

Conservation Area Appraisal – Action Plan

Conservation Area Appraisal Process

Action Plan response

Task & finish group recommendations	Actions
<p>1. Clear template as to how the document should be set out. This should include what needs to be included.</p> <p>The order in which the different elements of the document should be ordered and details of national standards regarding accessibility guidelines which need to be complied with from any consultation stage and beyond.</p> <p>Also, how to label maps, tables, and photos.</p>	<p>Two templates have been produced in Microsoft Office compatible platforms, one in word and one in publisher.</p> <p>Further guidance on accessibility was provided to all Parish and Town Councils in an email dated 06 July 2023.</p> <p>Further guidance on advice how to label maps, tables and photos will be provided to ensure they are Web Content Accessible Guidelines compliant.</p>
<p>2. The template should not lock the ability to readily alter, update or simply adjust the template in draft form (the Council should consider going through a proper and open procurement exercise for the template itself).</p>	<p>Two templates have been produced in Microsoft Office compatible platforms, one in word and one in publisher.</p> <p>The documents have been created already so no procurement exercise was necessary.</p>
<p>3. It should be made clear to a Parish or Town Council that what is required of the Conservation Area Appraisal. It is a meaty, serious planning document and not a tourist brochure.</p> <p>Everything had to be evidenced based – not subjective opinion.</p>	<p>A guidance note is being drafted for use by Parish and Town Councils.</p> <p>This will supplement the Historic England best practice guidance ‘Conservation Area Appraisal, Designation and Management’.</p>
<p>4. Clear flow chart outlining tasks which need to be undertaken and the order in which they should be tackled.</p>	<p>A guidance note is being drafted for use by Parish and Town Councils.</p>

<p>5. A designated Officer to liaise with Parishes and Town Councils</p> <p>The Council needs to consider what resources it makes available to support Conservation Area Appraisals.</p>	<p>A named Officer will be designated when the Parish or Town Council informs the Council that they plan to start work on a conservation area appraisal. If there is a need to change the designated Officer the Parish or Town Council will be informed at the earliest opportunity.</p> <p>The Council can provide strategic help and advice to the Parish or Town Council as they work on the conservation area appraisal, in a very similar way the Council does for Neighbourhood Plans.</p> <p>Advice on process and content will come from a Member of the Planning Policy team, benchmarking draft appraisals against the Historic England guidance and against previous good examples such as Odiham and North Warnborough.</p> <p>It is important that the Parish or Town Council consider that this is a technical planning document which needs to be evidence based and would need to be used at planning appeals. It is therefore important the Parish or Town Council appoint the appropriate technical consultant to ensure they provide an appropriate document in the first place, which can then be reviewed at key stages by the District Council.</p>
<p>6. Parish and Town Councils should be directed to exemplar conservation area appraisals from neighbouring parishes.</p>	<p>Agreed. The Odiham and North Warnborough Conservation Area Appraisal is currently the Council's exemplar as this was the most recent one to be adopted.</p> <p>As more appraisals are adopted, the District Council will advise accordingly.</p>

<p>7. If the Council is suggesting that Parish and Town Councils should use consultants, a shopping list of options should be offered (procurement rules mean that there should be choices and the Council should not promote favoured consultants over others).</p> <p>Parishes should not feel pressurised to use a consultant.</p>	<p>Conservation Area Appraisals (CAA) are technical documents, which are likely to require expert skills to draft them. It is therefore important the Parish or Town Council appoints the appropriate technical consultant (unless the Town or Parish Council has a qualified expert in-house).</p> <p>The District Council does not recommend specific consultants, nor can it provide a 'shopping list'.</p> <p>Parish and Town Councils could talk to other parishes that have commissioned CAAs for more guidance on this point.</p>
<p>8. The Council should maintain regular contact with the Parish or Town Councils during the process, to ensure that the Parish or Town Council does not go off track or on completely the wrong tack.</p> <p>Good clear and structured communication will reduce the potential for unnecessary abortive costs.</p>	<p>Agreed. A guidance note is being drafted for use by Parish and Town Councils, which identifies when key conversations between the Councils should take place.</p>
<p>9. Hart Officers should look to have only 'one bite of the cherry' in terms of a thorough review of the document. Suggestion that this is prior to the public consultation.</p>	<p>A guidance notice will be drafted for use by Parish and Town Councils, which identifies when the District Council will need to review the appraisal.</p> <p>There are several key touch points through the process when the District Council will need to review the evolving draft, but particularly prior to the public consultation and to review changes made in light of the consultation.</p>
<p>10. The District Council to advise Parish and Town Councils on how to carry out the public consultation and how to analyse the feedback.</p>	<p>A guidance notice will be drafted for use by Parish and Town Councils, which includes public consultation and how to analyse the feedback.</p>

<p>11. All suitable conservation area appraisals to be adopted, not just noted. Noting such documents simply undermines their statutory status and downgrades the valuable input of the community</p>	<p>Agreed. The Odiham and North Warnborough Conversation Area Appraisal was adopted by Cabinet in November 2022.</p>
<p>12. Parish and Town Councils should be warned that guidelines for these documents are prone to change and that they must be able to react to that</p>	<p>A guidance notice will be drafted for use by Parish Councils, which highlights all guidance that must be followed.</p> <p>This point related to the Web Content Accessibility Guidelines, which is a national requirement, not a local requirement.</p> <p>The District Council's guidance note can be updated when any guidelines change.</p>

<p>13. Parish and Town Councils would like an indication at the beginning of the process as to how long it is expected to last</p>	<p>A guidance notice will be drafted for use by Parish or Town Councils, which included a clear flow chart outlining tasks which need to be undertaken.</p> <p>While it can provide some indication how long they are likely to take and the order in which they should be tackled, it will be very much dependant on how the process is resourced by the Parish or Town Council, and their consultant.</p>
<p>14. Parish and Town Councils would like clarity in terms of likely costs.</p>	<p>The District Council is unable to provide any information on this.</p> <p>Parish and Town Councils could talk to other parishes that have already commissioned consultant to draft their CAAs for more guidance on this point.</p>