

SUDBURY COURT

CONSERVATION AREA

DESIGN GUIDE

»» DRAFT



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1.0

Introduction

1.0 Introduction

Conservation Areas are places of special architectural and historic character with a collective quality worth preserving and enhancing. The strength of their character is dependent on the way the individual buildings 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.



This enables the Council, with the aid of localised design criteria and additional controls over Permitted Development, to influence the type of physical changes that would otherwise be harmful to the area.

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) Direction, to Sudbury Court in order to provide extra protection from development that may damage the character of the area.

This guide provides information on Sudbury Court's specific planning controls, as well as advice on ways to repair and improve your home so that it helps preserve and enhance the character and appearance of the area.

You may also require Building Regulations approval for alterations to your property, further guidance is set out in Section 6.4 of this Design Guide.

1.1 What makes Sudbury Court special?

The Sudbury Court estate was largely built in the late 1920's by the designers Comben and Wakeling. The area is exceptional in that although the builders of the estate used standard design packages the character of the area appears to be 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 circular or 45 degree 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 details such as windows, doors and porches. Many properties have brick plinths with applied "black and white" timber to the first floor and bay gables. This mock-Tudor approach to suburban housing design was prominent from about 1924-1934 and arose out of the Garden Suburb Movement.

1.2 Who is this guide for?

This guide is for residents, consultants and builders working in the Sudbury Court Conservation Area. It contains practical advice and information to help you make repairs and improvements to your home that will maintain the character of the area.

Alterations that are out of keeping with the original appearance of the houses and streets can spoil the quality of the environment and reduce the desirability of the area. The Council can do much to lead in the protection of the Conservation Area, but residents need to care for their own home with the attention to detail shown by the original designers. We share a duty to protect the special character of the area, not only for today's residents and visitors, but also for those of tomorrow.

As a resident, it is in your interest to keep the special character of your home and area. Usually, houses

in well-maintained Conservation Areas have a greater value than those outside. There are many Conservation Areas throughout the country all with different characters and building types, but it is only those areas in which the residents are actively involved in conservation that successfully retain their character.

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





1.3 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 owner's Permitted Development rights. This enables the Council to prevent insensitive development. 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.

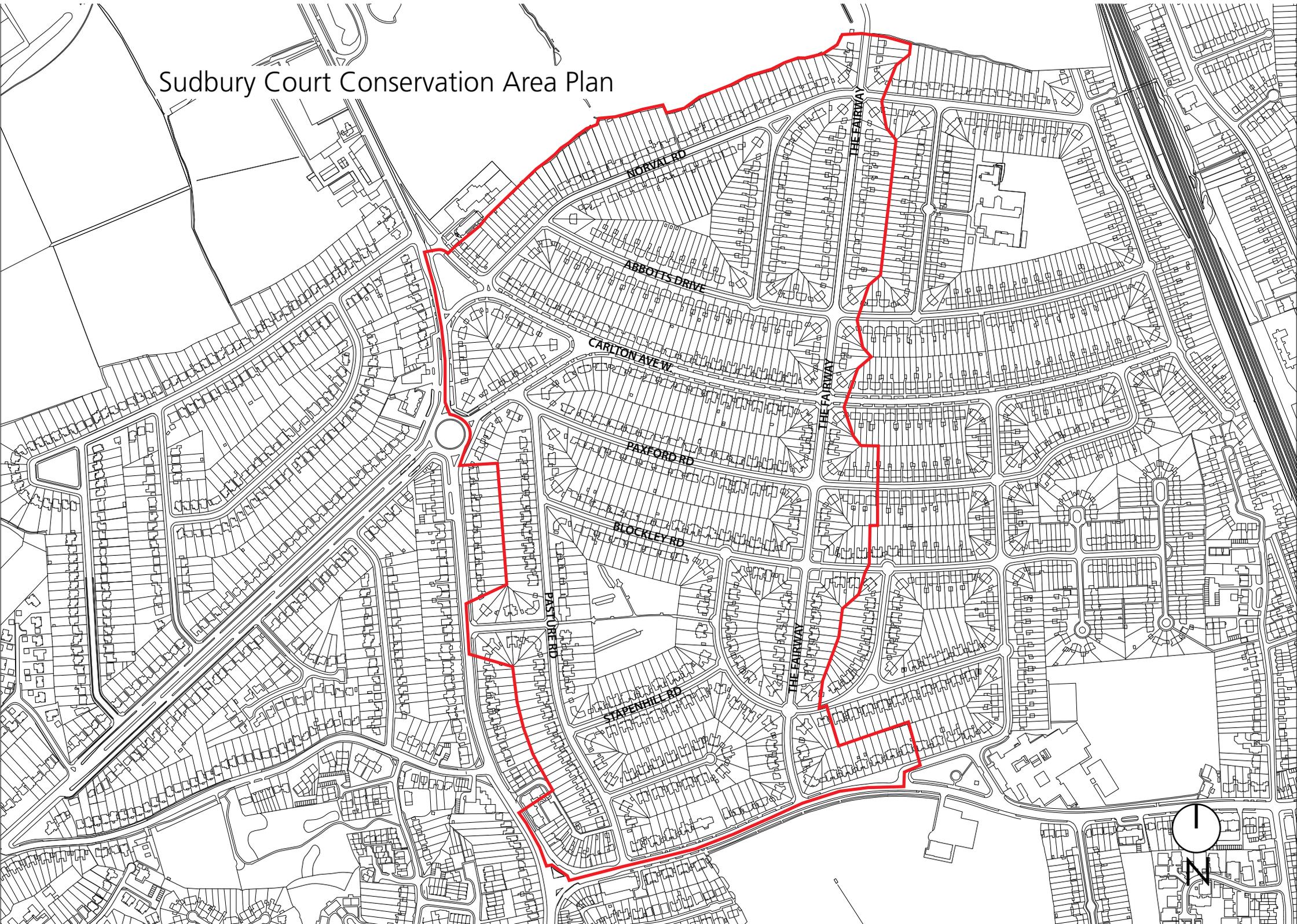
In areas with an Article 4 Direction, owners may have to apply for planning permission for proposed building work that would not normally require planning permission. The extra effort that owners have to make to obtain the appropriate planning permissions is recognised by the Council, so within an Article 4 Direction area the Council does not charge a fee for deciding Planning or Conservation Area Consent applications for work that would otherwise have been Permitted Development.

1.4 Is my property in the Conservation Area?

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

Sudbury Court Conservation Area Plan





2.0

When do I need to apply for planning permission?



THE PROPERTY IS SITUATED
PAXFORD ROAD
1999

2.0 When do I need to apply for Planning Permission?

2.1 General controls within the Conservation Area

The Town & Country Planning (General Permitted Development) Order 1995 (as amended) 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. 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.**

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 require planning permission for the following works:

- » 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.
- » Build any first floor extension.
- » Extending the roof of your house.

Fitting, altering or replacing external flue, chimney, or soil and vent pipe onto a principle or side elevation that fronts a highway. In other locations, it should not exceed the highest part of the roof by one metre.

Fixing a satellite dish or aerial on a chimney, wall or roof slope which faces onto and is visible from a road.

Please refer to the councils website for guidance on current Permitted Development allowances.



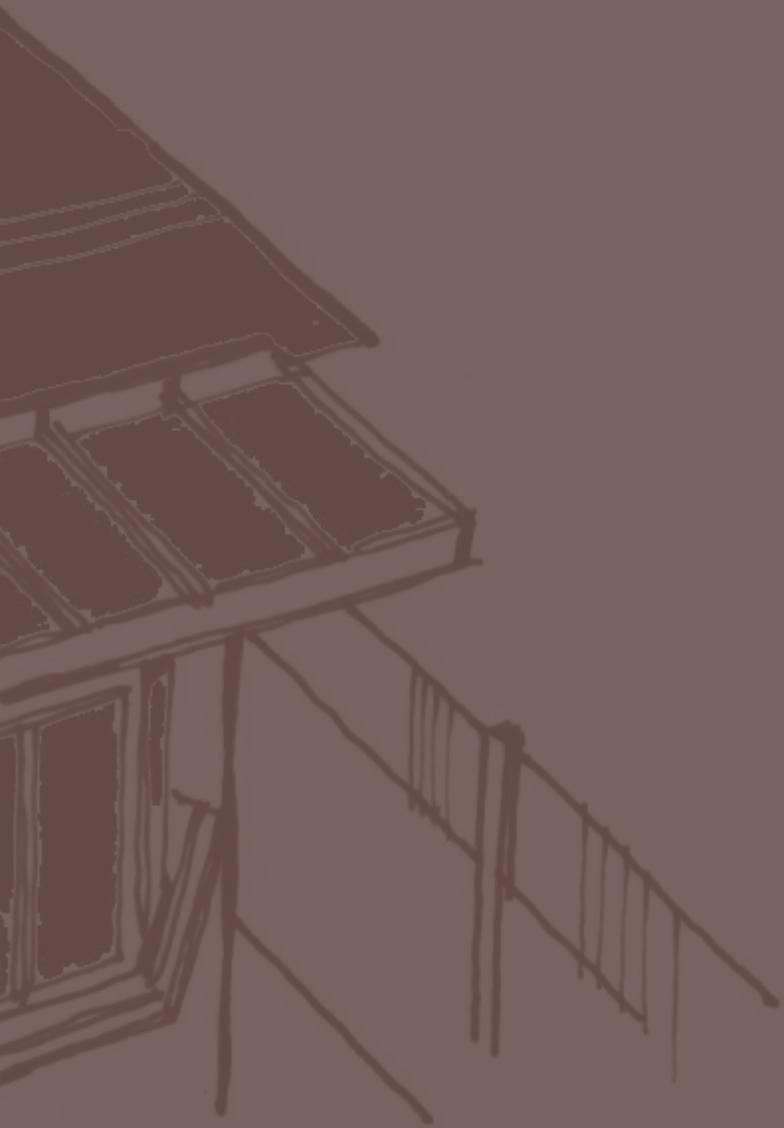
2.2 Additional controls for properties covered by the Article 4 Direction

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 preserved and enhanced. The additional controls assist in protecting the Sudbury Court Conservation Area from insensitive and unsympathetic development by allowing the Council to guide the way in which repairs and improvements are carried out. Properties covered by the Article 4 Direction also require planning permission for the following works:

- » Extensions, alterations or improvements to the front or side of your house.
- » Erect, demolish or make alteration to any chimney.
- » Alter, enlarge or replace any window or door openings that face the street. Be aware that corner plot properties this may affect the side, or rear, of your property.
- » Change roof tiles or install rooflights to any roof slope.
- » Build, alter or remove gates, fences, walls or other types of boundary to front gardens or any other boundary with the street.
- » Painting any part of your house, or any other outbuilding. You may however paint entrance doors and window frames and sills without planning permission. You may also paint existing rendered surfaces with British Standard white or off-white without planning permission.
- » Formation, laying out and construction of a means of access to a highway.
- » The construction within the curtilage of a dwellinghouse of a hardstanding for vehicles.







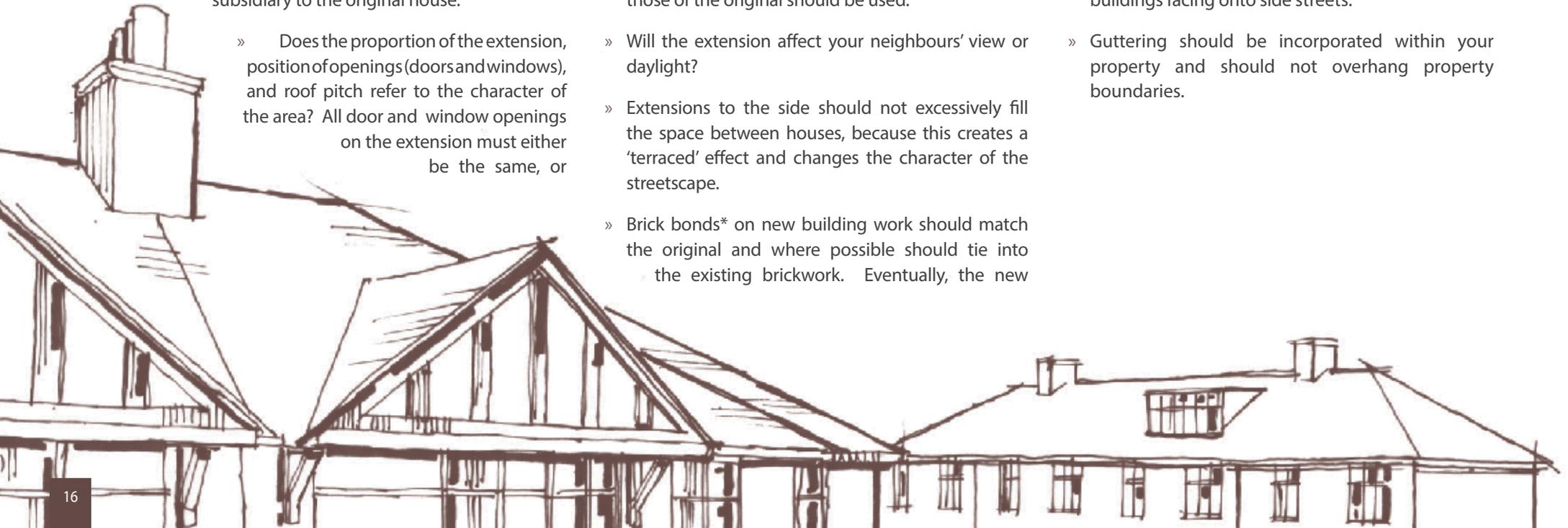
3.0

Extending and altering your home

3.0 Extending and altering your home

Most of the original houses in Sudbury Court are relatively large, being situated in generous plots. This means that often they may be suitable for some form of modest extension. The Sudbury Court Conservation Area benefits from a consistent character and all alterations to homes within the area must maintain that consistent quality. Above all, for a proposal to be acceptable, it must either preserve or preferably enhance the character of the area. You will need Planning Permission for many types of extension or alteration in Sudbury Court Conservation Area. You should consider the following points before submitting your application.

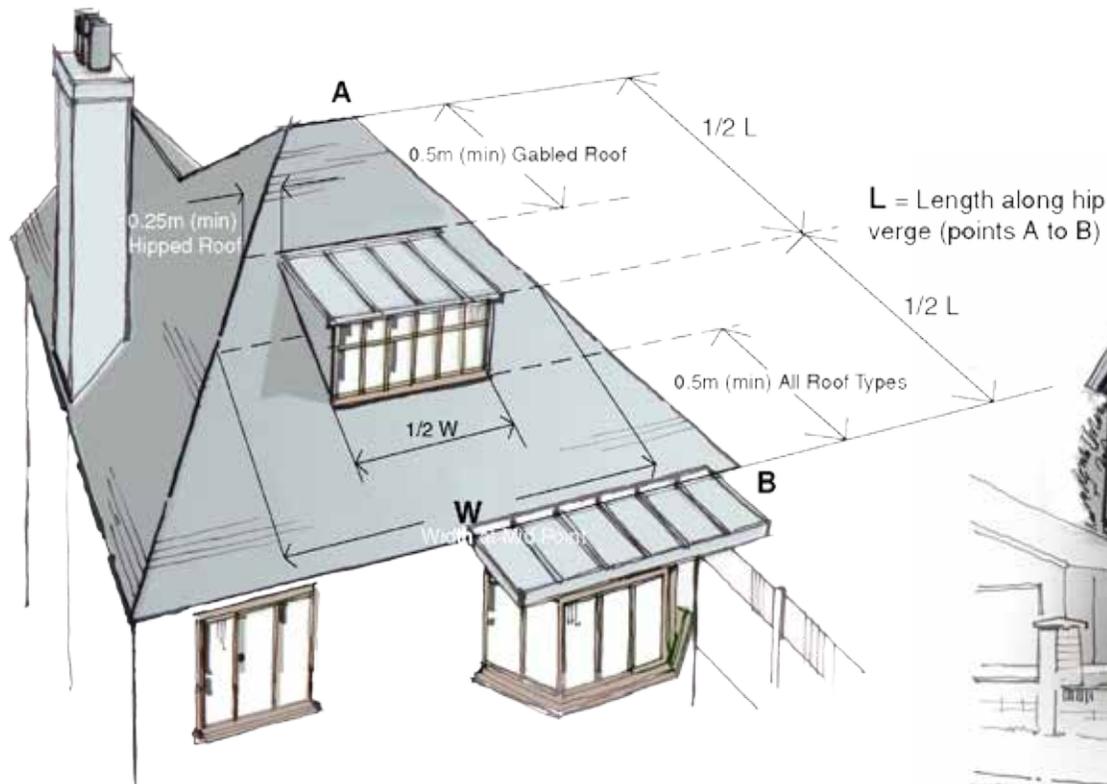
- » Will your proposed changes add to or detract from the enjoyment of the whole area by you, your neighbours and visitors?
- » How will the extension affect the overall shape of the house? The extension should not dominate the existing building or street scene.
- » Will the extension make the building too big in relation to the plot size? The extension should not spoil the original garden setting and should be subsidiary to the original house.
 - » Does the proportion of the extension, position of openings (doors and windows), and roof pitch refer to the 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. Therefore, the best way to preserve the character of your home is to use timber windows and doors in your new extension.
- » Pitched roofs on extensions should complement the roof on the original house and materials that match those of the original should be used.
- » Will the extension affect your neighbours' view or daylight?
- » Extensions to the side should not excessively fill the space between houses, because this creates a 'terraced' effect and changes the character of the streetscape.
- » Brick bonds* on new building work should match the original and where possible should tie into the existing brickwork. Eventually, the new brickwork will weather down to blend in with the original.
- » You are encouraged to use materials that are environmentally sustainable to construct your extension. In particular, recycled bricks and roofing materials can be cheaper and may match your 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 property and should not overhang property boundaries.



3.1 Dormers, roof-lights and alterations to the roof

Poorly designed alterations to the roof slope will damage the character of Sudbury Court. If you do want a dormer window, it should be in keeping with the style and proportions of the existing house and windows and you should use the same construction materials as the original house. The following guidance should be adhered to:

- » Under no circumstances will front dormers be permitted in the Conservation Area.
- » 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 or wider Conservation Area.
- » Windows in rear dormers should be of the same proportions and style as the original windows below. Rear dormers should be no wider than half the width of the original roof plane. They should be set down at least 0.3metres from the ridge of the house and set up at least 0.5 metres from the eaves lines of the house. The front face should be predominantly glazed.
- » The conversion of a hipped roof into a gable will not be permitted as this results in significant change to the character and appearance of the house and street scene.
- » **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 be set flush within the roof plane.



3.2 Rear extensions (including conservatories)

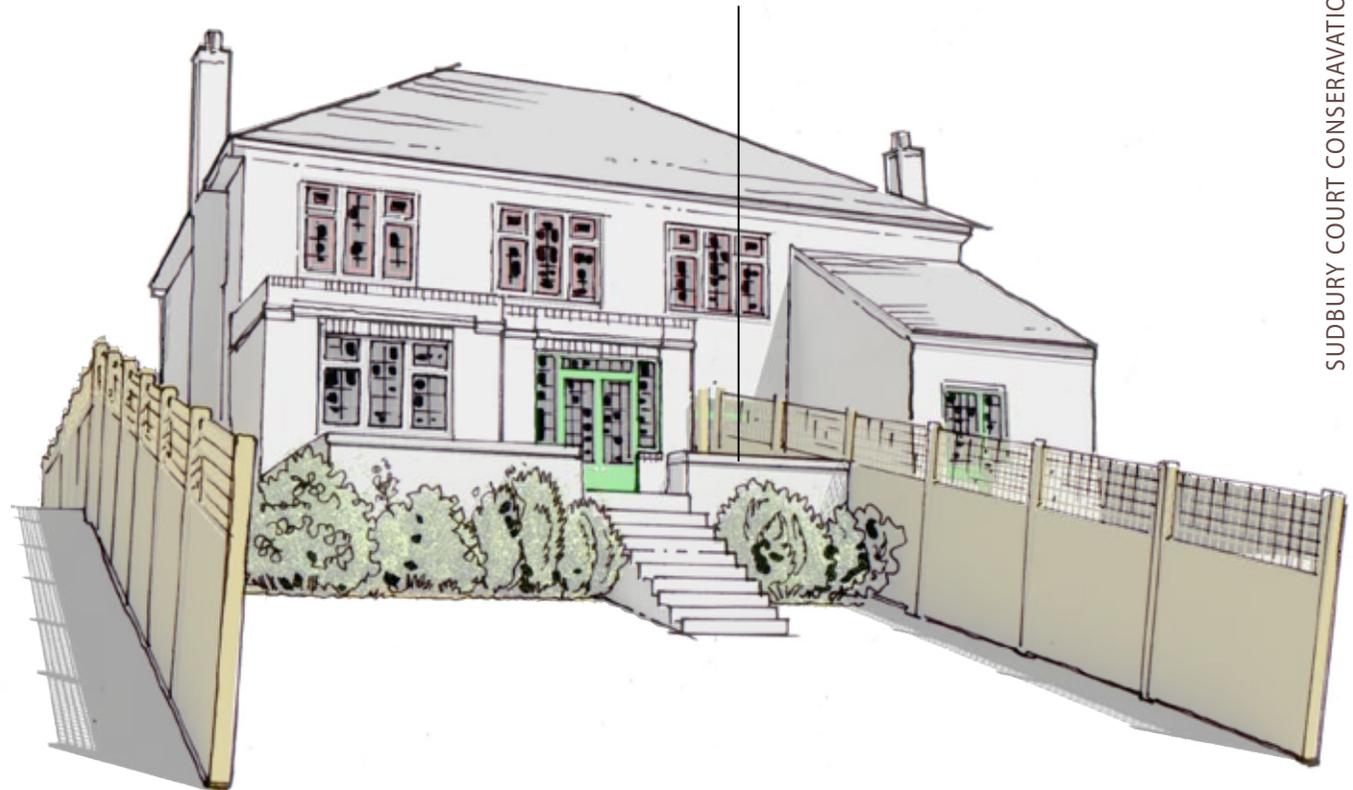
Development in rear gardens can have a serious impact on the character of the Conservation Area and the amenity of your neighbours. Therefore, you should comply with the following standards:

The height of your 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. If a pitched roof is proposed, the maximum average height normally permitted is 3 metres.

The maximum depth permitted is 3 metres from the original rear elevation of a semi-detached house 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).



Raised Patio & Planting to Screen from a Lower Level



In some cases there may be differences in the levels of gardens. Where your 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 your extension;
- » reducing the depth of your extension; and/or
- » increasing the set-in from the shared boundary.

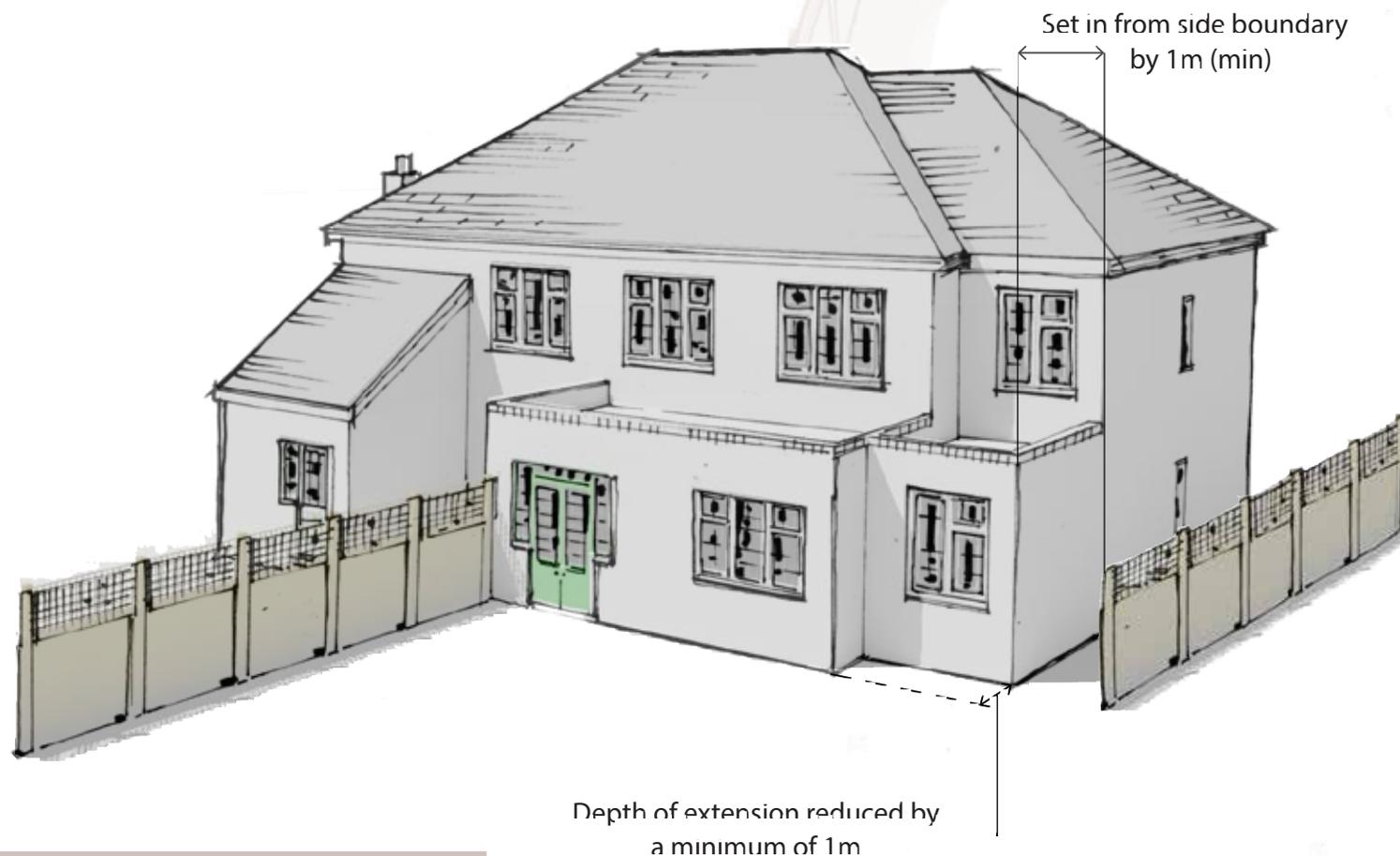
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Depth of extension restricted to a point at which the front wall intersects with a line projecting from angled face of neighbours bay



Centreline from mid point of angled face of neighbours bay

Where your extension is situated immediately adjacent to a neighbour's rear bay window, the depth of your extension is restricted by a line drawn at 90° from the mid point of the angled face of the bay.



Rear extensions should be no wider than the original house and will not normally be permitted where they are behind a side extension. This will only be permitted where the depth of this part of the rear extension is reduced by a minimum of 1 metre and set in from the side boundary by a minimum of 1 metre.

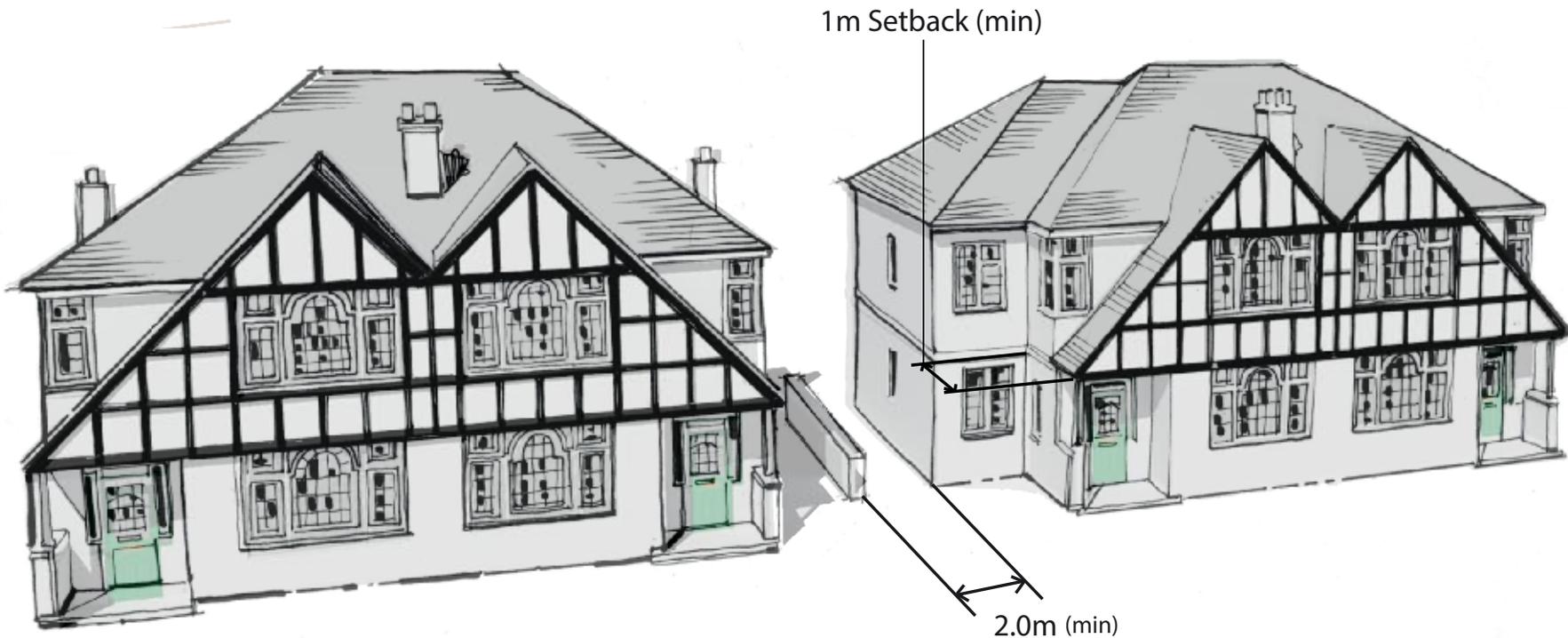
Well designed conservatories constructed using traditional materials, such as timber, will be considered on their individual merits. They should accord with the size criteria set out above.

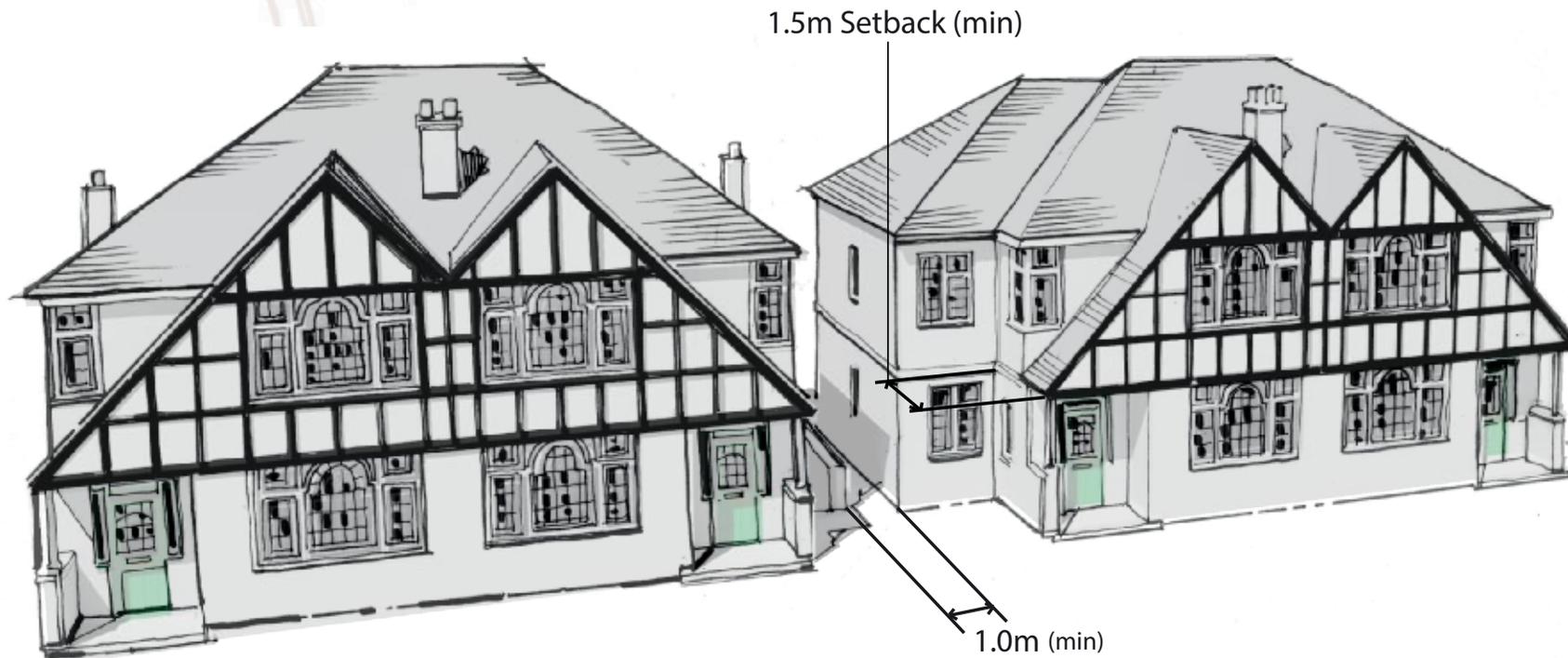
3.3 Side extensions

Side extensions have a direct impact on the character of the original house, the street and the wider Conservation Area. Poorly designed extensions can change the character of the Sudbury Court Conservation Area from that of individual houses in separate garden plots to one of almost terraced town houses; this is not acceptable.

Extensions should be designed to complement the original house and not impact on the amenity of your immediate neighbours. Proposal should comply with the following standards.

To preserve the important separation and views between houses you should maintain a minimum gap of 2 metres to the side boundary (including side garages) at all levels. The front elevation of the new side extension should be set back from the front elevation of the original house by at least 1m.

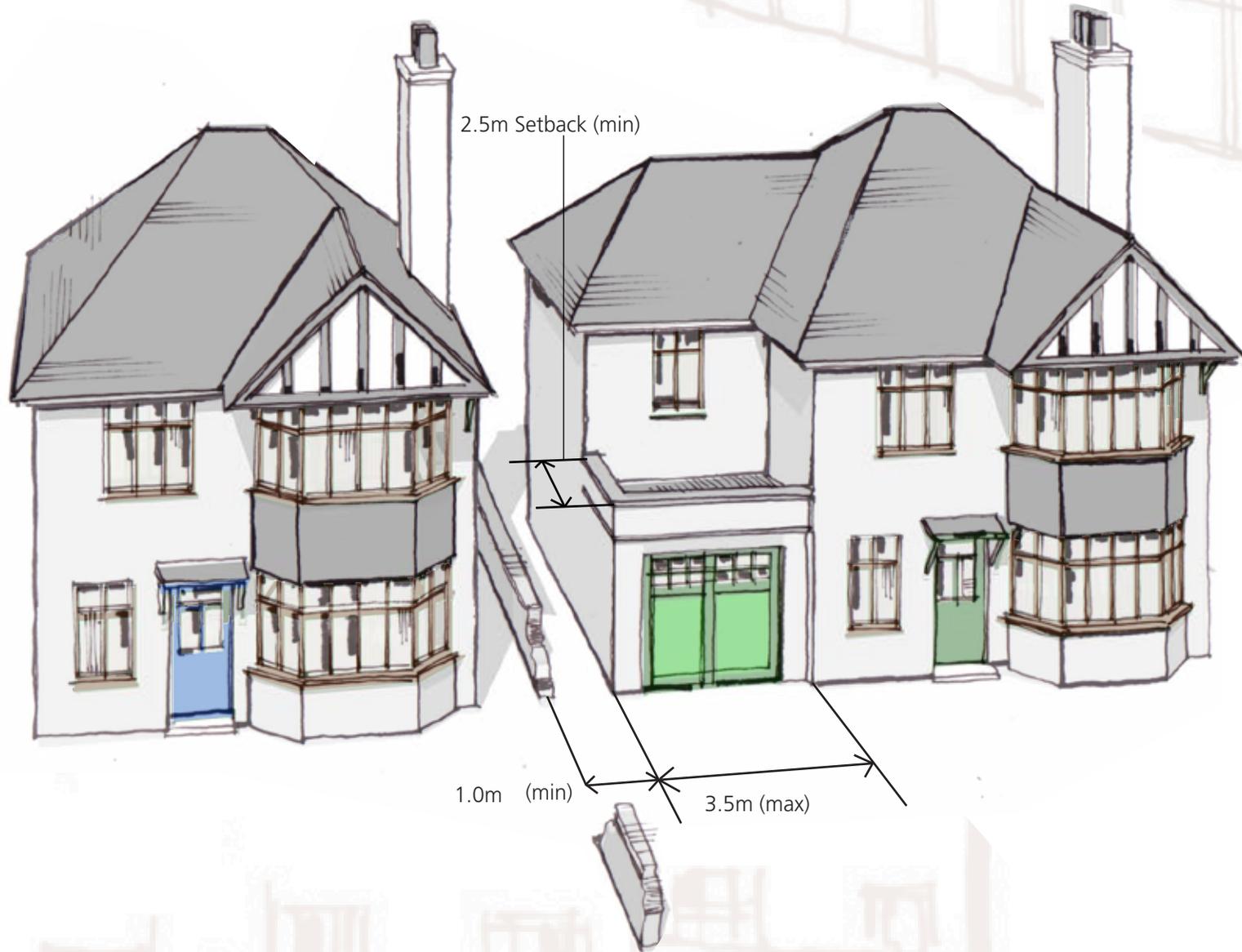




Where the side boundary of your property adjoins the rear boundary of the neighbouring site, the set in from the side boundary is still required to ensure a development does not appear cramped in the plot.

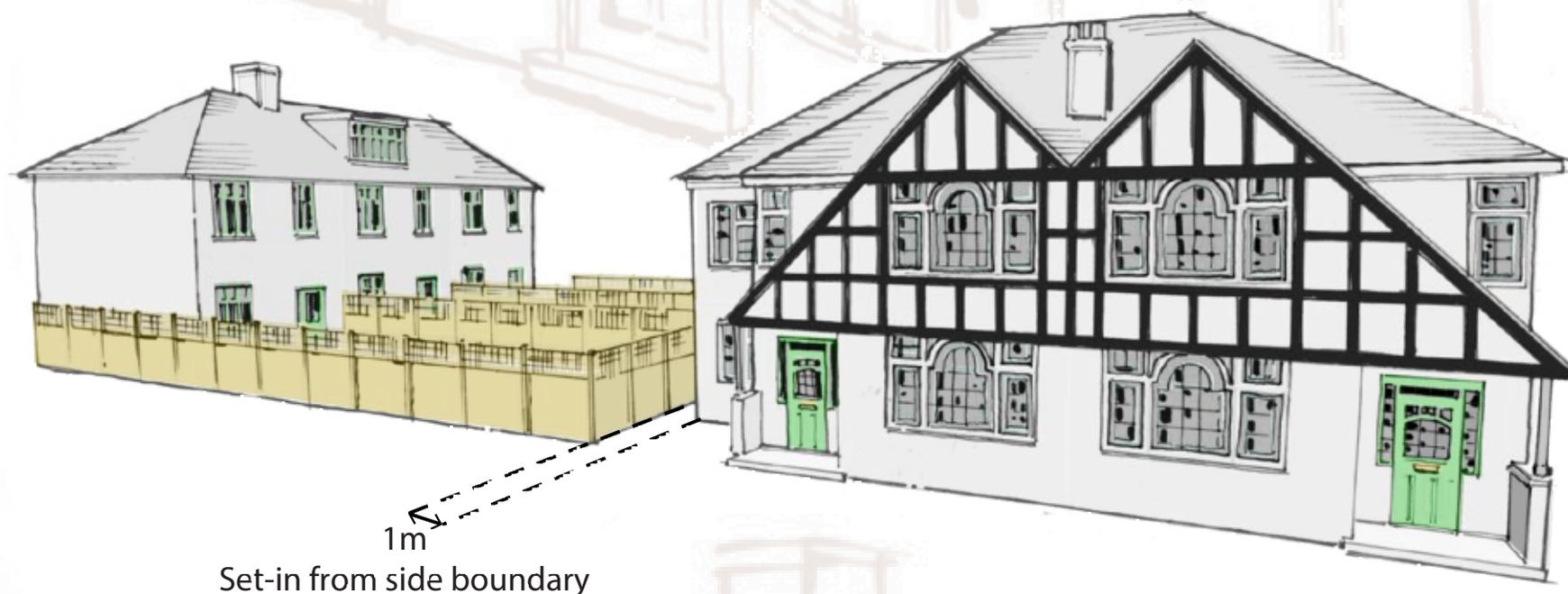
If it can be clearly demonstrated that maintaining a 2m gap to the boundary would prevent the construction of an extension with practical internal room sizes, then a reduced set in from the side boundary of 1m will be considered. However you will be required to increase the set back of your extension at all levels to at least 1.5m from the front of the original house.

3.0



In addition to the above 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 subservient to the original house.

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.

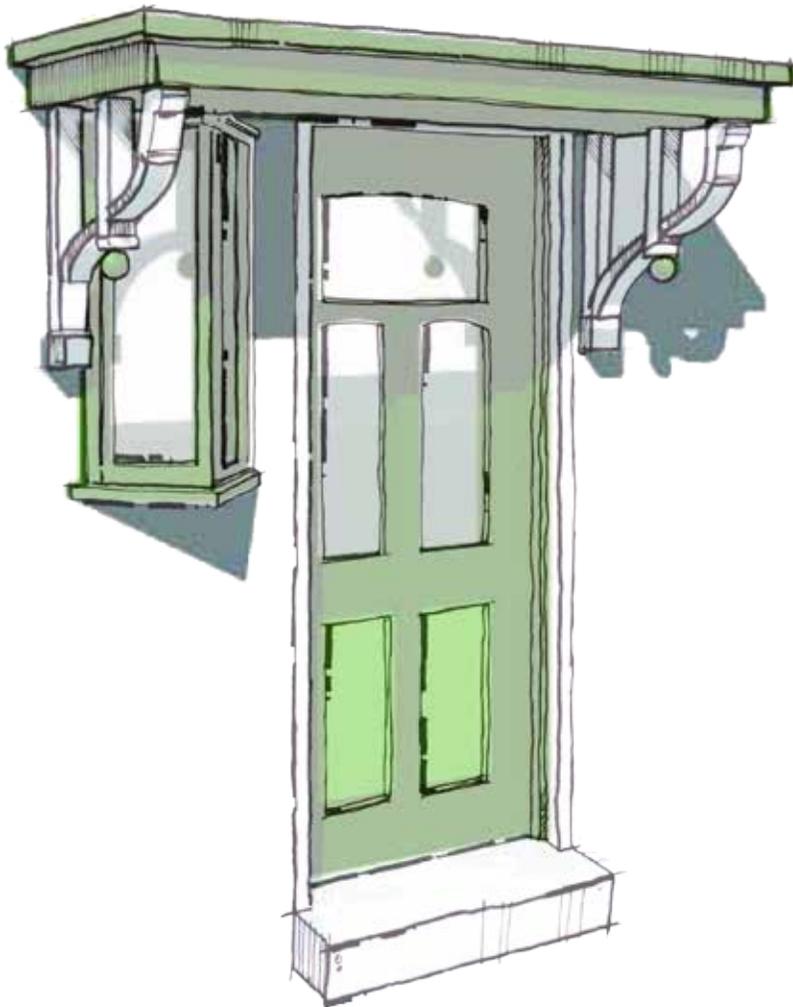


Where the side boundary of your property adjoins the rear boundary of the neighbouring site, the set in from the side boundary is still required to ensure a development does not appear cramped in the plot.

3.4 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 in-filled in an unsympathetic manner. It is always best to retain your original front door, porch or canopy in their original form.

The replacement of canopies and infilling of porches with extra door sets will not be allowed. However, if you wish to change any of these original items, you should ensure that the replacements are detailed to match or complement the originals.



3.5 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 swing 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.



3.6 Window repair and replacement

The original style of windows within Sudbury Court are casement windows. Please repair original windows and doors wherever possible. This will be cheaper than replacing them and will make sure you keep the character of your house. If leaded lights have been damaged, it is surprisingly inexpensive to have them restored to their original condition. Rotten areas of sills* and jambs* can be cut out and replaced with new timber cut to the same size and shape. This is a fairly quick and inexpensive way to repair your windows and doors. Please note, replacement windows and doors to elevations fronting the highway will require planning permission for houses covered by the Article 4 Direction.

If you do need to replace doors or windows then, ideally, you should copy the original exactly as it is unlikely that you will find standard off the shelf replacement frames that will give a close enough match to your original windows. A good carpenter will be able to make a replacement using the original window or door 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.

If you want the replacements to be double-glazed, you need to take extra care to ensure they still look like the originals. New double glazed timber windows can usually be made to match. However, where original windows have decorative glazing bars* or leaded lights* it may not be possible to replicate the details faithfully. As an alternative, carefully fitted secondary glazing will not spoil the appearance of your home and will allow you to retain your original windows.

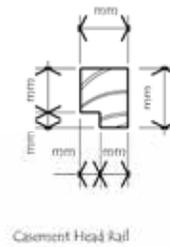
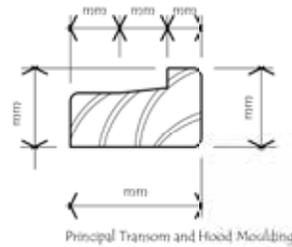
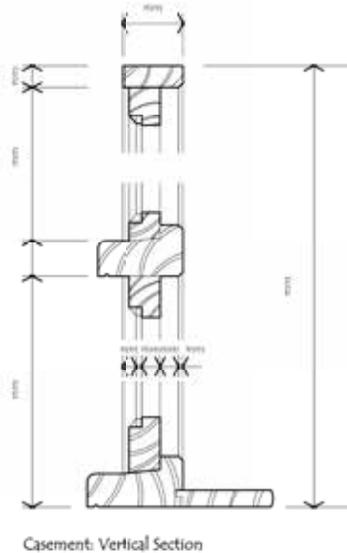
Most of the original windows in the area have casement* opening lights. Please do not substitute this style for another. Refit windows in their original

position. Windows should be set back into their original position within the depth of the reveal*. Please do not change the original size of the window opening.

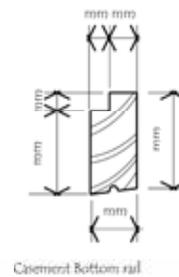
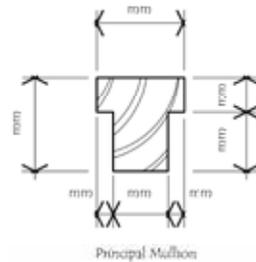
Replacement of timber windows with PVCu* is generally unacceptable. It has been found that PVCu is unable to replicate the intricate detail and character of original timber windows. The Council also discourages PVCu as its manufacturing process is highly polluting and it is difficult to dispose of.



New images to be photographed

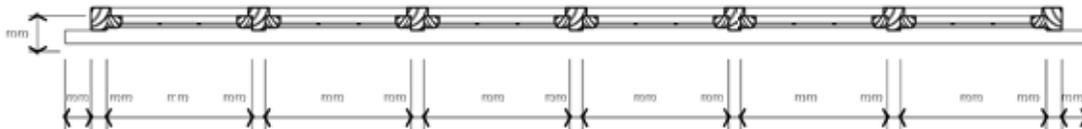
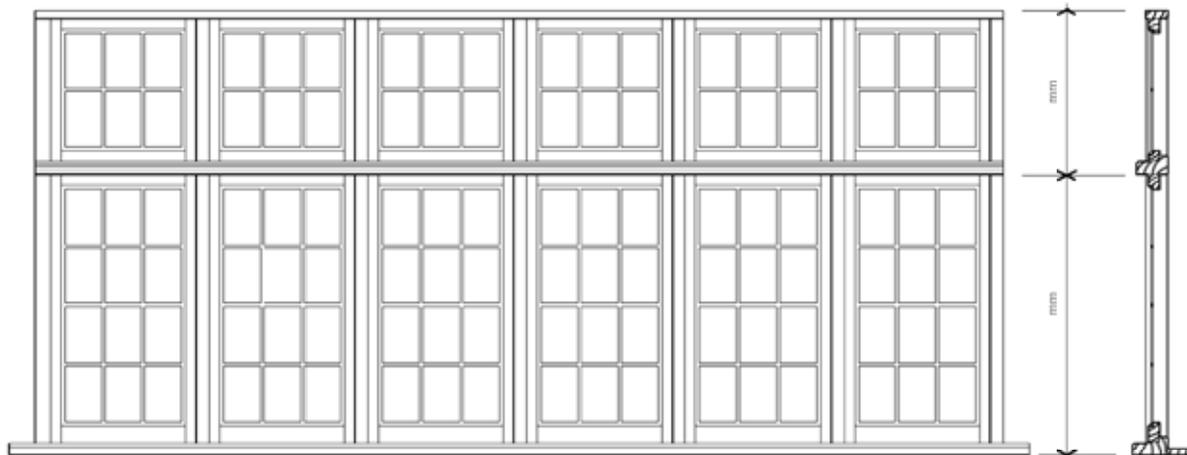


Casement Section Details



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

- » All window elevations to be replaced 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



4.0

General repairs & other modifications to your home



4.0 General repairs & other modifications to your home

There are many reasons why people want to make changes to their home. 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 home but it does mean that the changes that you may wish to make must preserve or enhance the character and appearance of your home 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 designs. This unity of design gives the area its unique character. Alterations to an individual building may affect the whole street scene if they are not in keeping. The more inconsistent the alterations, the more negatively the area may be affected.

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

In time, the character of the area will be enhanced and the desirability and value of individual homes is likely to increase.

You can avoid costly repairs by regular maintenance. For example, you should clear blocked gutters, repaint woodwork regularly and refit roof tiles or slates when they come loose. It will be much more expensive to carry out repairs if you leave problems to get worse. However, where repairs are needed, it is important to use the right materials and methods. You may need planning permission to carry out some types of repairs, such as replacement windows and roof tiles for properties covered by the Article 4 Direction (see section 2.2). 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 decorations of the houses. There is quite a variety of embellishment to be seen. These include: console brackets*, string courses*, decorative mouldings, terracotta details*, stained and leaded glass, carved timber work, roof tiles, ridge tiles and chimney pots, bricks, tile window sills and projecting eaves.

It is essential to retain all original decorative features if you want to preserve the character of your house. Once lost original details are rarely replaced. Removal of building detail can spoil the appearance of individual buildings as it is often the quality of the decorative features of the individual houses that add to their value. Removal of these individual features will eventually damage the whole street scene. If decorative features on your house 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 will usually have a better resale potential.



4.2 Repairing and re-pointing brickwork

Where bricks have spalled*, chipped or decayed, they should be cut out and replaced with bricks of the same size, texture and colour. The brick bond* should also be matched exactly. You can either use second hand bricks from building salvage suppliers or try a specialist brick manufacturer or supplier. It is in your interest to carry out re-pointing to the highest standards. Poor re-pointing work can make the brickwork decay more quickly.

Generally loose and decayed mortar should be raked out by hand using a hammer and chisel. Do not use grinders! Apply new mortar to the open brick joints with a suitable pointing trowel. The mortar

should match the colour and texture of the original. Generally, we recommend that you use a Lime based mortar. Take care not to let mortar spread over the faces of the bricks.

4.3 Roughcast and render

Do not remove roughcast* or render from walls unless you have to do so for repair, in which case you should replace it. Take care to match the existing colours and texture. You will need to find out the composition of the roughcast or render before you can choose the right material for repair. Where possible rendered surfaces should be left natural and not painted.



4.4 Repainting and other wall coverings

Do not paint original brickwork or cover it with artificial finishes such as stone cladding. In the past the original brickwork on some buildings has been covered over with paint and other coverings.

If architectural details are covered over, this can spoil the appearance of your property and may trap moisture and cause serious damage to walls. It is usually possible to remove paint. Painting windows, doors and other woodwork can help preserve these

original features. Colours should be traditional and in keeping with the suburban character. There are a number of colours that will preserve the character of the area. Normally it is darker, sober colours that are acceptable for doors whilst window frames are normally white. The Council will not give Planning Permission for garish or bold colours that stand out and break the uniformity of the street scene.

4.5 Half timbering

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

4.6 Tile hanging

Some houses have areas of 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. Make sure that new tiles match the plain clay originals.

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 re-use 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. These roofs add to the unique character of Sudbury



Court and should be preserved. Where repairs are necessary you should take extra care to ensure that any replacement tiles match the colour and finish of the existing roof.

4.8 Chimneys

There are many different styles of chimney in the Sudbury Court Conservation Area. In some cases they were built using decorative bricks and they are an important part of the character of the area and must not be taken down or altered. Please keep your chimney in good repair.

A chimney helps ventilate your house and if you need a new flue for a new central heating system it can 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.

4.9 Gutters and drainpipes

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

If you need to replace your gutters and drainpipes you may be able to use painted cast aluminium, which can look similar to Cast iron. Check it matches the original and paint it either black or another dark colour to match your paintwork. If you have to install new rainwater goods, please retain decorative cast iron hopper heads.

4.10 Satellite dishes and aerials

Satellite dishes and aerials must be fixed to the back of houses. Do not place them where they can be seen from the street, on the chimney, or on your roof.

You will not normally get permission to fix dishes in these locations. 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.

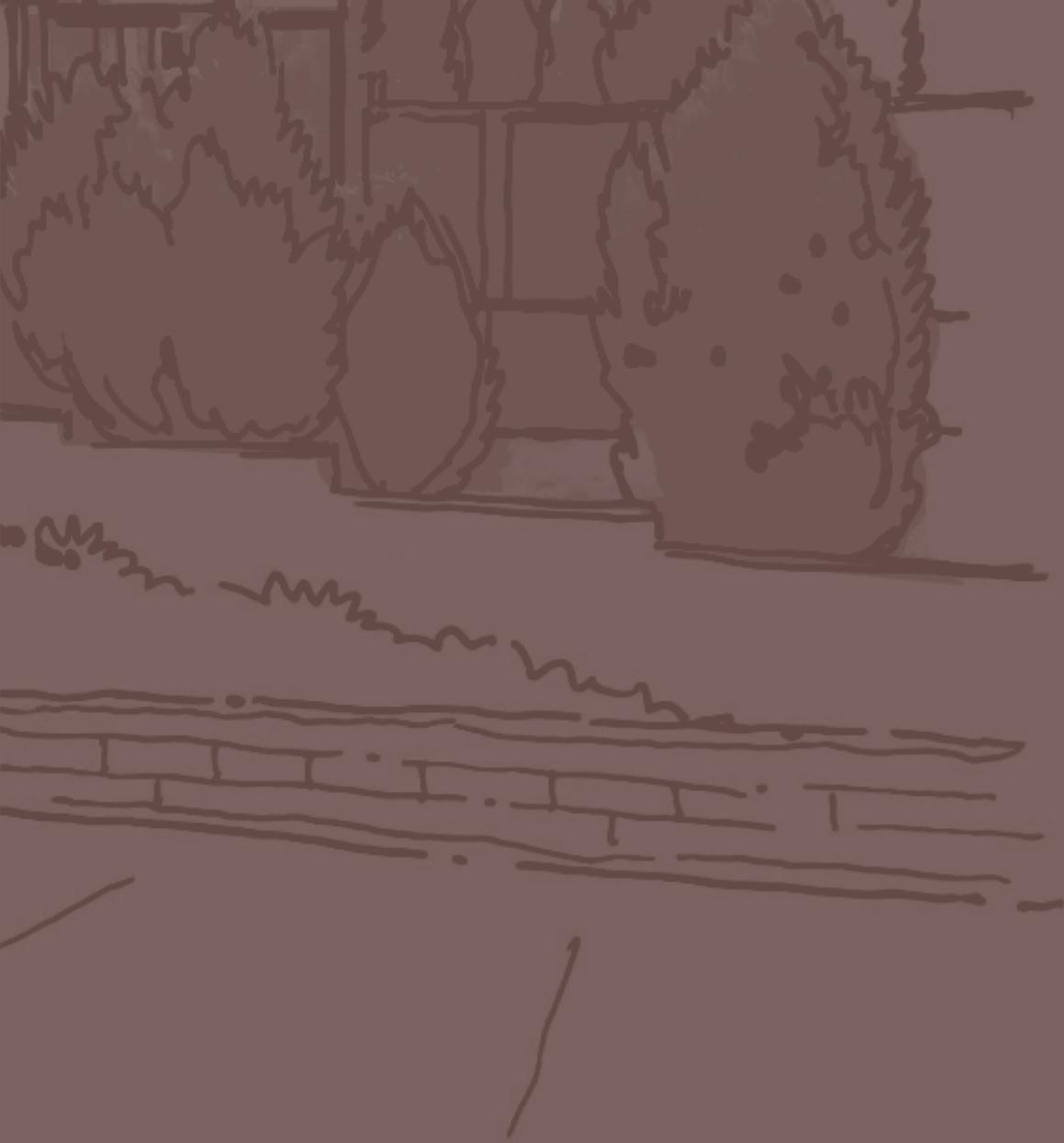
Try to make them blend in with the background. Burglar alarms should also be painted a dark colour and located in a position that enables them to be a deterrent, but does not dominate the front elevation of your home.

4.12 Solar panels and environmental installations

The Council encourages environmental improvements, but also recognises that many installations are not appropriate for conservation.

It is always best to install environmental technology that does not impact on the character of the Conservation Area such as additional thermal insulation, secondary glazing and ground source heat pumps. Solar panels should not protrude more than 200mm beyond the plane of the roof.

To achieve this, many manufactures provide an in-roof system where the panels are recessed flush with the roof tiles. Furthermore, panels should not be sited on any roof slope that faces the highway.



5.0

Gardens

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. The Council will always recommend the planting of hedges in place of tall walls.

5.1 Front gardens, walls and boundaries

The original front gardens are a distinctive feature of Barn Hill Conservation Area. Sadly, many of them have been paved over in recent years and boundary walls, hedges and fences removed. Front gardens that have been planted with soft landscaping features enhance the appearance of your property and the Conservation Area. This can include hedges, plants, grassed areas and trees.



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. Front gardens that have been planted with soft landscaping features enhance the appearance of your property and the Conservation Area. The removal of garden walls 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 originally consisted of low castellated dwarf brick walls with link chain fences and replacements should match this original style.

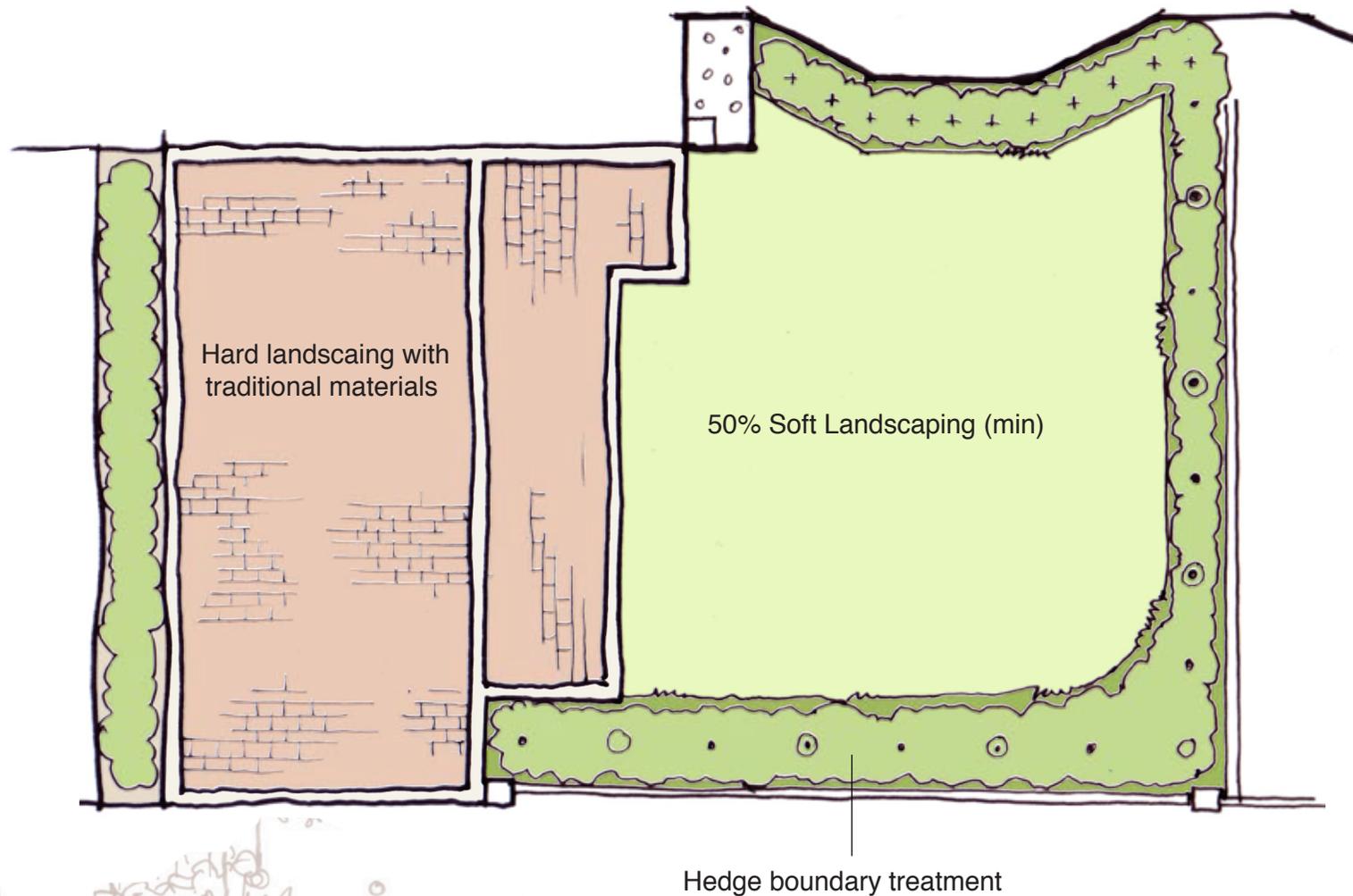
Hedges play an important role by adding to the character and setting of the dwellings. These privet hedgerows typically trimmed to a height of 1.2-1.5 metres serve to define boundaries and identify access points. The removal of hedges would drastically alter the natural/urban balance within Sudbury Court. Where possible you should retain your hedges (if you have them) 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 such as cast concrete, pavers or loose gravel and be of permeable construction.

If a new access point is permitted as part of the proposal the remaining walls should always be properly finished. 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 subject to assessment by the Council's Transportation Unit.





5.3 Trees

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

You will need permission to carry out even the most minor of work to a tree. It is always best to contact Planning & Development for advice on the best way to protect the trees in your garden. Contact details can be found on the councils website.

5.4 Ramps for people with disabilities

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Access ramps may be very necessary for some residents. However, please choose a design and use materials that are in keeping with the area.

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 house 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 and 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 and it is required to be used for purposes incidental to the enjoyment of the house. These rights are not enjoyed by flats, subdivided houses and multiple-occupancy properties. It is recommended that you check with the Planning Service whether planning permission is required prior to constructing any building.

If you want to erect or construct a building larger than that described above or live in a property that does not enjoy Permitted Development rights you will have to apply for Planning Permission. 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.

Please refer to the design advice set out in section 4.0.

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

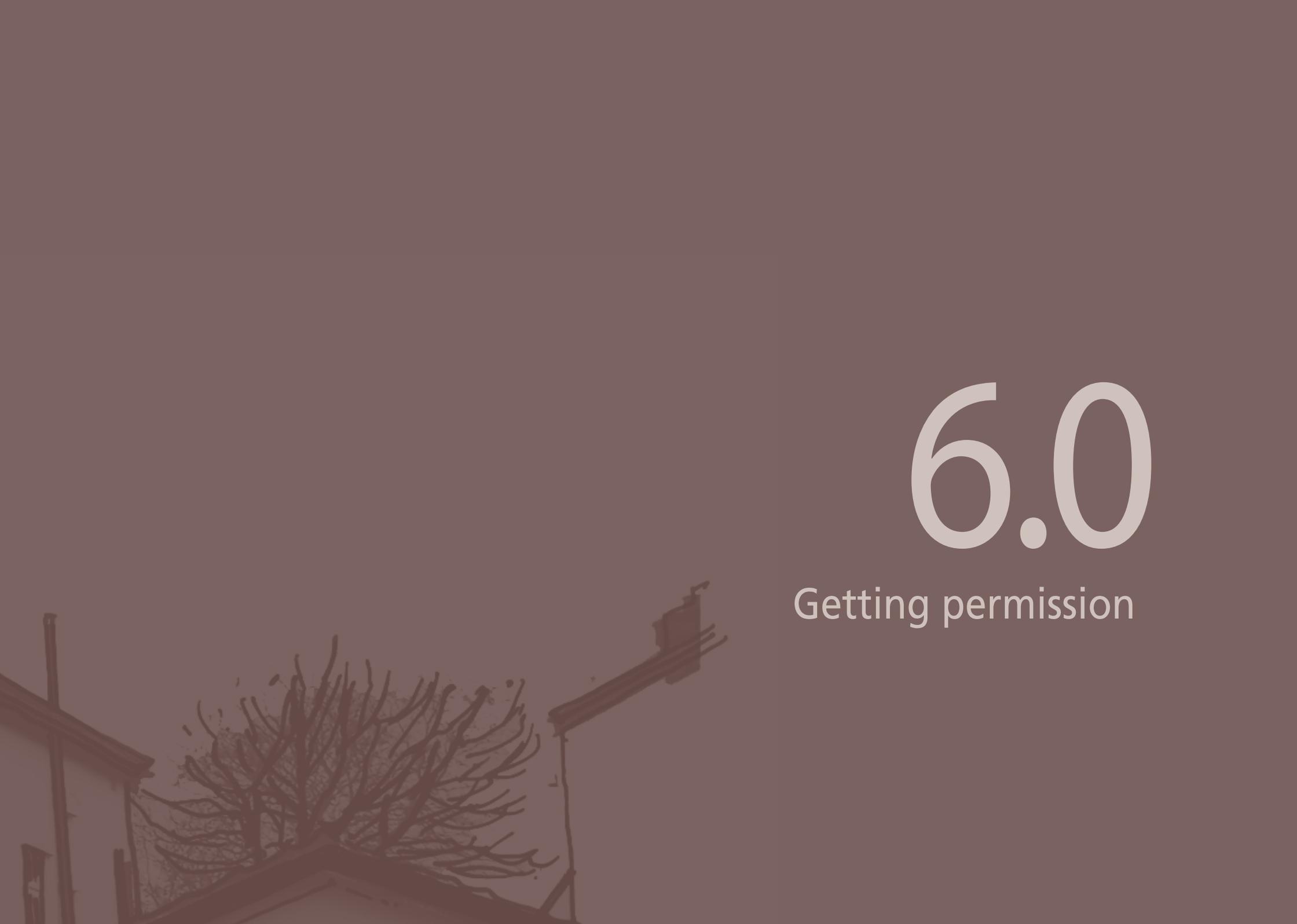
- » In gardens of between 10 and 25 metres in length, the general maximum size of individual buildings should be no greater in plan (footprint) than 1/5 (20%) of the overall length and 1/2 (50%) of the width of the garden. The buildings should be located in the rear 1/4 (25%) of the garden and should 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 buildings within gardens of longer than 25m will

be assessed on their individual merits. However, it is likely that they will have to comply with the building proportions described above.

- » New buildings in gardens of less than 10 metres in length will be judged on their individual circumstances. However, if acceptable, they will normally need to be much smaller than the maximum guidance above. New buildings in smaller gardens of less than 10m may also unacceptably reduce the size of your garden or prevent the future extension of your house. You should also check that you comply with the Council's planning guidance.
- » 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 than the proportions of buildings described above. Where your gardens abuts a neighbour's garden you may 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. However, if the condition of a tree suggests its removal or pruning, you are required to give six weeks notice to the Council. You can get specialist advice from the Planning Service's Landscape Design Team.





6.0

Getting permission

6.0 Getting permission

Whether you need permission depends on what you want to do. However, in many cases you will need the permission of the Council before you make any changes to the outside appearance of your house. You may be liable to enforcement action if you carry out work without permission.

Living in a Conservation Area does not mean that you cannot make alterations to your home but it does mean that the changes that you may wish to make must preserve or enhance the character or appearance of your home and the area.

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 2.4. 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.



6.1 Planning Permission

You should check with the Planning Service to find out if you need Planning Permission.

In many cases you will need Planning Permission to do work which outside the Conservation Area would not need permission. This is because the area is covered by an Article 4 Direction.

6.2 Conservation Area Consent

Conservation Area Consent is designed to prevent the demolition of any structure over 115 cubic metres that contributes to the character of the area.

You may need Conservation Area Consent if you want to demolish a building. Please check beforehand with the Planning Service.

6.3 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.

6.4 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 you may require Building Regulation Approval even if you do not require Planning Permission.

6.5 How to apply

You will need to fill in an application form for the relevant permission and provide drawings of your house as it exists and how it will look when work is completed. The clearer your drawings the quicker your application can be processed.

We recommend that a qualified Architect or similarly skilled professional do the drawings for you. All planning applications within a Conservation Area are required to be accompanied by a Design and Access Statement.

Please refer to the councils website for further guidance on submitting a planning application.

The Planning & Development department 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, before you are allowed to start construction work. If you are proposing a contemporary building or alteration that is not traditionally detailed, you will

need to submit additional information at the same time as your application. These may include material samples, large scale details, computer models, perspectives and photo montages. Please ask the Planning Service which information they require.

6.6 Specialist help

To make repairs and alterations that preserve or restore the character of your property, you may need to ask specialist suppliers and craftsmen for help. Some of the materials and skills you will need 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. They will be pleased to give you advice on where to look for specialist help. They can make sure that the work you or your builder proposes to do is the best way to retain the character of your home.

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

7.0 Explanation of technical terms

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 the opening casements of windows to shed water away from the opening when it is opened.

DENTILS

Bricks set at interval to produce a decorative band.

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.

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.

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 projecting band of brickwork.

TERRACOTTA DETAILS

Specially shaped and moulded bricks used as decorative features.



SADBURY COURT | CONSERVATION AREA
DESIGN GUIDE