

Democratic Services

Riverside, Temple Street, Keynsham, Bristol BS31 1LA

Telephone: (01225) 477000 *main switchboard*

Direct Line: 01225 394458

Web-site - <http://www.bathnes.gov.uk>

Date: 2nd September 2013

E-mail: Democratic_Services@bathnes.gov.uk

To: All Members of the Planning, Transport and Environment Policy Development and Scrutiny Panel

Councillor Marie Longstaff

Councillor Lisa Brett

Councillor David Martin

Councillor Douglas Nicol

Councillor Liz Richardson

Councillor Roger Symonds

Councillor Les Kew

Cabinet Member for Homes & Planning: Councillor Tim Ball

Cabinet Member for Transport: Councillor Caroline Roberts

Chief Executive and other appropriate officers

Press and Public

Dear Member

Planning, Transport and Environment Policy Development and Scrutiny Panel: Tuesday, 10th September, 2013

You are invited to attend a meeting of the **Planning, Transport and Environment Policy Development and Scrutiny Panel**, to be held on **Tuesday, 10th September, 2013 at 9.30 am** in the **Council Chamber - Guildhall, Bath**.

The agenda is set out overleaf.

Yours sincerely



Mark Durnford
for Chief Executive

If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.

This Agenda and all accompanying reports are printed on recycled paper

NOTES:

- 1. Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Mark Durnford who is available by telephoning Bath 01225 394458 or by calling at The Guildhall, Bath (during normal office hours).
- 2. Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays notice must be received in Democratic Services by 4.30pm the previous Friday)

The public may also ask a question to which a written answer will be given. Questions must be submitted in writing to Democratic Services at least two full working days in advance of the meeting (this means that for meetings held on Wednesdays, notice must be received in Democratic Services by 4.30pm the previous Friday). If an answer cannot be prepared in time for the meeting it will be sent out within five days afterwards. Further details of the scheme can be obtained by contacting Mark Durnford as above.

- 3. Details of Decisions taken at this meeting** can be found in the minutes which will be published as soon as possible after the meeting, and also circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting Mark Durnford as above.

Appendices to reports are available for inspection as follows:-

Public Access points - Riverside - Keynsham, Guildhall - Bath, Hollies - Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton public libraries.

For Councillors and Officers papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Rooms.

- 4. Attendance Register:** Members should sign the Register which will be circulated at the meeting.
- 5. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.**
- 6. Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

**Planning, Transport and Environment Policy Development and Scrutiny Panel - Tuesday,
10th September, 2013**

at 9.30 am in the Council Chamber - Guildhall, Bath

A G E N D A

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out under Note 6.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

4. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is **a disclosable pecuniary interest** or an **other interest**, (as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer before the meeting to expedite dealing with the item during the meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

6. ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

At the time of publication no notifications had been received.

7. MINUTES - 16TH JULY 2013 (Pages 7 - 20)

8. CABINET MEMBER UPDATE

The Cabinet Member(s) will update the Panel on any relevant issues. Panel members may ask questions.

9. BATH TRANSPORT STRATEGY (Pages 21 - 24)

The Cabinet agreed at its meeting in April that a new Transport Strategy be prepared for the City of Bath. This report provides an update for the Panel on the work undertaken to take this decision forward.

10. PARKING STRATEGY (Pages 25 - 32)

This paper is an update of the paper submitted to the Scrutiny Panel in September 2011 and sets out the Council's approach to parking issues in Bath, providing a framework for managing car parking spaces for the period 2013 to 2026. The plan will be developed as part of the Bath Transport Strategy and covers all aspects of car parking.

11. ENERGY EFFICIENCY & RENEWABLE ENERGY GUIDANCE FOR LISTED BUILDINGS AND UNDESIGNATED HISTORIC BUILDINGS (Pages 33 - 80)

A Supplementary Planning Document for Sustainable Construction and Retrofitting was adopted by the Cabinet on 13 February 2013. The Cabinet agreed to support the future adoption of local Energy Efficiency and Renewable Energy Guidance for listed buildings in the next 6 months, following a review of the draft document. The Guidance is now being brought forward to the Cabinet for final adoption, and the Cabinet member with responsibility for Homes and Planning has requested that the document be considered by the Panel.

12. PANEL WORKPLAN (Pages 81 - 84)

This report presents the latest workplan for the Panel.

The Committee Administrator for this meeting is Mark Durnford who can be contacted on 01225 394458.

BATH AND NORTH EAST SOMERSET COUNCIL

PLANNING, TRANSPORT AND ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

Tuesday, 16th July, 2013

Present:- Councillors Marie Longstaff (Chair), Lisa Brett (Vice-Chair), David Martin, Liz Richardson, Les Kew and Ian Gilchrist (In place of Douglas Nicol)

Also in attendance: Kate Hobson (Waste Management Officer), Matthew Smith (Divisional Director for Environmental Services), Cathryn Humphries (Neighbourhood Environment Manager), Aled Williams (Environmental Protection Manager), Nick Jeanes (Team Leader for Traffic and Safety) and Kelvin Packer (Service Manager for Highways & Parking)

Cabinet Member for Homes & Planning: Councillor Tim Ball
Cabinet Member for Transport: Councillor Caroline Roberts

1 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting.

2 EMERGENCY EVACUATION PROCEDURE

The Chairman drew attention to the emergency evacuation procedure.

3 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Councillor Ian Gilchrist was present as a substitute for Councillor Douglas Nicol who had sent his apologies to the Panel.

4 DECLARATIONS OF INTEREST

There were none.

5 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There was none.

6 ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

Mr Tim Williamson addressed the Panel. A copy of the statement can be found on the Panel's Minute Book, a summary is set out below.

The Need

- In B&NES 41% of CO2 emissions are from our houses
- Most of the heat in a house leaks through the walls.
- More so in solid walled houses (50%)
- 69% of our houses in Widcombe are solid wall.
- Therefore wall insulation – internal or external is required

The problem of planning permission

- 1/3 of Widcombe residents report planning was a barrier.
- I applied: after several attempts have finally got planning permission.
- Required to submit: Scaled drawings of elevations 1:50 or 1:100 – both as exists and also as proposed with external insulation?!
- A Design and Access Statement = Landscaping? / Paths? Roads?
- Agricultural Land Declaration!

This planning process is for house extensions – not for wall cladding
Householders will be put off. Also cost = £200

Proposed Solution and question

National Planning policy framework

- 128 In determining applications... The level of detail should be proportionateand no more than is sufficient to understand the potential impact.
- 199. Local planning authorities should consider Local Development Orders to relax planning in particular where this would promote economic, social or environmental gains, and should consider the use of conditions or planning obligations (203).

I now ask the Committee to request the Planning Department to answer:

Can a Local Development Order be developed to make it easier for householders to get permission for external insulation?
e.g. PERMITTED DEVELOPMENT for the side and rear walls using the same colour as exists.

The Chairman thanked him for his statement and asked that it be passed to the Planning Department so that they may prepare a response.

Mr Sean Dixon addressed the Panel on behalf of Mr David Redgewell. A copy of the statement can be found on the Panel's Minute Book, a summary is set out below.

Greater Bristol and South West transport groups welcome Network Rail's proposals for four tracks between Lawrence Hill and Filton Abbey Wood which will double capacity on both the InterCity lines to the North and West of Bristol as well as the Greater Bristol Metro routes to Clifton Down, Avonmouth, Severn Beach, Henbury, Yate/Gloucester/Cheltenham, Newport/Cardiff, Weston/Taunton and Portishead and hopefully eventually to Thornbury.

The reopening of passenger services on the Portishead line including a new spur to Portishead and new stations at Portishead and Pill constitutes Phase One of the Metro project. Phase Two (fundable between 2019 and 2023) includes a reopened passenger service from Bristol Temple Meads to Henbury and Avonmouth via Filton Abbey Wood.

He also stated the need for proper ramp provision within all railway stations.

Finally, he wished to notify the Panel that a number of bus stops in the north of Bath were without timetables and called for this to be rectified.

The Chairman thanked him for his statement.

Cllr Judith Chubb-Whittle, Chair of Stanton Drew Parish Council addressed the Panel. A copy of the statement can be found on the Panel's Minute Book, a summary is set out below.

She wished to raise concerns relating to the re-submitted & re-advertised Planning application 013/1965/FUL (formerly 013/0125/FUL) to develop the mine & shale tip area adjacent to Old Colliery Site, Stanton Wick as a 12 pitch Gypsy and Traveller site.

She stated that the first application in January was full of errors, omissions and misleading information and was patently not checked adequately during the registration process. Fundamental errors included a factor of 4 error on the area, incorrect redline and grid reference, plus the site location referring to the adjacent Old Colliery Yard. All of these errors were clearly pointed out in objection statements lodged by the Parish Council and our parishioners.

Due to the errors and in particular the B2 error the applicant was asked to modify the application, which was re-advertised on 11th July. Now the 'change of B2 use' has been removed from the BANES description of application but remains on the application form. Why has the Case Officer allowed this?

Senior officers are well aware that B2 use only applied to the former concrete works and was not transferable.

Whilst there is not a lot that you can do about this mess other than to refuse the application please review and improve your processes & procedures to ensure

that any subsequent applications are scrutinised for fundamental flaws before being registered.

The Chairman thanked her for her statement and asked Councillor Tim Ball, Cabinet Member for Homes & Planning if he would like to respond to the statement.

Councillor Tim Ball replied that as the application was currently live he was unable to give a response.

Pat Dawson addressed the Panel regarding the proposal to close some of the Council's public toilets, in particular Larkhall. She asked the officers concerned to review the Equalities Impact Assessment (EIA) that was made prior to the decision.

She said that if the facilities were to close local traders would see a downturn in business.

She stated that all the facilities should remain open as they were well used by the public, including school children, runners and cyclists.

The Chairman thanked her for her statement and said that the matter would be discussed further later on in the meeting when the agenda item was reached.

7 MINUTES - 7TH MAY 2013

The Panel confirmed the minutes of the previous meeting as a true record and they were duly signed by the Chairman.

8 CABINET MEMBER UPDATE

Councillor Caroline Roberts, Cabinet Member for Transport addressed the Panel. She first of all wished to offer her congratulations to the Street Lighting team for winning a street design award for their work on introducing LED lights across the Council. She added that a number of authorities were now looking to do something similar.

She informed the Panel that a Transport Strategy was being developed alongside plans for the Core Strategy and the Placemaking Plan.

She spoke of how the Council had applied for a Better Bus Area Grant and how 100 bus shelters had now been replaced across the area as part of the Bath Transport Package.

She stated that arrangements were already being made to make sure that enough Snow & Grit Wardens were in place for the coming winter.

She informed them that a 10 journey Park & Ride smartcard was now available to purchase.

Councillor Ian Gilchrist commented that he had not yet received a response to the petition relating to the inclusion of Widcombe Hill in the proposed 20mph zone.

Councillor Caroline Roberts replied that she would seek advice as to whether it could be included as part of the consultation process.

Councillor David Martin suggested that the consultation on the proposed 20mph zone for Bathwick takes place at the same time as the one for Widcombe.

Councillor Les Kew asked how much did the implementation of the LED street lights cost and how much did the Council hope to save as part of the project.

Councillor Caroline Roberts replied that implementation costs were £1m and that £200,000 a year was projected to be saved.

Councillor Les Kew asked if there was any update on the plans for the extension of the Newbridge Park & Ride.

Councillor Caroline Roberts replied that the plan relating to this was ready to be submitted.

Councillor Tim Ball, Cabinet Member for Homes and Planning addressed the Panel. He informed them that a meeting was due to take place on 17th September with the Core Strategy Inspector to discuss the unmet housing need of Bristol & South Gloucestershire. He added that the Council had already advised him that they would only take part in a review concerning B&NES.

He announced that the Placemaking Plan was due to be launched on 24th July.

He spoke of plans to hold a Developers Conference in the early part of 2014 to encourage the building of homes within B&NES. He added that it would be an opportunity for Councillors to meet with developers and build momentum for the area.

9 URBAN GULLS

The Neighbourhood Environment Manager and Environmental Protection Manager gave a presentation to the Panel regarding this item. A copy of the presentation can be found on the Panel's Minute Book, a summary is set out below.

The Neighbourhood Environment Manager explained that the department had recently undertaken a publicity campaign relating to gulls, had reviewed their web pages and produced a leaflet regarding urban gulls. As a result of this she was pleased to announce that the web pages had seen a substantial increase in hits.

Egg replacement service

8 buildings in City Centre used the service
21 nests were found
42 eggs were replaced

The Neighbourhood Environment Manager spoke of how they working on ways to encourage more businesses to take up the service.

Bird free gel

The gel is being trialled by a number of Councils with the aim of deterring the gulls from using buildings to nest on. The gel deceives the gulls into thinking the building is too hot to land upon or on fire and therefore they do not settle upon it. It has been used on the roof of the Roman Baths Kitchen and the feedback so far has been fairly positive.

Commercial Waste enforcement

The Environmental Protection Manager reported the following figures:

157 warning letters
48 waste receptacles warning letters
15 Fixed Penalty Notices
3 'straight to' prosecutions

He stressed how important it was for waste to be contained properly and to be put out for collection at the appropriate time.

Domestic Waste enforcement

The Environmental Protection Manager explained how the department were targeting 'hot spots' and had issued approximately 60 letters to residents.

Feeding gulls

The Environmental Protection Manager spoke of the need to challenge members of the public who are blatantly feeding gulls and to consider littering offences if it was in the public interest.

Gull proof sacks

The Neighbourhood Environment Manager informed the Panel that the sacks had been currently issued to 2000 households and that 400 more bags, over 20 streets were to be issued in September 2013.

Solar compacting bins

The Neighbourhood Environment Manager stated that 55 of the bins had now installed and that they were much better at containing waste. She added that B&NES is the best performing Council in terms of efficiency with around 89% of bins being emptied when they reach the 'amber' level.

Kirsten Elliott addressed the Panel. A copy of her statement can be found on the Panel's Minute Book, a summary is set out below.

She wished to propose the idea of a Gull Conference. She outlined the possible schedule for a one day conference / public meeting to seek a solution to the gull problem.

She asked the Council to provide a room, a small fund to pay speakers (if necessary), and refreshments. She stated that she was happy to organise the event at no charge as she was a concerned resident who wants to do the best for the City in which she lives.

She added that she was not politically motivated, and hoped that political parties would work together to seek a solution to the issue.

She also hoped that local people would feel free to input ideas.

Councillor Marie Longstaff, Chairman of the Panel commented that she thought the conference would be a good idea.

The Divisional Director for Environmental Services commented that he had discussed the matter with Councillor David Dixon, Cabinet Member for Neighbourhoods who welcomed the idea.

He added that further work was required to prevent gulls from scavenging as it is such a huge effort to clean up after them and was prepared to listen to ideas.

Councillor Geoff Ward, Shadow Cabinet Member for Neighbourhoods addressed the Panel. He wished to thank the officers concerned for all their help recently.

He said that he was troubled with the amount of mess left by gulls that have destroyed rubbish bags early in the morning. He added that he was also very worried by the amount of bird excrement he had seen, the reported attacks on members of the public, the noise the gulls make and their ability to pick up food left on tables outside of eating establishments.

He stated that the denial of food was the main weapon the Council should have at its disposal.

He summed up with what he considered to be the three main focus areas:

1. Preventative measures to deny access to food.
2. The information campaign should be sustained.
3. Zero tolerance on rubbish that is left out and disturbed.

He wished to ask the Cabinet Member for Neighbourhoods formally if he was prepared to support a conference on gulls taking place.

The Chairman asked for that question to be passed onto Councillor Dixon.

Councillor Patrick Anketell-Jones addressed the Panel. He said that there was a need to reduce their numbers and that the ruling on their protected status should be challenged. He added that he would welcome a conference to highlight this matter.

The Neighbourhood Environment Manager commented that the numbers of gulls in coastal areas were in decline, but the numbers of urban gulls were rising. She added that it was difficult to know how to challenge this ruling, she wondered whether the local MP should become involved.

Councillor Lisa Brett, Vice-Chair of the Panel said that she supported the idea of a conference.

Councillor Les Kew commented that it was their ability to access food that needed to be tackled first and foremost and welcomed any powers the Council had to prosecute repeat offenders.

Councillor Liz Richardson asked if sponsorship had been considered for the new solar compacting bins.

The Neighbourhood Environment Manager replied that had been considered.

The Divisional Director for Environmental Services added he believed an application was due before a future meeting of the Development Control Committee in that respect.

Councillor David Martin stated that the containment of waste was key and asked how enforcement powers could be used.

The Environmental Protection Manager replied that they were very strict on the containment of commercial waste and were approaching a similar situation with regard to residential waste.

The Chairman thanked everyone for contributing to the debate and said she would update the Panel on the proposed conference when possible.

10 IMPROVEMENT PROGRAMME FOR PUBLIC CONVENIENCES

The Waste Management Officer introduced this item to the Panel. She explained that the agreed Medium Term Service & Resource Plan includes a £120k savings target from 2014/15 on the public toilets budget.

Procurement for external contract:

The external contract (15 years plus 5 year extension) will include investment by the contractor in the 12 prioritised toilets to improve and modernise facilities, such as automatic doors, anti-abuse mechanisms and equipment, easy-clean surfaces, water and electricity minimisation, and including entry charging for income to off-set against running costs, plus full management, cleansing, coin collection/handling, utility charges, responsive and planned repairs and maintenance. The outcome of the procurement process is close to being finalised.

The Chairman asked what would happen to the remaining sites if no alternative provision is found.

The Divisional Director for Environmental Services replied that the sites would still have to close even if no alternative provision was found. He added that the exceptions to this were the ones located in Weston High Street as agreed at Full Council which must have an alternative before closing and the ones in Larkhall that will now remain open until at least next April, while ward councillors and officers try to find an alternative facility.

He added that when any public toilets were closed the Council would attempt to sell the site.

Councillor David Martin asked when the external contractor would begin to run the prioritised sites and if the Council would be involved in setting the charges for the use of the facilities.

The Waste Management Officer replied that they were likely to be running the sites from October 2013 and yes the Council would be involved in setting the charges.

Councillor David Martin asked if charges were to be applied to the facilities within Southgate.

The Waste Management Officer replied that she was not aware of any such proposal.

Councillor Patrick Anketell-Jones asked if a site that was due to be closed could be sold off commercially with a provision of one multi use toilet to be retained.

The Divisional Director for Environmental Services replied that he was in talks with Property Services on this very matter to see if the Council can agree a mixed-use commercial arrangement for the buildings, which included a toilet for the public to use.

Councillor Geoff Ward commented that he felt it was a bizarre decision for a city with the stature of Bath to take. He stated that the Council should be doing all it could to keep our public independently minded and suggested the savings be made elsewhere.

The Chairman thanked the officers for the update and asked that the Panel continue to be kept informed on the matter.

11 ROSSITER ROAD IMPROVEMENTS SCHEME

Sylvia Green, Bath Cycling Club addressed the Panel, a copy of her statement is available of the Panel's Minute Book, a summary is set out below.

She spoke of how she was a long term resident of Widcombe and knew the area very well. She said that she was aware that the Widcombe Association had for many years been working towards the closure of Widcombe Parade to through traffic in order to improve the experience of residents, but she felt that the discussions and tentative plans thus far would not achieve that aim for all users.

She stated that Bath Cycling Club is concerned over the lack of thinking about the needs of cyclists and would like to see a proper professional consultation before the

plans were finalised. She added that of particular concern is the westward route from Pulteney Road as it is very problematic. If Rossiter Road becomes two way it will be very narrow and therefore dangerous for cyclists in both directions.

She suggested that the existing cycle lane be retained in its current direction as a contra-flow cycle lane through Widcombe Parade to solve the problem. She added that in a contra-flow lane the cyclist can see well in advance what is coming, can make eye contact with the driver and anticipate what action to take. She said that this proposal would also entail the minimum amount of building works to implement and therefore hoped it could be incorporated into the final plans.

Roger Houghton addressed the Panel, a copy of his statement is available of the Panel's Minute Book, a summary is set out below.

He said that it was difficult to comment on the current proposal for Rossiter Road as since the scheme was approved at Cabinet last July all discussion had subsequently been held in private with no opportunity for public participation. He said he would therefore like to make a more general criticism, about how in B&NES such schemes continue to be treated as traffic management rather than urban design issues.

He commented that in Bath the project had been handled largely by Highways, with a traffic-led solution based on modelling (modelling which has a less than perfect record for accurate prediction). Halcrow was employed as a consultant — an organisation whose expertise lies more in engineering than in urban design and even understood that Highways had insisted that the Rossiter Road scheme be designed to a 40 mph standard, despite being a 30 mph road.

He said that in Ashford, by contrast, a multi-disciplinary team had been led by renowned urban design company Whitelaw Turkington. Bristol-based Ben Hamilton Baillie provided advice on shared space (regrettably I'm told that B&NES's Highways officers have fallen out with Hamilton Baillie and his ideas). The decision was taken to adopt shared space as the fundamental design philosophy.

He said that for Widcombe, having waited 30 years for a solution to its traffic problems the temptation is to argue that anything must be better than nothing. Unfortunately what's on offer seems to be more a missed opportunity, a flawed solution that will leave the essential nature of Claverton Street unchanged — as a road carrying through traffic, albeit at levels of 10 or 20 years ago.

He commented that there had not been much, if any, effort put into improving access to Widcombe for pedestrians or cyclists and that Rossiter Road will remain a physical and psychological barrier between it and the city centre.

He stated that there was increasing evidence that local economies will gain far more from encouraging cycle and pedestrian visitors than from appeasing car users, particularly for cafés and licensed premises. Widcombe, at the end of the canal towpath, was ideally placed to benefit from a cycling economy but this scheme will do little to help.

The Chairman asked what plans were there for consultation on the proposed scheme.

Councillor Caroline Roberts, Cabinet Member for Transport replied that a steering group for the scheme exists and that a public exhibition was planned to take place.

The Service Manager for Highways & Parking gave the Panel a presentation on this item. He first of all stated that it was not solely a Highways scheme.

Design

Natural desire to make the area pedestrian friendly

Avoid traffic to Lyncombe Hill having to do a loop of the Parade

U-turn facility only for vehicles under 7 tonnes

Aware of cycling provision and working towards a solution

Costs

£1.8m – Cost of the whole scheme
(£1.35m – Construction works)
(£200,000 – Contingency fund)
(£250,000 – Staff / Modelling / Consultation)

Programme

Current Position – Detail Design Stage

Sept 2013 – January 2014 – Contract documents

February 2014 – Issue tenders

July 2014 – Commence construction

October 2014 / November 2014 – Scheme completed

He said that some Traffic Regulation Orders (TRO's) would be in place while work was on-going as well as works undertaken by the utilities companies. He added that notices regarding diversions would be put in place on site as soon as was possible.

Nigel Sherwin addressed the Panel. He said that he was concerned as he felt the current proposal would take the cyclists onto a very busy route. He asked for the contra-flow to not be turned into a car park.

The Service Manager for Highways & Parking said that he would be more than happy to discuss the matter with the members of the public after the meeting.

Councillor Lisa Brett wished to congratulate the Cabinet Member for Transport for bringing this scheme forward.

Councillor David Martin asked what effect the scheme will have on the queues of traffic on Pulteney Road and could they be made acceptable through signal management.

The Service Manager for Highways & Parking confirmed that Halcrow have considered this matter and that traffic signals can be modified if required at peak times of traffic.

Councillor David Martin asked if the proposals for Dorchester Street had been considered alongside this scheme.

The Service Manager for Highways & Parking that yes it had and that as part of the project it will be assessed and reviewed.

The Chairman asked for the Panel to be updated on the scheme at its November meeting.

The Service Manager for Highways & Parking replied that he would provide this for them.

12 ROAD ACCIDENTS IN B&NES (INC. HIGHWAYS AGENCY UPDATE)

The Team Leader for Traffic and Safety introduced this item to the Panel.

He explained that B&NES maintains a record of all accidents involving injury which are reported to the Police. It is a legal requirement for accidents involving injury to be reported to the Police, however, it is accepted that some accidents go unreported, especially those involving a single vehicle. Collision – only accidents, which involve no injury, are not reported, therefore no records of collision-only accidents are held.

He commented that fatal accidents are thankfully very rare in B&NES, however 6 occur on average every year. They normally occur at random locations, and a large proportion is due to errors on the part of the casualty. Should more than one fatal accident occur in the same location, the local road network will be investigated and improvements made if required.

Headline Data

Over the period 2005 – 2012, all casualties in B&NES has dropped from 705 to 437, a reduction of 38%

KSIs have dropped from 71 to 33 (54%)

Slights have dropped from 634 to 404 (36%)

Highways Agency Roads

B&NES casualty figures include those occurring on Highways Agency Roads, even though the Council has no jurisdiction over these roads. On average, 34 casualties per year (7% of the B&NES total) occur on HA roads, split equally between the A36

and A46. The HA's local agent Atkins-Skanska, are responsible for addressing accident problems on the Trunk Road network. They are currently investigating accident clusters at Hartley Bends on the A46, and the Branch Road/A36 junction at Hinton Charterhouse.

The Team Leader for Traffic and Safety introduced Viki Horvath and Ton Hummel who were present on behalf of Atkins-Skanska.

Viki Horvath stated that it was part of their role to analyse and monitor the data received regarding the road network. She said that the main problem associated with the Hartley Bends were cars travelling at excessive speed as it was not feasible to drive through the bends at 50mph. She added that speed activated signs had been introduced in the area and that they were considering further bend warning signs and chevrons.

The Chairman welcomed their attendance at the meeting and for having this information available to the public. She asked if further information on incidents involving pedestrians and an incident breakdown over the last three years could be sent to the Panel.

The Team Leader for Traffic and Safety said that he would provide the Panel with that information.

Councillor Liz Richardson asked if they received details of all accidents that take place. She also suggested that the Panel receive a breakdown of rural / urban incidents.

The Team Leader for Traffic and Safety replied that he was aware of an element of under reporting of incidents involving single vehicles as well as cyclists. He added that they received information from the Police only when injuries occurred.

Viki Horvath commented that the Highways Agency plans to look at the section of the A36 between Bath and the Beckington roundabout over the next few years.

Councillor Lisa Brett asked if the Panel could receive information on how our figures compare to other Local Authorities and nationally. She also asked why it took so long for improvements to be implemented.

Ton Hummel replied that a number of procedures existed within the Highways Agency. He added that a study of an area of road would take place, followed by a design scheme which would be assessed as to its value for money and culminating in implementation. He said that on average this was a three year process.

The Team Leader for Traffic and Safety commented that he would supply all of the requested data to the Panel as soon as possible.

The Chairman thanked him for the report and the Highways Agency officers for their attendance.

13 PANEL WORKPLAN

The Chairman introduced this item to the Panel. She proposed no changes to the September agenda at this stage and suggested that reports relating to Rossiter Road and Urban Gulls be added to the agenda for the November 2013 meeting.

The Panel agreed with these proposals.

The meeting ended at 12.20 pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

Bath & North East Somerset Council		
MEETING	Planning, Transport & Environment Scrutiny Panel	
MEETING	10th September 2013	AGENDA ITEM NUMBER
TITLE:	Bath Transport Strategy	
WARD:	All wards in Bath	
AN OPEN PUBLIC ITEM		
List of attachments to this report: None		

1 THE ISSUE

- 1.1 The Cabinet agreed at its meeting in April that a new Transport Strategy be prepared for the City of Bath. This report provides an update for the Panel on the work undertaken to take this decision forward.

2 RECOMMENDATION

- 2.1 The Panel are asked to note the work proposed for the Strategy and comment on the work programme outlined below.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 Cabinet have approved a budget for the work to produce the Bath Transport Strategy.

4 THE REPORT

- 4.1 The Council's Core Strategy is proposing significant housing and employment growth in the City with 7,000 new dwellings and nearly the same number of new jobs, focused on the Bath City Riverside Enterprise Area (EA), by 2029. A Masterplan is being prepared for co-ordinated growth within the EA, and will be informed partly by the Bath Transport Strategy. Key to supporting this growth agenda is the need for a new, clear, innovative transport strategy to ensure that the City can compete in the 21st Century whilst respecting its World Heritage Status.
- 4.2 While the majority of existing transport policies have been very successful, there are a number of areas where implementation has faltered and others where appropriate solutions have yet to be identified.
- 4.3 In order to help develop a new transport strategy for Bath a tender is currently underway asking for the following work to be undertaken.

- i. Assess the cumulative impact of developments with the Enterprise Area on the City's transport network to 2029. This should include:
 - an indication of the likely effect on the highway network;
 - an assessment of the suitability of existing public transport capacity (both rail and bus) together with any improvements needed;
 - an assessment of the potential role for cycling;
 - an assessment of the role for other transport solutions including Travel Plans, Car Sharing, Car Club and Home Working;
 - the effect of any transport solutions on the Council's AQMA;
 - the potential for removing the northern side of 'Pinesway Gyratory' without compromising the capacity of the A36 Lower Bristol Road, and;
 - consideration of parking standards for the different types and scale of development given proximity to public transport.
- ii. In the light of the cumulative impact of the Council's emerging Core Strategy to consider the impact of increased traffic on the City's road and public transport network in the light of the developments at Odd Down, Fox Hill and Warminster Road MoD sites, proposed urban extensions at Weston, Odd Down and Lansdown and the assessment requested in i) above.
- iii. Identify key priority cycling routes and other aspects that will benefit the cyclist
- iv. Identify key priorities for those on foot and any constraints for those who with mobility difficulties using the shop mobility services.
- v. Undertake a review of Council's current arrangements for Coach drop-off locations (currently focus in the vicinity of Guildhall) and consider proposals to reduce the effect of coaches on the network by recommending alternative locations whilst also identifying the importance of the tourism industry to the local economy.
- vi. Review of the parking provision for Coaches/Lorries at Avon Street Coach Park including identifying proposals for a new facility or facilities.
- vii. Review the Council's emerging Parking Strategy and confirming whether or not the principles are sound within the context of the existing transport provision in the city and of the growth now promoted by the Core Strategy. In particular advice on the size of any public car parking that might be retained in Avon Street following its redevelopment.
- viii. Review the previous work which assessed the demand for an east of Bath Park & Ride and review the conclusions of that work in the light of the proposed new development sites referred to above and the current commercial bus network. This work should assess what capacity is required for current and future demand including the need for further expansion of existing P&R sites.
- ix. In the light of the reduction in off-street car parking provided by the Council's emerging parking strategy assess the opportunities to introduce further areas of pedestrian priority in the city centre.
- x. Assess the implications and opportunities that may arise from the electrification of GWR mainline.

4.4 The timetable for this commission is set out below and should allow the conclusions of this work to emerge alongside the Council's Placemaking work and the Masterplan for the Enterprise Area about to be commissioned. This should allow public consultation to be undertaken in conjunction with these other work streams.

4.5 Timetable:

Appointment of consultants	End of September
Preparation of draft strategy	End of December
Public consultation with Placemaking Plan/MasterPlan for Enterprise Area	Spring 2014

Contact person	<i>Peter Dawson 01225-395181</i>
Background papers	
Please contact the report author if you need to access this report in an alternative format	

This page is intentionally left blank

PLANNING, TRANSPORT AND ENVIRONMENT POLICY, DEVELOPMENT & SCRUTINY PANEL 10th SEPTEMBER, 2013

DRAFT BATH CAR PARKING STRATEGY

1. INTRODUCTION

This paper is an update of the paper submitted to the Scrutiny Panel in September 2011 and sets out the Council's approach to parking issues in Bath, providing a framework for managing car parking spaces for the period 2013 to 2026. The plan will be developed as part of the Bath Transport Strategy and covers all aspects of car parking including:

- on and off-street parking;
- Park and Ride;
- future parking demand;
- residential parking standards and enforcement;
- management issues.

A key consideration is the need to accommodate between 4150 and 4900 jobs in the Bath City Riverside area up to the year 2031, which is central to the council's Economic Strategy.

Appendix 1 shows recent trends in cycle, bus and rail use set against Joint Local Transport Plan targets. The general thrust of the draft car parking strategy is to offset the growth in parking demand by increasing sustainable transport use, whilst compensating for the loss in city centre car parking spaces as a result of re-development by providing car parking spaces either within the development and/or at park and ride sites.

2. AIMS

The aim of the strategy is to help improve the quality of life of the people of Bath by establishing a balance between the social, economic, cultural and environmental needs of the whole community. A central objective is to reduce the need for drivers to travel to and from the city centre reflecting concerns about the impact of traffic congestion and carbon emissions on the environment and historic fabric of the World Heritage city, while providing parking provisions that meet a sustainable demand.

Parking cannot be considered in isolation and the objectives need to reflect the council's overall aims. The principles need to be consistent with other key documents and policies including the Sustainable Community Strategy, Core Strategy, Local Plan, Joint Local Transport Plan 3 and Equalities Act. It is also important that parking policies are compatible with the council's economic objectives for the city.

3. OBJECTIVES

The strategy complements policies to reduce traffic in the central area of Bath by controlling the availability of parking spaces, both on and off street, and by managing the overall supply to meet priority uses. In this way, the management of parking can support policies to promote economic development and assist with the reduction in the levels of congestion and carbon emissions, as well as supporting active travel.

The objectives of the policy are to:

- Manage travel demand by introducing restraint-based car parking standards to avoid the over provision of car parking spaces and provide disabled 'blue badge' parking spaces
- Sustain and enhance the vitality and viability of Bath by the introduction of transport policies which support the prosperity of the city and provide a balance of good public transport and short stay parking;
- Effectively manage the total parking supply which include all types of parking and consider short stay priorities, regulation, charges and enforcement.

Planning Policy Guidance

Recently announced changes to Planning Policy Guidance give greater freedom to local authorities to adopt the right policies for their area. Local authorities will consider how their parking strategy should best fit with their overall strategy for promoting sustainable transport choices and the efficient use of land, enabling schemes to fit into central urban sites, promoting linked-trips and tackling congestion.

Local authorities can set their own parking policies and charges to meet the needs of the local area. This includes reducing the need for parking in city centres through well placed and well used Park and Ride schemes. For new residential developments, a parking strategy can include setting minimum or maximum levels of parking places, depending on what is right for the area.

To create the parking provision for electric vehicles, local authorities are encouraged to provide electric vehicle charging infrastructure in new developments, where this does not affect the development's overall viability. Local authorities may also wish to set aside some residential car parking spaces solely for car club vehicles.

Action A1 Review parking standards for new developments as part of the Local Development Framework process

West of England Joint Local Transport Plan (JLTP3) 2011-2026 recognises the supply and management of car parking is closely linked with the demand for car use and this in turn affects traffic levels, especially in peak periods and, ultimately, congestion. It is a key part of our range of demand management measures for tackling congestion and traffic growth in some areas.

Parking controls can be used, where appropriate, as part of an integrated strategy to contribute to:

- Reducing vehicle trips to central areas during peak times benefits in terms of congestion, local air quality, health and carbon reduction;
- Improving the financial viability of bus, Park and Ride and rail services;
- Encouraging shorter trips within the urban areas to transfer to walking, cycling and public transport;
- Locking in the benefits of reduced traffic by reallocating road space to people through public realm enhancements;
- Improving quality of life in both residential areas as well as the city centres through greater opportunities for active travel, less motorised travel movements and emissions.

4. ON STREET PARKING

The on-street parking policy objectives are:

- To provide improved parking facilities for city residents and short stay parking for visitors to local shops and businesses in areas otherwise used by long stay commuters to park during the working day.
- To encourage commuters to walk, cycle and use public transport, including park and ride facilities, at peak times in the morning and afternoon when roads in central Bath are congested and contribute to poor air quality.
- That the Controlled Parking Zone scheme should be supported by residents within the Zone and provide enough revenue to support sufficient levels of enforcement to cover the additional restrictions and residents parking facilities.

Controlled Parking Zone (CPZ)

Bath city centre is divided into a central zone and 18 outer zones with on-street parking controls referred to as the Controlled Parking Zone (CPZ). The Central Zone includes pay and display areas with either a 1 hour limit or 2 hr limit to control the duration of stay.

Residents' parking permits cost £100 for the first permit and outside the central zone residents may purchase a second permit for £160.

Feedback from residents' parking surveys indicate in the central zone that there little spare capacity in these streets and bays are heavily used most of the time, with no spaces available on Saturday evenings after 7pm.

Action A2 Review parking provision within the Central Zone

The surveys also indicate there is no strong demand to extend the CPZ by creating new zones, although there may be individual streets which could be considered for residents' parking. However the implications of extending residents' parking controls on adjacent streets will need to be fully considered.

Action A3 Monitor parking issues in the Newbridge, Weston and Oldfield Park areas and assess when the level of concern justifies further consultation with residents on bringing additional streets into the CPZ in accordance with operational guidelines.

5. OFF STREET PARKING

The off-street parking objectives are to:

- To provide for the future parking demand using Park and Ride sites situated on the edge of the city.
- To implement a charging structure that allows mainly short and medium stay parking in city centre car parks.

The strategy is aimed at reducing the need for traffic to enter the city to seek car parking spaces, which left unchecked would threaten both the historic fabric and quality of the environment in the city.

Setting the demand baseline on which to base future parking provision is a key question. If set too high, then the consequence of many empty parking spaces represents an inefficient use of assets. If set too low the following consequences are likely:

- increased congestion as drivers search for spaces;
- constrained economic growth for business/employment opportunities;
- Bath's position a major retail hub threatened; and

- reduced economic benefits brought by tourism and culture.

To assess future parking needs based on current trends towards sustainable transport, the baseline for parking provision is set just prior to the Christmas season at November 2011 levels.

It is important to note that we are not adopting an unsustainable 'predict and provide' approach. The parking strategy is a key component in a balanced traffic management plan aimed at reducing car usage and dependency and easing congestion. It is reasonable to assume a 10% modal shift is achievable for all employment trips and new shopping and tourism trips into the central area.

To meet regeneration objectives, the Core Strategy has allocated a number of city centre car parks for mainly employment use to 2031. An allocation does not necessarily mean the loss in the number of overall car parking spaces, as options for building over and retaining all or some of the spaces or decking over existing car parks or additional Park and Ride facilities will be considered.

This policy meets two key objectives:

- To continue the shift in parking from the city centre to Park and Ride car parks situated at the edge of the city.
- To maximise housing and economic development on land that has been previously developed within the urban areas.

The car parks which are currently allocated for economic regeneration are as follows:

- Saw Close (22 spaces)
- Cattle Market (57 spaces)
- Manvers Street (166 spaces)
- Avon Street Car Park (617 spaces)

Principle P1: The baseline for city centre parking supply is set broadly at 2011 levels, with provision for the loss of up to 862 spaces to allow for the redevelopment Saw Close, Cattle Market, Manvers St and Avon Street car parks.

New residential and business developments and new park and ride sites will affect city centre off-street parking demand in the future. A 10% modal shift from the private car to other forms of transport should be taken into account in setting future levels of parking provision.

Action A4: An occupancy survey of all city centre off street car parks and park and ride sites be undertaken annually to monitor changes in parking demand and provision.

6. PARK AND RIDE

Bath is currently served by three purpose built full time Park and Ride sites covering three of the main approaches to the city - from the north, east and west (M4/M5/A420), south (A367) and west (A4/A39). Over 1.7 million trips are made on Park and Ride services a year,

The only main route into the city currently not served by a Park and Ride site is the A4 to the east of Bath which experiences congestion at peak times.

Action A5: Develop a P&R site to the east of Bath.

Park and Ride services operate between the hours of 6.15am to 8.30pm Monday to Saturday and from 9.30am to 6pm on Sundays. Under the Park and Ride contract the operator is required to ensure that sufficient passenger capacity on Park and Ride buses is available at peak times.

During the Christmas shopping season, Bath Rugby match days and special events such as the Bath Half Marathon additional services are provided from Park and Ride sites. There is also a desire to provide services later into the evening to support the evening economy.

Action A6: Keep under review the hours of operation of Park and Ride Services for Christmas and other special events.

It is important that Park and Ride bus frequencies are reliable and journey times into the city centre are less than for other motorists, particularly in the congested peak hours.

Principle P2: To continue to support the introduction of bus priority measures that improve journey times for Park and Ride buses.

All day parking and unlimited travel is currently £3.20 per passenger on weekdays and £2.50 per passenger on Saturdays and Sundays with accompanied children travelling free. This compares with all day parking in city centre car parks of £8.50 for upto 11 hours. Other than before 9:00 Mondays to Fridays, concessionary bus pass users can use the service free of charge.

A ten ticket journey smart card is also available to regular users for £13, which provides up to 20% discount. The cost of on and off-street parking charges are considered annually.

Principle P3: The tariff structure will continue to encourage long stay parking at Park and Ride sites.

The Destination Management Plan notes that although park and ride sites are well used by commuters and shoppers, lack of knowledge about how park and ride services operate might deter visitors from using them. Parking in the city centre itself will become increasingly limited and although car parks are reasonably well located, it is difficult to know where to park in relation to the city centre.

This advanced car park management system, proposed as part of the Bath Transportation Package will reduce the time and frustration spent searching for spaces and consequently ease traffic congestion in Bath.

7. BUSINESS USER PARKING

Parking permits are available to business users who need to park close to their place of work in order to undertake regular journeys to and from that place of business throughout the day.

Two permits are available per business with the first permit costing £110 and the second permit costing £165, but may only be used in outside the Central Zone in Zones 1-14.

To apply for a business user permit, applicants need to declare that the need for the permit is for operational reasons, for example as part of a Travel Plan, and not simply for convenience.

Principle P4: To continue to provide an appropriate level of business user parking spaces in the city centre.

8. DISABLED PARKING

Blue Badge holder drivers can park free of charge on street anywhere within the city centre for an unlimited period.

The Park and Ride is operated using low floor buses with kneeling mechanisms and the interior layouts are designed to accommodate wheelchair users.

The Shop Mobility scheme operated in Bath has recently re-located in Lewis House in Manvers St that allows anyone with a mobility problem the ability to move around the city using scooters or wheelchairs (either manual or powered).

They can be used between 9.30am-4.30pm Monday to Friday and 9am – 1pm Saturday. A small charge is made to contribute towards running costs.

Principle P5: If city centre parking spaces are reduced, then this will not result in an overall reduction in the number of dedicated disabled bays provided.

Principle P6: Ensure that disabled car parking spaces are compliant with the Disability Discrimination Act (2005) and access requirements, and are provided in accordance with Bath and North East Somerset Parking Standards.

9. TARRIFF STRUCTURE

Parking charges are important tools that encourage drivers to park in the most appropriate place; they are a mechanism that enables the council to deliver an efficient and responsive service in the context of strategic policy aims. In all cases, tariffs must appear reasonable to those who use our parking places; they also need to be easily understood as complicated tariff structures will deter use and discourage return visits.

In Bath, there is currently a range of options:

- Short Stay and Short Stay Premium – for shoppers, personal business and visitors
- Medium stay – for shoppers and visitors
- Long Stay – for commuters and all-day visitors
- Park and Ride – for shoppers, commuters and visitors
- Residents' parking
- Business parking

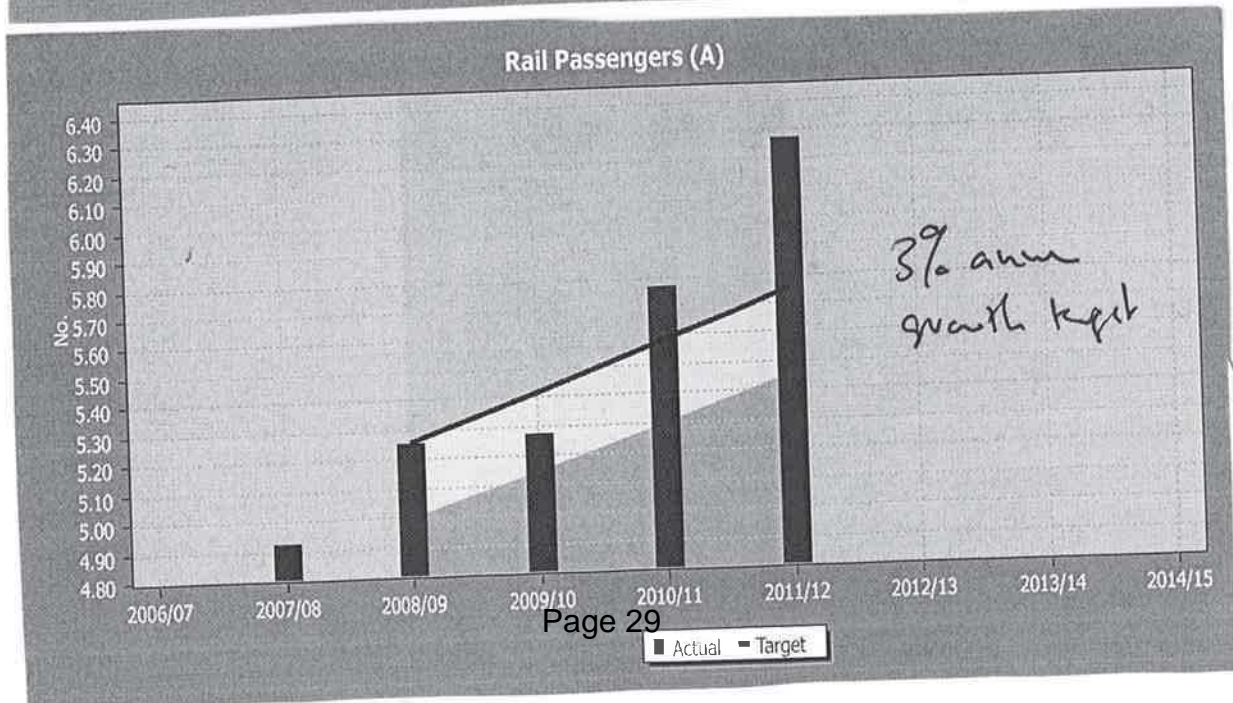
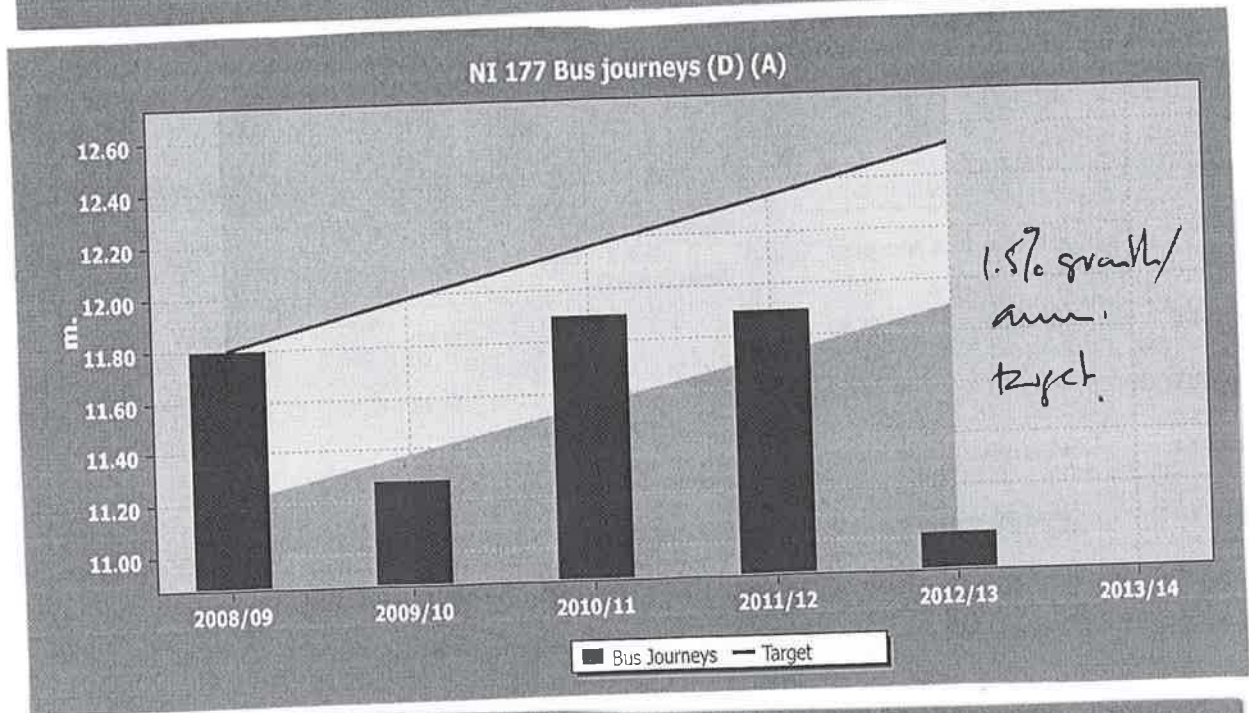
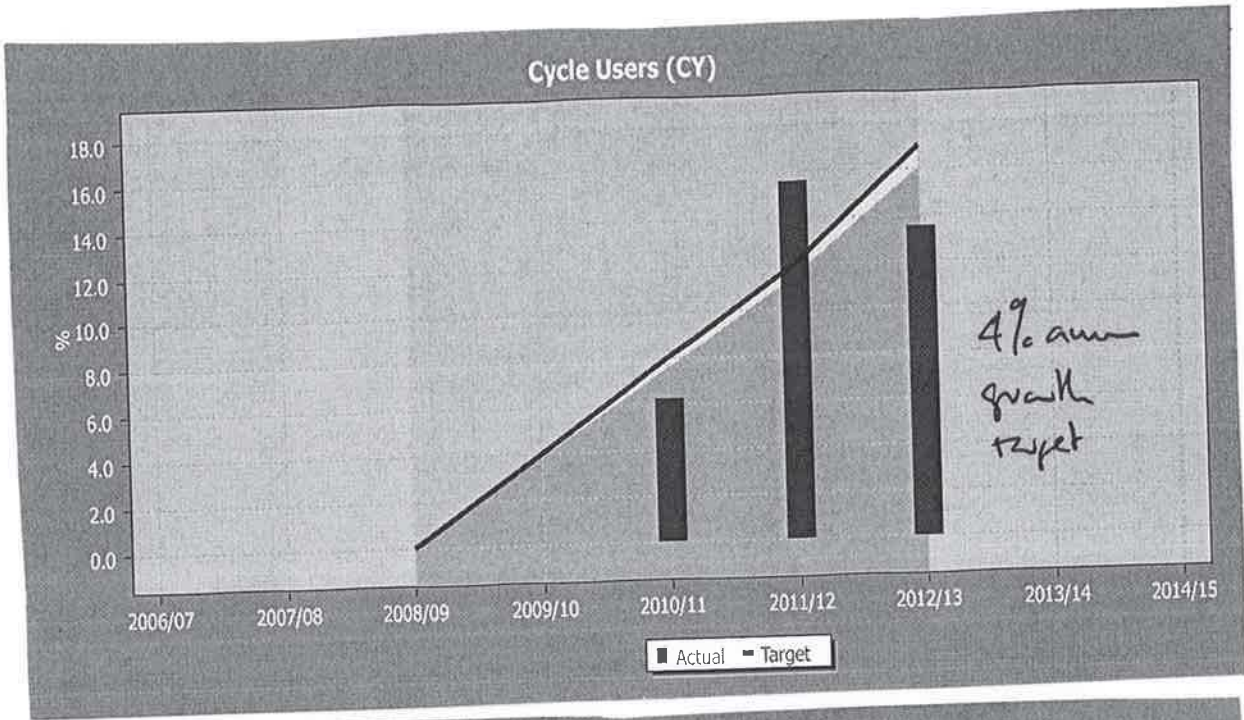
Principle P7: Retain the current range of off-street and on-street tariff options and to assess charges annually to ensure they are set at levels to encourage usage in the most appropriate places.

Principle P8: Ensure that the Controlled Parking Zone the costs of enforcement are affordable from parking permit income.

10. FINANCIAL IMPLICATIONS

This strategy identifies a number of actions that have capital or revenue implications. Many of these actions are already contained within the council's Bath Transportation Package and Local Sustainable Transport measures. However all proposals are subject to permission being sought and obtained at the appropriate time. In order for those actions not identified to proceed, detailed costings and bids will also need approval through the council's financial appraisal process.

APPENDIX 1. Current trends in cycle, bus + rail use.



This page is intentionally left blank

Bath & North East Somerset Council		
MEETING:	Planning, Transport and Environment Policy Development and Scrutiny Panel	
MEETING DATE:	10th September 2013	<small>EXECUTIVE FORWARD PLAN REFERENCE:</small>
TITLE:	Energy Efficiency & Renewal Energy Guidance for Listed Buildings and Undesignated Historic Buildings (appendix to Sustainable Construction & Retrofitting SPD)	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Cabinet Report E2522		
Appendix A - Energy Efficiency & Renewal Energy Guidance for Listed Buildings and Undesignated Historic Buildings		
Appendix B – Equalities Impact Assessment		
Appendix C – Consultation Report		

1. BACKGROUND

- 1.1. A Supplementary Planning Document for Sustainable Construction and Retrofitting was adopted by the Cabinet on 13 February 2013. The Cabinet agreed to support the future adoption of local Energy Efficiency and Renewable Energy Guidance for listed buildings in the next 6 months, following a review of the draft document. The Guidance is now being brought forward to the Cabinet for final adoption, and the Cabinet member with responsibility for Homes and Planning has requested that the document be considered by the Panel.
- 1.2. Report E2522 to be considered by the Cabinet is attached, together with a copy of the Guidance and other supporting documentation. The Cabinet report outlines the main issues, considerations and options.

David Trigwell, Divisional Director Planning and Transport Development 01225 394125

This page is intentionally left blank

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	11th September 2013	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2522
TITLE:	Energy Efficiency & Renewal Energy Guidance for Listed Buildings and Undesignated Historic Buildings (appendix to Sustainable Construction & Retrofitting SPD)	
WARD:	All	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report:</p> <p>Appendix A - Energy Efficiency & Renewal Energy Guidance for Listed Buildings and Undesignated Historic Buildings</p> <p>Appendix B – Equalities Impact Assessment</p> <p>Appendix C – Consultation Report</p>		

1. THE ISSUE

- 1.1. The Council is committed to helping local people to reduce their energy consumption, costs and pollution and to providing access to affordable warmth wherever residents live, including in listed buildings. There are around 6000 listed buildings in our district, concentrated in the wards with the highest levels of fuel poverty (see map from 2011 Housing Stock Condition Survey). Around 700 of these listed buildings are home to social tenants and have significantly worse energy efficiency ratings than the non-listed social housing stock.
- 1.2. There has been a perception that it is currently difficult to obtain listed building consent for changes to listed buildings but in fact around 90% of listed building applications obtain consent. Those applications that are resisted are usually in clear conflict with the outstanding universal values and attributes pertaining to the World Heritage Site. The prestige of the WHS is, of course, a valued status that brings a heritage dividend resulting in a buoyant retail and tourist economy. The proposed guidance should go some way towards addressing misconceptions that may exist.
- 1.3. This Guidance is in the form of a Sustainable Construction and Retrofitting Supplementary Planning Document (SPD) and has been produced to accord with and respond to the issues of climate change and the emerging

energy deficit and the desire to improve the energy efficiency of new buildings and the existing building stock and to comply with the National Planning Policy Framework which recommends that Local Planning Authorities adopt proactive policies and strategies to mitigate and adapt to climate change.

1.4. The SPD was adopted on 13 February 2013. The Cabinet agreed to support the future adoption of local Energy Efficiency and Renewable Energy Guidance for listed buildings in the next 6 months, following a further review of the draft document with English Heritage and other stakeholders. It will also complement the work we are doing in relation to the World Heritage Site.

1.5. Also, running in parallel with this will be our offer of pre-application advice which can assist applicants when deciding on possible improvements to their properties.

2. RECOMMENDATION

The Cabinet agrees that:

2.1. The Energy Efficiency & Renewable Energy Guidance for Listed Buildings and Undesignated Historic Buildings (Appendix A) is adopted as an appendix to the Sustainable Construction & Retrofitting SPD.

2.2. The key next steps are to 1) Progress the work through the Sustainability Team and engagement with the key Stakeholders and other Authorities 2) Continue to liaise with Central Government on legislative requirements 3) Constantly review the guidance to ensure that it does reflect existing legislation at any given time.

3. FINANCIAL IMPLICATIONS

3.1. Other than budgeted costs of printing, there are no direct financial implications for the Council in adopting the appendix. Any other costs arising would be absorbed into future budgets.

4. CORPORATE OBJECTIVES

4.1. The Guidance intends to enable residents living in listed buildings to make their homes warmer and cheaper to heat, and to encourage those responsible for the maintenance and conservation of historic buildings to undertake measures that will benefit, rather than damage, sensitive historic places, buildings or have a detrimental effect on the health of their occupants. The Guidance serves the corporate objectives in the following ways:

a. *Promoting independence and positive lives for everyone:* Encouraging people to take advantage of Government incentives for insulation is part of ensuring

that "*Older people are supported to live independently*". ONS statistics for 2013 show that 30% of people over 60 are in fuel poverty. It is also important for ensuring that "*everyone has the opportunity to enjoy a healthy lifestyle*", since the respiratory, cardio vascular, mental health and other conditions created by cold homes are significant and cost our local NHS an estimated £3.8m per year in unnecessary medical treatment. *Creating neighbourhoods where people are proud to live*: Enabling energy efficiency in listed buildings helps to deliver the objective "Communities that have adapted to changes in our climate and are not dependent on high carbon energy". The Guidance will help steer those responsible for the maintenance and conservation of historic buildings away from the more damaging works that can cause harm to sensitive historic places, buildings and their occupants.

- b. *Building a stronger economy*: The Green Deal Scoping Study found that the retrofit market could be worth £10- £20m per year across B&NES. Supporting this market through a supportive planning and listed building framework is an important part of ensuring that it will grow. However care is needed to ensure that the authenticity and character of the Bath World Heritage Site, and economic benefits associated with the visitor numbers, are not undermined.

5. THE REPORT

- 5.1. Since the adoption of the SPD earlier this year officers from Planning Services and the Sustainability team met with English Heritage and put a number of questions to them about the Guidance. A draft version of the Guidance was also considered by the Development Control Committee on 31st July 2013. The Committee supported its contents and noted that it was to be considered by the Cabinet.
- 5.2. A written reply to the questions was received from English Heritage shortly after the July meeting. English Heritage indicate that in their opinion the Guidance is broadly in line with national policy, particularly the significance of the historic environment should be maintained and enhanced, and less harmful measures should be considered first when it is proposed to alter designated assets. A number of detailed amendments have also been recommended and these will be incorporated within the draft to be considered by cabinet.
- 5.3. The Guidance in the appendix sets out the Council's approach to the retrofitting of listed buildings and undesignated historic buildings and is in-line with central government guidance set out in the National Planning Policy Framework. The Framework puts particular emphasis on the need to assess the significance of buildings on a case by case basis. The proposed appendix must respect and be consistent with this approach. However the Guidance attempts to give a greater clarity that strikes a balance between energy efficiency and the need to respect the requirements of the Planning (Listed Buildings & Conservation Areas) Act 1990, Section 12 of the NPPF 'Conserving and enhancing the historic environment', and the associated Historic Environment Planning Practice Guide, where there is a presumption in favour of the preservation and enhancement of heritage

assets and their setting as well as a requirement for LPAs to adopt policies to tackle climate change.

- 5.4. The Guidance will provide owners of heritage assets and architectural professionals with the information they need to make informed decisions regarding how best to alter historic buildings to improve energy efficiency consistent with architectural conservation best practice whilst at the same time valuing the energy already embodied within built structures, and seeking to avoid harm to their architectural and historic interest.
- 5.5. At present, however, our ability to take a more permissive stance is constrained by the current national legislation and guidance which takes priority over any locally made guidance. As a result, the local Guidance being presented for adoption may not go as far as Members and residents have requested in order to enable listed buildings to become more energy efficient.
- 5.6. To seek a remedy for this, in February the Cabinet agreed for *“discussions to be held with other Local Authorities (and other interested parties) with a specific interest in approving energy efficiency and renewable energy measures in listed buildings, together with the relevant Government departments (DCMS and DCLG), with a view to identifying conservation and building regulations policy constraints and ways to overcome them”*.
- 5.7. It has now been agreed that the Sustainability team will lead this initiative with involvement from Planning Services. Initial discussions have begun with key stakeholders in order, firstly, to articulate the gap between where the Council wants to be on energy efficiency and the current national position and secondly, to press for the changes that are needed in order to enable the full range of energy efficiency measures to be installed sensitively in traditional and listed buildings.

6. RISK MANAGEMENT

- 6.1. The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

7. EQUALITIES

- 7.1. An Equalities Impact Assessment has been completed on the Guidance (Appendix B) and no adverse or other significant issues were found.
- 7.2. Overall the provision of the Guidance is considered to have a positive impact on all equalities groups (in particular age, religion/belief, race and disability) as the Guidance advises on measures which may reduce the running costs and thermal comfort of buildings. The Guidance also offers simple and clear guidance available free of charge to the public.

8. RATIONALE

8.1. It is recommended that the Guidance (Appendix A) is adopted to provide information regarding how best to alter historic buildings to improve energy efficiency consistent with architectural conservation best practice without harming or compromising their architectural and historic interest.

9. OTHER OPTIONS CONSIDERED

9.1. An option was to issue no guidance, however there has been strong demand for guidance such as this from the public and stakeholder organisations including Bath Preservation Trust, Curo Group and Transition Bath.

9.2. It should be recognised that the retrofitting of listed buildings is a developing area and the Guidance is considered to be an important first step in an on-going process. The Guidance would therefore benefit from periodic review as the result of on-going specialist research emerges. There will remain a need to be cautious until new technologies are proven. The planning department will continue to work with other Council departments and English Heritage to review and amend the Guidance as necessary.

9.3 There might also be further opportunities to act at a local level, through the wide-ranging Enterprise and Regulatory Reform Act. This received Royal Assent in May this year and brought forward a number of the provisions previously outlined in the stalled Heritage Bill of 2008. This includes the possibility of introducing national and local listed building consent orders. The exact details of how this might work in practice are not known, as the regulations and secondary legislation have not been prepared. It is likely however to facilitate the grant of consent up front, even before it is applied for. This may be of some relevance although will have resourcing implications for Planning Services. Furthermore, it should be noted that English Heritage advised at a meeting held 28th June 2013 that they did not think it would be wise to commence any testing or trialling in areas of obvious sensitivity and international importance such as a World Heritage Site. Cabinet may wish to consider if monitoring how the emerging system works in practice at other locations will be a more effective alternative to time and effort committed on a separate campaign.

9.4 The key next steps are to 1) Progress the work through the Sustainability Team and engagement with the key Stakeholders and other Authorities 2) Continue to liaise with Central Government on legislative requirements 3) Constantly review the guidance to ensure that it does reflect existing legislation at any given time.

10. CONSULTATION

10.1. The main consultation phase took place as part of the adoption of the Sustainable Construction and Retrofitting SPD. Further consultations have taken place as outlined in 5.1 above. A full summary is given in Appendix C.

11. ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 *Customer Focus; Sustainability; Property; Conservation of the Historic Environment and protection of the World Heritage Site*

12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	David Trigwell, Divisional Director Planning and Transport Development 01225 394125
Sponsoring Cabinet Member	Councillor Tim Ball (Cabinet Member for Homes and Planning)
Background papers	Dedicated website to sustainable construction and retrofitting contains the main Supplementary Planning Document - www.bathnes.gov.uk/greenbuild
Please contact the report author if you need to access this report in an alternative format	

Energy Efficiency & Renewable Energy Guidance

For Listed Buildings and Undesignated Historic Buildings

Page 39



ADOPTION DRAFT
SEPTEMBER 2013

L D F
Bath and North East Somerset
Local Development Framework

**Bath & North East
Somerset Council**

This guidance is intended to provide general advice to owners of historic buildings, developers, architects, surveyors and anyone proposing measures to improve energy efficiency or domestic scale renewable energy of designated and undesignated heritage assets.

For more information please contact the Historic Environment team at:
historic_environment@bathnes.gov.uk
This document can also be viewed on our website:
www.bathnes.gov.uk/greenbuild

Energy Efficiency & Renewable Energy Guidance:
For Listed Buildings and Undesignated Historic Buildings in Bath & North East Somerset can be made available in a range of languages, large print, Braille, on tape, electronic and accessible formats by contacting the Planning Department on:
Telephone: 01225 394041

Design by SteersMcGillanEves
www.steersmcgillaneves.co.uk



Listed Building Consent

Where this symbol appears, if your house is a listed building, you may require listed building consent for a retrofitting measure.

This document is an Annex to the **Sustainable Construction & Retrofitting Supplementary Planning Document**

Available online at
www.bathnes.gov.uk/greenbuild

if you would like more information on other planning and building regulation consents for retrofitting please refer to this document.

Contents

1	Introduction	4
2	The Energy Hierarchy	6
3	Detailed Guidance on Retrofitting Measures	8
4	What makes a good Listed Building Consent Application? Hints and Tips	18
5	Local Case Studies	26
6	Useful Links	28

1 Introduction

Climate change and the emerging energy deficit have necessitated a response and a focus on energy efficiency that is inevitably leading to changes to the historic environment. It is widely recognised and accepted that the historic environment should play its part in meeting these current and future challenges.

However, it is vital that changes are consistent with the aims of heritage protection and the statutory duty of care placed on the Local Planning Authority (LPA) by primary legislation and Government policy.

In accepting that some change will be necessary, it is critical that this is carefully managed so that the historic environment and the heritage assets that it is made up of is sustained as cultural heritage for present and future generations. This is consistent with the key concept of guardianship.

The balancing of the varying and competing priorities and interests is a complex process and can be difficult to reconcile, but change is broadly acknowledged in principle by the legislation protecting the historic environment. National policy guidance has an emphasis on careful, sensitive informed management of change. The National Planning Policy Framework indicates that sustainable development should contribute to protecting and enhancing our historic environment. The LPA, therefore, aims to provide expert and specialist advice to enable this process of change in a sensitive, sustainable and informed way in order to achieve successful outcomes for the historic environment, heritage assets and the community.

Historic buildings are a finite resource and are inherently sustainable having been, in most cases, well-constructed from high quality, locally sourced materials by local craftsmen.

Their inherent embodied energy (the energy expended and encapsulated within the fabric of a building in its construction) means that their retention and care is both logical and consistent with modern concepts of sustainability and with the ambitions of reducing carbon emissions.

Historic buildings have served society and multiple generations often spanning many hundreds of years and with sensitive and careful management will continue to do so.

Legislative Framework: preservation, responsible retrofitting & detrimental impact

Designated heritage assets are protected by law under Planning (Listed Building & Conservation Areas) Act 1990 underpinned by Government policy: National Planning Policy Framework, Section 12: 'Conserving and enhancing the historic environment'. They are designated in recognition of their architectural or historic interest and the heritage and cultural significance and value that they possess.

The setting of heritage assets is an important material consideration when determining planning applications for development proposals which impact on their setting. Heritage assets are wide ranging and include designated and undesignated buildings, conservation areas, historic landscapes, parks and gardens and archaeological features and sites. Archaeological sites and features that have been designated as Scheduled Ancient Monuments are protected by law under the Ancient Monuments and Archaeological Areas Act 1979.

Central to primary legislation and Government policy is the emphasis on the presumption in favour of the preservation and enhancement of heritage assets and the avoidance of any detrimental and negative impact or harm that would be counter to these aims. Proposals that have a detrimental impact on the setting of heritage assets will not be viewed favourably by the LPA.

This guidance is informed and consistent with this and with conservation best practice and responsible retrofitting as advocated by English Heritage and the national amenity societies.

Consistent with Government policy relating to the historic environment this guidance recognises that because heritage assets can be both designated and undesignated an equally sensitive and thoughtful approach to change should be employed to both. This is particularly the case in Bath & North East Somerset which has large numbers of designated and undesignated assets. Designated assets include the City of Bath World Heritage Site, as well as numerous Conservation Areas and Listed Buildings.

Architectural conservation rarely precludes change but rather should be seen as an essential mechanism for effective and appropriately managed change in a sensitive and informed way so as to avoid any detrimental impact or harm.

Bath & North East Somerset Council as Local Planning Authority and custodian plays a key role in this process. The issues of climate change and energy efficiency are likely to require varying levels of alteration and change to many heritage assets and the historic environment and the LPA provides support and specialist advice and promotes informed change and the responsible retrofitting of heritage assets.

Traditional buildings and their need to 'breathe'

It has been long recognised that traditionally constructed buildings utilising a solid wall construction (generally considered as buildings constructed before 1919) need to be able to 'breathe'.

The word 'breathe' in this sense means permeability and the ability of moisture to move freely, unhindered, throughout the width of the wall. This mechanism relies on moisture being able to evaporate into the external and internal atmospheres.

Internally moisture evaporates and enters the internal environment and relies on good ventilation to be evacuated into the external atmosphere. This process is critical for the health of the building and its occupants and relies on a number of factors in order to function properly including: permeable materials such as lime mortar, lime plaster, traditional permeable paint finishes and traditional, passive ventilation routes such as chimney flues and natural ventilation in doors and windows.

If non-permeable materials are used such as cementitious mortar, gypsum plaster, modern impermeable paint finishes and blocked ventilation routes are blocked this will result in high levels

of moisture and condensation to the detriment of the health of the building and its occupants. High levels of moisture trapped in masonry walls will lead to increased heat loss, discomfort for the occupants and may harm interior fixtures, fittings, finishes and structural timbers.

Whilst it is recognised that excessive drafts can cause discomfort for the occupants of a building it also needs to be recognised and understood that hermetically sealing a traditional building, in the manner of modern building construction, could cause significant problems for occupants and buildings alike. In proposing thermal upgrading measures an understanding of the needs of a traditionally constructed building need to be understood. For instance, care must be taken when improving thermal efficiency through draft proofing not to create a barrier to a sufficient level of ventilation.

The LPA advocates that owners of traditionally constructed buildings undertake an assessment of the needs of the building based on a thorough understanding of how it is constructed and how it is ventilated.

Renewable energy

Renewable energy creation technology, also known as micro generation, is now readily available for the domestic market and includes solar and photovoltaic panels and slates, wind and hydro turbines, ground and air source heat pumps and geothermal energy.

These can have varying impacts on the historic environment and the setting of heritage assets and their siting and implementation requires careful consideration. For example in the case of ground source heat pumps this can have a detrimental impact on archaeology and early contact with the LPA's archaeologist is strongly advised when considering installation. Geothermal energy may be problematic within the limits of Bath and the hot springs that are protected by the County of Avon Act 1982. Hydro turbines may offer an excellent opportunity and an example of a successful listed building application for the installation of a hydro turbine within a historic mill is provided in section 5 of this guidance. It should be noted that planning permission will often be required for the installation of renewable energy systems, see the **Sustainable Construction and Retrofitting Supplementary Planning Document** for more information.

Aims and limitations of the guidance

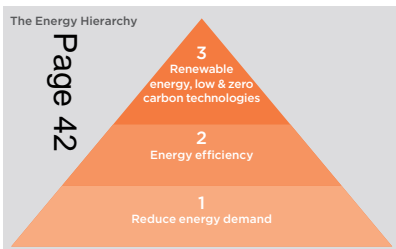
Whilst this guidance aims to provide advice and assistance regarding alterations to heritage assets it should not be regarded as providing a 'one-stop-shop' or 'one-size-fits-all' solution. Historic buildings are highly diverse in terms of type of construction, construction materials, plan form, degree of alteration over time and location and so what may be acceptable in one case may not be so in another.

It is recommended that specific and detailed guidance provided by English Heritage and other heritage organisations is also consulted (see section 6). The LPA can provide further assistance. The energy hierarchy and minimal intervention approach as advocated by English Heritage is advocated in this guidance. There will be an expectation that, in the first instance, low impact, low cost and simple thermal upgrading measures are considered before higher impact measures consistent with the energy hierarchy, which include occupant behaviour and sensible and responsible building maintenance.

2 The Energy Hierarchy

The National Planning Policy Framework emphasises that the different aspects of sustainable development should not be undertaken in isolation.

When considering energy efficiency proposals it is good practice to follow the energy hierarchy and address the least intrusive, low-impact measures first (e.g. loft insulation, draught proofing, energy efficient lighting, occupant behaviours).



Ranking improvement measures

As stated, the LPA supports this approach to sustainable retrofit. However, the ranking of different improvement measures in any retrofit project is dependent on its focus, and may differ between projects. Main focuses may include CO₂ savings, fuel bill savings, comfort, affordability or appearance.

Some measures may be ranked highly in one area but considerably lower in others, as illustrated in the following examples:

1. A biomass boiler would rank highly in terms of CO₂ savings, but lower in terms of affordability or fuel bill savings
2. Lined curtains may rank highly in terms of appearance, but much lower in terms of fuel bill or CO₂ savings

3. Photovoltaic panels could rank highly in terms of CO₂ savings and affordability, but lower in terms of appearance or comfort (as this is not an insulation measure)

4. Double glazing would rank highly in terms of comfort, but may rank lower in terms of affordability and appearance

In reality, for most householders their priorities will be a combination of the above factors (and others, such as householder disruption, for example). As such, it is not possible to list an absolute ranking system for different measures. Instead, the table on p17 lists all the measures contained in this section of the guidance and provides an indication of the impact in each of these key areas. This should allow prospective applicants to determine what is best for their own situation. The following should be noted, however:

a) The suggested impacts are broad indications only, and include many assumptions; individual properties and improvement specifications will vary considerably in terms of impact in the different areas

b) 'High' impact does not automatically mean 'good' (and vice versa) - a 'High' impact is good with respect to CO₂ savings, fuel bill savings and comfort is good, but a 'Low' impact is better with respect to cost and appearance

c) When considering more major improvements it is good practice to have addressed the easier, lower-impact measures in the first instance

MEASURE	IMPACT				
	CO ₂ savings	Fuel bill savings	Comfort	Cost	Appearance
Reinstate existing / missing shutters	●●	●●	●	●●	●
Draught proofing windows and doors	●	●	●	●●	●
Secondary glazing	●	●	●●	●●	●
Double glazing	●	●	●●	●●	●●
Draught proofing floors, skirting boards and ceilings	●	●	●●	●	●
Insulating timber floors	●	●	●●	●●	●
Insulating solid floors	●	●	●●	●●	●
Loft insulation	●●	●●	●	●●	●
Ventilation	●	●	●	●●	●●
External wall insulation	●	●	●	●	●
Internal wall insulation	●	●	●	●	●●
Boiler (and flue)	●●	●●	●●	●	●
Wood stove	●●	●	●	●●	●
Wood boiler	●	●	●●	●	●●
Air source heat pump	●●● ¹	●●● ¹	●●	●	●●
Ground source heat pump	●●● ¹	●●● ¹	●●	●	●
Photovoltaic panels	●	● ²	●	●●● ²	●●
Solar water heating panels	●	●	●	●	●●● ³
Photovoltaic roof slates	●●	● ²	●	●●● ²	●
Domestic-scale wind turbines	●●● ⁴	●●● ⁴	●	●●	●
Hydro power	●	●	●	●	●●●

- Low
- Moderate
- High

1 Dependent on fuel source: savings from displacing gas would be minimal to zero; savings from displacing more CO₂-intensive fuels (e.g. electricity, oil, LPG) would be considerably higher.

2 Actual fuel bill savings are likely to be Low-Moderate (depending on how PV is used), and capital costs are high, but income from the Feed-In Tariff means that the overall financial gains are High.

3 There are many different designs and styles, ranging from discreet recessed panels to more visible evacuate tube systems.

4 Domestic-scale wind turbines vary considerably in size and subsequent impact on CO₂ and fuel bills, from small building-mounted turbines (rarely recommended for significant impact) to relatively large (c.15m high) mast-mounted turbines. The larger the turbine the greater the impact (assuming appropriate siting).

3 Detailed Guidance on Retrofitting Measures

Listed Building Consent is required for alterations which affect the architectural or historic interest and character of a listed building. The following chapter sets out general guidelines.

Pre-application advice is advisable for most proposals prior to considering with any of the below alterations.

In the case where it is stated that a measure does **not** require Listed Building Consent or it is still likely to be of benefit to contact the LPA and seek advice.

Conservation best practice should always be followed when undertaking energy efficiency upgrades in listed buildings and it is essential that the relevant specialist guidance produced by English Heritage and other heritage organisations is consulted.

See **section 6** for more information.

Reinstate existing and missing shutters

L

Is listed building consent required?

- Listed Building Consent **is required** and replacements should be of the correct style, material and detailing to the originals

- Where shutters survive but have been painted, nailed or screwed shut, releasing them does **not require** Listed Building Consent

Guidance position

The LPA supports careful reinstatement of shutters where there is clear evidence of them having previously existed. Research shows that the use of shutters offers a significant improvement in thermal performance

Guidelines and factors that will be considered during the determination and assessment process

- Professional installation of replacement shutters is strongly advised

- Replacement shutters should be sympathetic to the design and materials of the window and replicate the original
- Releasing existing shutters may require the services of a suitably experienced and qualified professional depending on their condition and the ease of releasing them

Draught proofing windows and doors

Is listed building consent required?

- Listed Building Consent is **not normally required** for draught proofing windows or doors

Guidance position

The LPA supports careful draught proofing of windows and doors in listed buildings where there is not a detrimental impact

Guidelines and factors that will be considered during the determination and assessment process

- Unobtrusive products should always be used
- Loss of historic fabric should be avoided
- Professional installation will be needed for products such as rebated edge seals
- Care should be taken to ensure the strength of the frame is not compromised. This is particularly the case with slender late 18th century sash windows where the timber sections are often very narrow

Secondary glazing

L

Is listed building consent required?

- Listed Building Consent **is normally required** for secondary glazing.

Guidance position

Where appropriate the Council supports, in principle, the use of sympathetic secondary glazing where it can be demonstrated that there is no detrimental impact on the special architectural or historic interest of the building.

Decisions will be made on a case-by-case basis. Where secondary glazing is regarded as acceptable it is likely that simple units that can be easily removed from a minimal sub frame during the warmer months will be most appropriate.

Guidelines and factors that will be considered during the determination and assessment process

- The design and detailing of windows can be a significant component of a building's architectural interest and character

- Ensure that the proposed secondary glazing will not compromise the use of existing shutters

- Ensure that the design is as discreet as possible and has minimum visual impact on the existing window, including careful alignment of any glazing bars and use of slim frames of appropriate colour

- Ensure that any distinctive architectural detailing is not obscured by the frame of the secondary glazing

- Minimise the impact of permanent fixings required to secure the new frame

- Consider fitting secondary glazing within a removable frame (many systems allow this)

- Where a property is part of or similar to surrounding properties (e.g. terraced houses), use of discreet, complementary systems is particularly important to minimise the visual impact and to retain the sense of unity that is likely to exist

Double glazing: replacement windows

L

Is listed building consent required?

- Listed Building Consent **is required** for installation of new double-glazed windows.

Guidance position

The LPA supports careful replacement of windows with timber-framed slim-profile double-glazed units where there is no detrimental impact on the special architectural or historic interest of the building, and under the following conditions:

- the existing windows are agreed as being modern or of no historic significance or heritage value

- the existing windows are original or historic, but are beyond feasible repair

- replacement would enhance the special architectural or historic interest of the building - for example where existing windows are inappropriate modern replacements and new windows are correctly and authentically detailed and constructed resulting in a significant conservation gain

Guidelines and factors that will be considered during the determination and assessment process

- The design and detailing of windows is often a significant component of a building's overall appearance and character

- The section of the glazed units should be no greater than 12mm (two layers of glass + cavity)

- The thickness and profile of timber glazing bars should be exact replicas of the original glazing bars

- The colour of any spacer (the perimeter strip between the two panes of glass) should match the colour of the painted timber

- At no time will applied (i.e. false) glazing bars or applied lead comes be considered appropriate

- PVCu is not regarded as an appropriate material

- Where a property is part of or similar to surrounding properties (e.g. terraced houses), use of discreet, complementary systems is particularly important to minimise the visual impact and to retain the sense of unity that is likely to exist particularly within a terrace

- The replacement of a window which is part of a unified facade consisting of original windows with a double glazed unit is unlikely to protect or enhance the character of the property

- If the windows can be repaired however the installation of double glazing within an historic window is unlikely to be appropriate or feasible. If there is surviving historic glass of significance and this should also be retained and preserved.

Historic glass is particularly rare within the Bath World Heritage Site due to the impact of the Baedeker air raids of 1942

3 Detailed Guidance on Retrofitting Measures

Draught proofing floors, skirting boards, ceilings and flues

Is listed building consent required?

Listed Building Consent is **not normally required**, unless the appearance of the room would be significantly affected

Guidance position

The LPA supports careful draught proofing of floors, skirting boards and ceilings where there is no detrimental impact on the special architectural or historic interest of the building or historic fabric

Guidelines and factors that will be considered during the determination and assessment process

- Any mastic-type draught proofing should be as discreet as possible in colour (i.e. clear, or matching the surrounding colour as closely as possible)
- Care should be taken if temporary removal of skirting boards is required

- Sealing the gaps between floorboards, traditionally referred to as caulking, is the most likely of these measures to affect appearance, and can make them harder to lift in the future. If you are planning any associated works that may require lifting of floorboards these should be done before sealing these gaps. Proprietary flexible caulking strip is an inexpensive and simple measure for draught proofing the gaps between timber floor boards. It should be noted that comprehensive eradication of natural ventilation beneath timber floors can lead to damp and decay.

- Temporarily sealing of unused flues is also a simple process that does not require consent – chimney balloons are simple to fit and are removable. Typically they also permit some air flow through being ill-fitting, which is important for ventilation and helps prevent an adverse increase in moisture levels. The total and comprehensive sealing of flues is not recommended

Insulating below suspended timber floors

Is listed building consent not normally required?

Listed Building Consent is **not normally required**, unless original building elements (e.g. floorboards, skirting boards, door architraves) would require temporary removal.

Guidance position

The LPA supports careful installation of quilt or rigid board insulation below suspended timber ground floors where there is no detrimental impact on the special architectural or historic interest of the building. (This is more likely where installation from above is required.)

Guidelines and factors that will be considered during the determination and assessment process

- Insulating suspended timber floors from below is usually preferable except where there is a historically significant surface to a ceiling below. Installation from above should only be considered where it is not possible to insulate from below (i.e. no access)

- If installation from above is required, great care should be taken to avoid damaging historic building elements (e.g. floorboards, skirting boards, door architraves) – this should usually be possible, and the work should be carried out by a suitably experienced professional

- Quilt or rigid board insulation is preferable – sprayed foams will not usually be acceptable as they are not easily reversible should future repairs be required

- Breathable materials should be used to maintain the passage of air and moisture

- If lifting floorboards reveals ‘deafening’ material this should be left in place, as it can be an efficient fire retardant. However, it may reduce the space available for insulation, requiring thinner insulation board

Insulating solid floors

L

Is listed building consent required?

Listed Building Consent is **required** for insulation of solid floors.

Guidance position

The LPA supports careful insulation of solid ground floors where there is no detrimental impact on the architectural or historic interest of the building, including any archaeological features.

Guidelines and factors that will be considered during the determination and assessment process

- Where there are significant, undisturbed, historic floor surfaces the character and interest could be harmed from being lifted and therefore installing insulation is unlikely to be acceptable. However where there this is not the case (such as where there is a poor quality modern, replacement surface material or there is convincing evidence that a historic floor has been previously lifted and re-laid) the installation of under floor heating may be possible. In which case limecrete should be used which can be used in conjunction with insulation and under floor heating systems whilst allowing the transfer of moisture
- Breathable materials should be used to maintain the passage of moisture and air
- Work should be undertaken by a suitably experienced and qualified professional

Loft & roof insulation

Is listed building consent required?

Listed Building Consent is **not normally required** for insulation of pitched roof spaces at floor level, as long as the insulation is not adhesive, avoids disturbance to historic fabric, and is easily reversible.

- Listed Building Consent is **not normally required** for insulation of pitched roof spaces below the roof, as long as the insulation is not adhesive, avoids disturbance or harm to historic fabric and roof profiles, does not cover significant detailing and is easily reversible
- Listed Building Consent **not normally required** for installation of pitched roof ventilation and should be discreet

L

Listed Building Consent is **required** for insulation of flat roofs

Guidance position

The LPA supports careful insulation of loft and roof spaces where there is no detrimental impact on the architecture or historic interest of the building and advocates the use of permeable and sustainable traditional materials

Guidelines and factors that will be considered during the determination and assessment process

- Insulation of pitched roof spaces at floor level is always preferable; other options should only be considered where this is not practical or possible (e.g. if the roof space is floored and forms part of the living space)
- Ventilation in the roof space must be maintained. This may require the addition of roof vents – in such cases discreet conservation-grade roof vents should be selected (i.e. eaves vents or tile vents)
- Quilt or rigid board insulation is preferable – sprayed foams will not usually be acceptable as they are not easily reversible should future repairs be required and are not permeable

- Below-roof insulation (pitched or flat roofs) can require temporary removal of surfaces – care should always be taken, and some insulation methods require less removal of fabric than others so research is required into the different options

- Care needs to be taken to preserve in situ historically significant internal surfaces such as plastered or decorated ceilings and skillings

- Roofs can be the least altered areas of historic buildings and care should be taken to maintain historic roof profiles, verge details, plaster surfaces and any other significant features or detailing

- Use of permeable materials, particularly sustainable natural materials such as sheep’s wool and wood fibre insulation, is encouraged to minimise the risk of condensation. There are many suppliers in the UK – the Local Planning Authority can provide further advice regarding this

- Insulating flat roofs is complex and can require partial rebuilding of the roof – as such this should always be carried out by a suitably experienced and qualified professional
- Changes to rooflines should be avoided where possible

3 Detailed Guidance on Retrofitting Measures

Mechanical Ventilation

L

Is listed building consent required?

Listed Building Consent is required to install and for an extractor fan or heat-recovery ventilation system

Guidance position

The LPA supports the installation of discreet ventilation outlets where they are deemed necessary and there is no detrimental impact on the architectural or historic interest of the building. The principal elevation should be avoided and a discreet location should be considered. Decisions will be made on a case-by-case basis

Guidelines and factors that will be considered during the determination and assessment process

Excessive moisture levels can lead to condensation and mould and bacterial growth, which can be harmful to historic building fabric and human health. Whilst traditional ventilation sources such as chimney stacks remain the best solution for traditionally constructed historic buildings, in some cases mechanical

ventilation may be required to augment this

- Principal elevations should be avoided. Where it can be successfully justified that there is no alternative, discreet outlet styles and colours will be of paramount importance, and decisions will be made on a case-by-case basis

- Specify an outlet of a discreet style and colour that matches the surrounding wall colour as closely as possible
- If possible, offer to remove redundant services from the wall where they are no longer required as a conservation gain
- Where practical, consider locating the exhaust through a vertical flue in a roof that cannot be seen
- Where a property is part of a unified terrace or similar to surrounding properties, use of discreet, complementary systems is particularly important to minimise the visual impact

Solid wall insulation: external

L

Is listed building consent required?

Listed Building Consent is required for external wall insulation.

Guidance position

The LPA supports external wall insulation, where appropriate and where it can be successfully demonstrated it would not cause physical or visual harm to the building.

In both the typical building construction is limestone ashlar to front, principal elevations and rubble limestone to side and rear elevations which would often have been finished in a lime wash or, more typically, a lime render. Therefore external wall insulation may be possible to side and rear elevations and finished with a lime render.

Local vernacular buildings are often entirely constructed from rubble stone and there may be opportunities for the use of external insulation on all elevations and finished with a lime render. A critical consideration is moisture permeability and the external

wall insulation would need to be a permeable material and thus allowing the transfer of moisture throughout the wall.

It is common for metal fixings and timbers to be found within masonry walls and trapped moisture can lead to decay and structural failure.

Assessment of such measures will be on a case-by-case basis and it will need to be successfully demonstrated that there will be no detrimental impact on the architectural or historic interest of the building. Decisions will be made on a case-by-case basis

Guidelines and factors that will be considered during the determination and assessment process

External wall insulation is a more thorough method of insulating walls than internal wall insulation and carries fewer technical risks. For many rendered buildings it will be a better solution than internal wall insulation.

- Use a finish which is appropriate for traditional building construction and sympathetic to the architectural context
- Vapour permeable insulation materials should always be used to allow moisture transfer through the walls

- A lime-based insulating render is likely to be the most acceptable insulation type for traditional buildings

- Cement-based insulating products are not suitable for use on traditional buildings

- Where painting is proposed, permeable paints should be used (e.g. limewash or mineral paint) to retain the permeability of the insulating material and to achieve an appropriate finish and presentation of the building
- Great care is necessary to ensure that detailing at roof eaves, and window and door reveals does not adversely affect the building's appearance or ability to shed rainwater

- If there is any evidence of damp within the walls, this must be resolved before applying insulation. If this is not resolved moisture may become trapped within the walls and cause structural damage, and the thermal performance of the insulation could be compromised. Any existing cement mortar should be removed and replaced with a suitable lime mortar
- Work must be undertaken by a suitably experienced and qualified professional

Solid wall insulation: internal

L

Is listed building consent required?

Listed Building Consent is required for internal wall insulation.

Guidance position

The LPA supports, where appropriate, careful installation of internal wall insulation where there is no detrimental impact on the architectural or historic interest of the building, including harm to significant architectural features such as window and door reveals, skirting, architraves, dado rails, cornicing and built-in furniture or extensive loss of historic fabric such as removal of lath and plaster linings or panelling.

It is common for metal fixings and timbers to be found within masonry walls and trapped moisture can lead to decay and structural failure.

Furthermore it would have to be successfully demonstrated that the wall insulation would not increase the risk of interstitial condensation, and allows the transfer of moisture. Decisions will be made on a case-by-case basis

Guidelines and factors that will be considered during the determination and assessment process

In many listed buildings and other historic buildings there is unlikely to be many opportunities for the installation of internal wall insulation and an alternative may be the use of an insulating lime plaster. However the following should be considered:

- Permeable insulation materials should always be used to allow moisture transfer through the walls. Features such as cornicing must be preserved – this may require the use of specialist insulation materials (e.g. slim-profile insulation, or blown beads behind lath and plaster) that avoid obscuring the cornicing. If the original wall lining is not present, the wall lining (e.g. plasterboard) may sometimes be removed and replaced with insulated plasterboard, natural wood fibre board or similar
- A low-impact approach and discreet materials should always be considered in relation to the way they are installed or the depth of the insulating material

- Installation should be thorough (i.e. not leave gaps) to avoid cold bridging as far as possible. Common areas where gaps are left include those behind kitchen or bathroom units

- Internal wall insulation is complex and requires careful design to be effective and to minimise technical risks. In most cases it will be necessary to obtain the advice of a suitably qualified architectural professional. If there is any evidence of damp within the walls, this must be resolved before applying insulation. If this is not resolved moisture may become trapped within the walls and cause physical harm and the thermal performance of the insulation could be compromised

- Permanent removal of historic architectural features such as skirting boards and architraves and other features is not regarded as acceptable however temporary removal may be required in some cases and care should be taken when removing and re-fitting them to avoid unacceptable harm. A suitably experienced and qualified professional should be used

Combination boilers and external wall mounted flues

L

Is listed building consent required?

Listed Building Consent is required for any boiler installation where an alternative location and an external flue is required or where alterations are required for associated plumbing

Guidance position

The LPA supports the installation of efficient combination boilers and the discreet location of new boiler flues where there is no detrimental impact on the architectural or historic interest of the building. Principal and visible elevations should be avoided and appropriately discreet locations should be identified and utilised. Decisions will be made on a case-by-case basis

Guidelines and factors that will be considered during the determination and assessment process

- Principal elevations should be avoided. Discreet and appropriate outlet styles, dimensions and colours will be

of paramount importance. Specify an outlet of a discreet style, size and colour that match the surrounding wall as closely as possible to minimise its impact. Decisions will be made on a case-by-case basis

- Where practical, consider putting the exhaust through a vertical flue in a roof that cannot be seen

- Plumbing routes should avoid notching floor joists and should be installed parallel to them to avoid harm to historic fabric and possible structural problems

- If possible, remove redundant services from the wall where they are no longer required

- Care should be taken when planning new pipe runs to avoid damaging historic surfaces and decorations (e.g. when lifting and re-laying floorboards). The work should be undertaken by a suitably experienced and qualified professional

- Flues will need to be appropriately located to ensure compliance with the Building Regulations

3 Detailed Guidance on Retrofitting Measures

Wood burning stoves and boilers

Is listed building consent required?

Listed Building Consent is **not normally required** for a wood burning stove, unless:

- installation requires removal of significant historic chimney pieces, hob grates and other associated historic ironmongery, hearths or any other associated historic architectural feature
- a new flue would be visible externally

Listed Building Consent is required for a wood boiler where a new outbuilding would be attached to the listed building. Depending on the size of the new building if it is not attached to the listed building it may require planning permission

Guidance position

The LPA supports the installation of wood burning stoves where there is no detrimental impact on the architectural or historic interest of the building and where existing flues can be reused and does not cause harm to significant historic architectural features

The LPA supports the installation of wood boilers where there is no detrimental impact on the architectural or historic interest of the building and any required new outbuildings and flues are well designed, sensitively located and preserve the setting of the protected building

Guidelines and factors that will be considered during the determination and assessment process

- Care must be taken to address any fire risk where wood burning stoves are introduced in combination with the installation of flue liners
- Existing fireplaces can be appropriate for the installation of wood burning stoves, however if the room is of high status and formal with associated architectural detailing such as an ornate chimney piece the installation of a wood burning stove may not be appropriate. This may be particularly relevant in the case of classical buildings
- Where a flue would be visible externally (for a stove or boiler) these should be discreetly located
- Where a new outbuilding is required care should be taken regarding location and design

Air source heat pump

L

Is listed building consent required?

Listed Building Consent is **required** for an air source heat pump

Guidance position

The LPA supports the installation of air source heat pumps where there is no detrimental impact on the architectural or historic interest of the building and they can be discreetly located

Guidelines and factors that will be considered during the determination and assessment process

- Air source heat pumps are most effective in modern buildings that have been constructed to achieve a high level of air tightness. Traditionally constructed buildings require some level of natural, passive ventilation and therefore the level of airtightness required for air source heat pumps to operate efficiently is unlikely to be achievable

- Heat pumps are generally not recommended to replace gas boilers, as running costs and CO₂ emissions are similar – they are therefore best used in off-gas areas

- Care should be taken to locate the external unit of an air source heat pump in a discreet location away from the principal elevation – this could include behind greenery or fencing, or even within a loft space if the model is deemed suitable

- Older properties often contain microbore pipework, which may need to be replaced as it is not usually compatible with a heat pump. Care should be taken when planning pipe runs to avoid damaging historic interiors

- When used for space heating, heat pumps work most efficiently with under-floor heating. This is unlikely to be appropriate where there are significant, undisturbed, historic floor surfaces which could be harmed from being lifted. However where there is not the case such as where there is a poor quality modern, replacement flooring material or there is convincing evidence that a historic floor has been previously lifted and re-laid the installation of under floor heating may be possible. In which case it is highly recommended that limecrete is used which can be used in conjunction with insulation and under floor heating systems whilst allowing the transfer of moisture

- If under-floor heating is not possible, radiators may be considered. In some cases historic radiators may survive and are likely to be considered as significant elements of the interior and therefore their retention is important. Where this is not the case new radiators should be of a discreet design sensitively located

Ground source heat pump

L

Is listed building consent required?

Listed Building Consent is **required** for a ground source heat pump, where it involves alterations to the listed building

Guidance position

The LPA supports the installation of ground source heat pumps where there is no detrimental impact on the architectural or historic interest of the building and any below ground archaeology

Guidelines and factors that will be considered during the determination and assessment process

- Heat pumps are generally not recommended to replace gas boilers, as running costs and CO₂ emissions are similar – they are therefore best used in off-gas areas

- In Bath there is a significant concentration of known and potential archaeology which would be adversely affected by the required ground works and disturbance – prior to works commencing an archaeological assessment should be undertaken by a suitably qualified and experienced professional

- Any proposed boreholes need to have regard to the **County of Avon Act (1982)** which protects the source of the Bath hot springs (please contact the Council for more detailed information and advice)

- Care should be taken when drilling boreholes adjacent to any particularly fragile structure, to avoid damage from vibrations

- Older properties often contain microbore pipework, which may need to be replaced as it is not usually compatible with a heat pump. Care should be taken when planning pipe runs to avoid damaging historic interiors

- When used for space heating, heat pumps work most efficiently with under-floor heating. This is unlikely to be appropriate where there are significant, undisturbed, historic floor surfaces which could be harmed from being lifted. However where there is not the case such as where there is a poor quality modern, replacement flooring material or there is convincing evidence that a historic floor has been previously lifted and re-laid the installation of under floor heating may be possible. In which case it is highly recommended that limecrete is used which can be used in conjunction with insulation and under floor heating systems whilst allowing the transfer of moisture

Solar panels including photovoltaic (PV) and solar water heating panels

L

Is listed building consent required?

Listed Building Consent is **required** for solar panels on listed buildings and any curtilage listed buildings. Planning permission is also required if located within the curtilage of the listed building

Guidance position

The LPA supports the installation of roof- and ground-mounted solar panels where there is no detrimental impact on the architectural or historic interest of the building and they are discreetly located

Guidelines and factors that will be considered during the determination and assessment process

- Panels should be located as discreetly as possible, avoiding principal roof elevations unless they are not visible. 'M' style roofs, common in Bath, offer a 'hidden' roof valley that can be exploited, as can other hidden roof areas including outbuildings. If the roofs are not suitable, ground-mounted or

outbuilding mounted panels may be considered where they can be discreetly located without detriment to the setting of the listed building and other heritage assets.

It is more desirable to locate panels off the building where space permits within the grounds of the building. This is more likely to be possible within rural areas.

Consideration should also be given to the surrounding topography of a settlement or building which may afford a highly visible roofscape. This is particularly the case in Bath where the roofscape and views over the city are regarded as significant.

A comprehensive assessment should be carried out to establish the impact on significant views and the impact on the setting of heritage assets

- Consideration should be given to the additional weight of solar panels and an assessment of the roof structure should be undertaken by a structural engineer to ensure that damage does not occur as a result of the installation of the panels

- When selecting panels, care should be taken to select discreet styles that will have a low impact

3 Detailed Guidance on Retrofitting Measures

- If considering recessed panels, consideration should be given to the loss of historic fabric where the roofing material is historic and significant. These may be stored and replaced when the panels have reached the end of their useful life
- Evacuated tube solar thermal systems are considerably more visible than flat-plate panels. However, they require less space which can be an advantage, and can be well suited to flat roofs as they can often be installed flat (and therefore be less visible) without compromising their performance
- Fixings should cause no damage to significant historic fabric and the installation should be reversible without significant impact on historic fabric
- Cabling, pipework, fuse boxes or other related equipment should be accommodated without loss of, or damage to, significant historic fabric – in the case of PV, the electrical equipment may be mounted on a single wooden board secured to the wall to minimise the number of fixings required
- Where a flat roof has a lead covering, a specialist lead contractor should be consulted

- to ensure that pipework or cabling installation does not damage the roof
- Thatched roofs are not suitable for solar panels
- Ensure there is a supply of replacement matching stone/handmade tiles before the work proceeds, in case of damage during installation
- Many older buildings have high chimneys, which can cast shade on a high proportion of the roof area over the course of a day. Panels should be located appropriately to avoid compromising their performance

Solar PV roof slates

L

Is listed building consent required?

Listed Building Consent **is required** for PV roof slates on listed buildings and any buildings within their curtilage

Guidance position

The LPA supports the installation of solar PV slates where there is no detrimental impact to the architectural or historic interest of the building or the setting of heritage assets, they are discreetly located and where the installation does not involve the loss of significant historic fabric

Guidelines and factors that will be considered during the determination and assessment process

The same principles as above apply for PV tiles, however there are also some additional considerations, as follows:

- Solar tiles should be of a similar colour and appearance to the original tiles

- PV tiles have a different appearance to panels, and their visual impact can depend on how much of the roof is covered – 100% coverage is likely to have a detrimental impact and therefore unlikely to be acceptable in most cases

- The type of PV tile also affects its appearance. Some PV tiles mimic traditional roof slates and have been successfully used on listed buildings, although their performance should also be a consideration

- PV tiles are often more likely to be acceptable on more modern listed buildings and where the roof is not highly visible from any vantage point

- In most cases discreet location will be a determining factor for successful installation for instance behind parapets and within other hidden areas of a roof

Domestic-scale wind turbines

L

Is listed building consent required?

Listed Building Consent **is required** for building-mounted turbines

Listed Building Consent **is not required** for free-standing mast-mounted wind turbines (Planning Permission will however be required)

Guidance position

The LPA supports the installation of mast-mounted wind turbines within the curtilage of listed buildings where there is no significant impact on the architectural or special interest of the building, on any underground archaeology or on the setting of the building and any other heritage assets

Building-mounted wind turbines will not normally be acceptable on listed buildings

Guidelines and factors that will be considered during the determination and assessment process

- Building-mounted turbines are unlikely to be suitable on listed buildings
- Due to their significant visual impact, proposals for wind turbines in historic settings and landscapes will require significant justification, assessment on the impact of the setting of heritage assets and evidence of their likely effectiveness (e.g. turbine specifications, site assessment and wind speed monitoring) in order to demonstrate the benefit they would have
- It is recognised that appropriate location of wind turbines is critical to their performance. Within this requirement, turbines should be located as discreetly as possible to avoid harm to the setting of heritage assets
- The installation must be easily reversible, without significant long term impact

- Cabling, pipe-work, fuse boxes or other related equipment should be accommodated without loss of, or damage to, significant historic fabric

- In Bath there is a significant concentration of known and potential archaeology where ground disturbance could be harmful – turbine mast foundations should not disturb archaeological features, and applications should demonstrate that this has been considered and thoroughly assessed by a suitably experienced and qualified professional

- An appropriate condition will be imposed requiring removal of the equipment and installation, including cabling and any foundations once the turbine is no longer operational

Hydro turbines

L

Is listed building consent required?

Listed Building Consent **is required** for installation of hydro turbines where it involves alteration to the listed building. (Planning Permission and other consents are likely to be required for hydro turbines)

Guidance position

The LPA supports the installation of hydro turbines within listed buildings where there is no detrimental impact on the architectural or special interest of the building, on archaeological features or on the setting of the building and adjacent heritage assets

Guidelines and factors that will be considered during the determination and assessment process

- There may be cases where the reuse of a former water mill would result in an improvement and enhancement of the building or buildings. For instance where there is surviving but redundant mill machinery and associated buildings which required to be restored to facilitate the installation of a hydro turbine
- Turbines and any new outbuildings required should be appropriately located and should not have a detrimental impact on the building
- The visual style of the turbine should be appropriate for the historic and traditional context of the building
- Penstocks should be buried where possible to minimise visual impact

- In Bath there is a significant concentration of known and potential archaeology where ground disturbance could be harmful – any ground works should not disturb archaeological features, and applications should demonstrate that this has been considered and thoroughly assessed by a suitably experienced and qualified professional
- For proposals relating to historic water mills, opportunities should be taken to restore the building or buildings and reveal or reinstate features of significance in conjunction with installation of the hydro turbine

4 What makes a good Listed Building Consent Application? Hints and Tips

General guidance on listed buildings and Consent applications is available on our website, as follows:

- Listed Building Consent - Application Form
- Listed Building Consent - Checklist
- Listed Building Consent - Guidance Note
- Listed Building Consent - FAQs

As well as reading this guidance it is important to engage with the Historic Environment Team at an early stage, to establish whether or not the LPA can support the proposals and if so the most appropriate approach to take.

This will usually require engagement with the formal pre-application process for which there is a charge, however its benefits cannot be overstated and can, in principle support can be provided, lead to a successful scheme and outcome.

When applying for Listed Building Consent for energy efficiency or renewable energy measures, there are a number of particular considerations. These predominantly relate to the level of impact, if any, on the architectural and historic interest of the protected building.

Designation is a formal and legal acknowledgement of a building's architectural and historic interest and national significance and importance. However, some change is inevitable, and the LPA will work with listed building owners to manage this change and identify ways to meet the needs of occupants wherever possible although the level of change is likely to differ significantly from one building to another and each building will be assessed on a case-by-case basis and each building on its own merits.

Whilst anyone can apply for listed building consent in reality it requires specialist skills, knowledge and experience and therefore listed building owners are strongly advised to instruct a conservation specialist architectural professional to assist them (i.e. a surveyor, architect or architectural technician). The LPA has a limited list of conservation specialists and this can be provided if required (contact a member of the Historic Environment Team for more information).

The increasing focus on energy efficiency and renewable energy in recent years has led to a huge increase in the number of applications for improvement measures in listed buildings. This brings complexities as well as benefits, and it is important that applications are as clear as possible. When submitting your application, there are a number of things that need to be considered.

1. Research

For many energy efficient measures, there can be a bewildering array of choices available. Spend time early on researching all the options available to you, and make sure the application reflects this and shows exactly why you have selected the system in question.

You should make it as easy as possible for the LPA to assess your application. Doing your research also extends to choosing the right person or organisation to give you the professional support you will need, e.g. architects, surveyors or contractors – make sure you use someone who really understands both the energy and conservation aspects of your application but most importantly they understand and are experienced in architectural conservation. It is important to be aware and have knowledge of the relevant specialist guidance, much of which has been produced by English Heritage and is available on the internet (see section 6 of this document).

2. Detail

Provide as much detail as possible about the particular technology you want to install.

The type of draught proofing, double glazing or solar panel will determine its impact on the building – again, demonstrate that you have done your research and selected the system most sensitive and sympathetic for the building and, if relevant, for the setting of the conservation area and, in the case of Bath, the World Heritage Site.

Remember that for many improvement measures there are solutions available that are both effective and discreet, although some may require additional scoping works (e.g. a structural survey of a roof where solar panels are proposed to take account of the additional weight).

Specifications, drawings and photographs are all helpful to the LPA, and photo-montages showing the likely appearance post-installation are also useful. If in doubt, provide more rather than less detail in the application.

3. A practical approach

The communication of a practical, common-sense and sensitive approach will be expected. Showing that you have considered or adopted passive and low impact measures is important and consistent with the hierarchical approach.

For example, proposing a heat pump, external and internal insulation in the first instance, having not considered and implemented simple draft exclusion or replacing a gas central heating boiler with an efficient modern combination boiler would not be in line with energy hierarchy unless there were other factors in terms of impact on historic fabric you are considering.

4. Location

For more visual measures (solar panels, air source heat pumps, boiler flues, external wall insulation etc, demonstrate that you have thought about their impact on the building's and, where relevant, the conservation area's appearance and setting and what considerations have been taken to minimise the impact. Be sure to locate them in a discreet position. The 'Guidance on measures for listed buildings' section of this document provides numerous examples of this.

5. Loss of historic fabric

Loss of significant historic building fabric is seldom regarded as acceptable and is inconsistent with the aims of heritage protection as enshrined in the primary legislation, national policy and guidance relating to the historic environment.

However there may be some circumstances where the temporary removal of historic fabric may be regarded as justifiable. The Historic Environment Team should be consulted in order to provide advice and clarification.

6. Precedence

Precedence is not a determining factor in assessing changes to listed buildings – i.e. a measure approved on one building may not be deemed appropriate for another. Each application is assessed on its own merits, and this can mean that seemingly similar proposals for similar buildings do not always receive the same outcomes. However, it can be helpful to show the LPA some examples of what you are proposing to help illustrate your application where this has been successfully applied on other buildings.

7. Appropriateness

For higher-impact measures in particular it is important to explain and justify clearly why you feel they are needed for your property. Remember, while you may have a focus on saving energy, reducing your carbon footprint and CO₂ emissions or making your house warmer, the LPA will assess the application based on its physical and visual impact on the architectural and historic interest of the listed building and on the setting of the conservation area and other heritage assets where this is relevant.

Therefore it will be expected that stronger justification will be required in the case of higher-impact measures; the greater the impact, the greater the justification that will be required. It will also be expected that relevant guidance has been consulted and that the proposals are consistent with the approach advocated by the guidance and with conservation best practice.

Some example applications and cases are provided in **section 5, Case Studies**, of this document.

Furthermore there is public access to all of the applications received by the LPA and decisions can be scrutinised which may of some assistance when considering proposals.

5 Local Case Studies

The following case studies provide examples of detailed applications for Listed Building Consent, demonstrating good practice both in the level of detail provided and in the initial consideration of measures. You will see that not all of the proposed measures were well received; however these also provide useful case studies for potential applicants. Please note that all planning and listed building applications are available for public viewing online.

Page 49



A) New slim-profile double-glazed windows in Grade I listed building (St John's Hospital, Bath City Centre; view application)

Key elements of this application:

An appropriate intervention - The original windows were no longer in place, and the current windows did not match the originals - so this represented a good opportunity to bring back the original window designs while upgrading the thermal performance to modern standards which is particularly important given this building's function. Double glazing was demonstrated to be preferable to secondary glazing and blinds/curtains in this instance, due to the importance of daytime thermal comfort and ease of use for occupants.

Drawings - Detailed, professional scale drawings showing current and proposed building details. These are available online.

Supporting materials - Detailed, clearly laid out and explained, demonstrating a thorough knowledge and relevant research. The covering letter and Design Statement show an understanding of both key aspects of the application, a) built heritage (of the building and its setting) and b) energy conservation. Referencing to previous installations and research are clear and thorough.

Additional detailed written response to English Heritage advice

LPA feedback - Noted that the building was very prominent both in style and location, and that there may be some visual impact from replacing single glazing with double glazing; but also that other energy efficiency measures had already been carried out; that the current windows were not original and that the new windows would help bring back original window designs.

Other feedback - External feedback was mixed. Bath Preservation Trust noted that a whole-building approach was less intrusive than a partial approach, and that *'public benefits of mitigating climate change outweigh concerns about visual appearance of the glass'*. Bath Heritage Watchdog objected to the proposal, however, feeling that *'single glazing forms part of the interest of a listed building and should be retained to preserve the integrity of the building'*.

Outcome - Approved



B) New slim-profile double-glazed units in Grade II listed building (Tunley Farmhouse, Tunley Hill, Camerton; view application)



Key elements of this application:

An appropriate intervention - The existing windows were not original, were in a poor state of repair and needed replacing; the proposed new windows matched the design of the originals. The proposed works would also go some way to remedying a lack of planning enforcement on adjacent properties that had adversely affected the property in question. However, it should be noted that the original proposal for double glazing of standard (20mm) cavity width was re-negotiated to slim-profile double glazing, which lengthened the timescale for granting consent to seven months.

Drawings - Detailed drawings showing current and proposed building details.

Supporting materials - Clear, simple explanations of why the proposed works are needed.

LPA feedback - The LPA felt that the original proposal for 20mm cavity double glazing would have been harmful to the property's character and appearance, and re-negotiated to slim-profile double glazing.

Other feedback - The local parish council supported the application, highlighting the lack of planning enforcement in neighbouring properties.

Outcome - Approved but with a change from standard-depth to slim-profile double glazing.

5 Local Case Studies

Bath Homes Ltd for the Future

Georgian / Regency Terrace, Bear Flat




Overview
 Applicant: Bath Homes Ltd
 Name of residential building: Georgian / Regency Terrace, Bear Flat
 Address: Bath, BA1 1AA

Key Features

- Heritage building
- Listed building
- Conservation area
- Listed building
- Listed building
- Listed building
- Listed building

Introduction
 Bath Homes Ltd is a private and not-for-profit housing provider in Bath, Somerset. They have been successful in securing planning consent for the installation of PV panels on the roof of the building to help contribute to the energy efficiency of the building and to reduce their carbon footprint. They have also been successful in securing planning consent for the installation of PV panels on the roof of the building to help contribute to the energy efficiency of the building and to reduce their carbon footprint.

Page 50

View the case study online for more information

C) Photovoltaic panels on Grade II listed building (19 Devonshire Buildings, Bear Flat; view application)

Key elements of this application:

An appropriate intervention – From a heritage perspective the siting is appropriate as it is discreet, with panels ‘hidden’ inside the double-pitched roof valley, external wiring run behind a downpipe to minimise visual impact, a board-mounted inverter to minimise fixings to original fabric, and a high position ensuring the roof is not overlooked. From an energy efficiency perspective, the siting is unfortunately less appropriate, as the requirement to hide the panels to minimise visual impact results in regular overshadowing by the roofline and chimney, causing sub-optimal performance – this is a good example of where heritage and energy conservation priorities can conflict. The installation was however combined with other energy-saving measures, demonstrating a holistic approach

Drawings – Detailed drawings, clearly showing the location of the installations and the fixing details

Supporting materials – Clear, detailed explanations in support of the proposed works, demonstrating a good understanding of both heritage and energy conservation principles, an awareness of relevant legislation and guidance, a thorough approach that has included both heritage and energy-saving improvements, and clear reasons for proposing PV over other renewable energy technologies. Also an illustration of conservation as ‘management of change’, detailing the changes that have taken place in the property over time

LPA feedback – Noted that there is ‘no substantive reason for refusing consent in this particular case’, but requires applicant to demonstrate that roof structure is sufficiently robust to carry weight of PV panels

Other feedback – One letter highlighted heritage issues and the need to assess roof structure

Outcome – Approved subject to demonstrating that the roof structure would support weight of PV panels



D) Photovoltaic panels on Grade II listed building (The Old Rectory, Newton St. Loe; view application)

Key elements of this application:

An appropriate intervention – As in case study C, the elevated position of the building and the panel location in a hidden roof valley ensures discretion. Furthermore, the applicant specified non-standard panel finishes to render them still more discreet

Drawings – Detailed drawings and photographs, clearly showing siting and installation method

Supporting materials – A short but clear Design and Access Statement to accompany the drawings and photographs, highlighting the discreet panel finishes specified (black frames and backing sheets) and the intention to conduct a structural survey to ensure the roof’s structural integrity is maintained

LPA feedback – Noted that ‘appropriate conditions exist in order to facilitate solar panels’, namely the hidden, internal roof valley, the parapet, the elevated position of the building and surrounding topography, and the minimal fixings and wiring required. Also stated a requirement to conduct the aforementioned structural survey

Other feedback – The local parish council supported the application, Bath Preservation Trust also supported the application, noting that there would be no adverse visual impact, and recommending that consent should be subject to proving the integrity of the roof structure and that other energy conservation works should also be carried out

Outcome – Approved subject to satisfactory structural survey

5 Local Case Studies



E) Refurbishment and extension of a Grade II listed building incorporating energy conservation measures (7 Charlotte Street; view application)

Key elements of this application:

An appropriate intervention

Energy efficiency measures were proposed as part of a wider refurbishment and extension; this is a good time to consider such measures as other building works are taking place in any case. Proposed measures included draught proofing, shutter repairs, internal wall insulation, secondary glazing, slim-profile double glazing, roof insulation, solid and suspended floor insulation, gas central heating and a solar thermal array (sited on the principal elevation, but not visible due to the building's elevation and parapet). Pre-Application Advice was sought from the LPA before submitting the formal application. It should be noted that the secondary glazing and internal wall insulation were withdrawn from the application (for later re-submission) at the LPA's request

Drawings - Numerous very detailed drawings and photographs showing proposed works

Supporting materials - A Design and Access Statement and Sustainable Construction Checklist were both submitted to provide details of all the proposed measures and reference local and national planning and climate change policy, together with other correspondence and reports throughout the assessment process. The formal reports also made use of modern energy analysis tools such as Energy Performance Certificate ratings, air pressure testing and thermal imaging to illustrate their proposals. Much of the mid-assessment dialogue related to certain improvements that were felt to be contentious, primarily the secondary glazing and internal wall insulation

LPA feedback - The LPA noted the need to upgrade the building to make it fit for habitation, and supported the replacement of a poor existing extension with an improved version and the window replacements which they felt would enhance the property. They also felt the solar thermal evacuated tubes were acceptable. However, the LPA requested that the internal wall insulation and secondary glazing should be withdrawn from the application as they felt these

measures would have a 'detrimental impact' on the building. (The applicant agreed in order to achieve a timely decision; these measures have since been re-submitted under a separate application.)

Other feedback - An archaeologist provided groundwork recommendations. Bath Preservation Trust supported the proposed works including internal wall insulation where there was not significant plasterwork, and supported monitoring this measure for research

Outcome - Approved following withdrawal of the internal wall insulation and secondary glazing measures from the application. A separate listed building application was submitted for these measures however was subsequently refused because they were deemed harmful and would not preserve the historic architectural interest and character of the protected building



F) Hydro turbine in a Grade II listed building (The Mill House, Midford; view application)

Key elements of this application:

An appropriate intervention
This building was constructed as a mill and had already been converted to generate electricity, however the current system was no longer functional; proposing a replacement hydro turbine is therefore entirely appropriate for this building and is in keeping with its original intended use.

The introduction of a new hydro-electric turbine was proposed as part of a larger refurbishment project that included demolishing a modern structure and improving the other existing structures, and the project was discussed with the LPA through the Pre-Application Advice function prior to submitting the full application

Drawings - Detailed drawings were provided including several detailing the proposed hydro turbine.

Supporting materials

Comprehensive documentation was provided alongside the main application form, including a Design and Access Statement, a Heritage Statement, a hydro feasibility study report and broader environmental reports often required for hydro schemes (e.g. assessing wildlife and flooding impacts). The Design and Access Statement and the Heritage Statement both demonstrate a thorough understanding of the building's heritage; indeed, the hydro turbine is not portrayed as the prominent feature of this application. However, the hydro feasibility study clearly demonstrates the energy, CO₂ and financial benefits of the turbine as well as the history of the earlier turbines

LPA feedback - The LPA was very supportive of the applicant's desire to retain the historic integrity of this 'significant' building, and noted that the building already includes 'many layers of change and intervention over 700 years', that the proposals would preserve and enhance the building's significance. They were also supportive of the fact part of the proposals would see a modern structure removed and more traditional features reinstated and of the installation of the hydro turbine

Other feedback - An Ecology Officer provided comments on any environmental/wildlife impact, not relating to the hydro turbine

Outcome - Approved

5 Local Case Studies

Learning from unsuccessful applications

Not all applications for Listed Building Consent are successful. There are many reasons for refusal of Consent, and it is useful to be aware of these when considering your own application. Some cases and reasons for refusal are given below including the key concerns of the LPA:

Proposal & Reasons for refusal	Example response
1. The visual impact of proposed 210 photovoltaic panels deemed harmful	<ul style="list-style-type: none"> '...will have a detrimental impact on the setting of heritage assets including listed buildings, the Bath Conservation Area and the Bath World Heritage Site and also important and significant historic views of the city' '...will cause visual harm to the protected building and the setting of adjacent heritage assets'
Not enough detail has been provided on the possible impact of the building	<ul style="list-style-type: none"> '...lack of information relating to the structural analysis of the...building and the impact on the roof and the integrity of the structure resulting from the installation [of photovoltaic panels]' '...lack of information relating to an analysis of the physical and structural impact on the roof structures...and therefore the proposals may lead to structural harm and damage to historic fabric'
Not enough detail has been provided on the history and listing of the building	<ul style="list-style-type: none"> '...lack of information regarding...the heritage significance of the building and its context'
Lack of awareness of relevant planning policies	<ul style="list-style-type: none"> '...the proposals are regarded as contrary to Planning (Listed Buildings & Conservation Areas) Act 1990, Planning Policy 5: Planning for the Historic Environment and local and national policy guidance'
2. The visual impact of internal wall insulation regarded as unacceptable	<ul style="list-style-type: none"> '...the wall insulation will result in the loss from view of important historic fabric including original lime plaster wall finishes and internal joinery.' '...the insulation will unacceptably alter the character of the interior of the building...'
Detrimental physical & technical impact of internal wall insulation	<ul style="list-style-type: none"> '...Traditionally constructed historic buildings with a solid wall construction rely on the transference of moisture from within the wall so that it can be dissipated as vapour. Internally this process relies on adequate ventilation however it is clear that the aims of thermally upgrading the building are to minimise draughts and cold air entering the building.' '...likely to cause harm to internal fabric resulting from the inevitable increase in levels of damp and condensation...' '...likely that interstitial condensation between the existing internal wall surface and the internal surface of the wall insulation will occur.' '...although the aims of improving the thermal performance of historic buildings is supported in principle, this cannot be at the expense of heritage value and historic architectural interest and preservation.' '...there is a potential for physical harm to occur following the installation of the wall insulation...'

Proposal & Reasons for refusal	Example response
3. Installation of replacement windows with double glazing will cause visual harm to the terrace and Conservation Area	<p>This proposal to replace the existing windows is welcomed as it provides the opportunity for improvement and to reverse the trend for inappropriate replacements. As proposed the window type and design is not an issue, but use of standard, sealed double glazed units does cause concern.'</p> <ul style="list-style-type: none"> 'As proposed the window type and design is not an issue, but use of standard, sealed double glazed units does cause concern.' 'The two panes introduce a double imaging which is visually intrusive and inappropriate for use on listed buildings.' 'The desire to improve thermal efficiency is fully appreciated, but historic building research and guidance confirms that correctly draught proofed traditional single glazing has a similar effect to secondary glazing.' 'If double glazed units were to be allowed it would be difficult to resist their use on other properties in the listed terrace and the cumulative visual impact would further erode character to an unacceptable degree.'

Objections may also relate to the following, and may come from either the LPA or external commentators:

- Where the impact on a historic building or the setting of heritage assets has not been recognised or considered by the applicant or has been played down
- Where the application has not demonstrated an attempt to minimise the impact on a building's appearance (e.g. the use of discreet product design and styles)
- Where inadequate detail has been provided in general, e.g. lack of specification details, no heritage impact assessment/ statement
- Where plans and drawings are not of a professional standard, lack detail or are inaccurate
- Where a relatively high-impact measure (e.g. a solar panel) is proposed and other lower-impact measures have not also been considered or applied.

6 Useful Links

The following links will provide further information and more detailed assistance regarding retrofitting, renewable energy, climate change, energy efficiency and the historic environment.

There are also links to specialist registers and directories which include specialist products suppliers and services. This is not an exhaustive list but includes some of the most up to date and relevant information and guidance available:

National Heritage Organisations & Amenity Societies

www.spab.org.uk/
www.english-heritage.org.uk/
www.helm.org.uk/ (follow link to *Climate Change*)
www.bath-preservation-trust.org.uk/
www.ihbc.org.uk/
www.historic-scotland.gov.uk/
www.ancientmonumentsociety.org.uk/
www.georgiangroup.org.uk/docs/home/index.php
www.victoriansociety.org.uk/
www.c20society.org.uk/
www.stbauk.org (Sustainable Traditional Buildings Alliance)

Registers & Directories

www.buildingconservation.com (see *Directory*)
www.conservationregister.com
www.nics.org (follow the links to *Services/Find a surveyor/Accreditation*)
www.architecture.com/TheRIBA/TheRIBA.aspx (follow link to *Find an architect, Conservation Register*)
www.ihbc.org.uk/hespr/

Guidance

www.helm.org.uk/ (see *Guidance Library*, which includes detailed guidance on building regulations, retrofitting measures and renewable energy)
www.climatechangeandourhome.org.uk
www.ucl.ac.uk/sustainableheritage/climate_change.htm
www.cse.org.uk/downloads/file/warmer_bath_june2011.pdf
www.building.co.uk/Journals/2012/09/27/x/u/l/RESPONSIBLE-RETROFIT.pdf

www.english-heritage.org.uk/content/publications/publicationsNew/guidelines-standards/setting-heritage-assets/setting-heritage-assets.pdf
www.bathnes.gov.uk/services/planning-and-building-control/listed-buildings/climate-change-and-historic-environment

This document is an Annex to the **Sustainable Construction & Retrofitting Supplementary Planning Document**

Available online at www.bathnes.gov.uk/greenbuild



Image credits for back cover:
Donald Insal, Associates Ltd (2012)
Duchy of Cornwall (2012)



Appendix D

Equality Impact Assessment / Equality Analysis

Title of service or policy	Sustainable Construction & Retrofitting Supplementary Planning Document
Name of directorate and service	Planning Services
Name and role of officers completing the EIA	Cleo Newcombe-Jones, Planning Officer
Date of assessment (NB this is an additional detailed assessment)	18.12.12

Equality Impact Assessment (or 'Equality Analysis') is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The primary concern is to identify any discriminatory or negative consequences for a particular group or sector of the community. Equality impact Assessments (EIAs) can be carried out in relation to service delivery as well as employment policies and strategies.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis on a policy, service or function. It is intended that this is used as a working document throughout the process, with a final version including the action plan section being published on the Council's and NHS Bath and North East Somerset's websites.

1.	Identify the aims of the policy or service and how it is implemented.	
	Key questions	Answers / Notes
1.1 Page 56	Briefly describe purpose of the service/policy	<p>The <i>Sustainable Construction and Retrofitting Supplementary Planning Document</i> supports the Council's aspirations of supporting and encouraging high quality sustainable design, domestic energy and water efficiency and renewable energy.</p> <p>The purpose of the policy is to explain how to make your build project more sustainable and outline what you need planning and listed building consent for.</p> <p>As outlined in the previous EqIA this document is considered to have an overall very positive equalities impact on all equalites groups</p> <p>The policy approach was originally assessed as part of the assessment of the parent policies which this document expands on (CP1 and CP2). See: http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Planning-and-Building-Control/Planning-Policy/Core-Strategy/InfoPapersandAppraisals/DCSApraisal-EqualitiesImpactAssessment.pdf</p> <p>Additional Guidance for Listed Buildings is also to be included as an Annex (although this is forthcoming)</p>
1.2	Provide brief details of scope	<p>The document is in two parts and focuses on domestic properties:</p> <ul style="list-style-type: none"> (i) New build – introduces 9 key sustainability principles with local case studies (ii) Existing Buildings – how to retrofit (apply energy efficiency or renewable energy generation to your home. This applies to all types of properties including listed buildings.
1.3	Do the aims of this	The aims of retrofitting will link to many Council services and policies:

	policy link to or conflict with any other policies of the Council?	<ul style="list-style-type: none"> • Sustainable Community Strategy, the Corporate Plan, the Council's Vision and Values and the Environmental Sustainability & Climate Change Strategy: Each of these documents emphasise the need to enable our district to move to a low carbon future. Since homes in the district are responsible for the largest portion of carbon dioxide, retrofitting is a key priority for achieving this aim. • Housing Services and the Affordable Warmth Action Plan, since this builds on existing fuel poverty work. • Public Health, the Health & Wellbeing Board and the emerging Health & Wellbeing Strategy: This work builds on Public Health's fuel poverty work; currently it is estimated that an avoidable £3.8m per year is spent by B&NES NHS to deal with ill-health caused by cold homes. • Economic Development and the Economic Strategy: Retrofitting could generate an extra £10-£20m of work within the district, which could be done by local businesses
--	--------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service.

	Key questions	Data, research and information that you can refer to
2.1	What is the equalities profile of the team delivering the service/policy?	The policy will be delivered by the Planning Department which consists of a roughly even split between males and female aged between 20 and 65.
2.2	What equalities training have staff received?	Planning policy team have received corporate equalities training and EQIA training. A number of the service deliverers within the Council will have received corporate equalities training.
2.3	What is the equalities profile of service users?	Through equalities mapping and population profile analysis (BANES Equality Profile 2009) we now know more about the wider groups of user who will benefit from any Planning guidance.
2.4	What other data do you have in terms of service users or staff?	Linked projects have gathered information about potential service users including the Community project Bath Green Homes and the Green Deal Project (which has included a Voicebox survey).
2.5	What engagement or consultation has been undertaken as part of this EIA and with whom?	This EIA has been circulated for comment to colleagues on the project team and the Equalities team, written comments have been received from the Equalities team.
2.6	If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?	We are not intending to undertake any further formal consultation on the development of this policy (this was a previous stage).

3. Assessment of impact: 'Equality analysis'

Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy:

- Meets any particular needs of equalities groups or helps promote equality in some way.
- Could have a negative or adverse impact for any of the equalities groups

		Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.1	Gender, Transgender, Disability, Race, Sexual Orientation, Religion/belief, Rural communities	<p>This Guidance will help improve the consistency and quality of planning advice. The guidance also provides free advice to supplement the Council's telephone support for general planning queries. Reasonable adjustments will also continue to be made to provide information in different formats to suit clients needs.</p> <p>Detailed planning advice is provided at a fee.</p>	<p>It will be important to take into account any cultural sensitivity associated with alterations to people's homes, when they are making planning or listed building applications.</p> <p>Promotional work undertaken in other parts of the Council will seek to reach rural communities off gas grid.</p> <p>Planning policies can restrict people's ability to modify their own home, however, Planning Officers can use the guidance to offer consistent advice to all groups. In some cases, exceptional circumstances will need to be considered.</p>
3.4	Age – identify the impact/potential impact of the policy on different age groups	<p>This Guidance will help improve the consistency and quality of planning advice.</p>	<p>The Green Deal project is doing work to enable more frontline service workers to promote retrofitting to vulnerable households the policy document that has been prepared will be a useful reference document for advice.</p> <p>Elderly or very young residents in fuel poverty are at particular risk from cold homes.</p>
3.8	Socio-economically disadvantaged – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances	<p>The policy document will provide free accessible advice and promotes low cost measures first, however, some measures will be more costly and people may be excluded from accessing these due to cost – this particularly applies to lower income home owners.</p>	<p>Projects such as Bath Green Homes offers another option for free information which can increase awareness and knowledge through a community led approach.</p> <p>Awareness of grant funding and other sources of free advice for some of the retrofitting measures will also be made available via the SPD and associated information collated by the Council Sustainability team/Housing services.</p>

4. Bath and North East Somerset Council & NHS B&NES Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
EqlA sent to key service areas for response	The EqlA will has been circulated to the key officer group for comment	Written comments were received on 30.01.13. These comments have been incorporated into this EqlA. The majority of the comments related to Listed Buildings and so will be reviewed for the future EqlA for this Guidance document.	Cleo Newcombe-Jones	January 2012
The Planning Department is collaborating in key corporate projects to facilitate understanding of sustainable construction and retrofit	Involvement in Green Deal Project and Bath Green Homes	2013 Green Deal launch and 2013 Bath Green Homes Project	Cleo Newcombe-Jones	2013

5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team (equality@bathnes.gov.uk), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

Signed off by:

(Divisional Director or nominated senior officer)

Date:

**Energy & Renewable Energy Guidance for Listed Buildings and Undesignated Historic Buildings
(appendix to Sustainable Construction & Retrofitting Supplementary Planning Document)**

Summary of Consultation

**22 March - 3 May 2012
July - August 2013**

The original consultation encapsulated the all-embracing Sustainable Construction and Retrofitting of historic buildings document. The second phase of consultation was of a more focussed nature and limited to Guidance on Retrofitting of existing heritage assets

Contents

- 1 Early Stage consultation
- 2 Committee Meetings
- 3 Public Consultation
- 4 Statement of Compliance with the Statement of Community Involvement
- 5 Summary of responses to the consultation
- 6 Council response to consultation comments
- 7 Summary of additional responses to the Retrofitting Guidance
- 8 Council response to additional consultation comments

Consultation Report

1 Early stage consultation

1.1 Early stage consultation on the Sustainable Construction SPD was undertaken via a series of one to one meetings with key stakeholders.

1.2 In addition, the Council ran a Stakeholder workshop in July 2011 which was attended by 35 people including Councillors, Academics, Community Groups, Local Architecture Practices, English Heritage, Environment Agency, Bath Preservation Trust, Somer Housing (now Curo), Residents Associations, adjoining Local Authorities, and Council officers from a range of disciplines and departments. A full report of this workshop is available as a background document. Storyboards with draft content and stylistic options were presented to the stakeholders which has informed the content and presentation style of the SPD.



2 Committee Meetings

2.1 **Planning Transport & Environment Policy Development and Scrutiny Panel**
– The panel considered the draft Sustainable Construction SPD on 15th May 2012 as part of the consultation, comments are under consideration alongside the public consultation comments. Table 1 below is a summary of key points raised and how these are being addressed.
<http://democracy.bathnes.gov.uk/documents/s17235/SustainableConstructionSPD.pdf>

Table 1: Key points raised by PTE Policy Development Scrutiny Panel and how these have been addressed

Issue raised	Response
Concern about how Cavity Wall Insulation would be carried out	Risks flagged up in section on wall insulation. However, this is not a

on certain properties	detailed DIY guide and specialist advice will still be needed and the SPD flags up that a detailed survey will need to be undertaken by an installer to assess the suitability of the building for cavity wall insulation.
Planning process section could be expanded including links to Neighbourhood Planning	Links to SPD added to the Neighbourhood Planning protocol – this is considered to be the main source of information on the planning process rather than this SPD. Separate permitted development checklist provided. Further detail on submitting listed building applications added.
Links to the green deal should be added	Links added.
Listed Building consent section should be clearer	Significant further work undertaken on this section to make it clearer and more detailed.
Information on low cost/high impact measures should be included up front	Clearer message re energy hierarchy to be included in the SPD to emphasise this point up front.

2.2 **Cabinet** – The Cabinet considered the draft Supplementary Planning Document on 14th March 2012 and agreed it for public consultation.
<http://democracy.bathnes.gov.uk/documents/s15874/E2351%20Sustainable%20Construction%20SPD.pdf>

2.3 The draft Supplementary Planning Document was considered by the **Environmental Sustainability Partnership** on 26th July 2012. The following statement of support was agreed by this group:

“Detailed local guidance is both needed and supported for energy efficiency measures in listed buildings. This should provide greater clarity and objectivity and be as permissive as possible within areas where we can exert local discretion in relation to energy efficiency.”

3 Public Consultation

- 3.1 A public consultation on the draft document was held for 6 weeks between 22nd March and 3rd May 2012. This was fully integrated to the programme of collaborative events for “Bath Homes fit for the Future” and was ran jointly with the Sustainability and the Planning Policy teams working with the Bath Preservation Trust and Transition Bath to deliver the programme of events and activities.
- 3.2 During this period the following consultation activities were undertaken:
- 3.3 **Notification** – A notification letter with information about the consultation and events was issued prior to 22nd March by email/letter to all statutory consultees and a range of other stakeholders. Hard copies of the document were also issued and distributed by hand at events and by post to statutory consultees. An item on this topic was also included in the Spring 2012 LDF newsletter:<http://www.bathnes.gov.uk/SiteCollectionDocuments/Environment%20and%20Planning/Planning/planning%20policy/LDF%20Newsletter%20Spring%202012%20Web%20Version.pdf>
- 3.4 **Press notice** – A press notice was issued which appeared on 22nd March in the Bath Chronicle. This is a statutory requirement.
- 3.5 **Press releases** – A series of press releases were issued which were picked up in local newspapers and radio. For example:
- <http://www.thisisbath.co.uk/Green-projects-win-Government-money/story-15179438-detail/story.html>
 - <http://www.thisisbath.co.uk/Green-home-pioneers-open-doors-public/story-15042275-detail/story.html>
 - <http://www.thisisbath.co.uk/Homes-fit-future/story-15435076-detail/story.html>
- 3.6 **Webpages** – www.bathnes.gov.uk/greenbuild
A specific webpage was set up to include a copy of the draft SPD, comment form and details of consultation events and other information. In addition, a specific webpage was set up for the open homes weekend and associated activities: www.bathhomesfitforthefuture.org which included an online booking system for the open homes weekend.
- 3.7 Unfortunately due to a technical issue the corporate consultation calendar which is externally hosted was not able to be updated to include this consultation. However, all other requirements were met.
- 3.8 **Hard copies in libraries and Council offices** – Hard copies of the Supplementary Planning Document and details of the consultation were made available in all libraries in the district and also in the Guildhall, Riverside and the Hollies.

- 3.9 **Bath City Conference** - This open event was held at the Guildhall in Bath on 2nd May 2012, 2-8pm and attended by approx. 450 people. A Sustainable Construction & Retrofitting stall, a Bath Homes fit for the Future stall as well as stalls set up by local groups on this topic (Bath Preservation Trust – London Road project; Energy Efficient Widcombe – LEAF Bid project and Sash window demonstrator session by the Sash Window Consultancy) was set up and manned in the Kaposvar room which had a Sustainability focus – containing displays and information. For further information please go to conference with to www.bathcityconference.net
- 3.10 In addition a short film about the open homes weekend was launched in the main room (Banqueting room):
<http://www.thisisbath.co.uk/Bath-City-Conference-2012-details-announced/story-15922443-detail/story.html>
- 3.11 **Keynsham drop in session** – Prior to a Neighbourhood Planning workshop a drop-in session and display on the SPD took place on 3rd May 5.30-6.30pm at Keynsham Town Hall. Approximately 65 people attended the main event.
- 3.12 **Bath Homes fit for the Future** – The main part of this consultation was held in collaboration with Bath Preservation Trust and Transition Bath. A full programme of events is available at www.bathnes.gov.uk/greenbuild and a leaflet, posters and advertisement postcards were distributed by volunteers throughout the city.

Event	Comments
29 Feb Getting Inspired to Reduce Energy Consumption: Workshop Friends Meeting House Bath Organised by local group <i>Retrofit to Save Energy</i>	Three expert speakers presenting inspiring examples of how to reduce energy consumption in your Bath home.
06 March Green Deal & Business Development Seminar Innovation Centre, Bath Organised by <i>B&NES Council with Low Carbon South West</i>	An event for local businesses about the growing market for renewable technologies and retrofit. This included a pop up display on the Supplementary Planning Document and copies of the draft document were given out.
13 March Love your windows! Building of Bath Collection	Free drop in practical demonstration draft proofing

Organised by <i>Bath Preservation Trust</i>	
13 – 16 March Bath Homes fit for the Future Exhibition Bath Central Library Organised by B&NES Council	Display on retrofitting and sustainable construction including information on the open homes weekend and the SPD
13 March & 10 April Transition Bath HUB Jika Jika Café Organised by <i>Transition Bath</i>	Networking event.
14 March & 11 April Bath Green Drinks The Rising Sun Organised by <i>Bath Green Drinks</i>	Discussion group
15-17 March The Green Room Mobile Advice Centre Stall Street Organised by <i>B&NES Council</i>	Mobile advice centre with information about energy efficiency, renewable energy, grants and discounts.
16-17 March Bath Homes fit for the future open homes weekend Organised by <i>B&NES Council, Bath Preservation Trust and Transition Bath</i>	12 open homes in Bath showcasing retrofitting energy efficiency measures and microgeneration technologies and sustainable new builds and extensions. Building of Bath Collection hosted a series of exhibitions during the two days. 621 visits registered over the weekend.
19 March Transition Bath Energy Group Focus on Green Roofs Friends Meeting Hse, Bath and North East Somerset Council	Specialist talk about installation of green roofs.

Organised by <i>Transition Bath</i>	
22 March Ecobuild Conference ExCel London Coach organised by <i>B&NES Council</i>	Trip to world's biggest event for sustainable design and construction.
28 March Understanding what I can do to reduce energy consumption in my Bath home Friends Meeting House Bath Organised by local group <i>Retrofit to Save Energy</i>	Technical talk based on the findings of a study in Widcombe.
05 April & 21 April Make a tea cosy/Draught excluder 146 Walcot Street Organised by <i>The Makery</i>	Craft workshops
16 April Transition Bath Energy Group: Introduction to Passivhaus Friends Meeting Hse, Bath and North East Somerset Council Organised by <i>Transition Bath</i>	Technical talk about Passivhaus principles and their application.
26 April Conference: Is Bath fit for the Future? SPD Launch evening Countess of Huntingdon's Chapel Organised by <i>B&NES Council, Bath Preservation Trust and Transition Bath</i>	Attended by over 70 people with guest speakers from the Council, BPT and Transition Bath. Guest Speaker from Historic Scotland.

- 3.13 A detailed report on the Bath Homes fit for the Future project is also included as an Appendix to this Report (**Appendix D**). Approx 300 people attended the events, with 620 people visiting homes during the open homes weekend.

4 Statement of Compliance with the Statement of Community Involvement

- 4.1 In line with the SCI, a full schedule of comments together with a consultation report and statement of compliance is included here.
- 4.2 The key target groups focused on in this consultation were residents of Bath, and working collaboratively with key partners to run events and the open homes weekend was a key part of this.
- 4.3 Care was also taken to consider impacts on various equality groups and information on public events including the Bath City Conference was sent to all of the known groups, societies and organisations on our mailing list. The Bath City Conference event was aimed at being highly accessible, with a large range of community led stalls and projects.

5 Summary of responses to the consultation

Overview

- 5.1 The consultation responses show that there is **strong support** across the board for the supplementary planning document (SPD) in principle. All respondents recorded have expressed their support for the ambitions of the document, with a general recognition of the importance of addressing the issue of climate change within the historically significant and sensitive context.
- 5.2 The 30 detailed written comments received comments received positively recognised the SPD's approach to tackling a complex and challenging subject in an engaging manner.
- 5.3 The structured consultation questions were completed by 14 respondents (out of a total of 30 respondents to the consultation exercise), and the results of the questions posed showed that there was a strong majority view that the SPD was mostly easy to use and understand, and that the scope and detail of the content was appropriate for the document. The more detailed response showed that:
- Over 92% of respondents considered the document was easy to use.
 - Over 92% of respondents considered that the text was clear to understand.
 - Regarding the diagrams and images in the document, 100% respondents considered that they were easy to understand
 - Respondents indicated that there was generally enough detail included to address the SPD's expressed target audience (householders and small scale developers).
 - Over 97% of respondents considered that the detail was appropriate to the target audience

5.4 The final question posed as to whether respondents agreed with the content received a more mixed response. Almost 86% of respondents considered that they mostly agreed with the content of the SPD. 14% of respondents indicated they definitely agreed with the content of the SPD.

5.5 Many of the comments raised were points of technical detail, with the section attracting most comments being the chapter on listed buildings.

Listed Buildings:

5.6 **Hierarchy of Actions** - A number of the comments highlighted that the guidance should be strongly emphasising the hierarchy of measures which should be undertaken by householders, starting with basic changes in appliances and behaviour and progressing towards more drastic and invasive measures.

5.7 **Tone of Listed Building Sections** - A number of comments received commented that the document dwells primarily on the negative aspects of listed and traditional buildings, and does not do enough to emphasise the value of heritage and some of the advantages of traditional building styles.

5.8 English Heritage in particular suggested that the 'typology' section (pages 20 – 29) should be reworked and presented more as a 'strengths and weaknesses' or SWOT analysis approach, which showed the advantages of each typology as well as the issues.

5.9 **Listed Building Policy 'Presumptions'** - There was broad support for the principle of including policies in the guidance, though there was disagreement over whether the level of detail given was correct. Some felt that the wording was not clear enough, and that it was not clear which measures would receive permission and under what conditions.

5.10 There was a mixed view about whether the extent and prescriptiveness of the policies included in the document were appropriate. A number of respondents felt that the policies stated did not go far enough to support the implementation of sustainability measures, in listed buildings. Conversely, other respondents felt that the policies were too permissive and would either unfairly raise the expectation of applicants that inappropriate measures would receive permission.

- 5.11 Respondents disputed the policy wording given for a number of individual items.
- 5.12 There were issues raised by English Heritage in relation to “presumptions in favour” of particular measures, and it was suggested that a general policy in favour of energy efficiency measures (provided they do not harm the significance of the building or pose any undue technical risks) should be adopted.
- 5.13 **Listed Building Policy ‘Factors’** - The ‘factors’ presented raised some further concerns. Though this column has been included to provide guidance upon when each measure would be appropriate, considering the heritage and technical factors involved, it was clear that this section also was felt to be hard to understand and could benefit from both expansion and from being more specific.
- 5.14 **Clarification on Draught-Proofing** - One of the most contentious issues among respondents was the suggestion that draught-proofing of windows in listed buildings would require listed building consent. Where this issue was raised it was highlighted that it was unclear why listed building consent was necessary, and which forms of draught-proofing would require consent. Some respondents observed that the relatively minor cost of draught-proofing would likely be considerably less than the cost of any listed building application preceding it (accounting for any architectural drawings and planning fees).
- 5.15 **Double Glazing** - There was general support for the presumption in favour of slim profile double glazing in windows that are being replaced (provided that original windows are beyond repair). However, English Heritage’s responded that there should be a presumption in favour of replacing windows in listed buildings with *single* glazed windows with secondary glazing.
- 5.16 **Interior Works to Grade II listed buildings** - Another area of confusion was the perceived need for listed building consent for measures undertaken within the envelope of a listed building. While a grade I listed building will always need works for alterations to the interiors, there was confusion among some respondents as to whether the document was implying that grade II listed buildings would also require consent.
- 5.17 **Listed Building Applications & Consents** - Leading on from the comments regarding listed building consents, it was commonly cited that the document did not make it clear enough what the process for listed building applications is. This lack of general understanding seems to have had an effect on people’s views about the policies and restrictions being presented. It is felt that the document would benefit

greatly from a clear, plain-English explanation of the listed building application process, with particular explanation of the tests that these sorts of applications need to be subject to. This is hoped to provide readers with the understanding to be able to appraise their own home and what sort of measures would be appropriate for it.

6 Council response to consultation comments

6.1 The positive response to the SPD meant that on the whole few changes were necessary, however, the main changes have been the inclusion of additional local case studies and additional content.

8.2 In response for requests for further information about Permitted Development for retrofitting measures a specific Checklist has been prepared.

8.3 The majority of amendments have been to the listed buildings element, which was previously included as p51-59 of the SPD. This has since been developed into a more detailed separate Guidance Annex. Further work has been undertaken on this with Conservation specialists and English Heritage and Historic Scotland have been further involved in the development of a draft (forthcoming).

8.4 The amendments to the SPD summarised below:

Section	Amend #	Summary of main changes
Graphic design	1	Simplifying and improving layout
	2	Update cover design
	3	Inserting clear section breaks to distinguish: <ul style="list-style-type: none"> - Contents page - Introduction - Sustainable Construction Principles - Typical house types - Retrofit options
Introduction	4	Replacement Structure diagram
	5	Updated policy background to refer to new <i>National Planning Policy Framework</i>
	6	Include introductory text with reference to the Green Deal and Bath Green Homes
	6a	Include References to Permitted Development Checklist and Listed Buildings Guidance

Sustainable Construction	7	Add local examples and include in-depth case study (Hayesfield School)
	8	Delete p7 and consent summary on p6 as duplicated in section 3
	9	Delete p8 Carbon savings information
	10	Minor textual amendments, additions and improvement updates to Sustainable Construction principles (p9-17)
Retrofitting	11	Include link to community projects
	12	Included a more comprehensive introduction to retrofitting
	13	Include references to the Council led Green Deal project Issues for each building type – edited text to add greater emphasis to positive elements of historic buildings in relation to energy efficiency and emphasise the importance of repair
	13	Add photos highlighting different building types in B&NES
	14	Improve key and symbols to make these more prominent. Review symbols for various consents.
	15	Produce more detailed guidance for permitted development rights for energy efficiency measures and microgeneration of renewables – separate to the SPD so it can be updated easily to reflect General Permitted Development Order (See Appendix C to Cabinet Report)
	16	Add new pages on: <ul style="list-style-type: none"> - Key considerations: Damp and condensation issues - External Wall Insulation - Green Walls/Roof - Grey Water Recycling - Rainwater Harvesting
	17	Include links to range of specific technical guidance produced by English Heritage and Historic Scotland for each of the specific measures.
	18	Add cross references to Warmer Bath
19	Simplify layout in relation to building types and information	
Listed Buildings Guidance		(forthcoming) Changes are still to be confirmed.

Appendices	27	Added extra contacts and information sources
	28	Delete Appendix 1: Carbon savings table
	29	Delete Appendix 2: Costs Delete: Consultation details

7.1 Summary of additional responses to the Retrofitting Guidance:

At the request of the Cabinet member with responsibility for Homes and Planning a draft version of the Guidance was considered by the Development Control Committee on 31st July 2013. The Committee received comments from the Local Council's Association and the Bath Preservation Trust. The draft Minutes of the meeting recorded:

44 SUSTAINABLE CONSTRUCTION AND RETROFITTING SPD

The Committee considered

- The report of the Conservation Officer on this SPD adopted last February which (1) had been produced to accord with and respond to the issues of climate change and the emerging energy deficit and the desire to improve the energy efficiency of new buildings and the existing building stock; (2) would comply with the National Planning Policy Framework which recommended that Local Planning Authorities adopt proactive policies and strategies to mitigate and adapt to climate change; (3) informed that the accompanying appendix relating to the retrofitting of listed buildings and undesignated historic buildings was omitted pending further discussions but that English Heritage had indicated their support for the current document; and (4) recommended that the guidance be noted prior to its consideration and adoption by the Cabinet
- Statements by representatives of the Local Council's Association and the Bath Preservation Trust
- A statement by Councillor David Martin supporting the guidance and considering that it should be submitted to the Planning, Transportation and Environment Scrutiny Panel.

Members considered the report and the attached guidance which was generally supported. The Chairman summarised the debate, in particular the use of the wording "no detrimental impact" in the Guidance. He considered it was appropriate and consistent with the aims of architectural preservation conservation, the primary legislation and national planning policy relating to heritage protection, particularly in the context of the City of Bath as a World Heritage Site.

RESOLVED to note the guidance and its contents prior to consideration and adoption by the Cabinet

7.2 Since the adoption of the SPD earlier this year, officers from Planning Services and the Sustainability team met with English Heritage and put a number of questions to them about the Guidance.

7.3. A written reply to the questions was received from English Heritage on 1st August 2013. English Heritage indicated that in their opinion

- A) The Guidance is broadly in line with national policy, particularly the significance of the historic environment should be maintained and enhanced, and less harmful measures should be considered first when it is proposed to alter designated assets.

- B) The NPPF indicates that sustainable development should contribute to protecting and enhancing our historic environment and the different roles of sustainable development should not be undertaken in isolation.
- C) The guidance focuses on physical interventions to buildings and might be improved by consideration of how other adaptations could be made to reduce carbon emissions, etc. The guidance might benefit from a traffic light system, with regards to the need for LBC and the likelihood of any approach causing harm to a historic asset.
- D) Whilst the section on DG is clear that original windows of significance should be retained, and not GD-ed, there is no indication to those reading the document what constitutes the important and/or significant detailing of window frames. There is mention of the need to conserve historic window frames (in the DG section) there is no mention of the potential of historic window glass.
- E) Accepting that each case has to be judged on a case-by-case basis, we would query whether it is the intention to support replacement of any historically window which is beyond repair with a DG-ed replacement (p7, column 3, bullet 2)? We would also query whether black is ideal colour for spacers (p7, column 4, bullet 4).
- F) The section on insulating below suspended timber floors might benefit from further clarification of when it is not possible to insulate from below- e.g. if there is a historically significant surface to the ceiling below. Likewise, in Loft and Roof Insulation) it might be worth whether there might be occasions when “temporary removal of surfaces” is a problem.
- G) Other general comments on progress in others areas of the country were supplied in responses to the questions, but are not directly relevant to the proposed Guidance.

7.4. The Council’s World Heritage Manager was consulted on the draft Guidance and the following points were made

There is a hint that the Council’s Sustainability Team are pushing for a more permissive document. It might be worth making this explicit, and that the desire has been tested with the Government’s advisor on the historic environment.

It would be worth making the point that the Guidance already goes beyond what the Council is obliged to do.

There is an under-current that there is a difficulty in obtaining planning permission but the statistics indicate this is only a perception. The main issue is therefore about this mis-conception and the Guidance should help by offering clear advice.

8.1 Council response to additional consultation comments :

Section	Amend #	Summary of main changes
Introduction	1	Include requirement of NPPF that sustainable development should contribute to protecting and enhancing our historic environment to meet EH point (B)
Detailed Guidance & The Energy Hierarchy	2	Switch order to give emphasis to the key point (A) made by English Heritage
Detailed Guidance	3	Amend spacer colour to “should match the colour of the painted timber” to meet EH point (E)
Detailed Guidance	4	Add new bullet point “ The replacement of a window which is part of a unified façade consisting of original windows with a double glazed unit is unlikely to protect or enhance the character of the property” to meet point EH point (D)
Detailed Guidance	5	Add “Historic glass is particularly rare within the Bath World Heritage Site due to the impact of the Baedeker air raids of 1942” to help meet EH point (D)
Detailed Guidance	6	Amend guidance to “Insulating suspended timber floors from below is usually preferable except where there is a historically significant surface to a ceiling below.” to meet EH point (F)
Detailed Guidance	7	Add “Care needs to be taken to preserve in situ historically significant internal surfaces such as plastered or decorated ceilings and skillings” to help meet EH point (F)

This page is intentionally left blank

PLANNING, TRANSPORT AND ENVIRONMENT PDS FORWARD PLAN

This Forward Plan lists all the items coming to the Panel over the next few months.

Inevitably, some of the published information may change; Government guidance recognises that the plan is a best assessment, at the time of publication, of anticipated decision making. The online Forward Plan is updated regularly and can be seen on the Council's website at:

<http://democracy.bathnes.gov.uk/mgPlansHome.aspx?bcr=1>

The Forward Plan demonstrates the Council's commitment to openness and participation in decision making. It assists the Panel in planning their input to policy formulation and development, and in reviewing the work of the Cabinet.

Should you wish to make representations, please contact the report author or Mark Dumford, Democratic Services (01225 394458). A formal agenda will be issued 5 clear working days before the meeting.

Agenda papers can be inspected on the Council's website and at the Guildhall (Bath), Hollies (Midsomer Norton), Riverside (Keynsham) and at Bath Central, Keynsham and Midsomer Norton public libraries.

Planning, Transport and Environment PDS Forward Plan

Bath & North East Somerset Council

Anticipated business at future Panel meetings

Ref Date	Decision Maker/s	Title	Report Author Contact	Strategic Director Lead
PLANNING, TRANSPORT AND ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL - 10TH SEPTEMBER 2013				
10 Apr 2013	Cabinet			
10 Sep 2013 E2544	PTE PDS	Bath Transport Strategy	Peter Dawson Tel: 01225 395181	Louise Fradd
10 Sep 2013	PTE PDS	Parking Strategy	Adrian Clarke Tel: 01225 395223	Louise Fradd
10 Sep 2013 11 Sep 2013 E2522	PTE PDS Cabinet	Energy Efficiency & Renewable Energy Guidance for Listed Buildings and Undesignated Historic Buildings	Simon De Beer, Adrian Neilson Tel: 01225 477616, Tel: 01225 477020	Louise Fradd
PLANNING, TRANSPORT AND ENVIRONMENT POLICY DEVELOPMENT & SCRUTINY PANEL - 5TH NOVEMBER 2013				
5 Nov 2013	PTE PDS	West of England / Joint Scrutiny		Louise Fradd
5 Nov 2013	PTE PDS	Flood and Drainage Management	Matthew Smith Tel: 01225 396888	Louise Fradd
FUTURE ITEMS				

Ref Date	Decision Maker/s	Title	Report Author Contact	Strategic Director Lead
10 Apr 2013	Cabinet			
July 2014 E2439	PTE PDS	Bus Priority Measures in Dorchester St, Manvers St and Pierrepoint St., Bath	Adrian Clarke Tel: 01225 395223	Louise Fradd
	PTE PDS	Urban Gulls	Cathryn Humphries Tel: 01225 477645	Louise Fradd
	PTE PDS	Allotments Management Plan / Draft Strategy	Graham Evans, John Crowther Tel: 01225 396873, Tel: 01225 39 6878	Louise Fradd
	PTE PDS	Cross Boundary Bus Services (Wiltshire / Somerset)		Louise Fradd
	PTE PDS	Street Cleansing - Outside the City of Bath	Matthew Smith Tel: 01225 396888	Louise Fradd
14 May 2013	HMP PDS			
Not before 1st Jul 2013	PTE PDS	Core Strategy Update	Simon De Beer, David Trigwell Tel: 01225 477616, Tel: 01225 394125	Louise Fradd

This page is intentionally left blank