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|-----|---------------------------|-----|-----------------------------|
| 1. | Brompton Lines | 12. | Meresborough |
| 2. | Chatham Historic Dockyard | 13. | Moor Street |
| 3. | Cliffe | 14. | New Road, Chatham |
| 4. | Frindsbury & Manor Farm | 15. | New Road, Rochester |
| 5. | Gillingham Green | 16. | Pembroke |
| 6. | Gillingham Park | 17. | Railway Street |
| 7. | Halling | 18. | Rainham |
| 8. | Historic Rochester | 19. | St Mary Hoo |
| 9. | Lower Rainham | 20. | Star Hill |
| 10. | Lower Twydall | 21. | Star Hill to Sun Pier |
| 11. | Maidstone Road, Chatham | 22. | Upper Upnor |
| | | 23. | Upper Bush |
| | | 24. | Watts Avenue & Roebuck Road |

I. Introduction

To support the continued protection and enhancement of the character and appearance of Conservation Areas in Medway, this guidance document has been produced to provide advice on how to approach general repairs, maintenance and alterations around your property, and to ensure that any proposals are sympathetic to its character and the wider Conservation Area.

The guidance is intended for use where both planning permission is required, as well as providing advice on good practice for works that do not need planning permission. Many properties in Conservation Areas are covered by an *Article 4 Direction* which removes some permitted development rights, meaning some extension and alterations (even those minor in nature) to properties may require planning permission.

A list of residential properties covered by Article 4 Directions in Medway can be viewed on the [Medway council website](#).

Where Article 4 Directions apply, minor alterations to the façades of houses which face a highway or public footpath may require planning permission, such as:

- Replacing windows and doors.
- Altering roofs (including roof coverings and chimneys).
- Building a porch.
- Adding or removing cladding.
- Laying or replacing driveways or paths.
- Installing satellite dishes.
- Erecting, altering or removing boundary gates, fences or walls.
- Painting, rendering or pebble-dashing walls of a building.

The information provided in this document is intended to be broad, establishing some guiding principles to be followed when undertaking works in a Conservation Area. More detailed information relevant to particular buildings and Conservation Areas can be found in the appropriate published Conservation Area Appraisal, or by contacting the Design and Conservation team at Medway Council. Contact details for both the Design and Conservation team and the Planning Service can be found at the end of the document, or by visiting the [Medway Council website](#).



II. Extensions and Additions

When considering an extension or addition to a building in a Conservation Area, its position, scale, massing, appearance and the materials used are important factors to take into account.

Some general principles when considering an extension include:

- Respond positively to the character and appearance of the building and the wider Conservation Area.
- Respect the character identified in the Conservation Area Appraisal by retaining important views from open spaces and streets.
- Consider the relationship with buildings and the impact an extension may have on the definition of spaces and streets.
- Identify which materials would be most appropriate.
- Replicating a particular style may be less important, though there are circumstances when it may be appropriate.
- It would not normally be considered good practice for new work to dominate the original asset or its setting in either scale, material or as a result of its siting.
- An assessment and understanding of a building's significance and its relationship to its setting will usually suggest the forms of extension that might be appropriate.

To assist with the design process for extensions, we would recommend appointing an Architect or Heritage Consultant who will be able to take the above principles into account. Medway Council run a planning pre-application service where advice is available as to whether planning permission would be required for an extension, and guidance on design. Further information is available on the [Medway Council website](#).



III. Materials

Prior to the introduction of mechanised transport in the 19th century (such as the railways), materials used in the construction of buildings were usually sourced locally. This helped the development of traditional local building techniques and the emergence of detailing that can be specific to a locality. This matter is explored in greater detail through the published Conservation Area Appraisals.

The richness of historic buildings can be expressed in the texture, colour and durability of the traditional materials, and the patina of age these acquire with time. The weathering of natural materials results in an appearance that improves with age, an effect which many modern artificial alternatives fail to achieve and which often makes them unsuccessful additions.

Some general principles when considering the use of appropriate materials for walls and roofs include:

- Bricks should reflect the size, type, colour, texture and finish found on the building or in the wider Conservation Area.
 - ⇒ Similarly the brick bonding pattern should be noted and reflected where appropriate.
- Pointing of new brick work and repairs to existing should normally be visually subservient to the to the bricks, and should appear flush or slightly recessed.
 - ⇒ Avoid using cement based pointing for repairs and repointing of historic brickwork. More information is available on the Society for the Protection of Ancient Buildings ([SPAB](#)) [website](#).
- Roof tiles should match what was used in the original construction of the building, usually clay tiles (such Kent peg tiles), or often slate on buildings from the 19th century onwards.

- Weatherboarding is traditionally painted white (or off-white/cream) on residential buildings, but sometimes black on less prominent elevations.
 - ⇒ Outbuildings and agricultural buildings traditionally have the weatherboarding tarred black, or have oak weatherboarding that is left unpainted.
 - ⇒ Softwood finishes should usually be painted, and staining should be avoided.
- New or replacement rainwater goods (such as gutters and downpipes) should reflect those used traditionally in appearance. Modern plastic alternatives can be acceptable in certain situations, however their use should be discussed with the Design and Conservation team at the council.



IV. Windows and Doors

Windows and doors are frequently key to the character and appearance of a building in Conservation Area. Replacement is therefore generally advisable only where the original is beyond repair as it minimises the loss of historic fabric and matches the original in detail and material.

Some general principles when considering undertaking works to windows and doors include:

- Original or historic windows can be often be repaired and refurbished, which can be more cost-effective than replacement.
- Sometimes slim double-glazed units can be inserted into the historic frame, however this may not be considered acceptable in all circumstances.
- If replacement is necessary, it is important to match the originals in style, opening pattern, and detailing.
- In certain (although very limited) circumstances alternative modern materials (such as uPVC windows or composite doors) may be considered acceptable, however their use should be discussed with the Design and Conservation team at the council prior to purchasing.

Historic England have published some detailed technical advice on the maintenance, repair and thermal upgrade of windows, as well as on their restoration. The guidance note is available to download from the [Historic England website](#).



V. Boundary Treatment



The boundary treatment around a property, such as walls, fences, railings, hedges and gates, can make an attractive and important contribution to the setting of a building, as well as the character and appearance of the wider Conservation Area in which they are located.

Some general principles when considering undertaking repairs, reinstating or making alterations to a boundary treatment include:

- Much like other works to historic buildings, undertaking refurbishment and repairs where possible is favourable.
- Use traditional materials and methods for repairs; such as matching bricks, the type of brick bond and the pointing finish.
- Where the boundary form part of a wider group, such as part of a terrace of houses, boundary treatments should take into account their visual relationship to neighbouring properties.
- The type and design of traditional boundary treatments often reflect the type and status of the building to which they belong.
- The introduction of a new boundary treatment can change the character of an area, therefore careful consideration should be given to their siting and design.
- Planning permission is often required for changes made to boundary treatments.

Further information on the types of boundary treatment appropriate can be found in the published Conservation Area Appraisal or by contacting the Design and Conservation team at the council.

VI. New Buildings

The development of new buildings in a Conservation Area creates the opportunity for its enhancement through a design that respects the historic townscape, architectural character and the building alignments, mass and forms of the particular Conservation Area.

Some general principles when considering the construction of a new building in a Conservation Area include:

- The use of materials, colours and textures that reflect the traditional building materials used in the Conservation Area.
- Architectural detailing that helps contribute to the character of the Conservation Area.
- The scale, mass and form of surrounding buildings.
- Building lines and positioning.
- Any impact the building will have on important views and vistas, into, out of, and within the Conservation Area.

In all instances when considering the development of new buildings in a Conservation Area we would strongly recommend undertaking a pre-application meeting with a Planning Officer and Conservation Officer at the council. This meeting is an opportunity to discuss the acceptability and appropriateness of the new building, and to identify any recommendations for ways the building can further enhance the Conservation Area.

More information on the planning pre-application advice service is available through the [Medway Council website](#).



VII. Other alterations



Some minor alterations can have a significant impact to the character and appearance of a Conservation Area, therefore if there is any doubt it is best to speak to the Design and Conservation team at Medway Council for advice.

Alterations to the roof

Roof slopes of traditional buildings tend to be unbroken, therefore the introduction of roof lights or dormer windows can interrupt the simplicity of the form and may have a detrimental effect on the character of the Conservation Area. However, roof lights can be discreetly placed to help reduce their visibility such as in concealed valleys or on rear roof slopes. Roof lights that sit flush (often called conservation-style roof lights) are usually preferred to minimise their prominence. Dormers can be carefully designed to match the character of the building and the wider Conservation Area. Generally, it is best if they are detailed in a simple style and should not be positioned close together to avoid dominating the roof.

Chimneys are an important element to the design and appearance of historic buildings and often make a significant contribution to the skyline. Their removal is generally resisted, and the reinstatement of traditional chimney pots is supported.

Satellite dishes and aerials

The use of satellite dishes and aerials, along with the associated cabling can clutter a building, therefore identifying a discreet location (usually to the side or rear of the building) is preferable.

Energy efficiency

Medway Council encourages improving the energy efficiency of buildings. This can be achieved sympathetically on historic building without compromising its character, more information is available on the [Historic England website](#).

Contact us

For advice on planning issues please contact the Medway Council Planning Department on:

- 01634 331700
- planning.representations@medway.gov.uk

For advice on matters relating to Listed Buildings or buildings in a Conservation Area, please contact a Conservation Officer at Medway Council on:

- 01634 331700
- design.conservations@medway.gov.uk