

**Status of Supplementary Planning Guidance**  
**POND ROAD CONSERVATION AREA**  
**Character Appraisal and Design Guidance**

**Status**

This Planning Guidance which is supplementary to Policy BE9 of the Woking Borough Local Plan 1999, has been formally adopted by Woking Borough Council. In this regard the document has the status of a material consideration in the determination of applications for planning permission and conservation area consent by this Authority and in its defence of decisions at appeal.

The document provides guidance on the control over demolition of buildings and the appropriate form of design, layout and material finish that will be required for proposals in the conservation area. This document also relates to Policy BE8 of the Woking Borough Local Plan 1999 and will be referred to when preparing enhancement proposals in the conservation area.

**Statement of Public Consultation**

In accordance with the advice set out in Annex A (A3) of Planning Policy Guidance Note 1 (PPG1) on General Policy and Principles, and the advice set out in paragraph 4.9 of Planning Policy Guidance Note 15 (PPG 15) on Planning and the Historic Environment, the document has been the subject of wide consultation with a total of consultees, as follows:

- i) Professional Practitioners
  
- ii) Local Property Owners/Occupiers
  
- iii) Local Residents and Amenity Groups

The period of consultation allowed eight weeks for the various individuals and organisations to make comments on the draft guidance. Altogether 4 responses were received. After careful consideration of these representations the Guidance was amended to address these points of concern. These amendments were considered at the Councils Executive Committee on 25 July 2002 when the Guidance was formally adopted. Full details of these representations together with the Councils response can be obtained on request by contacting 01483 – 743443

# **POND ROAD CONSERVATION AREA STATEMENT: CHARACTER APPRAISAL and DESIGN GUIDANCE**

## **1. BACKGROUND**

Pond Road was designated as a conservation area in April 1992 in accordance with section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 in order to protect the areas special architectural and historic character. The boundary of the area is shown on the Character Appraisal Map.

The area is located adjacent to the Golf Course which was an integral feature of the estate development and one of the two first courses in the Borough. The area is one of the few parts of the original estate that has remained relatively intact and although there has been some limited infilling and redevelopment the majority of the original houses remain. All these buildings have a very distinctive architectural style and make a particularly significant contribution to the areas special character. Many other properties in the Hook Heath estate are of similar style, which contribute to the character of the conservation area but are not within its boundary.

## **2. PURPOSE OF STATEMENT**

This document describes what it is about the qualities of the character and appearance of the Pond Road Conservation Area which makes it special and that need to be protected and enhanced. The purpose of the document is to:

- Define the detailed features of the conservation area which contribute to its special character that need to be protected;
- Provide guidance for the design, layout and material finish of developments and other works;
- Assist the Council in making decisions on planning submissions to control the quality of design in new development which could affect the areas character;
- Assist householders in the preservation and restoration of period dwellings;
- Assist in the preparation of proposals for the enhancement of the conservation area.

## **3. SPECIAL PLANNING CONTROLS**

The Council has special planning controls within a conservation area under the Planning (Listed Buildings and Conservation Areas) Act 1990 which are used to protect its character. These particularly relate to:

- The control of demolition
- The control over the detailed design of new development (including extensions) to ensure they are sympathetic to its character.
- The control of works to all trees in the area.

However in exceptional circumstances, the Council may seek to introduce additional planning controls to cover more minor elements of building work, where this is considered essential to protect the areas special character. Further information about additional planning controls is set out in more detail in Appendix 1.

#### 4.DETAILED CHARACTER APPRAISAL

The following range of features have been considered as part of the detailed appraisal of the areas special character.

##### **Pattern of Settlement**

- Street pattern
- Plot characteristics
- Views and landmarks

##### **Other Features**

- Roads and footpaths
- Open spaces and soft landscape features
- Street furniture

##### **Buildings (Design, Materials, and Uses)**

- Important groups of buildings
- Predominant building types
- Windows and doors
- Roofs
- Material and colour
- Use of buildings
- Boundary treatments

Each of the following sections provides a detailed description of the areas predominant characteristics and where appropriate these are referred to on the Appraisals Map.

- **Highlighted in bold text at the end of each section, are the main points of concern which should be addressed in any future developments.**

#### 5. PATTERN OF SETTLEMENT

##### 5.1 Street Pattern

The simple street pattern of the estate as shown on the Appraisal map, is formed by the intersection of three straight lengths of road, comprising Pond Road and the short sections of Golf Club Road and Mile Path, which continue eastwards. Hook Heath Golf Club forms an important feature as a significant area of open space in the conservation area. Most of the buildings are orientated to follow the line of the estate roads resulting in a traditional form of frontage development, but this is not exclusive with some buildings facing side on.

- **Any new developments should reinforce the character of the street pattern by ensuring that buildings are orientated to have a main elevation which faces the road frontage.**

##### 5.2 Plot Characteristics

Plot characteristics are irregular. Frontages are generally wide but can vary greatly due to infilling, with widths of between 20 to 40 metres. House plots vary but are mostly 0.2 to 0.3 ha. in size with a few larger plots and a few smaller plots which have resulted from infilling. Despite the plot sub-division the original pattern of layout has remained, because infilling has occurred on the frontage or on rear garden sites accessed from narrow drives without disruption to the street scene. Depth of frontages are also variable between 10 to 40 metres with a generous spacing of buildings varying between 4 metres and 54 metres.

- ◆ **Opportunities for new developments are very limited without affecting the existing character of the area. Where new housing is permitted , it is important that the siting, interval and extent of development respects the characteristics of the area as discussed above.**

### 5.3 Views and Landmarks

At the northern end of Pond Road there are important views over the golf course and Hook Heath. This forms the only significant view in the area.

- ◆ **Any new developments should retain and enhance important views which have been identified, as shown on the Appraisal Plan.**

## 6. BUILDING DESIGN, MATERIALS AND USES

### 6.1 Important Groups of Buildings

As a planned development the character of the buildings within the conservation area is fairly consistent throughout. A number of the buildings are locally listed which are shown on the appraisal plan as set out below. The following have special interest;

'Keighley Lodge & Crossways', 'Crossways Cottage & Rossmore', 'Barry Lodge', 'Tamerton House', 'Club House', 'Links House', 'Home Green & Framely Court', 'Comeragh Court' and 'Comeragh Lodge' are included on the Councils Local List.

Many of these have group value.

- ◆ **Where formal consent is required, the Council will resist demolition and works to adversely alter all period buildings within the conservation area, particularly those on the Local List (see above). The Council will also give particular attention to protecting public views of the setting of these buildings.**
- ◆ **Any proposed development should take its design cues from the historic buildings in the conservation area, including the form, scale, materials and elevational detailing, in order to enhance or maintain character of the conservation area.**

### 6.2 Predominant Building Types

Although the majority of original Edwardian and early interwar period dwellings are of individual design, many have similar characteristics. They are predominantly significant, wide frontage detached villas of 2-3 storeys under large steep pitched roofs. The roofscape dominates the appearance of many dwellings, often highly modelled with significant chimneys and usually containing upper floor accommodation lit by dormer windows. Many dwellings have 'Arts and Crafts' influenced designs, often based on traditional Surrey and Sussex Cottage Styles from previous centuries.

- ◆ **Any new developments should take their design cues from existing period buildings in the conservation area and should be appropriate in size, form, architectural detail and material finish to reinforce its character. Extensions or alterations to existing dwellings should closely match their architectural detail and material finish.**



Fig: 1 & 1a Period properties reflecting architectural characteristics typical of the area.



Fig:1a

### 6.3 Windows and Doors

Most properties have limited window openings usually occupying less than 1/3 of the building elevation, often in fairly informal arrangements, some within dormers for first and second floor accommodation. Black and white painted timber casement windows are used almost exclusively, normally sub-divided into smaller panes with leaded lights or traditional glazing bars. Most dwellings have hoods or porches to the front doors. These are in a variety of different styles incorporating the use of different materials including brick and timber, such as an extension of the roof, sometimes with accommodation above. Most doors are large and in traditional 'Arts and Crafts' style, made of panelled timber, some with glazing in the top half and usually painted.

- ◆ **Doors and windows with similar proportions and glazing divisions to those characteristic of the area will be required in new developments. Traditional casement windows are appropriate, with traditional subdivided glazing. Property owners are encouraged to retain original doors and windows by undertaking routine maintenance and to repair existing elements rather than replace them with bland modern units. Artificial materials such as UPVC or aluminium are not normally acceptable for doors and window frames. The Council may consider the introduction of further planning controls to protect these features.**

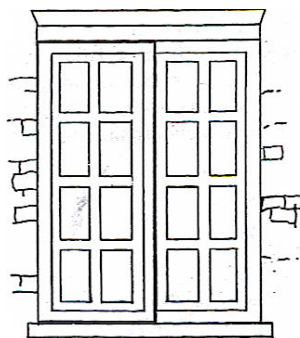
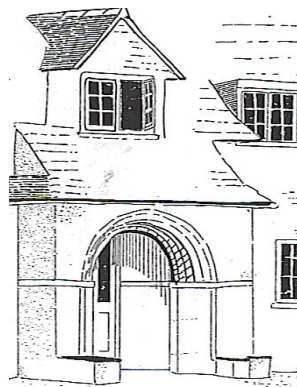


Fig: 2.1 A traditional 'Arts & Craft' door enclosed by a porch.

Fig:2 A typical casement window



#### 6.4 Materials and Colour

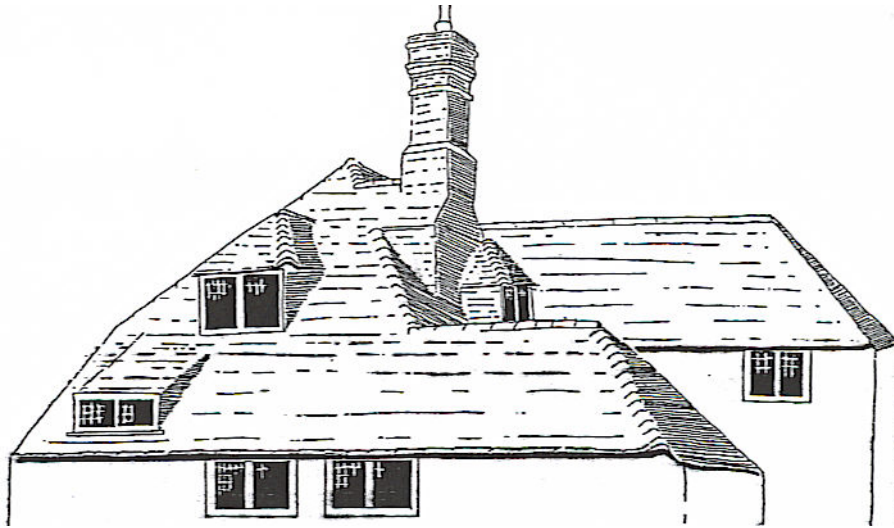
All properties are constructed from red/orange facing bricks, some with white painted rough-cast render, especially to upper floors. The use of timber boarding and tile hanging as a facing material to gables and other features is common. Predominantly black and white joinery is used.

- ◆ **New developments must use material and colour treatments which are characteristic of the conservation area.**

#### 6.5 Roofs

Most properties have large steeply pitched roofs of at least 45° pitch constructed from plain clay tiles with a few dwellings having slates. Roofs are highly modelled, with hipped and gable forms. Many properties have dormer windows incorporated into the roof space with Cat slide roofs being a common feature. Many dwellings retain their original brick chimney stacks which form an important part of the roofscape.

- ◆ **The profile of existing roofs should be reflected in new developments.**



*Fig:3 Typical steep pitched roof (over 45°) incorporating dormer windows, a catslide roof and ornamental chimney stacks.*

#### 6.6 Use of Buildings

All properties are in residential use (apart from Golf Club). Commercial activity is not appropriate.

- ◆ **Any Sub division of substantial sized properties, such as into a pair of dwellings, will only be considered where the front view of the building retains the appearance of the original dwelling and the conversion would have no adverse impact on the character of the property or the street scene. Where properties are sub divided a uniform colour treatment is encouraged.**
- **Any areas of extra parking that sub division will generate must not affect the character or appearance of the street scene, or affect the amenity of adjoining dwellings.**

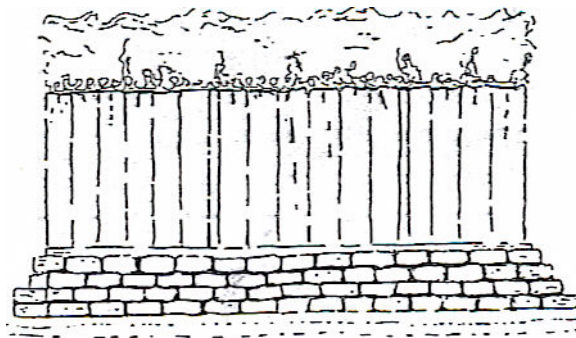
## 6.7 Boundary Treatments

Within the conservation area almost all properties have enclosed boundaries. Soft hedges predominate. They are also formed by the occasional brick wall with some defined by the use of brick piers (particularly for gateways), close boarded fences, or hedges, or a combination of these things. Walls are constructed by red bricks. Fences are dark stained close boarded. Most hedges are formed from evergreen shrubs, including holly, laurel and yew.

- ◆ **All properties should have an enclosed boundary using a suitable element as described above, which reflects the character of the street scene.**



*Fig:4 Boundary hedges terminated with brick piers and fencing at an entrance*



*Fig: 4.1 Boundary comprising hedge, fence and low wall.*

## 7. OTHER FEATURES

### 7.1 Roads and Footpaths

The majority of the roads in the conservation area are constructed of tarmacadam with some areas of gravel. The roads are initially generously wide in the conservation area at around 11.0 metres, but they narrow considerably after 'Chagfords' to about 5.0 metres. At the wider points along the road there is a grass margin with trees predominant along the whole length of the road, but more so at the narrower part. The roads are soft edged.

## **7.2 Open Spaces and Soft Landscape Features**

There is one significant open space within the conservation area, this is Hook Heath with views over the golf course and the pond. The view can only be seen by the area near the golf course. There are a large number of mature trees within the conservation area. Scotts Pine line the roads while woodland trees form a backdrop to the whole area. A number of these trees are the subject of Tree Preservation Orders and the Council will consider making further orders to protect good specimen trees of amenity value in accordance with the selection criteria set out in Appendix 2.

- ◆ **The Council will resist the felling or undertaking of any inappropriate works to trees which are subject to Tree Preservation Orders (see Appendix 1). The Council will also promote the planting of new trees of suitable species to maintain the areas landscape character.**

## **7.3 Street Furniture**

There are no period features of any importance within the area. The current lighting columns would benefit from comprehensive replacement with a more appropriate style. Similarly there are a number of telegraph posts with overhead wires that would benefit from being diverted underground.



## **Appendix 1**

### **ADDITIONAL PLANNING CONTROLS WITHIN A CONSERVATION AREA**

The Council has special planning controls in a Conservation Area in addition to its normal planning powers, as set out below :

#### **1. Demolition**

Conservation Area Consent is normally required before any building or structure can be demolished within the area, including certain walls and outbuildings. This provision applies unless the building has a volume less than 115 cubic metres or was constructed under permitted development rights, such as garden shed.

Formal Listed Building Consent is also required for works to demolish or alter the appearance or setting of a Statutory Listed Building.

It is an offence to undertake demolition in a conservation area, where approval is required, or any works to a listed building, without prior consent. Conviction is punishable by fine or imprisonment.

#### **2. Development**

The following additional restrictions on development require planning permission:

- Any extension which would increase the volume of an original dwelling by more than 10% or 50 cubic metres (whichever is largest, up to a maximum of 115 cubic metres. All additional buildings within the site over 10 cubic metres, regardless of location are treated as extensions to the dwelling).
- An extension or any kind of alteration to a dwelling which would materially alter the appearance of the roof.
- Cladding the outside of a building with stone, tiles timber, render or any other material which would alter its appearance.
- The installation of a satellite dish on any part of the building visible from the highway

#### **3. Design of New Development**

The Council has a special duty when considering applications for development in a Conservation area to preserve or enhance the character or appearance of the area. All Proposals will be carefully examined to ensure that all elements of the proposal, particularly; layout, bulk, height, form, elevational design, colour and material finish are appropriate in scale and character for that particular part of the conservation area. In this regard only full detailed planning applications will normally be considered and must show both plan and elevational relationships with adjoining buildings. All applications in conservation areas are advertised to allow for public comment.

#### **4. Minor Alterations and Additions**

Small changes to residential buildings such as the alteration or replacement of original windows do not normally require permission unless the property is statutory listed. However, the continued loss of architectural detail can gradually erode the character and appearance of an area through the culmination of minor changes. The Council will monitor the conservation area and if evidence supports will seek the introduction of an Article 4(2) Direction to remove certain rights of permitted development in the area. This would enable such minor matters to be brought under planning control, where this is considered necessary to protect the areas special character.

## 5. Trees

Anyone proposing to do work on a tree \* in a Conservation Area, including; lopping, topping or felling, is required to give the Council six weeks notice of their intentions in writing. This period allows the Council to inspect the tree so that it can consider if it should be the subject of Tree Preservation Order (T.P.O.). No works can be undertaken on trees which are protected by a T.P.O. until formal consent has been granted by the Council.

\* For these purposes a tree must have a trunk with a diameter exceeding 75mm when measured at chest height (1.5 metres above the ground).

It is an offence to undertake works on a protected tree without prior consent which is punishable by fine.

The Council may use the powers given through the Environment Protection Act 1995 to ensure property owners maintain their trees and shrubs if they are causing an obstruction of the highway.

**Appendix 2**  
**Criteria for the Selection of Trees for Protection**  
**By Tree Preservation Order (TPO)**

The following criteria on health and amenity value will be used in the selection of trees to be protected by Tree Preservation Orders:

**1. Health and Structural Condition**

- Condition in relation to type, age and position (ref. BS 5837 – 1991)
- Evidence of; storm damage, root lifting, dead/diseased wood, excessive epicormic growth, weak forks etc. that would reduce selection.
- Type and position of tree is appropriate for its location.
- Reasonable life expectancy without compromising adjacent buildings or infrastructure.
- Need for corrective action to maintain the tree in a safe condition.

**2. Amenity Value**

a) Visual significance within the landscape.

- Visibility of the tree from surrounding public areas (or those with limited public access).
- Prominence of the tree as a local focal point or landmark.
- Popularity of the location, i.e. busy or seldom visited.
- Contribution to the local landscape character.
- Contribution as an element of a landscape feature, e.g. an Avenue.
- Contribution in screening out an unsightly/incongruous feature in the landscape.

b) Form of Tree.

- Shape and balance of tree in representing typical characteristics of species.
- Particularly unusual or distinctive characteristics of trees form.
- Extent of impact that past works or natural damage have made on the form of the tree.

c) Scarcity

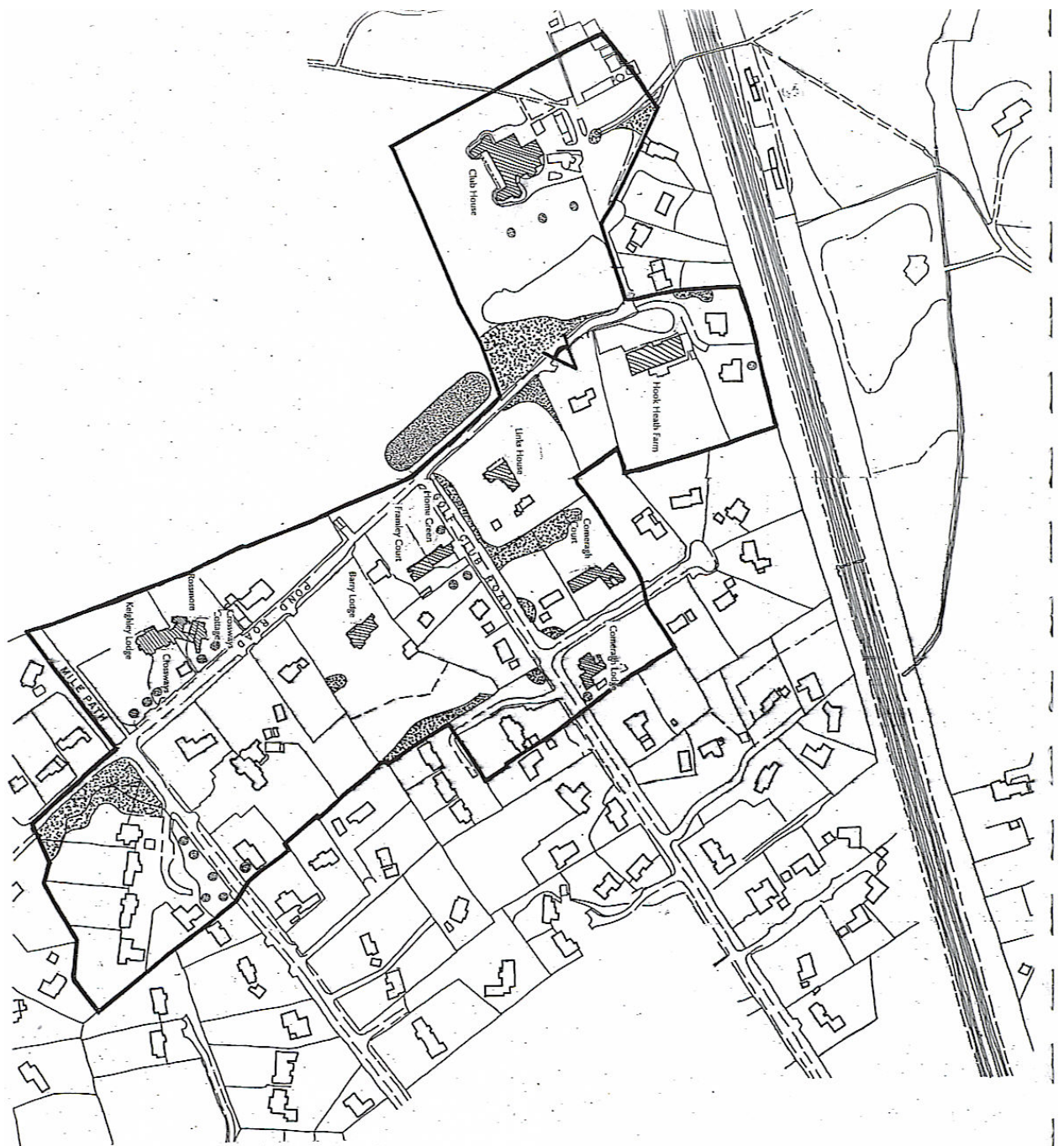
- Rarity of species or particular cultivar.
- Special historical associations with site or locality.

d) Potential Future Benefit







- Value in contribution to future landscape character of area.

**3. Other Factors**

- e.g. contribution to the setting of an historic building.



**POND ROAD  
CONSERVATION AREA  
CHARACTER APPRAISAL MAP**

-  Boundary of the Conservation Area
-  Buildings on Councils Local List
-  Important View
-  Significant Groups of Trees
-  Significant Individual Trees
-  Not to Scale

Dec. 2001



