

CHAPTER 4: BUILT ENVIRONMENT

INTRODUCTION 3/4

- 4.1 This Chapter deals with the Borough's built environment. This ranges from the Borough's historic environment of Ancient Monuments, Listed Buildings, Conservation Areas and archaeological sites to its urban character made up of the mix of buildings, uses and open spaces which give Woking its unique identity.
- 4.2 The Chapter also deals with other matters which have an impact upon the built environment such as the design and appearance of new development, protection from environmental pollution and measures to reduce non renewable energy use. Advertisements and their impact upon the environment are also considered.

DESCRIPTION OF BOROUGH AND RECENT TRENDS

- 4.3 Approximately 40% of Woking Borough is urban, surrounded by countryside within the Green Belt. Consequently the urban area is subject to extreme development pressures and it is vitally important that new development to provide homes and meet the needs of residents, visitors and those working in the Borough does not detract from the character of the Borough.
- 4.4 Woking contains 23 Conservation Areas designated for their historic interest, special architectural character or appearance which is worthy of preservation or enhancement. These Conservation Areas range from historic village centres such as Old Woking, Horsell and St Johns; residential areas of Hook Heath and West Byfleet to features such as the Basingstoke Canal.
- 4.5 Woking also contains a wealth of buildings which are statutorily listed for their architectural or historic merit. A number of these are located within Conservation Areas. There are four Grade I Listed Buildings which are the Churches of Saint Nicholas, Pyrford; St. Mary the Virgin, Byfleet and St. Peter, Old Woking; and Sutton Place and Courtyard. There are also eight Grade II * and 149 Grade II Listed Buildings.
- 4.6 These statutory Listed Buildings are complemented by a list of 330 buildings of character which the Council considers to be of local significance. Whilst these buildings do not have the same status as Listed Buildings they make a significant contribution to the character of the area.
- 4.7 Within Woking there are five Scheduled Ancient Monuments. These are Woking Old Palace and its moated riverside site, the site of the Manor House at Sutton Place, Goldsworth (Langman's) Bridge and several barrows on Horsell Common.

- 4.8 Surrey County Council also keeps a Sites and Monuments Record List which records 81 archaeological sites in Woking Borough. Most of these are the sites of finds from the Stone Age to the Medieval period.
- 4.9 The historic environment provides an irreplaceable source of information about Woking's past and should be protected for future generations. Equally the environment Woking enjoys today is just as important to the Borough and its residents and its quality should be maintained.
- 4.10 There is increasing concern that new development should help make the Borough a safer and more accessible place for all and should play its part in working toward sustainability. This may be achieved by the appropriate design and location of new buildings, the use of suitable materials which can help reduce energy consumption or through the use of renewable resources.
- 4.11 The challenge the Borough faces is to accommodate new development necessary for the future prosperity and quality of life of the Borough and its residents without harm to character or amenity. New development comprises new buildings, extensions to existing buildings and redevelopment - all of which can individually or cumulatively have a significant impact upon the environment.

NATIONAL/REGIONAL CONTEXT

- 4.12 The policies in this Plan are guided by Government guidance in the form of Regional Planning Guidance (RPG's) and Planning Policy Guidance Notes (PPG's). Those of relevance to the Built Environment Chapter are listed below.
- 4.13 *RPG9 - Regional Planning Guidance for the South East* includes amongst its main objectives the attainment of sustainable development and environmental improvement. These objectives can be achieved by channelling development toward the urban area whilst protecting the character and quality of urban life, retaining open spaces and protecting heritage.
- 4.14 *PPG1 - General Policies and Principles* provides a number of design considerations which new development should take into account. These include issues such as crime prevention, noise disturbance, access and broad matters of good design.
- 4.15 *PPG12 - Development Plans and Regional Guidance* provides guidance on the content of plans. Subjects which may be covered include protection of the physical environment, control of environmental pollution and ensuring new development helps meet newer environmental concerns such as global warming and the consumption of non renewable resources.
- 4.16 *PPG15 - Planning and the Historic Environment* stresses the importance of these features for cultural, leisure and recreation needs. The protection of historic elements such as buildings, Conservation Areas and gardens is vital although the historic environment should not be seen as static and protection as well as economic use can be accomplished hand in hand. Local Plans should

also set out the broad criteria for designation and review of Conservation Areas and have an important role to play informing and advising those with an interest in the historic environment.

- 4.17 *PPG16 - Archaeology and Planning* stresses the importance of archaeology as a finite resource. The protection, enhancement and preservation of sites of archaeological interest and their settings has to be reconciled with the need for development. Nationally important archaeological remains should be preserved. Other less important remains should be preserved either in situ, or if this is not feasible, by record.
- 4.18 *PPG17 - Sport and Recreation* is primarily concerned with recreation although it does promote the preservation of open space not only as an amenity but also for its contribution to the natural and built heritage of the area.
- 4.19 *PPG19 - Outdoor Advertisement Control* provides advice on the need to reconcile the desire for advertisements by businesses and the impact they can have upon amenity. Special considerations should be given to proposals in Conservation Areas.
- 4.20 *PPG23 - Planning and Pollution Control* considers the impact of noise, dust, vibration, light or heat. The planning system has an important role to play in influencing the location of development to avoid or minimise impact on neighbouring uses.
- 4.21 *PPG24 - Planning and Noise* concerns the impact of noise and indicates the importance of separating noisy and non noisy uses to avoid conflict.
- 4.22 *Government Circular 5/94 : Planning Out Crime* concerns planning against crime and how building design and layout can influence crime.

COUNTY PLANNING CONTEXT

- 4.23 The Surrey Structure Plan 1994 reflects national and regional policy and provides the strategic policy framework for the Borough. The Plan encourages a diversity of urban development of good urban design, mixed with open spaces and trees. Open space should be protected where it is of amenity, social or ecological value and areas of landscape value may be identified and protected.
- 4.24 Areas of historic or archaeological value should be conserved as an asset for the County; this includes Ancient Monuments, Listed Buildings, Conservation Areas, historic gardens and features of local interest.
- 4.25 New development should take account of the access needs of people with disabilities and mobility problems to Town Centres, buildings to which the public have access and housing where a need is demonstrated.
- 4.26 Development proposals should also demonstrate that they would not give rise to environmental pollution, would create an attractive and safe environment and promote the conservation of energy.

OBJECTIVES FOR BUILT ENVIRONMENT

- 4.27 Buildings form a key element in the Borough's environment and together with urban open space they form the townscape of the Borough's urban area. Whilst many historic features of the townscape such as Conservation Areas and older buildings warrant special attention it is important to note that there are many modern buildings which make a positive contribution to the Borough's townscape and which need to be protected as far as possible. All these features can set a positive design framework to guide nearby development proposals.
- 4.28 Structure Plan and national guidance stresses the importance of good design, protecting amenity and heritage. In line with national policy the objectives of the Local Plan seek to provide a framework for the Council to reject obviously poor designs which are out of scale and character with their surroundings. The importance of good design and its relationship to its surroundings needs to be recognised at the local level; new buildings and extensions to those existing should make a positive contribution to the local environment reflecting the best of that existing whether modern or old. In this way they may act as a catalyst upon which new designs in the future may be based. Protecting the environment also plays a key role in working towards sustainable development. This is recognised in the following two objectives:

The Council will protect and enhance the natural environment and natural resources. These include the countryside, urban open spaces and trees, areas of ecological value, good quality agricultural land, water resources and air quality.

The Council will protect and enhance the built heritage of the Borough, particularly the character of residential areas, Conservation Areas and other valuable townscape features, and will seek to achieve a high standard of design in all new developments.

- 4.29 The policies of the Built Environment Chapter seek to achieve a number of the key elements of these objectives. Policies seek to :-
1. achieve a high standard of design reflecting what is best in the local townscape whether old or new.
 2. protect valuable open space in the urban area.
 3. protect and enhance the historic environment.
 4. reduce demand upon non renewable resources.
 5. minimise environmental pollution.

- 4.30 Policies to achieve these objectives are set out below and are divided into three sections dealing with Design, Heritage and Townscape, and Advertisements and Shopfronts.

POLICIES

3/4

DESIGN AND DEVELOPMENT PRINCIPLES
BE1 DESIGN OF NEW DEVELOPMENT

WHEN CONSIDERING APPLICATIONS FOR NEW DEVELOPMENT, REDEVELOPMENT OR EXTENSIONS THE COUNCIL WILL EXPECT A HIGH STANDARD OF DESIGN AND LAYOUT. DEVELOPMENT WILL BE EXPECTED TO:-

- (i) BE APPROPRIATE TO THE SITE IN TERMS OF OVERALL SCALE AND EXTENT INCLUDING STRUCTURES AND HARD SURFACES;
- (ii) RESPECT THE CHARACTER OF THE AREA AND PAY DUE REGARD TO THE LAYOUT, SPACING AND RELATIONSHIP OF EXISTING DEVELOPMENTS TO THE STREET PATTERN;
- (iii) BE APPROPRIATE TO THE SITE LOCATION IN TERMS OF HEIGHT, FORM, MASSING AND EXTERNAL APPEARANCE INCLUDING THE COLOUR AND TEXTURE OF EXTERNAL FACING MATERIALS;
- (iv) PAY DUE REGARD TO SIGNIFICANT FEATURES OF THE SITE, SUCH AS TOPOGRAPHY, WATER, MATURE TREES, HEDGES AND EXISTING STRUCTURES; AND
- (v) AVOID VISUAL AND AUDIBLE CONFLICT WITH ADJOINING LAND USES AND PROVIDE AND RETAIN SUITABLE BOUNDARY TREATMENT AND LANDSCAPING.

JUSTIFICATION

- 4.31 New development whether by redevelopment, extensions, or new buildings can have a significant impact upon the environment both positively and negatively. Because of the long term effects which can result from poorly considered designs it is important that new buildings are of a high standard of design and external appearance in order to protect and enhance the appearance of the built environment and maintain adequate levels of public and private amenity.
- 4.32 The design to be adopted will vary according to the function of the building and the context in which it is located. The Council will expect commercial development in the town centre, for instance, to be imaginative and create new points of interest, whereas a more traditional approach will often be appropriate for new housing in an established residential area.

- 4.33 New development will be expected to make the most of the natural features of a site and take opportunities to incorporate these within developments for their visual properties and their screening and softening effect.
- 4.34 The Council may produce Supplementary Planning Guidance to give further advice on specific design matters. Residential development will also be expected to comply with policies HSG18 - 24 in Chapter 6.

BE2 CRIME PREVENTION

WHEN CONSIDERING DEVELOPMENT PROPOSALS THE COUNCIL WILL SEEK TO ENSURE THAT THE DESIGN AND LAYOUT OF BUILDINGS AND SPACES AROUND THEM TAKES ACCOUNT OF OPPORTUNITIES TO REDUCE THE INCIDENCE OF CRIME.

JUSTIFICATION

- 4.35 Crime prevention can be a material planning consideration. The planning system can, through the careful consideration of design, layout, landscaping and lighting make a significant contribution toward reducing the incidence of crime. In applying this policy the Council will also require that good standards of design set out in policy BE1 are not compromised
- 4.36 The layout of roads, footpaths and dwellings can give natural surveillance of an area. An attractive and lively environment can reduce the opportunity for crime by maintaining pedestrian flows and the commercial life of an area thereby making crime more difficult by increasing the risk of detection. In appropriate cases the Council will seek the advice of the Police Architectural Liaison Officer.
- 4.37 Other policies within this plan also encourage a mix of uses within commercial areas in order to create vibrant locations. This will make crime more difficult to commit undetected.
- 4.38 The Council may produce Supplementary Planning Guidance to give further advice on specific crime prevention matters.

BE3 Y ACCESS FOR PEOPLE WITH DISABILITIES

THE COUNCIL WILL EXPECT PROPOSALS FOR NEW DEVELOPMENT, REDEVELOPMENT OR REFURBISHMENT OF BUILDINGS OR OPEN SPACES TO WHICH THE GENERAL PUBLIC HAVE ACCESS TO HAVE REGARD TO THE NEEDS OF PEOPLE WITH DISABILITIES.

JUSTIFICATION

- 4.39 In November 1990 the Council adopted a Strategy for Access in Woking and on the basis of this has issued an Access Design Guide. This document provides guidance on the needs of people with disabilities and mobility problems including people with pushchairs, and the elderly. The securing of access and facilities for people with disabilities including parking spaces is capable of being considered a material consideration when determining a planning application. The Council will continue to ensure that, wherever practicable, such facilities are provided and will attach appropriate informatives to advise applicants of the needs of people with disabilities.
- 4.40 The Council has a statutory duty when granting planning permission to draw the attention of developers to the provisions of the Chronically Sick and Disabled Persons Act, 1970 and to the British Standards Institute Code of Practice for Access for the Disabled to Buildings (BS5810 : 1979).
- 4.41 This legislation covers buildings or premises to which the public are to be admitted, places of employment, places of education, shops and railway premises. Appropriate sign posting, access, parking and sanitary conveniences should be provided where reasonable and practicable.
- 4.42 In some circumstances, for instance where a historic building is being refurbished, facilities may be difficult to achieve. Accordingly, the requirements of this policy may be relaxed where there would be damage to the historic character of a building.

BE4 Y ENVIRONMENTAL POLLUTION

DEVELOPMENT WILL NOT BE PERMITTED WHICH WOULD HAVE A SIGNIFICANT ADVERSE EFFECT ON THE ENVIRONMENT AND CAUSE DEMONSTRABLE HARM TO GENERAL AMENITY RESULTING FROM NOISE, DUST, VIBRATION, LIGHT OR OTHER RELEASES.

WHERE APPROPRIATE THE COUNCIL WILL, IN CONJUNCTION WITH OTHER RELEVANT AUTHORITIES, REQUIRE SATISFACTORY CONTROL MEASURES TO BE INTRODUCED AND AGREEMENTS AS TO MAXIMUM LEVELS.

JUSTIFICATION

- 4.43 It is not the role of the planning system to duplicate the controls of other bodies but to play a complementary role, regulating the location of development and the control of the operations to minimise loss of amenity.
- 4.44 The potential for pollution is a material planning consideration and this policy will ensure that incompatible uses are separated to avoid conflict and that developments which would give rise to pollution are resisted in sensitive areas. The Council will seek advice in appropriate cases to determine the extent of the pollution which may result from releases to water, land or air to establish if there is an unacceptable risk. In appropriate cases the Council will attach conditions and/or planning obligations to control operations such as hours of use or particular uses.

BE5 Y DEVELOPMENT NEAR SOURCES OF NOISE

THE COUNCIL WILL REQUIRE NEW DEVELOPMENT NEAR SOURCES OF NOISE TO INCORPORATE ADEQUATE AND APPROPRIATE NOISE ATTENUATION MEASURES.

JUSTIFICATION

- 4.45 Noise can have a significant effect on the environment and the quality of life enjoyed by communities and individuals and is a material planning consideration.
- 4.46 Noise sensitive developments are identified in Government Guidance as residential, schools and hospitals which should, as far as practicable, be sited away from major sources of noise such as roads, rail, air transport and certain types of industrial uses.
- 4.47 In some instances development in close proximity to major sources of noise will not be acceptable. It is essential that where noise sensitive development is permitted close to a noise source appropriate measures are taken to mitigate the impact of noise. Such measures may include noise attenuation measures, such as sound insulation, screening by natural or man made barriers, landscaping or careful layout and design.

BE6 ENERGY CONSERVATION

THE COUNCIL WILL EXPECT PROPOSALS FOR NEW DEVELOPMENT TO TAKE ACCOUNT OF THE NEED TO CONSERVE ENERGY THROUGH APPROPRIATE LOCATION, DESIGN, LAYOUT AND LANDSCAPING.

JUSTIFICATION

- 4.48 Many aspects of building design and layout can make significant steps toward reducing the use of energy that will not compromise recognised planning principles.
- 4.49 Passive Solar Design is concerned with making the best use of the solar gains and natural light entering a building through its glazing by paying attention to estate layout and location, building shape and orientation, glazing area and distribution and space use.
- 4.50 Careful consideration of landscaping can also bring about energy saving benefits, particularly trees which have a cooling effect during summer months and reduce wind speeds during the winter. Other matters of design include encouraging the use of sustainable materials, the re use of building materials in appropriate cases and the incorporation of measures to reduce the use of water.
- 4.51 Equally important in achieving energy conservation is location of development in accessible places thereby giving the opportunity for the use of transport other than the private car. This is covered by policies elsewhere in the Plan which guide development attracting a large number of visitors to Woking Town Centre and the Village Centres where access by public transport is good and there is the opportunity to visit a range of facilities in one trip.

HERITAGE AND TOWNSCAPE**BE7 PROTECTION OF URBAN OPEN SPACE**

THE COUNCIL WILL NOT PERMIT THE LOSS OF URBAN OPEN LAND WHICH MAKES A POSITIVE CONTRIBUTION TO THE CHARACTER AND VISUAL AMENITY OF THE AREA, APART FROM:

- (i) LIMITED CONSTRUCTION OF BUILDINGS FOR COMMUNITY OR RECREATIONAL USE ANCILLARY TO THE OPEN SPACE;
OR
- (ii) EDUCATIONAL USE WHERE A NEED IS DEMONSTRATED.

(iii) WHERE DEVELOPMENT WOULD NOT COMPROMISE THE CHARACTER OF THE SITE.

SITES OF OVER 0.4 HECTARES (1 ACRE) ARE SHOWN ON THE PROPOSALS MAP AND LISTED IN APPENDIX 2.

JUSTIFICATION

- 4.52 Open land within the urban area is a valuable asset, not only for amenity or recreational opportunities but also for the contribution it makes to the quality of life and character of the local area.
- 4.53 A survey of all open spaces over 0.4 hectares (1 acre) within the urban area was undertaken in 1996 and those sites considered to make a positive contribution to the character and visual amenity of the area are identified on the proposals map and listed in Appendix 2. These sites have a variety of uses and include, recreation areas, village greens, and woodlands and the Basingstoke Canal. Sites may be in public or private ownership. Many sites will also have other attributes such as historic or wildlife value which will be taken into account when development proposals are considered.
- 4.54 Whilst the loss of the sites identified on the Proposals Map will be resisted the Council recognises that in exceptional cases limited buildings and other development for community or recreational purposes may be appropriate provided they are ancillary to the enjoyment of the open space and do not compromise the character of the site. Such development may include ancillary uses and buildings such as pavilions, changing facilities, public toilets, buildings necessary for grounds maintenance and extensions to existing buildings, floodlighting and surfaced play areas. Generally new buildings for community use unrelated to the use of the land are unlikely to be acceptable.
- 4.55 There are other sites of less than 0.4 hectares (1 acre) such as incidental housing estate amenity areas and highway land which make a significant contribution in their local context and their loss will also be resisted under this policy.
- 4.56 Open space may also have a recreational or wildlife value. The loss of areas of land used for recreational purposes will be assessed against policies REC3 and REC4. Where the designated Urban Open Space is also an SSSI, SNCI or Local Nature Reserve policies NE1 and NE2 apply. In other cases the loss of land which may have a wildlife value will be assessed against Policy NE3.
- 4.57 The survey of urban open space has identified a small number of school playing fields which make an important contribution to the character and visual amenity of the area. In general these sites are to be protected from development in the same way as other forms of urban open space. However, the Council recognises that these sites also provide the opportunity to expand built school facilities. Where such facilities meet a recognised need, particularly for school places, expansion will be permitted. Any such new buildings and associated

hard surfaces should be built near to existing clusters of buildings to minimise the impact on the open space. Policy CUS7 sets out criteria which proposals for the expansion of school facilities should meet.

BE8 Ÿ CONSERVATION AREA DESIGNATION AND ENHANCEMENT

THE COUNCIL WILL PREPARE PROPOSALS FOR THE ENHANCEMENT OF THE BOROUGH'S CONSERVATION AREAS. THE COUNCIL WILL PERIODICALLY REVIEW THE BOUNDARIES OF CONSERVATION AREAS AND DESIGNATE NEW CONSERVATION AREAS IF APPROPRIATE.

JUSTIFICATION

- 4.58 The principal reason for the designation of a Conservation Area is its special architectural or historic interest; the character of which it is desirable to protect or enhance. Designation as a Conservation Area will acknowledge the importance of these areas and the qualities which are to be protected. Proposals will be prepared to enhance these qualities.
- 4.59 The Council will periodically review existing Conservation Areas and their boundaries which may then be extended or, if an area is considered to no longer to possess any special quality, be deleted.

BE9 Ÿ GENERAL POLICY ON CONSERVATION AREAS

THE COUNCIL WILL SEEK TO PRESERVE OR ENHANCE THE CHARACTER OF THE BOROUGH'S CONSERVATION AREAS SHOWN ON THE PROPOSALS MAP. TO THIS END IT WILL:

- (i) NOT NORMALLY PERMIT THE DEMOLITION OF BUILDINGS AND LOCAL FEATURES OF CHARACTER AND INTEREST;
- (ii) REQUIRE PROPOSALS WITHIN OR CLEARLY VISIBLE FROM A CONSERVATION AREA TO BE OF A HIGH STANDARD OF DESIGN, HARMONISING WITH OR, WHERE APPROPRIATE, ENHANCING EXISTING DEVELOPMENT IN THE CONSERVATION AREA HAVING REGARD TO HEIGHT, FORM, MASSING, SCALE, DETAIL AND MATERIALS;
- (iii) EXPECT NEW DEVELOPMENT TO RESPECT THE HISTORIC STREET PATTERN OF THE AREA;
- (iv) IN THOSE CONSERVATION AREAS WHERE TRADITIONAL SHOP FRONTS ARE IMPORTANT REQUIRE NEW SHOPFRONTS TO BE OF A TRADITIONAL FORMAT AND TO REFLECT THE CHARACTER OF THE BUILDING;

- (v) ENCOURAGE THE USE OF SYMPATHETICALLY DESIGNED AND LOCATED STREET FURNITURE, LIGHTING AND PAVING;
- (vi) CONSIDER ISSUING AN ARTICLE 4(2) DIRECTION REMOVING DEVELOPMENT RIGHTS.

JUSTIFICATION

- 4.60 The Borough contains 23 Conservation Areas; they represent areas of considerable charm and character and include part of the town centre, village centres and residential areas. Each has its own individual quality made up of a mix of characteristics including the historic layout, mix of uses, quality of buildings and open spaces and significant views. It will be the Councils' primary aim to preserve and enhance these characteristics, protecting them from inappropriate development.
- 4.61 Conservation Area status does not imply that change will automatically be resisted. New development can complement the old and the vibrancy brought by a mix of uses can be a positive attribute. New development will be expected to respect the special characteristics of the Conservation Area which led to its original designation. The redevelopment of gap sites, or buildings which make no positive contribution to, or detract from the character or appearance of the area should be seen as an opportunity to enhance the area. The Council's Planning Advice Note 3 "Conservation Areas" contains more detailed advice.
- 4.62 The General Permitted Development Order 1995 specifies certain types of development which are outside normal planning control (permitted development). Such small scale developments, as well as other minor changes which would not normally require planning permission such as changes to windows and doors, re-roofing and changes to boundary walls, can have a significant effect on the overall visual quality of conservation areas. Where the Council considers there is serious risk of the character or appearance of an area being threatened, it will consider issuing a direction under article 4 (2) of the General Permitted Development Order 1995 to control such change which will then be subject to this policy.
- 4.63 Proposals in conservation areas will need to be supported by sufficiently detailed plans to permit the full impact of the scheme to be assessed. Outline applications will be critically examined in this respect and further details sought if necessary.

BE10 Y DEMOLITION OF LISTED BUILDINGS

THE DEMOLITION OF LISTED BUILDINGS WILL ONLY BE PERMITTED IN THE FOLLOWING EXCEPTIONAL CIRCUMSTANCES, WHERE THE COUNCIL IS SATISFIED THAT:

- (i) ALL REASONABLE EFFORTS HAVE BEEN MADE TO SECURE PRESERVATION OR
- (ii) REDEVELOPMENT WOULD PRODUCE SUBSTANTIAL COMMUNITY BENEFITS WHICH WOULD DECISIVELY OUTWEIGH THE LOSS RESULTING FROM DEMOLITION.

JUSTIFICATION

- 4.64 The Secretary of State for Culture, Media and Sport is responsible for the compilation and maintenance of a Statutory List of buildings of special architectural or historic interest. The Council has produced a Historic Conservation Compendium which lists all listed buildings in the Borough. Such buildings provide a sense of continuity and stability and are an irreplaceable asset.
- 4.65 The demolition of listed buildings will therefore be resisted; only in the most exceptional of cases will demolition be permitted. In cases where demolition is proposed the Council will expect clear and convincing evidence to be provided demonstrating that all reasonable efforts have been made to secure alternative uses. Where demolition has been allowed, the building should be recorded prior to any works being undertaken.
- 4.66 Buildings within the grounds of listed buildings are also covered by the listing and the Council will also seek to protect these buildings especially where they are of architectural interest or contribute to the setting.
- 4.67 The Council will assist in the preservation of listed buildings and where appropriate it will provide finance to help owners to use traditional materials and techniques in the maintenance and repair of their properties. Technical advice notes are available from the Council to provide further guidance.

BE11 Y ALTERATIONS AND ADDITIONS TO LISTED BUILDINGS

PROPOSALS FOR ALTERATIONS AND ADDITIONS TO THE INTERNAL OR EXTERNAL FABRIC OF LISTED BUILDINGS WILL ONLY BE PERMITTED WHERE :-

- (i) THE PROPOSAL WOULD NOT DETRACT FROM THE CHARACTER OR SETTING OF THE BUILDING; AND
- (ii) THE PROPOSAL WOULD RESPECT THE SCALE, FORM, MATERIALS, COLOUR, ELEVATIONAL DETAIL; AND OTHER SIGNIFICANT FEATURES OF THE BUILDING CONCERNED.

PROPOSALS SHOULD BE SUPPORTED BY SUFFICIENTLY DETAILED PLANS TO ENABLE FULL ASSESSMENT OF THE PROPOSAL.

JUSTIFICATION

- 4.68 The many alternative uses to which listed buildings may be put means that there is often pressure for extensions to provide additional space for existing or proposed uses. Many listed buildings can accommodate some form of alteration and the Council will expect such proposals to maintain the special interest of the building which not only includes the external facade but also important internal fixtures and fittings, internal space and layout and important archaeological and technical aspects.
- 4.69 When alterations and additions are proposed the Council will require detailed plans to enable a full assessment to be made and will seek expert advice where necessary. Where alterations have been allowed, the building should be recorded prior to any works being undertaken.



SUTTON PLACE

BE12 THE SETTING OF LISTED BUILDINGS

DEVELOPMENT WILL NOT BE PERMITTED WHICH WOULD ADVERSELY AFFECT THE SETTING OF A LISTED BUILDING BY REASON OF ITS DESIGN, FORM, HEIGHT, PROXIMITY TO THE BUILDING OR IMPACT ON SIGNIFICANT VIEWS OF THE BUILDING.

JUSTIFICATION

- 4.70 The Council is required to have special regard to the desirability of preserving the setting of listed buildings. The setting of a listed building is often an essential part of its character, especially if a garden or grounds have been laid out to complement its design or function. The setting may also extend beyond the obviously ancillary land to adjacent buildings or open spaces and further afield to proposed buildings some distance away which impact upon views. In some cases, setting can only be defined by an historical assessment of the building's surroundings.

BE13 CHANGE OF USE OF LISTED BUILDINGS

WHERE THE COUNCIL IS SATISFIED THAT THE PRESERVATION OF A LISTED BUILDING CANNOT BE SUSTAINED BY ITS EXISTING USE IT WILL CONSIDER THE RELAXATION OF NORMAL PLANNING STANDARDS AND/OR POLICIES TO PERMIT ALTERNATIVE USES PROVIDED :-

- (i) THERE WOULD BE NO HARM TO THE CHARACTER OR SETTING OF THE BUILDING; AND
- (ii) THERE WOULD BE NO DAMAGE TO IMPORTANT INTERNAL OR EXTERNAL HISTORIC FEATURES; AND
- (iii) THE PROPOSED USE WOULD NOT GIVE RISE TO LOSS OF AMENITY TO NEARBY USES.

JUSTIFICATION

- 4.71 New uses may often be the key to sustaining a listed building in good condition and preserving it for future generations. While the general policies of the Plan will apply to listed buildings the Council will operate these policies and other standards on matters such as car parking flexibly in order to enable alternative uses to bring new life to these buildings. The Council will expect proposals to maintain the special interest of the building which not only includes the external facade but also important internal fixtures and fittings
- 4.72 The change of use of listed buildings in the Green Belt will also be subject to policy GRB3.

BE14 Y LOCALLY LISTED BUILDINGS

THE COUNCIL WILL SEEK THE PRESERVATION AND REFURBISHMENT OF BUILDINGS WHICH APPEAR ON THE LOCAL LIST AND THEIR SETTINGS AND RESIST THEIR DEMOLITION, ESPECIALLY IN CONSERVATION AREAS.

IN APPROPRIATE CASES THE RELAXATION OF POLICIES CONTROLLING CHANGE OF USE MAY BE CONSIDERED TO SECURE THE RETENTION OF THE BUILDING.

JUSTIFICATION

- 4.73 Many buildings of local architectural or historic interest are not statutorily listed, but they contribute to the character of the area, perhaps because they are local landmarks, of historic merit or exhibit particular architectural features of local significance. Such buildings appear on the Council’s Local List which is a non statutory list consisting of 330 buildings the Council considers worthy of protection but which, unlike buildings on the Statutory List, are not affected by any additional Government legislative controls.
- 4.74 Because of their local value the Council will seek the protection of these buildings and, in appropriate cases, consider the relaxation of normal planning standards to ensure the building's retention. The Council must be satisfied, however, that any proposal will not be detrimental to either the character of the building or its setting.

- 4.75 The Council has prepared supplementary planning guidance to guide applicants and owners of buildings which appear on the local list including information on grant aid. All buildings which are locally listed are listed in the Council's Historic Conservation Compendium.

BE15 Y SCHEDULED ANCIENT MONUMENTS

DEVELOPMENT WILL NOT BE PERMITTED WHICH WOULD ADVERSELY AFFECT A SCHEDULED ANCIENT MONUMENT AND/OR ITS SETTING. ANCIENT MONUMENTS ARE SHOWN ON THE PROPOSALS MAP.

OPPORTUNITIES WILL BE TAKEN TO CONSERVE ANCIENT MONUMENTS AND ENHANCE THEIR SETTINGS.

JUSTIFICATION

- 4.76 There are five Scheduled Ancient Monuments in the Borough:-
1. Bell barrow and disc barrow on Horsell Common (O.S. Map Reference - TQ 0159 NW)
 2. Bell barrow on Horsell Common immediately east of Monument Road (O.S. Map Reference - TQ 0159 NE)
 3. Woking Old Palace and its moated riverside site (O.S. Map Reference - TQ 0257 SE)
 4. The site of the Manor House at Sutton Place (O.S. Map Reference - TQ 0053 NW)
 5. Goldsworth (Langmans) Bridge (about 1790 - brick bridge over the Basingstoke Canal) (SU 9858 SE)
- 4.77 These monuments are of national importance. Although the Secretary of State's consent is required before any work affecting them is undertaken, the Council will assist in protecting them and, where appropriate, enhance their settings. On appropriate sites the Council will, in consultation with English Heritage, encourage the management and interpretation of ancient monuments to develop their educational, recreational and wildlife importance.
- 4.78 The Council purchased the Woking Palace site in 1988 in view of its historic importance as a royal palace during the medieval and post medieval period. The Council has adopted a strategy for the Palace which seeks the long term conservation, repair and public presentation of the monument. The Council has also agreed to prepare a bid for lottery funding for the project and a Consultative Panel established to advise on the protection of the site and the implementation of these proposals.

- 4.79 Public access to the monument is currently restricted and negotiations with the adjoining landowner to improve access have so far proved unsuccessful. Therefore, in order to achieve full public access to the monument (essential for lottery funding) the land in the vicinity of the palace has been specifically identified as a Country Park.
- 4.80 As well as enabling the Council to secure improved public access to the site the proposal will also provide the opportunity to :-
- § enhance and protect the setting of the monument in the landscape;
 - § protect and study any archaeological remains;
 - § enable provision of low key leisure and recreational uses;
 - § enhance the nature conservation value of those parts of the site adjoining the River Wey.

Further details of this proposal are set out in policy REC 17.

- 4.81 Works to the Ancient Monument itself will include conservation, repair and consolidation of built remains and other site features together with an ongoing archaeological study of the monument and adjacent sites. Some progress has been made in securing repairs to the building and substantial tree works have also taken place adjacent to the moats and in the copse. This has been achieved by the use of contractors as well as local volunteer groups (Proposal Site 14R).

BE16 § AREAS OF HIGH ARCHAEOLOGICAL POTENTIAL AND OTHER SITES WHICH CONTAIN ARCHAEOLOGICAL REMAINS

DEVELOPMENT WILL NOT BE PERMITTED IN AREAS OF HIGH ARCHAEOLOGICAL POTENTIAL, AS SHOWN ON THE PROPOSALS MAP, UNLESS THE FOLLOWING CRITERIA ARE COMPLIED WITH:

- (i) A DEVELOPER WILL BE REQUIRED TO COMMISSION AN ARCHAEOLOGICAL ASSESSMENT AND WHERE NECESSARY EVALUATION OF THE SITE SO THAT SUFFICIENT INFORMATION IS AVAILABLE FOR THE DETERMINATION OF THE PLANNING APPLICATION;
- (ii) PRIORITY WILL BE GIVEN TO THE PRESERVATION OF REMAINS *IN SITU*. WHERE THE COUNCIL IS SATISFIED THAT THIS IS NOT JUSTIFIED A DEVELOPER WILL BE REQUIRED TO MAKE SUITABLE ARRANGEMENTS FOR A FULL ARCHAEOLOGICAL INVESTIGATION OF THE SITE AND RECORD OF THE REMAINS PRIOR TO DEVELOPMENT.

ON ALL DEVELOPMENT SITES OF OVER 0.4 HECTARES (1 ACRE) AN ARCHAEOLOGICAL EVALUATION AND INVESTIGATION IN ACCORDANCE WITH CRITERIA (i) AND (ii) WILL BE NECESSARY IF,

IN THE OPINION OF THE COUNTY ARCHAEOLOGIST, AN ARCHAEOLOGICAL ASSESSMENT DEMONSTRATES THAT THE SITE HAS ARCHAEOLOGICAL POTENTIAL

JUSTIFICATION

- 4.82 Archaeology is a finite resource which contains evidence of the Borough's past, archaeological remains should therefore be preserved wherever possible. A prior assessment, which would entail a desk based survey, will be necessary in all cases to establish if the site has archaeological potential. An evaluation on site including trial trenching is required where necessary to provide the information to make it possible to decide whether a site or part of a site should be preserved and what archaeological arrangements will be necessary to allow the development to proceed. Where development affecting a known site of archaeological potential is permitted, the Council will, in consultation with the County Council and other specialist agencies, require that suitable arrangements are made, for a satisfactory archaeological investigation of the site and recording of the finds. The Council will expect the developer to pay for any necessary archaeological work in accordance with Government advice (PPG 16).
- 4.83 Archaeological assessment will also be required prior to the development on sites of 0.4 hectares (1 acre) or more as it is highly likely that a large site will contain something of archaeological interest even if nothing is known from the site beforehand. It is intended that this size criterion will reflect the size of the development rather than the size of the site; for instance the building of a single house on a large site would not be included in this category.
- 4.84 Where sites containing significant archaeological remains are discovered unexpectedly the Council will consult English Heritage and the County Archaeologist and take all measures possible to encourage developers to take a responsible attitude towards their investigation.

BE17 Y HISTORIC PARKS, GARDENS AND NURSERIES

DEVELOPMENT WILL NOT NORMALLY BE PERMITTED WHICH WOULD HAVE AN ADVERSE EFFECT ON THE CHARACTER OR SETTING OF PARKS, GARDENS AND NURSERIES OF HISTORIC INTEREST IN THE BOROUGH. WHERE APPROPRIATE, ENCOURAGEMENT WILL BE GIVEN TO THEIR SENSITIVE RESTORATION.

JUSTIFICATION

- 4.85 A number of parks and gardens in the Borough are of historic interest. They contribute significantly towards the special character and identity of the Borough. They often form the setting of listed buildings or other buildings of

architectural or historic interest and may illustrate aspects of the history of landscape architecture or landscape design. Such sites may have historical associations with people or events, may be important in landscape terms and may be of wildlife and recreational value. Pyrford Court and Brookwood Cemetery are included in the Register of Parks and Gardens of Special Historic Interest in England, compiled by English Heritage and are described in Appendix 3. The County Council is currently preparing a register of parks and gardens of County importance.

- 4.86 Where other sites are identified by the County Council or come to light during the development process the Borough Council will seek to ensure that their character, appearance and setting are not destroyed by insensitive development and that views into and out of them are protected. Particular emphasis will be placed on the need to secure the preservation of those gardens which are considered to be the most valuable by virtue of their contribution to the national heritage and their scarcity.
- 4.87 In considering proposals for development affecting such sites, the Borough Council will ensure that the development does not detract from the character and appearance of the site and that features of architectural and historic interest are preserved. Special attention will be given to the need to protect the setting of the site and to prevent its unsympathetic sub-division. The extent of the setting may vary; in some cases it may be limited to the immediate surroundings of the site but may extend some distance from it.

ADVERTISEMENTS AND SHOPFRONTS

BE18 ADVERTISEMENTS AND THE ENVIRONMENT

THE DISPLAY OF ADVERTISEMENTS WILL NOT BE PERMITTED WHERE THEY:

- (i) HAVE AN UNACCEPTABLE IMPACT ON AMENITY;
- (ii) ARE A DANGER TO PUBLIC SAFETY;
- (iii) RESULT IN A CLUTTERED STREET SCENE.

THE DISPLAY OF ADVERTISEMENTS ON LAND OR BUILDINGS TO WHICH THEY DO NOT RELATE WILL NOT NORMALLY BE PERMITTED.

JUSTIFICATION

- 4.88 The Council will not necessarily discourage attractive advertisement displays within the urban areas, but it is important to ensure that they are located appropriately in relation to their surroundings and do not distract road users. The Council will pay particular attention to the size, colour and illumination of

the advertisement as well as the impact upon the appearance of the building and local character.

- 4.89 The proliferation of advertisements can have a detrimental effect on the appearance of an area. There is considerable freedom given by the Advertisements Regulations to promote goods and services on the premises to which they relate but other media (such as newspapers) exist to give more general publicity. The Council may produce Supplementary Planning Guidance to give further advice on advertisements.

BE19 Ÿ ILLUMINATED SIGNS ON SHOPS

PROPOSALS FOR:

- A) ILLUMINATED FASCIA SIGNS;
- B) ONE ILLUMINATED PROJECTING BOX SIGN IN LINE WITH THE FASCIA,

WILL ONLY BE PERMITTED WHERE THEY ARE IN PROPORTION TO THE REST OF THE SHOPFRONT AND THE WHOLE BUILDING SO AS NOT TO BE THE DOMINANT FEATURE.

SHOP ADVERTISEMENTS, WHETHER ILLUMINATED OR NOT, WILL NOT BE PERMITTED ON WALLS OF SHOPS THAT DO NOT CONTAIN A DISPLAY WINDOW.

JUSTIFICATION

- 4.90 Illuminated signs are an essential means of attracting attention to many commercial and retail uses and are a common feature of the street scene. Illuminated signs are, by their very nature, visible in order to attract attention and whilst the Council will not seek to unreasonably restrict new advertisements this policy will ensure that there is a uniform approach to proposals and a consistent size for each building. The Council is particularly concerned that buildings are not spoiled by poorly designed or insensitively placed signs or advertisements, or by a choice of materials, colour, proportion or illumination which is alien to the building's design or illumination.
- 4.91 In order to avoid a proliferation of illuminated signs and maintain a harmonious street scene advertisements will be resisted in locations which do not contain a shop window. In appropriate cases conditions will be attached to control the times when illumination is permissible.

BE20 Ÿ ILLUMINATED ADVERTISEMENTS

ILLUMINATED SIGNS WILL ONLY BE PERMITTED IF THEY ARE OF A SCALE AND APPEARANCE APPROPRIATE TO THE BUILDING OR STRUCTURE ON WHICH THEY ARE DISPLAYED AND THE AREA IN WHICH THEY ARE SITED.

JUSTIFICATION

- 4.92 Many buildings in commercial use have a requirement for illuminated signs to publicise their presence. Such uses, including petrol filling stations, hotels and pubs/restaurants, may be located not only in commercial areas but also in residential and rural areas.
- 4.93 Whilst illuminated signs on such premises will not be resisted out of hand careful consideration will need to be given to the size, position and level of illumination proposed to ensure that they are compatible with their surroundings. Particular consideration will be given to the extent and level of illumination on petrol filling stations which can often involve a large number of illuminated signs and fascia which cumulatively can have significant impact upon an area. In appropriate cases conditions will be attached to control the times when illumination is permissible.

BE 21 Y ADVERTISEMENTS WITHIN CONSERVATION AREAS

WITHIN THE BOROUGH'S CONSERVATION AREAS THE COUNCIL WILL EXPECT ADVERTISEMENTS TO BE OF A HIGH STANDARD OF DESIGN WHICH WOULD NOT DETRACT FROM THE AREAS CHARACTER AND APPEARANCE.

CARE SHOULD BE TAKEN TO AVOID THE USE OF INTERNALLY ILLUMINATED FASCIA AND PROJECTING BOX SIGNS WHEN LESS INTRUSIVE MEANS OF ILLUMINATION ARE FEASIBLE.

JUSTIFICATION

- 4.94 Conservation areas are designated for their architectural or historic interest; the character of which it is desirable to protect and enhance. Many of the Boroughs Conservation Areas are located within commercial areas where there is pressure for advertisements from retail and commercial premises. The Council is aware of the need for advertising, especially in commercial areas, but is also mindful that the display of advertisements can have a significant impact upon a conservation area. In view of the desirability of protecting such areas a more exacting approach is needed to ensure advertisements complement the character of the area.
- 4.95 In particular internally illuminated fascia and box signs are rarely appropriate in a conservation area; individually illuminated letters or indirect light from

spotlights will provide a much more suitable approach. The Council's Planning Advice Note 2 "Shopfront Design Guide" gives supplementary guidance.

BE22 Ÿ SHOPFRONTS

PROPOSALS FOR NEW AND REPLACEMENT SHOPFRONTS WILL BE PERMITTED PROVIDED:

- (i) THEY HAVE A STRONG DESIGN RELATIONSHIP WITH THE ARCHITECTURAL ELEMENTS OF THE OVERALL BUILDING ELEVATION; AND.**
- (ii) THEY ARE SYMPATHETIC TO THE HEIGHT, SCALE, RHYTHM, COLOUR AND MATERIAL FINISH OF ADJOINING SHOPFRONTS IN THE STREET SCENE; AND**
- (iii) THE HEIGHT, DEPTH AND EXTENT OF THE FASCIA SIGNS IS WITHIN THE LIMITS OF THE INDIVIDUAL SHOP UNIT AND DOES NOT ENCROACH ONTO ADJOINING PROPERTIES OR THE ARCHITECTURAL DETAIL OF THE EXISTING OR ADJOINING PROPERTIES.**
- (iv) THE NEEDS OF PEOPLE WITH DISABILITIES ARE TAKEN INTO ACCOUNT.**

JUSTIFICATION

4.96 Shopfronts are an important part of the street scene and can have a large impact upon the attractiveness of an area as well as playing an important role advertising the business which occupies the premises. This policy will ensure that new shopfronts are of a high standard and of consistent design. The Council's Planning Advice Note 2 "Shopfront Design Guide" gives supplementary guidance on proposals for new shopfronts. Proposals for refurbishing or providing new shopfronts within the village centres (as defined in The Councils' Village Centres Strategy) which will make a significant contribution to its visual quality may be eligible for grant aid. The Council has produced a leaflet providing further advice.

4.97 Proposals within Conservation Areas will be given special attention in view of the requirement to preserve or enhance such areas.