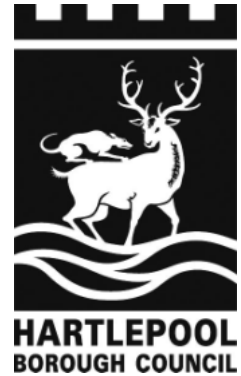


# CONSERVATION AREA ADVISORY COMMITTEE AGENDA



Thursday 14<sup>th</sup> January 2010

at 6.00 p.m.

at

**Meeting Rooms 2 and 3,  
Bryan Hanson House, Hanson Square  
Hartlepool, TS24 7BT**

MEMBERS: CONSERVATION AREA ADVISORY COMMITTEE:

The Mayor, Stuart Drummond  
Councillor Rob Cook, Chair of Planning Committee  
Mr David Bentham, Hutton Avenue Residents Association  
Mrs Sheila Bruce, Hartlepool Civic Society  
Mrs Andy Creed-Miles, Society for the Protection of Ancient Buildings  
Mrs Maureen Smith, Hartlepool Archaeological and Historical Society  
Ms Julia Patterson, Park Residents Association  
Mr Richard Tinker, Victorian Society  
Mr Brian Walker, Greatham Parish Council

1. Apologies for absence
2. Minutes of last meeting held on 22<sup>nd</sup> October 2009
3. Matters arising
4. Grange Conservation Area Appraisal Update
5. Consultation on Assessment of Greatham Conservation Area
6. Guidance Leaflets
7. Programme of Conservation Works
8. Conservation Grant Scheme
9. Any Other Business

# CONSERVATION AREA ADVISORY COMMITTEE

## MINUTES

22 October 2009

The meeting commenced at 6.00 pm at The Historic Quay, Hartlepool

Present: The Mayor, Stuart Drummond  
Julia Patterson, Park Residents Association  
Maureen Smith, Hartlepool Archaeological and Historical Society  
Richard Tinker, Victorian Society  
Brian Walker, Greatham Parish Council

Also Present: Eric Smith

Officers: Stuart Green, Assistant Director (Planning and Economic  
Development)  
Sarah Scarr, Landscape Planning and Conservation Manager  
Peter Graves, Conservation Officer  
Sarah Bird, Democratic Services Officer

### 10. Apologies for Absence

Apologies had been received from Brian Watson

### 11. Minutes

The minutes of the meeting held on 13 August 2009 were confirmed as a true record.

### 12. Matters Arising

#### Tunstall Court

Mr Tinker informed the meeting that this building had been put forward for the Victorian Society Top Ten Endangered Buildings, but had not been shortlisted. The Mayor confirmed the current position in relation to this building and that the Local Authority was pursuing enforcement action so that the building was made secure as there had been at least 3 internal fires since the last meeting of the Committee. It was clarified that planning permission gained for the building regarding residential use was nearing expiry but the more recent application for a care home still had some time to run.

### **Staincliffe Hotel**

The Assistant Director (Planning and Economic Development) informed the Committee that this building had been sold. The new owners had undertaken certain works without the appropriate consents and these matters had been raised with the owners. The premises were open for business.

### **Greatham Assessment**

Mr Walker asked what was the current stage regarding public consultation on the draft assessment and was informed that due to work pressures this was no further forward. It was likely that this consultation would be done by way of a drop in session as opposed to a formal meeting with residents. The eventual appraisal document would have a weight on planning decisions as a material planning consideration.

## **13. Grange Conservation Area Appraisal**

The Landscape Planning and Conservation Manager advised the Committee that there had been a drop in session on 29 September which was attended by 20 people and further comments had been received afterwards. Comments from the Committee would be welcomed by The North of England Civic Trust who would incorporate these into the appraisal.

The first stage of the consultation had comprised of 2 walkabouts with 6 – 8 people on each day, and a consultation with schools. The Mayor said that he hoped that more people could have been involved in the drawing up of the document. The Landscape Planning and Conservation Manager said she had been invited to a meeting of the Grange Residents' Association and although the document would not be finalised at that time, she would take the draft document. Suggestions were also made to further raise the profile of the document by contacting the parent/teacher association of Lynnfield School, Grange Road Methodist Church, St Paul's Church. The Landscape Planning and Conservation Manager agreed to follow this up.

### **Decision**

The Committee noted the report.

## **14. Draft Visual Assessment Elwick**

The Conservation Officer outlined the findings of the visual appraisal which had been carried out in Elwick Conservation Area. He detailed a number of buildings of note and confirmed that the village had a mixture of a rural and suburban character. Many buildings had a loss of detail and there was a lot of signage and visual clutter on the village green. Through traffic was also a problem in relation to access to the A19. An Article 4 Direction already existed in Elwick. It was suggested that there be an alteration to the Conservation Area Boundary and a number of buildings be listed.

Discussion took place regarding enhancements which could be made to the area subject to resource availability. It was agreed that it would be preferable to focus on the village green looking at signage and road surfaces. The Conservation Officer confirmed that recommendations would be made once feedback had been received from residents and the Committee.

### **Decision**

The Committee endorsed the report as a basis for public consultation, with a further report to be considered thereafter.

## **15. Limestone Landscapes – Locally Important Historic Buildings and Structures**

The Landscape Planning and Conservation Manager outlined the project running through parts of Co. Durham, Sunderland, South Tyneside and Hartlepool. Local Authorities had been approached to nominate buildings and landscapes of local importance not just those built of limestone. Locations in Hartlepool were as follows:-

- Tunstall Court
- Briarfields House and Lodge
- Morrison Hall
- Town Moor
- Spion Kop Cemetery
- Land to the rear of the Engine House, Old Cemetery Road

Mr Tinker suggested that consideration be given to breakwaters, piers and lock gates and the Landscape Planning and Conservation Manager agreed to investigate this possibility. It was clarified that nominations would be made of buildings/areas not already Listed/designated.

### **Decision**

The Committee supported the nomination of the buildings/areas outlined above.

## **16 Any Other Business**

### **Greatham Traffic Calming Measures**

Mr Walker expressed concern regarding the ideas for reducing traffic speed in Greatham as some of the suggested measures may detract from the Conservation Area. The Landscape Planning and Conservation Manager agreed to consult with the Engineers regarding proposed designs.

### **Friarage Manor House**

The Assistant Director (Planning and Economic Development) updated the meeting in relation to the likelihood of the HLF grant being withdrawn from the Manor House. There had already been a number of time extensions due to the difficulties of brokering a deal between the two Henry Smith Trusts. It seemed unlikely that a further extension of the grant would be forthcoming.

### **Planning Policy**

The Assistant Director (Planning and Economic Development) informed the Committee that the planning committee had been following the new policy in relation to UPVC windows and enforcement action had been authorised for cases in breach of the policy.

### **Membership of Committee**

The Committee was informed that Brian Watson was to resign and it was agreed that the Landscape Planning and Conservation Manager would write to him and thank him for his contribution. Ideas were put forward for a replacement and for additional members of the committee including a surveyor based in Hartlepool, and representatives from the Headland Conservation Area Advisory Group, Grange Conservation Area residents, and Elwick Parish Council. It was also suggested that this may be an opportunity for the existing groups represented on the committee to review their membership if appropriate.

The meeting concluded at 7.20 pm.

CHAIR

**Subject: Grange Conservation Area Appraisal Update**

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**1 Introduction**

- 1.1 The appraisal of the Grange Conservation Area has recently been agreed by the Portfolio Holder. 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 The North of England Civic Trust were appointed to carry out the appraisal of the Grange conservation Area. The NECT carried out their own assessment of the conservation area starting with gathering historic information on the development of the Grange from written sources. Physical surveys of the Conservation Area occurred including open spaces, trees, walls and the contribution of buildings.
- 2.3 Two rounds of public consultation were carried out to feed into the process. Residents were invited to two walk about sessions, one on a weekend and one on a weekday evening. These sessions were to allow residents the opportunity to highlight the areas of the Grange they thought were particularly special.
- 2.4 A workshop was held with pupils from Lynnfield Primary School to gain a further perspective on the area. The pupils were taken on a walk-about of the area and asked for feedback on a number of aspects of the conservation area. They then considered how some of the properties were constructed and took part in a workshop with a stone mason and tried carving letters into stone. This reflected the house names often found carved in coping stones in the area.
- 2.5 The second round of consultation took the form of a drop in session. Residents were invited to view a display summarising the results of the appraisal and read the draft document. Questionnaires were available for residents to provide feedback.
- 2.6 NECT produced a final document based on their surveys of the area, and the feedback from the residents and pupils.

### 3 Summary of the Document

3.1 The document considers the location and setting of the Grange, describing 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, the historic development of the Grange is reviewed detailing the initial use as agricultural land with early maps showing dotted lines where the intention was to develop roads westwards across fields from the outskirts of the town. The history not only describes the historical physical development but also how this was linked to the social and economic changes that occurred in Hartlepool. It notes that the census of 1901 shows that the average household appears to have had around five people; head, wife, two children and one servant with the occupants of the area working as solicitors, accountants, architects and clerks.

3.2 Further to this the area is examined in detail in three sections.

- I. Spatial analysis –The road layout and original development plots are considered along with the grain and density of development in the area. In particular attention is drawn to the current road layout which was influenced by the field boundaries that were gradually laid out with roads, and parcelled off as plots for housing. At the time of its development Hartlepool already had a well defined development pattern south of the docks based on a slightly skewed grid of streets. Within the Grange roads were planned to feed off the north-south axis of York Road. The distinct east-west axis of the field boundaries set the route of most of the streets as they headed westwards. Each field was bisected by an east-west road, creating two rows of plots and causing plots to back onto each other along field boundaries. As time passed three or more rows were fitted onto some of the larger plots, increasing the density of the housing.

There is in general a rhythm of repeated plot sizes along the streets which generates a distinctive regular grain to the area, even where the buildings on each plot differ. For the housing there are two main types of layout:

- Detached and semi detached plots
- Terraced plots

The majority of the conservation area is detached and semi-detached plots. Each plot containing one building sited towards the front to a broadly common building line, leaving a modest front garden and a much larger back garden. The resultant layout is key to generating the thick green presence of domestic gardens across the conservation area. The terraced plots are laid out to a similar principle but to a much tighter density with buildings pulled further forward leaving a smaller front garden.

The area's flat, linear development pattern creates long, oblique views along the street with buildings and greenery combining to create an

established, period, suburban scene. Many views are characterised by the unity of a regular rhythm of buildings, defined particularly by the repetition of bay windows and roof gables.

- II. Contribution of buildings – The analysis of the buildings considers the land use in the area and how the dominance of residential use defines the character of the conservation area. Nearly all of the residential use takes the form of single family dwellings with a few properties converted to care homes. The commercial area is concentrated on Victoria Road and it is noted that the impact of changes here have been profound over the years with the loss of front gardens and boundary walls to parking and radical change to ground floor frontages, and the introduction of commercial signage.

A detailed analysis is also made of the contribution made by individual architectural details to the character of the conservation area, arising from the use of particular materials and joinery details. The harmony in the area's architecture particularly that from the Victorian and Edwardian periods, relies on a handful of recurring architectural features and detailing, with slightly different treatment throughout influenced by the staged development of the area. The features include walls, which are predominantly brick, doorways including porches, windows, including bay windows and roofscape, including domer windows and chimneys.

- III. Contributions of spaces – Four types of open space are highlighted as contributing to the character of the conservation area. These are
- front gardens which make a strong contribution to the character of the conservation area due to their number, visibility and because they are generally intact in high numbers. They help define its green character and are fundamental to its leafy, mature appeal as an historic residential neighbourhood. It is noted that a distinctive local feature is the practice of carving the name of the property in the coping on the low boundary wall to the house and suggests that this is something that should be protected.
  - back gardens and yards which are largely concealed from view due to the layout of the area. However despite this rear gardens contribute greatly to the character of the area with mature trees which can be seen between and sometimes over the houses. These are an important part of the character of the area. Backyards can barely be registered however they are important to understanding the historic development pattern of the area.
  - church grounds contribute in part to the space in the area, although mostly St Joseph's as the space around St Pauls is restricted due to its location on the corner of Grange Road and St Paul's Road.
  - Roads, pavement and open space are virtually the only public open space in the conservation area. They are suburban in character with a mixture of historic features such as granite kerbs and scoria blocks used for gulleys but also modern features such as tarmac. The only green open space is the plot on the corner of Eltringham



Road and Clifton Avenue which has never been built on, this may be because of the location of a brick and tile works which are shown on historic plans in the vicinity of this area, as it stands it is a neat, convenient amenity space which has become part of the established local scene.

- 3.3 The report concludes by outlining measures that could be taken to manage the conservation area incorporated into a Conservation Area Management Strategy setting out proactive policies as a tool to manage the issues which arise within the Grange Conservation Area. The management document would address issues such as:
- A review of the Conservation Area boundaries
  - Intervention when planning controls are breached and the monitoring of changes in the Conservation Area.
  - The preparation of Local Lists to protect buildings which contribute to the local scene or have local historic associations.
  - The preparation of guidance to help building owners protect one particular aspect of the Conservation Area i.e. walls, trees, green spaces. The public realm and its treatment could be another specific topic.

#### **4 NEXT STEPS**

- 4.1 It would be desirable to continue the work in the Grange Conservation Area and complement the appraisal document with a management plan for the area. Such a document would outline in more detail future actions to think about when considering the enhancement of the Conservation Area. This piece of work would be dependent on the availability of resources to carry out this project. A schedule of work is currently being compiled putting together a timetable of management plans across all eight conservation areas in Hartlepool. The potential for a management plan for this area will be considered within this work.

#### **5 Recommendation**

- 5.1 Committee notes the report.

## **Subject: Consultation on Assessment of Greatham Conservation Area**

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### **1 Introduction**

- 1.1 The Committee will be aware that a short appraisal has been carried out of Greatham Conservation Area. The intention is to take this consultation out to public consultation. This report outlines the proposed method of consultation.

### **2 Background**

- 2.1 The Planning (Listed Buildings and Conservation Area) Act 1990 states that local planning authorities shall 'determine which parts of their area are areas of special architectural or historic interest the character and appearance of which it is desirable to preserve or enhance'. Once areas are designated it is then the 'duty of a local planning authority from time to time to review the past exercise of functions under this section and to determine whether any parts or any further parts of their area should be designated as conservation areas; and, if they so determine, they shall designate those parts accordingly.' The starting point in reviewing an existing conservation area is to carry out an appraisal.
- 2.2 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 relationship of buildings and also of trees.
- 2.4 The assessments is based on the English Heritage document 'Guidance on conservation area appraisals'. It will includes desk based work considering historic plans showing the development of the area, along with on site assessments of the current state of properties within the area. The intention is to include the comments of residents and interesting parties into the final document. In order to do this the final sections on conclusions and recommendations has been left blank to enable this to be guided through the feedback received as part of the public consultation.

### **3 Proposed public consultation**

- 3.1 It is proposed that the public consultation will be in the form of a three stage process. A presentation will be given to the Greatham Parish Council on the subject of the appraisal and to raise general awareness of the topic.

- 3.2 Further to this the chair of the Parish Council has agreed to give a talk on the history of the village. It is hoped that this will be a catalyst for residents to begin thinking about the history and development of their village.
- 3.3 Finally a public consultation event will be held on 16<sup>th</sup> February (2:30pm – 7:30pm) in the Village Community Centre. This will have a display outlining the assessment with an opportunity for residents to provide comments and feedback. Further to this information on the assessment will be available on the Councils website and there will be a period of 21 days starting on the 16<sup>th</sup> February to enable residents who can't attend the event to have their say.
- 3.4 The feedback from the consultation event and any other responses received will be collated and incorporated into the final document.

#### **4 Recommendation**

- 4.1 The committee notes the report.

**Subject:                    Guidance Leaflets**

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**1            Introduction**

- 1.1    A number of guidance leaflets have recently been produced on windows and these will be circulated to residents and interested parties soon. This report is to request the Committee's views on further potential topics for guidance leaflets.

**2            Background**

- 2.1    In February of 2009 a new policy was introduced into enable the use of UPVC windows in conservation areas. Guidance relating to this and other aspects of repair and replacement of windows will be circulated to residents at the beginning of this year. Examples of the final leaflets will be made available at the meeting along with other leaflets that have been produced in the past.

**3            Future Guidance**

- 3.1    It would be desirable to produce further guidance for residents and businesses located in conservation areas or occupying listed buildings. This could be in the same leaflet format which has previously been used.
- 3.2    From the committees experience of living and working in conservation areas it would be useful if suggestions could be made for any particular areas which require guidance, for example for commercial properties it may be guidance on shop front design or advertisements and signage. In the instance of residential properties it may be boundary walls and railings or re-roofing works.
- 3.3    The production of such guidance will be subject to both budget and time resources. It is possible that information could be posted on the Council's website with a view to producing a more formal guidance leaflet in the future should hard copies of leaflets not be feasible.

**4            Recommendation**

- 4.1    Committee considers the report and provides suggestions for potential subjects for guidance leaflets.

## **Subject: Programme of Conservation Works**

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### **1 Introduction**

- 1.1 Appraisals have recently been carried out in a number of conservation areas. The next step is to consider the management of the conservation areas which will be carried out in the form of a management plan. This report will introduce the concept of management plans and consider proposals for management plans for Hartlepool's Conservation Areas.

### **2 Background**

- 2.1 Seven out of the eight conservation areas in Hartlepool now have conservation area appraisals (five agreed and two in draft form). In considering the work programme for the conservation team over the next financial year consideration is currently being given to carrying out management plans for conservation areas.
- 2.2 Character appraisals provide the basis for developing management plans for conservation areas. The proposals take the form of mid to long term strategies setting objectives for addressing the issues and recommendations for action arising from the appraisal and identifying any further or more detailed work needed for their implementation.

### **3 Proposed Management Plans**

- 3.1 Considering the current workload of the conservation staff it is reasonable to aim to provide two management plans for the coming financial year. It is important to choose conservation areas which would benefit from the early introduction of such a plan above other areas in the town.
- 3.2 The need for management plans is influenced by various factors. These include:
- Development pressures both negative and positive within the conservation areas.
  - Potential grant schemes for conservation areas
- 3.3 It is possible that the provision of interim guidance could, in the short term, address some issues in residential conservation areas resulting in a less urgent need for a management plan.
- 3.4 Officers have considered the existing conservation areas and propose that in the next financial year the following conservation areas are considered for management plans.
- 1) Church Street – the recent grant scheme within the area, the number of vacant premises and the presence of this conservation area on the English Heritage at risk register suggests that this area should be a high priority for a management plan.

2) Seaton Carew – there has recently been a number of unauthorised works in this conservation area. In addition to this there is currently a study taking place considering the coastal defences in this area; this has, discouraged development within the area as the outcome of this research is awaited. Once the coastal defence situation becomes clearer this may result in pressure for development. It is felt pertinent to have prepared a management plan for this eventuality.

- 3.5 With regard to the remaining conservation areas, two other conservation areas are currently on the At Risk register these are Headland and Grange. One of the main factors on their inclusion on the list was the uncertainty with regard to UPVC windows. The introduction of guidance on this issue and the publishing of leaflets should, in the short term, address this problem and the immediate requirement for management plans for these areas. In addition both areas have comprehensive appraisal documents which include sections on areas for future consideration in a management plan which provide a basis for consideration of management issues should they arise.
- 3.6 The further four conservation areas have not experienced the same pressures as those outlined above therefore it is not felt there is an urgent need to consider these for a management plan in the forth coming year.
- 3.7 It would be the intention to review the work programme as necessary and bring forward management plans if there is an indication that these are urgently required and resources are available.

#### **4 Recommendation**

- 4.1 Committee notes the report and comments on the suggested prioritisation of Church Street and Seaton Carew conservation areas for management plans.

**Subject: Conservation Grant Scheme**

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**1 Introduction**

- 1.1 This report provides an update on the current conservation grant budget for 2009/10.

**2 Background**

- 2.1 The Conservation Grant Scheme was launched for a fourth year in April 2009. A budget of £75,000 was made available to residential properties located within conservation areas that were built pre-1919 and listed buildings.
- 2.2 Grant is available for works to make properties structurally sound and watertight, and to restore and repair traditional details such as sash windows.

**3 Current Progress on the Scheme**

- 3.1 There were a number of applications on a waiting list at the beginning of the year enabling the grant funding to be allocated early in the financial year. A list of the grant applications can be found in Appendix 1.
- 3.2 Unfortunately due to the current wider economic situation one applicant has dropped out of the scheme as they were unable to find the match funding. The grant is in the process of being reallocated to two applications on the current waiting list. It is anticipated that all schemes will be completed by 31<sup>st</sup> March 2010.
- 3.3 There continues to be a steady stream of enquiries regarding the scheme and it is hoped that interest and demand will continue. It is the intention there will be publicity featuring finished grant schemes towards the end of the financial year with the intention of generating further applications for future years of the scheme, subject to the continued availability of budget.

**4 Recommendation**

- 4.1 Committee notes the report.

**Appendix 1 Grant Works 2009 - 10**

<b>Conservation Area</b>	<b>Works</b>	<b>Budget</b>
Grange	Re-roofing	5000
Grange	Re-roofing	5000
Grange	Re-roofing and 1 new window	5000
Grange	Re-roofing and 1 new window	5000
Grange	Restoration of timber windows	2000
Grange	Re-roofing	4934
Grange	Lead work to bay	1235
Greatham	Windows and doors	10877*
Headland	Re-roofing	5000
Headland	Re Roofing	5000
Headland	Re-roofing	5000
Headland	Rendering works	5000
Headland	Re-roofing and new windows	4860
Headland	Re-roofing	5000
Headland	Lead work to bay and door	855
Headland	Guttering	684
Seaton Carew	New door and guttering	1055
<b>Total Allocated</b>		<b>71,500**</b>

\* Grant provided to six properties

\*\* Funding less than full allocation as one individual has dropped out of scheme due to inability to find match funding.