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Legal and Democratic Services



LICENSING AND PLANNING POLICY COMMITTEE

Thursday 11 November 2021 at 7.30 pm

Place: Council Chamber, EpsomTown Hall

Link for public online access to this meeting:

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Webinar ID: 481-181-715

Council Chamber - Epsom Town Hall

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The members listed below are summoned to attend the Licensing and Planning Policy Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor David Reeve (Chair)
Councillor Steven McCormick (Vice-Chair)
Councillor Steve Bridger
Councillor Monica Coleman
Councillor Neil Dallen

Councillor Chris Frost
Councillor Rob Geleit
Councillor Julie Morris
Councillor Phil Neale
Councillor Clive Woodbridge

Yours sincerely

A handwritten signature in black ink that reads 'J.C. Belden'.

Chief Executive

For further information, please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk or tel: 01372 732000

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No emergency drill is planned to take place during the meeting. If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

Public information

Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live on the internet

This meeting will be open to the press and public to attend as an observer using free GoToWebinar software, or by telephone.

A link to the online address for this meeting is provided on the first page of this agenda and on the Council's website. A telephone connection number is also provided on the front page of this agenda as a way to observe the meeting, and will relay the full audio from the meeting as an alternative to online connection. A limited number of seats will also be available in the public gallery at the Town Hall. For further information please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

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Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government (Access to Information) Act 1985. Should any such matters arise during the course of discussion of the below items or should the Chairman agree to discuss any other such matters on the grounds of urgency, the Committee will wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions from the Public

Questions from the public are permitted at meetings of the Committee. Any person wishing to ask a question at a meeting of the Committee must register to do so, as set out below.

Up to 30 minutes will be set aside for written or oral questions from any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough on matters within the Terms of Reference of the Licensing and Planning Policy Committee which may not include matters listed on a Committee Agenda.

All questions whether written or oral must consist of one question only, they cannot consist of multi parts or of a statement.

The question or topic may not relate to a specific planning application or decision under the Planning Acts, a specific application for a licence or permit of any kind, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government Act 1972. Questions which in the view of the Chairman are vexatious or frivolous will not be accepted.

To register to ask a question at a meeting of the Committee, please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Written questions must be received by Democratic Services by noon on the tenth working day before the day of the meeting. For this meeting this is **Noon, 28 October 2021**.

Registration for oral questions is open until noon on the second working day before the day of the meeting. For this meeting this is **Noon, 9 November 2021**.

AGENDA

1. QUESTION TIME

To take any questions from members of the Public.

2. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

3. MINUTES OF PREVIOUS MEETING (Pages 5 - 8)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 21 October 2021 (attached) and to authorise the Chairman to sign them.

4. SELECTION CRITERIA - LOCAL HERITAGE ASSET LIST (Pages 9 - 20)

Surrey County Council's current Local Heritage Asset List project provides an opportunity for the Borough Council to co-opt the County Council's selection criteria for its own use. This would accord with Historic England's guidance to make the selection criteria which are used to maintain local heritage lists publicly available.

These criteria will be the basis by which the local listing programme will consider nominations for additions to the existing list, as well as for the current list to be reassessed.

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**Minutes of the Meeting of the LICENSING AND PLANNING POLICY COMMITTEE
held on 21 October 2021**

PRESENT -

Councillor David Reeve (Chair); Councillor Steven McCormick (Vice-Chair); Councillors Steve Bridger, Neil Dallen, Hannah Dalton (as nominated substitute for Councillor Clive Woodbridge), Chris Frost, Rob Geleit, Julie Morris and Phil Neale

Absent: Councillor Monica Coleman and Councillor Clive Woodbridge

Officers present: Viv Evans (Interim Head of Place), John Cheston (Planning Policy Manager), Harry Burchill (Senior Planning Policy Officer), Gemma Paterson (Principal Planning Officer), Tim Richardson (Committee Administrator) and Stephanie Gray (Democratic Services Officer)

18 QUESTION TIME

The Committee received one verbal question from a member of the public with regard to the non-enforcement of Tree Replacement Notices and it was noted that the Chair of the Licensing and Planning Policy Committee would respond directly to the questioner.

19 DECLARATIONS OF INTEREST

The following Declarations of Interest were made by Councillors in relation to items on the agenda:

Declarations of Interest

Councillor Chris Frost BSc, Other Interest: In the interests of openness and transparency, Councillor Chris Frost declared that he is a member of the Epsom Civic Society.

Declarations of Interest

Councillor Neil Dallen, Other Interest: In the interests of openness and transparency, Councillor Neil Dallen declared that he is a member of the Epsom Civic Society.

Declarations of Interest

Councillor Steve Bridger, Other Interest: In the interests of openness and transparency, Councillor Steve Bridger declared that he is a member of the Epsom Civic Society.

Declarations of Interest

Councillor Steven McCormick, Other Interest: In the interests of openness and transparency, Councillor Steven McCormick declared that he is a member of the Epsom and Ewell Tree Advisory Board and the Epsom Civic Society.

20 MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting of the Licensing and Planning Policy Committee held on 9 September 2021 were agreed as a true record and signed by the Chair.

21 RESPONSE TO MOLE VALLEY DC REGULATION 19 CONSULTATION

The Committee received a report seeking approval for the draft response to Mole Valley District Council's final draft (Regulation 19) local plan. The report proposed to respond to the consultation raising concern that, because MVDC does not intend to meet its Local Housing Need figure in full, there is a risk that Epsom & Ewell might be asked to accommodate some of this unmet housing need, either in its emerging Local Plan or through speculative planning applications for new housing development.

Following consideration, the Committee unanimously resolved to:

- (1) Approve the draft response set out at Appendix 1, subject to consideration of maintaining Epsom and Ewell Borough Council's concern expressed in response to the previous Regulation 18 consultation regarding the retention of the "Emryn House/Emryn Way" site in the Mole Valley District Council's draft plan, based on highways grounds.
- (2) Delegate authority to the Head of Place, after consultation with the Chair of Licensing and Planning Policy Committee, to make any amendments to the response to the Mole Valley District Council Regulation 19 consultation following the receipt of privileged legal advice.

22 PLANNING ENFORCEMENT PLAN

The Committee received a report regarding the Draft Enforcement Plan. The Plan sets a framework for how the Council and its Planning Service will handle complaints and any subsequent investigations into breaches of planning control. It sets out clearly the aims and background to planning enforcement, and the scope of enforcement powers.

This Draft Enforcement Plan sets out priorities for responses to complaints and clarifies the timescales for response by Planning Officers. This policy document will also seek to formulise how Councillors and the general public will be kept up to date in relation to the enforcement work being carried out by the Planning Officers.

Following consideration, it was resolved:

- (3) To note the 30 responses received during the public consultation on the previous Draft Enforcement Plan. A summary of these responses has been set out in Appendix 2, along with the influence these responses have made to this amended Draft Enforcement Plan. The full response from the Epsom Civic Society, as well as the influence this response has had on the amended Draft Enforcement Plan, has been set out in Appendix 3.
- (4) To adopt the amended Draft Enforcement Plan attached at Appendix 1.
- (5) That “breaches of condition where serious harm/implication is caused”, be included under Level 1 (highest category) as a top level priority for planning enforcement investigations. (page 11 of Appendix 1 to the report).
- (6) That a review of the Planning Enforcement Plan be conducted by the Committee in 12 months’ time.

The meeting began at 7.30 pm and ended at 9.03 pm

COUNCILLOR DAVID REEVE (CHAIR)

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APPROVAL OF SELECTION CRITERIA FOR LOCAL HERITAGE ASSET LIST

Head of Service:	Viv Evans, Head of Place
Wards affected:	(All Wards);
Urgent Decision? (yes)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1: Draft Selection Criteria – Local Heritage Asset List – November 2021 Appendix 2: Existing Epsom & Ewell Local Heritage Asset List Appendix 3: Surrey Local Heritage List Project – Outline of Project and Outcomes (September 2021)

Summary

Surrey County Council's current Local Heritage Asset List project provides an opportunity for the Borough Council to co-opt the County Council's selection criteria for its own use. This would accord with Historic England's guidance to make the selection criteria which are used to maintain local heritage lists publicly available.

These criteria will be the basis by which the local listing programme will consider nominations for additions to the existing list, as well as for the current list to be reassessed.

Recommendation

The Committee is asked to:

- (1) Approve the draft selection criteria for nominations to the Local Heritage Asset List as set out in Appendix 1.**

1 Reason for Recommendation

- 1.1 The approval of Surrey County Council's Local Heritage Asset List selection criteria would provide a set of objective criteria for the consideration of any future nominations to the Borough's Local List.

2 Background

- 2.1 As part of the Government's 'Build Back Better' initiative, the Ministry of Housing, Communities and Local Government (MHCLG) (now the Department for Levelling Up, Housing and Communities), in association with Historic England, has provided funding to 22 areas to develop local heritage asset lists. Surrey is one of the areas to have received this funding, which the County Council has used to appoint a project lead (for 12 months) and to part-fund an Historic Environment Record assistant post.
- 2.2 The programme will be managed by Surrey County Council, whose temporary members of staff will assess new nominations received for listing and review the Borough's existing Local List. There will then be public consultation on a draft new Local Heritage Asset List in early 2022, to be followed by consideration and approval by the Borough Council in the period April – June 2022. Nominations are mostly expected to be made by members of the public, recommending historic buildings, other structures and landscapes in their local areas. An outline of the project is set out in **Appendix 3** for information.
- 2.3 Seven selection criteria have been drawn up by the County Council against which to assess nominations (see **Appendix 1**). As Epsom & Ewell Borough Council has no published selection criteria for the existing Local List, the County Council project provides an opportunity to approve its criteria against which to consider any future nominations. This would accord with the guidance in Historic England's Advice Note 7 – *Local Heritage Listing: Identifying and Conserving Local Heritage*, which states that:
- “Decisions are best made on the basis of published criteria, publicly available, so that clarity and certainty on their location and significance is available for communities, developers and decision-makers, therefore ensuring that they are given due consideration when change is proposed.” [And furthermore that] “the development of publicly accessible criteria will be very important for supporting the soundness of the list and the inclusion of heritage assets in it.”*
- 2.4 There have been limited additions to the Local List over recent years although one addition to the Local List was made this year (Horton Cemetery). Policy DM8 – Heritage Assets of the adopted Development Management Policies Document (2015) states that: “We will from time to time review our Heritage Assets included on the Local Lists, with regard to the Historic Environment Record, in consultation with Surrey County Council.” This is therefore an opportunity to achieve the objectives of this policy.

- 2.5 The National Planning Policy Framework requires in paragraph 195 that *“Local planning authorities should identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise.”* This is achieved partly by the establishment of conservation areas, but also the designation of local lists.
- 2.6 In summary, the use of the draft selection criteria for nominations to the Local Heritage Asset List, working in conjunction with Surrey County Council, is supported in enabling the Council to comply with national policy and allowing the existing list to be updated and new assets to be designated.

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

- 3.1.1 There should be no impact on the legal or other responsibilities of the Council other than those outlined in the existing planning policies to protect heritage assets as outlined in policies DM8, DM9 and DM10 of the Development Management Policies Document (2015).

3.2 Crime & Disorder

- 3.2.1 None arising from this report.

3.3 Safeguarding

- 3.3.1 None arising from this report.

3.4 Dependencies

- 3.4.1 None arising from this report.

3.5 Other

- 3.5.1 None arising from this report.

4 Financial Implications

- 4.1 There should be no financial implications for the Council as the listing process will require no additional funding.
- 4.2 **Section 151 Officer’s comments:** None arising from the content of this report.

5 Legal Implications

- 5.1 There are no other legal implications of the recommendation other than those imposed by planning legislation and planning policy.
- 5.2 **Legal Officer's comments:** The use of local heritage asset lists is promoted by the National Planning Policy Framework (NPPF). Locally listing a heritage asset does not bring additional consent requirements over and above those already required for planning permission. It can, however, help to inform planning decisions in a way that conserves and enhances local character and identity. Under the NPPF, buildings or structures with heritage significance do merit consideration in planning matters; with Planning Committee required to take a balanced judgement in decision-making, having regard to the scale of any harm or loss and the level of significance that the heritage asset possesses when making its decision. In effect, the co-opting of Surrey County Council's current Local Heritage Asset List selection criteria will allow a greater chance of local character and distinctiveness being maintained. This need not be a brake on development but as a way of ensuring that where development does take place, due consideration is given to local significance to ensure that any harm is minimised, and that good design positively enhances both the asset and the local environment.
- 5.3 By approving the recommendation set out in this report, the Council would have greater opportunities through the planning process to safeguard those elements of its historic environment that have local significance and which may be valued by local communities.

6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The following Key Priorities in the Four Year Plan are engaged: Promote the Borough's rich history and heritage - maintain a comprehensive list of all historical buildings of interest in the borough and promote.
- 6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** N/A
- 6.4 **Sustainability Policy & Community Safety Implications:** N/A
- 6.5 **Partnerships:** N/A

7 Background papers

- 7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None relevant.

Other papers:

- [Historic England's Advice Note 7 – Local Heritage Listing: Identifying and Conserving Local Heritage](#)

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Selection Criteria - Local Heritage Asset List – November 2021

To be included on the list, assets would need to meet at least two of the following criteria:

Reference	Criterion	Description
A	Rarity	A rare survival of an asset type, either due to its intrinsic rarity or through its integrity, i.e. it is largely unaltered. The age of an asset will be a factor to be taken into consideration under this criterion. Rarity will also be considered in a local context, i.e. an asset may have greater significance in one place than in another.
B	Group Value	Strong functional or visual link with other assets, the asset contributing to the understanding of asset groups or complexes which have significance or prominence in a local context. Assets located within conservation areas may qualify for inclusion under this criterion, if they contribute positively to the character of the area, and/or contribute to an understanding of its development.
C	Architectural or artistic value	Assets displaying a distinctive or innovative style or design, to include exceptional examples of local craftsmanship or detailing, unusual building technique or local distinctiveness through use of local materials. Assets reflecting in their design and layout key aspects of significant national trends, adapted to local conditions, may also qualify for inclusion under this criterion.
D	Archaeological Value	Assets containing evidence of past human activity, to inform and enhance knowledge of the development of the area, including evidence of industrial, rural, agricultural practices or technologies.
E	Historic Association	Assets which have a strong and evidenced association with important local or national person, event or social movement. This could include an association with nationally or locally recognised architect or garden designer.
F	Landmark Status	Assets which are highly valued by and significant to local communities due to their historic, communal or striking aesthetic value, and which are prominently located in the public realm.
G	Social and Cultural Value	Assets which make a strong contribution to the collective memory of a place and local identity, including those which provide evidence and understanding of past societal customs, practices or beliefs, and assets which have acquired local significance and prominence through documentation, research or previous identification as an asset of heritage value (for example as a former Grade III building or other form of local heritage asset). Assets which provide an important focus for faith, worship or commemoration will also be considered under this criterion.

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Existing Epsom & Ewell Local Heritage Asset List

Reference	Status	Address	Brief Description	Listed Date
06/0001/LL		57 Salisbury Road Worcester Park Surrey KT4	57 Salisbury Road	
06/0003/LL	ACT - Active	1 Nonsuch Court Avenue Ewell Surrey KT17	1 Nonsuch Court Avenue	01.01.2000
06/0004/LL	ACT - Active	10 Downside Epsom Surrey KT18 5EX	10 Downside	01.01.1997
06/0005/LL	ACT - Active	100 High Street Epsom Surrey KT19 8BJ	100 High Street, Epsom	01.01.1997
06/0008/LL	ACT - Active	107 Church Side Epsom Surrey KT18 7SY	107 and 108 Church Side	01.01.1997
06/0016/LL	ACT - Active	12 Woodlands Road Epsom Surrey KT18 7HW	12 and 13 Woodlands Road	01.01.2006
06/0022/LL	DELIST - Delisted	Kings Arms Public House 144 East Street	144 East Street	01.01.1997
06/0025/LL	ACT - Active	15 Kingston Road Ewell Surrey KT17 2DX	15 Kingston Road	01.01.1997
07/0027/LL	ACT - Active	Old Station Buildings Upper High Street Epsom	Old Station Buildings, Upper High	01.06.2000
07/0029/LL		10 Heathcote Road Epsom Surrey KT18 5DX	6 - 12 Heathcote Road	
07/0035/LL	ACT - Active	25 Alexandra Road Epsom Surrey KT17 4BP	25 Alexandra Road	01.04.2002
07/0036/LL	ACT - Active	Hollybank House Chesterfield Road West Ewell	290 Chessington Road	01.01.2000
07/0039/LL	ACT - Active	The Star 2 Cheam Road Ewell Surrey KT17	2 Cheam Road	01.01.1997
07/0040/LL	ACT - Active	Ewell Court Lodge 285 Kingston Road Ewell	285 Kingston Road	01.01.2000
07/0041/LL	ACT - Active	34 Heatherside Road West Ewell Surrey KT19	34 Heatherside Road	01.01.1997
07/0045/LL	ACT - Active	37 Worples Road Epsom Surrey KT18 7AB	37 and 39 Worples Road	01.01.1997

Reference	Status	Address	Brief Description	Listed Date
07/0047/LL	ACT - Active	43 High Street Ewell Surrey KT17 1RX	43-51 High Street	01.01.1997
07/0052/LL	ACT - Active	52 The Parade Epsom Surrey KT18 5DU	52 The Parade	01.01.1997
07/0055/LL	ACT - Active	The Coach House 75 Dorking Road Epsom	75 Dorking Road	01.01.1997
07/0056/LL	ACT - Active	78 Bracken Path Epsom Surrey KT18 7SZ	78 and 79 Bracken Path	01.01.1997
07/0058/LL	ACT - Active	80 Bracken Path Epsom Surrey KT18 7SZ	80 Bracken Path	01.01.1997
07/0059/LL	DELIST - Delisted	80 The Avenue Worcester Park Surrey KT4 7HJ	80 The Avenue	10.02.2000
07/0060/LL	ACT - Active	84 Kingston Road Ewell Surrey KT17 2DU	84 Kingston Road	01.01.1997
07/0061/LL	ACT - Active	87 High Street Epsom Surrey KT19 8DP	87 High Street	01.01.1997
07/0062/LL	ACT - Active	93 High Street Epsom Surrey KT19 8DR	93, 95 and 95a High Street, Epsom	01.01.1997
07/0066/LL	ACT - Active	Juniper Cottage Headley Road Langley Vale	Chalk Pit Cottage	01.01.1997
07/0067/LL	ACT - Active	The Coach House Church Close Church Street	Coach House, Church Street	01.01.1997
07/0068/LL	ACT - Active	Downs House Tattenham Corner Road Epsom	Downs House	01.01.1997
07/0069/LL	ACT - Active	Mill House Windmill Lane Epsom Surrey KT17	Mill House, Windmill Lane	01.01.1997
07/0070/LL	ACT - Active	66 Kingston Road Ewell Surrey KT17 2DU	Smithy rear of 66 Kingston Road	01.01.1997
07/0071/LL	ACT - Active	St Michael's Church Church Street Ewell Surrey	St Michaels Church	01.01.1997
07/0072/LL	ACT - Active	Glyn House 15 Church Street Ewell Surrey	Stables at Glyn House	01.01.0197

Reference	Status	Address	Brief Description	Listed Date
07/0074/LL	ACT - Active	Swail House 15 Ashley Road Epsom Surrey	Swail House	01.01.1997
07/0075/LL	ACT - Active	The Firs 99 College Road Epsom Surrey KT17	The Firs, College Road	01.01.1997
07/0076/LL	ACT - Active	Toby Carvery 45 Cheam Road Ewell Surrey	The Glyn Arms	01.01.1997
07/0077/LL	ACT - Active	Symonds Well Public House 30 South Street	The Magpie, South Street	01.01.1997
07/0078/LL	ACT - Active	The Rising Sun Public House 14 Heathcote	The Rising Sun	01.01.1997
07/0079/LL	ACT - Active	91 High Street Epsom Surrey KT19 8DR	The White Hart	01.01.1997
07/0081/LL	ACT - Active	3 Woodcote Mews 84 Worples Road Epsom	Woodcote Mews (3 - 6)	01.01.1997
07/0085/LL	ACT - Active	Epsom Adult And Community Learning 1	1 Church Street, Epsom	19.02.2007
07/0086/LL	ACT - Active	Heron Court 53 Alexandra Road Epsom Surrey	Heron Court, Alexandra Road	19.02.2007
10/0087/LL	ACT - Active	Barn At Front Of 53 And 55 Longdown Lane	Barn at Longdown Lane North	17.04.1997
11/0088/LL	ACT - Active	Dame Annis House 1 Fyfield Close Epsom	Dame Annis Barn	
13/0091/LL	ACT - Active	Archways Across Pavement Briarwood Road	Archway across pavements, Briarwood	18.09.2013
13/0092/LL	DELIST - Delisted	Bourne Hall Spring Street Ewell Surrey KT17	Bourne Hall	18.09.2013
13/0094/LL	ACT - Active	Airing Court Frinton Court Glanville Way Epsom	Airing Courts at former West Park	18.09.2013
13/0095/LL	ACT - Active	Archway Across Meadway Epsom Surrey	Archway across Meadway	18.09.2013
13/0096/LL	ACT - Active	The Vestry Church Street Epsom Surrey KT17	The Vestry	18.09.2013

Agenda Item 4 Appendix 2

Reference	Status	Address	Brief Description	Listed Date
13/0097/LL	ACT - Active	Chandlers Avenue Road Epsom Surrey KT18	Chandlers Avenue Road	18.09.2013
13/0098/LL	ACT - Active	The Amato Inn 18 Chalk Lane Epsom Surrey	The Amato Inn	18.09.2013
13/0099/LL	ACT - Active	4 Woodcote Green Road Epsom Surrey KT18	4-8 Woodcote Green Road	18.09.2013
13/0100/LL	ACT - Active	Queens Stand Grand Stand Road Epsom	Queens Stand at Epsom Racecourse	18.09.2013
13/0101/LL	ACT - Active	Derby Arms Public House Derby Arms Road	The Derby Arms	18.09.2013
13/0102/LL	ACT - Active	The Rubbing House Langley Vale Road Epsom	The Rubbing House	18.09.2013
13/0103/LL	ACT - Active	Entrance Gates To Old Horton Hospital Horton	Entrance Gates and Lodges to former	18.09.2013
13/0104/LL	ACT - Active	Ice House The Dell Cheam Road Ewell Surrey	Ice House at The Dell	18.09.2013

Surrey Local Heritage List Project – Outline of Project and Outcomes (September 2021)

Background and Summary

As part of the Government's 'Build Back Better' initiative, the Ministry of Housing, Communities and Local Government (MHCLG) in association with Historic England has provided funding to 22 areas to develop local heritage asset lists. Surrey is one of the areas to have received this funding, which has been used to appoint a project lead (12 months) and part fund an HER assistant post.

Epsom and Ewell Borough is one of the six Surrey districts and boroughs participating in the project, the others being Elmbridge, Mole Valley, Surrey Heath, Tandridge and Woking.

Local heritage asset lists, also referred to as local lists, are one way of identifying non-designated heritage assets for the purpose of applying national and local policy, paragraph 203 of the NPPF stating that:

'The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.'

Therefore, whilst not afforded the legal protection of nationally listed buildings (or any other form of statutory protection) identification on a local list means that an asset has a degree of heritage significance meriting consideration in planning decisions. These lists, which are maintained and managed by the districts and boroughs, can include any building, monument, site, place, area or landscape which has heritage significance but is not recognised by another designation.

Historic England published an updated version of its advice on local listing ['Local Heritage Listing: Identifying and Conserving Local Heritage'](#) in January 2021, and the project follows the guidance set out in this document. The aim is to identify places that make a significant contribution to local identity and distinctiveness and hold value in a heritage context for their communities. Previous lists have primarily focused on buildings and structures, but this project will seek to broaden the range of assets to include assets such as parks and gardens and archaeological areas.

The project lead is working with the partner district and boroughs to agree methodology including selection criteria, progress the review of existing local lists and produce a new draft list for each authority to be consulted on in 2022. Once adopted these lists will be used to inform owners and applicants about the heritage significance of their assets, and support the application of local and neighbourhood plan policies for non-designated heritage assets. The information collected as part of this project will also be entered on the Historic Environment Record (HER) managed by SCC.

The Selection Criteria

A set of criteria have been devised, to enable all assets to be assessed in a consistent manner. These are based closely on the Historic England guidance, and are designed to be flexible enough to be applicable to the broad range of heritage assets which may be identified as part of this project. They have also been devised such that they can be applied flexibly to take into account the diversity of the district and borough areas involved in the project, and the wide variation in character across each area, taking local context and significance into account.

The criteria have been formulated with input from the six participating districts and boroughs, and a number of Surrey-wide heritage groups (Surrey Gardens Trust, Surrey Archaeological Society, Council for British Archaeology SE, Arts and Crafts Movement of Surrey and Surrey Industrial History Group).

On completion of the project, the districts and boroughs can decide how they wish to embed these criteria within their own processes for reviewing their local heritage lists. The draft lists will also be subject to approval by each of the districts and boroughs, following consultation which will include notifying and engaging with owners.

Scope and Outcomes

The project runs for 12 months (1 July 2021 to 30 June 2022) and consists of the following stages:

1. Selection criteria developed (July - September 2021)
2. Existing local lists reviewed (July – November 2021)
3. Online nominations process rolled out (October/November 2021)
4. Selection criteria applied to all existing and new assets (September 2021 – Feb/March 2022)
5. Draft asset lists for each district and borough prepared and consultation carried out (Feb/March/April 2022)
6. Process developed for future review of lists (May/June 2022)
7. All information gathered as part of project added to Historic Environment Record (HER) (this may extend beyond the end of the project as the HER assistant is in post for 2 years)

Historic Environment Planning team, Surrey County Council

September 2021