

6.0 Extensions

- 6.1 It is to be expected that most buildings will undergo change. This is a natural process of repair and adaptation throughout the life of the building in response to the changing needs and desires of the occupants. This section deals with extensions that require consent from the local planning authority.
- 6.2 When proposing changes to the external appearance of a building, especially in the case of extensions, consideration should be given to the inherent properties that it might already possess. In design terms thought should be given to scale, proportion, harmony and rhythm.
- 6.3 **Scale:** Proposals should be in scale with the original building. In all but a few cases extensions should be subservient to the existing property, as overlarge extensions can be too dominant, thus diluting the original architectural character of the building.
- 6.4 **Proportion:** Proportion has been a key component to the design of buildings from the ancient civilisations to present times. Since the ancient Greeks and Romans the proportions inherent in classical architecture have had popular revivals and reinterpretations. Clear examples of this can be seen within Georgian and early Victorian houses and villas with the various elements of the design, e.g. window and door openings, having a direct mathematical relationship to the overall façade and, in some cases, the floor plan. Unless these principles are understood and correctly interpreted the architectural integrity of a building could be easily compromised.
- 6.5 **Harmony:** In all but exceptional circumstances additions to buildings are more sympathetic to the existing character if they are in harmony with the original. This would include the correct choice and use of materials, and the overall form and geometry that the proposal is to take. A great deal of skill is required to achieve an acceptable design that utilises forms and materials that contrast with the original.
- 6.6 **Rhythm:** Where there is a clearly defined pattern or rhythm within the built environment this should be incorporated within any proposals. This could include, for instance, a series of detached buildings where the voids between are as significant as the built forms that create them. In general this relates to the overall urban fabric but in some cases it may apply to the relationship of features on a larger scale individual property such as an hotel or villa.

Listed Buildings

- 6.7 Extensions to listed buildings will always require listed building consent. Although each case will be considered on its individual merits, any proposals should take account of the special features, the relationship to

solid and void and other characteristics that make the building of special architectural or historic interest.

Guideline E1 : Listed Building Consent will be refused where an extension has an unacceptable impact on the special interest of the listed building.

Guideline E2 : Planning permission will be refused where an extension on an unlisted property has a detrimental effect on the setting of a listed building.

Conservation Areas

- 6.8 The principles of good design should be equally applied to individual buildings wherever they are situated. In the case of buildings within conservation areas proposals for extensions are not only considered on their own merits but also must be viewed in a wider context in order to preserve or enhance the character or appearance of the area.

Guideline E3: Planning permission will be refused for an extension on an unlisted building in a conservation area that has an adverse impact on the areas special interest.

Buildings of Local interest and Areas of High Townscape Value

- 6.9 Although not protected by statute in the same way as listed buildings and buildings within conservation areas, the Council recognises that buildings of local interest and areas of high townscape value add interest to the local character of the area. It is to be expected, therefore, that where planning permission is required proposals will only be acceptable if they do not have an adverse effect upon the character of the building or the area in which it is situated.

Guideline E4: Extensions to buildings of local interest and buildings in areas of high townscape value will be expected to be appropriate in scale, harmony and rhythm with the host building.

7.0 Roofs

Introduction

- 7.1 The replacement of a roof covering in inappropriate materials can have a dramatic effect on a building in particular, and the street scene in general. Historic buildings in Eastbourne tend to have roofs covered in either slate or clay tiles. There are three basic colours to the slates -blue/black, purple or green and there are two basic types of clay tile -handmade or machine made. Each material will give a different effect. Being natural materials, individual tiles and slates inherently have a texture and patina that is unique to each unit. When placed on a roof they combine to add liveliness and interest that is generally unmatched by modern man-made synthetic materials.
- 7.2 Flat roofs on historic buildings are usually covered in lead or asphalt. Although these are not generally visible from the ground, the edge detail is very important. The use of modern built-up felts can give a very poor appearance to the visible edges and they require extra careful detailing.
- 7.3 It should be remembered that in some cases, particularly where it is proposed to change from slate to concrete tile, the work may require Building Regulations approval, as the weight of the new covering may affect the structure of the building.
- 7.4 Many roofs on historic buildings are decorated with cresting and finials along ridges and at gables. These features are highly visible adding interest to the roof and character to the skyline.
- 7.5 The Council has a duty to ensure the special interest of the town's historic areas and buildings are not harmed. This section sets out Council policy when determining a planning application for changing a roof covering and associated work. The guidelines listed below are different for different buildings in different situations, but all are aimed at the objective of protecting the special built environment. Also covered in this section are guidelines concerning gutters, downpipes, soffits, fascias and chimney stacks.

Listed Buildings

- 7.6 The replacement of a roof covering on a listed building to anything other than the same material and to the same pattern, requires listed building consent and could also require planning permission. Listed buildings are the cream of the town's heritage and the Council expects their maintenance in as near original condition as possible. Only in exceptional circumstances will alternative coverings be allowed.

Guideline R1: Council will normally expect listed buildings to retain the original material on their roofs or be replaced with the same material that matches the original in detail, colour and pattern.

Council will also expect roof features such as finials, ridges and cresting, to be retained or renewed, with replicas if necessary, and will not normally give consent for their permanent removal.

- 7.7 **Gutters and Pipework:** Most historic buildings in the town originally had cast iron gutters and downpipes. Exceptionally these are sometimes lead or may even be timber. The replacement of original gutters and downpipes with plastic is unacceptable on listed buildings.

Guideline R2: On listed buildings the Council will normally expect the retention or replication of the original gutters and pipework and will not normally allow their replacement in alternative materials.

- 7.8 **Fascias and Soffits:** The trend towards maintenance free buildings has seen the rise of plastic fascias and soffits. These are unacceptable on listed buildings and their installation requires listed building consent. The mechanical lines of the manufactured boards are an anathema to the inherent texture and interest of an historic building.

Guideline R3: The use of plastic fascias and soffits on listed buildings will not normally be permitted.

- 7.9 **Chimney Stacks:** The permanent removal of or alteration to chimney stacks and/or pots requires listed building consent.

- 7.10 Chimneys and their pots are an important element of an historic building. They relieve the roofline by adding visual interest and are sometimes highly decorative features in their own right. In older properties they often retain a clue to an earlier building. The retention of principal stacks on listed buildings will normally be required. These will usually be highly visible from public areas, but not always. It may be permissible in some circumstances to allow the removal of secondary stacks on hidden elevations.

Guideline R4: On listed buildings the Council will normally expect the retention of the principal or decorative stacks but may allow the permanent removal of secondary stacks on hidden elevations.

Conservation Areas

- 7.11 The replacement of a roof covering in any material, other than that which is the same as the existing, requires planning permission. The one exception to this rule is a single private house which does not require permission for such a change. It is important for the street scene that visible roofs retain the character and appearance that is inherent in natural

materials. However there are circumstances where alternative materials are acceptable. Alternative materials should still match the texture, pattern and colour of the original and therefore the use of concrete tiles which are corrugated, or inappropriately coloured will nearly always be unacceptable.

Guideline R5: The use of alternative materials on roofs in conservation areas will normally be acceptable where:

- (a) it is invisible from the street level from any public areas: OR
- (b) the proposed material is already predominantly used in the street/terrace: OR
- (c) it is to be used on elevations that are hidden or not generally seen from public areas: OR
- (d) the building is at least four storeys high to the eaves: OR
- (e) the building is a new development:
AND
- (f) the proposed material closely matches the colour, texture and unit size of the original material.

Council will also expect roof features such as finials, ridges and cresting, to be retained or renewed with replicas if necessary and will not normally give consent for their permanent removal.

7.12 Gutters and Pipework: The use of alternative materials for rain and foul water goods is acceptable on unlisted buildings in conservation areas. They should match the profiles of the originals. Generally gutters and pipework should be finished in black.

7.13 Fascias and Soffits: The use of plastic fascias and soffits on unlisted buildings in conservation areas normally requires planning permission. The one exception is the use of such materials on single private houses. The use of plastic fascias and soffits on visible elevations is unacceptable. However they may be used on hidden elevations and those not generally seen from public areas.

Guideline R6: The use of plastic fascias and soffits on unlisted buildings in conservation areas will normally only be permitted on hidden elevations or those not generally viewed from public areas.

7.14 Chimney Stacks: The permanent removal of or alteration to chimney stacks and/or pots from any unlisted buildings in a conservation area usually requires planning permission unless the property is a single private house. As with listed buildings, these elements are an important feature in the design of the building and the street scene of the conservation area.

Guideline R7: On unlisted buildings in conservation areas the Council will normally expect the retention of the principal chimney stacks and pots as well as decorative stacks visible from public areas. However the removal

of secondary chimney stacks and pots on hidden elevations will normally be permitted, subject to planning permission.

Areas of High Townscape Value and Buildings of Local Interest

- 7.15 Planning permission is required to change the roof covering, fascia and soffits to a material that is not the same as the original. The one exception to this rule is a single private house where no permission is required. The Council will not normally control development on these properties to the same detail as on listed buildings or unlisted buildings in conservation areas. Nevertheless areas of high townscape value and buildings of local interest have been identified as parts of Eastbourne that add interest to, and in most instances reinforce, the local character of the town. The areas all abut existing conservation areas and are important to the setting of those areas.
- 7.16 However, there is less control than that which exists for statutory designated buildings and areas. For example, consent is not required to demolish chimneys. But where the Council does have control it will make decisions consistent with the objective of protecting the historic environment.

Guideline R8: In areas of high townscape value and on buildings of local interest, the Council will normally:

- (a) expect changes to the roof covering to be in a material that reflects the colour, texture and unit size of the original covering or predominant covering in the street/ terrace;
- (b) expect the retention of prominent chimney stacks with their pots and;
- (c) allow the use of alternative materials for fascias, soffits, gutters and pipework.

Rest of the Town

- 7.17 Planning permission is required to change the roof covering, fascia and soffits to a material that is not the same as the original. The one exception to this rule is a single private house where no permission is required.
- 7.18 When owners are considering carrying out work to their buildings it is always advisable to look closely first at those elements that are part of the original design and consider the impact of the proposed change, and to look at other buildings which have already had a similar change. It is usually the case that the original materials are the ones that harmonise the best with the style of the building. Therefore owners should always consider retaining the original materials in the first instance. If this is not possible then owners should check with the Council whether permission is required for a proposed change. Materials chosen for the repairs should closely match the colour, texture and size of those that are being replaced.

8.0 Windows and Doors

- 8.1 An important part of the design of a building involves the incorporation of windows and doors. Changing the style, material and dimensions of these can have a significant effect, not only on the individual building, but also on the street.
- 8.2 Eastbourne has a fine historical legacy of good quality properties. There has been a noticeable increase in the town, in recent years, of plastic and aluminium replacement windows and doors. This has generally led to the erosion of its character, particularly in the historic areas.
- 8.3 The Council wants, particularly in historic areas, to protect the town against the loss of traditional windows and doors. In many instances the replacement of these requires permission from the Council. The existence of non-traditional styles and materials in a neighbouring property or in other buildings in your street does not mean they have planning permission or are of an appropriate design. This section explains the Council's guidelines and the likely decision on a planning application for replacement windows and/or doors.

Listed Buildings

- 8.4 The changing of windows or doors in a listed building with anything other than an exact replica to the same design and in the same materials requires listed building consent. Failure to obtain consent is a criminal offence. The Council aims to protect the towns listed buildings and will expect original windows and doors to be retained and maintained. Even where the original windows have been lost, consent will not normally be forthcoming to replace them with anything other than designs from the relevant period, contemporary with the building.

Guideline WD1: On listed buildings. Council will normally expect the retention of the original windows and doors or if missing, their re-introduction in the appropriate design and materials for the age of the building.

Conservation Areas

- 8.5 Changing the windows or doors on many buildings in a conservation area requires planning permission. The one exception is the single private house where no permission is required. Permission will not normally be given for replacement windows and doors in unlisted historic buildings in conservation areas that are not of the correct style and material for the property. Some styles of aluminium and plastic replacements may be acceptable in certain locations subject to planning permission, for example on hidden elevations.

- 8.6 There are other instances, such as new buildings and existing modern buildings, where the use of modern materials for doors and windows may be acceptable, subject to planning permission.
- 8.7 Where modern materials are acceptable it is preferable that the use of imitation glazing bars, sandwiched between the panes of double glazing is avoided. Where glazing bars are part of the original design they should be outside the pane of glass so that they cast a shadow on the pane.
- 8.8 New timber vertical sliding sash windows are available, complete with double glazed units and high performance draught proofing, similar to that in plastic and aluminium replacement windows. Alternatively most existing windows can be upgraded. Where these refinements are not appropriate, or possible, secondary glazing should be considered rather than wholesale replacement with a new window in unsympathetic materials.
- 8.9 The original doors to properties should be retained wherever possible, as there is no suitable alternatives other than an exact replica in the same materials. If the original door is missing then it may be possible to find a correct door for the period from an architectural salvage company, rather than having one specially made.
- 8.10 The most common finish on the majority of doors was paint. Deep dark and rich colours were traditionally used, such as maroon, green, navy blue, black, brown, dark grey and red (see "Painting Facades" for British Standard numbers.) Naturally finished doors tended to be reserved for important or grand buildings and were usually hardwood. Stained doors should be avoided.
- 8.11 Another common feature of doors is the fanlight. The fanlight on older buildings is always separate from the door and never integral with it. So this type of 'modern' door should be avoided on older properties. If more light is required in the hall then the top panels of a four panelled Victorian door were often glazed. In the later Edwardian period doors were often half glazed with a feature leaded light window.

Guideline WD2: In conservation areas, Council will normally:-

- a) expect historic buildings to retain the original design and material of their windows and doors;
- b) allow the use of alternative materials to an appropriate design on hidden elevations and new buildings.

Areas of High Townscape Value and Buildings of Local Interest

- 8.12 Planning permission is required to change the windows and doors in most properties except those that are single private houses. If the majority of the windows and doors on the visible elevations of a building or if

applicable, the terrace, remain original then guideline WD2 will be applied. If however the majority of the original windows and doors have been lost, replacements should reflect the design and opening style of the originals. For example, vertical sliding sash timber windows should be replaced with new vertically sliding units in the modern material of similar slim sections as their wooden originals.

Guideline WD3: In areas of high townscape value and buildings of local interest, the Council will normally:-

- a) expect the retention of the original doors and windows where these are in the majority on visible elevations of the individual building or the terrace if the premises forms part of a terrace;**
- b) allow in cases other than a) above and on hidden elevations, or those not generally seen from public areas, the use of alternative materials for windows and doors in a matching style to the originals.**

Other parts of the Town

- 8.13 As with conservation areas and areas of high townscape value, planning permission is required to change the windows and doors in most buildings to anything other than replicas of the originals. Single private houses do not need permission. The Council will not control these areas as tightly as the sensitive areas of the town. Nevertheless owners are encouraged to consider carefully any alterations they propose.

Guideline WD4: Outside the sensitive areas, Council will normally expect proposals to replace doors and windows in existing buildings to reflect the style of the original design or, if appropriate, to be similar to that in neighbouring properties.

9.0 Front Boundary Walls and Car Parking

Introduction

- 9.1 This section concerns the creation of parking areas in the front gardens of historic properties.
- 9.2 The increase in car ownership and fears of crime has led to a growing desire for off-street parking. This often means demolishing all or part of the front boundary wall and creating a hard surface in the front garden. If the property is inappropriate for such a change or the scheme is insensitively designed, it can seriously erode the character of the property and street.
- 9.3 Front boundary walls play an important part in the townscape of Eastbourne, particularly in the historic parts of the town. They help enclose space and emphasise the pattern of development. For example, walls in Carlisle Road reinforce the strong linear avenue giving the street a particular character. Walls help to unite the houses in the street giving them a commonality and creating order. Without this strong visual feature gardens tend to be 'fluid' and lack any coherence. Whilst this may be appropriate and desired in certain forms of informal development, it can create visual chaos in front of the wrong style of property.
- 9.4 The Council is aware that home owners may wish to park their cars off the street and on their property. But whilst the local planning authority will be sympathetic to assessing such applications, it is aware that a balance must be struck where the effect of a permission must be weighed against the effect on the environment. The policies within this section look to balance the needs of the private individual with the protection of the environment.

Legislation

- 9.5 Permissions required to park cars in the front garden depend on a variety of factors. It depends on the use of the building, whether or not it is listed or in a conservation area and the importance of the road in which the property stands. When the Council receives applications for creation of, or increasing the number of, parking spaces on a site, it will take into account the views of the highway authority regarding the traffic implications of the proposal.
- 9.6 **Listed Buildings:** The demolition of the front wall of a listed building to create an access, or a reduction in height for visibility, will nearly always require listed building consent. The exception to this is if the wall post-dates 1948 and is freestanding i.e. not attached to the principal building. In assessing the impact of an application for such works, the Council will consider the effect on the character of the building, and by implication the effect of the drive and/or parking area.

Guideline FWCP1: Council will not normally allow the removal of front boundary walls to listed buildings where the works will adversely affect the character or the setting of the property.

- 9.7 **Conservation Areas:** The demolition of all, or part of, a wall in excess of 1.0 metre high fronting a public highway requires conservation area consent. This includes lowering a wall, where, for example, the highway engineers require greater visibility. Where consent is required the Council will also take into account the affect of the drive/parking area on the building and street.

Guideline FWCP2: In assessing applications for the creation of vehicular accesses to the front of properties in a conservation area, the Council will pay special attention to the effect of the works on the character and appearance of the area.

- 9.8 **Other Areas:** Planning permission is required to create parking areas in the grounds of a building. The one exception to this is if the property is a single private house in which case no permission is required, **unless the access is onto a classified road.** (See below).

- 9.9 In areas of high townscape value and, with buildings of local interest, the Council will pay special attention to the effect of the proposals on the appearance of the building in particular, and the street in general.

Guideline FWCP3: Council will normally expect applications for creating a vehicular access to the front of a property that is on the local list or in an area of high townscape value, to take into account the quality of the building and area.

- 9.10 **Classified Roads:** All owners of properties proposing to create a vehicular access off a classified road require planning permission. This includes single private houses. Table 1 is a schedule of all classified roads in Eastbourne.

Table 1 : Classified Roads in Eastbourne

Principal Roads

Ashford Road (part)	Seaside Road
Bolton Road (part)	South Street (part)
Church Street	St Anthony's Avenue
East Dean Road	Terminus Road (part)
High Street	The Avenue
Kings Drive	The Goffs
Lewes Road	Upper Avenue
Lismore Road	Upperton Road
Pevensey Bay Road	Whitley Road
Pevensey Road (part)	Willington Road
Seaside	

Non Principal Roads - Class II

Beach Road	Langney Road
Devonshire Place	Marine Parade
Friday Street	Royal Parade (part)
Grand Parade	Sidley Road (part)
Hide Hollow	Terminus Road (part)
King Edward's Parade	Upper Duke's Drive
Langney Rise	

Non Principal Roads - Class III

Beachy Head Road	Meads Road
Channel View Road	Royal Parade (part)
Grove Road	Victoria Drive

Front Walls

- 9.11 The importance of boundary walls, particularly front walls, to the townscape has already been mentioned. In some instances the wall is such an important feature that any breach for vehicular access would be damaging to the building, its setting or area. However, in most instances some loss of the wall would be acceptable but only to a certain degree. The following policy is written being mindful that there is a demand from home owners to park their cars in their gardens, whilst balancing this with the potentially contradicting desire to minimise visual damage to the townscape.

Guideline FWCP4: In front walls in sensitive areas Council will normally allow only a single vehicular access up to 3 metres wide per property, unless the property frontage is 30 metres or more in length, in which case a maximum of two 3 metre wide access points may be acceptable.

- 9.12 It is often necessary to provide clear visibility from a new vehicular access. There is no standard formula to calculate visibility splays, as each instance needs separate consideration. However if visibility requirements means altering the original frontage boundary wall it is always preferable to lose the minimum necessary.

Guideline FWCP5: In sensitive areas Council will not normally allow the rebuilding of an original frontage wall on a visibility sight line but will prefer the minimum disruption to the wall to meet the highway requirements.

- 9.13 Where the principle of creating an access is acceptable, the design and treatment of the wall opening is always important, but particularly so in sensitive areas.

- 9.14 With older buildings, it is usual for breaches in the curtilage wall to have stop ends or piers. These are usually larger and higher than the wall and often have a decorative capping. Traditionally the opening would be closed off with a gate or gates, to a design that is contemporary with the building. For example, gates to classical Italianate buildings of the Regency to mid Victorian period would usually be cast iron, whilst from the 1880s to the 1920s gates would tend to be painted timber. Then in the 1920/30s there was a preponderance of natural timber gates-usually in oak.
- 9.15 By closely inspecting the front wall and gates of the property, or neighbouring property, for original designs and details, it is quite possible to blend a car access virtually unnoticeably into the street.

Guideline FWCP6: In sensitive areas, Council will normally expect openings in front boundary walls to replicate the details of other original access points in the wall including the provision of gates.

Parking Areas

- 9.16 The removal of the open space in front of houses, particularly when it contains the greenery of a garden, can have a dramatic effect on the streetscape. The replacement of the garden with hard surfacing can be very harsh and unforgiving, and is rarely an attractive foreground for a building, particularly an historic building.
- 9.17 In some cases, for example grand buildings, the approach drive is a feature of the design, which the size of garden can accommodate, often leaving space for vegetation. However most of the buildings in the town do not fall into this category. They are smaller and more closely packed meaning the density of cars is greater. Again, it is a question of meeting the modern requirements of car ownership while protecting an attractive environment.

Guideline FWCP7: In conservation areas and listed buildings Council will not normally allow more than 50% of the front garden area to be used for parking.

- 9.18 Another factor concerning the parking of cars in front gardens is the material used for the surfacing. The use of unrelieved tarmac and concrete forms an unattractive and harsh foreground to historic buildings. The policies above are designed to minimise the impact of forecourt parking on the townscape. Nevertheless there will be large areas of hard surfaces which will need careful thought if they are to blend with their surroundings.
- 9.19 The use of small element materials such as gravels, shingles and brick paving, will help break down large unrelieved expanses of monotone surfaces.

Guideline FWCP8: In conservation areas and within the curtilage of listed buildings. Council will normally expect the use of materials on drives and parking areas to be appropriate to, and in sympathy with, the age of the building.

Crossovers

- 9.20 When there is a desire to park a car within the curtilage of a property it will usually mean crossing the pavement. Therefore in most cases a dropped kerb or a vehicular crossover is required. Bumping over the kerb is illegal. Permission is always required from the highway authority to install a vehicular crossover and this is in addition to any other permissions required and mentioned above.
- 9.21 This permission should be sought at an early stage to identify any major objections, **before** the construction of the parking area/garage etc. After a site visit a highway engineer should be able to indicate if permission is likely to be forthcoming. The engineer will look at such matters as obstructions from street furniture (lamp posts, litter bins etc.), trees, traffic considerations and potential hazards with the position chosen.
- 9.22 The crossover, if allowed, will need to be constructed to a standard specification. Many crossovers already exist in the historic areas and almost exclusively they have been constructed using a two panel, blue-black clay pavior. Some stretch the full width of the pavement, whilst others are only laid over the initial area abutting the road.

Guideline FWCP9: In conservation areas and listed buildings, Council will normally expect vehicular crossovers to be constructed using the same materials as any existing original crossovers into the property or in the street, or alternatively from two panelled blue-black clay paviers.

10.0 Painting Facades

- 10.1 This section offers guidance on the choice of paint colour for rendered and stucco (early form of render) facades on listed buildings and unlisted buildings in conservation areas. It should be noted that painting **any** previously unpainted surface (whether render, brickwork, timber, etc.) for the first time on a listed building requires listed building consent.
- 10.2 Few stucco buildings in Eastbourne have remained unpainted - Landsdowne Hotel, King Edward's Parade and No.11 Hyde Gardens are two examples. As terraces and semi-detached properties are invariably in different ownership, different parts of the same terrace or semi are often painted in different colours. Terraces and semi-detached buildings were usually designed as a whole. Terraces such as 5-23 Grand Parade (Burlington and Claremont Hotels) are designed as a palatial front and are styled to be viewed as one building. The use of different colours will break up this unity and reduce the grand effect that the original architect intended. Luckily in this example both buildings follow a similar colour scheme.
- 10.3 Those terraces and semi-detached properties that have been designed with rhythm and architectural integrity can be further enhanced with a consistent and co-ordinated colour scheme. The purpose of this section is to help owners of stucco buildings maximise the townscape potential of their property.

Existing Painting Controls

- 10.4 The legislation only allows the control of paint colour on listed buildings, but this control is limited. On listed buildings, consent is required to change the existing paint colour if it would affect the character of the building. Repainting in the same colour does not require listed building consent as there would be no change to the existing situation.
- 10.5 Some stucco buildings have been given a textured coating. The application of such a coating on a listed building also requires consent, even if it is the same colour as the existing paint. This is because the thick texture of the coating affects the character of the building. It often obliterates and blurs decorative mouldings and significantly changes the appearance of the property.

Guideline PF1: On listed buildings, Council will not normally allow a change in the paint colour of the walls unless it is in accordance with the recommendation of the "Eastbourne Townscape Guide." Council will not allow the use of textured coatings on listed buildings.

Suggested Colour Schemes

- 10.6 It is noticeable that the most predominant existing colours of stucco buildings in Eastbourne are within the range of white to cream. Usually the ironwork is black and the window frames white. Although these colours may not have been those used in the early years of the building, they now form part of the established character of the town. These colours have become familiar and generally fit comfortably into the resident's and visitor's perception of Eastbourne.
- 10.7 Therefore the guidance below generally reinforce the present position, and look to consolidate and rationalise the existing predominant colour choices. However there will always be a situation when the thoughtful and correct use of colour will add interest to the townscape, for example a detached property in a prominent position, or a place of entertainment where a display of exuberance might be expected and desirable. There will, therefore be a case when the recommendations should be flexible to allow a display of colour that adds vitality to the street, particularly if the choice of colour has been academically researched and is proven to be accurate and contemporary with the building.

Recommended Colour Schemes:-

- A: White stucco with white window frames and black gloss ironwork.
- B: Cream (BS4800: 10 C 31) stucco with white window frames and black gloss ironwork.
- C: Stucco walls from:
- | | |
|------------------|------------------|
| White | |
| Magnolia | BS 4800: 08 B 15 |
| Soft white/ivory | BS 4800:10B 15 |
| Vellum | BS 4800: 08 B 17 |
| Buttermilk | BS 4800: 08 C 31 |
| Cream | BS 4800: 10 C 31 |
- with white window frames and black gloss ironwork. Architectural features such as String courses, architraves, cornices and other mouldings may be picked out using a lighter colour than the flat wall areas. White is the most suitable colour for these features.
- D: Stucco walls from:
- | | |
|-------------|------------------|
| Light pink | BS 4800: 04 B 15 |
| Light green | BS 4800: 12 B 15 |
| Silver grey | BS 4800: 22 B 15 |
| Corn yellow | BS 4800: 10 C 33 |
- with white window frames and black gloss ironwork. Architectural features such as string courses, architraves, cornices and other

mouldings may be picked out using a lighter colour than the flat wall areas. White is the most suitable colour for these features.

E: Doors from:	
Black	
Dark grey	BS 4800: 00 A 13
Maroon	BS 4800: 04 D 45
Dark brown	BS 4800: 08 C 39
Navy blue	BS 4800: 20 C 40
Dark green	BS 4800: 14 C 40
Red	BS 4800: 04 E 53

It is suggested these schemes are used in the following areas:

Scheme A with E

- i) All buildings facing the seafront from No 11 South Cliff, north-north-east along King Edward's Parade, Grand Parade, Marine Parade and up to and including No 49 Royal Parade.
- ii) 1-16 (consec) Holywell Close
- iii) 48-70 (even) Seaside
- iv) 1-13 (consec) Warrior Square
- v) 31, 33 and 41 Latimer Road
- vi) 1-8 (consec) Wilmington Gardens
- vii) 6-26 (consec) Ocklynge Road (this estate has brown painted timber window frames which should remain)

Scheme B with E

- i) 1-24 (consec) Cornfield Terrace
- ii) 1-24 (consec) Cavendish Place

Schemes A or B with E

The return streets from the seafront up to Compton Street which includes Silverdale Road, Jevington Gardens, Wilmington Square, Carlisle Road, Lascelles Terrace, Howard Square, Burlington Place, Devonshire Place, Hartington Place and Trinity Place, together with Queens Gardens.

Schemes C or D with E

All other properties not within one of the categories above.

Under this category special mention should be made of Hyde Gardens together with 17-29 Gildredge Road, and also the buildings in the Upperton Gardens (south) Conservation Area. These streets not only have buildings of quality, but their arrangement facing a square of open space creates a special character that is not common in Eastbourne. Owners of the

individual short terraces are encouraged to paint in a consistent colour. That is not to say that the whole street should be a single colour but each block within the street should consider using the same choice. Such action would further enhance the obvious qualities contained in the architecture of the buildings.

- 10.8 The suggestions above are offered as guidance. The intention is to advise on the choice of paint colour to help the public view their property as part of the whole townscape. The Council do not intend to impose the colour schemes on the owner / occupiers. However, the Council will encourage their adoption whenever possible.

11.0 Shopfronts and Advertisements

Introduction

- 11.1 Shopfronts and advertisements play an important role in the urban environment. Their position on the ground floor means they are highly visible to both users and passers-by. Also shops are usually situated in areas used heavily by local people and tourists, making them some of the most visited buildings in the town. Therefore it is important that individual shopfronts are attractive and well designed. The quality of the design pays dividends because an attractive environment is likely to increase the enjoyment and numbers of shoppers. There are many late Victorian and Edwardian shopfronts in the town, as well as some examples from the 1920s and 1930s. These are generally well designed, respect the upper floors of their host building and should be retained. The elegance and attractiveness inherent in many of these earlier designs is lost in the many shopfronts replaced since the 1960s. This section offers guidance on how to revive and reinstate the quality of design that existed in the past. This is not to say that good contemporary designs will be dismissed. Designs of clear quality will be encouraged. But the evidence on the streets is that good quality modern designs are rare. Therefore it would appear that owners of shops and the installers of shopfronts need guidance which can be taken into account early in the design process.

Principles of Good Design

- 11.2 Sometimes shopfronts that have been radically altered conceal original details behind later alterations. This is often particularly the case with fascias. Therefore before considering replacement, a shopfront should be closely inspected to establish if it retains parts of an earlier installation, and if that is worthy of retention, with repair if necessary.

Guideline SA1: Council will not normally allow the replacement or concealment of existing shopfronts and features that would otherwise conform to the recommendations laid down in the "Eastbourne Townscape Guide".

- 11.3 New shopfronts should be of an appropriate scale, style and form to reflect the architectural design of the upper part of the building. The shopfront should contain a robust frame which visually supports the weight of the building above. It should have a structural logic that avoids the uncomfortable impression of heavy upper floors bearing down on large uninterrupted sheets of glass, unless the style of the building above dictates such a solution. When a shop occupies more than one building it is even more important to retain the structural logic of the buildings above. The shop identity can be retained in such instances by the use of co-ordinated colours and signage.

Guideline SA2: Council will normally expect new shopfronts to harmonise with the style of architecture on the upper floors.

11.4 In the past, timber has been the most widely used material for shopfronts. It is versatile and can be worked to almost any profile, and can be painted allowing a shopfront to be refreshed or given a new identity for a new owner. The use of polished mahogany was also a common finish to shopfronts of the past. Occasionally cast iron has been used. Both these are becoming rare in Eastbourne and should, whenever possible, be retained.

11.5 The use of modern materials such as aluminium for replacement shopfronts can be successful if the design, form and colour of the proposal are given careful consideration. The guidelines below should help achieve a successful design, in alternative materials as well as timber. However designs using pvc-u are not usually successful and they will not normally be permitted in historic buildings in conservation areas, or listed buildings.

Guideline SA3: In conservation areas and on listed buildings the Council will expect the design of the shopfront to be in a style contemporary with the host building, employing materials and details that are in character to the period.

Fascia

11.6 The fascia is the area at the top of the shopfront. Traditionally this area sat below the cornice which would normally have a lead, zinc or asphalt capping. The usual depth of a fascia including the cornice is less than 600 mm.

11.7 When installing a new or altering an existing fascia the following considerations should be taken into account:-

- a) it should not encroach above the first floor window sill;
- b) it should generally not exceed 600 mm in depth from the top of the cornice (if applicable) to the bottom of the fascia;
- c) it should not normally extend across more than one building without vertical interruptions, usually on the original party wall lines;
- d) ideally it should have end stops which are usually in the form of corbels, but this is not always necessary or desirable, particularly in Georgian or early Victorian shopfronts;
- e) it should not project forward of the original fascia position or in front of existing corbels.

11.8 In many cases shops have had false ceilings installed and these have been concealed at the shopfront window by a deep fascia. There are a number of solutions to this problem:-

- a) break the ceiling back up to its original height at the back of the window display; or
- b) depending on the depth of concealment, the ceiling can be raked from the back of the window display up to the original height at the shop window; or
- c) the area can be concealed at the shopfront window with a transom bar and obscure glazing.

11.9 Every attempt should be made to reinstate the proportions of the fascia, as it is a very noticeable and important element of the shopfront.

Guideline SA4: Council will expect the fascia to be in proportion to the scale of the shopfront, usually less than 20% of the total height, particularly in conservation areas and on listed buildings.

Pilasters

11.10 Pilasters are the projection either side of a shopfront that usually define its width. They are often topped with a decorative corbel. The corbel provides the end stop for the fascia. Pilasters and corbels are sometimes shared with a neighbour as they are often positioned on the party wall. They are usually constructed of the same material as the building, such as brick or render but are also found in timber. Some can be highly decorative and use expensive materials such as marble and carved stone.

Guideline SA5: In conservation areas and on listed buildings, Council will normally:-

- a) expect pilasters and corbels to be retained, particularly in conservation areas and on listed buildings where consent will not usually be given for their removal; and
- b) expect the reinstatement of missing pilasters and corbels when a shopfront is replaced.

Stallriser

11.11 The stallriser provides a visual anchor to the ground and helps protect the base of the shopfront. It also allows the interior display to be raised to a more visible position. The stallriser can also provide security by concealing barriers against possible 'ram raiders'.

11.12 Stallrisers vary in height. Traditionally the height was dependent on the type of use in the shop. For example jewellers would tend to have high stallrisers to bring the small items closer to the shopper, whilst clothiers would require a low stallriser to display a dressed mannequin. Grocers and butchers would have something in-between. A reasonable height for a stallriser is usually between 500-700mm.

- 11.13 Stallrisers can be constructed in a variety of materials such as timber, render, marble, and certain types of ceramic tiles.

Guideline SA6: In conservation areas and listed buildings. Council will normally expect new shop fronts to contain a stallriser.

Window

- 11.14 The proportions of window areas should usually relate to the design of the upper floors. Various techniques can be employed to achieve a design that is restful rather than jarring. Window areas can be sub-divided by glazing bars and heights can be varied by introducing transom lights. Interest can be created by arching or curving the head of the frames, introducing coloured glass in the transom lights and even curved glass on corners. Glazing bars, mullions and transoms can add further interest by being formed with mouldings, decorative bases and capitals.

Guideline SA7: Council will expect the glass area of new shopfronts to reflect the main structural emphasis of the design of the upper floors.

Doors

- 11.15 The entrance is the focal point of the shopfront. In Victorian and Edwardian shopfronts the door was nearly always recessed. This provides visual relief to the frontage helping to break down the scale of the shopfront, but also invites the shoppers into the shop. Because of the high ceiling height the door was often topped with an openable fanlight that also allowed ventilation into the shop.
- 11.16 The doors were almost always part glazed with the height of the lower section corresponding to the stallriser. The property number would often be displayed on the fanlight over. Some recesses were extensive and perhaps combined with an entrance to the upper floor. A recess of at least 900 mm is needed to make a convincing impact on a traditional shopfront. The soffit of the entrance would usually be broken up by panels and mouldings and the floor often tiled and linked to the forecourt pattern if this was also tiled.
- 11.17 Recesses have become less common on modern shopfronts. However today the need for uncluttered access for wheelchair users, prams and pushchairs, means ramped recesses are one solution for taking up the difference between pavement and internal floor level.

Guideline SA8: In conservation areas and listed buildings, Council will not normally allow the removal of existing doors that are in keeping with the building, or a significant reduction in the length of existing recessed doorways.

Blinds

- 11.18 Blinds perform the practical purpose of protecting the display from sunlight. In the past the blind was nearly always of the roller type that retracted into a box that was almost imperceptible in the design of the shopfront. The blind box on the Victorian and Edwardian shopfronts was usually at cornice level but may also be found just below the fascia.
- 11.19 There has been a trend towards the use of nonretractable glossy 'plastic' blinds sometimes referred to as "Dutch blinds". These are generally unacceptable, particularly in conservation areas and on listed buildings. They form an intrusive discordant feature in the street scene and obscure the detail of the shopfront.

Guideline SA9: In conservation areas and listed buildings Council will normally expect:

- a) existing blinds and blind boxes to be retained;**
 - b) new blinds to be of canvas or a non-reflective matt finish and be retractable into a concealed housing.**
- 11.20 For practical purposes the blind when extended should be a minimum height of 2.43 metres above the pavement, so as not to cause obstruction or danger to passers-by. Also advertisements displayed on blinds will require advertisement consent.

Security shutters

- 11.21 Security shutters have a significant impact on the streetscene. When they are closed, they have a deadening effect on the character of the street.
- 11.22 However security is an increasing concern of shop owners and is best considered at the early stages of designing a new shopfront so that measures can be integrated into the overall scheme, rather than added as an afterthought.
- 11.23 Historic shopfronts are the most difficult to adapt. It is preferable to have an open lattice shutter on the inside of the window, as these are less offensive to the building and street. If a shutter has to be positioned on the outside then it should be of the open mesh type, only cover the vulnerable glass area, and be in a colour to complement the rest of the shopfront. The shutter box should never protrude in front of the plane of the shopfront.
- 11.24 Traditionally some shops did use solid removable timber shutters, and in appropriate circumstances these could be considered.

Guideline SA 10: In conservation areas and on listed buildings. Council will not normally permit the erection of exterior security shutters but expect solutions to rely on open lattice system etc. behind the glass areas.

Forecourt

- 11.25 The forecourt is another important area of the shopfront. Surviving original examples are often paved in an attractive decorative surface. Usually this is with a Victorian tile that is patterned to include the entrance recess, although sometimes a simpler surface such as clay paviors is used. Where original surfaces to forecourts survive, they should be retained and maintained.

Guideline SA11: In conservation areas and in front of listed buildings, Council will normally expect the original surfaces of shop forecourts to be retained and will not normally allow their removal.

- 11.26 Shop owners should be aware that they are responsible for the condition of their forecourts and should not allow them to become hazardous to passers-by.
- 11.27 When using the forecourt to display goods they should be arranged with a neat and tidy appearance. Any additional signage should be co-ordinated with the shopfront. Forecourt displays and signage, such as the use of 'A-boards', must under no circumstances extend onto the public footpath, without first obtaining appropriate authority.

Colour

- 11.28 Colour is another important consideration when designing a shopfront. The chosen colour should be sympathetic to the building and streetscene. It should not be brash and jar with the architecture and neighbouring shopfronts. There is no standard solution but generally on historic buildings, rich dark colours such as green, navy blue, brown, dark grey, black and maroon often prove successful.

Displays

- 11.29 The window display is the shop owner's best advertisement of the goods on offer. A good display will help attract custom and have the benefit of adding interest to the street. An internally lit display after hours can continue to advertise the goods as well as brighten an otherwise dull and drab street. Window displays should rely on the arrangement of products for their success and avoid stickers and posters directly behind the glass which can obscure the view to the goods for sale.

Access for the disabled

- 11.30 The Disability Discrimination Act comes into force in October 2004, therefore the following guidance should be read in conjunction with this Act.
- 11.31 Proposals to alter shopfronts should take into account the requirements of people with disabilities. The Council has produced "Disabled Access Guidance Notes" which lay down recommendations, and these should be incorporated into the new work. The main considerations for shopfronts are as follows:
- a) entrance doors should have a level access from the pavement or a maximum gradient of 1: 15;
 - b) the entrance threshold should be level or if a weather bar is unavoidable it should have a maximum height of 13 mm;
 - c) the width of the entrance door should have a minimum 900 mm clear opening;
 - d) provision of a clear space of 300mm to the side of the leading edge of the door;
 - e) ideally the door should be provided with a kicking plate;
 - f) door handles are preferable to door knobs and they should be fitted a maximum of 1040 mm above floor level;
 - g) door closers should allow the minimum necessary pressure to open the door;
 - h) doormats should be recessed and flush fitting.

Guideline SA12: Council will expect new shopfronts and alterations to existing shopfronts to incorporate provision for disabled access.

- 11.32 Further information on disabled access is available from the Access Officer of the Borough Council.

Advertisements**Fascia Signs**

- 11.33 Even well designed shopfronts can be ruined by inappropriate fascia signage. By choosing the wrong style, the wrong size or the wrong colour, a high quality well-proportioned design can be destroyed.
- 11.34 Signs need to be in proportion to the fascia and shopfront to which they are to be applied. A good starting point is to consider using only the centre half/ third of the fascia height and the middle half of the fascia length. Fascias should not be overloaded with lettering. (Remember that the shop should display its postal number).

- 11.35 The fascia should only contain the name and trade of the business and not be cluttered with extraneous advertisements. If further information is necessary a suitable location is the thoughtful and limited use of the glass area of either the main window or transom light. Blocking out large sections of windows with advertisements is not acceptable.
- 11.36 The lettering should be applied direct to the fascia or as individual letters. The use of box signs should be avoided.
- 11.37 Corporate companies will, where advertisement consent is needed, be required to blend their corporate signage with the building and should therefore be prepared to be flexible particularly in sensitive areas.

Guideline SA13: In sensitive areas, the Council will expect fascia signs to be in proportion, and in a style, appropriate to the design of the shop front whilst taking into account the use of the premises.

Projecting and Hanging signs

- 11.38 Projecting and hanging signs can provide interest in the street scene when they are carefully designed and positioned to complement the host building. But they can more easily become obtrusive and clutter the street scene if they are poorly designed and put in ill-considered locations.
- 11.39 Traditionally, hanging signs were positioned level with the first floor window. This may not be as practical today as it may have been in the past, as often the upper floors are in different ownership. The design of the bracket and sign should be appropriate to the style of the building and fixed in a position so as not to obscure or damage architectural features.
- 11.40 A non-illuminated swinging hanging sign, on a simple or decorative bracket, at or just below fascia level, is nearly always more acceptable than an illuminated projecting box sign.
- 11.41 The lettering on a hanging or projecting sign should relate to the name and/or trade of the business, and not carry other extraneous advertisements.

Guideline SA14: In conservation areas and on listed buildings, Council will:

- a) not normally allow projecting box signs;
- b) encourage the use of hanging signs of an appropriate size to the scale of the host building;
- c) discourage the display of more than one hanging sign per property.

Illumination

- 11.42 Generally, the Council does not encourage the illumination of signs. However, well considered proposals that contribute to the street scene rather than merely drawing attention to the advertisement, will be acceptable. Illumination of signs on premises with night time uses will also be acceptable.
- 11.43 Where lighting is acceptable the source of illumination should be discreetly concealed. The effect of the illumination should be to create localised pools of light, rather than large expanses of brash and brightly lit advertisement.
- 11.44 **Box Signs:** Internally illuminated box signs standing proud of the fascia should be avoided. However in less sensitive areas, where this type of signage may be acceptable, the lighting units should be positioned behind the original position of the fascia board. Ideally, with this type of advertisement, consideration should be given to only allowing the letters to be illuminated keeping the background opaque.
- 11.45 The use of illuminated box signs within the shop window is unacceptable and will be discouraged.
- 11.46 **Individual Letters:** The most successful and discreet form of illumination is to allow individual letters to be "halo lit". This is achieved by having individual letters standing proud of the fascia board and being backlit from within the fascia. Another but less attractive alternative is for individual letters to be boxed around a light source. However this can appear bulky if the letters are too deep.
- 11.47 **Projecting and hanging signs:** Internally illuminated projecting box signs are unacceptable in sensitive areas. In less sensitive areas they should be of a similar design to that described above.
- 11.48 **External Illumination:** The source of illumination should be carefully considered so that its position does not adversely affect the visual appearance of the building.
- 11.49 Excessive numbers of projecting spotlights, hooded or otherwise, will be unacceptable. The lighting units should be discreetly concealed, and sometimes are best painted in within the background colour of the sign. For example on hanging signs the illumination could be part of the hanging bracket, or on fascia signs the light might be concealed behind a hood below a decorative cornice.

Guideline SA15: In conservation areas and on listed buildings. Council will normally: -

- a) discourage the use of illuminated signs;
- b) not allow the use of internally lit boxes on fascias or projecting signs;
- c) expect that when illumination is acceptable, the light source will be discreetly located.

Legislation

- 11.50 The law concerning alterations to shopfronts and advertisements is complicated, and before you carry out any work you should check with a Planning Officer if permission is required. In some cases more than one form of consent will be necessary.
- 11.51 Below is a summary of the permissions required in conservation areas and on listed buildings.

Listed Buildings

- 11.52 Any alteration that affects the character of a listed building requires a special, and separate permission, called "Listed Building Consent". Therefore the smallest alteration can require consent. Some typical examples that can require listed building consent are:-
- a) the removal of all or part of a shopfront, i.e. window frame, door, tiles, blind box, lettering etc.;
 - b) altering an existing shopfront, i.e. adding ventilation or an alarm box;
 - c) alterations to the interior of a shopfront or building;
 - d) painting the shopfront in a different colour;
 - e) changing the contents or type of any advertisement.

Conservation Areas

- 11.53 Any works that materially affect the external appearance of a shopfront require planning permission. If these changes involve demolition of all or only part of the premises, then conservation area consent may also be required. Typical works that usually require planning permission are:-
- a) Replacing all or part of the existing shopfront with something of a different design or in different materials;
 - b) Altering the shopfront, such as moving the door, blocking a window, changing the transom lights, changing the fascia size, applying a different material to the stallriser, pilasters, etc.;
 - c) Installing a blind, canopy or shutters.
- 11.54 Works that usually require planning permission are:
- a) Removing all or part of the existing shopfront i.e. pilasters, corbels, cornice, door, blind box, window frame, stallriser etc.

Advertisements

11.55 The following typical examples require advertisement consent to be displayed on a shopfront in a conservation area:-

- a) The installation of a new illuminated fascia or projecting sign;
- b) The illumination of an existing sign;
- c) Changing the material of an existing illuminated sign;
- d) Any sign of which any part of it is more than 4.6 metres above ground level or has letters in excess of 0.75 metres high;
- e) The installation of new non-illuminated signs (including both fascias and projecting signs) which are not over a shop window or are higher than the first floor window sills;
- f) An advertisement relating to an institution, hotel, or public house which is larger than 1.2 square metres;
- g) A sign relating to a person, partnership or company, which is larger than 0.3 square meters (e.g. a solicitor's or dentist's name plate).

Other Regulations

11.56 In many instances building regulations will also be required for new works, even when planning permission is not required, so please check with a Building Control Officer whether approval is necessary.

11.57 There may also be requirements to meet regulations concerning the Public Health Acts for example ventilation and extraction systems. So please also check with an Environmental Health Officer that you are meeting all the necessary regulations.

12.0 Satellite Dishes

Permitted development

- 12.1 The inappropriate siting of dishes can have an adverse affect on the character of the individual building and on the wider area as a whole. It is the owner of a property that has the responsibility to site a dish in the most inconspicuous position. If not then the Council can ask you to move the dish at your expense if a less conspicuous position exists.
- 12.2 Generally, in the case of a single private house, other than a listed building, permission is not normally required for one dish which does not exceed 90cm, measured in any one direction and does not protrude above the highest part of the roof. If the dish is to be sited on the chimney stack, and does not protrude above the highest point of the stack, then the maximum size is reduced to 45cm.
- 12.3 Permission is required for more than one dish, or if the size is greater than that mentioned above for the specified locations. The exception is buildings over 15 metres whereby the size can be up to 1.3 metres and up to two dishes may be permitted.
- 12.4 In the case of single private houses in a Conservation Area or any building under 15 metres high (about 5 storeys), permission is required if the dish is to be sited on the roof slope or on the chimney or wall fronting a highway or public footpath. All buildings over 15 metres high in a Conservation Area require planning permission for any dish. For further clarification advice should be obtained from the planning section within the Borough Council.
- 12.5 Consent will be required, in almost all cases, for the installation of a satellite dish on a listed building. This is in addition to any permission that may be required under the planning regulations.

Siting

- 12.6 When installing a satellite dish careful consideration should be given to its location so as to minimise its effect on the external appearance of the building. If permission is required and the property is located within a conservation area an application will normally be refused unless the proposal can be shown to preserve or enhance the special character of the area.
- 12.7 It is advisable, therefore, to have identified a location that would have little or no impact on the host building or the wider context of the conservation area. Such locations could be:

- within the curtilage of the building but out of view of the general passer by;
- concealed by a structure within the curtilage of the building;
- within the valley of a roof;
- behind a parapet; or
- on the rear of the building in a position that cannot easily be viewed and could include the garden if the line of sight into the clear air is maintained

Other considerations

- 12.8 With the development of new technologies it may be possible to choose a system that would have the minimum impact on the built environment whilst achieving the same results for the user. For example dishes can be shared by a number of properties. This is particularly useful and easily achieved on blocks of flats.
- 12.9 There may be other ways to minimise the impact. For instance by choosing the smallest dish available to achieve the required reception, or by the use of a subtle colour scheme to disguise the dish.
- 12.10 Any cabling required, as part of the installation should be kept to a minimum and be located to minimise its visual impact.
- 12.11 When a dish is no longer needed it is the responsibility of the building owner to remove it as soon as reasonably practicable.

Guidelines for the Historic Environment

Guideline SD1: On listed buildings, consent will not be given where the siting of a satellite dish adversely affects the character of the building. Siting will need to be particularly sensitive to all aspects of the building including elevations not generally seen by the public and areas within the curtilage such as the garden.

Guideline SD2: In a Conservation Area planning permission will normally not be given for satellite dishes on the front elevation of the building. Satellite dishes should be confined to hidden elevations or the rear garden.

Guideline SD3: On buildings of local interest and buildings within areas of high townscape value, the Council expects satellite dishes to be sited on hidden elevations or within the rear garden area.

Guideline SD4 : On all blocks of flats the Council expects owners to seek to provide a shared system and will not normally give planning permission for each flat to have a separate satellite dish.

13.0 Refuse Storage

Introduction

- 13.1 This section gives guidance on the appropriate siting of refuse storage for domestic properties when applying for planning permission. Domestic properties largely fall into two categories – houses and flats. Houses usually mean new developments whereas flats will normally be either a block of new apartments or the conversion of an existing building. Planning Officers will consider the impact on, amongst many things the visual, environmental and residential amenity of the site and the surrounding area. They will also consult the relevant department to ensure the development meets the criteria of the refuse collection service. This document is primarily concerned with the visual impact but in framing the guidelines other material matters have been taken into consideration.

The Refuse Collection Service

- 13.2 The Borough Council has introduced a kerb side collection service for domestic refuse in the town. This means that refuse has to be placed in the bins provided in a position at the edge of the property closest to the highway ready for collection. This will usually mean at the front of the property. Existing properties have been given a wheel bin and recycling box for their refuse. These existing users can benefit from the guidelines laid down in this section if they want to minimise the impact of their bins and boxes on the townscape. However the guidelines listed below only apply to developments requiring planning permission from the local authority.
- 13.3 For such developments the following requirements for refuse storage should be met:-
- House:**
- A storage area of 1050x900mm for the wheel bin and recycling box (bin provided by the developer and the box provided by the Council)
- Flats:**
- Communal storage using one 1100 litre eurobin (provided by the developer) for every 6 flats needing an area of 1300x1000mm per bin.
- 13.4 Five 240 litre wheel bins (provided by the Council) for recycling glass (3 bins), paper (1 bin) and cans (1 bin). The five bins require an area of 3000x900mm and they would be sufficient for developments of up to 25 flats. Larger developments should discuss their recycling arrangements with the Council.
- 13.5 Ideally, for both houses and flats, the permanent bin storage areas should be hard surfaced to allow easy manoeuvrability of the bin, and provide a

wash down area. Any enclosure of the bins should be sufficient to allow the lid to be fully opened.

- 13.6 Although the Council requires collection from the closest point to the highway, this does not mean that the **permanent** storage of the containers needs to be in this position. They are manoeuvrable and should be wheeled to the appropriate position on the collection day.

Siting

- 13.7 The siting of the wheel bins and the recycling box, and any structures that house them, should be located to minimise the visual impact on the townscape. This is particularly important in the historic areas of the town where the introduction of such modern elements in a traditional setting can be jarring.
- 13.8 On new developments in historic areas, the location and design of the refuse store area should be considered at an early stage. Ideally the location should be to the rear of the property. Consideration will need to be given as to the ease with which the wheel bin can be manoeuvred to the closest point to the highway for collection.
- 13.9 As a last resort the bins may have to be permanently accommodated at the front of the property. In these instances measures to minimise the impact of the bins will need to be taken. For example locating the bin adjacent to another structure that is higher than the bin will draw the eye from it and/or colour coding the bin to the main background colour will help camouflage it. More importantly if an enclosure to house the bins is proposed, then the design will require special consideration to ensure that its size, materials and detailing does not have an adverse impact of the host building in particular, and the streetscape in general.

Guideline RS1: The Council will not normally give planning permission or listed building consent for permanent purpose built refuse stores on the publicly visible areas of listed buildings or unlisted buildings in Conservation Areas, unless it can be shown that the proposal will have no adverse impact on the special interest of the building or area.

Guideline RS2: In all historic areas including buildings of local interest and buildings within areas of high townscape value the Council expects permanent refuse storage areas to be normally located to the rear of the property.

14.0 Trees

Introduction

- 14.1 Trees make a major contribution to the urban area giving relief and interest to the townscape. They can act as focal points, create space and give an area identity. Trees take a long time to become established and therefore they should be retained whenever possible and only removed as a last resort. Enforceable protection of existing trees is achieved by one of three ways:-
- 14.2 **Tree Preservation Orders:** There are 106 tree preservation orders (as at June 2004) protecting individual and groups of trees. Tree preservation orders prevent the cutting down, topping, lopping, uprooting, wilful damage or wilful destruction of trees. Carrying out any of the above without authority from the Council is a criminal offence. If permission is given to remove a tree, the Council can require a replacement, even if the tree was felled or damaged in a storm.
- 14.3 **Conservation Areas:** In conservation areas, owners are required to give the Council six weeks notice if they intend to carry out any tree surgery or felling of trees.
- 14.4 **Planning Conditions:** When the Council receives a proposal for development, a question on the application form asks if any trees on the site are to be felled. If the Council considers that any existing trees make an important contribution to the site, street or area, a condition to retain them can be placed on the planning permission, and the design may need to be altered to allow retention.

Guideline T1: In all the above instances the Council will assess the importance of the individual tree, group of trees or woodland, using the following criteria:-

- a) value to its immediate locality
- b) value from more distant views
- c) individual quality or as an integral part of a group
- d) age
- e) rarity of species
- f) condition

Trees that are considered important to the site, street or area, will be expected to be retained.

Protection of Trees on Development sites

- 14.5 Before a site is developed, its natural assets such as trees, hedges and shrubs should be surveyed and assessed. Consideration should be given to

- retaining as much of the site's natural assets as possible, as this will help blend the new development into the surrounding streetscape. The new development should therefore be planned around the vegetation. This is particularly the case with trees. Due to the stature of trees they will usually make the biggest impact on the street scene, and therefore their loss is often immediately noticeable.
- 14.6 When considering trees for retention it is important to consider their ultimate size and consequently their proximity to the development. Orientation is also important as excessive shading of windows may lead to requests from new owners to carry out pruning or even felling to remove the nuisance.
- 14.7 Once trees have been selected for retention, every effort should be made to protect the tree from both immediate and long-term damage. Trees achieve a balance with their surroundings. Disturbing the surroundings will affect this equilibrium. The most susceptible area is the root system, and as this is not readily visible, it tends to be ignored.
- 14.8 Tree roots are usually found within the top 600mm of soil. Their arrangement is difficult to predict as the roots develop in response to the availability of water and nutrients within the ground. Roots also need oxygen, which they glean from the space between the soil particles. Therefore disturbances such as compaction of the soil, raising water levels and spillages of contaminants (i.e. petrol, diesel, oil, lime etc.) will all affect the oxygen levels and disturb the equilibrium of the tree.
- 14.9 Naturally, severing the roots can have a disastrous affect. Not only does this damage the tree but it can also affect its stability.
- 14.10 To avoid disturbing the important ground area above the tree roots, there is a need to provide a protective zone before construction work starts on site. The zone will vary depending on the age, size and vigour of the tree. This assessment needs to be made by a specialist. Table 1 in BS 5837 (1991) suggests minimum distances from the centre of the trunk ranging from 2.0 metres radius for a young tree of less than 200 mm trunk diameter, to 12 metres radius for a mature tree with a trunk in excess of 750 mm diameter (diameters measured 1.5 metres above ground level).
- 14.11 Alternatively a good rule of thumb is to protect an area equal to a radius half the height of the tree or to the perimeter of the branch overhang, whichever is the greatest. This rule will usually mean distances in excess of the more accurate measurements detailed in Table 1 mentioned above.
- 14.12 Once defined the area should be sacrosanct and protected with a stout fence to the minimum height of 1200 mm. It should be strong and suitable for local conditions, commensurate with the degree of activity on site.

- 14.13 If it is essential for a service trench to be taken into the protected area, it is permissible to thrust a small borehole as low as possible under the tree. Provided the borehole is of a small diameter, it will cause minimal damage to the tree roots. Alternatively excavate a narrow trench directly towards the tree along a radius to within 1 metre of the trunk, tunnel under the tree and exit along another radius. This will keep root severance to a minimum, causing far less damage than if a trench passed alongside the tree. The service can be sleeved to minimise potential damage from the tree and facilitate future maintenance. (For further information refer to Supplementary Planning Guidance -Trees and Development.)

Guideline T2: When the Council give permission for the development of a site and there are trees requiring protection, it will normally require by condition the surveying and retention of the trees, as well as measures for their protection during demolition and construction in accordance with the latest British Standards (currently BS 5837: 1991)

Planting New Trees

- 14.14 There are many instances when it will be necessary or desirable to plant new trees. This section details some basic advice to give the new tree the best chance of survival.
- 14.15 When planting a tree, the soil and the location should be surveyed to ensure that the tree chosen is a suitable species, common to the area and compatible to the soil type. It is also advisable that the tree can grow to its full potential without causing structural damage, excluding light or necessitating regular pruning and maintenance.
- 14.16 Eastbourne has been lucky to inherit a tree rich environment that contributes to the town's particular character. New planting should contribute to, and reinforce this established character. For example the Council has working practices in place to ensure that new planting in the town's avenues does not detract from the dramatic effect that an avenue of trees can produce. So tree species are chosen that will give the correct colour and form that will blend and harmonise with the established trees.
- 14.17 As much care is required in choosing trees for private land. There are a number of tree species that are commonly found in the town and these should, whenever practical, be used rather than species that are alien to the surroundings particularly in highly visible locations such as front gardens. (For further information refer to Supplementary Planning Guidance -Trees and Development.)

Guideline T3: In conservation areas and on land adjoining listed buildings, the Council will normally expect new planting in locations visible from public areas to be of species that are common in Eastbourne.

- 14.18 Young trees come in many shapes and sizes but the most popular sizes are:

Transplants: These are used for woodland or block planting and are usually 300 - 600 mm in height, depending on species, and are bought bare rooted or in root trainers.

Standards: These are 2.5 - 3.0 metres in height with a clear stem. They have a stem:crown ratio of 2:1, with a stem girth between 80-100mm. These are more expensive than transplants and are used in parks and on highway planting of individual trees. These can be purchased as bare root or containerised/root balled.

Semi-mature: These are large trees with a height of 6-9 metres and a stem girth of 200-750mm and are relatively expensive. They are mainly purchased root balled and are used for prestigious developments where an instant tree effect is desired.

Guideline T4: Council will normally expect that planning applications with landscaping proposals give details of the size, species and location of new trees.

- 14.19 The planting time for bare root trees is best carried out in the dormant season between October and March, but with root balled or containerised stock the planting can be carried out at any time (although periods of frost and waterlogged soils should be avoided).
- 14.20 The first step is to excavate the planting pit. This should be large enough to allow the tree's roots to spread outwards without any hindrance, and depth should also be sufficient to allow the tree to be planted at its original level indicated by the soil mark on the stem. The walls and base of the pit should be forked over to aid drainage and aeration. The topsoil should be separated from the sub-soil. If the topsoil is of poor structure or quality it should be exchanged for one that is good quality and weed free.
- 14.21 No fertilizer, grass clippings or manure should be added at this time. This is better carried out in the following growing season.
- 14.22 Before placing in the pit, the tree should be provided with a stake which is not of such a height so as to interfere with the trees branches. The stake will keep the tree secure whilst it is becoming established.
- 14.23 The tree should now be placed in the pit and the soil backfilled gradually firming each layer with the heel of the boot, avoiding damage to roots. Between layers the tree should be shaken to avoid air pockets around the roots. The tree can then be attached to the stake with a tree-tie and spacer. The spacer will prevent chafing of the bark provided it is altered as the tree grows.

- 14.24 A mulch of bark chippings or a plastic mulch mat should be placed to cover a 2.0 metre diameter area around the tree to prevent competition from grass and weeds claiming the moisture.
- 14.25 The tree should be well watered in after planting and the weed free zone should be maintained and the stake tie regularly checked. This basic maintenance is especially important during the first 2-3 years.
- 14.26 There is a wide range of tree species available in nurseries but the following basic criteria should be followed. Screen or peripheral plantings should blend with the existing surroundings and the choice should be mainly of common species with the occasional suitable addition to compliment the planting. Within development areas any trees planted must be located in sites where their longevity can be assured.
- 14.27 If you require specialist consultants or contractors, the Arboricultural Association provide a directory of qualified persons. The address is:

The Secretary,
Arboricultural Association,
Ampfield House,
Romsey,
Hampshire
SO51 9PA
Tel: 01794 368717

15.0 Addresses of Interested Bodies

15.1 This section gives the addresses of the main national bodies that advise on the built environment and are relevant to the contents of this document. It also lists the local bodies that have an interest in the built environment.

Main National Bodies:

English Heritage
South East Region
195-205 High Street
Guildford GU1 3EH
01483 252000
www.english-heritage.org.uk

Department of Culture
Media & Sport
2-4 Cockspur Street
London SW1Y 5DH
020 7211 6200

General Body:

Ancient Monuments Society
St Ann's Vestry Hall
2 Church Entry
London EC4V 5HB
www.ancientmonumentsociety.org.uk

Buildings up to 1714:

Society for the Protection of
Ancient Buildings
37 Spital Square
London E1 6DY
www.spab.org.uk

Buildings 1714-1837:

The Georgian Group
6 Fitzroy Square
London W1T 5OX
www.georgiangroup.org.uk

Buildings 1837-1914

The Victorian Society
1 Priory Gardens
Bedford Park
London W4 1TT
www.victorian-society.org.uk

Buildings 1914 onwards:

The Twentieth Century Society
70 Crowcross Street
London EC1M 6EJ
www.c20society.demon.co.uk

Local Bodies:

The Eastbourne Society
Honorary Secretary
73 Church Street
Old Town
Eastbourne
East Sussex BN21 1Q

Eastbourne Local History Society
Honorary Secretary
12 Steeple Grange
5 Mill Road
Eastbourne
East Sussex BN21 2LY

Appendix 1: Compliance with Planning Policy Guidance Note 12: Development Plans

This Supplementary Planning Guidance is considered to have been prepared in accordance with paragraphs 3.15 - 3.18 of Planning Policy Guidance Note 12 : Development Plans (PPG 12) for the reasons set out below.

Requirement	PPG12 Reference	Reason / Comment
SPG must be consistent with national and regional planning guidance and the adopted development plan.	3.15	This SPG is consistent with guidance in Planning Policy Guidance 15 : Planning and the Historic Environment and the Eastbourne Borough Plan 2001 – 2011 (adopted September 2003).
SPG must be cross referenced to the relevant plan policy which it supplements.	3.15	This SPG relates to several policies in Chapter 5 of the Eastbourne Borough Plan 2001-2011 and the references are given in this document.
SPG must be issued separately from the Plan.	3.15	The Eastbourne Borough Plan 2001-2011 was adopted in September 2003. The draft of this SPG was presented to the Planning & Licensing Committee in April 2004 for authority to consult and formally adopted by Cabinet and the Planning & Licensing Committee in July 2004
SPG must be made publicly available.	3.15	Copies of this guidance are available from The Planning Policy Unit, 68 Grove Road, Eastbourne BN21 4UH. It is also available on the website at www.eastbourne.gov.uk .
Status of the SPG must be made clear.	3.15	The status of the SPG is made clear in the title. The earlier version of the document was a draft edition for public consultation.
Consultation should be undertaken with the general public, business and other interested parties with their views being taken into account before the SPG is finalised.	3.16	This SPG has been subject to public consultation and details of the main consultees were published with the final Committee report.
A statement of the consultation undertaken, the representations received and the local authorities response to those representations must be made available with each copy of the SPG.	3.16	A report to Committee and Cabinet was presented to Members following the expiration of the consultation period. This report is available on request from the Planning Policy Unit, 68 Grove Road, Eastbourne, BN21 4UH.
SPG must be subject to a Council resolution to adopt it as supplementary planning guidance	3.16	The Council adopted the guidance after it had been subject to public consultation.

