

Queen's Park Conservation Area Design Guide

This Guide was produced by the London Borough of Brent and adopted by its Executive on 17 June 2013.

On 16 January 2013, the Planning Committee agreed to consult publically on a draft Queen's Park Design Guide which had been prepared in discussion with the Queen's Park Residents Association. Letters were sent to all owner/occupiers in the Queen's Park Conservation Area and Ward Councillors on 28 January 2013, giving 28 days to comment on the draft Design Guide. A 'drop-in session' for residents was held at Kilburn Library on 18 February 2013 to give residents an opportunity to discuss the proposals with Officers. On 17 April 2013 Planning Committee considered the consultation responses and the resulting proposed changes and agreed that the revised Design Guide be reported to Executive for adoption. Executive agreed this on 17 June 2013.

Contents

1.0 Introduction

- 1.1 What makes Queen's Park special?
- 1.2 Who is this guide for?
- 1.3 Is my property in the Conservation area?
- 1.4 What is an article 4 Direction?
- 1.5 Listed buildings

2.0 When do I need to apply for Planning Permission?

- 2.1 General controls within the Conservation area

3.0 Extending and altering your home

- 3.1 Dormers, roof-lights and alterations to the roof
- 3.2 rear extensions
- 3.3 side extensions
- 3.4 Conservatories
- 3.5 Front doors
- 3.6 Garages
- 3.7 Basement extensions
- 3.8 Window repair and replacement

4.0 General repairs and other modifications to your home

- 4.1 Decorative features and details
- 4.2 repairing and re-pointing brickwork
- 4.3 roughcast render
- 4.4 repainting and other wall coverings

- 4.5 roofs
- 4.6 Chimneys
- 4.7 Gutters and drainpipes
- 4.8 satellite dishes and aerials
- 4.9 Gas, electricity and water services boxes and burglar alarms
- 4.10 solar panels and environmental installations

5.0 Gardens

- 5.1 Front gardens, walls and boundaries
- 5.2 off-street parking
- 5.3 Front paths
- 5.4 trees
- 5.5 ramps for people with disabilities
- 5.6 Garden Buildings

6.0 Getting permission

- 6.1 Planning Permission
- 6.2 Conservation area Consent
- 6.3 tree Preservation orders
- 6.4 Building regulations approval
- 6.5 How to apply
- 6.6 specialist help

7.0 Explanation of technical terms

1.0 Introduction

What is a conservation area?

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

The Local Planning Authority is responsible for designating Conservation Areas with the law set down in the Planning (Listed Buildings and Conservation Areas) Act 1990.

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

The Borough Council with the support of English heritage made Queen's Park a Conservation Area in July 1986 in recognition of its special architectural and historic character. subsequently, in 1993 the designated area was extended westwards towards Chamberlayne Road.

In 1994 and 2004 the Council, with the support of residents, added additional planning controls known as Article 4(1) and 4(2) Directions to provide extra protection from development that may damage the character of the area.

This guide provides information on Queen's Park's specific planning controls, as well as advice on ways to repair and improve your home so that it helps preserve and enhance the character and appearance of the area. You may also require Building Regulations approval for alterations to your property, further guidance is set out in section 6.4 of this Design Guide.

1.1 What makes Queen's Park special?

Queen's Park is one of the most important historic areas in the London Borough of Brent. The area is characterised by its unified urban layout which is made more remarkable by the high level of building preservation.

The park is an excellent example of a Victorian urban green space and is the perfect complement to the high quality built environment that surrounds it; in particular the neighbouring two and three storey buildings complement this character.

There is a close historical association between the park and the surrounding houses. In 1879, the area between Salusbury Road and Chamberlayne Road, and bounded by the two railways, was the site of The Royal Agricultural show. Subsequently the Ecclesiastical Commissioners, the owners of the land, decided it should be developed as a planned estate. After a sustained campaign from a voluntary body, the north West London Parks League, the Commissioners agreed to incorporate a 30 acre park as the centre piece of the development.

The houses were erected over a number of years starting with the north side of Harvist Road of which the majority were completed by 1899. Chevening Road was also under construction in 1899 by local builders Bennet and Gimbrett to the design of G A Sexton. Many builders contributed to the estate which helped to generate the varied architectural character as can be seen on Kempe and Keslake Roads.

1.2 Who is this guide for?

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

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

As a resident, it is in your interest to maintain the special character of your home and area. Usually, houses in well-maintained Conservation Areas have a greater value than those outside. There are many Conservation Areas throughout the country, all with different characters and building types, but it is only those areas in which the residents are actively involved in conservation that successfully retain their character.

Some of the technical terms you will come across are marked with an *. These are explained in section 7.0.

1.3 Is my property in the conservation area?

Properties in the conservation area with an Article 4 (1) Direction

Brooksville Avenue: Salisbury house, Wimborne house, 1-31, 2C-40

Carlisle Road: 1-47, 2-34

Chevening Road: 77-195, 6-122 vicarage, The Al-Khoei Islamic Centre

Creighton Road: 1-37, 2-38

Dudley Road: 1-15, 2-12

Dunmore Road: 1-5 consec

Harvist Road: 12-71, 71A, 73-193, 6-70

Hopefield Avenue: 1-43, 2-44

Kempe Road: 1-47, 2-46

Keslake Road: 1-41, 2-40

Kingswood Avenue: 1-45 consec, Park Lodge

Milman Road: 1-47 consec

Montrose Avenue: 1-43, 2-44

Peploe Road: 1-15

Radnor Road: 1-11, 2-12

St Lawrence's Close: 1-25 consec

Summerfield Avenue: 1-43, 2-40

Tiverton Road: 2

Windermere Avenue: 1-43, 2-44

Properties in the conservation area with an Article 4 (2) Direction

Chevening Road: 1-75, 2-74, Coach House

Keslake Road: 43-125, 42-114

Kempe Road: 49-97, 48-130

Harvist Road: 195-265, 72-116, Field House

Chamberlayne Road: Kensal Rise School

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 owner's Permitted Development rights. This enables the Council to prevent insensitive development. This does not mean that an owner cannot make any alterations to their home, but it does give the Council more control over the design and specification of proposed alterations to houses and gardens. This helps ensure the character of the area is preserved or enhanced and that the quality of the environment is sustained.

The eastern half of the Conservation Area, centred on the park, has an Article 4(1) Direction applied to it. The western half, which was designated later, has an Article 4(2) Direction. Article 4(1) Directions are applied by the secretary of state, while Article 4(2) Directions are applied by the Local Authority. Although the legislation is the same, there are slightly more planning controls in the Article 4(1) area. Please check to see which Direction applies to your property.

In areas with an Article 4 Direction, owners may have to apply for Planning Permission for proposed building work that would not normally require Planning Permission. As of 17 January 2018, there is no exemption on planning fees for applications relating to sites falling within an Article 4 Direction.

The types of work affected by the Article 4(1) and 4(2) Directions in Queen's Park are summarised in section 2.1 of this guide.

1.5 Listed buildings

Although the Queen's Park Conservation Area is rich in high quality architecture there are only two Grade ii statutorily Listed structures within its boundaries. These are: Telephone kiosk, Harvist Road and the Queen's Park Bandstand.

In addition to this, the Islamic Centre (The Stone Hall) in Chevening Road appears on the Council's Local List. Buildings on a local list enjoy no statutory protection, but the compilation of the list by the Local Planning Authority provides a means whereby attention can be drawn to the particular character or importance of a building.

2.0 When do I need to apply for Planning Permission?

2.1 General controls within the conservation area

The Town & Country planning (General permitted Development) Order 1995 (as amended) allows owners of houses to carry out certain types of alterations and modest building work to their homes without the need to apply to the Council for Planning Permission. Permitted Development rights only apply to houses that have not been subdivided. They do not apply to flats, maisonettes or multiple-occupancy properties where Planning Permission is required for all external alterations and additions.

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

All properties located within the Queen's Park Conservation Area require Planning Permission for the following works:

To build any extension to the side of your house.

Applying stone, artificial stone, pebbledash, render, timber, plastic or tiles to any part of the exterior of your house.

Build any first floor extension.

Extending the roof of your house.

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

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

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

In Queen's Park Conservation Area if you live in a house, in addition to standard Conservation Area planning controls, the Article 4(1) and 4(2) Directions remove the following permitted development rights.

You cannot undertake the following work without Planning Permission:

Extend, alter or improve any part of your property that is visible from the street. This may affect the side and rear of corner properties. In the Article 4(1) Direction Area you need permission to build, alter or improve the side of your property regardless of location. You also require permission for all first floor building extensions.

Build or enclose any porch that faces the street.

Make any alteration or enlargement to the roof. This includes putting in rooflights or dormers. You will need permission to change slates or tiles visible from the street. In the Article 4(1) area this applies to all roof slates and tiles.

Build any building, enclosure or pool in front or side gardens. This also applies to rear gardens of end-of-terrace properties or any property where the rear garden shares a boundary with the street. You will also need Planning Permission to alter any existing building in these locations.

Lay any new hard surface at the front of your house. With end-of-terrace-properties or any property where the rear garden shares a boundary with the street, all hard services need Planning Permission.

Remove, replace or alter windows and doors which are visible from the street. You would also need permission to put a new window or door opening into an existing front wall.

Build, alter or remove gates, fences, walls or other types of boundary to front gardens or any other boundary with the street.

Change the paint colour of windows or doors which are visible from the street.

Paint over render or brickwork or apply render to existing brickwork in areas visible from the street. In the Article 4(1) area this applies to all external walls unless you are applying British standard white or off-white to existing rendered surfaces.

Fix a satellite dish or aerial to any part of your house that is visible from the street.

Demolish or make alteration to a chimney.

3.0 Extending and altering your home

Most houses in Queen's Park are large, but usually well placed in a tight, but composed, plot. This means that in most cases overly large extensions will not be acceptable. The Queen's Park Conservation Area benefits from a consistent character and all alterations to homes within the area must maintain that consistent quality. Above all, for a proposal to be acceptable, it must either preserve or preferably enhance the character of the area. You will need Planning Permission for many types of extension and alteration in Queen's Park. You should consider the following points before submitting your application:

Will your proposed changes add to, or detract from, the enjoyment of the whole area by you, your neighbours and visitors?

How will the extension affect the overall shape of the house? The extension should not dominate the existing building or street scene.

Will the extension make the building too big in relation to the plot size? The extension should not spoil the original yard/garden setting and should be subsidiary to the original house.

Usually the extension should continue in the style of the original house. However, the Planning Service may consider a high quality imaginative, but contextual, contemporary design.

Does the proportion of the extension, position of openings, and roof pitch refer to the character of the area? All door and window openings on the extension must be the same or complement the proportions of those on the original house.

New window frames and doors for new extensions should complement the character of the original house. Originally windows and doors for the houses in Queen's Park were manufactured using timber. Therefore, the best way to preserve the character of your home is to use timber windows and doors in your new extension. As explained above, replacement of timber windows with PVCu* is not acceptable. It has been found that PVCu is unable to replicate the intricate detail and character of original timber or steel windows.

Roofs on extensions should complement the roof on the original house. Where possible, matching materials should be used.

Will the extension affect your neighbours' view or daylight?

Excessively large extensions to the rear should not fill the space between houses. This changes the character of the rear of the houses and can have a significant impact on the rear element of your neighbour's house.

Brick bonds* on new building work should match the original and where possible should tie into the existing brickwork. Eventually, the new brickwork will weather down to blend in with the original.

You are encouraged to use materials that are environmentally sustainable to construct your extension. In particular, recycled bricks and roofing materials can be cheaper and may match your original materials more easily.

For properties on the ends of terraces, 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, rooflights and alterations to the roof

Poorly designed alterations to the roof slope will damage the character of Queen's Park. If you do want to put in a dormer window, it should be in keeping with the style and proportions of the existing house and windows and you should use the same construction materials as the original house. Unless alterations to the roof are carefully designed to comply with the following guidelines, they will not gain Planning Permission. Front

dormers are not generally characteristic of the properties in Queen's Park Conservation Area and will not normally be permitted.

Windows in rear dormers should be of the same proportions and style as the original windows below in the main building. Rear dormers should be no wider than two-thirds of the width of the original roof plane, unless the building that is the subject of the application is particularly wide in which case the dormer should be no wider than half the width of the roof. A smaller dormer window may also be required where the rear of the building is clearly visible from the street.

They should be set down at least 0.3metres from the ridge of the house and set up at least 0.5 metres from the eaves lines of the house. The front face should be predominantly glazed.

The cheeks of any dormer window should normally match the roofing materials on the main roof.

Only one rooflight is permitted on the front elevation of the house. On the side roof-slope one rooflight may be acceptable unless the property is located on a corner. At the rear of the property, appropriately positioned and sized rooflights are allowed in place of a dormer. Rooflights must be set flush within the roof plane and should be kept as small as possible. The Council will only give permission for black metal conservation style rooflights.

Amendment to Queen's Park Conservation Area Design Guide (2013)

The Queen's Park Conservation Area Design Guide (2013) sets out what extensions and alterations to dwellings can normally be considered acceptable in a conservation area..

Further advice on rooflights to front roof slope. Section 3.1 of the guide originally stated that rooflights were not permitted on the front elevation of dwellings. However, representations have been received from the Queen's Park Residents' Association (QPRA) confirming that they do not object in principle to the insertion of a single conservation-style roof light on front roof slopes. As a result, the Planning Committee of 2 July 2015 decided that as long as the proposed rooflight is of a conservation-style (flush with the roof), are sensitively located i.e. are positioned carefully above the first floor window and are modest in size, a single front rooflight is acceptable.

3.2 Rear extensions

Development in rear gardens can have a serious impact on the character of the Conservation Area and the amenity of your neighbours. On the majority of houses only a single storey extension would be acceptable. You should address the following standards:

New single storey extensions should not project further than 3 metres from the rear elevation (face) of a terrace, or semi-detached house, or 4 metres from the rear elevation of a detached house.

Extensions which infill between outriggers* should be designed to have a lightweight roof structure and should also be no higher than 2.0 metres in height on the boundary, when measured from the neighbours side in order to protect amenity.

If the extension is sited off the boundary the impact on the neighbouring property would still need to be assessed, taking into account the separation distance and the height of the

extension proposed. The maximum height of any part of the extension should be 3.0 metres where it meets the main house.

If a joint application is submitted with your neighbour then permission will be granted on the condition that both extensions are constructed at the same time and in this case the height restriction referred to above is not relevant as there would be no impact between the two properties. In both scenarios, the extension should not be any longer than the outrigger to which it is attached.

Extensions should not “wrap around” the back of the existing outrigger or be wider than the part of the building to which it is attached.

The glazed roof may need to be restricted to obscure glass and be non-opening for a minimum of 3 metres from the back of the main house in order to limit light spillage.

3.3 Side extensions

Side extensions have a direct impact on the character of the original house, the street and the wider area. Few properties in the Queen’s Park Conservation Area have the space which will allow the building of a side extension. Where there is space, proposals for new side extensions will be judged on their individual merits.

3.4 Conservatories

In the Queen’s Park Conservation Area “off the shelf” PvCu conservatories with mock Victorian features will rarely provide sufficient quality to complement the character of the properties. However, well designed conservatories constructed using traditional materials, such as timber or steel, will be considered on their individual merits.

Conservatories must comply with the requirements set out above.

3.5 Front Doors

It is always best to retain your original front door. The infilling of recessed entrances or porches with extra door sets will not be permitted. If you wish to replace any of these original items, you should ensure that the replacements are detailed to match or complement the originals and that you choose traditional materials.

3.6 Garages

Only a very few houses in Queen’s Park have garages. If you want to replace a garage the design must be in keeping with the Conservation Area. Where there is space for a new garage, its appropriateness will be judged on its individual circumstances.

3.7 Basement extensions

Residents in London are expressing increasing interest in excavating new basements below houses and gardens as a means of increasing their amount of accommodation. The following does not relate to any proposal to create an additional flat in a basement, which would need to comply with a number of additional amenity considerations and which would not normally be allowed.

The visual impact of basements and their lightwells must be kept to a minimum. Lightwells should be located to the rear wherever possible. If new front lightwells are proposed they should project from the front wall of the house by no more than 800mm or half the length of the front garden, which ever is less.

On bay fronted houses the light wells must follow the profile of the bay. Lightwells must be no wider than the bay or windows above.

On some properties, especially ones set close to the road, it may not be possible to appropriately accommodate a lightwell.

Lightwells should be finished with a horizontal metal grill or flush glazing and not a vertical balustrade. Basement elevations should be designed to complement the elevations above. If front boundary hedges don't currently exist they will need to be planted behind the front wall to reduce impact. The remaining front garden should be re-landscaped in accordance with section 5 to provide at least 50% soft landscape.

Mature planting and gardens is an important feature of the character of Queen's Park. Consideration must be given to the impact of any below ground structures on the hydrology of gardens and the root structure of existing and future planting. The Council will refuse Planning Permission for basement developments that will threaten substantial specimen trees.

Where Planning Permission is granted for a basement extension the applicant will be required to sign up to the Considerate Contractors scheme (CCs). The CCs puts an obligation on those carrying out the works to do so in a responsible way. In addition, any applicant will be reminded of their obligations under the Party Wall Act

3.8 Window repair and replacement

Please repair original windows and doors wherever possible. This will be cheaper than replacing them and will make sure you keep the character of your house. If leaded lights have been damaged, it is surprisingly inexpensive to have them restored to their original condition. Rotten areas of sills*, jambs* and sashes* can be cut out and replaced with new timber cut to the same size and shape. This is a fairly quick and inexpensive way to repair your windows and doors. Please call the Planning Department for advice on the best techniques for this type of repair.

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

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

Most of the original windows in the area have either casement or sliding sash opening lights. Please do not substitute one style for another. Refit windows in their original position. Windows should be set back into their original position within the depth of the reveal*. Please do not change the original size of the window opening.

Replacement of timber windows with PVCu* is not acceptable. It has been found that PVCu is unable to replicate the intricate detail and character of original timber or steel

windows. Also the Council discourages PvCu as its manufacturing process is highly polluting and it is difficult to dispose of.

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.

Although the Queen's Park Conservation Area is predominantly characterised by attractive Edwardian/Victorian terraced dwellings there are also a number of short terraces dispersed throughout the area which comprise of more modern dwellings which were erected to replace bomb damaged properties after the Second World War

Whilst these post-war dwellings may not be considered to contribute as greatly to the character and appearance of the area they do follow a certain pattern and the relative simplicity and consistency of their facades is considered sympathetic to the buildings of greater architectural or historical interest in the surrounding area.

One of the key original features which underpins the facade of these post-war properties would have been the steel framed Crittall windows. Unfortunately, although they do continue to be available, over past years a number of the original Crittall windows to these properties have been replaced using windows of an inappropriate and unsympathetic style which in some cases has detrimentally degraded the group value of the properties within the terrace.

This guidance adopts the following approach to planning applications for the replacement of windows to post-war properties:

- a) Where all of the properties within the terrace have had their original windows replaced in a variety of styles and materials the Council will seek to approve replacements to a consistent design, and using aluminium frames, in order to better reflect the proportions and appearance of the original windows. Replacements will not be permitted to include a 'picture' window element.
- b) Where some of the properties within the terrace contain a mixture of replacement styles and materials, but some properties have the original windows (or have replacements which reflect the original design) the Council will adopt a variation of a) based on not supporting the removal of appropriate or original windows.
- c) Where all or most windows within the terrace are original, or are reasonably designed replacements, the Council will seek the installation of windows of the original design.

4.0 General repairs and other modifications to your home

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

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

The houses in Queen's Park Conservation Area were built to a variety of designs. However, they all blend together because similar building materials, similar overall sizes and architectural details were used. Also, many streets and short runs of houses were built to consistent designs. This unity of design gives the area its unique character. Alterations to an individual building may affect the whole street scene if they are not in keeping. The more inconsistent the alterations, the more negatively the area may be affected.

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

appearance of their property. In time, the character of the area will be enhanced and the desirability and value of individual homes is likely to increase. It is important to note that changes made prior to the Article 4 Direction coming into force do not mean that owners can make similar changes now.

You can avoid costly repairs by regular maintenance. For example, you should clear blocked gutters, repaint woodwork regularly and refit roof tiles or slates when they become loose. It will be much more expensive to carry out repairs if you leave problems to get worse.

However, where repairs are needed, it is important to use the right materials and methods. You may need Planning Permission to carry out some types of repairs (see section 2.1).

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 at Queen's Park paid great attention to the architectural details and decorations of the houses. There is quite a variety of embellishment to be seen. These include:

- console brackets*
- string courses*
- decorative mouldings
- terracotta details*
- stained and leaded glass
- carved timber work
- roof tiles, ridge tiles, finials
- chimney pots
- bricks
- cast iron railings and balconies
- stone window sills
- stone cornices
- projecting eaves.

It is essential to retain all original decorative features if you want to preserve the character of your house. Once lost, original details are rarely replaced. Removal of building detail can spoil the appearance of individual buildings as it is often the quality of the decorative features of the individual houses that add to their value. Removal of these individual features will eventually damage the whole street scene. If decorative features on your house are beyond repair, specialists will be able to make an exact replica or a building materials salvage supplier may be able to trace an original replacement.

Houses with original architectural detailing will usually have a better resale potential.

4.2 repairing and re-pointing brickwork

Where bricks have spalled*, chipped or decayed, they should be cut out and replaced with bricks of the same size texture and colour. The brick bond* should also be matched exactly. You can either use second hand bricks from building salvage suppliers or try a specialist brick manufacturer or supplier.

The houses in the area were built using imperial* size bricks, which are not difficult to find; they can be obtained new and second-hand. It is in your interest to carry out repointing to the highest standards. Poor repointing work can make the brickwork decay more quickly.

Generally loose and decayed mortar should be raked out by hand using a hammer and chisel. Do not use grinders. Apply new mortar to the open brick joints with a suitable pointing trowel. The mortar should match the colour and texture of the original. Generally, we recommend that you use a lime based mortar. Take care not to let mortar spread over the faces of the bricks. To help you obtain the highest standards the Planning Service can give advice to you and your builders.

4.3 roughcast and render

Do not remove roughcast* or render from walls unless you have to do so for repair, in which case you should replace it.

Take care to match the existing colours and texture. You will need to find out the composition of the roughcast or render before you can choose the right material for repair. The Planning Service will be able to advise you. Where possible, rendered surfaces should be left natural and not painted.

4.4 Repainting and other wall coverings

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

If architectural details are covered over, this can spoil the appearance of your property and may trap moisture and cause serious damage to walls. It is usually possible to remove paint. Please call the Planning Service for advice on how to remove paint and clean the brickwork of your house.

Painting windows, doors and other woodwork can help preserve these original features. Colours should be traditional and in keeping with the Victorian and Edwardian character. There are a number of colours that will preserve the character of the area. Please call the Planning Service for extra guidance. Normally it is darker, sober colours that are acceptable for doors, whilst window frames are normally white. The Council will not give Planning Permission for garish or bold colours that stand out and break the uniformity of the street scene.

4.5 roofs

Most pitched roofs in the area are covered in slates. Problems that arise are often due to rusting fixing nails or rotting wooden battens rather than the slates themselves. If you need to carry out repairs, it is usually possible to reuse between thirty to fifty percent of original slates. However, if replacement is necessary, care must be taken to match the colour, texture, size and materials of the originals, having regard to what exists nearby, as slates and clay tiles come in many shapes and sizes.

A number of ridges are finished with crested terracotta roof tiles and topped with finials where the ridges meet gables or form apexes. These should be maintained and restored. 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.

The replacement of the entire front gable of the property with glazing will not be allowed. It might be possible to replace a small section of the gable with glass, normally either the top or the bottom section, but you should speak to the Planning Service before undertaking any works.

4.6 Chimneys

There are many different styles of chimney in the Queen's Park Conservation Area. In some cases they were built using decorative bricks and they are an important part of the character of the area and must not be taken down or altered.

Please keep your chimney in good repair. A chimney helps ventilate your house and if you need a new flue for a new central heating system it can be run inside the existing chimney.

4.7 Gutters and drainpipes

It is essential to keep your gutters and drainpipes in good repair because leaks can cause damp problems in walls, which may cause expensive problems inside your home. The original gutters and drainpipes in the Conservation Area were cast iron. If you need to replace your gutters and drainpipes you may be able to use painted cast aluminium, which can look similar to Cast iron.

Check that it matches the original and paint it either black or another dark colour to match your paintwork. If you have to install new rainwater goods, please retain decorative cast iron hopper heads.

4.8 satellite dishes and aerials

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

Most roads in Queen's Park now have the benefit of being set up for cable television and this must be given serious consideration as an alternative which does not require the installation of a satellite dish.

4.9 Gas, electricity, 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 be located in a position that enables them to be a deterrent, but does not dominate the front elevation of your home. External security shutters/grilles will not be permitted in the Conservation Area.

4.10 solar panels and environmental installations

The Council encourages environmental improvements, but also recognises that many installations are not appropriate for conservation areas. It is always best to install environmental technology that does not impact on the character of the Conservation Area such as additional thermal insulation, secondary glazing and ground source heat pumps.

Solar panels should not protrude more than 200mm beyond the plane of the roof. To achieve this, many manufacturers provide an 'in-roof' system where the panels are recessed flush with the roof tiles. Furthermore, wherever possible, panels should not be

sited on the front or side elevation or roof slope or be visible from the highway. On flat roofed outriggers a low traditional parapet should be built to mask panels.

5.0 Gardens

Gardens are as important to the character of Queen's Park as the houses. In addition to their aesthetic and environmental value, plants can provide privacy and security. The Council will always recommend the planting of hedges in place of tall walls.

5.1 Front gardens, walls and boundaries

The original front gardens are a distinctive feature of Queen's Park Conservation Area. Sadly, many of them have been paved over in recent years and boundary walls, hedges and fences removed. Front gardens that are planted with soft landscaping features enhance the appearance of your property and the Conservation Area.

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

Where they have been lost, the Council will encourage traditional front boundary walls to be replaced. Walls should be built to match the street scene, including matching materials. Most walls are of the same brick as those of the house. The maximum height of a front wall is around 10 brick courses, although many are lower.

Hedges play an important role by adding to the character and setting of the dwellings. Although their height is not an absolute restriction, these privet hedgerows, typically trimmed to a height of 1.2-1.5 metres, serve to define boundaries and identify access points. The removal of hedges would drastically alter the natural/urban balance within Queen's Park. Where possible you should retain the hedges that you have as this is the best way to preserve the character of Queen's Park. They can also be used as defensive planting, whereby particular species can act as a crime prevention measure, deterring unwanted access.

5.2 off-street parking

Most front gardens in the Queen's Park Conservation Area are not deep enough to accommodate a parking space. If there is room you should ensure that you keep as much of your front garden as possible. In exceptional circumstances the Council may grant permission for an off-street parking space where at least 50% of the total front garden area will be retained and suitably landscaped with soft planting features.

However, you should seek to avoid the demolition of front boundary walls or the removal of landscaping. There are limitations on the creation of a vehicular crossover and you should discuss this with the Council's Transportation Service. Where existing crossovers are no longer needed as a result of a development proposal then the crossover should be made good and the kerb reinstated at the applicants expense.

Planning Permission for off-street parking spaces will also be subject to assessment by the Council's Transportation Unit. Further guidance on the Council's standards for off-street parking can be found on the Council's website.

5.3 Front paths

There are a number of different approaches to the design of paths in Queen's Park, including stone pavers, small quarry tiles* (laid to decorative tessellated patterns) and terrazzo* (with contrasting border patterns).

You should always try to preserve these important elements as they help to define character. It is possible to repair these paving systems and salvaged or new materials can be sourced. Where they have been lost, the Council will encourage traditional paths be replaced. Please contact the Planning Service to discuss appropriate options. You will need Planning Permission to change your front path.

5.4 Trees

One of the valuable assets of the Conservation Area is mature tree buffers at the ends of many rear gardens. These trees and others add to the character of Queen's Park and help make it special.

The loss or damage of existing trees and significant soft landscape features to allow new buildings or landscaping will be discouraged.

All trees in Queen's Park Conservation Area that have a trunk diameter exceeding 75mm at a height of 1.5 metres are protected. You will need permission to carry out even the most minor of work to a tree.

In a Conservation Area it is necessary to give 6 weeks written notice to the Planning Service before removing or lopping a tree to ensure that it is acceptable. It is always best to contact Planning for advice on the best way to protect the trees in your garden. Contact details can be found on the Councils website.

There are a number of important street trees in Queen's Park that contribute to the character of the area. Under no circumstances should any works be undertaken to these trees without express permission and proposals that would be likely to have an impact on these trees without mitigation or adequate replacement (to be agreed by the Council) will not be allowed.

5.5 Ramps for people with disabilities

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

You can soften the outline of a ramp with planting. Any brickwork should match the bricks used for the house and handrails are best painted a dark colour. Please check with the Planning Service who will be glad to offer advice on the design of ramps.

5.6 Garden buildings

If your property is a house you can build some types of garden building in your rear garden without Planning Permission using Permitted Development rights.

However, permitted development rights do have limitations and you may still need Planning Permission. As explained above, these rights are not enjoyed by flats, subdivided houses and multiple-occupancy properties. It is recommended that you check with the Planning Service whether Planning Permission is required prior to constructing any building.

The Council continues to believe that the erection of these, often large, outbuildings in rear gardens can have a detrimental impact on the character and appearance of an area. However, in October 2008, Central Government relaxed the rules relating to them, so that there is no longer any distinction between what is, and what is not possible inside and outside Conservation Areas.

However, the Council believes that it is important to minimise impact where possible. If you want to erect a building larger than permitted development, or you live in a property that does not enjoy Permitted Development rights, then you will have to apply for Planning Permission.

The Council will seek to ensure that new buildings or structures within rear gardens of Conservation Areas preserve or enhance the character or appearance of the area. Please refer to the design advice set out in section 4.0. Subject to this, the following will be used by the Planning Service to guide its assessment of the acceptability of such proposals:

- In gardens of between 10 and 25 metres in length, the general maximum size of individual buildings should be no greater in plan (footprint) than 1/5 (20%) of the overall length and 1/2 (50%) of the width of the garden. The buildings should be located in the rear 1/4 (25%) of the garden and should have a maximum footprint of 15m². Buildings of this size will normally be required to be set away from joint boundaries by at least 1m to reduce their impact, promote further landscape development and allow future maintenance without having to enter your neighbour's garden.
- New buildings within gardens of longer than 25m will be assessed on their individual merits. However, it is likely that they will have to comply with the building proportions described above.
- New buildings in gardens of less than 10 metres in length will be judged on their individual circumstances. However, if acceptable, they will normally need to be much smaller than the maximum guidance above. New buildings in smaller gardens of less than 10m may also unacceptably reduce the size of your garden or prevent the future extension of your property.
- If you wish to position your building within the first 3/4 (75%) of your garden the Council will assess your application on its individual merits. However, it is likely that a building in this location will have to be significantly smaller than the proportions of buildings described above.
- Where your gardens abuts a neighbours garden you may have to reduce the size and scale of your proposed building to reduce the impact on the neighbouring garden and views out of your neighbour's property.
- Existing trees and significant soft landscape features should not be removed or damaged to allow for new buildings.
- However, if the condition of a tree suggests it may require removal or pruning, you are required to give six weeks' notice to the Council. You can get specialist advice from the Council's Design Service.

6.0 Getting permission

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

Living in a Conservation Area does not mean that you cannot make alterations to your home, but it does mean that the changes that you may wish to make must preserve or

enhance the character or appearance of your home and the area. It is very important to remember that the Article 4 Direction planning controls placed on the Conservation Area by the Council are legally binding. In addition to standard planning controls, you must apply for Planning Permission for any of the work listed in section 2.1. It is always best to call the Planning Service to find out whether you need to make an application. The Council can take enforcement action against you if you carry out work without permission. You may be required to undo the work and reinstate original details at your own expense.

6.1 Planning Permission

You should check with the Planning Service to find out if you need Planning Permission. In many cases you will need Planning Permission to do work which outside the Conservation Area would not need permission. This is because the area is covered by Article 4 Directions.

6.2 Consent for demolition

You will generally need Planning Permission for relevant demolition in a conservation area (previously known as 'conservation area consent') to demolish a building with a volume of 115 cubic metres or more. Planning permission will also be required to demolish fences etc as required by the Article 4 Directions.

6.3 Tree Preservation orders

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

In the written notice you should include a description of the tree, its location, what work you intend to do and why. Some trees may also have Tree Preservation Order, so it is always best to contact the Planning Service's Design Team first for advice.

6.4 Building regulations approval

You will need Building Regulations Approval for most alterations and extensions. You will need to check with the Council's Building Control department before you start the work.

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

6.5 How to apply

You will need to fill in an application form for the relevant permission and provide drawings of your house as it exists and how it will look when work is completed. The clearer your drawings the quicker your application can be processed. We recommend that a qualified Architect or similarly skilled professional do the drawings for you. All planning applications within a Conservation Area are required to be accompanied by a Heritage Statement. Please refer to the Council's website for further guidance on submitting a planning application and heritage statements.

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, before you are allowed to start construction work. If you are proposing a contemporary building or alteration that is not traditionally detailed, you will need to submit additional information at the same time as your application. These may include material

samples, large scale details, computer models, perspectives and photo montages. Please ask the Planning Service which information they require.

6.6 Specialist help

To make repairs and alterations that preserve or restore the character of your property, you may need to ask specialist suppliers and craftsmen for help. Some of the materials and skills you will need may no longer be in common use and may take time to find. Please check with the Council's Planning Service if you are in any doubt. They will be pleased to give you advice on where to look for specialist help. They can make sure that the work you or your builder proposes to do is the best way to retain the character of your home.

Many of the houses in Queen's Park were built to a relatively high standard. Original doors, windows and other features rarely need to be replaced if properly maintained. In many cases doors and windows have survived for over 100 years and with some careful repair can last for many more years. We will always encourage you to repair rather than replace original features wherever possible. Of the two, repair is often a less expensive option.

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

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

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

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

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

Dentils: Bricks set at interval to produce a decorative band.

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

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

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

Imperial bricks: The bricks used to build houses, which are larger than today's metric sized bricks.

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: Poly Vinyl Chloride unplasticised.

Quarry tiles: Small natural clay square tiles.

Roughcast: Rendered wall finish with small stones added to the mixture.

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

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

Spalled bricks: Bricks that have lost their front faces through frost damage.

String course: A projecting band of brickwork.

Terracotta details: Specially shaped and moulded bricks used as decorative features.

Terrazzo: A mix of coloured stone fragments and cement which is poured on site, left to set and then machined to a polished finish. This creates the effect is of a continuous sheet of multi-coloured stone.