



SUPPLEMENTARY PLANNING DOCUMENT

BUILDINGS OR STRUCTURES OF CHARACTER

Adopted September 2005



1.0 INTRODUCTION

- 1.1 This Supplementary Planning Document (SPD) is prepared by Arun District Council (the Local Planning Authority) to provide a district-wide 'local list' and additional information regarding Buildings or Structures of Character within the District. The SPD is non-statutory, but will be a material consideration that the Council will take into account when considering planning applications.
- 1.2 This guidance supports and should be read in conjunction with POLICY GEN22 (Buildings or Structures of Character) of the Arun District Local Plan 2003 (as amended). The policy states *“Planning permission will not be granted for development resulting in the loss of existing buildings and structures of interest and importance which are attractive in their own right or which contribute to the character and appearance of an area. Alterations, extensions or other development which would adversely affect the appearance or setting of such buildings or structures will not be permitted”*.

2.0 REASONS FOR THE STUDY

- 2.0 Throughout the District there are buildings and structures which, while not Listed Buildings, are of good quality design and appearance; that are important features in their own right; and which may also contribute to the character and appearance of the area. They illustrate, and are reminders of, the historical development of an area and are worthy of recognition and retention wherever possible.
- 2.2 The Local Plan indicates that the Council will produce a Local List of such buildings and structures.

3.0 THE CRITERIA

3.1 The criteria for the selection of buildings or structures of character are as follows;

- 1) Buildings of outstanding design, detailing, appearance or special interest because of the use of materials.
- 2) Buildings which are extremely good examples of traditional or established style, or unusual type.
- 3) In special cases, buildings or structures which contribute towards the local townscape or have important historical associations.
- 4) All buildings must be largely intact and not adversely affected by later extensions or alterations.
- 5) Preferably, although not exclusively, they should make a positive contribution to their surroundings or the street scene.

3.2 The numbers indicated in the second column of the Local List refer to the relevant criteria applicable. For instance 2-5 would indicate that the property is considered to fall within the criteria 2, 3, 4 and 5.

4.0 WHAT DOES INCLUSION ON THE LOCAL LIST MEAN?

4.1 Inclusion of a building or structure on the 'Local List' illustrates that the building or structure is seen to fulfil all or some of the criteria set out in Policy GEN22 of the Arun District Local Plan 2003 (see section 3.1) and the provisions of the Policy will apply to them (see section 1.2).

4.2 Under current planning legislation, the inclusion of a building or structure on the Local List does not affect the permitted

development rights of a dwelling. For instance small additions and some alterations to single dwelling houses may not necessitate the submission of a planning application but it is always important to ascertain whether this is the case or not.

- 4.3 Buildings or structures of character receive no statutory protection, except within Conservation Areas. The local planning authority may not have control over demolition but would encourage the retention of the building. Where buildings are to be demolished the Council will wish to secure replacement buildings of similar quality or contribution to the street scene.

5.0 THE DATA COLLECTION PROCESS

- 5.1 The production of the Local List has been a joint exercise between the Town and Parish Councils and Parish Meetings, Amenity Groups and the Planning Department of Arun District Council. Planning Officers undertook the exercise of assessing the buildings and structures submitted for inclusion in the Local List and carried out further survey work to produce the list included within this document. It must be noted that due to the resource intensive nature of this survey, that there may be buildings or structures not included on the list, which fully meet the criteria; these will be added as and when the Council reviews the list.
- 5.2 Listed buildings and buildings and structures within their curtilage are excluded from the local list, as they are subject to separate planning control.

FINDON

STREET	CRITERIA
<u>High Street</u> The Black Horse PH 1 and 2 Holmbush Cottages The Coach House Pebble Cottage Hermit Terrace 48 40 The Studio 36 ('Chevenings') 32 ('Elmcroft House') 32 ('Findon Framing Co.') Ladywell Cottage	 2-5 2-5 2-5 2-5 2-5 2-5 2-5 2-5 2-5 2-5 2-5 2-5
<u>North End</u> North Lodge Chancton Cottage	 2-5 2-5
<u>Nepcote Lane</u> 4 16 18 ('Little House') Cherry Croft 8 ('Judens') 10 ('Hillbarn Cottage') 1 and 2 Millbrook Cottages Nepcote Chapel 1 and 2 Elder Cottages Nepcote House	 2-5 2-5 2-5 2-5 2-5 2-5 2-5 2-5 2-5 2-5
<u>School Hill</u> 20 18 ('Downcot') 16 ('Woodlands') 14 ('Hill View Cottage') St John the Baptist Primary School	 2-5 2-5 2-5 2-5 2-5
<u>Steep Lane</u> 25 27 19	 2-5 2-5 2-5

Formal consultation on the Sustainability Appraisal Report was undertaken alongside that for the draft Supplementary Planning Document in May and June 2005 for a period of 6 weeks. The Council wrote to the statutory consultees, other identified stakeholders and members of the public affected by the document or who have expressed a desire to become involved in planning, seeking comments on the draft Supplementary Planning Document and Sustainability Appraisal Report. This consultation was carried out in accordance with the consultation statement produced by the Council for this document.

Two comments were received relating to the Sustainability Appraisal, one relating to the monitoring process that will be carried out in respect to the Supplementary Planning Document, the second relating to detailed issues that will be resolved through other documents as part of the Arun District Local Development Framework. Amendments to the monitoring process set out in the Sustainability Appraisal have been detailed below.

Both sets of comments were analysed and have been dealt with appropriately. None of the comments received on the Sustainability Appraisal or the Supplementary Planning Document raised significant concerns or required the Sustainability Appraisal to be revisited. The Council has produced a summary of responses to the public consultation on the Supplementary Planning Document / Sustainability Appraisal which will be made available at those places identified in the consultation statement.

(This section of text will now replace section 1.3, 'How to comment on the report', of the Sustainability Appraisal Report for the Supplementary Planning Document)

Statement on the difference the process has made

The Strategic Environmental Assessment Directive was screened out at an early stage of the appraisal process as it was determined in agreement with the statutory consultees that there would be no significant environmental effects and therefore the Directive did not apply.

Owing to the document being based upon one policy the appraisal process did not greatly change the plan, but the appraisal process did identify that the option chosen was preferable in terms of sustainability to the 'do nothing' option.

Overall the Sustainability Appraisal generally found that implementing the Buildings or Structures of Character Supplementary Planning Document will have positive benefits on sustainability in the Arun District. However the process did identify a number of minor sustainability

weaknesses that can now be addressed through further projects and would not have necessarily been identified previously.

(This paragraph will replace the current wording of 1.2.2 of the Sustainability Appraisal Report)

Proposals for Monitoring

Monitoring the significant sustainability effects of implementing the Supplementary Planning Document is an important ongoing element of the Sustainability Appraisal process. Given the inherent long-term nature of sustainability and strategic planning, monitoring the Supplementary Planning Document from a sustainability perspective can ensure that the identified sustainability objectives are being achieved and where not, enable remedial action to be taken.

As part of the Local Development Framework process Arun District Council are required to produce an Annual Monitoring Report to review actual progress in terms of Local Development Document preparation and compare this against the targets and milestones in the Local Development Scheme and the extent to which policies in the Local Development Documents are being achieved. The first report will be produced in December 2005. This report will establish data on the range of indicators that as far as practicable, will be needed to monitor policies. This will link in well with the monitoring requirements of the Supplementary Planning Document.

Where current deficiencies in the baseline data exist, the monitoring process will seek to address these wherever possible, incorporating the Sustainability Appraisal monitoring process with the wider monitoring process that the planning team undertakes will enable the required information to be obtained in a cost-effective and efficient way. This extra information will help further develop the appraisal making it a more robust process.

The monitoring process will consider both positive and negative effects of the plan and will, where appropriate, consider cumulative, secondary and synergistic effects. There are no predicted significant negative effects in the Buildings or Structures of Character Supplementary Planning Document, therefore monitoring will focus upon the one significant positive effect identified, objective 9, the slight negative predicted effects identified, objectives: 12 and 13, and those objectives that remained neutral owing to uncertainty of potential effects, objectives: 1 and 8. Those objectives where it was felt that the policy could not directly address the issues will not be considered in great detail at the monitoring stage, these are objectives: 3, 5, 6, 10, 11, 14 and 15. Baseline data relating to the relevant indicators will be monitored to

establish a casual link between implementation of the plan and the likely effect being monitored, whilst seeking to take account of external factors. Any changes and shifts in the direction of the indicators will be measured against the baseline and the predicted effects.

The monitoring process will be able to establish whether any significant adverse effects are occurring as a result of the implementation of the plan enabling the Council to respond in an appropriate manner where necessary. A framework will be established to identify if and when remedial action is necessary, this will involve setting thresholds at where the sustainability conditions would be considered as unacceptable. If adverse effects are identified potential remedial actions might include a review of the policy, or mitigation and enhancement measures.

It will be important that the Council works to integrate monitoring the implementation of the Supplementary Planning Document for the purposes of the Annual Monitoring Report and the sustainability monitoring of significant effects. This combined approach will also provide a defined timeframe and process, and will establish clear responsibilities for monitoring.

(This section of text will now replace section 7.2, 'Proposals for Monitoring', of the Sustainability Appraisal Report for the Supplementary Planning Document)

Next Steps

The Buildings or Structures of Character list will now be adopted by the Council as a Supplementary Planning Document forming part of the Arun District Local Development Framework.

This statement and the Sustainability Appraisal Report represent the completion of stage D of the Sustainability Appraisal process as outlined in the draft Government guidance. The next steps in the appraisal process, stage E, will involve monitoring the effects of the plan, as outlined in the monitoring section.

(This section of text will now replace section 7.3 'Next Steps', of the Sustainability Appraisal Report for the Supplementary Planning Document)

Quality Assurance Checklist

Now that the Sustainability Appraisal process is complete, the Quality Assurance Checklist can be filled in for the final sections that have now been carried out.

Decision-making and information on the decision	Buildings or Structures of Character SPD
<ul style="list-style-type: none"> ▪ The SA Report and the opinions 	<ul style="list-style-type: none"> ▪ s1.3, consultation on the

<p>of those consulted are taken into account in finalising and adopting the plan</p> <ul style="list-style-type: none"> ▪ An explanation is given of how they have been taken into account ▪ Reasons are given for choosing the plan as adopted, in the light of other reasonable options considered 	<p>sustainability appraisal report</p> <ul style="list-style-type: none"> ▪ Database report of responses and actions ▪ s1.2.2, statement on the difference the process has made
Monitoring measures	Buildings or Structures of Character SPD
<ul style="list-style-type: none"> ▪ Measures proposed for monitoring are clear, practicable and linked to the indicators and objectives used in the appraisal ▪ Proposals are made for action in response to significant adverse effects ▪ Monitoring enables unforeseen adverse effects to be identified at an early stage. These effects should include predictions which prove to be incorrect ▪ During implementation of the plan, monitoring is used where appropriate to make good deficiencies in baseline information in the appraisal 	<ul style="list-style-type: none"> ▪ s7.2, proposals for monitoring ▪ s7.2, proposals for monitoring ▪ s7.2, proposals for monitoring ▪ s7.2, proposals for monitoring

(This section of the table will now replace the corresponding sections of the table in section 8 'Quality Assurance Checklist', of the Sustainability Appraisal Report)

CONSULTATION STATEMENT

SUPPLEMENTARY PLANNING DOCUMENT

BUILDINGS OR STRUCTURES OF CHARACTER (LOCAL LIST) ADOPTED 28TH SEPTEMBER 2005

In March 2003 all parish and town councils and parish meetings within the district together with all amenity societies contained on the Council's database were requested, in writing, to put forward buildings or structures of character for consideration in drawing up a local list.

The Council then compiled a draft list to form the basis of the community involvement stage as required by the Town and Country Planning (Local Development) (England) Regulations 2004.

This stage was undertaken between 22nd December 2004 and 31st January 2005.

The following were consulted in writing upon the draft local list:

- ◆ All town/parish councils and parish meetings within the district
- ◆ All amenity societies contained on the Council's database
- ◆ Relevant groups of the local strategic partnership
- ◆ All those organisations/persons expressing a wish to be involved in the local development framework process
- ◆ The organisations recommended by Regulation 17 of the Town and Country Planning (Local Development) (England) Regulations 2004
- ◆ Relevant consultees indicated in the Appendix of Planning Policy Statement 12
- ◆ As far as practicable the owners/occupiers of the buildings and structures included in the draft list

In addition to this, copies of the document were made available at Planning Reception, Civic Centre, Littlehampton, Bognor Regis Town Hall and all local libraries. The draft document was placed on Arun District Council's website and a press release was issued.

Following this stage the comments received, the recommended responses and recommended changes to the draft document were considered and agreed by the Council's Local Development Framework Sub-Committee at its meeting on 12th May 2005 prior to the second, more formal, round of consultation leading to adoption of the Supplementary Planning Document (SPD).

This consultation period took place between 26th May and 30th June 2005. This involved repeating the consultations indicated above and those that had made comments were informed of the Council's response. In addition, copies of the document were made available at Planning Reception, Civic Centre, Littlehampton, Bognor Regis Town

Hall and all local libraries. The draft document was placed on Arun District Council's website and a press release was issued. A local advertisement was also undertaken as required by the above Regulations.

Following the completion of this stage of consultation all comments received, recommended responses and changes to the document were then considered by the Council's Local Development Framework Sub-Committee at its meeting on 8th September 2005. The Sub-Committee agreed the recommended responses and changes with minor variations. The issues raised related principally to suggested alterations and deletions to the list which were carefully considered and resulted in amendments to the list.

The document was then considered by Special Full Council on 28th September 2005 which resolved to adopt it as a SPD.

ADOPTION STATEMENT

Planning and Compulsory Purchase Act 2004 Arun District Council Supplementary Planning Documents

Arun District Council adopted the following Supplementary Planning Documents (SPD) on 28th September 2005. These SPDs supplement policies contained within the adopted Arun District Local Plan (as amended) 2003:-

- (1) Buildings or Structures of Character (Local List), and
- (2) Areas of Special Character - Description Review

The Buildings or Structures of Character SPD includes a list of buildings or structures which are considered to fall within the adopted criteria and which will be subject to Policy GEN22 of the Adopted Local Plan.

The Areas of Special Character - Description Review SPD enlarges on the descriptions of each of the areas in order to better protect features of importance, where possible, and to better guide new developments in accordance with Policy AREA1 of the Adopted Local Plan (as amended).

Both documents form part of the Development Plan for Arun District and will be used to inform decisions on land use planning affecting the area.

Both these documents are available for inspection at the following addresses during office hours.

Planning Reception, Arun Civic Centre, Littlehampton;

Bognor Regis Town Hall, Clarence Road, Bognor Regis;

and at the following libraries:

Angmering Library, Arundel Road, Angmering, Littlehampton, BN16 4JS

Arundel Library, Surrey Street, Arundel, BN18 9DT

Bognor Regis Library, London Road, Bognor Regis, PO21 1DE

East Preston Library, The Street, East Preston, BN16 1JJ

Ferring Library, The Street, Ferring, BN12 5HL

Findon Valley Library, Limetree Avenue, Findon Valley,
Worthing,
BN14 ODH

Littlehampton Library, Maltravers Road, Littlehampton, BN17
5NA

Rustington Library, Claigmar Road, Rustington, Littlehampton,
BN16 2NL

Willowhale Library, Pryors Lane, Rose Green, Bognor Regis,
PO21 4JF

Further copies of the SPDs are available on the District Council's website at www.arun.gov.uk or from the Policy Team, Planning Services, telephone 01903 737784.

The proposals came into operation on 28th September 2005. Any person aggrieved by the SPD(s) may apply to the High Court for permission to apply for judicial review of the decision to adopt the SPD(s). Such an application must be made promptly and in any event not later than three months after the date on which the SPD(s) was/were adopted (28th September 2005).
