

Volunteer Handbook

for the Planning & Conservation Working Group





Foreword

from the London Parks and Gardens team

Welcome! Thank you for your support and interest in the Planning and Conservation Working Group (PCWG) at the London Parks & Gardens (LPG). Volunteers are the lifeblood of the charity, and without you, we would not be able to achieve our aims. After reading this handbook, we hope that you will be pleased to work with us by contributing your time and constructive thoughts in the planning process. More importantly, we would be delighted to have new volunteers from across London join PCWG so that we can continue to grow our network of like-minded individuals who wish to protect and champion London's parks and gardens.



Purpose

The purpose of this handbook is to provide volunteers with an introduction to London Parks & Gardens' planning work. It includes a glossary of terms used in planning; a brief overview of the planning considerations necessary to respond to threats; and suggested steps you can take to craft a response on our behalf. PCWG volunteers are regularly allocated cases to draft responses in the interests of protecting London's historic landscape. You will be supported in your volunteer role by the Landscape Planning and Engagement Coordinator. You will be part of the PCWG a trustee of the charity and chair of this working group, with the opportunity to meet online to discuss proposals, as well as undertaking occasional in person site visits.

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Protected view of the Horse Guards in St James's Park 2023
© Nicholas Petridis

LONDON PARKS & GARDENS

A charity dedicated to the protection and conservation of London's Parks and Gardens.

OVERVIEW

London Historic Parks & Gardens Trust is a registered charity established in 1994 and a company limited by guarantee with accounts recorded at Companies House. Following a re-brand in 2022, the charity uses London Parks & Gardens with a strap-line 'Protecting our Green Capital' as its trading name.

With currently four part-time staff based at Duck Island Cottage in St James's Park, our work relies on volunteers to deliver our charitable objects.

CHARITABLE OBJECT

The current charitable objects are set out in the Memorandum and Articles: which is to:

"Promote the education of the public on matters connected with the arts and sciences of historic gardens and preserve, enhance, and re-create for the education and enjoyment of the public, whatever historic garden land may exist within Greater London".

In 2018, LPG set out a new Strategic Direction to become *"A trusted voice for London's Parks and Gardens"*.

The Charity also set out three aims which are to cultivate, celebrate, and champion London's designed landscapes with underpinning ambitions. Within the planning context, our aim is that *"any significant London park or garden under threat will be supported with passion and authority. We will become an influential presence in every London borough."*



London Parks & Gardens' Headquarters,
Duck Island Cottage in St James's Park 2022
© Nicholas Petridis



Volunteer tour guide at Chelsea Physic
Garden © Chelsea Physic Garden

GOVERNANCE

The Charity is governed by a Board of Trustees who meet six to seven times a year to discuss matters affecting the future of the charity. The Board is made up of volunteers who bring a range of skills, knowledge, and experience to the organisation and take responsibility for its sound governance. They elect a Chair to run the Board meetings and lead the strategic direction of the organisation.

The bulk of the Charity's work is supported by volunteers, many of whom are organised into groups depending on the focus of the role and interest. The current groups are: Research, Planning and Conservation, and London Open Gardens (LOG). The Charity is a County Gardens Trust. There are 37 County Gardens Trusts (CGTs) covering England and Wales which are affiliated to The Gardens Trust (TGT). TGT is a separate Registered Charity with head offices at 30 Cowcross Street in London.

“ Any significant London park or garden under threat will be supported with passion and authority. We will become an influential presence in every London borough. ”

– London Parks & Gardens' Strategic Direction
(2018)

STATUTORY DUTIES

The Gardens Trust is a statutory consultee in the planning process, which means that it must be consulted by local planning authorities on planning applications and local plan consultations that could affect parks and gardens on the Register of Parks and Gardens of Special Interest in England and Wales. The Gardens Trust is therefore regularly notified about planning applications which it shares with CGTs including LPG.

The Gardens Trust delegates authority to CGTs to respond on its behalf to applications as appropriate. In general, LPG leads the responses to planning applications that would affect Grade II listed landscapes within London, and other undesignated parks and gardens either within Conservation Areas or that are documented through the LPG Inventory.

GREATER LONDON CONTEXT

With over 3,000 parks and gardens of varying sizes across 33 Local Planning Authorities (LPAs) categorised as 'open space', London is considered a green city. Together they cover almost 18 per cent of London which is more than the area of the city covered by rail and road combined.

HISTORIC ENGLAND CONTEXT

The 'Register of Parks and Gardens of Special Historic Interest in England', established in 1983, currently identifies over 208 green spaces assessed to be of particular significance in London. Historic England is responsible for the designation process and adds to the list on a regular basis.

Designation is a 'material consideration' in the planning process, triggering specific elements of national planning policy. Listing/Designation therefore offers the strongest form of protection of a heritage asset. Parks and gardens are designated by Historic England into three 'grades' on the heritage list which are defined as the following:

GRADE I

Sites of exceptional interest.

GRADE II*

Particularly important sites, of more than special interest.

GRADE II

Sites of special interest, warranting every effort to preserve them.

OTHER DESIGNATIONS AND PROTECTIONS


Other forms of significance are also material to the planning process. These are designated in other ways and include Metropolitan Open Land; Local Designation by local authorities, Conservation Areas, and declarations of Community Asset. Additionally, many public parks and gardens have been set up by historic Acts of Parliament and these can provide valuable protection too.


LPG INVENTORY


There are over 2,500 historic green spaces on the LPG Inventory, most of which are not aRegistered parks or gardens i.e. 'listed' and many without any designation. LPG is working to have all spaces on the Inventory added gradually to the Greater London Historic Environment Records (GLHERS) and where possible designated within local planning policies and elsewhere. LPG is protective of sites included on the Inventory and takes particular interest with those that may have taken part in London Open Gardens weekend.


KEY >>>>

Map of sites with/without designations in Greater London, with hyperlinks to the LPG inventory.

 **GRADE I LISTINGS** – 28 in London which accounts for 13 per cent of registered sites.

 **GRADE II* LISTINGS** – 40 in London which accounts for 19 per cent of registered sites.

 **GRADE II LISTINGS** – 138 in London which accounts for 66 per cent of registered sites.

 **OTHER IMPORTANT GREEN SPACES** – other London green spaces that are registered on the LPG inventory.



Map of Greater London showing all green spaces © Nicholas Petridis (To be edited with map showing registered sites as indicated in Key<<<)

PLANNING & CONSERVATION WORKING GROUP

A volunteer group that works to protect London's green spaces on behalf of LPG.

PURPOSE

The PCWG Volunteers are our eyes and ears in the Boroughs of Greater London, getting to know their local area and assessing planning applications, and responding to local planning policy consultations as they arise. They actively support application assessments, campaigns, and consultation plans which benefit parks and gardens in London.

AIMS

The Planning and Conservation Working Group has four aims to deliver for LPG, which are:

- Provide informed feedback to Planning Policy consultations; especially Local Plans to embed protection into the future policy framework
- Review and respond to weekly planning applications that we receive from Local

Planning Authorities (LPAs) in London with a specific focus on Grade II listed landscapes

- Actively search LPA weekly planning application lists and maintain contacts with local groups to alert LPG to proposals that could have an impact on the historic importance of London's green spaces; and help LPG with larger campaigns for the protection of London's green spaces where appropriate
- Additionally, volunteers will help LPG with larger campaigns for the protection of London's green spaces where appropriate.

MEETINGS

The PCWG meets six times a year to discuss any current issues and casework. Volunteers regularly attend walkabouts throughout London providing opportunities for on-the-ground training. These meetings are organised to help create a community of like-minded people who care for the working group's aims. PCWG volunteers may occasionally work alongside and consult volunteers in other LPG working groups. PCWG relies on the work of the Research Group – their work underpins the contents of the LPG Inventory providing the PCWG with an expert understanding of the historic importance of landscape features within a site.

ASSESSING SIGNIFICANCE & VALUES

LPG requires volunteers to assess whether a proposal will be to the detriment or benefit of parks and gardens within their local borough. The detriment, or harm, is weighed against a set of 'values' brought together in a *Heritage Statement*. The Inventory shows basic Heritage Statements.

In some instances, parks will have Conservation Management Plans which provided more detailed understanding of the significance of a site. Very often you will find a developer has provided a Heritage Assessment, or a Design and

Access Statement and these include considerations about the values; heritage, amenity, communal, environmental etc and thereafter should make a case as to the level of harm.



KEY

Map of London's 33 Local Planning Authorities (LPAs) with hyperlinks to each planning search portal.

- | | | |
|-----------------------------|--------------------------|--------------------------|
| 1. City of London | 12. Brent | 23. Bexley |
| 2. Westminster City Council | 13. Ealing | 24. Havering |
| 3. Kensington and Chelsea | 14. Hounslow | 25. Barking and Dagenham |
| 4. Hammersmith and Fulham | 15. Richmond upon Thames | 26. Redbridge |
| 5. Wandsworth | 16. Kingston upon Thames | 27. Newham |
| 6. Lambeth | 17. Merton | 28. Waltham Forest |
| 7. Southwark | 18. Sutton | 29. Haringey |
| 8. Tower Hamlets | 19. Croydon | 30. Enfield |
| 9. Hackney | 20. Bromley | 31. Barnet |
| 10. Islington | 21. Lewisham | 32. Harrow |
| 11. Camden | 22. Greenwich | 33. Hillingdon |

CASEWORK RESPONDING

*A step-by-step guide to help volunteers
understand the process for reviewing
and responding to planning applications
affecting London's Parks & Gardens*





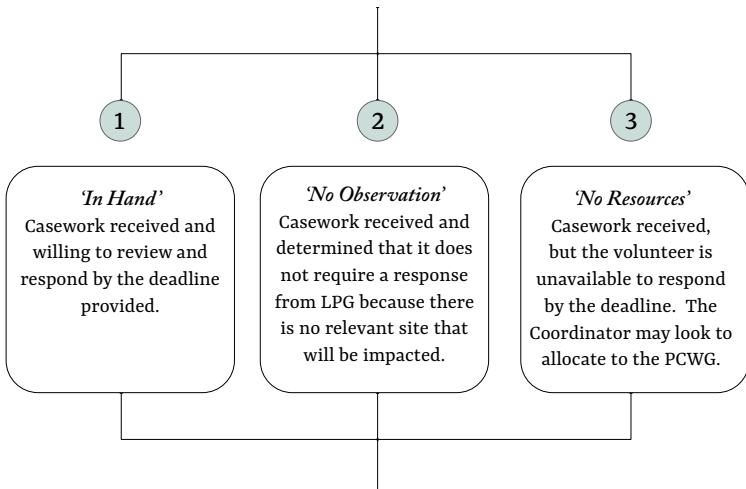
STEP# 01

Confirm Delegated Casework

Casework is delegated by the Coordinator every week. It is important that PCWG volunteers respond within 3 days of receipt of the allocation to ensure casework has been delegated effectively.

A volunteer receives casework via email

The PCWG volunteer should confirm to the Coordinator by email stating one of the following options:



It is important all volunteers remain in close contact with the Coordinator. If a PCWG Borough Volunteer does not respond to casework allocation emails within 3 days, the Coordinator will contact the volunteer about their commitment as agreed on appointment to the role.

GO TO STEP #2 >>>>

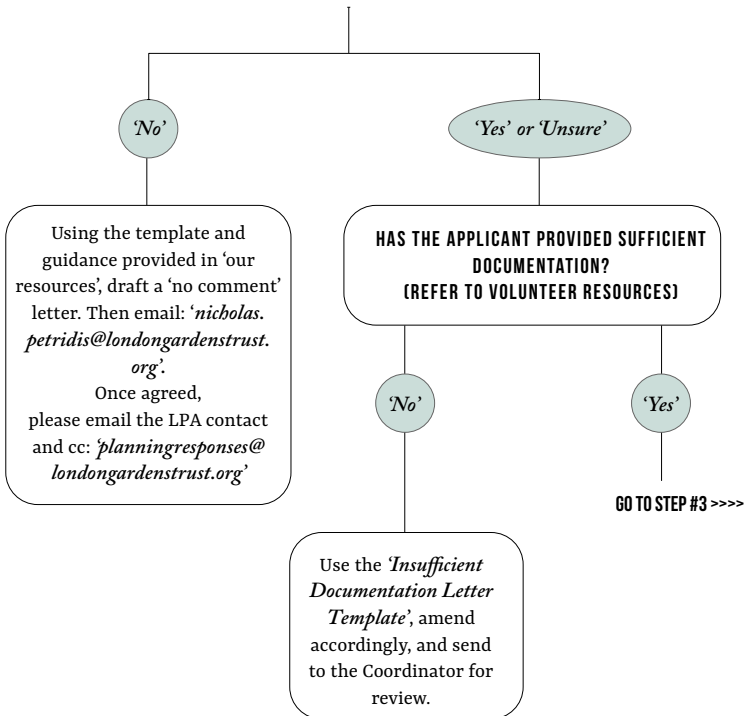


STEP# 02

Review Documents

Using the information provided on the Local Planning Authority's portal and the PCWG's volunteer resources, volunteers review the application's supporting documents, and answer the following.

↓
**DOES THE APPLICATION'S PROPOSAL IMPACT THE GREEN SPACE AND
REQUIRE FURTHER INVESTIGATION?**





STEP# 03

Gather your Thoughts

Have you considered all relevant documents e.g. drawings, heritage statement, arboricultural assessment etc?

|

Is the application accurate? Does the application correctly describe how the site has been used in the past?

|

Consider improvements that could be made to the proposal.
Improvements may include measures to ensure that the proposal does not impact the historic value of an object or site; or requests for conditions that can be delivered as part of the project

|

Consider improvements that could be made to the proposal.
Improvements may include measures to ensure that the proposal does not impact the historic value of an object or site

|

Have you read the site's information on the LPG inventory?

|

Can you formulate a summary of the case?

'No'

'Yes'

It is important to note all your thoughts so you can reflect on them when drafting a response. If you need help with this, please refer to the *Volunteer Resources* webpage. Alternatively you can ask the Coordinator assistance.

GO TO STEP #4 >>>>

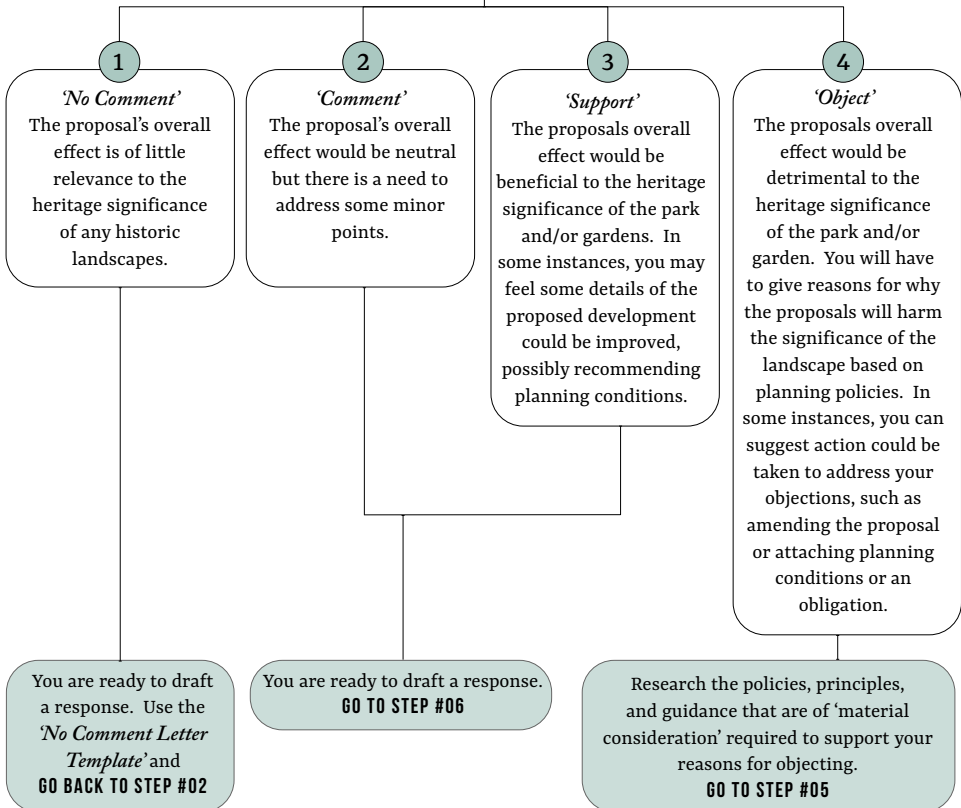


STEP# 04

Decide your Stance

By now, you have examined the planning application very carefully and will have an idea about what the proposal consists of and how it could affect the green space and surrounding area. You now need to ask yourself how you would like to respond.

WHAT IS YOUR STANCE?





STEP# 05

Consider Relevant Policies & Information

Local Planning Authorities are more likely to take into account responses that give reasons based on relevant policies, principles, and guidelines being potentially breached.

WHAT YOU NEED TO CONSIDER?

There is a hierarchy of policies and planning guidance that provides the background for determining whether a planning application is appropriate. Further guidance on these areas are available and you may also want to consult the Coordinator for guidance.



Select the policy statements in the above which you believe are not being followed, and explain why you think these are important for protecting the heritage of the site.

GO TO STEP #06 >>>>



STEP# 06

Draft your Response

Now pull together all your hard work and draft a response. Using the templates provided on the Planning & Conservation Working Group's 'Volunteer Resources' web-page, find the right response template and amend accordingly.

|

'Share for Review'

Share your draft with the Coordinator and note any other thoughts you have to explain your take on the application. You can always open your case to the PCWG for feedback and/or present at the bimonthly meetings.

|

'Feedback from Coordinator'

The Coordinator will respond to you with feedback. If necessary, a catch-up call can be organised.

Once you have received final confirmation from LPG to submit your response letter, you need to send to the LPA email provided, and cc both:

planningresponses@londongardenstrust.org and
conservation@thegardenstrust.org

This is important so we can keep a record of the response which we may need to refer back to at a later date and also so we can celebrate your hard work in our newsletters to members and our wider networks. We value every response, which counts towards demonstrating our outputs to our grant givers and other supporters.

|

FINALLY GO TO STEP 7 >>>>



STEP# 07

Log Hours

Recording volunteer hours helps us with applications for future funding, and helps us provide evidence of our achievements as part of our current grant programme.

|

Every month, a volunteer record time-sheet is sent out, so your time can be recorded and acknowledged in our database.

|

If you provide 25 hours or more to LPG per year, you will be given free membership benefits, which include discounts for LPG lectures and London Open Garden tickets, a membership magazine (London Landscapes) sent three times a year and the Charity's annual journal (The London Gardener).

|

We also look for other ways to acknowledge and reward your contribution, which helps us all to protect London's parks and gardens.

GLOSSARY OF IMPORTANT TERMS

The following is a list of important terms used by Historic England and The Garden's Trust. Familiarising yourself with these is highly recommended as they are often used in planning law, applications, and responses

AESTHETIC VALUE

"Value deriving from the ways in which people draw sensory and intellectual stimulation from a place." – (p72, [Conservation Principles, English Heritage, 2008](#))

ARCHAEOLOGICAL INTEREST

Heritage assets with archaeological interest are the primary source of evidence about the substance and evolution of places, and of the people and cultures that made them. – ([Annex 2: Glossary, National Planning Policy Framework](#),

[Ministry of Housing, Communities & Local Government, June 2019](#))

ARCHITECTURAL INTEREST

"To be of special architectural interest a building must be of importance in its architectural design, decoration or craftsmanship; special interest may also apply to nationally important examples of particular building types and techniques (i.e. buildings displaying technological innovation or virtuosity) and significant plan forms." – ([Principles of Selection for Listing Buildings](#))

AUTHENTICITY

"Knowledge and understanding... in relation to original and subsequent characteristics of the cultural heritage, and the basis for assessing all aspects of authenticity. Definition based on: ([The Nara Document on Authenticity \(ICOMOS 1994\)](#))

AMENITY

"includes aural and visual amenity" – (Regulation s2(1), The Town and County Planning ([Control of Advertisements](#)) ([England](#)) Regulations 2007)

ANCIENT OR VETERAN TREE

A tree which, because of its age, size and condition, is of exceptional biodiversity, cultural or heritage value. – ([Annex 2: Glossary, National Planning Policy Framework, Ministry of Housing, Communities & Local Government, June 2019](#))

COMMUNAL VALUE

"Value deriving from the meanings of a place for the people who relate to it, or for whom it figures in their collective experience or memory." – (p71,

[Conservation Principles, English Heritage, 2008\)](#)

COMPATIBLE USE

“A use which respects the cultural significance of a place. Such a use involves no, or minimal, impact on cultural significance.” – [The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance 2013](#)

CONSERVATION AREA

An area “of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance” – [s69\(1\)\(a\) Planning \(Listed Building and Conservation Areas\) Act 1990](#)

CONSTRUCTIVE CONSERVATION

“...is the broad term adopted by Historic England for a positive and collaborative approach to conservation that focuses on actively managing change. The aim is to recognise and reinforce the historic significance of places, while accommodating the changes necessary to ensure their continued use and enjoyment.” – [\(Constructive Conservation in Practice, English Heritage \(now Historic England\), 2008\)](#)

CONTEXT

“Any relationship between a place and other places, relevant to the values of that place.” – [\(Conservation Principles, English Heritage \(now Historic England\), 2008\)](#)

CULTURAL HERITAGE

“Inherited assets which people identify and value as a reflection and expression of their evolving

knowledge, beliefs and traditions, and of their understanding of the beliefs and traditions of others.” – [\(p71, Conservation Principles, English Heritage, 2008\)](#)

CURTILAGE

The curtilage of a building (the principal building) is in general terms an area of land and the buildings that is around and associated with the principal building. Not all buildings have a curtilage, and the facts of the case will need to be considered carefully. – [\(Listed Buildings and Curtilage: Historic England Advice Note 10\)](#)

CONSERVATION

1) “The process of maintaining and managing change to a heritage asset in a way that sustains and where appropriate enhances its significance.” – [\(Annex 2: Glossary, National Planning Policy Framework, Ministry of Housing, Communities & Local Government, June 2019\)](#)

2) “The process of managing change to a significant place in its setting in ways that will best sustain its heritage values, while recognising opportunities to reveal or reinforce those values for present and future generations.” – [\(p71, Conservation Principles, English Heritage, 2008\)](#)

opportunities to reveal or reinforce those values for present and future generations.” – [\(p71, Conservation Principles, English Heritage, 2008\)](#)

3) “All operations designed to understand a property, know its history and meaning, ensure its material safeguard and, if required, its restoration and enhancement.” – [\(The Nara Document on Authenticity \(ICOMOS 1994\)](#)

DESIGNATION

"The recognition of particular heritage value(s) of a significant place by giving it formal status under law or policy intended to sustain those values." – ([p71, Conservation Principles, English Heritage, 2008](#))

DEVELOPMENT

"...the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land."

Building operations in this context includes: "demolition of buildings; rebuilding; structural alterations of or additions to buildings; and other operations normally undertaken by a person carrying on business as a builder." – ([s55\(1\) Town and Country Planning Act 1990](#))

DEVELOPMENT PLAN

"For the purposes of any area in Greater London the development plan is:

(A) the spatial development strategy [known as the London Plan];

(B) the development plan documents (taken as a whole) which have been adopted or approved in relation to an area [known as the Local Development Plan]; and

(C) the neighbourhood development plans which have been made in relation to that area." – ([s38 Planning and Compulsory Purchase Act 2004](#))

EVIDENTIAL VALUE

"Value deriving from the potential of a place to yield evidence about past human activity." – ([p71, Conservation Principles, English Heritage, 2008](#))

FABRIC

"The material substance of which places are formed, including geology, archaeological deposits, structures and buildings, and flora." – [p71, Conservation Principles, English Heritage, 2008](#)

HARM

"Change for the worse, here primarily referring to the effect of inappropriate interventions on the heritage values of a place." – ([p71, Conservation Principles, English Heritage, 2008](#))

HERITAGE

1) "All inherited resources which people value for reasons beyond mere utility." – ([Conservation Principles, English Heritage, 2008](#))

2) "Heritage is a broad concept and includes the natural as well as the cultural environment. It encompasses landscapes, historic places, sites and built environments, as well as bio-diversity, collections, past and continuing cultural practices, knowledge and living experiences. It records and expresses the long processes of historic development, forming the essence of diverse national, regional, indigenous and local identities and is an integral part of modern life. It is a social dynamic reference point and positive instrument for growth and change. The particular heritage and collective memory of each locality or community

is irreplaceable and an important foundation for development, both now and into the future.”

– ([International Cultural Tourism Charter, ICOMOS, 2002.](#))

HERITAGE ASSET

“A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).” – ([Annex 2: Glossary, National Planning Policy Framework, Department for Communities and Local Government, 2012](#))

HERITAGE VALUE(S)

An aspect of the worth or importance attached by people to qualities of places, categorised as aesthetic, evidential, communal or historical value. – ([Conservation Principles, English Heritage, 2008](#))

HISTORIC AREA ASSESSMENT (HAA)

“...a practical tool to help determine the character of an area, explain its significance and highlight issues that have the potential to change this character.” – ([Paragraph 1.2.1, Understanding Place: Historic Area Assessments, Historic England, 2017](#))

HISTORIC ENVIRONMENT

“All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or

managed flora.” – ([Annex 2: Glossary, National Planning Policy Framework, Ministry of Housing, Communities & Local Government, June 2019](#))

HISTORIC ENVIRONMENT RECORD: HER

“Information services that seek to provide access to comprehensive and dynamic resources relating to the historic environment of a defined geographic area for public benefit and use.” – ([Annex 2: Glossary, National Planning Policy Framework, Ministry of Housing, Communities & Local Government, June 2019](#))

“A public, map-based data set, primarily intended to inform the management of the historic environment. – ([p71, Conservation Principles, English Heritage, 2008](#))

HISTORIC GARDEN

“A historic garden is an architectural and horticultural composition of interest to the public from the historical or artistic point of view. As such, it is to be considered as a monument... is an architectural composition whose constituents are primarily vegetal and therefore living, which means that they are perishable and renewable. Thus its appearance reflects the perpetual balance between the cycle of the seasons, the growth and decay of nature and the desire of the artist and craftsman to keep it permanently unchanged... The term ‘historic garden’ is equally applicable to small gardens and to large parks, whether formal or ‘landscape’.” – ([The Charter on Historic Gardens \(the Florence Charter\), ICOMOS, 1981](#))

HISTORIC INTEREST

“To be of special historic interest a building must illustrate important aspects of the nation’s social, economic, cultural, or military history and/or have close historical associations with nationally important people. There should normally be some quality of interest in the physical fabric of the building itself to justify the statutory protection afforded by listing.” – ([p4 Principles of Selection for Listed Buildings, 2010, DCMS](#))

HISTORIC(AL) VALUE

“Value deriving from the ways in which past people, events and aspects of life can be connected through a place to the present.” – ([p72 Conservation Principles, English Heritage, 2008](#))

HERITAGE AT RISK REGISTER

The Register is an annual Historic England publication which identifies the most important heritage assets at risk of damage or loss. – [Heritage at Risk Register](#)

HISTORIC ENGLAND

‘The Historic Buildings and Monuments Commission for England’, more commonly known as Historic England, established in 1984 by the [National Heritage Act 1983](#). Historic England is an adviser on the historic environment.

INTERVENTION

“Any action which has a physical effect on the fabric of a place.” – ([p71, Conservation Principles, English Heritage, 2008](#))

LOCAL PLANNING AUTHORITY: LPA

“The public authority whose duty it is to carry out specific planning functions for a particular area. All references to local planning authority include the district council, London borough council, county council, Broads Authority, National Park Authority, the Mayor of London and a development corporation, to the extent appropriate to their responsibilities.” – ([Annex 2: Glossary, National Planning Policy Framework, Ministry of Housing, Communities & Local Government, June 2019](#))

LOCAL DEVELOPMENT PLAN OR LOCAL PLAN

“A plan for the future development of a local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004.” – ([Annex 2: Glossary, National Planning Policy Framework, Ministry of Housing, Communities & Local Government, June 2019](#))

LOCAL GREEN SPACE

A green area of particular importance to a local community designated as such through a local plan or neighbourhood development plan. The designation should only be used:

1. where the green space is in reasonably close proximity to the community it serves;
2. where the green space is demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including a playing field), tranquility or richness of its wildlife; and
3. where the green space concerned is local in

character and it not an extensive tract of land. – [\(Paragraph 99 and 100 National Planning Policy Framework, Ministry of Housing, Communities & Local Government, June 2019\)](#)

MATERIAL

“Relevant to and having a substantial effect on, demanding consideration.” – [\(p71, Conservation Principles, English Heritage, 2008\)](#)

MONUMENT

1. “(A) any building, structure or work, whether above or below the surface of the land, and any cave or excavation;

(B) any site comprising the remains of any such building, structure or work or of any cave or excavation; and

(C) any site comprising, or comprising the remains of, any vehicle, vessel, aircraft or other movable structure or part thereof which neither constitutes nor forms part of any work which is a monument within paragraph (a) above; and any machinery attached to a monument shall be regarded as part of the monument if it could not be detached without being dismantled.” – [\(s61\(7\) Ancient Monuments and Archaeological Areas Act 1979 \)](#)

2) “The concept of a historic monument embraces not only the single architectural work but also the urban or rural setting in which is found the evidence of a particular civilization, a significant development or a historic event. This applies not only to great works of art but also to more modest works of the past which have acquired

cultural significance with the passing of time.” – [\(International Charter for the Restoration and Conservation of Sites\(the Venice Charter\), ICOMOS, 1964\)](#)

NATIONAL IMPORTANCE

“...the Secretary of State may on first compiling the Schedule [of monuments] or at any time thereafter include therein any monument which appears to him to be of national importance.” – [s1\(3\) Ancient Monuments & Archaeological Areas Act, 1979](#)

NATURAL ENGLAND

Natural England is a public body with the general purpose “to ensure that the natural environment is conserved, enhanced and managed for the benefit of present and future generations, thereby contributing to sustainable development” – [s2. Natural Environment & Rural Communities Act 2006](#)

NATURAL HERITAGE

(1) “Inherited habitats, species, ecosystems, geology and landforms, including those in and under water, to which people attach value.” – [p71 Conservation Principles , English Heritage, 2008](#)

(2) “For the purpose of this Convention, the following shall be considered as “natural heritage”: natural features consisting of physical and biological formations or groups of such formations, which are of outstanding universal value from the aesthetic or scientific point of view; geological and physiographical formations and precisely delineated areas which constitute the habitat of threatened species of animals and plants of

outstanding universal value from the point of view of science or conservation; natural sites or precisely delineated natural areas of outstanding universal value from the point view of science, conservation or natural beauty.”

[The World Heritage Convention 1972](#)

NATIONAL HERITAGE LIST FOR ENGLAND

The National Heritage List for England is an online database of designated heritage assets excluding conservation areas. It holds official records for the following which are of most use for the PCWG:

1. [Listed buildings](#)
2. [Scheduled monuments](#)
4. [Registered parks and gardens](#)

It also holds a convenient collated version of the the record of World Heritage Sites (the official record is held by UNESCO). It also contains details of certificates of immunity from listing and building preservation activities received by Historic England.

NATIONAL PLANNING POLICY FRAMEWORK (NPPF)

The National Planning Policy Framework sets out the Government's planning policies for England and how these should be applied. It provides a framework within which prepared plans for housing and other development can be produced. – ([Paragraph 1, National Planning Policy Framework, Ministry of Housing, Communities & Local Government, June 2019](#))

NEIGHBOURHOOD FORUMS

“Neighbourhood forums are community groups that are designated to take forward neighbourhood planning in areas without parishes. It is the role of

the local planning authority to agree who should be the neighbourhood forum for the neighbourhood area.” [Planning Portal](#)

NEIGHBOURHOOD AREA

“A ‘neighbourhood area’ means an area within the area of a local planning authority in England which has been designated by the authority as a neighbourhood area...” – ([s61G\(1\) Town and Country Planning Act 1990](#))

OBJECT

“Anything not (now) fixed to or incorporated within the structure of a place, but historically associated with it.” – ([P 72, Conservation Principles, English Heritage, 2008](#))

OPTIMUM VIABLE USE

“If there is a range of alternative viable uses, the optimum use is the one likely to cause the least harm to the significance of the asset, not just through necessary initial changes but also as a result of subsequent wear and tear and likely future changes.” – [Planning Practice Guidance](#)

PLANNING PERMISSION

Planning permission is required for carrying out of any development of land. It may be granted a number of ways by express planning permission granted by a local planning authority, or Secretary of State at appeal – [s57 Town and Country Planning Act 1990](#)

PLANNING INSPECTORATE

The Planning Inspectorate deals with planning appeals, national infrastructure planning

applications, examinations of local plans and other planning related specialist casework in England and Wales. – ([Planning Inspectorate Web-page](#))

RENEWAL

“Comprehensive dismantling and replacement of an element of a place, in the case of structures normally reincorporating sound units.” – ([P72, Conservation Principles, English Heritage, 2008](#))

REPAIR

“Work beyond the scope of maintenance, to remedy defects caused by decay, damage or use, including minor adaptation to achieve a sustainable outcome, but not involving restoration or alteration.” – ([p72 Conservation Principles, English Heritage, 2008](#))

RESTORATION

1) “To return a place to a known earlier state, on the basis of compelling evidence, without conjecture.” – ([p72 Conservation Principles, English Heritage, 2008](#))

2) “Returning a place to a known earlier state by removing accretions or by reassembling existing elements without the introduction of new material.”

REGISTER OF HISTORIC PARKS AND GARDENS

A register of gardens and other land situated in England appearing to English Heritage to be of special interest. – ([s8C Historic Buildings and Ancient Monuments Act 1953](#))

SCHEDULED MONUMENT

“...‘scheduled monument’ means any monument which is for the time being included in the schedule

[compiled and maintained by the Secretary of State for Culture, Media and Sport]”.

([s1\(11\) Ancient Monuments and Archaeological Areas Act 1979](#))

SCHEDULED MONUMENT CONSENT

Consent given by the Secretary of State for Culture, Media and Sport for:

“(A) any works resulting in the demolition or destruction of or any damage to a scheduled monument;

(B) any works for the purpose of removing or repairing a scheduled monument or any part of it or of making any alterations or additions thereto; and

(C) any flooding or tipping operations on land in, on or under which there is a scheduled monument.” ([s2 Ancient Monuments and Archaeological Areas Act 1979](#))

SETTING

1) “The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.” – ([Annex 2: Glossary, National Planning Policy Framework, Ministry of Housing, Communities & Local Government, June 2019](#))

2) “The surroundings in which a place is experienced, its local context, embracing present and past relationships to the adjacent landscape.” ([p72, Conservation Principles, English Heritage, 2008](#))

3) “The setting of a heritage structure, site or

area is defined as the immediate and extended environment that is part of, or contributes to, its significance and distinctive character. Beyond the physical and visual aspects, the setting includes interaction with the natural environment; past or present social or spiritual practices, customs, traditional knowledge, use or activities and other forms of intangible cultural heritage aspects that created and form the space as well as the current and dynamic cultural, social and economic context.”

[\(Xi'an Declaration on the Conservation of the Setting of Heritage Structures, Sites and Areas, ICOMOS, 2005\)](#)

SIGNIFICANCE

1) “The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset’s physical presence, but also from its setting.” – [\(Annex 2: Glossary, National Planning Policy Framework, Ministry of Housing, Communities & Local Government, June 2019\)](#)

2) “The sum of the cultural and natural heritage values of a place, often set out in a statement of significance.” – [\(p72 Conservation Principles, English Heritage, 2008\)](#)

SITE

“Works of man or the combined works of nature and man, and areas including archaeological sites which are of outstanding universal value from the historical, aesthetic, ethnological or anthropological point of view.” – [\(p2 Convention Concerning the Protection of World Cultural and](#)

[Natural Heritage. UNESCO, 1972\)](#)

SITE OF SPECIAL SCIENTIFIC INTEREST: SSSI

A site designated by Natural England as an area of special interest by reason of any of its flora, fauna, geological or physiographical features.– [\(s28 Wildlife and Countryside Act 1981\)](#)

SPECIAL INTEREST

1) “...in relation to buildings of special architectural or historic interest, the Secretary of State shall compile lists of such buildings...”

– [\(s1\(1\) Planning \(Listed Buildings and Conservation Areas\) Act 1990 \)](#)

2) “Every local planning authority... shall from time to time determine which parts of their area are areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance, and...shall designate those areas as conservation areas.” –

[\(s69 Planning \(Listed Buildings and Conservation Areas\) Act 1990\)](#)

3) “This section applies where [Historic England] compile a register of gardens and other land situated in England appearing to them to be of special historic interest.” – [\(s8C\(1\) Historic Buildings and Ancient Monuments Act 1953\)](#)

SUSTAINABLE DEVELOPMENT

“Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.” – [\(Report of the World Commission on Environment and Development: Our Common Future \)](#)

TREE PRESERVATION ORDER: TPO

“If it appears to a local planning authority that

it is expedient in the interests of amenity to make provision for the preservation of trees or woodlands in their area, they may for that purpose make an order with respect to such trees, groups of trees or woodlands as may be specified in the order.”

“A tree preservation order may, in particular, make provision [amongst other things] -

(a) for prohibiting (subject to any exemptions for which provisions may be made by the order) the cutting down, topping, lopping, uprooting, willful damage or willful destruction of trees except with the consent of the local planning authority, and for enabling that authority to give their consent subject to conditions;

(b) for securing the replanting, in such manner as may be prescribed by or under the order, of any part of a woodland area which is felled in the course of forestry operations permitted by or under the order.”

– ([s198 Town & Country Planning Act 1990](#))

VALUE

“An aspect of worth or importance, here attached by people to qualities of places.” – ([P 72, Conservation Principles, English Heritage, 2008](#))

