

SCRUTINY REVIEW ACTION PLAN: Planning in Conservation Areas: the implications of conservation areas on the extension of family homes

Appendix Two

Comment	Action	Responsibility	Date
<p>R1. The Council should recognise the detrimental impact that some planning restrictions are having on residents and the social capital of an area and redress the balance in favour of planning applicants, whilst still seeking to protect and enhance the Borough's heritage</p>			
<p>This is the priority for the Action Plan to ensure that expanding families who wish to continue living in Conservation Areas are able to do so. The Action Plan sets out the steps by which this can take place.</p>	<p>Write a Delivery Plan outlining the programme of activities for the eight Conservation Areas with family dwelling houses where householders submit the most planning applications.</p>	<p>Plan Delivery Team, Strategic Planning, P&BC, D&R.</p>	<p>April 2015</p>
	<p>Implement the actions in the Delivery Plan for these eight Conservation Areas to help meet needs of expanding families to increase the size of family houses, ensuring, at the same time, proposals also preserve the character of these Conservation Areas.</p>	<p>Plan Delivery Team, Strategic Planning, P&BC, D&R.</p>	<p>April 2015 (start date) March 2017 (expected end date)</p>
<p>R2. Amend DM27 to:</p> <ul style="list-style-type: none"> • be more permissive towards extensions, particularly mansard roofs within Conservation Areas; • be more specific about what may and may not be appropriate within individual Conservation Areas (rather than having a blanket policy); and • rely more strongly on the individual Conservation Area Assessments for decision-making on extensions 			
<p>The review of Policy DM27 will take place through the Local Plan Review process. The review will include an audit of buildings in relevant Conservation Areas.</p> <p>The process for reviewing the Local</p>	<p>Engagement Draft of Local Plan (including DM27) for public consultation.</p>	<p>Plan Making Team, Strategic Planning, P&BC, D&R</p>	<p>August 2015</p>
	<p>Public consultation on Submission Document of Local Plan.</p>		<p>Jan/Feb 2016</p>
	<p>Proposed Submission Draft of Local Plan (including DM27) to</p>		<p>July 2016</p>

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<p>Plan is set by Statute. However the consultation process on draft policy, including DM27, gives 'weighting' to that policy and the policy can therefore be used as part of the Developing Management Process at consultation stage.</p>	Secretary of State.		
	Examination in Public.		Sep/Oct 2016
	Local Plan report to Cabinet & Full Council for approval.		Early 2017
<p>R3. Individually refresh the Conservation Area Character Appraisal and Management Documents for the eight Conservation Areas with family dwelling houses where householders submit the most planning applications:</p> <ul style="list-style-type: none"> • Appraise properties within each Conservation Area and categorise them according to their suitability for extensions; • Identify criteria where it would be possible to build additional roof storeys and back extensions and possible restrictions; • Include detailed technical notes for repairs and restoration work and for extensions, back up by photo visuals to avoid ambiguity 			
<p>Appraise relevant housing types and categorise according to suitability for extensions with advice from the Council's Conservation and Design Advisory Panel.</p>	<p>Review nature of advice contained within Character Appraisal & Management documents for comparable areas in other local authorities to identify best practice.</p>	<p>Plan Making Team, Strategic Planning, P&BC, D&R</p>	<p>April 2015</p>
	<p>Devise assessment methodology and assess each property within Conservation Areas.</p>	<p>Plan Delivery Team, Strategic Planning, P&BC, D&R</p>	
<p>Identify criteria where it would be possible to build additional roof storeys and back extensions and possible restrictions with advice from the Council's Conservation and Design Advisory Panel.</p>	<p>Undertake detailed analysis of building types and research with regard to history of change within relevant Conservation Areas to inform selection of criteria against which proposals would be assessed. Clearly identify types of proposal where these are acceptable.</p>	<p>Plan Delivery Team, Strategic Planning, P&BC, D&R</p>	<p>July 2015</p>

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Technical Notes for repairs and restoration work and for extensions – backed up by photo visuals.	Assessment of buildings within Conservation Areas to identify issues and opportunities with regard to repairs and restoration work which Revised Appraisals should address.	Plan Delivery Team, Strategic Planning, P&BC, D&R	July 2015
	Undertake photographic study of buildings within Conservation Areas to inform Technical Notes.		July 2015
	Complete first draft of revised Appraisals.		September 2015
	Undertake public consultation on Revised Appraisals as set out in the Council's Statement of Community Involvement.		October 2015
	Revised Appraisals taken to Cabinet for approval.		December 2015
	Complete and publish revised Appraisals.		December 2015
R4. Write a policy for underground extensions and basements as part of the Local Plan refresh.			
<p>The review of Policy DM27 will take place through the Local Plan Review process. The review will include drafting a relevant policy.</p> <p>The process for reviewing the Local Plan is set by Statute, however the consultation process on draft policy, including DM27, gives 'weighting' to that policy and the policy can therefore be used as part of the Developing Management Process at consultation stage.</p>	<p>Background research and scoping:</p> <ul style="list-style-type: none"> ○ identify other London Boroughs with basement policies. ○ identify existing basement development in the borough. ○ Consult specialist consulting engineering advice to undertake a study / produce detailed advice on technical issues. 	Plan Making Team & Plan Delivery Team, Strategic Planning, P&BC, D&R	April 2015
	<p>Identifying all issues relevant to project:</p> <ul style="list-style-type: none"> ○ adequate soil depth. 		May 2015

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	<ul style="list-style-type: none"> ○ undeveloped garden land. ○ ground conditions and land stability. ○ depth. ○ habitable accommodation. 		
	Internal discussions with other Council specialists (Building Control, Highways, Tree Officer).		May 2015
	Formulate policy (actions, responsibility and dates as in R2).		As in R2
R5. Consult with residents in Conservation Areas on the use of Article 4 Directions to further restrict development as part of the Local Plan refresh.			
Consideration of introduction of Article 4 Directions will take place through the Local Plan Review. [As Recommendation 2 above]	Engagement draft of Local Plan (including draft Article 4 proposals) for public consultation.	Plan Making Team, Strategic Planning, P&BC, D&R	August 2015
	Public consultation on Submission Document of Local Plan.		Jan/Feb 2016
	Proposed Submission Draft of Local Plan (including DM27) to Secretary of State.		July 2016
	Examination in Public.		Sep/Oct 2016
	Local Plan report to Cabinet and Full Council for approval.		As in R2

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<p>R6. In line with any new approach to permitting roof extensions, create new Supplementary Planning Guidance for mansard roof extensions in Conservation Areas (and following this other issues) in order to help people plan, and understand the decision making process and the reasons why some changes be acceptable or not. The guidance should:</p> <ul style="list-style-type: none"> • Be clearly illustrated with examples of best practice to allow it to be readily and easily understood by non-professionals; • Be prescriptive and consistent where materials for extensions and renovations are not appropriate. • Set out permitted standard designs for additional roof storeys and rear extensions where planning is approved. • Incorporate the principles of this guidance when refreshing the Conservation Area Character Appraisal and Management Guidance. 			
<p>Write a new Supplementary Planning Guidance (SPG) for mansard and roof extensions with advice from the Council's Conservation and Design Advisory Panel.</p>	<p>Assessment of buildings within Conservation Areas to identify issues and opportunities with regard to mansard roofs which SPG should address.</p>	<p>Plan Making Team Strategic Planning Development and Renewal</p>	<p>April 2015</p>
	<p>Undertake photographic study of buildings within Conservation Areas to inform SPG and use in completed document.</p>		<p>April 2015</p>
	<p>Review guidance on roof extensions provided by the National Amenity Societies and other London Boroughs with a similar housing stock.</p>		<p>April 2015</p>
	<p>Prepare guidance clearly establishing principles for roof extensions and information about the way in which an application is assessed.</p>		<p>September 2015</p>
	<p>Complete technical guidance regarding the design of an appropriate mansard, including information regarding the design details and materials expected. Guidance will be accompanied by clear illustrations and examples of good practice.</p>		<p>September 2015</p>
	<p>Drafted guidance submitted to a broad and inclusive consultation process, to capture local resident's views and ensure that the document reflects these residents' views.</p>		<p>October 2015</p>

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	Guidance taken to Cabinet for approval.		February 2016
	Complete and publish Supplementary Guidance.		February 2016