



WORTHING BOROUGH COUNCIL

Conservation and Heritage Guide



May 2023

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Worthing Pavilion Theatre, Marine Parade (Grade II Listed)



Ambrose Place (Grade II Listed) with Christ Church (Grade II Listed) in background*

1. Introduction

- 1.1 Conservation and heritage play a key part of Worthing Borough Council's (WBC) cultural offering. The town has a rich and varied heritage, nestled at the foot of the South Downs National Park (SDNP), and with 26 Conservation Areas (CAs), 360 Listed Buildings (LBs), buildings of important local interest, as well as 9 Environmental Areas of Special Character (EASC).
- 1.2 This guide has been produced as a 'one-stop shop' document to provide people with information on relevant national and local policy and guidance in respect of conservation and heritage matters in the WBC area. WBC understands local heritage values and principles and the role they play in the cultural fabric of the town. This guide sets out the policies which underpin the sustainable management of the borough's historic environment and how WBC strives to ensure they are maintained and consistently applied.
- 1.3 This guide covers both statutory and non-statutory historic assets, including those already mentioned above, Historic Parks and Gardens (HPG), Scheduled Monuments (SM) and local archaeology. These assets offer residents and visitors considerable value in terms of their amenity and aesthetics. Important buildings and sites include Worthing Pier, English Martyrs Catholic Church, St Andrew's Parish Church, the High Salvington Windmill and Highdown Gardens. There are many more. Taken together, these sites and initiatives are supported and promoted under the WBC brand titled, 'Time for Worthing'.
- 1.4 As well as national and local guidance, local community interest groups, such as The Worthing Society, also play an important role in the preservation and recognition of the town's conservation and heritage. The Society has a founding aim of 'conserving and preserving the architectural amenities of Worthing and the surrounding area, and to stimulate interest and research into the Town's history'.
- 1.5 Maintaining the attractive urban character and historic development pattern of Worthing will remain an important part of the town's future, not least because of its history of being a seaside resort with an iconic award winning Pier, popular promenade, theatres and cultural venues. As the adopted [Worthing Local Plan](#) (WLP) outlines, the town's historic character needs to be preserved alongside its 'natural assets', which are increasingly being used to 'promote and encourage sustainable tourism'. One of WBC's aims is to ensure that high quality development is delivered in such a way that it protects and enhances these assets and it is hoped this guide will help to raise awareness about that and other policies.
- 1.6 Whilst this guide will not cover the majority of the land in the north of the borough, which lies within the SDNP where the South Downs National Park Authority (SDNPA) is a Local Planning Authority (LPA) in its own right, it does feature a section on Highdown Gardens, as well as the Castle Goring and Highdown CAs. These all lie within the SDNP and the Gardens are the only local area on Historic England's Register of Historic Parks and Gardens, hence it is still relevant to keep references to these within this guide.



Worthing Pier, Marine Parade (Grade II Listed)



The Hollies, 42 High Street, Tarring. (Grade II Listed)

PART A – POLICY OVERVIEW

National Policies and Guidance

2. The National Planning Policy Framework

- 2.1 In regards to conservation and heritage, the National Planning Policy Framework (NPPF) sets out the UK Government’s planning policy and the National Planning Policy Guidance (NPPG) provides more detailed advice on how to apply those policies within the planning system. Government policy and guidance highlights both the importance of historic assets, as well as the role of WBC in their protection, as outlined in paragraph 190 of the NPPF.
- 2.2 This paragraph states that Local Plans (LPs) should set out a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats. It says that this strategy should take into account; (a) the desirability of sustaining and enhancing the significance of heritage assets, and putting them to viable uses consistent with their conservation; (b) the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring; (c) the desirability of new development making a positive contribution to local character and distinctiveness; and (d) opportunities to draw on the contribution made by the historic environment to the character of a place.
- 2.3 Other important national legislation in conservation and heritage includes the Conservation Areas Direction 2015, the Town and Country Planning Act 1990, the Planning (Listed Buildings and Conservation Areas) Act 1990, the Criminal Damage Act 1971, the Civic Amenities Act 1967 (which established Conservation Areas), the Historic Buildings and Ancient Monuments Act 1953, as well as the War Memorials (Local Authorities’ Powers) Act 1923. The UK is also a signatory to The United Nations Educational, Scientific and Cultural Organization (UNESCO) Convention Concerning the Protection of the World Cultural and National Heritage 1972.
- 2.4 More recent national legislation includes laws to further protect England’s cultural and historic heritage. New legal protections mean that historic statues should be ‘retained and explained’ for future generations. Individuals and organisations who want to remove any historic statue, whether listed or not, will now require listed building consent or planning permission. Under the new regulations, if a Council intends to grant permission for removal of a particular statue and Historic England objects, the Secretary of State for Levelling Up, Housing and Communities will be notified so that they can make the final decision about the application in question. Furthermore, Historic England and the Secretary of State will continue to apply the new policy of ‘retain and explain’, meaning that, currently, historic statues will only be removed in the most exceptional circumstances. These new laws will cover around 20,000 statues and monuments throughout England.

- 2.5 In the formulation of the two Local Plan Development Management policies concerning conservation and heritage, DM23 and DM24, consideration has been given to the NPPF guidance in paragraph 190 which states that the following should be taken into account:
- (a) the desirability of sustaining and enhancing the significance of heritage assets, and putting them to viable uses consistent with their conservation;
 - (b) the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring;
 - (c) the desirability of new development making a positive contribution to local character and distinctiveness; and
 - (d) opportunities to draw on the contribution made by the historic environment to the character of a place.
- 2.6 The development of this guide itself responds to paragraph 193 of the NPPF. This states that ‘Local planning authorities should make information about the historic environment, gathered as part of policy-making or development management, publicly accessible’.
- 2.7 Other important NPPF policies in relation to conservation and heritage include paragraphs 189 to 208, which concern conserving and enhancing the historic environment. In particular, paragraph 190 refers to Local Plans needing to ‘set out a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats’.

The National Design Code

- 2.8 The concept of good design, either in historical terms or modern, and the aim of this principle informing all decision making in planning is at the centre of recent national policy developments. In 2021, the UK Government published a National Design Code, its planning practice guidance for beautiful, enduring and successful places. In its guidance on context and the enhancement of development, there is reference to the ‘attributes of its immediate, local and regional surroundings’, including ‘local heritage’, ‘local character’ and ‘identity’.
- 2.9 The National Design Code also refers to ‘landscape character’ and ‘patterns of built form’, including ‘local precedents for routes and spaces’ and ‘the built form around them’. The Code also acknowledges the role that ‘architecture’ already ‘prevalent in the area’, including the ‘local vernacular and other precedents that contribute to local character’, should also be taken into account. Reflecting the policy outlined in the Code, the WLP states in Policy DM24 on the Historic Environment that ‘Where development affecting any designated or undesignated heritage asset is permitted, it must be of a high quality, respecting its context and demonstrating a strong sense of place’.

- 2.10 The National Design Code defines 'local vernacular' as the 'indigenous building style using local materials and traditional methods of construction and ornament'. Reference to the importance of 'value heritage, local history and culture' and how 'the local sense of place and identity are shaped by local history, culture and heritage, and how these have influenced the built environment and wider landscape' also forms part of this definition.



The Vine Public House, High Street, Tarring (Local Interest Building)



Old Castle, 26 High Street, Tarring (Grade II Listed)

3. Definition of a ‘Heritage Asset’

3.1 The National Planning Policy Framework (NPPF) defines a ‘Heritage Asset’, in Annex 2 of the Glossary of the document, as ‘A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the Local Planning Authority (LPA)’.

3.2 Heritage assets include those identified on statutory and non-statutory lists but may also include those identified through the planning application process where the LPA considers they have a degree of significance as defined by the NPPF. Furthermore, the NPPF defines the ‘Historic Environment’, in Annex 2 of the Glossary of the document, as ‘All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora’.

Who decides what gets designated as a ‘Heritage Asset’?

3.3 Several UK Government bodies are responsible for the designation of ‘Heritage Assets’. These are outlined in more detail in Part B of this guide. These UK Government bodies include:

- The Department for Digital, Culture, Media and Sport, which is responsible for:

- Listed Buildings
- Scheduled Monuments

- Historic England, which has responsibility for:
 - Parks and Gardens

- AWC has the responsibility to designate:
 - Conservation Areas
 - Buildings of Local Interest
 - Environmental Areas of Special Character



Malthouse Cottage, 3 High Street, Tarring (Grade II Listed)



The Old Bake House, (former Post Office) 2 High Street, Tarring (Grade II Listed)

4. Historic England

4.1 Historic England, formerly named English Heritage, provide further advice and guidance on plan-making and decision making in the planning system and help to interpret UK Government Policy. It provides a wealth of information and guidance on its website covering the topics outlined in this document and much more. It has published four Good Practice Advice in Planning (GPA) documents. The advice notes cover:

- **GPA1 – The Historic Environment in Local Plans**
- **GPA2 – Managing Significance in Decision-Taking in the Historic Environment**
- **GPA3 – The Setting of Heritage Assets**
- **GPA4 – Enabling Development and Heritage Assets**

4.2 These four advice notes, summarised below, which build on the advice in the National Planning Policy Guidance (NPPG), include detailed, practical advice on best practice to those implementing national planning policy and guidance. An outline of their content is below.

GPA1 – The Historic Environment in Local Plans – Provides advice to local planning authorities on the preparation of local plan documents. It seeks to assist Local Planning Authorities's (LPAs) in ensuring that local plans are in compliance with government policy

and that the information requirements and assessment work needed to support plan-making and heritage protection are proportionate to the significance of the heritage assets affected and the impact on the significance of those heritage assets.

GPA2 – Managing Significance in Decision-Taking in the Historic Environment – This document provides guidance for those who wish to gain permission for, and those who need to take decisions about development proposals that affect the historic environment. Proposals are much more likely to gain permission and create successful places if they are designed with the knowledge and understanding of the significance of the heritage assets they may affect.

GPA3 – The Setting of Heritage Assets – The NPPF defines the setting of a heritage asset as ‘the surroundings in which a heritage asset is experienced’. Settings do not have a fixed boundary; for example, seen in the way in which the surrounding view and landscape that contributes to the experience of a heritage asset can be portrayed.

GPA4 – Enabling Development and Heritage Assets – This document provides guidance to those involved in enabling development proposals to help them work through the possible options in relation to the asset in question, and to understand whether they are acceptable. As outlined in paragraph 202 of the NPPF regarding proposals affecting heritage assets, enabling development is development that would not be in compliance with local and/or national planning policies, and not normally be given planning permission, except for the fact that it would secure the future conservation of a heritage asset.

Further information in relation to Decision Making on planning decisions, including reference to Historic England’s Good Practice Advice in Planning advice notes can be found in the Decision Making section of this Guide in Part A.



The Dome Cinema, Marine Parade (Grade II Listed)*



Left image - Parsonage, (Becketts Cottage) 6-10 High Street, Tarring (Grade II Listed)*



Right image - Old Castle, 26 High Street, Tarring (Grade II Listed)

Local Policies and Decision Making

5. Worthing Local Plan Heritage Policies

5.1 There are two Development Management (DM) policies within the [Worthing Local Plan](#) (WLP); DM23 – Strategic Approach To The Historic Environment, and DM24 – The Historic Environment. Both are set out below. In line with the National Planning Policy Framework (NPPF) and Historic England guidance referred to earlier in this guide, the first of these, DM23, provides a positive and proactive strategy for the conservation and enjoyment of the town’s historic environment. Policy DM24 that follows, then sets out the issues which proposed development should take account of and that the Council will consider when making decisions on relevant planning applications. Both are in line with the NPPF’s paragraph 192:

5.2 Local Planning Authorities (LPAs) should maintain or have access to a Historic Environment Record (HER). This should contain up-to-date evidence about the historic environment in their area and be used to:

- a) Assess the significance of heritage assets and the contribution they make to their environment; and
- b) Predict the likelihood that currently unidentified heritage assets, particularly sites of historic and archaeological interest, will be discovered in the future.

DM23 – STRATEGIC APPROACH TO THE HISTORIC ENVIRONMENT

a) The Council will conserve and enhance the historic environment and character of Worthing, which includes historic areas, buildings, features, archaeological assets and their settings, important views and relationships between settlements and landscapes/seascapes.

b) The Council will seek to:

- i) update Worthing’s Conservation and Heritage Guide;
- ii) review Worthing’s heritage assets including the lists of Local Interest Buildings;
- iii) review Worthing’s Conservation Areas (updating their Character Appraisals and producing Management Plans) and seek opportunities to enhance their character and appearance in accordance with their Character Appraisals and Management Plans;

DM23 – STRATEGIC APPROACH TO THE HISTORIC ENVIRONMENT *continued*

- iv) take opportunities to seek improvements to listed buildings and buildings within Conservation Areas when their condition has deteriorated. Where requests are not complied with the Council may use its statutory powers to enforce positive change;
- v) identify and protect important views between settlements, across character areas, and capturing transitions between landscape, townscape and seascape. This will include considering the relationship between ‘views’ and the ‘function’ such views serve;
- vi) recognise the role of and encourage the best use of heritage assets in regeneration, design, tourism and education;
- vii) use Article 4 directions where important heritage assets are under threat;
- viii) work with others, including the local community where appropriate, to address how best to conserve any assets listed on Historic England’s Heritage at Risk Register, or any other assets at risk of loss, and to understand the significance of the historic environment in Worthing’s character and sense of place; and
- ix) have regard to Historic England’s range of published information, guidance and advice, and will work with others towards implementing best practice.

DM24 – THE HISTORIC ENVIRONMENT

- a) Where development affecting any designated or undesignated heritage asset is permitted, it must be of a high quality, respecting its context and demonstrating a strong sense of place.
- b) Proposed development should take account of the information and guidance in Worthing’s Conservation and Heritage Guide (which will be updated and periodically reviewed).

Designated Heritage Assets

- c) Development should not adversely affect a heritage asset or its setting (including important views that contribute to its setting). Where a proposed development will lead to substantial harm to (or total loss of significance of) a designated heritage asset, the Council will refuse consent, unless it can be demonstrated that the substantial harm or total loss is necessary to achieve substantial public benefits that outweigh that harm or loss. Where a proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm will be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use. Where proposals may result in harm to a designated asset a Heritage Impact Assessment (HIA) must be submitted describing the significance of any heritage assets affected, including any contribution made by their setting.

DM24 – THE HISTORIC ENVIRONMENT *continued*

- d) Planning permission and/or Listed Building consent will only be granted provided that the appearance, significance, or historic character of the Listed Building is not adversely affected. The reinstatement or replication of original features such as windows or doors will be supported. Materials used must be consistent with those originally used or typical of the locality. Change of use may be supported where this secures the retention of a building of historic architectural interest where it could otherwise be lost.

- e) Development in Conservation Areas will be required to be of a high standard of design and materials so as to respect, preserve and enhance the character and appearance of that area, and preserve important features. Conservation Area Character Appraisals will be used to assess applications within designated Conservation Areas and opportunities will be taken to preserve and enhance these areas, and to implement the recommendations of Conservation Area Management Plans. The importance to the local area of Buildings of Local Interest within Conservation Areas will be a material consideration in assessing an application for their demolition or development. Where, in compelling circumstances, the Council is minded to grant permission for demolition of a building in a Conservation Area, this shall not be granted until detailed plans for redevelopment have been approved.

- f) Planning permission to replace shopfronts of inappropriate design or materials, or in poor condition, in Conservation Areas will be granted providing the replacement is of appropriate design and materials, respecting the character of both the building and the Conservation Area. Advertisements in Conservation Areas should respect the character, proportions and design of the building on which it is displayed, and use traditional materials where necessary. Internally illuminated signs will generally not be permitted.

Undesignated Heritage Assets

- g) The following locally listed heritage assets will be a material consideration when determining planning applications:
 - i) Buildings of Local Interest;
 - ii) Environmental Areas of Special Character;
 - iii) Parks and Gardens of Local Interest.

DM24 – THE HISTORIC ENVIRONMENT *continued further*

They have been identified for their contribution to the character of the area in which they are located as set out in Worthing's Conservation and Heritage Guide. Their importance to the local area and community will be considered, and account will be taken of the desirability to sustain and enhance their significance. Development proposals should respect, support, and where possible, positively contribute to the essential character of these heritage assets. Other buildings and features of design and architectural interest not included above may also be considered undesignated heritage assets and therefore will also be subject to these requirements. Where a development would result in harm to an undesignated asset, a balanced judgement will be made, having regard to the scale of any harm or loss and the significance of the asset. A HIA will be necessary to inform the decision.

- h) The Council will preserve archaeological features against damaging or discordant development. Such features should only be removed or altered in compelling circumstances where there is no practical alternative and where provision can be made for recording. Where a site includes, or potentially includes, heritage assets of archaeological interest, an appropriate desk based assessment will be required and a field evaluation where necessary.

- 5.3 As outlined in the two WLP conservation and heritage policies above, as well as in the document's Social Policies, the overall local approach from WBC is that development should 'respect, preserve and enhance heritage assets and their settings', whilst also 'promote the beneficial use and enjoyment of heritage assets and where appropriate, use Conservation Area Appraisals and other historic character tools to determine the appropriateness of the design'. Therefore, maintaining the existing attractive urban character and historic development pattern in the town will remain an important part of the borough's future and is highly valued.



Sensory Garden, Highdown Gardens (Registered Historic Park & Garden)

6. Decision Making

6.1 In line with paragraph 39 of the National Planning Policy Framework (NPPF) and the National Planning Policy Guidance (NPPG), early engagement and pre-application discussion is encouraged and the following check list is considered to be a good practice approach to the assembly and analysis of relevant information (it is recognised that not all the stages may be appropriate in all cases and the level of detail should be proportionate):

- Understand the significance of the affected assets;
- Understand the impact of the proposal on that significance;
- Avoid, minimise and mitigate impact in a way that meets the objectives of the NPPF;
- Look for opportunities to better reveal or enhance significance;
- Justify any harmful impacts in terms of the sustainable development objective of conserving significance and the need for change;
- Offset negative impacts on aspects of significance by enhancing others through the recording, disseminating and archiving of the archaeological and historical interest of the important elements in the heritage assets affected.

6.2 The Historic England advice note, **GPA3 – The Setting of Heritage Assets**, also sets out some guidance on decision making in planning involving heritage assets. This guidance

sets out a series of steps that can be applied in any decision making that may affect a heritage asset and the importance of its setting:

- Identify which heritage assets and their settings are affected;
- Assess whether, how and to what degree these settings make a contribution to the significance of the heritage asset(s);
- Assess the effects of the proposed development, whether beneficial or harmful, on that significance;
- Explore the way to maximise enhancement and avoid or minimise harm;
- Make and document the decision and monitor outcomes;
- How these policies/ guidelines/heritage assets may affect developers.

6.3 It should be noted that developers may be subject to contributing to the repair, restoration or maintenance of a heritage asset and their setting (among other contributions). Furthermore, developers should include the possibility of unforeseen discoveries in their risk-management strategies. If new heritage assets are uncovered once the development process has begun (or an existing asset is proved to be more significant than previously thought), the Local Planning Authority (LPA) will work with the developer to protect the significance of the heritage asset.

Heritage Statements

6.4 When submitting proposals involving a heritage asset/archaeology, it will normally be necessary for a Heritage Statement to be submitted along with any planning application or Listed Building Consent.

6.5 Heritage Statements are an important part of the planning process. The scope and degree of detail necessary in a Heritage Statement will vary accordingly to the particular circumstances of each application. Applicants are advised to discuss proposals with the Development Management section of the LPA before any application is made. The following is a guide to the sort of information that may be required.

6.6 For applications for Listed Building Consent, a written statement that includes a schedule of works to the Listed Building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the Listed Building or structure, its setting and the setting of adjacent Listed Buildings may be required. A structural survey may be required in support of an application for Listed Building Consent.

Historic Environment Records

6.7 Historic Environment Records (HERs) provide detailed information about the historic environment of a given area. They are maintained and updated for public benefit and used in accordance with national and international standards. As the NPPF states in its updated guidance, LPAs 'should maintain or have access to a historic environment

record’ and that ‘this should contain up-to-date evidence about the historic environment in their area’. Paragraph 192 of the NPPG also notes that HERs are publicly accessible and dynamic sources of information about the local historic environment. They provide core information for plan-making and designation decisions, such as information about designated and non-designated heritage assets, and knowledge that helps predict the likelihood of current unrecorded assets being discovered during development. HERs will also assist in informing planning decisions by providing appropriate information about the historic environment to communities, owners and developers as set out in the NPPF.

6.8 A list of HERs in England can be found at the Heritage Gateway website. In further Historic England advice and guidance, the organisation’s, A Guide to Historic Environment Records (HERs) in England, states that it ‘monitors the standards of all HERs by coordinating and validating audits on a five-year cycle to review data quality and evidence compliance against national standards and indicators’. Historic England also identifies the need for any ‘enhancements’.

6.9 The process for finding out information about HERs, other than using the Heritage Gateway portal mentioned earlier in this Guide, is as follows:

- The applicant contacts the HER via the West Sussex County Council (WSCC) website and completes the ‘Request for Information form’ under ‘Requesting HER Information’.
- A charge will be made to the enquirer for this service.
- HER Officer to undertake the search and send the information to the applicant.
- The applicant undertakes analysis and interpretation of the data and uses this to inform their application to the LPA.
- Please note: HER searches will only be undertaken on receipt of a Planning Application Request for Information form (see above).
- A central Grid Reference and/or a plan detailing the site boundary must be included with the form.
- If only a central grid reference is supplied then a radial search will be undertaken.
- If a site boundary plan is included then a buffer search of the boundary will be undertaken.

6.10 Even when an HER search returns no results this does not mean that there is no archaeology or heritage significance within the development site and there may still be the need for archaeological mitigation. WSCC will not provide analysis or interpretation of the HER information. For further information please see the WSCC website.

6.11 It is recommended that an applicant undertakes a HER search from WSCC when:

- The application relates to 25 Residential Units or over located outside of a Conservation Area¹ or an Historic Core Area²; or
- The application relates to five Residential Units or over located within a Conservation Area or Historic Core Area.
- The application is for a non-residential development and is 0.4 ha (1 acre) or over.

More information about these guides and other useful information can be found on the Historic England website.

¹ Details of the Conservation Areas are held on the LPA's GIS system.

² The Extensive Urban Survey details can be found on the Extensive Urban Surveys (EUS) of Historic Towns in Sussex page of the WSCC website.



Beach House Park, Brighton Road (Local Historic Interest)



Cissbury Ring (Site of Scientific Interest & Scheduled Ancient Monument) with views to Chanctonbury Ring to the north-east

PART B – HERITAGE ASSETS

7. Listed Buildings

7.1 The National Planning Policy Framework (NPPF) defines Listed Buildings as ‘A building which has been designated because of its special architectural or historic interest’ and (unless the list entry indicates otherwise) includes not only the building itself but also:

- Any object or structure fixed to the building
- Any object or structure within the curtilage of the building which, although not fixed to the building, forms part of the land and has done so since before 1st July, 1948.

Architectural Interest – for a building to be considered of special architectural interest it must be of importance in its architectural design, decoration or craftsmanship; special interest may also apply to nationally important examples of particular building types and techniques and significant plan forms.

Historic Interest – to be of special historic interest a building must illustrate important aspects of the nation’s social, economic, cultural, or military history and/or have close historical associations with nationally important people. There should normally be some quality of interest in the physical fabric of the building itself to justify the statutory protection afforded by listing.

7.2 When a building is considered to be of ‘special architectural or historic interest’ by the Secretary of State for Digital, Culture, Media and Sport, it will be included in a list of such buildings. This list is maintained by Historic England and is available online through the National Heritage List for England. **Listed Building Consent is required for virtually all significant works to listed buildings and development within their curtilage.**

7.3 The list entry contains a description of each building and any important features. It should be noted that the descriptions are not a comprehensive or exclusive record of the special interest or significance of the building. **Any omission from the list description of a feature does not indicate that it is not of interest and advice should be sought from the Council where there is any doubt.**

7.4 The list entry identifies the principal building or buildings that are listed which include the whole of any principal building and its interior (therefore the whole building in its entirety exterior and interior is subject to protection). Objects, structures and buildings affixed to a listed building or within its curtilage may also be protected by the listing.

7.5 In general, any pre-1948 structure that formed part of the land and was in the curtilage of the principal Listed Building at the date of listing (or, possibly, 1st January 1969 for buildings listed before that date, although this is not a settled point of law) and is

ancillary to the principal building is considered to be part of the listing. As from 26th June 2013, some new list entries or list entries amended after that date may expressly exclude such curtilage buildings from protection. In general, a structure attached to a building, such as adjoining buildings or walls, will also be covered by the listing if the structure was ancillary to the principal building at the date of listing.

Certificates of Immunity – A certificate of immunity from listing is a legal guarantee that a building will not be listed for a 5-year period from the date on which the certificate is issued. A local authority cannot serve a building preservation notice on the building during the same period.

Listed Building Grades

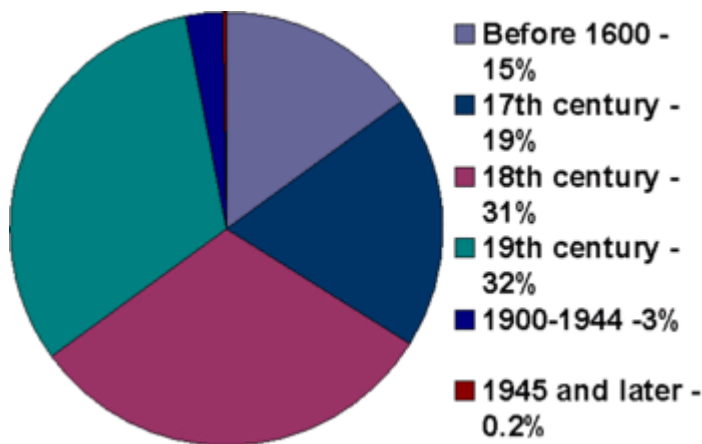
7.6 All buildings constructed before 1700 which survive in anything like their original condition, and most buildings built between 1700 and 1840 (although some selection will be necessary), are included on the list. Later buildings may be listed but they must be of very special quality. There are approximately 400,000 Listed Buildings in England.

There are three grades of Listed Buildings as set out in the table below:

Grade	Percentage of Listings Nationally	Information
Grade I	2.5%	Are of exceptional interest, sometimes considered to be internationally important.
Grade II	92%	Nationally important and of special interest. It is the most likely grade of listing of a home owner.
Grade II*	5.5%	Are particularly important buildings of more than special interest.

Historic England is a statutory consultee for all development proposals that may affect Grade 1 or Grade 11* Listed Buildings.

Age range of listed buildings in the UK (Historic England formerly English Heritage)



Worthing's Listed Buildings

7.7 There are 216 entries, but over 360 buildings (as an entry can comprise a whole terrace of buildings) on the building list for Worthing. This includes three Grade I buildings: Castle Goring; The Old Palace, Tarring; and Church of St Mary, Broadwater. There are 11 Grade II* buildings with the vast majority (202) being graded Grade II. The later grading is most commonly applied to domestic dwellings.

How can I check if my property is listed?

7.8 Historic England maintains a 'List of Buildings of Special Architectural or Historic Interest'. There is a [list](#) on the Council's website of all those buildings listed in Worthing Borough.

7.9 In addition, the National Heritage List for England is a searchable database of all nationally designated heritage assets including Listed Buildings. Find out more on 'The National Heritage List for England' website.

When is Listed Building consent required?

7.10 No special action is required in the carrying out of prudent maintenance and general repairs on a strict like for like basis. However, when an owner wants to make alterations to a Listed Building then careful consideration will need to be given as to whether it will require some form of consent. The listing covers the whole building and Listed Building consent is required from the Council to demolish, extend or alter the building (either interior or exterior) where the proposed works would affect the character of the Listed Building.

Examples (not exhaustive) that **normally** require consent:

- Changing of roof materials
- Alterations to exterior walls
- Painting or other types of cladding over stone or brickwork
- Adding structures or fixing objects to a Listed Building
- Repairs not carried out in matching materials
- Replacing windows
- Fitting of new boilers, ovens, stoves etc. which require new flues.

7.11 Anything which is fixed to the building or forms part of the site and has done since 1 July, 1948, is treated as part of the Listed Building (for example, walls and outbuildings). This means that you must apply for consent to alter or carry out work on any part of the building or site.

Examples of works that would **not normally** require consent:

- Internal works, such as redecorating
- Installing bathrooms and kitchen fittings
- Central heating installations

7.12 However, if these works interfere with important internal features such as paneling or mouldings, consent may be required. This list is by no means comprehensive and is included for guidance purposes only.

7.13 **If you are considering undertaking any work to a Listed Building it is likely that you will need Listed Building Consent, in addition to any other appropriate permissions or approvals.** Please also see the [Council](#), and the Historic England websites for further information and/or contact the Councils Development Management Section on **01903 221065** or email at planning@adur-worthing.gov.uk.

You are strongly advised to contact the Council to ascertain whether the proposed works would require planning permission/consent.

7.14 If your application for Listed Building consent is refused, granted with conditions or not determined within eight weeks of it being validated by the Council then you have the right to appeal to the Secretary of State for Digital, Culture, Media and Sport.

Can a Listed Building be demolished or partly demolished?

7.15 You will normally need Listed Building Consent to demolish all, or part, of a Listed Building. However, this will depend on the amount of the demolition planned, and you should discuss your proposal with a Planning Officer, even if the demolition is minor. Some minor demolition may still need Listed Building consent as it may be considered to be an alteration to a Listed Building.

You can only demolish a Listed Building if:

- You have Listed Building consent; and
- You have told the Royal Commission on Historical Monuments about the proposed work and have given them reasonable access to the building for at least a month after getting Listed Building consent. In some cases, the Commission may write to say that it does not need access.

For more information, please follow this website link: <http://www.adur-worthing.gov.uk/building-control/demolition/>.

What if I undertake works without gaining Listed Building consent?

- 7.16 It is a criminal offence to demolish, extend or alter a Listed Building in a way that affects its character, without first obtaining Listed Building Consent. The penalties on conviction are considerable and can result in fines of up to £20,000, imprisonment or both.
- 7.17 If unauthorised works to a Listed Building are unsympathetic, the Council can take enforcement action. This may require a building to be restored to its former state or specify action, which would alleviate the effects of the works executed without consent. The Courts do not regard 'ignorance of listing' as a defence where work is undertaken without the necessary consent.

Can a building be removed from the list?

- 7.18 If it is evident that a Listed Building no longer meets the requirements for special architectural or historical interest, the Secretary of State for Digital, Culture, Media and Sport has the authority to remove a building from the list.

How to apply for Listed Building consent?

- 7.19 Please consult the Council's [Planning Applications and Planning Permission](#) page for details on how to submit a planning application and for required forms.



Blue Plaque – Jane Austen, Stanford Cottage (The Worthing Society)



Left image – Warnes, Steyne Gardens

Right image – The Old Brewery, Warwick Road

8. Conservation Areas

- 8.1 The National Planning Policy Framework (NPPF), in most cases, holds local authorities responsible for the designation of Conservation Areas (CAs). The NPPF defines them as 'An area which has been designated because of its special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance'. As already outlined, Worthing has 26 CAs, 2 of which are now the responsibility of the South Downs National Park Authority (SDNPA); Castle Goring and Highdown. This guide covers these given their importance to the local area within the whole borough.
- 8.2 WBC recognises the contribution which historic areas have in relation to quality of life in the town, providing, as they do, a link to the past that can give people a sense of continuity and stability. As Historic England outlines in their CA Appraisal, Designation and Management document, conservation and heritage can offer communities 'reassurance of the familiar which can provide a point of reference in a rapidly changing world. The way building traditions and settlement patterns are superimposed and survive over time will be unique to the townscape of each area. This local distinctiveness can provide a catalyst for regeneration and inspire well designed new development'.
- 8.3 WBC is committed to regular appraisals of CAs, as required by the NPPG and as recommended by Historic England. It should be noted that WBC will shortly commence a Heritage Work Programme, which will build on some of the work which has already been done by the WBC's Planning Department and other stakeholders. This Programme will potentially include Conservation Area Character Appraisal Reviews, including applications for new and extended CA's.

Why Conservation Areas are Designated?

- 8.4 CAs are normally designated by the Local Planning Authority (LPA). However, the Secretary of State for Digital, Culture, Media and Sport can also designate a CA anywhere in England in exceptional circumstances, usually where the area is of more than local interest.
- 8.5 A LPA can identify an area of special architectural or historic interest which deserves careful management to protect that character. CA designation introduces a general control over the demolition of unlisted buildings and provides a basis for planning policies. The objective is to conserve all aspects of character or appearance that define an area's special interest.
- 8.6 Designation of a CA gives broader protection than singular listed buildings and ensures that planning decisions reflect the importance of the wider area. All features within the area, such as the historic layout of roads, and pathways, and the characteristic building materials contribute to the local character.

- 8.7 Prior to designation, the Council will have carried out an appraisal of the proposed CA, which may include photographic survey of all the buildings/features being included at the time of designation.
- 8.8 To establish a CA, the Council has to follow a formal designation process which needs to be properly adhered to otherwise the designation could be challenged. Further advice about the process of designation, appraisal and management can be found on the Historic England website.

What is the process for Conservation Area Appraisals/ Management Plans?

- 8.9 Section 71 of the Planning (Listed Building and Conservation Areas) Act 1990 requires Local Authorities to formulate and publish management proposals, ‘from time to time’.
- 8.10 Following on from designation, a management plan is the key tool for fulfilling the Council’s duties under the 1990 Planning (Listed Buildings and Conservation Areas) Act to review the CA and its boundaries and formulate and publish proposals for the preservation and enhancement of the area.

How do I know if my property is within a Conservation Area?

- 8.11 All properties within a CA are required to have this recorded as a local Land Charge. Residents and businesses in a CA need to know they may need permission from the Council before making alterations such as cladding, inserting windows, installing satellite dishes and solar panels, adding conservatories or other extensions, laying paving or building walls.

Worthing Conservation Area List

- 8.12 Further details about all CAs can be found on the [WBC website](#). The Council has published CA Appraisals for all of the CAs in Worthing.

List of Worthing’s Conservation Areas

Number	Conservation Area Name
1	Broadwater
2	Broadwater Green
3	Castle Goring (within SDNPA)
4	Chapel Road
5	Durrington
6	Farncombe Road
7	Goring
8	Goring Hall

9	Heene
10	Highdown(within SDNPA)
11	Ivy Place
12	Little High Street
13	Marine Parade and Hinterland
14	Mill Road
15	Montague Street
16	Park Crescent
17	Richmond Road
18	Robson Road
19	Salvington
20	Shaftesbury Avenue
21	Shakespeare Road
22	South Street
23	Steyne Gardens
24	Warwick Gardens
25	West Tarring
26	Winchester Road

8.13 Each CA listed above, has been mapped on the following page and further details can be found on the WBC website. The website provides a more detailed map and a summary of each area designated with information on:

- Location and topography
- Origins and development
- Architectural, townscape and landscape qualities
- Greenery and open space
- Enhancement opportunities.

More detail can also be found on the Council's [Interactive Geographical Information System \(GIS\)](#).

How does Designation affect Planning Decisions?

- 8.14 Applicants for development within a CA will be subject to additional controls. Therefore you are advised to contact the Council to confirm whether the work you intend to carry out requires permission.
- 8.15 In addition to standard planning controls, if you live in a CA you will require planning permission to:
- Demolish a building with a volume of more than 115 cubic metres. There are a few exceptions - you can get further information from WBC.
 - To demolish a gate, fence, wall or railing over 1 metre high next to a highway (including a public footpath or bridleway) or public open space; or over 2 metres high elsewhere.
- 8.16 Conservation Area Consent was previously required to demolish unlisted buildings in CAs. However, since 2013 this is no longer required but planning permission will be required for 'relevant demolition', which includes unlisted buildings in CAs. It is now a criminal offence to carry out demolition in a CA without planning permission.
- 8.17 In some CAs, Article 4 Directions³ will be put forward by the Council that remove the normal permitted development rights for modifications to a residential dwelling such as removal of walls. The Council will clarify whether an application for Conservation Area Consent or planning permission will be required, or in the case of proposals for trees, whether such works will be acceptable.

Trees in Conservation Areas

- 8.18 LPAs are under a duty to preserve or enhance the character or appearance of Conservation Areas as a whole. A key part of that character and appearance may be the trees. If you intend to carry out works on trees in a CA, you must contact the **Council's Tree Officer**.
- 8.19 The Council recognises the contribution trees make to the character and appearance of CAs and will seek retention of all trees that contribute, whether on private land, on streets or in parks.
- 8.20 Anyone proposing to carry out works to a tree (with a stem diameter of at least 75mm and 1.5m above the ground) in a CA must give **six weeks written notice to the Council**. This is to give the Council time to assess the contribution the tree makes to the

³In some circumstances LPAs can suspend permitted development rights in their area. LPAs have powers under Article 4 of the 1995 Order to remove permitted development rights. While Article 4 Directions are confirmed by LPAs, the Secretary of State for Digital, Culture, Media and Sport must be notified, and has wide powers to modify or cancel most Article 4 Directions at any point. Article 4 Directions can be used anywhere within the authority area where it is deemed appropriate and necessary and where relevant criteria in the Order are met.

character of the CA and if the works would damage this and to see whether a tree is of sufficient amenity value to be worthy of protection via a Tree Preservation Order.⁴

- 8.21 Any future necessary tree planting in CAs will be of species which accord with the prevailing character of the area. The preference will be to replace on a like for like basis unless replanting with the same species is not practical for sound arboriculture reasons. In such instances, species will be chosen that at maturity will be of a similar height, size, shape and leaf cover to existing trees. Further information about Tree Conservation and Tree Preservation Orders can be found on the Council's [website](#).

Green Space

- 8.22 It is not only buildings within CAs which make up its character and appearance. The spaces between buildings, including green space, are also important. Open spaces within CAs are normally an asset, unless they are neglected. As such, effective management of open spaces as well as a presumption in favour of their retention will ensure the contribution these spaces make to the character and appearance of CAs is positive.

New Development

- 8.23 Developmental change in CAs may be accepted by LPAs, where it is required in order to keep them characteristic, unique, vital and prosperous. Whilst CAs are important heritage assets and the Council is committed to a policy framework to ensure preservation or enhancement of them, these areas are living communities. The Council recognises that buildings and the spaces around them are not museum pieces to be preserved at a particular point in time. It is harmful, uncontrolled change that needs to be addressed to ensure that any alterations and new development accords with the special character and appearance of a given area. As such, it is crucial that all new development should be sympathetic to the special architectural and aesthetic qualities of the area, particularly in terms of scale, design, materials and space between buildings.
- 8.24 Loss of buildings that make a positive contribution to the CA will be resisted. New development whether an alteration or new buildings, should be of a high quality which responds to the existing urban context and settlement pattern. Quality of design and execution are paramount to securing new development which can be valued in the future.

Further advice can be found on the Council's website and on the Historic England website.

⁴Tree Preservation Orders (TPO's): Individual trees or groups of trees within or outside of a CA may be offered protection by a TPO issued by a LPA where it is expedient to do so in the interest of amenity.

Guidelines for Development in Conservation Areas

8.25 The following paragraphs provide some general advice about works to properties in CAs. Where more detailed advice is required, the Council's Development Management section should be consulted.

➤ *Existing Properties*

8.26 Features and details should be retained where possible in order to preserve the special character and appearance of the area. Similar local buildings, old photographs and plans are a valuable resource and can inform accurate detailing in new work. It is important to note that some works may require planning permission and/or building control approval and listed building consent.

➤ *External Surfaces*

8.27 Brickwork should not normally be cleaned, rendered or painted without careful consideration as such changes may harm the integrity of the building and the surrounding area. Repairs should be undertaken with caution. Matching imperial size brick of the same material, size and texture will normally be required for older properties.

8.28 Original mortar and pointing should be retained if possible. Where re-pointing is the only option mortar mixes should normally be lime based, of a traditional light colour and a coarse aggregate. Mortar analysis may be required and a patch test carried out to establish the correct mix. Artificial colourants to match existing weathered lime joints should not be used and hand tooled methods should be used in preference to the use of mechanical tools which can harm the building. Pointing finish should be traditional flush or slightly recessed, not weather-struck, and should match and be limited to where the existing material has weathered.

➤ *Joinery*

8.29 Regular examination and repainting prolongs the life of exterior joinery, windows and doors. Experienced joiners may undertake small repairs to address localised rot or failures. Where important traditional features cannot be repaired, exact replicas for replacement should be sought.

➤ *Windows*

8.30 Changes to fenestration (spaces which fill openings such as windows and doors) should be avoided. If traditional windows are in good condition or can be repaired they should be retained. If increased insulation is required the use of draught proofing or internal secondary glazing should be considered. Where replacement windows are

deemed necessary exact replicas should be sought with respect to detailing materials and finish. Timber windows should be painted with a putty finish to glazing.

- 8.31 Double glazing should be avoided. It rarely replicates original window detail as glazing bars and meeting rail profiles are deeper to accommodate the heavier glass panes. Stick on glazing bars, trickle vents and other modern window detailing should be avoided.
- 8.32 Modern replacement windows in metal, unpainted hardwood or uPVC units which fail to replicate the delicacy of traditional construction details are not encouraged. They can appear crude and ungainly and cause harm to the integrity of buildings. Old glass (including coloured glass used in fanlights etc.) where it survives should be retained. If repaired, glass should be removed whilst the works are undertaken and then placed back.

➤ **Doors**

- 8.33 Original external doors should be retained and repaired. Accurate replica doors, reflecting the date and style of the host building and surrounding buildings will normally be the best solution where replacement is required.

➤ **Roofs**

- 8.34 Roofs and chimneys contribute to the special character of a building, group value, and the wider character of the area. As such, the removal and replacement with unsympathetic designs of historic roof structures and materials should be avoided.
- 8.35 Small scale roof repairs can be achieved using reclaimed materials and this is encouraged. Replacement roof finishes should, where possible, make use of the original covering or a suitable match. Modern roof coverings should be replaced with traditional ones when requiring replacement. Natural slate and clay tiles are preferred as they have a durability and finish which artificial tiles cannot match with their bland, uniform finish. Pop-up roof vents, extractors or soil stacks should be avoided. Flush fittings in unobtrusive locations are preferred.
- 8.36 Chimneys add interest to the roof scape and are an important architectural feature and retain an important ventilation function even if the fire is not in use. Chimneys and pots should be retained and kept in a good state of repair.

➤ **Dormers**

- 8.37 Front dormers should normally be avoided as they are highly likely to appear incongruous. Large, bulky dormers (and those that protrude above the main roof ridge) and flat felt roofs or other poor modern treatments should be resisted.

➤ **Roof Lights/ Solar Panels**

- 8.38 Roof lights and solar panels should be avoided on prominent and principal roof slopes and where the group value of unaltered roof slopes is important. Where they are appropriate, roof lights should normally be of traditional cast iron with a traditional slender frame and a vertical glazing bar. Roof lights and solar panels should be small, flush with the roof and in line with existing openings.

➤ **Extensions**

- 8.39 Front and side extensions should be avoided in order to maintain the integrity of the host building and the character and appearance of the CA. New rear extensions, where deemed acceptable, should respect the form, design, materials and construction of the host building. Size and bulk should be considered to avoid visual dominance/competing with the host building in visual terms. Large flat roofs are not characteristic of the area and should be avoided. Existing extensions which pre-date this advice should not be used as justification for further unsympathetic alterations.
- 8.40 Roof extensions are unlikely to be acceptable if the roofscape and chimney detailing within a CA is one of its important features. The loss or inappropriate alteration of historic roof forms is likely to cause demonstrable harm to the character and appearance of a CA.

➤ **Plant and Equipment**

- 8.41 The location and appearance of satellite dishes, meter boxes, soil pipes, lights, security alarms and other equipment should be carefully considered. Installations in prominent locations that would be visually intrusive should be avoided. Wall mounted meter boxes on front facades are inappropriate and should be located to the rear of buildings to avoid unnecessary visual clutter.

➤ **Shopfronts**

- 8.42 Historic or sympathetic shopfronts should be retained and unaltered. Where replacements are deemed acceptable they should be of a high quality, normally timber framed with well detailed traditional elements.

➤ **Change of Use**

- 8.43 All proposals for new uses and any physical changes associated with this should take into account historic context and should not adversely affect the character or appearance of CAs.

➤ ***New Development***

- 8.44 As outlined in the adopted WLP, the Council will resist the loss of all buildings that make a positive contribution to a CA. Where sites within a CA become available, new development should aspire to a quality of design and execution which may be valued in the future and responds to its context.
- 8.45 The objective of preserving and enhancing CAs may be met by working in both traditional and new ways, which complement the established urban grain and respects prevailing building forms and materials.

➤ ***Boundary Treatment***

- 8.46 The loss of boundary treatment such as walls, gates and fences that contribute to the character of CAs should be avoided. New enclosures should make reference to that of neighbouring properties. If new fencing, walls or iron work is proposed, it should be of the same height and a design (executed in the traditional manner) appropriate to the site and surrounding area.

➤ ***Sustainability***

- 8.47 The Council encourages sustainable construction within CAs where this is appropriate. However, this approach also acknowledges that for some interventions and initiatives within CAs, care will need to be taken to ensure that measures to improve buildings do not impact negatively on the character of a CA.
- 8.48 Keeping buildings in a good state of repair through regular maintenance is one of the best ways to ensure the long term future of CAs. Reduction of energy consumption in buildings within CAs is also important, such as using energy efficient light bulbs and replacing equipment such as old boilers with more efficient models. Draft proofing existing windows and internal secondary glazing can reduce heat loss, noise, and condensation without the need for replacements. Insulation of pipes, roofs and cavity walls and using thermally lined curtains can also be beneficial.



Worthing Pier

9. Historic Parks and Gardens

The Register of Historic Parks and Gardens

- 9.1 The National Heritage Act 1983, authorises Historic England to compile a register of ‘gardens and other land’ situated in England that appear to be of ‘special historic interest’. The register aims to safeguard the features and qualities of key landscapes for the future. The register is also used to influence management decisions, to improve public awareness and to encourage their owners to preserve and maintain them.
- 9.2 Historic parks and gardens are areas that are formally laid out and landscaped and which are valued for their contribution to the local scene or for historical reasons.
- 9.3 The decision as to whether a park or garden merits registration is based on an assessment by Historic England as to whether it can be said to be of ‘special historic interest’. Historic England has published criteria against which sites are judged. Applications to register new sites and to deregister or amend the entry for an existing registered site are made to Historic England.
- 9.4 Similar to Listed Building grades, Historic England’s review of Parks and Gardens are graded as follows:

Grade	Percentage
Grade I	9%
Grade II*	27%
Grade II	62%

- 9.5 There is no specific separate consent regime for these parks and gardens but applications for planning permission will give great weight to their conservation. The National Planning Policy Framework (NPPF) defines them as designated heritage assets and as such their conservation should be an objective of all sustainable development. Substantial harm to, or total loss of, a Grade II registered park or garden should be exceptional and for a Grade II* or I registered park or garden such loss or harm should be wholly exceptional.
- 9.6 LPAs are required to consult Historic England when considering an application which affects a Grade I or II* registered site. The Garden History Society must be consulted on all applications affecting registered sites of all grades.

Worthing's Historic Parks and Gardens: Highdown Gardens

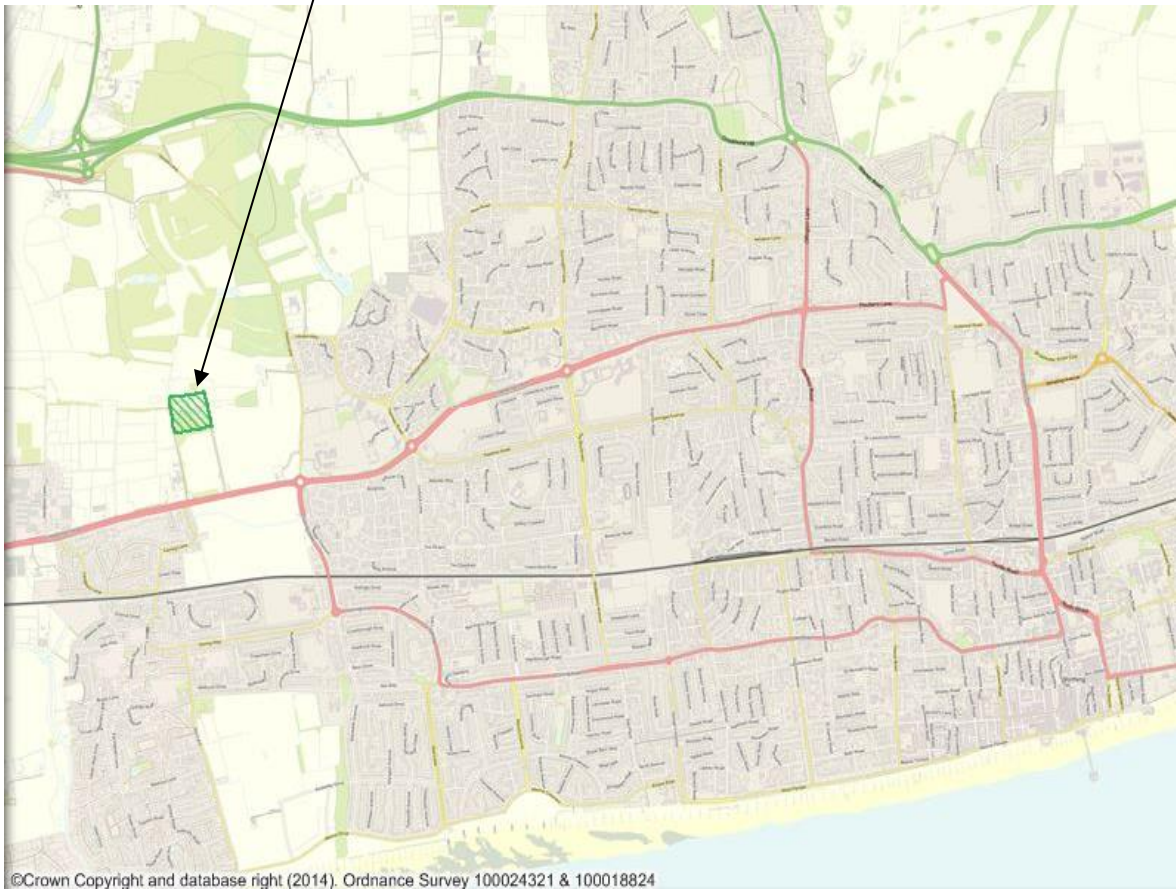
- 9.7 Within the borough, there is only one area on Historic England's Register of Historic Parks and Gardens, which is Highdown Gardens. Although now located within the South Downs National Park (SDNP), it is still relevant to keep references to the Gardens in this document. Indeed, these chalk gardens at Highdown are listed Grade II* and are therefore acknowledged to be of great historic interest nationally. The gardens therefore have legal protection and its designation is a material consideration in the planning process and, as such, the Council must take into account the historic interest of the site when deciding whether or not to grant permission for any changes.



Highdown Gardens

- 9.8 Highdown is an early to mid-20th Century plantsman's garden, created and developed in and around a former chalk pit by Sir Frederick and Lady Stern. It lies 0.4km north of the A259 east to west Littlehampton to Worthing road, between the settlements of Angmering and Goring. The 4.5ha, square-shaped registered site, comprising the house (built c1820), the surrounding gardens and the drive, is situated on the south-facing upper slopes of Highdown Hill, a southward extension of the South Downs, and enjoys panoramic views of the coastal plain and the sea.
- 9.9 Lady Stern maintained the gardens until 1968 when the gardens and the house were given to WBC, which, since the mid 1970s, has restored and managed the gardens to the Sterns' original design. In 1980 the Council sold the freehold of the house and its immediate surroundings to a private company who run it as a conference centre.

Map showing location of Highdown Gardens:



For more information, please visit the Highdown Gardens website:
<https://highdowngardens.co.uk/>

Worthing Borough Council's Register of Parks and Gardens of Local Historic Interest

9.10 As explained above, Historic England maintains a national Register of Parks and Gardens of Special Historic Interest. However, WBC recognises that there are parks, gardens, and other formally laid out and landscaped areas within the borough which will not merit inclusion in the National Register but which are valued for their contribution to the local scene, or for local historical associations. Therefore, using the criteria set out below, a Register of Parks and Gardens of Local Historic Interest has been compiled to help ensure that these areas are adequately protected.

Criteria for inclusion on the Register of Parks and Gardens of Local Historic Interest in Worthing	
1. Landscape or Horticultural Interest	All parks or gardens which are of importance locally for the interest of their landscape or garden design, including layout and form, or their tradition of planting or plantsmanship.
2. Landscape	Locally important examples of particular kinds of park or garden, gardening or landscaping techniques, and layout designs.
3. Horticulture	Gardens displaying interesting or unusual plants, use of materials or innovative techniques to a significant level over a significant period of time.
4. Historic Interest	Gardens which have survived from an earlier age in a form which illustrates or records important aspects of local economic, cultural, social or military history.
5. Historical Association	Parks and gardens having strong associations with nationally or locally important figures or events. The links will need to be documented or supported by a strong local tradition. The site of a park or garden of historic interest where development or other works has caused the essential features to be no longer discernible would not normally be included.
6. Group Value	Parks and gardens which are important to the setting of listed or local interest buildings or which have composition value with buildings, or which contribute positively to the character and appearance of a Conservation Area.

7. Designer	Parks, gardens or grounds designed or laid out by landscape architects or gardeners of national or local renown with their original form surviving to an extent which makes them of interest.
8. Age	Parks, gardens or landscaped areas, the essential features of which were designed or laid out pre 1840 and are still in evidence.
9. Townscape Value	Parks and gardens, cherished locally for their contribution to the landscape, townscape, street scene or seafront or which are valued for the enjoyment of activities particularly associated with Worthing's pleasant and unique character.
10. Rarity	Gardens of a type which is rare in the locality. These should have value as curiosities or be of local interest due to their scarcity or incongruity.

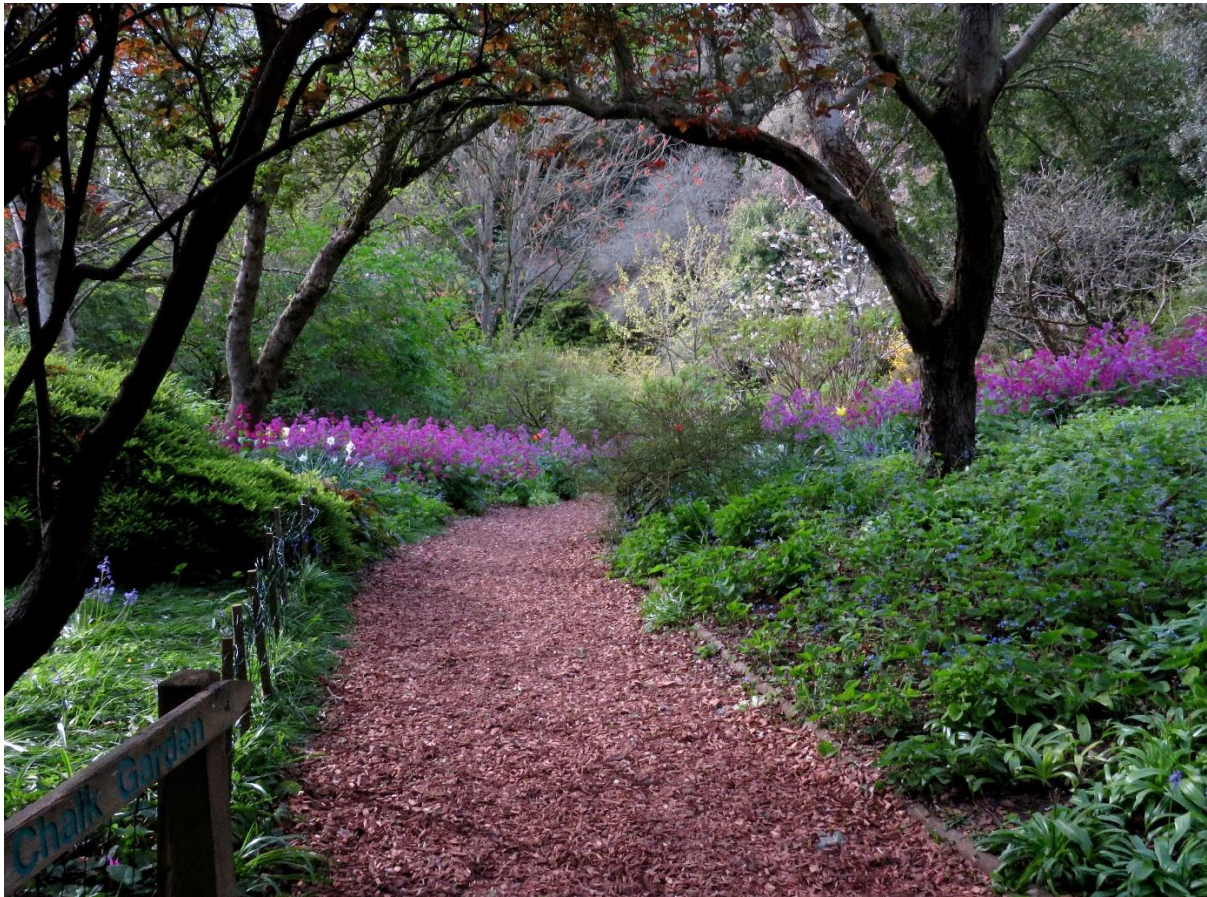
9.11 The subsequent table provides the detail of the current 'Register of Parks and Gardens of Local Historic Interest'. This lists each asset, provides a description and then identifies the criteria which apply to each park or garden.

Register of Parks and Gardens of Local Historic Interest		
Area	Description	Criteria
Marine Gardens	Attractive example of a 1930s marine pleasure garden, notable for its design not just as a seaside facility, but as the focal public open space in a significant layout of contemporary streets and buildings. Includes bowling greens, and an architecturally interesting pavilion.	1, 2, 4, 6, 9
Denton Gardens	Presented by Alderman Denton in the early 1920s. Attractive example of a seaside pleasure garden with a architecturally interesting seafront shelter and historic walls. Important setting for Warwick Buildings (listed grade II) and Worthing Rowing Club.	1, 2, 4, 5, 6, 9
Beach House Park	Historically important as gardens and setting of Beach House (listed grade II*). Now an attractive example of a seaside pleasure garden with important bowling greens and an architecturally interesting pavilion, and wrought iron gates and railings. Within the park is a war memorial to carrier pigeons by Leslie Sharp of Goring, promoted by the actress Nancy Price, and unveiled in 1951 by the Duke and Duchess of Hamilton.	1, 2, 4, 5, 6, 8, 9

Beach House Grounds	Historically important as the seafront grounds of Beach House (listed grade II*). Evidence of the early layout still survives. Within the grounds is a memorial of interest. As well as being curtilage to the listed building the grounds are an important setting for the elevated walkway.	1, 2, 4, 6, 8, 9
The Molson Garden, Goring	Opened in 1985, named after Major Dr John Elsdale Molson who leased Goring Hall. Good example of a contemplative public garden.	1, 2, 5, 6
Tarring Fig Garden	Fig orchard established in 1745 from cuttings from the Old Palace (listed grade I). According to local tradition figs were introduced in the grounds of the Palace by Thomas a Becket. In 1830 there were 100 trees producing 2000 dozen figs annually. The Humphrey family advertised postal delivery of “ripe figs to any part of the kingdom” and the orchard was a popular visitor attraction until it closed to the public in 1937. The garden was reduced in size by the development of Bishops Close in the late 1980s. An annual public open day was achieved through the planning process.	1, 2, 3, 4, 5, 6, 8, 10
Steyne Gardens	Open space and gardens with the character of a Georgian town square, especially in its relationship with Chatsworth Hotel and the Inn on the Prom (all listed grade II). Probably named in 1801 by Edward Ogle in emulation of Brighton. The war memorial to the South African Campaign (listed grade II) was unveiled in 1903. A scented garden at the southern end was opened by Sir Giles Loder in 1964.	1, 2, 3, 4, 5, 6, 8, 9
Grounds of Goring Hall	Grounds laid out shortly after the original mansion was built in 1840 (destroyed by fire and rebuilt in replica in 1888 - listed grade II). Evidence of the formal layout is still discernible, and there are important surviving features including a retaining wall and terrace, gateposts, and the Ilex Avenue.	1, 2, 3, 4, 5
Grounds of Courtlands including the Dutch Garden	Curtilage to Courtlands (listed grade II), including important garden features: canals, archways, statuary, sundial, terrace and balustrading with obelisks, and a gazebo, some of which are listed in their own right. Probably designed by the architect Charles E Mallows. The Dutch Garden has Irish Yew trees in a formal layout.	1, 2, 3, 5, 6, 7, 10
Field Place	Grounds are curtilage to the House and adjacent 18th Century farm buildings (all listed grade II). A former Country Club, in 1956 the site was purchased by the Council for use as a sports and social community facility. The well-kept greens and gardens are an attractive setting for the historic buildings.	1, 2, 6, 9

How does the listing affect planning decisions?

- 9.12 As with locally listed buildings, whilst the local listing of parks and gardens with special historic interest provides no additional planning controls, the fact that a building or site is on a local list means its conservation as a heritage asset is a material consideration when determining the outcome of a planning application.
- 9.13 The NPPF requires that, amongst other things, that the LPA should take into account the desirability of sustaining and enhancing the significance of such heritage assets. The Council is also obliged to consider the positive contribution that conserving such heritage assets can make to sustainable communities, including their economic vitality.



Highdown Gardens – Registered Historic Park & Garden

10. Scheduled Monuments

- 10.1 As outlined by Historic England, 'scheduling' is the process through which nationally important sites and monuments are given legal protection. Since 1882, a schedule has been kept to recognise their national importance by the UK Government.
- 10.2 The current legislation, the Ancient Monuments and Archaeological Areas Act 1979, requires a 'Scheduled Monument Consent' for any works to a designated monument. Several guides are prepared for the variety of monument categorisation: agriculture; commemorative and funerary; commercial sites; culture, entertainment and sport; gardens; industrial sites; law and government; maritime and naval; military sites; places of learning; pre-1500 military sites; religion and ritual pre-AD 401; region and ritual post-AD 2010; settlement sites to 1500; sites of early human activity; sites or health and welfare; transport sites; utilities.

What is a Scheduled Monument?

- 10.3 A scheduled monument must be in physical terms 'a monument' and its heritage interest must be nationally important.

A monument is:

- Any building, structure or work, whether above or below the surface of the land and any cave or excavation;
- Any site comprising the remains of any such building, structure or work of any cave or excavation;
- Any site comprising, or comprising the remains of, any vehicle vessel, aircraft or other movable structure provided the situation of that object or its remains in that particular site is a matter of public interest.

- 10.4 Any adjoining land to the site may also be protected if it is seen as essential for its preservation.

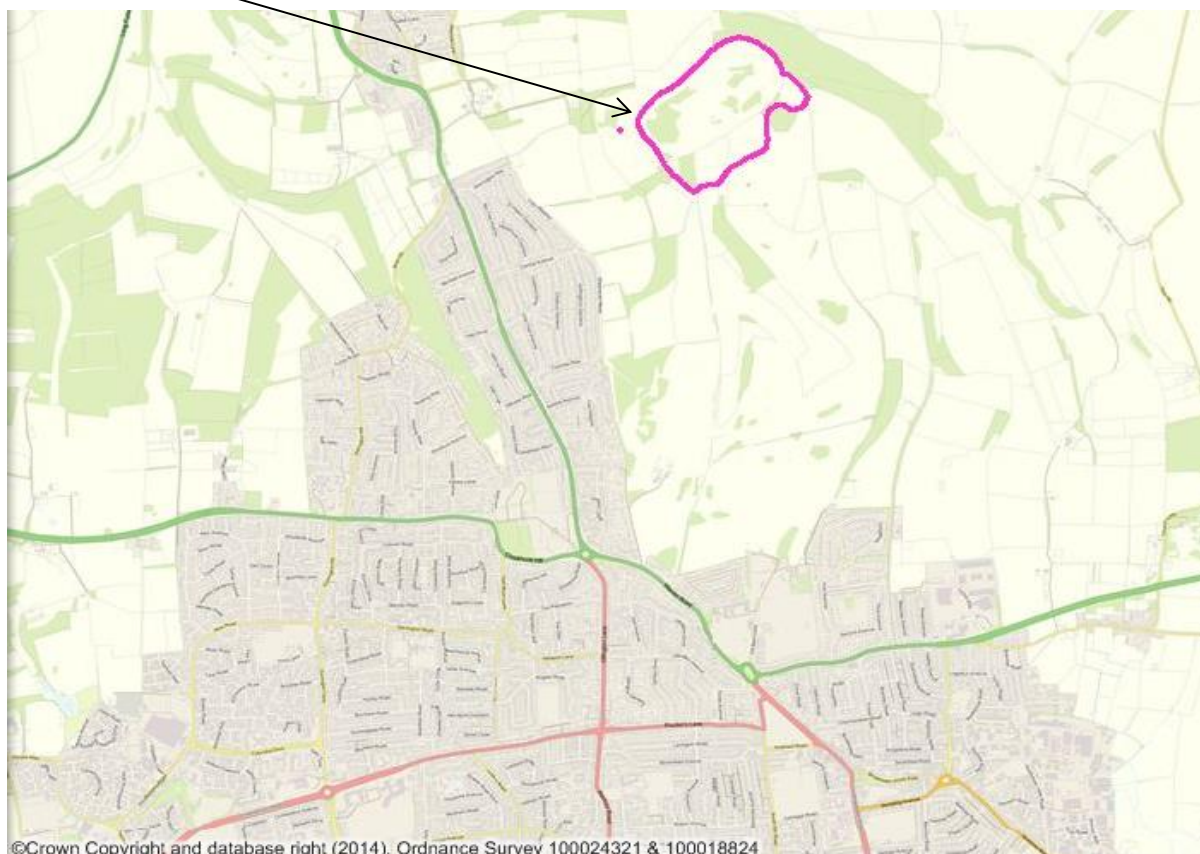
Designation of Scheduled Monuments

- 10.5 If a monument is of national importance it may be scheduled. Generally, it is buildings in use for non-residential purposes that may be scheduled.
- 10.6 A monument will be scheduled if it is considered being both of national importance, and that the scheduling will assist in the preservation of the site. The following criteria are set out by the Secretary of State for Digital, Culture, Media and Sport to determine whether a monument is considered to be of national importance:
- Period
 - Rarity
 - Documentation supporting the monument's significance

- Group value with other heritage assets
 - Survival/condition
 - Fragility/vulnerability – suggesting a need for protection
 - Diversity the monument holds
 - Potential of the monument to tell us more about our past through archaeological investigation.
- 10.7 Once a monument is scheduled, any works to it, with a few exceptions, require Scheduled Monument Consent from the Secretary of State for Digital, Culture, Media and Sport. Scheduled Monument Consent cannot be given by the LPA.
- 10.8 Applications to schedule or de-schedule a monument are administered by Historic England, who will carry out an assessment and make a recommendation to the Secretary of State.
- 10.9 The only Scheduled Monuments within Worthing are Cissbury Ring and Bowl Barrow. Cissbury Ring is one of the most important Scheduled Ancient Monuments in West Sussex and indeed at the national level and it is protected under the 1979 Ancient Monuments and Archaeological Areas Act. It is important to protect these sites from any development proposal which could adversely affect their outlook and historical value.
- 10.10 Cissbury Hill is an Iron Age hill fort, re-fortified in Roman times and re-used again later still as a burh in the Anglo-Saxon period as a defence against the Danes (listed in the Burghal Hideage of 919). The present form of the name is probably due to 16th Century attempts to associate the fort with the Saxon Chief Cissa. Coins were minted from here from the early 11th Century. Within the circuit of the ramparts, at the western end, is an extensive area of Neolithic flint mines, dated very much earlier than the hill fort itself. Elsewhere within the ramparts are a number of other features of Roman and prehistoric heritage. The site is a distinctive landmark from the air and readily recognisable from the ground. It is a classic example of its type.
- 10.11 To the west of the site is Bowl Barrow, a funerary monument, dating from the Late Neolithic period to the Late Bronze Age. The Bowl Barrow survives comparatively well and will contain important information relating to the construction and use of the monument. Its close association with other monuments on the spur, including earlier Neolithic flint mines and the later Iron Age hill fort will provide evidence for the changing function of this area of downland over the centuries.
- 10.12 The importance of Cissbury Ring (seen in the map and images, below) and the Bowl Barrow at both the local and national level warrants appropriate protection measures being applied to the site.
- 10.13 To ensure that the site's sensitivity and value is taken into account early in the planning process, pre-application discussions are encouraged for any future applications that could impact on the site.

10.14 Any works to Cissbury Ring or Bowl Barrow would require Scheduled Monument Consent from the Secretary of State for Digital, Culture, Media and Sport.

Map showing location of Cissbury Ring:



11. Environmental Areas of Special Character

11.1 The criteria used to define Environmental Areas of Special Character (EASCs) together with a list of those that have been designated as such by WBC can be found below. Given the changes that many of these areas have undergone, applicants are advised to contact WBC to clarify the most up to date position.

EASCs have been defined using the following broad criteria:

- **ADJOINING AND SUPPORTING CHARACTER OF CONSERVATION AREA (A)** – Areas adjoining or closely related to Conservation Areas, whose character, while of lesser quality, is important to the character of the CA;
- **ISOLATED AREA OF ARCHITECTURAL OR HISTORIC QUALITY (I)** – Areas of character quite separate from CAs;
- **URBAN SPACES (US)** – Urban spaces which possess a distinct character due to the particular form of the space enclosed and to the buildings enclosing it;
- **NATURAL FEATURES (NF)** – Areas whose special character largely results, if not entirely, from their containing natural features such as trees, planted areas, open space etc. They often contain few or no buildings, but greatly contribute to the character of adjacent urban areas;
- **STREETS/ ROADS OF CHARACTER (S/R)** – Streets or roads having a genuine character of their own (stemming from factors such as configuration, definition of edges, tree planting etc.) which form areas in their own right not including the urban fabric beyond the highway limits.

11.2 The following table provides a short description of each of the nine EASCs in the borough. It sets out the reason for their selection and highlights their essential character which needs to be considered when determining applications for development:

EASC	Defined Criteria	Comments
1. Heene Place	A/US	An urban mews space defined and enclosed by buildings of simple architectural form. Nos. 1-6 Heene Place contribute to the area's special character.
2. High Street/ Charlecote Road	I	Character derives from isolated group of small historic buildings of varying but sympathetic architectural quality; a remnant of original High Street, Nos. 40, 42 and 44 High Street (all statutorily listed buildings) together with 46 High Street contribute to the area's special character.

3. Park Road	A	Character derives from small clusters of 19th Century houses, cottages and industrial buildings all of simple design, employing typical materials of period i.e. slate roofs, stucco walls, flint boundary walls, etc. Nos. 14-24, 29-37, 46-58, 60A, 82 and 86-92 all contribute to the area's special character.
4. Courtlands	I.NF	Character derives from isolated area of high landscape value, including mature trees, open space, lake and formal gardens, dominated by and acting as a setting for Courtlands, a 19 th Century mansion. Courtlands, a statutorily listed building, together with the unlisted buildings to its south-west, contribute to the area's special character.
5. Sea Lane	S/R.NF	Street of character limited in area to highway width. Character stems solely from dual carriageway alignment with retained mature trees which flanked original lane and formed original boundary of Goring Hall estate.
6. Durrington Hill	A.S/R	Road of character, due to its alignment, retention of mature trees and partial lack of formal pavements, kerbs, etc., leading into and supporting the character of the adjoining Durrington Conservation Area. Limited in area to highway width.
7. Bost Hill	S/R	Network of roads of character, including Bost Hill, the southern part of Mill Lane and the southern part of Salvington Hill. Limited in area and flanked by hedges and trees, within or serving High Salvington. Bost Hill itself, forming a steep and meandering link with High Salvington, contains mature trees at its lower end contrasting with extensive open views obtainable from its upper section.
8. Offington	I	Character derives from isolated area comprising Riding School and other historic buildings of character associated originally with Offington Hall and Offington Park. Offington Hall Riding School, Hall Avenue, a statutorily listed building, together with Offington Park Club, Hall Avenue, and No. 117 and associated houses, Offington Avenue, contribute to the area's special character.
9. The Warren	NF	Large landscaped open space with mature trees retained as a requirement of an original planning permission for office development on site of original house. This site is now home to the new Worthing College.



54-56 Church Road, Worthing (Grade II Listed)

12. Buildings of Local Interest

- 12.1 The National Planning Policy Guidance (NPPG) describes Buildings of Local Interest (BLI) as 'Non-designated heritage assets', which are recognised as 'Buildings, monuments, sites, places, areas or landscapes identified as having a degree of significance meriting consideration in planning decisions but which are not formally designated heritage assets'.

The Value of Buildings of Local Interest

- 12.2 The Council has identified a number of buildings which are of local interest because of their contribution to the character of the area in which they are located. This contribution may be due to the architectural quality or the historic interest of such a building or simply because of its group/townscape value, its character/identity or its siting/location.
- 12.3 BLI differ from Designated Heritage Assets (such as Listed Buildings) in that they do not have statutory protection. However, their designation as a BLI will be a consideration in the review of relevant planning applications.
- 12.4 The adopted Worthing Local Plan (WLP) contains an identified and approved list of BLI together with the criteria for selection (see below). A supplementary list of Local Interest Buildings can be found in the Worthing Local Interest Study (2002), details of which can be found on the Council's website.
- 12.5 There has not been any comprehensive review of locally listed buildings in Worthing since 2002 and as such there may be further buildings in Worthing where local listing would be appropriate, or where up to date/accurate list descriptions would be beneficial. Other buildings may come forward which could be added and some may need to be removed from the list because they no longer exist or may have degraded significantly. With this in mind, the Council proposes to review and consolidate the BLI list as part of the follow-up to the adopted WLP.
- 12.6 The importance of identifying unlisted 'heritage assets' has been strengthened by the National Planning Policy Framework (NPPF), which states that the proactive management of the historic environment can be addressed by providing policies for the management of buildings of local significance within a Local Plan.

How does listing affect planning decisions?

- 12.7 Local listing provides a sound, consistent and accountable means of identifying local heritage assets to the benefit of good strategic planning for the area and to the benefit of owners and developers wishing to fully understand local development opportunities and constraints.

- 12.8 Whilst local listing provides no additional planning controls, the fact that a building or site is on a local list means that its conservation as a heritage asset is a material consideration when determining the outcome of a planning application.
- 12.9 In determining any relevant planning permission that affects a locally listed heritage asset or its setting, the NPPF requires amongst other things that LPAs should take into account the desirability of sustaining and enhancing the significance of such heritage assets and of putting them to viable uses consistent with their conservation. The Council is also obliged to consider the positive contribution that conserving such heritage assets can make to sustainable communities, including their economic vitality.
- 12.10 Historic England has produced detailed guidance on the best practice in producing local lists of heritage assets.

The following tables outline the criteria used to define/ identify BLI within Worthing.

Buildings of Local Interest Criteria for Worthing	
Architectural Interest	All buildings which are of importance locally for the interest of their architectural design, decoration and craftsmanship. Locally important examples of particular building types and techniques and significant plan forms. Buildings displaying interesting use of materials or technical innovation.
Historic Interest	Buildings which illustrate important aspects of local economic, cultural, social or military history.
Historical Association	Buildings with strong associations with nationally or locally important historical figures or events (regardless of architectural merit). The links will need to be documented or supported by a strong local tradition. A later building on the site of an earlier building to which the association related would not normally be included.
Group Value	Buildings comprising a locally important architectural or historic group or good example of town planning, urban design or other building complex.
Designer	Buildings by architects or builders of national or local renown and surviving in their original form to an extent which makes them of interest.
Age	Buildings incorporating or consisting of a significant amount of pre-1840 fabric.

Landmark Buildings	Buildings cherished locally for their contribution to the landscape, townscape, street scene or seafront. This includes significant local landmarks.
Rarity	Buildings of a type which is rare in the locality. These should have value as curiosities or be of local interest due to their scarcity or incongruity.



The Dome Cinema, Marine Parade (Grade II Listed)*



Worthing Rowing Club, Marine Parade (Local Interest Building)

13. Archaeology

- 13.1 The National Planning Policy Framework (NPPF) states that when ‘a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, LPAs should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation’. The NPPF also states ‘non-designated heritage assets of archaeological interest that are demonstrably of equivalent significance to scheduled monuments, should be considered subject to the policies for designated heritage assets’.
- 13.2 Responsibility for archaeology lies with West Sussex County Council (WSSCC), rather than Worthing Borough Council (WBC). There are numerous sites within Worthing that have archaeological interest and although they are not scheduled sites they are worthy of protection and preservation. Many have been designated as ‘Archaeologically sensitive areas’ by WSSCC.

The WSSCC archaeology team works to preserve the county’s archaeological heritage by:

- Maintaining and developing a county-wide database for historic environmental information, known as the Historic Environment Record (HER), formerly called the Sites and Monuments Record and referred to earlier in this guide;
- Supporting and advising through Service Level Agreements, LPAs in the county, other departments within the County Council, and ‘statutory undertakers’ with permitted development rights (gas, water, electricity, telecommunications companies) in implementing measures to mitigate/offset the damaging effects of construction and development;
- Supporting and advising landowners, farmers, and national agencies on land management proposals subject to Higher Level Stewardship applications;
- Supporting Historic England, as the Government’s lead body and statutory adviser, on the protection of nationally important archaeological sites;
- Promoting understanding of the importance of the historic environment in forming our shared sense of place and contributing to the cultural, social, economic, and physical wellbeing of the residents of West Sussex and the UK as a whole.

Sources of information on Archaeology in Worthing

- 13.3 In November 2008, Historic England published a research report into data obtainable from the study of air photographs based on an area of the downland north of Worthing. The report concluded that Neolithic flint mines, Bronze Age barrows and cross-ridge dykes occupied prominent parts of the South Downs and that there is evidence of large prehistoric and Roman field systems, sometimes integrated with enclosures and trackways, over much of it.
- 13.4 In December 2009, a study of Worthing was produced as part of a joint WSSCC/ East Sussex County Council (ESCC) and Historic England initiative to analyse the historic urban settlement in Sussex. This document provides a useful summary of the historical development and also summarises the results of archaeological investigation within

Worthing. There is clear evidence for human activity and settlement from prehistoric and Roman times into the early medieval and later periods.

- 13.5 As already outlined in this guide, the HER contains a summary of currently known archaeological sites within West Sussex. The record is linked to digitised mapping and can be searched by period, location and site type, and viewed with additional layers of information, such as Scheduled Ancient Monuments, Listed Buildings and historic parkscapes. It is an ever-growing database that not only has information relating to archaeological work carried out through the development control process, but it is also influenced by aerial photographic evidence, fieldwork survey, the Portable Antiquities Scheme and private research. The HER is updated to reflect new discoveries and fieldwork as new information is published.

How to access information on Worthing's Archaeological Sites

- 13.6 WSCC holds copies of reports of a large number of archaeological investigations, usually carried out over many years as part of the planning process relating to new developments. A summary of the information held for each site will be recorded in the HER. These records will include any reports carried out within Worthing.
- 13.7 Many reports have also been published by the excavators, most commonly in the Sussex Archaeological Society's annual journal, 'Sussex Archaeological Collections'.
- 13.8 In WSCC's collections, there are also many unpublished documents, mostly consisting of small investigations and interim reports, but with some larger site reports that include unpublished specialist analyses. Electronic copies of the reports from the collections are available on CD-ROM (reference only) for viewing by the public. In Worthing, they can be accessed at the Main Library in Richmond Road.

The Role of the Local and County Councils

- 13.9 WBC will work closely with WSCC and neighbouring authorities, statutory undertakers, landowners, farmers and community groups as well as national agencies, to promote understanding of the archaeological environment and to implement measures to mitigate the potentially damaging effects of development.
- 13.10 WSCC recognises the historic importance of the land and buildings in the county. They employ archaeologists who can advise on the archaeological importance of any site that has been identified for redevelopment.
- 13.11 Anyone thinking of developing a site is encouraged to discuss the implications with WBC before submitting a planning application. It is sometimes possible to reduce the threat to archaeological remains by redesigning foundations, services, etc. WBC can give advice on this, and on what information is required to support an application.
- 13.12 Developers must provide a report on the HER if there is any indication of archaeology on an application site. A [guidance document](#) for Local Authority Planning Officers or

their Archaeological Advisors is available on the WBC website and this sets out the recommended thresholds at which a HER search is considered appropriate.

- 13.13 Locations and boundaries of the Archaeological Notification Areas (ANAs) have been provided to the West Sussex Districts, Boroughs and the South Downs National Park Authority (SDNPA) in both GIS format and accompanying PDF report. The thresholds are linked to the ANAs, which hold detailed information regarding the potential for heritage assets.
- 13.14 Where proposed developments are likely to impact on known or potential archaeological remains, recommendations will be made to ensure that an appropriate level of investigation is carried out.
- 13.15 Archaeological conditions will be attached to consents where a development may damage archaeological deposits. Where the nature or the state of survival of archaeological deposits is not fully understood WBC may impose a requirement to carry out an archaeological evaluation to be completed before the application is determined. Other conditions may also be applied such as a pre commencement condition which must be met before work on site begins.



Interior shots of The Dome Cinema, Marine Parade (Grade II Listed)*



14. Key Contacts

Worthing BC Development Management Team

The key WBC contact for matters relating to Conservation and Heritage will be the Development Management Team in the first instance. The Council's Conservation and Design Architect and Tree Officer are located within this team and any more detailed enquiries will be directed to these officers, as appropriate.

Contact details are:



Tel: 01903 221065



Email this service (planning@adur-worthing.gov.uk)



Worthing Borough Council
Development Management
Adur & Worthing Councils
Worthing Town Hall
Chapel Road
Worthing
West Sussex
BN11 1HA

Worthing BC Planning Policy Team

This team can assist with general policy enquires:



Tel: 01903 221065



Email this service (planning.policy@adur-worthing.gov.uk)

West Sussex County Council

You can consult the County Council about the Historic Environment Record by phone or email between 9.00am – 5.00pm on Monday to Friday.




her@westsussex.gov.uk



Tel: 01243 777100

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