

COMMITTEE: **PLANNING**

DATE: **21 June 2016**

SUBJECT: **Guidance Document on the maintenance, repair and replacement of windows in heritage assets.**

REPORT OF: **Senior Specialist Advisor (Planning)**

Ward(s): All

Purpose: To provide a summary of the current policies and guidance available to assess the replacement of windows through the planning process.

To seek Members views on the draft window guidance document which amalgamates current national guidance available on windows and identifies the relevant national and local policies and supplementary guidance referred to as part of the planning process when assessing the replacement or renewal of windows.

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Recommendations:

1. Delegate to the Senior Specialist Advisor (Planning) to implement where necessary typographical changes to the document.
2. Delegate to the Senior Specialist Advisor (Planning) to produce an executive summary document to accompany the document in the next round of consultation.
3. Delegate to the Senior Specialist Advisor (Planning) to create a draft Planning Policy Document to provide greater clarity in the assessment of planning application for replacement windows.
4. Refer to Cabinet the guidance document and supplementary information for them to endorse a 6 week consultation period.

1.0 Introduction

1.1 It has become apparent in determining applications for the replacement of windows through the planning process that EBC has little supporting guidance available to officers, planning agents, business owners and home owners relating to the maintenance, repair, replace and aesthetic value associated with traditional windows.

1.2 As a response this document has been produced in an attempt to amalgamate the relevant national and local policies and supplementary guidance referred to as part of the planning process when assessing the replacement or renewal of windows.

1.3 This document has been reported to the Local Plan Steering Group and also Conservation Area Advisory Committee prior to reporting to Planning Committee, a copy of the Conservation Area Advisory Group report and also the guidance document itself is appended to this document for information.

1.4 The guidance document is being reported to Planning Committee unaltered by/via its earlier reporting to Local Plan Steering Group and Conservation Area Advisory Committee with the view that we should receive a pool of responses against a common document.

2.0 Background

2.2 This document has been produced to provide owners, agents, applicants and other interested parties with an insight into the heritage values attached to the significance of traditional windows, as they would be assessed by EBC through the planning process. In addition, advice on good practice is offered for the maintenance and repair of traditional windows including their wholesale replacement.

2.4 The Conservation Area Advisory Committee resolved at their meeting of May 2016 the following recommendation:-

'...The Group praised the quality of the document and expressed their thanks to the Specialist Advisor (Conservation). It was suggested that the document add examples of plastic window applications that had been previously approved in Conservation Areas. It was also recommended that in addition to the document, a shorter version, highlighting the key points of interest should be produced for ease of reference...'

3.0 Recommendation:-

1. Delegate to the Senior Specialist Advisor (Planning) to implement where necessary typographical changes to the document.
2. Delegate to the Senior Specialist Advisor (Planning) to produce an executive summary document to accompany the document.
3. Delegate to the Senior Specialist Advisor (Planning) to create a draft Planning Policy Document to provide greater clarity in the assessment of planning application for replacement windows.
4. Refer to Cabinet the guidance document and supplementary information for them to endorse a 6 week consultation period.

