

ALTERATIONS TO PROPERTIES ON THE BASSETT GREEN ESTATE

Where the property is leasehold for which ground rent is paid to Herbert Collins Estates Ltd (the Company), the terms of the lease require any proposed alteration or addition to be notified to, and approved by, Herbert Collins Estates Ltd before any work is commenced. This is not limited to structural alterations but applies equally to changes of external paint colour, replacement of windows, installation of satellite dishes etc.

Where the freehold of the property has been purchased, there are also restrictive covenants in place (in largely similar terms to those in the leases) requiring approval for any proposed alteration or addition, imposed by the conveyance or transfer deed of the property and these are binding upon the current owner of the property in the same way as the covenants contained in the leases. These are imposed in order to maintain the architectural character and value of the Estate; this practice is not unique to this Company.

The Company approval is in addition to the statutory requirements of the Government and Local Authority, Southampton City Council, both under the Town and Country Planning Act 1990 and also The Planning (Listed Buildings and Conservation Areas) Act 1990 as the Estate is situated within a Conservation Area.

Policy of Herbert Collins Estates Ltd regarding Applications for Alterations

(Subject to each case being assessed on its merits at the time of application)

General Policy

1. The Company will normally approve alterations that match the original building in scale, design and materials.
2. The Company will take into consideration the effect of alterations and additions on neighbouring properties and the overall architectural character of the Estate. The Company will not approve two-storey extensions.
3. The Company's policy is to maintain a property's existing or original external colour scheme with consideration being given to colour commonality with neighbouring properties.
4. Owners may make internal alterations as they wish, but are asked to consider retaining original features, such as skirting boards, picture rails, doors, and fireplaces. Owners must take care to fully comply with the current building regulations.

Policy for Front and Side Elevations of Property

5. The Company's policy on alterations to the front and side elevations of a property is the same as that given in the Southampton City Council's Appraisal and Management Plan for Ethelburt Avenue (Bassett Green Estate) Conservation Area with an exception for rainwater goods, facias and soffits as given in paragraphs 10 and 11 below.
6. In some areas of the Estate, properties originally had privet hedge and gate boundaries while in other areas the boundaries were open. The Company wishes to maintain these original boundary features.

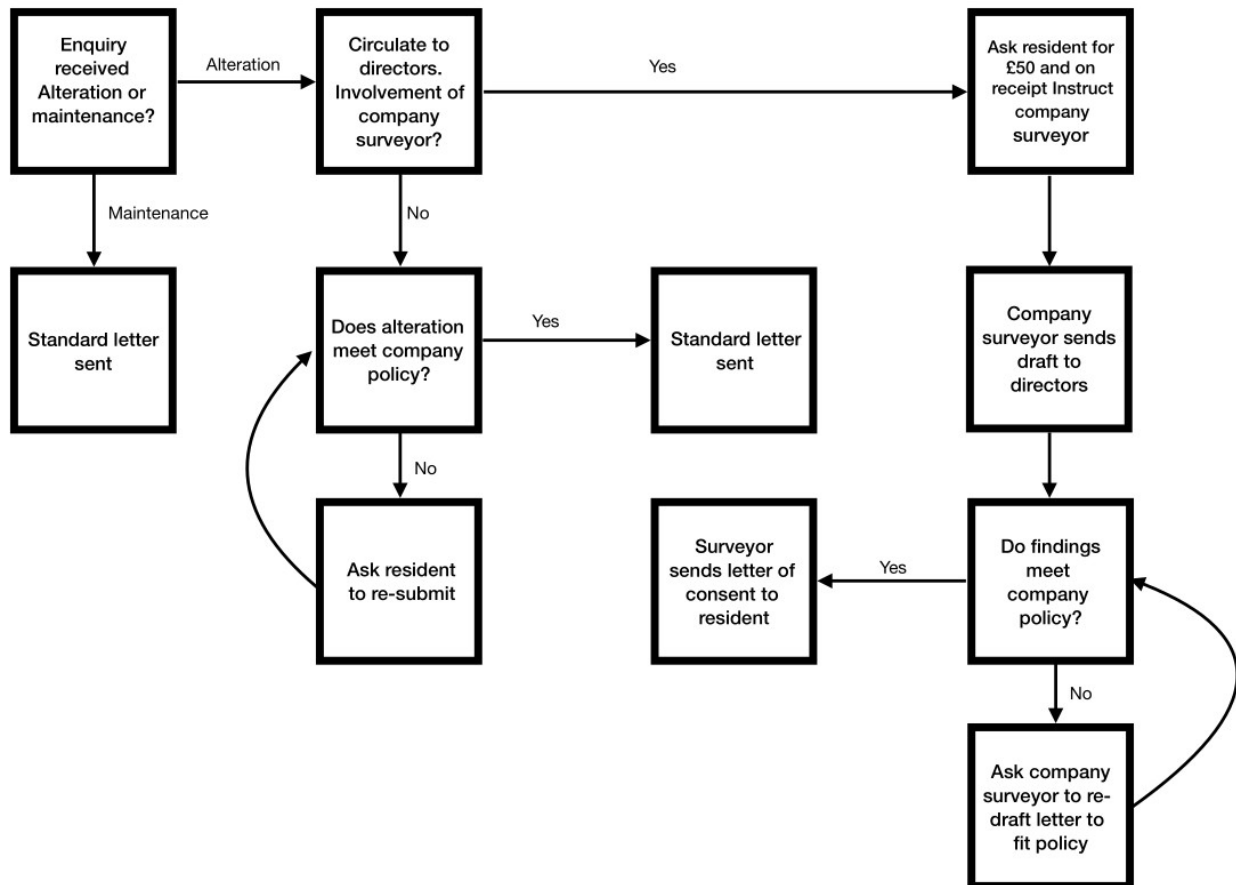
Policy for Rear Elevation of Property

7. The Company's policy on alterations to the rear elevation of the property is to maintain the architectural character of the Estate and is generally in line with that given in the Southampton City Council's Appraisal and Management Plan for Ethelburt Avenue (Bassett Green Estate) Conservation Area but with the limited exceptions given below.
8. The Company will consider sympathetic and well-proportioned ground floor alterations, extensions, replacement of windows, and doors that may not necessarily have the same design detail of the original property; however, where original doors and windows are still in maintainable condition, permission for their replacement will not be given.
9. uPVC windows on the first floor of the property which in appearance are a close match to the original wooden or metal windows will be permitted. Windows with plastic strips behind the glass to give a Georgian effect will not be permitted. Where the originals are still in maintainable condition permission for their replacement will not be given.
10. The Company does not expect lath and plaster soffits to be restored. Marine plywood is preferred, but uPVC is permitted for soffits and fascias provided the original appearance and colour are maintained.
11. Rainwater goods in metal, plastic or composite materials are acceptable to the Company. Guttering profiles should match adjoining properties. Downpipes, their support brackets and fittings must be a good match to the original. Where originally present, black painted wooden plates to support down pipes must be provided. The colour of rainwater goods is generally black except for two areas, as shown on the Estate Survey.
12. The Company's policy is to not allow solar panels or energy generation devices to be attached to any elevation of the dwellinghouse; however, such devices, of an appropriate size, may be considered for erection in the rear garden or on an out-building if not visible from the roadway

PROCEDURE

1. No consent is required under the restrictive covenants for like-for-like repair or redecoration. If you are uncertain about whether what you propose falls into this category, you should ask the Company for a ruling.
2. When you decide that you want to make an alteration or addition, please read the relevant management policies in the *Appraisal & Management Plan for the Ethelburt Avenue (Bassett Green Estate) Conservation Area*. Also consider whether what you propose will fit in with adjoining properties.
3. For something straight forward, such as a change to the paved area of the front garden, gates, rainwater goods etc., send your request to the Company giving details and a sketch of what you propose.
4. For something more complicated such as an extension, a new garage or window replacement, the Company will send your application to their surveyor for which they charge you a fee of £50. Before getting an architect to draw plans, we suggest you get early advice by paying the fee first. Then the surveyor will visit you to discuss your proposals. This will mean your architect is more likely to produce something that will gain consent.

5. You should get an initial response within a week.
6. The Company has produced a flowchart on the process of seeking consent for alterations which appears below



GUIDANCE

In order to avoid disappointment and wasted expense it would be wise to obtain guidance before detailed plans are drawn. The sources below should be useful:

- The guidance pages on the HCERA website. See <http://www.herbertcollins.co.uk/guidance/>
- Appraisal & Management Plan for the Ethelburt Avenue (Bassett Green Estate) Conservation Area. See http://www.herbertcollins.co.uk/wp-content/uploads/2015/11/Appraisal_adopted_version.pdf
- Herbert Collins Estates Ltd contact hcel@herbertcollins.co.uk
- Historic Environment Officer, Planning and Economic Development, Southampton City Council - contact Conservation.Officer@southampton.gov.uk