



A training presentation from the Gardens Trust.

Now that you have learnt about threats to historic parks and gardens; and understood how to assess a planning application and write a response, you are ready to go off and make a start - you could carry on learning forever, but trust us that you now know what you need.

Refer to Handouts on Be Prepared (ie how you can get yourself ready) and 8 Steps (ie a reminder of the process you go through when commenting on a planning application)

Get in position

Tell your CGT committee that you are ready to comment on planning applications – how can you fit in to what they're already doing?

Make contact with the Gardens Trust's Conservation Officer, Margie Hoffnung, via margiehoffnung@thegardenstrust.org

Make sure you receive the GT weekly list of planning applications, from conservation@thegardenstrust.org

Create a template letter for your CGT

Introduce yourself to your local planning authorities, and give them *The Planning System in England and the Protection of Historic Parks and Gardens* (2019)



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Talk to your CGT Committee about this issue. Make them aware you are interested and want to take it forward.

Make contact with the Gardens Trust's Conservation Officer, Margie Hoffnung, via margiehoffnung@thegardenstrust.org She is working closely with CGTs on planning applications.

Make sure that your CGT is receiving the weekly list from the Gardens Trust (it lists planning applications relating to historic landscapes, mainly but not exclusively Registered ones) and that it is being forwarded on to the right contacts in your CGT – it is not definitive but is nevertheless a good starting point for your work commenting on applications. This is sent out by Alison Allighan, the GT's Conservation Casework Manager – you can contact her at conservation@thegardenstrust.org

With the help or support of your CGT Committee, draft a planning response letter template, indicating what should be included in each paragraph and ensuring that details such as dates and reference numbers aren't missed out. There are suggested template letters for this on the HLP Resource Hub at www.thegardenstrust.org. These include wording on the CGTs' relationship with the GT as a statutory consultee.

Become familiar with the National Planning Policy Framework (NPPF) document. If it

seems daunting, focus on definitions and Chapter 16 which particularly addresses the historic environment, picking out the key paragraphs to reference in your responses to applications. Refer to the HLP Handout of NPPF extracts, at the Resource Hub on www.thegardenstrust.org

Ask the Gardens Trust to send you copies of its publication *The Planning System in England and the Protection of Historic Parks and Gardens (2019)*, and forward these (or the PDF, found here <http://thegardenstrust.org/conservation/conservation-publications/>) on to planning and conservation staff in your local planning authority, with a letter introducing your CGT.

Gardens Trust's Weekly Planning List

"Bassetlaw LDF Mr Straw's Conservation Area Appraisal"	"Nottinghamshire"	"Bassetlaw DC"	""	"11/0214"	"2011-05-31"	"n/a"	"LOCAL PLAN Bassetlaw LDF Mr Straw's Conservation Area Appraisal"
"Friar Park"	"Oxfordshire"	"South Oxfordshire DC"	"P11/E0637"	"11/0218"	"2011-05-31"	"II"	"PLANNING APPLICATION Demolition of swimming pool changing / shower building. Replacement new pool changing / shower building. Friar Park"
"Pradoc, West Felton"	"Shropshire"	"Shropshire CC"	"11/02197/LBC"	"11/0217"	"2011-06-01"	"N"	"PLANNING APPLICATION Internal and external alterations in connection with replacement of one window with double doors affecting a Grade II listed building, Pradoc, West Felton"
"Dunster Castle"	"Somerset"	"Exmoor NPA"	"6/10/11/1091b"	"11/0210"	"2011-05-31"	"II*"	"PLANNING APPLICATION Proposed alterations and improvements to existing single storey conservatory, 15 West Street, Dunster"
"Newcastle under Lyme LDF SPD Register of Locally Important Buildings and Structures"	"Staffordshire"	"Newcastle under Lyme BC"	""	"11/0211"	"2011-05-31"	"N/A"	"LOCAL PLAN Newcastle under Lyme LDF SPD Register of Locally Important Buildings and Structures"



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Once you start receiving the weekly list, it's time to go! Start working with your CGT to comment on planning applications!
 (Do remember to feed back into the Casework Log by copying your comment letters to conservation@thegardenstrust.org)

8 Steps handout

1. Look at the planning application
2. Visit the site of the development
3. Decide on your stance
4. Examine the development plan
5. Decide on your action
6. Put your comments in writing
7. Gather support
8. Speak at committee meetings



Adapted from CPRE – How to Respond to Planning Applications

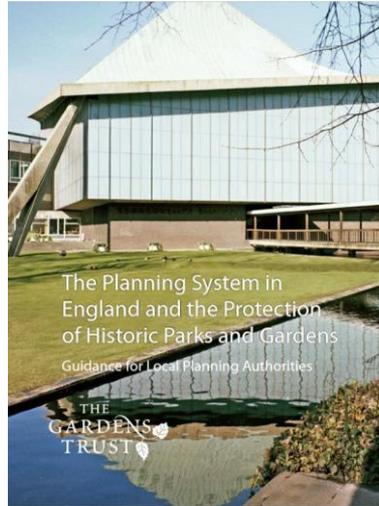


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Remember your training, but also refer to the 8 Steps handout.

- Need to introduce the Gardens Trust to local authorities
- Need to restate the statutory consultee obligations
- Need to 'introduce' the County Gardens Trusts and explain their role
- GT leaflet: '*The Planning System in England and the Protection of Historic Parks and Gardens*'
- Distribution to local authorities summer 2016, updated 2019



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Read this leaflet and use it to introduce yourself to local planning authorities. It will also remind lpas to notify the GT of planning applications, which they may currently be forgetting to do!

Get them to consult you directly, and also on applications relating to unregistered sites, which will not go through to the Gardens Trust.

Updated leaflet was published in 2019, including updates to NPPF and new section on climate change.

Want to further upskill?

HLP handout Be Prepared

Resource Hub at www.thegardenstrust.org

www.planningportal.co.uk

www.cpre.org.uk

www.historicengland.org.uk

You don't have to know everything about the planning system in order to respond to planning applications – please have a go!



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