

# **CONSERVATION AREA ADVISORY COMMITTEE AGENDA**



**Thursday, 11th May, 2006  
at 6.00 p.m.**

**in Hartlepool Art Gallery  
(Christ Church)  
Church Square, Hartlepool**

**MEMBERS: CONSERVATION AREA ADVISORY COMMITTEE:**

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

- 1. TOUR OF GRANGE CONSERVATION AREA (APPROXIMATELY 30 MINS)**
- 2. APOLOGIES FOR ABSENCE**
- 3. MINUTES OF THE MEETING HELD ON 5 APRIL 2006**
- 4. ANY MATTERS ARISING**

5. **CONSERVATION GRANT SCHEME** (Assistant Director (Planning and Economic Development))
6. **ARTICLE 4 DIRECTION IN THE GRANGE CONSERVATION AREA** (Assistant Director (Planning and Economic Development))
7. **GUIDANCE LEAFLETS** (Assistant Director (Planning and Economic Development))
8. **APPOINTMENT OF CONSULTANTS TO CARRY OUT AN APPRAISAL OF THE HEADLAND CONSERVATION AREA** (Assistant Director (Planning and Economic Development))
9. **HEADLAND CONSERVATION AREA ADVISORY COMMITTEE** (Assistant Director (Planning and Economic Development))
10. **ANY OTHER BUSINESS**

# CONSERVATION AREA ADVISORY COMMITTEE

## MINUTES

5 APRIL 2006

### Present:

The Mayor, Stuart Drummond  
Councillor Bill Iseley, Chair of Planning Committee  
Mr Brian Walker, Greatham Parish Council  
Mr Richard Tinker, Hartlepool Victorian Society  
Mr B Watson, Royal Institute of Chartered Surveyors  
Ms Pat Andrews, Headland Parish Council  
Mrs Julie Bone, Headland Residents Association  
Jules Brown, North of England Civic Trust  
Stuart Green, Assistant Director (Planning and Economic Development)  
Sarah Scarr, Landscape Planning and Conservation Manager  
David Cosgrove, Principal Democratic Services Officer

### 1. Appointment of Chair

RESOLVED – that The Mayor, Stuart Drummond, be appointed chair of the Conservation Area Advisory Committee.

### 2. Apologies for Absence

Mrs Sheila Bruce (Hartlepool Civic Society), Mr Nicholls (Seaton Carew Regeneration Advisory Group), Mrs A Creed-Miles (Society for the Protection of Ancient Buildings) and Mr A Riley (Royal Institute of British Architects).

### 3. Declarations of interest by members

None

### 4. Arrangements and Remit of Conservation Area Advisory Committee *(Assistant Director (Planning and Economic Development))*

#### Issue(s) for consideration by the Committee

The Mayor, Stuart Drummond, indicated that he had supported the introduction of the Conservation Area Advisory Committee (CAAC) through his role as portfolio holder for Regeneration and Liveability. The Assistant Director (Planning and Economic Development), Stuart Green outlined the

advice in relation to CAAC's set out in Planning Policy Guidance (PPG) 15 "Planning and the Historic Environment". The purpose of the CAAC is to support the development of conservation policies and practice by bringing a wider perspective of interest and informed opinion to bear upon the management of the built heritage. The CAAC is intended to operate within the existing legislative and policy advice framework relating to the built heritage.

Mr Green went to outline the detailed remit of the CAAC as follows: -

#### Policy

The CAAC could provide advice on any new policy emerging from the local plan conservation policies, central government policy and the integration of conservation into other relevant Council policies and strategies.

#### Conservation Area Appraisals

The Regeneration and Planning Services Departmental Service Plan includes a performance indicator on conservation area appraisals with the target of carrying out one conservation area appraisal a year. The CAAC could consider the choice of which conservation area to appraise. Once the work is complete the committee could advise on issues raised in the appraisal.

#### Development Briefs

The CAAC could provide comments on development briefs in and near to conservation areas.

#### Leaflets on Conservation Issues

The Regeneration and Planning Services Department currently provides a number of leaflets on the conservation areas in Hartlepool. The committee could review the provision of these leaflets and advise on areas where they feel there is pressure to provide further information. The committee could provide comments on any new leaflets produced. Copies of the current leaflets were available for information.

#### Grant Schemes

Should any new grant schemes be offered within the conservation areas in Hartlepool the committee could be used to advise on possible distribution of funding and consulted on major public realm schemes.

The Assistant Director indicated that in relation to the preparation of a development brief for the Headland Conservation Area it may be useful for a member of this group to be involved in the selection of the consultants.

The Committee in discussing the report made the following points: -

- Residents needed clear information as to whether their property was in a conservation area or not and what this actually meant to them. It was clear that while this would be raised during a search at the time of sale, not all residents were clear on this. Leaflets frequently didn't get read.

It was highlighted that the new Home Information Pack that all property owners would need to provide at the time of sale were to be introduced in 2007. Details such as the existence of a conservation area would need to be included.

- It would be useful to include listed buildings in the details of the conservation areas. The Committee requested that a plan detailing the conservation areas and the locations of the towns listed buildings be circulated to all members. It was commented that this would be useful information for surveyors and estate agents.
- The establishment of a CAAC specifically for the Headland was raised by The Mayor. The Mayor commented that a CAAC specifically focussing on the Headland Conservation Area would allow detailed involvement by local residents and allow this group to give equal consideration to all the conservation areas around the town and take an overview position whenever necessary.

The Committee went on to discuss the frequency of its meetings, It was agreed that initially, monthly meetings would be helpful in establishing the CAAC, though it would then move to quarterly meetings. Thursday early evenings were highlighted as generally good for the Committee members. The Committee also welcomed the suggestion that tours of the various conservation areas would be useful and also supported meetings being held in the conservations areas if possible.

### **Decision**

1. That the remit of the Conservation Area Advisory Committee be noted.
2. That future meetings of the CAAC take place on Thursday evenings in venues around the town and that occasional tours of the Conservation Areas be arranged.

## **5. Additional Groups requested to join the CAAC** *(Assistant Director (Planning and Economic Development))*

### **Issue(s) for consideration by the Committee**

The Landscape Planning and Conservation Manager outlined two requests from groups wishing to join the CAAC. The groups were: -

The Park Residents Association; an organisation that covers the Park Ward, and

The Princess Street Residents Association; a residents group located within the Headland Conservation Area.

While supporting the request from the Princess Street Resident Association, the Committee considered that any further groups from the Headland should be signposted to the Headland CAAC which was to be established shortly.

**Decision**

That representatives from the two groups be invited to attend the CAAC.

**6. Presentation by Jules Brown of the North of England Civic Trust regarding his experiences in Newcastle chairing the Newcastle Conservation Area Advisory Committee****Issue(s) for consideration by the Committee**

Jules Brown spoke to the Committee on his experiences of the Newcastle CAAC. MR Brown highlighted to the Committee that CAAC's were still quite rare and he was aware of only three others in the north – Newcastle, Durham and Berwick. This committee was therefore something of a 'trailblazer' for the south of the region and the Tees Valley.

Mr Brown went on to give details of the history of the Newcastle CAAC and its development, the involvement of other groups in the city, the membership of Newcastle CAAC and its role in planning issues. One of the issues highlighted by Jules Brown which was of particular interest to the Committee was the Newcastle Conservation Advisory Panel which was independent of the City Council's CAAC. The Committee was also took note of how valued the CAAC was in Newcastle and its involvement in planning matters.

The Chairman and members of the Committee thanked Jules Brown for a very interesting and informative presentation. Members agreed that Mr Brown should continue to be invited to this Committee as an observer/advisor as his knowledge would be of value. Mr Brown thanked the Committee and indicated that he would welcome the opportunity.

The Committee considered that it would be interesting for members to have presentations at future meetings from groups connected with the CAAC and the Council's Regeneration and Planning Department.

**Decision**

That Jules Brown be thanked for his very informative presentation.

**7. Any Other Business****Conservation Grant Scheme**

The Assistant Director (Planning and Economic Development), Stuart Green, presented the draft of a report he was to submit to the Mayor at this next Regeneration and Liveability Portfolio meeting on the establishment of a conservation grant scheme. £50,000 had recently been approved as part of the Council's 2006/07 budget for a conservation grant scheme and the report to the Mayor would outline proposed criteria to be used for the scheme. Mr Green requested that if any of the Committee members had any comments on

the proposed criteria to contact him early in the following week before the report was submitted for inclusion on the Portfolio agenda. The Mayor commented that he would seek to include the scheme in future years budgets.

The Committee welcomed the scheme and considered that it sent out an encouraging message to residents in conservation areas. The Committee requested that the scheme be given good publicity within the conservation areas. Stuart Green indicated that he would wish to publicise the scheme through Hartbeat, the Hartlepool Mail and local radio.

THE MAYOR, STUART DRUMMOND

CHAIRMAN

**CONSERVATION AREA ADVISORY COMMITTEE**

11 May 2006



**Report of:** The Assistant Director (Planning and Economic Development)

**Subject:** CONSERVATION GRANT SCHEME

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1. **PURPOSE OF REPORT**

1.1 This report updates the Committee on the establishment of the conservation grant scheme which was discussed at the last meeting.

2. **INFORMATION**

2.1 Attached (as **Appendix 1**) is the report which was formally considered by the Mayor, in his role as Regeneration and Liveability Portfolio Holder, on 21<sup>st</sup> April. The Portfolio Holder agreed to the establishment of the scheme as proposed. Steps are now being taken to publicise the scheme via relevant organisations across the Borough and a media statement.

3. **RECOMMENDATION**

3.1 That the Committee notes the position.



## APPENDIX 1

**Report of:** The Director of Regeneration and Planning Services

**Subject:** CONSERVATION GRANT SCHEME

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### 1. PURPOSE OF REPORT

- 1.1 £50,000 was recently approved within the Council's 2006-7 budget for a conservation grant scheme. This report considers the criteria that could be used for that scheme

### 2. BACKGROUND

- 2.1 In previous years the Borough Council has provided budgets to provide grants to assist with conservation work. The grants, available to all eligible properties within conservation areas including listed buildings, commenced in the mid 1980's and continued until about 2000 when the budget ceased. The budgets available were usually around £50,000 but reduced to lower amounts towards the end of the scheme. Within the Headland Conservation Area additional funding was available by forming partnering agreements with English Heritage, Heritage Lottery Fund and the then Cleveland County Council. These partnering schemes consisting of the Town Scheme and the Conservation Area Partnership ran from 1987 until 2003. Approximately £25,000 of the Borough Councils conservation grant budget was earmarked and matched by the other funding partners to give combined budgets of £50,000 and upwards available for use on the Headland. The grant resources were spent mostly on residential properties but also some larger buildings, like churches.
- 2.2 In recent years grants have been made available to commercial properties in the Headland and Seaton Carew Conservation Areas however few residential properties outside the Headland Conservation Area have had access to grant funding.
- 2.3 Through the planning process property owners have highlighted the need for assistance in the restoration of tradition details on dwellings. It is these fine details that contribute to much of the character of conservation areas. A scheme to support individual properties in the restoration of such details would enhance the overall character of a conservation area.

### **3. CRITERIA FOR THE GRANT SCHEME**

- 3.1 It is suggested that the grants should be aimed at pre-1919 residential properties that are located in one of the eight conservation areas or that are listed.
- 3.2 It is proposed that the grant would be offered to undertake repairs to the structure and external fabric of the buildings together with reinstatement and restoration of important architectural features. For example structural repairs would include roofs, timber repairs, stonework and repointing. Works to external fabric would include reinstatement of traditional features including windows and doors. No internal works would be eligible unless they were a result of eligible structural repairs.
- 3.3 The grant budget is £50,000 therefore it is suggested that grants are offered at 50% of the total cost of the works up to a maximum of £5,000 in any one year.
- 3.4 Properties that have in the past benefited from grant funding would not be eligible to claim grant on works that have been grant aided before. In addition grants would not be offered retrospectively for completed works.
- 3.5 The instigation of the grant scheme raises the issue of whether grant should be used to reinstate traditional designs and details, where these have been replaced in the past by unauthorised works. On balance, it is felt that such cases should be eligible for assistance, in the interests of securing the desired end result, although should demand for grants put pressure on the budget, such cases would be assigned a lower priority than cases where there is no history of unauthorised works.
- 3.6 Appropriate publicity would be given via media statements and simple application forms and guidance produced. As with the operation of other past and current grant regimes, and to meet accountability and audit requirements, applicants would be required to submit three itemised estimates in response to a schedule of eligible works. It is suggested that individual applications would be appraised then submitted to the Portfolio Holder for approval, having been verified by the Director/Assistant Director in Regeneration and Planning Services as in accordance with the grant scheme's criteria and procedures.
- 3.7 Consideration has been given to the possibilities of establishing indicative allocations of the £50,000 grant budget to the individual conservation areas, but on balance it is felt that given the relatively small budget, such an approach may be unduly prescriptive. As such it is proposed to publicise the scheme across all of the areas and operate, at least initially, a "first come, first served" system. Levels of interest across the conservation areas would be monitored and if it

became apparent that certain areas with scope for enhancement were showing little or no interest, further publicity/awareness-raising could be focussed on such areas, subject of course to the overall level of demand on the budget.

- 3.8 The draft proposals for this scheme were outlined at the first meeting of the Conservation Area Advisory committee on 5<sup>th</sup> April and this report reflects the discussion at that meeting. Any further comments from CAAC members received before the Portfolio Holder meeting will be reported at the meeting. The question of wider consultation on these proposals at this stage was briefly discussed at the CAAC meeting. The proposals however very largely reflect past experience and consistency with other property grant regimes and, given the knowledge that there is significant pent-up demand, especially in certain conservation areas, it is felt that on balance, the availability of the grants should be launched without further delay.

#### **4 RECOMMENDATION**

- 4.1 That the Portfolio Holder approves the terms of the new conservation grant scheme and authorises appropriate publicity across the Borough.

# CONSERVATION AREA ADVISORY COMMITTEE

11<sup>TH</sup> MAY 2006



**Report of:** Assistant Director (Planning & Economic Development)

**Subject:** Article 4 Direction in the Grange Conservation Area

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## 1 INTRODUCTION

- 1.1 Planning Committee have requested the views of the Conservation Areas Advisory Committee on principles raised by four planning applications currently being considered. The sites are all located in the Grange Conservation Area and are proposed or retrospective applications for UPVC windows in properties subject to an Article 4 (2) Direction. This report and the coach tour are intended to enable committee to form a view on the Article 4 (2) Direction.
- 1.2 Since the designation of the conservation area there has been some discernible pressure to alter properties and install UPVC windows. Such works are controlled by the Article 4(2) Direction. A small number of properties have installed UPVC windows and subsequently applied for retrospective planning permission, in addition households are also applying for permission to install UPVC windows.
- 1.3 Planning Committee has requested that this committee consider the merits of the Article 4 (2) Direction in the Grange Conservation Area.

## 2 BACKGROUND

- 2.1 Local authorities have a duty under the Planning (Listed Buildings and Conservation Areas) Act 1990 Section 69 to review their areas from time to time to consider whether further designations of conservation areas are called for.
- 2.2 The definition of a conservation area is an area with, 'special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance'. Designation of a conservation area gives control over demolition and can be the basis for policies to preserve and enhance all aspects of the character and appearance of

the area. The general layout, street pattern, mixture of different building types and use of materials, create areas of special character. Designation is a way of recognising these factors and ensuring the townscape is protected and enhanced as well as individual buildings.

- 2.3 Within conservation areas it is often the finer detailing on properties which contributes to the special character of an area. This can include terracotta detailing on brickwork, door canopies, ironwork, timber sash windows and doors. Houses have permitted development rights which enables occupiers to carry out minor works to a property without the benefit of planning consent. Those minor works can alter the character of a conservation area.
- 2.4 Local planning authorities can introduce an Article 4 Direction to remove the permitted development rights from a property. This means that those minor works require planning permission. There are two types of Article 4 Direction;
- Article 4 (1) covering the whole of the property
  - Article 4 (2) covering the front of a property and the side if it faces a road or open space.

### **3 GRANGE CONSERVATION AREA**

- 3.1 The proposition to designate the Grange conservation area began with a proposal in the draft Local Plan (2001) concerning the review of existing conservation areas and the suggestion to consider 'mature residential areas to the west of the town centre.'
- 3.2 The properties were assessed and it was felt that the area did merit conservation area status (a description of the area can be found in **Appendix 1**). Much of the character of the area is down to the fine details on the residential properties. For conservation area status to be effective in this area it was felt that additional protection was required in the form of an Article 4 (2) Direction. This would allow homeowners an opportunity to alter the rear of properties but protect the frontages that contribute to much of the character of the area. At the time of consideration, it was clear that an Article 4 (2) Direction would require residents' support to be successful.
- 3.3 In 2004 the designation of the Grange Conservation Area, a proposed Article 4 (2) direction and the implications for householders were the subject of a lengthy and extensive public consultation exercise.
- 3.4 On 5<sup>th</sup> April 2004 all households were sent:
- a leaflet outlining information on the proposed conservation area,
  - a leaflet providing general information on conservation areas
  - a ballot paper with a prepaid envelope.

- 3.5 Residents were asked if they would like to be included in a conservation area, if they didn't want to be included in a conservation area and if they supported the introduction of an Article 4 Direction. There was also space on the paper for residents to write any queries or objections that they had. Alongside this an exhibition was held two weeks from 17<sup>th</sup> April to 30<sup>th</sup> April providing information on the proposal and an exhibition was held on 5<sup>th</sup> May with officers present to answer any questions that residents had. In addition articles appeared in the local press on Saturday 10<sup>th</sup> April.
- 3.6 573 properties were consulted in the area. The first consultation prompted only 88 responses (15%), 65 supported the conservation area, 23 objected to the proposal and 59 supported the introduction of an Article 4 Direction. This response was reported to the Portfolio Holder at the time on 7<sup>th</sup> June 2004 who requested that further consultation was carried out in the area, in view of the low response level.
- 3.7 The second consultation, in the form of a letter outlining the results of the first consultation and the request from the Portfolio Holder for further consultation, was sent to all residents on 18<sup>th</sup> June 2004. The implications of a conservation area and Article 4 Direction were again explained. Residents were requested to complete a ballot paper (the same as the first) and return it in a prepaid envelope. 229 responses (40%) were received. 139 respondents (61% of those responding) were in favour of the conservation area and 90 objected. 114 people indicated their support for the introduction of an Article 4 Direction.
- 3.8 A report was taken to the Portfolio Holder for Regeneration and Planning on 15<sup>th</sup> September regarding the proposed Conservation Area. He decided to designate the conservation area and approve the Article 4 (2) Direction. All households were notified by letter on 1<sup>st</sup> October 2004 of the conservation area designated and the Article 4 (2) Direction. In addition they also received a listed of works covered by the Article 4 Direction that would now require planning permission. In addition a public notice was placed in both the Hartlepool Mail and the London Gazette outlining the designation of the conservation area and the approval of the Article 4 (2) Direction.

#### **4 CURRENT POLICY**

- 4.1 The conservation area was designated 19 months ago. Whilst some inappropriate alterations have taken place the area retains the attributes that the designation was based upon. The coach tour will provide an opportunity for the committee members to consider the current position at first hand.
- 4.2 Current Planning Committee Policy supports the retention of traditional materials. The submission of applications contrary to these policies

illustrates the potential for alterations that the Article 4 (2) Direction was introduced to resist. This is the first significant test of the conservation area and the Article 4 Direction and it illustrates the pressure envisaged on the area when designation was considered.

## **5 RECOMMENDATION**

5.1 That the Committee considers the existing Article 4(2) Direction in the Grange Conservation Area and its current merits. Issues for consideration include

- How important are the original features to the character of the area?
- Does the Article 4 (2) Direction remain an essential tool in preserving the character of the Grange conservation area?
- Would the removal of the Article 4 (2) Designation then lead to reconsideration of the designation of the conservation area?

**APPENDIX 1**

**EXTRACT FROM REPORT TO REGENERATION AND ECONOMY**  
**PORTFOLIO HOLDER – 27<sup>TH</sup> MARCH 2003**

**3.6 GRANGE**

- 3.6.1 This area dates from 1890's to the present day with a predominance of Victorian and Edwardian residential properties set along wide roads and with generous gardens.
- 3.6.2 Early town maps published in 1889 show the boundary of development around the Grange area. Tankerville Street was furthest west on Grange Road, Thornton Street ended at St Paul's Road and there were no houses between it and Park Road. Hutton Avenue began to be developed in 1898.
- 3.6.3 In 1923 the majority of the area around Grange Road and Park Road was built up as far as Linden Grove with only Grantham Avenue, Clifton Avenue and Wilton Avenue yet to be fully developed. To the west of Linden Grove and north of Grange Road along Granville Avenue, a few properties had been developed by this period with the north end of Granville Avenue developed the most.
- 3.6.4 The remainder of the area was developed further in the post war years mainly through infill developments on the existing street layout, which has remained largely unchanged.
- 3.6.5 The northern boundary of the proposed conservation area is Linden Grove. This road runs between Park Road and Grange Road. The boundary runs directly down the middle of the street. There is a distinctly different character to the properties on the northern side of the street that have been excluded. They have lost much of their original details and therefore the character of the area is somewhat diluted.
- 3.6.6 The eastern and western boundaries of the area are Grange Road and the northern side of Park Road. The roads run parallel and carry traffic to and from the town centre. The properties on these roads have been changed, however these buildings still retain enough detail to fit comfortably within the area. The properties outside these boundaries, which are the southern side of Park Road and those to the north of Grange Road, have lost much of their original character.
- 3.6.7 The southern boundary of the residential area is St Paul's Road. Located on the corner of this road are two churches. These are the only landmark buildings in the area.



- 3.6.8 A small row of commercial properties on Victoria Road is included to the south of the area. The row stretches from St Paul's Road to the junction of Victoria Road and York Road. The properties have been changed but enough of the original details remain to show that they have the potential to be restored.
- 3.6.9 The generous gardens in the area have enabled plots of land to be developed for housing. This infill development is often not of the highest quality. However, it would be difficult to exclude it from this area. The infill ranges from single dwelling houses to large blocks of flats.
- 3.6.10 Osborne Road at the southern end of the area contains Theatre Workshops. These properties are very run down and this is an opportunity site for enhancement of this very prominent corner.
- 3.6.11 The special character of this area is derived from the details on properties such as original doors, door surrounds and windows. This area would require an Article 4 Direction to ensure that the details that have been retained are protected. Authorities are required to publicise their proposals in advance and have regard to the views of local people.

# CONSERVATION AREA ADVISORY COMMITTEE

11<sup>TH</sup> MAY 2006



**Report of:** Assistant Director (Planning & Economic Development)

**Subject:** Guidance Leaflets

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## **1 INTRODUCTION**

1.1 This report will outline the proposed new guidance leaflets currently being developed for conservation areas and seeks comment on the content.

## **2 BACKGROUND**

2.1 Whilst over the years various conservation leaflets have been produced by the Council, there have been requests from some residents to provide clearer guidance on works that require planning permission for properties in conservation areas.

2.2 It is hoped that the introduction of such leaflets would clarify the works which require planning permission or listed building consent.

## **3 LEAFLET FORMAT**

3.1 A series of three leaflets is being developed:

- Guide for owners of listed buildings
- Guide for owners of properties covered by an Article 4 Direction
- Guide for owners of properties in conservation areas.

3.2 Each leaflet is of a similar design including:

- List of works which require consent
- List of relevant conservation policies
- Diagram showing examples of good and bad conservation
- Useful contact information

3.3 Examples of the leaflet will be distributed at the meeting.

## **4 RECOMMENDATION**

4.1 That the Committee considers the proposed leaflets.

# CONSERVATION AREA ADVISORY COMMITTEE

11<sup>TH</sup> MAY 2006



**Report of:** Assistant Director (Planning & Economic Development)

**Subject:** Appointment of consultants to carry out an appraisal of the Headland Conservation Area

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## 1 INTRODUCTION

- 1.1 This report will outline the appointment of consultants to carry out an appraisal of the Headland 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 the Headland Conservation Area, it was felt that undertaking an appraisal of this area was a priority. Such an appraisal would provide an opportunity to review the condition, appearance and character of the Conservation Area and its constituent parts, to assess the extent to which traditional materials and features remain intact and to refine policy priorities. It would be an important part of such processes to include consultations with local residents and other interested parties.

## 3 INTERVIEWS

- 3.1 A brief was sent out to 6 possible consultants who were capable of carrying out an appraisal of the Headland Conservation Area (copy attached as **Appendix 1**), four replied. All respondents will be interviewed on the 5<sup>th</sup> May, a verbal update of these interviews will be provided at the meeting.

**4     RECOMMENDATION**

4.1     Committee notes the report.

## Appendix 1

### An Appraisal of The Headland Conservation Area

This brief has been prepared to outline the expectations of Hartlepool Borough Council in an appraisal for the Headland Conservation Area. The appraisal will be an assessment of the conservation area. It will be used to summarise the character of the Headland and contain a review of current conservation policies in the area including the existing Article 4 Direction.

#### Location and description

The Headland Conservation area forms the original settlement of Hartlepool, established during the seventh century as a religious centre and later becoming important as a port. Its unique character derives from its peninsula location on the north east coast and from the predominantly Victorian domestic residential architecture.

The Headland Conservation Area was designated in 1969 and further extended in 1974. No detailed surveys of the area have been carried out since the 1970's.

An Article 4 Direction is in place covering over 250 buildings. In addition the Headland possesses some 60 listed buildings including the Grade I listed St Hilda's Church and the Grade II\* Friarage Manor House.

#### 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 (if appropriate)
- The contribution made by greenery 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 Headland 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, businesses and the Parish Council an opportunity to be involved in the appraisal at all stages.

A photographic survey of the conservation area will be carried out by the Councils photographer alongside the appraisal. Photographs will be taken of all residential properties located within the boundary of the Headland conservation area which are covered by an Article 4 Direction or are listed buildings. This information will be made available to the appointed consultants.

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.
- Analyse the special character(s) within the area.
- Current conservation policies and supplementary planning guidance.
- Provision of existing Article 4 Designations within the area.

#### Information Required

Please provide the following information as part of your submission

- A list of previous clients or appropriate experienced of similar work.
- 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 details of how you would work with the residents and interest groups in the area.
- A full costing for the proposal including expenses.

You should note that the currently allocated budget for this appraisal is £10,000, 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.

### **Final Report**

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

In addition a short summary of the assessment should be presented in the form of a leaflet which could be distributed to households.

The appointed consultants should be prepared to present the appraisal to a public meeting at the end of the process.

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.

**CONSERVATION AREA ADVISORY COMMITTEE**

11<sup>th</sup> May 2006



**Report of:** The Assistant Director (Planning and Economic Development)

**Subject:** HEADLAND CONSERVATION AREA ADVISORY COMMITTEE

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1. **PURPOSE OF REPORT**

1.1 This report informs the Committee of the proposed establishment of a Conservation Area Advisory Committee specifically for the Headland.

2. **INFORMATION**

2.1 Attached as **Appendix 1** is a copy of the report and Appendices 1-3 which were formally considered by the Mayor, in his role as Regeneration and Liveability Portfolio Holder, on 21 April, 2006.

2.2 The Portfolio Holder agreed to the establishment of the Committee in line with the responses reflected in the report (para. 3.5 summarises) and instructed officers to commence with the formation of the Committee. On the issue of formal representation by the Borough Council on the Committee (as is the case in this Borough-wide CAAC), the Portfolio Holder was of the opinion that this should be the decision of the Headland CAAC.

3. **RECOMMENDATION**

3.1 That the Committee notes the report.



## APPENDIX 1

**Report of:** The Director of Regeneration and Planning Services

**Subject:** PROPOSED HEADLAND CONSERVATION AREA ADVISORY COMMITTEE

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### 1. PURPOSE OF REPORT

- 1.1 To provide information on investigations into a proposed Headland Conservation Area Advisory Committee (CAAC).

### 2. BACKGROUND

- 2.1 At the Portfolio Holder Meeting in January the Headland Residents Association requested that a Conservation Area Advisory Committee be set up specifically for the Headland. The Portfolio Holder requested that officers investigate this proposal further by writing to the Headland Residents Association and the Headland Parish Council.
- 2.2 Further information was requested from both groups on three issues. These were;
- Which groups, societies or individuals would potentially be involved in the committee?
  - What remit is envisaged for the committee?
  - How would a Headland CAAC relate to a Borough wide CAAC?

### 3 RESPONSE TO REQUEST FOR INFORMATION

- 3.1 The Headland Residents Association provided further information on their initial request for a Headland CAAC (**see Appendix 1**). They suggested that a Headland CAAC should have the same brief as the town wide committee. The town wide CAAC has a strategic remit considering issues including policy, conservation area appraisals, development briefs, awareness raising on conservation areas and grant schemes. The residents association stress that such a committee would, 'in no way be seen as subordinate to the town wide committee.'
- 3.2 With regard to membership of the committee the Headland Residents Association have suggested that it should have representatives from the following groups;
- The residents association

- Parish Council
- Headland churches
- Headland History Society
- Headland based businesses should they wish to participate.

3.3 The Parish Council have expressed very similar views to those of the Headland Residents Association. The Chairman of the Parish Council, in his capacity as a ward councillor, has made further comments about the importance of local representation and consultation and reporting arrangements with the Portfolio Holder and the townwide CAAC (**see Appendix 2**).

3.4 Princess Residents Association are a residents association based around Cliff Terrace in the Headland. They have expressed an interest in being involved in the town wide CAAC and were therefore also consulted on the proposed Headland CAAC. They feel that the Headland Committee should have a majority of Headland residents sitting on it. However they suggest that, as the group would be ‘for the good of the Headland’ the potential voluntary group representation should be broadened, to include representatives such as the Schools Parent Teacher Association and the Headland Development Trust (**see Appendix 3**).

3.5 Taking account, therefore, of the responses from the Headland and the Princess Residents Associations and the Parish Council, the following points emerge for any Headland CAAC:

- a strategic remit in line with the Borough-wide CAAC (as in para 3.2)
- composed mainly of residents and organisations located within the Headland
- potential representation from

Headland Residents Association  
 Princess Residents Association  
 Headland Parish Council  
 Headland churches  
 Headland History Society  
 Schools Parent Teacher Association  
 Headland Development Trust  
 Headland businesses

As well as the organisations mentioned, there could be scope for the Committee to include other relevant groups with conservation interests, e.g. Heugh Battery Trust.

3.6 As the Portfolio Holder will recall, the Borough-wide CAAC includes, as well as representatives of individual areas, the Planning Committee

Chairman and representatives of relevant professional bodies and amenity groups, ie. Royal Institute of British Architects, Royal Institute of Chartered Surveyors, Hartlepool Civic Society, Hartlepool Archaeological Society, Society for Protection of Ancient Buildings and Victorian Society. Whilst the involvement of all these representatives within a Headland CAAC as well as a Borough-wide CAAC may not be essential or practicable, there could be benefit in having input from the Council and/or some or all of these other organisations by invitation, dependent on the issues under discussion.

#### **4 RECOMMENDATION**

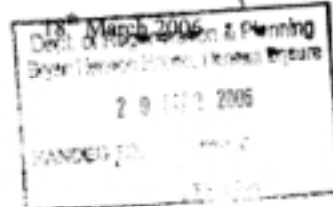
- 4.1 That the Portfolio Holder notes the response to the request for further information and instructs officers on progressing the matter.

APPENDIX 1

Headland Residents Association  
7 Beaconsfield Square  
Hartlepool  
TS24 0PA

43057

Hartlepool Council  
Regeneration and Planning  
Bryan Hanson House  
Hartlepool  
TS24 7BT



FAO Sarah Scarr

Dear Ms Scarr,

At the recent meeting of the Headland Residents' Association, the principle item of business was the proposed Conservation Area Advisory Committee.

The meeting agreed to nominate a representative to attend the Committee and Ms Julie Bone, 2 Gladstone Street, TS24 0PE was elected to undertake the role. Please address all future correspondence regarding the CAAC to Ms.Bone.

The meeting continued to call for a dedicated committee purely for the Headland Conservation Area and which would be composed mainly of residents and organisations located within the Conservation Area. The meeting agreed that as Chairman of the Association I should write to the Council to suggest the Headland Committee should have the same brief as the town wide committee and would in no way be seen as subordinate to the town wide committee. The Residents Association initial thoughts were that the Headland Committee should consist of representatives from the Resident Association, Parish Council, the Headland Churches and the Headland History Society. Other interested parties, such as Headland based businesses, may also like to participate.

The feeling of the meeting was at first that we were being pushed to one side and would be swamped in a town wide committee. However, if the Headland were also to get a dedicated committee looking just at Headland Conservation Area issues then this would be most welcome. The message needs to be pushed through to the CAAC that the residents have to actually live in this area and while Conservation may be nice for outsiders to look at it isn't that pleasant to be forced to live with the health issues and financial consequences that come from being held back in the past.

Yours truly,

Stephen Allison  
Chairman, HRA

Copy Ms.J.Bone, 2 Gladstone Street.  
Ms. R.Cannell (Secretary HRA), 20 Beaconsfield Street.

05 Apr 06 10:34

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**Headland Parish Council**  
**Parish Council Office**  
**Borough Buildings**  
**Hartlepool**  
**TS24 0JD**  
 TEL: 01429 294078  
 Chairman: Derek Allison  
 Mobile: 07530 65700  
 Email: derek.allison@btopenworld.com

OF 05 APR 2006 10:34  
 HARTLEPOOL  
 - 5 APR 2006  
 PASSED TO  
 DATE WITH  
 FILE NO.

Mayor Stuart Drummond  
 Civic centre  
 Hartlepool  
 TS24 8AY  
 30 March 2006

Dear Stuart

In reply to your letter of the 27 February last regarding the appraisal of the Headland Conservation Area and possible Headland Conservation Advisory Committee.

The Parish Council met on the 29 March and it was agreed to nominate Ms Pat Andrews to represent us on the town wide advisory committee and suggest she is contacted at her home address with information on meetings.

Pat's address is 7 Alfred Street, The Headland, TS24 0NU, Tel No. 01429235008.

The proposed Headland CAAC was also discussed and it was agreed that this would be a welcome move particularly since the Headland is the oldest and largest, in conservation terms, in the town.

There was agreement that this committee should not be subordinate to the town wide CAAC and should have the same terms of reference but for the Headland alone.

The membership was discussed and it was thought that it should consist of representatives from the community such as Parish Council, Headland Residents Association and other bodies on the Headland concerned with Conservation e.g. Churches, History Society and possibly business interests.

The feeling was that the membership should be local people and should not include professional organisations and that this committee should be the focal point through which the consultants work when carrying out the appraisal.

The Parish Council agreed it would put forward Councillor Mrs Gillian Drury as its representative if this idea goes ahead.

As a ward councillor I agree totally with the Parish Council views.

I would further suggest that this committee, being resident based and not loaded with professional bodies, would give valuable grass roots input to this debate about the real problems people face actually living in conservation areas.

I also think the remit should include consultation with local people, something missed out of the town wide CAAC remit and it (the committee) should report directly to you as the Portfolio holder.

D:\My Documents\Politics\Parish\Letters\Conservation\To Mayor re committee members.doc

05 Apr 06 10:34

p.3

## APPENDIX 2

• Page 2

April 1, 2006

This local body would not conflict with the town committee remit which is much wider strategically and includes professional bodies with their own previously fixed and stated agenda in relation to conservation issues.

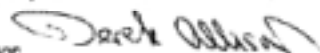
In my opinion the inclusion of those bodies who already have fixed views detracts from the possibility of real interaction with those who live in conservation areas and who have already been acquainted with the consequences of those views.

It would of course be beneficial if the two bodies were to operate with mutual exchange of information and ideas but neither being subordinate to the other, each having its own unique identity and purpose.

I am happy to discuss this further if you wish.

Yours sincerely

Deek Allison



Copies to -

Ctr. John Marshall

Ctr. John Cambridge

Stephen Allison, Chairman Headland Residents Association.

Princess  
Residents  
Association

**PRA**

APPENDIX 3

42830

17<sup>th</sup> March 2006

Ms. Sarah Scarr  
Landscape Planning and Conservation Manager  
Regeneration and Planning Services  
Bryan Hanson House  
Hanson Square  
Hartlepool

Dear Ms. Scarr,

**Proposed Headland Conservation Area Advisory Committee**  
**Your Ref. DX 0669 – 1**

I am sorry for the delay in writing to you. However, I received your letter after the Association's February 2006 meeting and, therefore, I had no alternative but to address your letter at the Association's March 2006 meeting. The opinion of the members present was unanimous that we, as an Association, should have representation on the CAAC.

As I have already explained, during our last telephone conversation, I was concerned as to the lack of our Association's involvement in the setting up of the Advisory Committee, considering we are a formal fully constituted Residents' Association, and have received funding from Hartlepool Council for the past two years. I find it difficult to believe that, due to an oversight, we are now in a position where we have to be considered by the present committee for eligibility to participate on the CAAC.

However, if we are to move forward, then let us put the past behind us. The Princess Residents' Association was established with the aim of developing projects specific to the area, since no immediate funding was available through Hartlepool Borough Council for the installation of railings, in line with the original design of houses, as well as traffic management. We do, however, keep officers of Hartlepool Borough Council informed at every stage of the way.

- continued p/2 -

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APPENDIX 3

- 2 -

The Association was initially set up to encompass the areas bounded by the rear street known as Princess Street, but within the constitution there is scope to expand this area as the need arises. However, it was felt at the time that we must proceed as quickly as possible hence the aforementioned area.

My individual background is in Project Management. Whilst living in Buckinghamshire I was chairman of a local village Parish Council for eight years. When I came back to my home town of Hartlepool, I wished to participate in some voluntary activities. I was confused as to the set up of local groups and their interface with Hartlepool Borough Council. At the time I had a meeting with Janet Barker. My main question to her was that all local groups seem to do their own thing, with funding being given, but that each group was not subject to reporting to one central body like Hartlepool Borough Council. In addition, I was aware the individual groups did not communicate with each other; in fact, in some cases publicly criticising each other. My views were what a waste of valuable volunteer time and effort in addition to what was inevitable inefficient spending of funds available.

As the Hartlepool area in general develops, it is apparent that we must all take ownership of the project tasks ahead of us. I agree with the comments that the Headland Committee should be made up with a majority of Headland residents. However, let us not forget the large impact that the future Victoria Harbour will have on the Headland. ALL volunteer groups should be able to participate without any "Hidden Agendas"; let us be honest, the CAAC is for the good of the Headland and representatives such as the Schools Parent Teacher Association, and The Headland Development Trust should be involved. The chair of the committee should always be the Portfolio Holder as a duly public elected representative of Hartlepool Borough Council.

In closing, my own personal views are quite clear. There is a need to maintain part of the Headland (Old Hartlepool) Borough that will represent our heritage for the education of the next generation. This can only be achieved if we stop the exploitation of old buildings for business profiteering. The achievement of such can only lead to a greater development of tourism in the area which will lead to small enterprises developing trade and employment for the area.

I trust that this letter gives you the clear views of not only myself but of a representative body known as the Princess Residents Association.

Yours sincerely,



Ron Clark  
Chairperson

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