



Planning Committee

Wednesday 14 October 2015 at 7.00 pm

Board Room 7&8 - Brent Civic Centre, Engineers Way,
Wembley HA9 0FJ

Membership:

Members

Councillors:

Marquis (Chair)
Agha (Vice-Chair)
S Choudhary
Colacicco
Ezeajughi
Mahmood
Maurice
M Patel

Substitute Members

Councillors:

Chohan, A Choudry, Hoda-Benn, Hylton, Khan
and W Mitchell Murray

Councillors

Colwill and Kansagra

For further information contact: Joe Kwateng, Democratic Services Officer
020 8937 1354, joe.kwateng@brent.gov.uk

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democracy.brent.gov.uk

The press and public are welcome to attend this meeting

There will be no Members' briefing prior to the start of the meeting.

Agenda

Introductions, if appropriate.

Apologies for absence and clarification of alternate members

ITEM	WARD	PAGE
1.		
Members are invited to declare at this stage of the meeting, any relevant financial or other interest in the items on this agenda.		
2.		1 - 6
Extract of Planning Code of Practice		
2.		11 - 18
Planning Committee considered an Affordable Housing Update report on 23 rd July 2015. The Brent Affordable Housing Position Statement is considered to reflect a suitable response to the Committee's resolution and seeks to address the main priorities indicated by the Committee in the wide ranging discussion that occurred in relation to the agenda item.		
An appendix setting out the position statement is attached to the report.		
3.		19 - 46
This report considers the comments received from residents on the draft Sudbury Court Conservation Area Design Guide following public consultation.		
Appendices setting out the consultation responses are attached to the report.		
4.		
Notice of items to be raised under this heading must be given in writing to the Head of Executive and Member Services or his representative before the meeting in accordance with Standing Order 64.		

Date of the next meeting: Thursday 22 October 2015

The site visits for that meeting will take place the preceding Saturday 17 October 2015 at 9.30am when the coach leaves the Civic Centre.



Please remember to switch your mobile phone to silent during the meeting.

- The Conference Hall is accessible by lift and seats will be provided for members of the public on a first come first served principle.

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LONDON BOROUGH OF BRENT

MINUTES OF THE PLANNING COMMITTEE Thursday 23 July 2015 at 7.00 pm

PRESENT: Councillor Marquis (Chair), Councillor Agha (Vice-Chair) and Councillors S Choudhary, Colacicco, Ezeajughi, Mahmood, Maurice and M Patel

Also present: Councillor Miller

1. **Declarations of personal and prejudicial interests**

None.

2. **Brent Development Management Policies Local Plan - Publication and Submission**

Members considered a report that provided a summary of the consultation responses to the Brent Development Management Policies Local Plan together with an explanation of the main changes that were being proposed to the draft Plan. Paul Lewin, Planning Policy Manager, in introducing the report stated that the rationale for producing the Development Management Policies (DMP) Development Plan Document derived from the need to bring up-to-date, the Unitary Development Plan (UDP) policy. He then gave a summary of the issues raised.

Paul Lewin informed members that town centre policies had been largely retained and that the heritage policies on built environment had been rationalised to make them more focussed so as to address issues raised by English Heritage. He continued that Brent specific policies such as the retention of 50% of front gardens had been retained with emphasis on providing additional locally specific guidance. Paul Lewin advised members that given the likely limited applications for residential moorings, it was considered appropriate to address this issue through other policies in the Plan. In respect of transport, he informed the Committee that parking and servicing standards had been amended in relation to comments made with reference made to TfL freight and construction management documents.

In respect of housing, he continued that there was sufficient evidence to justify the 70/30 mix from a needs and viability perspective. On viability assessment, he updated members that the Council would now seek reviews for significant developments of 200 dwellings that would take more than 18 months to start, or where a phased approach to delivery would be undertaken. The Council had also reaffirmed its preference for on-site provision of affordable housing however a flexible approach for strategic landowners on a site by site basis can be agreed if was consistent with other policies. In respect of social infrastructure, Paul Lewin informed members that a pub protection policy had been introduced into the DMP, whilst general social infrastructure was addressed sufficiently well in the London Plan.

In the ensuing discussions, members referred to the appendix to the report and raised a number of questions to which the Policy Manager addressed as follows; town centre teams focussed on schemes that kept the town centres vibrant with a clear definition of primary and secondary shopping areas and a flexible approach to change of use and permitted development rights. He continued that accessible design statements would be raised and that high quality planting schemes would always be sought for major developments. On air pollution, he stated that applicants would be required to demonstrate that there would be no adverse impact on air quality resulting from their proposed development. He then outlined the process for submitting the DMP for examination and to the Planning Inspectorate.

Sujata Aurora, speaking from the Save the Queensbury Group welcomed the commitment to a pub protection policy but pointed out that Campaign for Real Ale's ("CAMRA") expert planning advisors felt that the draft policy fell short of its stated intent. She drew the Committee's attention to a CAMRA document which had been circulated to members and contained suggestions for amendments which would make the policy robust, and also to the pub protection policy adopted by Waltham Forest Council which is regarded as one of the best.

Ian Elliott spoke on behalf of the Save the Queensbury group and requested the draft policy be amended prior to going to Cabinet with CAMRA's advice incorporated. Councillor Miller also spoke in support of the submissions put forward on behalf of the Save the Queensbury Group.

The Committee voted in favour of the officers looking again at the pub protection policy in the light of the CAMRA submission and the Waltham Forest policy. Officers stated that they would consult with CAMRA and would attempt to revise the policy before it was submitted to Cabinet on 21 September 2015.

RESOLVED:

- (i) that Cabinet be recommended to agree the proposed responses to individual representations, as set out in the schedules attached as Appendix 1 to the report from the Director of Regeneration and Growth;
- (ii) that Cabinet be recommended to agree that the draft Brent Development Management Policies Development Plan Document in Appendix 2 for publication for 6 weeks, and recommend that Full Council agree that the draft Plan be submitted to the Planning Inspectorate for Examination;
- (iii) that the Strategic Director, Planning & Development be authorised to make further editorial changes to the document prior to it being issued for publication.

3. Vacant Buildings Credit - Definitions for its Implementation

Stephen Weeks (Head of Planning) introduced the report that explained Vacant Building Credit, introduced by the Government to encourage brownfield development by reducing the exposure of developers to affordable housing contributions. The Government policy effectively encourages brownfield regeneration of empty or redundant buildings incentivising them by potentially removing the requirement to provide affordable housing contributions which would normally be sought from qualifying developments. The report sought members' clarity through adopting local definitions in application of the Credit, namely: definitions of what is a building, how the buildings were to be measured and the period of vacancy which would contribute to quantifying the Credit that can be applied.

In reference to Government guidance, Stephen Weeks explained that apart from an abandoned building, consideration should be given as to whether the building had been made vacant deliberately for the sole purpose of redevelopment or it was covered by an extant or recently expired planning permission for the same or substantially the same development. Members heard that the Credit would apply only where the building had genuinely proved to be unlettable and not been subject to developer interest/practices as a wholly or partial housing based development.

Members asked questions about the application of the Vacant Buildings Credit in respect of the former UNISYS building at the junction of A406 and Brentfield and how officers would ensure that developers did not take undue advantage of the scheme. Stephen Weeks responded that officers would ensure a robust scrutiny of the scheme and that developments would be monitored to ensure that the site had been continuously marketed. Members heard that the scheme was consistent with the Community Infrastructure Levy (CIL) regulations.

RESOLVED:

that the definitions of a buildings floor space and the period of vacancy to be used in determining the application of the Vacant Building Credit as set out in Appendix 1 to the report be agreed.

4. Proposed programme for the review of the Local List of Buildings and Structures of Architectural or Historic Significance

The Committee considered a report that set out a structure that sought to provide a consistent and transparent approach to the identification and protection of the Borough's Locally Listed Buildings by using valuable local knowledge and agreed eligibility criteria. Paul Lewin (Planning Policy Manager) set out the eligibility criteria for inclusion as follows; architectural significance, historical significance and townscape. He emphasised the importance of the wider community involvement in the review and proposed that the southern wards of the borough be reviewed first before the northern wards.

Paul Lewin informed members about the consultation process which he added would run for a period of about eight to ten weeks. He continued that in order to ensure consistency throughout the Borough, the proposed list would be assessed using a scoring system based on the eligibility criteria as set out in the report. The Local List, which would be published on the Council's website, would form the basis of the Historic Environment Record database. He added that Article 4 Directions would, subject to future Cabinet approval, be applied where necessary.

Ian Elliott speaking on behalf of Save the Queensbury (STQ) welcomed the review but felt that buildings which were considered to be assets of community value (ACV) had not been fully dealt with in the report.

In response, Paul Lewin submitted that ACV buildings would be considered provided they met the criteria outlined above.

RESOLVED:

- i) that the programme, including consultation, for undertaking a review of additional properties and structures to be added to the Local List, as set out in Appendix 1 be approved;
- ii) that the criteria for the inclusion of buildings and structures on the Local List as set out in paragraph 3.6 of the report and the scoring system for their assessment as set out in paragraphs 3.12-3.13 be approved;
- iii) that the format of the Local List Entry document, as illustrated in Appendix 2 to the report, be approved.

5. Affordable Housing update July 2015

The Committee considered a report which provided an update on affordable housing issues in relation to the Planning process and set out how officers addressed the concerns raised by the Committee within the last year. Stephen Weeks (Head of Planning) in giving a strategic overview of the report stated that Brent's Core Strategy Policy CP2 to achieve 50% of new homes as affordable was still a target. He continued that subsequent higher level policy that had been published reflected the need to take account of development viability when determining the amount of affordable homes considered reasonable for a site to deliver.

Members heard that the adoption by the Council of the Community Infrastructure Levy (CIL) had reduced the element of discretion that the Council had in relation to infrastructure matters that previously would have been obtained via S.106 obligations. It was noted that Brent's performance in delivering affordable housing had been good and in the period 2008-2014, delivered 3446 starts (the 6th highest in London) and 3091 completions (the 8th highest in London), against a background of significant reductions in Central Government and London Mayor funding.

The Head of Planning informed members that the Council (Planning and Housing joint procurement) was in the process of commissioning Strategic Housing Market Assessments (“SHMA”) which was expected to be concluded by the end of 2015. This should assist in negotiating both affordable and market housing mixes within development proposals. Without seeking to pre-judge its outcomes, the Council's target of 50% affordable housing in new developments would be retained with a 70/30 social or affordable rent / intermediate split rather than the Mayor's 60/40 split. It was also likely to show a large increase in the need for intermediate products. As a result of price rises in the borough households with incomes between £58,000 and £73,000 would be considered appropriate for 25% shared ownership properties.

With regards to viability assessments, the Chair circulated a draft SPG from Islington Council and suggested the officers consider something similar for Brent. Stephen Weeks explained that much of the Islington Policy was lifted from the London Plan, and thus repeated existing policy. Brent Council could produce a shorter version but that would take some time and it was important that guidance should be available to developers sooner. He recommended that Brent issue a position statement/guidance that sought to ensure that as much of the information contained in viability assessments can be viewed by the public. Where the developer was adamant that commercially sensitive information which they did not want to disclose, the Council would require a document that provided as much information as possible in the public domain with an easy to understand executive summary.

The Committee was informed that officers had also been working with other London boroughs on a ‘London Borough Development Viability Protocol’ which would provide greater clarity around the variables within viability assessments, such as benchmark land values and levels of developer profit.

In welcoming the proposals, members emphasised that they would resist applications for separate entrances (“**poor doors**”) on housing developments. Stephen Weeks explained that Brent requires entrances to look the same from the outside although they might be different once you stepped inside (‘tenure blind’). Private tenants would have services, such as concierge, but Registered Housing Providers had stated social tenants would not be able to afford the same facilities due to the service charges involved. Members requested the position statement be circulated to all members of the Committee including alternate members.

Finally the Chair asked the officers to look into whether the Mayoral Concordat – which would require developers to first market their properties to Londoners rather than abroad – could be considered for future Brent developments as a planning condition or legal obligation.

RESOLVED:

- (i) that it be agreed that the publication on the website of a position statement requiring affordable housing viability assessments be provided in a form that is open to member and public scrutiny as much as possible, including an easily understandable executive summary and a wider commitment to a more comprehensible housing related advice;

- (ii) that closer work with London Boroughs on an affordable housing protocol and joint procurement of a consultants' panel be agreed in principle.

6. Any Other Urgent Business

None raised at this meeting.

The meeting closed at 9.33 pm

COUNCILLOR MARQUIS
Chair

EXTRACT OF THE PLANNING CODE OF PRACTICE

Purpose of this Code

The Planning Code of Practice has been adopted by Brent Council to regulate the performance of its planning function. Its major objectives are to guide Members and officers of the Council in dealing with planning related matters and to inform potential developers and the public generally of the standards adopted by the Council in the exercise of its planning powers. The Planning Code of Practice is in addition to the Brent Members Code of Conduct adopted by the Council under the provisions of the Local Government Act 2000. The provisions of this code are designed to ensure that planning decisions are taken on proper planning grounds, are applied in a consistent and open manner and that Members making such decisions are, and are perceived as being, accountable for those decisions. Extracts from the Code and the Standing Orders are reproduced below as a reminder of their content.

Accountability and Interests

4. If an approach is made to a Member of the Planning Committee from an applicant or agent or other interested party in relation to a particular planning application or any matter which may give rise to a planning application, the Member shall:
 - a) inform the person making such an approach that such matters should be addressed to officers or to Members who are not Members of the Planning Committee;
 - b) disclose the fact and nature of such an approach at any meeting of the Planning Committee where the planning application or matter in question is considered.
7. If the Chair decides to allow a non-member of the Committee to speak, the non-member shall state the reason for wishing to speak. Such a Member shall disclose the fact he/she has been in contact with the applicant, agent or interested party if this be the case.
8. When the circumstances of any elected Member are such that they have
 - (i) a personal interest in any planning application or other matter, then the Member, if present, shall declare a personal interest at any meeting where the particular application or other matter is considered, and if the interest is also a prejudicial interest shall withdraw from the room where the meeting is being held and not take part in the discussion or vote on the application or other matter.
11. If any Member of the Council requests a Site Visit, prior to the debate at Planning Committee, their name shall be recorded. They shall provide and a

record kept of, their reason for the request and whether or not they have been approached concerning the application or other matter and if so, by whom.

Meetings of the Planning Committee

24. If the Planning Committee wishes to grant planning permission contrary to officers' recommendation the application shall be deferred to the next meeting of the Committee for further consideration. Following a resolution of "minded to grant contrary to the officers' recommendation", the Chair shall put to the meeting for approval a statement of why the officers recommendation for refusal should be overturned, which, when approved, shall then be formally recorded in the minutes. When a planning application has been deferred, following a resolution of "minded to grant contrary to the officers' recommendation", then at the subsequent meeting the responsible officer shall have the opportunity to respond both in a further written report and orally to the reasons formulated by the Committee for granting permission. If the Planning Committee is still of the same view, then it shall again consider its reasons for granting permission, and a summary of the planning reasons for that decision shall be given, which reasons shall then be formally recorded in the Minutes of the meeting.
25. When the Planning Committee vote to refuse an application contrary to the recommendation of officers, the Chair shall put to the meeting for approval a statement of the planning reasons for refusal of the application, which if approved shall be entered into the Minutes of that meeting. Where the reason for refusal proposed by the Chair is not approved by the meeting, or where in the Chair's view it is not then possible to formulate planning reasons for refusal, the application shall be deferred for further consideration at the next meeting of the Committee. At the next meeting of the Committee the application shall be accompanied by a further written report from officers, in which the officers shall advise on possible planning reasons for refusal and the evidence that would be available to substantiate those reasons. If the Committee is still of the same view then it shall again consider its reasons for refusing permission which shall be recorded in the Minutes of the Meeting.
29. The Minutes of the Planning Committee shall record the names of those voting in favour, against or abstaining:
 - (i) on any resolution of "Minded to Grant or minded to refuse contrary to Officers Recommendation";
 - (ii) on any approval or refusal of an application referred to a subsequent meeting following such a resolution.

STANDING ORDER 62 SPEAKING RIGHTS OF THE PLANNING COMMITTEE

- (a) At meetings of the Planning Committee when reports are being considered on applications for planning permission any member of the public other than the applicant or his agent or representative who wishes to object to or support the grant of permission or support or oppose the imposition of conditions may do

so for a maximum of 2 minutes. Where more than one person wishes to speak on the same application the Chair shall have the discretion to limit the number of speakers to no more than 2 people and in so doing will seek to give priority to occupiers nearest to the application site or representing a group of people or to one objector and one supporter if there are both. In addition (and after hearing any members of the public who wish to speak) the applicant (or one person on the applicant's behalf) may speak to the Committee for a maximum of 3 minutes. In respect of both members of the public and applicants the Chair and members of the sub-committee may ask them questions after they have spoken.

- (b) Persons wishing to speak to the Committee shall give notice to the Democratic Services Manager or his representatives prior to the commencement of the meeting. Normally such notice shall be given 24 hours before the commencement of the meeting. At the meeting the Chair shall call out the address of the application when it is reached and only if the applicant (or representative) and/or members of the public are present and then signify a desire to speak shall such persons be called to speak.
- (c) In the event that all persons present at the meeting who have indicated that they wish to speak on any matter under consideration indicate that they agree with the officers recommendations and if the members then indicate that they are minded to agree the officers recommendation in full without further debate the Chair may dispense with the calling member of the public to speak on that matter.

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Planning Committee (Policy) 14 October 2015

Report from Head of Planning

For Action

Wards affected:
ALL

Brent Affordable Housing Position Statement

1 Summary

- 1.1 Planning Committee considered an Affordable Housing Update report on 23rd July 2015. The Brent Affordable Housing Position Statement is considered to reflect a suitable response to the Committee's resolution. It seeks to address the main priorities indicated by the Committee in the wide ranging discussion that occurred in relation to the agenda item.
- 1.2 The position statement will be put on the Council's website to assist developers and the wider community in understanding the Council's approach to seeking affordable housing in association with new developments.

2 Recommendations

- 2.1 That Planning Committee endorse the Brent Affordable Housing Position Statement as set out in Appendix 1 for publication on the Council's website.
- 2.2 That the Head of Planning periodically review and make minor updates as required to the Brent Affordable Housing Position statement in relation to new evidence and changes to interpretation of policy.

3 Detail

- 3.1 The Planning Committee considered an Affordable Housing Update report on 23rd July 2015. The paper covered a number of affordable housing related issues: national affordable housing policy; housing delivery in Brent; viability assessments; evidence of housing needs; joint working with other London Boroughs; tenure blind development; and Brent's own affordable housing development.

3.2 Committee resolved:

- (i) that it be agreed that the publication on the website of a position statement requiring affordable housing viability assessments be provided in a form that is open to member and public scrutiny as much as possible, including an easily understandable executive summary and a wider commitment to a more comprehensible housing related advice;
- (ii) that closer work with London Boroughs on an affordable housing protocol and joint procurement of a consultants' panel be agreed in principle

3.3 Committee made reference to the draft Islington Development Viability Supplementary Planning Document issued for consultation in early July 2015. The discussion on this and the other matters indicated a desire from the Committee for Brent to issue further guidance on affordable housing matters. This is reflected in the reference to 'wider commitment to a more comprehensible housing related advice' in the resolution.

3.4 Extensive locally relevant advice is provided on affordable housing delivery in the Mayor's Housing Supplementary Planning Guidance. Consultation responses on a replacement for this document are currently being considered in conjunction with matters that the Planning Inspector has raised in relation to the Minor Alterations to the London Plan Examination in Public. The delivery of affordable housing in association with planning applications is currently a rapidly changing environment, in part driven by outcomes related to planning appeals decision making. As such the production of a Supplementary Planning Document, essentially duplicating much of the existing relevant guidance against a background of resource constraint is recommended as inappropriate.

3.5 On this basis the Affordable Housing Position Statement attached in Appendix 1 is recommended as a proportionate response. Planning Committee is recommended to endorse the statement. It balances the Council's necessity to be clear about the priority it places on certain aspects in the delivery of affordable housing in association with new development, against the need to not essentially repeat extensive existing robust policy and detailed advice that currently exists at a national, London and Brent level.

3.6 As previously indicated, the position with regards to affordable policy and practice can change quickly. In addition more up to date information on housing matters, e.g. prices, incomes, delivery levels will continue to become available. For minor changes it is proposed that, should the position statement be endorsed by Committee, it can be reviewed and updated by the Head of Planning as and when necessary. For more significant changes, or at the request of the Chair, it can be brought back to Committee to review and endorse.

4 Financial Implications

- 4.1 The position statement seeks to provide greater clarity on the Council's approach to dealing with applications where affordable housing would be required through Development Plan policies. It should provide greater clarity for the Council and developers, thus improving the application process, reducing costs and delay.

5 Legal Implications

- 5.1 The position statement can be regarded as a material planning consideration. However, the weight accorded to it will not be as strong as for instance Supplementary Planning Documents, which have statutory status if adopted in accordance with regulations.

6 Diversity Implications

- 6.1 No equality impact assessment has been undertaken, as the position statement is not creating new policy, just providing clarity on approach. Delivery of additional affordable housing will however result in benefits for a range of groups with protected characteristics, such as ethnic minorities and those with a disability. These groups have higher representation within those in need of affordable housing.

7 Staffing/Accommodation Implications (if appropriate)

- 7.1 None

8 Environmental Implications

- 8.1 The Guide deals with development proposals within the Borough and thus will have a positive effect on controlling impacts on the environment.

Background Papers

Affordable Housing Update 23rd July 2015 Brent Planning Committee

Contact Officers

Any person wishing to inspect the above papers should contact Paul Lewin, Planning Policy & Projects 0208 937 6710

Stephen Weeks
Head of Planning

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Appendix 1

Affordable Housing in New Developments – Brent Position Statement

Purpose

The purpose of this position statement is to provide context and clarity on how Brent seeks to implement our own and London Plan affordable housing policies.

Affordable Housing Need

Brent has a significant need for affordable housing. This is due to the high proportion of its population on relatively low incomes compared to the house prices within the Borough. When comparing lower quartile house prices and lower quartile wages, house prices are approximately 12 times wages. In the last 5 years average rents for dwellings have increased by 60%.

Recent Housing Delivery

It is a corporate priority to deliver additional affordable housing through the Council's activities. Increasing housing supply is part of the solution and Brent has been very focussed on promoting new housing delivery through, for example, Growth Area and Housing Zone designations. The Council is committed to achieving at least the minimum housing targets for all tenures set in the London Plan. In 2014-15 it did this with 1556 net additional dwellings completed. Within Brent the dominant source of supply of affordable housing is that negotiated through planning (Section 106) obligations in association with new developments. Consequently the Council will seek to ensure that affordable housing is maximised through Section 106 obligations. In the period 2008-2014 3446 affordable dwelling starts (the 6th highest in London) and 3091 completions (the 8th highest in London) were delivered in Brent. (GLA monitoring)

Policy Context

Brent's Core Strategy policy CP2 Population and Housing Growth identifies an overall affordable housing target of 50% of additional dwellings. Consistent with this policy, subject to viability, developments of 10 dwellings or more will be required to provide the maximum amount of affordable housing. Although delivery has been good, the amount of affordable housing negotiated as a proportion market housing through S.106 in the period 2010-2014 was 34%. Against a background of increased buoyancy in the housing market, increasing demand and a rising gap in affordability, the Council is looking to maximise affordable housing delivery.

The Mayor of London has issued more detailed guidance on how affordable housing should be delivered in new developments. This is adopted Housing Supplementary Planning Guidance November 2012. It is proposed to be replaced by Draft Interim Housing Supplementary Planning Guidance May 2015. The SPG is thorough and addresses issues such as the size and type of affordable housing in different locations; affordable housing design; mixed and balanced communities; offsite provision; funding affordable housing and development viability; and contingent obligations, review mechanisms and cascades. Brent will essentially determine planning applications in accordance with the contents of the most up to date policies in the Development Plan, robust elements of the SPG and other material considerations.

Notwithstanding the detailed advice provided in the Housing SPG, Brent places great significance on the following aspects in particular when determining planning applications related to housing. These are that the affordable housing proposed:

- a) meets priority borough needs
- b) is designed to a high standard and tenure blind
- c) is shown to be the maximum amount that can be achieved

Meets priority borough needs

Property prices across London are very high. It is recognised that across London a range of affordable housing products consistent with definitions of affordable housing in the National Planning Policy Framework will meet a range of needs. However, due to the relatively high level of low income households, the priority need in Brent is for affordable housing at rents well below market levels (social and affordable rented). Affordable home ownership and other forms of intermediate affordable housing such as discounted market rents offered by the private rented sector is also a priority as part of balanced housing offer. Nevertheless in Brent it is less of a priority than social/affordable rented properties. Consequently to best meet needs the Council seeks a 70/30 social or affordable rent/shared ownership or intermediate housing split.

There is a need for one and two bedroom affordable properties. However, those who require larger properties (3 or more bedrooms) often have to wait significantly longer for such properties to be available. This has a disproportionate adverse effect on larger households. Therefore at least 25% of affordable dwellings should be 3 bed dwellings or larger.

Is designed to a high standard and 'tenure blind'

The Council is keen to ensure that the living environment of the affordable dwellings is of the same high quality as would also be the case for market dwellings. It is keen to ensure costs associated with the long term maintenance of affordable dwellings are kept to a minimum, for example through robust design principles and the use of high quality materials at the outset. It is also keen to ensure that there is no obvious differentiation between the affordable and market dwellings that would result in social stigmatisation, e.g. significant and obvious concentrations in one area or what have been termed 'poor door' entrances.

Applicants also have a duty to maximise affordable housing. They should address the issue of affordable housing and show how they are consistent with development plan policy and the Housing SPG within the Design and Access and Planning statements submitted within applications. These should give clear rationale/justification to the amount, size, design, location and tenure of the affordable housing proposed, along with, where applicable, the Registered Provider that is likely to be owning/managing the affordable dwellings.

Is shown to be the maximum amount that can be achieved

Developments proposing less than 50% affordable housing will be expected to have submitted an affordable housing viability assessment when seeking to register a planning application. Without this the application will not be regarded as valid. Attempts to artificially development capacity below 10 dwellings will be contested.

Brent offer a pre-application service and it is recommended that this is used to provide clarity on what is likely to be acceptable in a proposed development. It will also assist in speeding

up the formal application determination process. Ideally it will result in the submitted application being in a form which the Council feels it can approve. Applicants are advised at the pre-application stage to discuss the appropriate methodology and inputs to be applied within the viability modelling based on the specific development. The Council will seek to agree content and layout of the viability assessment prior to its submission in association with an application. Ideally a viability assessment will also be submitted at pre-application stage. However, while this may follow once the fundamental elements of a proposed development have been discussed, it is expected that a statement on affordable housing will be provided to indicate how the need to maximise affordable housing will be pursued.

Transparency

In the interests of transparency of decision making, the Council will seek to ensure that as much of any assessment submitted should be available for wider scrutiny by the public. If an applicant believes that elements of their assessment should remain confidential then they should provide full justification. The Council will consider such requests having regard to 'adverse impact' and 'overriding interest' as set out in relevant regulations and associated case law. In the event that the Council agrees with the developer that it is the case that some information is treated as confidential, the assessment should however be formatted so that as much information as possible can be made available to the public. An electronic copy of the viability modelling should also be provided to the Council to assist with testing of assumptions that it contains.

An executive summary should outline the main findings in an easily understandable way to make the information more understandable to the general public and decision makers.


Modelling and Land Value

In terms of modelling, consistent with the London Housing SPG, the Council supports the Residual Land Value valuation model to identify the viability of a development. It considers in most cases that the minimum acceptable land value for a site will be the Existing Use Value + incentive to sell (EUV+). The EUV+ will reflect the existing allocation of the site or its current use, taking account of a full policy compliant redevelopment/reuse for that purpose. The type of model used will reflect the complexity of the site. For smaller sites the GLA Affordable Housing Toolkit is appropriate, whilst for larger more complicated (phased) developments industry standard models such as ARGUS developer are preferred. Assumptions about inputs into the model will need to be robustly justified and as indicated, ideally agreed with the Council as part of the pre-application process. For more complicated assessments the Council will expect the developer's support in appointing external viability consultants to assist with the modelling review.

Review mechanism and phasing

Changes to the housing market and other factors can change the viability of developments. This can impact the potential to support the delivery of affordable housing. As shown with the housing market, large changes can happen in a relatively short time. Some developments can take a long time after permission to be completed. In these scenarios the Council will require the opportunity to revisit viability through review mechanisms where it accepts lower levels of affordable housing at the time of permission. This will include large developments, likely to be phased/delivered over a number of years. It could also apply to smaller developments which do not start within a specified period after consent.

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 <p>Brent</p>	<p>Planning Committee 14 October 2015</p> <p>Report from the Strategic Director of Regeneration & Growth</p>
<p>Wards affected: Northwick Park</p>	
<p>Sudbury Court Conservation Area Design Guide Update – Consultation Responses and Proposed Amendments</p>	

1.0 Summary

- 1.1 This report considers the comments received from residents on the draft Sudbury Court Conservation Area Design Guide following public consultation.

2.0 Recommendations

- 2.1 That Planning Committee consider the consultation responses, officer responses and proposed revisions to the Sudbury Court Conservation Area Design Guide as set out in Appendices 1-4
- 2.2 That Planning Committee endorse the Sudbury Court Design Guide in Appendix 5 for consideration and adoption by Cabinet.

3.0 Discussion

- 3.1 The existing Sudbury Court Conservation Area Design Guide dates from 1993. It does not provide clear guidance for existing residents and those proposing to move into the area about all types of works that are generally accepted. In the revised document issued for consultation the general approach to development remained unchanged. However, the updated document is intended to be more 'user friendly'. It provides clearer advice on the interpretation of guidance given current legislation and the National Planning Policy Framework.
- 3.2 The following are the key changes to the Design Guide:
- More detailed text, illustrations, diagrams and examples. It should therefore be a far more useful document than the existing design guide which was very limited.

- Further clarification on replacement windows including examples of the plans and level of detail required as part of a planning application to assist applicants and ensure acceptable replacement windows are provided.
- Details on how to infill and extend porches in a way that is sensitive to the architecture of the host building.

First round of consultation

- 3.3 Letters were addressed to owner/occupiers in the Sudbury Court Conservation Area on 19th June 2014. These gave 28 days to comment on the draft Design Guide. A 'drop-in session' for residents was held at Vale Farm Sports Centre on 4th July 2014. This gave an opportunity to discuss the proposals with Officers.
- 3.4 A total of 12 comments were received from residents. In addition there were two petitions (one with 34 signatures and one with 27 signatures) supporting the enclosure of porches. Consideration has been given to these individual responses, with discussion and recommendations set out in the table in Appendix 1.
- 3.5 Recessed entrance porches and canopies contribute towards the special character of the Conservation Area. The infilling of recessed entrances and loss of canopies which are a significant architectural feature will harm the appearance of the host building and the conservation area. It is also considered that there are alternatives, for example internal alterations, that could improve energy conservation and security.
- 3.6 However, a survey undertaken by officers revealed that around 64% of existing properties within the Conservation Area have enclosed porches of varying degree of quality in terms of their design. These are spread out throughout the conservation area. Generally they were constructed prior to an Article 4 Direction covering the conservation area coming into force in November 1993.
- 3.7 The need for energy conservation and security must be balanced against conservation objectives, which suggests that there should be substantial public benefits that outweigh the overall harm to the Conservation Area.

Second round of consultation

- 3.8 Letters were addressed to owner/occupiers in the Sudbury Court Conservation Area on 14th November 2014 together with a questionnaire. 28 days was given to complete the questionnaire. The purpose of the questionnaire was to focus on particular aspects raised as part of the first round of consultation. It focussed on infilling recessed/open porches and replacement front doors and roof extensions. A 'drop-in session' for residents was held at Vale Farm Sports Centre on 27th November 2014 providing an opportunity to discuss the proposals with Officers.
- 3.9 A total of 138 completed questionnaires were received from residents. Consideration has been given to the individual responses, with discussion and recommendations set out in the table in Appendix 2. There are also charts indicating percentages of resident responses in Appendix 3.

- 3.10 In terms of infilling and creating porches, it has already been acknowledged that the recessed entrance porches and canopies contribute towards the special character of the Conservation Area. However, it is also evident that a large number of these features (around 64%) have been unsympathetically altered in the past. The results of the questionnaire indicate that a large proportion of the respondents supported the infilling of recessed entrances as well as the construction of new wooden porches beneath an existing canopy. In both cases it is important that the original front door should be retained or a sympathetically designed replacement installed to match the architecture of the house.
- 3.11 In terms of replacement front doors, a survey of existing properties within the conservation area indicates that of the properties that do not have porches, around 11% have replacement front doors in alternative materials including PVCu and composite. It is considered that even the more modern doors in composite do not faithfully replicate the design and detailing of the original style of timber doors. This has an adverse impact and harms the character of the conservation area.
- 3.12 A number of residents were in support of hip to gable roof extensions, side dormers and front rooflights. The uniformity of the roofscape and gaps between properties forms part of the special character of the Sudbury Court Conservation Area. At present, only around 4% of properties have been extended with side dormer windows or hip to gable roof extensions. Allowing hip to gable roof extensions or side dormer windows will have a significant impact on the appearance of the houses. It will alter the original roof form and reduce the gaps between the properties. Many are semi-detached and symmetrical. Such roofs extensions will harm the original proportions, design and character of the houses and therefore the streetscape to no public benefit.

Third round consultation

- 3.13 Letters were addressed to owner/occupiers in the Sudbury Court Conservation Area on 24th August 2015 giving 6 weeks to comment on the final draft Design Guide. The document was made available to view at the local libraries or it could be downloaded from Brent's website. Comments could be made by either completing an online response form, by email or in writing. Consideration has been given to the individual responses, with discussion and recommendations set out in the table in Appendix 4.
- 3.14 A total of 5 responses were received. Three residents commented that infilling porches should be permitted to improve energy conservation, prevent heat loss and for shelter from the weather. It was also necessary to improve security as well as for storage. Two residents commented that there were so many already and it should have been permitted before now.
- 3.15 One resident did not support replacement front doors in alternative materials to timber. The resident also considered that infilling porches is changing the character of a building's front more than the mere replacement of the door with a non-timber material. Furthermore, the resident considered that many modern door materials were capable of replicating timber.

- 3.16 Another resident specifically pointed out that the guide was deficient in terms of the amount of information provided on what would be an acceptable design. The resident suggested that there would be a requirement for multiple design options relevant to the property style, for examples, fully glazed or leaded/stained and moving the original front door forward. Also, if there should be one central door or two doors resembling a set of French doors and the material.

Conclusion

- 3.17 It is clear that there is general support for the infilling and the construction of porches beneath an existing canopy. It is recognised that the recessed entrance porches and canopies contribute towards the special character of the Conservation Area. However, it is also evident that a large number of these features (around 64%) have been unsympathetically altered in the past.
- 3.18 There are clear advantages and benefits for residents relating to the improvement of energy conservation, the prevention of heat loss and for shelter from the weather. There are also advantages to the improvement for security as well as for storage.
- 3.19 The Sudbury Court Design Guide has therefore been revised to include the construction of porches within certain parameters. These include allowing PVCu construction and double-glazed French doors, using clear glass and retaining the original front door behind or a suitable timber replacement. The porch must be constructed in sections reflecting the style of the architecture of the main house. The frame sections should be no more than 10cm by 10cm.
- 3.20 Consideration has been given to the comments made as set out in the appendices and minor amendments made to the guide. It is requested that Committee consider the consultation responses, officer responses and endorse alterations to the guide. Planning Committee is also requested to endorse the final revised document as set out in Appendix 5 to be presented to Cabinet for formal adoption.

4.0 Financial Implications

- 4.1 The guides are intended to provide more detailed guidance for residents, giving a greater level of certainty as to whether works are likely to be acceptable. This may help reduce the expense for residents of submitting applications that are unlikely to get approval, or multiple applications in order to gain an approval. It will also reduce time spent by officers in determining applications.

5.0 Legal Implications

- 5.1 If formally adopted by the Cabinet it will replace the existing Design Guide. Its consistency with national and local policy, the level of consultation undertaken, the consideration of responses and amendment of the document should mean that it will carry significant weight when determining planning applications.

6.0 Diversity Implications

- 6.1 It is not the intention to prevent people carrying out improvement works to their homes but to ensure that the works are appropriate in the context of the conservation area designation.

7.0 Staffing/Accommodation Implications

7.1 None.

8.0 Environmental Implications

8.1 The aim of these documents is to ensure development preserves and where possible enhances the character of the area.

9.0 Background Documents

Draft Sudbury Court Design Guide June 2014

Draft Sudbury Court Design Guide August 2015

Contact Officers

Mark Price, Principal Heritage Conservation Officer 020 8937 5236

Andy Donald, Director of Regeneration & Major Projects

Appendix 1: First consultation - Individual responses, discussion and recommendations

Consultation Responses	Discussion	Recommendation
Front doors, Porches and Canopies		
<p><u>Resident's Comments</u></p> <p>Infilling should be permitted to improve energy conservation and security; (x9)</p> <p>Petition – <i>‘by residents to be able to have closed in porches to help with heating costs, security and the help the environment with the emissions’</i>; (x34) signatures from residents within the designated conservation area</p> <p>Petition – <i>‘for enclosed porches’</i>; (x27) signatures from residents within the designated conservation area.</p> <p>It is a mixed area as some have already been infilled prior to conservation area designation; (x 3)</p> <p>Note: a number of name/addresses appear on both petitions.</p>	<p>The recessed entrance porches and canopies contribute towards the special character of the Conservation Area. The infilling of recessed entrances and loss of canopies which are a significant architectural feature will harm the appearance of the host building and the conservation area. It would not accord with conservation area guidance.</p> <p>It is also considered that there are alternatives, for example internal alterations, that could improve energy conservation and security.</p> <p>However, the need for energy conservation and security must be balanced against conservation objectives, which suggests that there should be substantial public benefits that outweigh the overall harm to the Conservation Area.</p> <p>A survey has been undertaken by officers, which reveals that around 64% of existing properties within the Conservation Area have enclosed porches of varying degree of quality in terms of their design. These are spread out throughout the conservation area and were mostly constructed prior to the Article 4 Direction coming into force in November 1993.</p>	<p>In light of the above survey, and the number of residents supporting porches and infilled entrances, an appropriate response was to carry out a further consultation exercise. This included residents, ward councillors and the Sudbury Court Residents Association (SCRA) and focus on this aspect.</p>
Rear extensions (including conservatories)		
<p><u>Resident's comments</u></p> <p>Rear extensions should be allowed to be full width of the existing dwelling; (x1)</p>	<p>Noted as this is current practice within the Sudbury Court Conservation Area for single storey rear extensions, and will continue to be supported.</p>	<p>Revise the design guide to be consistent with current practice.</p>

Side extensions

Resident's comments

Allow side extensions right up to party wall/boundary perimeter, as allowing a gap of 1m would not make sufficient floor space area for an extension. When the dwellings were originally built, some garages were built up to the boundary; (x1)

2.5m is too large a setback from the front elevation above 1st floor/garage is odd and out of character a 1m setback would be sufficient and blend better with the character of the area; (x1)

Where the side boundary of the application property adjoins the rear boundary of the neighbouring site, the draft guide advises that a 1m set in from the side boundary is still required to ensure a development does not appear cramped in its plot and create a bulky unsymmetrical addition.

It is noted that the current design guide allows a garage to be retained or replicated on the site boundary but for the first floor element to be set in 1m from the boundary. It is also noted that the current design guide allows a 1.5m set back from the front of the house.

Revise guidance to follow current approach within the Conservation Area including:

1. existing garages to be retained/replicated at ground floor level;
2. 1m set in at ground floor level if no garage existing
3. in all cases 1m set in at first floor level to be provided.
4. 250mm set back at ground floor level and 1.5m set back at first floor level
5. Special attention to be paid to corner plots to maintain the open character and to prevent bulky, unbalanced additions.

Dormers, Roof Lights and Alterations to roofs

Resident's comments

Permission to allow the full conversion of roofs from hip/gable to allow for loft conversions; (x2)

More flexibility loft conversions to ease housing requirements/overcrowding; (x1)

The uniformity of the roofscape and gaps between properties forms part of the special character of the Sudbury Court Conservation Area. Allowing hip to gable roof extensions will have a significant impact on the character and appearance of the properties and harm the streetscene. It will also reduce the gaps between the properties.

As part of the response to additional consultation to be undertaken in association with porches as set out above, with residents, ward councillors and the Sudbury Court Residents Association (SCRA) related to extensions was considered appropriate.

Window repair and replacement

Resident's comments

PVCu windows should be

Permitted development rights have been removed to those

The design guide has been updated to confirm

<p>allowed due to high cost of replacing wooden/original look windows and sills. Would allow a higher standard of energy preservation for residents and reduce costs of energy consumption, as the current wooden windows (on some dwellings) lose heat during variant weather conditions; (x1)</p>	<p>properties identified by an Article 4 Direction. As such, the guide seeks to provide clear guidance to residents on the type of window replacement that would be acceptable. This includes double glazing and PVCu.</p> <p>Externally mounted glazing bars, leaded detailing and drip rails are required to reflect the design of the original windows.</p>	<p>that replacements in alternative materials such as PVCu will be supported subject to complying with the requirements of the guide.</p>
Solar panels and environmental installations		
<p><u>Resident's comments</u></p> <p>Solar panels are not allowed on the highway facing roof slopes. The highway roof slopes receives the most sunlight, therefore the only roof slope that would make economical sense; (x1)</p> <p>Rear facing solar panels should be permitted; (x1)</p>	<p>The installation of solar panels is permitted development to the side and rear roof slopes where they do not face the highway. The guide already has information to assist householders when installing such equipment.</p> <p>Installing panels on the front roof slope or side that faces a highway would harm the appearance of the conservation area. It is not considered appropriate to amend the guide.</p>	<p>No change</p>
Gardens		
<p><u>Resident's Comments</u></p> <p>Provide 50% soft landscaping in front/highway facing gardens; (x1)</p> <p>The continued funding for tree planting on the road/public greeneries should be continued; (x1)</p>	<p>The guidance on front gardens does seek to provide 50% soft landscaping within front gardens.</p> <p>Funding for tree planting on public highway/greeneries is outside the control of the guide.</p>	<p>No change</p>
Other Issues		
<p><u>Resident's Comments</u></p> <p>Enforcement of such strict design guide with more support/residents association given more support and</p>	<p>The guidance is intended to make it simpler for resident to understand what works can be carried out without needing planning permission. Where planning permission is required,</p>	<p>The updated design guide to be amended to include guidance on first floor rear extensions, basements and raised patios/terraces.</p>

<p>consultation.</p> <p>More enforcement is seen to be taking place by the Local Authority; otherwise the guide is null and pointless.</p> <p><u>Other comments</u></p> <p>Further guidance is required on other matters not already picked up within the revised updated design guide.</p>	<p>there is clear guidance on the type of proposals that are likely to be supported.</p> <p>The updated design guide does not include references to first floor rear extensions, basements and raised patios/terraces, which can be found in parts of the conservation area. Some of the area features changes in level between the house and rear garden. Advice on how to approach these alterations would be helpful.</p>	
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Appendix 2: Second consultation - Individual responses, discussion and recommendations

Consultation Responses	Discussion	Recommendation
Porches and Canopies		
<p><u>Resident's Comments</u></p> <p><i>Reasons why support and design suggestions:</i></p> <p>Infilling should be permitted to improve energy conservation; (x9)</p> <p>Infilling should be permitted to improve security; (x8)</p> <p>Exterior door to match the original style of front door within the porch; (x14)</p> <p>To be predominantly glazed to allow timber frontage doors to be retained; (x11)</p> <p>Porches to be wooden; (x4)</p> <p>Materials and colour to match existing house; (x1)</p> <p><i>Reasons why not support.</i></p> <p>Adversely impact on appearance; (x1)</p> <p>Should not be justified for energy efficiency reasons; (x1)</p> <p>Too many people get away with unauthorised works; (x1)</p>	<p>It is recognised that the recessed entrance porches and canopies contribute towards the special character of the Conservation Area. However, it is also evident that a large number of these features (around 64%) have been unsympathetically altered in the past.</p> <p>The results of the questionnaire also indicate that a large proportion of the respondents supported the infilling of recessed entrances as well as the construction of new wooden porches beneath an existing canopy.</p> <p>In both cases the original door should be retained or a sympathetically designed replacement installed to match the architecture of the house.</p>	<p>It is recommended that the Sudbury Court Design Guide is revised to include a section that allows the infilling of recessed entrances and porches.</p> <p>This is subject to it being of an appropriate design solution. For example, this includes the need for it to be predominantly glazed to allow views through to original features (such as the timber entrance doors and frame) behind.</p> <p>Where lost, there should also be a requirement to reinstate the original front door design to enhance the character of the building as a public benefit.</p> <p>The above approach to be applied to properties that already have a porch and are seeking to replace it.</p> <p>This is to allow uniformity in the design of porches and sustain and enhance the character of the conservation area.</p>
Replacement Front Doors		
<p><u>Resident's Comments</u></p> <p><i>Reasons why support and design suggestions.</i></p> <p>Energy Conservation; (x5)</p>	<p>A survey of existing properties within the conservation area indicates that of the properties that do not have porches, around 11% have replacement front doors in alternative materials</p>	<p>No changes recommended.</p>

<p>Security; (x4)</p> <p>Less maintenance; (x1)</p> <p>Replica design of the original style of door in modern material; (x14)</p> <p><i>Reasons why not support and design suggestions.</i></p> <p>Timber door more secure; (x1)</p> <p>Timber door more durable if maintained; (x1)</p> <p>Modern materials out of keeping with character of conservation area; (x1)</p> <p>Original front door to be retained if porch provided; (x1)</p> <p>Replace with timber door to match original style; (x2)</p> <p>Enforcement of such strict design guide with more support/residents association given more support and consultation.</p> <p>More enforcement is seen to be taking place by the Local Authority; otherwise the guide is null and pointless.</p>	<p>including PVCu and composite.</p> <p>It is considered that even the more modern doors in composite do not faithfully replicate the design and detailing of the original style of timber doors. This has an adverse impact and harms the character of the conservation area.</p>	
<p>Hip to gable roof extensions, Side Dormers, and Front Roof Lights</p>		
<p><u>Resident's comments</u></p> <p><i>Specific comments on type of roof extensions supported/not supported</i></p> <p>Support hip to gables generally; (x17)</p> <p>Support hip to gables with front roof lights; (x5)</p> <p>Supports hip to gables with no</p>	<p>The uniformity of the roofscape and gaps between properties forms part of the special character of the Sudbury Court Conservation Area.</p> <p>At present, only around 4% of properties have been extended with side dormer windows or hip to gable roof extensions.</p> <p>Allowing hip to gable roof extensions or side dormer</p>	<p>No changes recommended.</p> <p>If Committee are minded not to agree with this recommendation - by allowing such roof extensions - it would erode and harm the significance of the Sudbury Court Conservation Area to such an extent that it would not</p>

<p>front roof lights; (x7)</p> <p>Supports hip to gables on shared driveway properties; (x1)</p> <p>Supports side dormers; (x17)</p> <p>Does not support hip to gables; (x4)</p> <p>Does not support side dormers; (x7)</p> <p><i>Reasons why roof extensions supported</i></p> <p>Increasing house prices and extended family; (x4)</p> <p>Hip to gable will allow uniform roof design if applied throughout the estate; (x1)</p> <p><i>Reasons why roof extensions not supported</i></p> <p>Out of character; (x2)</p> <p>First floor side and rear extensions should only be allowed; (x6)</p> <p>Rear dormers only; (x6)</p>	<p>windows will have a significant impact on the appearance of the houses, altering the original roof form and reducing the gaps between the properties. Many are semi-detached and symmetrical. Such roofs extensions will harm the original proportions, design and character of the houses and therefore the streetscape - to no public benefit.</p>	<p>be worth pursuing its protection as a conservation area.</p> <p>In such instance, it will be recommended that the Sudbury Court Conservation Area is de-designated.</p>
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Appendix 3 – Charts

Chart A shows the response from properties within the Sudbury Court Conservation Area on the proposal for **infilling recessed entrances and porches** (nb numbers provided are actual numbers and not percentages)

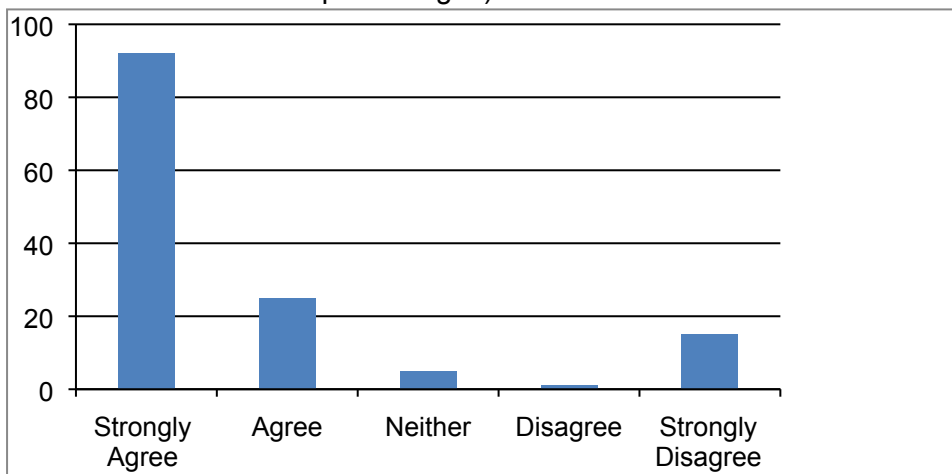


Chart B shows the response from properties within the Sudbury Court Conservation Area on the proposal for **replacement front doors in alternative materials to timber** (nb numbers provided are actual numbers and not percentages)

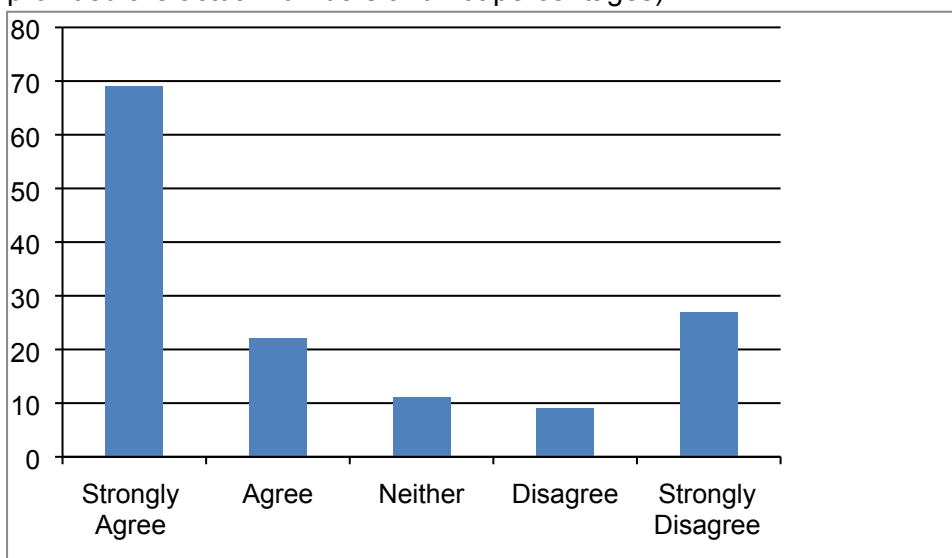
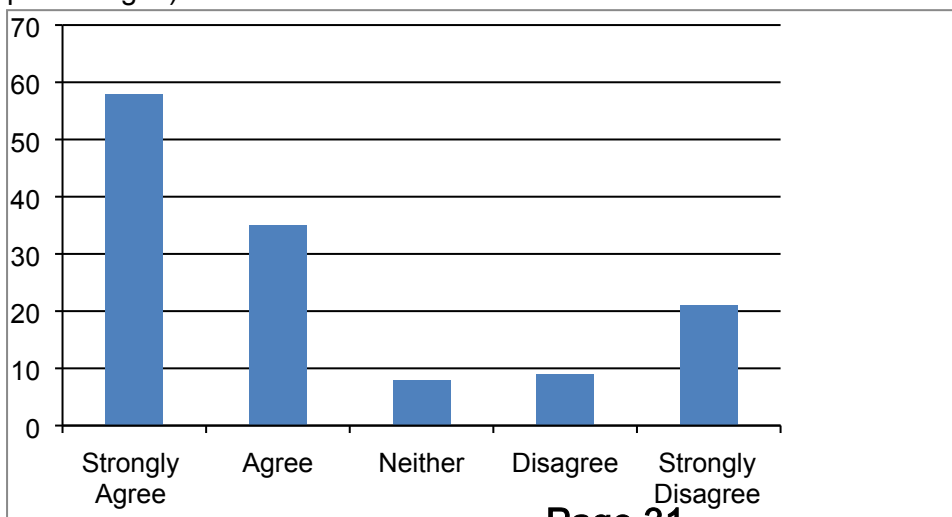


Chart showing the response from properties within the Sudbury Court Conservation Area on the **proposal for roof extensions** (nb numbers provided are actual numbers and not percentages)



Appendix 4: Third consultation - Individual responses, discussion and recommendations

Consultation Responses	Discussion	Recommendation
Porches and Canopies		
<p><u>Resident's Comments</u></p> <p><i>Reasons why support and design suggestions:</i></p> <p>Infilling should be permitted to improve energy conservation, prevent heat loss and shelter from weather; (x2)</p> <p>Infilling should be permitted to improve security; (x2)</p> <p>Infilling should be permitted to improve storage ; (x2)</p> <p>Infilling should be permitted because there are so many already; (x3)</p> <p>To be predominantly glazed with double doors to allow timber frontage doors to be retained; (x2)</p> <p>Porches to be wooden; (x1)</p> <p>Porches to match the style of architecture to match the existing house; (x1)</p> <p>Materials and colour to match existing house; (x1)</p> <p>Exterior door to match the original style of front door within the porch or original moved to front; (x1)</p> <p>Replacement original front door should be allowed in a composite material, replicating the wood grain effect; (x1)</p> <p>More clarity over design; (x1)</p>	<p>It is recognised that the recessed entrance porches and canopies contribute towards the special character of the Conservation Area. However, it is also evident that a large number of these features (around 64%) have been unsympathetically altered in the past.</p> <p>The results of the consultation also indicate that a large proportion of the respondents supported the infilling of recessed entrances as well as the construction of new porches beneath an existing canopy.</p> <p>The results confirm that the new porch should have double-glazed French doors. In both cases the original door should be retained or a sympathetically designed replacement installed to match the architecture of the house.</p> <p>The results also confirm that the porch should match the style of the existing house.</p> <p>Exterior doors need to be fully glazed to allow the original to be appreciated behind. It allows the original appearance of the building to be maintained. The original front door should not be moved forward as it would look unconventional in its new position.</p> <p>A composite material could be allowed if it can be proven to match the design of the original.</p>	<p>The Sudbury Court Design Guide has been revised to include a section that allows the infilling of recessed entrances and new porches.</p> <p>This is subject to it being of an appropriate design solution.</p> <p>For example, this includes the need for it to be predominantly glazed to allow views through to original features (such as the timber entrance doors and frame) behind.</p> <p>Where lost, there is a requirement to reinstate the original front door design to enhance the character of the building as a public benefit.</p> <p>New porches and double French doors are recommended in timber construction but PVCu double-glazed units/construction will be supported where there is a sympathetic design approach.</p> <p>The above approach to be applied to properties that already have a porch and are seeking to replace it.</p> <p>This is to allow uniformity in the design of porches and sustain and enhance the character of the conservation area.</p>

<p><i>Reasons why not supported.</i></p> <p>The design guide is far too prohibitive and onerous and the Conservation Area status and rules for this locality should be repealed; (x1)</p>	<p>The Conservation Area and Design Guide is supported by the Sudbury Court Residents' Association and the residents.</p>	<p>No change proposed.</p>
<p>Front garden area</p>		
<p><u>Resident's Comments</u></p> <p><i>Reasons why support and design suggestions.</i></p> <p>Support the idea that no more than 50% can be hard standing. It would be nice to have some design ideas on what is acceptable for the hard standing and pathways; (x1)</p> <p>Allow appropriately designed side dormers to give staircase access for a roof addition; (x1)</p>	<p>It is important that there are guidelines on what is acceptable. Clearly robust materials and those in keeping with the style of Sudbury Court would be preferred.</p> <p>In terms of side dormers, only around 4% of properties have been extended with side dormer windows or hip to gable roof extensions. Allowing side dormer windows will have a significant impact on the appearance of the houses, altering the original roof form and reducing the gaps between the properties. Many are semi-detached and symmetrical. Such roofs extensions will harm the original proportions, design and character of the houses and therefore the streetscape - to no public benefit.</p>	<p>With reference to hardstandings, the guide will be updated for clarity to ensure it is clear about materials and layout. For example, the use of flagstones and the careful laying and setting out of materials.</p> <p>No changes recommended for side dormers.</p> <p>If Committee are minded not to agree with this recommendation - by allowing such roof extensions - it would erode and harm the significance of the Sudbury Court Conservation Area to such an extent that it would not be worth pursuing its protection as a conservation area.</p>

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SUDBURY COURT | CONSERVATION AREA
DESIGN GUIDE



Final Draft Document Oct 2015



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1.0 INTRODUCTION

Conservation Areas (Heritage Assets) are places of special architectural and historic interest with a collective quality and character worth preserving or enhancing. The strength of their significance and value is dependent on the way the individual buildings, the spaces between them and gardens complement each other. The Local Planning Authority is responsible for designating Conservation Areas with the law set down in the Planning (Listed Buildings and Conservation Areas) Act 1990.

The Sudbury Court Conservation Area was initially designated in January 1990 and was subsequently extended in March 1990 and January 1993.

In November 1993, the Council, with the support of residents, applied additional planning controls known as an Article 4(1) Directions, to the Sudbury Court Conservation Area in order to provide extra protection from development that might damage the character of the area.

This guide provides information on the Sudbury Court Conservation Area's specific planning constraints, as well as advice on ways to repair and improve an owner's home so that it helps sustain and enhance the character or appearance of the area.

You may also require Building Regulations approval for alterations to a property and further advice is set out in Section 6.4 of this Design Guide.

1.1 What is Significant about Sudbury Court

Sudbury was once a hamlet within the parish of Harrow and developed at the turn of the century as an outlier of Sudbury Hill. The Sudbury Court estate was largely built in the late 1920s by the designers Comben and Wakeling.

Comben & Wakeling Ltd was founded in 1924 by James White Comben

and William Henry Wakeling. The partnership originated at Mortlake but expanded to Wembley and was responsible for much of the development within the area. They were pioneers of such estates, which featured bathrooms, and were reasonably priced so that occupants could purchase them on weekly repayments. Sudbury Court was the largest. Indeed, by 1936 the firm had built more than 4,000 homes in Wembley and had just finished the 200 acre Sudbury Court Estate which contained 1,500 homes. The best of the estate is designated as the Conservation Area.

The area is exceptional in that although the builders of the estate used standard building components, the character of the area emerges into one of individually designed and constructed houses. All the houses follow the same basic principle of an L or E shaped plan form with projecting bays which add to their attractiveness.

One of the key design features of the estate is the spacious positioning of the houses, set back from gently curved tree-lined roads. The properties are generally semi-detached with generous rear gardens. Special consideration was given to the design of the individual houses, paying particular attention to architectural composition and details such as windows, doors and porches. Many properties are part brick and half timbered, featuring painted "black and white" timbering to the first floor and bay gables. This mock-Tudor approach to suburban housing design was prominent from about 1924-1934 and is based on a revival of aspects of Tudor style.

1.2 Who is the Guide For?

This guide is for residents, consultants and builders working in the Sudbury Court Conservation Area. It provides information on Sudbury Court's specific planning constraints, as well as advice on ways to repair, maintain and improve your home so that it helps sustain and enhance the character or appearance of the area.

Some of the technical terms you will come across are marked with an *. These are explained in section 7.

1.3 Is My Property in the Conservation Area?

The Sudbury Court Conservation Area is marked with a red line boundary in Figure 1. All the properties within the red line boundary are in the Conservation Area.

1.4 What is an Article 4 Direction?

An Article 4 Direction is a special control which gives extra protection to a Conservation Area by removing some of the property owner's Permitted Development rights. This enables the Council to prevent insensitive development which would otherwise be out of its control. This does not mean that an owner cannot make any alterations to their home, but it does give the Council more control over the design and specification of proposed alterations to houses and gardens. This helps ensure the character of the area is preserved or enhanced and that the quality of the environment is sustained.

In areas with an Article 4 Direction (Table 1), owners may have to apply for planning permission for proposed building work that would not normally require planning permission. The extra effort that owners have to make to obtain the appropriate planning permissions is recognised by the Council. Therefore, within an Article 4 Direction area, the Council does not charge a fee for deciding Planning Permission.

Table 1: Properties in the Conservation Area with an Article 4 Direction

Street	House Number
Abbotts Drive	91, 111-197, 76-158
Audrey Gardens	1-39, 2A, 2-46
Blockley Road	33-83, 93, 42-108
Campden Crescent	1-27, 2-28
Carlton Ave West	83-145, 100-188, 204-212
East Lane	198-264, 1-18 Court Parade
Hill Road	1-7, 2-8
Holt Road	1, 2-6
Norval Road	1-107, 131, 12-74, 96
Pasture Close	1-30 Consec
Pasture Road	1-91, 2-60
Paxford Road	41-119, 42-118
Stapenhill Road	1-31, 2-32
The Crescent	1-19, 2-24
The Fairway	1-137, 2-138
The Green	1-3, and adj. open space
Watford Road	232-234, 268-278

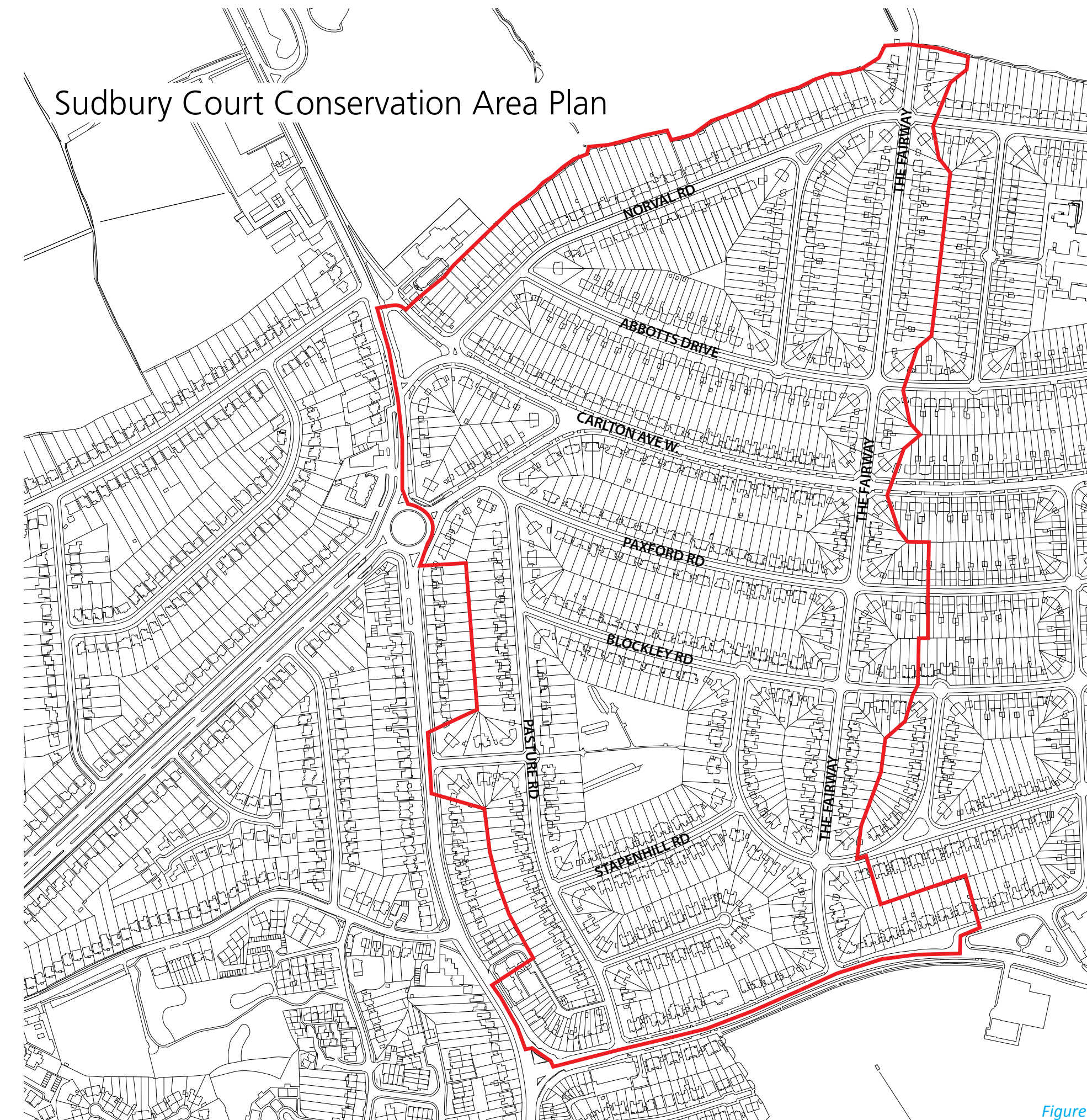


Figure 1:
Sudbury Court Conservation Area Plan



2.0 WHEN DO I NEED PLANNING PERMISSION?

2.1 General Controls within the Conservation Area

The Town & Country Planning (General Permitted Development) (England) Order 2015 allows owners of houses to carry out certain types of alterations and modest building work to their homes without the need to apply to the Council for planning permission.

Within a Conservation Area, the type of work allowed under Permitted Development is more limited, and there are greater restrictions over the amount a house can be extended or how much demolition can be carried out without planning permission.

All properties located within the Sudbury Court Conservation Area therefore require planning permission for the following works:

- The demolition of your house or a structure which is more than 115m³.
- To build any extension to the side of your house.
- Applying stone, artificial stone, pebble dash, render, timber, plastic or tiles to any part of the exterior of your house.
- Building any first floor extension.
- Extending the roof of your house.
- Fixing a satellite dish or aerial on a chimney, wall or roof slope which faces onto and is visible from a road.
- Fitting, altering or replacing external flue, chimney, or soil and vent pipe onto a principal or side elevation that fronts a highway. In other locations, it should not exceed the highest part of the roof by one metre.

All trees in Conservation Areas that have a trunk diameter of more than 75mm are subject to legal protection. If you want to cut down or carry out any work to a tree in a Conservation Area, you must notify Brent, giving us at least six weeks' notice.

Permitted Development rights only apply to houses that have not been subdivided. They do not apply to flats, maisonettes or multiple-occupancy properties where planning permission is required for all external alterations and additions.

This is not a definitive list. Please see more on Permitted Development rights on the planning portal. You may also require Building Regulations approval for alterations to your property. The building control application process is explained on the Council's website.

2.2 Additional Controls for Properties Covered by the Article 4 Direction

In consultation with local residents, the Council applied an Article 4 Direction on the Sudbury Court Conservation Area to further ensure its special character is sustained and enhanced. Properties covered by the Article 4 Direction will require planning permission for the following works:

- Extensions, alterations or improvements to any part of a property. This will include the front, side and rear of a property and all first floor extensions
- Changing the materials of a roof
- Installing a rooflight
- You will need planning permission to alter or extend areas of the property that face the street, this will include:
 - Alterations to chimneys
 - Applying render to existing brickwork
 - Erecting or enclosing a porch

- Alterations to window designs
- Building a driveway for vehicles (also known as a hardstanding)
- Forming, laying out or constructing an access point to the street (highway)
- Adding walls, gates, fencing or other means of enclosure that will front the street
- Painting the exterior of a building; this will include walls, piers, brickwork and rendered surfaces

Note:

Planning permission is not required to apply British Standard white or off-white to existing rendered surfaces. Equally, planning permission will not be required to paint entrance doors, window frames or sills the same colour.



3.0 EXTENDING AND ALTERING YOUR HOME

Most of the original houses in the Sudbury Court are relatively large, being situated in generous plots. Therefore, a modest and carefully designed extension will integrate with your property relatively successfully and provide valuable accommodation. Above all, it must either sustain or preferably enhance the character or appearance of the area. The following points may be helpful before submitting your planning application.

How will the extension affect the overall shape of the house?

A subordinate extension will harmonize with the building and will not be out of place within the streetscene.

Will the extension make the building too big in relation to the plot size?

A large extension is likely to harm the garden setting.



Does the proportion of the extension, position of openings (doors and windows) and roof pitch refer to the design of the house and to the prevailing character of the area?

All door and window openings on the extension must either be the same, or otherwise complementary to the proportions of those on the original house.

Originally, windows and doors of the houses in Sudbury Court were manufactured using timber. New double glazed, pre-treated, timber windows are not only the best way to preserve the original appearance of the property but are often more durable and have a longer manufacturers guarantee than other materials. However, PVCu windows are also acceptable if they reflect the existing design.

Roofs on extensions should complement the roof on the original house and identical materials should be used. The roof should be of traditional roof form and pitched.



Will the extension affect your neighbours' view or daylight?

- Extensions to the side of the house should not excessively infill the space between houses. This is because it creates a 'terraced' effect and changes the individual nature of the street. The gaps between properties make up the areas special significance.
- Brickwork and bonding* - New construction work, especially the brickwork bonding, should match the original and where possible should tie into the existing brickwork.
- You are encouraged to use materials that are environmentally sustainable to construct an extension. In particular, recycled bricks and roofing materials can be cheaper and may match the original materials more easily.
- For properties on corner plots, the Council discourages the infilling of rear gardens with new buildings facing onto side streets.
- Guttering should be incorporated within your design and should not overhang property boundaries.

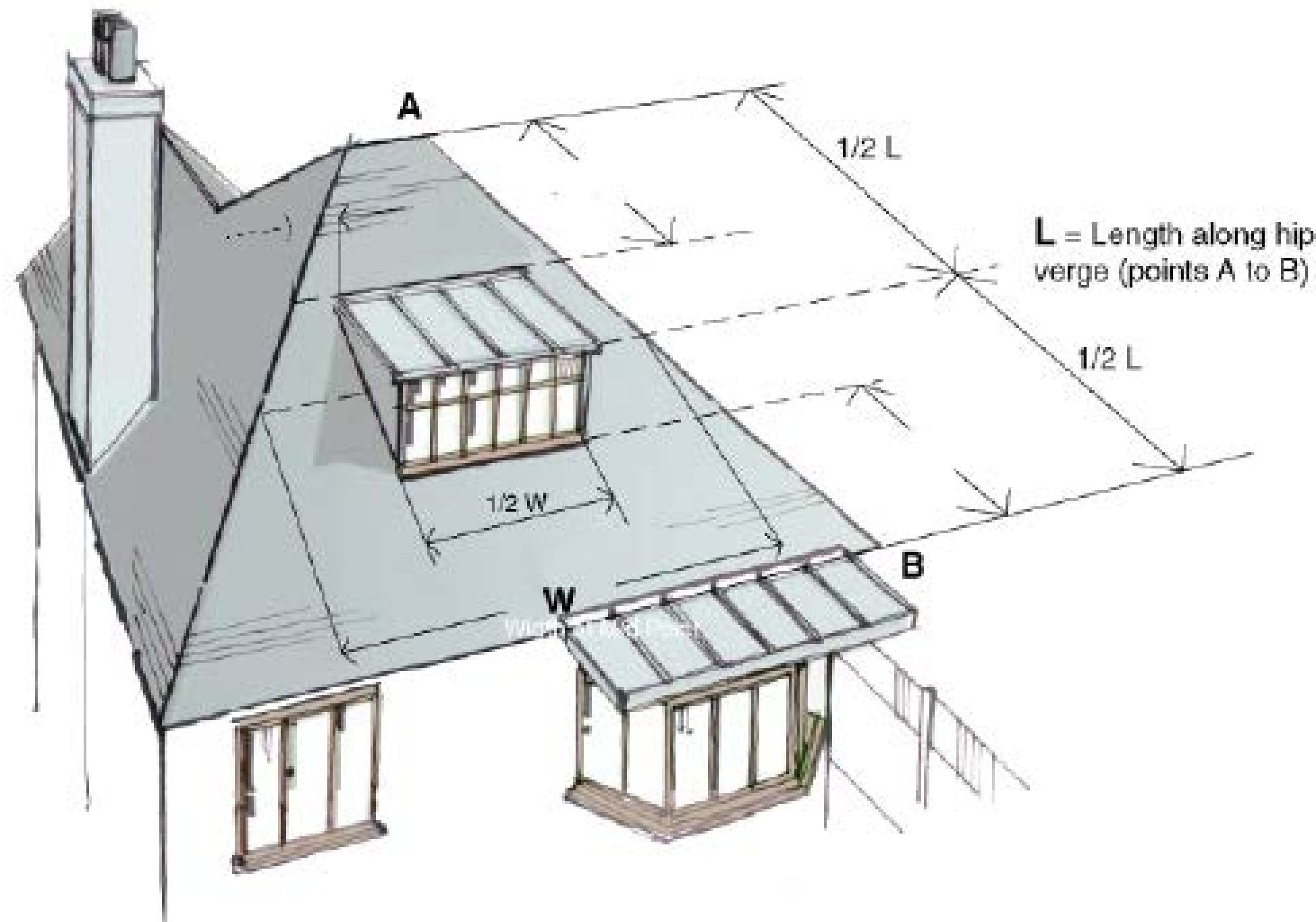


3.1 Dormers, Roof-Lights and Alterations to the Roof

Making use of the roof space for additional accommodation is a popular way of extending a property. However, poorly designed alterations to the roof can damage the character of Sudbury Court. If you wish to extend your property into the roof, the following guidance should be adhered to:

- The conversion of a hipped roof into a gable will not be permitted as this results in harm to the character and appearance of the house as well as the streetscene.
 - Front dormers are also not acceptable within the Conservation Area for the same reasons.
 - In addition, side dormers are not usually permitted as it is very difficult to detail this type of dormer window without compromising the character and appearance of the house as well as the wider Conservation Area.
- Rear dormers are usually acceptable in principle. However, they need to be in proportion and well articulated. They also need to be in the same style as the original house. They should be no wider than half the width of the original house, set well down from the roof ridge and well up from the eaves (Figure 2). The dormer window should match the windows on the house, the frame should fill the whole dormer and be predominately glazed.
- Roof lights are not permitted on roof-slopes facing a road. On the side roof-slope, one roof light may be acceptable unless the property is located on a corner and fronts the street. At the rear of the property no more than one roof-light will normally be permitted and this should be kept as small as possible. Roof lights must also be set flush within the roof plane.

Figure 2: Rear dormer illustration guide



3.2 Rear Extensions (including Conservatories)

It is a common misconception that rear extensions are unlikely to cause any harm, but development in rear gardens can have a serious impact on the character of the Conservation Area and the amenity of your neighbours. The following paragraphs should be adhered to:

The height of a single storey extension should be kept to the lowest practical level whilst still complementing the character of the original house. The maximum height normally permitted for a flat roof extension is 3 metres (Figure 3). If a pitched roof is proposed, the maximum average height normally permitted is 4m.

The maximum depth permitted for a single storey extension is 3 metres from the original rear elevation of a semi-detached house (Figure 3) or 4 metres from the original rear elevation of a detached house. Note: The depth of the extension may need to be reduced if you are also proposing a basement extension— See 3.4 Basement Extensions.

Two storey rear extensions may be acceptable in certain circumstances on semi-detached and detached houses. They should also be designed to respect the character and size of the house. Therefore, the depth of any two storey rear extension is restricted to half the distance between the side wall and the middle of both your neighbour's nearest habitable

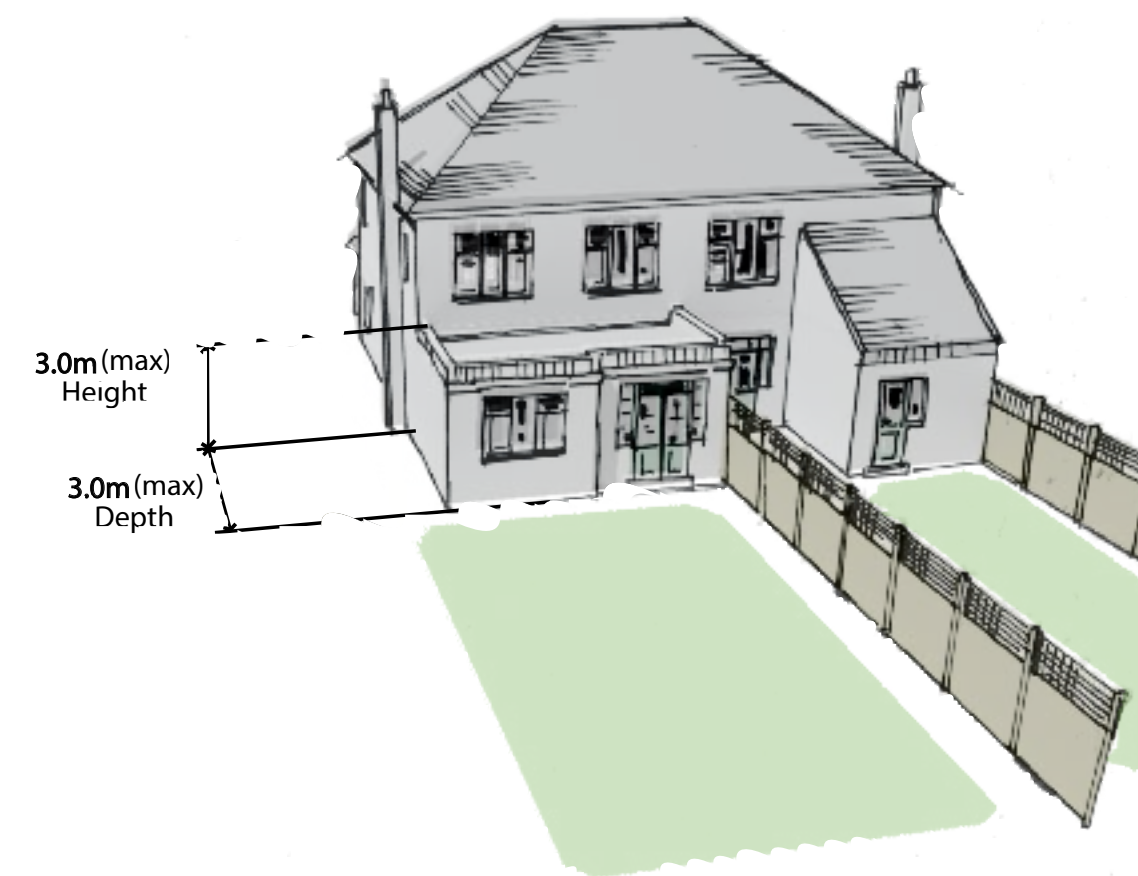


Figure 3: Illustration of a single storey rear extension

room window (this includes kitchens but excludes bathrooms, storage cupboards etc). This rule ensures that the loss of amenity and light to the neighbouring properties is kept within reasonable limits.

Where there is a flank wall window which provides sole light to a habitable room (including kitchens) any loss of light to this room will be taken into account. A further reduction in depth may be required.

To ensure that a two storey rear extension does not over dominate the character of the original house, the width is restricted to no more than 2/3 width of the house as extended at first floor level.

The ridgeline of a two storey rear extension should be set below the ridgeline of the original house to keep the roof of the existing house dominant over the roof of the extension. The design, shape and materials of the roof must complement the character of the original roof (Figure 4).

All rear extensions will generally be required to:

- Be constructed of materials to match the existing property; and,
- Have proportionate sized windows and doors that match the existing property.

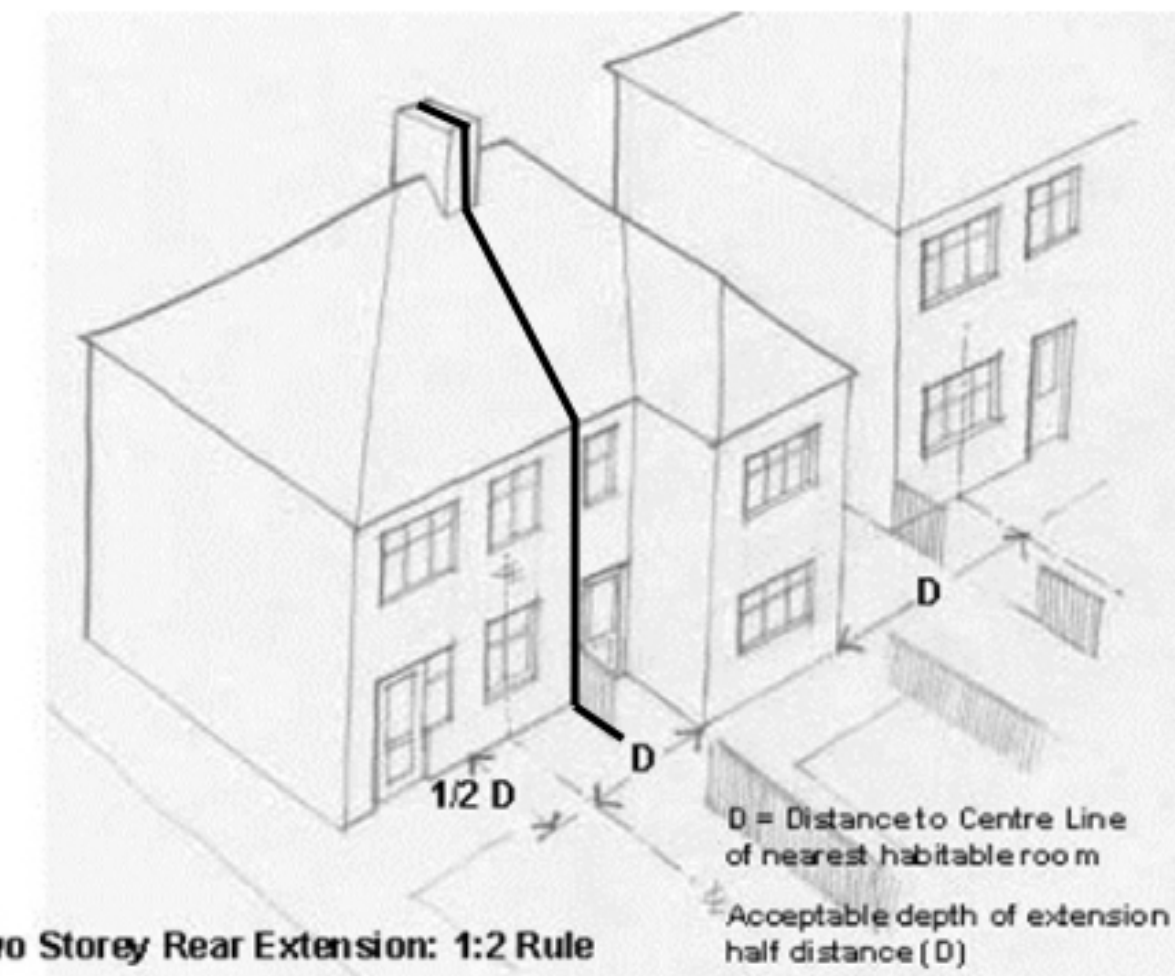


Figure 4: Illustration of a two storey rear extension

In some cases there may be differences in the levels of gardens. Where a neighbour's garden is at a lower level, it is likely that your extension will be required to be of more modest proportions to reduce its impact. This may be achieved by:

- reducing the height of the extension;
- reducing the depth of the extension; and/or
- increasing the set-in from the shared boundary.

Where the garden level is lower than your house, it is important that the single storey extension does not appear as a two storey addition. It may be necessary to site the proposed extension within a raised patio or terrace so that the lower proportion below the internal floor level is screened from the garden of your property or from the neighbouring gardens. This will ensure that the extension is viewed as a single storey extension and will preserve the character of the original property (Figure 9).

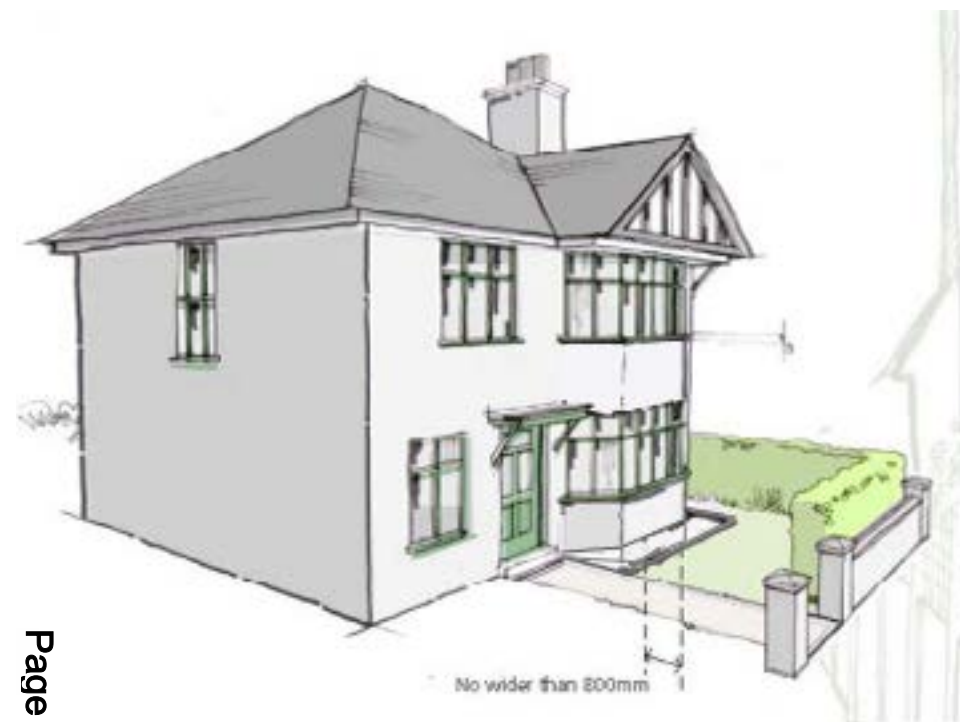
Well designed conservatories constructed using traditional materials, such as timber, will be considered on their individual merits. They should accord with the size criteria set out above.

3.3 Basement Extensions and Raised Patios / Terraces

The hillside nature of the Sudbury Court Conservation Area has resulted in an increased number of residents expressing an interest in excavating new basements below the rear of their property. Where rear gardens are sufficiently steep it may be possible to build an extension at both basement and ground floor level. When considering this type of extension it is important to comply with the following standards.

Basements will not be permitted if they are to provide habitable accommodation such as primary living areas and bedrooms. Nevertheless, uses such as utility rooms and play rooms are deemed acceptable.

Any basement extension should be no wider than the original house.



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Figure 5: Lightwell illustration guide

Lightwells should be located to the rear, but where unavoidable new front lightwells should project from the front wall of the house by no more than 800mm (Figure 5). These can only be flat and must not exceed the length of the bay. Lightwells must be no wider than the bay or windows above. On some properties, especially ones set close to the road, it may be not possible to appropriately accommodate a light well.

If your property does not have a significant change in ground level to the rear, a lightwell with a maximum depth of 1 metre can be provided to allow natural light to the basement. If there is a change in ground level to the rear of your property, a lightwell can be set within the raised patio or terrace which would conceal the windows to the basement (Figure 6). This design approach can be adopted with or without a single storey rear

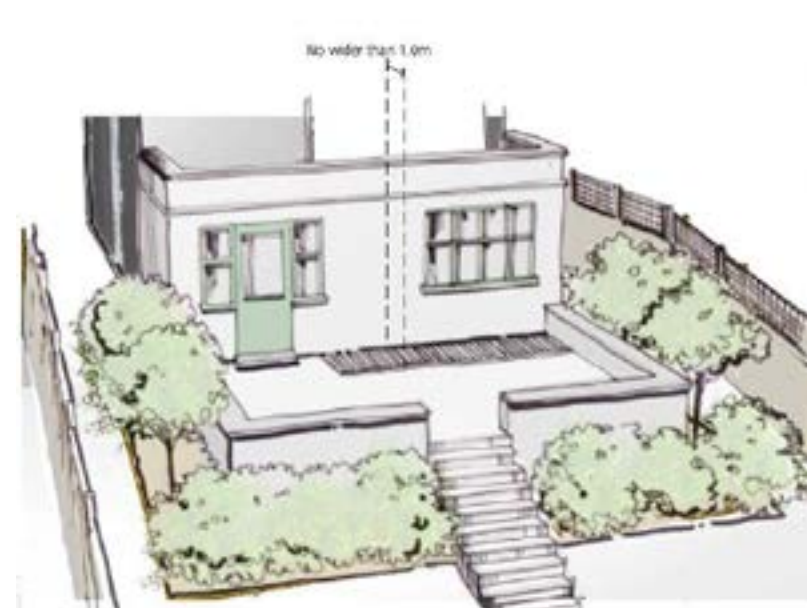


Figure 6: Illustration of a light well concealed in a raised patio or terrace

extension being proposed. The maximum depth of basement permitted is 3 metres from the original rear elevation of a semidetached house (Figure 7) or 4 metres from the original rear elevation of a detached house.

Please also be aware that a Party Wall Agreement with the neighbouring properties may be required. Further information can be found on the Council's website.

Raised patios and terraces can be problematic because they are open and are at an elevated position, allowing overlooking of neighbouring houses and gardens. The following guidance seeks to protect neighbouring residential amenity and the character of the area:

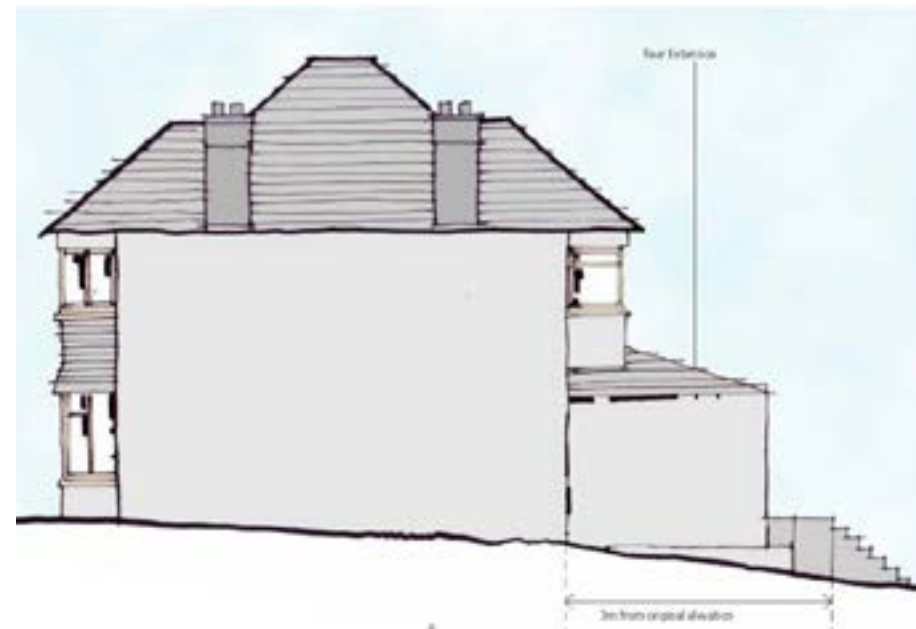


Figure 7: Illustration of a 3 metre rear extension from the side

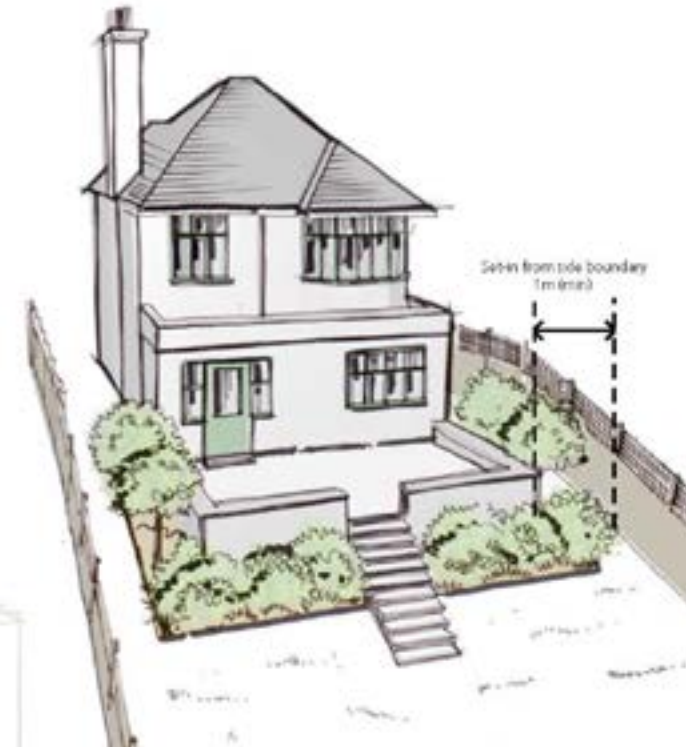


Figure 8: Illustration of a set-in from the side boundary of 1m

- Raised patios and terraces (above 0.3m high) should be set-in from side boundaries by at least 1 metre (Figure 8). An increased set-in will be required where changes in ground level are significant.
- Details of boundary planting between the raised patio or terrace is required to provide additional screening for neighbouring residents (Figure 9).
- The maximum depth permitted is 3 metres from the original rear elevation of a semi-detached house or 4 metres from the rear elevation of a detached house. It may be possible to increase the depth of the raised patio or terrace if it is set further in from site boundaries, however, this will be dependent on individual site characteristics.

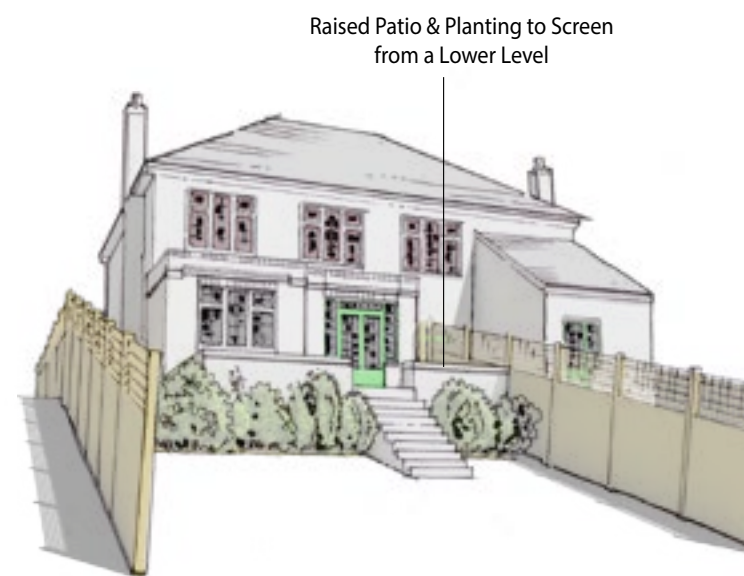


Figure 9: Illustration of a raised patio and planting to screen from a lower level

3.4 Side Extensions

Side extensions are a popular way of extending. However, they have a direct impact on neighbour amenity as well as a property, the character of the original house, the street and the wider Conservation Area. Poorly designed extensions can adversely harm the character of the building and the Sudbury Court Conservation Area. Inappropriate side extensions can, for example, unbalance a pair of properties and the symmetry of groups of houses. Furthermore, by infilling the gaps between properties the individuality and garden plots are lost.

Extensions should be designed to complement the original house and not impact on the amenity of the immediate neighbours. Please note that for properties that have prominent front gables and bay features, these elements do not form the main front wall of the house. The prominence of these features should be retained.

To preserve the important separation and views between houses a minimum gap of 1 metre needs to be maintained to the side boundary at all levels.

The only exception to the above is where there is an original detached garage on the boundary. In these instances, the garage should be retained and incorporated into the design of the extension or a suitable replacement that replicates the proportions and features of the original garage (including the retention or re-provision of side hung timber garage doors; see Figures 10 and 11). The existing relationship between the garage and the main house also needs to be maintained. Therefore the recessed linkage between the garage and the house should be set back at least 1 metre at ground floor from the front wall of the house (Figure 12).

Single storey side extensions will also be required to:

- Be constructed of materials to match the existing property;
- Have proportionate sized windows to match the existing property;
- The roof will match the existing property by using a pitched or a traditional back on edge and tile creasing parapet - which ever is appropriate in the context.



Figure 10: Illustration of a side garage with side hung timber doors



Figure 12: Illustration of a recessed linkage between the garage and the house



Figure 11: Illustration to show a side garage with side hung timber doors

For two storey side extensions, a set back of 25 cm from the main front wall of the house should be provided at ground floor level corresponding to a set back of 1.5 m (from the main front wall) at first floor level along the eaves line of the house (Figure 13).

In addition to these requirements, the width of the side extension is restricted to a maximum of 3.5m wide (measured externally). This is to ensure that it is of a size and scale that is subordinate to the original house (Figure 13).

Where your side extension will infringe on the site of an original detached garage (see section 3.7) you should either incorporate the original garage into the design of your extension or incorporate a suitable replacement that replicates the features of an original garage (Figure 13).

Two storey side extensions will also generally be required to:

- Be constructed of materials to match the existing property
- Have proportionate sized windows that match the existing property
- The roof set down from the original ridge line
- Where semi-detached, consider the symmetry of the pair

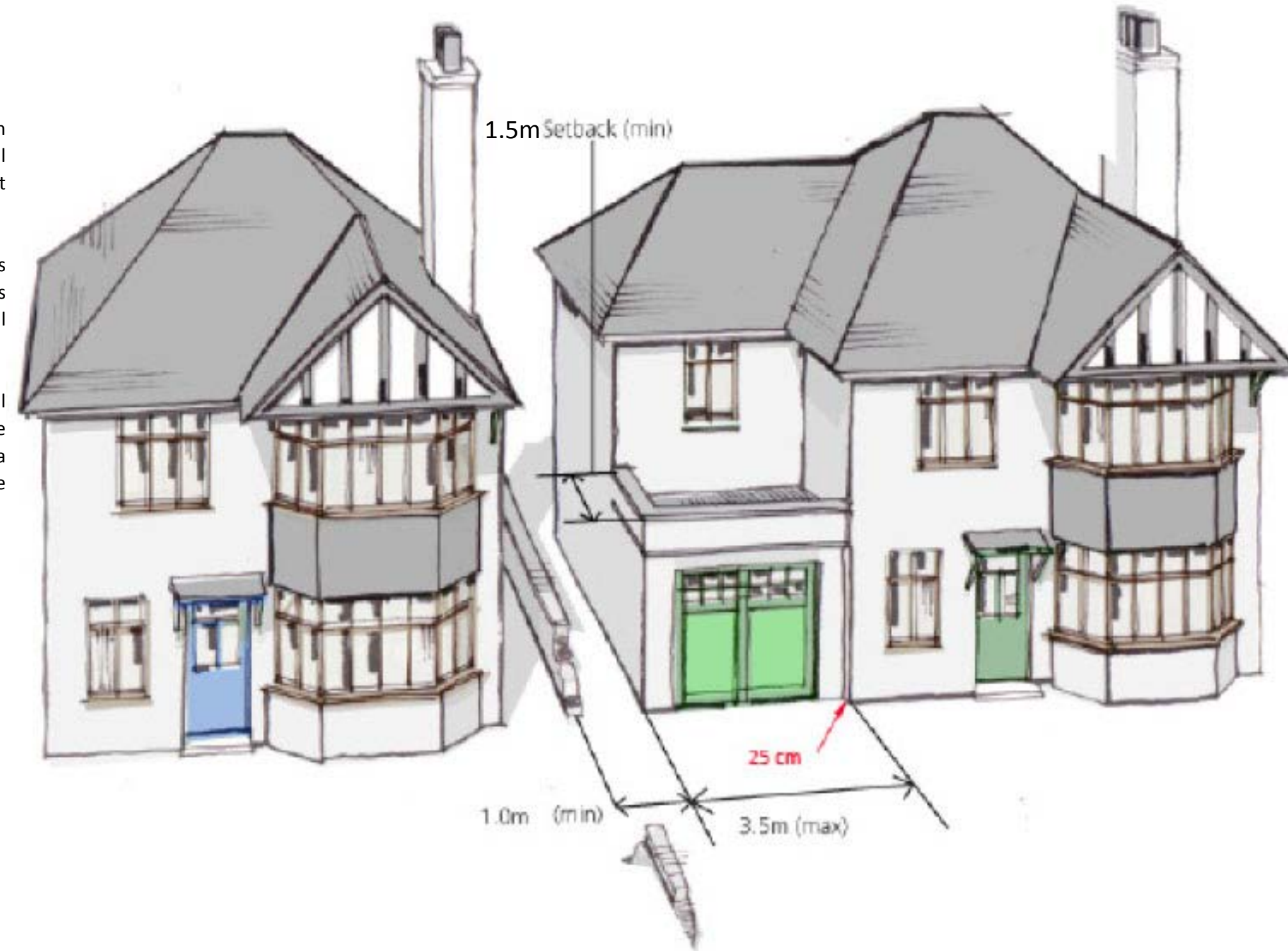


Figure 13: Illustration of a recessed two storey side extension

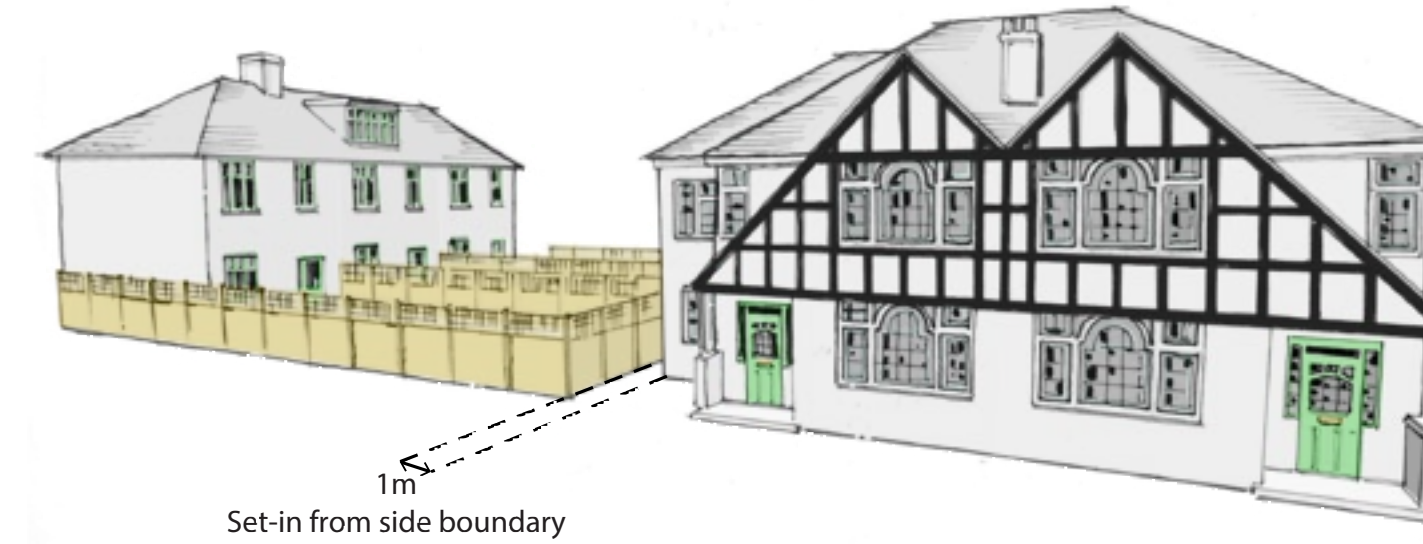


Figure 14: Illustration of a set-in from the side boundary

Where the side boundary of your property adjoins the rear boundary of the neighbouring site, the set in from the side boundary is still required to ensure a development does not harm the symmetry of a pair of semis or appear cramped in the plot (Figure 14).

3.5 Corner Plots

Where the side of a property faces a road, as this will be very visible, more care should be taken on the design of any extension. Over large or bulky extensions will not generally be acceptable as they will draw attention to themselves and detract from the appearance of the Conservation Area.

It is important to ensure that the gap for corner properties between the house and the detached garage is retained, as this contributes towards the open character of the Conservation Area (Figure 15).

Side extensions that link the dwelling house with a detached garage which is positioned away from the property will not normally be acceptable.



Figure 15: Illustration of a detached garage where the gap between the house is retained

3.6 Front Doors, porches and Canopies

Recessed porches are an important part of the character of the Sudbury Court Conservation Area. Unfortunately, in a number of cases, these porches have been infilled in an unsympathetic manner. It is always best to retain the original front door, porch or canopy in their original form as this is an architectural feature of the property.

Notwithstanding this general preference, following consultation with residents, it has been agreed that the Council shows some flexibility on this matter and consequently it is prepared to allow existing recessed porches to be infilled or canopies adapted to create an enclosure providing the final design is sensitive to the appearance of the building (Figure 16).

Porches and Doors

New porches and the infilling of recessed entrances will be supported subject to the following design principles being applied:

- The new porch or enclosure of a recessed entrance is predominantly glazed to allow views to the original front door behind. The design should always be a simple timber frame (no more than 10cmx10cm) with a pair of double French doors, with fan lights and side lights. The plinth should be in brick to match and the canopy adapted to form a porch.
- The original timber front door should always be retained, or if this has already been replaced with an inappropriate design or material, an original design must be reinstated. Similarly, the existing canopy should always be retained as part of a new porch design and the new timber construction beneath slim sectioned and carefully integrated with the existing structure. Again, the frame should be no more than 10cmx10cm.
- Where a property already has an infilled entrance or a porch, any replacement is required to follow the design principles set out above, to provide a more uniform design approach across the Conservation Area to sustain its character.
- The Council would prefer timber replacement French doors and porches, however, PVCu is accepted provided it is in keeping with the style of the existing property and follows the guidance above.
- Repainting doors periodically is recommended. Darker colours are traditionally used for doors on the estate.



Figure 16: Illustration of a recessed porch that has been infilled

3.7 Window Repair and Replacement

The original style of windows within Sudbury Court are casement (Figures 17, 18 and 19). These can be repaired and overhauled and this can usually be cheaper than replacing them and will maintain the appearance and value of the house. If leaded lights have been damaged, it is surprisingly inexpensive to have them restored to their original condition. Rotten areas of sills, sections and jambs can be cut out and replaced with new timber cut to the same size and shape.



Figure 17: Window details at Sudbury Court



Figure 18: Window details at Sudbury Court

Please note, replacement windows and doors to elevations fronting the highway will require planning permission as they are covered by the Article 4 Direction.

If you do need to replace windows then, ideally, they should copy the original exactly. It is unlikely that you will find standard off the shelf replacement frames that will give a close enough match the original windows. A good carpenter or timber window specialist will be able to make a replacement using the original window as a pattern so that no detailing is lost. Poor window replacement can have the single most negative impact on the character of the Conservation Area.

When submitting a planning application for replacement windows, the following information will be required:

- All window elevations to be replaced are required at a scale of 1:10 or with all dimensions clearly annotated. Property elevations or photographs of the whole of the property, with the windows to be replaced numbered to correspond with window elevations.
- A cross-section at a scale of 1:5 or preferably full size through the transom* showing the relationship of fixed and opening lights and drip rails*, with full size details of any glazing bars* or leaded lights* which must be mounted externally.



Figure 19: Window details at Sudbury Court

The Council will consider alternative materials to timber including PVCu* and metal framed, subject to the replacement windows replicating the design of the original windows (even if the windows have already been replaced previously). This also applies to windows within extensions. The following guidance should be adhered to:

- Replacement windows must have the same overall, section arrangement and proportions as the original windows, including the same number of uprights, the same number of horizontals and the same number of glazing bars/leaded light details all at the same position as the originals.
- A feature of many windows within the estate is the circular keyed and dented* transom and stained glass decoration. This can, and should, be carefully replicated.
- All glazing bars/leaded light detailing must be externally mounted and not sandwiched between double glazed units or internally mounted. A drip rail must be provided within the replacement windows if this is a feature of the original windows (Figure 20).

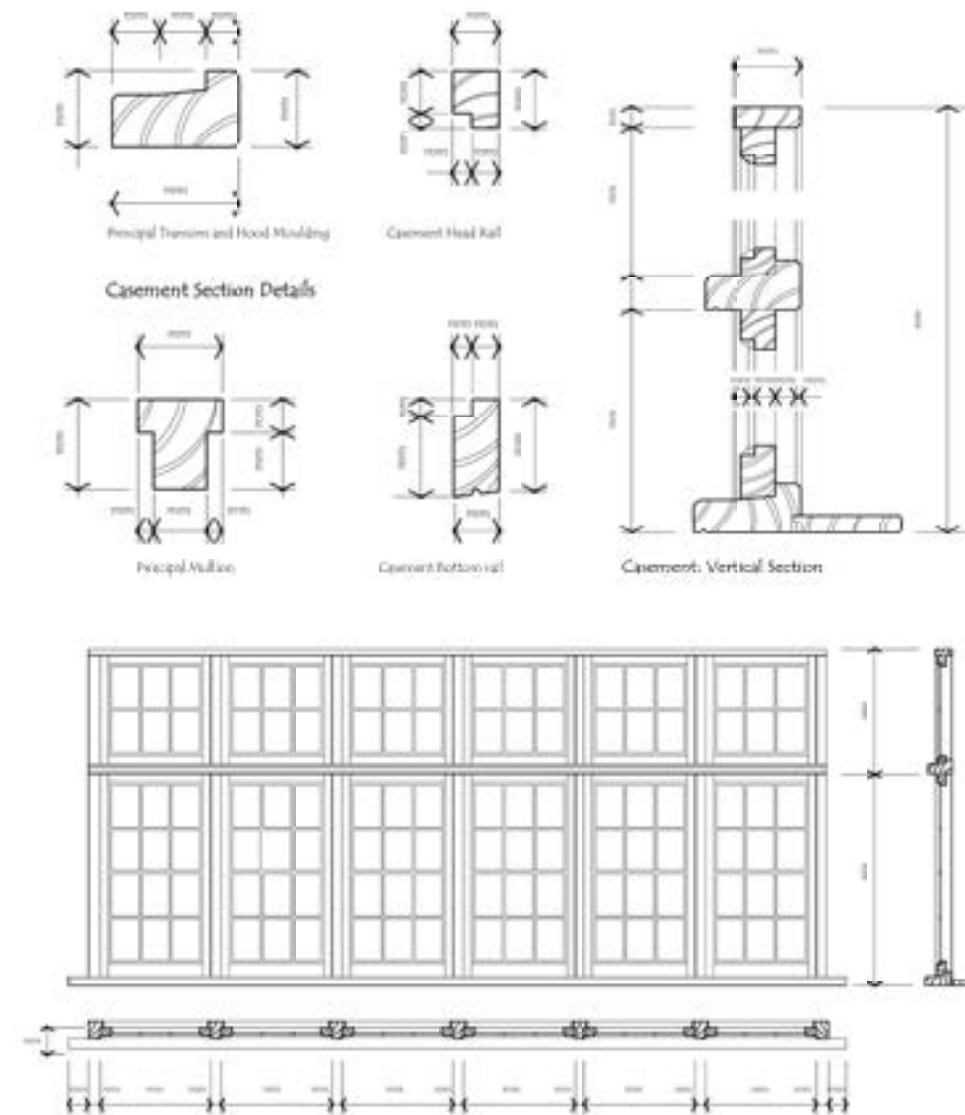


Figure 20: Illustrations of window details at Sudbury Court

3.8 Garages

Original garages make an important contribution to the character of the Sudbury Court Conservation Area and their retention will be encouraged. However, where it can be demonstrated that an original garage is too small to accommodate a modern car then the Council may consider proposals for a replacement. If you want to build a new garage or replace an existing one, the design must be in keeping with the house. It should have a steep pitched roof with wooden side hung doors that incorporate top hung windows. A decorative gable-end with half timbering will ensure that your garage will preserve the character of the Conservation Area. It should be set well back from the front wall of the house.



Figure 21: Illustrations of a garage on a side plot. The garage is detached from the house and has side hung timber doors

4.0 GENERAL REPAIRS AND OTHER MODIFICATIONS

There are many reasons why people want to make changes to their property. Repairs and alterations may be necessary due to weathering, families may need more space and new owners may wish to personalise their home.

Living in a Conservation Area does not mean that you cannot make alterations to your property but it does mean that the changes should sustain or enhance the character and appearance of the property and the area.

The houses in Sudbury Court Conservation Area were built to a variety of designs. However, they all blend together because similar building materials, similar overall sizes and architectural details were used.

Also, many streets and short runs of houses were built to consistent symmetrical or paired designs. This unity of design gives the area its unique character. Therefore, alterations to an individual building may affect the whole streetscene.

Some properties were altered before the strict controls of the Article 4 Directions were put in place. Where this has happened, the Council encourages residents to restore the original appearance of their property.

Costly repairs can be avoided by regular maintenance. For example, clearing blocked gutters, repainting woodwork and refitting roof tiles when they become loose. It is usually much more expensive to carry out repairs if problems are left unchecked.

However, where repairs are needed, it is important to use the right materials and methods. It is always recommended that you contact the Planning Service prior to commencing any work on your property for advice on whether planning permission is required. In the following section you will find some advice to help you carry out repairs to your home.



4.1 Decorative Features and Details

The original designers and builders working in Sudbury Court paid great attention to the architectural details and decorative elements of the houses. These include: console brackets*, block modillions*, dentils*, string courses*, decorative mouldings, terracotta details*, erns, shutters, stained and leaded glass, carved timber work, roof tiles, ridge tiles, chimney stacks and pots, brickwork panels, tile window sills and projecting eaves.

Once original details are lost, they are rarely replaced. Removal of building detail can spoil the appearance of individual buildings as it is often the quality of the decorative features that add to their significance. Furthermore, the cumulative loss of individual features will harm the overall appearance of the street and therefore the Conservation Area. If decorative features are beyond repair, specialists will be able to make an exact replica or a building materials salvage supplier may be able to trace an original replacement. Houses with original architectural detailing are more attractive to potential purchasers.



Figure 22: Decorative features at Sudbury Court

4.2 Repairing and Re-Pointing Brickwork

Where bricks have spalled*, chipped or decayed, they can be cut out and replaced with bricks of the same size, texture and colour. The brick bond* should also match exactly. Second-hand bricks from a building salvage supplier or a specialist brick manufacturer can be used. Re-pointing should be carried out to the highest standards. Poor re-pointing work can make the brickwork decay more quickly. The Council would always recommend a specialist contractor with knowledge of traditional brickwork and historic buildings to undertake such brickwork repairs. Ask for a method statement. A contractor should generally rake out loose and decayed mortar by hand using a hammer and chisel (not an angle grinder). The mortar should match the colour and texture of the

original. Generally, a Lime based mortar should be used as cement based products can cause decay of the brick in the longer term and care should be taken not to let mortar spread over the faces of the bricks.

4.3 Roughcast and Render

Roughcast* or render from walls should not be removed unless required for repair, in which case it should be replaced. Take care to match the existing colours and texture. The composition of the roughcast or render should be established before the right material can be chosen for repair. If it is possible, rendered surfaces should be left natural and not painted.



Figure 23: White render at Sudbury Court

4.4 Repainting and Other Wall Coverings

Original brickwork should not be painted or covered with any other finishes. If architectural details are covered over, this can spoil the appearance of the property. Moreover, this may trap moisture and cause serious damage to walls. It is usually possible to remove paint from original brickwork. Where roughcast or render is painted, colours should be traditional and in keeping. There are a number of colours that will preserve the character of the area - normally it is white for roughcast and render. The Council will not give Planning Permission for garish colours that stand out and break the uniformity of the streetscene.

4.5 Half Timbering

Half timbering* is an important part of the character of some houses (Figure 24). This should always be retained and repaired where possible. Replacement timbers should look exactly like the originals and be painted or stained to match.

4.6 Tile Hanging

Some houses have areas of vertical tile hanging, which are standard plain clay roof tiles applied to the walls on timber battens. Sometimes, bands of specially shaped tiles are added. Tile hanging can easily be repaired or replaced if necessary. It is important to ensure that new tiles match

the plain clay originals.



Figure 24: Half timbering at Sudbury Court

4.7 Roofs

Most roofs in the area are covered in clay tiles. Problems that arise are usually due to rotten fixing nails or wooden battens. If you need to carry out repairs, it is usually possible to reuse up to fifty percent of the original tiles. However, if replacement is necessary, care must be taken to match the colour, texture, size and materials of the originals as tiles come in many shapes and sizes. Where Building Regulations require that the roof space should be ventilated the traditional method is to ventilate from under the eaves* and at the ridge, do not use off-the-shelf plastic ventilator tiles.

Some properties in the Sudbury Court Conservation Area have roofs constructed from green tiles (Figure 25). These roofs add to the unique character of Sudbury Court and should be retained. Where repairs are necessary you should take extra care to ensure that any replacement tiles match the colour and finish of the existing roof.



Figure 25: Illustrations of a roof with green tiles

4.8 Chimneys

There are many different styles of chimney stacks in the Sudbury Court Conservation Area. In some cases they are relatively tall, were built using decorative bricks, are corbelled or have other ornate brick courses (Figure 26). They are an important part of the character of the area and must not be taken down or altered. Please keep the chimneys in good repair. A chimney helps ventilate the house. A new flue for a new central heating system can easily be run inside the existing chimney.

Planning Permission is required to demolish or make alterations to a chimney for houses covered by the Article 4 Direction.



Figure 26: Decorative brick chimney at Sudbury Court

4.9 Gutters and Drainpipes

It is good practice to keep gutters and drainpipes in good repair because leaks can cause damp problems in walls, which may cause expensive problems inside. The original gutters and drainpipes in the Conservation Area were cast iron.

If replacement gutters and drainpipes are required, painted cast aluminium, which can look similar to cast iron may be possible. Check it matches the original and paint it either black or another dark colour to match the paintwork. Decorative cast iron hopper heads should be retained in all circumstances.

4.10 Satellite Dishes and Aerials

Planning Permission is not required for regular sized satellite dishes and aerials if these are fixed to the back of the house. However, Planning Permission is required to fix these items to the front or side of the property, where they can be seen from the street, on the chimney, or on the roof. Because of the obtrusive nature of such fittings in these locations, the Council will not permit such additions. Please contact the Planning Service for advice on more appropriate options. Cable television should be considered as an alternative which does not require the installation of a dish.

4.11 Gas, Electricity and Water Services Boxes and Burglar Alarms

Please keep existing traditional boxes if you can. Position modern gas, electricity and water meter boxes so they are not too noticeable and please paint them a dark colour.

Try to make them blend in with the background. Burglar alarms should also be painted a dark colour and located in a position that enables them to be a deterrent, but does not dominate the front elevation of your home.

4.12 Solar Panels and Environmental Installations

The Council encourages environmental improvements, but also recognises that many installations may not be appropriate within Conservation Areas.

Careful consideration needs to be given to the siting of photovoltaic (PV) panels. Panels should not be sited on any roof slope that faces the street. You do not normally need Planning Permission to install PV panels on the rear roof slopes (providing the roof slope does not face the street and does not protrude more than 200mm beyond the plane of the roof). Many manufactures provide an in-roof system where PV panels are recessed flush with the roof tiles. It is always best to check with the Planning Service.

5.0 GARDENS

Gardens are as important to the character of Sudbury Court as the houses. In addition to their aesthetic and environmental value, plants can provide privacy and security. Where hedging would have been the original boundary treatment, the Council will always recommend it in place of tall walls.

5.1 Front Gardens, Walls and Boundaries

The original front gardens are a distinctive feature of Sudbury Court Conservation Area. Sadly, many of them have been paved over in recent years and boundary walls, hedges and fences removed. The traditional front garden plot within the Estate included a brick boundary wall and gate, post and chain link fencing together with soft landscaping such as hedges, planting, lawn and trees.

The removal of garden walls, gates and hedges and the formation of hard surfaces will only be permitted where they form part of an acceptable off-street parking scheme (see section 5.2).

Where they have been lost, the Council will encourage traditional front boundary walls to be replaced. The front boundary walls in Sudbury Court generally consisted of low castellated dwarf brick walls and timber posts and chain-link fencing (Figure 27). Replacements should match this original style. Due to the nature of these walls, consideration needs to be given to the ground levels.

Hedges play an important role by adding to the character and setting of the dwellings. These privet hedgerows typically trimmed to a height of 1.2-1.5 metres serve to define boundaries and identify access points (Figure 28). The removal of hedges would drastically alter the natural/urban balance within Sudbury Court. Where possible, hedges (if you have them) should be maintained as this is the best way to preserve the character of Sudbury Court.

5.2 Driveways and Off-Street Parking

In exceptional circumstances the Council may grant permission for a standard off-street parking space where at least 50% of the total front garden area will be retained and suitably landscaped with soft planting features. Any new hard surfaces should be formed using traditional materials and construction methods. Suitable materials would be stone, brick pavers or loose gravel and surface should be permeable. The use of tarmac and concrete is not considered acceptable. The reinstatement of an appropriate boundary will also be required.

If a new access point is permitted as part of the proposal the remaining walls should always be properly finished with piers. The removal of garden walls and hedges across the whole width of the front plot is not acceptable. Planning Permission for off-street parking spaces will also be



Figure 27: Illustration of a low front boundary wall at Sudbury Court; Accompanying photo of a chain-link fence

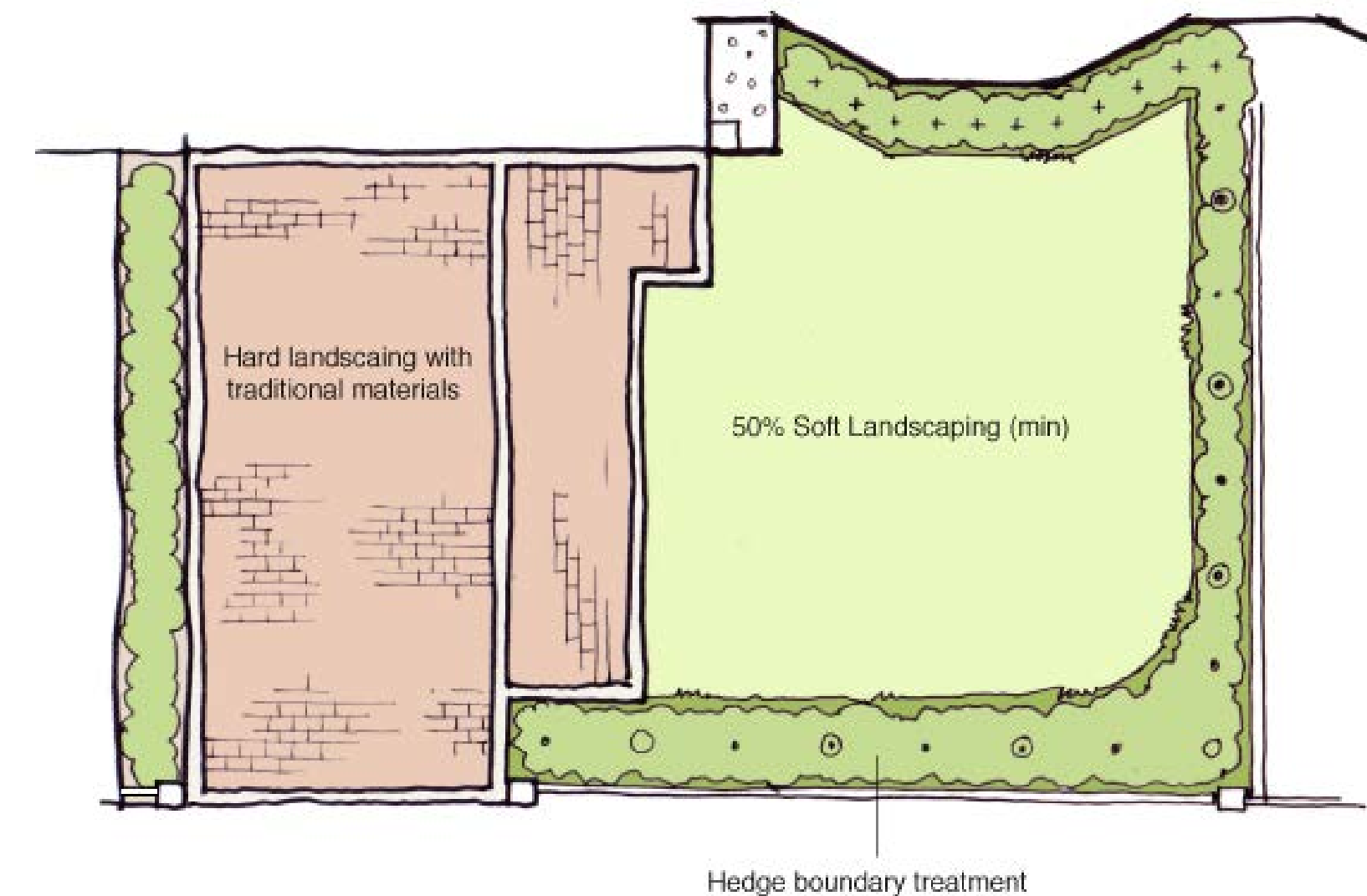


Figure 28: Illustration of a hedgerow plan at Sudbury Court

subject to assessment by the Council's Transportation Service.

5.3 Trees

All trees in the Sudbury Court Conservation Area that have a diameter greater than 75mm, measured at a height of 1.5m, are protected.

Permission is required to carry out even the most minor of work to these trees. It is always best to contact Planning Service for advice on the best way to protect the trees in your garden. Contact details can be found on the council's website.

5.4 Ramps for People with Disabilities

Access ramps may be necessary for some residents. A carefully considered design will always be acceptable.

You can soften the outline of a ramp with planting. Any brickwork should match the bricks used for the house and handrails are best painted a dark colour.

5.5 Garden Buildings

If your property is a single family house (i.e. not a flat, subdivided houses and multiple-occupancy properties) you can build some types of garden building in your rear garden without Planning Permission, using Permitted Development rights. However, permitted development rights do have limitations. You may need planning permission if the garden building is situated on land between a wall forming the side elevation of the house and the property boundary. Furthermore, a garden building is limited in height depending on the distance of the building to the site boundary. It is also required to be used for purposes incidental to the enjoyment of the house. It is therefore recommended that you check with the Planning Service whether Planning Permission is required prior to constructing any building.

Where Planning Permission is required, as with extensions and alterations to the main house, new buildings or structures within rear gardens of Conservation Areas must preserve or enhance the character or appearance of the area.

Subject to this, the following will be used by the Planning Service to guide its assessment of the acceptability of such proposals:

- In gardens of between 10 and 25 metres in length, the general maximum size of individual buildings should be no greater in plan (footprint) than 1/5 (20%) of the overall length and 1/2 (50%) of the width of the garden (Figure 29). The buildings should be located in the rear 1/4 (25%) of the garden and should have a maximum footprint of 15m². Buildings of this size will normally be required to be set away from joint boundaries by at least 1m to reduce their

impact, promote further landscape development and allow future maintenance without having to enter your neighbour's garden.

- New structures and buildings within gardens of longer than 25 m and less than 10 m will be assessed on their individual merits. In both circumstances the structures should be of a bulk and form that is in keeping with the style and proportion of the area and the garden plot.
- If you wish to position your building within the first 3/4 (75%) of your garden the Council will assess your application on its individual merits. However, it is likely that a building in this location will have to be significantly smaller. Where your garden abuts a neighbour's garden you may also have to reduce the size and scale of your

proposed building to reduce the impact on the neighbouring garden and views out of your neighbour's house.

- Existing trees and significant soft landscape features should not be removed or damaged to allow new buildings.



Figure 29: Garden building guide

6.0 GETTING PERMISSION

Whether you need Planning Permission depends on what you want to do. However, in many cases it is likely that you will need permission from the Council before you make any changes to the outside appearance of your house.

6.1 Planning Permission

It is very important to remember that the Article 4 Direction planning controls placed on the Conservation Area by the Council are legally binding. In addition to standard planning controls, you must apply for Planning Permission for any of the work listed in Section 2.2. It is always best to call the Planning Service to find out whether you need to make an application. The Council can take enforcement action against you if you carry out work without permission. You may be required to undo the work and reinstate original details at your own expense.

6.2 Tree Preservation Orders

In Conservation Areas it is necessary to give 6 weeks written notice to the Planning Service before removing or lopping a tree that has a trunk diameter exceeding 75mm at a height of 1.5 metres.

In the written notice you should include a description of the tree, its location, what work you intend to do and why. Some trees may also have Tree Preservation Order.

6.3 Building Regulations Approval

You will need Building Regulations Approval for most alterations and



extensions. You will need to check with the Council's Building Control department before you start the work.

Please remember that you may need Planning Permission even if you do not require Building Regulations Approval and vice versa.

6.4 How to Apply

You will need to fill in a Planning Application form which can be obtained through the Planning Portal www.planningportal.gov.uk Clear existing and proposed plans are required. The Council recommends that you use a qualified architect or similarly skilled professional to undertake the drawings.

As part of the application a Heritage Statement is required. This should include all of the following:

- An assessment of heritage significance of the heritage asset or assets which may be affected by the proposed development, including their setting;
- An assessment of impact of the proposed development on the heritage asset(s) and their setting; and
- A mitigation statement outlining a mitigation strategy to address any impacts of the proposed development on the significance of the heritage asset(s).

The amount of detail that is required in a heritage statement will vary according to the particular proposal.

A Design and Access Statement will also be required for the provision of one or more new houses or the construction of a building or buildings

where the floor space created by the development is 100m² or more.

Please refer to the Council's website for further guidance on submitting a planning application in a Conservation Area.

The Planning Service aims to determine minor planning applications within 8 weeks. It is likely that permission will be subject to providing additional information, such as material samples to be approved on site, before the work can be undertaken. A proposal which does not adhere to the guidance or a contemporary design may need further submissions to assist the Council. This may include larger scale drawings, perspectives, photomontage, models, details and samples.

6.5 Specialist Help

To make repairs and alterations that preserve or restore the character of the property, a specialist supplier or craftsmen may be required. Some of the materials and skills may no longer be in common use and may take time to find. Please check with the Council's Planning Service if you are in any doubt. It might be able to source local specialist assistance.

Specialist services and supplies are sometimes more costly than the mass-market, ready-made alternatives, but not always. In most circumstances specialist help need not cost more. However, when it does, many residents view the extra expense as an investment. If you preserve or restore the original appearance of your house, this can help to maintain or even increase its value.



7.0 EXPLANATION OF TECHNICAL TERMS

Block Modillions

Ornamental blocks set at intervals under the eaves.

Brick bond

Arrangement of bricks in a wall, combining bricks laid lengthways (stretchers) and bricks laid widthways (headers).

Casement window

Made up of a frame with a smaller sub frame, called a casement, set within which is fixed with hinges at the top or sides to allow it to swing open.

Console bracket

A decorative wall bracket which supports a bay window, part of a roof or other feature that projects out from the house.

Drip rails

A sill like section mounted above or below the opening casements of windows to shed water away from the opening when it is opened.

Dentils

Square blocks set at interval to produce a decorative band that looks like teeth.

Eaves

The junction of the wall and the lower edge of the roof.

Glazing bars

The bars of wood or metal which separate individual glass panes in a window.

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Half timbering

Often called 'timber framing', this means timbers applied vertically or horizontally to the walls of houses as a decorative feature.

Jambs

The side sections of a door or window frame.

Leaded light

A window made of small pieces of glass joined by strips of lead.

Parapet

A section of a wall that projects above the eaves of a flat roof.

PVCu

Unplasticised Poly Vinyl Chloride. This usually refers to plastic windows.

Rough cast

Rendered wall finish with small stones added to the mixture.

Reveal

The part of a wall that turns back towards the window frame in its opening.

Sill

The bottom section of a window frame that projects out from the wall to allow rain to run away.

Spalled bricks

Bricks that have lost their front faces through frost damage.

String course

A horizontal detail band of brickwork or stone, often projecting.

Terracotta details

Specially shaped and moulded bricks used as decorative features.

Transom

A horizontal structural beam or bar within a window frame.

