



Babergh & Mid Suffolk District Councils

Conservation Area Management Plan Assessment Toolkit



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Introduction

This guidance has been designed to inform the Conservation Area Management Plan and assess the current Conservation Area in order to identify themes and important features that can be used to inform future development.

The Management Plans set out the aims for the Conservation Area and provides a framework for change. The plan will provide guiding principles for preservation and enhancement of the areas character and appearance.

It is a shared responsibility between all parties to manage positively Conservation Areas. The management plan forms guidance for building owners and occupiers, landlords, consultants and developers. All of these parties should use the agreed Management Plan for guidance on regular maintenance and when planning changes. Adherence to the management plans will ensure that the special interest of the designated Conservation Area is preserved through additions and alterations that have a positive impact on the area.

The Management Plans will become a material consideration when assessing planning applications and applications for listed building consents alongside policies contained within the local plan.



How to use this Assessment Document

Please use this framework in order to assess the conservation area and identify themes for the management plan. For example, through using this checklist, trends in building patterns and materials can be identified in order to inform scale size and materials of future development within the Conservation Area

This document is to be used when walking around within the Conservation Area and is likely to work best when done within a specific designated area within the Conservation Area rather than done within the Conservation Area as a whole. For help with terms and specifics, please refer to the accompanying guidance note.

Survey Details	
Street / Building/ Area Name	
Date and Time	



Assessment One

1. Areas at risk of decay or neglect. Are there walls with vegetation growing causing erosion of the mortar ? Is there any decaying paintwork, timber work or joinery? Is there blocked guttering and downpipes which appear to be causing water ingress and vegetation growth? Is there any use of inappropriate materials within the Conservation Area such as cement pointing or render or UPVC windows and doors in historic buildings? Has there been any ad-hoc alterations such as solar panels, satellite dishes, garage doors, air vents or air conditioning units? Are there any poorly designed shopfronts with overly large sheet glazing and has overly bright colours or signage and banners, which cause clutter to the appearance of the building?

Overall condition of buildings	
Use of inappropriate materials	
Current ad-hoc alterations	
Shopfronts	

Assessment Two

2. Public Realm What are the predominant walkway materials? Are there areas of paving or cobbles in poor repair ? Is there cluttered street signage or street furniture in places? Are there any unattractive commercial bins or bins stored near the highway? Are there any redundant telephone boxes? Is there litter gathering in a specific location? Is there any graffiti? What key views are there that are important to be retained? Are there any important green spaces and trees? Is there specific areas which have high flows of traffic? Are there areas which have a high proportion of on road parking?

Paving and Street Finishes

Poor Quality repairs including concrete on historic buildings and cement mortar

Street signage , Infrastructure and Bin Storage

Traffic and Parking

Assessment Three

3. Historic Features. Is there a general trend in building height? How many storeys do the houses have? How many storeys do the houses have? Do the houses have dormer windows? How wide are the houses roughly? Are they all of similar proportions? How close are the buildings to the road? What are the most common building materials—are the houses made of bricks or are they rendered? What type of tiles are on the roof? What type of windows and doors are there? Are the windows wooden, metal or UPVC? How many panes of glass do the windows have? Is there any decorative surrounds on the doors? Is there any signs that appear to be historic?

Building Heights, Scale and Position

Building Materials and Finishes

Windows and Doors

Historic Signage

Assessment Four

4. Key Views and Open Spaces. What key views are important to be retained? Are there any important green spaces within the area? Are there any important trees within the area ? Do any of the dwellings have front gardens? Have any of the front gardens been lost to car parking?

Key views

Green spaces

Front gardens

Trees and Planting