

HAMPSTEAD GARDEN SUBURB Conservation Area

DESIGN GUIDANCE



code 4 lead flashing secured with copper clips (to engage drip edge and soffit).

DETAIL LD/01

h.w. cill
tiles fixed in place & sealed with adhesive. code 4 lead flashing nailed to framing. dressed over tiles.

DETAIL LD/03.

JOISTS
UNDER
2"2"

FIRST FLOOR

6" Concrete

DDC



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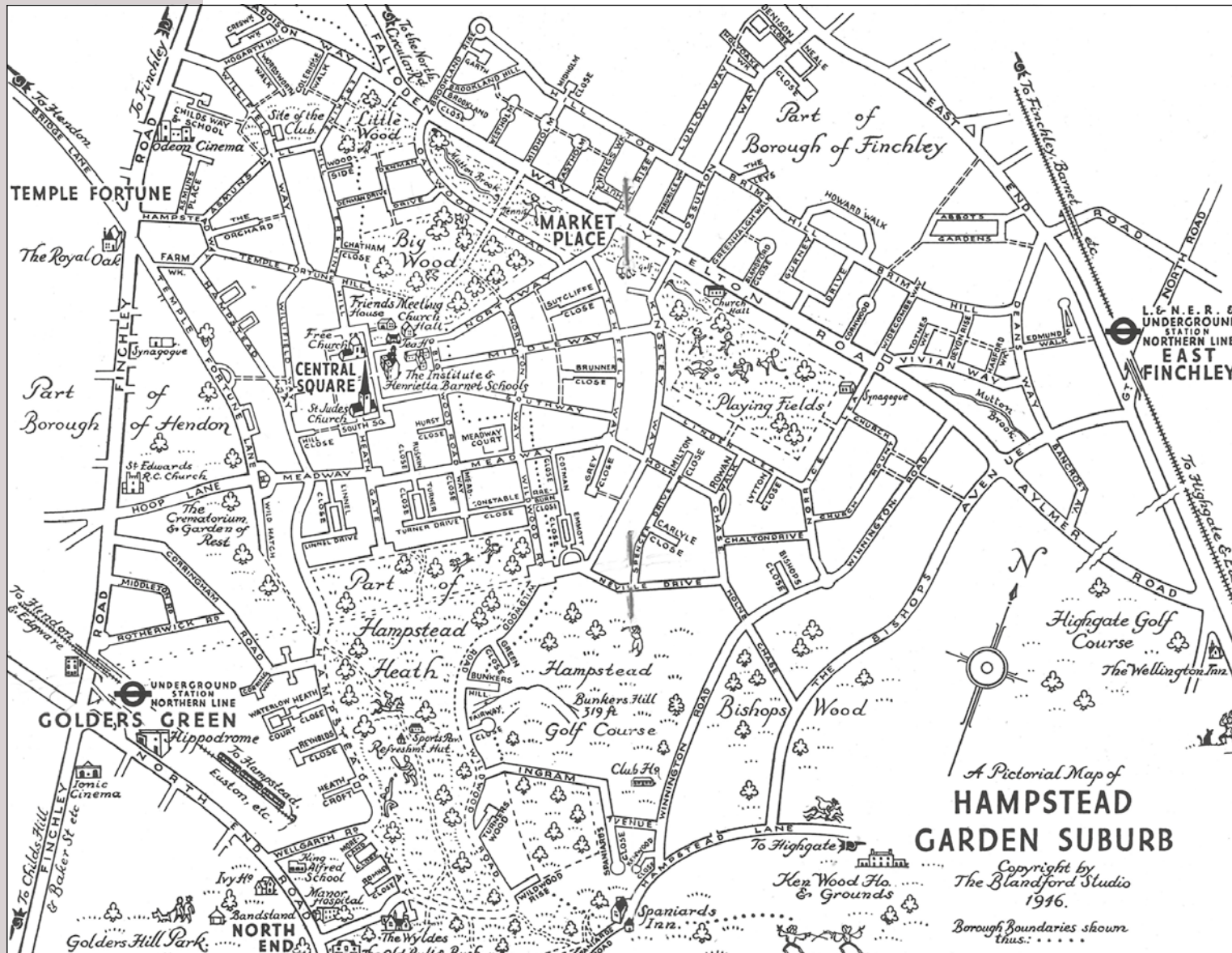
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Preface

The Hampstead Garden Suburb is one of the most perfect examples of early twentieth century town planning. In recognition of its very special character, the Hampstead Garden Suburb Trust and Barnet Council have worked together to produce this joint guidance.

Please read it carefully and use it as a starting point when planning alterations to your house or business premises. The Trust and Barnet Council can do much to guide and co-ordinate the protection of the area, but owners and residents must ensure that their own property is cared for with the attention to detail shown by the original designers.

We all have a duty to protect the special character of the Suburb, not only for residents and visitors of today, but also for those of tomorrow.

Angus Walker

Joanna Tambourides

Signed by Angus Walker, Trust Chairman and Joanna Tambourides, Cabinet Member for Planning and Regulatory Services.



Introduction

Hampstead Garden Suburb is internationally recognised as one of the finest examples of early twentieth century domestic architecture and town planning. The eminent architectural historian, Sir Nikolaus Pevsner, described it as 'the most nearly perfect example of that English invention and speciality, the garden suburb'.

The care devoted to creating the Suburb needs to be continued today to maintain its architecture, landscape and shared amenities. The repair and alteration of its buildings requires specialist skills and an understanding of the craft traditions involved.

This design guidance gives advice on repairs, alterations and extensions to properties and works to trees and gardens. It has been produced jointly by the Hampstead Garden Suburb Trust and Barnet Council. Planning applications will be determined in the light of the guidance given in this booklet.

Section 1

The design of the Garden Suburb

Hampstead Garden Suburb was founded in 1906 by Dame Henrietta Barnett, who described the care with which every aspect of the design was to be considered:

"The houses will not be put in uniform lines nor in close relationship built regardless of each other, or without consideration for picturesque appearance. Great care will be taken that the houses shall not spoil each other's outlook, while the avoidance of uniformity or of an institutional aspect will be obtained by the variety of the dwellings, always provided that the fundamental principle is complied with that the part should not spoil the whole, nor that individual rights be assumed to carry the power of working communal wrong."

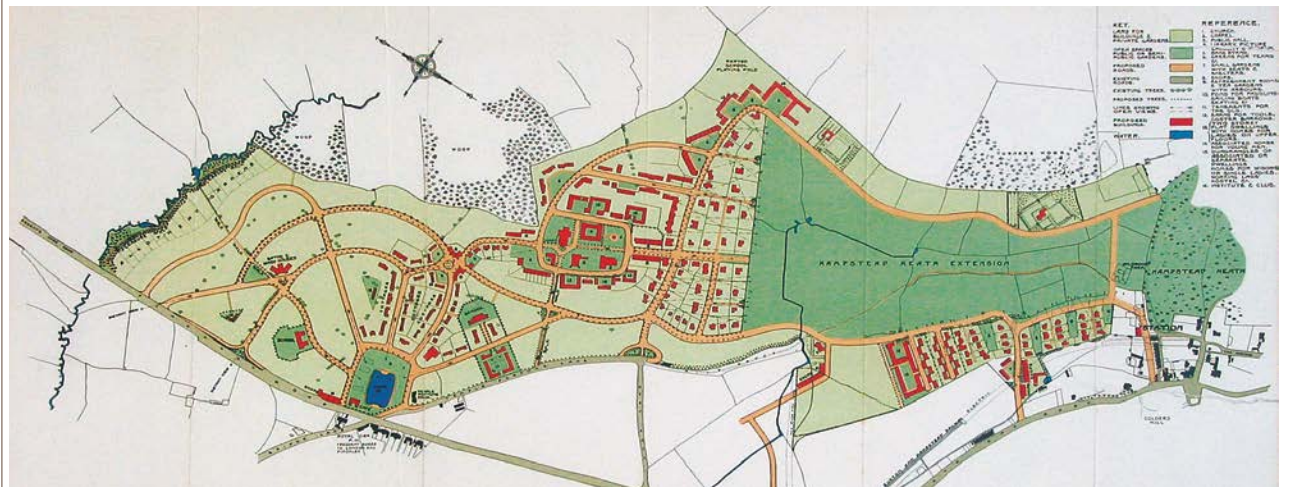
The masterplan was prepared by Raymond Unwin and Barry Parker. Unwin was in charge of the project from 1907 to 1914. Sir Edwin Lutyens was brought in as a consultant, responsible for the design of the formal centerpiece of Central Square, including St Jude's Church, the Free Church, the Institute and the surrounding houses in North and South Squares.

A number of distinguished architects contributed to the variety of house design. Groups of houses were designed by M.H. Baillie Scott, Michael Bunney, Courtenay Crickmer, Geoffrey Lucas, Charles Wade, Guy Dawber, C.H.B Quennell,



▲ Suburb founder, Dame Henrietta Barnett

▼ Original plan of Hampstead Garden Suburb



Philip Hepworth, Charles Cowles-Voysey, Matthew Dawson, C.H. James, T.M. Wilson and Herbert Welch, in addition to Parker and Unwin themselves. Individual contributions were made by W. Curtis Green, Harrison Townsend, Horace Field, Hugh Townsend Morgan, Arnold Mitchell, Ernest Turner Powell, Robert Atkinson, Morley Horder, Giles Gilbert Scott, Cyril Farey and Louis de Soissons, amongst others.

Large groups of houses and flats were erected to designs by Unwin's successor as consultant architect to the Trust, J.C.S Soutar (1915-51). C.G. Butler, architect to the Co-partnership companies, also contributed a great amount of excellent work, particularly in the north and east parts of the Suburb. Even the smallest cottages are designed with the same care as the larger houses.

The Suburb today is a unique area characterised by the inter-relationship of the following:

- High quality building materials and traditional craftsmanship
- Rich planting and landscape, retaining original trees and landscape features
- Ingenious grouping of buildings which reinforce a sense of community
- Houses designed to harmonise with each other and often grouped around greens, squares, walks and closes
- Restrained use of materials including red, purple and brown **stock brick; roughcast**, sometimes unpainted, otherwise white or cream; handmade red clay plain tiles
- Architectural features such as large or elaborate chimneys, **dormer** windows and bays designed to add variety and visual interest
- Hedged boundaries rather than walls and fences.

Section 2

The Hampstead Garden Suburb Trust

Dame Henrietta Barnett set up the original Trust to act as ground landlord and control the development of the Garden Suburb, under Unwin's direction, from 1907. The present Hampstead Garden Suburb Trust took over from the original Trust in 1968. It is a non-profit-making company



limited by guarantee and is a registered charity. All residents who have lived on the Suburb for more than three years are eligible for company membership. The Trust's Articles of Association require it to "do all things possible to maintain and preserve the present character and amenities of Hampstead Garden Suburb.

"The Leasehold Reform Act of 1967 allowed for the establishment of a Scheme of Management. This ensures that architectural standards previously controlled under the terms of the leases are maintained when property becomes freehold. The Trust's Scheme came into force on 17 January 1974. Freeholders on the Suburb must obtain the Trust's approval before making changes to the external appearance of their property. Other alterations, such as garage conversions and internal works, may also be controlled under clauses in the lease or freehold transfer document.

Leaseholders will also need Trust Consent for external and internal alterations where these are controlled by clauses in the lease.



Section 3

Barnet Council

In 1968 Hampstead Garden Suburb was designated as a conservation area by Barnet Council in recognition of its special character. This is defined as “an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. Once a conservation area has been created, the Local Planning Authority must consider the desirability of preserving or enhancing its character or appearance. This is achieved by:

- Preparing development plans
- Following national planning policy and guidance
- Publishing the Unitary Development Plan (UDP) and emerging Local Development Framework (LDF)
- Controlling development and works to trees
- Using other powers under the relevant Acts of Parliament.

Barnet Council has also obtained extra powers to control many types of development that would not normally require planning permission by making an **Article 4 Direction***, which gives additional control over external alterations to properties or new building works.

* A **glossary** of technical terms appears on page 45. Words explained in it are shown using heavier type in the text.



Many buildings in the Suburb have been statutorily listed by central government as buildings of special architectural or historic interest. Within the National Planning Policy Framework (NPPF) these are considered “designated heritage assets”. Owners of these properties must obtain Listed Building Consent from the council before they alter (whether externally or internally), extend or demolish any part of a building.

In addition Barnet Council has included many buildings of particular architectural distinction in a list of Buildings of Local Architectural or Historic Interest. Within the NPPF these are considered “heritage assets”. Care must be taken to ensure that works affecting such buildings preserve or enhance their character and setting.

This document supplements and expands upon the policies within the Unitary Development Plan,

adopted in 2006, (or the forthcoming Local Development Framework, due to supersede this) generally to maintain and improve the character and quality of the environment throughout the borough. It is consistent with those policies and therefore has the status of supplementary planning guidance.

The Design Guidance has been formally approved following a Public Consultation exercise. This has enhanced its status and due weight will be accorded to it as a material consideration in the determination of development proposals.

It should be read in conjunction with the Hampstead Garden Suburb Conservation Character Appraisal and Management Proposals to provide a comprehensive summary of Barnet Council’s attitude to development on the Suburb.

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The Trust and the Council

The Trust and Barnet Council exercise control over development on the Suburb in different ways. This document has been produced to ensure that advice given by both bodies is as consistent as possible, as are the criteria applied to the consideration of any proposals.



It should also reduce delays for applicants negotiating with the two bodies. It is in your interest to refer to the advice before making a planning application.

The Trust and Barnet Council do not wish to prevent residents from altering their houses without good reason. But both want to ensure that changes are in keeping with the spirit of the original design and layout of the area. Both recognise that the Suburb is not a museum but a living community. In modernising their homes, residents may want larger kitchens and family

rooms, or to use roof space for additional accommodation. Often this can be done without spoiling the character of the house or the neighbourhood. However, in some cases the proposed changes may not retain the special character of the building and cannot be approved.

There is such a large variety of houses on the Suburb that each application has to be considered individually. The kind of extension or alteration suitable for one type of house might be inappropriate for another. It is impossible to lay down a uniform set of rules for the whole Suburb.

Section 5

Changes that may require consent from the Trust and planning permission from Barnet Council

5.1 Consent from both Barnet Council and the Trust

- A change of use of a building or part of it
- Building an extension
- Creating a room in the roof with **dormer** windows or **rooflights**



- Changing windows, external doors, garage doors or gates, even in detail or material or colour
- Installing new windows
- Re-**pointing** brickwork
- Painting external walls which are presently unpainted or, if already painted, changing their colour
- Renewing roof tiles
- Removing a chimney stack or reducing its height
- Installing or significantly altering external pipework
- Installing a new external **flue**, vent or air conditioning unit
- Installing an external gas or electricity meter box
- Building a garage or lean-to
- Paving or decking an area in the garden
- Erecting a garden shed or greenhouse
- Putting up or replacing a fence, wall or gates
- Making a **hardstanding** or means of access
- Cutting down or pruning a tree of any size
- Installing satellite dishes
- Total or partial demolition of a building
- Displaying most advertisements or signs on external walls or in gardens
- Installing CCTV cameras
- Installation of a new shopfront or advertisement

This is not a definitive list. In case of doubt consult the Trust and Barnet Council.



5.2 Consent from the Trust only

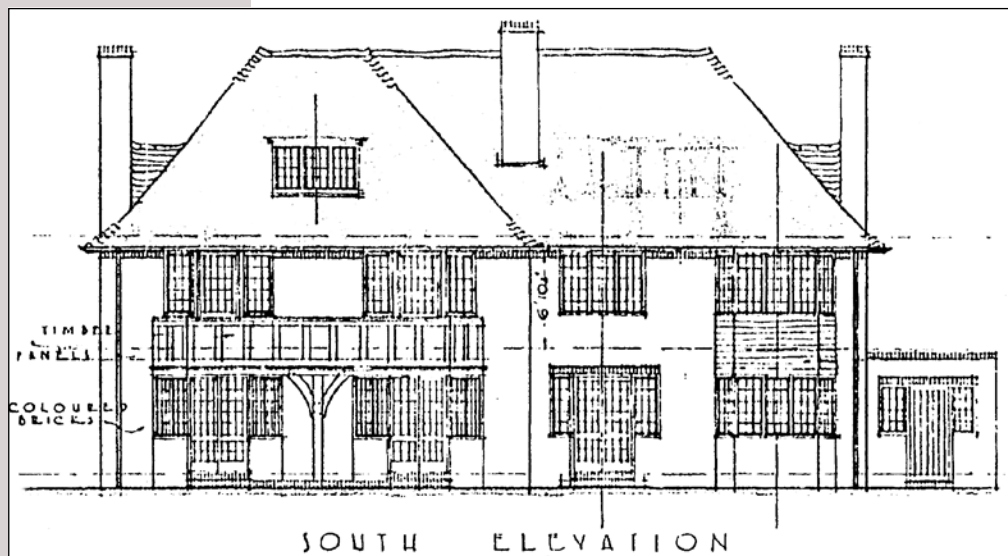
Trust consent is also required for the following:

- Removing or renewing a hedge
- Repaving a drive, path or patio in different materials
- Garage conversions
- **Underpinning**
- Structural works inside buildings leased from the Trust

5.3 Building regulations approval

Building Regulations approval from Barnet Council is required for any structural alterations, additions and, in some cases, refurbishment.

Telephone Building Control on 0208 359 4500 or check the council's website at www.barnet.gov.uk/building-regulations



Section 6

Design Guidance

6.1 House extensions

An extension will permanently alter the appearance and character of a property. In many cases some extension can be allowed without harm to the individual house or its neighbourhood. However, each property is different and in some cases it may not be possible to extend at all.

Rear ground floor extensions may be acceptable, but the architectural character and impact on neighbouring properties will be carefully assessed. Rear extensions should generally not be wider than half the width of the rear elevation and, in most instances, less.

Side extensions, even single storey, may close up the gaps between properties in a way that would detract from the appearance of the street and the amenity of neighbouring residents. Where these would harm the open character of the layout, close the carefully designed views between buildings or result in restricted passages between houses, side extensions will not be approved. Front extensions are unlikely to be acceptable in most cases.

The Suburb's masterplanner, Raymond Unwin, was careful to ensure that each building played its subtle part in the whole. This needs to be reflected in all alterations and extensions. It is in everyone's interests to respect the character of the place.

► Spaces between houses were often designed to offer glimpsed views, such as these mature Oaks in Ingram Avenue.

"Architects should be trained to think first of how their building will take its place in the picture already existing. The harmony, the unity which binds the buildings together and welds the whole into a picture, is so much the important consideration that it should take precedence. Within the limits of this enclosing unity there is plenty of scope for variety, without resorting to that type which destroys all harmony by its blatant shouting."

(Raymond Unwin, Town Planning In Practice p.363)

The Trust and Barnet Council will consider the following points when assessing whether to accept a proposed extension:

1. What is the proposed increase in ground floor area compared with the original?

There is a limit to the amount of extension which a house can accommodate without harming the original design concept or intruding too much on the space between neighbouring houses. Small



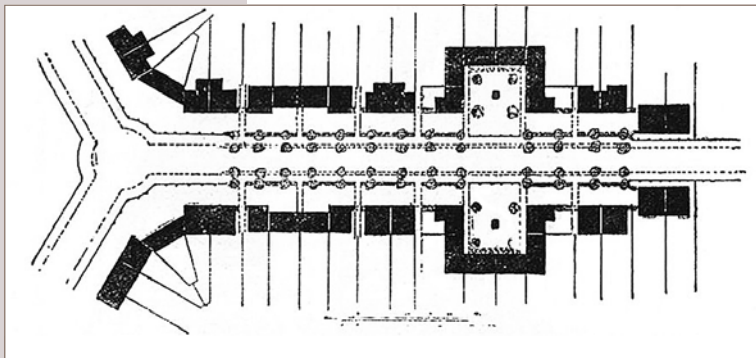
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extensions that fall within an imaginary line continuing from the main roof slopes to ground level are preferred. The acceptability of larger extensions depends on the particular site and circumstances. All previous extensions are taken into consideration and although every application is considered individually, there will be cases where no extension or further addition can be permitted.

2. Is the existing building part of a group?

In many parts of the Suburb the group layout was emphasised with houses, set around greens or closes, linked by garages or screen walls or built in symmetrical compositions. Some groups were designed to mark road junctions or create discrete elements of townscape. The alteration of one house could destroy the balance and the harmony of the whole. Changes of this type will be considered very carefully and are likely to be refused if they would harm the group.

▼ *Unwin's plan of Temple Fortune Hill illustrating the grouping of cottages and treatment of road junctions.*



3. Will the alterations or extensions adversely affect or overlook neighbouring properties?

We strongly recommend that you discuss your proposals with immediate neighbours at the earliest stage if you think your proposals may affect them. Development will not normally be acceptable where new windows to habitable rooms would significantly increase overlooking of neighbouring properties or if the building would dominate nearby houses. The Trust and Barnet Council will take into account all representations about overlooking or overshadowing before making a decision upon an application.

4. Will the extensions be visible from the road or another public viewpoint?

In general, any extensions should be to the rear of the property. However, it was part of Unwin's plan that the rear of the houses were as carefully designed as the front and they can often be viewed from public places such as footpaths and allotments. Consequently, lower standards of design are not acceptable at the rear.



▲ *These single storey side extensions visually intrude on the space between the houses.*

▼ *A rear view of houses in Willifield Way showing how carefully they were designed.*

5. Will the extension encroach upon spaces between buildings or close out distant views?

The Trust and Barnet Council normally do not approve extensions that would intrude upon well-established views or space between houses, for example, two-storey side extensions or extensions above existing garages. Even single storey side extensions may not be acceptable if they will impact on your neighbour, infill space between houses, damage the architectural quality of the property or require the loss of boundary hedges.

6. Will the extension be in character?

For an extension to be acceptable, it should be designed to harmonise with, and be inspired by, the original form and character of the house. In most cases roof forms, building materials

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and **fenestration** should respond to the original building.

Conservatories are not characteristic of Suburb houses, particularly smaller houses and cottages, and will not normally be approved.

7. Have any insensitive alterations already taken place?

Some properties were altered before the present design controls were in place. Previous insensitive alterations will not be accepted as a justification for further uncharacteristic changes. In line with good practice, improvements to any previous unsympathetic alterations should be included in a scheme of further change. In appropriate cases, the Trust may make consent for alterations or extensions conditional upon the removal of existing insensitive features or reinstating lost original detail.

8. Will the development affect significant trees that contribute to the character of the Conservation Area?

Trees and landscape are important elements of the character of the Suburb. All proposals should consider the impact on trees and hedges. The species, size (height and trunk diameter) and location of trees and other significant vegetation should be plotted accurately on all plans. Applicants are advised to take account of the good practice guide British Standard BS5837 'Trees in relation to construction - Recommendations'.

These points serve as guidelines, but it should be borne in mind that all proposals are assessed on their individual merits and that there may be

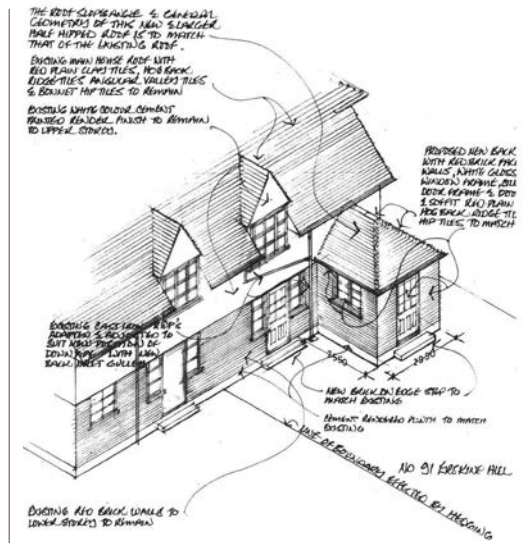
cases where extensions are considered unacceptable, even though they may appear to conform with this guidance.

The design of successful extensions requires an understanding of the architecture of the Suburb and a sensitive handling of scale and detail.

Although the Trust Architectural Advisers and council officers will offer informal advice, we advise you to employ an architect and, where appropriate, an **arboricultural** consultant, with knowledge and experience of this type of work.

The architect's drawings will form the basis for a decision on an application. Clear, concise and accurate information with attention to detail is essential. We strongly recommend that you retain your architect to supervise the building work on site.

► Good architects drawing of alteration.



▲ A single storey extension which harmonises with the house. This replaced an unsightly 1960's extension.



▲ A two storey extension carefully detailed to respect the host building.

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▲ This dormer is too large, poorly designed and too high in the roof.



▲ Overlarge and poorly detailed dormer. This would not be approved today.



▲ New dormers that sit effortlessly on a substantial roof.



▲ A well detailed modern dormer.

6.2 Other types of extension

Loft conversions and dormer windows

Many householders are keen to convert their roof spaces and this is often possible if carefully designed. Consideration should be given to whether **dormers** or **rooflights** will be necessary to light the space and where these can be sited. There are some instances of unsatisfactory loft conversions with large boxed-out **dormers** which were carried out before the careful controls of today were in place. Such applications would now be refused.

New or replacement **dormers** must match original details exactly but should comply, where possible, with modern Building Regulations and thermal insulation standards. Nothing is less convincing than a 'near match' side by side with an original.

Dormers in the front of the roof are generally not acceptable because they can significantly alter the

appearance of the roof. In most cases, **dormers** should be restricted to rear or side elevations. However, in some circumstances, a front **dormer** may be approved where it would not disrupt the consistent appearance of a group of houses or detract from the simplicity of the roofscape.

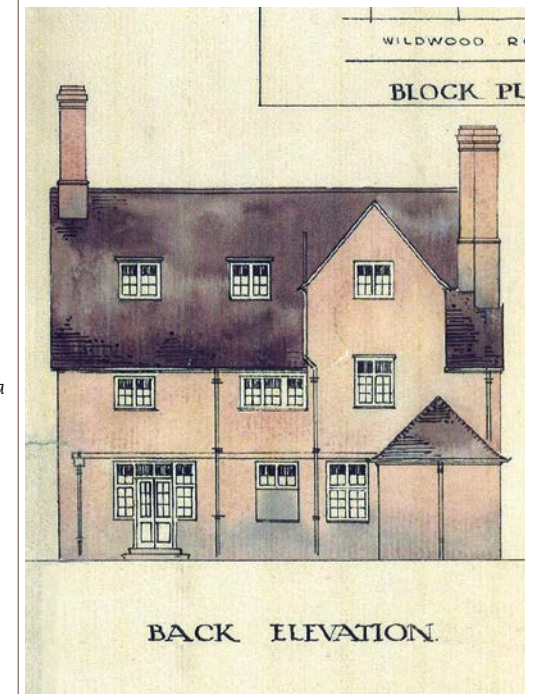
Small cottages are generally designed to be two-storey buildings only: loft conversions with **dormer** windows will often seriously affect their character and will generally not be acceptable.

Where they are considered acceptable, **dormers** will be expected to be in proportion with the size of the roof, without overbalancing or dominating elevations, and with designs complementing the style and appearance of the house. **Dormers** should generally sit in the middle third of the roof slope. Whether a proposed **dormer** creates a precedent, for example, in a group of houses, will be carefully considered. An important factor will be the effect of the **dormer** on the character and appearance of the property, the street and where

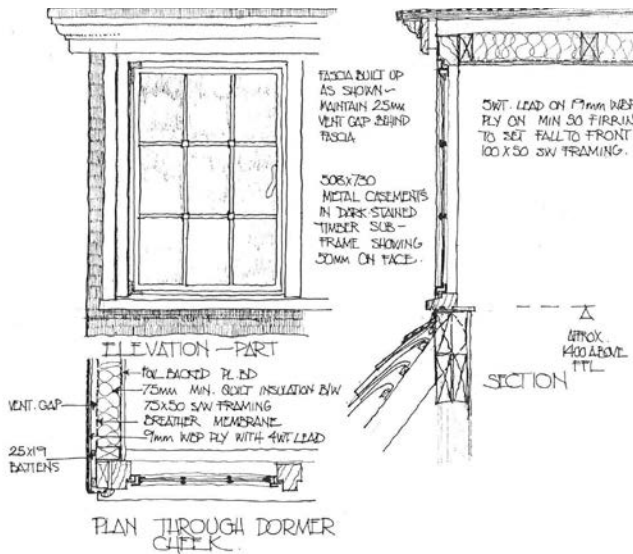
relevant the group of properties of which it forms a part.

If sited to the rear or side, care must be taken to ensure that a significant increase in overlooking of neighbouring properties is avoided. In the case of a semi-detached property, care will be taken to ensure that a **dormer** window does not unbalance the pair, although it may be possible to add a **dormer** at the rear without matching this on the adjoining property. **Dormers** in neighbouring properties will not necessarily be accepted as an argument for the installation of a **dormer** in your property.

► Well placed dormers in the middle third of the roof. From a Parker and Unwin drawing.



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▲ Well detailed drawings are essential if the dormer is to be constructed properly

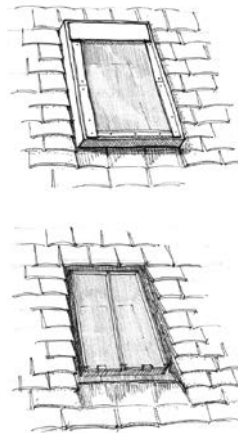


▲ A small conservation rooflight on a side roof slope.

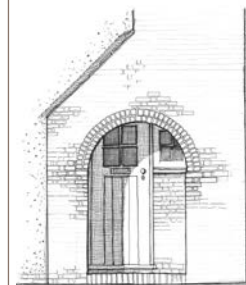
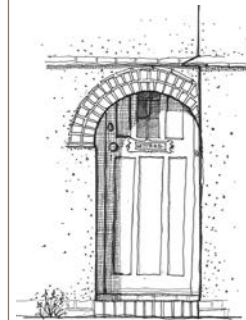
To enable proposals to be fully assessed, large scale drawings should be provided. These should show constructional details to a scale of 1:10.

Small traditional **rooflights** may be acceptable in discreet locations, generally one per roof slope, offering an alternative to a **dormer** on modest properties. Their use on front roof slopes, or where they are uncharacteristic, will not usually be acceptable. Where approved, **rooflights** should be of a slim-framed conservation type, normally no larger than 460x610mm (18"x24"). The Trust can provide details of **rooflight** suppliers.

Flat-topped **crown roofs** on Suburb properties may allow the fitting of concealed flat-topped **skylights**. These may also be acceptable on flat roofed extensions and garages.



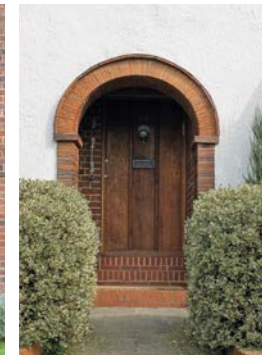
▲ Incorrect (top) and correct (bottom) rooflights. The correct conservation rooflight sits flush with the roof tiles and has a slim steel frame.



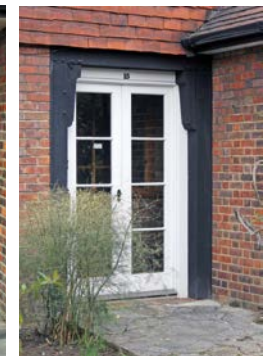
▲ Recessed porches in the Artisans Quarter.

Porches

Porches were not common on Suburb houses as they were seen to detract from the simplicity of the architectural composition. Front doors were often recessed to provide shelter. The infilling of such recessed openings is unlikely to be acceptable and the addition of porches will not normally be acceptable where they would detract from the original appearance of the house or disrupt the cohesion of a group.



▲ Recessed porches should be retained.



▲ Recessed porches should not be infilled like the one on the right

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► This stone portico is too large and visually overpowering.

►► A beautifully designed original timber canopy with carved brackets



▲ Examples of flat roofed door canopies.



Many Suburb houses have modest flat-roofed canopies over doors. In the case of properties designed as a group, consistency of design is essential. These canopies are often an important feature of an elevation and their detailing should always be respected.

In some cases, a canopy may be added to offer shelter to a front door. New door canopies must be suitably scaled and sympathetically styled and should not obscure decorative brick or timber detailing to original door surrounds. Oversized or overly-elaborate door canopies or porticos will not be permitted, even on larger houses.

Conservatories and sun rooms

Conservatories are not characteristic of Suburb houses, particularly smaller houses and cottages. There were some examples of original conservatories on larger houses but these were always very small in relation to the house. Because conservatories are generally considered to be detrimental to the character of the Suburb, they will not normally be approved.

A glazed sun room extension with tiled or lead roof may be possible on some properties subject to the design being in harmony with the property.

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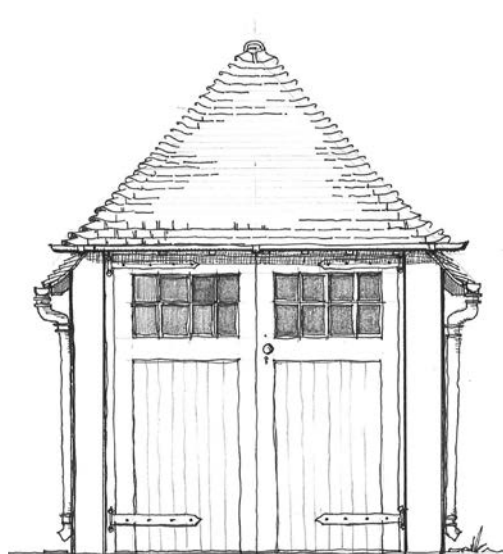
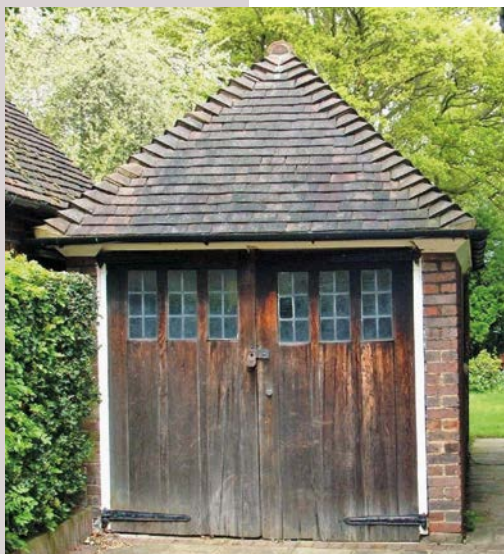
The construction or conversion of garages

Where there is room to build a garage, either to the side of a house or in an unobtrusive location, it should be designed in sympathy with the house to which it relates and without detriment to the overall area. Garages should be built in brick, **rendered** blockwork or timber, with either pitched tiled roofs or flat roofs with parapets, as appropriate. Garages should be positioned to minimise their visual impact and normally be set back from the front of the house. Traditional hinged garage doors should generally be used.

'Up and over' doors, where acceptable, should be timber, **vertical boarded** or panelled and stained or painted a dark colour. Metal and **GRP (plastic)** doors are usually not acceptable.

▲ *An attractive garage spoiled by metal doors.*

▲ *Original garage with surviving garage doors.*



It is common for Suburb residents to use garages for storage. The conversion of garages capable of housing the average modern car can lead to further on-street parking and pressure for off-street car parking. Trust Consent will be required for the conversion of a garage where there is a clause in the freehold transfer or lease prohibiting its use as living accommodation. Check with the Trust before having plans drawn up.

If external alterations are planned, such as the insertion of a window, planning permission from Barnet Council and Trust Consent will always be required. The loss of off-street car parking through conversion will not be a justification for an alternative garage or **hardstanding**, particularly where this impacts negatively on the garden setting.

Basements

The Suburb was specifically designed without basements and they are not part of the established character of the area. That character is not confined to external appearance but also to the scale of the accommodation created and its balance with neighbouring properties. Basements can change the character of houses and gardens, extending the accommodation in a way that was not anticipated and is potentially damaging to trees and hedges. **Skylights, lightwells** and other visible manifestations of basements can harm the setting of a house and its relationship with its garden. Each case will be considered on its individual merits.

Both Barnet Council and the Trust will carefully control all external changes associated with basement development to protect the character and appearance of the Suburb and the setting of individual houses and groups.

If you are considering adding a basement to an existing house, please refer to the checklist below:

- The above ground evidence of a basement should be as discreet as possible so as to have little impact on the setting of the house or garden
- Basements should generally be limited to the footprint of the house. In larger houses with extensive gardens it may be possible to extend under part of the rear garden. It will be necessary to ensure that a mature garden can be established and maintained above the basement

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◀▲ Modest grilles lightwells can look inconspicuous.

- External alterations to bring daylight to basements will generally only be acceptable in the form of grilles or structural glass, rather than open **lightwells** with railings. Open **lightwells** may be acceptable in very large gardens and where they are modestly sized and can be screened by planting
- **Lightwells** or **skylights** must not be visible from the street or from neighbouring properties. They should be close to the house at the sides and rear, be located in discreet locations and be modest in size

▶ Glass walk-on rooflights fitted into a paved terrace.

▶▶ Some early basement developments involved large open lightwells that would not be approved today.

- **Lightwells** or **skylights** must be located away from the property boundary to enable a planted boundary to be maintained
 - Structural glass **skylights** or grilles should not be located at the threshold of doorways from the house to garden
 - Illumination and light-spill from a **lightwell** can harm the appearance of a garden setting and cause nuisance to neighbouring properties. This will be taken into account when planning applications are considered
 - The basement should not restrict future planting and mature development of trees typical of the area
 - Boundary hedges must not be damaged by excavation and it should be possible to establish and maintain hedges following construction of a basement
 - The Trust and Barnet Council may require a hydro-geological report to be submitted for some basements where there is a danger that groundwater would be diverted by the proposed development
 - Applicants should provide a full engineers report to provide evidence that the structural stability of the application property and neighbouring properties will not be put at risk
 - A Method Statement for disposing of excavated material safely without undue nuisance to neighbours may be required
- Basements will not normally be considered acceptable in Listed buildings because of the impact they have on the historic internal layout of the property – contact Barnet Council for detailed advice.



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In some cases basements are designed to accommodate car parking. It may be possible to provide access via a ramp in the front garden but only if the ramp can be well screened from view. This will only be possible in very long front gardens.

Car lifts are not compatible with the character of the Suburb and will generally not be approved where they are visible from the street or from other properties. In exceptional cases, they may be acceptable where it can be demonstrated that they will not have a harmful impact on the streetscene or the amenity of neighbours.

▼ A not entirely successful ramp to an underground garage.



6.3 Building materials and details

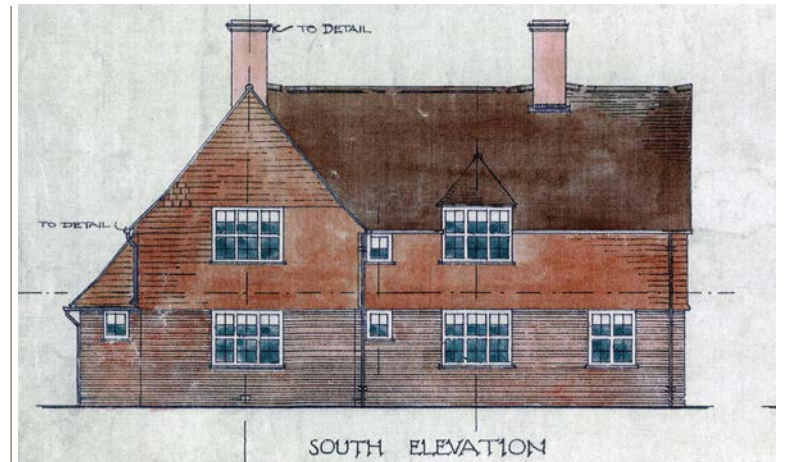
A good design can be ruined if carried out with unsuitable materials and poor detailing. As early as 1907, the original Hampstead Garden Suburb Trust introduced 'regulations as to buildings' which stated that:

"the company's Architects do not ask for elaborate elevations, but attach importance to the proportions of the buildings and their parts, also to their suitability to the particular site, and to the other buildings in the vicinity."

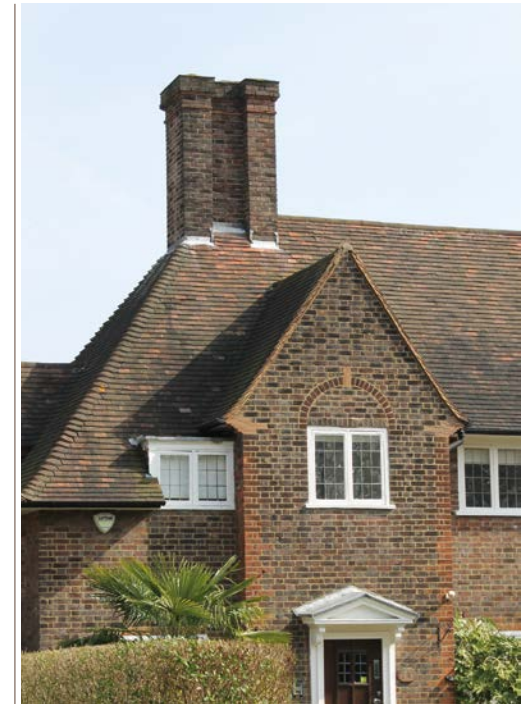
These standards still hold good today. The starting point should always be the original materials and detailing of the existing house. Workmanship was typically of a good standard, and the quality of the original should be matched. When considering building work or replacement, see if it is possible to:

- Repair rather than replace original windows and doors
- Replicate windows and other details for new extensions
- Build walls in matching brick or **rendering**
- Re-roof in matching tiles.

The Suburb has countless examples of simple designs made more effective by the attention given to the treatment of chimneys, roof eaves, **dormer** windows, porches, doors and windows. Anyone thinking of an extension or alteration should study the design of original houses and note the ingenuity with which these details were handled.



▲ An original drawing by J.C.S Soutar which illustrates a carefully composed cottage elevation.



▶ A good example of simple, high quality detailing, illustrating decorative brickwork, gabled and hipped roofs, a half dormer and powerful chimney.

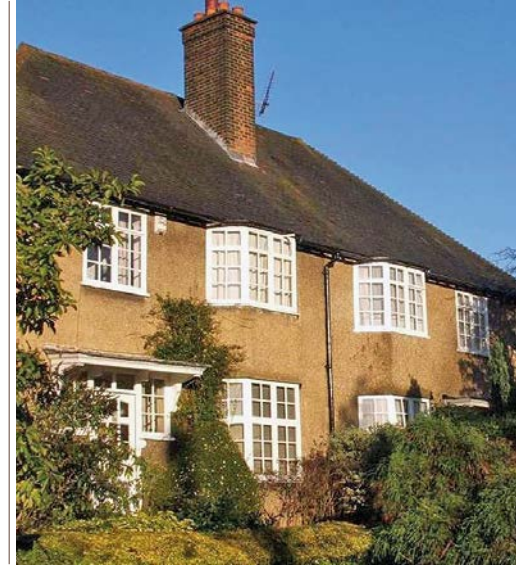
Section 6



Walling materials and finishes

Rough textured **rendered** finishes were used on many early houses and cottages. A **roughcast** finish was sometimes left unpainted to weather over the years, although many were given a coat of limewash. Together with white painted woodwork, this gave a harmonious appearance, particularly to groups. The visual unity of terraces, groups and semi-detached properties should be respected. Painting walls a different colour or painting over previously unpainted surfaces is unlikely to be acceptable.

Where **roughcast** needs to be repaired or replaced, a sample will have to be carried out for inspection before work can be approved. It is essential to match the original finish.



◀▲ A variety of architectural detail enriches Suburb buildings.



▲ The mellow appearance of unpainted roughcast.

Section 6

Yellow London **stock bricks** were used in Asmunds Place, for example, with contrasting orange brick arches or **tile creasing**. Red or purple bricks were used for the more expensive houses, and for features, such as chimney stacks, on others. Carefully matching new work to the original brickwork is essential and the Trust and the Council will need to approve brick samples before work starts. It is essential to copy the brick bonding and **pointing** so that new work matches the old.

Most brickwork up to the 1930s used a lime mortar. A flush joint was cut off as work



▲ Painting half of a semi-detached pair is a mistake.



▲ Careful detailing adds architectural interest to groups of small cottages in Asmunds Place.

proceeded, leaving a rough texture which has since weathered back. Modern bricklaying often involves **pointing** up afterwards and smoothing the mortar with a steel trowel. This produces a markedly different appearance and is generally not acceptable. A soft brushed joint is preferable in new work. This should be discussed with the Trust Architectural Advisers.

Re-**pointing** existing brickwork presents its own problems and a **pointing** guidance leaflet is available from the Trust Office and on the website at www.hgsttrust.org

► Very bad pointing in grey cement mortar. The mortar is smeared over the face of the bricks and the work is untidy.



► Good pointing. Soft lime mortar in a pleasant buff colour is finished slightly recessed behind the face of the bricks and brushed to expose the texture.



► Bad cutting-out with a mechanical grinder. The bricks have been badly damaged and the joints widened.



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Tiles

Most houses on the Suburb were built with steeply pitched plain tile roofs, typically 45-55 degrees. Some houses, particularly on the 'New' Suburb, use shallower pitches (down to about 40 degrees), and a few have **pantiles**. When re-roofing or extending, appropriate matching tiles must be used. Handmade sand faced clay plain tiles were generally used. These usually have a curved profile or '**camber**' which gives a pleasantly irregular appearance to the roof.

Often it is the fixings rather than the tiles that need replacing. A skilled roofing contractor may be able to save much of the original roof and add matching tiles so that the result is virtually unchanged. If new tiles are necessary, modern sand faced handmade tiles must be used. There are a number of manufacturers of suitable handmade tiles; the Trust holds samples which can be viewed by appointment. **Pantiles**, which give a 'roll' texture to roofs, are comparatively rare but should always be retained. In the 1930s there was a fashion for green glazed **pantiles**. These should be retained. Interlocking tiles of modern pattern are unsatisfactory as replacements and their use as a substitute will not be acceptable. Proposals to use concrete tiles will also be refused.

► Clay plain tiles with a curved profile add texture



▲ A steeply sloped tiled roof is characteristic of Suburb houses.



▲ A pantiled roof.



▲ Green glazed pantiles.

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Roofs

The variety of roof shape is one of the joys of Suburb architecture. Writing about the Suburb in 1936, Christopher Hussey wrote:

"In all these buildings and in the groups of dwellings the remembered impression made on the eye is their roofs. The warm sweep of an enveloping, well designed roof ... was one of the main objectives of the English revival of the early years of this century. Great technical skill was brought to bear on the problem, at once so practical and so full of artistic possibilities, and at Hampstead the luxuriance and variety of roofs is an unending source of interest."

(Christopher Hussey, Country Life, Oct 1936.)



▲ Gabled roofs and dormers in the Artisan's Quarter.

▶ Hipped roofs in Brim Hill.

▶ Roofs, chimneys, dormers and a spire



▶ Coped gables in Denman Drive.



▲ Bold hipped roof with bonnet tiles.



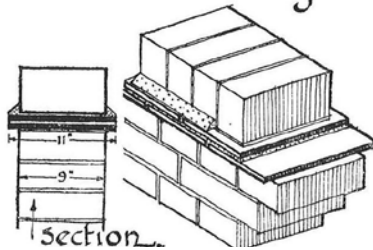
▲ Three gables – an unusual house by Sutcliffe in Temple Fortune Lane.

The design and details of eaves, verges, **hips**, gables, fascias and parapets are of great importance. Existing original details should be precisely matched, particularly the method of tiling **valleys** and **hips**.

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The use of **granny bonnets**, laced or swept **valleys** and half-round ridges is common and should be replicated in new or repair work. Eaves were usually sprocketed and, particularly in cottage properties, the eaves were left open, with exposed rafters (all these terms are explained in the glossary at the back of this document).

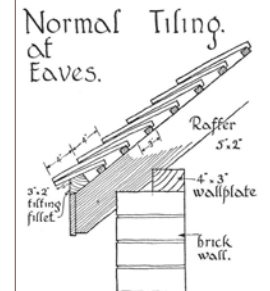
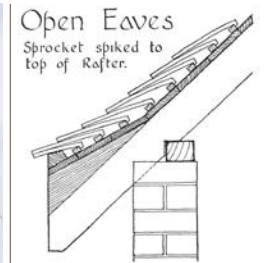
Tile Creasing.



▲ Detail of parapet with tile creasing.



▲ An example of sprocketed eaves, where the angle of the roof becomes more shallow as it meets the gutter.



◀ Laced valley in Vivian Way. Note the bonnet tiles on the hipped roof.



▲ Parapet and coped gable on Willifield Green.



▲ Tile and brick detail at the verge of a gable.



▲ A Michael Bunney design for a group of gabled cottages.

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To create a picturesque appearance, roof eaves were often brought down below bedroom ceiling level. This meant that **dormer** windows were needed at first floor level. These had small tiled roofs or lead flat roofs designed as part of the overall roofscape. **'Half dormers'**, with the lower part of the window set into the wall and the head breaking through the roof eaves, are also common.



◀ Half dormer with tile-hung gable.



◀ Half dormer with segmental pediment.

▼ A hipped roofed dormer and a flat lead roofed dormer.



▼ Decorative hopper heads are evidence of the care exercised by the Suburb's architects. They must be retained.



Gutters, downpipes and plumbing stacks

Most Suburb properties originally had cast iron rainwater gutters, pipes and **plumbing stacks**. These should be kept or, if necessary, replaced in the same material, using traditional joints and fittings. Hopper heads with dates or ornamental features should always be retained. A few houses have external lead pipes and ornamental gutters which should also be kept.

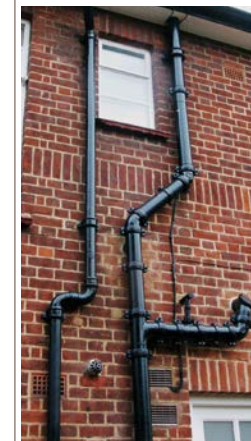
Additional external pipework needs to be carefully planned:

"How often is a house of otherwise pleasing appearance sadly marred by the ostrich-like habit of pretending that

soil and ventilating pipes are invisible, or, at any rate, omitting them from the elevational drawings. They should be just as much planned for as any other component."

(Edwin Gunn, *Little Things That Matter for Those Who Build*, 1923)

All new, or alterations to, external pipework requires consent from the Trust and Barnet Council. Careful planning of internal layouts can minimise the need for external pipe runs. Except in exceptional circumstances, all new and replacement rainwater goods and **plumbing stacks** should be in cast iron. The use of plastic rainwater goods and untidy external **plumbing stacks** with multiple branches will not normally be approved. Additional **soil and waste pipes** should be located internally if possible to avoid clutter on the outside of the building. **Balanced flues** should be small in size and sited in unobtrusive locations. Drawings must always include full information on external pipework.



▲ Balanced flues need to be carefully sited so that they are unobtrusive, unlike here where the flue is on a prominent gable.

◀ Thoughtless, unplanned pipework can disfigure a house. Think about the plumbing at an early stage when planning bathrooms.

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▲ Examples of prominent chimneys. Their design reflects the importance of the open fire in heating early Suburb houses.

Chimneys

Virtually all Suburb houses relied on fireplaces for heating. Most houses were therefore built with chimneys. These were not only functional but their design resulted in characteristic silhouettes to each building or group. Many are large and of substantial construction with multiple **flues**. Except in the case of insignificant stacks which do not form important design features, the demolition of chimney stacks is unacceptable.

Although Trust consent is not required for the removal of internal chimney breasts in freehold properties, you are advised that this practice may cause structural problems, particularly where party walls are involved. In the case of Listed Buildings, Listed Building Consent from Barnet Council is required before any internal alterations are carried out. Building Regulations approval will also be required from Barnet Council.

Windows

Window replacement is a particularly difficult issue and requires careful thought and attention to detail.

The following comments apply to windows both for extensions and their replacement in existing buildings. It is possible to improve the thermal performance of the original windows. The frames can be made more efficient by weather stripping to exclude draughts. Secondary glazing can also be fitted internally. This is less costly than replacing the original windows and there is a minimal change to the external appearance of the building.

Timber windows

You should first consider whether any window replacement is necessary. It is usually possible to repair windows. Skilled joiners can make repairs to timber windows without difficulty. Applications for replacement windows of a type that does not match the originals or for their installation in new extensions will not normally be acceptable.



▲ A replacement timber window. This is double glazed but detailed carefully to accurately match the original.



▲ A good timber double glazed replacement window next to an original window.



▲ A UPVC bay window. This looks nothing like the steel and timber bay it replaces and detracts significantly from the house.

Replacement windows and those for new extensions should match the originals in the way they are subdivided into opening and fixed **lights**. The frame material, overall style, pane subdivision, dimensions and profile of frame, **mullion** and **transom** widths and glazing rebate should be replicated. (The Trust can supply a list of suitable joiners).

UPVC replacement windows are extensively marketed. They do not match the original windows and their installation would devalue your property. The Trust and Barnet Council have not yet seen a UPVC product which is acceptable for installation on Suburb properties. Their use, without consent, is likely to result in enforcement proceedings, by both the Trust and Barnet Council.

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Steel windows

Inter-war Suburb houses often had steel windows, with either traditional small panes or 'Moderne' horizontal proportioned panes and curved corners on bays. It is possible to repair these or obtain replica replacements which are galvanised, thus overcoming the problem of rust. The Trust can supply the names of specialist manufacturers of steel-framed windows.



◀ Curved steel corner windows were common in the 1930s.



◀ Steel cottage windows.

▶ Examples of leaded windows showing the differing reflections. This lively appearance, which adds so much to the character of these houses, cannot be replicated in double glazed windows.



Many properties have leaded light windows with small panes joined by lead strips called **comes**. These windows can be repaired and the lead renewed. Traditional leaded lights have a sparkle due to the slight irregularity of the individual panes. Barry Parker believed that the beauty of leaded light windows:

"has nothing to do with (an) old fashioned look, with romantic associations or quaintness of effect. It is simply an inherent property of all leaded glazing; due to the wonderful and never ending charm of the play of light and shade on different panes, each one catching the light slightly different from any other, some glistening brightly, others dead and sombre, and the rest occupying every tone between the two."

(Barry Parker "The Dignity of All True Art" in *The Art of Building a Home* by Parker and Unwin, 1901)

This appearance is lost in modern substitutes where thin lead strips are stuck to the surface of a single sheet of glass. This will generally be unacceptable. For the same reason, it is not normally possible to double-glaze leaded lights because of the detrimental impact this may have on the character of the building.

Double glazed replacement windows

It is now possible to manufacture double glazed windows, both in timber and steel, that do, in some cases, carefully match the original designs. The Trust and Barnet will need to approve any new windows and will insist on large scale details or sample windows being submitted, and approved, to ensure the replacements match the originals. However, in Listed Buildings, double glazed windows will not normally be approved. Contact the Trust office or Barnet Council for further advice.

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Doors and garage doors

Front doors were carefully designed or chosen by the Suburb's original architects as essential parts of the design of the house. Smaller cottage style properties usually had painted timber doors with glazed panels. Larger houses often had stained hardwood doors. Where they survive, they should be retained and upgraded. Where this is not possible, replicas can be made by a joiner to incorporate modern security concerns.

In the original house designs, there were different styles of front doors. However, within groups of cottages or larger houses there was a consistent style. One type consisted of vertical timber boards, often in oak, and generally with a small area of leaded glazing. Others had six or eight small panes of glass over a boarded panel or three narrow moulded panels. Larger houses had 'Country Georgian' panelled doors with or without glass.

In the past, some front doors have been replaced by unsuitable patterns or largely glazed doors, resulting in an inconsistency of designs.

Nowadays the demand for greater security means that glass is out of favour, although security glazing, such as laminated glass, can be incorporated into new or refurbished doors.

Designs which are more compatible with the early styles will be encouraged, as will the repair, retention or replication of the originals where they still survive. If replacement is necessary, exact copies of the original doors may be required where the property forms part of a consistent

group. Varnished hardwood doors will be discouraged unless this was the original style – usually in larger properties. In other cases, doors may be made of hardwood for extra strength but should be painted. Mass-produced doors are almost always unsuitable.



▲ These replacement front doors, in a range of standard styles, look very poor and are no substitute for the carefully designed originals.

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Often garage doors were designed to complement the front door of the house, particularly in the case of houses with integral garages. Where this is the case, replacements should be made to match the original style. It should be possible to determine the style by looking at surviving originals in your street. Contact the Trust for advice.



▲ Front and garage doors designed to match can bring a pleasing unity to the house. This was usually the original architect's intention.



▲ An original timber garage door with glazed upper panels.



◀ A new hardwood garage door with leaded glazing.

6.4 Gardens and landscaping

The creation or enlargement of off-street parking spaces

Grassed and planted front gardens, continuous hedging and trees help to give the Suburb its special charm and the need to preserve this character will mean that permission to form a **hardstanding** in the front garden will not normally be given. Each case will be considered on its merits. In some locations a small **hardstanding** may be approved in a garden if the following guidelines are followed:

- The location of a **hardstanding** should not normally result in cars being parked directly in front of any part of the house except the garage. This is to protect the setting of the house
- There should be a minimal break in the hedge, fence or wall



▼ Unwin planned hedge-lined roads to soften the roadsides and bring the country into the city.

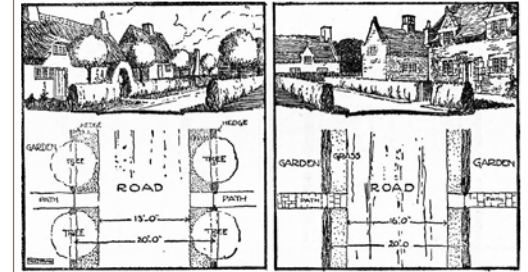


Fig. 228a.—Examples of lighter building roads and drives as used at Epswick, Leckworth, and Hampstead.

▲ Hedged boundaries give the Suburb its particular character.

▼ Billowing hedges lend a softness to the setting of houses and act as a barrier from busy roads.



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▲ An example of a **hardstanding** which has been successfully incorporated into a garden setting.



- A high quality paved surface should be laid. Two lines of hard paving underneath the car tyres is preferred for minimal impact but fully paved **hardstandings** may be approved. Paved areas should normally be permeable to allow for water run-off
- Create a visual separation between the drive and path to the front door by varying the materials
- A strip of planting between the two was the normal treatment and this also helps with rainwater run-off
- Many roadsides include a grass verge contributing to the green character of the area. Where a **hardstanding** is approved, any vehicle crossover should be the minimum width necessary to avoid the creation of a patchy appearance to the street scene
- Neither the **hardstanding** nor crossover should result in loss of, or damage to, any trees. If the hardstanding is within the rooting zone of any tree, then both appropriate materials and construction techniques will be required to avoid causing damage.

The creation of paved forecourts and carriage drives will not normally be approved. They reduce garden areas, landscaped forecourts and the line of hedging. They are alien to the concept of the Garden Suburb except in the case of some of the very large houses where they were planned as part of the original layout.

◀ A good example of planting separating driveway and path.



▲ Too much paving has destroyed the setting of this house and damaged the appearance of the street. Planting is needed to restore the Garden Suburb look.

Enlarging an existing **hardstanding** to accommodate another car requires consent from Barnet Council and the Trust. In many cases an enlarged **hardstanding** could be detrimental to the appearance and setting of the house and will not be approved. Where it is acceptable, it is important to retain a visual separation (usually a strip of planting) between the drive and path to the front door.

The Trust may require the visual improvement of poor **hardstandings** as part of a larger package of works.

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Garden buildings, sheds, greenhouses and summer houses

The original concept of the Suburb was for gardens without structures such as sheds and greenhouses, to maintain the green appearance of the area. Many Suburb houses were designed with garden storage in an outhouse or outside cupboard. Over the years, this space has often been incorporated into the house, leading to a desire for storage in sheds or garden buildings. These are sometimes poorly sited and spoil outward views, particularly from grouped houses.

The Trust and Barnet Council control most garden sheds, greenhouses, outbuildings and pergolas. Before granting consent for a garden building we will consider its location and visibility. Generally only one shed per dwelling 1.5m x 2m on plan (5ft x 7ft) will be allowed. This may be increased to



▲ A well sited timber shed, screened by planting.



◀ Attractive brick sheds were often built to house garden tools.

1.8m x 2.4m (6ft x 8ft) for a larger garden. In substantial gardens, larger structures, such as home offices and summer houses, may be approved where they can be well screened with planting.

Temporary garden structures and large play equipment

These garden structures may require the consent of the Trust and Barnet Council. Please check before erecting such structures.

Swimming pools and pool houses

Both Trust and Barnet Council consent is required for swimming pools. The construction of open air or covered swimming pools in Suburb gardens will not normally be permitted. With few exceptions, the gardens of Suburb houses are too small to permit the erection of either open air or covered pools without serious detriment to the green character of the area and the amenity of neighbours.

▼ Gardens separated by hedges defines the special character that Henrietta Barnett was so keen to foster.

Open air pools may be acceptable in exceptional circumstances. The only exceptions are in particularly large gardens or very discreet locations where they would not detrimentally impact on the appearance of the garden or amenity of neighbours. They should be carefully designed to minimise their impact and screened by planting where possible. Lighting, paving and the colour of tiled linings need to be carefully considered to blend with the design of the garden.

Fences, walls, gates and hedges

Henrietta Barnett insisted that hedges were to be used to mark boundaries, but in certain areas they are supplemented by wire fences or trelliswork. Hedges still predominate and this contributes to the rural charm of the Suburb. Therefore, walls and boarded or solid panelled fences are not normally acceptable on property boundaries.



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▲ A low brick wall visually disrupts the run of hedge. Uninterrupted green boundaries should be retained.



◀ Trellis fences were originally used to define boundaries in Rotherwick Road.

▲ A low York stone kerb was often specified in the original leases to define the boundary.



▲ Indigenous species such as holly were used to bring a country lane feel to some roads, particularly those around the Heath Extension.



Brick walls or piers are uncharacteristic of much of the Suburb and will not normally be approved. Even low brick walls can visually disrupt a run of hedged boundaries.

Hedges should always be retained. Originally, hedge species were chosen to give each road a particular character and included briar rose, beech, plum, holly, privet, yew etc. and these were specified in the leases. It is important to retain the original hedge species where they survive.



▲ Beech hedges give some streets a particular appearance and change colour to reflect the seasons.



▲ Large leaved laurel and red pieris are unsuitable hedging materials and disrupt the visual continuity of hedge that was originally intended.

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Various designs of timber front gates were used by different architects and these should be reproduced where possible. Elaborate iron gates are not generally a feature of Suburb houses, although some have been approved in parts of Winnington Road where houses are larger. Driveway gates were not common and in most cases will not normally be acceptable. Side gates should normally be timber and no more than 6 foot in height.



▲ P.D. Hepworth designed gate in Gurney Drive.
◀ Unwin's 'goat gate'.



◀ Simple timber side gates, set well back from the front of the house, enhance security and remain sympathetic to style of the house.

◀◀ A Lutyens gate in North Square.



▲ Timber gates of good design.



▲ Side gates do not have to be utilitarian.

Landscaping and trees

Open spaces and landscaping contribute to the special character of Hampstead Garden Suburb. Many groups of houses were placed to retain existing trees of landscape significance, particularly oaks. The retention of mature trees and hedges is vital to the Suburb scene and many trees are protected by Tree Preservation Orders. The removal of mature trees from residential properties will be permitted only where a clear case exists to justify such action. Dead, dying or dangerous trees are amongst such exceptions but consent will need to be obtained. Where a tree has to be removed, it will normally be necessary to plant an appropriate replacement.



▲ Retained oak towers over cottages in Oakwood Road. In Unwin's plan such trees gave instant maturity to the landscape.

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Permission is needed for works to a tree from both Barnet Council and the Trust. Consent will only be given for works which follow good **arboricultural** practice. If you want to reduce the foliage area of a tree, you may be allowed to thin the crown by up to 30% only. Pollarding is only permitted in rare cases and by specific approval for the work. Always contact the Trust's landscape consultant and Barnet Council Tree Officers for free advice.

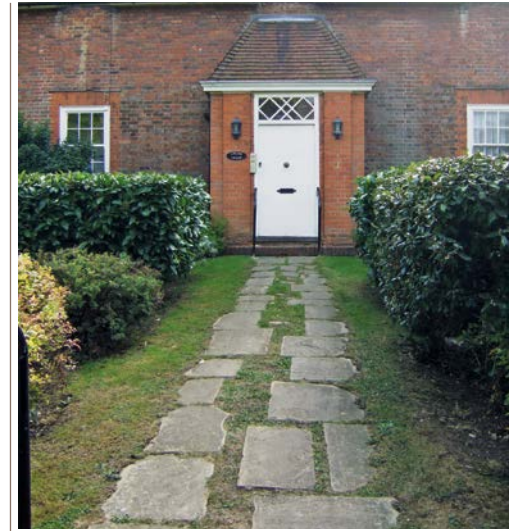
Paving and decking

Trust Consent is required for paving and hard landscaping works to front and rear gardens. Fashions in gardening change and the Trust does not want to inhibit creativity in an area where

gardens are critical to its character. However, the qualities of the Suburb are enhanced by greenery and large areas of paving or gravel are not always in keeping with the prevailing appearance of traditional gardens.

Traditional materials for garden paving and driveways would have been bound gravel, York stone, crazy paving and brick. Tarmac and block paving appeared later. Today there are many paving materials available, not all of them suitable for Suburb properties.

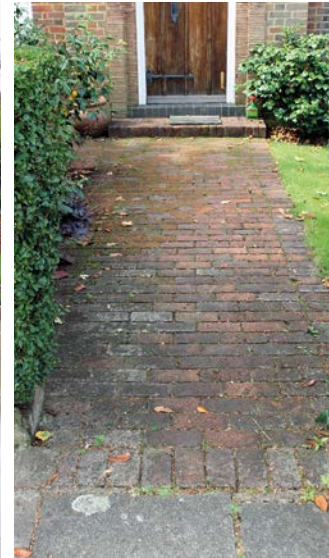
Paths are best laid in stone, good quality concrete slabs or brick. Block paving may be suitable for driveways but York stone is generally preferred. If the surfacing is within the rooting zone of any



◀ *An informal path.*



▲ *A well designed modern garden which fits perfectly in its context.*



▲ *Clay bricks can make a simple and effective path.*



▲ *A rare surviving hoggin front path in Oakwood Road.*



▲ *Concrete cobbles are a bit dull and don't weather particularly well.*

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tree, then both appropriate materials and construction techniques will be required to ensure permeability and avoid causing tree damage.

Timber decking is not a traditional material and is often used to cover excessive areas. It will only be approved in modest areas where it does not detract from the character of the house and its setting.

Always check with the Trust Office and Barnet Council whether consent is required for your landscaping plans before starting work.



▲ York stone laid in a random pattern is a successful look.



▼ An example of what not to do. Strident colours and an arbitrary pattern detract from the appearance of the house.



▲ Sitting a dish on a prominent chimney only draws attention to it.



▲ A poorly sited dish on a prominent chimney.

6.5 Other alterations

Satellite dishes

Poorly positioned satellite antennae can be particularly intrusive, so size, design, siting and colour should be chosen to minimise the impact on the building. Consent from the Trust and Barnet Council is required for most dishes and they should be sited in an inconspicuous location. A dish may sometimes be sited in the rear garden and screened by planting, taking care to ensure that this will not impact on reception. Consent will not be given to tree work solely associated with improving reception. Mini-dishes are preferable. Barnet Council is unlikely to give permission to attach a dish to a listed building unless it is completely hidden from view.

► These cameras are too large and poorly placed.

► Good example of a small camera.

Security cameras

Many residents are concerned about security and wish to install CCTV cameras. These need the consent of the Trust and Barnet Council but may be approved if kept small and sited unobtrusively. They should not generally be located on poles but be fixed to existing structures in discreet locations, in a position that would not require tree pruning.



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Alarm boxes

Poorly located alarm boxes can be unsightly. These should be fitted where they can be seen but are not visually prominent, or detrimental to an architectural feature.

Flues and vents on walls or roofs

Thoughtlessly sited boiler **flues** can detract from the appearance of a house or flat and be a nuisance to neighbours. **Flues** should be as small

▼ This alarm box detracts from an important architectural feature of the house. It would be better tucked under the eaves where it would not be so prominent.

▲ Avoid siting alarm boxes on decorative gables.

as possible and sited in inconspicuous places where they do not discharge over a neighbouring property. Ensure that all boiler and **flue** positions are considered early in the planning stage and indicated on all application drawings.

▼ A vent formed from roof tiles was often originally used by Suburb architects. These can often be adapted, or recreated, for modern requirements.



▼ A terracotta air brick.

Gas/electric meters

Gas and electricity suppliers sometimes need to fit external meter cabinets. These can be sited to the side of a house or accommodated in a discreet semi-underground box. Always get the advice of the Trust before agreeing to a location for the meter box.



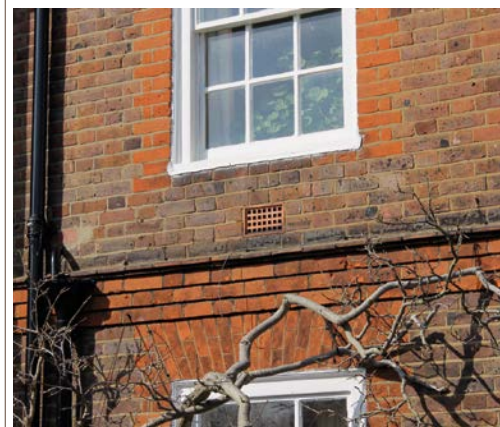
▲ Gas meter boxes can be unsightly if placed in prominent locations.



◀ Examples of unsightly flues and vents on roofs. Plan your heating installations carefully to avoid this sort of mess.

Air conditioning units

These are increasingly requested by residents. All air conditioning plant needs the consent of Barnet Council and the Trust. Air conditioning units must be positioned in inconspicuous positions where they are not seen from the street or from neighbouring gardens. They can be screened by planting or timber housings. External pipe runs should be carefully planned for minimal visual impact. They must not create a noise nuisance to neighbours and in some cases noise



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▲ Poorly placed air conditioning units can spoil an attractive elevation

attenuation measures will be necessary if units are to be approved. You may wish to consult with Barnet Environmental Health Department on Tel: 020 8359 7456.

External lighting

Lighting fixtures should be positioned where they do not cast bright light into a neighbouring garden. Fittings should be chosen to blend with the architecture of the house and positioned in unobtrusive locations.

Downlighters located in eaves and large numbers of light fittings should be avoided. Lighting should be designed to provide light where needed without drawing attention to itself. Garden lighting should be modest, using the minimum number of fittings. Floodlighting will not normally be permitted.

▼ This restrained shopfront fits perfectly with character of the listed building. Signage has been restricted to the glazed area so that the decorative frame is not obscured.



6.6 Shopfronts and advertisements

Consent from the Trust and Barnet Council is needed to alter a shopfront or put up an advertisement within one of the Suburb's shopping areas. The guidelines below should be followed:

- Where original shopfronts exist, these should be retained wherever possible. If the shopfront is listed, its removal or replacement will not normally be approved
- If replacement is necessary, sympathetic materials should be used, preferably painted timber in muted colours or stained, as appropriate, with traditional features, e.g. recessed doorway, stall riser etc.
- Glazed areas should be sub-divided to achieve a well-proportioned shop front

- Keep shop signs within the limits of the fascia and avoid strident colour
- In preference use signs that are painted directly on the fascia with lettering of no more than 30 cm (12") in height (depending on the proportions of the fascia) or that are formed from individual lettering in timber, bronze or other metal
- Follow the same principles for projecting signs. They should not project more than 1 metre from the face of the building or be greater than 0.75 metres in depth (2'8"). Only one sign per property is permitted
- Illumination, where acceptable, should normally be external to the sign, i.e. trough lights or spotlights. Internally illuminated box signs are unlikely to enhance the character of the Conservation Area and should be avoided. Proposals for illuminated signs on listed buildings will receive particularly careful scrutiny

▼ A good example in Market Place.



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◀ An ugly roller shutter and poor signage detract from the amenity of the shopping street.

- External security shutters and grilles are particularly unattractive. The best solution is the use of an internal grille set immediately behind the window in front of the display area. This can be retracted or removed during the day. Internal black, brick bond mesh grille is the least intrusive solution. An external grille which complies with the above advice may be acceptable in certain locations, but this is unlikely to be acceptable on listed buildings
- Blinds are usually allowed on shops displaying food or perishable goods if sunlight is a problem, but they can obscure interesting features of the shopfront and cause a dominant shape that obscures adjacent shops. Where they are appropriate, blinds should comprise a straight awning with a folding arm mechanism.

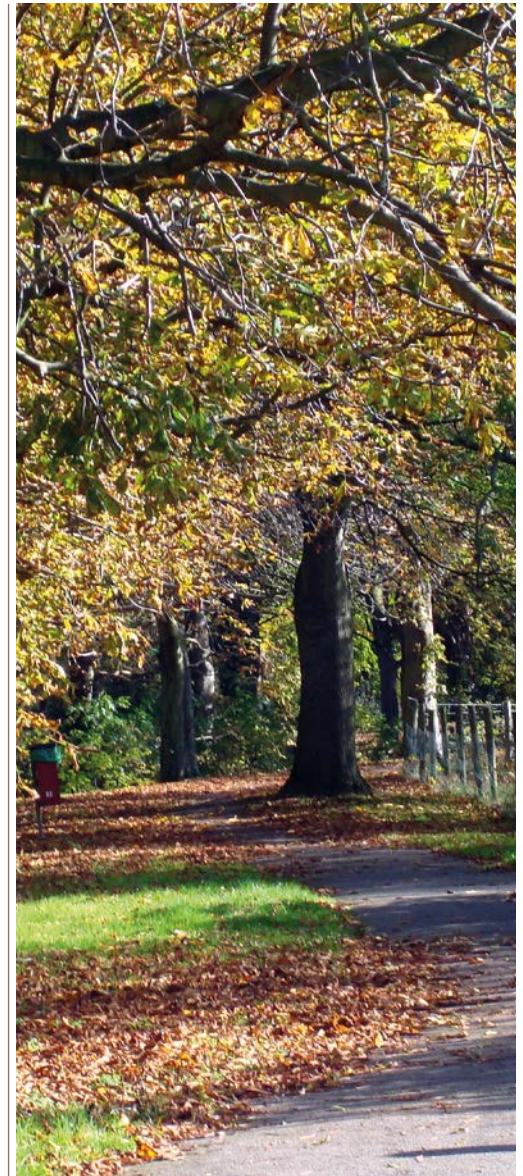
6.7 Renewable energy and thermal efficiency

Barnet Council has produced Supplementary Planning Guidance on Sustainable Design and Construction (2007). Although this document is concerned mainly with new development, it also discusses energy efficiency in existing buildings. In particular, reference should be made to the sections on:

- Ways to use less energy including building design and orientation, high standards of insulation, ventilation, heating systems and efficient lighting
- Technologies for creating renewable energy

However, although such innovation is encouraged, the impact of such technologies will have to be weighed up against any impacts on the special interest of buildings within the Conservation Area. Therefore, carefully considered design solutions will be required to ensure that the impact of such installations is minimised so that it does not have any detrimental impact on the character of the building or area. Installing standard equipment, such as solar panels and wind turbines, on visible elevations will not be acceptable. However, the use of non-visual renewable technologies (e.g. heat pumps, air pumps) will be strongly encouraged in line with national and local policies.

The Hampstead Garden Suburb Trust also plans to produce guidance for residents on micro-generation equipment such as solar panels, photovoltaics, ground source heat pumps and wind turbines.



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6.8 Demolition and redevelopment of existing houses

Because of the high quality of the planned environment in the Suburb, most houses contribute positively to its character. There are very few buildings that detract from that character - largely those that were built after 1945 when the previous strict controls were relaxed. Consent is needed for the total or substantial demolition of any house. In most cases this will not be approved.

The Hampstead Garden Suburb Character Appraisal identifies both locally listed buildings and buildings that contribute positively to the character and appearance of the Suburb. There

will be a strong presumption against the demolition, or substantial demolition, of these buildings. Demolition of a property will only be approved where the existing house does not make a positive contribution to the character of the area and the proposal is demonstrably better architecturally and is appropriate, in terms of size and siting, to its location.

Copies of original houses are not the same as the original designs and cannot replace the history, aged texture or architectural qualities of the original buildings. Consequently, the demolition of original houses and their replacement with facsimiles will not normally be considered acceptable.

A Method Statement for demolition and construction will be required to be submitted should the principle of redevelopment be agreed.

Further guidance is available from the Trust Office or Barnet Council. Formal paid pre-application advice is available from Barnet Council.

6.9 Considerate construction

Building works should not inconvenience neighbours or be disruptive. Barnet Council have produced advice on this.

Contact Building Control on 020 8359 4500 or visit the website

www.barnet.gov.uk/considerate-contractors-scheme

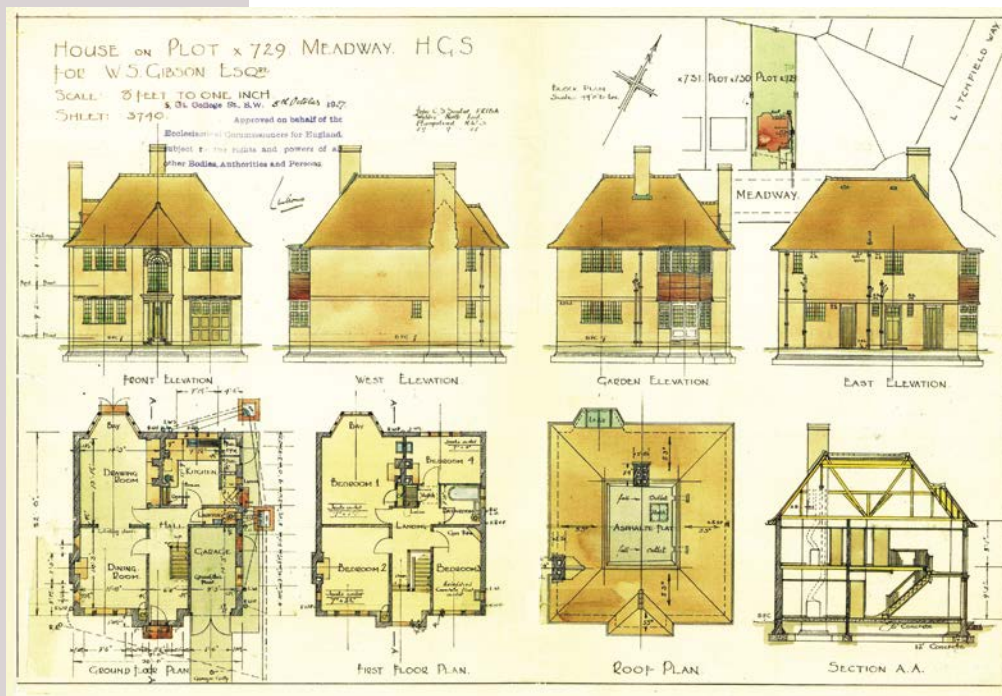


Section 7

Applying for consent

7.1 Making applications for Trust consent

When you apply to the Trust Council for consent to carry out works to your property, you need to include sufficient information as set out in the checklist on the application forms (available from the Trust office or on the website www.hgstrust.org).

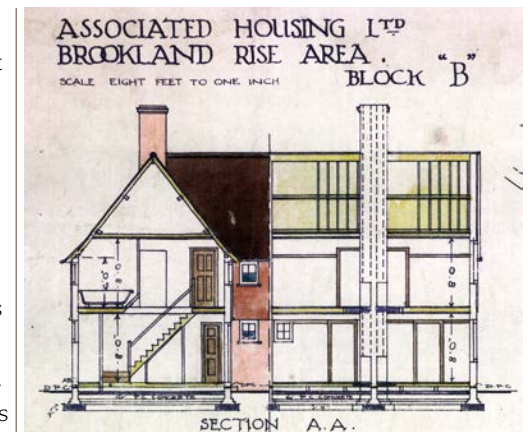


This should include:

- One set of drawings showing the property as it is now
- A block and location plan at 1:1250 showing all the surrounding properties
- Three sets of drawings showing the proposed alterations or extensions. These should indicate how the proposals will affect neighbouring or adjoining houses. Dimensions must be included
- Full plans and elevations to 1:100 or 1:50 scale. Drawings must include neighbouring properties to illustrate the context of the proposals
- Add a North point
- For details such as windows and **dormers**, 1:10 or 1:5 drawings with clear constructional information are required
- Sections through extensions and through any stair into a loft space, with levels
- Engineers drawings and method statement for major structural works, such as substantial demolition or basements
- Details of landscaping proposals and boundary treatments, including any tree removal

It is also helpful to provide photographs illustrating the character of the property, particularly the parts which would be affected by the proposals, and its relationship with neighbouring buildings.

The Trust is able to give informal advice and should be contacted at the earliest stage on all aspects of development. This is important as the preparation of full plans may be costly, and



consultation may prevent later difficulties and delays.

The Trust will notify your neighbours of applications submitted for alterations.

A fee is charged depending on the size of the project and the amount of work likely to be involved. This fee contributes to the administrative costs of processing applications and preparing specialist reports as necessary.

Please submit applications for Trust Consent to:

Trust Architectural Adviser
Hampstead Garden Suburb Trust
862 Finchley Road, London NW11 6AB

Tel: 020 8455 1066 or 020 8458 8085

Email: planning@hgstrust.org

PLEASE NOTE: The final decision on all applications rests with the Trust Council. Any advice given by the Trust Architectural Advisers is without prejudice to this.

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7.2 Works to trees

Works to trees will usually require Trust consent. You will not need to pay a fee for this. Please contact the Trust Office to arrange an appointment with the Trust's Landscape Consultant.



7.3 Making applications to Barnet Council

There are various types of application that you can make to Barnet Council. These are listed below.

Planning permission or listed building consent

When applying for Planning Permission or Listed Building Consent you should send three sets of application forms and scaled drawings showing:

- What your property looks like now and what you propose to do to it (existing and proposed plans)
- How the proposal would affect neighbouring or adjoining houses (plans showing your property in relation to your neighbours)
- Full elevations and floor plans at scale of 1:100 or 1:50
- Details of proposed windows, doors and similar features at scale of 1:20 or 1:10
- A location plan ideally at a scale of 1:1250 - with the site outlined in red

You may have to pay a fee when making an application for Planning Permission, although no fee is charged for applications for Listed Building Consent. The council can let you have a planning application guidance note and a checklist of the information required. It will also provide a scale of fees and relevant application forms. This information is available online at www.barnet.gov.uk

7.4 Demolition

Planning permission is required if you intend to demolish or carry out substantial demolition of an unlisted building within the conservation area. Please follow the advice given above.

7.5 Listed buildings

Proposals affecting Listed Buildings will be carefully scrutinised to ensure that the special architectural and historic qualities of the building are not compromised by the alteration. Controls apply to all works, both external and internal, that would affect a building's special interest. Interior plans and individual features of interest should be respected and left unaltered as far as is possible. Due to the special nature of historic buildings, advice on the acceptability of alterations should be sought from the planning officers of the council.



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7.6 Advertisement consent

This will probably be needed if you want to put up an advertisement in the Conservation Area. The Advertisement Regulations are complicated. Contact Planning Services for advice.

7.7 Works to trees

Works to a tree included in a Tree Preservation Order (TPO) will usually require Barnet Council's consent. You will not need to pay a fee for this. Please note that if it is necessary to treat or remove a protected tree to carry out an approved planning permission, you may not need to get

separate permission from the council for it. If the tree is not protected by a TPO you still need to serve written notice on the council, at least six weeks before you intend to carry out works to the tree.

Please contact Planning Services for further details and application forms.

7.8 Structural alterations

Approval under the Building Regulation is needed for any structural alterations, additions and, in many cases, refurbishment. The council's Building Control Team will be able to advise you.



7.9 Pre-application advice

Barnet Council operates a scheme of charging for pre-application advice on certain types of development proposals. This might be applicable on complex listed building or conservation area proposals. Please see the guidance on the council's website for further details.

Information is available on Barnet Council's website: www.barnet.gov.uk and forms are available at www.planningportal.gov.uk. Please contact the council at the address below for any information you need.

Finchley and Golders Green Area Planning Team
Planning and Regulatory Services
London Borough of Barnet
North London Business Park
Oakleigh Road South
London N11 1NP
Tel: 020 8359 3000

Section 8

Enforcement

8.1 Barnet Council's powers to enforce the advice contained in this leaflet

If you carry out works for which you require, but have not obtained, Planning Permission or Listed Building Consent, Barnet Council can take enforcement action against you. You can be made to return your property to its former condition, which will probably be very expensive. If your property is a Listed Building, it is a criminal offence to alter it without the council's consent.



You may be prosecuted for carrying out unauthorised works, as well as being required to restore the building to its former condition. It is a criminal offence to undertake unauthorised works to trees (either pruning or felling).

8.2 The Trust's enforcement powers

The Scheme of Management covers freehold properties and enables the Trust to take enforcement action through the courts if unauthorised works are carried out. The Trust also has the powers legally to enforce the restrictions and covenants in leases.

The Trust can serve Infringement Notices on properties where unauthorised work has taken place. This could make it difficult to sell your property.

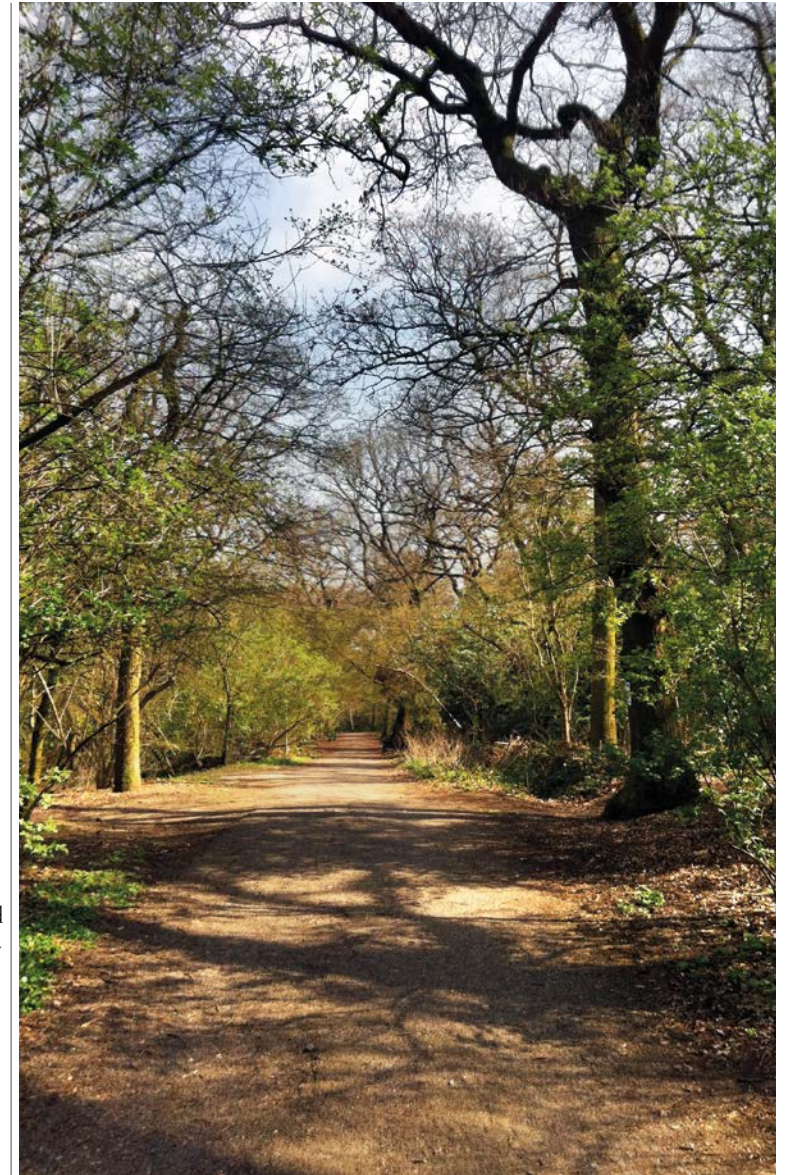
Final Consents will not be issued for alterations not completed in accordance with the approved drawings and to the satisfaction of the Trust.

8.3 Find out more

You or your professional adviser are recommended to investigate the planning history of your property and the Suburb. The Trust holds information on many properties. In many cases the London Metropolitan Archives can let you have copies of the original drawings for a charge.

Tel: 020 7332 3820

Email: ask.lma@cityoflondon.gov.uk



Section 9

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Davidson, David, *The Sharing of Great Things* (Landscape: The Journal of the Landscape Institute, Autumn 2011)

Detailed guidance on many points discussed briefly above is available on the Trust's website at www.hgsttrust.org/planning/specialistguides.html.

Section 10

Glossary

Arboricultural - Relating to trees.

Article 4 Direction - An order giving Barnet Council greater planning control over alterations to buildings and their surroundings in order to protect the special character of the conservation area.

Balanced flue - A balanced flue passes through an external wall or roof of a building to safely ventilate a boiler.

Bonnet tiles - Overlapping curved tiles that are found on the corner of a roof where two roof slopes meet. Those with a very pronounced curve are called Granny Bonnets.

Camber - Slightly arched – the slight curve of a roof tile that gives a roof a textured character.

Came - In leaded lights or stained glass windows, a strip of lead shaped to fix each piece of glass to the next one.

Crown roof - A tiled roof with flat area on top.

Dormer - A window placed on the slope of a roof, vertical to the rafters.

Fenestration - The arrangement of windows on a building or elevation.

Flue - A passage for smoke in a chimney or an extract from a boiler.

Glazing bar - A wood or metal bar which divides the panes of glass in a window.

Granny Bonnets - See Bonnet tiles.

GRP (Plastic) - Glass Reinforced Plastic.

Half dormers - A window set into the wall and breaking through the eaves of a sloping roof. See illustration page 25.

Hardstanding - A paved area for parking vehicles.

Hip - The intersection of two sloping roofs, forming an external angle.

Hopper head - An external receptacle at the top of rainwater downpipes. See illustration page 25.

Light - A window, usually of several panes; the part between two mullions or transoms.

Lightwell - A means of getting daylight into a basement – often glazed or gridded.

'Moderne' - A style displaying the influence of Modernism in architecture, popular during the 1920s and 1930s, and identifiable in the use of horizontal windows.

Mullion - A vertical dividing member between the lights of a door or window, each of which may be further divided into panes by glazing bar.

Pantile - A roof tile shaped like an S which gives a ridged or wavy appearance to a roof.

Plumbing stack - External vertical pipework.

Pointing - The finish of the mortar joint in brickwork.

Render - External wall finish of cement/lime/sand, sometimes textured and often painted.

Ridge tile - Half-round terracotta tile fitted to apex of roof.

Rooflight - A glazed opening set into a sloping roof to light a loft room; as distinct from a skylight set into a flat roof.

Roughcast - A rough textured render, sometimes painted.

Skylight - Used here to mean a horizontal glazed opening set into a flat roof as distinct from a rooflight set in a sloping roof.

Soil & waste pipe - External pipe collecting contaminated water from a building.

Stock brick - A handmade clay brick produced and thrown in a stock mould and fired in the traditional way in a kiln.

Transom - A horizontal stone, brick, tile or timber member separating the lights of a window.

Tile creasing - Clay tiles bedded in mortar, used as detailing in walls.

Underpinning - Strengthening the foundations of a building to resist subsidence.

Up-and-over door - A door (usually to a garage) that opens upwards, by retracing into the building.

Valley - The intersection of two sloping surfaces of a roof towards which water flows.

Vertical boarded - Vertical timber boards very closely laid together.





For further information on the contents of this document contact:

Planning Services

Second Floor, Building 4

North London Business Park

Oakleigh Road South

London N11 1NP

Tel: 020 8359 3000

Email: planning.enquiries@barnet.gov.uk

Hampstead Garden Suburb Trust

862 Finchley Road

Hampstead Garden Suburb

London NW11 6AB

Tel: 020 8455 1066

Email: planning@hgstrust.org

Website: www.hgstrust.org

Twitter: [@HGSTrust](https://twitter.com/HGSTrust)

Company registration number: 928520

Registered charity number: 1050098

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