

**committee agenda**



**Epping Forest  
District Council**

***District Development Control Committee  
Wednesday, 19th February, 2014***

You are invited to attend the next meeting of **District Development Control Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping  
on Wednesday, 19th February, 2014  
at 7.30 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

Simon Hill, The Office of the Chief Executive  
Tel: 01992 564249 Email:  
democraticservices@eppingforestdc.gov.uk

**Members:**

Councillors B Sandler (Chairman), J Wyatt (Vice-Chairman), A Boyce, J Hart, Ms J Hart, Mrs S Jones, Ms H Kane, J Knapman, Ms Y Knight, J Markham, R Morgan, J Philip, Mrs C Pond, B Rolfe and J M Whitehouse

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**A BRIEFING WILL BE HELD FOR THE CHAIRMAN, VICE-CHAIRMAN AND GROUP  
SPOKESPERSONS OF THE-COMMITTEE, AT 6.30 P.M.  
IN COMMITTEE ROOM 1 PRIOR TO THE MEETING**

**SUBSTITUTE NOMINATION DEADLINE:**

**18:30**

**WEBCASTING/FILMING NOTICE**

**Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The meeting may also be otherwise filmed by third parties with the Chairman's permission.**

**You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.**

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area or otherwise indicate to the Chairman before the start of the meeting.

If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.

**1. WEBCASTING INTRODUCTION**

1. This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking.

2. The Chief Executive will read the following announcement:

“This meeting will be webcast live to the Internet and will be archived for later viewing. Copies of recordings may be made available on request.

By entering the chamber’s lower seating area you are consenting to becoming part of the webcast.

If you wish to avoid being filmed you should move to the public gallery or speak to the webcasting officer”

**2. ADVICE TO PUBLIC AND SPEAKERS AT COUNCIL PLANNING SUBCOMMITTEES (Pages 5 - 6)**

General advice to people attending the meeting is attached together with a plan showing the location of the meeting.

**3. APOLOGIES FOR ABSENCE**

**4. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

(Assistant to the Chief Executive) To report the appointment of any substitute members for the meeting.

**5. DECLARATIONS OF INTEREST**

(Assistant to the Chief Executive) To declare interests in any item on this agenda.

**6. MINUTES (Pages 7 - 24)**

To confirm the minutes of the last meeting of the Committee held on 11 December 2013. (attached)

**7. PLANNING APPLICATION EPF/2661/13 - 62 WHITEHILLS ROAD, LOUGHTON - PROPOSED SINGLE STOREY FRONT AND SIDE WRAP AROUND EXTENSION (Pages 25 - 28)**

(Director of Planning and Economic Development) To consider the attached report.

**8. PLANNING APPLICATION EPF/2036/13 - ERECTION OF SINGLE DWELLING HOUSE AT RIPLEY GRANGE, DEBDEN LANE, LOUGHTON (Pages 29 - 42)**

(Director of Planning and Economic Development) To consider the attached report.

**9. STAPLES ROAD CONSERVATION AREA CHARACTER APPRAISAL AND MANAGEMENT PLAN (Pages 43 - 86)**

(Director of Planning and Economic Development) To consider the attached report.

**10. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 of the Council Procedure Rules contained in the Constitution requires that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

**11. EXCLUSION OF PUBLIC AND PRESS**

**Exclusion:** To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

**Confidential Items Commencement:** Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.

- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

**Background Papers:** Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

## **Advice to Public and Speakers at Council Planning Subcommittees**

### **Are the meetings open to the public?**

Yes all our meetings are open for you to attend. Only in special circumstances are the public excluded.

### **When and where is the meeting?**

Details of the location, date and time of the meeting are shown at the top of the front page of the agenda along with the details of the contact officer and members of the Subcommittee.

### **Can I speak?**

If you wish to speak **you must register with Democratic Services by 4.00 p.m. on the day before the meeting.** Ring the number shown on the top of the front page of the agenda. Speaking to a Planning Officer will not register you to speak, you must register with Democratic Service. Speakers are not permitted on Planning Enforcement or legal issues.

### **Who can speak?**

Three classes of speakers are allowed: One objector (maybe on behalf of a group), the local Parish or Town Council and the Applicant or his/her agent.

Sometimes members of the Council who have a prejudicial interest and would normally withdraw from the meeting might opt to exercise their right to address the meeting on an item and then withdraw.

Such members are required to speak from the public seating area and address the Sub-Committee before leaving.

### **What can I say?**

You will be allowed to have your say about the application but you must bear in mind that you are limited to three minutes. At the discretion of the Chairman, speakers may clarify matters relating to their presentation and answer questions from Sub-Committee members.

If you are not present by the time your item is considered, the Subcommittee will determine the application in your absence.

### **Can I give the Councillors more information about my application or my objection?**

**Yes you can but it must not be presented at the meeting.** If you wish to send further information to Councillors, their contact details can be obtained through Democratic Services or our website [www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk). Any information sent to Councillors should be copied to the Planning Officer dealing with your application.

### **How are the applications considered?**

The Subcommittee will consider applications in the agenda order. On each case they will listen to an outline of the application by the Planning Officer. They will then hear any speakers' presentations.

The order of speaking will be (1) Objector, (2) Parish/Town Council, then (3) Applicant or his/her agent. The Subcommittee will then debate the application and vote on either the recommendations of officers in the agenda or a proposal made by the Subcommittee. Should the Subcommittee propose to follow a course of action different to officer recommendation, they are required to give their reasons for doing so.

The Subcommittee cannot grant any application, which is contrary to Local or Structure Plan Policy. In this case the application would stand referred to the next meeting of the District Development Control Committee.

### **Further Information?**

Can be obtained through Democratic Services or our leaflet 'Your Choice, Your Voice'

## EPHING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** District Development Control Committee    **Date:** 11 December 2013

**Place:** Council Chamber, Civic Offices, High Street, Epping    **Time:** 7.30 - 10.20 pm

**Members Present:** B Sandler (Chairman), A Boyce, J Hart, Ms J Hart, Mrs S Jones, J Knapman, Ms Y Knight, J Markham, R Morgan, J Philip, Mrs C Pond, B Rolfe, D Stallan, G Waller and J M Whitehouse

**Other**

**Councillors:** K Angold-Stephens, L Girling, L Leonard and D Wixley

**Apologies:** J Wyatt and Ms H Kane

**Officers Present:** N Richardson (Assistant Director (Development Control)), S G Hill (Senior Democratic Services Officer), K Smith (Senior Planning Officer) and G J Woodhall (Democratic Services Officer)

### 33. WEBCASTING INTRODUCTION

The Assistant to the Chief Executive reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

### 34. APPOINTMENT OF VICE CHAIRMAN FOR THE MEETING

The Committee, having noted the absence of the Vice Chairman, were asked to appoint a Vice Chairman for the meeting.

**Resolved:**

That Councillor R Morgan be appointed Vice Chairman for the duration of the meeting.

### 35. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

It was noted that Councillor G Waller was substituting for Councillor J Wyatt and that Councillor D Stallan was substituting for Councillor H Kane at the meeting.

### 36. DECLARATIONS OF INTEREST

Councillors G Waller and D Stallan declared a non-pecuniary interest in item 7, the site of the Winston Churchill public house, by virtue of being a member of the Cabinet that had approved the Heads of Term of a Development Agreement for the site. Having taken the advice of the Monitoring Officer that this interest was not prejudicial both Councillors indicated that they proposed to stay in the meeting for the duration and voting on that application.

**37. MINUTES****Resolved:**

That the minutes of the meeting held on 16 October 2013 be taken as read and signed by the Chairman as a correct record.

**38. PLANNING APPLICATION EPF/2163/13 - SIR WINSTON CHURCHILL PUBLIC HOUSE AND ADJOINING LAND, THE BROADWAY, LOUGHTON - DEMOLITION OF PUBLIC HOUSE AND GARAGES AND REPLACEMENT WITH CONSTRUCTION OF A MIXED USE DEVELOPMENT**

The Committee considered an application which sought the demolition of an existing public house and garages on an adjoining site and its replacement with a mixed use development of retail and food and drink units on the ground floor with 64 residential units over the six floors above. The proposed development had 62 parking spaces and access and car parking and was on a prominent site at the beginning of Loughton Broadway within the Council's Debden Town Centre and Broadway Development Brief which had been adopted by the Council in 2008. The committee received details of the design of the building proposed.

The committee noted that the development could proceed if the recent approval of a retail park on Langston Road and its associated changes to the local road layout were implemented.

The committee noted that the proposed building, of a contemporary design had a staggered appearance with upper floors lowering towards adjoining properties. The suggested conditions included the re-provision of a minimum of 150sqm for a drinking establishment and a section 106 agreement which would secure education and healthcare contributions. Any approval would also be subject to the applicant agreeing to an extension of time for the signing the Section 106 Agreement.

The highways officers considered the parking provision was acceptable on the basis of almost one space for each unit as was the effect on traffic generation from the site.

It was proposed that no affordable housing would be provided within the development on the basis that it would be financially unviable which had been verified by the Council's specialist consultants.

The Committee noted the representations made to the Council including a petition and objections from Town Centre Partnership, Loughton Town Council and Loughton Residents Association Plans Group.

The Committee heard from a representative of the Town Centre Partnership, an objector and the local Town Council. During the presentation by the applicants agent, members of public interrupted the proceedings and, on resolution of the Committee, the public gallery was cleared for the remainder of the discussion. The meeting was adjourned between 8.05pm and 8.20pm to facilitate the clearing of the gallery.

The committee heard from the applicants agent and local ward members.

The main issues for the committee were the loss of the public house and whether the size and scale of the building were appropriate. Evidence was that the public house was not a viable business and that principle of the loss of the building had been



accepted when the Development Brief had been agreed. An area for a new drinking establishment was proposed.

Concern was expressed by some members that the new building was too high and of a bulky appearance and that giving permission to the development would set a precedent for high rise developments elsewhere. It was felt that the development could prove to be a catalyst for regeneration of the area and would create jobs. There was also a presumption in favour of development and the site was in a sustainable area, close to facilities and transport.

The Committee considered a proposal that the application be refused on the basis of the building being excessive by virtue of its bulk and height and also had a lack of landscaping which was defeated.

The committee then considered whether further application conditions might be required and agreed that conditions relating to hours of construction and hours of opening of retail units should be applied.

The committee proceeded to grant the application subject to the section 106 agreement, associated requirements and conditions as amended by the Committee.

**Resolved:**

That Planning application EPF/2163/13 be granted subject to:

(i) The Applicant agreeing to an extension of time beyond the statutory 13 week deadline and also subject to the completion of a Section 106 legal agreement and planning conditions.

In the event that the Applicant fails to complete a Section 106 Legal Agreement within the stated time period, Members delegate authority to officers to refuse planning permission on the basis that the proposed development would cause harm to local education and health services by generating additional demand which cannot be accommodated within existing capacity.

(ii) Section 106 legal agreements (to be completed by 31<sup>st</sup> March 2014 unless the Applicant has, prior to this date, agreed an extension of time end date with Planning Officers) to secure the following:

- A contribution of £192,016 towards the provision of local primary and secondary education facilities; and
- A contribution of £14,400 towards the provision of healthcare services within the locality.

(iii) The following conditions:

(1) The development hereby permitted must be begun not later than the expiration of three years beginning with the date of this notice.

Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 (as amended).

(2) No construction works above ground level shall take place until documentary and photographic details of the types and colours of the external finishes have been submitted to and

approved by the Local Planning Authority, in writing. The development shall be implemented in accordance with such approved details.

Reason:- To ensure a satisfactory appearance in the interests of visual amenity, in accordance with the guidance contained within the National Planning Policy Framework and policy DBE1 of the adopted Local Plan and Alterations.

- (3) The development hereby permitted will be completed strictly in accordance with the approved drawings nos:2486 PL01; 2489 PL02C; PL03B; PL04\_1E; PL04\_2E; PL05E; PL06D; PL07C; PL08C; PL09; PL10B; PL11B; PL12C; PL13C; PL16A; PL17.

Reason: To ensure the proposal is built in accordance with the approved drawings.

- (4) A flood risk assessment and management and maintenance plan shall be submitted to and approved by the Local Planning Authority prior to commencement of development. The assessment shall include calculations of increased run-off and associated volume of storm detention using WinDes or other similar best practice tools. The approved measures shall be carried out prior to the substantial completion of the development and shall be adequately maintained in accordance with the management and maintenance plan.

Reason:- The development is of a size where it is likely to result in increased surface water run-off, in accordance with the guidance contained within the National Planning Policy Framework and policy U2B of the adopted Local Plan and Alterations.

- (5) Should any discoloured or odorous soils be encountered during development works or should any hazardous materials or significant quantities of non-soil forming materials be found, then all development works should be stopped, the Local Planning Authority contacted and a scheme to investigate the risks and / or the adoption of any required remedial measures be submitted to, agreed and approved in writing by the Local Planning Authority prior to the recommencement of development works. Following the completion of development works and prior to the first occupation of the site, sufficient information must be submitted to demonstrate that any required remedial measures were satisfactorily implemented or confirmation provided that no unexpected contamination was encountered.

Reason: It is the responsibility of the developer to ensure the safe development of the site and to carry out any appropriate land contamination investigation and remediation works. The condition is to ensure the risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers,

neighbours and other offsite receptors.

- (6) No development shall take place until either details of a satisfactory ground gas investigation and risk assessment has been carried out and submitted to the Local Planning Authority for approval, together with full details of any necessary gas mitigation measures to be installed in the building(s) or appropriate gas mitigation measures to mitigate gas risks for Characteristic Situation 2 (Amber 1) have been submitted to and approved by the Local Planning Authority in lieu of any ground gas investigation. The investigations, risk assessment and remediation methods, including remedial mitigation measures to be installed in lieu of investigation, shall be carried out or assessed in accordance with the guidance contained in BS8485:2007 "Code of practice for the Characterisation and Remediation from Ground Gas in Affected Developments." Should the ground gas mitigation measures be installed, it is the responsibility of the developer to ensure that any mitigation measures are suitably maintained or to pass on this responsibility should ownership or responsibility for the buildings be transferred.

Reason: Since the site has been identified as being potentially at risk from ground gases and to protect human health and buildings.

- (7) Within the ground floor of the building hereby permitted, a minimum area of 150sqm shall be available for use as a drinking establishment falling within Class A4 of the Town and Country Planning (Use Classes) Order 1987 as amended.

Reason: To ensure the continues provision of this community facility within this site, in accordance with the guidance contained within the National Planning Policy Framework and policy CF12 of the adopted Local Plan and Alterations.

- (8) No development shall take place, including any works of demolition, until a Construction Method Statement has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be adhered to throughout the construction period. The Statement shall provide for:
1. The parking of vehicles of site operatives and visitors
  2. Loading and unloading of plant and materials
  3. Storage of plant and materials used in constructing the development
  4. The erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate
  5. Measures to control the emission of dust and dirt during construction, including wheel washing.
  6. A scheme for recycling/disposing of waste resulting from demolition and construction works.
  7. Hours of construction work, including delivery and service vehicles to and from the site.

Reason:- To limit the impact of the construction work on the living conditions of residents living in close proximity to the site, in accordance with the guidance contained within the National Planning Policy Framework and policies RP5A and DBE9 of the adopted Local Plan and Alterations.

- (9) No development shall take place until details of levels have been submitted to and approved by the Local Planning Authority showing cross-sections and elevations of the levels of the site prior to development and the proposed levels of all ground floor slabs of buildings, roadways and accessways and landscaped areas. The development shall be carried out in accordance with those approved details.

Reason:- To ensure the impact of the intended development upon adjacent properties and the street scene is acceptable, in accordance with the guidance contained within the National Planning Policy Framework and policies CP2, DBE1 and DBE9 of the adopted Local Plan and Alterations.

- (10) The commercial uses hereby permitted shall not be open to customers / members outside the hours of 0730 to 2300 on Monday to Thursday, 0730 to 0000 (midnight) on Fridays and Saturdays and 0900 to 2300 on Sundays.

Reason:- In order to minimise disturbance to local residents, in accordance with the guidance contained within the National Planning Policy Framework and policies RP5A and DBE9 of the adopted Local Plan and Alterations.

- (11) Prior to the commencement of the development hereby approved, details of the proposed shop fronts shall be submitted to the local planning authority for approval in writing. The development shall proceed in accordance with the agreed details.

Reason: To ensure a satisfactory appearance in the interests of visual amenity, in accordance with the guidance contained within the National Planning Policy Framework and policy DBE1 of the adopted Local Plan and Alterations.

- (12) No development shall take place, including site clearance or other preparatory work, until full details of both hard and soft landscape works (including tree planting) and implementation programme (linked to the development schedule) have been submitted to an approved in writing by the Local Planning Authority. These works shall be carried out as approved. The hard landscaping details shall include, as appropriate, and in addition to details of existing features to be retained: proposed finished levels or contours; means of enclosure; car parking layouts; other minor artefacts and structures, including signs and lighting and functional services above and below ground. The details of soft landscape works shall include plans for planting or establishment by any means and full written specifications and schedules of plants, including species, plant

sizes and proposed numbers /densities where appropriate. If within a period of five years from the date of the planting or establishment of any tree, or shrub or plant, that tree, shrub, or plant or any replacement is removed, uprooted or destroyed or dies or becomes seriously damaged or defective another tree or shrub, or plant of the same species and size as that originally planted shall be planted at the same place, unless the Local Planning Authority gives its written consent to any variation.

Reason:- To comply with the duties indicated in Section 197 of the Town and Country Planning Act 1990 so as to ensure that the details of the development of the landscaping are complementary, and to ensure a satisfactory appearance to the development, in accordance with the guidance contained within the National Planning Policy Framework and policies CP2 and LL11 of the adopted Local Plan and Alterations.

- (13) Notwithstanding the detail shown on the approved plans, prior to the commencement of the development hereby approved, details of the proposed refuse and cycle storage areas shall be submitted to the local planning authority for approval in writing. The development shall proceed in accordance with the agreed details.

Reason: To ensure a satisfactory appearance in the interests of visual amenity and to ensure the functionality of this area in accordance with the guidance contained within the National Planning Policy Framework and policy DBE1 of the adopted Local Plan and Alterations.

- (14) The proposed service and car park areas indicated on plan number 2489 PL02C shall be provided ready for use prior to the first occupation of the development hereby approved, unless otherwise agreed in writing by the local planning authority.

Reason: To ensure that adequate provision is made for parking and access within the development, in accordance with the guidance contained within the National Planning Policy Framework and policy DBE6 of the adopted Local Plan and Alterations.

- (15) Prior to the first occupation of the development hereby approved, details of boundary treatments (fences, walls etc) shall be provided to the local planning authority for approval in writing. The boundary treatments shall be erected in accordance with the approved detail before the first occupation of the development and retaining in that form thereafter.

To ensure a satisfactory level of residential amenity, in accordance with the guidance contained within the National Planning Policy Framework and policies DBE2 and DBE9 of the adopted Local Plan and Alterations.

- (16) No external lighting shall be erected within the car park areas

without the prior written approval of the local planning authority.

Reason: To ensure a satisfactory level of amenity for neighbouring residents, in accordance with the guidance contained within the National Planning Policy Framework and policies DBE2 and DBE9 of the adopted Local Plan and Alterations.

- (17) Prior to the undertaking of any demolition or preliminary groundworks, details of a programme of historic building recording in accordance with a written scheme of investigation shall be submitted to the local planning authority for approval in writing. The development shall approve in accordance with the agreed details.

Reason:- In order that such features of importance can be recorded for the benefit of posterity, in accordance with the guidance contained within the National Planning Policy Framework and policy HC1 of the adopted Local Plan and Alterations.

- (18) Prior to first occupation of the development hereby approved, the proposed window opening(s) in the section of the north west elevation referred to as Elevation 'G' on plan no. 2489 PL13C and the north east elevation referred to as Elevation 'E' on plan no. 2489 PL12C shall be entirely fitted with obscured glass and have fixed frames to a height of 1.7 metres above the floor of the room in which the window is installed and shall be permanently retained in that condition.

Reason:- To prevent overlooking and loss of privacy to the occupants of neighbouring properties, in accordance with the guidance contained within the National Planning Policy Framework and policy DBE9 of the adopted Local Plan and Alterations.

- (19) Prior to the commencement of the development hereby approved, an investigation into air quality within the vicinity of the site shall be submitted to the local council for approval in writing. The development shall proceed in accordance with any agreed recommendations of the investigation.

Reason: To ensure a satisfactory level of residential amenity for future occupiers of the development, in accordance with the guidance contained within the National Planning Policy Framework and policy RP5A of the adopted Local Plan and Alterations.

### 39. CHANGE TO ORDER OF BUSINESS

**Resolved:**

That item 9 (Land rear of 59-61 High Road, North Weald) be brought forward as the next item of business.

**40. PLANNING APPLICATION EPF/1891/13 - LAND R/O 59-61 HIGH ROAD, NORTH WEALD - ERECTION OF BUNGALOW (RESUBMITTED APPLICATION)**

The Committee considered an application for the erection of a bungalow on land to the rear of 59-61 High Road, North Weald next to another recently approved bungalow. Although surrounded on three sides by development, most of the application site was within the Metropolitan Green Belt.

The application had been referred to it by Area Plans Subcommittee East with a recommendation to grant on the basis that it was infill development within the context of the National Planning Policy Framework as an exception to inappropriate development within the Green Belt. This was accepted by the Committee and planning permission was granted accordingly.

**Resolved:**

That planning application EPF/1891/13 on land rear of 59-61 High Road, North Weald be granted planning permission subject to the following conditions:

(1) The development hereby permitted must be begun not later than the expiration of three years beginning with the date of this notice.

Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 (as amended).

(2) The development hereby permitted will be completed strictly in accordance with the approved drawings nos: 1291/07d, 1291/08c, 1291/09a, 1291/15A, MP/HR/01 Rev: A2

Reason: To ensure the proposal is built in accordance with the approved drawings.

(3) No construction works above ground level shall have taken place until documentary and photographic details of the types and colours of the external finishes have been submitted to and approved by the Local Planning Authority, in writing, prior to the commencement of the development. The development shall be implemented in accordance with such approved details.

Reason:- To ensure a satisfactory appearance in the interests of visual amenity, in accordance with the guidance contained within the National Planning Policy Framework and policy DBE3 of the adopted Local Plan and Alterations.

(4) Notwithstanding the provisions of the Town and Country Planning General Permitted Development Order 1995 as amended (or any other order revoking, further amending or re-enacting that order) no development generally permitted by virtue of Part 1, Class E shall be undertaken without the prior written permission of the Local Planning Authority.

Reason:- The specific circumstances of this site warrant the Local Planning Authority having control over any further development, in accordance with the guidance contained within the National Planning Policy Framework and policy GB2A of the adopted Local Plan and Alterations.

(5) The parking area shown on the approved plan shall be provided prior to the first occupation of the development and shall be retained free of obstruction for the parking of residents and visitors vehicles.

Reason:- In the interests of highway safety, in accordance with the guidance contained within the National Planning Policy Framework and policies ST4 and ST6 of the adopted Local Plan and Alterations.

(6) Prior to occupation of the development hereby approved, measures shall be taken to ensure that there are no obstructions over 600mm in height within 1 metre of the highway boundary on both sides of the vehicle access. Such pedestrian visibility splays shall be retained thereafter.

Reason:- To provide adequate inter-visibility between the users of the access and pedestrians in the adjoining public highway, in the interest of highway safety and in accordance with the guidance contained within the National Planning Policy Framework and policy ST4 of the adopted Local Plan and Alterations.

(7) The public's right and ease of passage over public footpath no. 45 North Weald shall be maintained free and unobstructed at all times.

Reason:- To ensure the continued safe passage of the public on the definitive right of way, in accordance with the guidance contained within the National Planning Policy Framework and policies ST4 and RST3 of the adopted Local Plan and Alterations.

(8) A flood risk assessment and management and maintenance plan shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of the development. The assessment shall demonstrate that adjacent properties shall not be subject to increased flood risk and, dependant upon the capacity of the receiving drainage, shall include calculations of any increased storm run-off and the necessary on-site detention. The approved measures shall be carried out prior to the substantial completion of the development hereby approved and shall be adequately maintained in accordance with the approved management and maintenance plan.

Reason:- The development is located in an area identified as being in an Epping Forest District Council flood risk assessment zone and would be likely to result in increased surface water run-off, in accordance with the guidance contained within the National Planning Policy Framework and policy U2B of the adopted Local Plan and Alterations.

(9) No development, including works of demolition or site clearance, shall take place until a Tree Protection Plan, Arboricultural Method Statement and site monitoring schedule in accordance with BS 5837:2012 (Trees in relation to design, demolition and construction - Recommendations) has been submitted to the Local Planning Authority and approved in writing. The development shall be carried out only in accordance with the approved documents unless the Local Planning Authority gives its written consent to any variation.

Reason:- To comply with the duties indicated in Section 197 of the Town & Country Planning Act 1990 so as to ensure that the amenity value of the existing trees are safeguarded, in accordance with the guidance contained



within the National Planning Policy Framework and policy LL10 of the adopted Local Plan and Alterations.

(10) If any tree, shrub or hedge shown to be retained in accordance with the approved plans and particulars is removed, uprooted or destroyed, or dies, or becomes severely damaged or diseased within 3 years of the completion of the development, another tree, shrub or hedge of the same size and species shall be planted within 3 months at the same place, unless the Local Planning Authority gives its written consent to any variation. If within a period of five years from the date of planting any replacement tree, shrub or hedge is removed, uprooted or destroyed, or dies or becomes seriously damaged or defective another tree, shrub or hedge of the same species and size as that originally planted shall, within 3 months, be planted at the same place.

Reason:- To comply with the duties indicated in Section 197 of the Town and Country Planning Act 1990 as well as to safeguard the amenity of the existing trees, shrubs or hedges and to ensure a satisfactory appearance to the development, in accordance with the guidance contained within the National Planning Policy Framework and policy LL10 of the adopted Local Plan and Alterations.

(11) No development shall take place, including site clearance or other preparatory work, until full details of both hard and soft landscape works (including tree planting) and implementation programme (linked to the development schedule) have been submitted to an approved in writing by the Local Planning Authority. These works shall be carried out as approved. The hard landscaping details shall include, as appropriate, and in addition to details of existing features to be retained: proposed finished levels or contours; means of enclosure; car parking layouts; other minor artefacts and structures, including signs and lighting and functional services above and below ground. The details of soft landscape works shall include plans for planting or establishment by any means and full written specifications and schedules of plants, including species, plant sizes and proposed numbers /densities where appropriate. If within a period of five years from the date of the planting or establishment of any tree, or shrub or plant, that tree, shrub, or plant or any replacement is removed, uprooted or destroyed or dies or becomes seriously damaged or defective another tree or shrub, or plant of the same species and size as that originally planted shall be planted at the same place, unless the Local Planning Authority gives its written consent to any variation.

Reason:- To comply with the duties indicated in Section 197 of the Town and Country Planning Act 1990 so as to ensure that the details of the development of the landscaping are complementary, and to ensure a satisfactory appearance to the development, in accordance with the guidance contained within the National Planning Policy Framework and policies CP2 and LL11 of the adopted Local Plan and Alterations.

(12) The proposed use of this site has been identified as being particularly vulnerable if land contamination is present, despite no specific former potentially contaminating uses having been identified for this site.

Should any discoloured or odorous soils be encountered during development works or should any hazardous materials or significant quantities of non-soil forming materials be found, then all development works should be stopped,

the Local Planning Authority contacted and a scheme to investigate the risks and / or the adoption of any required remedial measures be submitted to, agreed and approved in writing by the Local Planning Authority prior to the recommencement of development works.

Following the completion of development works and prior to the first occupation of the site, sufficient information must be submitted to demonstrate that any required remedial measures were satisfactorily implemented or confirmation provided that no unexpected contamination was encountered.

Reason: It is the responsibility of the developer to ensure the safe development of the site and to carry out any appropriate land contamination investigation and remediation works. The condition is to ensure the risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors, in accordance with the guidance contained within the National Planning Policy Framework and policy RP4 of the adopted Local Plan and Alterations.

(13) All construction/demolition works and ancillary operations, including vehicle movement on site which are audible at the boundary of noise sensitive premises, shall only take place between the hours of 08.00 to 18.30 Monday to Friday and 08.00 to 13.00 hours on Saturday, and at no time during Sundays and Public/Bank Holidays unless otherwise agreed in writing by the Local Planning Authority.

Reason: In the interests of the amenities of noise sensitive properties.

**41. PLANNING APPLICATION EPF/2213/13 - GRASS VERGE OPPOSITE 72 HONEY LANE, WALTHAM ABBEY - REPLACEMENT TELECOMMUNICATIONS MAST, REPLACEMENT CABINET AND ANCILLARY DEVELOPMENT.**

The Committee considered and approved an application for prior approval for the replacement of a telecommunications mast and associated equipment cabinets at a site opposite 72 Honey Lane, Waltham Abbey. The application would allow mast sharing by different suppliers.

**Resolved:**

That prior approval application EPF/2213/13 on land opposite 72 Honey Lane, Waltham Abbey be granted.

**42. PLANNING APPLICATION EPF/0247/09 - LAND ADJACENT TO COPPERFIELD LODGE, HAINAULT ROAD, CHIGWELL - ERECTION OF 5 BEDROOM DETACHED HOUSE**

The Committee gave further consideration to an application to renew the planning permission for a detached house on this site which had lapsed. Members had approved a linked development of car parking on the adjacent Victory Hall site at their meeting in October 2013.

Members noted the changes to the planning obligation and agreed with the view of officers that a definite time limit should now be placed on the approval and if this timescale was not met, the application be refused under delegation given the lack of

overriding special circumstances. The Committee approved the renewal on that basis.

**Resolved:**

- (1) That planning permission be granted for the erection of the proposed house subject to:
  - (a) The completion, within 6 months of the date of this decision of an agreement under Section 106 of the Town and Country Planning Act 1990 to secure:
    - (i) Within 3 months of the service of Notice on the landowner(s) by Epping Forest District Council, the transfer of land at the application site situated adjacent to land at Victory Hall to Epping Forest District Council, at no cost. Such Notice shall be served within 10 years.
    - (ii) For a period of 10 years, no sale or transfer of the land at the application site situated adjacent to land at Victory Hall to any person other than Epping Forest District Council.
    - (iii) Within 3 months, the payment of the sum of £33,000 by the developer to Epping Forest District Council as a contribution towards the cost of constructing a car park on the site planning permission ref EPF/0735/13 relates to. If after a period of 10 years from receipt of the payment the sum is not spent as described, it shall be returned to the developer within a period of 3 months.
  - (b) The following conditions:-
    - (1) The development hereby permitted must be begun not later than the expiration of three years beginning with the date of this notice.
    - (2) The development hereby permitted will be completed strictly in accordance with the approved drawings nos: EPL\_01, EPL\_10 rev A, EPL\_11 rev B, EPL\_12 rev A, EPL\_13 rev A, EPL\_14 rev A.
    - (3) No development shall take place until a Phase 1 Land Contamination investigation has been carried out. A protocol for the investigation shall be submitted to and approved in writing by the Local Planning Authority before commencement of the Phase 1 investigation. The completed Phase 1 report shall be submitted to and approved by the Local Planning Authority prior to the commencement of any necessary Phase 2 investigation. The report shall assess potential risks to present and proposed humans, property including buildings, crops, livestock, pets, woodland and service lines and pipes, adjoining land, groundwaters and surface waters, ecological systems, archaeological sites and ancient monuments and the investigation must be conducted in accordance with DEFRA and the Environment Agency's "Model Procedures

for the Management of Land Contamination, CLR 11", or any subsequent version or additional regulatory guidance.

[Note: This condition must be formally discharged by the Local Planning Authority before the submission of details pursuant to the Phase 2 site investigation condition that follows]

- (4) Should the Phase 1 Land Contamination preliminary risk assessment carried out under the above condition identify the presence of potentially unacceptable risks, no development shall take place until a Phase 2 site investigation has been carried out. A protocol for the investigation shall be submitted to and approved by the Local Planning Authority before commencement of the Phase 2 investigation. The completed Phase 2 investigation report, together with any necessary outline remediation options, shall be submitted to and approved by the Local Planning Authority prior to any redevelopment or remediation works being carried out. The report shall assess potential risks to present and proposed humans, property including buildings, crops, livestock, pets, woodland and service lines and pipes, adjoining land, groundwaters and surface waters, ecological systems, archaeological sites and ancient monuments and the investigation must be conducted in accordance with DEFRA and the Environment Agency's "Model Procedures for the Management of Land Contamination, CLR 11", or any subsequent version or additional regulatory guidance.

[Note: This condition must be formally discharged by the Local Planning Authority before the submission of details pursuant to the remediation scheme condition that follows]

- (5) Should Land Contamination Remediation Works be identified as necessary under the above condition, no development shall take place until a detailed remediation scheme to bring the site to a condition suitable for the intended use has been submitted to and approved by the Local Planning Authority. The development shall be carried out in accordance with the approved remediation scheme unless otherwise agreed in writing by the Local Planning Authority. The remediation scheme must include all works to be undertaken, proposed remediation objectives and remediation criteria, timetable of works and site management procedures and any necessary long term maintenance and monitoring programme. The scheme must ensure that the site will not qualify as contaminated land under Part 2A of the Environmental Protection Act 1990 or any subsequent version, in relation to the intended use of the land after remediation.

[Note: This condition must be formally discharged by the Local Planning Authority before the submission of details pursuant to the verification report condition that follows]

- (6) Following completion of measures identified in the approved remediation scheme and prior to the first use or occupation of the development, a verification report (referred to in

PPS23 as a Validation Report) that demonstrates the effectiveness of the remediation carried out must be produced together with any necessary monitoring and maintenance programme and copies of any waste transfer notes relating to exported and imported soils shall be submitted to the Local Planning Authority for approval. The approved monitoring and maintenance programme shall be implemented.

- (7) In the event that any evidence of potential contamination is found at any time when carrying out the approved development that was not previously identified in the approved Phase 2 report, it must be reported in writing immediately to the Local Planning Authority. An investigation and risk assessment must be undertaken in accordance with a methodology previously approved by the Local Planning Authority. Following completion of measures identified in the approved remediation scheme, a verification report must be prepared, which is subject to the approval in writing of the Local Planning Authority in accordance with the immediately above condition.
- (8) No demolition or preliminary ground works of any kind shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted to and approved by the local planning authority.
- (9) No development shall take place until details of levels have been submitted to and approved by the Local Planning Authority showing cross-sections and elevations of the levels of the site prior to development and the proposed levels of all ground floor slabs of buildings, roadways and accessways and landscaped areas. The development shall be carried out in accordance with those approved details.
- (10) Prior to the commencement of development details of screen walls, fences or such similar structures shall be agreed in writing by the Local Planning Authority, and shall be erected before the occupation of any of the dwellings hereby approved and maintained in the agreed positions.
- (11) Prior to the commencement of the development details of the proposed surface materials for the access shall be submitted to and approved in writing by the Local Planning Authority. The agreed surface treatment shall be completed prior to the first occupation of the development.
- (12) All material excavated from the below ground works hereby approved shall be removed from the site unless otherwise agreed in writing by the Local Planning Authority.
- (13) No development shall take place until wheel washing or other cleaning facilities for vehicles leaving the site during construction works have been installed within the site. The

installed cleaning facilities shall be used to clean vehicles immediately before leaving the site.

- (14) No construction works above ground level shall have taken place until documentary and photographic details of the types and colours of the external finishes have been submitted to and approved by the Local Planning Authority, in writing, prior to the commencement of the development. The development shall be implemented in accordance with such approved details.
- (15) No development, including site clearance, shall take place until a scheme of soft landscaping and a statement of the methods, including a timetable, for its Implementation (linked to the development schedule), have been submitted to the Local Planning Authority and approved in writing. The landscape scheme shall be carried out in accordance with the approved details and the agreed timetable. If any plant dies, becomes diseased or fails to thrive within a period of 5 years from the date of planting, or is removed, uprooted or destroyed, it must be replaced by another plant of the same kind and size and at the same place, unless the Local Planning Authority agrees to a variation beforehand in writing.
- (16) Prior to the first occupation of the development permitted the existing crossover shall be removed and the footpath resurfaced and the kerb reinstated for use as approved in writing by the local planning authority.
- (17) Prior to the first occupation of the development hereby permitted there shall be no obstruction within a parallel band visibility spay 2.4m wide as measured from the back edge of the carriageway across the entire site frontage. This area shall be retained free from any obstruction in perpetuity.
- (18) Any gates provided at the vehicular access shall only open inwards and shall be set back a minimum of 4.8 metres from the nearside edge of the carriageway.
- (19) Notwithstanding the provisions of the Town and Country Planning General Permitted Development Order 1995 as amended (or any other Order revoking, further amending or re-enacting that Order) no development generally permitted by virtue of Classes A, B and E, Part 1 of Schedule 2, to the Order shall be undertaken without the prior written permission of the Local Planning Authority.

(2) That, in the event that the Applicant fails to complete a Section 106 agreement within the stated 6 months, delegated authority be granted to the Assistant Director of Planning and Economic Development (or successor Assistant Director (Development Management)) to refuse planning permission on the basis that the development will cause harm to this part of the Green Belt.

**43. LOCAL ENFORCEMENT PLAN**

The Committee noted that at its last meeting on 16 October 2013, it had agreed to adopt the Local Enforcement Plan. As part of the Committee's decision, the Assistant Director of Planning was authorised to consider any further comments made by Local Council's and report further to this Committee if material changes to the plan were required.

During the previous consultation process it has become apparent that a number of Town and Parish Councils had been omitted from the initial consultation process. The Councils concerned (Loughton, Ongar, Stanford Rivers, Stapleford Abbots, Stapleford Tawney, Theydon Mount and Theydon Garnon) had been further consulted.

Loughton Town Council had made comments and had requested that where it was decided by District Council Officers that further action was inexpedient under Sections 3.25 to 3.31 (Chapter 3 Investigation of suspected breaches of planning control: Not expedient to pursue formal action) of the protocol, that decision should stand referred to an Area Planning Subcommittee if within 21 days of publication of the decision it was:

- (a) called in by a member of Epping Forest District Council; or
- (b) called in by the parish or town council in whose area the site fell.

The Committee had previously discussed whether such a mechanism was appropriate and noted that robust procedures were already in place within the plan. As such they considered that no further changes should be made to the plan.

**Resolved:**

- (1) That the comments of Loughton Town Council be noted; and
- (2) That the Local Enforcement Plan (LEP) as previously adopted be confirmed without further changes.

**44. SCHEME OF OFFICER DELEGATION FOR DEVELOPMENT CONTROL FUNCTIONS - OPERATION OF APPENDIX A (PARAGRAPH G) OF OFFICER DELEGATION OF POWERS TO DETERMINE PLANNING APPLICATIONS**

The Committee noted a referral from the Council meeting held 5 November 2013, at which the committee had been asked to consider how often a planning objection by a Parish or Town Council had not been regarded as grounds for its report to a planning committee.

The committee noted that local council's had been recently provided with advice as to what would constitute a valid planning objection, these being:

- loss of view
- negative effect on the value of properties
- land ownership or restrictive covenants
- applicant's personal circumstances (unless exceptional such as relating to a physical disability)
- business competition

- matters controlled under building regulations or other non-planning legislation.

Furthermore it was noted that there were very few examples of objections being ruled out of consideration as Parish and Town Council's were aware of what constituted a material consideration.

**Resolved:**

That the circumstances that officers will report planning applications made under Appendix A (paragraph g) of Officer Delegation of Powers to Determine Planning Applications to planning committees be noted.

**45. ANY OTHER BUSINESS**

There was no further business to be transacted at the meeting.

**CHAIRMAN**



## **Report to District Development Control Committee**

**Date of meeting: 19 February 2014**

**Subject: Planning application EPF/2661/13 - 62 Whitehills Road, Loughton - proposed single storey front and side wrap around extension.**



**Epping Forest  
District Council**

**Officer contact for further information: J Rogers Ext 4371  
Committee Secretary: S Hill Ext 4249**

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### **Recommendation:**

**That the application be approved subject to the following conditions:**

- 1 The development hereby permitted must be begun not later than the expiration of three years beginning with the date of this notice.**
- 2 Materials to be used for the external finishes of the proposed development, shall match those of the existing building, unless otherwise agreed in writing by the Local Planning Authority.**

### **Report Detail**

1. (Director of Planning & Economic Development) This application is brought before committee as the proposed development is on property owned by the spouse of Councillor Bassett.

**Click on the link below to view related plans and documents for this case:**

[http://planpub.eppingforestdc.gov.uk/AnitelM.websearch/ExternalEntryPoint.aspx?SEARCH\\_TYPE=1&DOC\\_CLASS\\_CODE=PL&FOLDER1\\_REF=543381](http://planpub.eppingforestdc.gov.uk/AnitelM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=543381)

### **Planning Issues**

#### **Description of site:**

2. Whitehills Road is located within the built up area of Loughton. The existing building is an end of terrace property located within a relatively modest sized plot. A wooden garage is located to the side of the dwelling and is used for storage.

#### **Description of proposal:**

3. The proposed development is for a single storey front and side extension which will form a wrap around on two sides of the house. The front extension will extend 1.1m forward of the existing front elevation and will be 8.5m wide and 3.2m high. The side extension will be flush with the front building line, 7m deep and 2m wide of the existing dwelling.

**Relevant History:**

4. There is no previous planning history.

**Policies Applied:**

5. Epping Forest District Local Plan and Alterations:  
CP2: Quality of Rural and Built Environment  
DBE9: Loss of Amenity  
DBE10: Residential Extensions

6. The National Planning Policy Framework (NPPF) has been adopted as national policy since March 2012. Paragraph 214 states that due weight should be given to the relevant policies in existing plans according to the degree of consistency with the framework. The above policies are broadly consistent with the NPPF and should therefore be given appropriate weight

**Consultation carried out and summary of any representations received:**

7. Loughton Town Council – No objection  
7 neighbours consulted – No comments received

**Issues and Considerations:**

8. The main issues to consider when assessing this application are the effects of the proposal on the amenities of neighbours and the design of the proposal in regards to the existing building and its setting.

Neighbour Amenity

9. The extension is of a single storey design, the majority of which will not be visible when viewed from the neighbouring properties or private gardens. As such the development will cause no harm to the living conditions of the neighbours.

Design

10. The front extension will be visible when viewed from the public carriageway of Whitehills Road. However, the design is relatively conventional and respects the existing building. Furthermore, the development is in keeping with the appearance of the street scene and there is a similar extension on 76 Whitehills Road.

11. The proposal complies with policies CP2 and DBE10 of the Adopted Local Plan and Alterations. Off-street parking is available in the front garden.

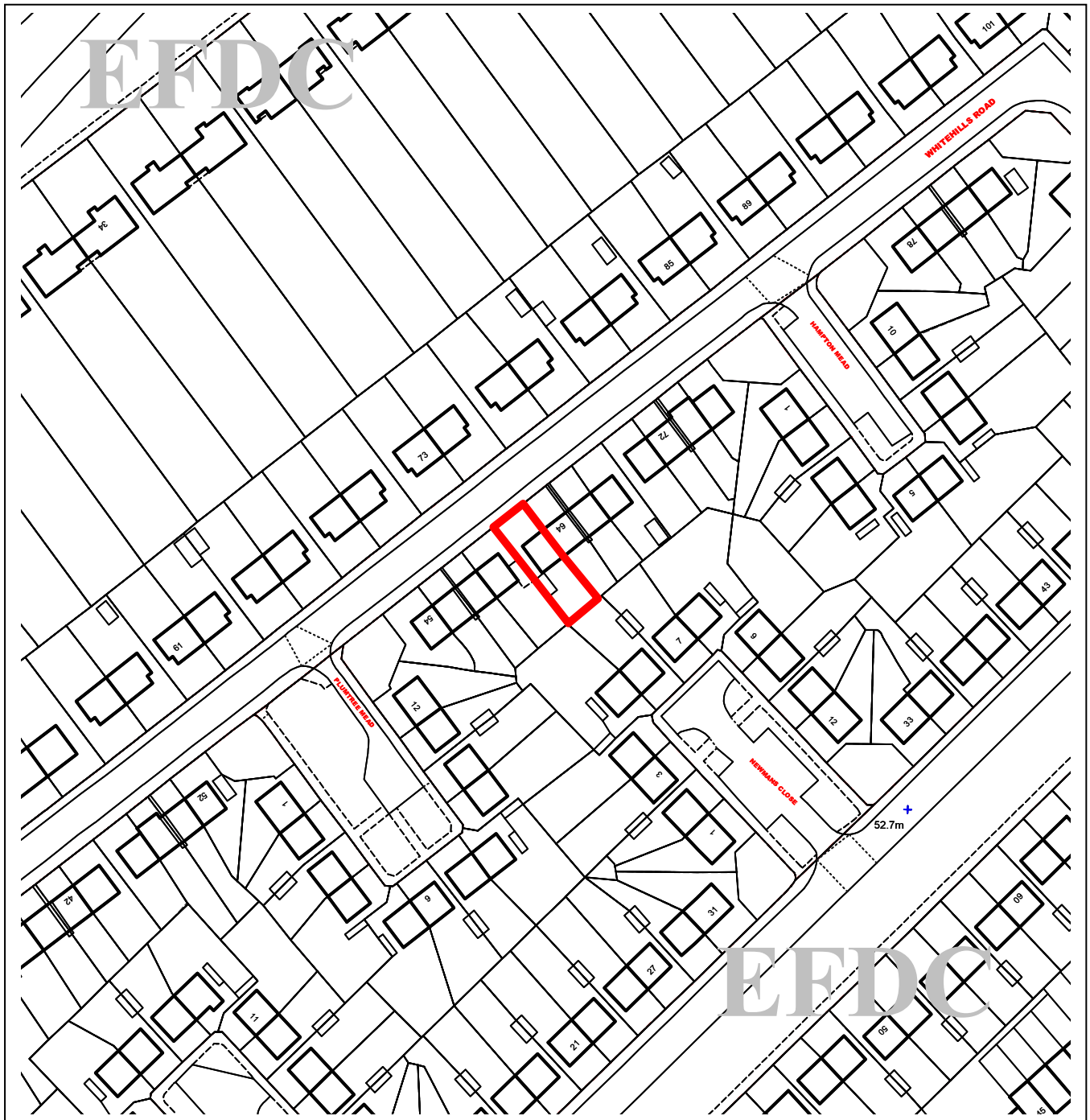
**Conclusion:**

12. The proposed development will not harm the living conditions of neighbouring properties and is of a conventional design that respects the existing building. It complies with National and Local Plan policies. Therefore it is recommended that this application is granted planning permission.



# Epping Forest District Council

District Development Control Committee



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Application Number:	EPF/2661/13
Site Name:	62 Whitehills Road, Loughton IG10 1TU
Scale of Plot:	1/1250

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## **Report to District Development Control Committee**

**Date of meeting: 19 February 2014**

**Subject: Planning Application EPF/2036/13 - Erection of single dwelling house at Ripley Grange, Debden Lane, Loughton**



**Epping Forest  
District Council**

**Officer contact for further information: S Solon Ext 4018  
Committee Secretary: S Hill Ext 4249**

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### **Recommendation(s):**

That planning permission be refused for the following reasons:

(1) The site is within the area identified in the Epping Forest District Local Plan as Metropolitan Green Belt. The proposal constitutes inappropriate development and is harmful to the purposes of including land in the Green Belt contrary to the Government advice contained within the NPPF and Policy GB2A of the Adopted Local Plan and Alterations. Furthermore, there are no very special circumstances that outweigh the harm of the proposal to the Metropolitan Green Belt.

(2) The proposal leads to the creation of a new access onto Debden Road, which will result in a break in the continuous vegetation frontage and a result in a domestic intrusion to the detriment of the character of the existing streetscene, the Metropolitan Green Belt and the wider landscape. The proposal is therefore contrary to the Government advice contained within the NPPF and policies DBE4, GB2A, GB7A and LL10 of the Adopted Local Plan and Alterations.

### **Report Detail**

1. (Director of Planning and Economic Development) This application was reported to the Area Plans South Sub-Committee on 8 January 2014 with a recommendation that planning permission be refused. Following discussion and the defeat of a motion to grant planning permission, 4 Members stood up and moved that the application be referred to the District Development Control Committee for a final decision. Accordingly, the application was referred with a recommendation for refusal.
2. Since the date of that meeting an appeal decision has been issued in respect of an unrelated site where similar planning issues arose, District Council ref EPF/0457/12. That site is Coppice Farm, Coppice Row, Theydon Bois. The proposal was for a modern designed house that would be partially underground, produce 'low or no carbon' and would achieve Code for Sustainable Homes Level 6. The decision was to dismiss the appeal and given the similarity of issues it is found to be a material consideration when assessing the merits of the Ripley Grange proposal. The main appeal findings are set out below. The full text of the decision and application documents is available to view on the Council's website.

3. In dismissing the Coppice Farm appeal the Inspector found the very high sustainability of the design (and location) to be applauded and, while unusual, neither exceptional nor innovative. Similarly, the design and appearance of the proposed house was found to be pleasant and of good quality, but not of exceptional quality.
4. The Inspector referred to the National Planning Policy Framework, which states that where such development is proposed it should significantly enhance its immediate setting and be sensitive to the defining characteristics of the local area. Within its context, a disused farm yard in which a number of buildings are in a state of severe disrepair, the Inspector found the proposal would not enhance the environment, but would cause harm to the character of the area.
5. The inspector concluded the benefits and other considerations of that scheme do not, either individually or cumulatively, amount to very special circumstances necessary to clearly outweigh the harm caused by inappropriateness in the Green Belt and other harm identified.
6. Since the January meeting of the Area Plans South Sub-Committee Loughton Town Council has submitted the following additional comment on the Ripley Grange application:

*Since this application was referred at the District Area Planning Subcommittee South meeting on 8 January 2014 to the District Development Control Committee with a recommendation to refuse, the Planning and Licensing Committee agreed to make an additional request, as detailed below, at its meeting on 3 February 2014.*

*In the event of this application being approved, the Committee ask the Local Planning Authority to impose the following two conditions:*

1. *A covenant, (wording to be finalised) between Loughton Town Council, Epping Forest District Council and the applicant, to prevent any further development of the land; and*
  2. *An agreement to open the premises on Heritage Open Days as part of the Town Council scheme, to ensure compliance with NPPF paragraph 55 on raising architectural standards in the area.*
7. In relation to the Town Council's requested conditions, Officers advise as follows:
  8. The first requested condition amounts to a requirement that no development that is 'Permitted Development' takes place and, in addition, that no development requiring planning permission takes place either. It is clearly possible to remove permitted development rights for specific development by condition, but it is not possible to require that any development given planning permission at some future date is not implemented. It is also not possible to prohibit the making of a planning application in relation to any land. Neither a planning condition nor a planning obligation (i.e. a S.106 agreement) could be used in that way since such a requirement would be bound to be found unreasonable, unnecessary and unenforceable.

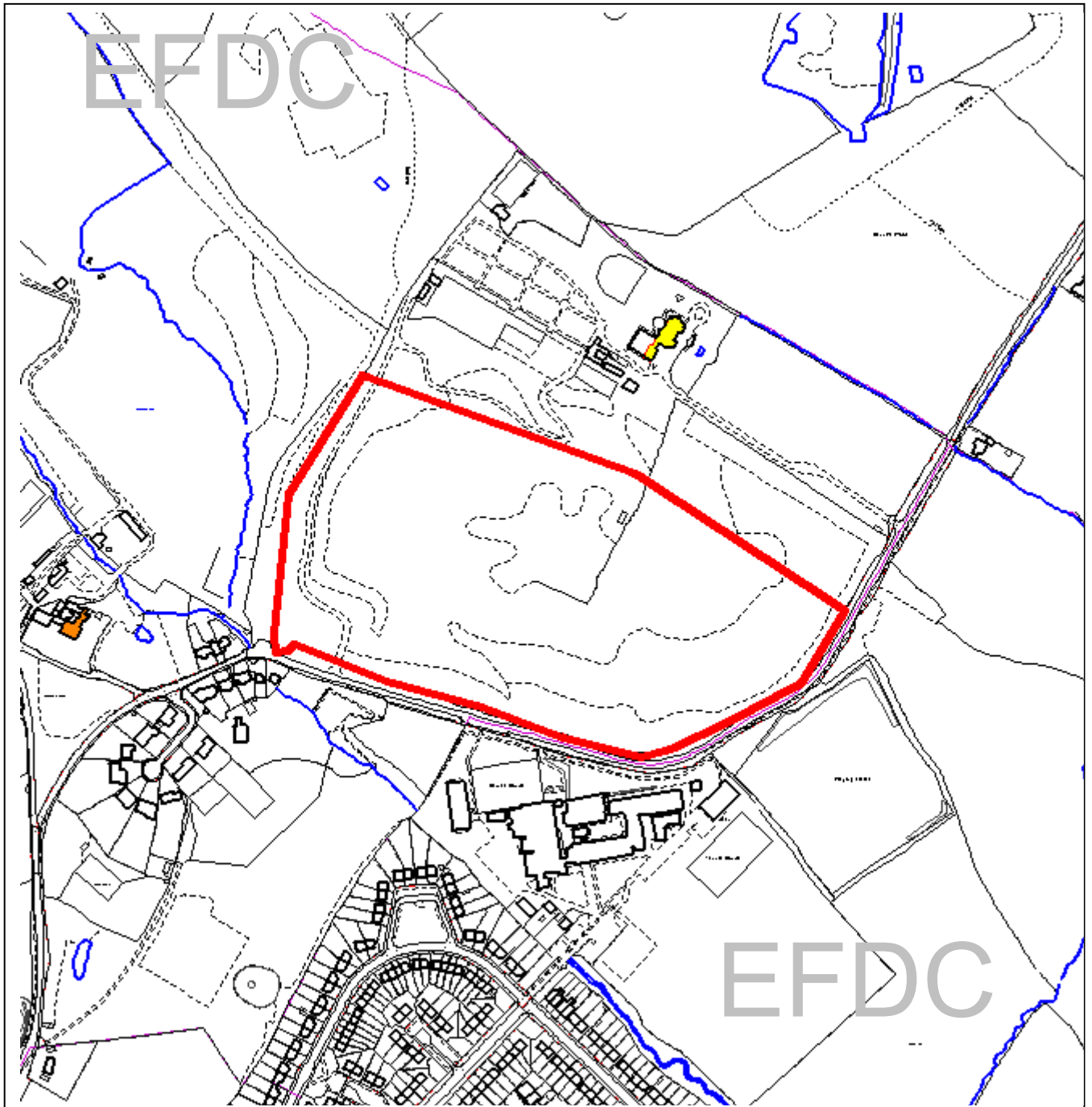
9. Enforcing such a requirement would ultimately be through the courts. It certainly would not be binding on any person who was not a party to a S.106 agreement or who had no interest in the land. Furthermore, it is very unlikely a court could be persuaded that a proper use of planning powers includes preventing people from making planning applications or prohibiting the implementation of possible future planning permissions. That is because development that requires planning permission can only be lawfully implemented where planning permission is granted for it and the planning system provides for Councils to decide whether or not to grant planning permission.
10. Planning powers cannot be used to compel developers to enter into any covenants in relation to any matter. They would have to be secured separately from the planning process.
11. In relation to the second requested condition, that can be secured through a planning obligation. Although the details of the request are not sufficiently clear for that purpose, they could be settled through discussion between the District Council, the Town Council and the developer.
12. The original report on the Ripley Grange proposal to the January meeting of the Sub-Committee is reproduced below:

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# Epping Forest District Council



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Application Number:	EPF/2036/13
Site Name:	Ripley Grange, Debden Lane Loughton, IG10 2PD
Scale of Plot:	1/5000

**Report Item No: 8**

<b>APPLICATION No:</b>	EPF/2036/13
<b>SITE ADDRESS:</b>	Ripley Grange Debden Lane Loughton Essex IG10 2PD
<b>PARISH:</b>	Loughton
<b>WARD:</b>	Loughton St Johns
<b>APPLICANT:</b>	Mr Mark Anderson
<b>DESCRIPTION OF PROPOSAL:</b>	Erection of single dwelling house.
<b>RECOMMENDED DECISION:</b>	Refuse Permission

**Click on the link below to view related plans and documents for this case:**

[http://planpub.eppingforestdc.gov.uk/AniteIM.websearch/ExternalEntryPoint.aspx?SEARCH\\_TYPE=1&DOC\\_CLASS\\_CODE=PL&FOLDER1\\_REF=554570](http://planpub.eppingforestdc.gov.uk/AniteIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=554570)

**REASON FOR REFUSAL**

- 1 The site is within the area identified in the Epping Forest District Local Plan as Metropolitan Green Belt. The proposal constitutes inappropriate development and is harmful to the purposes of including land in the Green Belt contrary to the Government advice contained within the NPPF and Policy GB2A of the Adopted Local Plan and Alterations. Furthermore, there are no very special circumstances that outweigh the harm of the proposal to the Metropolitan Green Belt.
- 2 The proposal leads to the creation of a new access onto Debden Road, which will result in a break in the continuous vegetation frontage and a result in a domestic intrusion to the detriment of the character of the existing streetscene, the Metropolitan Green Belt and the wider landscape. The proposal is therefore contrary to the Government advice contained within the NPPF and policies DBE4, GB2A, GB7A and LL10 of the Adopted Local Plan and Alterations.

*This application is before this Committee since it has been 'called in' by Councillor Pond (Pursuant to The Constitution, Part Three: Planning Directorate – Delegation of Council function, Schedule 1, Appendix A.(h))*

**Description of Site:**

The application site is a 9.21 hectare site, located to the south of the residential curtilage of Ripley Grange and to the north of Davenant School (on the opposite side of Debden Road). The site is within the ownership of Ripley Grange. The site slopes up to the North West, by quite a degree with a change in levels of some 20m from one side to the other. The site is currently informally landscaped with historic tree planting and informal mown areas, although it is not considered part of the defined residential curtilage of Ripley Grange. There is an existing vehicular access to the west of the site accessed from Debden Road (separate to the main access to Ripley Grange).

The site backs onto Epping Forest land which is designated as a Site of Special Scientific Interest (SSSI) and a Special Area of Conservation (SAC). The site is within the Metropolitan Green Belt and is located within a more open area separating the built up areas of Loughton and Theydon Bois.

### **Description of Proposal:**

The application seeks planning permission for the erection of a single dwelling house. Although the application area is large, the application has been revised since first submission and now shows a reduced residential curtilage. The dwelling will be partly underground with a flat roof 'glass box' structure above ground and a courtyard/parking and bedroom accommodation below ground with the parking accessed by a sloping vehicle access into the ground. Above ground the proposal will have a width of 26m, depth of 10.5m, height of 4m and overall footprint of 273m<sup>2</sup>. Below ground the proposal will have a footprint of some 576m<sup>2</sup> including the courtyard area. The site levels will have to be altered, to create a level site and light wells have been proposed to the side, front and rear to allow for natural light to reach the below ground level.

The proposal also includes a new vehicular access from Debden Road and a 119m<sup>2</sup> photovoltaic panel area both of which will be outside of the defined residential curtilage but are proposed to serve the new house. Landscaping proposals have also been put forward including a willow coppice to the North West of the site.

### **Relevant History:**

None relevant

### **Policies Applied:**

#### **Epping Forest District Local Plan and Alterations**

CP1 – Achieving Sustainability Objectives  
CP2 – Protecting the Quality of the Rural and Built Environment  
CP3 – New Development  
CP4 – Energy Conservation  
CP5 – Sustainable Building  
DBE1 – Design of New Buildings  
DBE2 – Effect on Neighbouring Properties  
DBE4 – Design in the Green Belt  
DBE8 – Private Amenity Space  
GB2A – Development in the Green Belt  
GB7A – Conspicuous Development  
LL11 – Landscaping Schemes  
NC4 – Habitats  
ST1 – Location of Development  
ST4 – Road Safety  
ST6 – Vehicle Parking

The above policies are compliant with the National Planning Policy Framework (NPPF).

### **Summary of Representations:**

LOUGHTON TOWN COUNCIL: The Committee decided not to object to this application but expressed concern about the proposed development, which was sited within the Green Belt. However, members took the view that if the District Council was minded to grant permission, this

would facilitate the protection of the 20-acre green belt site the eco-dwellings was to be situated within, provided a covenant exercisable by Town Council was drawn up to protect against further development on this site by the applicant or his successors in title.

Members were uncertain about the application of the National Planning Policy Framework (NPPF) green belt and paragraph 55 provisions respectively with regard to this proposal

The Committee also asked for a Section 106 agreement to provide road safety improvements to and signalisation of the dangerous double bends on Debden Lane.

Neighbours: 5 neighbours consulted and a site notice erected:

LOUGHTON RESIDENT'S ASSOCIATION – Object to build within the Green Belt

DAVENANT FOUNDATION SCHOOL – Support the application although have concerns about the access and existing highway issues. Improvements to the existing traffic situation with regards to signage and parking requested

CORPORATION OF LONDON – Objection – contrary to policy and no very special circumstances, concern with regard to location of proposed access

7 WOODLAND WAY, THEYDON BOIS – Strong objection to new access and new dwelling, loss of hedgerow, already a separate access to the site.

THEYDON BOIS AND DISTRICT RURAL PRESERVATION SOCIETY – Objection – development within the Green Belt, no very special circumstances, refer LPA to Appeal Decision APP/H4505/A/13/2193211, intrusion of garden paraphernalia

THEYDON BOIS ACTION GROUP – Strong objection – development is in the Green Belt and adjacent to a SSSI, confusion of openness and visual openness, concern over size of residential curtilage, refer LPA to Appeal Decision APP/H4505/A/13/2193211, NPPF makes it clear that there is no presumption in favour of sustainable development in the Green Belt, no justification for new access, offer of highway contribution does not make the application any more acceptable in Green Belt, no very special circumstances

1A THE GREEN – Object to site within the Green Belt, adjacent to a SSSI and SAC, eco qualities do not qualify as 'special architectural merit', house will not be seen therefore will not raise local design standards, unnecessary for new access

CAMPAIGN FOR RURAL ESSEX (EPPING FOREST BRANCH) – Objection site is within the Green Belt, adjacent to SSSI and SAC, no very special circumstances, loss of hedgerow, large residential curtilage

### **Issues and Considerations:**

The main issues that arise with this application are considered to be the following:

- Green Belt
- Design
- Impact on Amenity
- Landscaping
- Highway Issues
- Nature Conservation

Green Belt Considerations including Very Special Circumstances

## Principle of Development

The National Planning Policy Framework at paragraph 89, states that the construction of new buildings in the Green Belt is inappropriate. However, exceptions to this general provision include limited infilling in villages and limited infilling or the partial or complete redevelopment of previously developed sites (brownfield land), whether redundant or in continuing use (excluding temporary buildings), which would not have a greater impact on the openness of the Green Belt and the purpose of including land within it than the existing development.

In addition, Local Plan Policy GB2A restricts new residential development in the Green Belt unless for a replacement dwelling on a one for one basis or a dwelling for an agricultural, horticultural or forestry worker. GB2A is considered consistent with NPPF policy. Therefore the principle of a new dwelling in this location would be inappropriate development contrary to both National and Local guidance.

## Openness

One of the essential characteristics of the Green Belt is its openness, and one of its purposes is to assist in safeguarding the countryside from encroachment. This is considered to be a very important function of this site given its location between two built up areas. The proposed dwelling would not be seen from a public viewpoint; however it would be development on currently undeveloped land in the countryside. Regardless of the fact that the proposal includes development underground, the proposed dwelling would be perceived as impinging on the openness of the Green Belt, particularly because a built form (along with the ancillary ground works, access road and ancillary structures such as the photovoltaic panel) would be introduced on land where no development currently exists.

In addition, the opening up of a new access on to Debden Lane will clearly have a visual impact on the character and openness of the area (which is currently an existing hedgerow). Furthermore, the access will clearly have the appearance of leading to some form of development (though not visible) and no justification has been adequately provided as to why the new access is required and/or the existing access cannot be permanently closed.

Just because a development cannot be seen from outside of an application site does not take away from the harmful effect on openness which represents additional harm to the Green Belt over and above that resulting from the inappropriate nature of the development. This also attracts substantial weight against the development.

Paragraphs 79 and 80 of the NPPF focus on the importance of the Green Belt preventing urban sprawl by keeping land permanently open and it is considered that these two paragraphs in particular make it clear that Green Belt designation assists 'in safeguarding the countryside from encroachment' and therefore it is considered that any encroachment in the Green Belt is harm to the openness of the Green Belt.

## Very Special Circumstances

As part of the application proposal a justification has been submitted as part of the design and access statement which, whilst accepting that in principle a new dwelling in this location would be inappropriate development, provides the Applicants justification as to why very special circumstances that outweigh the harm to the Green Belt apply in this case, these include the sustainability of the build, the implications of paragraph 55 of the NPPF, that the proposal is a replacement building and that Highway contributions have been offered and these are addressed separately below.

- Sustainable Building

The design rationale of the proposal is the main theme of the very special circumstances put forward (the design itself will be discussed in further detail below). The justification suggests that the proposal will aim to use innovative and exemplar construction techniques, with the latest and most up to date technologies to supply energy from renewable or low carbon sources. The technologies proposed include:

- Photovoltaic Array
- Biomass Boiler (with willow coppice to be planted)
- Hydrogen Fuel Cell
- A Combined Heat and Power Source (CHP)
- Greywater recycling

The statement suggests that it is the aim that the building will be a low or zero carbon building. However a low or zero carbon building, although commendable, does not have to be located within the Green Belt and therefore this in itself is not considered justification for a dwelling in this location.

Although the NPPF has a strong and highly publicised presumption in favour of sustainable development, paragraph 14 which highlights this presumption provides a caveat in that sustainable development does not outweigh the harm a development may have where other specific policies within the Framework indicate development should be restricted and Green Belt policy is one of those policies specifically named.

- Paragraph 55 of the NPPF

The Design and Access statement submitted by the Applicant's also refers to paragraph 55 of the NPPF which states:

*To promote sustainable development in rural areas, housing should be located where it will enhance or maintain the vitality of rural communities. For example, where there are groups of smaller settlements, development in one village may support services in a village nearby. Local planning authorities should avoid new isolated homes in the countryside unless there are special circumstances such as:*

- *the essential need for a rural worker to live permanently at or near their place of work in the countryside; or*
- *where such development would represent the optimal viable use of a heritage asset or would be appropriate enabling development to secure the future of heritage assets; or*
- *where the development would re-use redundant or disused buildings and lead to an enhancement to the immediate setting; or*
- *the exceptional quality or innovative nature of the design of the dwelling. Such a design should:*
  - *be truly outstanding or innovative, helping to raise standards of design more generally in rural areas;*
  - *reflect the highest standards in architecture;*
  - *significantly enhance its immediate setting; and*
  - *be sensitive to the defining characteristics of the local area.*

The submitted statement suggests that as this is a proposal for an isolated new home in the countryside, and by the Applicant's suggestion the proposal is of exceptional quality and of an innovative nature therefore the proposal is compliant with paragraph 55 of the NPPF.

However, outstanding or innovative are rather subjective and it is difficult to fully design something so innovative that elements of such a design have not been tried before either in part or full. However, it is not considered that the Applicants have fully taken into account the four individual points of the last bullet point.

It is firstly not considered that this location is truly what the NPPF means in terms of a 'rural area'. The site is located between Theydon Bois and Loughton and is not located within a small isolated village with a rural community requiring enhancement or vitality maintenance.

It is also not considered that a house that can not be seen from outside of the site can help to 'raise standards of design more generally in rural areas'. Additionally it is unclear how this proposal will enhance the immediate setting of the application site, which is currently a relatively attractive open piece of land with parkland type tree planting and therefore it is arguable whether any enhancements are actually required.

Several of the representations received objecting to this application included reference for an appeal decision from Gateshead Council where the Inspector specifically deals with paragraph 55 of the NPPF. This appears to have been a similar scheme for a new dwelling within the Green Belt, with the Appellant's arguing that due to the design it fell within the criteria of paragraph 55 of the NPPF and therefore should have been allowed by the Council. The Inspector dismissed this appeal.

The Appeal Inspector did not disagree with the Appellant's suggestion that the proposal was innovative or a high standard of design, but did state that the whole of the criterion in paragraph 55 must be judged. In a similar situation to this proposal, the proposed dwelling could not be seen from outside of the site and the Inspector therefore stated that *'If it cannot be seen, it cannot hope to influence design standards to any significant degree. Thus, for all its qualities, the proposal cannot satisfy this part of the criterion'*.

Therefore it is not considered that paragraph 55 of the NPPF provides any justification for very special circumstances that outweighs the harm to the Green Belt. And it is noted that this paragraph does not reference Green Belt policy, nor suggest that compliance with this policy would outweigh any harm to the Green Belt.

- Replacement Structure

As an additional factor for very special circumstances, the design and access statement suggests that there was a previous 'structure' on the site in the location of the proposed dwelling and therefore the proposal is a replacement dwelling complying with policy GB2A. No evidence of this 'structure' has been put forward and the Council does not have any evidence of a structure, let alone a dwelling being located on the application site. In any event for a replacement dwelling to be considered within the Green Belt the proposal would have to be a replacement i.e. in place of something that is actually there and not the ghost of a building.

- Highway Contribution

Highways issues will be discussed in greater detail below, however the justification for the new dwelling also includes a section on road safety enhancements close to Davenant School which could form part of the application. It is understood by the Council and highlighted by the submitted representation from the school that there are highway issues on this road which are associated with the school. However, a contribution for road safety enhancements has not been requested by Essex County Council, as the addition of one house in this location will not result in any tangible increase in traffic on this road and therefore such a request for a contribution would not be considered necessary, directly related to the proposed development, or fairly and reasonably related in scale and kind to the proposed development.

Therefore in conclusion no very special circumstances have been put forward to outweigh the harm to the green belt and the proposal is still considered contrary policy.

### Design

In isolation the design of the proposal is considered acceptable. It is a modern, contemporary design but will be viewed in isolation from any other built form and therefore does not have to necessarily complement any other buildings. It is an unusual, inventive design partly built underground, which is considered the more contemporary element with a flat roof 'box like' above ground element which although modern is not so inventive in appearance.

Some of the design features are novel, such as the Douglas Fir cladding on the internal partitions within the 'glass box' to create a natural appearance and further 'blend' the house into the landscape. The theory of this is a clever one, however it is considered that this may only work on a 'show house' as in practice once someone is actually living in the house, domestic paraphernalia i.e. furniture, paintings, photographs, ornaments, desire to re-decorate etc. will partly block/hide the Douglas Fir therefore, in effect, deleting this element of the design.

However, notwithstanding the Green Belt issues raised above the design in isolation is considered acceptable.

### Amenity

Given the distances to the nearest neighbouring properties, including the host property, it is not considered that the proposal will raise any significant amenity issues.

### Landscaping

The Tree and Landscape Officer has no objection to the siting of the new dwelling but raises concern regarding the extent of the development across the whole site (e.g. the photovoltaic array located outside of the 'residential curtilage') and the retention of old access/creation of a new access.

Although further information has been received regarding the retention of the existing access – to provide a separate access to the willow coppice which will be harvested, removed from site, processed then returned, this appears as a weak argument given the 'eco credentials' that the proposal purports to have and that the willow coppice can be accessed from within the site if necessary.

### Highways

The Essex County Council Highways Officer has no objection to the scheme subject to conditions as the proposal is not contrary to Highway policies. The proposed development of one dwelling with associated access meets the highest visibility standards for the road and consequently will not cause any detriment to highway safety, efficiency or capacity in the locality.

The Highways Officer noted that within the application it has been proposed that the development could contribute something towards safety improvements for the existing situation along Debden Lane to the rear of the nearby school [Davenant Foundation School]. It is the opinion of the Highway Authority that this is not necessary, related to or reasonable for the application to be acceptable in highway terms and has therefore not requested any contributions or works to be undertaken as a result. The situation on Debden Lane is as existing and has nothing to do with the proposed development.

Traffic calming/safety measures for this part of Debden Lane can be pursued separately to any planning application and it is understood that a recent feasibility study has been carried out by Essex County Council at the behest of local councillors on the Local Highways Panel (LHP) for the possible implementation of a 20mph speed limit along this very section of road – the results of which are pending.



### Nature Conservation

A habitat survey was not originally submitted as part of the application, however this was provided as additional information following a request by the Council's Countryside Manager. The site, as mentioned above is adjacent to a SSSI and SAC which are both designations applying to Epping Forest. Due to this it is reasonable to expect wildlife to cross into the application site. The Countryside Manager, following receipt of the Phase 1 Habitat Survey has requested a condition ensuring that follow-up surveys for reptiles, bats and dormice, along with a Habitat Suitability Index assessment takes place of all ponds within 500m of the site with any necessary mitigation strategies are carried out as per the recommendations within the Phase1 report.

### Comments on Representations Received

The Town Council consider that this proposal would protect a 20-acre green belt site; however this site is already protected by Green Belt policy which restricts development.

Concern has been raised with regards to the extent of the proposed residential curtilage, although this has been reduced in size since the original submission, it is still a very large residential curtilage which will result in a large spread of residential garden paraphernalia i.e. chairs and tables, play equipment, washing line etc. beyond a 'normal' size garden and this is considered to further encroach on Green Belt openness in this location.

### Conclusion:

The harm that has been identified as a consequence of the inappropriateness of the development and its effect on openness carry substantial weight against the proposal. The other considerations identified carry moderate, very little, minimal or no weight in favour, and it is concluded they are insufficient to clearly outweigh the harm to the Green Belt. In addition the new access road with little justification nor reason as to why the other access cannot be permanently closed will be a prominent visual break in the existing character of the existing landscaping and Green Belt. The very special circumstances necessary to justify the development therefore do not exist and the recommendation is to refuse the application.

***Should you wish to discuss the contents of this report item please use the following contact details by 2pm on the day of the meeting at the latest:***

***Planning Application Case Officer: Marie-Claire Tovey  
Direct Line Telephone Number: 01992 564371***

***or if no direct contact can be made please email: [contactplanning@eppingforestdc.gov.uk](mailto:contactplanning@eppingforestdc.gov.uk)***

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## **Report to District Development Control Committee**

**Date of meeting: 19<sup>th</sup> February 2014**

**Subject:** Staples Road Conservation Area Character Appraisal and Management Plan



**Epping Forest  
District Council**

**Officer contact for further information: Maria Kitts, ext. 4358  
Committee Secretary: S Hill Ext 4249**

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### **Recommendation:**

**That the publication of the Character Appraisal and Management Plan for the Staples Road Conservation Area (Loughton) be approved**

### **Background**

1. Conservation areas are defined as areas of 'special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance'. They are designated under the provisions of section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. Under section 71 of the same Act, the local planning authority has a duty to 'publish proposals for the preservation and enhancement' of their conservation areas. This takes the form of a conservation area character appraisal and management plan.

### **Timescale**

2. Work commenced on the appraisal in 2008 but, due to staffing changes, the final publication of the document has been substantially delayed. The original draft appraisal was prepared between May 2008 and September 2010, with public consultation taking place in September 2010, including a public meeting on 23<sup>rd</sup> September 2010. Comments and suggestions arising from the public consultation were incorporated into the document.

3. The Forward Planning Team, along with the Conservation Officer, commissioned a Heritage Asset Review in 2012 (completed in May 2012). The aim of the study was to review the suitability of the District's conservation areas and locally listed buildings, forming part of the evidence base for the new Local Plan. The boundary of the Staples Road Conservation Area was found to be adequate in terms of protecting the special architectural/historic character of the area and did not require any amendments or variations.

4. A final draft has now been produced, which has not varied in content since the 2010 public consultation, and has been proven to be adequate by the 2012 Heritage Asset Review.

### **Appraisal summary**

5. The appraisal explores the landscape setting, historical development, and architecture of the area in order to define the elements of special architectural and historic interest, and the general character of the area. These are outlined below:

### Elements of special architectural and historic interest

- Unaltered streetscape
- Contribution from noted architects
- Colour, texture and general appearance of traditional building materials used
- Architectural features which were innovative for their time, particularly on the schools
- Interesting historic events associated with the area, e.g. there are still traces of the use of the area in World War II
- Interesting uses for the buildings, e.g. no.3 Melbourne Cottage was used as a retreat house for poor children in the summer months
- Interesting historic people associated with the area, e.g. Robert Hunter, 19<sup>th</sup> century lexicographer, naturalist and missionary, and George Pearson, film producer

### Factors contributing to the character of the conservation area

- The distinct forest edge environment with houses directly facing the forest across the lane
- Calm and quiet location (excluding school drop off and collection times)
- Unaltered streetscape
- Colour, texture and general appearance of traditional building materials used

6. Following the discussion of the special interest and character of the area, the appraisal sets out the Council's objectives for the preservation and enhancement of the conservation area over the next five years in the form of a Management Plan, as follows:

## **CONSERVATION AREA MANAGEMENT PLAN**

### **General management objectives to preserve and enhance the conservation area**

1. Ensure that any new development is to a high standard and is sympathetic to the character and appearance of the conservation area in terms of scale, massing, style and materials.
2. Discourage the use of unsympathetic modern materials such as uPVC, untreated aluminium and concrete roof tiles.
3. Ensure that the clean and tidy environment expected in a conservation area is maintained.

### **Short term objectives for enhancement**

4. Discuss with local community groups how we can inform new residents and businesses that their properties are in a conservation area and the responsibility that this entails.
5. Carry out an audit of street furniture with particular reference to repair or replacing where necessary.
6. Assess the current conservation area boundary and see if any alterations need to be made.

### **Medium term objectives for enhancement**

7. Evaluate the visual impact and necessity of signage in the conservation area with a view to removing any unnecessary signs and replacing those necessary ones with more sympathetic alternatives.

## **Outcomes**

7. If the publication of the appraisal is approved it will result in better management of the conservation area through the protection of its special interest and character. The appraisal will be used to inform homeowners and developers on acceptable works within the conservation area, and those works which could cause harm to the character of the area. It will also inform decisions made by Development Control to ensure a consistent approach to the preservation and enhancement of the area.

8. Following approval, the appraisal will be published on the Council's website and a limited number of hard copies will be available from Planning Reception at the Civic Offices. Letters will be circulated to residents of the conservation area and any other interested parties (including Loughton Town Council, Loughton Residents Association, Hills Amenity Society) notifying them that the appraisal has been published and is available to view on the Council's website.

9. The appraisal will be reviewed after five years.

**The full Staples Road Conservation Area Character Appraisal and Management Plan is appended to this report.**

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# *Staples Road Conservation Area*

*Character Appraisal and  
Management Plan*

February 2014



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# 1. Introduction

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## 1.1 Definition and purpose of conservation areas

A conservation area is an ‘area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance’ (Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990). Conservation areas can take many different forms. They may be focused on a historic town centre or village, an important country house set in landscaped grounds, or an area with strong links to a particular industry or philanthropist.

The designation of a conservation area introduces special planning controls, including the requirement of consent from the Council to demolish any building or part of a building or to carry out works to trees. These restrictions aim to ensure that the special architectural and historic interest of an area is retained for the benefit of local residents, businesses, visitors and future generations.

## 1.2 Purpose and scope of character appraisals

Following conservation area designation, local authorities have a statutory duty to formulate and publish proposals for the preservation and enhancement of conservation areas, and to consult the local community about these proposals. A conservation area character appraisal is intended to fulfil this obligation. Its main aims are to:

- define the special architectural and historic interest of the conservation area;
- review the current conservation area boundaries, so that they reflect what is considered to be of special interest;
- increase public awareness of the aims of conservation area designation and encourage community involvement in the protection of the character of the area and;
- identify measures that need to be taken to preserve the character of the

conservation area and put forward proposals for its enhancement.

This document intends to provide a framework to both manage and guide change in Staples Road Conservation Area. In addition, it is hoped that it will inform other planning decisions affecting the area.

However, it is not intended to be comprehensive in its content and failure to mention any particular building, feature or space does not imply that these are of no interest.

## 1.3 Extent of Staples Road Conservation Area

The Staples Road Conservation Area was designated in 1995 and comprises most of Staples Road. The conservation area boundaries are shown on Map 1 (Appendix 4).

An Article 4 (2) Direction also applies to the buildings within Staples Road. This direction affords an additional layer of planning control to help preserve and enhance the character and appearance of the conservation area. Please see Section 11.9 for further details.

## 1.4 Methodology

This document was compiled between autumn 2008 and winter 2013. As part of this process, the conservation area was surveyed and photographed in detail, a range of cartographic sources were consulted and documentary research was undertaken. A draft version of the appraisal was put out to public consultation between September and November 2010. Comments and suggestions of key stakeholders were then incorporated into the final version.

Following this process, the conservation area was reviewed by heritage planning consultants, DPP Consulting Ltd., in May 2012 along with the other conservation areas in the District.

The review involved undertaking documentary research, site visits and consultation with key stakeholders. No alterations to the conservation area designation were recommended and, therefore, no further public consultation was deemed necessary. For the full ‘Heritage Asset Review’ report see the Heritage Conservation webpages of the Epping Forest District Council (EFDC) website.

## 2. Planning Policy Context

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### 2.1 National Policy and Guidance

Conservation areas were first introduced by the Civic Amenities Act of 1967 and are now protected by law under the Planning (Listed Buildings and Conservation Areas) Act 1990. National guidelines concerning government policies for the identification and protection of historic buildings, conservation areas, and other elements of the historic environment are set out in the National Planning Policy Framework (NPPF) (2012), particularly under section 12. This document supersedes Planning Policy Statement 5: Planning for the Historic Environment (2010).

### 2.2 Local Plan Policies

The Council's current policies relating to conservation areas are set out in the Epping Forest District Local Plan. This plan was originally adopted in 1998 with alterations adopted in 2006, including the addition of policy HC13A concerning the creation of a list of buildings of local architectural or historic importance and matters relating to them. The Local Plan policies have been reviewed in light of the NPPF and a significant number remain compliant with government policies.

The Council has begun work on a replacement Local Plan. The Local Development Scheme, adopted in July 2013, anticipates adoption of the plan in June 2016. At this stage, it is uncertain how conservation area character appraisals will fit into the new system, but it is expected that they will become advisory policy documents that will support the main development plan. Further information can be found on the Planning section of the EFDC website.

### 3. Summary of Special Interest

#### 3.1 Definition of special architectural and historic interest

The special interest of Staples Road Conservation Area derives from its unaltered 19th century streetscape, featuring examples of unusual architectural design and its historic associations with several notable figures. The area predominantly developed during the Victorian period and became a fashionable middle class address for prominent artistic and scientific members of society. New residents were attracted by its close proximity to both Epping Forest and London. The advent of the railways in the 1850s created a direct line from Loughton to the capital, reinforcing its popularity amongst discerning commuters. Staples Road features buildings by the noteworthy Victorian architect J. Cubitt and local builders such as G. Beckett, E. Lawrence and G. Hatton. Many of their designs were ground breaking for the time, incorporating innovative architectural devices and detailing.

#### Elements of special architectural and historic interest

- **Unaltered streetscape.**
- **Examples of work by notable 19<sup>th</sup> Century architects.**
- **Variety of colours, textures and materials employed in frontages, creating a rich visual ‘tapestry’.**
- **Examples of innovative architectural features (particularly found on the school buildings).**
- **Association with important historical events, e.g. uses of the buildings during World War II.**
- **Former uses of buildings, i.e. no.3 Melbourne Cottage, previously a retreat house for impoverished children.**
- **Links to notable historic figures, e.g. Robert Hunter, 19<sup>th</sup> century lexicographer, naturalist and missionary, and George Pearson, early British film producer.**

### **3.2 Definition of the character of Staples Road Conservation Area**

The character of a conservation area can derive from a range of different elements. These might include physical features such as architecture, open spaces, hedges and trees, landmarks, and boundary treatments; or intangible associations such as an area's relationship with people through time; or its links a specific historic event. It is the mixture of these elements that combine to create a unique sense of place.

The key elements that contribute to the character of Staples Road Conservation Area are:

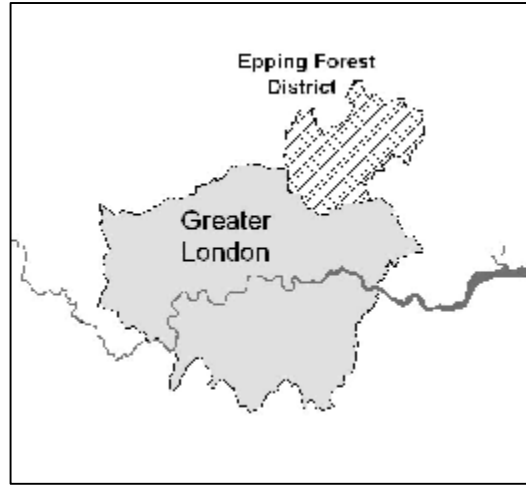
#### **Factors contributing to the character of the conservation area**

- **The distinctive forest edge location. Long, narrow building plots are orientated north to south, maximising woodland views.**
- **Tranquil location (with the exception of school drop off and collection times).**
- **Unaltered streetscape.**
- **Variety of colours, textures and materials employed in frontages, creating a rich visual 'tapestry'.**

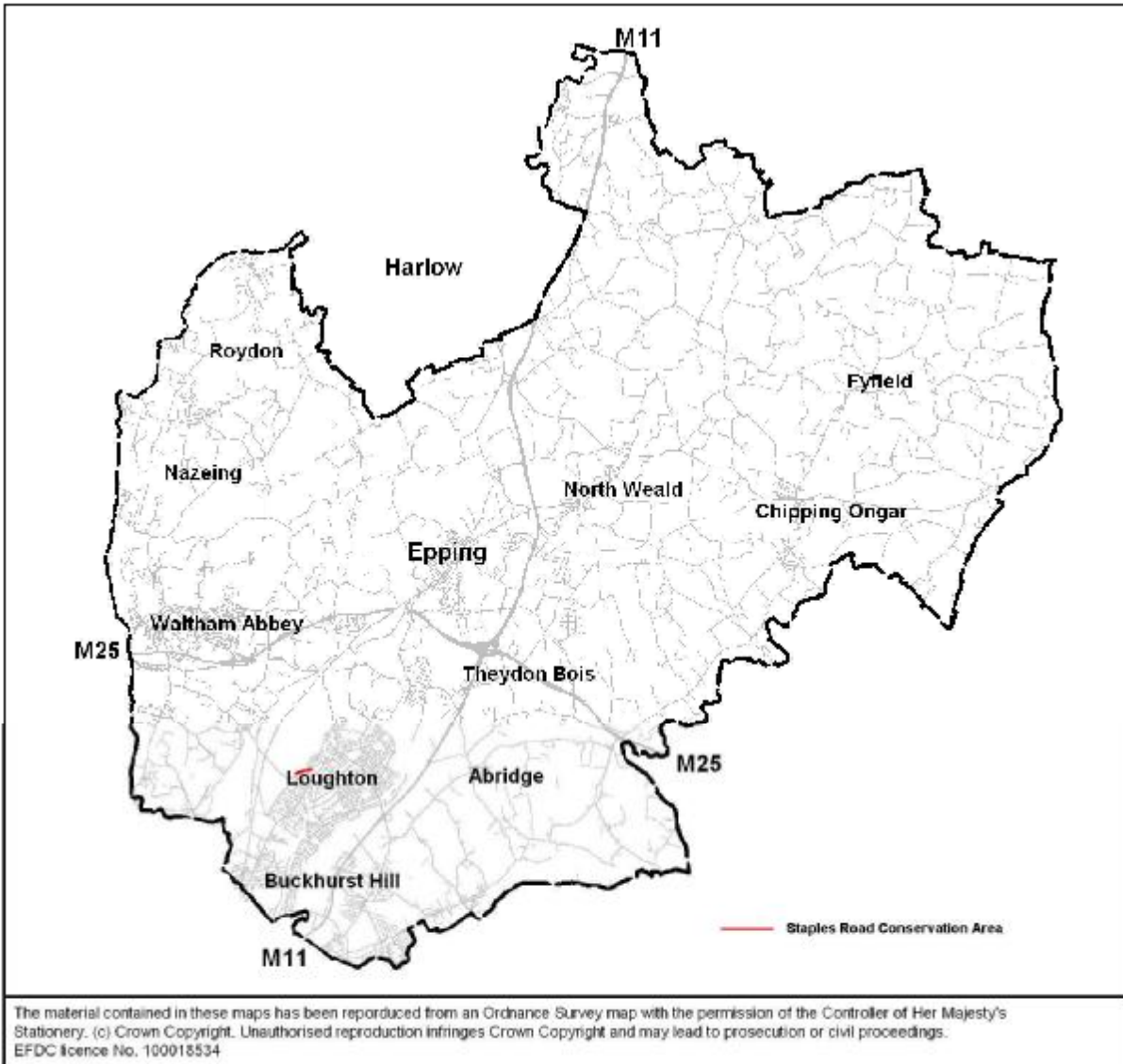
## 4. Location and Population

Staples Road Conservation Area is situated on the western fringe of Loughton, Essex, to the south of the Epping Forest District. It lies roughly equidistant from the towns of Waltham Abbey (approximately 4 miles to the south east), and Epping (5 miles to the south west), whilst Central London is sited approximately 12 miles to the south west. The town is located immediately south and west of the M25 and M11 motorways, respectively.

Staples Road Conservation Area incorporates the south west end of Staples Road and forms part of St Mary’s Ward. It is sited immediately to the west of York Hill Conservation Area and is bounded by St John’s Ward to the north. The area includes two schools, 27 dwellings, and a population of approximately 60 people.



*Location of Epping Forest District*



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*Location of Staples Road Conservation Area within Epping Forest District*

## 5. Topography and Setting

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Staples Road Conservation Area lies on the southern slope of Staples Hill ridge, approximately 45 meters above sea level. It is sited in a corridor between Epping Forest to the northwest and the River Roding to the south east. Geologically, the area features significant gravel, flint and clay deposits which have historically impeded cultivation of the surrounding land. As a result, the forest boundary remained unchanged from the medieval era until 1864, when Staples Road was developed into the existing dwelling plots that can be seen today. The road itself forms a boundary between Epping Forest and the town of Loughton.



*View over Roding Valley from Staples Road*



*Aerial view of Staples Road Conservation Area in surrounding context*

## 6. Historical Development and Archaeology

### 6.1 Origins and development

Following the introduction of the 19<sup>th</sup> century parliamentary Enclosure Acts, large tracts of common land across the United Kingdom were fenced off and entitled to individual (or multiple) owners. The land was afforded legal property rights, thus enabling private development to take place.

Enclosure was unpopular, particularly amongst the working classes. By law, commoners had the right to access common land for activities such as grazing livestock and lopping wood for winter fuel. Not only were these rights crucial to their livelihoods, but they were also instrumental in preventing the large scale development of common land.

In 1848, forest land along the present Staples Road was fenced off and given away in quarter acre plots by Lord Maitland, the local lord of the manor. In exchange for land, recipients were forced to give up their commoners rights.

Many local people were unhappy with what they saw as the unjust appropriation of public land for private benefit. The ensuing fight against the enclosure of Epping Forest was led by Thomas Willingale (1799–1870). Willingale's legendary resistance to Lord Maitland, was highly influential in the rise of the national conservation movement and ultimately led to the Epping Forest Act of 1878. The Act prevented enclosure of forest land for private development, and overturned laws preventing commoners from freely grazing their cattle. However, under the new act lopping rights for commoners



*Staples Road in 1877 showing the first lopping*

were extinguished and handed over to the forest conservators. In compensation, Lopping Hall was gifted to the parishioners of Loughton. The ceremony of the first lopping, traditionally held on Staples Hill on 11<sup>th</sup> November each year, is now commemorated by the annual Lopping Festival.

Following the Willingale v Maitland case the legality of the Staples Road plots was questioned. As a result, development was slow to take place and the first houses did not appear until the mid-1870s. The first edition of the 25 inch Ordnance Survey Map features several small cottages (nos. 23-25, and nos. 17-19) and a small cottage with adjoining shop at the site of nos. 19-21. The first large house, no. 69 (Kent House), was built around 1878, closely followed by Melbourne Cottage (a cottage orné). Kent House was later demolished c.1960 and the site was subsumed into the school grounds. The plots were finally regularised by the Epping Forest Arbitration of 1880 which granted permission for the illegal Staples Road enclosures to remain. In return, owners were forced to pay £50 an acre for acquiring a title to the land. However, once land disputes had been settled, development began in earnest.



*Stapes Road c. 1900*

Several important larger landmark houses were built in the 1880s including Glendower and Forest Villa (nos. 5-7), in 1882, and Marian and Georgiana villas (nos. 35-37), in 1887. Oak Villa was another larger house of this period but was divided into two dwellings in 1907 (now nos. 55- 57). The original house, Sawpit Cottage, was of a timber framed construction and was sited to the rear of the plot. However, it



was demolished in the 1970s after falling into state of disrepair.

In 1888, the newly appointed Loughton School Board purchased vacant plots at the north end of the street and commissioned James Cubitt to design the Boys' School. Cubitt was an ecclesiastical architect of national and international repute. The Infant School was added in 1891 in Harding's clearing opposite on the site of a former hut. These two very distinctive buildings are mirror images of each other. They now house the Junior School.

By the Edwardian era, another phase of building had begun. Key developments of this period included four distinctive villas (nos. 39-45), the Girls' School (designed for the County Council by Herbert Todley), and the two infill cottages (nos. 9 and 11 built on the site of a former tea garden, known as the Rustic Retreat). Nos. 63, (Hardings or Carters Cottage) and 65, (Hope Cottage) were also built around this time.

In 1928 a vacant plot between nos. 45 and 57, (the site of a former piggery), was infilled with a pair of semi-detached houses and a detached house, in designs typical of the era.



*An early view of Staples Road School*

By the early 1950s, a HORSAs (Huts for Raising of the School-leaving Age) canteen block had been erected between the Girls' and Boys' Schools. To compensate for loss of the playground, the County Council bought and demolished no.69. The site is still marked by chain link fencing and the steps can still be discerned. The canteen survived until 2006 when it was replaced by a purpose built hall, sympathetically designed by architect Jeff Collinson.

Staples Road underwent relatively few changes during the 1970s and '80s. By this time, houses were mostly owned by private landlords or longstanding owner occupiers who generally resisted modernisation. No. 33 was built in 1989, on a side plot to a design that closely replicates those of the 19<sup>th</sup> century nos. 35-37. No.5 was also sympathetically extended in the 1990s.

Following the designation of the conservation area in 1995, the streetscape has seen comparatively few changes. Most buildings retain their original features.



*View of the original school c.1890*

Following the establishment of the conservation area in 1995, there have been relatively few changes.

## 6.2 Archaeology

No archaeological sites have been recorded in the conservation area. This is probably due to its status as forest land until the late 19th century.

## 6.3 Notable people

Several notable historic figures are associated with Staples Road. John Dean, Reeve of Loughton and latterly, the explorer, Sir John Kirk, lived at No.3 Staples Road. During its later time as a retreat, the house received many distinguished visitors, including royalty. Joseph Hawkins Hayward, the first clerk of Loughton Parish and Urban District Councils (UDC), lived at no. 7 between 1897 and 1931. The house was also the first registered address of the Loughton UDC.



*Blue Plaque at Staples Road School*

Glasscock family owned nos. 9-17 and 27- 31. They were noted rose growers and nurserymen. William Glasscock was also awarded the Royal Humane Society's medal for saving a child from drowning in 1890.

The Willingale family owned and ran nos. 19-21. They played a key role in the preservation of Epping Forest. George Pearson, the school headmaster from 1908-1913, went on to become a distinguished film producer.

## 7. Character Analysis

### 7.1 General character and layout

Staples Road retains its late Victorian and Edwardian streetscape characterised by brick, bay-fronted, semi-detached houses. It is leafy and suburban in character. The linear settlement pattern is dictated by the protected forest boundary that lies directly opposite. The forest setting is also crucial to the character of the area. Many of the buildings along Staples Road share strong historic links to the abounding woodland landscape.

### 7.2 Key views



*View along Staples Road*

The variety and quality of views into and out of Staples Road form an important part of the character of the conservation area. Primary views into the conservation area can be seen from both ends of the road, with the forest counterbalancing the frontages opposite. Views across Loughton can be glimpsed from between buildings and from the footpath running between nos. 27 and 29. The best views, however, are afforded from the school playground and Staples Hill Path. Houses along the road are sited on dual aspect plans to exploit the elevated setting, with views of the forest to the north and Loughton to the south. Staples Road itself is also a prominent feature in the local landscape due to its position on a ridge and can be viewed from several distant viewpoints, including Nursery Road, Stubbles, Traps Hill, and Chigwell Rise.



*View over the school playground*

### 7.3 Character analysis



*Staples Road School*

The north end of Staples Road is dominated by a complex of 19<sup>th</sup> century school buildings. Architecturally, they are characterised by arcades (some of which have been infilled), plain roof tiles with large chimney stacks, cupolas, dormer windows, and a bell-tower. Other original features include iron railings to the main boundary wall, and gas lamp brackets. The original caretaker's house (no. 79) is attached to the most easterly wing of the school. Reproduction lamp standards, erected in 2007, are intermittently dispersed along the road. The cottages towards the middle of the road lead on to four larger houses, nos. 21, 7, 5 and 3. At the west end of the road, the hammerhead gives rise to views west of the dam

and Staples Road pond. The road is closed by a five-barred gate and a small green.

#### 7.4 Buildings of architectural and historic interest

Although no statutory listed buildings are included in the conservation area, there are several buildings of architectural and historic interest. These include three locally listed buildings and several buildings of townscape merit described below. A location map can be found in Appendix 4 (Map 3).

##### Locally listed buildings

- **Staples Road County Primary School**
- **3 Staples Road**
- **7 Staples Road**

The Local List is maintained by the District Council. It includes buildings which are considered to be of local architectural or historic importance. No specific consent is required for alterations to locally listed buildings outside normal planning controls. They do, however, receive special consideration within the planning process. In addition, their inclusion on the Local List typically provides a presumption against their demolition.

##### **Staples Road County Primary School**

Prior to 1888, education in Loughton was divided along religious lines. The Nonconformist school was sited on Smarts Lane, whilst the Church of England school was located on Staples Road (on the site of Ashley Grove). However, in 1887 these institutions were amalgamated under the new direction of the Loughton School Board. Ecclesiastical architect, James Cubitt was commissioned to design the new school buildings. The first building to be erected was the Boys' School which forms the central building of the present block. The Infant School was added in 1891, and later extended in 1904 to Cubitt's design. The legend "Loughton Council Schools" is clearly visible, denoting the transfer of ownership from the School Board to Essex County Council in 1902. The County Council later commissioned, architect Herbert Tode to design the girls' school in 1911. This forms the northern block of the existing school complex.



*Wartime graffiti*

The buildings are designed in an Arts and Crafts style, in stock brick with red brick dressings. Cubitt's buildings are sited on E-shaped plans with a frontage of bold gables to the street and an intricate roofline of red-brown tile, with a bell turret. The buildings are divided from the road by brick piers and dwarf walls, surmounted by the original Victorian railings with matching gates. The doors and windows of the building are still in their original arrangement, mostly sashes with divided panes of 19th century glass; the central block entrance is especially interesting, with gas lamp brackets. Undercrofts exist to all three buildings, although now largely infilled to provide extra classroom space. All of the blocks were built around the hall-classroom principle with space dividers. The central block retains the frames for the dividers but the south block was divided c.1950. In the centre block, the hall faces north and the classrooms south; vice-versa in the south block. Thus, the schools are designed in mirror formation.

**"One of his [Cubitt's] best and most consciously arts and crafts groups, a decidedly Brydonian essay in a mix of local red bricks and picked stocks, with hard pressed Birmingham bricks and rounded blue Staffordshire ones, and Reading tiles"**

*[Binfield, The Contexting of a Chapel Architect, 2000]*

**Forest Villa no.7**

Forest Villa was built in 1882. It was constructed by local builder George Beckett as a forest retreat, for Scottish missionary, scientist and lexicographer, Dr Robert Hunter. Hunter compiled most of his 14 volume *Encyclopaedic Dictionary* (1879-1987) and his *Bible Dictionary* (1893) in the house. The *Encyclopaedic Dictionary* predated the *Oxford English Dictionary* and was the most comprehensive dictionary of its time. Hunter also used the house as a place of refuge for sick children from the Victoria Docks, London. He lived there until his death on 25th February 1897. A blue plaque to the façade denotes his association with the building.



*Forest Villa, no.7 Staples Road, Locally Listed*

Forest Villa is a Scottish style, twin double bayed detached house with splayed bays, brick piers and stone dressings. It is built of Woodford red brick, tuck-pointed, with a steep slate roof. The plan form has been arranged on the half-landing principle, to take advantage of the hillside site. Thus, the rear rooms sit about 5 ft lower than those at the front. The building features a prominent central belvedere, where Hunter conducted his astronomical investigations. The tall chimney stacks and three prominent dormers take cues from Aberdonian architecture. There are original doors, shutters, and windows throughout, with door furniture still intact. The mechanical bell pull is still in operation. The rear elevation is plain, with burglar bars to the original ground floor sash windows. An original clinker built laundry room with extension c1970 can also be seen. Most original fittings also remain to interior. The Quarter-acre garden was replanned in the 1930s by Reginald Lloyd. An Edwardian greenhouse exists and a lattice fence can be seen to the front

elevation. The street aspect has remained unchanged since it was built.

**No.3 Melbourne Cottage**

The Shaftesbury Retreat (formerly the Melbourne Retreat) was established in 1879 in the garden of Melbourne Cottage. By 1888 it was a fully-fledged temperance catering establishment providing non-alcoholic refreshments to visitors to Epping Forest. The Shaftesbury Retreat was one of 11 retreats in the area. Only three survive today.



*No.3 Melbourne Cottage, Locally Listed*

The retreat was purchased by the Ragged School Union in 1894 and used to accommodate impoverished East end children, who came to the country on organised day trips. By the time the building was requisitioned in 1939, over 2 million children had visited the retreat. Due to the Union's royal patronage, the retreat was also visited on several occasions by members of the Royal Family. The feeding barns were extended in 1906; they were later used as a mortuary during World War Two and latterly to house a glassworks. However, they were demolished c1969 when the back land was developed. The retreat house still remains and is now a private dwelling. An annexe built in 1895, to the east (no. 2 Shaftesbury) also remains but in a very much altered condition.

The architect of the original two storey cottage orné is unknown, but alterations and extensions of 1895 were by "Mr Waman" who gave his services for free. The building was altered again in 2008 to designs by White and Miles. Matching dormers were added on the north east side and the entrance and window openings were reconfigured. The distinctive spiky ridge tiles, many of which had been lost, were also matched and replaced.

### Key Buildings of Townscape Merit

Besides the statutory and locally listed buildings, there are other 'key buildings of townscape merit' which greatly contribute to the character and appearance of the conservation area. The most important of these have been identified as follows:

#### Key Buildings of Townscape Merit

- **The Four Sisters, nos. 39-45**
- **Marian and Georgiana Villas, nos. 35-37**
- **Willingale Cottage, no. 21**
- **Forest Lodge (formerly Glendower), no. 5**
- **New School Hall**



*Marian & Georgiana Villas, nos. 35-37, building of townscape merit*



*The Four Sisters, nos. 35-45 Staples Road, buildings of key townscape merit*

Nos. 39-45 Staples Road, are better known as the "four sisters". Each house bears the forenames of the builder's two daughters named Edith Ellen Lawrence and Clara Louisa Lawrence. The houses are square double fronted villas built in 1905 by Mr J Hoghin. They are red brick with stone mullions/dressings. The gables are decorated with bargeboards and deep eaves. The name of each villa is displayed on a central plaque to each bay.



*Willingale Cottage, no. 21, building of townscape merit*

Marian and Georgiana Villas (nos. 35-37) were built in 1887 and consist of a pair of large, semi-detached villas, in yellow stock brick with red brick dressings, slate roofs and brick domers. Both have shallow eaves with dentil-cornice, vertically sliding sashes, splayed 2-storey bays and square bays to rear.

Willingale Cottage no. 21 is a 3-bay replica Victorian villa of 2003-4 designed by Andrew Smith Associates. The building replaces the original shop and cottage owned by the Willingale family. It is constructed of reclaimed yellow stock bricks with a slate roof, a 4 panel door, (to echo nos. 5-7) with sliding sash and case windows. The design is suitably plain and enhances the streetscape.

Forest Lodge no.5 (once Glendower) was constructed in 1882 by George Beckett (as was no.7) for himself. It is similar to no.7, but a little larger and without the belvedere. It has splayed bays with wooden corner posts, a gable to each bay and terracotta panels. The roof is tiled,

Staples Road Conservation Area Character Appraisal but somewhat altered, with concrete tiles to the original pattern. A weatherboarded extension was added in 1995.

February 2014

## Roofs



*Forest Lodge, no. 5, building of townscape merit*



*Belvedere on the roof of no.7, Forest Villa*

## 7.5 Traditional building materials

### Traditional Building Materials

- **Walls: brick**
- **Roofs: tile or slate**
- **Windows & doors: timber**
- **Boundaries: timber, hedges, trees**
- **Institutions: iron railings**

Brick is the predominant building material found in Staples Road, used in conjunction with slate or tile roofs. A summary of the traditional building materials used in Staples Road is given below:

### Walls

Most of the buildings are of standard 9 or 14 inch brickwork laid in traditional bonds. Some retain the original lime mortar, and no. 7 is tuck-pointed. Dressings are of brick or stone, with no. 5 displaying terracotta panels. Only the 1920s houses and nos.3 and 63 (both in part) are rendered. The bricks used are yellow locally made or London stocks, and for the two redbrick houses, soft Woodford Reds. Various other types of red bricks are used for architectural detailing.

Most of the buildings are roofed in tile or slate. The roofs of the two schools are of exceptional extent and quality, with elegant, well-proportioned roofs. No.3 retains its original Essex pantiles, with an intricate ridge tile design, while no.7 retains a complex original roof of grey slate. The two 1928 villas have original red pressed clay tiles. No.5 has concrete tiles, but these would seem to be a copy of those originally fitted, as early photographs confirm. There are a number of original dormers, in addition to one or two later ones. The belvedere on no.7, a prominent feature of the area, is of timber construction, clad from the waist down in zinc. Its windows are casements some decades old. It is thought that the originals were horizontally sliding sashes.



*Bell turret at the Staples Road Junior School*

The cupola of the infant school and gothic timber bell-turret of the former boys' school are noteworthy. Roofs are varied by different styles of chimney, those on the Junior School and no.3 being especially noteworthy.

### Doors and windows

Timber is the predominant material for doors and windows. A large number of original sliding sash windows are preserved along the street. Most are vertically divided sash windows, single hung. Examples of this can be seen at Edith, Clara, Louisa, and Ellen Villas. Others, however, have wooden casements such as nos.3 and 63 which were renewed based on the original pattern. Modern equivalents also exist including replica uPVC sashes. Fewer original doors have survived, particularly to the cottages, but those that do are an exemplary selection. For example, nos. 5 and 7 have their original unglazed 4 panelled doors with stop chamfering and lights in adjoining panels of etched glass, and no. 7 retains its original door knocker, central knob, and wire-operated bell. Whilst nos. 35-45 all retain their original doors, glazed upper panels, largely featuring good coloured glass, most other doors are later replacements.

### Boundary treatments

Traditional boundaries consist of picket fences and hedges.



*Traditional white picket fence*

Many picket fences survive, including those consisting of straight parallel boards and also the "Loughton lattice" design.

Boundaries between houses are important to the character of the area, and mostly consist of hedging. Plot boundaries were originally delineated by hedges, probably by simply laying existing woodland plants in a row.

Where they survive, these hedges are now nearly 150 years old and provide a haven for wildlife.



*View along Staples Road*

The original boundary treatment to the 'Four Sisters' consisted of unusual clinker walling, made from gasworks residue. However, these have now been demolished. Cast iron railings, adorn the school and no. 3, the Shaftesbury Retreat House, but these include later gates. These were institutions, railings would be inappropriate for houses.

A ditch originally extended to the Brook from the rear boundary of the Staples Road plots. After drainage was installed to the main sewer in 1908, the ditch south west of the path became disused, although the upper part still runs. In addition, the rear gardens of nos. 25-29 were truncated to provide development plots; these are now overgrown, but provide a valuable terrain for wild flowers such as primroses and bluebells.



**Street furniture**



*View along Staples Road*

At the western end of the road, the road closure consists of wooden jockey rails and a five-bar gate, appropriate for its setting. There are some areas such as signage and road markings which are, however, in need of enhancement.

**7.6 Contribution made by trees, hedges and green spaces**

Trees are a very important feature of the conservation area owing to the proximity of the forest. Some notable oaks, pines, a magnolia and a rhododendron can be found in gardens, and an apple covered with mistletoe can be seen in the school grounds. **For more information on protected trees in the area, please contact the Tree and Landscape Team at Epping Forest District Council.**



*Notable tree on forest land opposite the urban side of Staples Road*

Hedges, used as boundaries to properties, are also a feature of the area. Some contain at least 12 tree/shrub species and other hedging plants have become full-grown trees since their original plantation. These hedges thus have the biodiversity of hedgerows several centuries old, to which later species (e.g. forsythia) have been added.

**7.7 Activity and movement**

Staples Road is predominantly residential but also includes a school complex. Since the road was closed to through traffic in 1992, the area has remained tranquil, being accessed only by residents. However, at the north east end of the street, traffic is busy at school drop off and pick up times. At weekends and off peak times the road (which is included in the “Walk Round Loughton”) is used by horse-riders, cyclists, and walkers, both locals and visitors. As there are four pubs in the vicinity, Staples Road is often used as a through route by revellers.

## 8. Opportunities for Enhancement

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### 8.1 General threats to the character of the area:

- **Street furniture**
- **Litter**
- **Road and footpath surfaces**
- **Parking**

The overall condition of the conservation area is good and the majority of the buildings are well maintained. Common threats to conservation areas in general include the replacement of windows and doors with unsympathetic uPVC or aluminium equivalents and the destruction of traditional building frontages.

However, protection is in place against unsympathetic development in the form of an Article 4(2) direction which withdraws certain permitted development rights from residents. Please see Section 11.9 for further information.

There is an opportunity for Epping Forest District Council to work with the local community to encourage greater awareness of best practice in the maintenance of historic buildings. This would help to reduce unsympathetic alterations to buildings within the conservation area.

### 8.2 Street furniture

Some of the street furniture on Staples Road is not in keeping with the character and appearance of the conservation area. Signage, street lamps, litter bins and bollards are all items for consideration. A more uniform approach to the replacement of street furniture is also needed.



*Unsympathetic railings outside the school*

### 8.3 Other areas for improvement and enhancement

Some of the road surfaces and footpaths in the conservation area are in a poor state of repair. Weight, height and speed restrictions for vehicles entering the conservation area could be introduced to mitigate against further excessive wear. There are also persistent problems with inappropriate parking, resulting in damage to roadside hedges.

## 9. Conservation Area Boundary

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### 9.1 Current conservation area boundary

One of the aims of a character appraisal is to review the boundaries of the conservation area. The current boundary, which was originally drawn up in 1995, comprises most of Staples Road, and extends from no.3 at the south west end of the road to the end of school complex. It does not include any part of the forest but includes the rear plots of the houses. A map of the current conservation area boundary can be found in Appendix 4, Map 1.

### 9.2 Possible Areas for Inclusion

Two additional areas have been considered for inclusion in the Staples Road Conservation Area. The proposals are outlined below:

#### 1. York Hill Crescent and Ashley Grove, and the east end of Staples Road.

The enlarged conservation area would effectively join Staples Road Conservation Area to York Hill Conservation Area.

York Hill Crescent is a cul-de-sac of three storey red brick and rendered flats with flat roofs in an art deco in style. Ashley Grove is a row of 9 terraced houses set back from the road. They are also red brick with a variety of flat and pitched roofs.

However, neither York Hill Crescent nor Ashley Grove are in keeping with the existing character of the Staples Road Conservation Area. Moreover, we do not believe that these buildings merit inclusion in their own right. As they are not statutory listed and have not been considered for inclusion on the local list, it is not recommended that these areas be included in the existing conservation area.



*Nos. 3 – 5 Ashley Grove*

The east end of Staples Road is built in a style more in keeping with the Staples Road Conservation Area. However, the streetscape has been greatly altered. Many of the buildings are rendered and some are painted untraditional colours. There is also an abundance of uPVC windows and doors which is not seen in the adjoining conservation area due, in part, to the existing Article 4 Direction. Therefore, it is recommended that the boundary should not be extended to include this area.



*York Hill Crescent*



*East End of Staples Road*

## **2. The addition of no. 2, Shaftesbury to the conservation area.**

Despite being attached to the rear of no. 3 Staples Road and therefore having some historic significance it is in a much altered condition. The building differs in style and character to the existing conservation area buildings because of its modern façade. Therefore it is recommended that it is not included in the Staples Road Conservation Area.



*2 Shaftesbury*

A further review of the conservation area and the suitability of its boundaries was carried out between April and May 2012 by DPP Consulting Ltd. as part of a District-wide review of conservation areas and locally listed buildings. The 'Heritage Asset Review' found that the boundary of the Staples Road Conservation Area was sufficient to protect the special interest of the area and no amendments were recommended. To view the full Heritage Asset Review document, please visit the Heritage Conservation webpages of the Council's website.

## 10. Community Involvement

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### 10.1 Public engagement

Community involvement is an integral part of the appraisal process. The Council aims to take into account the local residents' views in defining the special interest of the conservation area and formulating strategies for its improvement and management. The comments and suggestions of local residents and amenity groups have been taken into account in the publication of the final version of this document. Loughton Town Council and local organisations such as the Hills Amenity Society and the Loughton Historical Society have been consulted on the draft appraisal and a public meeting was held in the area to discuss its content. In order to inform local residents of the public consultation period, flyers and posters were distributed in the conservation area. A copy of the draft has been posted on the Council's website since September 2010 and hard copies of the draft are available on request.

Further consultation with key stakeholders (including Loughton Town Council, the Hills

Amenity Society, Loughton Residents Association and the Loughton Historical Society) was undertaken as part of the Heritage Asset Review (May 2012). This was not subject to full public consultation due to the timescales involved and the aim of arriving at unbiased, independent recommendations on the suitability of the District's conservation areas.

### 10.2 Timetable

<b>May 2008 – September 2010</b>	<b>Draft appraisal prepared</b>
<b>September 2010</b>	<b>Public consultation</b>
<b>November 2010 – September 2011</b>	<b>Finalising report</b>
<b>March – May 2012</b>	<b>District-wide 'Heritage Asset Review'</b>
<b>June 2012 – January 2014</b>	<b>Appraisal reviewed and finalised</b>

## 11. General Guidance

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It is the intention of Epping Forest District Council to make use of its powers to preserve and enhance the character and appearance of its conservation areas. The following section contains general guidance aimed at controlling and guiding change within Staples Road Conservation Area in order to ensure that it is properly maintained as a heritage asset. The Council's local plan policies (adopted 1998) regarding conservation areas are set out in Appendix 1.

### 11.1 Views and setting

It is important that the significant views both from within and out of the conservation area are preserved and, where possible, enhanced. Any development in or around the conservation area should respect the nature of these views and contribute positively to them.

### 11.2 Architectural details

As set out in the Council's local plan policy regarding the demolition of buildings in conservation areas (policy HC9), there will be a strong presumption towards the retention of all historic buildings that make a positive contribution to the character and appearance of the conservation area. There will also be a presumption in favour of the retention of original historic features such as traditional doors, windows and railings as these features contribute a great deal of interest and value to the townscape. When historic features need replacing, a like-for-like approach should be taken wherever possible. The reinstatement of traditional features should always be based on a sound understanding of the original structure and, where possible, historical evidence.

### 11.3 Traditional building materials

The use of traditional materials will be encouraged in the construction of new buildings or extensions to existing buildings in the conservation area. Modern materials such

as concrete, uPVC and aluminium will be discouraged as these are mostly out of character with the conservation area and could potentially erode its quality and historic interest.

### 11.4 Trees and open spaces

Trees, hedges and open green spaces are an integral part of the character of the conservation area and the Council will endeavour to retain them where possible. The Council has stated in the local plan that it will not give consent to any work to trees that could be detrimental to the character, appearance or setting of the conservation area (policy HC6).

### 11.5 Public realm

It is important that the quality of the conservation area is maintained to a high standard and improved where possible. In general, signs and other street furniture should be designed to be in keeping with the character and appearance of the conservation area. They should also be kept to a minimum to preserve the character of the area.

### 11.6 New development

It is recognised that conservation areas must evolve to meet changing demands and that new additions can make a positive contribution to the character of a conservation area, if they are of a high quality and sympathetic to their surroundings. Any new development should be in keeping with the character and appearance of that particular part of the conservation area in terms of scale, density, massing, and height, layout, building line, landscaping and access. New development should also be composed of traditional facing materials (policy HC7).

### 11.7 Activity and uses

The conservation area is a small urban settlement on the edge of the Forest, whose environment is protected by the absence of

through traffic.

### 11.8 Renewable energy & technology

In recent years, there has been a growing tendency to install satellite dishes and communications towers prominently on the top of buildings. Interest in the use of renewable energy systems such as wind turbines and solar panels on individual residential properties will also have to be monitored. In order to preserve the character of the conservation area, permission will only be granted for such fixtures where they are installed in undamaging and visually unobtrusive positions. It should be noted that such fixtures will rarely be acceptable on statutorily listed buildings (Policy CP10, local plan alterations, 2006).

### 11.9 Alterations under Article 4(2)

As of 1996, certain changes made to properties within the Staples Road Conservation Area require planning permission where usually this would not be required. This was brought in, in order to conserve the character of the area and protect it from potential threats. Owners must therefore apply for permission in the case of any of the following alterations which would front the public highway;

(a) The enlargement, improvement or other alteration of a dwelling-house (*this includes the replacement of windows and doors, extensions and rendering as some examples*);

(b) the alteration of a dwelling-house roof (*this includes slates and tiles, dormer windows and rooflights as examples*);

(c) the erection or construction of a porch;

(d) the provision within the curtilage of a dwellinghouse of any building or enclosure, swimming or other pool, or the maintenance, improvement or other alteration of such a building or enclosure;

(e) the provision of a hard surface in the front garden of a house;

(f) the installation, alteration or replacement of a satellite antenna on a dwellinghouse or within the curtilage of a dwellinghouse;

(g) the erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure;

(h) the painting of the exterior of any building or enclosure within the curtilage of a dwellinghouse;

(i) any building operation consisting of the demolition of the whole or any part of any gate, fence, wall or other means of enclosure within the curtilage of a dwellinghouse.

**Please note that these are summarised guidance and before any works are carried out in the conservation area, residents are advised to contact the Conservation Officer at Epping Forest District Council.**

## 12. Management Plan

It is important that the character of the conservation area is preserved and, where possible, enhanced in order to maintain its special interest. The following section outlines the Council’s objectives for the preservation and enhancement of Staples Road Conservation Area over the next five years.

Following the public consultation proposals put forward have been considered and an action plan for the preservation and enhancement of the conservation area has been drawn up.

### 12.1 Conservation Area Management Plan

**CONSERVATION AREA MANAGEMENT PLAN**

**General management objectives to preserve and enhance the conservation area**

1. Ensure that any new development is to a high standard and is sympathetic to the character and appearance of the conservation area in terms of scale, massing, style and materials.
2. Discourage the use of unsympathetic modern materials such as uPVC, untreated aluminium and concrete roof tiles.
3. Ensure that the clean and tidy environment expected in a conservation area is maintained.

**Short term objectives for enhancement**

4. Discuss with local community groups how we can inform new residents and businesses that their properties are in a conservation area and the responsibility that this entails.
5. Carry out an audit of street furniture with particular reference to repair or replacing where necessary.

**Medium term objectives for enhancement**

6. Evaluate the visual impact and necessity of signage in the conservation area with a view to removing any unnecessary signs and replacing those necessary ones with more sympathetic alternatives.



## 13. Action Plan 2014 - 2019

Action	Lead Body	Year 1	Year 2	Year 3	Year 4	Year 5	Status/ Comments
<b>GENERAL MANAGEMENT OBJECTIVES</b>							
1. Produce a leaflet on the repair and maintenance of historic buildings and the responsibilities of living in a conservation area	HAS EFDC - Conservation Section		2015				Review existing leaflets
2. Provide historic building grants (available to non-residential listed buildings)	EFDC - Conservation Section	2014					Ongoing depending on budget
3. Conservation Area Character Appraisal and Management Plan to be reviewed every 5 years	EFDC - Conservation Section HAS					2018	Resource and budget dependent
4. Supply information on local craftsman and builders with experience in dealing with listed buildings	EFDC - Conservation Section	2014					List of local craftsmen and builders to be prepared and made available
5. Liaise with ECC Highways on: parking restrictions/ enforcement, speed restrictions, weight and width restrictions, street lighting, repair of road surfaces	LTC HAS ECC -Highways		2015				Resource and budget dependent Road re-surfacing completed
6. Review plan for maintenance of trees, hedges and forest fringe land with City of London	LTC HAS City of London		2015				Resource and budget dependent

Action	Lead Body	Year 1	Year 2	Year 3	Year 4	Year 5	Status/ Comments
7. Review maintenance plan with EFDC (Environment and Street Scene) for: maintenance of trees etc. on triangular greens; emptying litter bins; management of roadside hedges	LTC HAS EFDC - Environment and Street Scene		2015				Resource and budget dependent
<b>SHORT TERM OBJECTIVES FOR ENHANCEMENT</b>							
8. Work with the Hills Amenity Society, local residents and business owners to give conservation area information through the HAS newsletter	HAS EFDC - Conservation Section		2015				
9. Carry out an audit of street furniture to identify items which need to be repaired or replaced	LTC HAS EFDC - Conservation Section		2015				Resource and budget dependent Replace with a consistent style throughout the conservation areas
10. Contact Highways about replacing the modern street lighting and railings outside the school with lampposts and railings which are more sympathetic	LTC HAS ECC – Highways		2015				Resource and budget dependent
11. Assess the conservation area boundary and make alterations as necessary	EFDC - Conservation Section	Completed					Needs Member approval
12. Re-evaluate the local list	LTC HAS EFDC - Conservation Section		2015				Resource and budget dependent

Action	Lead Body	Year 1	Year 2	Year 3	Year 4	Year 5	Status/ Comments
<b>MEDIUM TERM OBJECTIVES FOR ENHANCEMENT</b>							
13. Carry out an audit of signage in the conservation area and inform Highways of any redundant signs, with an aim of reducing clutter in the conservation area	LTC HAS ECC - Highways		2015				Resource and budget dependent
14. Highways to consult EFDC and LTC on any new proposals	ECC - Highways LTC EFDC - Conservation Section		2015				Co-operation needed between ECC - Highways, EFDC and LTC
15. Install signage to show when you are entering the conservation area	HAS		2015				Residents to design sign

**Lead Bodies**

LTC – Loughton Town Council

HAS – Hills Amenity Society

ECC – Essex County Council

EFDC – Epping Forest District Council

## 14. Bibliography

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- Information taken, with permission from  
The Buildings of Loughton 2010, Loughton and District Historical Society, 2010, Author: Chris Pond
- Images courtesy of;
  - (i) The Waller Collection
  - (ii) Loughton and District Historical Society

## 14. Acknowledgments

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We are indebted to the many local people who, from personal interest or as representatives of local organisations, have taken the time and trouble to contribute to the development of this Character Appraisal and Management Plan. This has involved attending meetings, carrying out an inordinate amount of legwork in order to compile the townscape survey and to take photographs. This groundwork contributed to the formulation of the original draft. Without this invaluable support we would be unable to produce this document at this time. Particular thanks are due to:-

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### **Photographs Courtesy of:**

The Percy Thompson Collection, Loughton Historical Society, Chris Pond, Diane Rhodes, Ian Locks and Matthew Geyman. Photos and images are subject to the copyright of their respective owners.

### **Apostrophes:**

After much debate it was decided to omit apostrophes from all street and public house names as there is no consistency of use.

# Appendix 1. Relevant National Guidance and Local Plan Policies

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## National Guidance

There are several special restrictions that apply to conservation areas. These are in addition to normal planning controls. For further information please contact the Development Control Office.

Planning permission must be obtained from the District Council for the demolition of any building within the conservation area – this may also include gates, walls and fences.

You must give the District Council six weeks notice in writing before felling or cutting back any tree unless the tree in the conservation area.

Some additional restrictions apply to the siting of advertising hoardings or other advertisements, satellite dishes and chimneys.

## Epping Forest District Local Plan Policies (Adopted January 1998)

### POLICY HC6

Within or adjacent to a conservation area, the Council will not grant planning permission for any development, or give listed building consent or consent for works to trees, which could be detrimental to the character, appearance or setting of the conservation area.

### POLICY HC7

Within conservation areas, all development and materials will be required to be of a particularly high standard to reflect the quality of the environment. Development should:

- (i) be sympathetic to the character and appearance of the conservation area in terms of scale, density, massing, height, layout, building line, landscape and access;
- (ii) have traditional pitched roofs and create a roofscape with sufficient features to provide an appropriate degree of visual interest in keeping with the character of the conservation area;
- (iii) be composed of facing materials chosen from the traditional range used in the district;

(iv) have facades which:

- (a) provide an appropriate balance between horizontal and vertical elements, and proportions of wall to window area;
- (b) incorporate a substantial degree of visual intricacy, compatible with that of the facades of historic buildings; and

(v) where applicable, be of a scale compatible with any adjacent historic buildings.

### POLICY HC9

The Council will only grant consent for the demolition of a building in a conservation area where the building does not make a significant contribution to the character and appearance of that area, or where the redevelopment proposal preserves or enhances that character or appearance. Any consent may be subject to:

- (i) planning permission having already been granted for the redevelopment of the site; and
- (ii) a legal agreement that the building is not demolished before a contract for the redevelopment of the site has been made.

### POLICY HC10

The Council will not give consent for works to the interior or exterior of a listed building which could detract from its historic interest or architectural character and appearance.

### POLICY HC11

The Council will not give consent for the demolition of a listed building unless it can be shown, to the satisfaction of the Council, that there are very exceptional circumstances as to why the building cannot be retained and returned to an appropriate use.

### POLICY HC12

The Council will not grant planning permission for development which could adversely affect the setting of a listed building.

**POLICY HC13**

The adaptation or conversion of a listed building to a new use may be permitted where:

- i) This can be shown to be the only way to retain the special architectural or historic interest of the building;
- ii) Any proposed alterations respect and conserve the internal and external characteristics of the building and do not diminish its special architectural or historic interest; and
- iii) The immediate and wider landscape settings of the building are respected.

Substantial reconstructions or extensions, and sub-divisions into more than one unit will not be permitted. Conditions may be imposed to control land use or development rights associated with the converted building.

**POLICY HC13A (adopted in 2006)**

The Council will prepare a list of buildings of local architectural or historic importance (the 'local list'). Maintenance of these buildings will be encouraged and they will receive special

consideration in the exercise of the development control process.

**POLICY CP10 (ADOPTED IN 2006)**

Proposals for renewable energy schemes will be permitted provided there is no significantly adverse effect upon:

- (i) existing land uses from loss of visual amenity, noise, pollution or odour;
- (ii) the local highway network including the convenience and safety of road users;
- (iii) telecommunications networks, radar installations and flight paths for aircraft;
- (iv) sites of importance for nature conservation (i.e. Statutory and locally designated sites), conservation areas, schedules ancient monuments and other nationally important remains and their settings, listed buildings and their settings, or landscape character.

In granting permission for the scheme the Council may require, by use of Section 106 Obligations and/ or planning conditions, that (a) appropriate mitigation measures are provided to ensure compliance with criteria (i) to (iv) above, and other relevant policies in the Plan and, (b) that the application site is fully returned to a condition appropriate for its previous use when or if the scheme is decommissioned or becomes redundant.

## Appendix 2. Townscape Survey

No.	Name/ Number of Building (all on Staples Road)	Building Merit				Key features of the building				Elements which detract from the conservation area character				
		Locally listed	Building of townscape merit	Blue Plaques	Impact on conservation area*	Age	Type**	Walls***	Boundary****	Upvc /aluminium windows	Upvc/ aluminium doors	Concrete roof tiles (or similar)	Elements in need of repair or maintenance	Satellite dish on façade
1	3, Melbourne Cottage	Y			P	C19	D	RB	RH					
2	5, Glendower/ Forest Lodge		Y		P	C19	D	RB/WB	CLH/H			•		
3	7, Forest Retreat/ Forest Villa	Y		Y	P	C19	D	RB	CL/CLH					
4	9 (no.4)				O	C19	TC	SB/RB	CP/PL			•		
5	11 (no.3)				O	C19	TC	SB/RB	CP/PL	•		•		
6	15 (no. 2)		Y		P	C19	TC	SB/RB	PP/PL			•		
7	17 (no.1)		Y		P	C19	TC	SB/RB	PP/PL			•		
8	21, Willingale Cottage		Y		P	C21	LD	YB/RB	PL/W					
9	23				O	C19	TC	PB	NONE			•		
10	25				O	C19	TC	R/RB	PP			•		
11	27 (1 Holly Cottages)				P	C19	TC	SB/RB	CP					
12	29 (2 Holly Cottages)				P	C19	TC	SB/RB	CP					
13	31 (3 Holly Cottages)				P	C19	TC	SB/RB	CP					
14	33				O	C20	SDV	SB/RB	W					
15	35, Marian Villa		Y		P	C19	SDV	SB/RB	W/H					
16	37, Georgiana Villa		Y		P	C19	SDV	SB/RB	W/H					
17	39, Louisa Villa		Y		P	C20	TV	RB/STD	CIW/H					
18	41, Clara Villa		Y		P	C20	TV	RB/STD	CIW/H					
19	43, Ellen Villa		Y		P	C20	TV	RB/STD	CIW					
20	45, Edith Villa		Y		P	C20	TV	RB/STD	CIW					
21	47				P	C20	SD	R/RB	NONE					
22	49				P	C20	SD	R/RB	NONE					
23	51				O	C20	D	R/RB	NONE				•	
24	57, Oak Villa				O	C19	SD	SB/RB	CP	•				
25	59, Oak Villa				O	C19	SD	SB/RB	CP	•				
26	63, Hardings Cottage				P	C20	DC	SB/RB	NONE					
27	65, Hope Cottage				O	C19	DC	SB/RB	R	•		•		
28	Junior School ex Infants	Y			P	C19	Sch	YB/RB	R&W					
29	Junior School ex Boys'	Y		Y	P	C19	Sch	YB/RB	R&W					
30	Infant school ex Girls'	Y			P	C20	Sch	YB/RB	R&W					
31	Hall		Y		O	C21	Sch	YB/RB/BB						

**Key** \* P = Positive, N = Negative, O = Neutral

\*\* D = Detached, SD = Semi detached, T = Terraced, C = Cottage, V = Villa, Sch = School

\*\*\* RB = Red brick, WB = Weatherboarding, SB = Stock Brick, STD = Stone, PB = Painted Brick, R = Render, YB = Yellow Brick, LD = Link Detached, BB = Blue Brick

\*\*\*\* R = Railings, H = Hedge, CL = Creosoted Lattice Fence, CP = Creosoted Picket Fence, PP = Painted Picket Fence, CI = Clinker, W = Wall, P = Picket Fence

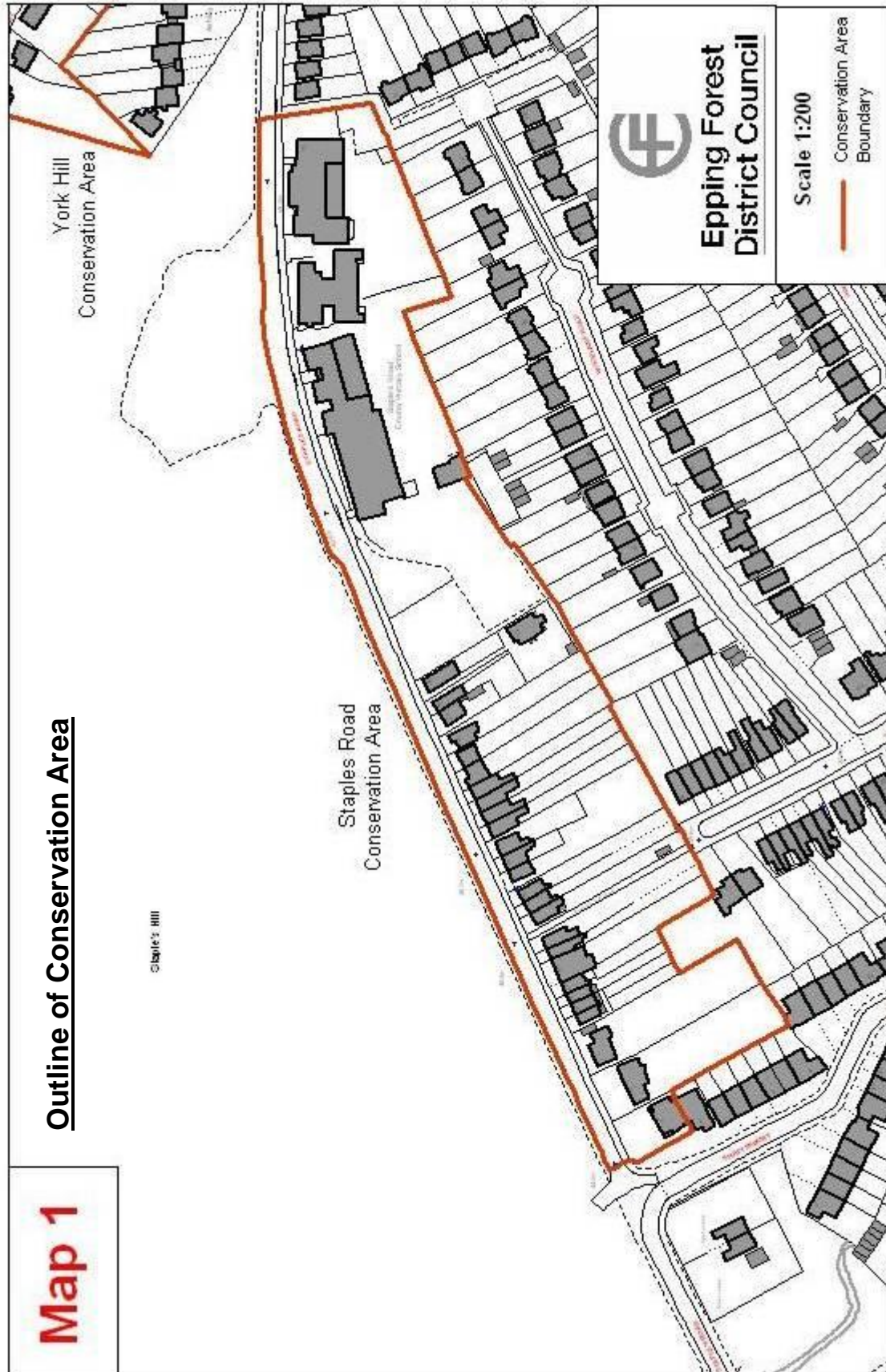


## Appendix 3. Glossary of Terms

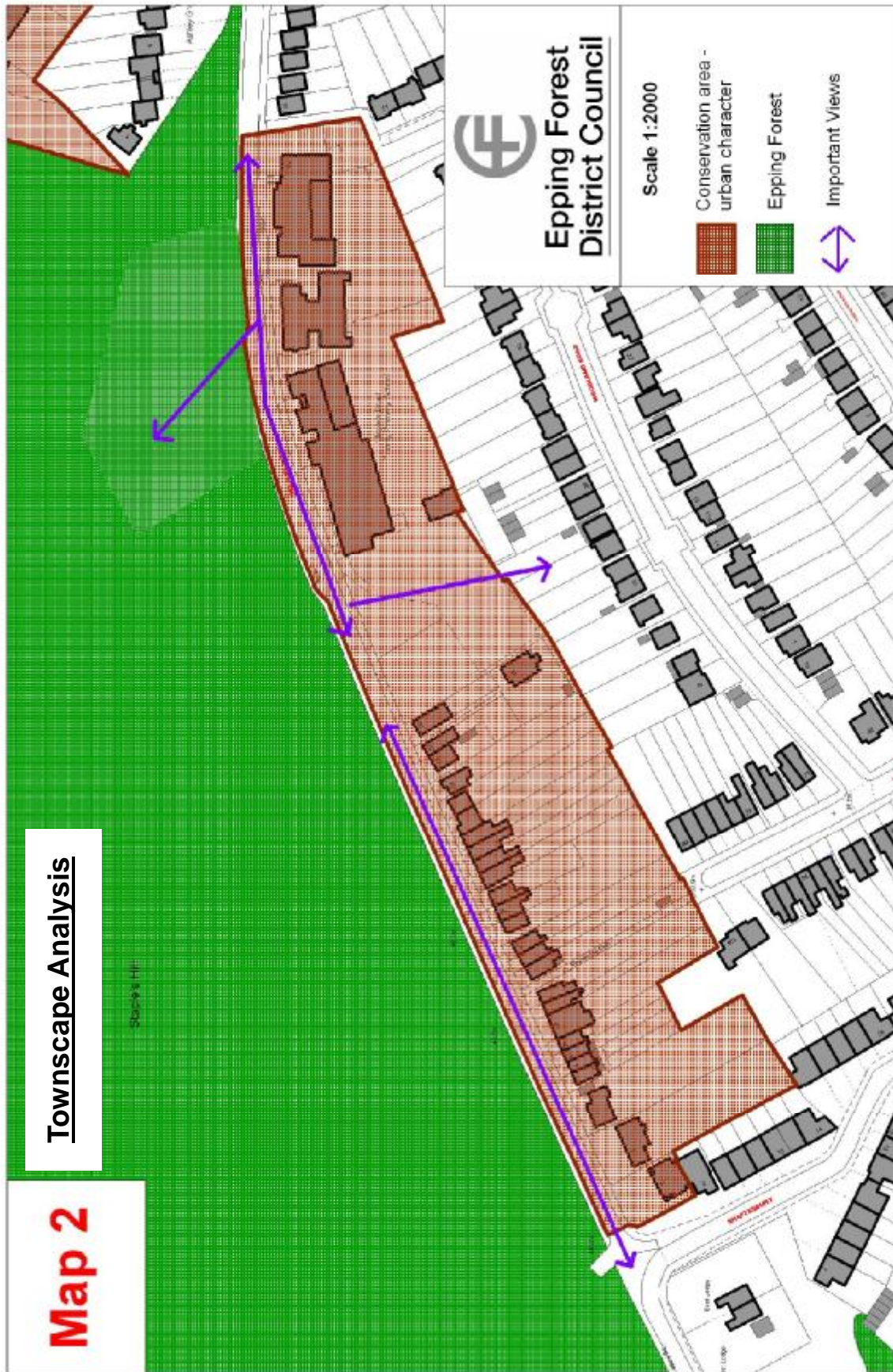
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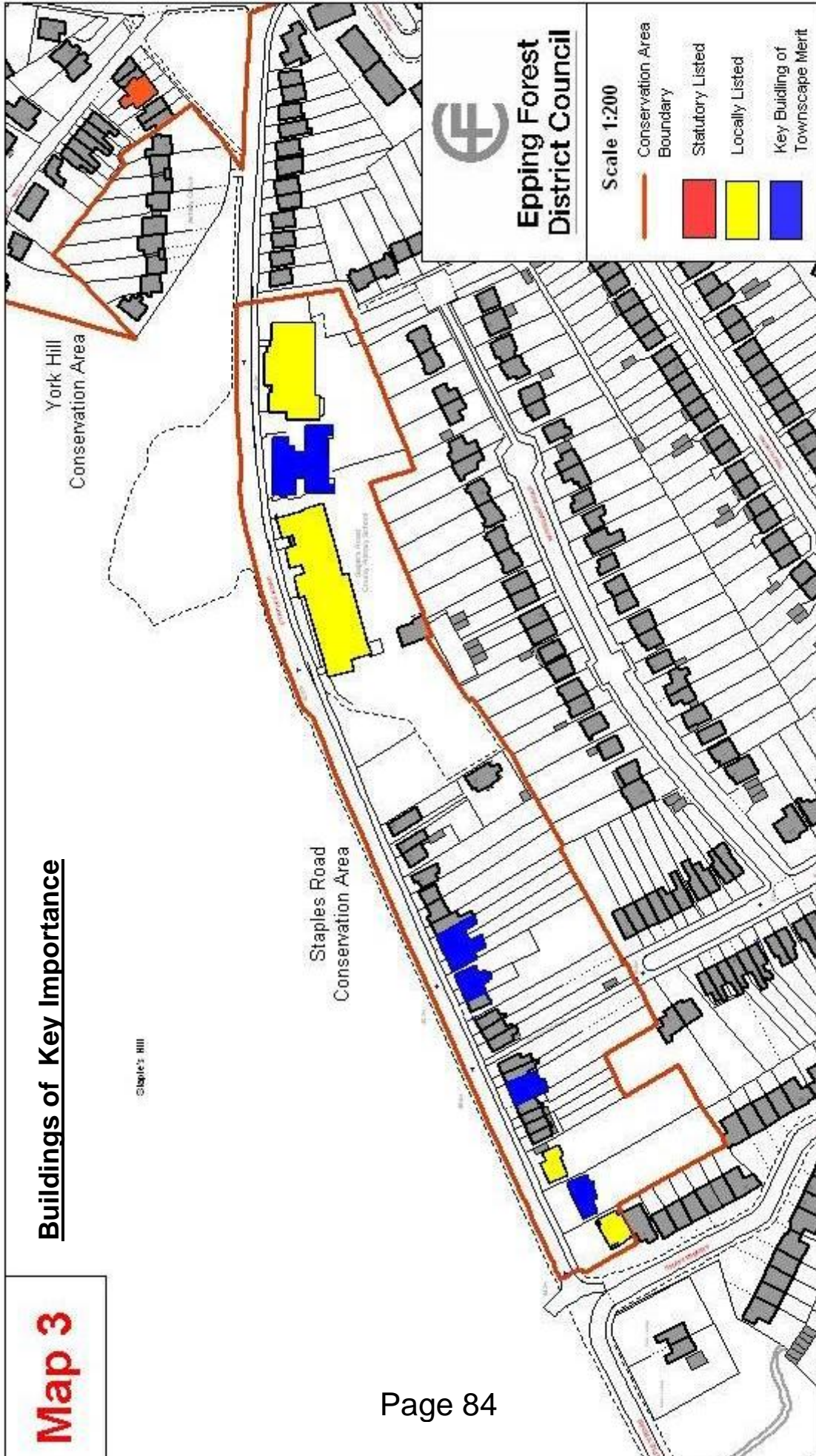
<b>Bargeboard</b>	A timber piece fitted to the outer edge of a gable, sometimes carved for decorative effect.
<b>Belvedere</b>	A roofed structure, especially a small pavilion or tower on top of a building, situated so as to command a wide view
<b>Casement</b>	Side hinged window.
<b>Cinquefoil</b>	An ornamental foliation in panels or tracery so called because it is arranged around five intervals, known as foils or cusps, that describe the outlines of five leaves or petals.
<b>Console</b>	An ornamental bracket with a compound curved outline.
<b>Cupola</b>	A vaulted roof/ceiling, a small dome set on a circular or polygonal base or resting on pillars, a domelike structure surmounting a roof or dome.
<b>Feather-edged</b>	Boards fixed with their thin edge upwards, then overlapped by the next board, thick edge down, with any rebate helping to keep out rain and wind
<b>Flemish Bond</b>	Brickwork with alternating headers (short ends) and stretchers (long sides) showing.
<b>Gable</b>	The vertical part of the end wall of a building contained within the roof slope, usually triangular but can be any 'roof shape'.
<b>Orné</b>	A rustic building of picturesque design
<b>Pantile</b>	Curved, interlocking roof tile of S-shaped section usually made of clay or concrete.
<b>Pargetting</b>	The use of external lime plaster in a decorative manner with incised or moulded surfaces, especially timber-framed houses of the sixteenth and seventeenth centuries.
<b>Pilasters</b>	A shallow pier or rectangular column projecting slightly from a wall.
<b>Quatrefoil</b>	In the shape of a four leaf clover or circular with four foils enclosed.
<b>Rendering</b>	The covering of outside walls with a uniform surface or skin for protection from the weather. Cement rendering: a cheaper substitute for stucco (fine lime plaster), usually with a grainy texture.
<b>Sash window</b>	A window that slides vertically or horizontally on a system of cords and balanced weights.
<b>Stock brick</b>	A traditional clay brick commonly used in house construction; often called London stocks because of the frequency of use locally. May be yellow or red in colour.
<b>Undercrofts</b>	An underground room or vault

# Appendix 4. Maps



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