

# CONSERVATION AREA ADVISORY COMMITTEE AGENDA



Thursday 4<sup>th</sup> December 2008

at 6.00 p.m.

at

**in The Ward Room, Hartlepool Historic Quay,  
Maritime Avenue, 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  
Ms Julia Patterson, Park Residents Association  
Mr Ian Moore, Princess Residents Association

1. Apologies for absence
2. Minutes of last meeting held on 11<sup>th</sup> September 2008
3. Matters arising
4. Grange Conservation Area Appraisal
5. Windows Policy Update
6. Any Other Business

# CONSERVATION AREA ADVISORY COMMITTEE

## MINUTES

11th September 2008

### **Present:**

The Mayor, Stuart Drummond  
Richard Tinker, Victorian Society  
Andy Creed-Miles, Society for the Protection of Ancient Buildings  
Brian Watson, Royal Institution of Chartered Surveyors  
Maureen Smith, Hartlepool Archeological and Historical Society  
Julia Patterson, Park Residents Association  
Stuart Green, Assistant Director (Planning and Economic Development)  
Peter Graves, Conservation Officer  
Jo Wilson, Democratic Services Officer

### **10. Tour of Church Street Conservation Area**

Prior to the commencement of the meeting Committee members went on a brief tour of the Church Street Conservation area

### **11. Apologies for Absence**

Apologies were received from Councillor Rob Cook and Brian Walker of Greatham Parish Council

### **12. Declarations of interest by members**

None

### **13. Minutes of the meeting held on 12th June 2008**

Agreed

### **14. Matters Arising**

**Transport interchange** – subject to agreement from Network Rail work was expected to start before Christmas.

**Hart Village design statement** – nothing had been received from the Parish Council so far

**Conservation Grant Scheme** – all of the budget for 2008/09 had been spent.

It would be included as a priority budget item for 2009/10. Members congratulated officers for generating such a high level of interest and awareness.

## 15. Church Street Conservation Area

Members were advised that there was a need to review the eight existing conservation areas across the borough. Full appraisals took time and as an interim measure visual assessments would be carried out in other conservation areas to ensure that a short description was available to define the character. Church Street was the second area to be considered in this way. A draft visual appraisal of Church Street Conservation Area was enclosed with the papers and while the work was currently ongoing it was felt appropriate to seek the views of the Committee at this early stage. Officers would be consulting with residents when the final draft assessment was ready prior to consideration by the Planning Committee and Regeneration and Liveability Portfolio Holder. Members were invited to e-mail any comments they had on the draft assessment to officers.

The Assistant Director referred to the amount of empty buildings and land in the area. Attempts were being made to make these more attractive to potential investors. A Central Area Study would look at the viability of relocating uses and bringing in new uses. The Chair asked if these new uses could include housing and the Assistant Director confirmed that this was a possibility. Mr Tinker asked that any new housing be urban-based and suggested consideration be given to the conversion of the old Post Office building. Mrs Creed-Miles asked if new post offices could be included as part of any residential development. The Assistant Director advised that any changes of this nature would have to be financially viable and the evidence suggested otherwise. There was no particular influx on daytime retail in Church Street and even new housing would probably not change this.

Further discussion took place regarding decoration of existing buildings but the Assistant Director advised that planning consent was not required for redecoration. Mr Tinker suggested that officers look at a possible English Heritage survey but the Conservation Officer felt funding could be an issue.

### **Recommendation**

That the comments of the Committee be noted by officers.

## 16. Headland Conservation Area Advisory Committee

Members were given a brief update on the recently formed Headland Conservation Area Advisory Committee (HCAAC). The formation of the HCAAC had been a response to suggestions that there was a need to involve the community in matters affecting the Headland and in disseminating information back to residents. Discussion with ward councillors and a Headland Parish Council representative had resulted in an outline membership for the Committee as follows:

Eight resident representatives  
One Parish Council representative  
One Ward Councillor  
One Headland History Group representative  
One representative from another local history group

The first meeting took place on 1<sup>st</sup> July 2008. At this time the memberships were agreed with the exception of the identity of the other local history group. In this case there had been expressions of interest from the Friends of Croft Gardens and the Friends of Beaconsfield Square and it was therefore agreed by members that both groups would be allowed to participate. During this meeting a representative of the North of England Civic Trust gave a short presentation on CAACs, including examples from other areas. The group requested further information on the status of the committee and the advantages and disadvantages of being a Council committee. The Mayor had indicated that he had no objections to the committee being independent of the Council and was happy for them to decide the route they wished to pursue.

The members considered the Mayor's views and the advice given and decided they would prefer to be independent. It was agreed that the committee would be renamed the Headland Conservation Area Advisory Group (HCAAG) rather than committee to avoid any confusion that it might be a council committee. A draft remit of the group had been circulated but this was still under consideration. It was anticipated that there would be little conflict between this and the existing Conservation Area Advisory Committee however it was hoped there could be dialogue between the two when appropriate.

The Chair commented that there needed to be a definite feed-through procedure between the CAAC and HCAAG. The Assistant Director confirmed that officers would support HCAAG on this, trying to keep the group independent and flexible while still following existing policy.

### **Recommendations**

That the report be noted.

## **17. Tunstall Court**

Members were advised that a planning application for Tunstall Court had been received. Raven Audley Court were seeking to create a 'Care Community for the Elderly' to provide accommodation for over a hundred elderly or infirm residents, allowing them to lead independent lives in a secure environment. There would be 84 apartments in six buildings situated around the site. Tunstall Court would be retained at the centre with extensions added to the rear. Residents would have access to a dining room, lounge, bar, library and swimming pool. A number of new buildings were proposed to house the apartments. The application was currently out to consultation with the plans available on the Council website.

Mrs Patterson described the concept as “a lovely idea”. There could be problems with traffic flow but the positives far outweighed the negatives. Mr Tinker relayed the comments of the Victorian Society. While they had no objection in principle their members had criticised the derivative design of the new buildings and the plans to demolish the existing ballroom which they felt could be adapted for use as a pool. The Chair said he was pleased to see the building being brought back into use.

### **Recommendation**

That the comments of the Committee be noted by officers.

## **18. Any other business**

### **Conservation Policy Review**

The Planning Committee had been reviewing its policy guidelines for alterations to properties in conservation areas. As a result of this review draft guidelines had been formulated and subsequently approved by the Planning Committee and Planning Working Group as the basis for consultation with conservation area residents. It was expected that the guidelines would be finalised by year end.

The most notable alteration was the allowance of UPVC windows providing they had a similar design, dimensions, detailing and opening mechanism to traditional wood windows. The Assistant Director felt that if UPVC was to be allowed this was the best way to do it. Mr Tinker agreed, saying he had no objection to UPVC provided it were not in the crude form seen on some properties. The Chair asked that the results of the public consultation exercise be brought to the next CAAC meeting. He further suggested officers use this as an opportunity to explain the virtues of traditional wood windows to the public, saying he had been personally unaware of the benefits until they had been explained to him.

## **19. Next meeting**

The next meeting was scheduled for Thursday 4<sup>th</sup> December at 6pm – venue to be confirmed.

The meeting concluded at 8:10 pm

CHAIR

## **Subject: Grange Conservation Area Appraisal**

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### **1 Introduction**

- 1.1 This report will outline the appointment of consultants to carry out an appraisal of the Grange Conservation Area.

### **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 planning applications for minor alterations in the Grange 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.

### **3 Interviews**

- 3.1 A brief was sent out to 4 possible consultants who were capable of carrying out an appraisal of the Grange Conservation Area (copy attached). Two respondents will be interviewed on the 27<sup>th</sup> November, a verbal update of these interviews will be provided at the meeting.

### **4 Recommendation**

- 4.1 Committee notes the report.

## An Appraisal of the Grange Conservation Area

This brief has been prepared to outline the expectations of Hartlepool Borough Council in an appraisal for the Grange Conservation Area. The appraisal will be an assessment of the conservation area. It will be used to summarise the character of the Grange area and contain a review of current conservation policies in the area.

### Location and description

This predominantly residential area is located to the west of the town centre. The area is characterised by large Victorian properties in generous gardens providing a spacious feel to the area. The houses are not uniform in design however the common characteristics such as the large bay windows, panelled doors, and slate roofs link them together to give the area a homogenous feel. A small row of commercial properties on Victoria Road links this residential area to the main town centre.

In 2004 the Conservation Area was designated with an Article 4(2) Direction also made. There are two listed buildings located within the conservation area; these are the churches of St Paul's and St Joseph.

The conservation area is experiencing considerable pressure for changes such as replacement of windows and boundary walls with more modern forms, many of which the Council's Planning Committee has been prepared to approve.

### **Objectives of the assessment**

The aims of the assessment are:

- 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.

### **Methodology**

There is no prescribed form which such a statement or conservation area appraisal should take but the following is a recommended list of contents suggested by English Heritage and should be used to guide the content of the appraisal.

#### Location and setting

- Location and context.
- General character and plan form.
- Landscape setting (topography and land form; geology; setting of the conservation area and its relationship with the setting/landscape; identification of significant landmarks and panoramas).

#### Historic development and archaeology

- The origins and historic development of the area
- The archaeological significance and potential of the area (including identification of scheduled monuments).

### Spatial analysis

- Character and interrelationship of spaces within the area
- Key views and vistas (both out of and into the area; view points)

### Character analysis

- Definition of character areas or zones – characterisation.
- Activity, prevailing or former uses within the area, and influence of these (and any historic patronage) on the plan form and building types.
- The architectural and historic qualities of the buildings and the contribution they make to the special interest of the area.
- The contribution made by key listed and unlisted buildings (including any recommendations for locally listed buildings).
- Local details
- Prevalent local and traditional building materials and the public realm.
- An audit of heritage assets
- The contribution made by greenery (particularly trees) and green spaces: and ecology/biodiversity value.
- The extent of loss, intrusion, or damage, i.e. negative factors
- The existence of any neutral areas.
- General condition of the area and built fabric, identification of buildings at risk.
- Problems, pressures and the capacity for change and scope for new development.

It is envisaged that the appointed consultant would work closely with residents of the area to produce the appraisal. The style of consultation would be chosen by the appointed consultants however it should be inclusive to allow both established community groups, individual residents and businesses an opportunity to be involved in the appraisal at all stages.

It is anticipated that a steering group of representatives from the Council and local groups will be convened to guide the work of the appraisal and feed local knowledge into the process. The appointed consultant would be expected to attend regular steering group meetings throughout the project.

The output of the appraisal should describe, analyse and attribute value to the character of the conservation area. In particular the appraisal should consider the:

- existing boundary of the area.
- special character(s) within the area.
- current conservation policies, supplementary planning guidance and recent planning application decisions.

### **Information Required**

Please provide the following information as part of your submission

- A list of previous clients or appropriate experience of similar work, identifying at least two clients prepared to provide references.
- Identification, background and skills of all staff that will undertake the work and their proposed roles.
- Description of approach to undertaking the work and individual roles if more than one member of staff will be involved (this should include the number of hours each member of staff will spend on the project).



- Detailed information on the consultation that you would intend to carry out with stakeholders, this should include an indicative timetable of events and a description of the methodology proposed.
- A full costing for the proposal including expenses (this should include an anticipated attendance at, a minimum of 6 steering group meetings).
- An example of a recently completed character appraisal or similar document compiled by your company (this can be provided on CD in PDF format).

You should note that the currently allocated budget for this appraisal is £12,000, but that consultants will be appointed not only on the basis of price but also having regard to the other points referred to above, notably the proposed methodology and consultation with stakeholders.

### **Role of HBC**

HBC will offer the following support throughout the appraisal process.

- Convene steering group meetings including producing agendas and notes of meetings and booking rooms.
- Printing of any leaflets or letters to householders within the area.
- Delivery of any letters or correspondence to steering group members and householders within the area.

### **Final report**

It is expected that the final appraisal will be presented in report form with research carried out attached in appendices.

All information presented to Hartlepool Borough Council should be in both paper copies and an electronic format to be agreed. Hartlepool Borough Council will retain the copyright of the report.

### **Timescale**

Expressions of interest should be submitted to Sarah Scarr, Landscape Planning and Conservation Manager, by **7<sup>th</sup> November**, consideration of submissions will take place by a steering group with interviews, if necessary, taking place during the week beginning **17<sup>th</sup> November**.

The appointment will be made by **21<sup>st</sup> November** with the inception meeting expected to be held in the week beginning **24<sup>th</sup> November**.

The final appraisal and any supporting information should be completed by **31<sup>st</sup> March 2009**.

### **Supporting information**

The following supporting and general background information is attached.

- Plan showing the extent of the Grange Conservation Area.
  - Copies of Development Control Policies and Supplementary Planning Guidance.
- Further information on Hartlepool Borough Council can be found at [www.hartlepool.gov.uk](http://www.hartlepool.gov.uk)

14/10/08

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## **Subject: Windows Policy Update**

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### **1 Introduction**

- 1.1 This report is intended as an update on the current position after the recent consultation on windows policy.

### **2 Background**

- 2.1 Members will recall from previous meetings that the Planning Committee agreed to a period of public consultation regarding the proposed new windows policy for properties covered by an Article 4 Direction in conservation areas.
- 2.2 The public consultation took place in November. All properties in the eight conservation areas received a leaflet providing information about the proposed policy amendments. In addition residents were invited to one of the six consultation sessions that were held between 2:30pm – 7:00pm in those conservation areas which are predominantly residential. In addition information was posted on the Council website regarding the consultation and an online questionnaire was also available.
- 2.3 At the time of writing this report the consultation is still ongoing. A verbal update on the response from residents will be provided at the meeting.
- 2.4 The consultation feedback and the proposed policy will be further considered by the Planning Committee on 17 December.

### **3 Proposed policy amendments**

- 3.1 The proposed policy which the Planning Committee agreed as the basis for the consultation exercise is set out below:

#### **A. Listed Buildings:**

(i) Any replacement or alterations of traditional joinery items which is not on an identical basis in terms of design, detailing and materials should be denied consent.

(ii) Any replacement or alterations of previously altered joinery items which is not of a type appropriate to the age and character of the building (in terms of design, detailing and materials) should be denied consent.

(iii) Within modern extensions, any replacement or alteration of joinery details which is not of a sympathetic character (in terms of scale, proportions, form and emphasis) should be denied consent.

**B. Unlisted buildings in Conservation Areas, subject to an Article 4 Direction:**

(i) Any planning application for replacement or alteration of traditional joinery items on the building on front, side or rear elevations which is not of a type appropriate to the age and character of the building (in terms of design and detailing) and the character and appearance of the conservation area should be denied consent. The use of traditional materials will be favoured, however the use of modern material will be accepted provided that the window is of design, dimensions, detailing and opening mechanism matching those of the original window.

(ii) Any planning application for replacement or alteration of nontraditional joinery items on the building on front, side or rear elevations which is not of a type appropriate to the age and character of the building (in terms of design and detailing) and the character and appearance of the conservation area should be denied consent. The use of traditional materials will be favoured, however the use of modern material will be accepted provided that the window is of design, dimensions, detailing and opening mechanism matching those of a traditional window appropriate to the character of the property.

(iii) Within modern extensions, any planning application for replacement or alterations of joinery details, which is not of a sympathetic character (in terms of scale, proportion, form and emphasis) should be denied consent.

**C. Unlisted buildings in Conservation Areas, not subject to an Article 4 Direction:**

Any planning application for alterations or extensions which are not of a type sympathetic to the age and character of the building (in terms of scale, proportion, form and emphasis) and the character and appearance of the conservation area should be denied consent

**4 RECOMMENDATION**

4.1 That the committee indicates its views on the proposed policy.