

## **WHITEHAVEN TOWN CENTRE AND HIGH STREET CONSERVATION AREAS – CHARACTER APPRAISAL, MANAGEMENT PLAN AND DESIGN GUIDANCE**

**EXECUTIVE MEMBER:** Councillor Cath Giel, Councillor Geoff Blackwell

**LEAD OFFICER:** Pat Graham, Head of Development Operations

**REPORT AUTHOR:** Tony Pomfret, Development Control Manager

### **SUMMARY AND RECOMMENDATIONS:**

This report summarises the outcomes of the consultancy work undertaken to produce a Conservation Areas Character Appraisal, Public Realm Appraisal, Management Plan and Design Guidance for Whitehaven Town Centre and High Street Conservation Areas.

Members are requested to note the completion of these studies and to approve the following recommendations:

- (a) The three areas shown hatched and marked A, B and C on Plan 3 and described in paragraphs 5.2, 5.3 and 5.4 of the report and the proposal to merge and extend the Town Centre and High Street Conservation Areas as described in paragraph 5.5 be endorsed for consultation with local residents, business and other local interests (in a manner to be determined by the Head of Development Operations) and a report be made available to the Executive reporting the outcome of this consultation;
- (b) The principle of establishing a Conservation Area Advisory Committee be approved and that a further report be brought to the Executive on the proposed terms of reference, membership, powers, procedures and funding of such a committee;
- (c) A detailed photographic survey of the town is undertaken with the estimated cost of £20,000 being allocated from the provisional 2008/09 under spend;
- (d) In support of the Council's Enforcement Concordat that a policy for the regulatory function of planning enforcement be developed in accordance with paragraph 7.4 of the report and submitted to the Planning Panel for approval;
- (e) A recommendation be made to Council that a Design and Heritage Champion be appointed with that Champion being supported by the Head of Development Operations;
- (f) That future Public Realm and environmental works should take in to account the Public Realm Appraisal referred to in paragraph 7.11; and
- (g) The Conservation Area Management Plan and the Action Plan in table 2 are endorsed by the Executive for consultation at a public meeting and, if appropriate, in a manner to be determined by the Head of Development Operations, and a further report be made to the Executive advising of the outcome of that consultation.

## **1. BACKGROUND**

- 1.1 Whitehaven's town centre is a unique and special place and is the most complete example of a Georgian planned town in Europe. Copeland Borough Council, has a responsibility to protect and enhance the historical fabric of Whitehaven, not only through its regulatory role as Local Planning Authority, but to ensure that the town maximises opportunities as an important role as economic driver, drawing in visitors, new residents and showcasing Copeland.
- 1.2 Duties are imposed firstly under section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to review from time to time areas designated or which should be designated as conservation areas and secondly under section 71 of that Act to formulate and publish proposals for the preservation and enhancement of conservation areas. The latter must be considered at a public meeting and views expressed considered.
- 1.3 In order to understand, protect, and enhance the town, a framework is needed to inform our actions and priorities in this regard. In the absence of this framework, it is recognised that the historic quality of the town is under threat. The completion of this framework through a suite of crucial documents, leading to focussed actions, will now, enable us facilitate better development, and attract external funding, through the demonstration of our commitment to this remarkable historic town.

## **INTRODUCTION**

- 2.1 Specialist conservation consultants, Paul Butler Associates, working with OMI Architects and Landscapes Projects, were appointed to undertake a series of studies, which were partly funded by West Lakes Renaissance and partly by the Council. The studies were to produce:
  - o A Conservation Area Character Appraisal, Public Realm Appraisal and Management Plan for Whitehaven Town Centre and High Street Conservation Areas.
  - o Design Guidance for Whitehaven town centre together with specific design guides for a number of town centre opportunity sites.
- 2.2 An interim presentation on the findings was given by the consultants for Members in November 2008. The final reports have now been completed and copies have been made available in the Members' Room. The reports comprise a suite of related planning/conservation documents.
- 2.3 The Review was undertaken for the following reasons:
  - a) Local Planning Authorities are required by legislation, from time to time, to review the boundaries and policies for their conservation areas;

- b) There is a need for design guidance to assist developers/architects in preparing schemes for the redevelopment of key town centre opportunity sites identified in the Local Plan, many of which are currently being discussed;
- c) The design guidance and policy advice will be fed into the emerging Local Development Framework (LDF) exercise;
- d) A Conservation Area Appraisal is a prerequisite for applying for a Townscape Heritage Initiative (THI) project through the Heritage Lottery Fund (HLF).

### **3. CONSERVATION AREA APPRAISAL**

3.1 The Conservation Area Appraisal includes a historical assessment of the town, a detailed survey of the area and an analysis of its character. It classifies the area into seven character areas, illustrated in Plan 1:

- South Harbour
- North Harbour
- Old Town
- Georgian Grid-Iron
- Flatt
- Brackenthwaite
- High Street

3.2 These individual character areas collectively shape Whitehaven's unique historical and architectural interest and highlight elements of the townscape which detract from these important features and/or are threatening to harm the town's character.

3.3 Detailed study and assessment has revealed that Whitehaven town centre's unique architectural and historical character is, however, being undermined by a number of issues and threats. The report summarises the Issues and Threats as:

- Negative buildings which erode character and quality;
- Threat of unsympathetic new development;
- Gradual erosion of special character due to loss of traditional materials and the introduction of inappropriate modern features;
- Lack of building maintenance and structural issues;
- Underuse and vacancy of historic buildings;
- Gap sites harming character and appearance;
- Threat of the maritime location;
- Inadequate gateways into the town centre;
- Lack of visual and physical linkages between the town centre and the harbour;
- Underuse and inadequate maintenance of public space;
- Loss of historic surface materials.

**3.4** The Conservation Area Management Plan, Development Guidance and Public Realm Appraisal which support this Character Appraisal focus on addressing these elements and recommend a series of proposals to protect and enhance Whitehaven's special character in the future. These proposals should be subject to public consultation.

#### **4. PUBLIC REALM APPRAISAL**

4.1 This study, which complements the Conservation Area Appraisal, evaluates the open spaces, roads and footpath network and in particular appraises:

- The topography of the town
- Landmarks
- View points
- The hierarchy of routes
- Gateways to the town centre
- Public spaces
- Court yards
- Street furniture – lighting columns, seating, litter bins, bollards, boundary treatments
- Signage
- Tree planting
- Public art
- Biodiversity
- Existing surface materials

#### **5. SUGGESTED CONSERVATION AREA BOUNDARY CHANGES**

5.1 The appropriateness of the existing boundaries of Whitehaven Town Centre Conservation Area and High Street Conservation Area was reviewed as part of this Character Appraisal and four changes are **recommended**, as follows:

##### **5.2 Castle Park/Crowpark Wood**

The eastern boundary of Whitehaven Town Centre Conservation Area is currently defined by a line of yew trees within Castle Park and by Whitehaven Castle. As such, the majority of the predominantly wooded Castle Park and Crowpark Wood, which together historically formed the castle's extensive grounds, are excluded from the town centre's conservation area. Due to their elevation and density of trees, Castle Park and Crowpark Wood help to give the town an attractive green backdrop and are considered fundamental to the special character of the town centre's conservation area.

##### **5.3 Wellington Row/Hilton Terrace/Solway View**

The northern boundary of High Street Conservation Area is currently defined by the rear of buildings on the northern side of High Street. This extension would see the incorporation of Wellington Row, in addition to

Hilton Terrace and Solway View, which were constructed during the early nineteenth century following the release of new building land by Sir William Lowther of Swillington. These terraces were some of the few developments to take place within the town at that time and are considered to be of some architectural and historical merit.

#### 5.4 Brackenthwaite/Bransty

This area is located between the boundaries of Whitehaven Town Centre Conservation Area and High Street Conservation Area and is today dominated by 1960s/1970s residential blocks, a recreation ground that is historically affiliated with St James' Infant School and the town's former bus station and depot on Bransty Row. However, this area is intrinsically linked to the rapid and deliberately planned settlement, which developed during the seventeenth and eighteenth centuries, as it historically formed the western limit of the Lowther family's grid-iron pattern of streets. As such, although individual buildings within this area are of little or no historic or architectural interest, the area is still very much part of Whitehaven's townscape. The inclusion of this area will not dilute the conservation area's special character – rather it will give additional statutory protection to the historic street pattern and the adjacent historic buildings as any future redevelopment of the area will be subject to stringent design guidelines.

#### 5.5 Merger of Existing Conservation Areas

In addition to the three proposed extensions, it is **recommended** that the Town Centre and High Street conservation areas be merged to form a single conservation area. This single conservation area would incorporate the entire town centre and includes the extent of the town prior to the involvement of the Lowther family, the Georgian grid-iron streets, the harbour and the two hillsides which flank the town.

The existing boundaries of the Town Centre and High Street Conservation Areas is shown in Plan 2 and the proposed changes are illustrated in Plan 3.

Planning Policy Guidance 15 states that there is no statutory requirement to consult prior to extension of the designation, but it is considered to be highly desirable that there should be consultation with local residents, businesses and other local interests (e.g. amenity bodies). The greater the public support that can be enlisted for redesignation before it takes place, the more likely it is that policies for the area will be implemented voluntarily and without the need for additional statutory controls. Local planning authorities should advise English Heritage and the appropriate regional Government Office when conservation areas are redesignated.

## 6. DEVELOPMENT GUIDANCE

6.1 The purpose of this Development Guidance is to outline how the buildings, streets and places within Whitehaven can be conserved, improved and developed to enhance the special qualities of the Whitehaven Town Centre and High Street Conservation Areas.

An understanding as to how the town was formed is needed in order to gain an appreciation of its special qualities and direct building owners, developers and architects as to how these may be reinforced and improved. The guidance will be made available (on a CD) to developers and architects and they will be expected to ensure that their proposals for development take account of this design guidance and that this is reflected in their Design and Access Statements.

The Development Guide is in three parts. Section 1 outlines the urban design principles to be adopted within the town centre. A summary of Whitehaven's historical background is given in Section 2. In Section 3 the existing built form is examined and guidance is given on the design criteria to be applied across the town centre.

Detailed advice is given on each of the following topics:

- Urban grain
- Density and mix of uses
- Height and massing
- Building type
- Façade and interface
- Details and materials

6.2 In addition to the general design advice provided in the Development Guide, specific detailed guidance has been provided for the following town centre opportunity sites:

1. Former Bus Depot, Bransty Row
2. Former Bus Station, Bransty Row
3. YMCA Building, Irish Street
4. Mark House, Former Public Baths Building, Strand Street
5. Quay Street East and West, Car Park Sites
6. Site on Corner of Strand Street/Marlborough Street
7. Bardywell Lane
8. Albion Street North
9. Albion Street South

## **7. CONSERVATION AREAS MANAGEMENT PLAN**

7.1 A Management Plan has been developed from the Character Appraisal. It is recognised that whilst an increase in the economic activity in the town centre is a key element of its ongoing regeneration, the historic environment should be used as a positive resource for safeguarding and creating employment opportunities and for improving the quality of life for the local community and those who live, work and visit the town. This vision will be achieved through the following aims:

**Aim 1:** Ensure consistent decision-making between Council services that have regard to the town centre's historic environment

**Aim 2:** Increase the awareness and understanding of the local community and key stakeholders of the value and role of the historic environment in the regeneration of the town centre

**Aim 3:** Work with other key stakeholders in encouraging complementary initiatives for both physical enhancement and the positive promotion of the town centre as an attractive place to work, live and visit

7.2 It is proposed that a series of conservation actions for preserving and enhancing the conservation areas will be adopted and implemented to address these issues and threats and secure Whitehaven town centre's long-term viability as an important heritage asset. These actions, prior to being adopted, will be the subject of consultation as mentioned in paragraph 1.2 above, and, depending upon the outcome of that consultation, formulated and subsequently published.

### 7.3 Securing Quality Development

It is **recommended** that a partnership approach to the strategic management of Whitehaven town centre's conservation areas be developed. Paragraph 4.13 of PPG 15 and English Heritage best practice guidance recommends the establishment of a formal joint Conservation Area Advisory Committee (CAAC).

A broad partnership will be essential if there is to be wider community involvement and buy-in to the Management Plan and its aims and objectives. A CAAC's membership would need to include representatives from local businesses, the local community, professionals (including architects), stakeholders and others who have a role in the future of the town and its historic environment, such as local historical, civic and amenity societies.

The CAAC could also regularly monitor and annually review the progress of this Management Plan and be a consultation body on significant development proposals within the conservation area. It may be that the exiting Heritage Action Group, with additional partners as detailed above may form the new CACA, early discussions have taken place.

### 7.4 Compliance and Monitoring

It is **recommended** that a full and detailed photographic survey of the entire town centre is undertaken as a baseline record for measuring change, monitoring building condition and to provide evidence for enforcement. It is important that the record be updated every four years because breaches more than four years old cannot be enforced against. It should be noted that the last comprehensive photographic record of all conservation areas was undertaken in 1999. Over time some photographic records have been taken of the town, but these did not cover the whole of the town, not some of the areas that are proposed for inclusion in the conservation area should the boundary changes be accepted by Members.

Most local authorities subscribe to the Cabinet Office Enforcement Concordat (1998), which sets out best practice principles for enforcement, such as appropriate standards for helpfulness, openness, consistency, proportionality and responding to complaints. It is **recommended** that the Council take these forward into an Planning Enforcement Strategy in order to:

- Explain the scope of planning enforcement;
- Openly define priorities;
- Set measurable standards for service delivery;
- Explain how investigations are carried out, and;
- Explain enforcement procedures and actions.

The Enforcement Strategy should also explain the circumstances when the Council would make use of Repairs Notices, Urgent Works Notices and Amenity of Land Notices. The principal powers available to the Council in dealing with issues affecting the historic environment and its proactive management are detailed in Table 1.

The newly created Planning Enforcement post will take the lead on these issues to consolidate work already being undertaken in relation to dilapidated buildings.

## 7.5 Article 4 Directions

Single dwellings have permitted development (PD) rights that enable some alterations to be carried out without the need to obtain planning permission. Commercial properties have less PD rights. Article 4 Directions can be used to take away PD rights from residential and commercial properties. A number of Article 4 Directions are already in place in Whitehaven's town centre, but neither their physical, or geographical extent, is comprehensive or adequate. Further directions could be introduced within the town centre. An Article 4 (1) Direction can be useful for controlling, for instance, the painting of walls. Such directions can only be approved by the Secretary of State.

## 7.6 Promoting Appropriate Design

Unfortunately a number of twentieth century developments fail to make a positive contribution to the special visual and physical character and appearance of the town. As such, careful consideration will need to be given to the treatment, building line, height, scale, massing, form and quality of all future development, alterations and extensions within and adjoining the town centre's conservation areas.

A number of gap sites have been created within the town centre following the demolition of buildings. These sites reduce the visual and physical coherence of the town centre's built form and visually undermine the special character of the area. In their redevelopment, the Council will only



encourage the highest quality schemes that respond positively to the historic setting and accord with planning policy.

The Whitehaven Town Centre Development Guide (and supporting individual site development guides) considers how the buildings, streets and places within the town centre can be conserved, improved and developed to enhance the area's special qualities. These development guidance documents have been formulated to enable potential planning, Listed Building and Conservation Area Consent applicants to gain an appreciation of the town centre's character and set out a series of principles to be adopted in future developments.

These documents will be used proactively as tools for facilitating good quality development in the town.

Their wide availability will be key to ensuring their utilisation by developers, architects and agents when preparing applications for developments within the town centre. The documents are being made available in CD form.

#### 7.7 Consider the Appointment of a 'Heritage and Design Champion'

As part of their commitment to giving priority to heritage and design issues, it is **recommended** that the Council considers the appointment of a Member as a Heritage and Design Champion. (This role is currently undertaken by Councillor M McVeigh). The Champion's role is to act as the voice to ensure that heritage and design issues are given proper consideration in all decision-making. The Champion would be supported through the English Heritage-led Historic Environment Local Management (HELM) initiative. This support includes regular conferences for members and non-planning staff on heritage issues. Similarly, the Commission for Architecture and the Built Environment (CABE) champions design and is supported regionally through RENEW Northwest, the Regional Centre of Excellence for Sustainable Communities.

#### 7.8 Planning Policy

Planning policy in the adopted Local Plan covers general points in relation to conservation and heritage. However, there is now a need for more specific policies, controls and guidance to support the managerial approach that is necessary for the long term viability of Whitehaven's town centre. It is important to establish these needs now so that they can feed into the emerging Local Development Framework (LDF).

Where guidance has public support and has been formally adopted by the Council, it will carry material weight in the consideration of planning, Conservation Area Consent and Listed Building Consent proposals. Policy guidance also reduces the need for the Council to repeat advice in every case, allowing scarce professional resources to be deployed more effectively.

As part of the LDF process, as recommended, officers will undertake a policy review in respect of conservation and public realm enhancement.

### 7.9 Establish an In-House Officer Forum

It is also the officers intention to pick up the recommendation that an in-house officer forum be created to ensure a coordinated approach by the Council to respond to the issues and threats identified in the companion Character Appraisal and to deliver the actions outlined in this Management Plan. This forum would be an informal working group of officers from key services across the Council including: development control; planning enforcement; planning policy; conservation and heritage; regeneration and property; investment; tourism; town centre management and other bodies who have an input into the management of the town centre's conservation areas, including highways and West Lakes Renaissance. The group would meet quarterly to discuss relevant issues.

### 7.10 Establish an 'Officer Champion'

In establishing new ways of working and managing conservation areas, it is often important to ensure the Council's conservation service has sufficient high level support to ensure decision making has proper regard to historic environment considerations. It is recommended and our intention that a relevant Head of Service within the Council be identified as an 'Officer Champion'. The Champion's role would be to support the conservation service, particularly in strategic matters where the historic environment can often be inadvertently overlooked.

### 7.11 Public Realm and Environmental Improvements

Retaining historic features within the public realm gives streets individuality and helps to create a sense of place. However, in parts of the town centre, the public realm is inconsistent with the architectural and historical qualities of the buildings and features which it surrounds. The supporting Whitehaven Town Centre Public Realm Appraisal contains a full audit and analysis of the town centre's existing public realm and provides detailed guidance on materials and recommendations for the future, including those for open spaces, biodiversity, linkages between the town centre and harbour and gateways into the town centre.

It is **recommended** that future public realm works and environmental improvements should accord with the content of the Public Realm Appraisal.

## 8. DELIVERY OF MANAGEMENT PLAN

### 8.1 Strategy and Timetable

Successful future management of the conservation areas requires coordinated commitment by all Council services and their partners to ensure the sensitive exercise of their controls, including planning permission, Listed Building Consent, Conservation Area Consent, building control, fire regulations and highways standards. A programme of short, medium and long term actions that will enable the Council to address the issues and threats facing the Whitehaven Town Centre and

High Street Conservation Areas and therefore achieve its vision, are detailed in the Action Plan in Table 2.

## 8.2 Priorities for Action

While significant and visible advances could be made by implementing larger projects for the enhancement of 'eyesore sites', these are heavily dependent on the private sector and the availability of funding. Of more fundamental and lasting value will be action to secure the basic foundations of sound policy and guidance. Policy development is already occurring with the preparation of the emerging Local Development Framework, but there is a need to secure an appropriate emphasis on the historic environment as a driver for quality, social cohesion and economic stability.

## 8.3 Implementation

Whilst the overall responsibility for the successful future management of the town centre's conservation areas will lie with Copeland Borough Council, the proposed Conservation Area Advisory Committee (CAAC) does offer the opportunity for local businesses, the local community, professionals (including architects), stakeholders and others who have a role in the future of the town and its historic environment, such as local historical, civic and amenity societies to support the ongoing management of the conservation areas.

The Action Plan considers the Council's vision and aims and proposed actions before detailing the means by which they can be achieved, the responsible bodies and the proposed timescales - where Year 1 is 2009/10 and Year 5 is 2014/15.

## 8.4 Review of Progress

While the Action Plan assigns responsibilities and timescales to the proposed actions, their implementation and management will only be meaningful if the programme is subject to regular review in order to evaluate progress. It is **recommended** that reviews should be undertaken on a yearly basis.

The review cycle for this Management Plan will be triggered by its adoption. The next review will follow twelve months later. Responsibility for conducting the review lies with Development Control. To ensure that these management proposals and the companion Character Appraisal are accepted and acted upon by the local community it is **recommended**, in line with English Heritage policy, that these documents should be reviewed every five years in the light of the emerging Local Development Framework and government policy.

This five year review should include the following:

- A resurvey of the conservation area and its boundaries;
- An assessment of whether the management proposals detailed in this document have been acted upon, including proposed enhancements;
- A Buildings At Risk survey;

- The production of a short report detailing the findings of the survey and proposed actions and amendments, and;
- Public consultation on the review findings and any proposed changes

## **9. FINANCIAL AND HUMAN RESOURCES IMPLICATIONS (INCLUDING SOURCES OF FINANCE)**

- 9.1 Almost all of these actions are already budgeted for through the commissioning of the North East Civic Trust Conservation and Design Advisors, or will be delivered by staff as part of their daily duties.
- 9.2 It is estimated however that a sum of £20,000 be allocated from the net provisional under spend for 2008/9 to fund the comprehensive photographic survey of the town.

## **10. PROJECT AND RISK MANAGEMENT**

- 10.1 A significant amount of work is required in respect of this project which will be managed by the Head of Development Operations.

## **11. IMPACT ON CORPORATE PLAN**

- 11.1 This initiative delivers to our prosperity agenda in the borough through enabling physical improvements to the town centre and contributing a heritage led approach to regeneration of key opportunity sites.

### **List of Appendices:**

Plan 1 Character Areas  
 Plan 2 Existing Conservation Area boundaries  
 Plan 3 Proposed Conservation Area boundary  
 Table 1 Principal powers available for dealing with the historic environment  
 Table 2 Action Plan for achieving successful delivery of Management Plan (the Management Plan itself is available in the Members' Room or by contacting the Head of Development Operations)

### **List of Background Documents:**

Whitehaven Town Centre and High Street Conservation Areas – Character Appraisal  
 Whitehaven Town Centre and High Street Conservation Areas – Public Realm Appraisal  
 Whitehaven Town Centre and High Street Conservation Areas – Management Plan  
 Whitehaven Town Centre and High Street Conservation Areas – Development Guide and Individual Opportunity Development Site Guides  
 Planning Policy Guidance Note: PPG15 Historic Environment

**List of Consultees:**

Corporate Team  
Cllr Cath Giel  
Cllr Geoff Blackwell  
Cllr Bill Southward  
Cllr Michael McVeigh  
John Hughes  
Len Cockcroft

**CHECKLIST FOR DEALING WITH KEY ISSUES**

Please confirm against the issue if the key issues below have been addressed. This can be by either a short narrative or quoting the paragraph number in the report in which it has been covered.

Impact on Crime and Disorder	Supports
Impact on Sustainability	Supports
Impact on Rural Proofing	No direct impacts
Health and Safety Implications	No direct impacts
Impact on Equality and Diversity Issues	No direct impacts
Children and Young Persons Implications	No direct impacts
Human Rights Act Implications	No direct impacts
Monitoring Officer Comments	Several legal comments have been included in the report
S151 Officer Comments	The request for funding of the photographic survey is included in the provisional revenue outturn report elsewhere on the agenda.

Please say if this report will require the making of a Key Decision NO

**TABLE: 1 Principal powers available to the Council in dealing with issues affecting the historic environment and its proactive management**

<b>Power</b>	<b>Statutory Basis</b>	<b>Purpose</b>	<b>Work Required by Council</b>	<b>Potential Issues</b>
Amenity of Land Notice	s.215 Town and Country Planning Act 1990	Remedy the poor condition of land and exteriors of buildings	Drafting of notice and accompanying schedule	Appeal to magistrates
Urgent Works Notice (Listed Buildings)	s.54 Planning (Listed Buildings & Conservation Areas) Act 1990	To allow the Council to undertake urgent necessary works	Drafting of notice and accompanying schedule	Unoccupied parts of properties only
Urgent Works Notice (Unlisted Buildings)	s.76 Planning (Listed Buildings & Conservation Areas) Act 1990	To allow the Council to undertake urgent necessary works	Drafting of notice and accompanying schedule	As above but also requires prior approval of SoS
Repairs Notice	s.48 Planning (Listed Buildings & Conservation Areas) Act 1990	To allow the Council to undertake lasting necessary works	Drafting of notice and accompanying schedule	Unoccupied properties only
Compulsory Purchase Order	s.47 Planning (Listed Buildings & Conservation Areas) Act 1990	To allow the Council to purchase the property in order to repair and/or redevelop	Drafting of notice and accompanying schedule / value	Follows service of Repairs Notice Appeal to Lands Tribunal
Planning Enforcement Notice	s. 172 Town & Country Planning Act 1990	To remedy a breach of planning control	Drafting of notice and accompanying schedule	Appeal to Planning Inspectorate
Listed Building Enforcement Notice	s.9 Planning (Listed Buildings & Conservation Areas) Act 1990	To remedy a breach in listed building control	Drafting of notice and accompanying schedule	Appeal to Planning Inspectorate
Conservation Area Enforcement Notice	s.38 Planning (Listed Buildings & Conservation Areas) Act 1990	To remedy a breach in Conservation Area Consent	Drafting of notice and accompanying schedule	Appeal to Planning Inspectorate

**TABLE: 2 Action Plan for achieving successful delivery of Management Plan**

**Aim 1:** Ensure consistent decision-making between Council services that have regard to the town centre’s historic environment

<b>Proposed Action</b>	<b>Achieved Through</b>	<b>Main Responsibility within Council for Implementing Action</b>	<b>Time Frame</b>
1. Securing Quality Development	Development Control	Conservation Area Advisory Committee (CAAC)	Years 1-5
2. Compliance and Monitoring	Statutory powers	Development Control/Enforcement	Years 1-5
3. Additional Control	Article 4 Directions	Development Control/Enforcement	Years 2-5
4. Promoting Appropriate Design	Development Control	Development Control, Conservation service and CAAC	Years 1-5
5. Appoint ‘Heritage and Design Champion’	Support from HELM	Executive	Years 1-5
6. Planning Policy	Local Development Scheme	Planning Policy	Years 1-5

**Aim 2:** Increase the awareness and understanding of the local community and key stakeholders of the value and role of the historic environment in the regeneration of the town centre

<b>Proposed Action</b>	<b>Achieved Through</b>	<b>Main Responsibility within Council for Implementing Action</b>	<b>Time Frame</b>
7. Establish In-House Officer Forum	Stakeholders	Development Managers’ meeting to coordinate	Years 1-5
8. Establish an ‘Officer Champion’	Appointment of a lead officer	Corporate	Years 2-5
9. Increase Access to Historic Buildings Heritage	Open Days event	Corporate	Years 2-5

**Aim 3:** Work with other key stakeholders in encouraging complementary initiatives for both physical enhancement and the positive promotion of the town centre as an attractive place to work, live and visit

<b>Proposed Action</b>	<b>Achieved Through</b>	<b>Main Responsibility within Council for Implementing Action</b>	<b>Time Frame</b>
10. Maintenance of Properties and Features	National Gutters Day events	Conservation service	Years 2-5
11. Maintain Conservation Values	Promotion of stewardship	Conservation service	Years 1-5
12. Ensure Targeted Grant Assistance	Funding partnerships	Economic Development Manager	Years 1-5
13. Education and Promotion	Various	Conservation service	Years 2-5
14. Public Realm and Environmental improvements	Public Realm Strategy	Corporate	Years 1-5
15. Improving Urban Form	Development Guides	Corporate	Years 1-5
16. Protection of trees	Preparing guidance	Development Control and Landscape Officer	Years 2-5