

SUDBURY COURT | CONSERVATION AREA
DESIGN GUIDE



Adopted 14 December 2015



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1.0 INTRODUCTION

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

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

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

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

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

1.1 What is Significant about Sudbury Court

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

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

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

The area is exceptional in that although the builders of the estate used standard building components, the character of the area emerges into one of individually designed and constructed houses. All the houses follow the same basic principle of an L or E shaped plan form with projecting 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 composition and details such as windows, doors and porches. Many properties are part brick and half timbered, featuring painted "black and white" timbering to the first floor and bay gables. This mock-Tudor approach to suburban housing design was prominent from about 1924-1934 and is based on a revival of aspects of Tudor style.

1.2 Who is the Guide For?

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

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



1.3 Is My Property in the Conservation Area?

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

1.4 What is an Article 4 Direction?

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

In areas with an Article 4 Direction (Table 1), owners may have to apply for planning permission for proposed building work that would not normally require planning permission.

As of 17 January 2018, there is no exemption on planning fees for applications relating to sites falling within an Article 4 Direction.

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

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

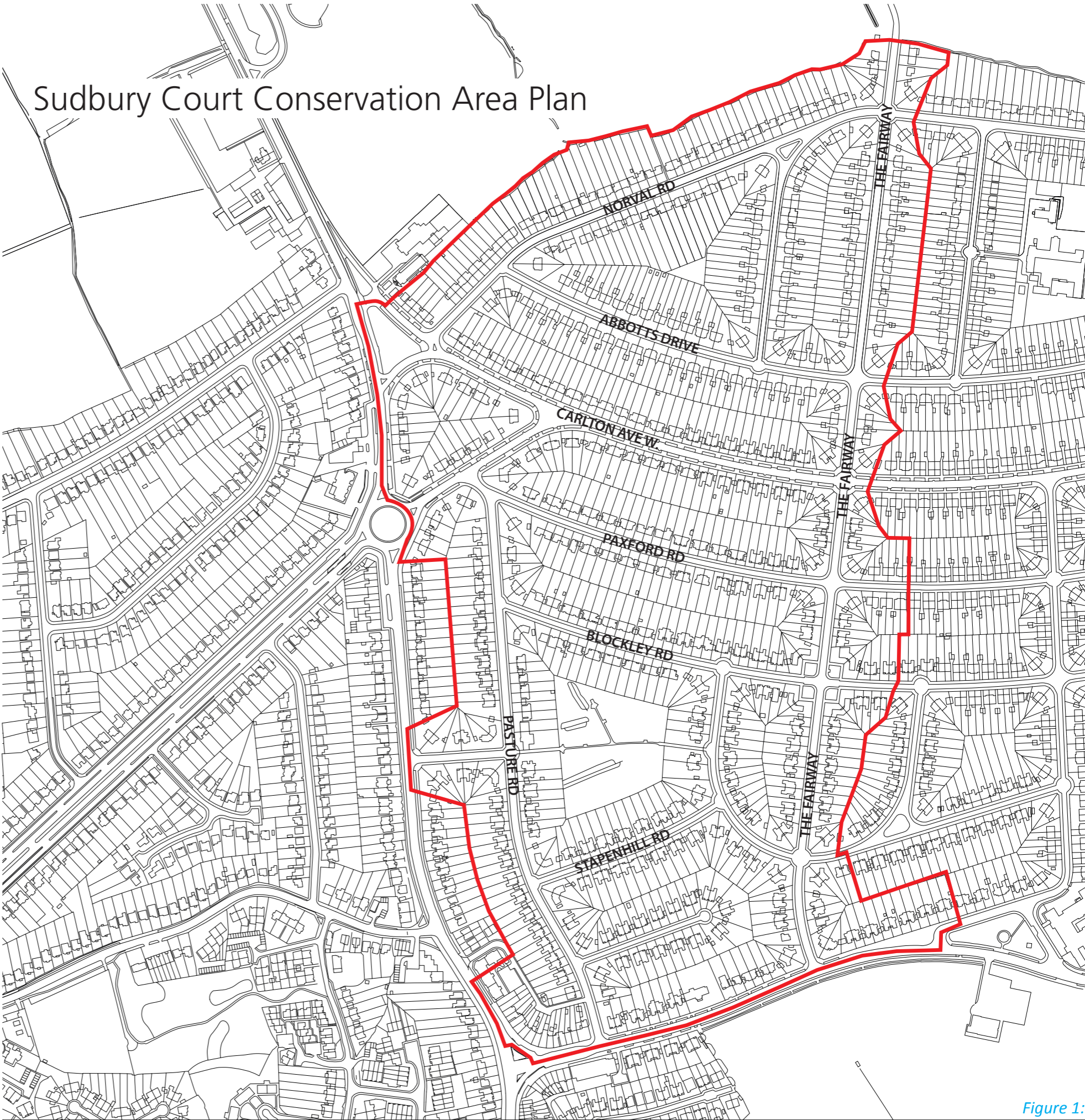


Figure 1:
Sudbury Court Conservation Area Plan

2.0 WHEN DO I NEED PLANNING PERMISSION?

2.1 General Controls within the Conservation Area

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

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

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

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

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

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

This is not a definitive list. Please see more on Permitted Development rights on the planning portal.

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

Please refer to the Council's 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 sustained and enhanced. The Article 4 Direction is an additional restraint that allows the Council to guide the way in which alterations, improvements and repairs are carried out. Properties covered by the Article 4 Direction will require planning permission for the following works:

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

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

Note:

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



3.0 EXTENDING AND ALTERING YOUR HOME

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

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

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

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

A large extension is likely to harm the garden setting.

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

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

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

Pitched roofs on extensions should complement the roof on the original house and identical materials should be used.

Will the extension affect your neighbours' view or daylight?

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



3.1 Dormers, Roof-Lights and Alterations to the Roof

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

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

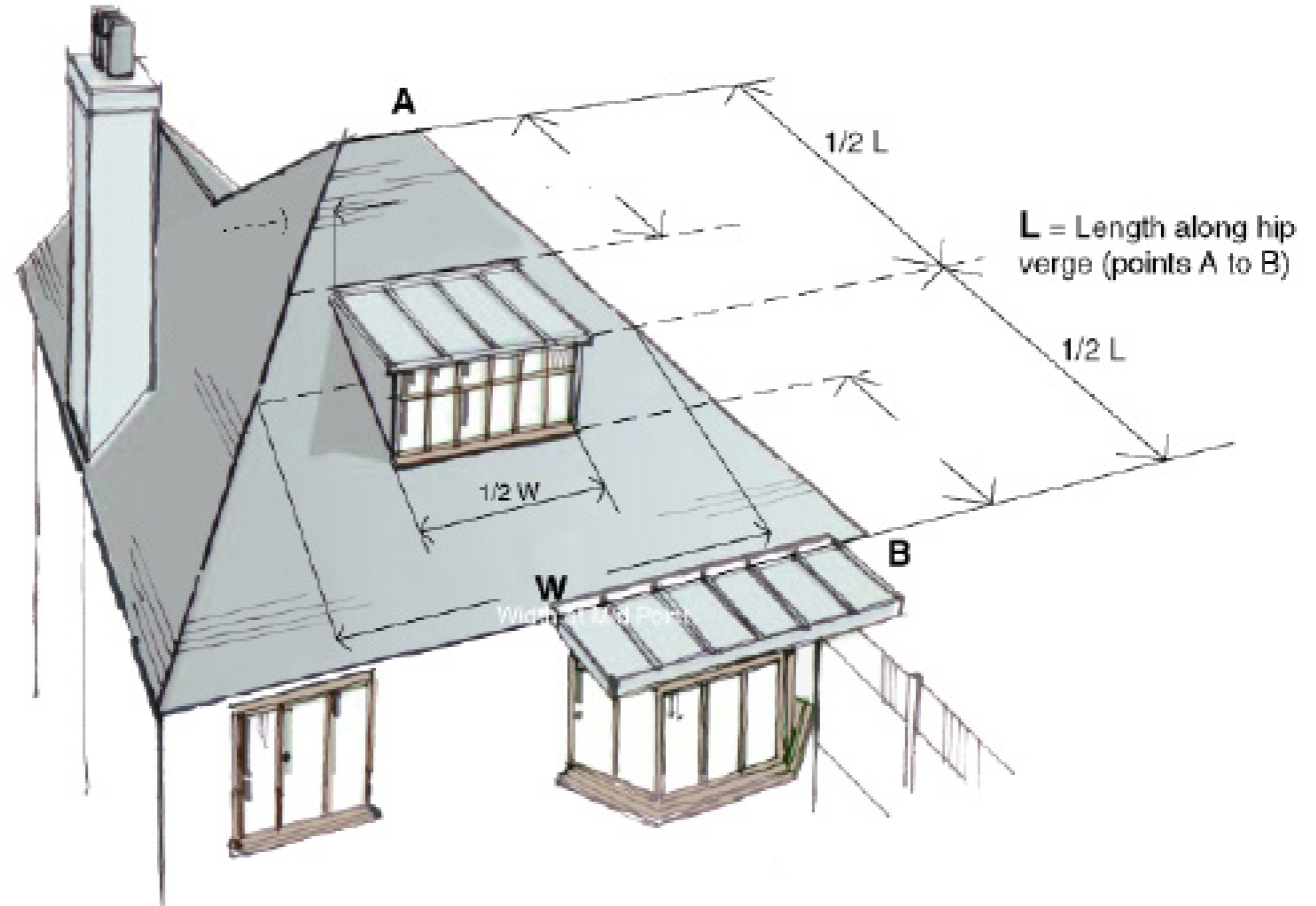


Figure 2: Rear dormer illustration guide

3.2 Rear Extensions (including Conservatories)

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

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

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

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

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

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

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

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

All rear extensions will generally be required to:

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

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

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

Where the garden level is lower than your house, it is important that the single storey extension does not appear as a two storey addition. It may be necessary to site the proposed extension within a raised patio or terrace so that the lower proportion below the internal floor level is screened from the garden of your property or from the neighbouring gardens. This will ensure that the extension is viewed as a single storey extension and will preserve the character of the original property (Figure 8).

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.

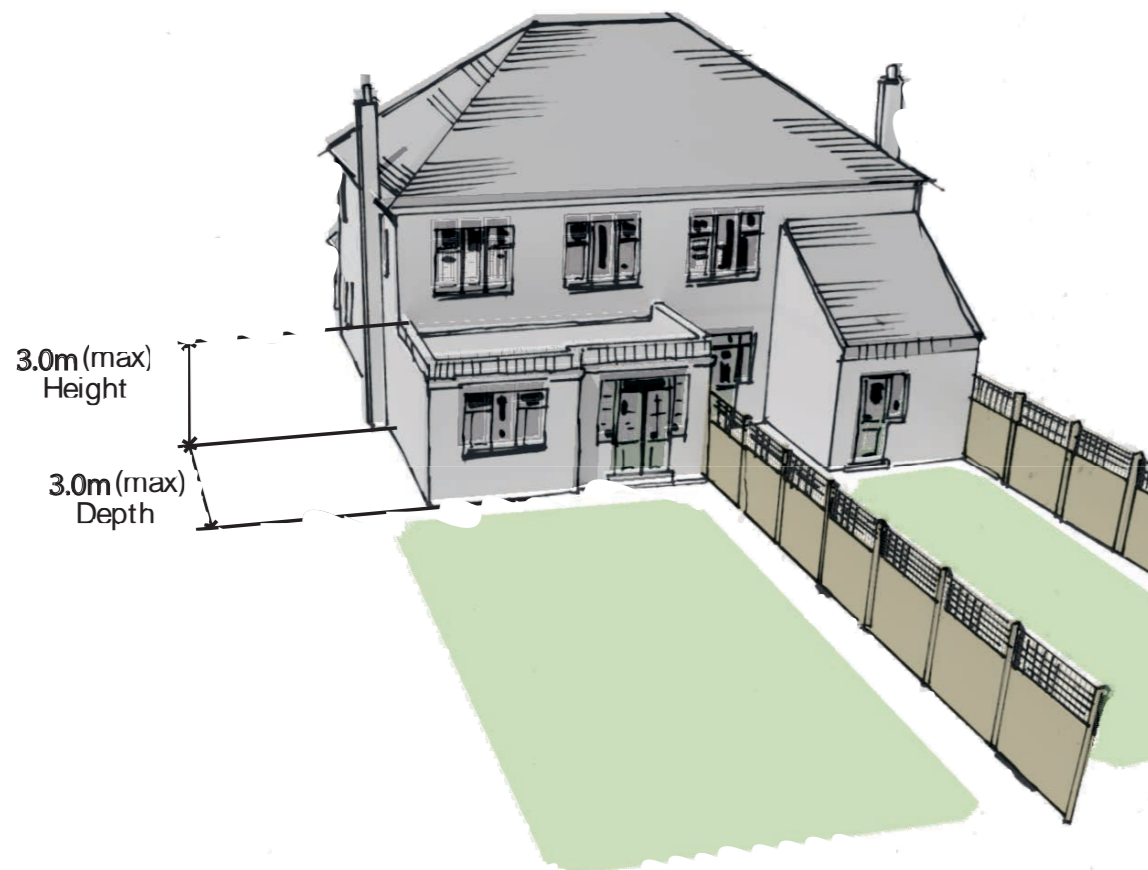


Figure 3: Illustration of a single storey rear extension

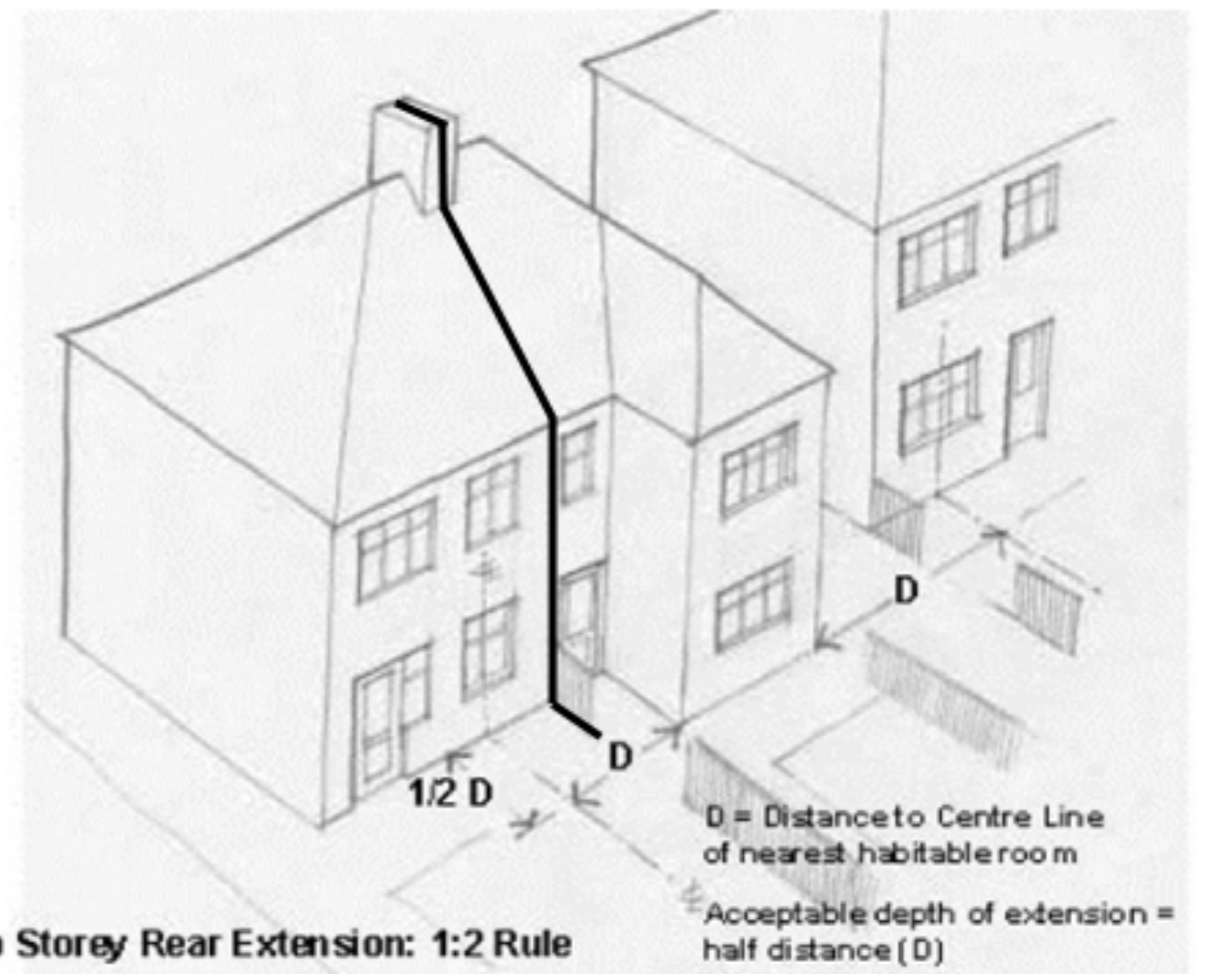


Figure 4: Illustration of a two storey rear extension

3.3 Basement Extensions and Raised Patios / Terraces

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

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

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

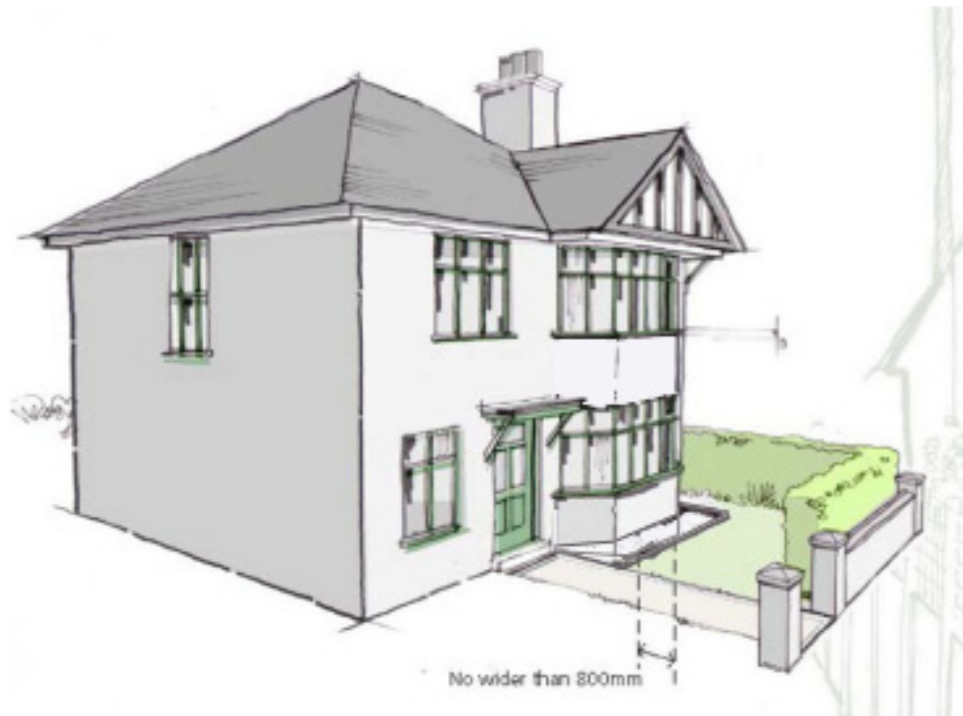


Figure 5: Light well illustration guide

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

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



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

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

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

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

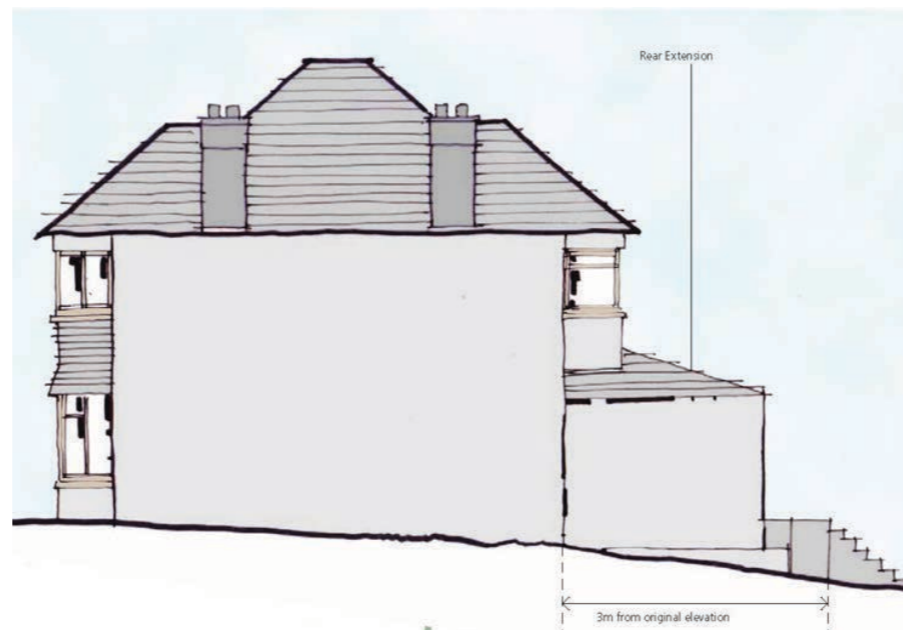


Figure 7: Illustration of a 3 metre rear extension from the side

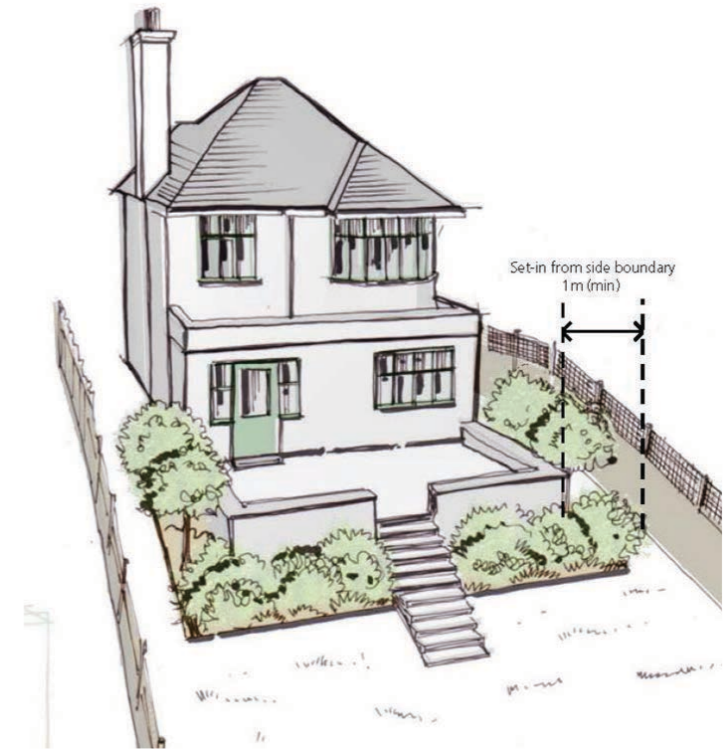


Figure 8: Illustration of a set-in from the side boundary of 1m

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

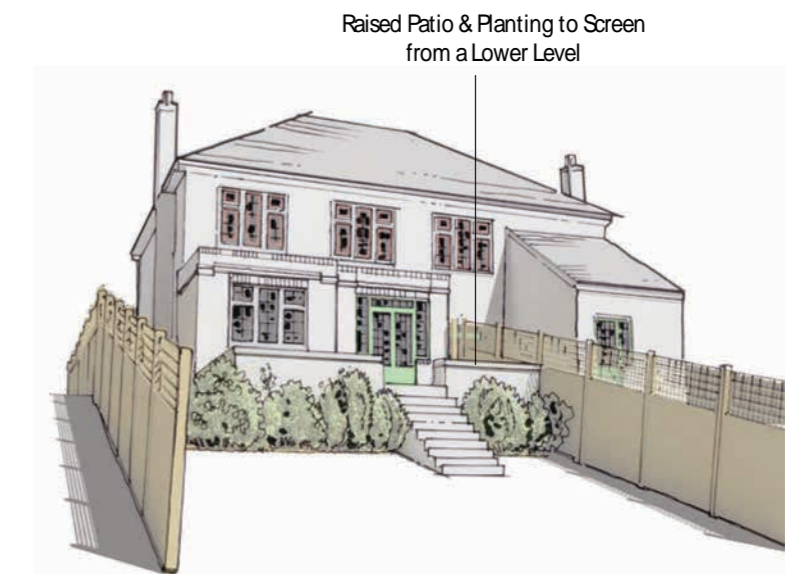


Figure 9: Illustration of a raised patio and planting to screen from a lower level

3.4 Side Extensions

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

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

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

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

Single storey side extensions will also be required to:

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



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

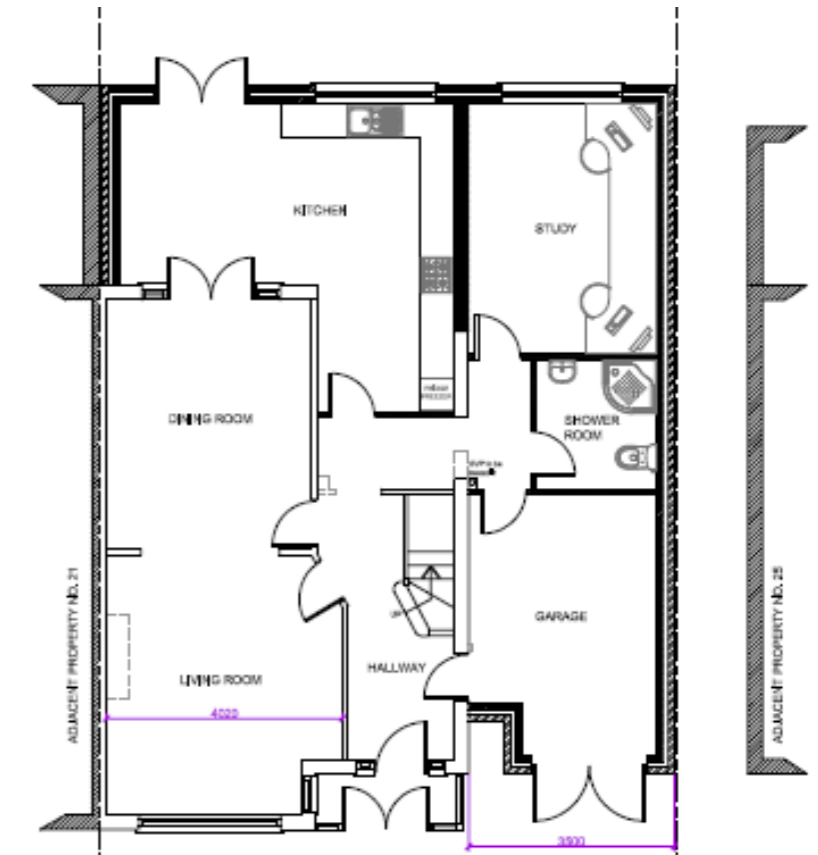


Figure 12: Illustration of a recessed linkage between the garage and the house



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

For new two storey side extensions, a set back of 25cm from the main front wall of the house should be provided at ground floor level. A corresponding set back of 1.5m (from the main front wall) at first floor level along the eaves line of the house as well as 1m set in from the boundary will also be required (Figure 13).

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

Where your side extension will infringe on the site of an original garage (see section 3.4) you should either incorporate the original garage into the design of your extension or incorporate a suitable replacement that replicates the features of an original garage (Figure 13).

Two storey side extensions will also generally be required to:

- Be constructed of materials to match the existing property
- Have proportionate sized windows that match the existing property
- Any corner detailing such as brick quoins replicated
- The roof set down from the original ridge line
- Where semi-detached, consider the symmetry of the pair

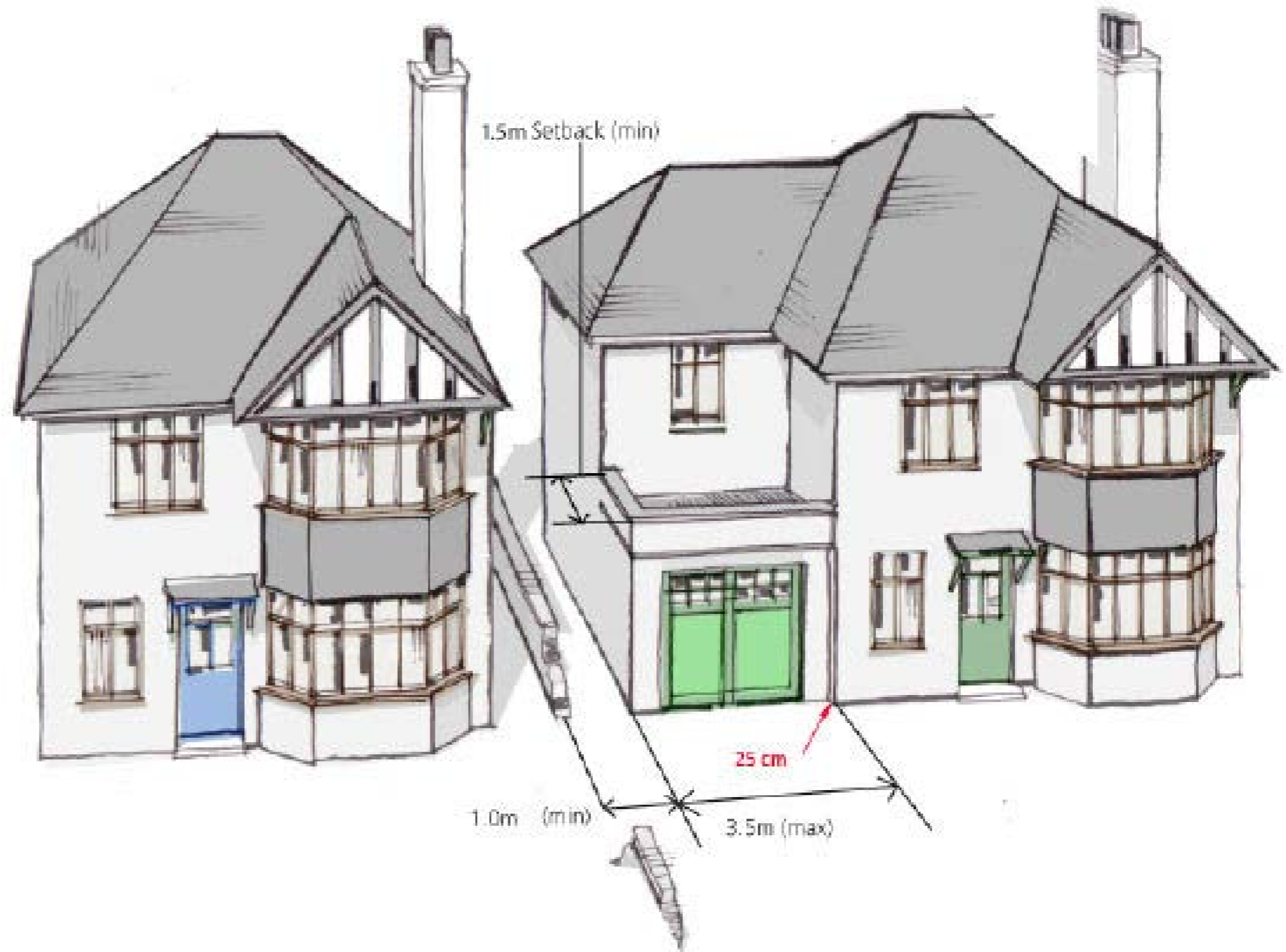


Figure 13: Illustration of a recessed two storey side extension

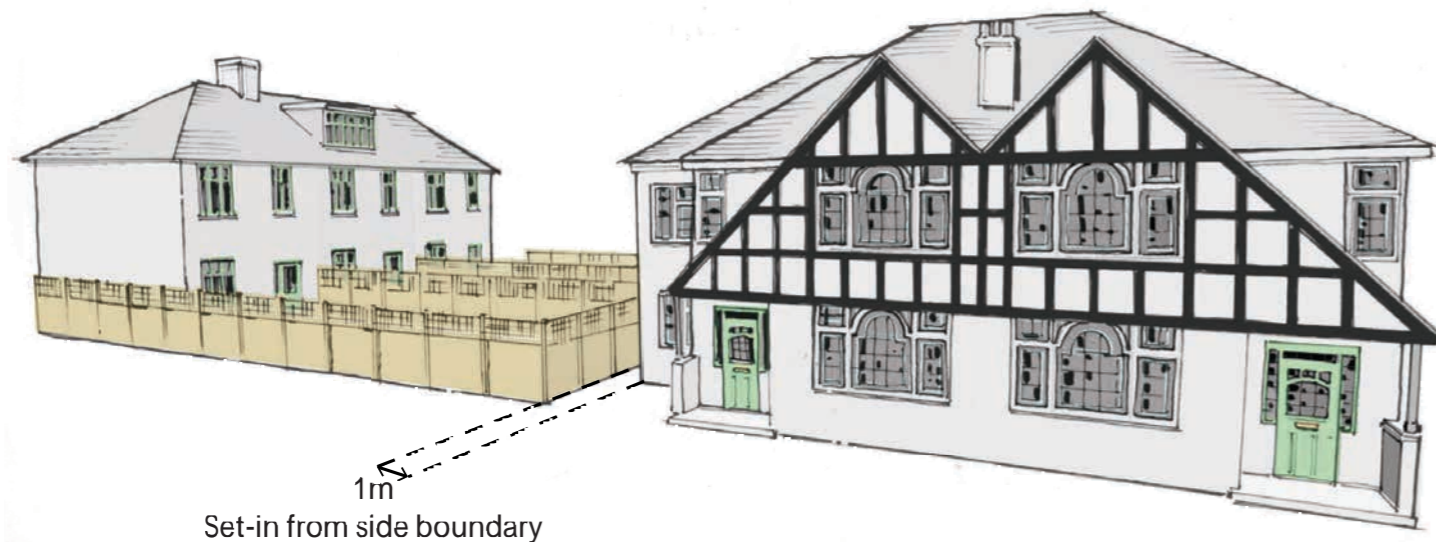


Figure 14: Illustration of a set-in from the side boundary

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

3.5 Corner Plots

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

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

Side extensions that link the dwelling house with a detached garage will not normally be acceptable.



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

3.6 Front Doors, porches and Canopies

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

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

Porches and Doors

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

- The new porch or enclosure of a recessed entrance is predominantly glazed to allow views to the original front door behind. The plinth is in brick to match the existing front elevation.
- The original timber front door should always be retained, or if this has already been replaced with an inappropriate design or material, an original design must be reinstated. Similarly, the existing canopy should always be retained as part of a new porch design and the new timber construction beneath slim sectioned and carefully integrated with the existing structure.
- Where a property already has an infilled entrance or a porch, any replacement is required to follow the design principles set out above, to provide a more uniform design approach across the Conservation Area to sustain its character.
- The Council would prefer timber replacement front doors and porches, however slim section framed uPVC is accepted provided it is in keeping with the existing windows in the front elevation.
- Repainting doors periodically is recommended. Darker colours are traditionally used for doors on the estate.



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

3.7 Window Repair and Replacement

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



Figure 17: Window details at Sudbury Court



Figure 18: Window details at Sudbury Court

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

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

When submitting a planning application for replacement 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.



Figure 19: Window details at Sudbury Court

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

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

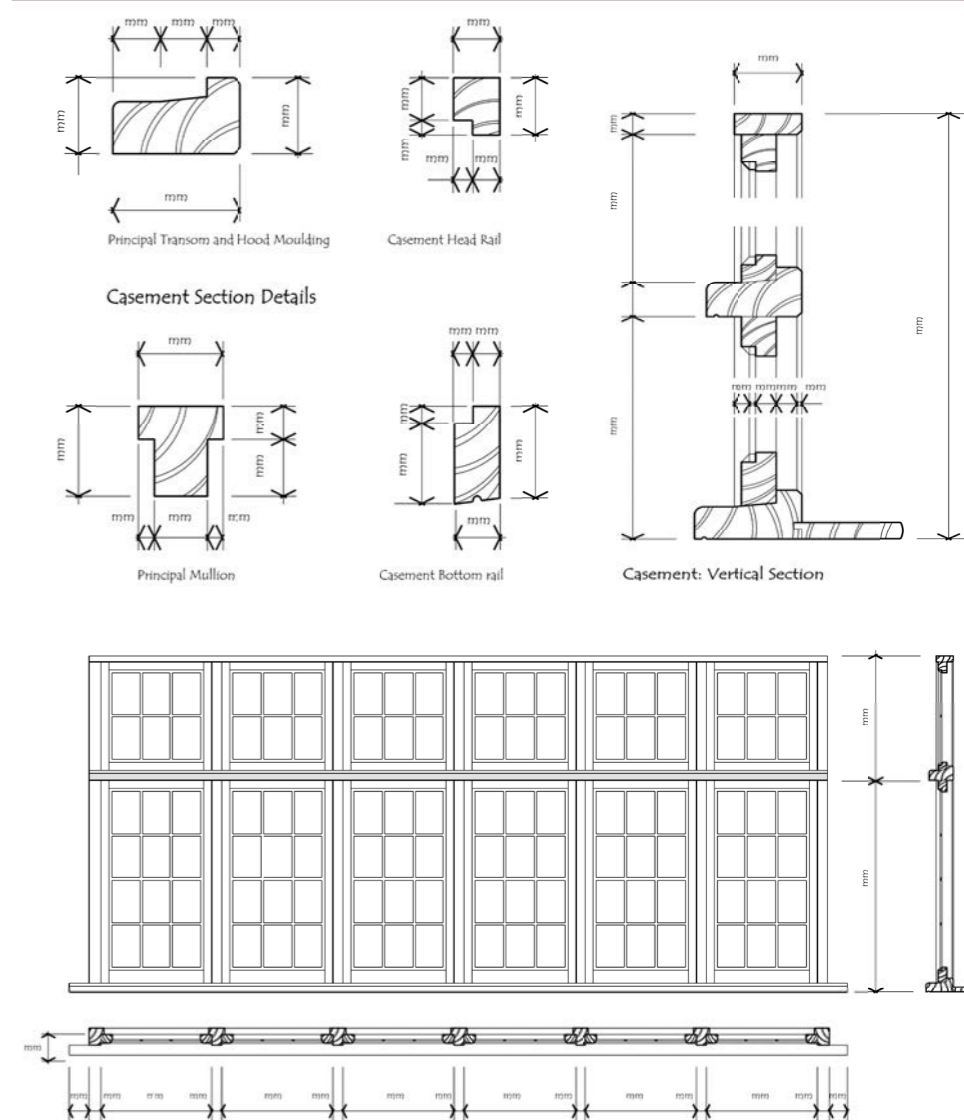


Figure 20: Illustrations of window details at Sudbury Court

3.8 Garages

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



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

4.0 GENERAL REPAIRS AND OTHER MODIFICATIONS

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

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

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

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

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

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

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



4.1 Decorative Features and Details

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

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



Figure 22: Decorative features at Sudbury Court

4.2 Repairing and Re-Pointing Brickwork

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

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

4.3 Roughcast and Render

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



Figure 23: White render at Sudbury Court

If it is possible, rendered surfaces should be left natural and not painted.

4.4 Repainting and Other Wall Coverings

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

4.5 Half Timbering

Half timbering* is an important part of the character of some houses (Figure 4). This should always be retained and repaired where possible. Replacement timbers should look exactly like the originals and be painted or stained to match.

4.6 Tile Hanging

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

the plain clay originals.



Figure 24: Half timbering at Sudbury Court

4.7 Roofs

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

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



Figure 25: Illustrations of a roof with green tiles

4.8 Chimneys

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

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



Figure 26: Decorative brick chimney at Sudbury Court

4.9 Gutters and Drainpipes

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

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

4.10 Satellite Dishes and Aerials

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

4.11 Gas, Electricity and Water Services Boxes and Burglar Alarms

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

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

4.12 Solar Panels and Environmental Installations

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

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

5.0 GARDENS

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

5.1 Front Gardens, Walls and Boundaries

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

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

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

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

5.2 Driveways and Off-Street Parking

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

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

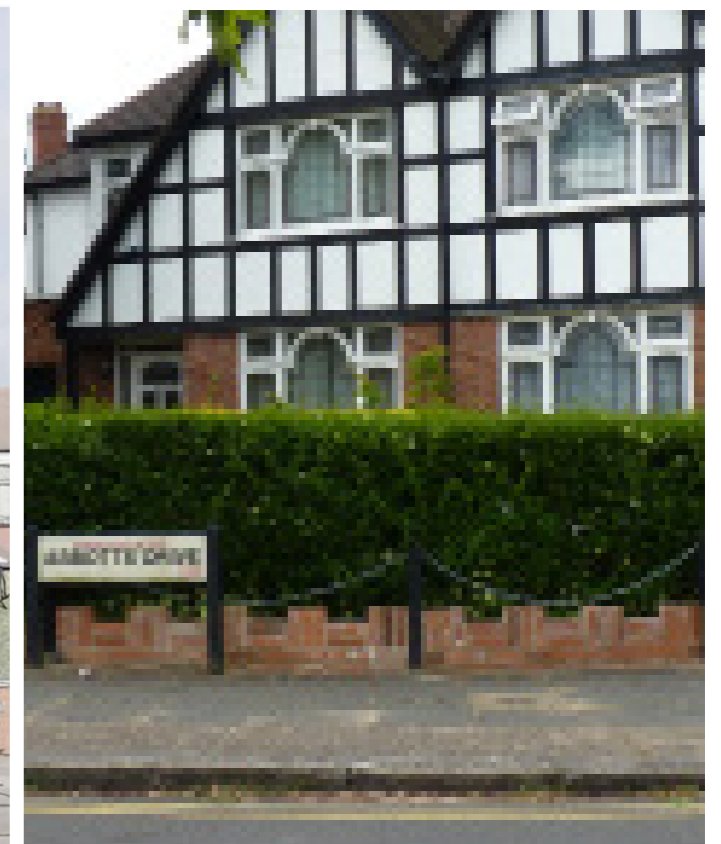


Figure 27: Illustration of a low front boundary wall at Sudbury Court; Accompanying photo of a chain-link fence

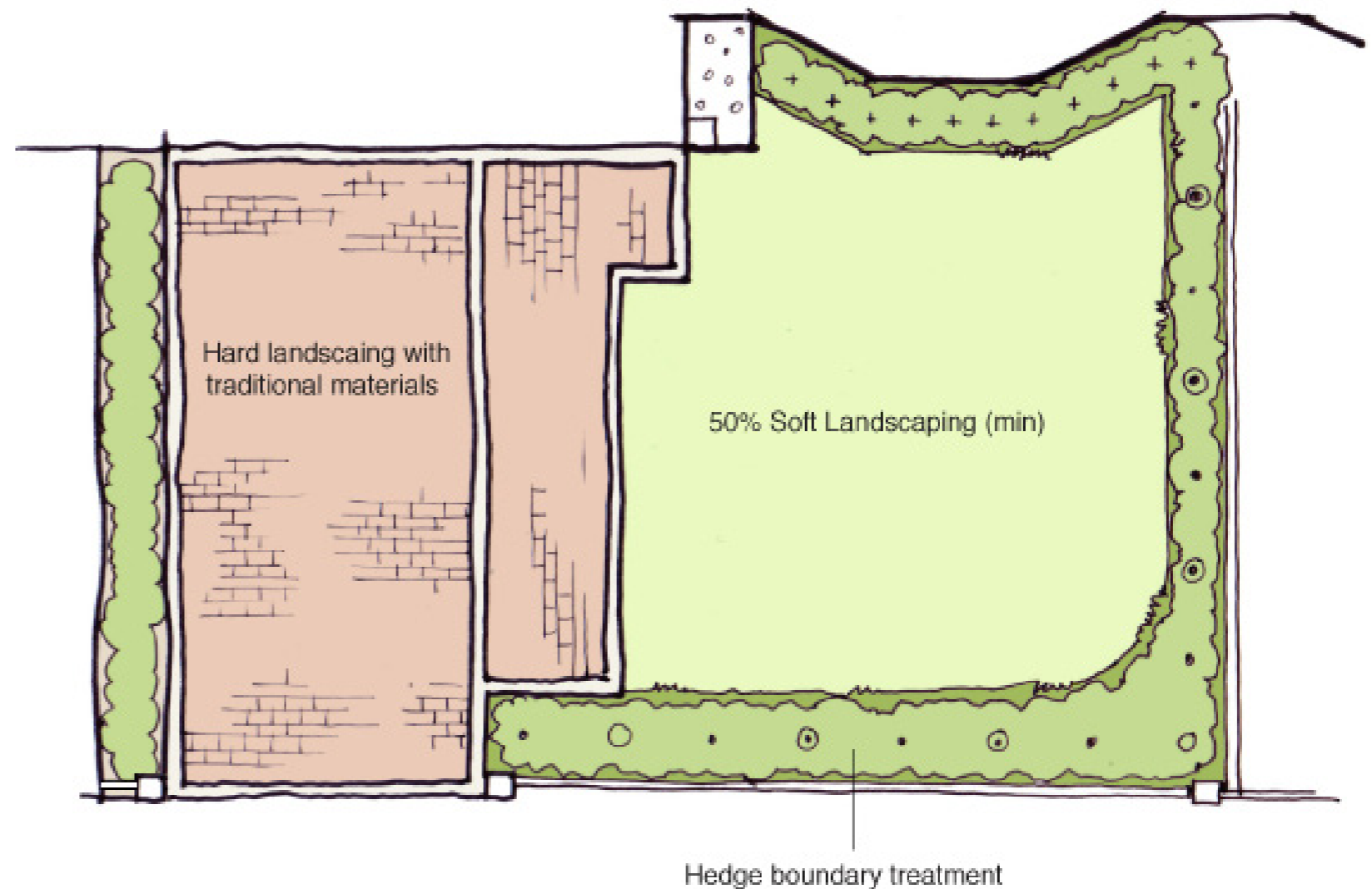


Figure 28: Illustration of a hedgerow plan at Sudbury Court

subject to assessment by the Council's Transportation Unit.

5.3 Trees

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

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

5.4 Ramps for People with Disabilities

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

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

5.5 Garden Buildings

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

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

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

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

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

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

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

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



Figure 29: Garden building guide

6.0 GETTING PERMISSION

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

6.1 Planning Permission

It is very important to remember that the Article 4 Direction planning controls placed on the Conservation Area by the Council are legally binding. In addition to standard planning controls, you must apply for Planning Permission for any of the work listed in Section 2.4. 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.

6.2 Tree Preservation Orders

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

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

6.3 Building Regulations Approval

You will need Building Regulations Approval for most alterations and

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

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

6.4 How to Apply

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

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

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

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

A Design and Access Statement will also be required for the provision of

one or more new houses or the construction of a building or buildings where the floor space created by the development is 100m² or more.

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

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

6.5 Specialist Help

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

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



7.0 EXPLANATION OF TECHNICAL TERMS

Block Modillions

Ornamental blocks set at intervals under the eaves.

Brick bond

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

Casement window

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

Console bracket

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

Drip rails

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

Dentils

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

Eaves

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

Glazing bars

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

Half timbering

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

Jambs

The side sections of a door or window frame.

Leaded light

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

Parapet

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

PVCu

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

Rough cast

Rendered wall finish with small stones added to the mixture.

Reveal

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

Sill

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

Spalled bricks

Bricks that have lost their front faces through frost damage.

String course

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

Terracotta details

Specially shaped and moulded bricks used as decorative features.

Transom

A horizontal structural beam or bar within a window frame.

