

**STATUS OF SUPPLEMENTARY GUIDANCE ON
BYFLEET CORNER/ROSEMOUNT PARADE and STATION
APPROACH, WEST BYFLEET CONSERVATION AREAS
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 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 (PPG15) on Planning and the Historic Environment, the document has been the subject of wide consultation with a total of 64 consultees, as follows:

i) Local Property Owners/Occupiers

All property interests in the Conservation Area were individually consulted.
These number 63 in total.

ii) Local residents and Amenity Groups

The Byfleet, West Byfleet and Pyrford Residents Association was consulted, which is the only association known to the Council in the area.

The period of consultation allowed eight weeks for the various individuals and organisations to make comments of the draft guidance. Altogether 2 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 Council's Executive Committee on 6th March 2003 when the Guidance was formally adopted. Full details of these representations together with the Council's response can be obtained on request by contacting 01483 – 743443.

BYFLEET CORNER/ROSEMOUNT PARADE AND STATION APPROACH, WEST BYFLEET CONSERVATION AREAS CHARACTER APPRAISAL and DESIGN GUIDANCE

BACKGROUND

The two Conservation Areas of Byfleet Corner/Rosemount Parade and Station Approach in West Byfleet were designated 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 each area is shown on the Character Appraisal Map.

The character appraisal considers both areas together because of their physical proximity and similarity in character. West Byfleet did not exist until the construction of the railway station in 1887. The area was originally developed for high quality housing, but many properties were shortly redeveloped to provide shops and commercial premises during the early Edwardian period. Both areas comprise a mixture of uses with mainly retail uses on the ground floor with office or residential use above.

The Byfleet Corner/ Rosemount Parade Conservation Area is located along the main A245 road through West Byfleet. The Byfleet Corner Parade dates from the late 19th Century and is a good example of the late Victorian period which has largely survived intact.

The Rosemount Parade, which was so named because it was built on the grounds of 'Rosemount House' is from 1907 and later. W.G Tarrant of Byfleet who is associated with the work of Lutyens, was involved in the earlier parts of this development. The parade was originally tree lined.

The Station Approach Conservation Area is located in the centre of West Byfleet in front of the station. It was constructed prior to the I World War and was also designed by Tarrant.

Both parades of shops have a strong "Arts & Craft" influence with a high standard of architectural design. The station approach parade in particular contains many original interesting features and detailed elements such as the colonnade along the western frontage. Many shops still retain their original Edwardian shop fronts.

2. PURPOSE OF STATEMENT

This document describes what it is about the qualities of the character and appearance of the Byfleet Corner & Station Approach Conservation Areas which makes it special and that need to be protected and enhanced. A short summary of this statement is set out in Appendix 1. 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 new development and other works;
- assist in making planning decisions which could affect the areas character;
- assist landlords in the preservation and restoration of period dwellings;
- assist in the preparation of proposals for the enhancement of the conservation area.

Applicants for Planning Permission and Conservation Area Consent should submit a statement setting out how their proposals will preserve or enhance the character of the Conservation Area in accordance with the Guidance. Failure to heed the advice set out in the Guide may result in delay or even refusal of the application. Applicants are encouraged to first discuss their proposals with the Council prior to formal submission.

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, and that developments clearly visible from the conservation area harmonise with 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 2.

4. DETAILED CHARACTER APPRAISAL

The following range of features have been considered as part of the detailed appraisal;

Pattern of Settlement

- Street pattern
- Plot Characteristics
- Views and Landmarks

Other Features

- Boundary Treatment
- Roads and Footpaths
- Street Furniture
- Open spaces
- Adjacent areas
- Negative features

Buildings (Design, Materials and Uses)

- Historic Buildings and Styles
- Important groups of buildings
- Predominant building types
- Roofs
- Windows and Doors
- Materials and Colour
- Use of Buildings
- Shop Fronts and Signs
- Rear service areas

Each of the following sections describes in detail the areas predominant characteristics and where appropriate these are referred to on the Appraisal 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

Within the centre of West Byfleet there are two Conservation Areas, Byfleet Corner/Rosemount Parade (Area 1) and Station Approach (Area 2).

The simple street pattern of area 1 is largely formed by the continuous retail frontages of the Rosemount Parade & Byfleet Corner Shopping Parades which follow the Old Woking Road together with St. John The Baptists Church which stands in isolation at the junction of Parvis Road and Camphill Road.

Area 2 comprises the street block formed by part of Madeira Road and the curved section of Station Approach which forms a horse shoe shape together with No's 49 – 57 Station Approach that are also included within Area 2.

- ◆ **Any new developments should reinforce the character of the street pattern by ensuring that buildings are orientated to face the road frontage.**

5.2 Plot Characteristics

Within area 1 the plots for the purpose built parade are generally 0.01 to 0.02 ha with regular narrow shop frontage widths of about 6 metres. However, the buildings at the end of the parades have frontages up to 17 metres. Building frontages are largely continuous and directly abut the pavement.

Within area 2 the Station Approach area is of slightly smaller scale with plots of 0.005 ha to 0.01 ha. Shop frontages are narrow with widths at about 5 – 7 metres. Again the buildings form one continuous frontage which directly abuts the pavement.

- ◆ **There are very limited opportunities for new development. Where new development is permitted, it is important that the sitting, interval and extent of development respects the characteristics of the area as discussed above.**

5.3 Views and Landmarks

The most significant landmark within the conservation area is St John the Baptists Church which forms an important view from Byfleet Corner. The large gable on the bank at the junction with Pyrford Road forms a secondary landmark.

- ◆ **The Council will seek to maintain important views and landmarks, particularly that of the Church of St. John the Baptists.**
- ◆ **Any new development should retain and enhance the views and landmarks which have been identified, as shown on the Appraisal Plan.**



Figure 1: St John the Baptists Church is a grade II Statutory Listed Building that is also a local landmark

6. BUILDING DESIGN, MATERIALS AND USES

6.1 Historic Buildings and Styles

The majority of buildings within the two Conservation Areas are original buildings and date from the late 1800s up until the I World War. Most of the buildings have a similar architectural style with strong “Arts & Craft” influences, in both areas 1 & 2.

The more architecturally interesting buildings which have largely retained their period detail are included on the statutory and local list.

- ◆ **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.**

6.2 Important Groups of Buildings

Within areas 1 and 2 there are a number of period buildings which have a particularly distinctive character, many of which are included on the local list. Within area 1, St John the Baptists Church is located at the end of the conservation area, is a grade II Statutory Listed Building. The church was designed by W.D.Caroe in 1910. The following groups of buildings which are highlighted on the Appraisal Map have an important contribution to the character of the conservation area:

- Within Area 1 a parade of buildings along Rosemount Parade 23,29-75 (all LLB)
- Within Area 2 a parade of buildings along Station Approach, comprising of numbers 15 – 39 (all LLB)



Fig 2. Number 25 Rosemount Parade is an important building which also forms a secondary landmark

- ◆ **Where formal consent is required the Council will resist demolition and works to adversely alter all period building within the conservation area which make a positive contribution to its character, particularly those on the statutory or local list (see Appendix 2). The Council will also give particular attention to protecting public views of the setting of these buildings.**

6.3 Predominant Building Types

The predominant building form in both areas 1 and 2 is that of purpose built shopping parades with continuous building frontages. These are generally 2½ to 3 stories under a steep pitched roof, with individual shop units at the ground floor and accommodation to upper floors (originally intended for residential use, many are now in office use). Although the parades were constructed as a single development, they were specifically designed in an ‘Arts and Craft’ style to have the appearance of a collection of individual cottage scale buildings. This has been achieved by introducing domestic scale building forms into the elevations and using a variety of facing materials to provide strong vertical division of the parades.

Building forms include the use of feature projecting gables and hipped gables in a variety of sizes and forms, together with bay and oriel windows to upper floors, many supported on simple gallows brackets. Building division has been further reinforced by the use of extensive brick chimney stacks and changes in ridge height to punctuate the roofscape. Decorative brick pilasters are used at the ground floor to define traditional shop fronts, some projecting into first floor elevations. Similarly designed brick piers have been used on the western side of Station Approach to support a large colonnade, which is a particular feature of this parade.

- ◆ **Extensions to existing buildings should always be subordinate in scale to retain the proportions of the original property. New development should respect the form, scale, architectural modelling and elevational detail of existing buildings in the immediate locality. The advice on architectural details should be carefully examined.**
- ◆ **New developments in the Village Centre, adjacent to, or clearly visible from the Conservation Area should harmonise in scale form and material finish and reinforce the existing street pattern. This matter is further considered in 7.5.**



Fig.3 Part of Station Approach in 'Arts & Craft' style to give the appearance of a collection of individual cottage scale buildings.

6.4 Roofs

Both parades have steeply pitched roofs of 45° constructed from machine made plain clay tiles which are highly modelled with hipped and gable forms. Many retain their original brick chimney stacks. The Victorian Parades along Byfleet Corner have decorative ridge tiles. At No 15- 20 Station Approach there is a large catslide roof which drops to the ground floor level and forms a canopy above the colonnade. Dormer windows are used occasionally.

- ◆ **The profile of existing roofs should be retained.**



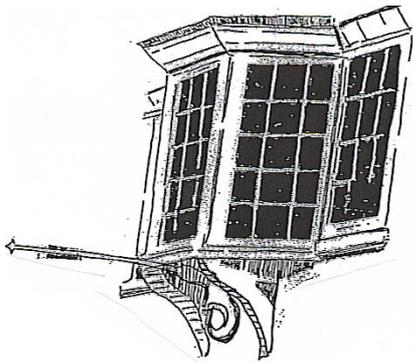
Fig.4 Station Approach which is an example of many roof features.

6.5 Windows and Doors

Timber casement windows are used throughout the conservation area. Most are sub divided using leaded lights, some in conventional rectangular patterns or diamond styles and others with just a small separate top light. Bay windows are commonly used. Many properties have oriel windows supported on gallows brackets.

Doors are in a variety of styles, some traditional, some modern. Many are partly or wholly glazed.

Fig. 5 Oriel windows supported on gallows brackets



- ◆ **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 windows by undertaking routine maintenance and to repair existing elements rather than replace them with bland modern units. The Council may consider the introduction of further planning controls to protect these features.**
- ◆ **The use of UPVC frames and doors or the introduction of roof lights or velux windows on elevations in view of the street will be discouraged. The Council will monitor the area and seek additional planning control over these elements if evidence supports action.**

6.6 Materials and Colour

Buildings are constructed from red/orange facing bricks, some are white painted rough cast render all over or just at the second floor. Certain gable ends use eclectic timber frame painted black with rendered infill. Tile hanging is commonly used on gable ends from hand made clay tiles with simple patterning. There is also some use of decorative cut tile work in the masonry, such as to express quoins. Window joinery is generally painted white or brown on natural timber. Colour is often used on shop fronts.

- ◆ **New developments must use material and colour treatments which are characteristic of the Conservation Area. Extensions must match the appearance and material finish of the existing building, including type of mortar and pattern of bonding as closely as possible.**

6.7 Use of Buildings

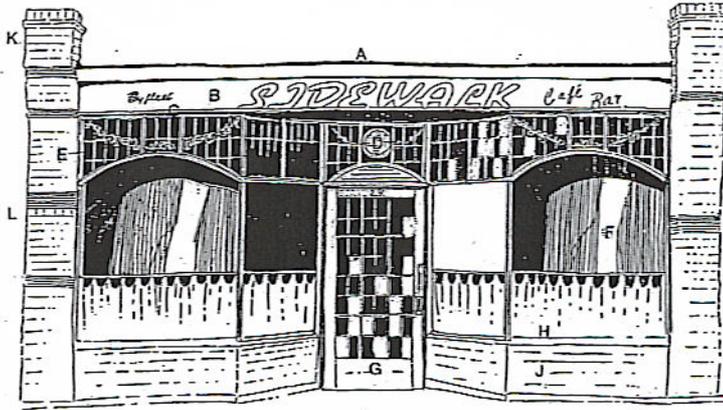
Both areas 1 & 2 are predominately in retail and commercial use with residential and office use above.

- ◆ **Where there is a proposal to alter a shop front or provide a new shop unit, the design should incorporate traditional elements as shown in 6.6. The design should also take into account the overall architectural design of the building. Any lighting of signs should be discreet and externally illuminated.**

6.8 Shop Fronts & Signs

There is a mixture of shop front designs in both conservation areas, although many of the original Edwardian shop fronts remain intact, particularly in the Station Approach area. The original shop fronts are mostly constructed from unpainted hard wood (oak) with large shop windows sub divided into smaller lights above the transom rail. Fascia panels are relatively narrow and most have brick stall risers.

A number of modern shop fronts constructed from aluminium or UPVC, or with large fascia panels, detract from the character of the parades.



A	Cornice	G	Panelled Door
B	Fascia	H	Sill
C	Blind Box	J	Stallriser
D	Fan Light	K	Corbel/Console Bracket
E	Transform Light	L	Pilaster
F	Mullion		

Fig. 6 The traditional elements of a shop front.

- ◆ Where there is a proposal to either alter a shop front or provide a new shop unit within the conservation area, the design should incorporate traditional shop front elements as shown above. The design should also take into consideration the overall architectural design of the building. Lighting, if any should be externally illuminated and discreet. Internally illuminated projecting box signs and fascias will not be permitted.
- ◆ Fascia signs and other advertisements should be of a high standard of design and be of a traditional format with clear lettering in scale with the fascia panel and that of the overall shopfront. Free-standing lettering applied directly to the masonry is often less incongruous. No advertisements should be positioned above the ground floor fascia level, with the possible exception of traditional hanging signs on metal brackets.



Fig. 7 A traditional hanging sign on a metal bracket

- ◆ **Where possible existing period shopfronts should be retained and depth of fascia kept in proportion to avoid obscuring and period detail.**

6.9 Rear Areas

The piecemeal development of many rear service areas in Pyrford Road and to the rear of Rosemount Parade has resulted in the fragmented appearance of these areas, which detracts from the character and appearance of the Conservation Area. In these areas, land has not been used very effectively for a village centre location with mainly single storey buildings and street surface parking. There may be scope to extend accommodation, particularly over parking areas at the first and second floor, where this results in a more coherent form of building and layout, reflecting the traditional architectural design of buildings in the vicinity.

- ◆ **Future development at the rear of Rosemount Parade should recognise the main form of building at the front in order to make the rear coherent and organised.**

7. OTHER FEATURES

7.1 Boundary Treatment

In both Conservation Areas frontages directly join the pavement without any intervening boundary.

7.2 Roads and Footpaths

The majority of the roads in the conservation areas are constructed of tar macadam varying between 8 – 10 metres wide. The pavements are generally wide between 3 – 5 metres, although pedestrian movement and ease of crossing is restricted in some locations. Some original parts of the pavement are surfaced in yorkstone flagstones. Where recent areas of resurfacing have been undertaken, they have been surfaced with clay pavers and concrete blocks.

- ◆ **Where there are opportunities to improve areas of footway and pedestrian crossing points, surface materials should be chosen which reflect existing paving materials in the centre.**

7.3 Street Furniture

Within the conservation areas there is a mixture of street furniture designs. The modern guard rails have been painted green along with the litter bin. Along wider parts of the footway flower tubs and traditional cast iron benches have been sited.

There are modern elements such as street lamps, parking restriction signs and ticket machines, which can create clutter and detract from the appearance of the street scene.

- ◆ **Any new street furniture should complement the character and appearance of the conservation area such as the use of elegant cast iron equipment. Where new development is proposed, services such as telephone and cable wires should be located underground, and street signs carefully sited.**

7.4 Open Spaces

The conservation areas are urban in character. Within Area 1 St John the Baptists Church forms a significant area of open space all around the Church. There are no areas of open space within Area 2. A number of street trees form an important setting for the areas which are shown on the appraisal map. A few trees within both areas are the subject of Tree Preservation Orders and are shown on the appraisal map. The Council will consider making further orders to protect good specimen trees of amenity value in accordance with the section set out in Appendix 3.

- ◆ **The Council will seek to retain all street trees and resist the felling or undertaking of any inappropriate works to trees which are subject to Tree Preservation Orders (see Appendix 2). The Council will also promote the planting of new trees of suitable species to maintain the areas landscape character.**

7.5 Adjacent Areas

Both areas 1 and 2 are surrounded by built up areas. Sheerhouse is a large incongruous 1960's development between both conservation areas which impacts on the whole area and together with Waitrose car park forms a large void in the village centre. Adjacent to the Station Approach conservation area there is unsympathetic architecture from the early 1980's.

- ◆ **Other new developments within the Village Centre, which adjoin the Conservation Areas or are clearly visible from them should harmonise with or, where appropriate, enhance existing developments in the Conservation Area having regard to scale, form, massing, and material finish.**
- ◆ **In particular the layout of new developments in the centre, between the Conservation Areas, should reinforce the existing street pattern by the provision of continuous buildings with positive elevations to all main frontages.**

7.6 Negative Features

There are relatively few negative features within the areas, but there are a number of incongruous developments which adjoin them. These are set out below.

- A small number of existing shops have incongruous signs and window displays.
- The modern street lamps throughout the Conservation Areas.
- The Sheer House development in between the two Conservation Areas. In particular the blank elevation to the north side of Madeira Road.
- The rear service area of Rosemount Parade.
- The building opposite Station Approach Conservation Area; Enterprise House, number 45 – 42 Station Approach.
- ◆ **Where opportunities arise, either through development schemes or enhancement projects, the improvement of the negative features identified above should be addressed.**

Appendix 1
BYFLEET CORNER/ROSEMOUNT PARADE & STATION APPROACH
CONSERVATION AREA STATEMENT
Character Appraisal and Design Guidance

Summary

1.0 Purpose

This document provides a summary of the main features that make a special contribution to the character and appearance of the Byfleet Corner/Rosemount Parade & Station Approach Conservation Areas which the Council seeks to protect and enhance through its statutory planning controls. **Householders and designers seeking to undertake any form of development in the area should ensure that their proposals preserve or enhance the areas character, with particular reference to the points made in bold text below. Applicants for Planning Permission and Conservation Area Consent should submit a statement setting out how their proposals will preserve and enhance the character of the Conservation Area in accordance with the Guidance. Failure to heed the advice set out in the Guide may result in delay or even refusal of the application. Applicants are encouraged to first discuss their proposals with the Council prior to formal submission.** A full copy of the Guidance can be obtained from the Council on request.

2.0 Background of Designation

The Conservation Areas were designated in April 1992, as shown on the attached Map. Byfleet Corner/Rosemount Parade (area 1) and Station Approach (area 2) conservation areas are located in the centre of West Byfleet. Byfleet Corner/Rosemount Parade is located along the A245 Road. The Byfleet Corner Parade dates from the late 19 Century with the Rosemount Parade dating from 1907 and later. Station Approach is located in front of the railway station and was constructed prior to the I World War. W.G.Tarrant is believed to of been involved in work on both conservation areas. The area was originally developed for high quality housing, but was redeveloped shortly to provide shops and commercial premises during the early Edwardian period.

3.0 Pattern of Settlement

- The simple street pattern of area 1 is largely formed by the continuous frontages of Rosemount Parade and Byfleet Corner along the Old Woking Road up to St.John the Baptists Church at the junction of Parvis Road and Camphill Road. Area 2 comprises the street block formed by part of Madeira Road and the curved section of Station Approach together with nos 49-57 Station Approach.
- Plot characteristics are regular. In area 1 they are 0.01 to 0.02ha with shop frontage widths of 6 metres. In area 2 they are 0.005 to 0.01ha Shop widths are at 5 – 7 metres.
- The buildings form one continuous frontage which abuts the pavement.
- St John the Baptists Church forms a significant view from Byfleet Corner.
- **Whilst opportunities for redevelopment are very limited, it is important that the sitting, spacing and rhythm of new development respects the existing character of the area and reinforces its street pattern.**

4.0 Building Character

The majority of buildings are in commercial and retail use with residential use above. The Church is the only building in non-retail/commercial use.

4.1 Important Buildings. The following have special interest interest;

- The Church of St. John the Baptist is Grade II statutory listed.
- Many properties are included on the Councils Local List. Within Rosemount Parade/Byfleet Corner there are 1- 3 Byfleet Corner, 13-19 Byfleet Corner, 23 Rosemount Parade and 29-75 Rosemount Parade.
- Within Station Approach nos 15 – 20, and 20 – 39 are included on the Councils Local List.
- **The council will resist demolition and works to adversely alter all period buildings in the area, particularly those on the statutory or local list.**

4.2 Building Style

- The predominant building form in both areas is that of purpose built shopping parades with continuous building frontages. Buildings are generally 2½ to 3 stories under a steep pitched roof with individual shop units at the ground floor and accommodation to the upper floors.
- Roofs are mostly of 45° pitch construction using plain machine made clay tiles. They are highly modelled with hipped and gable forms. Many original features are retained.
- Timber casement windows are used through out the conservation areas, many subdivided with leaded lights. Bay windows and oriel windows supported on gallows brackets are commonly used. Doors are in a variety of styles, with many partly or wholly glazed.
- Facing materials are red/orange facing bricks, some painted with rough cast render all over or just at the second floor, some combined with decorative timber boarding. Tile hanging is commonly used. Window joinery is generally painted white or brown on natural timber. Colour is used on shop fronts.
- A number of commercial buildings have retained their original Edwardian shop fronts. Those with modern shop fronts constructed from aluminium or UPVC or with large fascia panels, detracts from the character of the parades.
- **New developments should reinforce the character and appearance of the street frontage in terms of height, form, scale and material finish and should take their design cues from appropriate buildings in the immediate locality.**
- **All works to either alter or extend existing period buildings should closely match their architectural detail and material finish.**
- **Future development at the rear of Rosemount Parade should recognise the main form of building at the front in order to make the rear coherent and organised.**

5.0 Other Features

5.1 Boundary Treatment Frontages directly join the pavement without any intervening boundary.

5.2 Trees There are a number of important trees within the areas. Street trees form an important setting for the areas, while a few trees are the subject of Tree Preservation Orders.

- **The Council will seek to retain all street trees and resist the felling or undertaking of any inappropriate works to trees which are subject to Tree Preservation Orders (TPO).**

5.3 Adjacent Areas Sheerhouse is a large incongruous development between both areas which impacts on the whole area and together with Waitrose car park forms a large void in the village centre.

- **Other new developments within the Village Centre, which adjoin the Conservation Areas or are clearly visible from them should harmonise in scale, form and material finish.**
- **In particular the layout of new developments in the centre, between the conservation areas, should reinforce the existing street pattern by the provision of continuous buildings with positive elevations to all main frontages.**

Appendix 2

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 a 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 fully 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) in accordance with the criteria for selection as set out in Appendix 2. 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, or to undertake works on a tree in a conservation area without prior notification.

Undertaking such unauthorised works is punishable by fine.

Appendix 3
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.



**BYFLEET CORNER/ROSEMOUNT
PARADE & STATION
APPROACH CONSERVATION AREAS
CHARACTER APPRAISAL MAP**

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

July 2002

