

# Protecting Historic Parks and Gardens: Assessing the Planning Application



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A training presentation from the Gardens Trust.

This presentation will show you how to extract the information you need from a planning application, using a real example from West Sussex, to identify potential threats to historic designed landscapes.

## The Process

1. Look at the planning application on local authority website
2. Visit the site of the proposed development if possible
3. Speak to colleagues in your local CGT/experts who know the site
4. Look at maps to understand layout/extent of site/position in relation to RPG
5. Decide on your stance: oppose/qualified support/support
6. Look at the Local Plan and NPPF for helpful paragraphs
7. Put your comments in writing
8. Bear in mind that some of the information in the application documents may need to be taken with a pinch of salt....

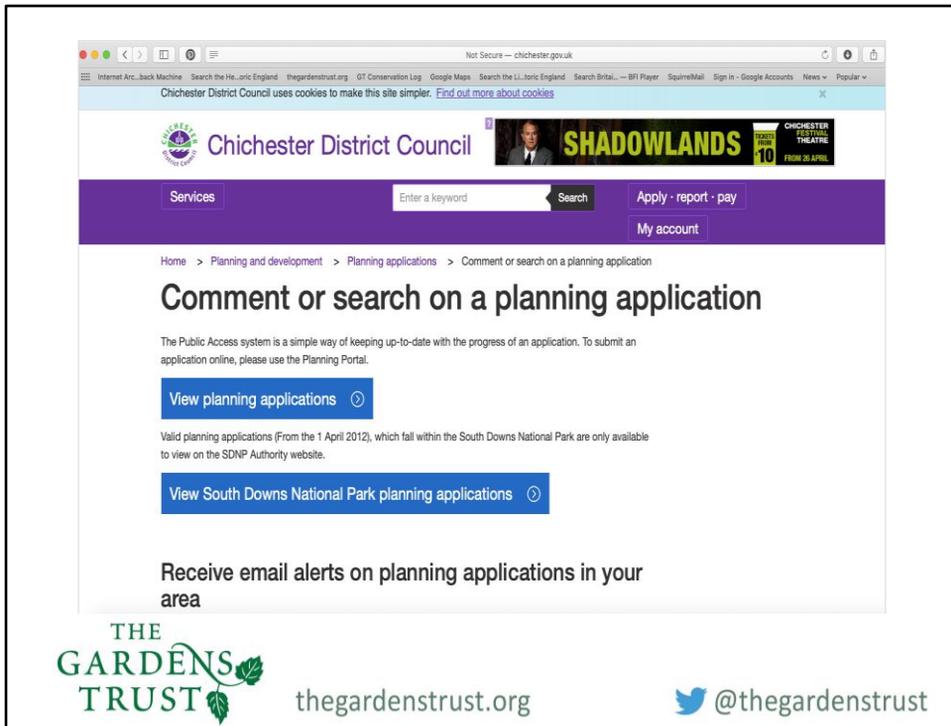


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This can seem daunting, especially if the application is large and complex, but take it one step at a time and work through the process methodically.

Everyone approaches this slightly differently, and there is no definitive way, so just do it however you feel comfortable. Today we will be looking at it in the way the GT's Conservation Officer approaches planning applications, indicating what the most important documents are to look out for, and where to find information to amplify your response.



Look up the local authority planning website and click on “View Planning Applications” button – or equivalent as LPAs’ websites can differ slightly in the layout.

The screenshot shows a web browser window with the following elements:

- Breadcrumbs:** Home > Planning and development > Planning applications > Comment or search on a planning application
- Navigation:** Search, My Profile, Login, Register, Apply Online
- Warning:** For security reasons, your session will timeout if comments are not made within 30 minutes. To ensure you do not lose any information on larger comments, please consider composing comments elsewhere and then copying and pasting them into the public access system. Thank you.
- Section Header:** Planning – Simple Search
- Search Instructions:** Search for Planning Applications and Enforcements by keyword, application reference, postcode or by a single line of an address.
- Search Options:** Simple (selected), Advanced, Weekly/Monthly Lists, Property, Map
- Search For:** Applications (selected), Enforcements
- Status:** All
- Search Input:** Enter a keyword, reference number, postcode or single line of an address. The input field contains "10/01083/FUL" and a "Search" button.

At the bottom of the page, there is a logo for THE GARDENS TRUST, the website URL thegardenstrust.org, and a Twitter handle @thegardenstrust.

This screen, or similar, will come up.

Insert the number of the application where indicated (you can find this on the weekly list of planning cases sent to each CGT’s planning team by our Conservation Casework Manager), and press search.

The screenshot shows a web browser window displaying the 'Planning Application Summary' page for application 10/01083/FUL. The page is from the Chichester District Council website. The main content area contains the following information:

- Reference:** 10/01083/FUL
- Alternative Reference:** PP-01000526
- Application Received:** 10 Mar 2010
- Address:** Land South East Of Scout Hut Easebourne Lane Easebourne West Sussex
- Proposal:** Proposed development of new model farm on existing agricultural land. 1. New building on site - toilet block (10.500m long x 4.000m wide). 2 The construction of footpaths on site as per plans constructed of local stone. 3. Construction of new boundary fencing for paddocks and fields to match existing. 4. Change of use application for new proposed picnic area, from its existing use as farmland/arable paddock to a new use as an area for public to use as a picnic area. | Land South East Of Scout Hut Easebourne Lane Easebourne West Sussex

The 'Details' section has several tabs: Summary, Further Information, Contacts, Important Dates (highlighted with a red circle), and Related Items (2). A message above the details states: 'The public consultation period for this application has ended. We are no longer accepting comments from the public on this application.'

This is the initial page giving details of the application. It shows the various options you might like to look at : Documents, Summary, Contacts, Important dates etc and the full description of the application. You can click on all of them and they will bring up relevant information. Let's in this instance start with IMPORTANT DATES just in cast the Local Authority has been slow in sending out the notification. That tells you when you need to have your response in by. We generally also at this stage also look on the tab that says 'Further Information' – rather confusingly that tells you who the case officer is, and not the one that says 'Contacts'. We always like to know who the case officer is in case we need to get in touch to ask them a question and also we address our response to them in due course.

## Details of the Application

10/01083/FUL | Proposed development of new model farm on existing agricultural land.

1. New building on site - toilet block (10.500m long x 4.000m wide).
2. The construction of footpaths on site as per plans constructed of local stone.
3. Construction of new boundary fencing for paddocks and fields to match existing.
4. Change of use application for new proposed picnic area, from its existing use as farmland/arable paddock to a new use as an area for public to use as a picnic area.

Address: Land South East Of Scout Hut, Easebourne Lane, Easebourne, West Sussex



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Carefully read what they want to do: a new model farm on existing agricultural land, new loos, footpaths out of local stone, new fencing to match existing, new picnic area. From the descriptive paragraph it all sounds very reasonable.

Now we need to know where the site is in relation to the Registered Park or Garden (RPG). Note: no postcode, so you will need to see what maps/site location drawings etc are on the website.

From the 'documents' tab, in the online planning application

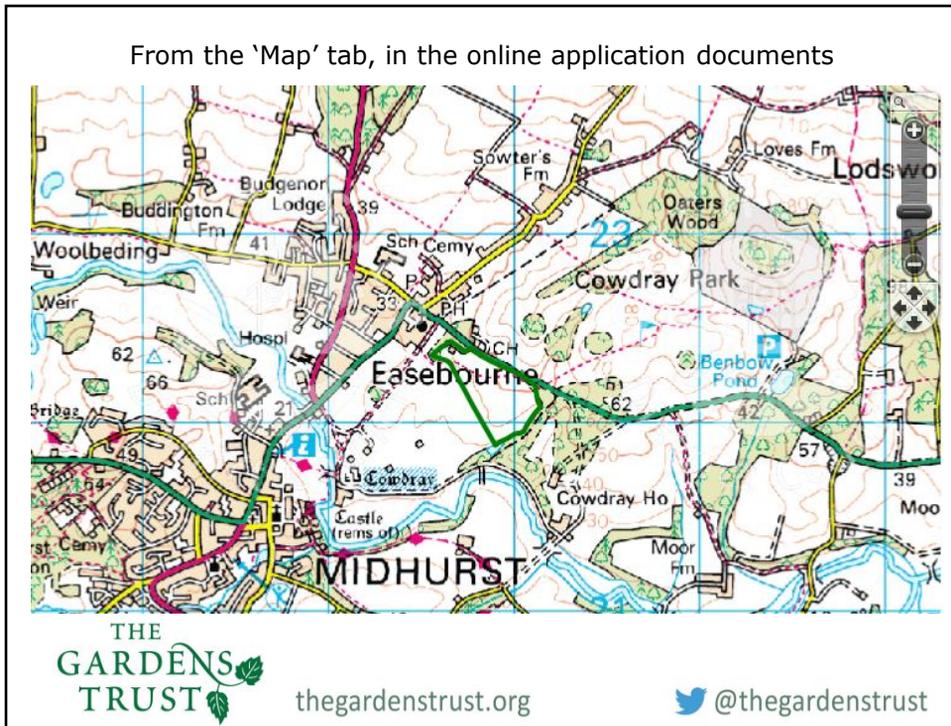
10 Aug 2010	Plan - Under Consideration	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a>	LAND SURVEY (A2)
10 Aug 2010	Plan - Under Consideration	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a>	LOCATION PLAN SCALE 1:2500 (A3)
10 Aug 2010	Plan - Under Consideration	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a>	LOCATION PLAN SCALE 1:1250 (A3)
10 Aug 2010	Plan - Under Consideration	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a>	LOCATION PLAN SCALE 1:500 (A3)
12 May 2010	Consultee Reply	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a> / <a href="#">Thumbnails</a>	ENGLISH HERITAGE 06/05/10
22 Apr 2010	Parish Comments	<a href="#">Whole Doc</a>	EASEBOURNE PARISH COUNCIL 15.04.10
21 Apr 2010	Correspondence	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a> / <a href="#">Thumbnails</a>	SUSSEX GARDENS TRUST 16.04.10
06 Apr 2010	Consultee Reply	<a href="#">Whole Doc</a>	SOUTH DOWNS JOINT COMMITTEE 06.04.10
22 Mar 2010	Correspondence	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a> / <a href="#">Thumbnails</a>	VALIDATION CHECKLIST
17 Mar 2010	Application Form	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a> / <a href="#">Thumbnails</a>	DESIGN & ACCESS STATEMENT
17 Mar 2010	Application Form	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a> / <a href="#">Thumbnails</a>	APPLICATION FORM
17 Mar 2010	Correspondence	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a>	SITE HISTORY REPORT
17 Mar 2010	Correspondence	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a> / <a href="#">Thumbnails</a>	LETTER FROM ASSISTANT WORKS MANAGER: 16/03/2010
17 Mar 2010	Photograph	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a> / <a href="#">Thumbnails</a>	SITE PHOTOGRAPHS NUMBERS 1 - 8.
17 Mar 2010	Plan - Under Consideration	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a>	PROPOSED NEW MODEL FARM (A3)
17 Mar 2010	Plan - Under Consideration	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a>	PROPOSED LAYOUT PLAN - TOILET BLOCK (A3)
17 Mar 2010	Plan - Under Consideration	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a>	LOCATION PLAN. SCALE 1:7500 (A3)
17 Mar 2010	Plan - Under Consideration	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a>	LOCATION PLAN. SCALE 1:2500 (A3)
17 Mar 2010	Plan - Under Consideration	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a>	LOCATION PLAN, SCALE 1:1250 (A3)
17 Mar 2010	Plan - Under Consideration	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a>	SITE PLAN. SCALE 1:500 (A3)
17 Mar 2010	Plan - Under Consideration	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a>	SITE PLAN. SCALE 1:2500 (A3)
17 Mar 2010	Plan - Under Consideration	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a>	SITE PLAN. SCALE 1:500 (A3)
17 Mar 2010	Plan - Under Consideration	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a>	PROPOSED NEW TOILET BLOCK (A2)
17 Mar 2010	Plan - Under Consideration	<a href="#">Whole Doc</a> / <a href="#">TIE Doc</a>	PROPOSED NEW FENCING AND FOOTPATHS (A2)


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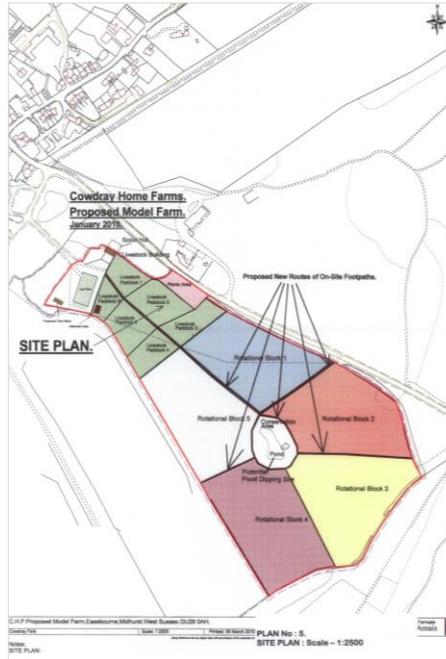
This page shows the documents that accompany the application. In this instance there is also some correspondence from Historic England and the Sussex Gardens Trust; a Design and Access statement, what is called a site history statement, but not obviously a Heritage Statement. It is crucial to first find out exactly where the site is in relation to the RPG.

From the 'Map' tab, in the online application documents



Map of the site (Cowdray Park) from application documents

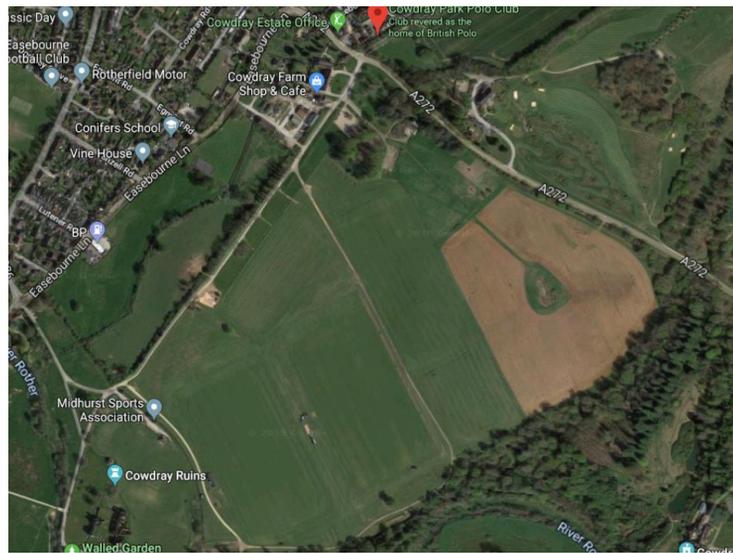
Site Plan from Application



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Satellite  
view, from  
Google  
Maps

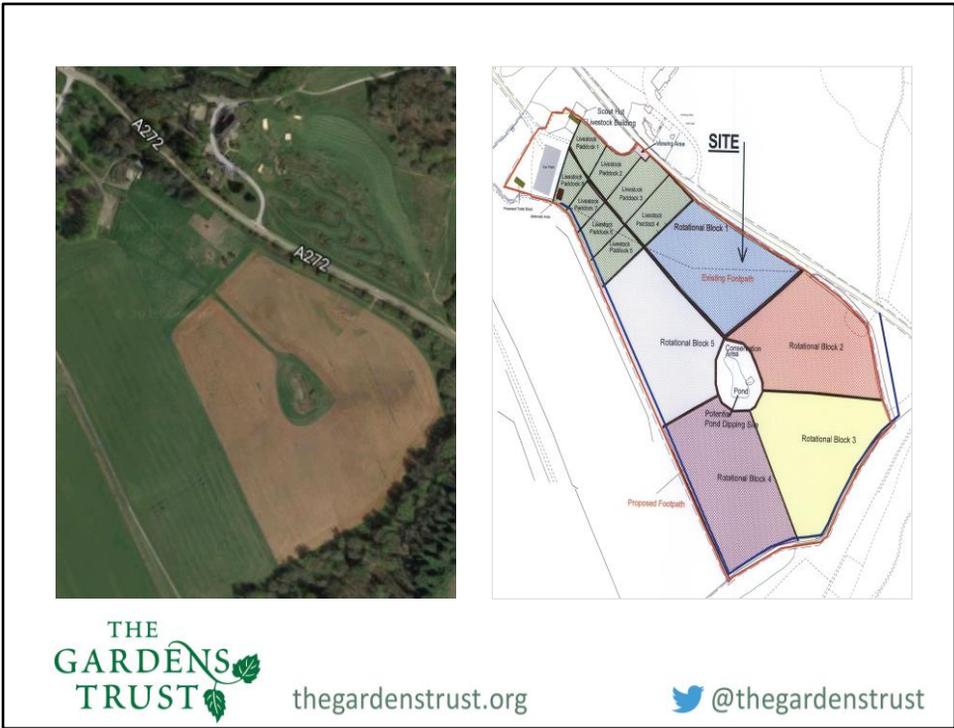


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The site is clearly visible with the A272 to the N of it, the golf club on the other side of the main road, and the Cowdray Ruins lying to the SW across what appears to be two large open fields with no trees blocking the sight line.



It's easy to compare the aerial view from Google Maps with the model farm proposal. Note the pond in the middle and the road going along the N side

From HE Website –  
National Heritage  
List

### Cowdray: a fortified medieval house and part of its landscaped grounds

List Entry Number: 1017500

Heritage Category: Scheduling

Location:

Easebourne, Chichester, West Sussex

### COWDRAY HOUSE

List Entry Number: 1001210

Heritage Category: Park and Garden

Grade: II\*

Location:

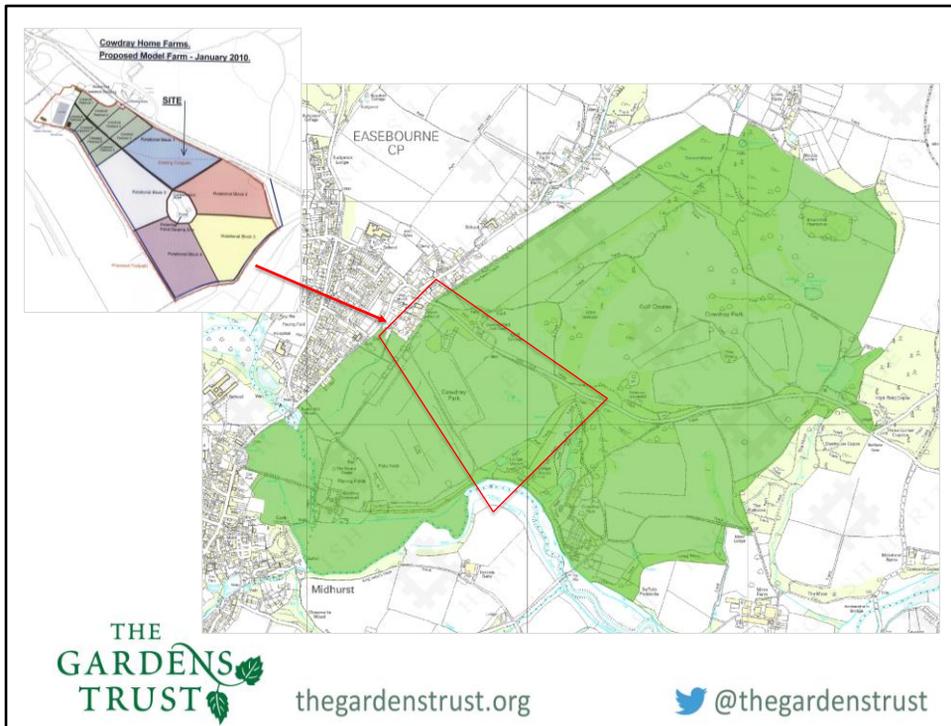
COWDRAY HOUSE, Midhurst, Chichester, West Sussex



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From Historic England website, you can see there are two heritage assets which are relevant here : the Cowdray House RPG which is Listed II\* and the fortified medieval house and part of its landscaped grounds – a Scheduled Monument.



The application site lies right in the middle of the RPG. This is extremely relevant. We need to consider how visible the proposals will be, how intrusive, will it blend in, have a positive effect etc.

## From application documents

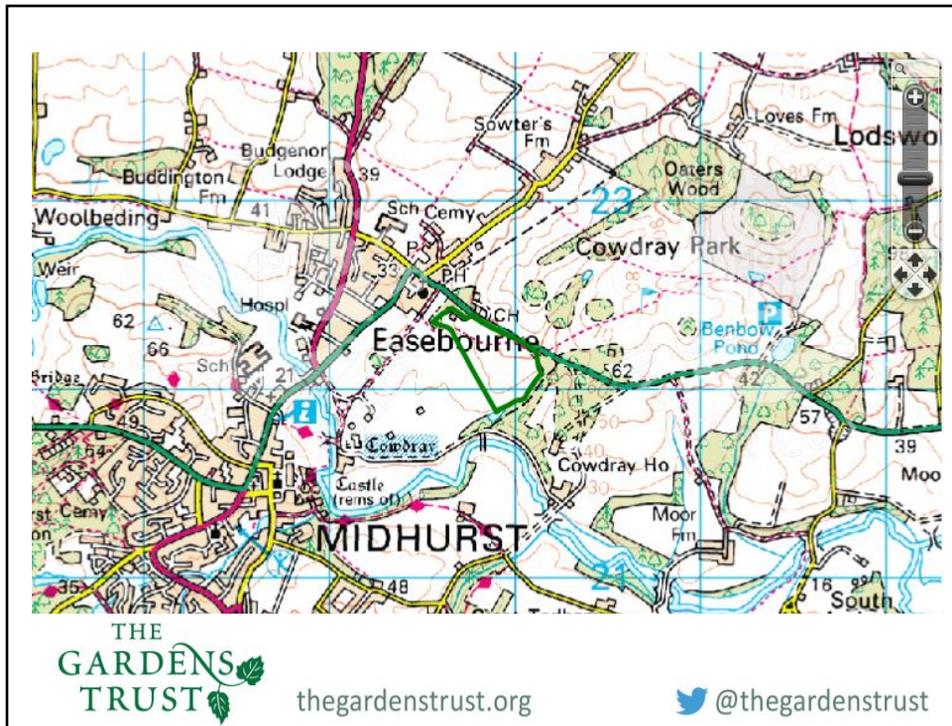
Find out:

1. Who is making the application / agent
2. Description of the proposal – itemised
3. Pre-application advice – whether sought, and nature
4. Vehicular access & Parking
5. Consultation – who with and result
6. Materials – especially any changes
7. Trees and hedges
8. Site visit – accessibility from public paths etc



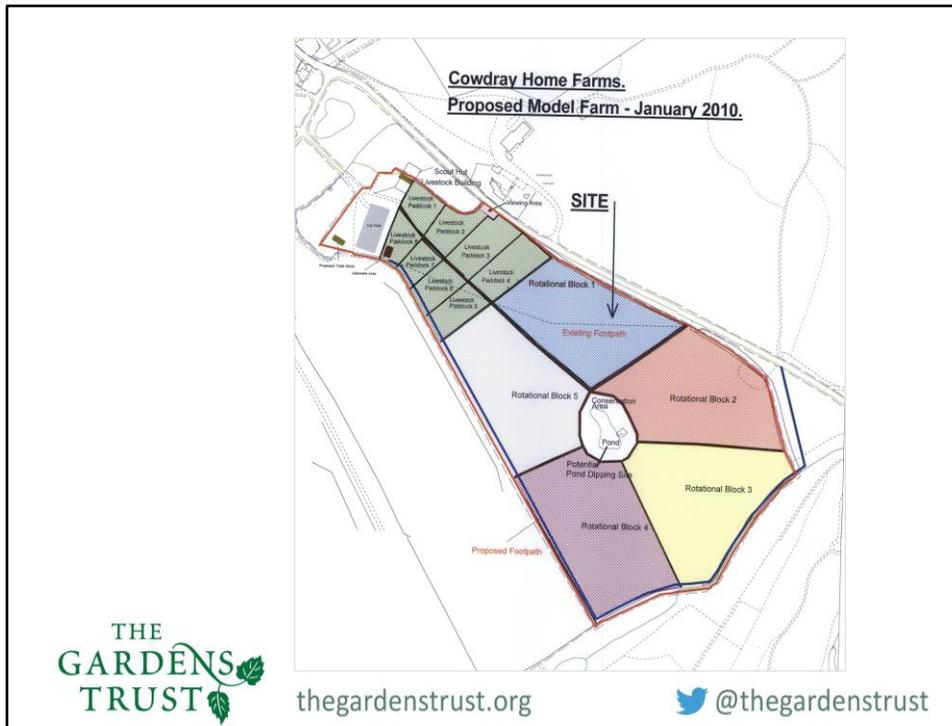
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What else can you notice about the site in general?

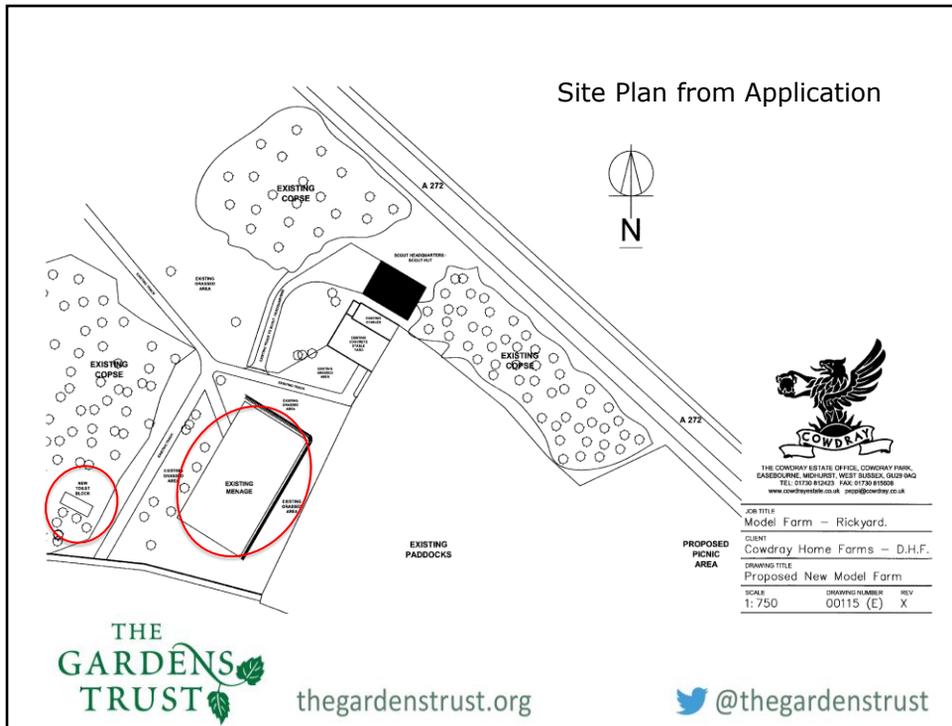
- Check contours - does the land slope or is it flat?
- golf course
- Castle remains Scheduled Monument
- any woodland cover?



Look particularly where the footpaths are, the fields for rotation, car park, allotment area, position of toilet block and picnic area.

Do these elements sit easily within an open field and what are the views from here in all directions?

Would this new arrangement be discreet or would it show up a lot and be visible from any sensitive areas?

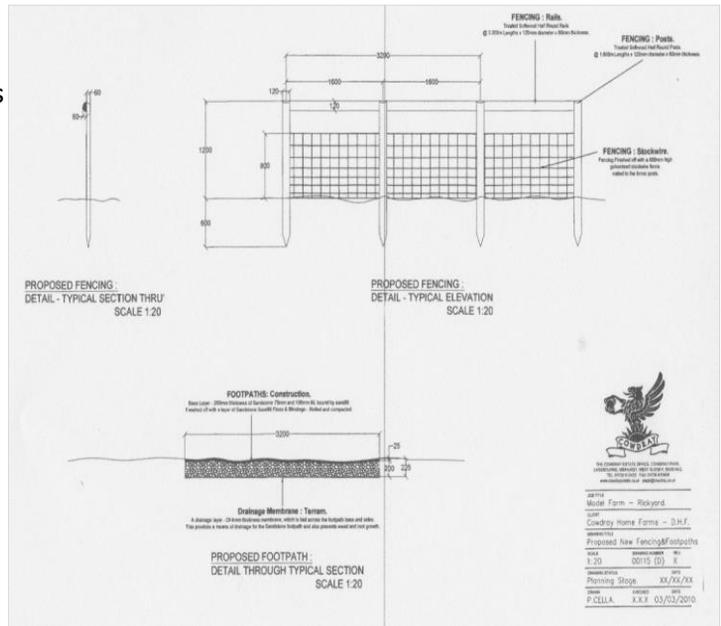


From the previous slide you can now see that the menage is to become a car park and the new loos are to the SW of the car park.

It's hard to make out for sure but it seems that the scout hut (black rectangle) to the north stays as a scout hut, with the stables being made into a livestock building below it.

Again, are you happy with this arrangement?

Design Drawings from Application

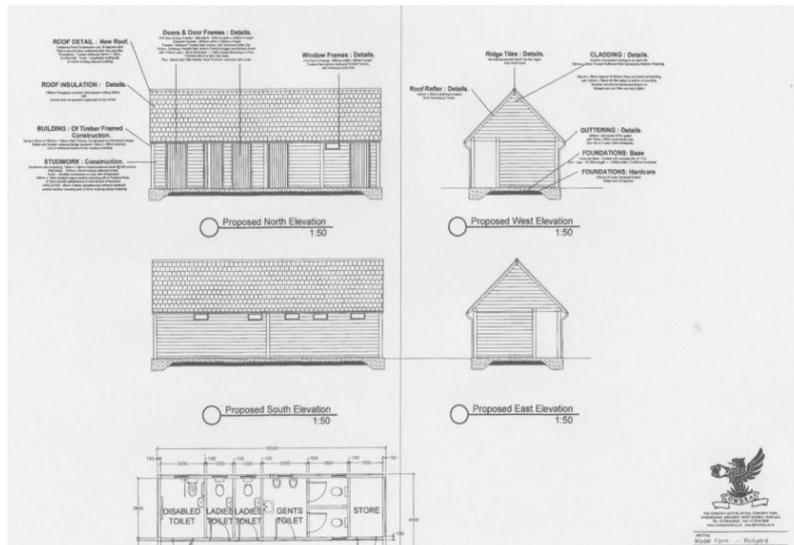


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Look at the width of the path : 3.2m wide – pretty substantial. There are lots of paths criss-crossing the field like a spider’s web. Is this in keeping with what is already there? Does it destroy the openness. What about the fencing – there will be lots of it. Even though inoffensive on its own on edge of fields, if there is a network of this fencing will it affect the view out over the RPG.

## Design Drawings from Application



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What do you think about this toilet block? Is it in keeping with local vernacular? Tiles and hung timber battens – yes it is.

Photographs from Application

The image contains a site plan on the left and a photograph on the right. The site plan shows a rectangular area labeled 'MANÈGE' with a red arrow pointing to it. The plan includes various features like 'TREES', 'ROADS', and 'PROPERTY LINES'. A north arrow is present. The photograph shows a wide, open field with a fence in the background and trees in the distance. The sky is blue with some clouds. The text 'Model Farm - Rickyard' is visible in the bottom right of the site plan.

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This is the view over the manège looking south. What can you see in the distance? Would cars in this area be detrimental to the view? Could they be seen from the ruins?

Photographs from Application

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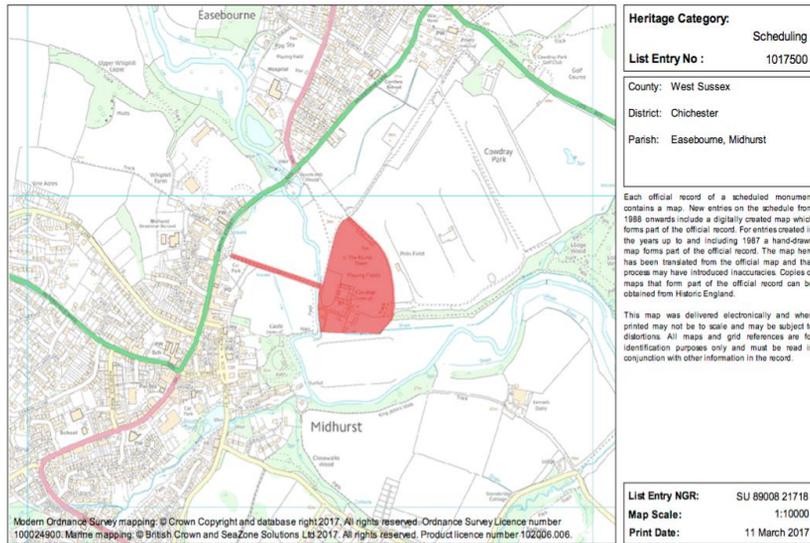
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Top right: view north over picnic site. This would in future have fencing/paths across it. Would this be detrimental to the view. Could it be seen from the ruins?

Bottom right: view south over picnic site showing Cowdray ruins.

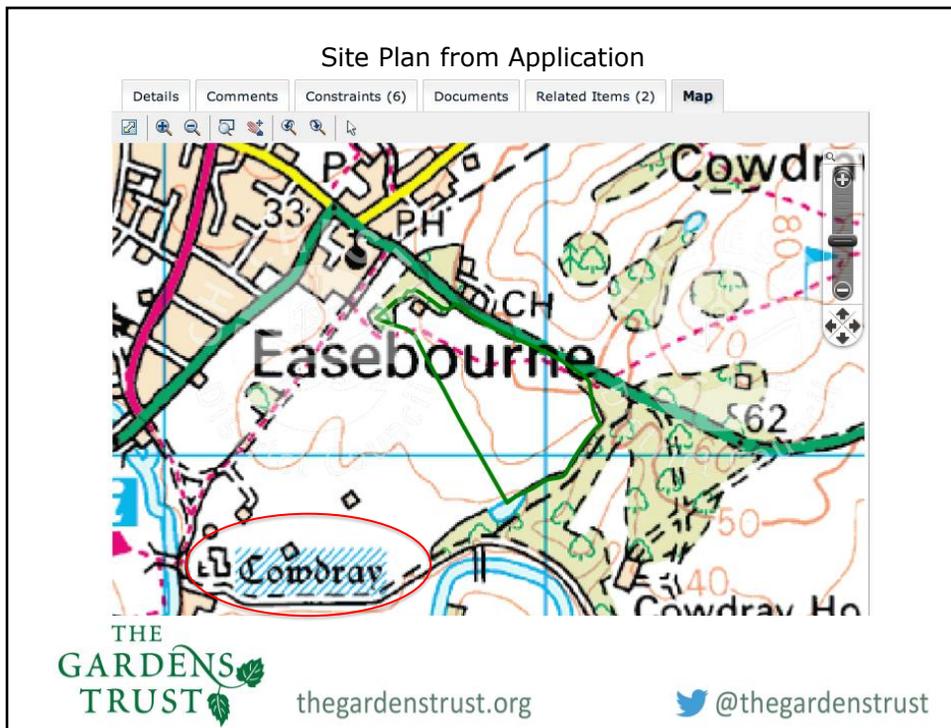
## HE Website – National Heritage List: Cowdray Scheduled Monument



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Let's look at the Cowdray SM from HE's Heritage List. See where it is in relation to application site. Are there any trees or features which would hide the model farm from the ruins? Would there be intervisibility? Yes. Is this a problem?



Just for clarification here are the ruins (circled) on an OS map with the application site edged in green just below the A272. Pretty clear view wouldn't you say? Does this matter? You can also see Cowdray House down to the SE – is that visible; is it Listed?

## **Cowdray House - Extract from HE Register Entry**

### **List Entry Summary**

**Grade: II**

### **List Entry Description**

#### **Details**

Remnants of the layout and built features of C16 and early C17 formal gardens surrounding the ruins of a Tudor house, altered and extended by Lancelot Brown in the late C18 and set within a C16 park, also improved by Brown, which contains, at c 1.5km from the ruins, a Victorian house with associated formal and woodland gardens of early C19 origin.



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Here is a summary paragraph about Cowdray House. Note that Capability Brown worked here.

## From Design and Access Statement:

- 1 What bounds the site? AONB
- 2 Current use – arable farm land  
'Learning centre destination' adds to list of different uses of estate
- 3 Consultation – 'no real objection against principle'
- 4 Site will remain in agricultural use
- 5 Improve and alter current layout  
Smaller fields and paddocks  
Footpaths and fencing to match existing
- 6 Toilet block – no great impact as other buildings in same materials. F
- 8 Scale of works 'minimal'
- 9 No trees are affected  
No effect on AONB or on adjacent parkland
- 10 Appearance will change only slightly
- 11 Refurbish existing menage **BUT what's missing?**



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Considering all of these starts preparing you for your visit...

From GoogleEarth – photo point



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## Significance

- What might be significant about the site?
- What, if anything, about the park might the development affect?



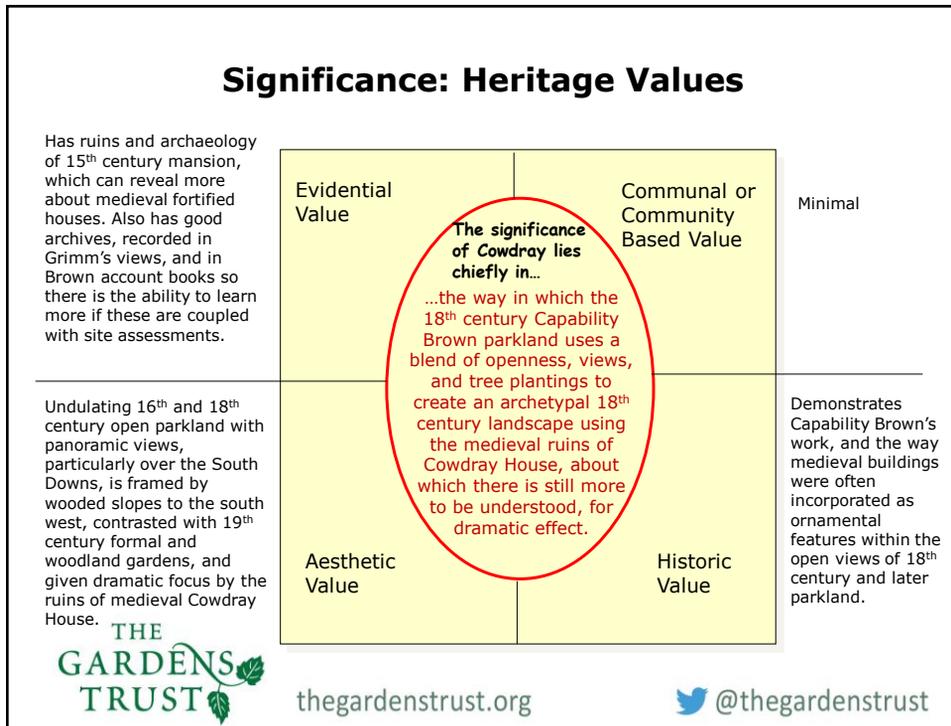
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We need to boil down what is important about the site before we can decide how this application will affect it.

[Use the HE Register entry]

## Significance: Heritage Values



Today, we're going to need to understand Cowdray's significance in order to assess the proposal and then articulate it in a letter. We've looked at significance in an earlier training package, so will only summarise here how to determine significance (more guidance is available on the Resource Hub at [www.thegardenstrust.org](http://www.thegardenstrust.org)), and we'll end up with a Statement of Significance (a very rough one!). By the way, here we are using HE's definitions of Heritage Values, whereas NPPF uses slightly different words, although the concepts are the same.

HE = evidential, communal, aesthetic, historic,  
 NPPF = archaeological, architectural, aesthetic, historic). This is one of those things where you have to choose one... but basic concept is the same.

**Evidential value** relates to the potential of a place to reveal new information – what archaeological potential does a place have, for example? Archaeology, archives – many heritage assets still hold hitherto unrealised evidence – they have evidential value

**Communal value** derives from all the other meanings that people assign to a place. It is not the same as Community or being communally accessible (Buckingham Palace is a good example). Often expressed in a sense of belonging and can have a profound effect on local identity, and it is here that we touch on intangible and living heritage.

**Historical value** lies in the potential to tell stories about the past, or evoke a sense of what it might have been like to live in the past – using the site as a key to unlock a narrative.  
 Historical value tends to be illustrative or associative.

Associative value arises from association with a notable person, event, or movement because being at the place where something momentous happened can increase understanding of it. Many buildings and landscapes are associated with people, literature, art, music or film, for example. (So Petworth has Associative Value in its connection with Turner. JMW Turner benefited from the patronage of the 3rd Earl of Egremont who gave him a studio at Petworth House. The artist visited Petworth regularly until the Earl's death in 1837 and produced 1,000 drawings to record the beauty of the place. Therefore, Petworth is a really useful key in unlocking the story of Turner.)  
 We can probably all think of landscapes that we can connect to a historically important figure, including designers, so Associative Historical Value is key for historic landscapes.

Illustrative value has the power to demonstrate some historical point, to narrate an historical story or to evoke the past. (A William Kent gateway on the edge of a cricket pitch at a school in Surrey, the site of the ferme ornee of Philip Southcote, Woburn Farm. It illustrates the former use and design of the estate, being a relatively rare survivor of this passing but influential trend, and so more broadly illustrates the use of ornamentation in the farm landscape of the 18<sup>th</sup> century, as well as being an authentic example of the work of Kent. )

**Aesthetic value** arises from the sensory and intellectual interest of a place.  
 They can be the result of the conscious *design*, primarily the qualities generated by the design of a building, park or garden.  
 Perhaps you might describe the aesthetic value of a parkland landscape as the arrangement of large mature trees planted to reveal and frame views under their broad canopies. Aesthetic value can also be the apparently *fortuitous* outcome of the way in which a place has evolved and been used over time, i.e. without design. For example, the seemingly organic form of an urban landscape - dramatic quality in the juxtaposition of buildings and spaces.  
 And particularly in landscapes, the designed and fortuitous can be used to work together – design being used to emphasise the fortuitous nature of surrounding landscape (in other words, a designed park or garden can be planned to work beautifully within its fortuitous wider setting) .

Consider each of these points in relation to your site, perhaps making notes in these boxes, and then edit the notes into a coherent paragraph (or a few), which can then go in the middle and be your statement of significance.

## Summary of the Development and what's Important about the Park

- Picnic area; toilet block; car park; paths; fences
- Capability Brown landscape developed from Tudor landscape
- Setting for ruins of Tudor house
- Sweep of views from and towards the ruins
- Open character of parkland
- Within Sussex Downs AONB



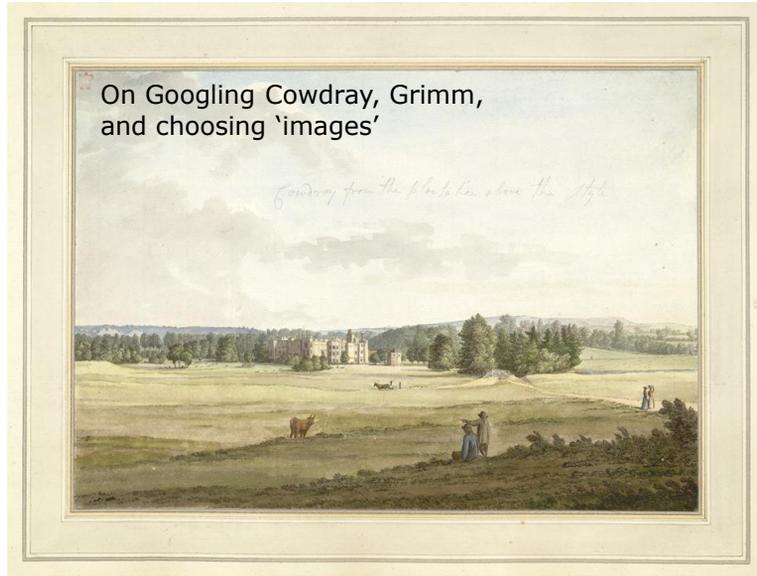
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This slide pretty much boils down what the applicant wants to do vs the important factors we need to consider when deciding whether or not this is a good application.

Do we have enough information on the contribution of this area to the significance of the parkland?

On Googling Cowdray, Grimm,  
and choosing 'images'



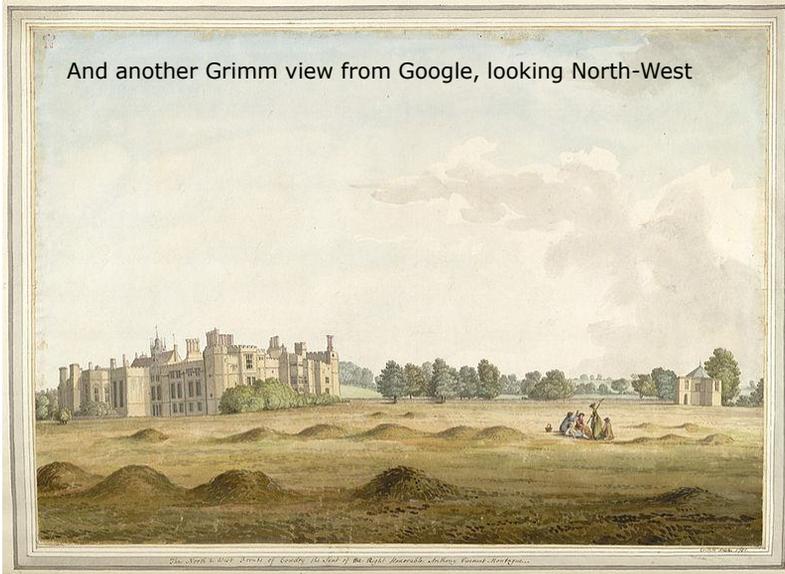
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This is the view from approximately where the application site is.  
Amazing find, showing what it looked like when Grimm painted it in 1793. You can  
still see this very same view today.

And another Grimm view from Google, looking North-West



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Although this view does not show the application site. If you were standing where Grimm was when he painted the picture would you have been able to see the application site? Almost certainly yes.

What would you object to in the application?

What would you support?

Are there any actions you might suggest in mitigation?



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Time to start to jot down a few pointers to use in your response

### **Objections**

Part of a series of new uses for the parkland, breaking up integrity  
Breaks into broad sweep of parkland – new areas of development

Design ignores historic significance

Visual intrusion on the setting of SM across key vista

Affects setting of RPG

Fencing and paths – visual intrusion

Car park is change of use and new materials

Toilet block extends area of building

Picnic area is visually prominent

**Support** Care of the pond

### **Mitigation**

Is there a Conservation Management Plan?

Is there a more appropriate area of the park?

Could the parking be screened?

Historically appropriate planting ?

Material for the paths? Grassed?



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We would suggest that these are the kind of things you should be thinking about now when formulating your response.

## Look at the Revised NPPF

P189: In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance.

P194: Any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification

P195: Where a proposed development will lead to substantial harm to (or total loss of significance of) a designated heritage asset, local planning authorities should refuse consent

P196: Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal



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Now you are familiar with application, consider legislation which supports your comments.

Start with the Revised NPPF, most usefully **Chapter 16, Conserving and Enhancing the Historic Environment** . Do you think that any of these paragraphs would be appropriate to use in this application? Do you think the harm (if you feel there is harm) to the assets is justified by the public benefit? Do you think the applicant sufficiently described the significance of the asset and the contribution made by its setting? Make these points in your response.

P2. A thorough assessment of the impact on setting needs to take into account, and be proportionate to, the significance of the heritage asset under consideration and the degree to which proposed changes enhance or detract from that significance and the ability to appreciate it

P2. When assessing any application for development which may affect the setting of a heritage asset, local planning authorities may need to consider the implications of cumulative change



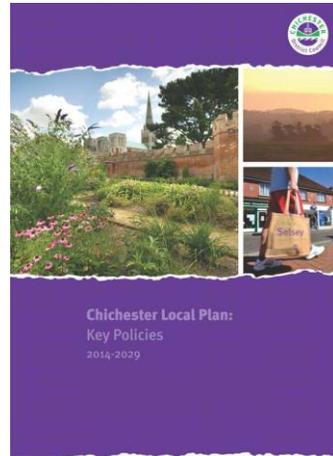
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This is an incredibly useful booklet. Worth going through it and highlighting useful paragraphs for future use. These are just two examples of many which could be quoted for this application with explanatory sentences amplifying why they are apposite here.

## Examine the Local Plan

- Make sure you are using the plan that has been *formally adopted*
- The Local Plan is potentially one of the strongest weapons in your arsenal
- Make logical use of points in the plans which support your view
- Crucially see whether the application contravenes any aspects of the Local Plan



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The Local Plan is one of the strongest weapons in your arsenal. Look at Local Plan to see which paragraphs, if any, support your arguments and crucially if the application contravenes anything within the Local Plan. Worth checking the Historic Environment Section first. Quote paragraph numbers rather than writing out in full. Also worth in this instance perhaps looking to see if any helpful paragraphs in the Tourism section.

National planning policy over-rides all things local so if there is no plan, then national policy applies. But then the plan has to comply with national policy anyway so should inter-related.

This would also be a good time to pick out clauses in the NPPF that might be relevant.

## Chichester Local Plan

### Policy 47 - Heritage and Design

Planning permission will be granted where it be demonstrated that all the following criteria have been met and supporting guidance followed:

1. **The proposal conserves and enhances the special interest and settings of designed and non-designated heritage assets including Historic Parks or Gardens**, both registered or of local importance and **historic landscapes**.
2. Development **respects distinctive local character** and sensitively contributes to creating places of a high architectural and built quality;
3. Development **respects existing designed or natural landscapes**; and
4. The individual identity of settlements is maintained, and **the integrity of predominantly open and undeveloped character of the area, including the openness of the views in and around ... the South Downs National Park, is not undermined**.



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Worth seeing if the local plan has any paragraphs related to heritage. Chichester's Policy 47 is heritage related. If you read carefully, you will find a few helpful paragraphs such as these.

Are these conditions met? If not say so in your response.

## Chichester Local Plan

### Policy 47 Supporting Guidance

Proposals affecting **designated** and undesignated **heritage assets and their settings** should demonstrate that they meet the following guidance:

- a. The use of traditional, local materials ....
- b. **The conservation of features and elements that contribute to the special interest of a heritage asset ....**
- c. Appropriate **use of the heritage asset that is compatible with the conservation of its significance**
- d. The **location, form, scale, massing, density, ....** landscaping, **use and external appearance** of developments within conservation areas **should conserve and enhance the special historic interest ....**
- e. Development involving substantial **harm to** or loss of designated heritage assets will only be granted in exceptional circumstances (wholly exceptional circumstances for designated



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More supporting guidance can be found if you go on digging within Policy 47 – see these points within the Supporting Guidance section. Are these conditions met? If not say so in your response.

## Chichester Local Plan

A theme running through the Local Plan is **the protection and enhancement of the area's historic environment**. There are many areas, buildings of special architectural and historic importance, scheduled sites ... which add significantly to the character and quality of the Plan area. **Historic parks and gardens are also an important part of the area's heritage**. Development is required to safeguard and enhance the special qualities of these important assets, wherever possible, **see Policy 48 Natural Environment:**

Planning permission will be granted where it can be demonstrated that all the following criteria have been met:

1. **There is no adverse impact on:**
  - **The openness of the views in and around ... the setting of the South Downs National Park;** and
  - The tranquil and rural character of the area.
2. Development recognises distinctive local landscape character and sensitively contributes to its setting and quality;
3. Proposals respect and enhance the landscape character of the surrounding area and site, and public amenity through detailed design



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Slightly labouring the point, but you can see if you continue to go through the Local Plan with a fine-tooth comb, you may find more things which support your stance. Use them.

Are these conditions met? If not say so in your response.

## Decide on your action

- Support the application
  - fully
  - with suggestions
- Impact neutral
  - no action
  - write anyway
- Object with suggestions
- Request refusal where impact cannot be lessened satisfactorily



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With suggestions for amendments / improvements

Register your objection but suggest amendments or conditions

Is your response proportionate?

Not a knee-jerk reaction?

Pick your battles.

Decide on your action

**What would you do about Cowdray Park?**



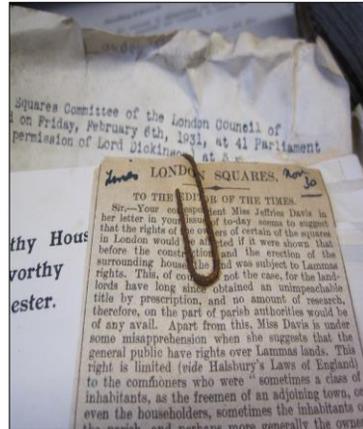
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We hope that you have now got a pretty clear idea of your stance and are ready to start writing your response.

## Put your comments in writing

- Be impersonal, courteous, concise and factual
- Be within time
- Refer to considerations that should be taken into account: significance, setting, historic interest etc
- Refer to the Local Plan and NPPF – be specific – address those points that conflict
- **Copy in the gardens trust casework manager** – Alison Allighan  
consult@thegardenstrust.org



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Above all remember that you need to be able to justify all of your comments should they be queried at a planning enquiry. Even if you are furious about what you perceive to be deliberate omissions or errors on the part of the applicant, at all times remain calm, be reasonable and above all polite. Your letter will be posted on the local authority's public website.

Do not write a full history of the site – refer to EH Register entries so as to alert officers – if no entry, pick what makes the site significant as far as you know – or that not enough is known. Can refer to the fact that more info is available.

Remember – expertise probably isn't landscapes.

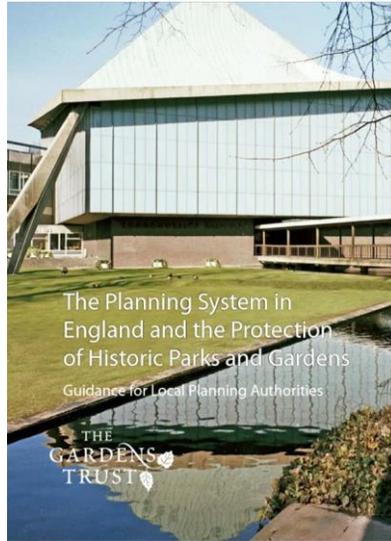
Can quote EH Guidance at them – guidance not binding

**MAKE SURE THAT EVERY SENTENCE YOU PUT IN YOUR LETTER SUPPORTS YOUR POSITION** – if it doesn't add to your argument, leave it out. You could try saying 'so what?' after each statement.

**COPY IN THE GHS CASEWORK MANAGER**

## Put your comments in writing

Refer to this for helpful paragraphs – it is primarily aimed at Local Authority Planning Officers



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The Gt's planning leaflet is being revised to take account of the most recent changes to the NPPF. The new leaflet is due out imminently. It will be available in hard copy and also as a pdf which you may find helpful to send to the LPA.

**The application was withdrawn**



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