

**CONSERVATION AREA
ADVISORY COMMITTEE
AGENDA**



Thursday 6th December 2007

at 6.00 p.m.

at

Wilton Grange, 187 Grange Road, Hartlepool

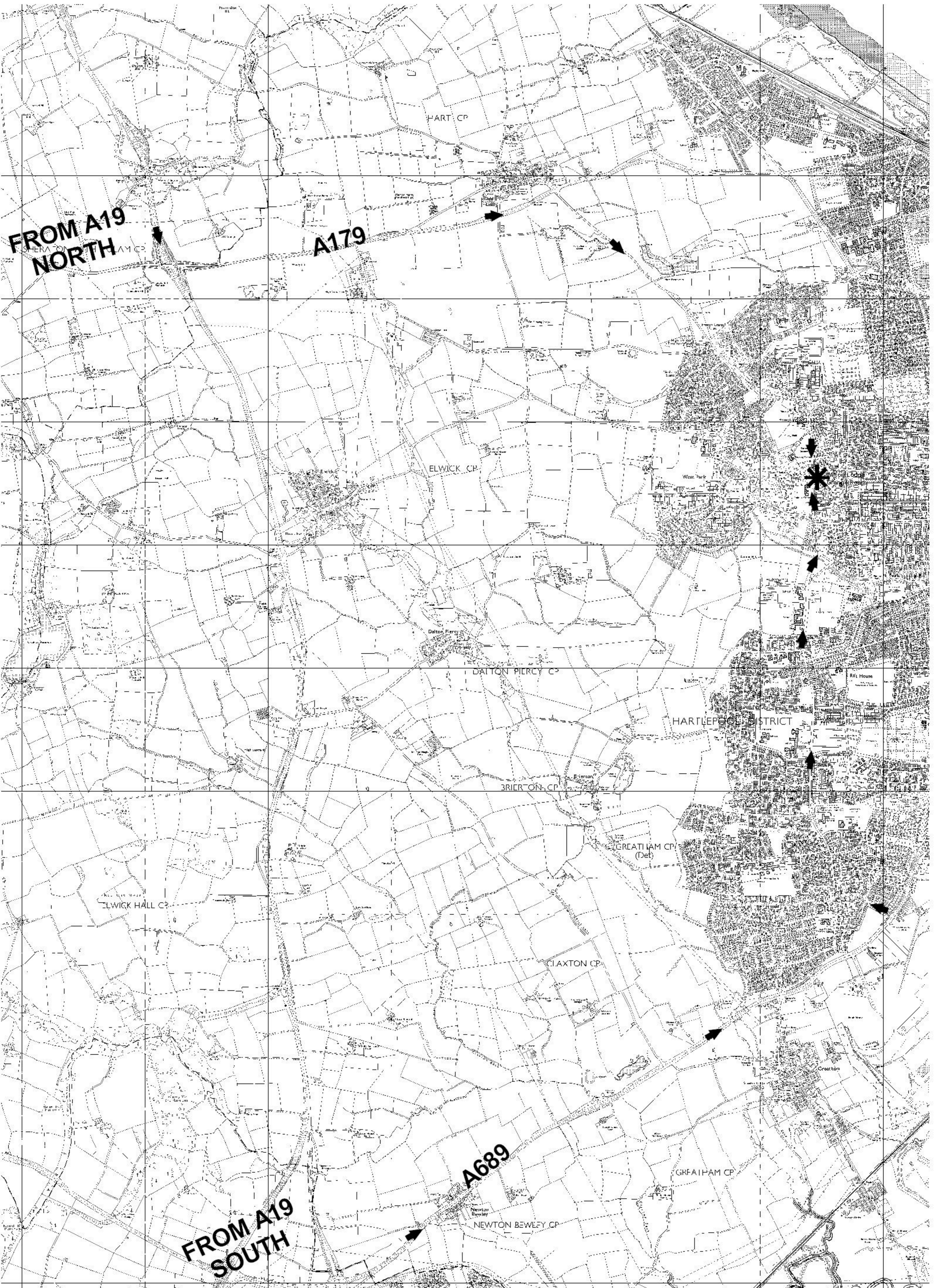
MEMBERS: CONSERVATION AREA ADVISORY COMMITTEE:

The Mayor, Stuart Drummond
Councillor Rob Cook, Chair of Planning Committee
Mrs Sheila Bruce, Hartlepool Civic Society
Mrs Maureen Smith, Hartlepool Archaeological and Historical Society
Mr Brian Walker, Greatham Parish Council
Mrs Pat Andrews, Headland Parish Council
Ms Julie Bone, Headland Residents Association
Mr Lloyd Nichols, Seaton Carew Renewal Advisory Group
Mr Richard Tinker, Victorian Society
Mrs Andy Creed-Miles, Society for the Protection of Ancient Buildings
Mr Brian Watson, Royal Institution of Chartered Surveyors
Mr Andy Riley, Royal Institute of British Architects
Mr Ian Campbell, Park Residents Association
Mr Ron Clark, Princess Residents Association

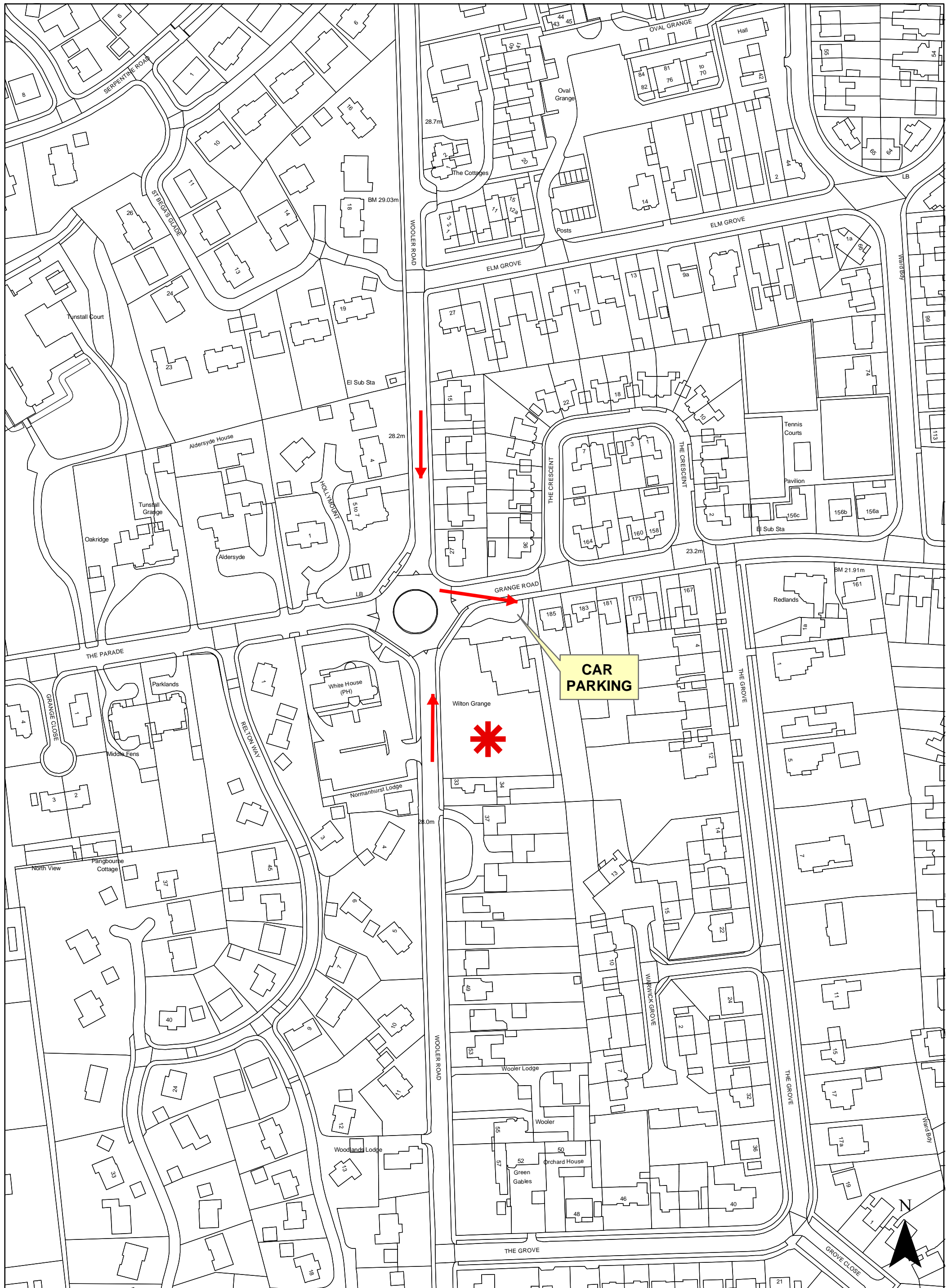
- 1. GUIDED TOUR OF WILTON GRANGE – MAPS ATTACHED**
- 2. APOLOGIES FOR ABSENCE**
- 3. MINUTES OF LAST MEETING HELD ON 6th SEPTEMBER 2007**
- 4. MATTERS ARISING**
- 5. HEADLAND CONSERVATION AREA APPRAISAL UPDATE**

- 6. PARK CONSERVATION AREA APPRAISAL**
- 7. HART – PROPOSED CONSERVATION AREA**
- 8. PROGRAMME OF CONSERVATION WORKS**
- 9. ANY OTHER BUSINESS**

Location Map of Wilton Grange , Grange Road



Wilton Grange, Grange Road



CONSERVATION AREA ADVISORY COMMITTEE

MINUTES

6 September 2007

Present: The Mayor, Stuart Drummond (in the Chair)

Mrs Julia Patterson, Park Residents Association
Mrs Andy Creed-Miles, Society for the Protection of Ancient Buildings
Mrs Maureen Smith, Hartlepool Archaeological and Historical Society
Mr E Smith, Hartlepool Archaeological and Historical Society
Mr Richard Tinker, Victorian Society
Mr Brian Walker, Greatham Parish Council

Officers: Sarah Scarr, Landscape Planning and Conservation Manager
Peter Graves, Townscape Heritage Initiative Manger
David Cosgrove, Principal Democratic Services Officer

70. Walking Tour of Greatham

Prior to the commencement of the meeting Committee members went on a brief walking tour of Greatham.

71. Apologies for Absence

Councillor Rob Cook.

72. Minutes of the meeting held on 14 June 2007

Confirmed.

73. Matters Arising

None.

74. Headland Conservation Area Appraisal Update

The consultants Scott Wilson were appointed to carry out an appraisal of the Headland Conservation Area. A steering group of local representatives was established to guide this process. Following the final public consultation a draft report was now complete and would be taken to the Planning Committee and Regeneration and Liveability Portfolio Holder prior to wider consultation being carried out.

The Mayor commented that there had been some difficulties in developing the proposals along the way; windows were always going to be a contentious issue, but considered the draft report struck a happy medium that should gain support.

75. Park Conservation Area Appraisal Update

In June the North of England Civic Trust was commissioned to carry out an appraisal of the Park Conservation Area. A steering group of local representatives was assembled to guide the process including representatives from the Park Residents Association, Friends of Ward Jackson Park, The Civic Society and Councillors. Public consultation, in the form of walks round the conservation area, had taken place on 2nd and 5th September. In addition there had been a talk by local historian Peter Hogg immediately following the walk on 5th September. The North of England Civic Trust had also had a stall at the Summer Party in the Park on 26th August.

Sarah Scarr indicated that the area had been leafleted and there had been a good press article in the Northern Echo. A photo competition was being held for residents to send in their photos of what they considered good about the area and what they considered bad. The consultants had also indicated that they would be contacting schools in the area with a view to carrying out consultation with young people in the area.

The Mayor indicated that he had been very impressed by the Civic Trust who were carrying out the consultation. Members of the Committee agreed and indicated that the quality of the consultation paperwork so far had been very high. There was some concern that there hadn't been a particularly high response rate from residents, though there was a Park Residents Group meeting in the very near future and Julia Patterson indicated that she would encourage residents to become involved. Sarah Scarr indicated that she would circulate the consultation papers to the Committee for their information.

Richard Tinker commented that Ward Jackson Park was looking in excellent order when he visited recently. On looking around the area, Richard Tinker commented on how the established trees in the gardens of the older houses in the area added to the area. The development of the gardens of these older, larger homes was a critical factor in the general feel of the Park area and it was of concern that some of the more significant buildings such as Briarfields and Tunstall Court had such an uncertain future. Efforts had been made to have Tunstall Court listed twice in the past without success and it was concerning that the recent vandalism and fire damage may have destroyed some of the house's distinctive features. There was general support for a third attempt to have the house listed and Richard Tinker indicated that he would contact the Victorian Society to see if there was any additional historic information available to assist in the application.

The Mayor commented that the house and site was in the ownership of a private development company who had planning permission to convert the house into apartments and build additional apartments and houses on the

land. Security was, though, an obvious concern and the Committee requested an update on the house for the next meeting.

76. Conservation Grant Scheme, Proposed Criteria

The Conservation Grant Scheme started in the financial year 2006/07 with a budget of £50,000 being offered to fourteen properties over the year. This financial year £30,235 had so far been offered to seven properties. It was anticipated that further applications will be forthcoming for works to buildings and the scheme was likely to be over subscribed. Given this high demand it was suggested that criteria be introduced for the selection of schemes. Details were given of the proposed criteria, which had been presented to the Mayor at his Portfolio meeting. The Mayor indicated that he had decided to maintain the current system of 'first come first served' as he considered it would be wrong to move the goalposts in an existing programme. The Mayor indicated that he would also like to see the fund fully committed and 'over-subscribed' with applicants as it would add to the case for maintaining the fund during what would be a very difficult budget process later in the year.

Sarah Scarr updated the figures included in the report and stated that offers of grants had been made of nearly £48,000 and there was already interest for applications to the scheme for next year. Applicants would benefit from knowing that the scheme would be available next year as it would allow them to plan and phase works over a longer period. The Mayor commented that the support of this group to the continuation of the grant scheme would be useful, as would support from the Planning Committee. The members of the Committee unanimously stated their support for the scheme and agreed that longer-term commitment would be extremely valuable for people to plan improvements to their homes. There was also an economic benefit to these improvements as they helped to maintain the buildings that made the town distinctive.

Brian Walker commented that as well as maintaining properties, maintenance of roads and pavements were also essential to the character of the villages and areas like the Park Ward. Peter Graves commented that maintenance of these 'public realm' assets could be tackled in different ways, rather than simply calling on the Highways Maintenance budget.

77. Any Other Business

Other Conservation Appraisals

Brian Walker asked when the other 'minor' appraisals, including the two villages, were to be carried out. Sarah Scarr indicated that she would submit a programme to the next meeting. The less detailed appraisals would include photographic surveys and plans for the Council's photographer to carry these out were to be discussed.

Future Meetings

The next meeting was to be held on 6 December 2007 at 6.00pm and Sheila Bruce had invited the Committee to hold the meeting at her home. The dates of the future meetings would be circulated to the Committee.

Subject: Headland Conservation Area Appraisal Update

1 Introduction

- 1.1 To provide information to the Committee on the appraisal of the Headland Conservation Area that has recently been carried out. This report will provide details of the findings of the appraisal.

2. BACKGROUND

- 2.1 Appraisals are a means of assessing the key factors contributing to the appearance and character of existing and potential conservation areas, local authorities are encouraged to undertake periodically conservation area appraisals. There is no formal requirement for the form and content of appraisals, or the methodology to be used, but typically appraisals cover such subjects as historical development of the area, archaeological significance, prevalent building materials, the character of open spaces, the quality and relationships of buildings and also of trees.
- 2.2 Given that much of the recent and current debate in Hartlepool has focussed on the Headland Conservation Area, it was felt that undertaking an appraisal of this area was a priority. Such an appraisal would provide an opportunity to review the condition, appearance and character of the conservation area and its constituent parts, to assess the extent to which traditional materials and features remain intact and to refine policy priorities. It would be an important part of such processes to include consultations with local residents and other interested parties.
- 2.3 Consultants Scott Wilson (formerly Ferguson McIlveen) were commissioned to carry out the appraisal of the conservation area. Their work was informed by a steering group which comprised local groups, Ward Members and officers. The group guided the appraisal process and fed advice and local knowledge into the project.

3. APPRAISAL PROCESS

- 3.1 The aims of the appraisal were to:
- To demonstrate how the history of the area is reflected in its present day character and linked to the broader heritage context of the town of Hartlepool.
 - To identify the nature and extent of the special character of the conservation area.
 - To identify those areas where the special character retains its integrity and those where loss has occurred.
 - To make recommendations for policies to improve and enhance the conservation area.
 - To identify the need, if any, for further assessment and recording of the conservation area.
- 3.2 The appraisal process included an initial photographic survey of the conservation area. This was carried out by the Council's photographer and included photographs of all residential listed buildings and properties covered by an Article 4

Direction. An analysis of this survey was carried out as part of the appraisal to assess the level of change in houses within the conservation area.

- 3.3 Scott Wilson carried out their own assessment of the conservation area. This included considering the historic development of the area and an assessment of the area including open spaces, public realm and defining areas of individual character in 'character zones'.
- 3.4 Three rounds of public consultation were carried out to feed into the process. Initially questionnaires were sent out to all properties in the St Hilda's Ward with drop off boxes throughout the area. Of the 805 questionnaires that were sent out in the conservation area as part of the first round of consultation 10% residents responded with a further 4% living outside the area replying from the 2,195 questionnaires that were delivered. Further to this residents were invited to drop into the Borough Hall to take part in focus groups looking at what residents thought about the conservation area including possible boundary amendments. 58 residents attended this event.
- 3.5 The second round of consultation took the form of leaflets to all properties outlining feedback from the first consultation. Residents were invited to two meetings at the Borough Hall to outline the information received in the first consultation and further investigate how residents would like to see some of the issues raised resolved. 40 residents attended this event with 36 complete questionnaires, 25 of these were from residents who lived in the conservation area.
- 3.6 The third consultation took place in a bus in various locations across the conservation area. The purpose of the event was to feedback to residents the information from the previous two consultations and put forward recommendations. 51 residents dropped into the consultation and 34 questionnaires were eventually returned.
- 3.7 Scott Wilson has produced a document based on their surveys of the area, the analysis of the photographic survey and the feedback from the residents. Alongside this document a companion document detailing the consultation which has been carried out has been produced. Both documents can be viewed on the Council's website and copies will be distributed at the meeting.

4 SUMMARY OF THE DOCUMENT

- 4.1 The document considers the location and setting of the Headland and looks at the local context. In particular it examines how the area sits within the wider Tees Valley area, and its current physical character. Following on from this is a review of the historic development of the Headland and an examination of the area's archaeology.
- 4.2 Further to this a spatial analysis of the area is carried out. This considers characteristics such as the spaces within the area, focal points, strong edges and corners, and views. Alongside this a character analysis has been carried out considering prevalent building materials in properties and public realm, street furniture, and biodiversity. In addition non-tangible contributions are considered such as public events.
- 4.3 The area is analysed in detailed character areas. These seven distinct areas include a central zone around the Borough Hall, promenade Terraces, the Town Moor and Modern Infill Housing. Also fed into these character areas is an analysis

of the photographic survey that was carried out. This indicates which areas have been subject to change and where the original character of the area may be lost.

- 4.4 The report provides suggestions for future actions within the area. These include the following.

Boundary changes

There was much public support for the proposed inclusion of the Heugh Breakwater in the Conservation Area. It was considered that the Breakwater is one of the main landmarks of the Headland and there is concern amongst residents who responded that it is being left to fall into disrepair. Although conservation area status would not offer a great level of protection, the report indicates that the Breakwater's inclusion would reinforce the importance of the structure to the character of the area.

Use of Modern Materials

The most debated issue throughout the consultation exercises has been the use of modern materials on building within the conservation area. The views received through consultations have been diverse with some believing they should be able to do what they want to their properties while others wish traditional materials within the Conservation Area to be strictly preserved; there was a significant majority of respondents supporting the use of modern materials. It was concluded however that it is important that the character of the Headland is not lost through inappropriate alterations, so any modern materials used must replicate traditional solutions, as closely as possible, in the design, dimensions, detailing and method of window opening. The report suggests that before any Council policy is amended it will be necessary to thoroughly research the types of windows and doors available in modern materials, and investigate whether the design and quality are suitable for the Headland.

More Information

It was a common concern that residents and businesses on the Headland have not received sufficient information about the Conservation Area, Listed Buildings or the Article 4 Direction and the implications each of these has on property owners. The report recommends that a suite of leaflets should be put together on the area and should policy be amended in the future residents should receive information on this. Alongside this, dialogue should be set up with estate agents and solicitors to provide them with information to pass on to prospective buyers.

Derelict Buildings

A number of derelict and empty listed buildings in the conservation area have a detrimental impact on the character of the Headland. The report recommends that the Council continue to work on the derelict buildings on the Headland and where viable uses cannot be found consider recommending demolition. It also proposes that the Council explores ways of communicating to the residents of the Headland any progress regarding these buildings.

Street Furniture

The report recommends that the work in investment in street furniture is continued.

Traffic

A common cause for concern amongst residents is parking and traffic flow on the Headland. The report recommends that the Council explores options for easing traffic problems within the area.

Conservation Area Advisory Committee

In addition to the Conservation Area Advisory Committee (CAAC) which currently operates borough-wide in his Regeneration Portfolio Holder Role the Mayor has previously agreed to the formation of a Headland CAAC focusing on issues affecting the Headland but discussion about its precise remit and composition has not been finalised. The report recommends that such a committee is established in the Headland as soon as possible.

Management

The report acknowledges that change is an inevitable component of most conservation areas; the challenge is to manage change in ways which maintain and, if possible, strengthen an area's special qualities. The character of conservation areas is rarely static and is susceptible to incremental, as well as dramatic, change. Positive management is essential if such pressure for change, which tends to alter the very character that made the area attractive in the first place, is to be limited. It is suggested that proactively managing the Headland Conservation Area will be an essential way of preserving and enhancing its character and appearance in the future. Management topics to be addressed include enforcement and monitoring changes, buildings at risk and thematic policy guidance e.g. on windows and / or doors.

5 NEXT STEPS

- 5.1 The recommendations within the report outlined above will be dealt with by various parties. The next steps to be taken in each case are outlined below.

Boundary Change

The proposed boundary amendment to include the Heugh Breakwater within the conservation area requires further formal consultation with residents, stakeholders and the Port Authority for their views on the proposal. In addition this Committee would be invited to comment on the amendment. Once these comments have been received they will be taken to the Portfolio Holder with a final recommendation. Should the amendment be agreed this would then be advertised in the local press and London Gazette to formally extend the area.

Modern Materials

The use of modern materials within conservation areas is currently being considered by the Planning Working Party with input from representatives of the CAAC. It is proposed that this work would continue incorporating the comments that have been received in response to the consultation that has been carried out. With regard to this a report will be presented to the Portfolio Holder and this committee for comment when a clear indication of any proposed policy guidelines have been developed. This will then be reported to Planning Committee who would finally agree any proposals.

More information

The provision of further information for residents of the area will be pursued. In particular this would be linked to any new policy guidelines that are introduced through the Planning Working Party. This would be taken to the Portfolio Holder for comment and finally Planning Committee for agreement.

Derelict buildings

This recommendation is relevant to both the Planning Committee and the Portfolio Holder depending on the circumstances of each building therefore it will be reported back to the relevant decision parties when necessary.

Street Furniture and Traffic

Future work in line with the recommendations in the report will be brought back to the appropriate Portfolio Holder for agreement.

Headland Conservation Area Advisory Committee

As outlined above further discussion regarding the precise remit and composition of a Headland Conservation Area Advisory Committee has yet to be finalised. This will be pursued with the relevant local interests, in the context of the established Borough-wide CAAC, and brought back to the Portfolio Holder in due course for agreement.

Management

Management of the conservation area is relevant to both the Portfolio Holder and the Planning Committee and can be influenced by the decisions made on issues such as derelict buildings, street furniture, and planning applications. This recommendation encapsulates many of the issues outlined above and is relevant to both the Planning Committee and the Portfolio Holder as an ongoing issue to be considered when appropriate.

4 Recommendation

4.1 The committee notes the report.

Subject: Park Conservation Area Appraisal

1 Introduction

- 1.1 This report is intended as an update on the current position with the Park Conservation Area Appraisal

2 Background

- 2.1 The North of England Civic Trust was commissioned in June to carry out an appraisal of the Park Conservation Area.
- 2.2 A steering group of local representatives has been assembled to guide the process. The steering group includes, representatives of the Park Residents Association, Friends of Ward Jackson Park, The Civic Society and Council member representatives.
- 2.3 Various public consultation events were held to gather the views of local residents, including two walks of the area, a talk on the history of the area and attendance at the residents group.

3 Current progress

- 3.1 North of England Civic Trust have now completed their own survey work of the area and background research. This is currently being combined with the responses from the public consultation. It is hoped that a draft copy of the appraisal will be available by the end of December.

4 Recommendation

- 4.1 The committee notes the report.

Subject: Hart – Proposed Conservation Area

1 Introduction

- 1.1 A request has been made by a member of the public to the Mayor that this committee considers the potential for designating Hart as a conservation area. In addition Hart Parish Council have approached the Regeneration and Planning Services Department requesting discussions on the potential of the area as a conservation area.

2 Background

- 2.1 Under Section 69 of the Planning (Listed building and Conservation Areas) Act 1990, local planning authorities are given powers to declare conservation areas.
- 2.3 Conservation areas are defined as areas of special architectural or historic interest, the character of which it is desirable to preserve or enhance. The architectural interest of a specific area would derive from the layout of buildings and their relationship to each other, their ages, the mix of design and materials, and their current and previous uses. This architectural interest must be substantially complete and largely unaltered. The historic interest includes the built history and former uses of the area which are reflected in its layout and street pattern.
- 2.4 These considerations together create an area of special interest which would justify declaration as a conservation area. Listed buildings usually form part of a conservation area, but these alone would not justify declaration.

3 Hart

- 3.1 Hart Village retains some of its layout and buildings from the Anglo-Saxon period, overlaid in the 12th to 15th centuries by medieval additions and alterations. The most notable example is the Church of St Mary Magdalene, a Grade I listed building. There are also remains of a manor house and associated fish ponds, the former a Grade II listed building and Scheduled Ancient Monument, the latter a Scheduled Monument. There are three other listed buildings in the immediate confines of the village: 5 Front Street dating from 1840 (Grade II), Voltigeur Cottage (Grade II) dating from the mid to late 1700's, and Home Farmhouse and Cottage dating from the same period (also Grade II listed). Two listed buildings in the vicinity of Brewery Farmhouse were deleted from the list in 1987, due to inappropriate development which affected the special character. Much of the original general layout, formed by Front Street and Butts Lane remains.
- 3.2 However, the remaining character of the village is given by post-war residential development or alterations of earlier buildings which do not respect the original architectural character of Hart by having reference to original features, materials and character of the village. The layout of the village has also not been respected, with modern housing development added to the boundaries of the village.
- 3.3 Photographs of Hart and historic plans can be found in the accompanying document and on the Council's website alongside the papers for this meeting.

4 Views of English Heritage

- 4.1 English Heritage was approached regarding various issues in Hart, by the same individual who wrote to the Mayor. On responding to the letter English Heritage expressed surprise that Hart was not a conservation area.
- 4.2 Officers have met English Heritage on site to discuss the comments made in their recent letter. Martin Roberts of English Heritage felt that the village had retained some interesting areas although acknowledged that these had, in some cases, become fragmented due to more modern infill development. He suggested that it may be worth designating a conservation area to control further development within the village however he recognised that defining an area wouldn't be a straightforward task

5 Views of Hart Parish Council

- 5.1 Officers have met with members of Hart Parish Council regarding their wish to see the area designated as a conservation area. The Parish Council will forward in writing their justification for requesting a conservation area and this will be tabled at the meeting. However in brief the discussion at the Parish Council Meeting suggested that there was concern regarding development within the area that didn't respect the character of the village and concern that there was nothing in place to protect the wider village.

6 Views of Officers

- 6.1 Officers feel that given the above considerations Hart Village is not "an area of special architectural or historic interest which it is desirable to preserve or enhance."
- 6.2 The proposal to designate the area as a conservation area was considered by Council Members in 2001 as part of a review of conservation through the scrutiny process. At this time members decided not to resolve to consider the area for designation as a conservation area.

7 Alternative Protection to Conservation Area Status

- 7.1 Officers have suggested that Hart Parish Council consider putting together a Village Design Statement as an alternative option to conservation area status. This would be a document which would bring together the views, needs and opinions of the whole community, covering the social, economic and environmental issues of relevance to the community. Such a document could eventually be incorporated into the Local Development Framework as Supplementary Design Guidance.
- 7.2 This suggestion was put to English Heritage when they recently met with officers. They agreed that this was a solution which would appear to meet the concerns of the Parish Council.
- 7.3 Such a document would have to be initiated by the Parish rather than officers of the Council. There is currently funding available from the Rural, Social and Community Programme to support Parish Councils however this will end on 31st March 2008.

8 Recommendation

- 8.1 That the committee discusses the potential for a conservation area in Hart and the alternative options available to provide additional planning guidance in the area.

Subject: Programme of Conservation Works

1 Introduction

- 1.1 The recent policy review has led to a requirement to carry out work assessing various conservation areas. In order to achieve this and best organise the workload of officers a programme of conservation work has been established.

2 Background

- 2.1 The policy review through the planning working party has led to an acknowledgement that work needs to be carried out to assess the existing conservation areas within the Borough. This and other areas of work will be included within the programme. Outlined below is brief information on each piece of work. Appendix A sets out the planned work programme for the section.

3 Work

3.1 Regular work

These are items of work which are carried out throughout the year. They include responding to Development control queries on applications, informal enquiries and enforcement.

Grant work also comes under this category. Although this can peak at certain times, providing schedules of work and visiting residents continues throughout the year.

3.2 Conservation Area Appraisal

The Working Party has agreed that there is a need to carry out appraisals in some conservation areas however in others, to continue to progress the policy review, short visual appraisals will be carried out. The work for each area is outlined below. A photographic survey will be completed in all of the conservation areas.

Headland

Conservation area appraisal complete. Actions from this appraisal will be taken forward over the coming months.

Park

The appraisal is underway. It is anticipated that this will be completed by the North of England Civic Trust in early 2008.

Elwick

An appraisal of this area was recently carried out by students from Newcastle University. This will be the basis for carrying out a full appraisal of this area.

Grange

This area is experiencing a continuing number of applications being approved contrary to existing policy. As a result it is thought that a full appraisal of the area is required to assess the changes which have occurred since designation.

Seaton Carew

The area of pressure within Seaton Carew is the development potential within the area. In order to assess this a photographic survey of the existing buildings will be completed along with a visual assessment of the area.

Church Street and Stranton

Both of these areas are located within the town centre and are relatively small conservation areas. A visual assessment of both areas will be carried out along with a photographic survey.

Greatham

A visual assessment will be carried out in this area. It is also anticipated that meetings will be held with those groups who have an interest in the conservation area such as Hospital of God and Greatham Parish Council to discuss how they envisage the conservation area moving forward.

3.3 Locally listed buildings

Whilst surveying the existing conservation areas, potential locally listed buildings will be noted. Having considered the conservation areas, buildings outside these areas will be considered with a view to formalising a list.

3.4 Townscape Heritage Initiative Work

There is work relating to the Headland Townscape Heritage Initiative which remains outstanding. This includes the following:

- Grant project on St Andrews Church
- Potential grant project Victoria Buildings
- Potential grant project Friarage Manor House
- Railings scheme
- Continuing to work with Heritage Lottery Fund and report progress.

3.5 Hart

The programme for this work will be influenced by the comments received at this meeting and the instructions of the Portfolio Holder.

4 Recommendation

4.1 The committee notes the report.

APPENDIX 1	December	January	February	March
Conservation grant scheme (PG/SS)		Process Grant Applications		End of March send out offer letters
Development Control Responses / informals (PG/SS)	Continuous throughout the year			
Headland (SS/PG)	Public consultation on extension	Collate results and report back to Portfolio Holder and Planning Committee		Possibly designate extension
Park (SS/PG)	Draft document completed and circulated to steering group	Public consultation on draft document	Consultations collate results of consultation	Final document produced
Elwick(SS)	Review existing information	Request additional info where necessary	Photo survey	Resurvey village
Grange (PG)				
Seaton Carew (SS)	Photo survey		Survey and collate background information	
Church Street (PG)				
Greatham (SS)				
Stranton (PG)				
Locally Listed Buildings (SS / PG)		Report to Portfolio Holder to confirm criteria	Investigate potential LLB in Seaton	Investigate potential LLB in Elwick
St Andrews Church (PG)	Order materials and work begins off site	Internal work / railings / take down porch		Stone work begins and cont. with other refurb works
Victoria Buildings (PG)	Review existing funding	Application and report to Portfolio Holder	Await approvals	Potential grant offer
Friarage Manor House (PG)		Possible further consultancy work to investigate potential uses		
Railings (PG)	Review existing finances	Works start on site		
Claim Report to HLF (PG)				Report to HLF on THI

Hart (SS)	Consider potential for conservation area	Report findings to appropriate committee		
	April	May	June	July
Conservation grant scheme (PG/SS)	Pre start meetings		Oversee works ongoing on site offers on remaining grant	
Development Control Responses / informals (PG/SS)				
Headland (SS/PG)	Investigate Headland CAAC including remit and membership		First Headland CAAC and review actions in appraisal	
Park (SS/PG)	Report to appropriate committees			
Elwick (SS)	Collate information	Public consultation	Collate information	Feed back to Portfolio Holder and Planning Cm
Grange (PG)		Investigate funding for an appraisal	Seek consultants / re-evaluate position and photo survey	
Seaton Carew (SS)	Report to appropriate committees			
Church Street (PG)	Survey area and photo survey	Collate information	Report to appropriate committees	
Greatham (SS)		Review existing information and photo survey		Meeting with interested parties to discuss conservation area
Stranton (PG)	Photo survey			Survey area
Locally Listed Buildings (SS / PG)	Investigate potential LLB in Church Street & Stranton	Investigate potential LLB in Greatham		
St Andrews Church (PG)	Work continues on site			
Victoria Buildings (PG)	Work begins on site			
Friarage Manor House (PG)	Look to refine grant commitment			
Railings (PG)				
Claim Report to HLF (PG)				Report to HLF on THI

Hart (SS)

	August	September	October	November
Conservation grant scheme (PG/SS)	Oversee works ongoing on site offers on remaining	Site visits and begin new schedules		
Development Control Responses / informals (PG/SS)				
Headland (SS)	Consider management plan and how to progress actions working with a Headland CAAC			
Park (SS)				
Elwick (SS)				
Grange (PG)	Survey area and collate information		Put together draft document	
Seaton Carew (SS)				
Church Street (PG)				
Greatham (SS)	Report to appropriate committees			
Stranton (PG)	Collate information	Report to appropriate committees		
Locally Listed Buildings (SS/PG)	Investigate LLB in Grange	Survey Headland and Park for potential LLB	Survey areas not included in conservation areas for potential LLB	
St Andrews Church (PG)				
Victoria Buildings (PG)	Work continues on site			
Friarage Manor House (PG)				
Railings (PG)				
Claim Report to HLF (PG)			Report to HLF on THI	

Hart (ss)				
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	December	January	February	March
Conservation grant scheme (PG/SS)	Site visits and new schedules	Process grant applications		End of March send out offer letters
Development Control Responses / informals (PG/SS)				
Headland (SS/PG)	Cont. consider management plan etc			
Park (SS/PG)				
Elwick (SS)				
Grange (PG)	Public consultation	Collate information	Report to appropriate committees	
Seaton Carew (SS)				
Church Street (PG)				
Greatham (SS)				
Stranton (PG)				
Locally Listed Buildings (SS / PG)	Collate information on LLB	Public consultation on potential LLB	Collate information and investigate any new	Report to appropriate committees
St Andrews Church (PG)				
Victoria Buildings (PG)				
Friarage Manor House (PG)				
Railings (PG)				
Claim Report to HLF (PG)				
Hart (SS)				

