

Limpsfield Conservation Area Appraisal and Management Plan (Supplementary Planning Document)

Planning Policy Committee Thursday, 23 June 2022

Report of: Interim Chief Planning Officer

Purpose: For decision

Publication status: Open

Wards affected: Limpsfield

Executive summary:

This report recommends the adoption of the Limpsfield Conservation Area Appraisal and Management Plan (LCAAMP) as a Supplementary Planning Document to support and inform planning decisions in the Limpsfield Conservation Area in line with the Core Strategy and adopted Limpsfield Neighbourhood Plan.

The report further recommends minor changes to the boundaries of the Conservation Area, and a change in its name to Limpsfield Village Conservation Area.

The production of the LCAAMP was a commitment in the Limpsfield Neighbourhood Plan, part of the Council's statutory development plan. The work to produce and consult on the LCAAMP has been a partnership between Limpsfield Parish Council, Surrey County Council's Heritage Team, and the Council, and supports the Council in fulfilling its obligations under the Planning (Listed Buildings and Conservation Areas) Act 1990 to review conservation area boundaries from time to time, and to carry out appraisals of conservation areas.

The LCAAMP describes the historical importance of the conservation area, its key features and how those can be preserved and enhanced, assesses the previous boundary and recommends minor changes, and sets out a number of management actions which will preserve and enhance the conservation area.

This report supports the Council's priority of: Creating the homes, infrastructure and environment we need

Contact officer Anna Cronin - acronin@tandridge.gov.uk

Recommendations to Committee:

That:

- A the recommended minor adjustments to the boundary of the conservation area be made;
 - B the name of the conservation area be changed from Limpsfield Conservation Area to Limpsfield Village Conservation Area; and
 - C the LCAAMP (see link at the end of this report) be adopted as a Supplementary Planning Document which will form part of the local planning policy framework for the Council to be used in the assessment of planning applications within the Limpsfield Village Conservation Area.
-

Reason for recommendations:

In June 2020 the Committee agreed that the preparation of the Limpsfield Village Conservation Area Appraisal and Management Plan (LCAAMP) be delegated to Limpsfield Parish Council up to the point of adoption.

Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 establishes the duty of local authorities to review, from time to time, the boundaries of conservation areas to ensure they are still relevant. Limpsfield Conservation Area was designated in 1973 by Surrey County Council and has not been reviewed since that date.

Section 71 of the 1990 Act states that it is a duty of the local planning authority to formulate and publish proposals for the preservation and enhancement of conservation areas. The LCAAMP contains such proposals.

When carrying out planning functions, under section 72 of the Act a local authority must pay special attention '*to the desirability of preserving or enhancing the character or appearance of that area.*'

The approval of the recommendations will enable the Council to fulfil a number of legal obligations and will enable better informed planning decisions in the conservation area.

1 Introduction and background

- 1.1 The Limpsfield Neighbourhood Plan, "made" by this Council in June 2019 and thus a part of the Council's statutory development plan, contained a commitment in the implementation section to produce a conservation area appraisal and associated management plan.

- 1.2 Conservation Area Appraisals and Management Plans aim to identify those features that contribute to the special character and appearance of a conservation area and provide the basis for making informed and sustainable planning decisions that aim to preserve and enhance the special quality. Appraisal and management plans are material considerations when the Council considers planning applications within or affecting a conservation area.
- 1.3 The report explained that to help address the shortfall in the resources necessary to undertake this work, Limpsfield Parish Council agreed to act as a sponsor and be responsible for preparing the LCAAMP. The Council would still be engaged in the confirmation of the Conservation Area through the adoption of the document(s). The LCAAMP would, when adopted by this Council, be a Supplementary Planning Document and would be used to inform planning decisions in the Limpsfield Village Conservation Area. Supplementary Planning Documents provide additional detail and guidance to support development plan policies, in this case those are the Core Strategy, Local Plan Part 2: Detailed Policies and the Limpsfield Neighbourhood Plan. The report was agreed.

2 Process

- 2.1 Limpsfield Parish Council subsequently carried out a tender process and selected Surrey County Council's Heritage section to prepare the LCAAMP. The Parish Council provided information and financial resources to produce the draft LCAAMP. Officers of this Council have been involved since 2020 giving advice on content and process, reviewing the draft LCAAMP before public consultation, attending a public meeting in Limpsfield to present the draft LCAAMP, and carrying out the formal consultation stage via the Tandridge District Council consultation portal and Communications team, culminating in this report to Committee. The project has thus been a partnership between Limpsfield Parish Council and the District Council to meet both obligations relating to conservation areas, and the requirements for producing a Supplementary Planning Document as set out in the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 2.2 One of the regulatory requirements of producing a Supplementary Planning Document is that formal consultation be carried out on the draft document. Section 4 below and Appendix A set out in detail the informal and formal consultation carried out, the response, and how this has been taken into consideration in finalising the LCAAMP.

3 Content of the LCAAMP

- 3.1 The LCAAMP has been produced following advice from Historic England on how such a document should be evidenced and structured. It describes in the Appraisal section:
 - the historical interest and development of the village
 - its location and general character
 - distinct separate character areas within the conservation area,

- an audit of heritage assets, identifying listed, locally listed, positive, neutral and detracting buildings
- a consideration of the current conservation area boundary, and proposals for minor amendments to reflect property boundaries more accurately. It is also proposed that the name of the conservation area should be changed from "Limpsfield Conservation Area" to "Limpsfield Village Conservation Area" to more accurately reflect its location, and to avoid confusion should additional conservation areas be designated in the parish in future.

3.2 The Management section sets out:

- a number of schemes for preserving or enhancing the area, ranging from the restoration of traditional paving to measures to reduce speeding and traffic impacts and improve the understanding of local heritage
- guidance on the conservation and repair of various features such as doors and windows, and trees

3.3 Stakeholders are identified for each of these actions, the majority are to be led by Limpsfield Parish Council, who may consider setting up an enhancement fund to support some actions, and some involve Tandridge District Council in its role as local planning authority and Surrey County Council as highway authority.

4 Outputs of consultation and amendments

4.1 A copy of the formal consultation statement is attached to this report (Appendix A). Consultation carried out by Limpsfield Parish Council and the District Council was extensive and went beyond that required by regulations or by this Council's Statement of Community Involvement. It included an informal consultation by the Parish Council within the conservation area in 2020 before commencing work on the LCAAMP.

4.2 Once the document was complete, the Council carried out a formal consultation under Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012 between 21 February 2022 and 21 March 2022, inviting comments on the draft. In addition the Council wrote to all properties affected by proposed changes to the boundaries of the Conservation Area. In accordance with Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990, which requires a public meeting to be held when proposals are put forward for the enhancement of a conservation area, a public meeting was held at St Peters Church Hall Limpsfield on Thursday April 7th 2022. A presentation on the LCAAMP was made by Parish and District Officers, and comments were requested and received as recorded in the Consultation Statement.

4.3 Sixteen responses were received during the formal consultation. A further two organisations and one individual responded after the deadline. Eight people commented or raised questions at the public meeting.

- 4.4 The majority of comments were supportive of the LCAAMP overall and of the proposed change of name and boundary. Several detailed comments suggested clarification of elements of the Appraisal, in some cases putting forward new information which has been incorporated in the final document. There were also comments about the proposed boundary, which has been adjusted slightly to take account of further information supplied regarding property boundaries.
- 4.5 By far the biggest issue in comments on the Management Plan was that of traffic management and parking, and several respondents proposed that a one-way system be planned for. As the LCAAMP points out, the configuration of the village means that there are no easy answers to these problems and it is proposed to strengthen the reference to seeking formal explanation of why this is not possible. In addition, reference to a speed survey is to be added.

5 Budget

- 5.1 The Council resources for this project to date have come from within the overall approved budget for Planning Policy, and that of the Parish Council.

6 Next steps

- 6.1 Should the recommendations of this report be accepted the document will be used in relevant planning decisions. It will be placed on the Council's website. There will need to be minor adjustments to the relevant online maps and the revised boundary and name of the conservation area will be registered as a Land Charge. The Council will also place an advert in the London Gazette and a local paper to advertise the changes in line with Section 70 of the Planning (Listed Buildings and Conservation Areas) Act 1990, and will notify those who made comments on the draft document.
- 6.2 Regulation 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 requires that the Statement of Consultation for a Supplementary Planning Document also be made available on the Council's website and at the Council's offices for a period of 3 months immediately after adoption, which allows for a potential legal challenge to the process to be made.

7 Other options considered

- 7.1 The initial decision to work with Limpsfield Parish Council to implement the commitment in the Neighbourhood Plan was taken by this Committee in 2020.

Key implications

Comments of the Chief Finance Officer

There are no direct financial implications arising from this report. As noted in the report the costs of work to date has been contained within the revenue budgets. It is not anticipated that any future costs associated with this work will requiring any additional funding out-with the budget's already set.

There are no capital costs arising from the recommendations.

Comments of the Head of Legal Services

The Council has a statutory duty under the provisions of section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate and review conservation areas and is now required to produce Appraisals and Management Plans for each area. The document is based on best practice contained in the English Heritage guidance and has involved local engagement. It is therefore considered to be a sound basis for the future conservation and management of the area.

Equality

The LCAAMP is not considered to raise equality issues.

Climate change

There are no significant environmental / sustainability implications associated with this report. The maintenance and renovation of existing buildings can be seen as sustainable in itself. While the historic buildings in the conservation area present issues in terms of energy efficiency to modern standards, the LCAAMP does include some material on how buildings can be adapted to be more sustainable, and advice is available from Surrey County Council's Heritage team.

Appendices

Appendix A - Limpsfield Conservation Area Appraisal and Management Plan Consultation Statement

Appendix B - Draft Statement of Adoption

Appendix C - [Limpsfield Conservation Area Appraisal and Management Plan Final Version](#) – **accessible via this link**

Background papers

None

----- end of report -----