

OTHAM CONSERVATION AREA

Conservation Area Appraisal and Management Plan

Review



Adopted – June 2025

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Conservation Area Appraisal

1. Introduction

1.0. Review

Under Section 69(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990, Maidstone Borough Council has a responsibility to review Conservation Areas ‘from time to time’. This is to ensure that the character of the area is reassessed, which may include highlighting where designation may no longer be justified through degradation of all or part of the Conservation Area and review the boundary to ensure that it is still appropriate.

This addendum to the existing Conservation Area Appraisal and Management Plan looks to record¹:

- What has changed
- Confirming or redefining the special interest that warrants designation, highlighting additional aspects that contribute to the area’s significance or features newly identified as desirable to preserve or enhance
- Setting out any new recommendations
- Revising the management strategy

The existing combined Conservation Area Appraisal was adopted 27th February 2009.

This review process included a walk around the Conservation Area, and discussions with the Parish Council.

1.1. Summary of Character of Otham

The general character has not changed since the time of appraisal, with only minor changes occurring.

Within the Conservation Areas, it has been identified that the following individual features or characteristics contribute to the character:

- Well preserved example of an affluent medieval village, including much of its setting.
- High proportion of listed buildings
- Strong relationship between the houses, farms, and landscape
- Dispersed settlement pattern between Church and village core
- Rural character
- Cluster of buildings due to the farmsteads

Within the Conservation Area, it has been identified that the following issues or vulnerabilities have been recognised:

- Loss of boundary treatments to allow for off-road parking
- Replacement windows, generally timber to UPVc

¹ Taken from Historic England’s Guidance

- Impact on wider views from piecemeal development

The Otham Conservation Areas is not subject to Article 4 Directives, and these are discussed further in Section 4.

1.2. The Definition, Purpose, and Effect of Conservation Areas

The concept of Conservation Areas was first brought into being by the Civic Amenities Act 1967, however, they are now covered under the Planning (Listed Buildings and Conservation Areas) Act 1990. This Act places a duty on local authorities to designate Conservation Areas where appropriate and defines a Conservation Area as *“an area of architectural or historic interest the character and appearance of which it is desirable to preserve or enhance”*.

Designation as a Conservation Area makes additional controls available to the local authority. Briefly these include the control of demolition of unlisted buildings, more restricted permitted development rights for single dwelling houses and protection of trees.

In addition to these enhanced powers, the local authority is also required when dealing with applications for planning permission to have special regard to ensure that the proposed development would preserve or enhance the special character of the Conservation Area (Section 72.1 of the Act). There is a presumption that developments which would not preserve or enhance the special character should be refused planning permission.



Figure 1 – The Limes

1.3. Policy context

Since the original CAAMP, Planning Policy has been updated as follows:

1.3.1. National Policy

National policy and advice regarding Conservation Area matters is given in National Planning Policy Framework (NPPF) which is available to at the link given below

(<https://www.gov.uk/government/publications/national-planning-policy-framework--2>).

Paragraph 203 outlines a positive strategy for the conservation and enjoyment of the historic environment and it emphasizes that enhancing and sustaining the significance of heritage assets should be taken into account.

Paragraph 204 states that when considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.



Figure 2 Ragstone boundary wall with timber trellis above.

1.3.2. Local Policy

Maidstone Borough Council published its Local Plan in 2024 and can be found online -

<https://localplan.maidstone.gov.uk/home/local-plan-review>

The Management Plan outlines the application of national and local policies in the ongoing management of the Conservation Area. However, it is not a planning policy document itself. Local Plan policy LPRENV1 - Development Affecting Heritage Assets- references Conservation Area Appraisals and Management Plans as supporting documents. Therefore, these documents are relevant to planning considerations.

1.3.3. Guidance

The Historic England guidance document (Conservation Area Designation, Appraisal and Management – 2016) refers to the importance of keeping the boundaries of existing Conservation Areas under periodic review to ascertain whether any changes are required.

The document suggests that designation of a Conservation Area is unlikely to be effective without the formulation of specific policy guidance and reminds Local Planning Authorities of the duty imposed on them by Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to formulate and publish proposals for the preservation and enhancement of Conservation Areas and for these to be submitted to a ‘public meeting’ in the area. Paragraph 4.16 points out that such proposals cannot realistically seek to prevent all new development and should instead concentrate on the controlled and positive management of change; indeed, it is suggested that there may be instances where redevelopment will be a means of enhancing character.

2.0. Existing Boundary

The Otham Conservation Area was first designated by Maidstone Borough Council on 19 October 1977 as part of a general review of Conservation Areas in the Borough. This initial designation included properties in Otham Street from the drive for Amber House to Forge Cottage only. In January 1983, Otham Parish Council requested an extension to the north and east of the initial designation; in February of that year Members resolved not to designate the extension.

However, the question of extension was revisited in 1992. According to the 1992 Planning and Transportation Committee report, “The existing Conservation Area only covers a small part of the historic village, albeit that part which has the most concentrated character. However, there are many other buildings and open spaces within the village as a whole which are attractive or are of special architectural or historic interest and I consider that the request for the Conservation Area to be extended to cover the whole of the late medieval village pattern is justified.”

Following a review of the area, the extension approved on 9 June 1992 greatly increased the size of the Otham Conservation Area, adding the land surrounding Stoneacre, the Playground, and Green Hill.

The current review is proposing a further extension of the proposed boundary to include the Church (GI) and Church House (GII) to the west, and follow Church Road to include The Rectory and the ancient woodland, and continue down Church Road to White Horse Lane, (excluding the properties to the north side of the Lane) and return up Otham Street to include Forge Cottages and the properties to the east of the street to connect back to the existing southern boundary of the Conservation Area.

The proposed extension looks to protect the special character of:

- the dispersed settlement between the Church of St Nicholas, and the relatively unchanged relationship with the historic core,
- the visual relationship between the Church and the Rectory,
- the historic Gore Court (GII*) estate,
- the ancient forest which provides a positive contribution to the character of the Medieval landscape and settlement.

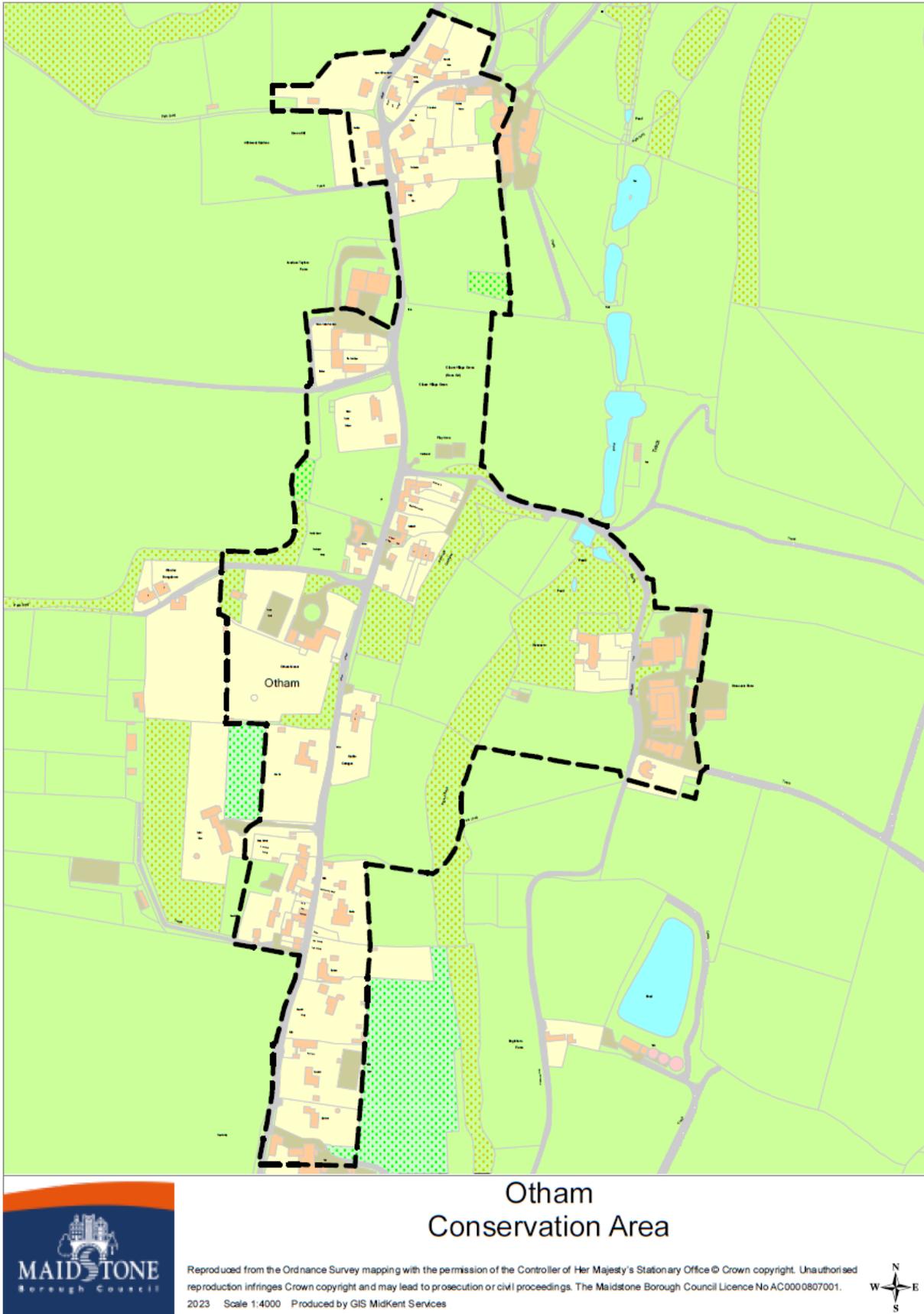


Figure 3- Current Conservation Area boundary

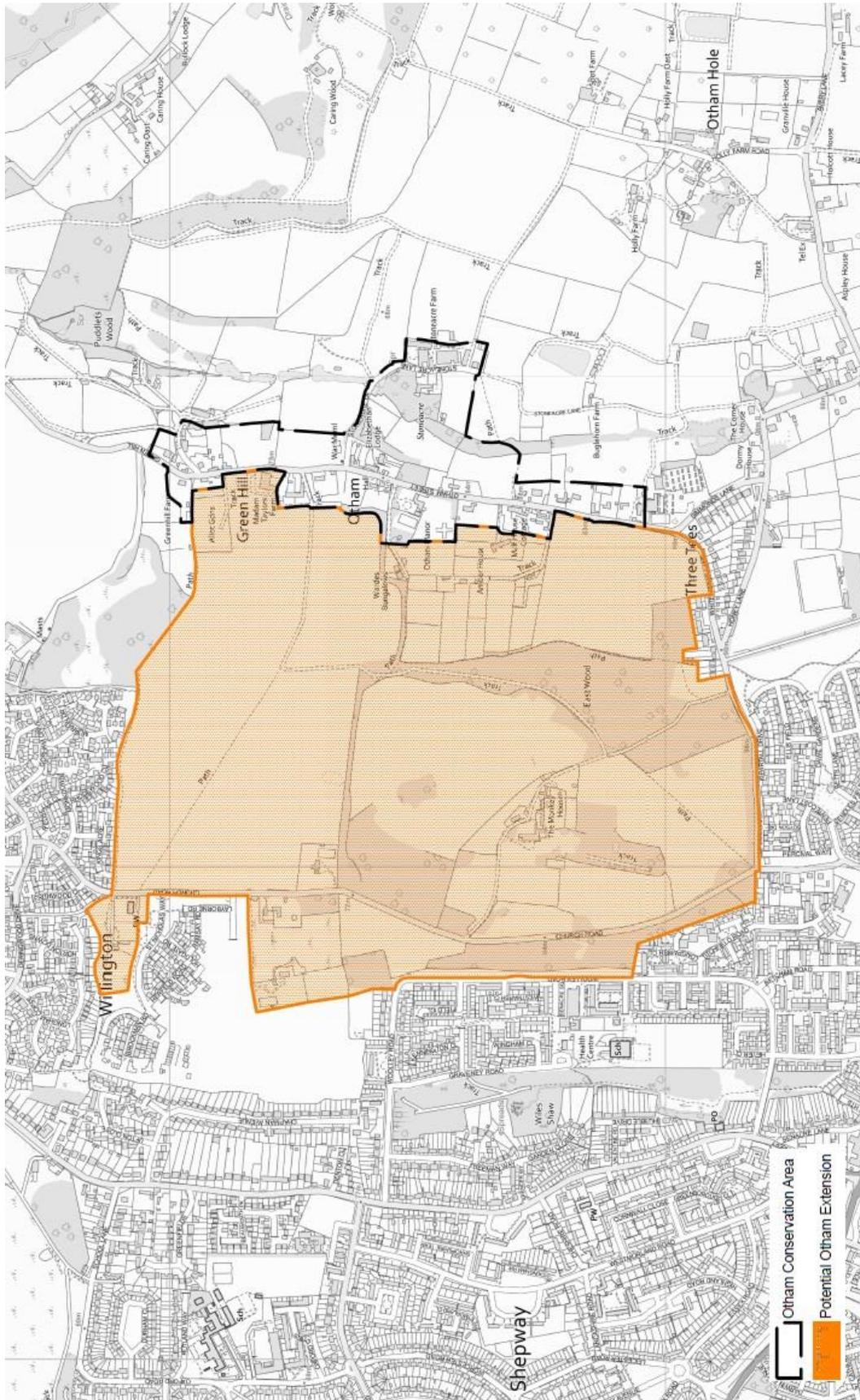


Figure 4 Proposed new Boundary shown in orange.

3.0. Appraisal

3.1. Review

A few changes have occurred since the previous Conservation Area Appraisal and Management Plan (CAAMP) was written. These include:

3.1.1 General Character

Greenhills Farmhouse was noted as having UPVc windows, these have now been replaced with casement windows and the building generally refurbished, including new roof and weatherboarding detail. (CAAMP Pg 18)

3.2. Assessment of Condition

3.2.1 General Condition

The general condition of the Conservation Area is in good condition, but there has been some impact with the creation or enlarging of off-road parking, which has resulted in a loss of boundary treatments or hedges. Some of these have been less sensitive and employed materials that are not used in the area. It is acknowledged that due to the limited width of the road, and its rural location that cars are required. The properties are in good condition and have been well maintained. Development within the existing boundary has been limited.

There has been a limited increase in the use of UPVc windows, and these are resulting in harm to the character of the Conservation Area.



Figure 5 The Street

4. Conservation Area Management Plan

4.1. Introduction

Under Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990, the Local Planning Authority has a requirement to draw up and publish proposals for the preservation and enhancement of Conservation Areas.

It is important to note that a Conservation Area Management Plan cannot introduce entirely new planning objectives. Instead, it will need to refer to the original legislation; to government guidance (mainly National Planning Policy Framework for heritage assets) and to the adopted Local Plan policies. It can interpret established legislative provisions and planning policies and explain how they will be applied within the Conservation Area to ensure its preservation and/or enhancement. If any particular issues are identified which do require new policies to be drawn up, the management plan can indicate these and set a programme for their development as part of the Local Development Framework process.



Figure 6 Grannary visible from The Street.

4.2. Principles for development management

4.2.1. Planning Considerations

Sensitive and responsive management of development is required in order that new developments do not spoil the character and appearance of the Conservation Areas or its setting. To this end, the Council will adopt the following principles when dealing with planning applications within the Conservation Area or on sites affecting its setting.

The Council will apply the principles, guidance and regulations set out by the Planning (Listed Buildings and Conservation Areas) Act 1990 and the further guidance of the National Planning Policy Framework and any subsequent revisions, additions, or replacement government guidance. Further, it will take into account the Local Plan Review 2021-2038, policies LPRENV1² and LPRSP14(B³).

Outline planning applications will not be accepted for proposals within the Conservation Area or on sites affecting its setting.

4.2.2. Pre-application Advice

The council encourages the use of the pre-application process which ensures that planning officers are aware of a proposal at an early stage and can give advice to ensure the appropriateness and quality of any design. See pre application guidance [\[Link\]](#)

4.2.3. Required Information for Applications

The Maidstone Borough Council website gives advice on the content of a planning application – see [validations checklist](#). Any applications which fail to provide adequate detail will not be validated.

The Council will require all planning applications and applications for Listed Building Consent to be supported by a **Design and Access Statement**. This should be a brief but thorough document setting out the reasons for the development, explaining how the design has been evolved and showing how it will preserve or enhance the character of the Conservation Area; it should also cover any access issues which exist.

In some cases, a separate **Heritage Statement** will also be required. Historic England have published guidance on this aspect in 2019 (<https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/>).

A simple template and guidance has been produced by Maidstone Borough Council for smaller domestic proposed works. This can be found [\[Link\]](#).

Where proposed works are to be undertaken that could affect known archaeology sensitive areas, an **Archaeological Desk Based Assessment** should be provided. This information can be found via the Councils GIS System or via <https://www.heritagegateway.org.uk/gateway/>

² Development Affecting Heritage Assets

³ Historic Environment

Applications must be accompanied by clear and accurate **drawings** showing the proposed development in detail and illustrating how it fits in to its context. Drawings should clearly indicate materials to be used in producing the external finish and architectural details of proposed buildings.

Site plans should accurately depict the positions of trees on or adjacent to the site and clearly show those which will need to be removed and those which will be retained. Where trees are affected by the proposals, the application should include a **Tree Survey** by a professional arboriculturist to comply with current British Standard BS5837, ‘Trees in Relation to Construction – Recommendations’. It should also include details of any proposed works to, and methods for protecting, any retained tree. Photographs and other illustrative media are encouraged.

4.2.4. Assessing the Application

The Council will make use of technically experienced and qualified officers in guiding the assessment and determination of all applications within the Conservation Area or affecting its setting.

4.3. Design Principles

Any proposed works to the Conservation Area, or within its setting should look to protect and/ or enhance the character of the area.

4.3.1. Identity

- Generic buildings within the Conservation Area should be enhanced to contribute to the character of the area.
- Increase in planting in areas that have historically been planted.
- Understanding and recognising the former Industrial heritage (including archaeology) and ensure that this is not lost within any proposed development. This includes the relationship between the former industrial sites and their associated houses.

4.3.2. Built Form

- New buildings (and extensions) should relate to the height, proportions, massing of the existing buildings, or where there is historic evidence of taller buildings.
- Roof form and rooflines are an important feature within the Conservation Area

4.3.3. Nature

- Natural privacy barriers should be provided through soft landscaping
- Quality of life can be improved by enhancing living conditions

4.3.4. Public Spaces

- Community spaces will be encouraged

4.3.5. Uses

- The former Industrial use of the many of the buildings has now been lost, with buildings converted into residential use.

4.4. Design Code

4.4.1. Neighbourhood Plans

Many Neighbourhood Plans have already considered design codes or principles, and these should be used as part of the overall Design Code for the settlement. Refer to Otham Parish Neighbourhood Plan 2020-2035 here [\[link\]](#)

4.4.2. Design Codes – Guiding Principles

Any proposed design within the Conservation Area or within the setting of the Conservation Area should comply with the Design Code Approach as per the National Model Design Code (NMDC) process (<https://www.gov.uk/government/publications/national-model-design-code>). The NMDC is based on a series of place characteristics from the National Design Guide, and places these in a wheel. These ten characteristics of a well-designed place form are explained further within the NMDC guidance.



Figure 7 - The National Model Design Code wheel showing the ten characteristics of a well-designed place.

4.5. New Development

The Maidstone Borough Local Plan 2024 states that the Conservation Area is appropriate for minor residential development but would normally be restricted to proposals for one or two houses. It will be necessary for any new housing development proposals to illustrate that it is appropriate within the context of the Conservation Area and will not harm its special character. It is considered that the scope for new developments within the Conservation Area is very limited, but in dealing with any proposals the Council will have regard to the vernacular building materials that dominant that area.

The overriding consideration in dealing with any proposal for development will be whether or not it would either preserve or enhance the special character of the Conservation Area. Any proposal which fails to do so will be refused.

The Council will not insist on any particular architectural style for new building works, but the quality of the design and its execution will be paramount. The Council encourages the use of high-quality contemporary design, where appropriate and subject to proposals being appropriate to their context in terms of scale and use of materials; however, there may be instances where a traditional approach is appropriate – in such case, designs should be high in quality and well-researched, resulting in a scheme which accurately reflects the design, scale, massing, detail, and materials of local tradition. A mix of architectural styles and ethos within the area should not be used to create a single dwelling or building as this creates a poor quality, confusing design.

Buildings should respect the predominant scale. Buildings should not generally exceed 2 storeys in height. The social hierarchy of the buildings should be respected, responding to the scale and appearance of the building, together with the prominence or position within the street scene.

4.5.1. Layout

The proposed layout of a scheme should recognise the existing, historical development pattern of the settlement. Where more modern development has introduced new patterns, this will not generally be accepted for future development.

Developments should preserve trees and hedges which are healthy and make a significant contribution to the character of the Conservation Area. All substantial trees within the Conservation Area are protected and a notice must be served prior to any works to a tree of the prescribed size.

The Council will seek to protect the attractive peaceful environment of the Conservation Area. Special areas, such as church yards and protected gardens shall have extra consideration for impacts of harm to ensure that these spaces can continued to be enjoyed.

4.6. Existing Buildings

Except in the most exceptional circumstances, planning consent will not be granted for the demolition of buildings identified as being ‘essential’ to the character of the Conservation Area and is unlikely to be granted for those rated as ‘positive’.

Buildings cited as ‘neutral’ may be considered appropriate for redevelopment, subject to the quality of any replacement scheme constituting an improvement over current circumstance. The redevelopment of sites and buildings judged to be ‘negative’ will usually be encouraged so long as any scheme is appropriate to its context.

In dealing with applications for the redevelopment of existing buildings, the Council will have regard to the detailed building assessments provided within a Heritage Statement.

In dealing with proposals for extensions and other alterations to existing buildings, the Council will have regard to the following considerations:

- Extensions should normally be of sympathetic materials, design and detailing to the host building, and should be subservient in scale.
- Satellite dishes will only be considered acceptable when they cannot be readily seen from the streets or other public spaces.

- Shop fronts and signage should respect the character of the Conservation Area and materials and typefaces should be appropriate to its historic nature. (Refer to [Shop Front Design Guidance](#)).

4.7. Demolition

Where a building has been recognised as having ‘neutral’ or ‘positive’ contribution to the character of the Conservation Area, there will need to be justification to clarify for the loss of the building or structure.

Buildings cited as ‘neutral’ may be considered appropriate for redevelopment, subject to the quality of any replacement scheme constituting an improvement over current circumstance. The redevelopment of sites and buildings judged to be ‘negative’ will usually be encouraged so long as any scheme is appropriate to its context.

4.8. Non-designated Heritage Assets

Where recognised, either before or during an application, weight will be given for the retention of non-designated heritage assets (NDHA), as per Policy LPRENV1.

The term Local Heritage Asset is used to describe a building, structure, object, or place that is identified by the local planning authority as having special significance for local heritage.

As with listed buildings, a NDHA could be of local interest through archaeological, architectural, artistic, and historic interest. It does not have to have all four areas of interest to be recognised as a NDHA.

Policy LPRENV1 in the Local Plan (2021-2038) outlines the guidance for developments that affect heritage assets. Please refer to the Local Plan for more information [[link](#)].

4.9. Window and Door Replacement

Replacement Windows can have a detrimental impact on the character and appearance of a Conservation Area. It will be encouraged that traditional and historic windows and doors are retained, and where there is a need to replace, these will be undertaken with timber, and of a design responding to the dwelling.

Dormer windows may be acceptable, depending on their position, number, scale, and design. No more than one or two dormers per elevation will normally be considered appropriate and as a general rule a dormer should not occupy more than about one third of the overall height of the roof. Depending on circumstances, dormers should either be covered by a pitched clay tiled roof or, in the case of smaller or shallower roofs, a flat lead roof above a traditionally detailed cornice. They should not appear crowded together or be located too close to hip or gable lines. Large ‘box’ dormers will not be considered appropriate; neither will dormers which extend above the existing ridge height.

Roof lights may be considered acceptable and will be subject to the same considerations as dormers in relation to numbers, position, and scale. ‘Conservation’ roof lights which sit close to the roof slope should be used. Rooflights should not be placed on principle elevations unless screened by parapet or similar.

4.10. Extensions

Extensions should normally be of sympathetic materials, design and detailing to the host building, and should be subservient in scale.

Any extensions should respect the spacing and character of the street scene, and not look to overcrowd or dominant the street scene.

4.11. Boundary Treatments

Boundary enclosures can have a significant effect on the character of the Conservation Area. The most appropriate forms are considered to be hedging, low brick walls or wooden open fencing.

Close-boarded fences or similar will not be considered appropriate in any situation.

Where there are existing ragstone walls, these should be retained as they form a significant contribution to the character of the area.

The demolition of boundary walls to allow for off-road parking will be refused where the loss of the boundary treatment will have a negative impact on the character of the Conservation Area.

Further details can be found in the Boundary Walls Guidance [\[link\]](#)

4.12. Commercial and Retail

Retail and commercial functions within many of the Conservation Areas offer many advantages and can often help create a vibrant and attractive street scene. The retention of shops and services will be encouraged, though it is recognised that there has been a decline in the use of shops over recent years⁴. Creative change of these buildings can often find new uses, and by recognising that places need to be adaptable, it is possible to adjust to changing retail and social trends and offer shoppers and visitors the experience they want and need.

Where there is a proposed loss of a shop, evidence must be provided to show that all efforts have been undertaken to retain the shop.

Shop fronts and signage should respect the character of the Conservation Area and materials and typefaces should be appropriate to its historic nature. Large scale signage and covering of principle windows will be discouraged as this provides a negative appearance.

Further information can be found in the Shop Front Guidance [\[Link\]](#)

4.13. Parking

The creation of parking for both domestic dwellings and for commercial/ retail/ business use can have a detrimental impact on the character of the Conservation Area. It is acknowledged that for many businesses to survive, especially retail, then ease of parking is important.

⁴ <https://historicengland.org.uk/advice/planning/historic-towns-and-high-streets/>

A balanced judgement will be undertaken to ensure that the parking does not have a negative impact on the business.

Parking for private dwellings will be considered on a case for case basis. Where conversion of a building is proposed, parking will be taken into consideration for the impact on the harm to the significance and setting of the heritage asset. This will include incremental impact from previous development within the area.

4.14. Traffic Management

The impact of traffic within most Conservation Areas has a critical impact on the area. The build-up of traffic and congestion at peak times can be significant. However, this needs to be considered with the success of an area retaining a vibrant and viable core and therefore access to the centre should continue to be encouraged while reducing the number of cars involved.

The Management Plan alone cannot reduce traffic concerns, but additional consideration for the proposed conversion of buildings into HMO's or flats, and the associated car parking and traffic should be undertaken as part of the consideration for conversion.

The position of the carparking on a proposed scheme should be considered as parked cars (or the open hardstanding) can have a negative impact on the character of the area. It may not always be appropriate to locate the parking to the front of the building.

The formation of crossing points and other Highway interventions should consider the character of the Conservation Area as many of these can introduce a very urban characteristics into a rural setting.

4.15. Public Realm Improvements

The public realm is often managed by different organisations, including Kent County Council, Maidstone Borough Council, and the parish council.



Figure 8 Photography showing low boundary wall and granite setts.

Where practical and possible, consideration for improvements should be undertaken. These could include items such as:

- Resurface High Streets and key/ main road within the Conservation Area
- Mitigate against urban road schemes in rural areas, or where required, unsure that they are minimal or designed to respond to the character
- Parking controls within more sensitive areas
- Reverse process of inappropriate modifications to buildings
- Measures to ensure that property owners outside the conservation are encouraged to maintain and plant new hedges
- Improve quality and consistency of shop fronts, signage, and lighting
- Improve green and communal spaces
- Reduce clutter in some areas
- improve Highway's requirements, such as thinner yellow lines, reduction in signage, etc.
- improve front boundary treatments
- improve pathways and connectivity.

Historic England provide good guidance on improving public realm -
<https://historicengland.org.uk/advice/caring-for-heritage/streets-for-all/>

4.16. Carbon Reduction Incentives and Schemes

Within Conservation Areas, it is possible to install carbon neutral or ‘Green’ initiatives, though they will require consideration. A holistic, whole building approach should be undertaken to the building, rather than a presumption of a single solution, such as double-glazed windows.

Where a planning or listed building consent application is submitted, it will be expected that the holistic consideration for the buildings has been undertaken by providing a simple statement, either within the Design & Access Statement or within the Heritage Statement.

There are numerous options available, many will be Conservation Area and site specific, but the general considerations are:

- Solar panels should not be installed on buildings where visible from the public realm, or if the building is listed. Consideration for any associated plant, including the batteries should be considered, and should not be within the public realm.
- Double glazing is generally not permitted within listed buildings. With other buildings within Conservation Areas, it is preferred that it is not installed to primary routes or buildings of local or national interest. The installation of double glazing creates a strange reflection, and the additional weight of the glass requires a larger or chunkier frame, both of which can alter the appearance of the building in a negative appearance.

The manufacture of double glazing has a high carbon contribution due to the use of glass and UPVc, and therefore it is recommended that existing windows are overhauled, repaired and secondary glazing installed.

- Secondary glazing can be installed to improve the thermal efficiency of buildings. This often provides a better solution than installing double glazing. The use of shutters on buildings can improve the heat-loss of the building and could be found in many older buildings.
- Awnings to windows are generally associated today with shops, but they have been traditionally used on domestic houses to provide sun screening and to protect the glass from weather. The use of awning could be used, where appropriate, to assist against solar warming.
- Ground and Air Source Heat Pumps can be installed to buildings within the Conservation Area. The external air source should not be visible from the public realm.
- External insulation will not be considered acceptable to a majority of buildings within the Conservation Area due to the visual impact on the appearance of the property.
- Retrofitting is a wide subject, with some aspects that would not need permission to be undertaken, such as loft insulation.
- External Electric Car Charging points should be formed via a pole, rather than connected to the wall. Where a pole or freestanding system is not practical, the unit should not be placed on the principle and/or front façade of the building and be positioned as discreetly as

possible. The point should be a socket system and not a tethered (ie, with fixed cable).

- The cable connecting the socket to main supply should not be run where visible and it should consider the fabric and details of the building.

Electric Vehicle Charge Arms are not permitted, as they negatively impact the streetscape.

As these often require dedicated off-street parking, works to create the off-street parking should be considered. The demolition of front boundary walls will not generally be allowed within a Conservation Area due to the impact on the character.

4.17. Ecology Measures

Integrated biodiversity enhancements, such as bird/bat bricks/tiles/tubes, and bee bricks, should be included with any new builds or extensions.

With listed buildings, some consideration for these should be undertaken to enhance biodiversity. Alternative positions may be a more sympathetic solution, such as the grounds, existing boundary walls (if brick or stone), or associated outbuildings.

Where replacement roof coverings or alterations are proposed, then integrated biodiversity enhancements should be included if the building is not already hosting ecology (such as bats).

4.18. Services

There is a growing demand for services and the associated equipment to domestic houses. Consideration for the character of the area, and the setting of listed buildings should be undertaken.

- Satellite dishes (one per building) will only be considered acceptable when they cannot be readily seen from the streets or other public spaces.
- Air conditioning units (and associated plant) should not be placed where it can be seen from the public realm.
- Meter Boxes should not be placed on the front façade of the building but should be located within the grounds.
- Alarm boxes should be positioned with consideration to ensure that they do not form the main focus of an elevation or cover architectural details.
- Security Cameras will not usually be supported unless a strong business case is provided. Where they are needed, they should be sensitively positioned, with the minimum number of cameras required.
- Security measures, such as grills and shutters will not be permitted where visible from the public realm as these often provide a negative impact on the appearance of the street scene. Where there is a strong business requirement for shutters, these should be internal and

open to allow for passive security protection. [Refer to [shop guidance](#)].

5. Review and practice procedures

The Conservation Area Appraisal and Management Plan will be reviewed after an appropriate period of not less than five years and any required amendments will be incorporated.

Appendix 1 – CAA Bibliography

Author	Publication Date	Title	Volume No	Editor
Newman, John	2012	The Buildings of England Kent: West and the Weald	-	-
	2009	Archaeologia Cantiana	-129	-
Hasted, Edward	1798	The History and Topographical Survey of the County of Kent	V5	
KCC		Kent Historic Environment Record https://webapps.kent.gov.uk/KCC.ExploringKentsPast.Web.Sites.Public/Default.aspx		
KCC Heritage Conservation Group	2004	Kent Historic Towns Survey Headcorn – Kent Archaeological Assessment Document	-	-
Dr Harris	1724	A History of Kent	-	-
Pernille Richards	2021	History on our doorstep – a walk in Headcorn		Ella Martignetti

Appendix 2 – Summary

Characteristic features of the Conservation Area

Boundary Treatment	Area
Picket fences	Church Green and West End
Brick walls	High Street and West End
Ragstone walls	Church Green
Hedges	All
Iron railings	Church Green

Materials	Area
Red brick	All
Ragstone	Church Green
Timber	High Street and Church Green
Bethersden Marble	Church Green
Slate tiles	Church Green
Clay tiles	All
Plain tiles	Church Green and West End
Weatherboarding	All
Tile hung cladding	High Street and West End

Architectural features	Area
Sash windows	All
Casement windows	All
Close studding	High Street
Venetian windows	High Street
Bay windows	High Street
Dormer windows	High Street and West End

Leaded light windows	High Street
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Public Realm and Street Furniture	Area
Asphalt	All
Planters	High Street

Built Form	Area
Detached properties	All
Terraced properties	High Street and West End
Semi-detached properties	All