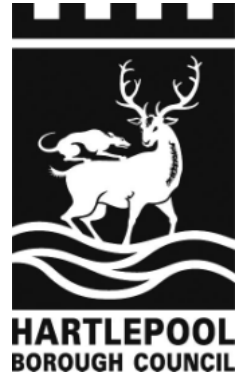


# **CONSERVATION AREA ADVISORY COMMITTEE AGENDA**



**Thursday 29<sup>th</sup> April 2010**

**at 6.00pm**

**at The Women's Institute Hall, The Green, Elwick, TS27 3EF**

There is very limited on street parking adjacent to the Hall, please park considerately.  
Parking is available to the side of the Spotted Cow Public House

**There will be a short walking tour of Elwick Village starting at 6:00pm from the WI Hall.**

## **MEMBERS: CONSERVATION AREA ADVISORY COMMITTEE:**

The Mayor, Stuart Drummond  
Councillor Rob Cook, Chair of Planning Committee  
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  
Ms Jo Lonsborough, Elwick Parish Council

- 1 Apologies for absence
- 2 Minutes of last meeting held on 14 January 2010
- 3 Matters arising
- 4 Review of Windows in Conservation Areas Policy
- 5 Greatham Conservation Area Appraisal Final Document
- 6 Elwick Conservation Area Appraisal Final Document
- 7 Planning Policy Statement 5: Planning for the Historic Environment
- 8 Any other business

# **CONSERVATION AREA ADVISORY COMMITTEE**

## **MINUTES**

14<sup>th</sup> January 2010

The meeting commenced at 6.00 pm at Bryan Hanson House, Hartlepool

Present: The Mayor, Stuart Drummond (In the Chair)  
David Bentham, Hutton Avenue Residents Association  
Maureen Smith, Hartlepool Archaeological and Historical Society  
Julia Patterson, Park Residents Association  
Brian Walker, Greatham Parish Council

Also Present: Eric Smith

Officers: Sarah Scarr, Landscape Planning and Conservation Manager  
Peter Graves, Townscape Heritage Initiative Manager  
Jo Wilson, Democratic Services Officer

### **17. Apologies for Absence**

Apologies were received from Councillor Rob Cook, Andy Creed-Miles (Society for the Protection of Ancient Buildings) and Richard Tinker (Victorian Society)

### **18. Minutes of the meeting held on 22<sup>nd</sup> October 2009**

Confirmed as a true record

### **19. Matters Arising**

**Membership of Committee** – The Landscape Planning and Conservation Manager advised members that she had approached a number of groups, both residential and professional, to ask whether they would be interested in representation on the committee. As a result David Bentham would now be attending on behalf of the Hutton Residents Association. Other notable groups approached were Elwick Parish Council, and the Headland Conservation Area Advisory Committee. Responses were still pending.

### **20. Grange Conservation Area Appraisal Update**

The appraisal of the Grange Conservation Area had recently been agreed by the Portfolio Holder. Details were provided of the findings of the appraisal and

the consultation process leading up to its completion. The Chair praised the document which he hoped would help provide guidance to planning officers and planning committee members when making future decisions.

### **Decision**

That the report be noted.

## **21. Consultation on Assessment of Greatham Conservation Area**

Members were advised that a short appraisal had recently been carried out in Greatham Conservation Area. It was now proposed that this appraisal be taken out for public consultation via presentations to the Parish Council and a public consultation event in February. Feedback from this event and any other responses received would be incorporated into the final document. Assessments for Elwick and Stranton Conservation Areas would then be left outstanding.

### **Decision**

That the report be noted

## **22. Guidance Leaflets**

A number of guidance leaflets had recently been produced on windows for imminent circulation to residents and interested parties. Members were asked if they could suggest topics for future leaflets. The following were suggested:

- Domer windows
- Chimneys
- Drainpipes and guttering
- Conversion of gardens for car parking
- Block paving
- UPVC doors
- Wind turbines / panels
- Non-cavity wall insulation
- Redundant aerials and satellite dishes
- Sourcing of materials
- Railings

Members were also informed that the production of guidance leaflets was subject to budget and time resources. It was possible that information could be posted on the Council's website in the first instance. Discussion followed during which members agreed that a leaflet with suggestions on converting a garden into a parking space be produced. This would include information on block paving, railings and sourcing of appropriate materials. Members requested that the existing leaflets be distributed to estate agents and UPVC window companies.

**Decision**

That the report be noted and a guidance leaflet on the conversion of front gardens into parking spaces be produced.

**23 Programme of Conservation Works**

Appraisals had recently been carried out in a number of conservation areas. It was now felt necessary to consider the management of these conservation areas in the form of a management plan. These would comprise mid to long term strategies setting objectives for addressing the issues, recommendations for actions arising from the appraisal and identification of further or more detailed work needed for their implementation. Officers had considered the existing conservation areas and felt that in the next financial year Church Street and Seaton Carew would benefit from management plans. Headland and Grange Conservation Areas were currently on the At Risk register but it was felt that the introduction of guidance and publication of leaflets on the UPVC windows issue should address this problem and the immediate requirement for management plans for these areas.

A member queried the timescale for completion of management plans for the Headland and Grange Conservation areas. The Landscape Planning and Conservation Manager advised that management plans would be completed in a reactive manner as the assessments had been and she was therefore unable to provide such information. The plan was to investigate how areas were able to manage themselves then construct a management plan. The role of a management plan would be to provide a common approach to conservation areas across Council departments.

Members also raised the issue of traffic calming in conservation areas, suggesting that a design manual incorporating conservation area consideration be formulated for engineers. The Townscape Heritage Initiative Manager advised that traffic calming would be included within the management plan, albeit in less detail.

**Decision**

That the report be noted and the suggested prioritisation of Church Street and Seaton Carew conservation areas for management plans supported.

**24. Conservation Grant Scheme**

A budget of £75,000 had been agreed by Council for the Conservation Grant Scheme for 2009/10. There were currently a number of applications on a waiting list, one applicant had dropped out of the scheme as they were unable to find the necessary match funding meaning that their share was currently being redistributed to two applications on the waiting list. It was anticipated

that all schemes would be completed by the end of March 2010. Enquiries regarding the scheme were regularly received and officers intended to publicise completed grant schemes toward the end of the financial year with a view to generating future applications.

A list of the grant applications for 2009/10 was appended to the report for members' attention.

Members queried the future status of the conservation grant. The Chair advised that the grant was safe for 2010/11 however anticipated budgetary pressures from Central Government meant that the grant status for 2011/12 would not be confirmed until February 2011. Suggested sources of further funding were made including housing grants, lottery grants and other charitable donations. A member requested further information on grants available for the refurbishment of community buildings. The Townscape Heritage Initiative Manager indicated that the Architectural Heritage Fund had a list of various Trusts. A member suggested that this information be included in a leaflet for community groups.

### **Decision**

That the report be noted

## **25. Any Other Business**

**Market Hotel** – The Landscape Planning and Conservation Manager reported that an application to demolish the existing listed building and replace with 18 houses had been received. This would be part of a strategic housing site for Housing Hartlepool. Members queried whether there were any other brownfield sites available but the Landscape Planning and Conservation Manager said that she had been advised that there were not. Members were invited to comment on the proposal via the planning portal on the HBC website

**Morrison Hall** – Members were advised that the owner currently had planning permission for six flats. The Council and Fire service had made a number of requests to the owner to secure the site more effectively however the lack of response had led to consideration being given to a possible compulsory purchase order. There had been positive discussions between the local authority and an interested party who were looking into the potential of converting the property into four town houses.

**Tunstall Court** – The Landscape Planning and Conservation Manager indicated that the site had now been secured. However the current financial climate meant that any further development seemed unlikely in the short term. Planning permission for the care home was still outstanding but the permission for the residential building had lapsed.

**Core Strategy** – Members were advised that this would eventually replace the current local plan-based planning system, bringing together a spatial vision in one booklet. Other booklets detailing key issues and supplementary guidance

would then be developed, one of which would include information on the historical environment. Consultation on the core strategy was scheduled to run from 29<sup>th</sup> January to 1<sup>st</sup> April and members were urged to provide feedback. Details were available via the HBC website.

**Next meeting** – This was scheduled for 29<sup>th</sup> April. A Headland venue was proposed.

The meeting concluded at 7:20pm.

CHAIR

**Subject:** Review of Windows in Conservation Areas Policy

---

**1. Introduction**

- 1.1 The purpose of this report is to update the committee on the Windows in Conservation Areas Policy. The policy has been in place for just over a year and this report will provide details of how the policy has been implemented.

**2. Background**

- 2.1 In February 2009 Planning Committee agreed a policy relating to windows in conservation areas. The policy enables residents to use modern materials alongside traditional solutions when replacing windows, provided certain design criteria are met. A copy of the policy is attached in Appendix 1.
- 2.2 Residents in all conservation areas were made aware of the policy via a letter which notified them of the policy change and included a copy of the full policy. More recently residents in conservation areas have received a set of leaflets outlining the change in policy, and providing details on the repair and maintenance of traditional windows. Copies of the leaflets were provided to this committee at the time and will be available at the meeting.
- 2.3 The applications received have been monitored to gauge the uptake of the policy and the impact that they have had on the character of individual conservation areas.

**3. Applications**

- 3.1 Since the policy was introduced in February seven planning applications have been submitted for replacement UPVC windows. A decision is outstanding on one application with six determined to date. All but one of these applications has been located in the Headland Conservation Area. The only application located outside the Headland was in the Grange Conservation Area. These two conservation areas have the highest proportion of properties covered by an Article 4 Direction therefore it is not unusual that the applications are based in these two areas.
- 3.2 Out of the six determined applications four have seen the replacement of traditional details in the form of timber sliding sash windows (three in the Headland Conservation Area and one in Grange). Two applications have replaced timber casement windows with UPVC sashes.

- 3.3 Appendix 2 shows before and after photographs of the properties where windows have been replaced.
- 3.4 In addition to the planning applications one property in the Grange Conservation Area has carried out works, in line with the new policy, without the benefit of consent. This was reported to Planning Committee who agreed that no action would be taken.
- 3.5 Alongside the applications for UPVC windows four applications for timber windows have been submitted; three in the Headland Conservation Area and one in the Grange. Two of these applications were for works to listed buildings and proposed the restoration of traditional style windows where they had been altered with modern replacements. The other two applications were for Article 4 properties where it is proposed UPVC windows are removed and replaced with traditional timber sliding sash windows. Part of the works at three of these properties has been supported by grant through the Council's Conservation Grant Scheme.
- 3.6 There were only a small number of applications last year for UPVC windows. To provide some context the numbers of applications for previous years are shown in Appendix 3. It should be noted that it is difficult to compare previous years as the ongoing debate around UPVC windows and uncertainty around policy may have deterred residents submitting applications. However there are approximately 959 properties covered by an Article 4 Direction in Hartlepool therefore the ten applications received on the implementation of the policy are a small proportion of the properties affected by the policy.
- 3.7 It is noticeable though that four of these applications have been located in two streets rather than spread across a number of streets in the conservation areas. Should this trend continue this could lead to pockets of UPVC windows within the conservation areas. This is certainly true of previous trends where it is noticeable that clusters of properties form, usually with a single resident installing UPVC windows which is followed by two or three nearby properties in the same or adjoining street installing matching windows. An example of this is in Montague Street where a number of properties installed UPVC sliding sash windows without the benefit of consent in 2008.

#### **4 Installation of windows**

- 4.1 The photographs in Appendix 2 show properties where UPVC sliding sash windows have been installed. In considering the windows that have been installed lessons can be learnt for future applications to guide and assist residents in specifying windows to more closely match traditional styles. Outlined below are a number of issues that have arisen which should be addressed.



- 4.2 The main issue that has arisen is the reproduction of detail and in particular replicating the shape of the window. Later sash windows often have a gentle curve on the head of the window and this has not been recreated in the UPVC sashes that have been installed. Often a rectangular window is used and the arch filled to enable the window to fit. This may be barely discernable but it is a point to note and demonstrates the inflexibility of UPVC. A more obvious issue is the tight curved, arched heads of dormer windows, in particular found in the Headland. Applicants have had difficulty in copying these details accurately.
- 4.3 Two solutions have been used to date for the curved arch of dormer windows. One resident has inserted a rectangular window into a curved window, without any modification (Appendix 2, Example 1). Another resident has used the same method but inserted curved sections of UPVC into the corners of the window to replicate a curved window (Appendix 2, Example 2).
- 4.4 These solutions do not reflect the tight, curve that can be created in timber. This has been acknowledged as an issue and the British Plastics Federation have suggested a number of suppliers who can create UPVC windows to a more specialist specification. Although the local authority cannot recommend suppliers residents can be advised of these contacts in the future as companies who may be able to provide a solution for windows that are not a standard shape or size.
- 4.5 A more minor issue but a feature that distinguishes UPVC sashes from timber ones is the use of trickle vents (See Appendix 2, Example 2 and 6). These are air vents inserted at the top of a sash window. Building Regulations specify that a replacement window should be at least of the same standard as the window that has been removed, therefore in the case of UPVC sash windows in conservation areas such ventilation is not required. Residents will be advised of this at an application stage to minimise the use of trickle vents which can add to the lack of authenticity on UPVC windows. Other solutions will be proposed such as the use of a single trickle vent on a bay rather than on all three windows or fittings to allow windows to be opening slightly to allow ventilation.
- 4.6 In considering the windows that have been installed it is clear that the more successful replacement windows are those which are single sash windows with a square head. There are two such examples in the Headland Conservation Area; in both cases trickle vents have not been used (See Appendix 2, Example 3 and 4). These are successful by virtue of the fact that the windows that have been installed have been an improvement on the poor replacement windows that were installed in the property. In addition the openings fit a standard window and therefore the larger frame of the window does not require modification as a result the windows do not appear as incongruous as some installed.

- 4.7 There are clearly visible differences between a timber sash window and a UPVC sash. This can be seen in Appendix 2, Example 5 where only the upper floors have been replaced. However it is clear, as mentioned above, that this solution can be used in some instances to provide a modern alternative to timber sash windows.

## **5. Enforcement Action**

- 5.1 There have been two known breaches of the policy since the introduction last February. In both cases UPVC windows were installed that were not of an appropriate design. Planning Committee agreed to take enforcement action in this instance. This action is currently ongoing.

## **6. Doors**

- 6.1 On two occasions residents have taken the opportunity to install modern doors at the same time as fitting UPVC windows. These doors have not been shown on the approved planning applications. The investigations of the Working Party concluded that the policy should be limited only to replacement windows. Further to this English Heritage requested that the policy was specifically worded only to relate to windows and not other items of joinery such as doors, fascias and bargeboards. Where appropriate Officers will look to take action against such unauthorised works and caution applicants against carrying out works not specified on the original application.

## **7. Summary and Future Actions**

- 7.1 In conclusion it would appear that the introduction of the policy has not resulted in a higher number of applications for UPVC windows. It does seem that it has provided clearer direction for residents who are following the detailed policy guidelines. Alongside this residents are also continuing to choose more traditional solutions at a similar rate to those choosing modern alternatives. This should result in conservation areas where there are still a majority of properties with traditional detailing.
- 7.2 It is proposed that the installation of UPVC windows in conservation areas continues to be monitored. This work will not only inform on the impact of the policy but can also be fed into appraisals and management plans carried out in conservation areas to fully assess the changing townscape.

## **8. Recommendations**

- 7.1 It is recommended that the Committee notes the review of the policy.

## **Appendix 1**

### **POLICY GUIDELINES APPROVED BY PLANNING COMMITTEE ON 19<sup>TH</sup> FEBRUARY 2009**

#### **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 windows on the building on front, side and 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 encouraged, however the use of modern material will be accepted provided that the window is of design (i.e. pattern of glazing bars, horns etc), profile (including that of the frame, the opening element and the positioning within the aperture) and opening mechanism matching those of the original traditional window (i.e. hinged or sliding)

(ii) Any planning application for replacement or alteration of non-traditional windows on the building on front, side or rear elevations which is not of a type appropriate to that 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 encouraged however the use of modern material will be accepted providing that the window is of design (i.e. pattern of glazing bars, horns etc), proportion and scale matching those of an original traditional window.

(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.

**Appendix 2**

**Example 1** - Headland Conservation Area. Application for replacement ground and first floor windows (dormer and door installed without consent). A rectangular window has been installed in the arched dormer window.



**Example 2** - Headland Conservation Area. Application for replacement ground, first and second floor windows and a front door. A rectangular window has been installed in the arched dormer window. The use of trickle vents on all of the windows emphasises the modern style of the replacement windows.





**Example 3** - Headland Conservation Area. Ground and first floor replacement windows.



**Example 4** - Headland Conservation Area. Ground and first floor replacement windows





**Example 5** - Headland Conservation Area. First and second floor replacement windows.



**Example 6** - Grange Conservation Area. Ground, first and second floor replacement windows. The use of trickle vents on all of the windows emphasises the modern style of the replacement windows.



**Appendix 3**

<b>Year</b>	<b>Number of UPVC applications</b>	<b>Number of timber applications</b>	<b>Total applications</b>
<b>2010</b>	1		1
<b>2009</b>	6	4	10
<b>2008</b>	2	1	3
<b>2007</b>	3	3	6

**Subject: Greatham Conservation Area Appraisal Final Document**

---

**1 Introduction**

- 1.1 To update the committee on the progress of the conservation area appraisal for Greatham 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.
- 2.2 The appraisal report for Greatham follows a similar format for the earlier reports on Church Street and Seaton, based on the framework given by English Heritage in its advisory documents "Guidance on conservation area appraisals". The appraisal describes the conservation area giving its location, setting, main architectural qualities and a history of the area. An assessment is included of the current condition of the conservation area in terms of its strengths and weaknesses and how the latter might be improved.

**3. Public consultation**

- 3.1 The document was prepared by Officers who carried out research looking at existing documents alongside physical surveys of the conservation areas. The documents that were produced outlined the current position of the conservation areas however the conclusions and action plans were compiled on completion of the public consultation.
- 3.2 The conservation area appraisal for Greatham has been subject to public consultation. The consultation took the form of inclusion on the Councils website, press coverage, a letter sent to the Ward Member including a copy of the report inviting comments and a short presentation on the appraisal to the Parish Council. Further direct consultation with Greatham residents was undertaken by means of a "coffee and conservation" afternoon with displays of old photographs of the village and appraisal documents available during the event organised by the Parish Council. This was followed by drop in session with display boards, appraisal documents and questionnaires to record public views of the appraisal. All properties in Greatham were notified of the drop in session by way of a leaflet delivered directly to their property.

- 3.3 The response to the consultation is shown in Appendix 1. The drop in session was well attended with 12 questionnaires returned with an equal split between those that lived in the Conservation Area and those that lived outside (though all respondents lived in Greatham).
- 3.4 The positive responses to the questionnaire indicate that residents of the village support the conservation of the historic character of existing properties along with the sympathetic extension of buildings. Part of the questionnaire provided for open comments and from this question there was further support to extend the Article 4 Direction within the Conservation Area (2 replies) and for environmental improvements (also 2 replies).
- 3.5 Three e-mail responses were received following the drop in session. The first made comments about the design and appearance of street lighting which could be to higher standard in some parts of the village and more general comments about the environment of the village. These comments will be addressed in the appraisals considerations on environmental improvements. The second email made comments about the importance of surrounding wildlife and natural habitats to Greatham and how this could be integrated into the village via the system of extensive footpaths nearby which are popular with visitors. The email went onto suggest that one of the significant empty buildings i.e. the Methodist Church within Greatham could be utilized as a wildlife centre and local museum linked to the RSPB Centre at Saltholme. Although these comments cannot be addressed in this appraisal alone they have been noted and those officers with an interest in this topic will be notified of the comments to discuss any ways in which they can be addressed.
- 3.6 A third e-mail was received from the Hospital of God. The Hospital is a major property owner in the village and therefore their actions influence the character of the conservation area. The e-mail was supportive of the conservation area and provided a number of points regarding the Hospital of God, it's remit and recent investment within the village that will be incorporated into the final document.

#### **4. Summary of the Appraisal Findings**

- 4.1 **Greatham Conservation Area Appraisal** – Overall the Conservation Area appraisal report concluded that Greatham was in a good condition. However the appraisal identified four issues which impact upon the character and appearance of the conservation area with corresponding recommendations to address these issues. These are as follows:
- Poor design and detailing of buildings to infill sites within the village.

- Inappropriate alterations to dwellings which have resulted in the removal details which make a positive contribution to the character of the Conservation Area.
  - Investment in the environment of Greatham.
  - The inclusion of properties on a local list of significant buildings.
- 4.2 The issues for consideration in Greatham Conservation Area are how the character and appearance can be managed to reinforce the positive aspects of the area and reduce those negative influences. Listed below are a number of key issues to be addressed.
- 4.3 **Design Statement for Greatham** - In August 1999 a Village Design Statement was produced. The Statement was undertaken by the Greatham Design Statement Committee with consultation of village residents to ensure the document was as representative of views as possible. The Design Statement assessed the quality of Greatham Conservation Area and provided detailed advice on the design of items like doors and window and use of materials to assist building owners on the most appropriate ways to undertake alterations to their properties. Despite the existence of a Village Design Statement, inappropriate alterations have occurred mostly to privately owned properties which have not had a positive impact on the character of the Conservation Area. The appraisal proposes a revised Design Statement is compiled to address both alterations to existing properties within the village and infill development. This could be combined with an environmental design study (see below) to produce a document which could address both building design, detailing and environmental investment.
- 4.4 **Potential Extension to the Article 4 Direction** – Location within a conservation area does not remove any rights that a homeowner has to alter their property unless an Article 4 Direction is made which removes homeowners permitted development rights to alter and extend their dwelling. The appraisal report indicates that there have been inappropriate alterations to dwellings, mostly those in private ownership. An Article 4 Direction would provide the means to intervene to protect the character of the Conservation Area. The public consultation indicated that there is support for an Article 4 Direction at Greatham. If an Article 4 Direction was considered this should include all residential properties within the Conservation Area, including those owned by the Hospital of God. Prior to the introduction of such a direction there would be further consultation with residents and the Hospital of God to gauge more detailed opinions on the proposal.
- 4.5 **Management Agreement with the Hospital of God**. – As indicated in the appraisal report an alternative approach may be to combine an Article 4 Direction in Greatham with a Management Agreement with the Hospital of God (as proposed in Section 157 of the draft Heritage Protection Bill). Section 157 of the draft Bill allows Local Planning Authorities to enter into Management Agreements with single owners of complex and extensive heritage assets with multiple designations ( i.e.



listed buildings, properties in conservation areas or archaeological sites) to manage and maintain these assets without the need for repeated applications for consent. However the draft Heritage Protection Bill has not been presented to Parliament for consideration and is unlikely to be presented in the near future. Without the legislation being in place a Management Agreement with the Hospital of God would not be possible however it is worth noting as an action to consider in the future

- 4.6 **Environmental Investment** – The Appraisal Report indicates there has been limited investment in the environment of Greatham village mostly on the High Street and around The Green. The quality of The Green, the area to the front of the Hospital of God (reinforced by the area within the grounds of the Estate Office and Church), the High Street and the area around Vicarage Row indicates that a substantial improvement could be achieved with investment in the environment of the village. The public consultation also indicated concerns over the quality of the village environment and support for environmental improvements. An email response to the public consultation indicated the importance of the extensive public footpath network around the village and the connections this allowed to surrounding wildlife. An environmental design study for the area considering The Green, High Street and the area of the Estate Offices, Church etc could be integrated with a village Design Statement which can consider the building character. The recommendations of such a study could be implemented over a period when resources allow.
- 4.7 **Potential Properties for Local List** – Whilst the Borough does not currently have a list of locally important buildings it was felt that as part of this exercise local buildings of note should be acknowledged with the intention of creating a local list in the future. A number of buildings and structures were proposed for such a list. These will be included within the report and consideration will be given to setting up a local list in the future.

## 5. Next steps for Greatham Conservation Area

- 5.1 A plan has been produced outlining the issues in the conservation area and the way in which these can be addressed through existing working practices. A copy of this plan can be found in Appendix 2.

## 6. Recommendations

- 6.1 That the Committee notes the appraisal and action plan.

**APPENDIX 1****Public Consultation - Questionnaire****19 People attended the drop in consultation session****12 Questionnaire responses**

Question / number of responses	Yes	No	Not Sure
Do you agree that it is important to protect the spatial character, historic plot boundaries and rhythm by protecting plot shape size and density levels?	12		
Do you agree with the importance of responding well to the architectural characteristics of existing historic buildings when looking at new developments (including extensions and alterations)?	12		
Do you agree that particular attention should be paid to the design and quality of doorways, windows and roofscape when considering new developments (including extensions and alterations)?	11		1
Do you think there is a need for additional protection on houses in the conservation area to preserve details such as windows and doors?	11		1



**General Comments**

<b>Comment</b>	<b>Response if required</b>
Although I now live outside of the conservation area I was raised in the village and lived here for 20 years	Noted
Please use the conservation area to boost / promote wildlife in to area – creeping suburbanisation.	Noted – consultation with Council's Ecologist regarding reinforcing the element of the document relating to the natural environment.
Love the village, would like to see street lights continued the same at the entrance to the village from the A689, so they are 'Victorian' type as in the main village	Noted – consider the provision of streetlighting in the section of the document on public space
Agree with Article 4	Comments noted
<ul style="list-style-type: none"> <li>Article 4 should be used to protect parts where positive development has improved the character thus preventing a reversal.</li> <li>Need some improvements to the hard landscape in particular Greatham Hospital Estate should not be treated differently from private owners</li> </ul>	<ul style="list-style-type: none"> <li>Comments noted.</li> <li>Comments on hard landscape to be included in the appraisal</li> </ul>
I believe that Article 4 should cover all properties within the conservation area	Comments noted
Road alterations could impact on the character of the village and lead to a proliferation of signs.	Comments noted; highway improvements and signage to be included in the document.

## Appendix 2

### Action Plan

Issue	Potential Action
Poor design detailing and detailing to infill sites within the village.	<ul style="list-style-type: none"> <li>• Appropriate pre-application negotiations using a revised village design statement to achieve building designs which contribute to the character of the conservation area.</li> <li>• Use development control powers to refuse consent to inappropriately design buildings.</li> </ul>
Inappropriate alterations to dwellings which are detrimental to the conservation Area.	<ul style="list-style-type: none"> <li>• Undertake survey to establish boundaries and properties to be included in an Article 4 Direction for Greatham</li> <li>• Where consent is required, resist unsympathetic alterations and loss of traditional architectural details through positive use of existing development control powers.</li> <li>• Encourage appropriate reinstatement of traditional architectural details in future development negotiations.</li> <li>• Take enforcement action against unauthorised removal of traditional architectural details where a breach of planning control has occurred.</li> </ul>
Investment in the environment of Greatham.	<ul style="list-style-type: none"> <li>• Identify budgets to appoint an environmental design consultant to undertake an environmental design study for Greatham.</li> <li>• Identify budgets to implement the recommendations of an environmental design study.</li> </ul>

The above table provides a list of issues relating specifically to the conclusions drawn in the Greatham Conservation Area Appraisal. The implementation of the potential actions may depend on the existing and future financial and staff resources that Hartlepool Borough Council departments work within

**Subject: Elwick Conservation Area Appraisal Final Document**

---

**1. Introduction**

- 1.1 To update the committee on the progress of the conservation area appraisal for Elwick 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.
- 2.2 The appraisal report for Elwick follows a similar format for the earlier reports on Church Street and Seaton, based on the framework given by English Heritage in its advisory documents "Guidance on conservation area appraisals". The appraisal describes the conservation area giving its location, setting, main architectural qualities and a history of the area. An assessment is included of the current condition of the conservation area in terms of its strengths and weaknesses and how the latter might be improved.

**3. Public Consultation**

- 3.1 The document was prepared by Officers who carried out research looking at existing documents alongside physical surveys of the conservation areas. The documents that were produced outlined the current position of the conservation areas however the conclusions and action plans were compiled on completion of the public consultation.
- 3.2 The conservation area appraisal for Elwick has been subject to public consultation. The consultation took the form of inclusion on the Council's website, and letters sent to the Ward Member and Parish Council including a copy of the report inviting comments. Further direct consultation with Elwick residents was undertaken by means of a drop in session with display boards, appraisal documents and questionnaires to record public views of the appraisal. All properties in Elwick were notified of the drop in session by way of a leaflet delivered directly to their property.
- 3.3 The response to the consultation is shown in Appendix 1. The drop in session was well attended with 7 questionnaires returned by four people that lived in the Conservation Area and three that lived outside (though all respondents lived in Elwick).

- 3.4 The positive responses to the questionnaire indicate that residents of the village support the conservation of the historic character of existing properties along with the sympathetic extension of buildings. Part of the questionnaire provided for open comments and from this question there was clearly concern with the traffic in the village as all respondents commented on this issue.

#### 4. Summary of Appraisal Findings

- 4.1 **Elwick Conservation Area Appraisal** – Overall the Conservation Area appraisal report concluded that the character of Elwick was finely balanced between the positive aspects which support Elwick being a conservation area and those negative aspects which would not support it being so. The quality of Elwick and its status as a conservation area comes from why it was established around 1100, which was agriculture and the influence this activity has had since on the character and appearance of Elwick in terms of its buildings, The Green and surrounding countryside, together with the relative isolation until comparatively recently. However negative aspects have been introduced in terms of a suburban feel either by farm buildings and houses being removed and replaced with houses of a suburban design or the removal of original details to remaining original properties.
- 4.2 The issues for consideration in Elwick Conservation Area are how the character and appearance can be managed to reinforce the positive aspects of the area and reduce those negative influences. Listed below are a number of key issues to be addressed.
- 4.3 **Design Statement for Elwick** – A Village Design Statement for Greatham was completed in August 1999. The statement was undertaken by local residents, with support from the Countryside Agency and the Council. The design statement assessed the quality of Greatham Conservation Area and provided detailed advice on the design of items like doors and windows and use of materials to assist building owners on the most appropriate ways to undertake alterations to their properties. The appraisal proposed that a similar statement is prepared for Elwick to address two separate issues, firstly being the design and alterations of properties in the conservation area and the second being the treatment of both hard and soft landscaping within the conservation area.
- 4.4 **Existing Article 4 Direction** – An Article 4 Direction already exists at Elwick covering all the residential buildings and some of the farm buildings facing onto The Green. The appraisal noted that there is creeping change in the character of the conservation area, particularly to the western end of the village. In response to this the appraisal proposes that the Article 4 Direction is re-considered and consideration is given to targeting Council Conservation Grant, if available, at

properties covered by the Direction to try and reverse the changes that have occurred.

- 4.5 **Environmental Investment** – The Appraisal Report indicates there has been limited investment in the environment of Elwick village. Substantial mature tree cover within The Green is a positive aspect of its appearance but a suburban quality introduced by tarmac roads and negative visual clutter introduced by road and parking signs detract from potential quality of The Green. The amount of traffic through the area was also noted in the appraisal and by respondents to the questionnaire. The appraisal proposes investment in the environment of Elwick to bring back some of the quality of the public realm and consider the traffic movement through the area.

- 4.6 **Alteration to the Conservation Area Boundary** – Reference to the historic plans in the appraisal document shows a typical medieval village layout consisting of a central green with buildings around the green, set in building plots which extend a substantial distance to the rear of the buildings. The conservation boundary is tightly drawn around the rear of the buildings on both sides of the village green but excludes the plots to the rear which also form the historic core. This contrasts with Greatham Conservation Area which is a local village of a very similar age and origin where the historic plots to the rear of properties have been included in the conservation area boundary. A further part of the historic core of Elwick is the fish ponds located to the north west of Elwick Hall which are likely to have been associated with an earlier manor house. The document proposed that the conservation area boundary be re-aligned to include the identifiable historic core of Elwick on the following basis:

- The scheduled ancient monument site consisting of the fish ponds north west of Elwick Hall be included within the boundary.
- Consideration is given to re-aligning the boundary to include the historic plots to the rear of properties on The Green. On the south side this would be a minor amendment but on the north side of the village this would include extensive areas of housing infill.
- The boundary is re-aligned to exclude those houses on the eastern approach to Elwick on the basis that this area lies outside the historic village core.

- 4.7 **Potential Properties for Local List** – Whilst the Borough does not currently have a list of locally important buildings it was felt that as part of this exercise local buildings of note should be acknowledged with the intention of creating a local list in the future. A number of buildings and structures were proposed for such a list. These will be included within the document and consideration will be given to setting up a local list in the future.

## 5. Next steps for Elwick Conservation Area

- 5.1 A plan has been produced outlining the issues in the conservation area and the way in which these can be addressed through existing working practices. A copy of this plan can be found in Appendix 2.

**6. Recommendation**

- 6.1 That the Committee notes the appraisal and the action plans.

**APPENDIX 1****Public Consultation - Questionnaire****22 People attended the drop in consultation session****7 Questionnaire responses**

<b>Question / number of responses</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
Do you agree that it is important to protect the spatial character, historic plot boundaries and rhythm by protecting plot shape size and density levels?	7		
Do you agree with the importance of responding well to the architectural characteristics of existing historic buildings when looking at new developments (including extensions and alterations)?	7		
Do you agree that particular attention should be paid to the design and quality of doorways, windows and roofscape when considering new developments (including extensions and alterations)?	6		1
Do you think there is a need to reconsider the protection on houses in the conservation area to preserve details such as windows and doors?	7		

## General Comments

Comment	Response if required
Need to control the volume of traffic	Noted - issue of traffic included in document and a design statement is proposed which would consider traffic movement within the village
By pass round village is needed to protect the village	Noted – see above
Church and approach should be kept in character. Keep trees etc	Noted - see above
<ul style="list-style-type: none"> <li>It's important to maintain, and perhaps in some cases, reinstate the traditional look (of pre-ward housing). The village should NOT be expanded any further or you will lose the very essence of the village.</li> <li>Traffic through the village is becoming a real problem (we are on a “rat run” to the A19) and traffic calming/slowing measures are urgently needed (e.g. constriction/pinchpoint of the road from Hartlepool before village entry)</li> </ul>	<ul style="list-style-type: none"> <li>Comments noted – a proposed design statement addressing public realm works is included in the document.</li> <li>Noted - see above.</li> </ul>
My biggest worry is the increased road traffic due to extra houses. We already gave heavy traffic at peak times and in fact cars start going through at 5:00am	Noted – see above.



## Appendix 2

### Action Plan

Issue	Potential Action
Poor design detailing and detailing to existing properties and infill sites within the village.	<ul style="list-style-type: none"> <li>• Identify budgets to appoint an environmental design consultant to undertake an environmental design study for Elswick covering alterations to properties and new development within the village.</li> <li>• Appropriate pre-application negotiations using existing planning policies and a village design statement (if available) to achieve building designs which contribute to the character of the conservation area.</li> <li>• Use development control powers to refuse consent to inappropriately design buildings.</li> <li>• Encourage appropriate reinstatement of traditional architectural details in future development negotiations.</li> <li>• Take enforcement action against unauthorised removal of traditional architectural details where a breach of planning control has occurred.</li> </ul>
Article 4 Direction and potential amendments to conservation area boundary	<ul style="list-style-type: none"> <li>• Undertake a re-survey to establish boundaries and properties to be included in the Article 4 Direction.</li> <li>• Consider the existing boundary of the conservation area and carry out further investigate and consultation on potential extensions and retractions to the boundary.</li> </ul>
Investment in the environment of Elwick.	<ul style="list-style-type: none"> <li>• Identify budgets to appoint an environmental design consultant to undertake an environmental design study for Elwick covering traffic movement through the village along with the treatment of public spaces.</li> <li>• Identify budgets to implement the recommendations of an environmental design study.</li> </ul>

The above table provides a list of issues relating specifically to the conclusions drawn in the Elwick Conservation Area Appraisal. The implementation of the potential actions may depend on the existing and future financial and staff resources that Hartlepool Borough Council departments work within



**Subject: Planning Policy Statement 5: Planning for the Historic Environment**

---

**1. Introduction**

- 1.1 To make the Committee aware that on the 25<sup>th</sup> March the Department for Communities and Local Government introduced Planning Policy Statement 5: Planning for the Historic Environment.

**2. Background**

- 3.4 The Government is reforming particular aspects of the heritage protection system. The white paper Heritage Protection for the 21<sup>st</sup> Century which was published in March 2007 set out its intentions which are based on three central principles:
- The need to develop a unified approach to the historic environment
  - Maximising opportunities for inclusion and involvement
  - Supporting sustainable communities by putting the historic environment at the heart of an effective planning system.
- 2.2 A key area in supporting this white paper was the development of a new planning policy statement bringing together all aspects of the historic environment i.e. the built environment, archaeology and landscape. The new Planning Policy Statement (PPS) replaces the existing Planning Policy Guidance Documents relating to the historic environment and archaeology (PPG 15 and 16).
- 2.3 Alongside the Planning Policy Statement English Heritage has put together a 'Historic Environment Planning Practice Guide' which was introduced to assist individuals and groups implementing the Planning Policy Statement. The guide provides supporting information and advice and should be read in conjunction with the PPS.

**3. Planning Policy Statement 5**

- 3.1 The document deals with all types of heritage. It brings together an integrated approach to the historic environment with a single system for all heritage assets. Heritage assets are defined as a 'building, monument, site, place, area or landscape positively identified as having a degree of significance meriting consideration in planning decisions.' Such assets can have an existing designation such as a listing or scheduling but can also be buildings of local significance.
- 3.2 There is a greater emphasis placed on research into sites and buildings to define the significance of assets prior to planning any developments or alterations. This is centred on a more prominent role for Historic Environment Records. These databases are seen as the

central point for the research into heritage assets and also for the storing of any new, significant information which may come out of new research carried out as part of applications.

- 3.3 Applicants will be required to provide statements of significance which would assess the heritage asset noting significant features and provide an explanation of how this would be affected by development. The length and depth of a statement will be influenced by the scale of the proposal.
- 3.4 There is also an emphasis on local authorities monitoring the heritage assets in their area and how these are affected by planning policies and decisions relating to the historic environment.

#### **4. Impact in Hartlepool**

- 4.1 The Historic Environment Record in Hartlepool is held by Tees Archaeology. The implementation of PPS 5 in line with the guidance provided by English Heritage will mean a great reliance on this central source of data.
- 4.2 It is likely that officers will experience an increase in work load with the additional requirements brought about by the introduction of statements of significance. This will be due to the additional requirements of assessing such statements, along with advising applicants on compiling statements in some instances.
- 4.3 The impact of both of these elements of the policy will be difficult to quantify fully until the policy has been widely implemented and embedded into the planning system.

#### **5. Recommendation**

- 5.1 That the committee notes the report