

CONSERVATION AREA ADVISORY COMMITTEE AGENDA



Thursday, 22nd June, 2006

at 6.00 p.m.

in St Hilda's Church, The Headland

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 (Rachel Wilson), Park Residents Association
Mr Ron Clark, Princess Residents Association

1. **APOLOGIES FOR ABSENCE**
2. **MINUTES OF THE MEETING HELD ON 11th May 2006**
3. **ANY MATTERS ARISING**
4. **PRESENTATION BY FERGUSON MCILVEEN ON APPRAISAL OF HEADLAND CONSERVATION AREA**
5. **BRIARFIELDS HOUSE DEVELOPMENT BRIEF – Assistant Director (Planning and Economic Development)**

6. **ENGLISH HERITAGE WINDOWS WORKSHOP** – *Assistant Director (Planning and Economic Development)*

7. **RECENT DEVELOPMENTS IN CONSERVATION POLICY** – *Assistant Director (Planning and Economic Development)*

8. **FUTURE MEETINGS OF THE COMMITTEE** – *Assistant Chief Executive*

9. **ANY OTHER BUSINESS**

CONSERVATION AREA ADVISORY COMMITTEE

MINUTES

11th May 2006

Present:

The Mayor, Stuart Drummond
Ms Julie Bone, Headland Residents Association
Mrs Sheila Bruce, Hartlepool Civic Society
Mrs Andy Creed-Miles, Society for the Protection of Ancient Buildings
Mr Ian Moore, Princess Residents Association
Mrs Julia Patterson, Park Residents Association
Mr Andy Riley, Royal Institute of British Architects
Mrs Maureen Smith, Hartlepool Archeological and Historical Society
Mr Richard Tinker, Victorian Society
Mr Brian Walker, Greatham Parish Council
Mr Brian Watson, Royal Institute of Chartered Surveyors
Mr Stuart Maxwell, Grange Conservation Area resident
Stuart Green, Assistant Director (Planning and Economic Development)
Sarah Scarr, Landscape Planning and Conservation Manager
Jo Wilson, Democratic Services Officer

8. Tour of Grange Conservation Area

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

9. Apologies for Absence

Councillor Bill Iseley (Chair of Planning Committee), Mrs Pat Andrews (Headland Parish Council), Mr Ian Campbell (Park Residents Association) and Mr Ron Clark (Princess Residents Association)

10. Declarations of interest by members

None

11. Minutes of the meeting held on 5th April 2006

Agreed

12. Matters Arising

None

13. Conservation Grant Scheme *(Assistant Director (Planning and Economic Development))*

The Assistant Director (Planning and Economic Development) advised members of the establishment of the Conservation Grant Scheme of £50,000 as approved by The Mayor, Stuart Drummond, at his Regeneration and Liveability Portfolio meeting on 21st April. A copy of the report was appended for members' information. Steps were now being taken to publicise the scheme. The Chair acknowledged that it was a relatively small amount but was an effective starting point.

Recommendation

That the current position be noted.

14. Article 4 Direction in the Grange Conservation Ward *(Assistant Director (Planning and Economic Development))*

The Assistant Director (Planning and Economic Development) informed members that Planning Committee had requested the views of the Conservation Area Advisory Committee (CAAC) on principles raised by four planning applications currently under consideration. The sites were all proposed or retrospective applications for UPVC windows in properties subject to an Article 4 (2) Direction in the Grange Conservation Area. Prior to the meeting members were taken on a coach tour round the properties concerned.

Members were advised that the Article 4(2) Direction served to extend certain planning controls over works to frontages and sides of properties facing a road or open space. Minor works which could normally be undertaken without planning permission would, under the Article 4 direction, require planning permission to be obtained. Further details on the consultations undertaken in relation to the Conservation Area and the Director were given together with a reminder of the current Planning Committee Policy relating to alterations to residential properties in Conservation Areas.

Members expressed their broad support for the report recommendations but were wary of being too specific. The Chair advised members that English Heritage were planning a public awareness event on windows in late June/early July which could help give the public a wider understanding of this issue. It was felt it would be helpful for members to wait until after this event before making any specific recommendations to the Planning Committee.

Recommendations

The Committee recommended to the Planning Committee:

- I. That original features were important to the character of the Grange Conservation Area
- II. That the Article 4 (2) Direction remained an essential tool in preserving the character of the Grange Conservation Area
- III. That should the removal of the Article 4 (2) designation be proposed it would be necessary to reconsider the designation of the conservation area.

15. **Guidance Leaflets** (*Assistant Director (Planning and Economic Development)*)

The Landscape Planning and Conservation Manager gave details of the proposed new guidance leaflets currently being developed for conservation areas, listed buildings and Article 4 properties. The intent was to provide clearer guidance and clarification on works requiring planning permission or listed building consent.. Examples of the proposed leaflets were distributed at the meeting and details of their proposed distribution were outlined by the Landscape Planning and Conservation Manager. Members were asked to contact the Assistant Director (Planning and Economic Development) with any comments during the following week.

Recommendation

That the distribution of the Guidance leaflets be supported.

16. **Appointment of Consultants to carry out an Appraisal of the Headland Conservation Area** (*Assistant Director (Planning and Economic Development)*)

The Assistant Director (Planning and Economic Development) advised members that it had been decided to carry out an appraisal of the Headland Conservation Area. This would provide an opportunity to review the condition, appearance and character of the Conservation Area. Local residents and other interested parties would be consulted.

Interviews with four potential consultants had been carried out on Friday 5th May with the successful consultant being Ferguson McIlveen. A steering group would now be established to agree and oversee a detailed work programme with the consultant.

Recommendation

That the report be noted

17. **Headland Conservation Area Advisory Committee**

(Assistant Director (Planning and Economic Development))

The Assistant Director (Planning and Economic Development) informed members of the establishment of the Headland Conservation Area Advisory Committee (HCAAC) as approved by the Portfolio Holder for Regeneration and Liveability on 21st April. A copy of the report formally considered by the Portfolio Holder was appended for member's information. The Chair commented that the HCAAC would allow detailed involvement by local residents rather than the more general overview that this Borough-wide CAAC was taking.

Members enquired about the prospects of requests for local CAACs from other Conservation Areas. The Assistant Director (Planning and Economic Development) acknowledged this possibility, but stressed that at this stage the establishment of the Headland Committee reflected the particular level of debate and interest in the CAAC system there and the fact that it was Hartlepool's first and largest conservation Area and had been recognised by English Heritage as of particular importance. The Assistant Director confirmed that the Headland CAAC's remit would be specific to the Headland and that it would be important for there to be effective communication routes between the Headland CAAC and this Borough-wide Committee.

Recommendation

That the report be noted

18. **Any Other Business**

Members discussed the timetable for future meetings of the Committee. It was decided that Thursday evenings would be best for the majority of members on a four to six week rotation. A request was made for the next meeting to be held on the Headland in the Borough buildings, possibly preceded by a tour of the Headland Conservation Area. The Chair suggested that Ferguson McAlveen be invited to the meeting for their input on the Headland appraisal.

The Assistant Director (Planning and Economic Development) advised members that the possibility was being considered of appointing a member of the Committee onto the Environment Theme Partnership strand of the Hartlepool Partnership. This would be discussed in detail at the next meeting.

THE MAYOR, STUART DRUMMOND

CHAIRMAN

CONSERVATION AREA ADVISORY COMMITTEE

22nd June 2006



Report of: Assistant Director (Planning & Economic Development)

Subject: Briarfields House Development Brief

1 Introduction

- 1.1 Briarfields House and Lodge on Elwick Road are two vacant buildings with associated land owned by Hartlepool Borough Council. The sites lie within the Park Conservation Area. A development brief has been prepared to assist in the marketing of these properties.
- 1.2 As a large site within one of Hartlepool's Conservation Areas such a development is a strategic policy issue which is within the remit of this committee to comment on.

2 Background

- 2.1 The overall Briarfields site comprises Briarfields house and garden (including the Lodge) 0.54 ha, an area of open field 1.49 ha and an allotment site of 1.03 ha.
- 2.2 The house and lodge are both empty. Social services vacated Briarfields House in April 2005. No operational use has been found for the property since that time.

3 Planning Considerations

- 3.1 The treatment of the Briarfields site received considerable attention during the preparation of the new Hartlepool Local Plan, which was finally adopted by Council on 13th April 2006. The Plan makes no specific policy allocation of any part of the Briarfields site for a particular future development. In effect this approach leaves the Council able to consider a range of options for the future use and development of the site, without there being a policy presumption in favour of a particular use or development.
- 3.2 Planning permission has recently been granted for the re-establishment of allotments on part of the former allotments area. In addition, within the text of the local plan, there is an acknowledgement of the potential for Briarfields site to be brought forward for low density housing should future monitoring indicate a shortfall in supply.
- 3.3 Whilst the Council is not currently in the shortfall position which might warrant bringing forward the whole of the remaining area of Briarfields, there is a case

for marketing as soon as possible the House, Lodge and associated land to prevent further deterioration and potential loss of the buildings.

4 Development Brief

4.1 A development brief has been prepared for the Briafields House site. This is a document that provides guidelines to developers and potential purchasers of the appropriate use for an area, design of a development and any constraints that are present.

4.2 A copy of the draft development brief can be found in **Appendix 1**.

5 Recommendation

5.1 That the Committee consider the content of the development brief and provide comments on the draft proposals.



BRIARFIELDS HOUSE & LODGE

DEVELOPMENT BRIEF

Development Brief

DRAFT BRIEF
June 2006

Briarfields House & Lodge

1. Purpose of the Brief

This brief seeks to assist the marketing of Briarfields House and Lodge at Elwick Road Hartlepool. It sets out guidance on suggested uses and on the design and layout of development to ensure that this important site in the Park Conservation Area is protected and enhanced. It follows the policies laid down in the Hartlepool Local Plan 2006 and should be read in conjunction with sales particulars issued by the Borough Council. The brief is not prescriptive and does not set out a definitive statement on the ultimate form of development.

2. Location

Briarfields House and Lodge are situated on the south side of Elwick Road between the Hartlepool Ambulance Station (Tees, East and North Yorkshire Ambulance Service) and 301 Elwick Road, Hartlepool TS26 0BE.

It lies within the Park Conservation Area which was designated in 1979.

The site measures approximately 0.5 hectare. (1.33 acres) It comprises Briarfields House and Briarfields Lodge with access from a gateway off Elwick Road.

The site is bounded on the north by a 2.5 metre high brick wall, to the east and south by an open area of paddock and former allotment land. To the west is Holly House, a large private residence. The site contains large mature trees and hedges.

3. Historic Background

Briarfields House was built in 1895 for the Cameron family. For many years it was an aged persons home before being used as offices by the Social Services department. It has been declared surplus to requirements and has been vacant since April 2005.

The site is protected by virtue of its location within the Park Conservation Area. This brief seeks to protect the site and where possible to enhance the buildings and their setting.

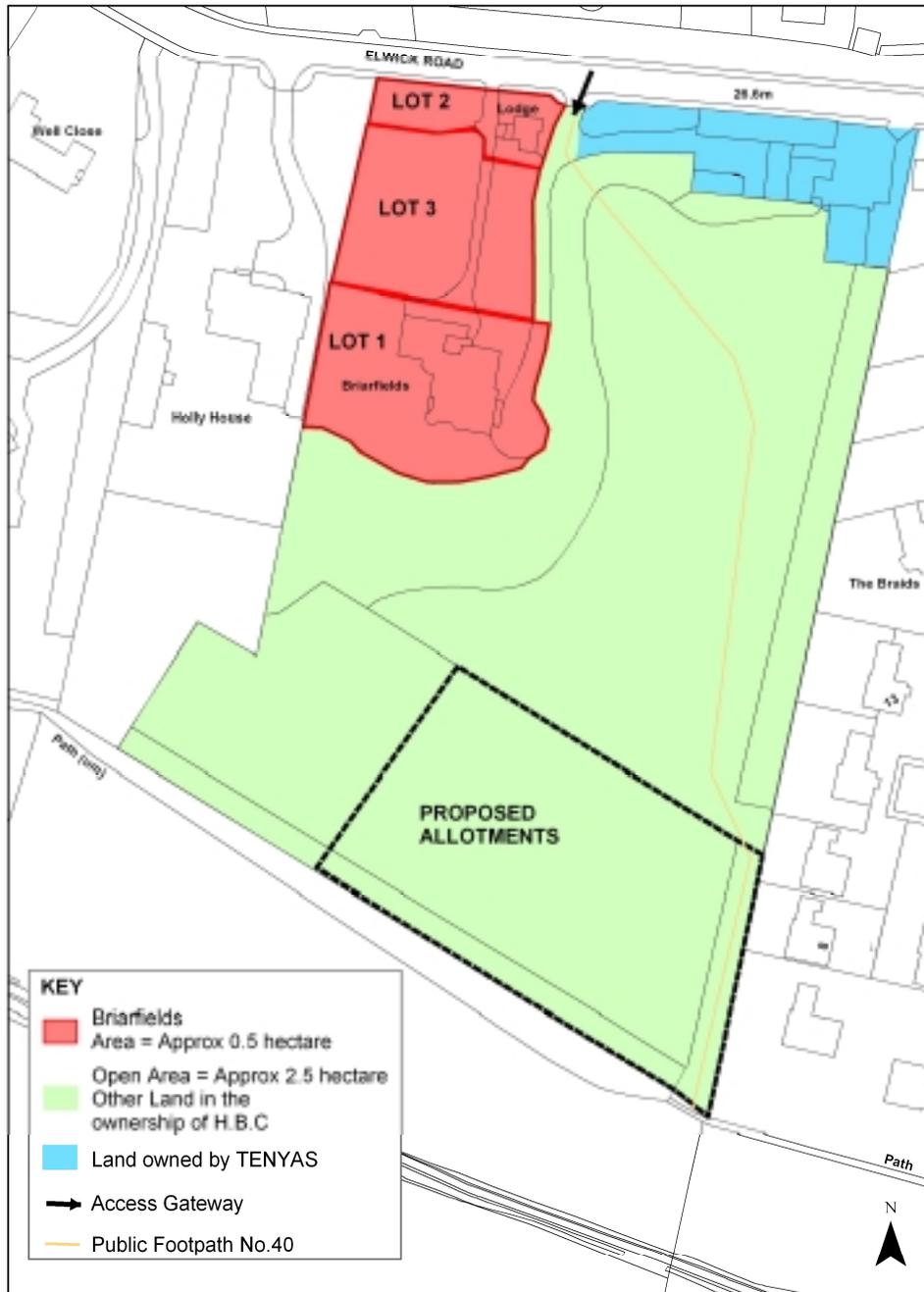
Although the building is not currently included in the List of Buildings of Architectural or Historic Interest it is nevertheless a fine example of a late nineteenth century house. It is possible that at some point the building may be considered for inclusion on a non-statutory local list of buildings to be protected (See Local Plan Policy HE12).

4. The Character of the Conservation Area

The quality of the Park Conservation Area derives from the attractive mixture of large imposing late nineteenth century houses set in large grounds with mature trees giving a feeling of spaciousness with buildings being hidden behind brick walls, trees and shrubs. There is a great variety of architectural features and styles with many of the older buildings being of smooth red brick

with contrasting stone and terracotta decoration with walls and gate piers of red brick.

In view of the location within the Conservation Area permission to demolish the house and lodge will not be granted (see Local Plan policies HE1 & HE4).



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5. The Surrounding Area

Whilst this brief relates only to the marketing of the Briarfields House and the Lodge it is important to recognise that the site to be disposed of is only part of a wider curtilage in the area. The various parts of the former curtilage are shown on the attached Plan 1 as:-

a) The Access gateway. Access to Briarfields House and the Lodge is via the original main driveway. The Borough Council will retain control of this access to safeguard current users and to ensure that any future development in the area is capable of being served from this access

A Public Footpath extends from the Elwick Road entrance gateway to the south east of the area as shown on Plan 1. Once the allotments are in place (see (d) below) it is likely that allotment holders may use the right of way to gain pedestrian access to the allotments.

b) The Ambulance station. The existing ambulance station operations require use of the gateway as an exit from its complex. Whilst at present there are no firm proposals to relocate the Ambulance station to a new site it is possible that in the future the Elwick Road site might become available for redevelopment.

c) The Paddock The Paddock was previously part of the curtilage of the Briarfields House, being used at one time as a playing pitch. It has been unused for many years. Over recent years there have been proposals to dispose of the Paddock for housing. Whilst the emerging Local Plan does not allocate the Paddock for any particular use it is possible that it may be developed for low density high quality housing at some point in the future should there be such a requirement under the 2006 adopted Local Plan Policy Hsg5.

d) The Proposed New Allotments Area The 12 allotment plots as shown on Plan 1 are to be created to the south east of the site. Planning permission for the allotments (H/2006/0128) was granted in March 2006.

e) The Former Cleared allotment Site The remainder of the former allotment site is not specifically allocated in the 2006 Hartlepool Local Plan.

6. The Development Potential

In line with Local Plan Policy HE1 the preferred use within the Park Conservation Area is for residential development.

It is proposed to dispose of the site as three separate lots as follows:

Lot 1 which comprises Briarfields House and measures 0.26 ha (0.65acre). This is an imposing house well suited for use as a single residence or for conversion into a number of high quality apartments. The demolition of the existing lodge building will not be permitted. Prior to any work being carried out within the loft space, the developer should discuss the possibility of bat roosts in the loft with the Borough

Council's ecologists, although a previous survey carried out by a specialist bat worker did not reveal evidence of bats.

Lot 2 comprises the Lodge and a garden area to the west. It is bounded on the north side by a substantial brick wall. The plot measures about 0.07 hectare (0.15acre). The demolition of the existing lodge building will not be permitted.

Lot 3 comprises a garden area immediately to the north of the Briarfields House with an area of about 0.21 hectare (0.53acre). The preferred development will be an individually designed two storey dwelling unit covering no more than 25% of the plot size.

7. Design & Layout

The development should accord with the principles set out in the following policies of the adopted Local Plan 2006

Hsg9	Housing Layout
GEP1	General Environmental Principles
HE1.	Protection and Enhancement of Conservation Areas.
GEP3	Crime Prevention by Planning and Design.
GEP12	Trees, Hedges and Development

Any new buildings should also accord with the principles set out in Supplementary Note 6 of the Local Plan 2006.

The elevations and materials of new buildings will need to be treated with sensitivity to ensure that they are sympathetic to the surroundings within the Conservation Area.

Particular care should be taken when considering the overall bulk and massing of any new development. Individual design components such as main entrance doors, bay windows, single windows, roofs, chimneys, brickwork and boundary treatments should be considered as important element of any new development. Garages should be sited so they do not dominate the frontage.

Vehicular Access will from the existing main driveway.

8. Trees

Trees form an essential element in the character of the site within the Park Conservation Area. Any works should accord with the guidance contained in the Hartlepool Local Plan Supplementary Note as updated by the document published in Spring 2006 "Trees and Development" and the accompanying leaflet attached to this brief.

A tree survey has indicated that the majority of the trees are of a high quality and should be retained because of their individual or group value. The developer will be expected to provide their own arboricultural survey of trees, produced in accordance with the recommendations of BS 5837: 2005 'Trees

in relation to construction' –, which will be used to form the basis of their proposals regarding the felling, planting or remedial work to trees.

In considering the juxtaposition of trees and buildings, site layout designs will be expected to ensure that trees which are to remain are given adequate space, including sufficient allowance for future growth.

Removal of trees is only likely to be approved where good tree management would allow other higher quality trees to be enhanced by the felling of dead, dying or diseased trees. Works to trees should where possible be carried out in the period from August to the end of February in order to avoid the bird-nesting season. An exception to this will only be made if a qualified ecologist has surveyed the trees to be removed to establish that no breeding birds are present. In addition any mature trees which are proposed for felling should be checked for wildlife habitats including hollows and cavities. If these are found a bat survey should be undertaken prior to felling.

Where trees are to be removed a replacement planting scheme will be required.

All approved pre-development tree works and development facilitation pruning must be carried out in accordance with current arboricultural best practice and with the requirements of British Standard BS 3998 (1989) Recommendations for Tree Work.

For further information on trees contact: derek.wardle@hartlepool.gov.uk Tel.01429 523414 or tony.dixon@hartlepool.gov.uk Tel. 01429 284071

9. Foul Drainage

The existing house and lodge are connected to the sewer which is situated on Elwick Road but likely only for foul element. A drainage survey may be required to confirm the availability of facilities.

10. Surface Water Drainage

Northumbria Water will require that any new development requiring additional connections to the public sewer system should be based on separate surface water facilities.

A soak away system based on Sustainable Drainage techniques is the preferred means of directing surface water from the development.

The nearby watercourse is currently at capacity. In the event of discharge being directed to the water course it is likely that a controlled discharge will be required to accommodate additional surface water run off before discharge into the Burn Valley Beck. In addition private connection to the watercourse will require easements to be negotiated across third party land ownerships

Developers should discuss mechanisms for the discharge to the sewer system with Northumbrian Water Limited: telephone 0800 3287648.

11. Flood Risk Assessment

The development site subject to this brief lies within 160 metres of a designated 'Main River' but it is not within either the Environment Agency's Flood Risk Zone 2 (medium flood risk) or within Zone 3 (High Risk) as set out in their Standing Advice. Whilst a flood risk assessment is unlikely to be required developers should check with the Environment Agency for confirmation.

CONSERVATION AREA ADVISORY COMMITTEE

22nd June 2006



Report of: Assistant Director (Planning & Economic Development)

Subject: English Heritage Windows Workshop

1 Introduction

- 1.1 In March 2004 the Councils Planning Committee endorsed a policy that encouraged the retention of timber windows within listed buildings and properties covered by Article 4 Directions in conservation areas.
- 1.2 This was in response to a batch of applications for planning permission / listed building consent related to windows alterations; such applications continue to have the tendency to be contentious and have generated considerable debate across at least some of the conservation areas.
- 1.3 As a result it was acknowledged that further information and advice should be provided to residents on timber windows.

2 Background

- 2.1 In 2005 the Mayor met with representatives from English Heritage to discuss conservation policy and in particular the requirement to encourage the use of traditional timber windows.
- 2.1 At this meeting English Heritage agreed that there was a need to provide residents with further information on timber windows to support the policy endorsed by planning committee.
- 2.2 The issue of timber windows was a particular concern in the Headland Conservation Area. It was agreed that an event would be held on the Headland. Should the event be successful it was hoped that it could then be rolled out across other conservation areas.
- 2.3 Since the meeting with English Heritage similar issues have arisen in other conservation areas, particularly those subject to Article 4 Directions. Therefore as the Mayor suggested at the last meeting of this committee the event will be open to all owners of listed buildings and properties located in conservation areas.

3 The exhibition

- 3.1 After some delays largely due to the availability of English Heritage staff / consultants, the exhibition will be held on 12th July in the Borough Buildings. Officers will be meeting with representatives from English Heritage on 8th

June to discuss the agenda and content of displays. A note is attached in appendix 1 outlining the likely topics to be covered on the day and a proposed agenda.

4 Recommendation

4.1 The committee notes the date of the exhibition and provides comments on the note in Appendix 1. A verbal update on the progress made on the exhibition will be provided at the meeting.

Note on Windows Workshop to be held 12th July 2006-06-08

Location

Croft Room, Borough Buildings



Purpose of the event

- To provide the public with information on wooden windows – pros and cons in comparison with UPVC windows.
- Capture English Heritage stance and feedback from the public, to help inform further policy development

Specific points/issues to be addressed by speakers

- Why traditional detailing such as windows are important
- What the difference is between a UPVC window and a traditional timber sash window
- What is the cost difference between the windows
- What are the benefits of retaining and repairing windows
- How can timber windows be made energy efficient?
- Soft wood v hard wood pros and cons
- Environment implications of manufacture of wood v UPVC

Timing of event & Agenda/structure of the event

The event will run from 1:30 - 8:00 with presentations at 2:00 and 6:00 on the following

- Short introduction by the Mayor
- HBC officers setting conservation context
- A presentation by English Heritage on traditional joinery
- An opportunity for people to ask a panel questions with representatives from English Heritage, Hartlepool Borough Council and Ventrolla.
- Where we go from here, feedback from public.
- An opportunity once the presentations have ended to find out more about conservation and speak to representatives on a one to one basis

Anticipated attendance / target audience

Owners of -

Listed buildings, Article 4 properties, properties in conservation areas, estate agents, all Councilors, resident representatives of Neighborhood Forums and Scrutiny Forums, architects, agents. The event would be published therefore any other interested parties could attend.

Letters will be sent directly to properties inviting them to the event.

Information for distribution at the event

- English Heritage Framing Opinions Leaflets
- Summary sheet of information in presentations
- Grants leaflet

CONSERVATION AREA ADVISORY COMMITTEE

22nd June 2006



Report of: Assistant Director (Planning & Economic Development)

Subject: Recent developments in conservation policy

1 Introduction

1.1 Committee members will be aware that the Planning Committee recently considered four planning applications for UPVC windows in the Grange Conservation Area. This report outlines the decisions made by planning committee and associated developments.

2 Background

2.1 On the 7th June Planning Committee considered four planning applications for UPVC windows in the Grange Conservation Area. Three applications related to retrospective works and one application was to replace sash windows with UPVC windows.

2.2 The applications had been deferred for some time to allow officers to discuss completed works with the applicants and possible remedial solutions. In addition Planning Committee requested the views of this committee on the applications.

2.3 Planning Committee considered the information presented to them including the comments from this committee and photographs showing the completed works at the property. The committee expressed concern that conservation policy within conservation areas was not clear with different properties apparently being subject to varying policies.

2.4 The issue of consultation carried out within the Grange Conservation Area prior to the designation was also raised. Members expressed concern that only 40% of residents living within the area responded to the consultation. It was said that such a low response did not indicate wholesale support for the area.

2.5 Considering the above issues members unanimously approved all four planning applications.

3 Working group

3.1 Members of the Planning Committee suggested that the issue of conservation within the Borough should be examined more closely. It was proposed that a cross-party working group of Members of Planning Committee be established to examine conservation with particular reference to consistency in policy

across conservation areas and resident support for the existing designated conservation areas.

4 Recommendation

2.6 The committee notes the report. A verbal update will be provided if further progress has been made.

CONSERVATION AREA ADVISORY COMMITTEE

22nd June 2006



Report of: Assistant Chief Executive

Subject: Future meetings of the Committee

1 Introduction

1.1 The proposed dates for future meetings of the Conservation Area Advisory Committee are as follows: -

- Thursday 20 July 2006
- Thursday 7 September 2006
- Thursday 7 December 2006
- Thursday 8 March 2007
- Thursday 14 June 2007
- Thursday 6 September 2007

1.2 All meetings will commence at 6.00pm. Venues to be confirmed nearer the time.

2 Recommendation

2.2 The committee notes the report.