

Conwy Local Development Plan 2007 – 2022



SUPPLEMENTARY PLANNING GUIDANCE

LDP14: Conservation Areas

Adopted July 2015

This document is available to view and download on the Council's web-site at: www.conwy.gov.uk/ldp . Copies are also available to view at main libraries and Council offices and can be obtained from the Strategic Planning Policy Service, Muriau Building Rosehill Street, Conwy LL32 8LD or by telephoning (01492) 575461. If you would like to talk to a planning officer working on the Local Development Plan about any aspect of this document please contact the Strategic Planning Policy Service on (01492) 575181 / 575445 / 575124 / 574232.

If you would like an extract or summary of this document on cassette, in large type, in Braille or any other format, please call the Strategic Planning Policy Service on (01492) 575461.

Statement of Consultation

This Supplementary Planning Guidance document was issued for a period of six weeks public consultation between 9 February 2015 and 20 March 2015

It was adopted by Cabinet on 14 July 2015

Copies of the representations received, together with the Council's response are available to view on-line at <http://conwy.jdi-consult.net/ldp/>

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1 Background

- 1.1 This is one of a series of Supplementary Planning Guidance documents (SPGs) that give further advice on development plan policies. SPGs are intended to advise planning applicants and will be taken into account when determining planning applications.
- 1.2 The purpose of this SPG is to set out guidance to support the elements of LDP policies CTH/1 – ‘Cultural Heritage’ and CTH/2 – ‘Development Affecting Heritage Assets’ that relate to Conservation Areas. It is intended that this SPG will provide guidance when considering developments that affect any of the Conservation Areas in the Conwy County Borough Council area (excluding Snowdonia National Park). It includes topics such as alterations to buildings, street scene, highways and open spaces and will be a useful aid for both applicants and planning decision makers alike. It is not intended that this particular SPG will provide detailed guidance on the management of individual Conservation Areas, rather that will be provided within the individual Conservation Area management plans which will form separate SPG. It is recommended that prospective applicants make use of the planning enquiry service to check the rules relating to their building(s) before changes are made. See Section 10 of this document for contact details.

2 Planning Policy Context

- 2.1 Protection for Conservation Areas can be found in statute and policies at a national level; namely the Planning (Listed Buildings and Conservation Areas Act) of 1990 where there is a desirability to ‘preserve or enhance’ Conservation Areas, the Welsh Office Circular 61/96 and in Planning Policy Wales at chapter 6. Section 71(2) of the Act requires proposals for the preservation or enhancement of a Conservation Area to be submitted for consideration to the public in an area and wider consultation is desirable. It is considered important that conservation policies for an area are fully integrated with other policies which may affect an area’s character or appearance (e.g. – housing grants, shopping or traffic management (Circular 61/ 96)). Many Conservation Areas contain a substantial number of Statutorily Listed Buildings where other controls also apply.
- 2.2 Should any proposed development conflict with the objective of preserving or enhancing the character or appearance of a Conservation Area, or its setting, there will be a strong presumption against the grant of planning permission. In exceptional cases the presumption may be overridden in favour of development deemed desirable on the grounds of some other public interest. The Courts (South Lakeland District Council v. SSE, (1992)) have held that the objective of preservation can be achieved either by development which makes a positive contribution to an area’s character or appearance, or by development which leaves character and appearance unharmed.
- 2.3 Relevant local planning policy can be found within the Conwy Local Development Plan (Adopted 2013) at Policy CTH/1 (an overarching strategic policy concerning the historic environment) and CTH/2 which is the key policy to which this SPG lends support. CTH/2 is replicated below:

POLICY CTH/2 – DEVELOPMENT AFFECTING HERITAGE ASSETS

Development proposals which affect a heritage asset listed below (a-f), and/or its setting, shall preserve or, where appropriate, enhance that asset. Development proposals will be considered in line with Policy DP/6, where applicable and Policy DP/3.

- a) Conservation Areas
- b) Conwy World Heritage Site
- c) Historic Landscapes, Parks and Gardens
- d) Listed Buildings
- e) Scheduled Ancient Monuments
- f) Sites of archaeological importance

DP1: The Householder Design Guide SPG may also be useful in considering 'householder' developments. There are also other policy designations which may be situated within certain Conservation Areas for example Primary Shopping Areas (policy CFS/3), Shopping Zones (policy CFS/4) and Holiday Accommodation Zone (TOU/3). See the LDP Proposals Map for reference.

The next section considers how maintenance and alterations to buildings in Conservation Areas should be handled.

3. Maintenance / Alterations to existing buildings and structures.

Owner / Occupier's Role

- 3.1 Owners/Occupiers play an important role in protecting the character of the Conservation Area through regular maintenance and repair of their property. It is worth noting that different controls apply to Listed Buildings as opposed to other buildings within a Conservation Area, so it is recommended that the listing status is checked at the outset. This contributes significantly to the special appearance and character of the area. Regular clearing of gutters, repair of leaky down pipes, re-pointing of stonework, painting of windows and the replacement of broken or missing slates all help keep the building wind and watertight and prevent decay. In general it is beneficial to undertake maintenance and early, preventative repairs so as to avoid costly major replacement and the loss of the original historic fabric of buildings.
- 3.2 Insensitive new developments and the removal of original features can harm the appearance of the area as much as crumbling masonry and overgrown gardens. This is why it is important that works such as painting of buildings, changes to windows and doors, the addition of extensions or conservatories, the demolition of outbuildings and boundary walls are done in a sensitive way. It is always a good idea to check with the Council for advice before starting any work to your property. This could prevent work needing to be removed or changed and save you time and money in the longer term. It is worth noting that owners may be legally responsible for any accidents caused by defects in a building.

3.3 Routine Maintenance

A planned approach to routine maintenance incorporating regular inspections is the best way to protect and enhance your building. Inspections should cover the following four main categories:

- Roof coverings / structure
- Rainwater disposal system (guttering / down pipes)
- External walls / coverings
- External joinery / ironwork



External iron work in need of maintenance



Renovation work on exterior walls

3.4 Rainwater Goods

Like for like replacement or repairs can be carried out without consent providing the works would not alter the external appearance of the property. Replacement of any element would need to be carried out using materials and a style which precisely replicate those formerly in existence. Gutters and downpipes are an essential way of removing excess water from the roof and preventing water penetrating the building's fabric. Cast iron requires painting but has a long lifespan, durability and adds continuity to the buildings in a Conservation Area. Regular checks can be an early indication that they are failing.

3.5 Exterior Walls

Planning permission and/or Listed Building Consent is often required for works which would change the appearance of exterior walls. This can include using modern substances (painting or cladding) in place of the traditional products, e.g. lime wash, lime based mortar etc. Lack of maintenance and inappropriate repairs to external stone walls have a direct effect on the structure of a building. Cement mortar is less porous and moisture can be held within the stone resulting in failure of the surrounding stonework and further water ingress. This can lead to dampness and serious defects such as rot. Lime mortars allow moisture to evaporate away from the building. Cement mortars can weaken the surrounding stone resulting in spalling which is detrimental to the buildings appearance. Plants such as shrubs, ivy and small trees should be carefully removed from buildings. Their root systems establish quickly in the stone / brick pushing masonry apart and allowing water to get into the fabric.

3.6 Cleaning of stone or brickwork is normally unacceptable as this can result in damage to the building. Any proposed cleaning methods should be tried first on an inconspicuous

area by a trained professional. Painting stone or brickwork is also inadvisable as it can cause deterioration and speed up decay. Water repellent solutions should never be applied as moisture can become trapped and result in increased frost damage. If in doubt please contact us for advice.

3.7 **Chimneys**

Alterations to the roof of the buildings would generally require planning consent. Chimneys can be a variety of shapes, sizes and decorative styles. Their prominent location contributes significantly to the overall appearance and character of a Conservation Area. It is essential that a regular inspection programme is undertaken. Today many chimneys are redundant but without regular maintenance they can weaken and water penetration may go untreated. Repairs and maintenance must match the original chimney stacks in colour, texture, porosity and design.



Chimneys add character to the appearance of a conservation area

3.8 **Flashings and Leadwork**

Lead is traditionally used to protect exposed areas such as parapets, gutters, chimney stacks, dormers and flashings. It is hard wearing, malleable, and often used in a decorative manner. Regularly maintained lead flashings can be effective for more than 100 years. However decay can occur and maintenance is essential to avoid water ingress, heavy saturation of stone work and unsightly staining on external walls. Any maintenance which would affect the external appearance would require consent. Modern alternatives such as felt, zinc and bituminous treatments are generally best avoided due to their short lifespan and poor appearance.

3.9 **Roofs (Dormer and Rooflights)**

The roof is the most exposed area of the building and most works affecting the roof in a Conservation Area require consent. The roof's visual contribution to individual buildings and the wider streetscape is vital and key to the protection of the building. Quality slates have a long life span and should be dressed, sized and re-used where possible. It is often the fixings and supporting timbers will deteriorate before the slates. Ideally roof traffic such as repair and maintenance, chimney sweeping and the installation & repair of TV aerials should be minimised to reduce damage and professional inspections should be carried out every 5 years or so. Local building traditions and methods should be

followed by a skilled slater when undertaking repairs. Original slates / tiles should be salvaged and re-used wherever possible in the more prominent areas. Replacement slates / clay tiles can be used for less noticeable areas of the roof. Full re-roofing should only be considered when the roofing materials have come to the end of their life or repairs are no longer cost effective. Rooflights should normally be of a low profile Conservation Grade type in Conservation Areas.



Example of a refurbished slate roof

3.10 **Windows**

Windows are key features providing balance and unity to the building's façade. Replacing such period features with modern designs is often detrimental to the building's appearance. Replacing windows with uPVC will nearly always require some form of consent (even if the windows have been previously changed to uPVC as this may have been done without proper permission). However with regular maintenance and repair, traditional windows can easily exceed the lifespan of modern alternatives. Inspecting external paint work, sills, joints and timber regularly can reduce the loss of original material. Sash cords and weights should also be checked to keep the window in full working order and reduce additional stress on the frame. Regular repainting will prevent timber decay and window components sticking. Damaged sections of timber can often be repaired less expensively than replacing the entire window. It is important that any replacements replicate all of the original features. Restoration of stained glass can be achieved by specialists. For the avoidance of doubt, and to protect the character of buildings within the Conservation Area, uPVC window units are not normally considered acceptable on public elevations.



Various types of heritage windows

3.11 **Doors**

Replacing external doors sometimes requires planning consent if their appearance is materially different. Original doors are important to the character of the property. Their replacement with mass produced modern doors should be avoided. The quality of timber used in original doors is far better than that used today. The salvaging of these features is actively encouraged. Their character is enhanced by original locks and hinges. Such fixtures should remain in good working order with regular maintenance and oiling. Repainting all surfaces of the door will reduce water penetration and prevent timber decay. Advice is available from the Council regarding the preferred choice of paint. For the avoidance of doubt, and to protect the character of buildings within the Conservation Area, uPVC doors are not acceptable.

Where vacancy and disrepair of property has occurred, including in anticipation of the redevelopment, and is causing detriment to the amenity of an area, the Council will consider action under Section 215 of the Town and Country Planning Act, 1990 designed to maintain the appearance and amenity of sites. It will also seek to enforce Court Orders, dangerous structures legislation (Sections 77/78 of the Building Act, 1984) where appropriate.

Article 4 Directions under the Town and Country Planning (General Permitted Development Order, 1995) may be sought by the Authority removing permitted development rights and therefore requiring planning permission to be obtained for specified minor alterations to properties. There are existing Article 4 Directions in Conwy, Llandudno, Llanrwst and Penmaenmawr Conservation Areas, copies of which can be found on the Council's website. The Council will consider new Article 4 Directions where appropriate.

Larger public buildings (e.g. churches/ church halls) can make a valuable contribution to the character of the Conservation Area. If redundant, the Council will encourage retention. In assessing applications for new development, relevant LDP policies for example EMP/6 – 'Reuse and Adaptation of Redundant Rural Buildings', CFS/6 – 'Safeguarding of Community Facilities Outside the Sub-regional Centre and Town Centre's and HOU/12 – 'Reuse and Adaptation of Redundant Rural Buildings for Residential Use' will apply as well as CTH/1 – 'Cultural Heritage' and CTH/2 – 'Development Affecting Heritage Assets'.



Heritage front door

3.12 **Aerials and Satellite Dishes**

You do not normally need to apply for planning permission to install an antenna on your property, as long as:

1. An antenna is not installed on a chimney, wall, or a roof slope which faces onto, and is visible from, a road. (If you are not sure, get advice from the local planning authority).
2. The building is more than 15 metres in height.



Aerials mounted on chimney stack

3.13 **Commercial Buildings**

Control over the appearance of shop fronts will be applied via LDP Policies CFS/7 – ‘Shop Front Design’ and CFS/8 – ‘Shopping Street Frontage Security’ which relates to shop front security and relevant SPG – LDP03: Shop Front Security Design Guide. Proposals for new shop fronts, fascias and advertisements which also illustrate the relationship of the proposal to the wider facade and adjacent shop fronts will be encouraged. New fascias should be set within the shop front and frame to the correct scale relative to other elements of the street scene.

There is a presumption against the installation of internally illuminated box signs on buildings within Conservation Areas if an alternative illumination method is possible. Internally illuminated signs will not be allowed on any listed building.

Any changes that alter the appearance or the removal of original or period shop fronts will be resisted unless ample justification for the work is submitted at planning application stage. Shop fronts of historic styles contribute positively to the street scene within Conservation Areas, their removal and replacement with inappropriate materials and style would have a detrimental impact on the Conservation Area. The introduction of roller shutters will only be permitted subject to a high standard of design, including perforated or open weave blinds and appropriately detailed roller shutter boxes. Reference should be made to LDP policies CFS/7 and CFS/8 and LDP03: Shop Front Security SPG which can be found on the Council's website.

3.14 **Guidance**

Useful information and guidance on repair and maintenance is available to download free from the following sites:

<http://www.maintenancematterswales.org.uk/> - Cadw Guidance

<http://www.ihbc.org.uk/publications/stitch/stitch.html> - A Stitch in Time, advice for building owners prepared by the Institute of Historic Building Conservation (IHBC) in association with the Society for the Protection of Ancient Buildings (SPAB).

4 Street scene

- 4.1 The street scene in all Conservation Areas plays an important role in determining its character. Careful consideration needs to be given to the treatment of features such as surfacing materials and finishes, street furniture, architectural features such as canopies, and even boundary designation.

“The measure of a great civilisation is in its cities, and the measure of a city's greatness is to be found in the quality of its public spaces, its parks and square” - John Ruskin

All Conservation Areas have the potential to be a place known for its high quality public realm, drawing on the precedents set within the existing streetscape fabric. The quality of the streetscape can be used to enhance and celebrate its distinctive features and buildings. The quality of the streetscape can, however, be fragmented due to incremental changes and a lack of strategic thinking about the streetscape as a whole and how individual parts relate to the whole. It is essential that a comprehensive approach to the public realm informs proposals for its improvements to avoid such fragmentation.

4.2 **Paving**

Historic paving materials survive in a number of places and add a distinctive quality to the public realm. Within the Conservation Areas the traditional surface material is generally stone slabs or cobbles. In some instances high quality historic materials are mixed with more modern, and inappropriate, paving such as herringbone blockwork and tarmac, or are sometimes hidden below modern surfaces. Elsewhere within residential areas historic paving materials survive in pockets such as the geometric pattern tiles found within Bell Cottages Conservation Area in Penmaenmawr. Where historic surface

materials do survive, in many instances they require repair such as repointing with appropriate mortars and patchwork infilling where stones are missing.

There should be a presumption in favour of the repair and replication of historic paving materials within the public realm. As opportunities arise there should be the presumption to recover or replicate historic materials that have been lost in key public spaces and streets. This applies to most of the Conservation Areas, though a contemporary but limited palette of materials would be appropriate in new areas which do not have historic precedents. Contemporary materials must be distinct from, yet complement, the historic materials palette.



New paving tiles

4.3 **Signage**

The signage within the public realm can be divided into the following categories; street nameplates, pedestrian wayfinding, and traffic management signs.

4.4 **Street Nameplates** - within individual character areas there are locally distinctive street signs, for example in Llandudno, there is a tradition of enamel street signs on walls of buildings, thereby leaving the pavement space free of signage. In many instances, however, street signs are duplicated with upstanding signs, often of inappropriate design. This practice causes unnecessary street clutter.

4.5 **Pedestrian Wayfinding Signs** – There are a variety of pedestrian wayfinding signs throughout the Conservation Areas with no recognisable co-ordinated approach. This leads to street clutter and confusion for locals and visitors. Directional signage should aim towards giving a focus to the Conservation Areas. The introduction of new wayfinding systems must be undertaken as part of a co-ordinated approach to reduce street clutter by removing superfluous signage. Brown tourist signs, for example, should ideally be removed from within the Conservation Areas and replaced with heritage finger pointing signs. Historic finger pointing signs and other historic signage should be

retained. Maintenance of the new navigation systems is also essential to prevent vandalism and ensure their usefulness in the long term.

The Welsh language should be used in street nameplates and wayfaring signs where appropriate, please see additional guidance in TAN 20 and LDP06: Welsh Language SPG.



Historic mile stone sign

- 4.6 **Traffic Signs** - Traffic signs can also contribute to street clutter and careful consideration of the location of traffic management signs should form part of a coordinated approach to the public realm. Often the need for traffic management signs can be avoided altogether through the use of different surface materials and changes within the streetscape itself.

Excessive street markings can also have a negative effect on much of the public realm.



Street furniture and road markings

4.7 **Street Furniture**

Seating, bollards, rubbish bins, planters and public art play a crucial role in the public realm. Unfortunately there has been a lack of consistency in the design of such items, with the result that the streets appear untidy and ill-managed. In some instances street views and the setting of key historic buildings are compromised by the location and character of inappropriate street furniture.

4.8 **Lighting** - Feature lighting present on pedestrian streets could help to increase night-time use and improve movement through the areas at night. However, these treatments will need to be carefully considered to avoid their being too intrusive. Where existing traditional lighting is present or is known to have been in place in the past, this should be replicated where possible.

4.9 **Boundaries**

Private front gardens, boundary walls which enclose them and their landscaping are important elements in the street scene which should be retained, wherever possible. Forecourt parking is not normally acceptable in Conservation Areas.



Boundary treatments – hedges and limestone castellated walls

The replacement and repair of boundary walls requires detailed attention, particularly with regard to accurate repair and the use of appropriate materials of construction. Walls in specified locations are a priority in terms of retention and repair.

4.10 **Enhancement Schemes**

There is a need to identify and bring forward co-ordinated proposals to manage and enhance the Authority's Conservation Areas public spaces. Such proposals might be considered through "themes" in the sense of the areas separate roles. Enhancement schemes will be determined on their own merit, preserving what is currently good about an area while seeking to improve and enhance where appropriate.

5 **Highways / Transportation**

5.1 **Traffic and Movement**

Proposals within Conservation Areas for development/redevelopment that would generate significantly increased levels of traffic, parking, noise, smells or other

environmental problems (to a point that is detrimental to the character or appearance of the Conservation Area) will generally be resisted. Movement is essential to the well-being of any area, but it can also be destructive. In particular, the dominance of traffic and parking can have an immensely negative effect on the character and vitality of a Conservation Area. Achieving the right balance between movement and the quality of a place is never easy. There needs to be an emphasis that the quality of streets and spaces should not be sacrificed to meet the needs of traffic or parking.

In many cases, the retention of historic street layouts and surfacing has a more positive effect of traffic calming and regulation than more engineered solutions. Traffic schemes will be determined on their own merit and assessed in line with policy CTH/2 and accompanying SPG.

Guidance on the Management of Conservation areas states that enhancement can take two principal forms one of which is the following:

'Pro-active proposals, such as the management and repair of a designed historic landscape, a scheme for the restoration of distinctive architectural features or traditional shop fronts, the reinstatement of historic surfaces, or the reduction of traffic intrusion and the rationalisation of street signage.'

It is advisable that any application that may have the potential to impact the existing infrastructure of a conservation Area is discussed with the Authority's Highways Department as well as the Conservation Officer.

6. Landscape and Open Spaces

6.1 Planting (in the Public Realm) and Green Spaces

There are a number of street trees within the Conservation Areas, including within the public realm. Trees within a Conservation area are a welcome part of the streetscape and contribute to their character. Notice must be given to the council six weeks in advance of any intention to lop or fell a tree within the Conservation Area boundary.

The introduction of planting and floral displays within the areas, whilst they brighten the public areas and are thought desirable by many, are not part of the historic urban character of the place. The use of floral displays needs to take careful account of the buildings and spaces affected (see the individual Conservation Area appraisals). Historically, where there has been planting within the Conservation Areas, it has been in specific areas such as parks and greens.

There should be the presumption in favour of the provision of street trees set into the ground (where there is sufficient space to do so) rather than planters and floral displays. Improvements to and the introduction of new and improved green spaces within the Areas should be encouraged. Existing trees should be retained.



Public open space

7 New Development Opportunities / Constraints

7.1 Outline Planning Applications

Outline applications for development within a Conservation Area will not be granted unless they contain sufficient supporting information on which the impact of the proposed development on the character and appearance of the Conservation Area can be judged. On major development sites for example, this could include a masterplan supported by detailed design codes or statements to demonstrate the form which new buildings will take. In such cases applying the principles as set out within TAN 12 – Design will be of considerable importance.

7.2 Full Planning Applications for New Buildings

These will need to include sufficient detail on which the full impact of the proposals on the character and appearance of the area can be judged. This will need to include consideration of the issues raised in the accompanying Conservation Area Appraisals (especially the 'Key Characteristics' Section) and a Design and Access Statement which clearly sets out how the proposal is felt to preserve or enhance the character and appearance of the area.

7.3 Listed Building Consent

This is required for any works which affect the architectural or historic interest of the interior or exterior of any Listed Building and any building constructed before 1 July 1948 which stands within its curtilage. Applications must include a statutory Design and Access Statement together with a statement which demonstrates an understanding of the aspects of the building to be affected, describes why the work is needed, explains why any alternative options were discounted and considers how the damage to any historic fabric will be minimised.

7.4 Conservation Area Consent

This is required for the demolition of any unlisted building within a Conservation Area, subject to minor exceptions (please contact the Duty Planning Officer for advice on 01492 575247 regarding such exceptions). In order to justify the works, a statement will be required which may need to include consideration of:

- The importance or otherwise of the building to the character and appearance of the area.

- The structural condition of the building and the works necessary to repair or convert the building.
- Details of why the building is incapable of beneficial reuse.
- Details of the recording of the building to be demolished.

Where a building is to be replaced by a new structure, consideration of how the building will contribute to the character and appearance of the area will need to be included in the Design and Access Statement which accompanies any planning application.

7.5 The value of good design

- Good design adds value to the proposed development and to the place where it is located
- Good design does not have to cost more, it will often save money: the best design will cost more at the outset but will repay the investment many times
- Mediocre design is poor economics and environmentally negligent

7.6 The Local Authority will require new development to preserve or enhance the Conservation area therefore the following should be taken into account in respect of new development proposals:

Context of the Site: take account of the wider setting of the site, reference should be made to each individual Conservation Area appraisal when proposing new buildings within the area or that affect the setting of the Conservation Area. The following is a list of topics which should also be considered:

- Natural heritage
- Continuity
- Scale
- Enclosure
- Variety and diversity
- Compactness
- Legibility
- Accessibility
- Public realm
- Adaptability

Converting Old Buildings and Sustainability: when considering a site, the sensitive internal conversion and possible extension of existing traditional buildings to accommodate modern uses must be a priority rather than non considered demolition. Conservation areas are designated because of their character and the preference will be for the preservation of historic buildings rather than their demolition. In each individual case the cultural and social significance of the existing building must be at the forefront of any concept proposed and submitted to this Authority.

For environmental reasons alone, using existing buildings efficiently must be a global priority. Replacing a building demands a considerable investment of energy: the energy embodied in the old building will be lost, and further energy will be used in its demolition. To this must be added the cost of materials (including transport) and construction of the replacement building.

Relevance of Locality: reflect the spirit and character of the area - "sense of place". The designs of new buildings, or extensions, need very careful consideration. This can be done, provided that the new buildings are carefully designed to respect their setting, follow fundamental architectural principles of scale, height, massing and alignment, and

use appropriate materials. This does not mean that new buildings have to copy their older neighbours in detail.

Some of the most interesting streets in our towns and villages include a variety of building styles, materials, and forms of construction, of many different periods, but together forming a harmonious group.

Local distinctiveness starts with an understanding of the area's issues and opportunities. While many of these are common throughout the country, their relevance and implications will inevitably vary from place to place. Drawing out these distinctions is important, as this will clearly influence the extent to which the final development embodies local distinctiveness.

Conwy County has a rich and varied Architectural style, varying from vernacular Snowdonia Crofters cottages to high Victorian seaside resorts. Hubbard writes in the Clwyd Volume of Buildings of Wales

*'The county is exceptionally rewarding in architecture. The medieval period has left a fine legacy, including castles of the time of Edward 1st, Monastic ruins, Country houses ranging in size and ambition such as Kinnel Hall and a host of lesser buildings, humbler but still of quality. Towns and seaside resorts all add to the pattern of styles and materials – a pattern further enriched by relics of the Industrial Revolution and the striking diversity of Vernacular styles'*¹

Use high quality, durable materials. These must complement the surroundings and treat detailing as an integral part of the design rather than as an afterthought resulting in superficial motifs or "stick-on details".

When analysing streets, individual buildings do not require a detailed description, it is their collective character and contribution to the area that is being considered. Where a specific building stands out either for individual design or use of materials (good or bad), this can be mentioned.

- Is there a predominant building material?
- Is there a wide ranging palette of materials creating a diverse streetscape?
- Do the materials complement each other?
- Is there uniformity in the roofing materials or a range of materials?

Creativity and Innovation: conservation is often mistaken as meaning fossilisation. Aim for creative conservation that ensures continuity but without imposing a straight jacket on innovative and creative contemporary development.

The development of new buildings or the extension and adaptation of existing historic buildings in a conservation area should be a stimulus to imaginative, high quality design, and seen as an opportunity to enhance the area. The most important thing is that new buildings should not directly imitate earlier styles, rather that they should be designed with respect for their context, as part of a larger whole which has a well-established character and appearance of its own.

Therefore while development within a conservation area may require a very sensitive design approach to maintain the overall integrity of the area, modern designs sympathetic and complimentary to the existing character of the area may be acceptable.

¹ Hubbard, Edward. The Buildings of Wales; Clwyd; 1986
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Questions to ask:

Does the development, by the nature of its land use, form and location qualify it as a landmark building?

Only in special circumstances would development that contrasts with, or is higher than the "backcloth" buildings be permitted as a new landmark feature. Such a design concept must satisfy the urban design context of the site, and be of exceptional architectural quality.

Are there any original, traditional buildings that can be re-used within the site?

Does new development preserve and enhance the character of the conservation area, by reflecting the points raised above?

Does the development fit into the urban fabric of the conservation area?

Does the development reflect the scale of the Conservation Area?

Does the development provide "people – friendly" street frontages that clearly define public and private spaces?

7.7 Demolition

Listed Buildings (including their outbuildings and lodges) and Buildings and Structures of Local Importance (as identified under policy CTH/3 – 'Building and Structures of Local Importance') will enjoy a general presumption against their demolition.

However if an application for the demolition of such buildings were submitted then the following will need to be addressed:

- The condition of the building, the cost of repairing and maintaining it in relation to its importance and to the value derived from its continued use. Less favourable levels of rents and yields cannot automatically be assumed. Any assessment should also take account of the possibility of tax allowances and exemptions and of grants from public or charitable sources. In those cases where it is clear that a building has been deliberately neglected, less weight should be given to the cost of repair;
- The adequacy of efforts made to retain the building in use. This should include the offer of the unrestricted freehold of the building on the open market at a price reflecting the buildings condition (the offer of a lease would normally reduce the chances of finding a new use for the building); and
- The merits of alternative proposals for the site. Whilst these are material consideration, the Secretary of State takes the view that subjective claims for the architectural merits of proposed replacement buildings should not in themselves be held to justify demolition of any listed building. Even where it is thought that the proposed works would bring substantial benefits for the community, it will often be feasible to incorporate listed buildings within new development; and this option should be carefully considered: the challenge presented by retaining listed buildings can be a stimulus to imaginative new design.

The demolition of unsympathetic extensions to buildings will be permitted provided that the intention is to return the building to its original state, or where any replacement extension will better respect the special architectural or historic interest of the building.

The Application for Conservation Area Consent for Demolition in a Conservation Area form should be used for proposals which involve substantial demolition of any unlisted building or structure in a conservation area if consent is required.

Please note that in a conservation area you do not need consent to demolish a building which does not exceed 115 cubic metres or to take down any wall, gate or fence which is less than 1 metre high where abutting a highway, or less than 2 metres high elsewhere.

7.8 **Alterations and Extensions**

Alterations and extensions should normally be confined to the rear or least important elevations unless the result would sustain or improve the architectural character of the building in its setting. Applications must:

- Respect the prominent building line;
- Seek symmetry of balanced elevations or groups;
- Respect key architectural features of the composition;
- Be subordinate and appropriate to the form of the main building and either of the same materials as the main building or provide an appropriate contrast;
- Serve to reinstate missing traditional features, such as doors, windows, front porches and other decorative features;
- Use traditional and, where appropriate, reclaimed or recycled building materials; and
- Explore the opportunity to implement energy efficiency measures.

7.9 **Works to Listed Buildings**

Works which affect the special architectural or historic interest of a Listed Building require Listed Building Consent. This applies to works to the main building, any outbuildings or boundaries (built before 1 July 1948) and the interior of any building. The acceptability of works to Listed Buildings is governed by relevant local and national planning policy.

7.10 **Significant Local Buildings**

The buildings identified as Significant Local Buildings in the Conservation Area Appraisals make a positive contribution to the character and appearance of the area. In order to protect these properties and their boundaries from unsympathetic alterations, consideration will be given to making Directions under article 4(2) of the Town and Country Planning (General Permitted Development) Order 1995.

'Article 4 Directions' effectively remove permitted development rights. The types of development which might be controlled would include:

- painting, cladding or rendering of building facades;
- insertion or replacement of doors and windows;
- removal or replacement of boundary walls and fences; and
- alteration of roof profiles and replacement of roofing materials.

Non-residential properties and flats have much narrower permitted development rights and planning permission must generally be sought for many of the types of development listed above. Development which will adversely affect the building's character/appearance or its setting will not be permitted.

7.11 Proposals affecting the setting of a Conservation Area

Development proposals which affect the setting of a Conservation Area shall preserve or where appropriate, enhance that area. This includes significant vistas or views into, out of, within or across the area which is identified in the accompanying Conservation Area Appraisals.

Future development of sites that affect the setting of a Conservation Area should have special regard to the special character identified within the relevant Conservation Area Appraisal.

Particular attention should be given to the design, layout and massing of new buildings, their relationship to the Conservation Area, the impact on car parking and landscape proposals. New extensions should be designed to conform to the scale and character of the existing building.

The loss of garden land which forms an intrinsic part of the character of the Conservation Area, either as road frontage or as context to the local environment, will be carefully evaluated.

Detailed planning applications will be required in support of new development proposals. Outline submissions will not be acceptable.

8 Tourism / Interpretation

8.1 Information and branding/interpretation features

The introduction of new interpretation and tourist led features must be undertaken as part of a coordinated approach to reduce street clutter by removing superfluous signage and street furniture. Brown tourist signs, for example, should ideally be removed from within Conservations Areas and replaced with heritage finger pointing signs. Historic finger pointing signs and other historic signage should be retained. Maintenance of the new navigation systems is also essential to prevent vandalism and ensure their usefulness in the long term.

8.2 Information held on these features should be relevant to the area and not detract from offers in the surrounding region. The style of new Information and branding/interpretation features is open for discussion and applicants are advised to engage the local authority at the earliest opportunity.

8.3 Tourist information facilities and event advertising

Early engagement with Regulatory Services on the location, size and styles of advertisement is recommended. It can be an offence to place advertisement banners / posters without the appropriate consents.

9 Regeneration / Funding / Grant Schemes

- 9.1 CADW, Welsh Historic Monuments, an executive agency of the Welsh Government can issue grants and provide loans available from the Historic Buildings Council funds towards the costs of repair and renovation of important key buildings in Conservation Areas, and for nationally important Listed Buildings.
- 9.2 The Welsh Government will consider providing grant aid towards the cost of bilingual signs in Wales. The use of bilingual signs adds flavour to the character of these areas and helps to promote the image of Wales for Tourism.
- 9.3 The Welsh Language Commissioner has grants available to offer financial help to promote and facilitate the use of Welsh, this includes a grant scheme for bilingual signs.
- 9.4 From time to time the Authority will have regeneration funding for the repairs and restoration of key buildings within Conservation Areas and Listed Buildings that are on the risk register. The aim of the scheme is to stop the deterioration of Listed Buildings at risk, preserve, to restore important original features and to reinstate features which have been lost. Grants are only eligible for whole scheme improvements which will make a positive contribution to the street scene or the setting of the building. Grants are not normally given for singular “one off repairs” (such as roof repairs).

10 Further information

- 10.1 For further information on this SPG, please contact:

For conservation related enquiries:

Conservation Section
Civic Offices
Conwy County Borough Council
Colwyn Bay
LL29 8AR

Tel: 01492 575254

Email cynllun.plan@conwy.gov.uk

For planning related enquiries:

Development Management
Civic Offices
Conwy County Borough Council
Colwyn Bay
LL29 8AR

Tel: 01492 575247

Email cynllun.plan@conwy.gov.uk

For general planning policy enquiries:

Strategic Planning Policy Service
Conwy County Borough Council
Muriau Building
Rosehill Street
Conwy
LL32 8LD

Tel: 01492 575124 / 575181 / 575445

Email cdll-ldp@conwy.gov.uk

For Housing Renewal related enquiries:

Regulatory and Housing Services
Civic Offices
Colwyn Bay
Conwy
LL29 8AR

E-mail: hsg.financial.assistance@conwy.gov.uk

Phone: 01492 574177 / 574178

Fax: 01492 574194

11 Glossary

Article 4 Directions – These are directions that are placed on an area or site or particular type of development by the local planning authority. An article 4 direction restricts the scope of permitted development rights either in relation to a particular area or site, or a particular type of development anywhere in the authority’s area. Where an article 4 direction is in effect, a planning application may be required for development that would otherwise have been permitted development.

Low-emissivity glass – (or “low-e glass”) is a type of energy-efficient glass designed to prevent heat escaping through windows.

Permitted Development Rights - Certain works that are of a scale or type that is generally not likely to have an unacceptable impact (as specified in the document called the General Permitted Development Order (GPDO)) do not require planning permission. See the Planning Portal Wales for further information on what is covered under permitted development rights.

Public Realm – Any publicly owned streets, pathways, right of ways, parks, publicly accessible open spaces and any public and civic building and facilities.

Rainwater Goods - Gutters and downpipes for the purposes of removing excess water from the building and preventing water penetrating the building’s fabric.

Street Scene - The environment that is seen and experienced when travelling along streets and public spaces. These places can be both private and public.

12 Appendix 1 – Window Guide



Window Guide

*Windows in Historic Buildings
within Conservation Areas*

Window Guide for Historic Buildings within Conservation Areas

1. Introduction

There are 25 conservation areas within the County Borough Council area.

By law, the Council have a duty to ensure the special and architectural character and appearance of conservation areas are preserved. Period windows and doors are important contributors to the special character of these designations. These features were designed to reflect the unique style and age of the architecture of the property and they give a group of buildings their distinctive character.

Many authentic historic windows remain installed in properties within conservation areas. This can often add to the value placed upon a historic property in a similar way that surviving original period staircases, fireplaces and plasterwork are sought-after features.

A study was undertaken in 2009 for English Heritage that examined whether or not conservation area designations added any value to property value. The study found that there was an average premium of 23% on value for properties in conservation areas. A high percentage of this premium is dependent on the retention of original architectural features in the property. Where original or historic windows remain in place they should be preserved and we can provide advice on making the best of these assets.

Replacement windows sometimes can be considered for historic properties within conservation areas however whether or not this operation is acceptable is dependent on the designation of the building itself, the significance of the existing windows and their condition.

This is a useful general guide but if you intend to change your windows it is strongly advised that you contact the Council's planning department to discuss the specific circumstances of your enquiry.

The guide has been written to also cover situations where windows have already been removed with new windows installed without the necessary consent and where owners are still considering replacing existing windows. The strategy emphasises principles in relation to the following situations: -

- 1) Recent unauthorised replacement of historic windows and any new unauthorised installations will be investigated by the planning authority and action will be taken to remedy the breach of control. As a final resort if voluntary remedy is not agreed by the owner formal action is likely to be taken.
- 2) Proposals to replace historic windows with modern features of non-historic design and modern materials such as uPVC will be resisted in order to preserve the special character of listed buildings and conservation areas. The principles in the approved Position Statement for Alterations to Buildings within Conservation Areas will be applied in these cases.
- 3) A small number of existing replacement windows have been granted permission and others may have achieved lawful status through passage of time. In some cases

though replacement windows are not immune from enforcement action. If there has been a prolonged length of time since installation, this may mean that formal enforcement action is not an option. In all these cases the planning authority will seek to reach a voluntary agreement with property owners to restore an authentic style window in the longer term.

Monitoring change within conservation areas is an important function for a local planning authority. A Management Plan's key actions may only be identified with reference to, amongst other things, an audit of the alterations that have taken place within a conservation area. In many of our conservation areas alterations to the features of individual listed and unlisted buildings has had a significant adverse effect on the character of historic areas. Systematic surveys of alterations to buildings with research into the circumstances of each change of feature will give the planning authority a clearer idea of the scale of inappropriate alterations and how remedial action if any, can be taken to restore special historic and architectural character.

The schedule that follows on alternative situations in this document shows the authority's preferred options when historic windows have been lost and changes of window are being considered. This schedule reflects current planning policy and guidance on the conservation of the historic environment and case law precedent.

The principal factor when considering alterations to buildings in designated areas is the impact on the character of the conservation area. However the authority has formulated the guide with energy efficiency and noise attenuation in mind. Where adaptations can take place without compromising the principal statutory consideration (preserving the special historic appearance and character of the area), the options will facilitate enhanced performance where possible. In many cases this can be achieved without significantly compromising historic appearance.

Examples of historic window types and modern replacement window types that are likely to damage the character of an historic building and area are shown in Appendices 3 and 4.

***Disclaimer*

The use of slim profile double glazing is suggested within this document, these products are produced by relatively young companies and therefore issues have been raised regarding their durability and lifespan. It is your responsibility to source adequate units and arrange any for any defects to be dealt with on your property. Your window installer should follow manufacturer's guidelines or any guarantee may become void if a unit should fail. The Council shall not be held responsible for defects that occur due to manufacturing issues.

2. Types Stated in the table below

Type A - The retention of the existing window.

Where existing windows remain in listed or unlisted properties within conservation areas the recommendation is to retain them. Windows can be upgraded through installing draught seals to the perimeter of opening sashes, parting beads and meeting rails. These seals are known as brushes and allow windows to be opened smoothly, prevent rattles and eliminate draughts which are the main cause of heat loss.

Before making a decision to discard sash windows, even if they appear beyond redemption, it is always worthwhile consulting experts. They can help to determine the extent of deterioration and guide the process of renovation or, where really necessary, replacement.

Repairing sash windows should be carried out by a competent joiner or specialist. The timber used for repairs should be well seasoned, preferably of the same type as the window in order to minimise any structural movement.

Type B – New single glazed timber window.

New treated timber windows which are fully draught proofed and fitted with Low-Emissivity glass. In certain circumstances laminated glass may be acceptable to a maximum thickness of 9mm.

When the existing windows are in such poor condition and wherever possible the original glass should be carefully removed and reused.

Sash windows should be traditionally hung with chords and sash weights. Where original boxes were visible, these should be reintroduced and painted a contrasting colour to the walls and sashes

Type C – New high performance slim double glazed windows**

New treated timber windows which are fully draught proofed and fitted with slim double glazed units. Units should be a maximum of 12mm and be able to be installed within original proportion glazing bars (if existing). Gaskets should be requested to be coloured white.

The above types should be constructed from FSC sourced timber which has been fully treated using VacVac system of Boron preservative or other approved. Frames, boxes and sashes should be primed and the first coat of paint applied before they are fitted to make sure that the sashes run smoothly.

New sash windows can also incorporate a hinge system that can be easily used if there is a need to escape from the building in the event of a fire.

Type D – New Replacement Windows in Modern Buildings

All new modern windows should reflect the character of the conservation area. Glazing bars should be incorporated and not planted on.

Modern windows should also adopt the construction methods of traditional windows where possible, i.e. refraining from using mitred corner joints.

3. Upgrading - Secondary Glazing

It is always recommended to install secondary glazing behind existing or new timber windows where this is able to be done without damaging the fabric of the reveals and does not affect the character of the building.

Secondary glazing is an effective method of reducing noise pollution, whether you are looking to protect from noise, for example road traffic, or retain noise. By increasing the gap, otherwise known as 'cavity', between the existing window and the secondary frame, the better the sound proofing becomes. We recommend a minimum cavity of 100mm for increased sound reduction. Road traffic noise pollution can be reduced by around 70-80% and can be reduced further by using acoustic glass or liners.

Windows tend to be a prime area for heat loss, which can be significantly reduced by introducing secondary glazing. Improved thermal insulation can help to save energy and, in turn, lower fuel costs.

Secondary glazing also helps to eliminate draughts, improving comfort and reducing the level of airborne dust getting into a building.

Protection from Ultra Violet Light

Ultra Violet (UV) light from the sun can cause extensive damage to paintings, fabrics, furnishing and other objects. The use of a film either in laminated glass in the secondary glazing unit or applied as a film to the primary window, will absorb UV light and reduce this risk of damage.

Solar Gain

Windows can admit large amounts of solar energy leading to overheating. Secondary glazing can make this worse if they restrict summertime ventilation. However, mid-pane blinds, glare coatings and summer ventilation of the air space can be used to help make the room cooler. Most secondary glazing systems can be taken down in the warmer months.

Condensation

All air contains some water vapour, but warm air can hold more vapour than cold air. When warm, damp air is cooled it will reach a temperature at which it cannot hold all the vapour, and the water will condense out. This temperature is called the dew point.

Warm damp air passing over a cold surface may be cooled locally below the dew point in which case condensation will take place. This effect causes the familiar condensation on the inside of cold windows.

Condensation on the outer window may arise if the secondary system is opened for ventilation in cold weather particularly where rooms are relatively humid.

These condensation risks will be minimised where the secondary glazing is either:

- able to be kept closed in cold weather, because there are alternative means of ventilation- older buildings commonly have adequate ventilation from other parts

- located where the normal direction of air flow is from outside to inside, for example on the windward side of a building, on the lower floors or where a designated natural or mechanical extraction system helps to ensure inward airflow
- fitted with devices which avoid reverse air flow in adverse circumstances
- where the primary and secondary assemblies incorporate some alternative means of ventilating between the exterior and the room interior but bypassing the cavity between the primary and secondary glazing

Security

A second window provides an additional barrier to entry and therefore can provide improved security. This can be particularly appropriate when the use of an historic building is being changed and a higher degree of security is required. The secondary glazing can provide that additional security whilst retaining the existing windows.

4. Maintenance

Existing and new timber sash windows can be fitted with an 'Easy Clean System, sometimes referred to as the 'Scottish' simplex system, which is a very simple way of allowing access to the outside of your sash windows.

It is used on upper levels of a property to allow for window cleaning and general maintenance. It is not generally used on ground floors where the window can be accessed from the outside. The system consists of 4 different fittings, a cord clutch, a cord plug, a sash fastener and the slotted hinges. The fittings allow you to open the bottom sash like a door, making maintenance and cleaning straightforward.

5. WINDOW REPLACEMENT GUIDE

5.1 A) Listed Buildings

A) Listed Buildings

Listed buildings are the very best examples of architecture in the country. Original and early period fabric and features add to the authenticity and special interest of the building. There is a duty to preserve the character of listed buildings; in the 'Principle Act' and guidance in national policy documents and local planning policies specify preservation.

It is an offence to alter a listed building in such a manner that it affects its historic / architectural character without prior consent. Unauthorised alterations to a listed building can be a criminal offence because these can irreversibly disrupt and damage the special character of the building. There is no time limit for local authorities to take action to remedy these works. Always check the need for listed building consent before starting any work. You may also require other consents before replacing the windows.

Existing Circumstances	Preferred Window Type & Principle Applied	Reasons	Consents Required
<p>A1) Where historic windows remain and no replacement has occurred after the date of listing</p>	<p>Type 'A' - Retain existing windows by repairing and refurbishing if possible. Where condition means repair is not possible – full or part replacement (e.g. sashes or cills) should replicate the previous appearance in materials and design.</p> <p>Draught proofing measures and secondary glazing may be possible to install depending on the impact of these on the special character and appearance of the listed building.</p>	<p>Windows form one of the most significant constructional elements of a building and their style and proportion vitally affect the character and appearance of a building and its surroundings. Windows also provide important evidence of the origins and historic development of a property.</p> <p>The alteration of windows may seem to have insignificant effect but even simple changes can impact upon the whole appearance of a building and detract from the traditional and historical character of the building and the surrounding area.</p> <p>There is a duty to preserve, or where</p>	<p>Usually none, but it is always prudent to check with the Council first.</p>

		<p>possible, enhance the character of conservation areas.</p> <p>The historic material is often of excellent quality and more durable than modern equivalents.</p>	
<p>A2) Where historic or period windows have already been replaced by different windows (in terms of style design or materials) before the listing date.</p>	<p>Type 'B' or 'C' (with potential for upgraded type with secondary glazing systems).</p> <p>Opportunity to enhance the character of your listed building by checking historic window type and researching evidence. The Council's conservation section can offer useful advice.</p> <p>The existing windows are likely to be lawful and the Council cannot force you to change these windows, but consent is likely to be required for a replacement.</p>	<p>The restoration of correct window styles for the architectural period of the building can restore the harmony and special character and appearance of the building.</p> <p>This can add to the quality, attractiveness and value of your building. Similar statutory, advisory and local policy reasons to A1 modern 'off the self' replacements of a different design, appearance and materials damage and disrupt the special character of a listed building and look out of place.</p>	<p>Similar position to A1 above.</p> <p>This is a chance to improve the look and appeal of your building and the Council's conservation section can assist.</p> <p>Always check the need for listed building consents before starting any work.</p>
<p>A3) Where historic or period windows have been replaced without consent by different windows (in terms of style, design or materials) after the listing date and within the last ten years approximately.</p>	<p>Type 'B' (with potential for upgraded type with secondary glazing systems).</p> <p>Opportunity to enhance the character of your listed building by checking historic window type and researching evidence. The Council's conservation section can offer useful advice.</p> <p>Restoration of the original or period windows will be required. The existing</p>	<p>Removal of features and fabric of significance causes irreversible damage and is regarded as a potentially serious offence.</p> <p>Similar reasons to A1 above.</p> <p>Modern 'off the self' replacements damage and disrupt the special character of a listed building and look out of place.</p> <p>Agreement to install inappropriate and</p>	<p>The existing replacement windows do not benefit from listed building consent. The local authority can take action to restore the original or period window that was removed. If the unauthorised window change has been even more recent you will be requested to return the historic window. If you do not agree to this, as a measure of last resort the planning authority can require a restoration. You have a right to appeal against a notice to an independent inspector.</p>

	<p>windows are likely to be unlawful and, depending on the individual circumstances of the case the planning authority can require you to restore the original or period window. You will probably be initially asked to remove the new windows and replace these with replicas of the previous historic windows. The work could be regarded as a criminal offence and, especially for recent works, the planning authority have the power to prosecute.</p>	<p>damaging windows would create a precedent that would prove damaging to the character of other listed buildings and conservation areas in the future.</p>	<p>Negotiating a voluntary restoration with the planning authority is often the most sensible option. There is no time limit for the local authority to take action to remedy unauthorised works.</p>
<p>A4) Where historic or period windows have been replaced without consent by different windows (in terms of style, design and materials) after the listing date and more than ten years ago approximately.</p>	<p>Type 'B' (with potential for upgraded type with secondary glazing systems).</p> <p>Opportunity to enhance the character of your listed building by checking historic window type and researching evidence. The Council's conservation section can offer useful advice.</p> <p>Restoration of the original or period windows would normally be required. The existing windows are likely to be unlawful and, depending on the individual circumstances of the case, the planning authority can ask you to restore the previous historic windows, because this is a listed building. It is important to restore authentic windows that can be enhanced in performance terms without harming the special character of the listed building.</p>	<p>Similar reasons to A1 and A3 above but due to the elapsed time since first replacement and the fact that some buildings have changed ownership the planning authority may seek an agreement on the type of the next window will be sought.</p>	<p>There is no time limit for local authorities to take action to remedy these works. The existing replacement windows do not benefit from listed building consent. In view of the length of time that has elapsed since the offence and depending upon the specific circumstances of the case the planning authority may seek agreement to restore the historic windows. Any future change is likely to require listed building consent.</p> <p>Upgraded windows with draught-proofing systems and possible secondary glazing may not require listed building consent (subject to details and assessment of impact on character of building).</p>

5.2 B) Unlisted commercial buildings

B) Unlisted commercial buildings			
Existing Circumstances	Preferred Window Type & Principle Applied	Reasons	Consents Required
<p>B1) Where historic windows remain in place</p>	<p>Type A (with potential for upgraded type with secondary glazing systems).</p> <p>If in sound condition, the planning authority will discuss methods of repairing/refurbishing historic windows with owners. Where enhancement in performance is possible this will be explored.</p> <p>Where the windows are unsound and need to be replaced, (depending on the original/ period design and style e.g. there are different glazing patterns to historic sash windows). The installation of thin profile double glazing with draught-proofing could be explored (Type C) if these can be installed without detracting from the authentic historic appearance of the windows, a building and area.</p> <p>Secondary glazing would be acceptable.</p>	<p>The majority of historic buildings within an area may not be listed but these are equally important contributors to the special character of the area.</p> <p>Historic windows are normally significant architectural elements of a building. They can indicate the age, style and status of the building and can show the intentions of owners and period fashions in architecture.</p> <p>There is a duty to preserve or, where possible, enhance the character of conservation areas.</p> <p>The historic material is often of excellent quality and more durable than modern equivalents.</p>	<p>Where repaired and refurbished existing windows do not alter the external appearance of the building – planning permission is not required.</p> <p>Windows that replicate the previous appearance in materials and design with secondary glazing would also not require planning permission.</p> <p>Replacement windows of different design, style and materials to the original or period windows that they are replacing would require planning and possible other permissions and these are not likely to be favourably considered as they would harm the character of the building and area.</p>
<p>B2) Where historic windows have been</p>	<p>Type B (with potential for upgraded type with secondary glazing systems).</p>	<p>Inappropriate replacement windows can harm the special character of the building</p>	<p>Planning permission is required for this alteration if the windows alter the external</p>

<p>replaced with modern windows less than four years ago or are new infringements that are discovered in the course of installation.</p>	<p>The planning authority will contact the owner to request reinstatement of the windows with new special features to match the historic original/ period windows removed. These new windows will need to be reinstalled within four years or the authority may lose the power to insist upon the remedy. If agreement is not reached or the owner does not voluntarily rectify the infringement an enforcement notice is likely to be served as a last resort.</p>	<p>itself and the conservation area.</p> <p>In order to discourage the removal and destruction of original or period windows the owner is likely to be required to replace the inappropriate windows with Windows that replicate the previous appearance in materials and design with single glazing.</p>	<p>appearance of the building.</p> <p>If it can be proven that the existing replacement windows were installed more than four years ago these will be lawful and immune from enforcement action. Owners can apply for a Lawful Development Certificate in such circumstances.</p>
<p>B3) Where replacement windows that have been installed without planning permission more than four years ago.</p>	<p>The planning authority cannot require or insist upon the removal of the existing replacement windows. However as the authority has a duty to preserve the special character of the area (or enhance it) it will still discuss more sympathetic windows that are in keeping with the historic character of the area with owners so that if the existing windows need to be changed they can once again contribute positively to the attractiveness and distinctiveness of the place.</p> <p>Type B or Type C will be considered appropriate as this type reproduces the appearance of an authentic historic style as closely as possible but allows for upgrading.</p>	<p>Although immune from enforcement action, the replacement windows are likely to be damaging to the special character and appearance of the conservation area. In the longer term the Council's strategy is meant to maintain the distinctive special character of its conservation areas. As part of this strategy the planning authority will take the opportunity to achieve an enhancement on the installed modern inappropriate windows. There will be an opportunity to achieve an enhancement by agreement at the next change of window.</p>	<p>Planning permission was required for the installation of any windows that were not do not replicate the previous appearance in materials and design.</p> <p>If it can be proven that the existing replacement windows were installed more than four years ago these will be lawful and immune from enforcement action. Owners can apply for a Lawful Development Certificate in such circumstances.</p>

5.3 C) Unlisted buildings in use as single dwelling house* in conservation areas without Article 4 Directions

C) Unlisted buildings in use as single dwelling house in conservation areas without Article 4 Directions			
Existing Circumstances	Preferred Window Type & Principle Applied	Reasons	Consents Required
<p>C1) Where historic or period windows are replaced by modern features.</p>	<p>The planning authority has developed a range of options for new windows of sympathetic design and materials and will seek to agree appropriate replacement windows at the next change in features.</p> <p>Window Type C provide enhanced performances and secondary glazing systems can also be considered. These types are designed to preserve the special character of conservation areas. Advice on suitable new window types is available on request.</p>	<p>The planning authority does not control works of installation although there is still a statutory duty on it to preserve or where possible enhance the special character of conservation areas.</p>	<p>Single dwelling houses benefit from Permitted Development Rights and unless the planning authority have issued an Article 4 Direction to restrict these rights planning permission is not required. However it is always best to check with the Council first so that the planning history of the property may be checked to ensure there are no relevant prohibitive conditions on any planning permissions.</p>

*A single dwelling house does not include buildings containing one or more flats or a single flat contained in a building.

5.4 D) Unlisted buildings in use as single dwelling houses in Conwy, Llanrwst and Penmaenmawr conservation areas.

D) Unlisted buildings in use as single dwelling houses in Conwy, Llanrwst and Penmaenmawr conservation areas.
 These three conservation areas have Article 4 Directions that means that permission is required to replace rather than repair windows.

Existing Circumstances	Preferred Window Type & Principle Applied	Reasons	Consents Required
<p>D1) Where historic or period windows remain.</p>	<p>The original or period windows to historic dwellings are an important part of their architectural interest. These windows should be retained if possible for similar reasons as shown in B1 where windows are too unsound to repair. They should be replaced like-for-like and with enhanced features such as thin profile double glazing and draught-proofing measures – Types B or C with secondary glazing systems.</p>	<p>Some conservation areas are primarily made up of residential properties. The historic windows of these buildings make a significant contribution to the character of the conservation area and complement the overall design and period of the houses.</p>	
<p>D2) Where inappropriate windows have been installed without consent within the last four years.</p>	<p>The planning authority will request a restoration of the previously installed historic or period window type and replicate its design, style and materials. The agreement of the owner to replace the unauthorised windows with a reasonable period will be requested in the first instance. If agreement cannot be reached the planning authority may consider the service of an enforcement notice only as a last resort to remedy the breach. An enforcement notice may need to be served to avoid possible immunity</p>	<p>This alteration is likely to harm the character and architectural integrity of the building and conservation area.</p> <p>The planning authority have a duty to preserve the special character of conservation areas and added controls apply to work for similar reasons as for B1</p>	<p>Planning permission is required for this replacement work and the planning authority possesses powers to take action.</p>

	<p>from action.</p> <p>Type B will be recommended for restoration and these could incorporate upgraded features to protect the appearance of the building and preserve the character of the conservation area.</p> <p>Secondary glazing systems may also be acceptable.</p>		
<p>D3) Where inappropriate windows have been installed without consent more than four years ago.</p>	<p>The planning authority cannot require or insist upon the removal of the existing replacement windows. However as the authority has a duty to preserve the special character of the area (or enhance it) it will still discuss more sympathetic windows that are in keeping with the historic character of the area with owners so that if the existing windows need to be changed they can once again contribute positively to the attractiveness and distinctiveness of the place.</p> <p>Type B or Type C will be considered appropriate as this type reproduces the appearance of an authentic historic style as closely as possible but allows for upgrading.</p>	<p>Although immune from enforcement action, the replacement windows are likely to be damaging to the special character and appearance of the conservation area. In the longer term the Council's strategy is meant to maintain the distinctive special character of its conservation areas. As part of this strategy the planning authority will take the opportunity to achieve an enhancement on the installed modern inappropriate windows. There will be an opportunity to achieve an enhancement by agreement at the next change of window.</p>	<p>Permission would have been required to replace the pre-existing windows due to the issue of an Article 4 Direction. However if the owner can provide proof that the installation occurred more than four years ago this counters immunity from enforcement action.</p> <p>An owner can apply for a Certificate of Lawful Development to formally secure a Lawful status for the works.</p>

5.5 E) Modern Buildings

E) Modern Buildings			
Existing Circumstances	Preferred Window Type & Principle Applied	Reasons	Consents Required
<p>E1) Where alterations are carried out to windows of modern buildings that do not contribute to the historic character of the conservation area. These may have been constructed shortly before the conservation area was designated or after designation to fill gap sites.</p>	<p>If the building is considered not to make a contribution to the character of the conservation area and the windows have been designed to complement the building itself and the character of the area the planning authority will advise on an appropriate window type.</p> <p>Often existing windows in these recent buildings will have been designed to comply with the building regulations and greater flexibility of design, style and materials is possible.</p>	<p>There are fewer recently constructed buildings located within conservation areas and as long as replacement windows are in keeping with the design (Type D) and architecture of the overall building it is not considered that this would be crucial to the preservation of the designated area.</p>	<p>The buildings may be in conservation areas that possess Article 4 Directions or there may already be controls in place – either by virtue of a planning condition imposed on the development permission or due to the structure being in a commercial use.</p>

Please remember that building regulation approval may also be required to replace your current windows (there are circumstances where FENSA approved installers may install without a need to make an application for Building Regulation Consent). It is always advisable to contact the Council for confirmation before windows are manufactured or installed.