

CONSERVATION AREA ADVISORY COMMITTEE AGENDA



Thursday, 7th September 2006

at 6.30 p.m.

in

The Place in The Park, Ward Jackson Park

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
Ms Rachel Wilson, Park Residents Association
Mr Ron Clark, Princess Residents Association

1. **BUS TOUR OF PARK CONSERVATION AREA – START POINT WARD JACKSON PARK CLOCK TOWER (APPROX 30 MINS)**
2. **APOLOGIES FOR ABSENCE**
3. **MINUTES OF THE MEETING HELD ON 20th July 2006**
4. **ANY MATTERS ARISING**
5. **UPDATE ON PREVIOUS ITEMS BROUGHT TO COMMITTEE**

6. PLANNING COMMITTEE WORKING PARTY

7. ANY OTHER BUSINESS

CONSERVATION AREA ADVISORY COMMITTEE

MINUTES

20th July 2006

Present:

Councillor Bill Iseley, Chair of Planning Committee
Ms Julie Bone, Headland Residents Association
Mrs Sheila Bruce, Hartlepool Civic Society
Mrs Andy Creed-Miles, Society for the Protection of Ancient Buildings
Lloyd Nichols, Seaton Carew Renewal Advisory Group
Maureen Smith, Hartlepool Archaeological and Historical Society
Mr Brian Walker, Greatham Parish Council
Brian Watson, Royal Institute of Chartered Surveyors
Ms Rachel Wilson, Park Residents Association
Stuart Green, Assistant Director (Planning and Economic Development)
Richard Waldmeyer, Principal Planning Officer (Policy, Planning and Info)
Sarah Scarr, Landscape Planning and Conservation Manager
Jo Wilson, Democratic Services Officer

Also Present: In accordance with Paragraph 4.2 (ii) of the Council's Procedure Rules, Mary Clark as substitute for Ron Clark (Princess Residents Association).
Ian Campbell, Park Residents Association

28. Walking Tour of Seaton Carew Conservation Area

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

29. Appointment of Chair

Councillor Bill Iseley was appointed Chair of the Committee for this meeting.

30. Apologies for Absence

Apologies were received from The Mayor, Stuart Drummond, Ron Clark (Princess Residents Association) and Richard Tinker (Victorian Society)

31. Minutes of the meeting held on 22nd June 2006

Confirmed

32. Matters Arising

None

33. Recent Developments in Conservation Policy

Stuart Green, Assistant Director (Planning and Economic Development), updated members on recent decisions made by Planning Committee.

On 5th July Planning Committee had approved a listed building consent application for UPVC windows in the Park Conservation area. At the same meeting a planning application for double glazed timber windows and external insulation to a property in the Headland Conservation Area was approved. Both decisions were contrary to officer recommendations.

Members were also advised that the membership of the cross-party working group of members of Planning Committee to examine conservation issues, referred to at the previous Conservation Area Advisory Committee, had been agreed. Their first meeting had taken place on 17th July and one of the suggestions to come from that meeting had been the possibility of the Working Group meeting with a sub-group of the Conservation Area Advisory Committee to discuss conservation issues.

The Chair, in his role as Chair of Planning Committee, expressed the hope that future conservation-based planning decisions would be in line with Council policy. Reference was made to a letter submitted by Mr Walker, in his role as Chair of the Civic Society, to members of the Planning Committee which indicated that in his opinion the decisions had been at odds with the conservation area policy. The Chair reported that several members had found this letter very informative and would have found it helpful in their deliberations. It was the Chair's opinion that planning officer advice was in line with Council policy and should, as a general rule, be accepted. Members of the Conservation Area Advisory Committee expressed their concerns about the departures from the previously adopted policy line in these and other recent application decisions.

Recommendation

- i. That the report be noted
- ii. That a Conservation Area Advisory sub-group be established to meet with the Planning Committee Working Group. The membership to be as follows:
 - Julie Bone, Headland Residents Association
 - Sheila Bruce, Hartlepool Civic Society
 - Brian Walker, Greatham Parish Council
 - Brian Watson, Royal Institute of Chartered Surveyors
 - Rachel Wilson, Park Residents Association

34. Locally Listed Buildings

Sarah Scarr, Landscape Planning and Conservation Manager, updated members on proposals to compile a list of locally important buildings.

Some local authorities already had a list of locally important buildings. These were properties which were important to an area but did not merit inclusion on the statutory listed building list compiled by English Heritage. As part of the Local Plan the Council had made a commitment to prepare a non-statutory list identifying Buildings of Local Interest which would be desirable to preserve as a means of emphasising local character and a sense of place. This would not provide an additional statutory protection above and beyond the existing planning controls covering the property but would be a means of highlighting the importance of the building. The Council would seek to prevent their demolition or the removal of their important features.

The proposed criteria for assessing locally important buildings were appended to the report.

Members expressed their support for the proposal. A further suggestion was made that a blue plaque similar to those used by English Heritage could be placed on the front of buildings designated as locally important in the future.

Recommendations

That proposals for a list of locally important buildings be approved.

35. Committee Feedback on Windows Workshop

A public awareness workshop event on windows with English Heritage had taken place on 12th July 2006 at the Borough Buildings. A summary of comments received from attendees via feedback sheets was distributed to members. Members expressed their support for the event. They felt it showed that the Council were willing to work with the public on this issue. However disappointment was expressed at the failure of Planning Committee members to attend. The Chair queried the possibility of similar events being held in other areas of the town.

Recommendation

That members' comments on the workshop be noted.

36. Any Other Business

- i. Mr Walker asked if there was a Council policy in place regarding the maintenance of street furniture in conservation areas. A number of areas where the condition of street furniture was felt to be less than acceptable were highlighted. The Chair asked that a

report on this issue be brought to a future meeting of the Committee and Stuart Green undertook to invite a Neighbourhood Services Officer to explain the current approach to the Committee.

- ii. Sarah Scarr reported that Peter Graves, the Council's Townscape Heritage Initiative Manager, had been contacted by the Civic Trust with regard to acting as the area co-ordinating officer for their 2007 awards scheme. He would be involved in putting together a list of properties which could be eligible for an award and was hoping to form a small group from within the committee. Further details on their role and remit would be available in the future.
- iii. Members were asked to propose a venue for the next meeting of the Committee on Thursday 7th September.

Recommendation

- i. That a report on Council policy regarding street furniture in conservation areas be brought to a future meeting of the Committee
- ii. That the following expressions of interest to be part of a Committee sub-group to compile a list of Civic Trust 2007 Award nominees be noted:

Sheila Bruce, Hartlepool Civic Society

Maureen Smith, Hartlepool Archaeological and Historical Society

- iii That the 7th September meeting take place in the Park Ward area.

BILL ISELEY

CHAIRMAN

Subject: Update on previous items brought to committee

1 INTRODUCTION

- 1.1 This report is intended as a progress update for Members of the committee on previous items that have been discussed.

2 BACKGROUND

- 2.1 The items in this report have been brought to the first four Conservation Area Advisory Committee Meetings. This report provides information on the current status of the topics.

3 CONSERVATION GRANT SCHEME

- 3.1 The Conservation Grant Scheme was launched at the Windows Workshop. At the workshop attendees were invited to express an interest in a conservation grant for their property. In addition the scheme was publicised in the Hartlepool Mail and on Radio Cleveland.
- 3.2 To date 58 expressions of interest have been received. These have been from across all eight conservation areas although a majority have been from the Headland and Grange Areas.
- 3.3 Officers are currently visiting those people who have expressed an interest to discuss the grant and prepare a schedule of works. The works range from repairs to window to re-roofing of properties. It is anticipated that the first grant applications will be received in September.

4 HEADLAND CONSERVATION AREA ADVISORY COMMITTEE

- 4.1 The Portfolio Holder has approved a proposed Headland Conservation Area Advisory Committee. Whilst some discussions involving the Portfolio Holder, ward councillors and the Parish Council have been held over the composition of the committee, precise details are still to be agreed. The process of establishing a steering group for the Headland Conservation Area appraisal (see 7 below) may lead to the establishment of a CAAC.

5 GUIDANCE LEAFLETS

- 5.1 In May the committee commented on proposed guidance leaflets for owners of listed buildings and properties located in conservation areas. Since the proposed draft leaflets were developed the Planning Working Party has been established to discuss issues around conservation. As such it was thought to be premature to have the leaflets published

should there be policy changes in the near future. The leaflets will be on hold until the policy position is clear.

6 BRIARFIELD HOUSE AND LODGE DEVELOPMENT BRIEF

- 6.1 The Development Brief was approved by the Cabinet on 31st July, 2006. The site (comprising Briarfields house, lodge and the intervening garden area) will be placed on the market at the end of August, with a closing date for bids in late October.

7 HEADLAND CONSERVATION AREA APPRAISAL

- 7.1 The committee are aware that Ferguson McIlveen LLP has been appointed to carry out an appraisal of the Headland Conservation Area. The Consultants are currently carrying out background work on the project. The first meeting of the steering group is due to take place on the 5th September.

4 RECOMMENDATION

1. The committee notes the report. A verbal update on any further progress will be made at the meeting.

Subject: Planning Committee Working Party

1 INTRODUCTION

- 1.1 At the July meeting of this Committee the establishment of a Planning Committee Working Party to review conservation policy was discussed. This report provides further additional information

2 BACKGROUND

- 2.1 On the 17th July the first meeting of the Planning Committee Working Party on Conservation Policy was held. At that meeting a broad range of issues were discussed. The minutes of the meeting are attached for information in **Appendix A**. These were referred to the Planning Committee on 2nd August, when the Committee simply noted the minutes.

3 RECOMMENDATION

1. The committee notes the report.

APPENDIX A

Minutes of Planning Committee Working Party

Minutes

**PLANNING WORKING PARTY
17TH July 2006**

PRESENT: Councillor Bill Iseley (in the Chair)
Councillors Rob Cook, Stan Kaiser, Raymond Waller
and Councillor Gordon Henery as substitute for Councillor
Edna Wright

1. Remit of the Working Party.

Members were reminded that the Planning Committee had established the Working Group in the light of considering four planning applications relating to the installation of upvc windows in the Grange Conservation Area.

The Committee decisions to approve those applications had implications for the existing Planning Policy on alterations to properties in conservation areas. Such Policy was set in the context of legislation and national policy guidance and was expressed within the Local Plan and previous policy statements by the Committee. A background paper circulated to the Working Group referred to the Policy context, the issues relating to alterations to properties, most notably involving the use of upvc, and other related issues. (a copy is attached and is included in this Working Party's minute book) On this basis, it was suggested that the remit of the Working Party should be to

- 1) review the existing policy position relating to alterations to residential properties in conservation areas;
- 2) consider the case for any revision to the policy, taking account of the status of existing policy, experience to date and the implications of any policy revision;
- 3) if it is decided that revision of the policy should be explored, the process to be used to do so;
- 4) provide recommendations on these matters for consideration by the Planning Committee and, if appropriate, the Regeneration, Liveability and Housing Portfolio Holder.

Decision: Members agreed the remit as recommended above.

2. Policy Content and Background

Members noted the Policy content and Background information provided in the initial report.

3. Any need to Review/Revise the Policy

Members agreed the need to review the Policy but felt that, in the short term, the existing approved Policy should be maintained.

4. How to Review Policy

Members agreed that a thorough review of the existing Policy could take months or even years but at this stage only the initial steps could be identified.

During discussion the following issues were raised

- the importance of adopted Local Plan policy and other approved planning policies, such as that agreed by the Planning Committee in March, 2004, in the Planning Committee's consideration of individual applications
- the apparent variable approach nationwide to planning policy and development control, based on observations in heritage locations across the country
- the role of Government in providing policy guidance and of English Heritage as the Government's advisor and the need to treat all proposals on their merits, but with different levels of control available to the local planning authority:
 - Listed buildings
 - Buildings in Conservation Areas covered by Article 4 Directions
 - Buildings in Conservation Areas not covered by Article 4 Directions – all serving to make consistency very difficult to achieve
- the history of Conservation Area designations in Hartlepool and associated consultation, particularly relating to Grange
- the costs of restoration and the availability of grant aid (the recent launch of a Council conservation grant budget for 2006-7 was noted but was recognised to be small in the context of potential demand)
- the important role which the Conservation Areas can play in shaping the future appearance and image of Hartlepool, as a place in which to live, work or visit: the need for firm policy, physical enhancements and, where necessary, enforcement action
- the tensions between some individual householders' views and the overall conservation policy, as referred to in the recent letter from

Hartlepool Civic Society to Planning Committee members; the associated weight which Committee members attach to applicants' comments as opposed to the officer reports

- the increased uncertainty relating to the planning authority's approach to applications and enforcement action resulting from the recent decisions to approve the applications in the Grange, Park and Headland Conservation Areas at the June and July Committee meetings; the Development Control Manager indicating the need to bring all conservation-related applications to the Committee now rather than rely on delegated powers
- potential roles for this Working Party and/or the Conservation Area Advisory Committee in considering individual applications prior to their being reported to Planning Committee; but the Legal Services Manager advised that the former option would not be appropriate given that the Working Party members would be pre-determining their positions, whilst the Assistant Director (Planning and Economic Development) indicated that the CAAC had been established specifically to consider strategic issues rather than individual planning applications
- the need for any policy review to consider two levels
 - a) Borough-wide, across all the Conservation Areas, as covered by the Local Plan and the Planning Committee's March 2004 policy
 - b) individual Conservation Areas

The Assistant Director (Planning and Economic Development) stressed the need for any review, at either or both levels, to take account of public views. At the local level (i.e. (b) above), Conservation Area appraisals, as currently proposed for the Headland, would be the appropriate means to seek views
- the Legal Service Manager confirmed that the Working Party could invite relevant people to attend its meetings, could co-opt others onto the group and could make recommendations, as appropriate to the Planning Committee and/or the Portfolio Holder

Decisions

The Working Party agreed:

- a) to invite the Regional Director of English Heritage to the next meeting of the Working Party
- b) to instigate a programme of visits to the Conservation Areas to assess the scope/need for physical improvements, starting with a visit to Seaton Carew just prior to the next meeting of the Working Party.
- c) to invite representatives of the Conservation Area Advisory Committee to meet the Working Party
- d) to co-opt Cllr Henery to the Working Party (or invite to future meetings – is there a “constitutional” difference? – legal advice needed)
- e) to report the minutes of this Working Party meeting to the Planning Committee for information

5. Next meeting

The next meeting to be held in one month's time.

BILL ISELEY

CHAIRMAN

(Attachment to the minutes of Planning Working Party held on 17th July 2006)

BACKGROUND INFORMATION

At the meeting of the Planning Committee on the 7th June 2006 the Committee resolved that a Planning Working Party, be formed to consider the implications of recent decisions made to approve UPVC windows within the Grange Conservation Area.

Attached is a note providing general background information on conservation in Hartlepool and some of the current issues.

1. **LEGISLATION AND POLICY**

1. The legislative control applying specifically to listed buildings and conservation areas is contained in the Planning (Listed Building and Conservation Areas) Act 1990. This provides the framework for the listing of buildings and the designation of conservation areas and the controls which apply to them.
2. Policy advice and interpretation of the legislation is given in the form of circulars and Planning Policy Guidance notes in the form of PPG15 Planning and the Historic Environment.
3. Local Plan policy reflects the above legislation and policy in its main policies and the supplementary planning guidance.
4. In addition more detailed policy guidelines have been developed, most recently in March 2004 (Appendix 1) in response to local circumstances and emerging case law.
5. Whilst substantial policy guidance exists, it is important to recognise that the wide variety of architectural styles and the varying circumstances of individual areas mean that in practice there cannot be national “rules and regulations” operating at the level of detail which must be taken into account in considering individual property proposals. The planning principle of assessing each application on its merits, albeit in the context of approved policy, is particularly important within conservation. Whilst development control is sometimes portrayed as a negative, restricting function in these circumstances, it should also be acknowledged that, by seeking to ensure a traditional design approach, the planning authority is trying to give confidence to property owners that inappropriate development, not in keeping with the area, will be discouraged, thereby providing certainty for owners in making their own investment decisions.

2. **ENGLISH HERITAGE**

1. English Heritage is the Government’s statutory adviser on the historic environment. The organisation is funded by the Department for Culture Media and Sport and through the revenue earned by its historic properties and other services. Its powers and responsibilities are set out in the National Heritage Act (1983).
2. Its role includes the following;
 - Giving grants for the conservation of historic buildings, monuments and landscapes.
 - Maintaining registers of England’s most significant buildings, monuments and landscapes.
 - Advising on the preservation of the historic environment.

3. In Hartlepool English Heritage provide comments on some planning applications located within conservation areas and applications affecting listed buildings. In addition they produce guidance notes providing information on various aspects of the historic environment that can assist the Borough Council when carrying out some of its duties. They also have a role as project monitor in the Townscape Heritage Initiative based on the Headland and have in the past provided grants.

3. LISTED BUILDINGS

1. English Heritage lists buildings. The lists are added to (or subtracted from) periodically, either when a re-survey is carried out in a particular area, or when a building needs to be considered urgently at any other time.
2. There are three grades of listed building I, II* and II with I being the most important. Listed buildings can be all sorts of structures including telephone boxes, walls and gates as well as what we all recognise as buildings. There are some 300 listed buildings across the Borough. These include the grade I churches of St Hilda's, Headland and St Mary Magdalene, Hart, grade II* 2 & 3 Church Walk, Headland and Hartlepool Art Gallery (Christ Church), and the most numerous of listed buildings grade II including the Bus Station at Seaton Carew and terraces of properties such as Park Avenue, Albion Terrace and Regent Square.
3. Listed building status applies not only to the exterior of the building, but also interior, any building or structure within the grounds, the grounds themselves and enclosing boundary walls, railings etc.

4. CONSERVATION AREAS

1. Local Authorities have a statutory duty to designate areas of special architectural or historical interest, the character or appearance of which it is desirable to preserve and enhance, as "conservation areas".
2. In Hartlepool, eight conservation areas have now been designated:

Headland
Seaton Carew
Greatham
Elwick
Church Street
Park
Grange
Stranton

3. 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.
4. 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.
5. 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.
6. There are Article 4 Directions in the following conservation areas
 - Headland
 - Grange
 - Elwick
 - Seaton
 - Greatham

5. **CURRENT ISSUES**

1. It is clear from recent discussions within Council and the Planning Committee and from the experience of occasional cases of planning applications and enforcement against unauthorised works that proposals for alterations and extensions within conservation areas and to listed buildings can be particularly sensitive. The appearance and character of all 8 conservation areas depend on the cumulative impact of traditional architectural details and materials which recur throughout the respective areas, e.g. timber sliding sash windows, panelled doors. The special character of the area can be easily eroded by the loss of such details and materials or their replacement with modern designs and materials. Attention to detail in these circumstances is vital.
2. Over the years the Council, through both its executive and its development control functions, has sought to encourage attention to detail, e.g. by the way planning applications and enforcement cases

are pursued, by the use of “Article 4 Directions” (to increase planning controls over works to residential properties which could otherwise be carried out without the need for permission) and by the establishment of conservation grant funds.

3. Recently, however, there has been some evidence of increasing resident concern about the conservation stance adopted. Whilst in the context of the total number of conservation area residential properties, the number of contentious cases remains small, there have been relatively high profile cases of planning applications, unauthorised works and enforcement cases commonly featuring the use of PVCu windows and doors. Debate around these cases has led to a number of issues being raised, including
 - The key factors contributing to the “special” character of the conservation areas
 - The acceptability or otherwise of particular designs and materials
 - Uncertainty and confusion over when planning permission is needed
 - Costs associated with restoration works and any grant funding availability
 - Decision making arrangements and the roles of the Council, central Government and its adviser, English Heritage.

6. **RESPONSES TO ISSUES**

1. Conservation area appraisal: as 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. In Hartlepool in recent times appraisals have been undertaken leading to the designation of the Grange and Stranton.
2. Given that much of the recent and current debate in Hartlepool has focussed on the Headland Conservation Area, consultants have been commissioned to carry out an appraisal of the area this year. 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. An important part of such a process would include consultations with local residents and other interested parties.

3. Conservation grant funding: the Council has been relatively successful over the years in securing resources to assist in the enhancement of the conservation areas, via a combination of grant aid towards property restoration and public realm improvements. Whilst some of that activity has been funded from its own resources, the Council has been particularly effective in securing external resources, from such sources as English Heritage, the Heritage Lottery Fund, European funding, the Single Programme, the Single Regeneration Budget and, historically, City Challenge.
4. In previous years the Borough Council has provided budgets to provide grants to assist with conservation works. The grants, available to all eligible properties within conservation areas included listed buildings, commenced in the mid 1980's and continued until about 2000 when the budget ceased.
5. In recent years grants have been made available to commercial properties in the Headland and Seaton Carew Conservation Areas through Heritage Economic Regeneration Schemes partly funded by English Heritage however few residential properties outside the Headland Conservation Area have had access to grant funding.
6. Through the planning process property owners have highlighted the need for consistency in the restoration of traditional details on dwellings. It is these fine details that contribute to much of the character of conservation areas.
7. A scheme to provide grant support to individual properties was agreed by the Portfolio Holder in May. A budget of £50,000 has been allocated to the scheme. Grants will be aimed at pre-1919 residential properties that are located in one of the eight conservation areas or that are listed. Grant will be offered to undertake repairs to the structure and external fabric of the buildings together with reinstatement and restoration of important architectural features. A grant of 50% of the total cost of eligible works up to a maximum of £5,000 will be offered.
8. Awareness-raising: given the complexities of these issues and the physical (and potential financial) consequences of inappropriate alterations and proposals, there is an important and continuing need to inform and remind property owners of the implications of conservation area/listed building status. Over the years various conservation-related publicity and awareness-raising exercises have been undertaken, e.g. leaflets distributed throughout the conservation areas in spring, 2004 and most recently a letter to all relevant residents urging them to check with the development control section before carrying out any works.
9. A windows workshop will be held on the 12th July to provide owners of listed buildings and properties in conservation areas information on timber windows. The workshop is being jointly held with English

Heritage and will be an opportunity for residents to ask questions and offer feedback on conservation.

10. Conservation Area Advisory Committees: The setting up of a Conservation Area Advisory Committee (CAAC) is consistent with the advice given in PPG 15 'Planning and the Historic Environment', which asks local planning authorities to consider setting up Conservation Area Advisory Committees. It states that committees should 'assist in formulating policies for the conservation area (or for several conservation areas in a particular neighbourhood), and also as a source of advice on planning and other applications which could affect an area'. It suggests that committees should consist 'mainly of people who are not members of the authority; local residential and business interests should be fully represented. In addition to local historical, civic and amenity societies, and local chambers of commerce'.
11. The purpose of a 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. A CAAC is intended to operate within the existing legislative and policy advice framework relating to the built heritage.
12. The Portfolio Holder agreed to the establishment of a CAAC. The remit of the committee is strategic including the following issues;
 - Policy
 - Conservation Area Appraisals
 - Development Briefs
 - Awareness raising on Conservation Areas
 - Grant Schemes
13. The membership of the committee includes the following;

Member representation

The Portfolio Holder
Chair of Planning Committee

Professional representation

Royal Institute of British Architects (RIBA)
Royal Institute of Chartered Surveyors (RICS)

Amenity groups

Civic Society
Hartlepool Archaeological Society
Society for Protection of Ancient Buildings (SPAB)
Victorian Society

Parish Councils

Greatham Parish Council
Headland Parish Council.

Local resident / Business representatives

Headland Residents Association

Seaton Carew Renewal Advisory Group (SCRAG)

Princess Residents Association

Park Residents Association

14. It has been agreed that a Headland Conservation Area Advisory Committee will be established to consider strategic issues relating to the Headland. The membership of this committee has yet to be finalised.

APPENDIX 1

Planning policy endorsed by the Planning Committee on 10th March 2004.

A. Listed Buildings:

- (i) Any replacement or alterations of traditional joinery items which is not on an identical basis in terms of design, detailing and materials should be denied consent.
- (ii) Any replacement or alterations of previously altered joinery items which is not of a type appropriate to the age and character of the building (in terms of design, detailing and materials) should be denied consent.
- (iii) Within modern extensions, any replacement or alteration of joinery details which is not of a sympathetic character (in terms of scale, proportions, form and emphasis) should be denied consent.

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

- (i) Any planning application for replacement or alteration of traditional joinery items on the building on front, side or rear elevations which is not of a type appropriate to the age and character of the building (in terms of design, detailing and materials) and the character and appearance of the conservation area should be denied consent.
- (ii) Any planning application for replacement or alteration of non-traditional joinery items on the building on front, side or rear elevations which is not of a type appropriate to the age and character of the building (in terms of design, detailing and materials) and the character and appearance of the conservation area should be denied consent.
- (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.