



# **Newark & Sherwood Local Development Framework**

## **Conversion of Traditional Rural Buildings Supplementary Planning Document**

**November 2014**

## DOCUMENT PASSPORT

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**Title:** Newark & Sherwood Conversion of Traditional Rural Buildings Supplementary Planning Document.

**Status:** Adopted Supplementary Planning Document.

**Summary:** This Supplementary Planning Document (SPD) sets out the District Council's policy and design guidance for the conversion of traditional rural buildings.

As an SPD, this document provides further guidance on policies within the District Council's adopted Core Strategy and Allocations & Development Management DPDs but does not develop new ones. This document is part of the Council's Local Development Framework and will be a material consideration in the determination of planning applications.

**Date of Adoption:** 12<sup>th</sup> November 2014

**Adopted by:** Economic Development Committee

**Please note:** This document is available in alternative formats upon request.

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**Consultation Summary:** The District Council consulted on this SPD seeking views from Elected Members, local planning agents, developers, and other interested parties for a period of 8 weeks from 28<sup>th</sup> July 2014 until 22<sup>nd</sup> September 2014. Following consideration of representations received the Council revised the document and submitted the final version to the Council's Economic Development Committee on the 12<sup>th</sup> November 2014 for adoption.

**Availability of document:** Copies are to be deposited at Kelham Hall (open between 8.30 a.m. and 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.45 p.m. on Friday), the District's libraries and the Council's website: <http://www.newark-sherwooddc.gov.uk/spds/>

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## **1.0 Introduction**

- 1.1 Newark & Sherwood District contains a wealth of traditional rural buildings and this Supplementary Planning Document (SPD) sets out what is required from applicants when applying for permission to change their use, and the issues that will be taken into account when considering such applications.
- 1.2 This document is an updated version of the existing Newark & Sherwood Conversion of Traditional Rural Buildings SPD which was adopted in October 2005.
- 1.3 English Heritage advise that 'traditional' is a term often used to describe farm buildings pre-dating 1940, after which modern building materials and revolutions in farming technology and farmstead planning marked a sharp divide with previous practice.
- 1.4 In the context of this SPD, 'traditional rural buildings' refers to buildings of particular styles, which may include some outside rural areas. The types and characteristics of traditional rural buildings commonly found in the District are set out in Appendix B.

## **2.0 Policy context**

- 2.1 The National Planning Policy Framework (NPPF) (see web link below) contains a range of guidance that is relevant to the conversion of traditional rural buildings, and makes clear that residential use is not the only acceptable outcome. Paragraph 17 describes moving to a low carbon future as being a core planning principle and mentions encouraging the reuse of existing resources including the conversion of existing buildings as an example of this. To promote a strong rural economy, paragraph 28 states that local and neighbourhood plans should 'support the sustainable growth and expansion of all types of business and enterprise in rural areas, both through conversion of existing buildings and well designed new buildings'.  
<http://planningguidance.planningportal.gov.uk/>
- 2.2 Paragraph 55 of the NPPF recommends that local planning authorities should avoid new isolated homes in the countryside unless there are special circumstances including 'where the development would re-use redundant or disused buildings and lead to an enhancement to the immediate setting'. This emphasises the importance of good design when converting traditional rural buildings, and chapter 7 of the NPPF, 'Requiring good design', should be considered when assessing such proposals. Aspects of chapter 12, 'Conserving and enhancing the historic environment', may also be relevant to some proposals.
- 2.3 A large part of the south-west of the District is within the Nottingham-Derby Green Belt. Paragraph 90 of the NPPF says that 'the re-use of buildings provided that the buildings are of permanent and substantial construction' is not inappropriate in Green Belt provided that the openness of the Green Belt is preserved and that the development does not conflict with the purposes of including land in Green Belt.
- 2.4 Online planning practice guidance published by the Department for Communities & Local Government (DCLG) in March 2014 (see web link below) should be read alongside the NPPF.

The guidance category 'Design' should be considered when assessing proposals to convert traditional rural buildings, as well as 'Conserving and enhancing the historic environment' where relevant. All proposals should be in line with national policy and guidance, most importantly the presumption in favour of sustainable development.

<http://planningguidance.planningportal.gov.uk/>

- 2.5 The Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2014 (see web link below) came into force on 6<sup>th</sup> April 2014. The Order changes permitted development rights to allow for the conversion of agricultural buildings to up to three dwellings as long as certain conditions apply. This means that the District Council accepts the principle of this kind of development within Newark & Sherwood. It is still necessary for the landowner to contact the District Council to apply for a determination as to whether prior approval will be required. This covers design and external appearance, and this SPD should be referred to for guidance on these matters. Prior approval may also be required as to transport and highways impacts, noise impacts, contamination risks, flooding risks and the location or siting of the proposed development.

<http://www.legislation.gov.uk/uksi/2014/564/contents/made>

- 2.6 The Newark & Sherwood Core Strategy Development Plan Document (DPD) (see web link below) is a key part of the Local Development Framework (LDF) and sets out the District's spatial policy framework. Spatial Policy 3 of this DPD should be referred to when assessing proposals to convert traditional rural buildings, as well as Spatial Policy 4B if the proposed development is in Green Belt. Core Policy 9 of the Core Strategy, 'Sustainable Design' should also be referred to, along with Core Policy 7, 'Tourism Development' where this is relevant.

<http://www.newark-sherwooddc.gov.uk/corestrategy/>

- 2.7 The Newark & Sherwood Allocations and Development Management DPD (see web link below) is another important part of the LDF and sets out the development management policies used in the consideration of planning applications. Proposals to convert traditional rural buildings will be assessed against Policy DM5, 'Design', Policy DM6, 'Householder Development', and, outside the main built up area of settlements, Policy DM8, 'Development in the Open Countryside'. Policy DM12, 'Presumption in Favour of Sustainable Development' describes the positive approach the District Council takes to considering development proposals and will always apply, and Policy DM9, 'Protecting and Enhancing the Historic Environment', will be of relevance to some proposals. Proposed developments should be in accordance with all LDF policies as well as national policy and guidance.

<http://www.newark-sherwooddc.gov.uk/adm/>

- 2.8 English Heritage guidance documents (see web links below) should be referred to when considering proposals to convert traditional rural buildings. Proposed developments should be in line with 'The Conversion of Traditional Farm Buildings: A guide to good practice' and 'Living buildings in a living landscape: finding a future for traditional farm buildings', or any subsequently produced guidance that replaces them. 'The Maintenance and Repair of Traditional Farm Buildings' will be relevant where buildings need urgent works to prevent

further deterioration of their fabric. 'Energy Efficiency and Historic Buildings' should be consulted for help to prevent conflicts between energy efficiency requirements in Part L of the Building Regulations and the conservation of historic and traditionally constructed buildings.

<http://www.english-heritage.org.uk/publications/conversion-of-traditional-farm-buildings/>

<http://www.english-heritage.org.uk/publications/living-buildings-in-living-landscape/living-buildings-long-version/>

<http://www.english-heritage.org.uk/publications/maintenance-repair-trad-farm-buildings/>

<http://www.english-heritage.org.uk/publications/energy-efficiency-historic-buildings-pt/>

### **3.0 Architectural, historic, and scenic value**

- 3.1 This guidance applies to traditional rural buildings, which possess some architectural or historic value, make a positive contribution to townscape, or provide scenic value in the landscape.
- 3.2 When considering an application to convert a traditional rural building, it is essential to establish the architectural, historic, townscape, or scenic qualities that the building possesses. Some rural buildings are of little or no value either architecturally or historically, although generally these buildings will not be considered worthy of conversion. Traditional rural buildings vary greatly. A threshing barn is likely to have a single undivided internal space and no windows, whilst a stable range may have a row of small cellular internal spaces, each with a door and a window. The acceptability of proposed conversion schemes will be determined by assessing the sensitivity and respect for the qualities of the specific building(s) concerned. Generally, the less alteration that is required; the more appropriate the new use.
- 3.3 Some buildings, such as dovecotes with interior nesting boxes intact and open sided cart sheds, may be very difficult to convert. Consideration should be given to retaining these for uses such as the storage of garden equipment, and they have an important role in providing potential habitats for birds and bats.
- 3.4 In some cases, historic features such as wells and water pumps form part of redundant groups under consideration for conversion. The retention of these features as relics can make a welcome contribution to the character of the development.
- 3.5 If historic features or buildings that are not suitable for conversion require repair or restoration, there may be scope to cross fund this from the more profitable elements of a scheme, especially where residential conversion is involved. In such cases, a legal agreement will usually be required to ensure that work is carried out to a suitable standard within a specified time scale, and that the building is maintained in its repaired state in the future.
- 3.6 Relatively few traditional rural buildings are 'listed' on the National Heritage List for England, and there is a strong presumption in favour of the preservation of those that are. These buildings have extra legal protection within the planning system, meaning that great caution

must be exercised when considering their conversion for new uses. Residential use is unlikely to be acceptable unless it can be demonstrated that the very special architectural and spatial qualities that such buildings possess are to be left virtually unaltered.

- 3.7 Restoration of buildings that have been altered and degraded since their original construction should be carried out in accordance with good conservation practice. Normally, conjectural restoration should be avoided. Some buildings may be so seriously degraded that they have lost any qualities they once may have had. In such cases, creation of a largely new building that attempts to replicate the original is likely to be justified only where the end result makes a strong contribution to townscape or scenic value in the landscape.

#### **4.0 Alterations and extensions – design guidance**

##### **External alterations**

- 4.1 To retain the character and architectural integrity of traditional rural buildings, alterations to existing fabric must be kept to the minimum necessary to facilitate the new use. Alterations should not obliterate or remove essential features, such as a wall patterned with ventilation holes. Every effort should be made to ensure that new windows are only inserted into existing openings.
- 4.2 Features out of keeping with the character of traditional rural buildings such as dormer windows, windows and doors of domestic or suburban character, masonry chimneys and external meter boxes fixed to the building must always be avoided.
- 4.3 Modest alterations such as the introduction of flush rooflights and small vents will be acceptable only if they are used with restraint and placed in discreet positions. If the overall effect of a particular proposal destroys the essential character of the building, the conversion will not be allowed.
- 4.4 Where the introduction of new windows is unavoidable they should be sensitively positioned so that the overall character of the building is not compromised. Care must be taken to ensure that the detailing of them is compatible with the character of any other joinery work on the building, and they should not visually dominate the elevations to which they are being introduced. Unnecessarily large new openings will not be allowed.
- 4.5 If there are more openings than required, as is sometimes the case with stable conversions, the excess doors should be retained as dummies or kept as shutters to simple, recessed glazing, in order to retain the original external appearance. The filling in of door or window openings as part of conversion schemes will not normally be allowed.
- 4.6 Superfluous re-pointing should not be carried out simply to give a unified appearance. Such work should be limited to where it is absolutely necessary.
- 4.7 A high standard of joinery will be required as part of any scheme to convert a traditional rural building. Normally, schemes will require doors and windows to be purpose made to fit existing

openings. Existing doors and windows should be utilised wherever possible, and redundant doors should be retained and used as shutters and for additional security.

- 4.8 The details of joinery design will need to be approved. These design details should draw from examples found on the building in question, and the details of windows, doors and door frames should be compatible with the original design. Sizes and profiles should be replicated where possible. A dark coloured paint is usually the most appropriate finish for external timber. Modern stains are often an inappropriate finish because of their harsh tones and, in the case of softwoods, their transparent nature.
- 4.9 Cart sheds should be utilised as stores or as garages if they are deep enough. Cart-sheds are notoriously difficult to convert, mainly because their intrinsic character is invariably lost when their open bays are infilled. Stand-alone cart sheds are rarely suitable for conversion to residential use, as the alterations needed to provide the necessary degree of privacy will destroy the essential character and visual balance of the structure. Cart sheds attached to threshing barns or other buildings may convert more successfully, so long as the screens inserted are visually lightweight and allow the piers in the open bays to be expressed externally.

### **Interiors**

- 4.10 Internal alterations do not, in themselves, require planning permission but the material change of use of a building will require permission or be subject to the prior approval process. Securing appropriate uses for redundant historic buildings is a fundamental principle of good building conservation. Appropriateness is dependent on the overall impact of the new use on the host building. Consequently, the effect of proposals on interiors, as well as exteriors and surroundings, will be taken into account when determining applications for changes of use. Whilst it is inevitable that many new uses will result in significant internal alteration (often simply to meet the requirements of the Building Regulations), the design of conversions should aim to retain the internal character and spatial qualities of the buildings concerned. Room layouts should respond to the bays of the existing building.
- 4.11 Conversion schemes that require the insertion of floors throughout, internal subdivision into numerous cellular spaces, and the addition of windows to each new cell, can seriously degrade the character and quality of traditional rural buildings. While some internal division may be necessary to make a building suitable for residential use, if there is a threshing bay, it should be kept open to its full height.
- 4.12 Roof structures can be the most impressive feature of a non-residential, rural building and it is common for them to be visible internally. Sensitively designed schemes will seek to repair and retain traditional roof structures and leave them open to view. As the additional of insulation will be a common requirement, submitted plans must show how insulation, and any associated ventilation, is to be accommodated.
- 4.13 Whilst *warm roof* construction (i.e. continuous insulation fixed above the rafters) enables the roof structure to be fully visible internally, the additional thickness can alter the profile of the building and can be particularly conspicuous at the verges. This form of change is considered

to be inappropriate and will, if it adversely affects the character and appearance of the building, be deemed to be an unacceptable alteration. Similarly, raising of a barn roof or part of the roof structure merely to provide additional headroom at first floor level will be considered inappropriate and will not be allowed.

### **Extensions**

- 4.14 Proposals to convert traditional rural buildings should normally be contained within the confines of the existing building shell. Proposals which rely on substantial alteration or extension in order to make them work will not be permitted.
- 4.15 Within settlements, an extension may be acceptable if it is designed with sensitivity for the host building and does not conflict with any other planning requirements. An extension should enhance the character and appearance of its immediate surroundings, and, where possible, should make a positive contribution to its wider context.
- 4.16 Where an extension is permissible, the new build element should be strictly subordinate in scale to the existing building and respectful of it in the design detailing.
- 4.17 An extension to a traditional rural building should not compromise its architectural integrity and building form. There should be no substantial impact upon the character of the wider landscape setting.
- 4.18 Extensions that are modern in design, for instance glass links, may be acceptable to facilitate the use of the building. These should be carefully designed and should not harm the existing character of the building.
- 4.19 Permission will not normally be given for the reconstruction of previously demolished buildings or parts of buildings in rural areas. Exceptions may be made where the applicant can provide compelling evidence of the previous existence and scale of the demolished structure and its restoration contributes significantly to the viability or character of the development.
- 4.20 Most of the more commonly recognisable layouts of farm buildings can be found within the District. Although there may be subtle variations, most farm building groups can be classified as either: elongated, parallel, L-shaped, U-shaped or courtyard. Proposals that suggest extending existing farm buildings in a way inconsistent with the traditional form of farm groups found locally will not be permitted. Proposals should respect the original arrangement of the farm-building group under consideration and develop a scheme complimentary to it.
- 4.21 It will not normally be permitted to extend cart sheds, dovecotes or other minor buildings, and extensions to any structure should not create separate new dwellings.
- 4.22 Where permission or prior approval is granted for the conversion of a traditional rural building, the District Council will consider the impact of the use of permitted development rights available at the time and may restrict or remove them if it is necessary to preserve the appearance of the building or the amenity of users of neighbouring properties.
- 4.23 Sometimes section 106 agreements will be used to control development and related works or contributions that cannot be controlled through planning conditions.

- 4.24 Further guidance on extensions can be found in the Newark & Sherwood Householder Development SPD.

#### **Extensions to existing conversions**

- 4.25 Proposals to alter or extend previously converted buildings will be assessed in the same way as proposals to alter or extend buildings as part of a conversion scheme. Buyers of converted traditional rural buildings should be aware of any restriction or removal of permitted development rights.

#### **The setting of the building and its immediate curtilage**

- 4.26 A simple, functional setting is often an essential part of the character of traditional rural buildings. Where this is the case, proposals for conversion should consider sensitively the character of all external spaces, both in the vicinity of the building and in any wider landscape or village context. These matters should be considered as an integral part of the overall design process, in order that the building's character, appearance and setting are not adversely affected.
- 4.27 Residential schemes will often require private gardens or adequate private amenity space, which must be designed with care to retain the character of the original arrangement. Proposals that include the use of typically suburban or domesticating features such as excessive paving, dustbin enclosures, garden sheds or the fencing in of crew yards will be unacceptable.
- 4.28 The enclosing of newly created residential curtilages with high, close boarded fencing and other suburban solutions to define newly created land ownerships will not be allowed. It is most likely that simply derived and well integrated hard and soft landscaping proposals will be more appropriate. Schemes should be based upon suitably scaled brick boundary walls close to buildings, with native hedgerow and field type fencing where it is more important to consider the wider landscape or village context of the proposals.
- 4.29 Trees can soften the hard edges of conversion schemes and link the new development into the wider farmed landscape. Tree planting, using locally occurring species, should be encouraged in these areas as part of landscaping schemes that receive planning consent. The intention should not be to hide the buildings, but rather to integrate them into the landscape. Ornamental species planted as quick growing screens, particularly Leylandii, must be avoided.
- 4.30 Wherever possible, proposals for garages, workshops and other ancillary buildings should be accommodated within existing buildings on site such as cart sheds. New garages and other new ancillary buildings will only be permitted as a last resort where there are no suitable existing buildings, and they must be designed with sensitivity for the parent building(s) and their setting.

#### **Materials**

- 4.31 Most traditional buildings possess a character and patina of age that derives from their constituent materials. To ensure this is not lost during the course of conversion, works such as

re-roofing, masonry repairs, and re-pointing will be required to be carried out using compatible natural materials and traditional techniques.

- 4.32 Generally, preference will be given to the use of sound, second-hand materials for localised, small-scale works. Larger scale operations, such as the re-covering of a substantial roof should generally utilise new, natural slates or tiles that accurately replicate the originals. In many cases it is possible to salvage sufficient viable slates, pantiles or plain tiles to recover one side of the building. The other slopes can be recovered in suitable new roofing materials to match the original. It is not appropriate to import large volumes of second-hand materials from unknown sources.
- 4.33 The use of modern substitute materials such as concrete roof-tiles, uPVC windows and gutters, or reconstituted stone for cills, will almost always degrade the character and appearance of the original building and will not be permitted.

## **5.0 Rural diversification**

- 5.1 Rural diversification will be supported within the District as long as it is assessed as being sustainable and it is considered that the benefits of the proposed development outweigh any harmful impacts.
- 5.2 Paragraph 28 of the NPPF requires local plans to promote the development and diversification of agricultural and other land-based rural businesses.
- 5.3 Policy DM8 states that proposals to diversify rural businesses should be complimentary and proportionate to the existing business in their nature and scale and be accommodated in existing buildings wherever possible.
- 5.4 Proposals to diversify the economic activity of rural businesses may require additional provision for parking and servicing. This should be designed and located in such a way as to ensure that vehicles do not intrude into or dominate the scene.
- 5.5 Potentially appropriate non-residential uses for converted traditional rural buildings within the District include but are not limited to:
- Retail such as farm shops,
  - Use for the sale of food for consumption on the premises, such as tearooms and ice-cream parlours,
  - Non-agricultural industrial use, such as storage units or workshops,
  - Offices,
  - Live/work units,
  - Tourist and recreational uses and
  - Community uses

- 5.6 Planning permission is not normally required for the sale of the surplus unprocessed produce of a particular farm from an existing building on that farm. Where goods are processed or imported for sale, planning permission is normally required.
- 5.7 While section 4 of this document primarily addresses residential conversion, the design principles set out should also be considered to apply to non-residential schemes.

## **6.0 Protected species**

- 6.1 Traditional rural buildings often provide a habitat for a variety of species, with birds and bats being of particular importance. Several species of bats, as well as barn owls, swallows, swifts, and other birds regularly make use of such buildings as roosts or breeding sites. All species of bats and their roosts, some bird species and all bird's nests when they are being built or occupied are protected under UK and EU legislation. The presence of a protected species will be regarded as a material consideration in the determination of any planning application.
- 6.2 Maintaining the favourable conservation status of protected species will be a priority but it should not be inferred that the presence of a protected species would always prohibit conversion to a new use. Design solutions should be able to make provision for protected species. Within farm groups, there is sometimes the opportunity to retain certain buildings unaltered and these may be able to provide the habitat for the species in question.
- 6.3 The NPPF states in paragraph 118 that 'if significant harm resulting from a development cannot be avoided (through locating on an alternative site with less harmful impacts), adequately mitigated, or, as a last resort, compensated for, then planning permission should be refused'.
- 6.4 Proposals to convert traditional rural buildings should take account of all relevant national legislation and guidance including the Wildlife and Countryside Act 1981 and the Conservation of Habitats and Species (Amendment) Regulations 2012 (see web links below).

<http://www.legislation.gov.uk/ukpga/1981/69>

<http://www.legislation.gov.uk/uksi/2012/1927/regulation/20/made>

- 6.5 Proposed developments should be in line with guidance provided by Natural England and the Bat Conservation Trust. In particular, Standing Advice Species Sheet: Breeding birds (including barn owl); Standing Advice Species Sheet: Bats; Bat mitigation guidelines (IN136); and Bat Surveys: Good Practice Guidelines 2<sup>nd</sup> Edition (see web links below), or any subsequently produced guidance that replaces these, should be consulted. An ecological survey by a suitably experienced person or group will be necessary as part of an application to convert a traditional rural building. Details of what is required are set out in Appendix A – Application checklist.

[http://www.naturalengland.org.uk/Images/BreedingBirds\\_tcm6-21703.pdf](http://www.naturalengland.org.uk/Images/BreedingBirds_tcm6-21703.pdf)

[http://www.naturalengland.org.uk/Images/Bats\\_tcm6-21717.pdf](http://www.naturalengland.org.uk/Images/Bats_tcm6-21717.pdf)

<http://publications.naturalengland.org.uk/publication/69046?category=31008>

<http://www.bats.org.uk/pages/batsurveyguide.html>

## **7.0 Application plans**

### **Survey information**

- 7.1 In order that proposals for the conversion of traditional rural buildings can be properly assessed, all applications must be accompanied by accurate and detailed measured survey drawings of the existing fabric at a scale of not less than 1:50. In addition to elevation drawings and floor plans, the survey must include cross and longitudinal sections showing floor and roof structures, drawn to indicate critical dimensions such as headroom under beams. Unusual construction details may need to be drawn at a larger scale.
- 7.2 In addition, applications must be accompanied by a building condition survey (often referred to as a structural survey) carried out by an appropriately qualified and experienced person, such as a qualified architect, surveyor, or engineer, which must identify the full extent of defects in the structure. Surveys that are little more than descriptive reports will not be acceptable.
- 7.3 It is rare for redundant traditional buildings not to be in need of some repair. Areas of masonry may be perished, walls may have been subject to movement, and structural timber may be partly decayed. Defects will require some form of reinforcement, repair, replacement, or reconstruction. Consequently, it is essential that the associated proposals indicate the location, nature and extent of necessary remedial work.
- 7.4 It will be expected that schemes will have been developed with a view to carrying out the minimum of demolition works, with, for example, new cross walls being introduced to help structural stability, rather than demolishing areas of historic fabric.
- 7.5 Written specifications of repair works are rarely adequate and should be supported by hatching or shading and annotations on the proposals drawings. This will enable the Local Planning Authority to, first, assess whether the extent of any repair and reconstruction is reasonable, and, secondly, to establish the extent and nature of any such work authorised by any subsequent permission.

### **Proposals**

- 7.6 The detailed design of the proposed conversion must be indicated on drawings at a scale of not less than 1:50, which must show precisely where all new fabric is to be introduced. This includes new walls, lining of existing walls, structural supports, floors, staircases, doors, windows, and flues. It is essential that the plans contrast new fabric and any rebuilding from the fabric of the original structure to be retained, by means of shading or hatching.
- 7.7 Proposals submitted should take account of Building Regulations, Environmental Health legislation, and all other relevant legislation.

- 7.8 Large-scale drawings will be required for items such as joinery. Critical sections through the latter are shown best at full or half size.
- 7.9 The application plans must include appropriate landscape treatment for the external areas, which should be conceived as an integral part of the new use. Full details are required of any proposed garden area for residential schemes or parking and service areas for commercial schemes. It is not acceptable to leave consideration of external areas to a later date.
- 7.10 The proposals must include satisfactory provision for the conservation of any protected species that have been identified by the ecological survey. This may include mitigation or compensatory measures. In any event, the acceptability of a conversion scheme is likely to be enhanced where habitat creation initiatives are incorporated.

## **Appendix A – Application checklist**

### **SURVEY INFORMATION**

#### ***Measured survey drawings*** (minimum scale 1:50)

- elevations and floor plans
- cross and longitudinal sections showing floor and roof structures
- any unusual details

#### ***Building condition survey*** (structural survey) by a suitably experienced and qualified person:

- identify the full extent of defects in the structure in a report
- identify locations and extent of defects or rebuilding with hatching, shading, and annotations on the survey plans
- desirable to support with photographs

#### ***Short written statement*** setting out the architectural, historic, townscape, or scenic qualities of the building(s)

#### ***Ecological survey*** by a suitably experienced and qualified person or group:

- indicate the species targeted and methodology used
- time spent carrying out the survey
- the date, start and finish times of survey
- other sources of information
- the presence of any protected or Biodiversity Action Plan (national or local) species
- state any limitations to the survey and further areas of study if necessary
- give details of proposed mitigation work and whether work needs to be licensed

#### ***Evidence*** that the converted dwelling could be provided with adequate foul and surface water drainage

### **PROPOSALS**

#### ***Proposals drawings*** (minimum scale 1:50)

- elevation drawings and floor plans
- cross and longitudinal sections
- identify all new fabric and any rebuilding, including; new walls, lining of existing walls, structural supports, floors, staircases, doors, windows, and flues.

- the extent of any repointing or rebuilding must be accurately marked on elevational drawings, and the extent of all works should be contrasted on all drawings by means of colour, shading or hatching.
- identify alterations necessary to comply with other legislation (Building Regulations, Environmental Health legislation, etc.)
- large scale joinery details
- landscape treatment for the external areas, including any garden areas, parking and service areas, hard-surfacing, means of enclosure, and planting
- three-dimensional illustrations and models are always helpful in assessing proposals fully

**Short written statement** setting out the design principles that have been adopted.

**Satisfactory provision for the conservation of any protected species identified.**

- this may include mitigation or compensatory measures
- include any habitat creation initiatives

## **Appendix B - Types of rural buildings**

### **Threshing barns**

1. The most familiar rural building is the threshing barn. The barn was a building for housing and threshing corn and the storage of hay and straw. Barns are generally the largest building in a farm group and are made up of three or more roughly equal sized bays. One of the central bays has large doors on either side, and a stone flag threshing floor. Larger barns can have two threshing bays.
2. The bays to either side of the threshing floor(s) were used for storage. The solid walls of these areas were punctured with ventilation holes to prevent the crops from becoming mouldy and these vents are often arranged in geometric patterns. Similar small openings are sometimes seen on the gable ends. Barns often have one or two window like openings covered with wooden shutters, called pitching eyes, located at high level in the sides or ends, which were used for pitching corn or hay into the barn from a cart. The large doors and patterns of ventilation holes often give a strong symmetry and formality to the appearance of threshing barns. Barns were usually built with a single, undivided internal space. A floor was sometimes inserted into one of the side bays, presumably to give flexibility for storage.
3. The most suitable new uses for threshing barns are those that can utilise the internal space without significant subdivision and do not require blank areas of brickwork to be punctured with window openings. If detailed sensitively, the large openings can be glazed and the doors retained, giving an interior of contrasting natural light levels. However, areas of masonry patterned with ventilation holes flanking the threshing bay are extremely sensitive to new window openings.

### **Cart sheds**

4. Cart sheds are usually long, slender, open fronted structures that became common in the eighteenth-century to provide shelter for carts, wagons, ploughs, and harrows, and in the nineteenth-century for more specialised equipment such as drills, threshing and reaping machines. Construction of the open side required a series of brick or stone piers, timber posts, or cast iron columns (usually about 2.4-3.0 metres apart) supporting shallow arches or a timber lintel above, which gives a characteristic rhythm to the principle facade. Whilst they can be very long, the depth of such buildings is generally no more than five to seven metres.
5. Proposals to re-use cart-sheds that involve in-filling the open bays invariably destroy the essential characteristic of such buildings. Consequently, they are most suitable as stores of some sort or carports.

### **Stables and small cow houses (byres)**

6. These buildings may be of similar external appearance, although stables are more likely to have a loft above for storage of hay and straw. Overall proportions are often similar to those of cart-sheds but they are fully enclosed, and the principal facade is likely to have a roughly equal number of door and window openings. Doors may well be of the ubiquitous split stable type with strap hinges and windows are likely to incorporate louvres for ventilation.

7. Interiors were usually subdivided by a series of partitions to create stalls, each with a trough, feeding rack, and tethering ring. A separate tack or harness room may have been provided in a stable. Floors are likely to incorporate provision for drainage and those in stables sometimes have attractive clay pavers.
8. Where the interiors are complete and of some quality, such buildings are best used for housing animals but there are some imaginative examples where stalls have been retained and used as table bays within pubs and restaurants. If the partitions have been removed or can be sacrificed, stables and cow-houses are relatively easy to adapt for human uses, as there is usually a reasonable provision of doors and windows.

### **Dovecotes**

9. Dovecotes (also known as pigeoncotes or pigeon houses) accommodated pigeons, which were kept primarily to provide fresh meat. It is said that no two are exactly alike, but the earliest examples are generally round in plan. They are almost always relatively small buildings, rarely more than five metres across.
10. Dovecotes are sometimes found free-standing, well away from other buildings but equally may be incorporated into another farm-building or group of such buildings. Free-standing dovecotes are usually at least twice as high as they are wide. If there was a floor, the lower level would normally function as a store but some have a single, open internal space.
11. The interiors of dovecotes were dimly lit and lined with nest-holes constructed from brick, stone, timber, and sometimes, mud. These can be a remarkable sight and, where an interior survives intact, it is not uncommon for it to be the most interesting and precious part of the building.
12. The small size and lack of door and window openings in dovecotes often makes them unsuitable for conversion to human uses unless they are combined with other buildings. Where interiors survive intact, every effort should be made to conserve them. This may be possible only by preserving the dovecote as a relic, cross-funded from the more profitable parts of a larger conversion scheme.

### **Coach-houses**

13. Coach-houses were the precursor of the modern garage but were only constructed as an adjunct to the larger, higher status houses of wealthier people. They are characterised by a large door or doors to accommodate the carriage(s) and often have a first floor or loft for storage, access to which may be by way of a ladder or simple, open tread stair.
14. As the doors are usually the most obvious characteristic, it is essential to try and retain them, even if they become shutters with a recessed glazed screen behind. It is common to find a stone or clay pavers floor where the carriages stood and these can often be re-laid.
15. Coach-houses are often located adjacent to the parent building they served, in which case the relationship between the two will be important. It is essential to ensure that any re-use does not create an unnatural severance or conflict, such as loss of privacy or garden setting. If

conversion of a coach-house is likely to result in a requirement for a new garage building, an acceptable site and design should be agreed at the same time as the approval for the conversion.

## **Appendix C – Contact information**

For general enquiries, please contact the District Council at the following address:

Newark and Sherwood District Council,  
Kelham Hall,  
Kelham,  
Newark on Trent,  
NG23 5QX

By telephone: 01636 650000

Or by email: [customerservices@nsdc.info](mailto:customerservices@nsdc.info)

To discuss proposals within Conservation Areas or affecting a listed building, please contact the Conservation Team at the above address or email [conservation@nsdc.info](mailto:conservation@nsdc.info)

For information about pre-application advice, please see the Councils web site:

<http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/>

For information about whether a proposed development requires planning permission, please see the Councils web site:

<http://www.newark-sherwooddc.gov.uk/doineedplanning/>

For information about submitting a planning application, please see the Council's web site:

<http://www.newark-sherwooddc.gov.uk/planning/submittinganapplication/>

For other enquiries about planning, please contact the duty planner service on 01636 655846 from 2 p.m. to 5.15 p.m. Monday to Thursday and from 2 p.m. to 4.45 p.m. on Fridays, or email: [planning@nsdc.info](mailto:planning@nsdc.info)

