

# CONSERVATION AREA ADVISORY COMMITTEE

## AGENDA



**Wednesday 28<sup>th</sup> May 2014**

**At 6.00 p.m.**

**Committee Room A, Civic Centre, Victoria Road Hartlepool, TS24 8AY**

### MEMBERS OF THE CONSERVATION AREA ADVISORY COMMITTEE:

Councillor Jim Ainslie, Heritage Champion  
Councillor Rob Cook, Chair of Planning Committee  
Mr David Bentham, Hutton Avenue Residents Association  
Mrs Joan Carroll, Hartlepool Civic Society  
Mr John Cambridge, Hartlepool Headland Conservation Area Advisory Group  
Ms Jo Lonsborough, Elwick Parish Council  
Mrs Julia Patterson, Park Residents Association  
Mrs Maureen Smith, Hartlepool Archaeological and Historic Society  
Mr Richard Tinker, Victorian Society  
Mr Richard Waldmeyer, Grange Conservation Area Resident  
Mr Brian Walker, Greatham Parish Council

- 1 Apologies for absence
- 2 Minutes of last meeting held on 26<sup>th</sup> February 2014
- 3 Matters arising
- 4 Shop Front Design Guide
- 5 Brief update on the Rural and Headland Neighbourhood Plans
- 6 Conservation Grant Scheme
- 7 Hartlepool Local Plan – Issues and Options Document
- 8 Short updates and information exchange
- 9 Any other business

**Date of next meeting – to be confirmed**

## CONSERVATION AREA ADVISORY COMMITTEE

26<sup>th</sup> February 2013

### MINUTES

The meeting commenced at 6.00 pm at the Civic Centre, Victoria Road, Hartlepool

Present: Cllr Jim Ainslie, Heritage Champion  
Mrs Joan Carroll, Hartlepool Civic Society  
Mrs Julia Patterson, Park Residents Association  
Mr Richard Tinker, Victorian Society  
Mr Richard Waldmeyer, Resident  
Mr Brian Walker, Greatham Parish Council

Officers: Sarah Scarr, Landscape Planning and Conservation Team Leader  
Peter Graves, Conservation Officer

#### 1. Apologies for Absence

John Cambridge

#### 2. Minutes of the meeting held on 28<sup>th</sup> November 2013

The Minutes were confirmed.

#### 3. Matters Arising

There were no matters arising

#### 4. Shop Front Design Guide

The Landscape and Conservation Team leader presented the draft Shop Front Design Guide which incorporated previous comments of the Committee on previous drafts. The document was currently out to public consultation with the closing date the 22<sup>nd</sup> April.

Committee members welcomed the draft guidance being very detailed but necessary in the context of shop front design. Members questioned the use of a photograph of a shop on the corner of Victoria Street and Manners Street on the Headland which had been removed with the conversion of the property to residential use. The Landscape and Conservation Team Leader explained that photographs of good examples of shop front were hard to find and in this case the former shop front illustrated a good example of a frontage on a corner property. Members welcomed the inclusion of public houses, like those at Elwick, in the draft Guidance. The Landscape and Conservation Team Leader indicated that the Guide was aimed at a wide range of commercial premises found on high streets not just shops. It was suggested that the

title of the guide could be amended to The Shop Front and Commercial Frontages Guide as an alternative to more fully reflect its contents.

After the consultation period was completed responses would be incorporated into the document and brought back to the Committee following which it would then be presented to the Regeneration Committee for final agreement.

#### **Decision**

The Committee noted the consultation on the Draft Shop Front Design Guidelines.

## **5. Locally List Review**

The Landscape and Conservation Team Leader introduced the intended review of the Locally Listed Buildings for Hartlepool. The intention was to undertake a thematic review around military structures to link in to the WW1 centenary events. Some military structures (like the pill boxes and anti tank blocks at Greatham) and war memorials are already included in the current list. The intention in the review was to include other similar structures but also buildings which had a short military uses. Tees Archaeology had undertaken research identifying a wide range of buildings some with only a short term military use.

It was confirmed that part of the review will be to revise the list entries to remove those buildings or structures either demolished or so altered not to warrant further inclusion.

The Landscape Planning and Conservation Team Leader presented a draft leaflet to the Committee which is to be used in the public consultation on the review for comment. Committee members thought in considering the leaflet that it needed to bring out more prominently that information on former military buildings and structures was being sort. Richard Tinker also asked whether a list of all those currently listed either locally or nationally should be included in the leaflet, however there would be web site contacts included in the leaflet which would guide members of the public to this information.

It was noted that the review of the local list would differ from the initial compiled list in that the selection process would be undertaken by the Planning Committee with experts called in when needed.

#### **Decision**

The Committee noted the proposal to review the local list and the comments on the choice of theme.

## **6. Limestone Landscapes Project**

The Conservation Officer updated the Committee on Limestone Landscape Partnership and projects recently completed in Hartlepool with grant assistance from the Partnership at the Heugh Gun Battery, Hart Primary School and Elwick village. The Partnership commenced in April 2011 for 3 years and is now nearing completion.

At the Heugh Gun Battery works to repair and repoint a stone and brick wall facing onto the Promenade at a cost of just under £26,000 was 100% funded by the Partnership. A fence to the top of the wall was also painted.

A further grant of approximately £5,700 was provided by the Partnership towards works at Hart Primary School for repointing and repairing a random stone wall surrounding the playing field to the school. During the works a 10 to 11 metres section of the wall was found to be unstable and in a worse condition than anticipated requiring this section of wall to be taken down and re-built at an estimated cost of £20,000 to £30,000. The Partnership is offering further grant support of up to £19,000 towards this extra work. Work is expected to start in early April.

At Elwick village two projects are currently being funded by the Partnership. Two new public footpaths are to be created with completion expected in March 2014 with the help of funding from the Partnership of £28,000. Additional funding is also coming from Paths 4 Communities of £13,000. The other project at Elwick Village funded by the Partnership is the Village Atlas. The Atlas is about to be published with information on the history and development of the village together with other information on the ecology and geology. Eventual funding from the Partnership is likely to be £25,500.

#### **Decision**

The Committee noted the report and welcomed the grant investment from the Limestone Landscapes Partnership.

## **7. Brief Report on talk by John Grundy at St Hilda's Church on the Sprit in Stone Project**

Committee member Richard Waldmeyer provided a brief outline of a talk given by John Grundy at St Hilda's Church at the Headland on the Sprit in Stone Project. The talk by John Grundy giving information on local churches like St Hilda's, Holy Trinity and St Aidan's was highly informative. The project aimed at churches in the north east is intended to encourage more visitors to churches, which occurs to some extent already, but formalising this with information on each church consisting of its location, history and features. The project follows on from the success of Lindisfarne Gospels display at Durham during July. The project will help churches to interpret their specific heritage and open to the public. A number of churches will be "hub churches" with activities and events to stimulate interest, St Hilda's is one of these churches.

#### **Decision**

The Committee noted the report.

## **8. Short updates and information exchange**

**Tunstall Court** – Committee members enquired about progress on the application at Tunstall Court. The Landscape Planning and Conservation Team Leader informed the Committee that the application was in its public consultation period and would be presented to Planning Committee in March or April.

**Morison Hall** – Councillor Jim Ainslie informed the Committee that work to implement the recent planning consent to convert to flats had commenced.

**Friarage** – Concern was expressed by Committee members about the design of the proposed new build additions to the Friarage Manor House site. Brian Walker noted that the conservation and design statement supporting the application did not seem to relate to proposed design of the additional new build housing particularly the apartment block. He considered the Friarage Manor House site presented an opportunity for a well designed scheme. The Conservation Officer indicated that

similar comments had been made as part of the consultation process and these would be communicated to the applicant. Due to grant deadlines to potentially support the scheme the submission of the application had been made as early as possible to meet these deadlines. Investigation and design work had been concentrated on the Manor House (further investigations are planned) but further consideration was needed on the design of the new build elements. Councillor Ainslie indicated that he had received comments on aspects of the design and changes to the design following a pre-application public consultation. The Landscape and Conservation Team Leader indicated that if the application was subject to extensive modification there would be additional public consultation as part of the consideration of the application.

## 9. Any other business

**Changes to English Heritage** - Richard Tinker raised the issue about the proposed splitting of English Heritage into a trust or charity. English Heritage would continue to be responsible for the historic sites and a new organisation, Historic England, will be responsible for the statutory advice to central government and local authorities. As part of his role in the Victorian Society concern had been expressed about the funding of Historic England and how sustainable the organisation would be in the longer term.

**Heritage Apprenticeship Project** – The Conservation Officer provided an up date on the Heritage Apprenticeship project, likely to be called Tees Heritage Training Skills. The project based on the Tees valley involving the five local authorities, Hartlepool College of FE and the private training provider Heritage Craft Alliance. The project will train 40 apprentices in heritage skills who will either be employed or sponsored by employers. Training will be funded by the College. Part of the project it is intended to restore buildings to provide a realistic element to the apprenticeship training. For this element of the project an application is to be made to the Heritage Lottery Fund for funding of feasibility studies, surveys, repair schedules, project cost estimates, negotiation with owners and funding for actual works. Funding will also be sort for a project co-ordinator. The application to the HLF is expected to be for £1million with an equal match through the training budget. The project is expected to start in April 2015.

**Retirement of the Conservation Officer** – The Conservation Officer informed the meeting that he would be leaving his post on the 31<sup>st</sup> March. He wished the Committee well in their future consideration of conservation issues.

The meeting concluded at 7:30 p.m.

**Report of:** Director of Regeneration and Neighbourhoods**Subject:** Shop Front Design Guide

---

**1 Introduction**

- 1.1 This report provides details of the response to the public consultation on the Draft Shop Front Design Guidance Supplementary Planning Document for the Committee's information.

**2 Background**

- 2.1 The Hartlepool Local Plan will be the key Development Plan Document setting out the spatial vision, strategic objectives and core policies for the Borough for the next 15 years. Alongside this will be a number of Supplementary Planning Documents which will provide an opportunity for more detailed thematic or site specific policy.
- 2.2 The Shop Front Guidance Supplementary Planning Document is intended to encourage good design within retail areas of Hartlepool to achieve centres that are vibrant, pleasant to visit, and safe. It is not intended as an undue burden on development.
- 2.3 This is technical guidance that will be a material consideration in the determination of planning applications. Compliance with its contents will ensure that retail areas are vibrant and pleasant to visit.

**3 Public Consultation**

- 3.1 The Regeneration Services Committee on 16<sup>th</sup> January 2014 agreed to the proposed consultation on the document for a minimum period of eight weeks.
- 3.2 The public consultation included:
- Copies of the documents made available at the Civic Centre
  - A statutory notice in the Hartlepool Mail
  - A local press release at the beginning and end of the consultation period resulting in three articles in the Hartlepool Mail (8/3/14, 7/4/14 and 18/4/14).
  - A dedicate page on the Council's website
  - Letters to statutory consultees and other stakeholders.
- 3.3 Two responses were received to the consultation.

English Heritage stated,  
*'English Heritage welcomes the preparation of this Design Guide and is content with the manner in which the matters which may impinge on the historic environment and the Borough's heritage assets have been dealt with.'*

*In consequence we have no substantive comments to make on the document.'*

Hartlepool Civic Society commented,

*'We wholeheartedly commend the work which has been put in to this proposal. At a time when 'shopping streets, etc' are under threat from supermarkets it is more important than ever that the shop front is the focal point of a business...The Committee were impressed with the thoroughness and inspiration of the submission and are pleased to endorse it'*

The comments made have been noted and will be reported as the document moves forward to approval.

- 3.4 Brief information will be added on the need to consider Building Regulations on certain aspects of development prior to finalising the document.

#### **4 Next steps**

- 4.1 The document will be reported to Planning Committee, for information, at the next available meeting prior to being taken to the Regeneration Services Committee.

#### **5 Recommendation**

- 5.1 The Committee notes the response of the public consultation on the Draft Shop Front Design Guidelines.

## **Report of:** Director of Regeneration and Neighbourhoods

### **Subject:** Conservation Grant Scheme

---

#### **1. Introduction**

- 1.1 This report will provide an update on the Conservation Grant Scheme for this financial year.

#### **2. Background**

- 2.1 The Conservation Grant Scheme was launched in 2006 and successive years has seen a budget allocated to provide grant assistance to residential properties that are listed or located within conservation areas and built prior to 1919.
- 2.2 Grant was available to make properties structurally sound and watertight, and to restore and repair traditional details such as sash windows.
- 2.3 The scheme has proved successful offering £480,761 over seven years to 136 properties, the average grant being just over £3,500. Forty-two companies have carried out work as part of the scheme; the majority of these have been based in Hartlepool.

#### **3. 2014 Conservation Grant Scheme**

- 3.1 Funding was not available for a scheme in 2013 however a small amount has been set aside to allow the scheme to restart in 2014.
- 3.2 A budget of £40,000 has been provided for Conservation Grants. The terms of the grant will be the same as that used in previous years outlined above with grant offered at 50% of the total cost of the works to a maximum of £5,000.

#### **4. Recommendation**

- 4.1 That the Committee notes the report.



**Report of:** Director of Regeneration and Neighbourhoods**Subject:** Hartlepool Local Plan – Issues and Options Document

---

**1 Introduction**

- 1.1 The Issues and Options Consultation Document is the first stage in the production of a new Local Plan for Hartlepool and will form part of the Hartlepool Local Development Framework. The report provides information on the consultation that is about to take place.

**2 Background**

- 2.1 The Issues and Options Stage is the first stage in the production of a new Local Plan for Hartlepool. The aim of this stage is to seek public thoughts and open the debate on what kind of place residents, businesses and all other stakeholders want Hartlepool to be in the future. Specifically it will focus on the most appropriate locations for development to occur over the next 15 years.
- 2.2 This stage of the plan does not rely on any of the evidence base pieces of work being completed as it is simply seeking the public's and interested parties thoughts and input into the process. The focus and aim of this document is to provide as many viable issues and options on the future development of Hartlepool as possible and then to seek the view of stakeholders. Given the work pressures towards the end of 2014 related to producing the Preferred Options Document, it is considered important that the Issues and Options is undertaken at the earliest opportunity to give time to analyse and reflect on the consultation feedback received which in turn will help to shape the Preferred Options Document. The Preferred Options Document, which is currently timetabled to be produced by January 2015, will effectively be the first draft of the actual Local plan with proposed allocations and strategic policies.
- 2.3 The consultation paper sets the context in which the Local Plan is being prepared and gives a basic background to the planning system and highlights the other documents which will sit alongside the Local Plan to form the Local Development Framework. It also highlights opportunities, during the production of the Local Plan, for residents and other interested stakeholders to get involved and make comments to help guide the development of the Local Plan.
- 2.4 The Issues and Options paper sets out strengths, weaknesses, opportunities and threats which need to be considered in the production of a new Local Plan for the Borough. It also makes links to the recently published Hartlepool Vision and the recently refreshed Hartlepool Community Strategy and from this develops a proposed Vision for the Local Plan and a number of themes to

help achieve the aspirations of the Local Plan and these other strategic documents.

- 2.5 The Issues and Options Document covers six broad Themes; Housing, Strengthening the Local Economy, Regeneration, Developing a Sustainable Community, Enhancing the Environment and Improving Connectivity. These themes are discussed in detail and options are suggested and questions are asked to help develop the Local Plan. There is a section on Locational Strategy which will help to set out in broad terms where the key developments are located within the town.
- 3.6 The conclusion asks whether there are any other areas which need to be included in the production of the Local Plan and also sets out the next stages in the production of the Plan.
- 3.7 The consultation period for the Issues and Options Document opens on 28<sup>th</sup> May and runs for eight weeks. Once completed, there will be analysis of the feedback and this, along with the various pieces of evidence base work which are currently being undertaken, will help to inform the development of the Preferred Options Document for consultation in January 2015.
- 3.8 A copy of the document is enclosed with these papers.

#### **4. Recommendation**

- 4.1 The Committee notes the report and comments on the document.

**Report of:** Director of Regeneration and Neighbourhoods

**Subject:** Short Updates and Information Exchange

---

**1 Friarage Manor House, Headland**

- 1.1 The application continues to be processed and discussions are ongoing with the applicants.

**2 Tunstall Court**

- 2.1 The application continues to be processed and discussions are ongoing with the applicants.

**3 Conservation Newsletter**

- 3.1 The second Conservation Newsletter was circulated in April 2014. Should you have any items on conservation issues that you would like included in future newsletters, please contact Sarah Scarr via email to [sarah.scarr@hartlepool.gov.uk](mailto:sarah.scarr@hartlepool.gov.uk)

**4 Buildings at Risk**

- 4.1 The Heritage at Risk Register in Hartlepool was agreed in September 2013. Since this time progress has been made to repair and restore a number of buildings on the Register. Two buildings will be removed from the list when the next opportunity arises.
- 4.2 Work is nearing completion on the former Conservative Club, Church Walk the Headland. This is a grade II\* listed buildings which has been on the Council's Buildings at Risk Register for three years. The property is being converted to a public house.
- 4.3 Manor House Farm in Dalton Piercy has been vacant for approximately five years. The grade II listed building had fallen into a state of disrepair. The current owners of the property have restored the property and converted an attached barn into a small dwelling.
- 4.4 Consideration is now been given to updating the list for 2014. If any groups or organisations are interested in carrying out surveys of buildings in their area, please contact [sarah.scarr@hartlepool.gov.uk](mailto:sarah.scarr@hartlepool.gov.uk).

**5 Locally Listed Buildings in Hartlepool**

- 5.1 The invitation to submit nominations for the Local List will be open until the 9<sup>th</sup> June. Local groups have been invited to nominate structures and spaces which they feel are of local significance but are not nationally recognised. Of particular interest in this review will be entries that are associated with the

military and their activities to highlight those memorials, buildings, spaces and structures that are important to Hartlepool.

- 5.2 To date one Parish Council has made nominations however all of these were already recognised on the local list. Should any members of the committee wish to make nominations these should be submitted to [landscape.planning@hartlepool.gov.uk](mailto:landscape.planning@hartlepool.gov.uk). A copy of the nomination form can be found at, [www.hartlepool.gov.uk/locallylistedbuildings](http://www.hartlepool.gov.uk/locallylistedbuildings).