

- ✓ Do consider options for reducing the impact of satellite dishes such as: blending the colour with the background; not siting them where visible against the sky; installing communal dishes for flatted blocks.

Don'ts

- ✗ Don't forget to check whether planning permission is required before installing a new satellite dish, in Conservation Areas they are not permitted on elevations that front the highway, or on chimneys.

12. Drainpipes / Guttering / Rainwater Goods

Do's

- ✓ For the majority of buildings half-round gutters are likely to be appropriate, although this will be dependent on the age of the building;
- ✓ Uniform colours, normally black, should be used for gutters, pipes and other decorative features;
- ✓ Do consider including some form of water recycling although this should not interfere with existing architectural features.

Don'ts

- ✗ Don't install external plumbing on public elevations, if unavoidable it should normally be in metal, preferably cast iron, and painted black.

13. Shopfronts, Signage and Advertisements

For further guidance on shopfronts, signage and adverts refer to the Council's Design and Townscape Guide SPD 1.

This guidance is not intended to be prescriptive, but rather to provide advice on traditional building forms and materials, to enable buildings to be sympathetically repaired and restored, and to provide an understanding of how this historic character can be retained, protected and respected. For further guidance please visit www.southend.gov.uk or contact the Council's Strategic Planning (Design and Conservation) Team or Development Control Team on 01702 215004.



Uniform colours, normally black, should be used for gutters and drainpipes



Shopfronts form an important and visible part of a number of the Borough's Conservation Areas



Conservation Area Guidance

Design Guidance - Do's and Dont's

An Introduction

The Borough's designated Conservation Areas have special value for the community. They are visible links with our past and offer attractive contrasts to modern environments, and so it is important to ensure that when changes are necessary, they protect the special character of the area and bring about enhancements.

The Council has a duty to preserve and enhance the special historic character of Conservation Areas and this guidance note is intended to offer a quick reference guide to all aspects of development within Conservation Areas. It should be read in conjunction with the relevant planning policy and guidance documents, including the Design and Townscape Guide (SPD 1) and Conservation Area Appraisals.

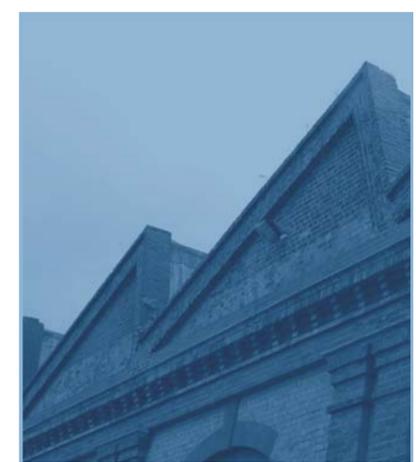
Consents

It is important that proposed alterations to properties in Conservation Areas are sympathetic to their character, and stricter design controls therefore apply. You may need one or more of the following types of permission from the Council before undertaking work to your property:

- Planning Permission for development that materially affects the appearance or use of buildings or land. Permitted Development Rights for some minor forms of development to houses may have been withdrawn through an Article 4 Direction (see below);
- Conservation Area Consent for demolition of all or a substantial part of a building;
- Listed Building Consent for external and internal works which affect the character of a Listed Building;
- Consent to Display an Advertisement
- Building Regulations Approval for structural work to buildings to ensure health and safety standards are met.

Consent for Works to Trees

- Works to trees in Conservation Areas all trees located within Conservation Areas are protected given the contribution they are often considered to make to the character and appearance of the area. Accordingly, 6 weeks' notice must be given to the Council, as local planning authority, of any proposed works to trees (including pruning, lopping and felling) using the relevant planning application form. During this time the Council will assess the application on its merits and determine whether the works are acceptable or whether the tree warrants a greater level of protection by means of a Tree Preservation Order (TPO).
- Works to tree(s) protected by a Tree Preservation Order (TPO) a TPO is made by the Council to protect trees which are considered to make a significant contribution to their local surroundings and in general make it an offence to cut down, top, lop, uproot, wilfully damage or wilfully destroy a tree without permission. If a tree is protected by a TPO, an application will therefore need to be made to the Council before any works are carried out. For further information or to check whether a tree is protected visit the Council's website http://www.southend.gov.uk/faqs/508/tree_preservation_orders/



Article 4 Directions

Some minor forms of development to houses are classed as "permitted development" and are normally exempt from planning permission but in some of the Borough's Conservation Areas, these alterations have resulted in unsuitable changes which have harmed their character. Article 4 Directions which remove these rights have therefore been made, with the support of residents, in some Conservation Areas. In these areas Planning Permission for certain types of minor development such as the replacement of windows or new hardstanding is now needed (although the application itself is free of charge). The table below shows which Conservation Areas have Article 4 Directions. Permitted Development applies to houses only, flats and commercial properties **do not** have any permitted development rights and all alterations will require planning permission.

Full details of the Article 4 Directions including what types of minor development are restricted can be found on the Council's website.

Conservation Area	Article 4 Direction
Chapmanslord Conservation Area	Yes
Cliffdown Conservation Area	Yes
Crowstone Conservation Area	No
Eastern Esplanade Conservation Area	No
Kursaal Conservation Area	No
Leigh Conservation Area	Yes
Leigh Cliff Conservation Area	Yes
Leigh Old Town Conservation Area	Yes
Milton Conservation Area	Yes
Prittlewell Conservation Area	No
Shoebury Garrison Conservation Area	No
Shorefields Conservation Area	Yes
The Leas Conservation Area	No
Warrior Square Conservation Area	No

Basic Conservation Principles

- ✓ **Preserve** - protect original features and repair rather than replace. Good maintenance is the key to preserving these important features.
- ✓ **Enhancement** - when considering alterations, restore missing features and improve badly designed alterations of the past.
- ✓ **Materials and Design** - when alterations are made original materials, designs and detailing should be respected.

The following section outlines the common types of alterations that occur to buildings in Conservation Areas and identifies the key conservation considerations for each type of development.

Planning Enforcement and the need for Prior Consent

In a Conservation Area or area covered by an Article 4 Direction, planning permission is likely to be required for most of these works. It is strongly advised that you do not undertake any works, including works to trees, before checking with the Council's Development Control Team whether consent is needed (01702 215004). Further guidance can also be found on the Council's website http://www.southend.gov.uk/downloads/1023/planning_advice_and_guidance

Planning legislation provides local planning authorities with a range of measures for dealing with breaches of planning control, and the Council may take enforcement action in such cases when it is considered necessary in the public interest. Ultimately failure to comply with enforcement action is a criminal offence that potentially could result in prosecution, however the Council aims to negotiate acceptable outcomes where possible, avoiding the need for formal action. For further information please visit http://www.southend.gov.uk/info/1003/planning_enforcement



Don't

- ✗ Don't site new conservatories where they will be dominant in the streetscene, conservatories should generally be kept to the rear. The placement of a conservatory should not normally be above ground floor level;
- ✗ Do not construct a new conservatory before checking if planning permission is required.

9. Garages (link to SPDI 10.2.3)

Do

- ✓ Timber doors are normally most appropriate;
- ✓ Carefully consider roof design and use of materials as they are key to ensuring the successful integration of a garage to the parent building.

Don't

- ✗ Aluminium, plastic or panelled doors are not likely to be acceptable;
- ✗ Don't make garages overscaled. They should not dominate the parent building or the streetscene and in most cases should be set back from the front building line. Double width garages are unlikely to be acceptable.
- ✗ Don't forget to obtain the necessary planning permission before constructing a new garage.

10. Extensions (link to SPDI section 10)

Do

- ✓ Do retain key features and proportions where they are an integral part of character;
- ✓ Do draw references from the parent building to inform the design;
- ✓ Do use complimentary materials.

Don't

- ✗ Don't let extensions dominate the existing building or devalue its historic character with poor proportions, materials and detailing.
- ✗ Don't begin work on a new extension without obtaining the necessary planning permission.

11. Satellite Dishes (link with Borough Local Plan Saved Policy C9; SPDI 12.2; Planning Advice Note 4: Satellite Dishes)

Do's

- ✓ Do ensure that the sighting of the satellite dish does not interfere with the character or architectural features of the building; Possible suitable locations for satellite dishes in conservation areas could include: rear gardens; walls not facing the street; roofs of rear extensions; within roof valleys; where the antennae is shielded from public view by roof parapets etc;



A subterranean garage with timber doors ✓



The installation of this garage has resulted in the negative loss of the ground floor bay ✗



Satellite dishes should not be located on front elevations or chimneys ✗

are unlikely to be acceptable unless there is a large amount of space and it can be accommodated whilst retaining a significant proportion of the front boundary enclosure and large planting areas.

- ✗ Don't demolish front boundaries or install hardstandings before checking if planning permission or Conservation Area Consent is required.

7. Dormers and Rooflights (link to SPDI 10.2.1)

Do's

- ✓ Where acceptable in principle, new rooflights and dormers should generally be installed at the rear and not be visible from the street. They should also appear incidental in the roof and be kept well away from other forms within the roof, including chimneys, gables, eaves, and so forth planning permission will be required;
- ✓ Do consider flush-fitted, conservation style rooflights;
- ✓ Do choose the right style of dormer for the property, small dormers with vertical emphasis tend to suit the Borough's older properties.

Don'ts

- ✗ Avoid alterations to original feature dormers (such as the creation of balconies where they would be out of character, or enlargements, as this will significantly alter the character of the property);
- ✗ In some cases, e.g. where the streetscene is characterised by unbroken roof slopes, where the existing pitch is too shallow, or where it would over dominate neighbouring properties, dormers (and rooflights), in principle, are likely to be inappropriate.
- ✗ Don't install new dormers or rooflights without checking whether planning permission is required.



Large box dormers can have a negative effect on the character of a property



Conservatories, where appropriate, should reflect the period of the original building and incorporate traditional materials



Where original feature dormer windows exist, alterations should be avoided

Chimney stacks are integral to the character of a property and should be retained

fenestration and materials should match existing house



dormers on the front and side elevations should be small and unobtrusive and substantial roof slopes should be maintained either side of the dormer

Large box dormers dominate the roofspace and are detrimental to the character of the house and the wider streetscene



1. Windows (link to SPDI 9.4.2; Southend Borough Council Planning Advice Note: Windows)

Do's

- ✓ Restore and repair original windows wherever possible - original windows can be given a new lease of life by overhauling them and installing draft proofing brushes;
- ✓ Do consider secondary glazing as an alternative to double glazing;
- ✓ Where original windows need to be replaced, opt for a like-for-like replacement in terms of design, profile and materials;
- ✓ When replacing windows in a property that has been subdivided in flats or smaller units, do ensure a consistent approach is adopted to the appearance of the windows to each property/unit in order to ensure the street frontage is not harmed (planning permission will be required);
- ✓ Sashes should normally be painted white;
- ✓ Ensure glazing bars are used correctly and are of the correct dimension (neighbouring properties can give a good indication of the original style);

Don'ts

- ✗ Don't replace historic timber sash windows with materials such as uPVC or aluminium;
- ✗ Crittall windows, a common feature of inter-war housing such as that found in the Chapmanslord Conservation Area, have strong horizontal features and a slim profile. Don't replace with uPVC! They can often be repaired or suitable replacements made to match existing;
- ✗ Don't remove windows in a flat or in a house before checking whether planning permission is required.

2. Doors and Porches (link to SPDI 9.4.2, 10.2.7)

Do's

- ✓ Retain and repair original front doors;
- ✓ When repair is not possible, the replacement should be of a similar design and dimensions to the original and appropriate to the conservation area. Replacement doors should be constructed of timber, normally painted.
- ✓ Varied colours for front doors can add interest, although garish colours should be avoided.
- ✓ Do use traditional materials when repairing porches;
- ✓ Do remember to apply for planning permission if proposing to erect a porch to your property;
- ✓ Ensure entrance doors to individual flats are contained within the building, behind the original entrance door;

Don't



Loss of original windows has a detrimental impact on the character of the property



Retain and maintain original timber sash windows



Retain original front doors, material & detailing



Don't replace traditional doors with unsympathetic upvc replacements

- ✗ Don't use uPVC for front doors in Conservation Areas;
- ✗ Don't enclose open porches, they are key features of many properties in Borough's Conservation Areas;
- ✗ Don't alter bays so that doors replace windows;
- ✗ Don't over emphasise the use of glass when replacing / reinstating doors;
- ✗ Don't lose key original features, such as decorative glazing panels and top lights / fanlights;
- ✗ Don't lose the original front door when a house is converted into flats. The original entranceway should be retained / restored.
- ✗ Don't remove original doors or enclose open porches before checking if planning permission is required by an Article 4 Direction.

3. Balconies (link to SPD I 9.4.2, 10.2.9)

Do's

- ✓ Do retain original balconies and balustrading, these are key features of the Boroughs Conservation Areas;
- ✓ Do consider reinstating the original style of balcony where the balcony has been modified or lost; (look at neighbouring properties where the original design may still remain as a good starting point) - reinstating them could greatly enhance the character of a property;

Don'ts

- ✗ Don't alter the design of original balconies by enclosing them with windows / doors, or using unsympathetic balustrades designs.
- ✗ Don't alter the design of an original balcony without checking if planning permission is required.

4. Outside Walls and Decoration (link to SPD I 9.4.2)

Do's

- ✓ Typical local materials include yellow stock brick and soft red brick which give attractive warm tones and textures to the building facades. If brickwork suffers from damp, dirt or deterioration it should be cleaned with an appropriate solvent and re-pointed if structurally necessary;
- ✓ Do consider removing paint from original brickwork that has already been painted - in these cases it is important to ensure the appropriate method of cleaning is used so it will not damage the face of the bricks (e.g. the use of



Retain original balustrades



Enclosing original balconies can alter the character and appearance of a property



Traditional yellow stock brick in Leigh Conservation Area

Changing the windows emphasis and style completely destroys the uniformity of the terrace.

Even simply altering the external treatment and materials can have a detrimental affect.



Don't

- ✗ Don't paint over or render original brickwork. As well as affecting the buildings character, render and cement based masonry paints might increase damp problems by trapping moisture within the brickwork;
- ✗ Brickwork should not be re-pointed unless it is structurally essential. Where essential it should be recessed from the face of the brickwork and the colour of the lime mortar should be matched as closely as possible to the existing;
- ✗ For properties with painted facades, mortar pointing between bricks should not be painted a different colour and the chosen colours should not dominate appearance of the building or clash with neighbouring buildings;
- ✗ Don't paint or render original brickwork without checking if planning permission is required.

5. Roofs and Chimneys (link to SPD I 9.4.2)

Do

- ✓ Do retain original roofing materials and reinstate the original roofing materials where they have been lost;
- ✓ Re-use existing slates where possible (as well as retaining the original character of a property, this can also help to reduce costs!);
- ✓ Original chimneys and pots add symmetry to and emphasis the roofline and the rhythm of the street and should be retained. Some chimney stacks / pots have intricate detailing which adds character and should be preserved.

Don't

- ✗ Don't demolish original chimneys before checking if planning permission is required.

6. Boundaries, Gardens and Hardstanding (link to SPD I 4.6.1 4.6.2, 4.7.2 & 9.4.2)

Do

- ✓ Garden walls and original railings make a significant contribution to the character of Conservation Areas. Do consider reinstating front boundaries where they have been lost, neighbouring properties where original boundaries may still remain can provide a good indication of what type of boundary would be appropriate for your property and reinstating them could greatly enhance the character of a property;
- ✓ Do retain existing front gardens as planted / landscaped areas, these make a valuable contribution to the character of the Conservation Area and local biodiversity;
- ✓ Where parking areas are considered acceptable, do use high quality, permeable surface materials in keeping with the character of the Conservation Area.

Don't

- ✗ Don't lose front boundaries! These are often key elements of local character.
- ✗ New hardstandings on the frontage of properties in Conservation Areas



Traditional roof materials and the retention of chimneys and pots adds symmetry and emphasis to the roof line.



Railings in Clifftown Conservation Area make a positive contribution'



Loss of front boundaries can erode the character of the Conservation Area.

