

Roehampton Village Conservation Area Appraisal & Management Strategy

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A Introduction

A.1 This document identifies and appraises the special architectural and historic characteristics of the Roehampton Village Conservation Area and it also gives practical guidance on the implications of conservation area status. It is in two parts: a Conservation Area Appraisal and a Management Strategy. The Conservation Area Appraisal provides information regarding the historic and architectural character of the conservation area whereas the Management Strategy gives specific planning guidance and enhancement advice.

A.2 Conservation areas were introduced by the Civic Amenities Act 1967 to safeguard areas of "special architectural or historic interest." Roehampton Village Conservation Area was designated on 29th July 1969 and extended to include properties on the south side of Roehampton Lane on 31st October 1984.

A.3 On 6th August 2004 the Council sought to further protect the appearance and special character of the terraced houses in Medfield Street through an Article 4 Direction. This Direction removes certain permitted development rights, which means that demolition or part removal, or erection of a front boundary treatment, painting a front elevation and the creation of a hardstanding, now requires planning permission. This affects Hambro House & numbers 15 – 85 Medfield Street. Please see the Management Strategy for more information.

A.4 This document has been produced in accordance with government guidelines in PPG 15, and the English Heritage Guidance notes of August 2005. These state that local planning authorities need to define and record the special interest, character and appearance of all conservation areas in their care. The intention of the appraisal is to provide a clearly defined analysis of the character and appearance of the Roehampton Village Conservation Area, which is defensible on appeal, and can be utilized in development control decisions. In addition, the Management Strategy addresses issues, which have been identified in the character appraisal, for the enhancement and preservation of the conservation area.

A.5 This Appraisal was made available for public consultation in October 2007 and was approved by the Planning and Transportation Overview and Scrutiny Committee on 19 February 2008 and the Council's Executive on 3 March 2008.

A.6 It is important to note however that no appraisal can be completely comprehensive and the omission of a particular building, feature or open space should not be taken to imply that it is of no interest.

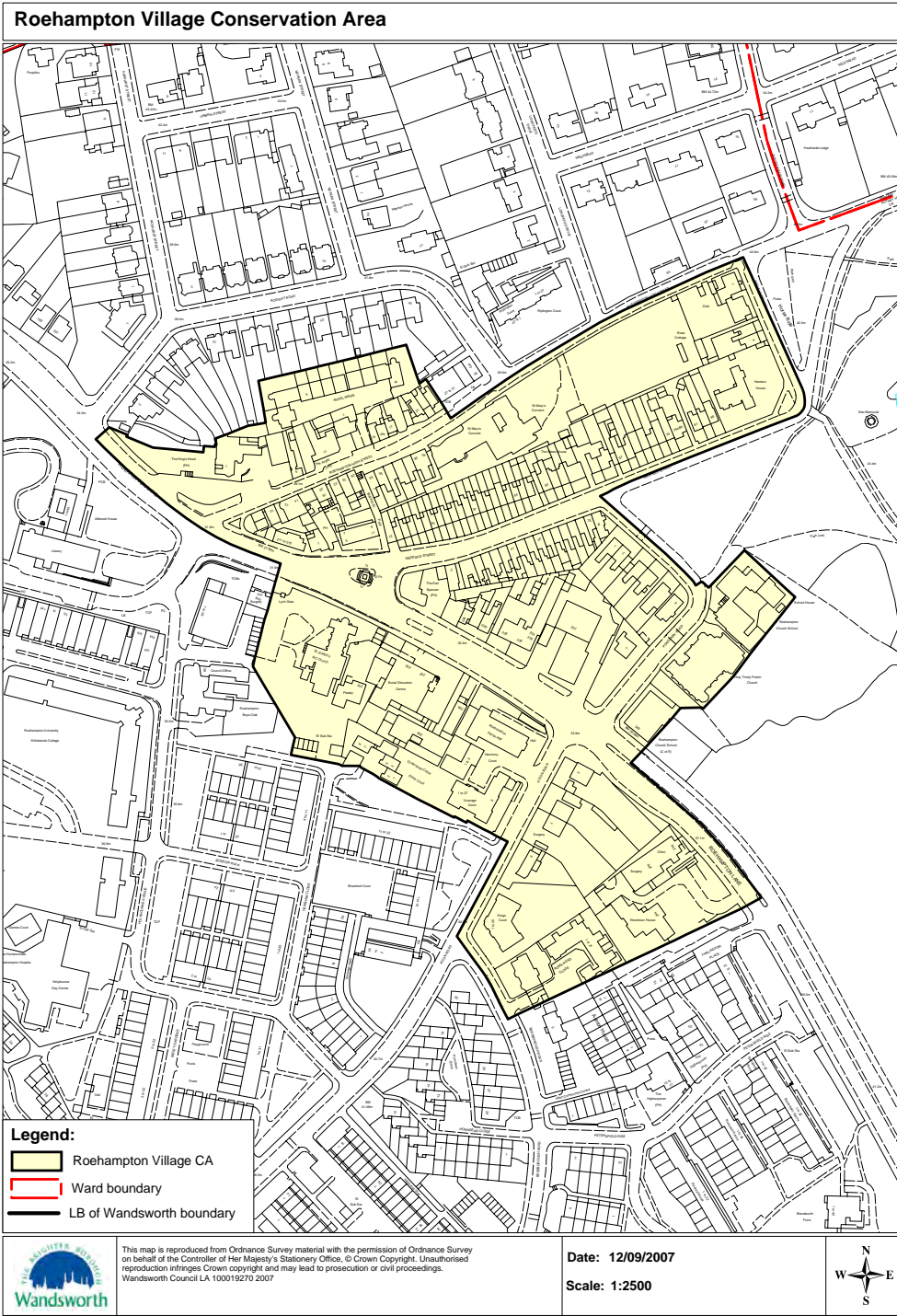


Figure 1 The boundary of Roehampton Village Conservation Area

1 CONSERVATION AREA APPRAISAL

2 Character Analysis

2.1 Despite the changes of hundreds of years, Roehampton Village Conservation Area is still recognisable as a village that had its origins in the 17th century. A small cluster of mostly small-scale domestic buildings, around a short commercial high street; two churches, a parish hall, 2 small schools; four public houses (two dating from the 17th century); bounded on two sides by Putney Heath; the whole, still distinct from the later development that adjoins it to the north and south.

2.2 Within the village there are four markedly different sub areas, each with their own distinctive character. These are: the shops along the High Street, including the King's Head public house; the working class, cottage style housing along Medfield Street; the educational and religious buildings around Ponsonby Road associated with the larger houses here and in Alton Road; and the mixed commercial and community uses along Roehampton Lane.

2.3 The close physical and visual relationship of the village to Putney Heath is one of the determining factors in the layout of the settlement and its current character.

3 Location & Context

The shops and business premises in Roehampton Village are part of a Local Centre that includes the shops in Danebury Avenue on the south side of Roehampton Lane and the small supermarket at the top end of Roehampton High Street, all of which are outside the conservation area. Within the conservation area, the parade of shops at 28 to 40 is designated a Protected Secondary Frontage.

3.1 These small, village shops help convey a flavour of rustic Georgian charm, but they serve a community housed within later, much larger scale developments. In particular the small scale of the village is accentuated by the dramatic contrast with the London County Council-built Alton East and Alton West Estates of the 1950's. While the LCC essentially retained the Georgian landscape they placed within it ultra modern slab and tower blocks, which dominate the approaches to the village along Roehampton lane from the north and south.

3.2 Also notable on the approach from the north are the surviving Georgian country houses: Roehampton House (presently part of the Queen Mary's Hospital site); Downshire House (part of the University of Roehampton). Manresa House lies a short walk to the south behind the Danebury Avenue shops. In his book *The Buildings of England*, Pevsner says "there is still nothing like Roehampton anywhere in London to get an impression of the aristocratic Georgian country villa."

3.3 The village is reasonably well served by bus routes, which use Roehampton Lane and Medfield Street. The High Street itself is too narrow, even for single decker buses, and is a one –way street. The nearest overground station is at Barnes; overground and underground stations are at Putney, which is also the nearest Town Centre within the Borough. The Kingston Road (A3) lies just to the south, giving excellent road connections to the West and central London.

3.4 Putney Heath, which is designated as Metropolitan Open Land and, with Wimbledon Common, is the largest public open space in the borough, forms the eastern boundary to the conservation area.

4 Historic Development

4.1 According to Pevsner (“The Buildings of England”), “there are three main strata of Roehampton: the old village around Roehampton High street and the south end of Roehampton lane, the large mansions and aristocratic villas remaining from the Georgian and Victorian eras, and the 20th C housing estates in their grounds.”

4.2 The early history of Roehampton is dominated by its links with Putney and Wimbledon, which until the Tudor era had the only established settlements.

4.3 The origins of its name are somewhat obscure. It was first recorded as Hamton in 1273-4, which had changed by 1318 to Est (or East) Hampton. The prefix may have been intended to avoid confusion with Hampton in Middlesex.

4.4 By 1350 the area had become known as Rokehampton, and this subsequently morphed into Rowhampton and Roehampton, although Roughampton was also used, possibly describing the ‘rough’ ground. ‘Roke’ most likely came from an Old English term, and it is probable that this relates to ‘rook’, and hence a settlement where these birds were known to congregate. Certainly a local house was known as ‘The Rookery’.

4.5 In 1535, the manor transferred from ecclesiastical ownership to that of the Crown when Thomas Cranmer, as Archbishop of Canterbury, exchanged the manor for lands in Kent, and the area came under the control of Thomas Cromwell. At this time Roehampton Lane was an access road leading through Putney deer park to and from the village of Roehampton, which was probably centred around the site upon which Downshire House now stands. The site of the present village was then part of the Common lands, the field system being north of the present village and east of Roehampton lane. The boundary bank of the Common still survives in the north side of the garden of the King’s Head.

4.6 It seems likely that Roehampton developed as a result of a land shortage in Putney and Wimbledon, and so land further afield was utilised. By 1332 the settlement had been named as East Hampton and contained 3-4 houses, the population therefore being around 20. Fourteen houses were contained in the village by the beginning of

the Tudor period, and one inn, the Bull. There were twenty houses by 1498, which meant an approximate population of 100, and by 1617 there were 33 houses. From about this time there were two inns, one called the King's Head and another, the Angel. It is important to note that the inn names sometimes moved with the licence or the licensee, when they moved to new premises. The present King's Head had been called the Bull, the new name probably in honour of Henry VIII, who was one of the first monarchs to propagate the cult of personality. The last landlord of the old King's Head apparently took the name with him, sometime between 1770 and 1787. The present building dates from at least the 1670s, but was most likely to have originated as a farmhouse in the medieval period. There may be parts of the previous building incorporated into the new one. It is certainly the oldest building in Roehampton, and is probably the oldest secular building in the whole of Wandsworth Borough.

4.7 Although the common fields had been enclosed by 1568, the village had continued expanding on its original site. However, by 1619 a Huguenot immigrant, David Papillon, was beginning to amass lands in the area to create the Elm Grove and Roehampton Great House estates, which formed the basis for the subsequent expansion of aristocratic houses in Roehampton. These houses with their associated parkland gradually took over the old village, and the early development was centred on the lands now containing Froebel and Digby Stuart colleges. By 1626, Papillon had sold up and moved on, having amassed a considerable wealth, and his legacy provided the first major push in creating the settlement in what is now Roehampton Village. Papillon's development, intensified by the creation of Richmond Park in the 1630s, reduced the need for agricultural labour, but increased the demand for other wage labourers and shopkeepers. Putney Park was however converted from a deer park into pasture and arable fields in 1636. Continuing expansion of aristocratic holdings and road re-alignments to improve parks and gardens led to the gradual extinction of the original village during the eighteenth century. The result was the creation of a squatter settlement on the poorly policed common lands of the parish, with the first known illegal settler, Thomas Jennings, building a cottage near the King's Head in 1597. This was the first development which prompted the creation of a new village south of the existing settlement, and the 'new' village is now the present-day Conservation Area.

4.8 The population grew to 59 households in 1664, a doubling of the population of 1617, and most of the expansion was contained in the new village.

4.9 Expansion really began in earnest in the 19th century, with speculative and estate controlled development in the village. Ponsonby Road was laid out in 1863, Medfield Street in 1862 (Stamford Cottages) and Elizabeth Place in 1870. The Montague Arms, a mid-eighteenth century cottage, was turned into a beer shop in the 1860s to cater for the influx of new working class residents.

4.10 Facilities included the school, with its oldest surviving building constructed in 1836. It was extended in 1854 and again subsequently. The Roman Catholic church appeared in 1881, and the nonconformist mission hall at 2 Medfield Street was in

operation between 1889 and 1914. The Anglican chapelry based since the 17th century on the former private chapel of Grove House (built in 1843), became a full parish in 1862, with a new church to designs by G. H. Fellows Prynne built in the village in 1896-8, symbolic of the transfer of the village site.

4.11 The number of shops, and the range revealed in 19th century directories was far higher than might be expected for a village of this size, and can be explained by the fact that it served the wider villa community.

4.12 With the gradual demolition of many of the large houses from the late 19th century onwards and the building of the Alton East (1952-5) and Alton West (1955-9) Estates, the character of Roehampton changed dramatically from its earlier wealthy parkland estates for the “movers and shakers” of the nation into an area now more well known for its social housing. Even given these massive 20th century developments, which resulted in 90% of Roehampton’s population living in social housing accommodation by 1981, Roehampton Village Conservation Area itself has managed to retain much of its former character. This is derived from its setting as a village on the outskirts of London, from its proximity to and links with the wealthy parkland estates and from its own self-sufficient history which really began in the Victorian period. Georgian remnants such as the Montague Arms also add considerably to the complex history of the area, and this gradual development can still be clearly seen today in the varied buildings in the Village.

5 Archaeology

5.1 The development of the village is of great interest, and there may be sensitive archaeological remains.

6 Spatial Analysis

6.1 The village, set partly within Putney Heath, retains much of its old rural character. For the most part, paving and street materials reflect this, with soft edgings or low-key kerbing to the heath-side, red brick paving and crossovers to Medfield Street and Treville Street. Ponsonby Road, in keeping with its higher social status and more imposing buildings, is paved (with concrete rather than natural stone), with granite gutters and large pink granite kerbs. Other areas of surviving 19th century materials (mainly granite setts) are in front of the Spencer Arms, the Montague Arms and the Angel public houses.

6.2 The High Street was comprehensively refurbished in 1986, with concrete paving slabs, red brick pavements on the road surface, and with shallow gutters and dropped granite kerbs, iron bollards, cast iron street lamps, recessed parking bays and street trees, which together have a more urban appearance. Blackford's Path retains more of the traditional character, especially with its York stone steps, cast iron bollards and brick paving. It also allows movement through the building plots, revealing a good mix of materials and details on rear and side elevations.

6.3 The surroundings and edges of the conservation area on the whole reinforce the 'rural' feel. The boundaries to the common are relatively soft, especially in the area of the War Memorial and the rear of the church/school complex. The timber fencing and brick walls on the north side of Putney Heath, although outside the conservation area, are important for its setting, adding to the semi-aristocratic/rural atmosphere.

7 Key Views & Vistas

7.1 The approaches to the village along Roehampton Lane from both the north west and the south east both afford a fairly dramatic sense of arrival due to the significant changes in ground level and the location of two key listed buildings: Holy Trinity church, with its soaring, needle spire; and the King's Head public house, with its elevated, garden setting and large, venerable Oak tree. The view up the High Street from the junction of Roehampton Lane and Danebury Avenue is again, dominated by the King's Head and the Oak, and the steeply rising High Street itself. Holy Trinity Church appears particularly dominant when viewed from the Alton Estate, along Alton road.

8 Topography, Layout & Green Space

The village is on the north-west corner of Putney Heath, on rising ground around the junction of two small valleys. The line of Roehampton Lane and the gardens of St. Mary's Convent both formerly contained open water courses.

8.1 Roehampton Lane was originally truly a country lane, and even when made up as a modern hard surfaced highway, it was only one of modest size. The lane was transformed when it was widened on the south side in the 1960s, resulting in the demolition of half of a pair of semi-detached villas at 1-3, Alton Road. The lowest point in the village is marked by the fountain at the junction of Medfield Street and Roehampton Lane.

8.2 The topography has led to picturesque terracing of buildings, particularly from Roehampton Lane up to the High Street, so that rear elevations tend to be more exposed than usual. In addition, Blackford's Path, a pedestrian link down steep steps from the High Street to Medfield Street affords particularly good views along back elevations. It also means that the key buildings in the village tend to be elevated and dominating: these are the parish church (particularly its spire); the clock in Ponsonby Road; the Roman Catholic Church; the Village Hall; the Convent; and the Kings Head. All are elevated and at focal points.

8.3 The Angel public house is slightly set back from the road; the modest forecourt extends into a hard landscaped area to the side which merges with the access to Angel Mews – an attractive residential enclave, created from the former stables at the rear of the public house. This break in the street frontage is a welcome event in the narrow High Street, giving views of the mews terraces with their multi-dormered roofs.

8.4 The large, well tree'd garden which provides the setting for the King's Head (closed at the time of writing) was the largest publicly accessible green space within the area. St Mary's Convent has an even larger garden, which although private, is discernible from the High Street behind its boundary. There are significant, trees in the rear gardens of houses in Alton Road, publicly visible from Roehampton Lane and Ponsonby Road.

8.5 The close physical and visual relationship of the village to the Heath is one of the determining factors in the layout of the settlement and its current character.

8.6 The outside edges of the conservation area provide most of the green elements, especially the Heath and the Memorial green, and the large trees along the north side of Putney Heath. Large groups of mature trees only occur within the conservation area in the rear gardens of Alton Road, and in the gardens of the King's Head.

8.7 For the most part, front gardens are small, with only small to medium sized trees. Ponsonby Road has larger gardens with greater impact, especially combined with the trees in and around the church and schoolyards. Although mainly visible through gaps between buildings, the Convent gardens and the rear gardens of the surrounding houses form an important central green area.

9 Buildings & Materials

9.1 Building types vary within the village. The working class terraces of Medfield Street range from a fine double terrace of red brick Gothic cottages to the more mixed stock brick and slate roofed terraces and cottage pairs, and an interesting consistently detailed terrace row on the south side, with a remarkable degree of retention of original timber glazing bar sashes. Both sides sweep up the hill, and the serried ranks of the firebreak party walls are an important feature. The intrusiveness of inappropriate roofing materials and oversized dormers on two buildings on the north side of Medfield Street are particularly noticeable in this respect.

9.2 In Ponsonby Road and Treville Street there are larger more picturesque detached and semi-detached villas, mostly in stock brick, but with some rendered elevations and details. The houses in Alton Road/Bessborough Road are finely detailed in Gault brick with stone dressings, a remnant of the high class estate called Roehampton Park laid out on the grounds of Manresa House.

9.3 In Medfield Street, Roehampton Lane and the High Street there are a good sequence of shopfronts and some surviving eighteenth century / early nineteenth century buildings (together with some weather boarding and tiled/pantiled roofs). See, for instance, nos.24/26 and 14/12 High Street and the public houses, the Earl Spencer (now a retail outlet), the Montague Arms and the King's Head (both currently

unoccupied). The Angel is a good late nineteenth century group and there are good individual commercial buildings, such as the motor engineer's premises adjacent to the Earl Spencer.

9.4 An important feature of the village is the large group of community buildings, all well designed and detailed in good materials, such as the two churches, the village hall, the schools, Hambro House, and the well detailed modern Convent extension in the High Street.

10 Listed Buildings

The King's Head Inn Public House 1 Roehampton High Street Grade II

10.1 No. 1 Roehampton High Street is a picturesque building within a large garden. For almost all of its many centuries of existence it has been a public house or inn. It was known as the King's Head from 1787. With its origins sometime earlier in the 17th century it is one of the oldest buildings in the Borough, possibly the oldest aside from certain churches. It briefly began its long life as 2 (possibly 3) private houses. It has a weatherboarded front range with a stuccoed rear range and an irregular plan form, reflecting this original two or three part composition. The roof is part tiled with slate and part tiled with red pantiles, again reflecting its origin as separate houses. It has had many alterations over the centuries, most notably in 1794 when improvements associated with the, by then, thriving public house use were carried out, probably included the addition of the large canted bay window on the front elevation and the porch at the main entrance. It has is a mixture of windows, some surviving 18th century originals, some later copies. There are some unusual, "Yorkshire" sliding sashes, (which open by sliding sideways, rather than up and down). All in all it still looks much as it did when it was truly a country pub, as depicted in early 19th century illustrations. The King's Head is an important survivor of a form of low-status building, once common in rural Surrey. Listed 14th July 1955.

3 Medfield Street The Montague Arms Public House Grade II

10.2 This is a three-storey building, also dating from the 17th century. It is of brick, currently painted. It has a tile and concrete pantile mansard roof. There are flush-framed windows. Listed 7th April 1983.

Drinking Fountain
Roehampton Lane
Grade II

10.3 Designed by J C Radford in 1882. It is constructed from grey and red granite. Doric arcaded kiosk erected by Mrs Lyne Stephens, with cupola and ball finial on stepped plinth flanked by cambered-shape horse troughs north and south. Circular central basin with bronze fountain group by Henry Dasson of putti and fish. Semi-circular basin set into each of 4 sides of kiosk. Listed 7th April 1983.

Holy Trinity Church
Ponsonby Road
Grade II*

10.4 The Church, which is Gothic in style, was built between 1896 and 1898 by G H Fellowes Prynne. It is constructed from Corsham stone rubble with fine dressings. It has a prominent north-west tower with crocket-pinnacled angle-turrets buttressing a stone needle spire with 3 tiers of lucarnes. The entrance porch is integral with the tower. It has a nave of clustered piers supporting walls of banded stone and red and yellow brick. There are two splayed clerestory windows to each bay. It has a wooden waggon roof, with wooden lean-to aisle roofs. The traceried east window of 5 lights. 2-light west windows with rose above are all by Kempe. The apsidal north-east Lady Chapel has lancet windows, also by Kempe. Listed 14th July 1955.

Roehampton High Street
Bollard, Blackfords Path
Grade II

10.5 A typical 19th century cast iron bollard, round in section with pointed top and zig-zag collar detail. Listed 7th April 1983.

11 Locally Listed Buildings

11.1 The former hardware shop at 26, Roehampton High Street is a distinctive, weatherboarded property, like the King's Head, typical of early, low-status houses in rural Surrey and Kent. Its position adjacent to Blackford's Path makes it easy to see both the side and rear elevations, as well as its attractive, though slightly tired looking shop front. This building could be added to the Council's Local List when next updated.

1 MANAGEMENT STRATEGY

1.1 The Council has a duty under section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to formulate and publish proposals for the preservation and enhancement of conservation areas.

1.2 The issues raised during the public consultation are listed below. This document aims to address these issues by aiding the understanding of the important features of the conservation area through the information given in the character appraisal. Under the Planning (Listed Buildings & Conservation Areas) Act 1990 the Council must consider the preservation or enhancement of a conservation area's special architectural or historic interest when determining planning applications.

1.3 Items of particular concern in this conservation area are:

- Loss of food shops in the village
- Concern over empty shops and buildings
- Kings Head should remain a pub or restaurant

2 Enhancement

2.1 This part of the document is not just about the council preserving the special character of your conservation area through planning controls, but is also about how you as a resident or a business can make it a more attractive place.

2.2 Original features increase the value of houses in conservation areas so reinstating lost features or removing unsightly additions is a worthwhile activity and one that may also be eligible for grant aid.

Repair or reinstate original features

2.3 Whenever possible repair original features such as timber windows and doors rather than replace them. It is possible to replace rotten components, draught-proof or install secondary glazing at a fraction of the price of replacing original windows. Repair work does not require planning permission.

Extensions

2.4 Individual dwellings should be seen as part of the whole terrace and, whilst there is variety in the appearance of individual dwellings within the terrace, they are usually arranged symmetrically. Proposed extensions to houses at the end of terraces must respect the symmetry and uniformity of the overall terrace to receive planning permission. Extensions to the front elevation of a terrace or pair will not be supported.

Removing paint, pebbledash or stone cladding from brickwork

2.5 Where individual dwellings have been visually emphasised, either by painting brickwork or stone cladding or other inappropriate treatments, the result has been seriously damaging to the appearance of the whole terrace. Removing these elements and reinstating the original appearance improves the appearance of the terrace, your house, and the wider conservation area enormously.

3 Conservation and Enhancement Grants

Conservation & Enhancement Grants

3.1 The Council operates a Conservation & Enhancement Grant Scheme to offer financial incentives to owners of historic buildings to reinstate lost features or remove unsightly features. Anyone is eligible for these grants, but the key criterion is that the work will make a significant impact in conserving and enhancing the special character of an important area or building. Examples of possible grant aided works include:

- removal of paint, render or pebbledash from a brick elevation;
- replacement of boundary walls, railings, gates and fences to the original design;
- reinstatement of original style windows or original roof material.
- reinstatement of shopfront elements

3.2 Grants offered are normally between 25% to 50% of the 'eligible costs'. Eligible costs are for the actual conservation or enhancement work - not routine maintenance, conversion, alteration or modernisation which may be going on at the same time. More information can be found on our website:

http://www.wandsworth.gov.uk/info/514/building_conservation_and_design/230/conservation_and_enhancement_grants

4 What works require planning permission?

4.1 Additional planning controls exist within conservation areas and this section explains what works will require consent. Most 'material alterations' to buildings that are not houses require planning permission. Some works to houses will require permission from the Council. For further information on these or any other planning matter please contact us using the contact details given at the end of this document.

Article 4 Direction Hambro House and 15-85 Medfield Street

4.2 An Article 4 Direction covers Hambro House and 15 – 85 Medfield Street. The following works require planning permission as a result of this. A fee is not needed for these applications.

1. Demolition of part or the whole of the front boundary treatment.
2. Erection of a front boundary treatment.
3. Installation of hard surface within the curtilage of the dwelling house.
4. Painting of the outside walls of houses.

Works to maisonettes, flat blocks and houses converted to flats:

4.3 These buildings do not benefit from permitted development rights and therefore most external alterations will require planning permission, including:

- Changing windows and front doors
- Re-roofing and altering chimneys
- Cladding or rendering external walls
- Laying out a hard surface in the front garden
- Altering boundary treatments

Works to other houses that require planning permission in the conservation area:

4.4 This list is intended as a guide and is not exhaustive. Householder consents changed on 1 October 2008, so do not rely on outdated information. Works not mentioned here may nonetheless require planning permission and you are therefore advised to check with the planning service at an early stage to avoid delays to your project or even enforcement action.

4.5 You may also apply to the Council for a Certificate of Lawful Development which will confirm that planning permission is not required.

4.6 The following works require planning permission:

- Any roof extension
- Any side extension
- Any extension to the front of a house
- All rear extensions over one storey and beyond the rear wall of the original house
- Cladding a house in stone, artificial stone, pebbledash, render, timber, plastic or tiles
- Installation, alteration or replacement of a chimney, flue, soil or vent pipe to an elevation fronting a highway or to a side elevation
- Installation, alteration or replacement of an antennae or satellite dish on a part of the house that is visible from a highway
- Garden buildings, enclosures or pools built in the front garden or within 2 metres of a boundary or over 2.5 metres high or takes up over 50% of the curtilage
- Hard surfaces in front gardens, unless they are less than 5 square metres or are porous or water runs off into a porous area
- Boundary treatments (fence, wall, railings, etc) over 1 metre adjacent to a highway or 2 metre elsewhere.
- Air source heat pumps
- Wind turbines

Works to commercial buildings

4.7 Buildings that are not houses do not benefit from householder permitted development rights. This means that most external alterations will require planning permission. As an example, some common alterations requiring planning permission are given below:

- Any alteration or extension to a building including roof extensions and windows, where a material alteration is involved.
- All changes to shopfronts require planning permission. This includes any external security shutters.
- Advertisements to shopfronts may require planning permission depending on size. All illuminated advertisements will require consent.

Conservation area consent is required to:

- Demolish a building or substantial part of a building in a conservation area as well as to demolish boundary treatment (eg fence, wall, railings, etc) that is over 1m adjacent to a highway or over 2m elsewhere.

Works to trees

- All trees in conservation areas are protected and the Council must be notified of any works, including pruning and felling.
- The notification procedure applies to trees which are subject to tree preservation orders.

Further information can be found at

www.planningportal.gov.uk

or contact Wandsworth's Planning Service on 020 8871 6636

or the Conservation & Design Group on 020 8871 6646

5 How to make a planning application

5.1 This is a brief guide to applying for planning permission. Planning officers are available to answer simple queries between 9.00 - 5.00 at the One-Stop counter on the 5th floor of the Town Hall Annexe on Wandsworth High Street.

Application forms

5.2 All application forms are available on the webpage given below or on request from the planning service (see Contacts at the end).

[www.wandsworth.gov.uk/
Home/EnvironmentandTransport/PlanningService/Planningapplications/plappforms.htm](http://www.wandsworth.gov.uk/Home/EnvironmentandTransport/PlanningService/Planningapplications/plappforms.htm)

Making your application

5.3 For all but the simplest alterations, you are advised to appoint a qualified architect with experience and understanding of conservation issues.

5.4 To apply for planning permission you must the correct application form (often the householder application form alone) and submit scale drawings showing the existing and the proposed. Each application form gives guidance on what basic plans are required. For applications to replace doors or windows, it is possible to include a photograph to show the existing, but the drawing for the proposed must be to scale of 1:50. It must show how the window will open and close this is best shown in a cross section.

5.5 All applications for works in conservation areas should be accompanied by a Design & Access Statement which should set out the process by which your development or alterations have been designed and how they conserve the special interest of your property and the area. Guidance is available on our website.

Planning policy

5.6 All applications are determined in accordance with Council policy as set out in our Unitary Development Plan (UDP) and emerging Local Development Framework (LDF). The character appraisal and guidance given in this document will also be taken into consideration when determining applications. The overarching policy set by the Government is that development or alterations should preserve or enhance the special architectural or historic interest of the conservation area. The UDP and LDF are available on our website:

5.7 www.wandsworth.gov.uk/Home/EnvironmentandTransport/PlanningService/DevelopmentPlan/default.htm

Pre-application advice

5.8 We welcome and encourage discussions before you submit your application. Simple enquiries can be dealt with by telephone or at the One Stop counter, but it is likely that to discuss extensions and significant changes to a property, officers will need to see photographs and sketches. A pre-application meeting may be granted following the receipt of photographs and sketches if the matter cannot be adequately dealt with over the telephone.

How long does it take?

5.9 It takes eight weeks to process most planning applications. If the correct information is not provided the application cannot be validated and your agent or you, the applicant, will be notified of this within 10 days. The 8 week period only starts when the application has been validated.

5.10 When the application is received it is allocated to a planning officer who will be your case officer and main contact. You, the applicant, or your agent can contact your case officer at anytime. If you have an agent, correspondence will be automatically conducted with the agent unless otherwise requested. The case officer will be responsible for consultation on the application which includes consulting neighbours and liaising with the Conservation and Design Group.

Building control

5.11 Approval under the Building Regulations is a separate requirement and you should check with Building Control if this is required before carrying out your works. See Contacts at the end.

6 Further Information

Council Guidance

6.1 The following supplementary planning guidance has been produced by the council and is available on the website www.wandsworth.gov.uk.

- What is a Conservation Area? – information on Conservation Areas in general
- Do it in Style – a guide to the care, repair and adaptation of your home.
- Making More of your Loft – design guidance on converting your loft
- Tree Strategy for the Borough – the action plan for trees in the borough
- Shop front design guide – design guidance on shopfronts

Government Guidance

6.2 The following guidance has been published by central government and is available from www.planningportal.gov.uk.

- Planning A Guide for Householders -What you need to know about the planning system; a guide to permitted development rights.
- A Householder's Planning Guide – for the installation of Antennas, including Satellite Dishes.

Further reading

- Period House – How to Repair and Restore Your Home (English Heritage, Collins) 2005
- Cherry, B & Pevsner, N (1983) The Buildings of England London 2: South; Penguin

7 Contacts

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