

# **BOXGROVE CONSERVATION AREA**

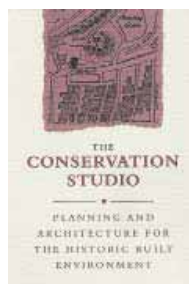
## **CHARACTER APPRAISAL & MANAGEMENT PROPOSALS**

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## EXECUTIVE SUMMARY

This Boxgrove Conservation Area Character Appraisal with its attendant Management Proposals has been produced for Chichester District Council by The Conservation Studio. The survey and desk-top research were undertaken between December 2009 and February 2010, and included a walkabout with representatives from the local community on 17th February 2010.

This document identifies the character and qualities of the Boxgrove Conservation Area, highlights key issues, and puts forward proposals for its management over the next five years. As part of the process, the existing conservation area boundary was reviewed and recommendations for a small number of changes are included in Section 3.1 of the Management Proposals.

Following the drafting of the appraisal and strategy, a public consultation was carried out from 23 April 2010 for six weeks. After this, a Public Consultations Report was prepared (copies may be obtained from the District Council) and amendments to the text and mapping made as appropriate. Finally, the document was illustrated with photographs and historic maps.

# PART I – BOXGROVE CHARACTER APPRAISAL

## I INTRODUCTION

### I.1 THE BOXGROVE CONSERVATION AREA

Boxgrove is a small village just to the west of Chichester, located on relatively flat land between the A27 and Halnaker. Goodwood House, with which the village has strong historical associations, lies about a mile to the north east at the foot of the South Downs.

The modestly sized conservation area is linear, stretching along a north-south road called The Street. This is lined with mainly historic buildings, although, to the south, there is more modern infill. The Church of St Mary and St Blaise and the remains of Boxgrove Priory are set back and largely hidden from the main road and create a notable group of historic buildings which date back to the 12th century. The priory is now in the care of English Heritage, but the church, which once formed part of the priory, is now used as the parish church for Boxgrove and Halnaker. Other significant buildings include the Countess of Derby Almshouses (the most dominant historic building in The Street), a number of Goodwood Estate flint cottages (called ‘Duchess’ cottages) and Boxgrove Primary School, a 19th century building of brick and flint. Some of the buildings in the village also refer to Boxgrove’s agricultural past, included former farmhouses and converted barns such as the long, low buildings on the northern edge of the conservation area, called Priory Farm. Some 16 buildings in all are listed, and part of Boxgrove Priory is a Scheduled Monument.



*Church of St Mary and St Blaise*



*Boxgrove Priory ruins*

Throughout the village, the use of handmade clay tiles, thatch, red or blue brick, and most importantly, local flint, occasionally decorated with chips of flint (galletting), provide a distinct character. This is reinforced by the traditional buildings including a number of houses, cottages and outbuildings. Apart from the Village Hall (currently being rebuilt), the Village School, and the St Blaise Centre (a church community hall which also serves as a part-time doctors’ surgery), there is also a popular Village Shop and Post Office. The nearest public house is in Halnaker.

### I.2 SUMMARY OF KEY CHARACTERISTICS

This Character Appraisal concludes that the most significant features of the Boxgrove Conservation Area are:

- Linear ‘estate village’ conservation area set in rural surroundings with a pleasing mix of both modern and historic buildings;
- Boxgrove Priory is an important monument which is open to the public;
- St Mary’s Church dating to the 12th century is a large building which once formed part of the priory – it is considered to be one of the finest medieval churches in Sussex;



- Some of the priory ruins can be seen attached to the church and also in an adjoining field;
- The historic churchyard around the church;
- The Countess of Derby Almshouses are the most dominant historic buildings in The Street;
- Some examples of (listed) Goodwood Estate flint cottages, with common detailing, which are referred to locally as 'Duchess' cottages;
- Other flint or red brick cottages or modestly sized village houses, mostly 18th or 19th century in date although with some earlier examples;



*Boxgrove Primary School*

- The barns associated with Priory Farm on the edge of the conservation area have been converted into a house;
- Boxgrove Primary School was built in the mid to late 19th century and is a building of some merit, with flint walls decorated with chips of flint (galletting);
- A number of modest barns and stables, mostly now in residential uses;
- Use of flint in many forms, red and blue brick, handmade clay tiles, slate and thatch;
- Nightingale Cottage, No. 63 The Street has exposed timber framing and dates in part to the 16th century;
- Many substantial flint walls, either used as cobbles or knapped;
- Long views out of from the edges of the conservation area over the surrounding fields and slightly rising land to the east and north east;
- Footpaths lead out of the village over these fields in most directions;
- Significant numbers of trees and groups of trees, many subject to Tree Preservation Orders (TPOs), contributing to a leafy wooded character.



*Trees form the backdrop to Priory Farm*



### 1.3 THE CONTROL OF CONSERVATION AREAS

Conservation areas are designated under the provisions of Section 69 of the *Planning (Listed Buildings and Conservation Areas) Act 1990*. A conservation area is defined as “*an area of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance*”.

Section 71 of the same Act requires local planning authorities to formulate and publish proposals for the preservation and enhancement of these conservation areas. Section 72 also specifies that, in making a decision on an application for development within a conservation area, special attention must be paid to the desirability of preserving or enhancing the character or appearance of that area.

In response to these statutory requirements, this document defines and records the special architectural and historic interest of the Boxgrove Conservation Area and identifies opportunities for enhancement. It is in conformity with English Heritage guidance as set out in *Guidance on conservation area appraisals* (August 2005) and *Guidance on the management of conservation areas* (August 2005). Additional government guidance regarding the management of historic buildings and conservation areas is set out within “*Planning Policy Statement 5: Planning for the Historic Environment*” (PPS5).

This document therefore seeks to:

- Define the special interest of the Boxgrove Conservation Area and identify the issues which threaten its special qualities (in the form of the ‘Character Appraisal’);
- Provide guidelines to prevent harm and also achieve the enhancement of the conservation area in the form of a proactive strategy for the conservation and enjoyment of the area (in the form of the ‘Management Proposals’).

### 1.4 COMMUNITY INVOLVEMENT

This document has been produced for Chichester District Council following consultation with the local community, including a walkabout with representatives from the local community on 17th February 2010 and a six week public consultation on the draft document which took place from 23 April 2010. After the public consultation period, a Public Consultation Report was prepared and subsequently amendments were made to the text and the final illustrated document was produced.

## 2 LOCATION AND LANDSCAPE SETTING

### 2.1 LOCATION AND ACTIVITIES

Boxgrove is located in a rural setting immediately to the north of the A27, about three miles east of Chichester. The main road, The Street, connects the A27 to Halnaker and the A285, a Roman road (Stane Street) which eventually leads to Petworth. The village is mainly in residential uses, with the historic core around which the conservation area is designated being in the centre and north east of the settlement, with modern housing on the west, south and south east sides. A Village Hall (currently being rebuilt), the Village Shop, the Primary School and St Mary's Church are the principal non-residential uses. Close to the priory and somewhat concealed by high flint walls and planting, the St Blaise Centre is a single storey modern building which is used for a variety of community purposes including as a part-time doctors' surgery.

### 2.2 TOPOGRAPHY AND GEOLOGY

Boxgrove lies on a flattish coastal plain of chalky soil and gravel which provides good farming land, and around the village are large open fields which are used for growing crops. To the east and north, the land rises slightly before reaching the much steeper escarpment of the South Downs, which lie beyond Halnaker. The gravel, which once formed part of a sea bed, has been extracted in places, revealing evidence for early man, most notably just outside Boxgrove (see 3.1 *Archaeology and early history*). Flints from the chalky soil have been traditionally used as a building material for both boundary walls and buildings.



*View from Boxgrove to the north-east*



*Flint walls line the driveway to the Priory (the road surface has since been repaired)*

## 2.3 THE LANDSCAPE SETTING

The immediate setting of Boxgrove is provided by fields with small areas of woodland. A modern farm lies to the west of Priory Acre on the outskirts of the village. The village lies just outside the Sussex Downs AONB and just on the southern edge of the South Downs National Park, which came into being on 31 March 2010.

In 2003 West Sussex County Council produced a *West Sussex Landscape Character Assessment* which divided the county into 43 areas of distinct character, Boxgrove lying within the 'Ashlings, Halnaker and Fontwell Upper Coastal Plain' Character Area. These three separate areas share a number of very similar characteristics as follows:

- A transitional landscape;
- Clear views to the higher ground of the Downs to the north;
- A good cover of woodland and trees, with a high percentage of ancient woodland;
- Mainly gently undulating farmland enclosed by woods with numerous hedgerows;
- Pattern of small to medium sized pastures, arable fields, livestock farming and market gardening;
- Winterbourne chalk streams emanate from this area;
- Wealth of historic landscape features including historic parklands, many ancient woodlands and earthworks;
- Parkland is concentrated in the southern areas of Goodwood and around the Ashlings;
- Area is well settled with scattered pattern of rural villages and farmsteads, including traditional flint village centres such as Boxgrove;
- Suburban fringes with high commuter populations and small commercial sites such as Halnaker;
- Leafy or wooded settlements;

- Intimate hidden valleys at Binstead;
- Winding hedged or wooded lanes;
- Large scale gravel workings.

The management of this landscape is covered in a further document produced by the County Council in 2005, *A Strategy for the West Sussex Landscape*, which identified the areas of distinctive character and provided guidance on their future management. The South Downs Joint Committee has also produced a *South Downs Management Plan (2007)*. This Management Plan sets out a series of ambitions for the South Downs and Ambition 2 covers the areas 'Historic and Cultural Heritage' and in summary states:-

*“Ensuring that: There is a significantly improved understanding of and partnership working for, the historic environment of the South Downs; ensuring improved management of scheduled sites; protecting and enhancing the known archaeological resource and the integrity of the built environment - settlement form and structure, listed buildings, and historic farmsteads and trackways; and traditional skills and sources of materials are developed for historic building restoration”.*

The South Downs Joint Committee have also adopted Planning Guidelines (2007) that provide guidance to local planning authorities, members of the Joint Committee, potential developers and members of the public on the matters of concern to the Joint Committee in respect of planning policies and planning applications.

## 2.4 BIODIVERSITY

*A Strategy for the West Sussex Landscape* confirms that the Halnaker Coastal Plain Character Area, on which Boxgrove stands, has the following features which add to its biodiversity:

- Remnant semi-natural broadleaved woodlands, interconnecting hedgerows and trackways provide important habitats for wildlife;





View from Boxgrove to the east

- A large proportion of the woodland cover is ancient;
- A few significant patches of unimproved or semi-improved neutral grassland and meadows;
- The 'disturbed' gravel workings environment has considerable nature conservation potential.

At the end of the footpath from Church Lane, a LEAF (Linking Environment and Farming) sign explains what the local farmer is doing in relation to the preservation of local water supplies and also provides some information about other LEAF initiatives.



'LEAF' sign next to footpath

## 3 HISTORICAL DEVELOPMENT

### 3.1 ARCHAEOLOGY AND EARLY HISTORY

Evidence for very early man was found in the form of a shin bone which was discovered during an archaeological dig at a gravel works near Boxgrove in 1994. The bone was over half a million years old, so the hominid (early man) must have lived during the Paleolithic (Old Stone Age) period. Flint hand axes of a similar date have also been found. It appears that before this time there was a high cliff above a beach of coarse sand and pebbles which formed a coastline which stretched from what is now Aldingbourne towards Portsmouth. As the climate became cooler, the sea level dropped leaving a deep layer of fine sand (called the Slindon sands) over the top and eventually the cliff face eroded forming a rubble slope. The creation of a landscaped plain with plentiful water meant that the area was used by a wide variety of animals, which provided food for the hominids. Further climate changes meant that eventually the increasing rain eroded the old cliff still further, depositing mud, flint and gravel over the area. The area was slowly abandoned as the animals and the hominids moved south, the hominids evolving some 200,000 years later in the Neanderthal hominids whose remains have been discovered in Germany.

By 7,000 BC bands of nomads roamed along the shoreline of the Channel, and evidence of their shelters has been found in Westhampnett. At this time, most of the land was covered in thick woodland, but by about 4,000 BC clearance to create farmland had begun. A ditched camp (The Trundle) on the north east side of Boxgrove dates to this period. Burial mounds have also been identified on Halnaker Hill, possibly of Neolithic date although the surrounding field banks and barrows are of late Bronze Age (2,000 to 700 BC) or early Iron Age date. It is possible that at this time the Aldingbourne Rife was a navigable estuary which meant that boats could be brought almost up to Boxgrove.

From about 800 BC onwards, the Iron Age started as iron became the dominant material. By the 3rd century BC the Celts had populated the area, adding

their own fortifications to The Trundle and extending the fields systems. Grain was an important crop and trading with the Continent took place, as evidenced by the broken amphorae which have been found. From about 75 BC the Belgae invaded southern England. One of the tribes was called the Atrebates, and their leader, called Commius, seems to have been based in the Chichester area when the Romans invaded Kent in 55 AD. The Chichester Dykes, which pass to the north of Halnaker, may have been built to mark a boundary to his territory, defining the extent of the rich agricultural land to the south from the hilly and stony downland to the north. The section immediately to the north of Halnaker is often referred to as the Devil's Ditch.

The most obvious evidence of Roman occupation near Boxgrove is the line of Stane Street, which passes to the north of the village through Halnaker, from where it crosses the river Arun beyond Hardham then heads straight for London. Other evidence for Roman occupation was found when the junction of the A27 with the A285 was realigned. Between 400 and 410 AD most of the Roman forces were called back to Italy and whilst the first Saxon invasion is recorded as taking place in 457 AD, it is likely that the 'invasion' was more gradual and may have started as early as 350 AD.

The high quality farming land meant that the area around Chichester was soon occupied by Saxon farmsteads and Boxgrove became part of the kingdom of the South Saxons. Chichester was all but abandoned until the 9th century. The establishment of Christianity in the area in around 681 AD, when king Athelwalh gave land to Bishop Wilfred to found a monastery in Selsey, is particularly significant. Soon afterwards, Athelwalh was murdered by another invading king, Caedwella, king of Wessex, who later converted to Christianity. A charter survives, written in Latin but mentioning Saxon names, confirming the grant of land to Wilfred (contained within the current boundaries of Tangmere).



The 9th and 10th centuries were notable for the mayhem which resulted from constant raids by the Danish Vikings. Eventually in 1016 King Canute, although a Dane, was chosen by the Saxon lords to be king. A brief period of peace resulted, and at about this time, Boxgrove parish as part of the hundred of Box seems to have emerged, almost certainly with a Saxon church at its centre, the evidence for which has been discovered beneath the ruined priory nave.

### 3.2 POST-CONQUEST DEVELOPMENT

By the time of the Domesday Survey in 1086, Boxgrove was valued at 40 shillings. The land had been given to Earl Roger of Montgomery who held the combined rapes of Chichester and Arundel, in all about 83 manors, one of which was Halnaker (Helneche). He forfeited his land in 1105 and Halnaker (including Boxgrove) was given to Robert de la Haye, a Norman lord who had provided assistance to King Henry. With his overlord, William d'Aubigny, whose sister he married, de la Haye paid for a priory to be established at Boxgrove and then gave it, along with other land and income, to the Benedictine Abbey of Lessay in Normandy. De la Haye also built his principal residence at Halnaker, although all

that now remains of this is the shell of the subsequent 14th century fortified manor house. During the 13th century a chapel was added which was dedicated to St Mary de Magdalene and was in use until 1704. A deer park at Halnaker is first recorded in 1281.



*Ruins of Boxgrove Priory*



*Ruins of Halnaker's 14th century former manor house, in the proposed extension to the adjoining Halnaker Conservation Area*

Because Robert and his brother died without issue, the property passed through the marriage of their sister Muriel to the St John family, who continued their patronage of the priory. The manor of Halnaker passed next, again through marriage, to the Poynings family and then to the Bonvilles. In 1440 a license to empark was granted, allowing the enclosure of three hundred acres of land and wood. In 1495 Elizabeth Bonville married Sir Thomas West, the ninth Lord de la Warr, who soon set about rebuilding and extending Halnaker House. At the Dissolution of the monasteries in the 1530s, he managed to acquire much of the priory and its land, although a substantial fine was sent to London. He was later imprisoned, fined, and subsequently forced in 1540 to exchange Halnaker for the Benedictine nunnery of Wherwell near Andover. An agent was appointed by the Crown to run the estate which was visited by Edward VI in 1552, Edward dying only a year later of consumption.

In 1546 the stewardship of Halnaker passed to Henry, Earl of Arundel. Queen Elizabeth I granted the estate to him in 1561 for an annual rental of twenty pounds, but in 1587 the freehold was sold to John Morley, a wealthy merchant from Great Saxham in Suffolk. His family retained Halnaker, making a series of improvements, and were also the patrons of the living at Boxgrove for over 170 years, acquiring knighthoods and intermarrying with local landowners. In 1704 Sir William Morley's daughter Mary married James Stanley, Earl of Derby, showing how the family had raised its social standing. William Morley left Halnaker to his daughter and after her husband's death she returned to Sussex and devoted herself to good works, including the endowment of the almshouses and a school in Boxgrove. She had a son but he died young, so when she died in 1752, she left her property to her cousin, Sir Thomas Dyke Acland, who, in 1765, sold it to Charles, Third Duke of Richmond, who owned the neighbouring Goodwood House. Charles was the son of Charles Lennox, the first Duke of Richmond and an illegitimate son of Charles II, who had been in the parish since 1695, when he purchased the 200 acre estate at Goodwood. The Duke became the patron of the Priory and chairman of the trustees for the Boxgrove almshouses, positions that his descendants still occupy today. The Duke's interest in Halnaker was predominantly the estate,

for Halnaker House was abandoned and its roofs and walls gradually robbed out, although substantial ruins still remain. Halnaker House, a more modest building close to Halnaker village centre, was built in about 1777 (date stone). In 1850 the third Duke replaced the original hunting lodge at Goodwood with the fine mansion which remains today, a perhaps more fitting centre piece for an estate which by this time had expanded to around 17,000 acres and stretched from the parish of Bosham on the coast to East Dean on the north side of the Downs. This meant that the Estate workers were somewhat scattered, so there was little pressure for either Boxgrove or Halnaker to expand greatly although estate cottages (called 'Duchess Cottages') were built in both villages in the 19th century, the earlier examples now being listed. One interesting result of the Estate's influence was that when the railways were expanding all over Britain between 1839 and 1864, the fifth Duke resolutely refused to allow any building over his land, preventing a direct line from Chichester to London. This ultimately meant that Chichester remained a quiet backwater while other seaside towns, such as Brighton, expanded considerably.



*Rear view of the Duchess of Derby's Almshouses, Boxgrove*

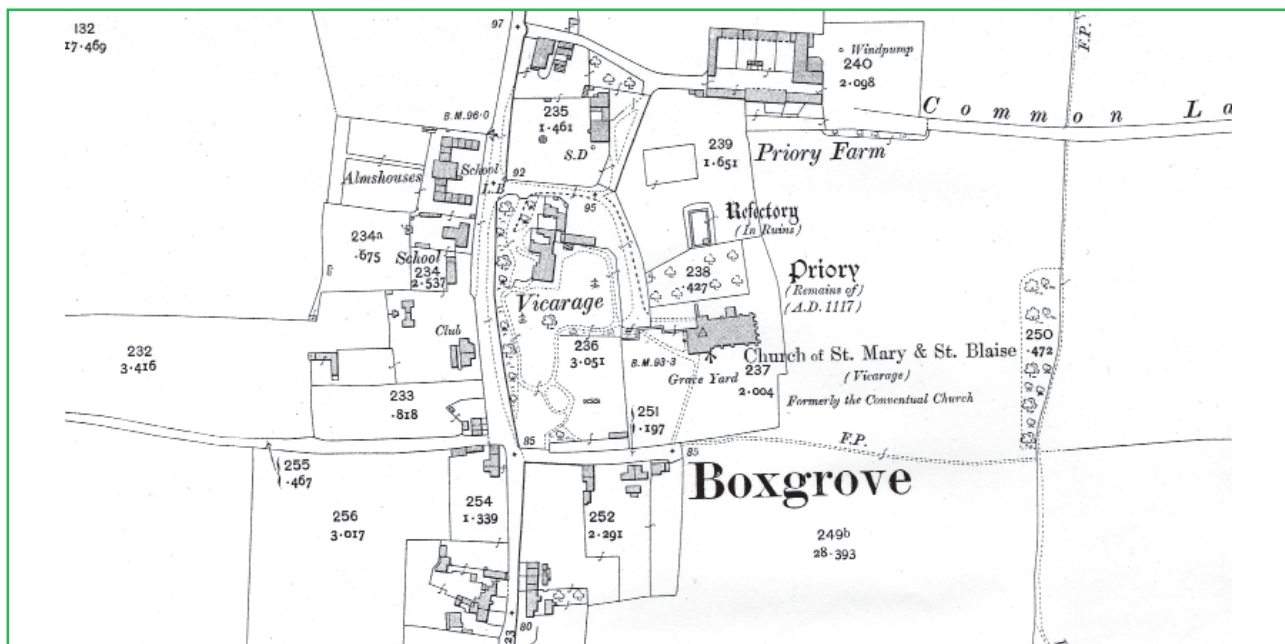


*'Duchess' cottages in Church Lane*





Historic Tithe Map of 1840



2nd Edition Ordnance Survey Map of 1912

The first school was built in front of the almshouses close to the street, but in 1868 a new building was provided by the Duke of Richmond for the girls, the boys remaining in the old building until 1915 when the girls' school was enlarged. Further extensions and alterations have been carried out since but the original schoolroom on the front of the building remains reasonably intact.

In 1821 the total population of Boxgrove was 868, but by 1961 this had risen to 1,018, reflecting the changes to mobility which car ownership had

provided. Today most of the residents in Boxgrove work in Chichester or further afield, although the village supports a Village Shop and will, once it has been completed, have a new Village Hall to provide the varied community facilities which are needed. Whilst most of the land around the village is still owned by the Goodwood Estate, it is largely let to tenant farmers, and the impact of the Estate on villagers' lives is now more muted apart from the traffic which is generated when events are held at Goodwood Race Course.

## 4 SPATIAL ANALYSIS

### 4.1 LAYOUT AND STREET PATTERN

The Boxgrove Conservation Area is linear and stretches out along The Street, the principal road in the village, which runs in a north to south direction between Halnaker and the roundabout with the A27. The road, in places little more than a narrow country lane, bends gently, particularly at its junction with Church Lane. This short cul-de-sac leads off to the east, wrapping around the site of the former vicarage and providing access to a small number of houses and cottages (some of them listed) as well as to St Mary's Church. The road continues beyond the churchyard into a public footpath which leads out into the surrounding fields. The churchyard is visible from Church Lane and is enclosed by walls and mature trees, providing an attractive setting to the church.

Opposite to the listed almshouses, a curving unmade road leads off The Street, providing access to Priory Farmhouse and to the priory ruins, as well as to the St Blaise Centre and the north side of

St Mary's Church. The open green space around the ruins is always open so visitors are not restricted to when they can access the site. These ruins form a very important group with the adjoining church and the remaining walls of the cloisters, providing the conservation area with its key focal point.

Further south along The Street, the road opens out due to the creation of an estate of mid 20th century bungalows (Priory Close) which lies on the east side of the road. Whilst these buildings are outside the conservation area, they do create part of its setting and the open green, with its mature trees, is an interesting addition to the streetscape, particularly on entering the village from the south.

The village has been extended in recent years with new housing development to the west and more recently to the south west of the village centre, just beyond the boundaries of the conservation area.



The Street



## 4.2 OPEN SPACES AND TREES

### Open spaces

Given the linear nature of the conservation area, lined with buildings, there are only three spaces which are of any impact, the green area around the priory ruins, the churchyard to St Mary's Church and the green facing the southern part of The Street.

#### Land surrounding Boxgrove Priory ruins

- This is an area of open green space which links with the adjoining churchyard. Whilst it has no landscape features, apart from the flint wall which separates it from the churchyard, the openness provides a suitable setting for the ruins and also links visually with the donkey paddock and larger fields beyond.



*Land between Boxgrove Priory and the church*

#### St Mary's Churchyard

- This green space wraps around the west, south and eastern side of the church and is notable for its gravestones, tombs, grass, wild flowers and mature trees. Some of these are of special interest and include a number of cedar of Lebanon, now in poor condition due to the recent bad weather. A second churchyard, which is basically just a green open space, lies between it and the flint walls which form the boundary with the priory ruins.

#### Priory Close green, The Street

- Although this was created in the mid 20th century, when the adjoining bungalows were built, this oval space is important in that it contains a line of trees which are very visible on entering the village from the south. The openness of this part of The Street also contrasts with the much more enclosed character of the northern part of The Street, particularly opposite the former vicarage.



*The churchyard*



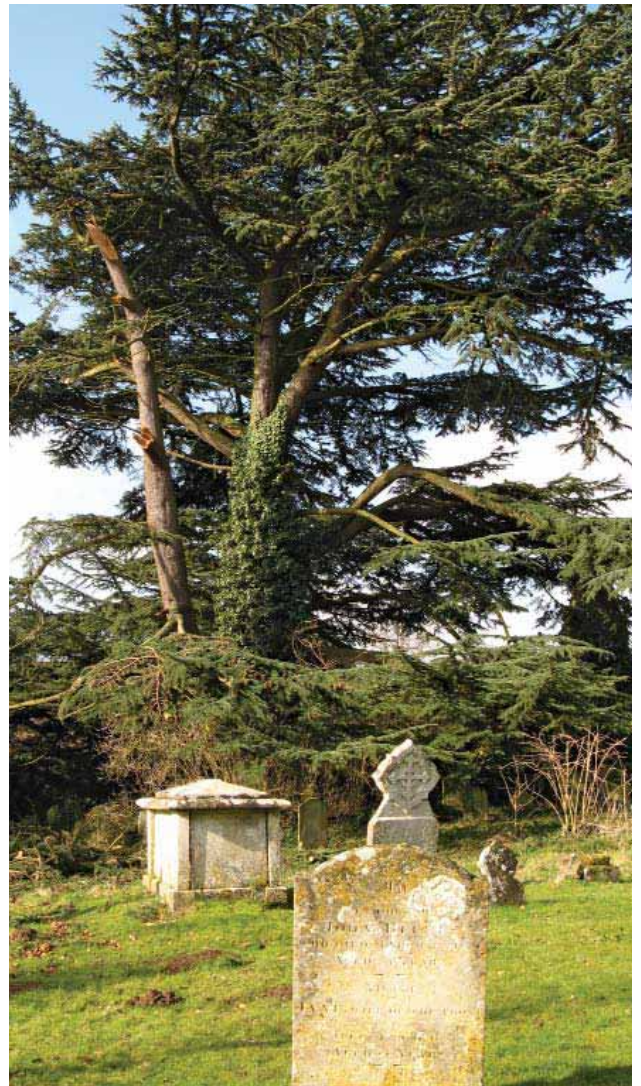
## Trees

There are several groups of trees in the Boxgrove Conservation Area and the most significant of these are marked on the Townscape Appraisal Map but are indicative only, so the omission of any particular tree must not be taken as implying that it is of no significance.

There are many significant trees within St Mary's Churchyard and also within the gardens to the east side of the Street, particularly Priory Cottage, Priory Gate and Flint Walls, which have contain trees which are covered by Tree Preservation Orders (TPOs). Other significant groups include the line of limes and beeches along the west side of The Street, which are also protected by TPOs, and the groups of sycamores within the garden to the almshouses and behind the Village School at the edge of the playing fields. There is also an imposing group lining the east side of the Street in front of Priory Close, as well as a number of other specifically protected trees elsewhere in the conservation area.

Within all conservation areas, anyone intending to carry out works to a tree greater than 75 mm diameter at 1.5 metres above the ground must give the Council six weeks written notice before starting the work. 'Work' is defined as lopping, topping, or felling. This provision provides the District 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 (TPO) 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 commercially managed forest or orchard.

Tree owners need to be encouraged to look after their trees, to remove any which are dangerous or diseased, and to plant replacement trees where the removal of an existing significant tree has become necessary. The Council's Tree Officer can provide free advice and guidance on which trees need any treatment.



*These trees in the churchyard are in need of some careful tree surgery*



*Trees in front of Priory Close green*

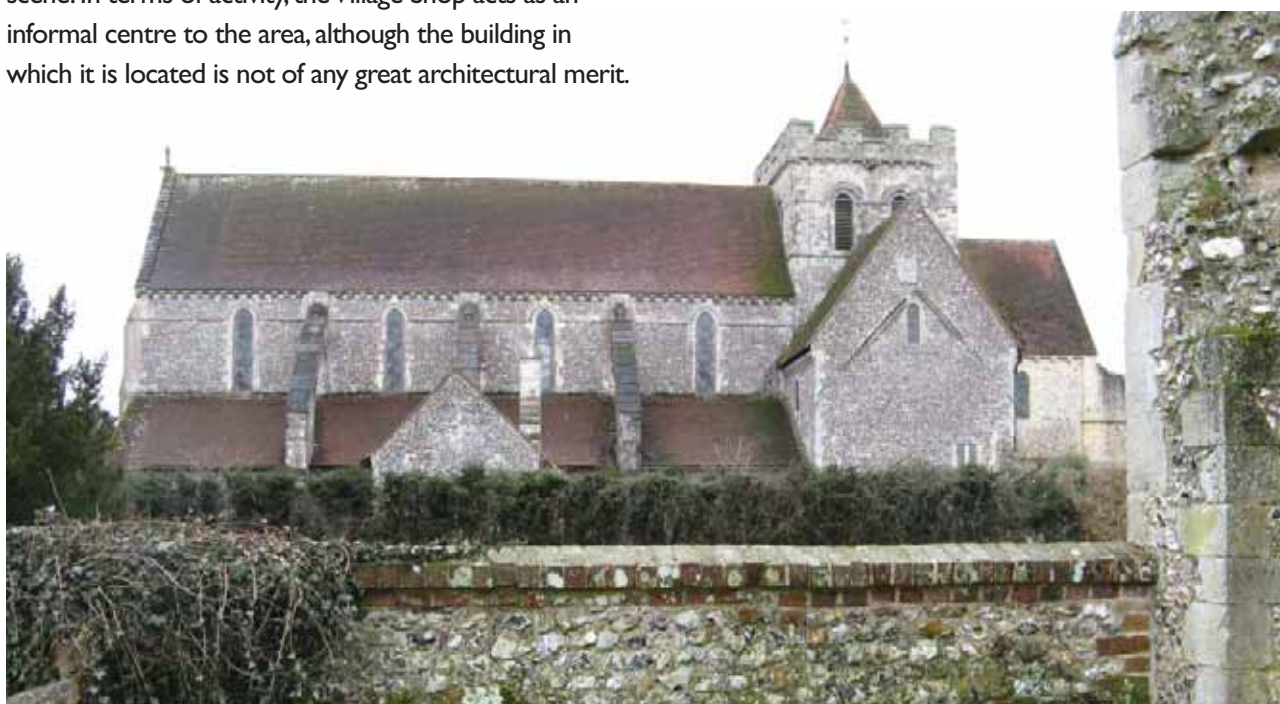


### 4.3 FOCAL POINTS, FOCAL BUILDINGS, VIEWS AND VISTAS

#### Focal points and focal buildings:

Boxgrove's principal spatial feature is the country lane (The Street) along which the historic buildings are arranged, and because these buildings are mainly in residential uses and are modestly sized, few of them stand out to any particular degree. The only exception is provided by the almshouses, which due to their size and relative grandeur, are of special importance. The adjoining Village School is another building, of slightly lesser impact, but nevertheless significant to the street scene. In terms of activity, the Village Shop acts as an informal centre to the area, although the building in which it is located is not of any great architectural merit.

Away from The Street, the priory ruins and St Mary's Church are both important focal buildings which are significant in their relationship to the village as well as to the surrounding landscape, with the church tower being visible for some miles around. The green spaces around both buildings are of note although they are completely different, with the informal and well treed churchyard contrasting with the open grassed area around the priory ruins.



*St Mary's Church is an important focal point*

#### Views and vistas:

The Boxgrove Conservation Area tends to feel rather inward looking and although there are views along The Street, these tend to be enclosed by the buildings which lie to either side. As a result, the views out of the conservation area, from the edges of the village, are more significant and the most notable of these are marked on the Townscape Appraisal Map. Of these, the most attractive are the views eastwards from the end of Church Lane public footpath, where it meets the surrounding fields, and around and within the area which surrounds the priory ruins and the church. Views across the playing fields to the north and west, looking out over the flat fields and hedgerows which lie to this side of the village, are also significant.



*The footpath at the end of Church Lane leads into the surrounding countryside from where there are many views*



#### 4.4 BOUNDARIES

Because most of the historic buildings in the conservation area sit back from the pavement, with modest front gardens, front boundaries are extremely important and historically were provided by flint walls of varying heights and details, although many have now been demolished or altered. The most common flint wall is about 1.200 metres high with a simple lime mortar top or a triangular or curved red brick coping, such as the wall outside Nos. 75-78 The Street. The flints are usually field flints and are usually used whole but laid to course in lime mortar, which give the walls a strong horizontal emphasis. Knapped flint, built to provide higher status, can be seen in some boundary walls, such as part of the old wall to Priory Gate. The tallest and most visually important flint wall in the conservation area marks the western boundary of Priory Gate facing The Street, but the wall turns into the side lane and curves into the gateway to Priory Gate, which is marked by substantial brick and flint gate piers which were presumably built for the earlier house, demolished in the 1930s. Parts of this flint wall are propped up with brick or flint buttresses. Other imposing flint walls can be seen leading up to the entrance to Priory Farmhouse (where it has been 'topped up' using brick) continuing along the boundary of White Knights facing The Street.

Many of the other boundaries are made up from planting, with low, sometimes clipped hedges, being of note, such as the varied hedging around Priory Cottage as well as Nightingale Cottage. Traditional timber post and rail facing can also be seen, most notably at the entrance to The Old Granary next to Priory Cottage. A white painted timber palisade fence in Church Lane, in front of Thatch Cottage, is another boundary which is also appropriate in this rural settlement.

Metal railings in front of the almshouses appear to be modern but are simple and painted black. More historic is the short length of wrought iron 'estate' railings in front of No. 64 The Street, one of the 'Duchess' listed cottages.



*Gate piers to Priory Gate*



*Thatch Cottage, Church Lane*



*Wrought iron railings in front of No.64, The Street*

Modern timber fences can be seen in many locations, such as to either side of the track leading off The Street to Lind House (wavy edged timber boarding) and for a distance along the boundary to Priory Gate (horizontal timber boarding), where the original flint wall has presumably fallen down. In other locations, timber fencing is used behind existing flint walls to provide greater privacy. Fortunately, most of these have weathered down to a dull grey colour which helps to reduce their impact. In some locations, most notably outside Ashley House, The Brufords, and Rosemary Cottage, front boundaries have been removed to create car parking.



*The removal of front boundaries to create car parking areas in The Street*

#### 4.5 PUBLIC REALM

The pavements and street surfaces are generally modern tarmac, apart from the stone kerbs in The Street (100 x 300 mm) which add some variety and interest. In some places, the narrowness of the road means that there is only one pavement serving one side of the street. The hoggin driveway to the priory ruins, apparently in the ownership of English Heritage, has recently been repaired.

Other features include:

- Black or green plastic litter bins,
- The green plastic and glass bus shelter;
- A concrete and wood bench outside the Village School;
- Street lighting is generally provided by short concrete standards with plastic lamps, probably 1950s;
- Village and parish notice boards next to the Village Shop;
- A bright red cast iron post box outside the Village Shop.



## 5 THE BUILDINGS OF THE CONSERVATION AREA

### 5.1 BUILDING TYPES

Most of the buildings in the conservation area were built for residential or agricultural uses apart from St Mary's Church, the Village School, and the modern St Blaise Centre. The Village Shop is housed in a pair of weather-boarded single storey buildings with gables facing the road and peg-tiled roofs which may once have been in agricultural use.

The residential properties are nearly all very modestly sized, forming short groups of terraces houses (Nos. 67-69 consec. The Street, Nos. 75-78 consec. The Street, and Nos. 91-96 consec. The Street) or else detached or arranged in semi-detached pairs (such as the Duchess cottages – Nos. 64 and 65 The Street). Most of these lie on the west side of The Street. Rosetree House at the southern end of The Street is a more substantial 18th century listed property which was probably once a farmhouse.

The largest and most prestigious houses are both on the east side of The Street at its northern end – Priory Farmhouse, a symmetrical early 19th century flint building, and Priory Gate, a 1930s rebuild of the former vicarage. Close by, the former flint barns to Priory Farm have been sensitively converted into residential



*Nos. 67, 68 and 69, The Street*

accommodation (The Old Granary). The conversion of a flint barn in The Street (Priory Barn) is less successful due to the high number of alterations and additions.

There are two pairs of 'Duchess' cottages, both listed (nos. 64 and 65 The Street, and Nos. 72 and 73 Church Lane). The Vicarage in Church Lane is a 1930s building, similar to style to Priory Gate (which replaced the original vicarage) but a lot smaller.

Of note is the continued use of Goodwood Estate numbers for some of the properties, although most now appear to be in different ownership.



*The Old Granary*



## 5.2 LISTED BUILDINGS

Boxgrove retains sixteen listed buildings dating to between the 12th century (Boxgrove Priory ruins and St Mary's Church) to the mid 19th century (the 'Duchess' cottages). There are two grade I listed buildings (St Mary's Church and the priory ruins), the remaining buildings being listed grade II. The listed buildings are somewhat scattered throughout the conservation area, but are linked by the unlisted but positive buildings, the important flint walls mentioned above, and the abundant (in places) planting and trees.



*St Mary's Church*

The most important of the listed buildings is St Mary's Church, listed grade I and once forming part of the adjoining priory. The building dates to the 12th and 13th centuries and retains part of the former 12th century cloister, now just a ruined wall with Norman features, which forms the northern boundary to the churchyard. The church is built from flint with rubble stone dressings and is considered to be one of the most important medieval churches in Sussex. The interior of the church has recently been sensitively restored.



*Remains of the cloisters, St Mary's Church*

Next to the church, and also listed grade I and standing within a Scheduled Monument, the ruins of the priory's guest hall are all that remain of what would have been a substantial complex of buildings. It also dates to the 12th century and is built from flint and stone, much of it robbed out.

The largest listed building in The Street, and the most visually dominant, is the Countess of Derby's Almshouses, completed in 1741 around a courtyard in a 'U' shape. The elevations are built using red and blue bricks, and there are both casement and sash windows. The building was heavily restored in the mid 20th century and converted into individual cottages.



*Countess of Derby's Almshouses*

There are two particularly picturesque listed cottages in the conservation area, both thatched. The first (Nightingale Cottage in The Street) is timber framed with brick and flint elevations, and dates to the 16th century. The second (Thatch Cottage in Church Lane) is later (date plaque of 1725) and was built using brick and flint. Similar, and also dating to the 18th century (date plaque of 1742) is Elm Cottage, faced with coursed flints with brick dressings, now all painted white. Nos. 67, 68 and 69 The Street were also built in the 16th century using timber, but were refronted in the 18th century in red brick, so their external appearance today is largely Georgian, with a peg tiled roof. Slightly later, but also refronted in flint and brick, Nos. 70 and 71 Church Lane probably date to the 17th century, with an attic floor lit by more recent dormers.



*Date plaque to Elm Cottage*

At the far end of The Street, Rosetree House is a more substantial brick and flint 18th century building which sits at right angles to the road. Priory Farm, close to the priory ruins, is a more symmetrical early 19th century flint building, with relatively unaltered elevations.



*Nos. 70 and 71 Church Lane (now one house)*

There are also two pairs of 'Duchess' cottages in the conservation area, Nos. 64 and 65 The Street and Nos. 72 and 73 Church Lane. These are built to a standard two storey design using flint with brick dressings.



*Priory Farm*



### 5.3 POSITIVE BUILDINGS

In addition to the listed buildings, a further number of unlisted buildings have been identified on the Townscape Appraisal Map as being *positive* buildings of townscape merit. Buildings identified as being *positive* will vary, but commonly they will be good examples of relatively unaltered historic buildings where their style, detailing and building materials provides the streetscape with interest and variety. Most importantly, they make a *positive* contribution to the special interest of the conservation area. Where a building has been heavily altered, and restoration would be impractical, they are excluded. In Boxgrove, most of these buildings date to the 18th or 19th century, and some of these may be eligible for statutory listing, or local listing, in the future.

'Positive' buildings in the conservation area include:

- Nos. 75, 76, 77 and 78 The Street – red brick houses and flint dating to the 18th century or early 19th century where statutory listing might be appropriate;
- Nos. 91-96 consec, The Street – a terrace of early 19th century red brick cottages;
- Priory Gate – a substantial 1930s house, and The Vicarage, Church Lane, built at the same time using similar materials and details;
- The Old Granary – a long, low quadrangle of flint barns, now a house;
- Priory Cottage, The Street – a detached flint house which again may be eligible for statutory listing.



No. 76, The Street

The identification of these buildings follows advice provided within English Heritage's *Guidance on conservation area appraisals*, which provides a useful list of criteria in Appendix 2. A general presumption exists in favour of retaining those buildings which make a positive contribution to the character or appearance of a conservation area, so proposals to demolish such buildings should be assessed against the same broad criteria as proposals to demolish listed buildings. This implies therefore that all buildings marked green on the Townscape Appraisal Map will be retained in the future unless a special

case can be made for demolition. Again, further information is provided in the Management Proposals.

### 5.4 LOCALLY LISTED BUILDINGS

Chichester District Council has recently agreed a local building list for the Chichester Conservation Area. However, currently this does not extend to other areas within the District so at present there are no locally listed buildings in the Boxgrove Conservation Area. This is a matter which is discussed in greater detail in the Management Proposals.

## 5.5 BUILDING STYLES, MATERIALS AND COLOURS

All of the domestic historic buildings in the conservation area are built using local materials in a simple vernacular style which can be seen across many parts of Hampshire, Sussex, Surrey and Kent, although the Duchess cottages retain Gothic features such as drip moulds which provide more ordered façades. Most of the buildings are only two storeys high apart from the almshouses which retain a central bay which is three storeys high. Steeply pitched roofs, covered in thatch (two examples) or, more commonly, handmade clay tiles, can be seen on nearly all of the historic buildings. This produces the undulating roof forms typical of the material. Traditionally the thatch would have been long straw, rather than the more modern combed wheat reed, which produces a thinner roof covering and is

often decorated with cut ridges, rather than the more traditional flush ridge. The Village School also retains some tile hanging, again using handmade clay peg tiles.

There is an impressive palette of materials, all produced locally apart from Welsh slate (of which there is only a little), including flint (the predominant material) red or blue brick, timber, handmade clay tiles, clunch, and lime render and lime mortar. St Mary's Church displays most of these as well as sections of stone which is probably Caen limestone from Normandy in France. No doubt there was more quality stone on the priory ruins but it has been incrementally robbed out. There are no examples of weatherboarded buildings apart from the Village Shop and the adjoining store room.



Detail of a 'Duchess' cottage (Nos. 72 and 73, Church Lane)



Walking along The Street and Church Lane, the overall impression is of the use of flint, usually used whole in the form of cobbles, and usually laid in courses. The use of galletting (chips of flint) on the joints of the flintwork to the Village School is of interest. Red brick is another local material which is very evident, usually used in conjunction with the flint to form string courses, eaves details, and window or door surrounds. Whilst the earliest secular buildings are timber framed and date to the 16th or 17th centuries, only Nightingale Cottage has any exposed timber framing, and even this is heavily cut into, with brick and flint infill panels. Originally a 'lobby entry' plan, the front door has now been moved although the central chimney stack, which once marked its location, is still there. Further along The Street, Nos. 67, 68 and 69 retain a very simple plan form and shape, with a pitched roof facing the road and gable ends, but beneath the red brick which now faces the row are the remains of a much earlier timber framed structure. These houses have three light casement windows dating to the early to mid 19th century, but elsewhere in the conservation area, vertically sliding timber sashes can be found (e.g. the almshouses) although casement windows are more common. Front doors are timber, and usually four or six panelled (e.g. Rosetree House), or, for the cottages, planked (e.g. No. 69 The Street). This joinery is usually painted white or a pastel colour.



*View down the access road to the Priory (the Almshouses in The Street are contained by high flint walls)*



*Nightingale Cottage*



*Detail of No. 68, The Street*



## 6 NEGATIVE FEATURES AND ISSUES

### 6.1 NEGATIVE FEATURES

The following negative features were noted during the survey work for the conservation area appraisal:

- Despite the rural location, The Street is a busy road linking the A27 with the A285 Petworth Road;
- The Interpretation Panels for the priory would benefit from redecoration;
- A wide variety of modern boundary treatments, including timber fencing;
- The loss of front boundaries and front gardens for car parking;
- The poor condition of some of the trees, particularly in the churchyard;
- Some of the 20th century development, particularly to the south of the conservation area, is not of the highest quality;
- The white uPVC conservatory on the back of the bungalow in Priory Close facing The Street is dominant;
- Some use of modern materials in the unlisted historic buildings, such as uPVC windows;
- Poor condition of the flint wall to Priory Gate facing The Street;
- Modern windows in the almshouses, and the poor condition of the main block, as well as its inappropriate modern extension;
- The wooden bench seat outside the almshouses is in need of replacement;
- The use of white paint on Elm Cottage and neighbouring buildings.

### 6.2 ISSUES

The principal issues which it is considered need to be addressed by the Management Proposals are:

- Minor changes are needed to the existing conservation area boundary;
- The need to control the traffic through the conservation area, including improved pedestrian provision
- The control of minor alterations on the unlisted houses and cottages;
- The protection and enhancement of the flint walls;
- The loss of front gardens and front boundaries for car parking;
- A review is needed of the statutory and local list
- Site specific improvements:
  - The listed almshouses are in need of maintenance;
  - Management and maintenance of the trees in the churchyard, some of which were damaged by the heavy snow falls during the winter of 2009 -10;
  - Interpretation panel to the priory ruins;
  - The flint wall outside Priory Gate;
  - General improvements to public realm.

### I INTRODUCTION

#### I.1 FORMAT OF THE MANAGEMENT PROPOSALS

Part 1 of this document, the *Character Appraisal*, has identified the special positive qualities of the Boxgrove Conservation Area which make the conservation area unique. Part 2 of this document, the *Management Proposals*, builds upon the positive features and addresses the negative features and issues which have been identified, to provide a series of Issues and Recommendations for improvement and change, including minor changes to the existing conservation area boundary, most of which are the responsibility of Chichester District Council.

The structure and scope of this document is based on the suggested framework published by English Heritage in *Guidance on the management of conservation areas* (2005). Both the Conservation Area Character Appraisal and the Management Proposals will be subject to monitoring and reviews on a five yearly basis, as set out in Section 4.

#### I.2 THE PURPOSE OF THE MANAGEMENT PROPOSALS

These Management Proposals have been drawn up following the production of a detailed Character Appraisal for the Boxgrove Conservation Area. It provides a framework for future actions which are primarily the responsibility of the District Council, although their successful implementation will also depend on the co-operation and enthusiasm of the Parish Council, West Sussex County Council, and local people.

Government policy, as recently set out in PPS5, has made it clear that conservation areas are not necessarily 'preservation' areas. Change is an inevitable facet of modern life and the challenge is to manage change in a manner that does not lose sight of the special historic qualities of a place. These Management Proposals seek to provide a framework for 'managed' change which will ensure that the special architectural and historic interest of the Boxgrove Conservation Area is both preserved and enhanced for future generations.

Local authorities are required by law to periodically review their conservation areas and the preparation of Character Appraisals and Management Proposals is part of this obligation. Indeed, in the past keeping Character Appraisals and Management Proposals up to date has been a Key Performance Indicator in the Best Value assessment of local authorities, and as a result, a five year review cycle is now considered to be best practice.

The involvement and approval of the local community in the formulation and delivery of these documents helps to strengthen their status and will hopefully mean that the various actions identified in the Management Proposals will have greater impact and longevity. For Boxgrove, this has been achieved by early consultation with members of the community before these documents were drafted. Additionally, the documents were subject to six weeks of full public consultation, commencing with a public exhibition at the St Blaise Centre, Boxgrove on 23rd April 2010. Following this, a Public Consultations Report was prepared (copies are available on request from the District Council), the text amended, and the documents illustrated and put on the Council's website.

The proactive management of conservation areas gives clarity and robustness to decision making, which means that issues may be more defensible in, for instance, planning appeals. The Character Appraisal and these Management Proposals will therefore be of use to the District Council when determining applications for change within or on the edges of the conservation area, and for property owners and their agents when considering schemes for refurbishment, alteration or new development. The documents will also be of interest to visitors and to Boxgrove's residents and business community, all of whom value the buildings and spaces of the village so highly.

## 2 LEGISLATIVE BACKGROUND

### 2.1 THE IMPLICATIONS OF 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 local authority is under a statutory duty to review designations ‘from time to time’ and to ensure the preservation and enhancement of the conservation area; There is a particular duty to prepare proposals (such as conservation area appraisals, grant schemes or enhancement proposals) to that end;
- In the exercise of any powers under the Planning Acts, with respect to any buildings or other land in a conservation area, special attention must be paid to the desirability of preserving or enhancing the character or appearance of that area;
- Extra publicity must be given to planning applications affecting conservation areas – 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, subject to minor exceptions, and the local authority or the Secretary of State may take enforcement action or institute a criminal prosecution if consent is not obtained;
- Written notice must be given to the Council before works are carried out to any tree in the area, subject to minor exceptions;
- The display of advertisements may be more restricted than elsewhere;
- The 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 through the use of Urgent Works Notices and Amenity Notices;
- The energy conservation expectations of the Building Regulations (Part L) do not necessarily apply to buildings within a conservation area;

- Powers exist for local authorities, English Heritage or the Heritage Lottery Fund to provide financial grant schemes to assist with the upkeep of buildings in conservation areas, although funds are usually targeted to areas of economic deprivation.

### 2.2 THE CONTROL OF DEVELOPMENT AND CHANGE

The requirements for planning permission

Certain works to dwellings within a conservation 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 work which can be carried out to a family house or within its grounds without a planning application is substantially less in a conservation area than elsewhere.

These are:

- Extensions to buildings in conservation areas almost always require planning permission. Therefore, if you are considering carrying out any work, please contact the District Council;
- Planning permission is needed for external cladding to dwellings in conservation areas, for instance using stone, artificial stone, timber, plastic or tiles;
- Planning permission is needed for any alteration to the roof of a dwelling resulting in a material alteration to its shape, most notably the addition of dormer windows;
- Planning permission is needed for the erection of any structure within the curtilage of a dwelling in a conservation area if the cubic capacity exceeds 10 cubic metres. This is especially important for sheds, garages, and other outbuildings in gardens.

Recent changes to the General Permitted Development Order may have provided some changes to the constraints mentioned above, so it is always wise to check with the Council first before commencing any work.

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 such as flats or bedsits have far fewer permitted development rights and therefore planning permission is already required for many alterations to these buildings.

### 2.3 NATIONAL POLICY AND GUIDANCE

Central government policy on conservation areas, historic buildings and archaeology is contained in PPS5, published in March 2010. Additional guidance is provided in the accompanying *Historic Environment Planning Practice Guide*, prepared by English Heritage. This covers the designation of areas and the responsibilities that stem from designation, including the appraisal of the special interest of conservation areas and the control of development affecting them. These expectations are further developed in separate English Heritage guidance on the appraisal and management of conservation areas.

Further government advice, providing local authorities with the power to reject any development that does not positively contribute to the improvement and regeneration of its setting, is set out in Planning Policy Statement no. 1 (PPS1). Whilst not specifically concerned with conservation areas, it does provide broad support for improving standards of design and sustainability.

The draft Heritage Protection Bill, which seeks to re-designate the country's 'heritage assets', and introduce new procedures for dealing with applications to change them, has been delayed. More information can be obtained from the Department of Culture, Media and Sport (DCMS) or English Heritage.

### 2.4 THE LOCAL PLAN AND THE EMERGING LOCAL DEVELOPMENT FRAMEWORK

At present, the Chichester District Local Plan 1999, the Chichester District Local Plan *Supplementary Information 2000*, and the Regional Spatial Strategy, as set out in the *South East Plan* adopted May 2009, form the Development Plan for Chichester District. They will eventually be replaced by the new Local Development Framework (LDF), which is the responsibility of the District Council.

The Local Plan 1999 contains several relevant policies. 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)*. Archaeology is dealt with under Policy BE3.

Some of the policies from the 1999 Local Plan have been 'saved' and are still relevant, pending the production of a Core Strategy for the LDF which will seek to ensure that locally distinctive policies, not already covered by Planning Policy Statements and the Regional Spatial Strategy, are in place.

The Boxgrove Conservation Area was designated on 14th January 1981. The Local Plan insert map which is still relevant is map no. 7. This confirms the following designations:

- A conservation area is based on part of The Street and Church Lane (Policy BE6 applies);
- A Settlement Boundary encompasses the core of the village, including most of the conservation area as well as modern development in Priors Acre, Crouch Cross Lane and Blaises Road but excludes land around Dellfield and The Vicarage in Church Lane, St Mary's Churchyard, the priory ruins, and The Old Granary (Policy BE1 applies);

The former South Downs Area of Outstanding Natural Beauty (Policy RE4 applies), newly designated as the South Downs National Park, lies to the north west of the settlement.

Copies of the relevant policies are included at Appendix I.

<sup>1</sup> English Heritage - Guidance on Conservation Area appraisals - 2005

English Heritage - Guidance on Management Proposals for Conservation Areas - 2005



### 3 RECOMMENDED ACTIONS

#### 3.1 CONSERVATION AREA BOUNDARY REVIEW

The existing conservation area boundary was drawn up some time ago and in the last ten years or so it has become common practice to expand existing conservation areas to include areas beyond the core of historic buildings, perhaps to include more dispersed historic development or landscape or archaeological features. Boundary reviews also now tend to include recommendations that the designated area is defined by boundaries which follow established legal boundaries, rather than cutting across gardens or through buildings. The following very minor changes are proposed to the Boxgrove Conservation Area boundary:

##### 3.1.1 North end of The Street

Add a small section of the garden to Priory Cottage, the entrance to The Old Granary, and a further section of roadway.

Reason:

- *This will consolidate the existing boundary on a more logical line which will encompass all of the land to the north west of Priory Cottage. This piece of land forms the entrance to the village from the north.*



Add this land next to Rosetree House to the conservation area

##### 3.1.2 Land to the south of The Old Granary and to the east of the priory ruins

Add the whole of the paddock to the south of The Old Granary to follow the existing boundary.

Reason:

- *The present conservation area boundary does not follow existing boundaries and this change will add a small area of paddock into the conservation area.*



Add the paddock next to The Old Granary

##### 3.1.3 Land between Priors Acre and The Street

Delete modern housing in Priors Acre and follow the rear boundary of properties fronting The Street.

Reason:

- *The current boundary cuts through the middle of a group of modern houses, so this change will consolidate the boundary to the backs of the properties which face The Street.*



Delete these modern houses in Priors Acre from the conservation area

### 3.1.4 Properties at the southern end of The Street.

Delete Coppins and Rusper House at the southern end of The Street.

Reason:

- *These are 20th century buildings of little architectural of historic interest which do not merit being included in the conservation area.*



Delete this modern building from the conservation area

#### RECOMMENDED ACTION 1:

- *Designate the two additional parts of Boxgrove as part of the conservation area, and de-designate the two areas proposed for deletion.*

### 3.2 TRAFFIC AND PEDESTRIAN MANAGEMENT

Because The Street is used as a link between the A27 and the A285 Chichester to Petworth road, busy traffic in the village centre can have a detrimental effect on the character of the conservation area. The lack of pavements in parts of The Street is also a serious hazard to pedestrians. However, it should be recognised that some of the through traffic also uses the Village Shop and Post Office, which helps to maintain this useful facility.



The Street could benefit from well designed traffic calming

The Parish Council, District Council and County Council engineers could consider methods of 'traffic calming' to reduce traffic speed through Boxgrove, perhaps by the creation of chicanes with priority to vehicles leaving the village. The creation of additional pavements in parts of The Street to serve pedestrians would also be welcome. All traffic measures must however be carefully designed, using traditional materials and low key details with the minimum of signage, so that the character of the conservation area is not adversely affected.

#### RECOMMENDED ACTION 2:

- *As opportunities arise, the Parish Council, District Council and County Council will continue to seek ways of improving pedestrian safety and reducing traffic speeds in Boxgrove, whilst protecting the special character of the conservation area,*

### 3.3 THE CONTROL OF MINOR ALTERATIONS TO THE UNLISTED HOUSES AND COTTAGES

It has been noted that some of the unlisted 'positive' cottages and houses in the conservation area have been adversely affected by the insertion of uPVC windows or doors. These changes are 'permitted development' which can be controlled by the Council through the imposition of an Article 4 Direction. This is usually used to control minor changes to unlisted family dwellings in conservation areas. It does not mean that development, such as changes to windows or doors, will necessarily be impossible. It does, however, mean that planning permission has to be sought and this allows for the merits of a proposal to be considered against the conservation interests.



Protect unlisted family dwellings, such as this house in The Street, from unsympathetic alterations

Article 4 Directions are made under the General Permitted Development Order 1995 (as recently amended), and can be served by a local planning authority to remove permitted development rights where there is a real threat to a particular residential building or area due to unsuitable alterations or additions. An Article 4 Direction is accompanied by a Schedule that specifies the various changes to family dwellings, which will now require planning permission. Usually, such Directions are used in conservation areas to protect unlisted houses in use as a family unit, rather than flats or bedsits where permitted development rights are already much fewer.

Under an Article 4 Direction, planning permission can be required for the following, depending on the permitted development right removed:

**HOUSE EXTENSIONS** – Planning permission will be required for the enlargement, improvement or other alteration of a dwelling house including entrance porches, any part of which fronts a highway, private road or open space (this lowers the limit of ‘permitted development’ already imposed by conservation area designation).

**PAINTING OF DWELLING HOUSES** – Planning permission will be required for the painting of a dwelling house.

**ROOFS** – A planning application will be required for alterations to a roof slope which fronts a highway, private road or open space, including a change in the roof materials and the insertion of roof lights. Dormer windows already require planning permission under separate legislation.

**CHIMNEYS** – The removal of a chimney or its partial demolition will require planning permission.

**REPLACEMENT WINDOWS AND DOORS** – The replacement of existing windows and doors which front a highway, private road or open space will require planning consent – note that part L of the Building Regulations, requiring double glazing for new windows, does not apply in the conservation area (or listed buildings).

**CREATION OF CAR PARKING IN FRONT GARDENS AND REMOVAL OR REPLACEMENT OF FRONT BOUNDARIES** – The creation of a parking space in a front garden, and or the removal of a front boundary, such as a low stone wall, will require planning permission.

There are many unlisted family dwellings in the Boxgrove Conservation Area which would benefit from these additional constraints. Whilst an Article 4 Direction cannot be retrospective, the serving of one would incrementally improve the character and appearance of the conservation area. An Article 4 Direction can also be focused on groups of buildings, rather than the whole conservation area, such as locally listed buildings or positive buildings. Any Direction will require a photographic survey to record the present condition of the buildings concerned, and written guidance will need to be provided to householders. The provision of grants to help with the additional costs associated with traditional materials or the reinstatement of lost architectural features (such as the replacement of uPVC windows with windows to a traditional design) would be helpful.

### RECOMMENDED ACTION 3:

- *The District Council will consider serving an Article 4 Direction on the Boxgrove Conservation Area, to cover all unlisted dwelling houses.*

### 3.4 THE PROTECTION AND ENHANCEMENT OF THE FLINT WALLS

During the survey work for the Boxgrove Character Appraisal, it was noted that some of the flint walls, many of which create the front boundaries to the historic buildings in the conservation area, have either been demolished or have been reduced in height. Whilst it is currently not possible for the District Council to provide grant aid to assist householders to rebuild lost walls, or else provide new walls in appropriate locations, The Council does nevertheless support in principle the concept of new flint walls where they would make a positive contribution to the special character of the conservation area. The loss of any more flint walls can be controlled by the District Council either under existing conservation area legislation (where the walls are over one metre in height facing the highway), or as part of the Article 4 Direction detailed above.



*Flint walls in The Street*



#### RECOMMENDED ACTION 4:

- *The District Council will continue to protect existing flint walls from demolition (possibly through the additional imposition of an Article 4 Direction as detailed above) and will encourage property owners to rebuild old walls where they have been lost, as well as the provision of new flint walls in appropriate places.*

#### 3.5 THE LOSS OF FRONT GARDENS AND FRONT BOUNDARIES TO CAR PARKING

It has been noted that some of the front gardens to the historic properties in the conservation area have been converted into parking areas, removing flint or brick boundary walls and resulting in the loss of green open space. Usually, such work results in a negative impact on the surrounding conservation area. As a result, the District Council can impose an Article 4 Direction, bringing such changes under planning control (see 3.3 and 3.4).



*These brick walls need to be protected from demolition (The Street)*

#### RECOMMENDED ACTION 5:

- *The District Council consider serving an Article 4 Direction on the Boxgrove Conservation Area, to bring additional controls over the loss of front gardens and front boundaries.*

#### 3.6 LOCAL AND STATUTORY LIST

The statutory list for Boxgrove was drawn up in the 1980s and has not been reviewed since in any systematic way. A number of buildings or structures in the conservation area may therefore be eligible for statutory listing.

The District Council has recently compiled a list of locally significant buildings in Chichester City. There are proposals to extend this to other areas in the District starting with Midhurst and Petworth and eventually more widely. 'Locally listed' buildings are buildings or other features of local significance which, although not statutorily listed, are nonetheless important to the history, appearance, character, and cultural value of the District.

However, there is an increasing interest in local listing nationally, and local listing is given some prominence in the recent PPS5. It is therefore recommended that the District Council should roll out its Local List across the District in order to give better recognition and, where necessary, control, of the historic environment in the whole District. The first step is to agree criteria for the selection of buildings and structures for the Local List, and proposed criteria are set out in Appendix 3. Buildings can then be added to the list as circumstances allow, for instance through the conservation area appraisal process, or by a systematic survey of the whole District. Community involvement in the selection process will add weight to the list as a planning tool. It will also be necessary to acknowledge the Local List in planning policy and state the circumstances in which it will affect planning decisions.

Whilst a detailed survey has not been carried out as part of the appraisal process, a number of buildings have been identified which might qualify for local or even statutory listing:

- Nos. 75, 76, 77 and 78 The Street
- Priory Cottage
- The Village School.



*These buildings (Nos. 75 - 78, The Street) could be included in a new 'Local List'*

## RECOMMENDED ACTION 6:

The District Council, in association with the Parish Council, will consider drawing up a Local List for Boxgrove Conservation Area.

### 3.7 SITE SPECIFIC IMPROVEMENTS

#### 3.7.1 The Duchess of Derby's Almshouses

These listed buildings are managed by a charitable trust with a Board of Trustees chaired by the Duke of Richmond. The almshouses were restored in the late 20th century and alterations to the accommodation carried out. However, the building appears to be in need of a variety of improvements, including the repainting of the windows and doors, repairs to the roof, and repairs to the brickwork. Whilst the building is not technically 'At Risk' as it is fully occupied, the District Council could approach the trustees to see if funds could be made available for a programme of work over the next few years.



Rear view of the Duchess of Derby's Almshouses

- ACTION BY: The Trustees of the Duchess of Derby's Almshouses

#### 3.7.2 The trees in the St Mary's Churchyard

The trees in the churchyard, some of them fine specimen trees included cedar of Lebanon, are in poor condition. Branches have broken off in the recent bad weather, and it can be assumed that some of the trees are beginning to deteriorate due to their age. These trees, and the churchyard as a whole, are maintained by the Parochial Church Council, assisted by a grant from the Parish Council. A programme for their care has been drawn up and will be incrementally implemented in close liaison with the District Council's Tree Officer.



The trees in the churchyard need to be looked after carefully

- ACTION BY: The Parochial Church Council and the District Council's Tree Officer

#### 3.7.3 The Interpretation Panels to Boxgrove Priory ruins

The current Interpretation Boards, located at the entrance to the site and in front of the priory ruins, are in need of replacement due to age and deterioration.



Interpretation panel next to the Priory ruins

- ACTION BY: English Heritage

#### 3.7.4 The flint walls around Priory Gate

The flint walls around Priory Gate are very visible and in places are in poor condition. They apparently relate to the previous building on the site, which was demolished in the 1930s, when Priory Gate was built. The adjoining stables and other outbuildings are of a similar age. All appear to be in need of some repair, using traditional lime mortar. The District Council could approach the owner of Priory Gate to see if a programme of work could be agreed, perhaps to be undertaken incrementally over a period of time.





The flint walls around Priory Gate

- ACTION BY: The District Council and the owners of Priory Gate

### 3.7.5 General improvements to the public realm

Boxgrove contains a variety of public seats, litter bins, street lights, and street name plates, none of any special merit. The adoption of a common palette of products and materials, perhaps for all of the District's conservation areas, would provide some cohesion and minimise the impact of *ad hoc* changes.

- ACTION BY: The District Council in collaboration with the relevant Parish Councils and West Sussex County Council.



Improve public realm features in Boxgrove (The Street)



## 4 MONITORING AND REVIEW

The efficient delivery of a conservation service requires regular monitoring of change and the agents of change. The District Council is expected to undertake:

- Periodic reviews of the effectiveness with which the service addresses pressures for change;
- Updating of the baseline photographic survey of the Boxgrove Conservation Area on a four-yearly basis;
- Review the Boxgrove Conservation Area Character Appraisal on a five-year basis;
- Annual review and updating of the Boxgrove Conservation Area Management Proposals.

## 5 ACTION PLAN

The actions below, most of which are the responsibility of the District Council, are based on the Recommended Actions in Chapter 3 of the Management Proposals, and include further actions which are considered necessary to ensure that the Boxgrove Conservation Area continues to be 'preserved and enhanced' by the relevant authorities.

Immediate project (6-18 months) are generally those that can be adopted without reference to other programmes including resource planning. They will be capable of being completed within the next year:

- Formal adoption of the Conservation Area Character Appraisal as a material consideration in determining planning applications and to inform future historic environment policies;
- Formal adoption of the Management Proposals as a supporting document to a potential future Historic Environment Supplementary Planning Document (SPD);
- Make amendments to the Boxgrove Conservation Area boundary as proposed in the boundary review (Recommended Action 1);
- Establish a policy and updated criteria for Local Listing (Recommended Action 6);
- Use community involvement to select buildings and structures for the Local List in Boxgrove (Recommended Action 6).

Medium-term projects (18 months – 3 years) are those that require preparation but should be completed within three years:

- Serve an Article 4 Direction on the Boxgrove Conservation Area (Recommended Actions 2, 3 and 4);
- The Parish Council, District Council and County Council will consider ways of improving pedestrian safety and reducing the speed of through traffic in the Boxgrove Conservation Area (Recommended Action 2);
- Seek improvements to the specific sites and buildings as set out in Chapter 3 *Section 7 Site specific improvements*.

Continuous tasks require regularly revisiting:

- Preserve 'positive' buildings in the Boxgrove Conservation Area from unsuitable alterations, extensions or demolition through the usual development control procedures.
- Ensure that development control practice:
  - Requires planning applications for 'material' changes such as new windows or roof materials on unlisted commercial properties;
  - Guarantees that all new development in the Boxgrove Conservation Area is of the highest quality, with particular reference to rooflines, height, bulk, materials and details;
- Monitor changes in the Boxgrove Conservation Area, including producing and the regularly updating a photographic baseline for the conservation area, which should never be more than four years old;
- Review of the Boxgrove Conservation Area Appraisal on a five year basis;
- Carry out a review of these Management Proposals on an annual basis.

## 6 CONTACT DETAILS

For further information about the Boxgrove Conservation Area please contact:

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## **APPENDICES**

APPENDIX 1 RELEVANT LOCAL PLAN POLICIES

APPENDIX 2 MAP 1 TOWNSCAPE APPRAISAL MAP/CA BOUNDARY REVIEW

APPENDIX 3 DRAFT LOCAL LIST CRITERIA

## APPENDIX I RELEVANT LOCAL PLAN POLICIES

Policy BE6, Policy BE1, and Policy RE4

### Policy BE6 Conservation Areas

‘Within designated conservation areas and their settings the District Council will seek to preserve or enhance the special architectural or historic character or appearance of the area and will refuse applications where:

- (i) They include new buildings or extensions or alterations to existing buildings (including shopfronts) which are of inappropriate height, scale, materials or design, to accord with the character of the conservation area;
- (ii) The proposals by reason of their bulk and height would obstruct or adversely affect views of buildings which are effective in helping to maintain the historic character of the conservation area;
- (iii) The proposals fail to respect the existing historic layout and street pattern of the conservation area and the surrounding settlement (including passageways, alleys and public open spaces);
- (iv) The proposals would result in the loss of trees, walls or other means of enclosure which are important to the character of the conservation area.

There will be a presumption in favour of retaining buildings which make a positive contribution to the character or appearance of conservation areas’.

### Policy BE1 Settlement Boundary

This policy concerns the Settlement Policy Area boundaries which are shown around some of the settlements in the District, including Boxgrove.

This Policy states:

‘Development will be permitted within these areas providing it is in accordance with the Built Environment Policies and Policies RE7, RE8, C10 to C12, TR1, TR6 to TR8, H1 to H8, H10, H11, B1 to B3, B7, B8, S7, R1, R3, T1 and T2’.

### Policy RE4: Areas of Outstanding Natural Beauty – Chichester Harbour and Sussex Downs: Protection of Landscape and Character

‘Areas of Outstanding Natural Beauty will be conserved and enhanced. Any development which would be harmful to their visual quality or distinctive character will not be permitted except in compelling circumstance:

- Need for development essential for agriculture or forestry or for quiet informal recreation, for roads, the extraction of minerals or the deposit of waste may exceptionally be regarded as compelling provided that the proposal cannot be located or designed so as to meet these needs without giving rise to such harm;
- Applications for roads, mineral working or waste disposal will be subject to the most rigorous examination because of the possible impact of such development on natural beauty. Major developments for any purpose are likely to be inconsistent with the designation of areas of outstanding natural Beauty and any applications will need to be accompanied by environmental assessment; they will be permitted only if there is an overriding national interest and no acceptable alternative location is available;
- Any development permitted will be required to be in sympathy with the landscape and designed and sited so as to enhance visual quality and minimise noise disturbance; particular attention will be given to the setting and to the off-site impact to any traffic generated and any consequential highway improvements on the character, appearance and amenity of villages or the countryside;
- Development outside but near to a designated Area of Outstanding Natural Beauty will not be permitted if it would be unduly prominent in, or detract from, views into or out of the Area of Outstanding Natural Beauty (particularly from roads, Rights of Way or other public places), or would otherwise threaten public enjoyment of the Area of Outstanding Natural Beauty’.

### Policy BE3 Archaeology

The destruction of or damage to scheduled ancient monuments and other features and sites of archaeological interest by development will be prevented wherever possible. There is a presumption in favour of the preservation in situ of important monuments. Where proposed development is likely to affect a known or suspected site of archaeological interest, one or more of the following requirements will be imposed.

#### *Archaeological assessment and field evaluation*

- (i) Applicants will be required to include, as part of their research into the development potential of a site a desk-based archaeological assessment and where appropriate a field evaluation of the archaeological remains. A statement of the findings will be required to accompany the planning application.

#### *Preservation in situ*

- (ii) In order to secure the preservation in situ of important archaeological features and their settings, the district planning authority may require developers to modify their proposals. In appropriate cases, the use of conditions or the completion of an agreement under section 106 of the town and country planning act 1990 may be required to secure a modification. Planning applications must indicate how preservation in situ will be secured.

#### *Arrangements for excavation, recording and publication*

- (iii) If the district planning authority decides that the preservation in situ of archaeological remains is not justified and that development resulting in their destruction should proceed, it will satisfy itself before granting planning permission that the developer has made satisfactory provision for the excavation, recording and publication of the remains before development commences. Such work will be carried out to a specification approved by the district planning authority. In appropriate cases, an agreement under section 106 of the town and country planning act 1990 will be required to secure the investigation.

#### *Conditions to secure excavation and recording*

- (iv) Where the district planning authority has decided that preservation in situ is not justified, it may

impose a condition prohibiting the carrying out of development until excavation and recording have been carried out in accordance with a written scheme of investigation submitted by the applicant and approved by the district planning authority, such schemes shall include proposals for the publication of any findings.

#### *Watching brief*

- (v) The developer will be required to give notice to the district planning authority of an intention to commence development and to satisfy the district planning authority that adequate provision has been made for access and subsequent observation and recording of any finds and other evidence which may be revealed during the development works. The developer will also be required to notify an archaeologist approved by or appointed by the district planning authority of any items unearthed during development which he knows or suspects to be of interest, and to allow adequate time for records to be made by the archaeologist.

#### *Field monuments*

- (vi) Where development is likely to affect adversely the setting of a nationally important field monument whether scheduled or not, permission will be refused.

### Policy BE4 Buildings of Architectural or Historic Merit

The district planning authority will place a high priority on protecting the character and appearance of all buildings of architectural or historic interest. The district planning authority will have special regard to the desirability of preserving listed buildings and their settings. There will be a presumption in favour of the preservation of such buildings, including their settings and any features of architectural or historic interest, unless a convincing case can be made for demolition or alteration; Development affecting a listed building which would result in the loss of character of an area will similarly be resisted.

#### Policy BE5 Alterations to Listed Buildings

Where listed buildings are to be altered or extended the design, detailing and materials must be appropriate to the character of the listed building.



## **APPENDIX 2 MAP**

BOXGROVE CONSERVATION AREA TOWNSCAPE APPRAISAL /CA BOUNDARY REVIEW MAP

## APPENDIX 3 DRAFT LOCAL LIST CRITERIA

### 1 Purpose of a Local List

Buildings that are listed nationally are protected by law. They tend to be buildings of higher quality and generally date from before 1840. The purpose of a Local List is to identify locally significant buildings and other features which may not be considered eligible for statutory listing.

### 2 The effect of local listing

The protection of buildings or other features which are Locally Listed can be achieved through policies in the Local Plan, or in a Supplementary Planning Document in the emerging LDF for Chichester District. The identification of these special buildings or features is also best achieved through consultation with local communities, giving them 'ownership' of the Local List and helping to inform and enlighten local knowledge.

Although there is no statutory protection for such buildings, local listing can be a material consideration to be taken into account in determining planning applications.

### 3 Principles of selection

Locally listed buildings or structures are those which make a special contribution to the history, appearance, character, and cultural value of Chichester District. They include the following:

- Buildings which have qualities of age, style, materials and detailing;
- Buildings which relate to the industrial development of an area, including transport;
- Well detailed historic shopfronts;
- Groups of farm buildings where they retain their historic layout, materials and details;
- Examples of late 19th or 20th century social housing, including estate workers' cottages;

- Historic street furniture including seats, signage, post boxes, bollards, or street lighting;
- Historic structures such as horse troughs, pumps, or wells;
- Notable walls, railings or street surfaces;
- Historic sites, where scheduling as an 'Ancient Monument' is not appropriate;
- Other features which have historical or cultural significance, perhaps by association with a famous person or event.

They should all survive in a clearly recognisable form, with their historic features and layouts still present. Some selection of the better examples of these buildings or structures will be necessary, so in some cases the most authentic and interesting of a group of buildings may be locally listed, rather than the whole group. It is likely that most of the entries will date from the mid-19th to the mid-20th century, but recent buildings of outstanding quality could be considered.