barely 500mm tall and therefore have little visual impact.

Generally, there is no street lighting in the village and timber telegraph poles are mainly hidden by the many mature trees. On Saltham Lane, opposite Manor Cottage, there is a sub-station hidden by timber fencing and concrete posts. Although not an attractive feature the fencing ensures that this is fairly unobtrusive.



*Flint walling at Pond Place, Saltham Lane*



*Brookside*

## 6 ISSUES

Runcton is a well preserved rural village with few obvious threats to its character. The buildings are generally in good condition and it is clearly a desirable location in which to live, particularly because of its proximity to Chichester. There are few serious threats to the character of the conservation area, although the following “negative” features have been identified:

### 1 NEW DEVELOPMENT AND ALTERATIONS TO EXISTING BUILDINGS

Whilst there does not appear to be any serious problems regarding new development within the conservation area, even small changes can cumulatively have a detrimental effect on the character of the conservation area.

### 2 THE USE OF MODERN MATERIALS AND DETAILS IN UNLISTED “POSITIVE” BUILDINGS

Some of the unlisted historic buildings in the conservation area have been unsympathetically altered by the insertion of inappropriate features such as modern windows. Despite these changes, they make a *positive* contribution to the character and appearance of the conservation area.



*Modern extensions to Bay Cottage*

### 3 CONSERVATION AREA BOUNDARY REVIEW

As part of the appraisal process, the existing conservation area boundary was inspected. It was found that the boundary often cut across gardens, and failed to follow existing boundaries. Additionally, some of the green spaces and buildings which make a very positive contribution to the conservation area are not included. The proposed changes are included in *Part 2 Chapter 2 Recommendations*.



*Open space to the rear at Trout Meadow*

### I BACKGROUND

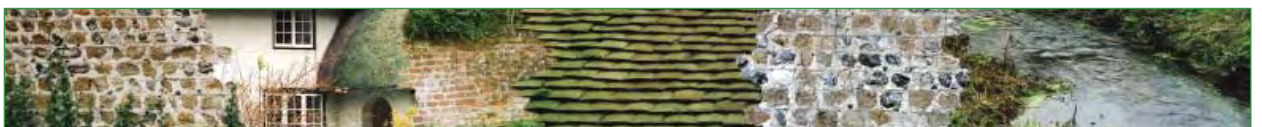
The designation of a conservation area is not an end in itself as under Section 71(1) of the *Planning (Listed Buildings & Conservation Areas) Act 1990* the District Council is required to periodically review its conservation areas and to publish proposals for their preservation and enhancement.

Part 1 of this document, the Character Appraisal, therefore assesses the character of the Runcton Conservation Area and identifies the positive features which make the conservation area special. Additionally, the character appraisal also notes the less attractive, negative features and these are discussed in Chapter 6 “Issues”.

Part 2 of this document, the Management Proposals, presents proposals to achieve the preservation and enhancement of the conservation area’s special character, by providing a series of recommendations for future action based on the issues raised in Chapter 6.

This document reflects government guidance as set out in *Planning Policy Guidance 15 ‘Planning and the Historic Environment’*, English Heritage guidance titled *Guidance on the management of conservation areas* (August 2005), Best Practice guidelines, and policies within the *Chichester District Council Local Plan - First Review* adopted in April 1999.

The purpose of this document is to provide the District Council with a possible programme which could be implemented with the help of the community over a five year period, although it may not be possible to achieve all of the actions within this timescale.



## 2 RECOMMENDATIONS

### 1 NEW DEVELOPMENT AND ALTERATIONS TO EXISTING BUILDINGS

Whilst there does not appear to be any serious problems regarding new development within the conservation area, even small changes can cumulatively have a detrimental effect on the character of the conservation area.

**Recommendation:**

*All new development should follow the “Good Practice Guidance” included at Appendix 3.*

### 2 THE USE OF MODERN MATERIALS AND DETAILS IN UNLISTED “POSITIVE” BUILDINGS

Some of the unlisted historic buildings in the conservation area have been unsympathetically altered by the insertion of modern windows. Despite these changes, they make a *positive* contribution to the character and appearance of the conservation area. Additionally, over-large or poorly designed extensions could be a potential issue. These *positive* buildings are all marked on the Townscape Appraisal map.

**Recommendation:**

*Applications for change to all of the “Positive” buildings in the conservation area, as identified on the Townscape Appraisal map, will be assessed in the light of the “Good Practice Guidance” enclosed at Appendix 3.*



Upvc windows at Walnut Tree Cottage



Rose Cottage, Runcton Lane

### 3 CONSERVATION AREA BOUNDARY REVIEW

As part of the appraisal process, the existing conservation area boundary was inspected. It was found that the boundary often cut across gardens, and failed to follow legal boundaries. Additionally, some of the green spaces and buildings which make a very positive contribution to the conservation area are not included. The proposed changes are:

**(i) Southern boundary**

The southern boundary of the conservation area should be moved south to follow the historic boundary of the garden to Runcton Manor, including a public footpath which provides views across the surrounding countryside.

**(ii) Runcton Lane**

Add Rose Cottage, a Victorian L-shaped house with decorative barge-boarding, adjacent to Springdale Cottage.

**(iii) Garden of Runcton Mill**

Extend the conservation area to include the whole garden to Runcton Mill, to protect the setting of the mill and to include the public footpath along its southern boundary.

### 3 MONITORING AND REVIEW

As recommended by English Heritage, this document should be reviewed every five years from the date of its formal adoption by Chichester District Council. It will need to be assessed in the light of the emerging Local Development Framework and government policy generally. A review should include the following:

- A survey of the conservation area including a full photographic survey to aid possible enforcement action;
- An assessment of whether the various recommendations detailed in this document have been acted upon, and how successful this has been;
- The identification of any new issues which need to be addressed, requiring further actions or enhancements;
- The production of a short report detailing the findings of the survey and any necessary action;
- Publicity and advertising.

It is possible that this review could be carried out by the local community under the guidance of a heritage consultant or the District Council. This would enable the local community to become more involved with the process and would raise public consciousness of the issues, including the problems associated with enforcement.



## 4 CONTACT DETAILS

For queries on planning matters or general conservation advice you are encouraged to consult the District Council's planning officers who will be pleased to assist.

**Telephone 01243 785166**

**Fax 01243 534558**

Or write to: Conservation and Design Officer,  
Development and Building Control Services,  
Chichester District Council,  
East Pallant House,  
East Pallant,  
Chichester,  
West Sussex PO19 1TY.



### NATIONAL PLANNING POLICY

Government advice on the control of conservation areas and historic buildings are set out in Planning Policy Statement (PPS) 5. Further advice about conservation area control, including the production of management proposals, has recently (March 2011) been produced by English Heritage.

### LOCAL PLAN CONSERVATION POLICIES

There are several relevant policies in the *Chichester District Council Local Plan - First Review* adopted in April 1999. Chapter 2 Environmental Strategy contains a description of the Council's aims and objectives relating to historic buildings and conservation areas. The policies relating to these specialist topics are set out in a separate section under *Built Environment: policies BE4 and BE5 (historic buildings) and BE6 (conservation areas)*.

The Runcton Conservation Area was designated in June 1976. The Local Plan insert maps which are relevant are no's 26 and 72. This confirms the following designation:

- A conservation area is based on Mill Lane (part), Runcton Lane (part), Saltham Lane (part) and Brookside (part);
- To the east of the conservation area is a large area designated as an Area for Horticultural Development. North west of the conservation area is a Site of Nature Conservation Importance.

### LOCAL DEVELOPMENT FRAMEWORK

In due course the Local Plan will be replaced by the Local Development Framework. Meanwhile, the Local Development Scheme currently saves the Local Plan conservation policies prior to adoption of a Core Strategy which will contain replacement policies to protect historic buildings and conservation areas.



## APPENDIX 2 COMMUNITY INVOLVEMENT

This Character Appraisal, with its Management Proposals, has been prepared in close partnership with Chichester District Council. Public consultation commenced with a public exhibition at Tangmere Village Hall on Wednesday 31st January 2007 and the document was also put on the Council's website for four weeks until the 28th February with a questionnaire encouraging responses. Following the analysis of these comments, the final document was drafted.

This document was approved by Chichester District Council for development control purposes on 24<sup>th</sup> April 2007 and will be a material consideration when making decisions about applications for development within, or on the edges of, the Runcton Conservation Area. The document will also inform other agencies and individuals whose activities impact on the fabric of the Runcton Conservation Area, such as West Sussex County Council, North Mundham Parish Council, local traders and householders.



## APPENDIX 3 GOOD PRACTICE GUIDANCE

### CONTENTS:

- 1 CONSERVATION AREA DESIGNATION
- 2 THE REQUIREMENTS FOR PLANNING PERMISSION IN A CONSERVATION AREA
- 3 ARTICLE 4 DIRECTIONS
- 4 NEW DEVELOPMENT
- 5 LISTED BUILDINGS
- 6 POSITIVE BUILDINGS
- 7 ROOFS
- 8 FRONT BOUNDARIES AND DRIVEWAYS
- 9 TREES
- 10 SATELLITE DISHES
- 11. SOLAR PANELS AND OTHER RENEWABLE ENERGY INSTALLATIONS

### 1 CONSERVATION AREA DESIGNATION

Designation as a conservation area brings a number of specific statutory provisions aimed at assisting the “preservation and enhancement” of the area. These are as follows:

- The District Council is under a general duty to ensure the preservation and enhancement of the conservation area, and has a particular duty to prepare proposals (such as conservation area appraisals or grant schemes) to that end;
- Extra publicity is given to planning applications affecting conservation areas and the District Council must take into consideration the desirability of preserving and enhancing the character of the conservation area when determining such applications. This is usually achieved through the use of advertising in the local newspaper;
- *Conservation Area Consent* is required for the demolition of any unlisted building in a conservation area and the local authority or the Secretary of State may take enforcement action or institute a criminal prosecution if consent is not obtained. This means that all positive buildings within the conservation area (as annotated on the Townscape Appraisal map) will automatically be preserved unless a very good case for demolition can be made.

- Written notice must be given to the District Council before works are carried out on any tree in the area;
- The display of advertisements may be somewhat more restricted than elsewhere;
- The District Council or the Secretary of State may be able to take steps to ensure that a building in a conservation area is kept in good repair (similar to the powers which protect listed buildings);
- Limited financial assistance may be available for the upkeep of a building in the conservation area through grant schemes with English Heritage or the Heritage Lottery Fund, (though these are usually targeted to areas of economic deprivation).

### 2 THE REQUIREMENTS FOR PLANNING PERMISSION IN A CONSERVATION AREA

In a conservation area, certain works to houses within the designated area, which are normally considered to be “permitted development”, will require planning approval from the District Council. The overall effect of these additional controls is that the amount of building works which can be carried out to a house or within its grounds without a planning application is smaller in a conservation area than elsewhere.

These are:

- Planning permission is needed for extensions to houses in conservation areas where they are on the side of a property or more than one storey to the rear of a property (front extensions require planning permission);
- Planning permission is needed for external cladding to houses in conservation areas, using stone, artificial stone, timber, plastic or tiles. However, cement and pebble dashing is still permitted development following a court case in 1995;
- Planning permission is needed for roof extensions;

- Planning permission is needed for the erection of any structure within the curtilage which is located to the side of a house.
- Planning Permission is needed for the installation of chimneys, flues and soil and vent pipes on the principal or a side elevation that fronts a highway.

It is worth noting that where a building is statutorily listed, different legislation applies, as all internal and external alterations which affect the special architectural or historic interest of the building require Listed Building Consent. Furthermore, commercial properties (such as shops and public houses), and houses which are in multiple occupation (flats) have far fewer permitted development rights and therefore planning permission is already required for many alterations to these buildings.

### 3 ARTICLE 4 DIRECTIONS

Designation as a conservation area means that the District Council can consider whether serving an Article 4 Direction is appropriate, by withdrawing permitted development rights for unlisted dwellings. This could affect all of the “positive” dwellings where unsympathetic change would be most detrimental. The changes that are commonly controlled by an Article 4 Direction are:

- The enlargement, improvement or other alteration of a dwelling (this includes new windows and doors);
- Alterations to the roof (such as changing the roof material);
- The construction of a porch;
- The provision of a building or enclosure, such as a swimming pool;
- The construction of a hardstanding and the creation of a new means of access;
- The painting of external walls.

The District Council can consider serving an Article 4 (2) Direction, which does not require an application to the Secretary of State, although thorough public consultation is needed. In many of the conservation areas in the District, Article 4 Directions would help to protect the historic character of the area and the District Council will consider their use as and when resources are available.

### 4 NEW DEVELOPMENT

All applications for new development within Chichester’s conservation areas are considered in the light of policies contained within the adopted Local Plan and central government guidance. For conservation areas, it is especially important to maintain the historic form of development, such as buildings lines, plot ratios and building form and uses. There is a general presumption that all listed buildings, and buildings marked as “positive” on the Townscape Appraisal maps, will be retained, and their setting protected. There is also a presumption that existing open spaces, especially those which are defined within the Character Appraisal for each conservation area, will be protected. Gardens, fields and other landscape features all make a vital contribution to the conservation area’s “special character or appearance” and should therefore be retained.

Where new buildings are to be allowed, their design should be carefully considered in terms of their context, so that they fit in with their surroundings in terms of scale, density, massing and bulk. Over dominant, cramped development is usually inappropriate in a conservation area.

For Bosham, Sidlesham Quay, Sidlesham Church and West Wittering, new development should follow also the guidance contained within the Village Design Statements.

### 5 LISTED BUILDINGS

Listed Building Consent is required from the District Council for all alterations or extensions which affect the character of the listed building. The interior, as well as the exterior, of the building is covered by the listing, so changes to such features as fitted cupboards, panelling, staircases and even floorboards all require Consent. The listing description is merely a tool for identification so the exclusion of any particular feature does not mean that it is not “listed”. It is a criminal offence to alter a listed building without having first obtained Consent so owners should always check first with the District Council before commencing work.

## 6 POSITIVE BUILDINGS

As part of the appraisal process, and as recommended by English Heritage “Positive” buildings have been identified and are marked on the Townscape Appraisal maps for each conservation area. Generally, these are individual or groups of buildings which retain all or a high proportion of their original architectural detailing and which add interest and vitality to the appearance of the conservation area. Most of them date to the 19<sup>th</sup> century, but some are early 20<sup>th</sup> century. Where they have been too heavily altered, and restoration is not easily achievable, they are excluded.

As with listed buildings, there is a general presumption in favour of their retention. Any application for the demolition of a positive building will therefore need to be accompanied by a reasoned justification as to why the building cannot be retained, similar to that required for a listed building. The owner must also have made positive efforts to market the building, or to find a suitable new use, before an application can be determined. The District Council may also, as resources permit, consider serving an Article 4 (2) Direction on the positive buildings which are dwellings, to control unsympathetic alterations such as the installation of uPVC windows.

## 7 ROOFS

In all of Chichester’s conservation areas, but most particularly in the more urban areas, roofs play an important part in contributing to the area’s special character. Their pitch, shape and materials are all important and should not be compromised by the insertion of over-dominant rooflights or dormers. The loss of chimney stacks and chimney pots will be resisted by the District Council, particularly on listed and positive buildings within the conservation area.

Thatch, handmade clay tiles and natural slate are the traditional materials for roofs within the conservation areas. For thatched roofs, the District Council will continue to encourage the use of long straw thatch and traditional details. Historically, long straw would have been sourced from local farmers as a waste product from grain production, and roughly shaped before fixing, often over the top of old thatch. This gave the buildings a

characteristically shaggy outline which the modern “combed wheat reed” roofs tend to lack. Combed wheat reed is also straw, but it is a more processed material which when fixed produces a much flatter, thinner roof than long straw. It has also become usual for the ridges of thatched roofs to be repaired using *raised* ridges, with decorative swirls and crescents, rather than the much simpler but historically more correct *flush* ridge which continued the outside face of the main roof. The use of water reed results in an even greater change of character, as this material is laid in thinner layers, given a crisper, more angled outline, with raised ridges adding to the difference. Organic long straw is now being grown commercially in Kent, so it is possible to source the correct material.

Handmade clay tiles are another material which would have been made locally, but which can still be purchased from brick makers in West Sussex. They are notable for their curved shape, producing a softly undulating roof shape which machine-made tiles, which tend to be almost flat, cannot emulate. Their soft reddish-brown colour is another important local feature. Ridges are created by rounded clay tiles, sometimes crested.

Natural slate was rare in West Sussex before the mid-19<sup>th</sup> century but its use became almost ubiquitous after the 1840s when slate became more fashionable and also far more affordable due to the coming of the railways. Welsh slate is preferable to imported slate as its colour is a better match for existing roofs and because of tighter quality controls it lasts much longer. Lead flashings, simply detailed (no curves or cut-outs) is traditional with slate.

Cast iron rainwater goods are required on listed buildings, but cast aluminium, which is cheaper and which almost replicates the sections of cast iron, is acceptable on non-listed buildings within the conservation area.

## 8 FRONT BOUNDARIES AND DRIVEWAYS

Where front gardens exist, and on-street parking is in short supply, there is often a demand for the creation of private parking spaces. In a conservation area, this can be to the detriment of the environment, involving as it does the removal of existing front boundaries

and the creation of hardstandings, often using modern materials such as concrete or tarmacadam. For many of the conservation areas in Chichester District, the front boundary walls, made from a variety of materials - brick, flint, sandstone or limestone - make an important contribution to the character and appearance of the area and they should be retained as far as possible.

Generally, the District Council therefore wishes to discourage private owners from carrying out such alterations. Permission will usually be required from the County Council for the creation of a new crossover onto a public highway, and for listed buildings, Listed Building Consent will be required for the demolition of any existing walls. For non listed buildings in a conservation area, Conservation Area Consent may also be required to demolish a front boundary wall. For the rural conservation areas, new driveways should be covered in a "soft" material, such as gravel or resin-bonded gravel, rather than tarmacadam or concrete blocks or slabs.

Where there is a real threat to the conservation area, the District Council can control the creation of hardstandings and the removal of more minor walls through the imposition of an Article 4 (2) Direction. This can be allied to a Direction to control other unsympathetic changes, such as the installation of uPVC windows or front doors.

## 9 TREES

Within conservation areas, anyone intending lopping or felling a tree greater than 100 mm diameter at 1.5 metres above the ground, must give the Council six weeks written notice before starting the work. This provides the Council with an opportunity of assessing the tree to see if it makes a positive contribution to the character or appearance of the conservation area, in which case a Tree Preservation Order may be served. This protects the tree from felling or inappropriate lopping. Fruit trees are no longer exempt, although slightly different constraints occur where the tree forms part of a managed forest or is in another agricultural use.

## 10 SATELLITE DISHES

The rules governing satellite dishes in conservation areas are significantly tighter than outside such areas. These state that the installation of a satellite antenna on any building or structure within the curtilage of a house in a conservation area is only permitted development if the following conditions are met:

### For building less than 15metres high

- No more than 2 antennas are installed on the property overall
- The dish does not exceed 100 cm in any dimension (not including any projecting feed element, reinforcing rim, mounting and brackets);
- Where two antennas are installed, one is not more than 100 centimetres in any linear dimension, and the other is not more than 60 centimetres in any linear dimension (not including any projecting feed element, reinforcing rim, mounting and brackets)
- the cubic capacity of each antenna is not more than 35 litres
- No part of it must exceed the highest part of the roof;
- If it is installed on a chimney it is not more than 60 centimetres in any linear dimension and does not stick out above the chimney;
- It is not on a wall or roof slope fronting a highway or footway;

### For buildings exceeding 15 metres in height

- No more than 4 antennas are installed on the property overall
- The dish does not exceed 130 cm in any dimension (not including any projecting feed element, reinforcing rim, mounting and brackets)
- If it is installed on a chimney it is not more than 60 centimetres in any linear dimension and does not stick out above the chimney;
- No part of it must exceed the highest part of the roof by more than 300cm;
- It is not on a wall or roof slope fronting a highway or footway;

If you live in a flat these limits apply to the building as a whole and not to each separate flat.

If any of these do not apply, a specific planning application will be required,

and it is unlikely that permission will be granted.

## 11. SOLAR PANELS AND OTHER RENEWABLE ENERGY INSTALLATIONS

Within conservation areas there are tighter rules on renewable energy installations that can be installed without planning permission.

These are

- Planning permission is needed to fix a solar panel to a principal or side elevation visible from a public road or space
- Planning Permission is needed to fix solar panels onto an outbuilding within the curtilage of a dwelling house where it is visible from a street or public place.
- Planning permission is also needed to fix a wind turbine to the roof.
- Free-standing solar arrays within the curtilage of the building must not be visible from a public street or place

It is permitted development to install solar panels on the roof slope even if it is visible from the road, but is only permitted if the following conditions apply.

- The panel should not extend materially beyond the existing plane of the roof.
- Panels on a building should be sited, so far as is practicable, to minimise the effect on the appearance of the building.
- They should be sited, so far as is practicable, to minimise the effect on the amenity of the area.
- When no longer needed for micro-generation they should be removed as soon as possible.



## APPENDIX 4 BIBLIOGRAPHY

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