



Ashfield



Sutton in Ashfield Church and Market Place Conservation Area Designation, Appraisal and Management Plan Consultation Report

January 2015

Document details

Title: Sutton in Ashfield Church and Market Place Conservation Area Designation, Appraisal and Management Plan Consultation Report.

Summary: This document sets out the public consultation undertaken by the Council between November and December 2014 regarding Sutton in Ashfield Church and Market Place Conservation Area Designation, Appraisal and Management Plan.

Consultation summary:

The Council has undertaken public consultation with local residents, businesses, and property owners, English Heritage, Sutton in Ashfield Local Historical Society, Nottinghamshire County Council and other relevant consultees.

Document availability:

Copies of this document are available from Ashfield District Council Planning Services.

1. Introduction

- 1.1 This report reviews the Council's public engagement on the proposals to designate the Church and Market Place areas of Sutton in Ashfield as a conservation area along with a draft conservation area appraisal and management plan for this area.. Public consultation was undertaken from 6th November 2015 until 1st January 2015. The report should be read in conjunction with the appraisal document. The Planning (Listed Buildings and Conservation Areas) Act 1990 ('the Act') defines conservation areas as: "areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance" (section 69 (1) a). Appraisals seek to identify the special architectural and historic interest of a conservation area, and thus provide a robust basis for development control decisions relating to those areas.
- 1.2 Section 71 of the Act requires the Council to publish proposals for the preservation or enhancement of the conservation area at a public meeting. A public drop in meeting was duly held on the afternoon of 4th December 2014 at Sutton in Ashfield public library where member of the public could discuss proposals with Council Planning and Conservation Officers.
- 1.3 Section 69 of the Act requires local planning authorities to review whether any parts of their area should be designated as a conservation area. The consultation allowed the public to assess whether the Council has made a reasonable assessment and justified the proposed designation.
- 1.4 This report has been prepared in line with advice set out in national guidance¹.

2. Sutton in Ashfield Church and Market Place Conservation Area

- 2.1 The proposed Sutton in Ashfield Church and Market Place Conservation Area is an area of historic and architectural interest. The proposed conservation area focuses on an area around the medieval church, the late 19th and early 20th century residential area around Church Street and the late 19th and early 20th century commercial area surrounding the market place.
- 2.2 The Conservation Area contains no listed buildings, although does include a large number of heritage assets identified for their local interest.

3. Consultation strategy

- 3.1 Government guidance advises that public participation should be an integral part of the appraisal process². It is recommended that the appraisal should be issued for public comment as soon as a draft is completed.

¹ English Heritage, 2011: *Understanding Place: Conservation Area Designation, Appraisal and Management*

² English Heritage, 2011: *Understanding Place: Conservation Area Designation, Appraisal and Management*.

3.2 A consultation exercise offers the opportunity for officers to be proactive and positive, raising the profile of heritage conservation practice. Public engagement with conservation issues, for example, has the potential to bring valuable understanding and ownership of management proposals for the area. As suggested in national guidance, heritage is what people value. It is important, therefore, that the Council puts an appropriate consultation strategy forward.

3.3 The aims of the Sutton in Ashfield Church and Market Place Conservation Area designation, appraisal and management plan consultation strategy were as follows:

- To seek views on whether members of the public consider whether the area should be designated as a conservation area.
- To inform members of the public about the appraisal document and how they could comment on it;
- To seek public views on the Council's characterisation of the conservation area;
- To consider views on proposals for the preservation and enhancement of the area;
- To review the proposed Conservation Area boundary and whether it should be amended;
- To facilitate a public meeting to discuss the appraisal and management proposals;
- To raise the profile of Conservation Areas and provide useful advice and guidance to affected property owners.

3.4 To achieve these aims, the following strategy was employed:

- A **public drop in meeting** was arranged for the **4th December 2014** at Sutton in Ashfield public library. The Council's Conservation Officer would attend;
- The draft appraisal would be made widely available for public comment. A consultation period was set from 6th November 2014 to 1st January 2015. However, further comments were received after this deadline, which were also taken into account;
- An **electronic** copy of the draft appraisal and a questionnaire (a copy of which is included in the appendices) were made available on the Council's website with clear signposts at www.ashfield-dc.gov.uk;
- Hard copies of the appraisal and questionnaires were made available at:
 - Ashfield District Council Offices at Urban Road, Kirkby in Ashfield and Fox Street, Sutton in Ashfield.
 - at Sutton in Ashfield Library;
 - Kirkby in Ashfield Library.
 - Hard copies were also available on request.
- **Flyers** were placed in prominent positions at all of the above locations (a copy of which is included in the appendices);
- **Site notices** were placed at **12** locations around the proposed Conservation Area. A map showing these locations is included as appendix B. The site notices comprised 1 page – a letter to the general public advertising the appraisal and public drop in meeting.;
- **Letters / Emails** were sent to **external consultees (including English Heritage, Nottinghamshire Building Preservation Trust, Nottinghamshire County Council and the local heritage society)** with details of the appraisal and public drop in meeting and questionnaire;
- **Elected Members** of the Sutton ward, portfolio holder and leader of the Council were all informed of the proposed boundary and draft appraisal and management plan;

- An advertisement was placed in the Ashfield Chad on the 19th November 2014 (a copy of this is shown in the appendices).

The draft appraisal document

- 3.5 The draft appraisal and management plan document is 84 pages on A4 in colour. It contains four key sections: introduction, geographic and historic context, character areas and management plan, together with associated appendices.
- 3.6 The appraisal contains extensive photographic material and colour maps to illustrate the character of the Conservation Area.
- 3.7 The draft appraisal was printed in a limited number, but was made available electronically on the Council's website. Hard copies were available to view at Council Offices and libraries or on request by post.

The consultation letter and questionnaire

- 3.8 Site notices were placed at 12 prominent locations within the proposed Conservation Area and around the possible extension areas. In addition, each external consultee was sent a letter. A copy of the site notice is contained in the appendices.
- 3.9 The questionnaire contains 6 questions, 5 of which had both a tick-box element and a space for further comments. Space for the respondent's name, address, telephone number and email address was also provided for. The deadline for comments (1st January 2015) and the Council's address were included, as was an A5-size map of the proposed Conservation Area boundary and potential further addition. The 8 questions were as follows:
 - Question 1:
Do you think the Church and Market Place areas of Sutton in Ashfield should be designated as a conservation area.
 - Question 2:
What is important to you about the Church and Market Place conservation area?
 - Question 3:
What do you think are the most important issues facing the Church and Market Place conservation area?
 - Question 4:
Do you feel that the following proposals will help to preserve or enhance the special character of Church and Market Place conservation area?
 - Question 5:
What improvements could be made to enhance the special character or appearance of the Church and Market Place conservation area? Are there any particular buildings or sites that you feel should be the focus of change?
 - Question 6:

Boundary changes. The Council would like to know your opinion whether the cemetery should form part of the conservation area – are there any further area you consider significant?

Public meeting

3.11 Section 71 of the Act requires public meetings on Conservation Area management proposals to be undertaken within the area affected. A public meeting was held at Sutton in Ashfield public library on 4th December 2014 between 2pm and 5:30pm. This was attended by the District Council Conservation Officer and a District Council Planning Officer from Ashfield District Council.

3.12 Hard copies of the appraisal, the appraisal questionnaire and proposed Conservation Area boundary maps were provided for people to consider. Other material provided included several historic maps and a range of historic/modern photographs of sites within the Conservation Area. The officers made themselves available for any questions throughout the meeting.

4. Consultation outcomes

Questionnaire

4.1 The Council received a total of 8 consultation responses, including 7 completed questionnaires. The questionnaire responses are set out in the tables below:

Question 1

Character Element	Yes	No	Don't know
Do you think the Church and Market Place areas of Sutton in Ashfield should be designated as a conservation area?	6.5 responses	0 responses	0 responses

4.2 All respondents agreed that to the conservation area proposals although 1 respondent thought the church area was worthy but not the market place.

Question 2

Character Element	Strongly Agree	Agree	Don't know	Disagree	Strongly Disagree
The quality and distinctiveness of the built environment	5				
The architecture, layout and setting of the Market Place, Brook Street, Church Street, Church Lane and Titchfield Avenue.	6				
The views across the Market Place.	3	2			
The quality of trees, open spaces and boundary walls	5				

4.3 Not all respondents answered this question but mostly all were in agreement with the identified character elements for the area.

4.4 Comments made on this question included;

- *“the market place has no character, the trees on church lane are a nuisance and a number should be cut down to alleviate the problems with the amount of leaves during five months of the year.”*
- *“a working market place is critical to a conservation area. The old Manor House and Hunter’s Bar have been excluded- why?”*
- *Much of old Sutton has been destroyed since the 1960s. Please let us keep a few nice areas. There are some very old buildings in Church Street area e.g. Hunters Bar, Kemp’s Farm – only one left after destruction to build the police station”.*

Question 3

Issues	Strongly Agree	Agree	Don't know	Disagree	Strongly Disagree
Loss of traditional windows (and replacement with modern UPVC)	2	1	2		
Loss of traditional shop fronts	3	1	1		
Inappropriate signage	3	1			
Inappropriate new development	3	2			
The condition/maintenance of historic buildings	6				
The poor state of the public realm (pavements/surfacing/benches/lights etc)	3	2	1		
Excessive highway clutter (signs, road markings etc.)	3	1			

4.5 All respondents agreed that the condition of building was an important issue. 4 respondents were less certain over the loss of traditional windows, shop fronts and state of the public realm. No respondent disagreed with the issues posed.

4.6 Comments made on this question include:

- *“Would it be possible to have signs put on historically important sites?”*
- *“No more ‘commercial’ enterprises in residential areas e.g. care homes, these are businesses more than residences with inappropriate building extensions, noise, lights etc.”*
- *“I do not like the amount of traffic that uses Church Street as a ‘rat run’. I think civic pride in the area is poor , just look at our dirty bus station right next to the area in question. Civic pride needs working on. Litter is deposited in the area when people have eaten take-aways”.*

- *“Day to day cleanliness of the conservation area. The central area pavements are a disgrace! Modern windows can be made to fit within an old environment”.*
- *“I do not think the Church has problems. The market place is different. Open air markets unless they are in picturesque village i.e. Bakewell, some parts of Yorkshire and rural beauty spots are dead unless they can attract huge numbers of customers”.*

Question 4

Management	Strongly Agree	Agree	Don't know	Disagree	Strongly Disagree
The implementation of planning policies which ensure that heritage assets and their settings are protected	6				
The use of the character analysis in the Sutton in Ashfield Conservation Area Appraisal to help inform planning decisions	4				
The use of development briefs, which would help identify the constraints and opportunities of specific sites.	4	1			
The use of an Article 4 Direction ³ , to give stricter control on works which might otherwise be carried out without planning permission	4	1			
To monitor change regularly and review the Conservation Area boundary every 5 years	4				1

4.7 Nearly all respondents agreed with the proposals to manage the area. One respondent strongly disagreed with the 5 year review.

4.8 Comments made on this question include;

- *“Sutton has never been a pretty town and when the retail revolution came to Sutton most of the specialist shops...and many other quality retailers closed because of big superstores, Asda mainly. Outram Street was changed to an eyesore- a total disgrace to any town, and what to do about this is a real challenge for the council”.*
- *“the intention of a boundary should be to endure longer than 5 years, thus avoiding political whims after each local election”.*
- *“any new build or alterations should be in subdued colours, no bright signs or frontages”.*

Question 5

What improvements could be made to enhance the special character or appearance of the Sutton in Ashfield Conservation Area (such as lighting, street furniture, trees/landscaping, etc)? Are there any particular buildings or sites that you feel should be the focus of change? Please make suggestions below:

³ For further details see the Management Plan section of the Conservation Area Appraisal.

4.9 Four respondents offered comments on improvements. These comments included;

- *“Uniform shop fronts on the Market Place and Brook Street. Less trees on the Market Place area but some kind of planting scheme. Traditionally made street lighting.”*
- *“The Market Place could be a lovely area with the removal of the hideous market stalls and the planting of the trees, flower beds, seating to make it a great meeting/sitting space.*
- *Care to be taken when developing the Old Post Office and the Old Police Station, both very nice buildings. More street trees, nicer street lighting, particularly around Market Place. Reduction of traffic flow and speed through Church Street”.*
- *“The Police Station on Church Street is a 1960s monstrosity and should be demolished or re-developed. It is entirely out of character, position, proportion and materials and makes no positive contribution to the conservation area. It is underused...prior to the police station there was a public house (White Lion?) which could be a proposition in place of!”.*
- *“lighting – ok; street furniture – keep to minimum; trees – try to keep. Discourage tarmac or bricking over drives and lawns, lots of people in area get rid of their gardens because of parking and laziness. Lack of greenery makes the area look soulless and is not good for wildlife. In fact large areas of Sutton have lost their gardens. Can there be something to encourage people to avoid making Sutton a tarmac town?”*

Question 6

One area has been identified for potential inclusion into the conservation area. This is the cemetery at the junction of Huthwaite Road and Lammass Road. The cemetery was opened on May 24th 1892 and contains the grade II listed war memorial along with 65 commonwealth war graves.

Inclusion in the conservation area would not result in any planning control for graves or new headstones but permission would be required for works to trees including felling and the demolition of a tombstone, monument or memorial to the deceased which was erected before 1st January 1925.⁴

The Council would like to know your opinion whether the cemetery should form part of the conservation area.

Possible Conservation Area Extensions	Strongly Agree	Agree	Don't know	Disagree	Strongly Disagree
Sutton in Ashfield cemetery	5	1			

4.10 All respondents who answered the question agreed that the cemetery should be included in the conservation area.

4.11 Comments made on this question include;

⁴ See Planning Circular 01/01

- *"My own relatives are buried there over generations. I visit regularly and would feel happy with as little change as possible".*
- *"The above question 6 explanation is adequate reason as to why the cemetery should be included. This area is part of the heritage of old Sutton in Ashfield".*
- *St Mary's gardens on Church Street should also be included in the conservation area as this is also part of old Sutton and relates to the position of the old cemetery. There used to be a farm there".*
- *"(Cemetery) a peaceful haven in a busy town centre. War graves are particularly important. Shame they are not all together.*

The traffic islands opposite the cemetery, Devonshire Island could be redeveloped to reflect the area. St Mary's Gardens – a big improvement but nothing to reflect the history of the site".

- *"The cemetery is one of the nicest places in the town. I do not think it could be improved – all it needs is keeping tidy. Trees kept under control!"*
- *"The town's war memorial is situated there (cemetery). There are a number of local worthies buried there".*
- *"I know Hunter's Bar (old Kemp's Farm) is Grade II listed (47 Church Street) but is the garden protected? If not the land strip garden should be in the area".*
- *"My family think this (cemetery) should be included in the conservation area".*

4.12 The end of the questionnaire invited further comments. Two questionnaire respondents and one email offered further information. This included;

- *"History on Church Street, Cavalier and Roundhead fight during the Civil War. I believe there are Cavalier graves at the church. The Clergy House, very old, should this be a listed building?. Perhaps an information board in St Mary's Gardens regarding the history of the site".*
- *"The eastern boundary (of the proposed conservation area) is illogical! The line should follow up Market Street along the western side of Devonshire Square to include the Old Manor House and Hunters Bar which I think is listed. From Devonshire Square the line should then proceed up The Lammas to St Mary's Church and to include the cemetery".*
- *"Overall think that the idea of a conservation area is a good one particularly as we have tried very hard to maintain the character and originality of our property – but as a homeowner have a few reservations/worries that a future buyer might be put off by it.*
- *"We have some existing replacement eg 2 plastic windows – plastic guttering. Presumably – the conservation wouldn't require us to replace these to original standard?"*
- *"Would the conservation area cover changes to front and back gardens –eg we have lovely stone walls bordering our properties".*

- *“Grants –would we as home owners in the area be eligible for any grants to replace broken things eg metal guttering rather than plastic, which is what we would have preferred to do all along, but there is a big cost difference”.*
- *“Market Place – We would welcome the changes to the market place to reintroduce character to the area particularly to replace the variety of block paving with something more in keeping. A traditional cobbled area would be more in keeping. Perhaps it’s fanciful to imagine re-introducing the turret to the old town hall building on the market place to create the much needed focal point”.*
- *“Can I congratulate you on the quality of the draft document produced. We are very proud our house is considered to be of interest”.*

Public meeting

4.7 12 member of the public and 1 local Councillor attended the public meeting. Officers talked to each in some depth about a number of issues, including:

- The historical development of Church and Market Place area;
- The implications of living within a Conservation Area;
- The purpose of the appraisal and consultation; and
- The detail of the management proposals.

4.8 In addition to the above, a number of specific issues were raised by attendees of the public meeting, including:

- The potential impact on the Conservation Area on the market place and for the churches;
- Highway clutter, particularly signage;
- How a conservation area would affect roof repairs and windows replacements.
- Potential for grant schemes for the area.
- Suggestion of including Spring Bank Farmhouse (4 Kirkby Road) believed to date from 1671

4.9 Over all there was general support from all that attended the public meeting for the proposed conservation area.

5. Officer responses

5.1 The response from the Officers to issues raised in the previous section is outlined below. Where comments raised are statements more than queries response will not always be given. Where we concur with specific suggestions made by consultees, appropriate amendments have been made to the final appraisal document.

Questionnaire

5.2 The officer responses to the questionnaire are summarised in this section.

5.3 Question 1 – Whether the area should be a conservation area.

- The public response is in support of the proposed conservation area. A recommendation will be made to Councillors to adopt the area as a conservation area.

5.4 Question 2 – Character Element.

- It is not agreed that the Market Place has no character. The combination of historic buildings and the open space create a space of character in the town centre. There is however scope for improving and enhancing this character.
- It is important that trees are maintained. Conservation status will protect trees from felling without permission but this does not mean that trees that are detrimental to the area or are in poor health have to be retained. It is unlikely trees would be felled due to the annoyance of leaves.
- Hunter's Bar and the Old Manor House are excluded from the Conservation Area. Conservation area are designated where an 'area's is worthy of preservation or enhancement. It is felt that the area surrounding these buildings does not sufficiently comply with this requirement. Both buildings however are Grade II listed, the buildings are protected and their setting under the Planning (Listed Buildings and Conservation Areas) Act 1990. Including them in a conservation area boundary will not offer any additional protection.

5.5 Question 3 – Issues.

- It is reassuring that respondents agree with the issues identified by the Conservation Officer that affect the area. The suggestion of signs at important places could potentially be adopted by the Council or other community or public group. Increasing the level of heritage interpretation would be beneficial to the area. This could be carried out even if the area is not a conservation area but would always need property owner's approval. Heritage interpretation will be included in the Management Plan as a desirable project.
- Conservation policies expect buildings and sites to be put into use consistent with their conservation. This does not mean that a building has to stay in its original use but a use that will not be damaging to the character and appearance of the building or the conservation area. It cannot be guaranteed that commercial premises will not be supported in residential areas in all cases.
- Conservation Area designation does not directly affect traffic management in an area. Matters of 'rat runs', speed limits should be referred to the County Highways department.
- Conservation Area designation does not directly affect street cleaning.
- It is agreed that modern windows can be designed in ways that respect the historic character of an area. English Heritage currently has helpful guidance on window replacement which is useful for premises in the conservation area.

5.6 Question 4 – Management.

- It is reassuring that respondents agreed with the methods identified to manage the area. Disagreement with the 5 year boundary review was expressed however the requirement to review the Conservation Area is a legal requirement of the Planning (Listed Buildings and Conservation Areas) Act 1990 and has to be done from 'time to time'. Five year reviews where resources allow ensure that the area is sufficiently monitored to ensure the area is being preserved or

enhanced. This does not mean an area will be de-designated or the boundary changed. Admittedly the wording of the questionnaire did not make this sufficiently clear.

- With reference to parts of the town being an 'eyesore' the designation of a conservation area puts a legal duty on the local planning authority to ensure that an area is preserved or enhanced. Greater consideration over design of new development is given.
- It is agreed that new development or alterations be sensitive to the character of the area. In some areas a subdued colour palette is appropriate. Greater attention is often given to signage in conservation areas.

5.7 Question 5 – Improvements

- Reinstating traditional shopfronts or improving shopfronts is often a key aim of conservation area designation in commercial areas. Following designation greater attention is given to design in conservation areas and is likely to result in an enhancement of shopfronts.
- The fixed market stalls are to be removed during 2015. It is agreed that there is scope to enhance the market place, this however will require considerable investment. There is a balance to achieve between retaining the character of a historic trading space and urban realm that includes planting and landscaping schemes.
- The loss of garden and green spaces is shared concern. In some cases paving a garden may be permitted development not requiring planning permission. Should this issue become of greater concern the Council could consider the imposition of Article 4 directions to remove any related permitted rights to manage and control the loss of garden spaces. The demolition of front walls over 1m high does require permission however and this can sometimes control the expansion of driveway parking.

5.8 Question 6 – Boundary changes

- The level of support expressed for including the cemetery into the conservation area is acknowledged. The Conservation Area boundary and appraisal has been amended to include the cemetery and will be put to Councillors for designation as part of the conservation area.
- St Mary's Gardens are already proposed to be included as part of the conservation area.
- The issue of not including Hunter's Bar and the Old Manor have been dealt with above. Conservation area boundaries sometimes appear illogical due to the requirement that an area should justify its designation and that the concept is not devalued through the designation of areas that lack special interest⁵. While the listed buildings are of special interest to include them in a larger conservation area boundary would result in the inclusion of a number of buildings that lack sufficient interest.

⁵ See National Planning Policy Framework paragraph 127.

- The suggestion of including Spring Bank Farmhouse (4 Kirkby Road) has been discounted. While an historic property it has been significantly altered and is no longer within a grouping of historic buildings that could form a logical part of the conservation area.

Further comments

- The issue of not including Hunter's Bar and the Old Manor have been dealt with above. Conservation area boundaries sometimes appear illogical due to the requirement that an area should justify its designation and that the concept is not devalued through the designation of areas that lack special interest⁶. While the listed buildings are of special interest to include them in a larger conservation area boundary would result in the inclusion of a number of buildings that lack sufficient interest.
- Properties in conservation areas are often seen as very desirable by home purchasers, properties in conservation areas are valued higher because they are desirable locations to live it is not believed that the conservation area designation hinders house sales.
- Residents in conservation area are not expected to remove replacement windows, although it is hoped that the conservation area will allow owners to consider styles and materials more than they perhaps would have previously when replacing windows or seek advice. It is likely that the Council will produce further guidance on windows styles and replacement etc. at some time in the future. The same with guttering, the Council would have no control over guttering currently though.
- The conservation area does control the demolition of walls over 1m in height adjacent to the highways or over 2m high elsewhere, i.e. in back gardens. If below these heights there is no control under the current system, unless an Article 4 Directive is introduced.
- Grants are often reserved for larger scale enhancement schemes rather than works to individual residences usually as part of schemes from English Heritage and the Heritage Lottery Fund. At times there may be grants from the Council for smaller projects for residences but this will depend on Council finances. At present there is no grant scheme available. It is always worthwhile enquiring though as grant situations can change from year to year.
- Enhancement of the market place would be very desirable. Grants and Council projects can sometimes allow for the reinstatement of traditional materials and lost features from buildings. The designating of a conservation area will ensure that greater consideration is given to enhancement and materials than would be the case in other areas.

6. Conclusion

6.1 The Council is grateful to all those that commented on the proposals of visited officers at the public drop in meeting. All comments and suggestions have been carefully considered and where appropriate the conservation area boundary and appraisal document has been edited and amended in line with the consultation outcomes as

⁶ See National Planning Policy Framework paragraph 127.

discussed above and will be put forward for Council approval. It is considered that the consultation strategy objectives have been met.

- 6.2 Resources permitting, the next review of the Church and Sutton in Ashfield Conservation Area in five years (2020).

APPENDIX A: Example site notice

ASHFIELD DISTRICT COUNCIL¶

PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990, SECTION 69 & 71¶

DRAFT SUTTON IN ASHFIELD CHURCH AND MARKET PLACE CONSERVATION AREA APPRAISAL & MANAGEMENT PLAN¶

¶
NOTICE IS GIVEN under the provisions of the 1990 Act that Ashfield District Council has produced a Draft Conservation Area Appraisal and Management Plan under Section 69 and 71 regarding the Draft Sutton in Ashfield Church and Market Place Conservation Area.¶

¶
The Council is seeking public views on the designation of a new conservation area in Sutton in Ashfield and the Draft Sutton in Ashfield Church and Market Place Conservation Area Appraisal and Management Plan. There are several ways in which members of the public can view the document.¶

- ¶
- At the Council's offices (Urban Road, Kirkby in Ashfield);¶
 - At the Council's offices (Fox Street, Sutton in Ashfield);¶
 - Online at www.ashfield-dc.gov.uk;¶
 - At Sutton in Ashfield Library;¶
 - At Kirkby in Ashfield Library.¶

¶
The Council's Conservation Officer will hold a **public drop in session** in **Sutton in Ashfield Library on Thursday 4th December 2014 between 2pm and 5pm** to discuss the draft appraisal and management proposals.¶

¶
Comments can be made via a questionnaire available at www.ashfield-dc.gov.uk or by email to the Conservation Officer at s.britt@ashfield-dc.gov.uk.¶

¶
If you would like to view any of the supporting documentation in an alternative format, or would like to discuss any issues relating to the proposed Conservation Area, please do not hesitate to contact us.¶

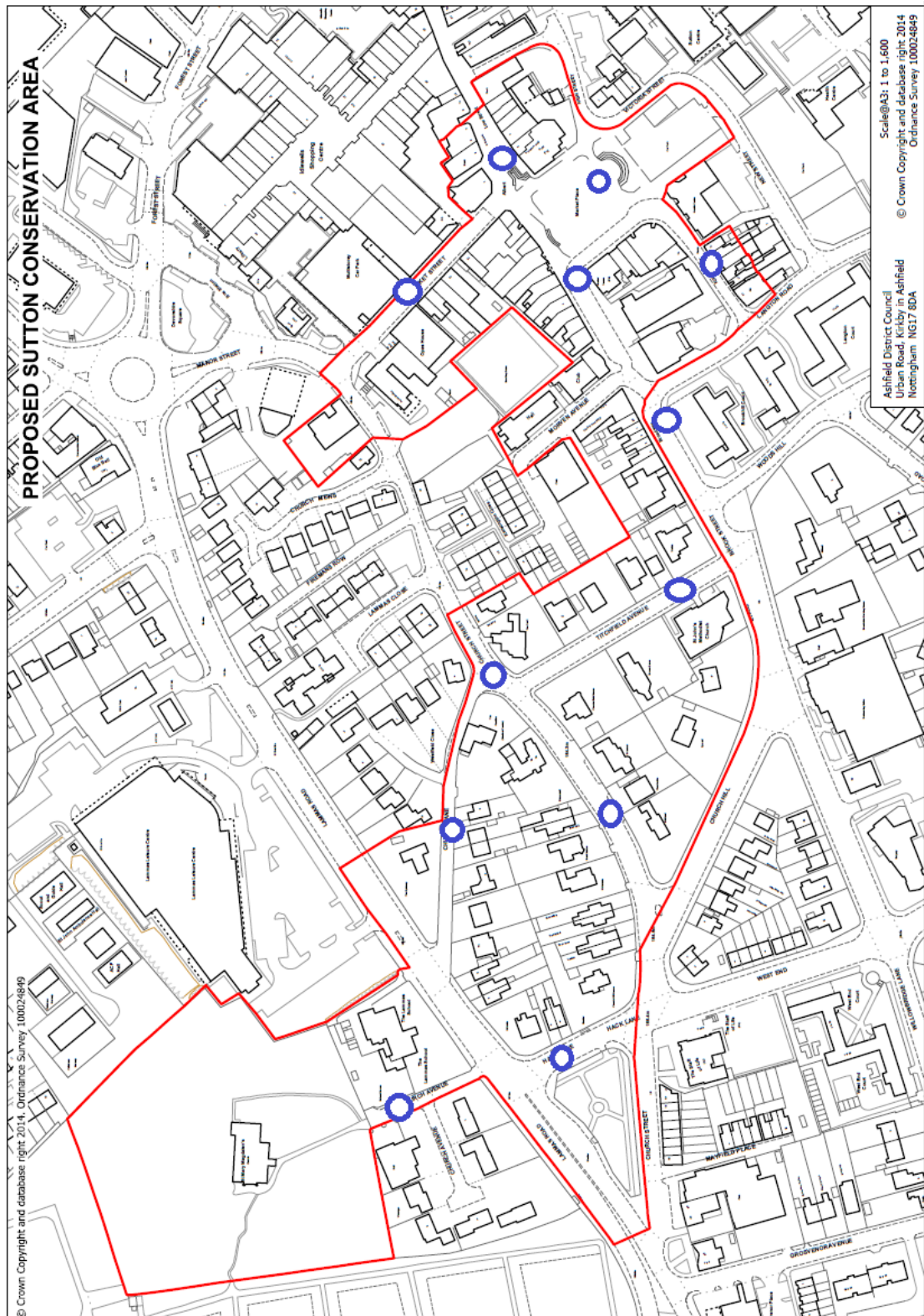
¶
Public responses will help to shape the future management, conservation and preservation of Sutton in Ashfield's special historic and architectural interest.¶

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Trevor Watson¶
SERVICE DIRECTOR - ECONOMY¶

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APPENDIX B: Map showing site notice locations



APPENDIX C: Example questionnaire

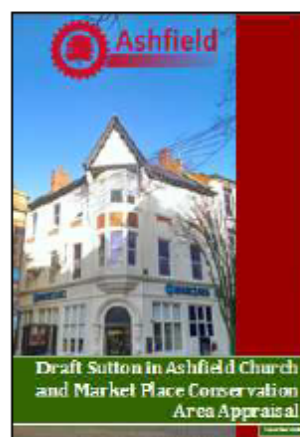


SUTTON IN ASHFIELD CHURCH AND MARKET PLACE CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

QUESTIONNAIRE

A draft Conservation Area Appraisal and management plan has been produced for the proposed Sutton in Ashfield Church and Market Place Conservation Area (see map below). The Appraisal assesses what is special about the historic and architectural character of Sutton in Ashfield Conservation Area. The management plan identifies what issues are facing the area and sets out proposals and actions for its preservation or enhancement. **Please look at the draft Conservation Area Appraisal and Management Plan before returning this questionnaire.** This document can be found at www.ashfield-dc.gov.uk.

The Council is keen to know your views on the Sutton in Ashfield Church and Market Place Conservation Area Appraisal. We would also like your thoughts on the appropriateness of the proposed boundary of the Conservation Area, any possible extensions, and what issues you believe should be reflected in the management plan.



The complete draft Appraisal and management proposal is available to view:

- At the Council's offices (Urban Road, Kirkby in Ashfield);
- At the Council's offices (Fox Street, Sutton in Ashfield);
- Online at www.ashfield-dc.gov.uk;
- At Sutton in Ashfield Library;
- At Kirkby in Ashfield Library.

If you would like to comment on the Draft Sutton in Ashfield Conservation Area Appraisal, please use the questionnaire set out below and return it to the Council on or before **1st January 2015** attached. Your response will help to shape the future management, conservation and preservation of Sutton in Ashfield's special historic and architectural interest.

Question 1 – Designation.

Do you think the Church and Market Place areas of Sutton in Ashfield should be designated as a conservation area?

Character Element	Yes	No	Don't know
Do you think the Church and Market Place areas of Sutton in Ashfield should be designated as a conservation area?			

If no, why?

Question 2 – Character.

What is important to you about the Sutton in Ashfield Church and Market Place Conservation Area?

Character Element	Strongly Agree	Agree	Don't know	Disagree	Strongly Disagree
The quality and distinctiveness of the built environment					
The architecture, layout and setting of the Market Place, Brook Street, Church Street, Church Lane and Titchfield Avenue.					
The views across the Market Place.					
The quality of trees, open spaces and boundary walls					

Is there anything else that you consider to be important about the character of the Sutton in Ashfield Conservation Church and Market Place Conservation Area? *Please write in the box below:*

Question 3 – Issues

What do you think are the most important issues facing Sutton in Ashfield Church and Market Place Conservation Area?

Issues	Strongly Agree	Agree	Don't know	Disagree	Strongly Disagree
Loss of traditional windows (and replacement with modern UPVC)					
Loss of traditional shop fronts					
Inappropriate signage					
Inappropriate new development					
The condition/maintenance of historic buildings					
The poor state of the public realm (pavements/surfacing/benches/lights etc)					
Excessive highway clutter (signs, road markings etc.)					

Are there any other issues that you consider to be important? *Please write in the box below:*

Question 4 – Management

Do you feel that the following proposals will help to preserve or enhance the special character of Sutton in Ashfield Church and Market Place Conservation Area?

Management	Strongly Agree	Agree	Don't know	Disagree	Strongly Disagree
The implementation of planning policies which ensure that heritage assets and their settings are protected					
The use of the character analysis in the Sutton in Ashfield Conservation Area Appraisal to help inform planning decisions					
The use of development briefs, which would help identify the constraints and opportunities of specific sites.					
The use of an Article 4 Direction ¹ , to give stricter control on works which might otherwise be carried out without planning permission					
To monitor change regularly and review the Conservation Area boundary every 5 years					

Are there any other proposals that you feel the District Planning Authority should consider?
Please write in the box below:

¹ For further details see the Management Plan section of the Conservation Area Appraisal.

Question 5 – Improvements

What improvements could be made to enhance the special character or appearance of the Sutton in Ashfield Conservation Area (such as lighting, street furniture, trees/landscaping, etc)? Are there any particular buildings or sites that you feel should be the focus of change? *Please make suggestions below:*

Question 6 – Boundary changes

One area has been identified for potential inclusion into the conservation area. This is the cemetery at the junction of Huthwaite Road and Lammas Road. The cemetery was opened on May 24th 1892 and contains the grade II listed war memorial along with 65 commonwealth war graves.

Inclusion in the conservation area would not result in any planning control for graves or new headstones but permission would be required for works to trees including felling and the demolition of a tombstone, monument or memorial to the deceased which was erected before 1st January 1925.²

The Council would like to know your opinion whether the cemetery should form part of the conservation area.

Possible Conservation Area Extensions	Strongly Agree	Agree	Don't know	Disagree	Strongly Disagree
Sutton in Ashfield cemetery					

Reason(s):

Are there any further areas which you consider to be significant but are not listed above?
Please write in the box below or annotate on the attached map.

² See Planning Circular 01/01

PROPOSED SUTTON CONSERVATION AREA

SUTTON COLDFIELD

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AERIAL PHOTOGRAPH

Scale: 1:10,000

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If you have any further comments to make on the Draft Conservation Area Appraisal and management plan, please write in the space below. Please feel free to share any local knowledge that may give us a better understanding of the Conservation Area.



Feedback

Following receipt of comments the Council will produce a summary of consultation responses. This shall be published online.

Your Contact Details <i>(optional and will not be used in any published summary of consultation responses).</i>
Name:
Address:
Postcode:
Telephone:
Email:

Please return by 1st January 2015 to:

Planning Policy
Ashfield District Council
Urban Road
Kirkby-in-Ashfield
Nottingham
NG17 8DA

APPENDIX D: Ashfield Chad Notice 19th November 2014

Ashfield District Council



Ashfield

ASHFIELD DISTRICT COUNCIL

PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990, SECTION 69 & 71

DRAFT SUTTON IN ASHFIELD CHURCH AND MARKET PLACE CONSERVATION AREA APPRAISAL & MANAGEMENT PLAN.

NOTICE IS GIVEN under the provisions of the 1990 Act that Ashfield District Council has produced a Draft Conservation Area Appraisal and Management Plan under Section 69 and 71 regarding the Draft Sutton in Ashfield Church and Market Place Conservation Area.

The Council is seeking public views on the designation of a new conservation area in Sutton in Ashfield and the Draft Sutton in Ashfield Church and Market Place Conservation Area Appraisal and Management Plan. There are several ways in which members of the public can view the document:

- At the Council's offices (Urban Road, Kirkby in Ashfield);
- At the Council's offices (Fox Street, Sutton in Ashfield);
- Online at www.ashfield-dc.gov.uk;
- At Sutton in Ashfield Library;
- At Kirkby in Ashfield Library.

The Council's Conservation Officer will hold a **public drop in session in Sutton in Ashfield Library on Thursday 4th December 2014 between 2pm and 5pm** to discuss the draft appraisal and management proposals.

Comments can be made via a questionnaire available at www.ashfield-dc.gov.uk or by email to the Conservation Officer at s.britt@ashfield-dc.gov.uk.

If you would like to view any of the supporting documentation in an alternative format, or would like to discuss any issues relating to the proposed Conservation Area, please do not hesitate to contact us.

Public responses will help to shape the future management, conservation and preservation of Sutton in Ashfield's special historic and architectural interest.

Trevor Watson
SERVICE DIRECTOR - ECONOMY