

## **Appendix F**

# **Model Headings for Conservation Area Appraisals and Management Plans**

New and revised Conservation Area Appraisals and Management Plans will make use of the following model headings (as appropriate):

## **Conservation Area Appraisal**

### *1 Introduction*

This will address the location, boundaries and setting of the Conservation Area and explain the relevant public consultation and designation processes.

### *2 Planning policy context*

### *3 Summary of special interest*

This will be a short paragraph (about 10 sentences), defining the significance which the area has and which the designation is intended to preserve and enhance. This paragraph will be used by Conservation and Development Management staff when called upon to explain the significance of the area, during planning applications (and appeals).

### *4 Assessment of special interest*

This will include:

- Location and setting
- Historic development. This will include (where relevant) the archaeology of the area. It will always include the development history of the area and may refer to specific people and events from the past.
- Architectural quality and built form. Including the spatial character of the area and include (where relevant) geology, topography, built form, urban grain, building heights and plot sizes; the built characteristics of the area and building typologies; key views into, out of and within the Conservation Area and local landmarks; building materials and details.
- Open spaces, parks and gardens and trees
- Character zones
- Positive contributors
- Locally important buildings
- Audit of heritage assets
- Assessment of condition. Including a SWOT analysis, looking at positive and negative factors; a study of any loss of original features and the results of a quantitative Condition Survey.
- Identifying the boundary

## **Conservation Area Management Plan**

### *5 Guidance*

Based on the Appraisal above and the Condition Survey, this will provide area specific guidance on relevant issues.

Typical headings might include: parameters for extensions, roof coverings, dormer windows, rooflights, microgeneration equipment, boundary treatments and hard standings, windows, doors and porches, painting of brickwork, chimney stacks, satellite dishes, bin storage and shopfront design.

### *6 Management plan*

This will include proposals for:

- Local listing
- Article 4 Directions
- Regeneration strategy including gap sites, negative contributors and site specific guidance and design briefs for key sites (as appropriate).
- Enhancement schemes
- Environmental strategies including highways, signage, street furniture, traffic management, tree strategies, open space and green infrastructure strategies, conservation management plans and enforcement and remediation strategies.

### *7 Sources and references*

This will include historical sources, relevant policy and other references.

### *8 Useful contacts*

This will include Council contacts, national and local amenity societies and sources of advice on repair.

### *9 Appendices*

As required.

In line with current Historic England guidance, Conservation Area Management Plans will:

- Be founded on a clear articulation of the significance of the area (the Appraisal).
- Be used to ensure that Conservation Areas are positively enhanced.
- Be based on an understanding of the mechanisms of change in the built environment, including challenges to the significance of the area (in the Condition Survey and in the process of re-Appraisal).
- Seek to manage change and promote positive change, but not to stop change.
- Seek to channel development pressure in acceptable directions.
- Be clear, concise, accessible, specific, practical, applicable and effective