

Retford Conservation Area Appraisal

Consultation Report

Prepared by the Conservation Team
May 2012



BASSETLAW
DISTRICT COUNCIL
NORTH NOTTINGHAMSHIRE

Document details

Title: Retford Conservation Area Appraisal Consultation Report.

Summary: This document sets out the public consultation undertaken by the Council between February and April 2012, regarding the Retford Conservation Area Appraisal and management plan.

Consultation summary:

The Council has undertaken public consultation with local residents and property owners, English Heritage, Retford Civic Society, Retford Archaeological and Local Historical Society, Nottinghamshire County Council and other relevant consultees.

Document availability:

Copies of this document are available from Bassetlaw District Council Planning Services.

1. Introduction

- 1.1 This report reviews the Council's public engagement on the Retford Conservation Area Appraisal and Management Plan between February and April 2011. The report should be read in conjunction with the appraisal document. The Planning (Listed Buildings and Conservation Areas) Act 1990 ('the Act') defines conservation areas as: "areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance" (section 69 (1) a). Appraisals seek to identify the special architectural and historic interest of a conservation area, and thus provide a robust basis for development control decisions relating to those areas.
- 1.2 Section 71 of the Act requires the Council to publish proposals for the preservation or enhancement of the conservation area at a public meeting. A meeting was duly held on the 15th February 2012 at Retford Town Hall. This report also considers responses from attendees of that meeting.
- 1.3 Section 69 (2) of the Act requires local planning authorities to review whether any parts or further parts of the conservation area should be designated. A review of the Retford Conservation Area boundary has been carried out by officers with regard to public comments and will be discussed in this report.
- 1.4 This report has been prepared in line with advice set out in national guidance¹.

2. Retford Conservation Area

- 2.1 Retford Conservation Area is an area of historic and architectural interest and is part of the second largest town within Bassetlaw District. The present Retford Conservation Area boundary was designated on the 6th July 2011, amended from the previous boundary in line with public consultation responses (obtained over 2008-2010 in response to various LDF consultation events) and officer recommendations.
- 2.2 The Retford Conservation Area is characterised by the two contiguous historic settlements of West and East Retford, both with distinctive street and plot layouts set out in the medieval period. Improvements to transport infrastructure in the 18th century, namely the re-routing of the Great North Road through the town in the 1760s and the construction of the Chesterfield Canal in the 1770s, was followed by the development of many of the buildings to which Retford is now most noted for, its rows of Georgian townhouses and coaching inns, all set within the earlier medieval plots. In the 19th century, developments in industry and the completion of the railway lines to Sheffield, Lincoln, Doncaster and London led to the growth of suburbs around the edge of the town, particularly in the later part of the century and in the early 20th century.
- 2.3 The Conservation Area contains a number of important historic buildings, including five listed at grade II* (St Swithun's Church, St Michael's Church, Poplar House, Amcott House and Sloswick's Almshouses).

¹ English Heritage (2011) *Understanding Place: Conservation Area Designation, Appraisal and Management*.

- 2.4 In addition to its historic buildings, the Conservation Area is noted for its large areas of public open space, particularly Kings' Park and Retford Cemetery, man-made landscapes which encompass several historic phases of landscape design from the 18th, 19th and 20th centuries. The inter-connected civic spaces of Cannon Square, Market Place and The Square also contribute significantly to the character of the Conservation Area.

3. Consultation strategy

- 3.1 Government guidance advises that public participation should be an integral part of the appraisal process. It is recommended that the appraisal should be issued for public comment as soon as a draft is completed. A consultation exercise offers the opportunity for officers to be proactive and positive, raising the profile of heritage conservation practice. Public engagement with conservation issues, for example, has the potential to bring valuable understanding and ownership of management proposals for the area. As suggested in national guidance, heritage is what people value². It is important, therefore, that the Council puts an appropriate consultation strategy forward.

- 3.2 The aims of the Retford Conservation Area Appraisal consultation strategy were as follows:

- To inform members of the public about the appraisal document and how they could comment on it;
- To seek public views on the Council's characterisation of the conservation area;
- To consider views on proposals for the preservation and enhancement of the area;
- To review the Conservation Area boundary and whether it should be amended;
- To facilitate a public meeting to discuss the appraisal and management proposals;
- To raise the profile of Conservation Areas and provide useful advice and guidance to affected property owners.

- 3.3 To achieve these aims, the following strategy was employed:

- A **public meeting** was arranged for the **15th February 2012**. The Council's Conservation Team would attend;
- The draft appraisal would be made widely available for public comment. A consultation period was set at 6 weeks, starting on the **9th February 2012** and finishing on **23rd March 2012**. However, further comments were received after this deadline, which were also taken into account;
- An **electronic** copy of the draft appraisal and a questionnaire (a copy of which is included in the appendices) were made available on the Council's website with clear signposts at www.bassetlaw.gov.uk;
- Hard copies of the appraisal and questionnaires (including pre-paid return envelopes) were made available at:
 - **Retford Town Hall;**

² English Heritage (2011) *Understanding Place: Conservation Area Designation, Appraisal and Management*.

- the ground floor reception at **Queen's Buildings**;
 - at **Retford (Denman) Library**;
 - at **Bassetlaw Museum**;
 - at **St Swithun's Church, St Michael's Church, The Well Baptist Church, Retford Methodist Church, St Saviour's Church and St Joseph's RC Church**;
 - at the **Rum Runner** and the **Ye Olde Sun Inn** (public houses);
 - at **West Retford Hotel**; and
 - Hard copies were also available on request.
- **Flyers** were placed in prominent positions at all of the above locations (a copy of which is included in the appendices);
 - **Site notices** were placed at **33** locations around the Conservation Area and its vicinity. A map showing these locations is included as appendix B. The site notices comprised 1 page, A letter to the general public advertising the appraisal, the public meeting and the consultation end date;
 - **Letters/emails** were sent to **41 external consultees (including English Heritage, Retford Civic Society, Retford Rotary Club, Nottinghamshire County Council and The National Trust)** together with hard copies of the Draft Appraisal where necessary. Details of the public meeting were outlined in the letter/email, as well as the consultation end date and paper/digital copies of the **questionnaire** and boundary **map**;
 - **Elected Members** for Retford (including all District and County Councillors) were informed of the Draft Conservation Area Appraisal by email/letter;
 - An advertisement was placed in the Retford Times 9th February 2012 (a copy of this is shown in the appendices).

The draft appraisal document

- 3.5 The draft appraisal document is 190 pages on A4 in colour. It contains four key sections: introduction, geographic and historic context, character areas and management plan, together with associated appendices.
- 3.6 The appraisal contains extensive photographic material and colour maps to illustrate the character appraisal of the Conservation Area.
- 3.7 The draft appraisal was printed in a limited number, but was made available electronically on the Council's website. Hard copies were available to view at Retford Town Hall, at Queen's Buildings, at various external locations in Retford or on request by post.

The consultation letter and questionnaire

- 3.8 Site notices were placed at 33 prominent locations within the Conservation Area and around the immediate vicinity. In addition, each external consultee was sent a letter or email (together with a paper/electronic copy of the appraisal and/or questionnaire where necessary). The site notice/consultation letter contains:
- An overview of the 6th July 2011 Conservation Area designation process;

- An explanation of what is contained in the draft appraisal;
- Directions as to the locations of copies of the draft appraisal;
- Instructions on how to comment on the draft appraisal;
- The deadline for comments, 23rd March 2012;
- Information regarding the date, time and location of the public meeting (15th February 2012, Retford Town Hall, 3pm-6pm).

3.9 The questionnaire contains 5 questions, 4 of which had both a tick-box element and a space for further comments. Space for the respondent's name, address, telephone number and email address was also provided for. The deadline for comments (23rd March 2012) and the Council's address were included, as was a map of the Conservation Area boundary. Question 5 also included maps of several other areas outside of the Conservation Area boundary which were considered to be of interest. The 5 questions were as follows:

- Question 1:
What is important to you about the Retford Conservation Area?
- Question 2:
What do you think are the most important issues facing Retford Conservation Area?
- Question 3:
Do you feel that the following proposals will help to preserve or enhance the special character of Retford Conservation Area?
- Question 4:
 - a) What improvements could be made to enhance the special character or appearance of the Retford Conservation Area (such as lighting, street furniture, trees/landscaping, etc)? Are there any particular buildings or sites that you feel should be the focus of change?
 - b) Are there any further areas which you consider to be significant but are not listed above?
- Question 5:
What The Conservation Team has identified 3 areas outside of the current Conservation Area boundary that are also considered to be of architectural or historic significance. Should any of these sites be included within the Conservation Area/designated as separate Conservation Areas?

3.9 A sample site notice and questionnaire is contained in the appendix.

Public meeting

3.10 Section 71 of the Act requires public meetings on Conservation Area management proposals to be undertaken within the area affected. A public meeting was held at Retford Town Hall on the 15th February 2012 between 3pm and 6pm. This was attended by 2 Conservation Officers from the Planning Policy and Conservation Team, Bassetlaw District Council.

3.11 Hard copies of the appraisal, the appraisal questionnaire and Conservation Area boundary maps were provided for people to consider. Other material provided included several historic maps and a range of historic/modern

photographs of sites within the Conservation Area. The officers made themselves available for any questions throughout the meeting.

4. Consultation outcomes

Questionnaire

- 4.1 The Council received a total of 12 consultation responses, including 4 completed questionnaires. The questionnaire responses are very much in line with the overall responses from local residents, elected members and community groups, who on the whole are fully supportive of the Conservation Area and the content, analysis and aims contained within the draft Retford Conservation Area Appraisal. The responses are looked at in more detail below.
- 4.2 Question 1 – What is important to you about the Retford Conservation Area?
Respondents agreed that most of the character elements provided in the questionnaire were important, but the greatest importance was placed on a number of the individual heritage assets within the Conservation Area and in its setting. An additional element was also suggested, that of the importance of trees to the character of the Conservation Area. This is especially true of West Retford in the two large open spaces and along several of the streets. Two of the respondents did not see that the relationship between West Retford and East Retford was particularly important. This may be because the two formerly separate settlements are very much interconnected, both in their historical development and in their modern socio-economic set-up.
- 4.3 Question 2 – What do you think are the most important issue facing Retford Conservation Area?
As with question 1, all respondents were in agreement with the issues put forward in the questionnaire. Of particular concern to residents is the impact of modern development, of whatever scale, on the character and appearance of the Conservation Area. Individual aspects of development which residents saw as problematic include signage, traffic congestion, parking, residential schemes of an inappropriate scale and the impact of services (gas/water/electricity) on road and pavement surfacing (especially the unsympathetic repairs to surfacing following the works).
- 4.4 Question 3 – Do you feel that the following proposals will help to preserve or enhance the special character of the Retford Conservation Area?
All management proposals received strong support, especially the continued approach of reviewing Conservation Areas every 5 years through the appraisal process. No further suggestions were made, other than a request for a programme of tree and flower planting, particularly of wildlife/insect-friendly species.
- 4.5 Question 4 – What improvements could be made to enhance the special character or appearance of the Retford Conservation Area? Are there any particular buildings or sites that you feel should be the focus of change?
The strongest support was for a scheme of tree planting and other landscaping measures, particularly along the main thoroughfares within the Conservation Area (where appropriate) and outside of the boundary leading up to the Railway Station along Victoria Road. The preservation and enhancement of several

buildings at risk was also suggested, including the former King Edward VI Grammar School and St Alban's Church, both on London Road. One respondent highlighted the problem with signage along Carolgate. Finally, a request was made that any new developments, particularly along Bridgegate, are designed so as to be appropriate to the historic setting.

4.6 Question 5 – The Conservation Team has identified 3 areas outside of the current Conservation Area boundary that are also considered to be of architectural or historic significance. Should any of these sites be included within the Conservation Area/designated as separate Conservation Areas?

Of those respondents who answered this question, all supported the designation of the Queen Street/Cobwell Road/Pelham Street and Victoria Road/Railway Station areas, although disagreed on the specific boundaries. Support was also put forward for a designation along Moorgate. An additional suggestion was made for the Conservation Team to look into the possibility of Conservation Areas in the centre of Ordsall and in Welham.

Other consultation responses

4.7 Other than questionnaires, a number of letters and emails were also received in response to the Draft Appraisal. A total of 8 letters/emails were received, covering various aspects of the Draft Appraisal.

4.8 Both **Natural England** and the **Environment Agency** put forward their support for the draft appraisal although made no specific comments on individual aspects of it. The **National Trust**, **Retford Masonic Hall** and **Retford Rotary Club** also confirmed their string support for the aims and content of the appraisal.

4.9 The chairman of the **Retford and District Historical and Archaeological Society** submitted extensive comments relating to general historical issues within the town. Great detail was provided with regard to specific aspects such as the town's medieval charters, the history of the Revolution Mill and the requisitioning of the town's iron railings during the Second World War.

4.10 Detailed comments were made by a former pupil of the King Edward VI Grammar School with regard to a number of key sites in the Conservation Area. This consultee also provided a wider analysis of individual aspects of Retford's architectural features, discussing elements such as window arches, string courses and brick bonds.

4.11 The **Retford Civic Society** submitted comments praising the quality of the appraisal, although raising doubts over the need for identifying such a large number of buildings as heritage assets within the Conservation Area. They also suggest that the content of the summary boxes, such as the presumption against demolition of positive buildings, was too prescriptive. Conversely, the RCS request that the council continues to exercise great care in controlling alterations and redevelopment. The RCS also support the designation of two of the areas put forward in the consultation, namely parts of the Queen Street/Cobwell Road/Pelham Street area and most of the Victoria Road/Railway Station area.

4.12 Attached to the RCS comments were copies of two statements originally submitted in 2011 and in 2010 respectively, covering general issues relative to

the early stages of the Conservation Area review. Of these earlier comments, the RCS made several suggestions as to the future of the Conservation Area's management:

- The removal of Moorgate from the Conservation Area;
- Objection to the inclusion of Lime Tree Avenue, parts of North Road, parts of the Queen Street area; Albert Road, Tiln Lane and eastern parts of Moorgate/Welham Road;
- Objection to the identification of modern (1980s-90s) buildings and mid-late 19th century houses on Beehive Street as heritage assets on the Nottinghamshire County Council HER;
- Support the identification of the majority of other heritage assets;
- Put forward a list of buildings to add to the 'list' of heritage assets.
- Support for designation of the London Road/Holly Road/Domini Cross Road area; and
- Support for designation of Chancery Lane/Wharf Road.

Public meeting

4.13 Twelve people attended the public meeting held at Retford Town Hall on the 15th February 2012. This group included a District Councillor along with various members of the local community. Officers talked to each in some depth about a number of issues, including:

- The historical development of Retford;
- The implications of living within a Conservation Area;
- The purpose of the appraisal and consultation;
- The detail of the management proposals.

4.14 In addition to the above, a number of specific issues were raised at the public meeting, including:

- Overall, positive support for the appraisal and management proposals. Most were in agreement with the majority of the present boundary;
- Need to reduce highway clutter and improve street furniture;
- Support for reinstallation of iron railings throughout the town, especially at Poplar House;
- Support for Article 4 Directions;
- Protection of Bridgegate's retail and commercial functions;
- Support for tree protection;
- Concern over a number of Buildings at Risk, including the former King Edward VI Grammar School, St Alban's Church, Beardsalls Row, White Hart Hotel and several building on The Square.
- Concern over subdivision of plots on London Road;
- Concern over potential loss of former car showroom on Bridgegate – turntable still exists to rear of building;
- Concern over several sites within Conservation Area on Moorgate;
- Support for scheme proposed at Beardsalls Row;

4.15 Comments were also made about specific sites outside of the Retford Conservation Area boundary. These include:

- Support for Conservation Area designations at Welham, Moorgate and Ordsall; and
- Concern over proposals at Fairy Grove Nursery site (within Retford South Conservation Area).

Other comments

- 4.16 The Council received several telephone calls regarding the appraisal. On the whole, these were positive about the content of the document. Several suggestions were also made regarding possible future designations, especially of Welham (as a Conservation Area) and of Retford Railway Station (as both part of a new Conservation Area and as a candidate for listing), both sites being put forward several times.

5. Officer responses

- 5.1 The response from the Conservation Team to issues raised in the previous section is outlined below. Where we concur with specific suggestions made by consultees, appropriate amendments have been made to the final appraisal document. Where necessary, furthermore, individual replies or telephone calls have been made to consultees.

Questionnaire

- 5.2 The officer responses to the questionnaire are summarised in this section.
- 5.3 Question 1 - Character: The first question asked consultees to confirm which, if any, of the character elements listed were most important to them with respect to the Retford Conservation Area. Most respondents highlighted individual heritage assets as being the most important. This is unsurprising as these are the most memorable parts of the Conservation Area and in particular, the medieval churches and regimented rows of Georgian and Victorian buildings set within medieval plots.
- 5.4 The importance of trees to the Conservation Area was also raised by respondents. This view is shared by the Planning Policy & Conservation Team who actively seek to retain as many significant trees (as highlighted on the landscape maps in the appraisal) as possible or at least ensure suitable replacements where trees need to be removed. In addition, the County Council is currently undertaking a programme of tree maintenance across Retford, including safety works, crown works, replacement (of dead/dying/dangerous trees) and replanting (where trees have been lost). Within the Conservation Area, the appraisal has contributed to this process in highlighting those areas where trees are most important.
- 5.5 Question 2 – Issues: All respondents were in agreement with the issues put forward in the questionnaire. Of particular concern was the impact of modern development on the character and appearance of the Conservation Area. Signage, traffic congestion, parking, design, scale and materials were all issues raised. It should be noted that the policies contained within the Bassetlaw Core

Strategy and Development Management DPD (especially DM4 & DM8), in addition to national policies in the NPPF, ensure that high quality and appropriate design is encouraged within Conservation Areas. The Conservation Area Appraisal would add further weight to the council's position, in both discouraging poor/inappropriate development and by promoting better-designed, more appropriate and sympathetic development within the Conservation Area and in its setting.

- 5.6 The impact of works to underground services on the appearance of the road/pavement surfacing has been raised with the area manager of Nottinghamshire County Council's Highways team to investigate these concerns. For more information on this, please contact the County Council on 08449 808080.
- 5.7 Question 3 – Management: Strong support for the continued 5-year Conservation Area review process, including use of the appraisals, was given. Each Conservation Area Appraisal contains a vast amount of information about the area chosen so it is unsurprising that this process was the most popular.
- 5.8 Tree replacement and replanting was also suggested. As state previously, this is something that both Bassetlaw District Council and Nottinghamshire County Council are actively pursuing. With regard to flower/bulb planting, this has been raised with both the Parks team at Bassetlaw District Council and the Retford Civic Society who carry out schemes such as this on a regular basis.
- 5.9 Question 4 – Improvements: Aside from tree/flower planting schemes which have been covered already, the strongest support was for the reoccupation, preservation and enhancement of several of the town's buildings currently identified as 'at risk'. The former King Edward VI Grammar School and St Alban's Church were named several times. The former school is currently the subject of discussions between the new owner and the Planning Policy & Conservation team. The church is still consecrated/owned by the Southwell Diocese and therefore is not currently subject to listed building control.
- 5.10 Question 5 – Extension areas/potential new Conservation Areas: Given the small number of responses regarding this question, and the evidence gathered during the review process, it is considered that the current Conservation Area boundary is appropriate. However, heritage assets outside of the boundary throughout the town have been identified, recorded and mapped, which brings such sites under heritage policy control.
- 5.11 New Conservation Areas were also suggested for the Victoria Road/Railway Station and Moorgate areas of Retford. They were also put forward for Ordsall and Welham. All these areas will be assessed in detail as part of the Conservation Team's on-going review of the District's heritage, following the completion of the remainder of the existing Conservation Area's appraisals.

Public meeting

- 5.12 The Conservation Team would like to thank the members of the public who attended the meeting on the 15th February 2012. The Council is pleased with the level of support expressed and positive comments made, but also recognise the issues and challenges raised by the management proposals. Particularly positive were the comments received regarding the amount of consultation,

which will help to inform future consultation events undertaken by the Conservation Team and wider Council.

5.13 In response to the comments on Conservation Area extensions/future designations, please refer to paragraphs 5.10 and 5.11 of this report. With regard to individual properties:

- Beardsalls Row – Planning Permission has now been granted for a scheme to bring this site back into use, references 01/12/00110 & 01/12/00111/L.
- Poplar House – This building is currently undergoing an extensive restoration programme by the owner.
- White Hart Hotel – The owners have been contacted regarding various necessary works.
- Former Car Showroom, Bridgegate – Discussions currently ongoing with site owner, although significance of former showroom building has been raised.
- Various buildings ‘at risk’ on Moorgate – Planning Permissions/Listed Building Consents are in place for works on various buildings on Moorgate, although there are some outstanding issues. Please contact the Conservation or Development Control teams for more details.

5.14 With regard to highway clutter and street furniture, the management plan sets out various ideas for enhancing the character and appearance of the thoroughfares. The Council continues to work with the County Council, English Heritage and the Retford Civic Society (in addition to other stakeholders) on various schemes to improve the main routes in the Conservation Area. The highest profile scheme to date is the re-surfacing of The Square, which was completed in 2011.

5.15 Various attendees suggested the restoration of iron railings, at sites such as Poplar House on Grove Street. Again this would be supported by the Conservation team, provided the railings are of an appropriate design to the setting (such as with the railings around St Swithun’s Church). Other than railings, smaller scale changes were also suggested for individual buildings/sites. Recently, schemes such as the Dyers Court mural, the restoration of the ‘Laundry’ mosaic on Grove Street and the restoration of the Denman Library frontage have all improved the appearance of the Conservation Area and the Conservation team will continue to work with the Retford Civic Society, the County Council, English Heritage and other groups on similar schemes.

5.16 Support was expressed by several attendees for the designation of new Conservation Areas in several areas, based on their perceived special architectural and historic interest. Welham, Moorgate, Victoria Road and Ordsall were all put forward on several occasions. The Conservation Team will therefore assess these as part of the on-going district-wide heritage review.

Other Comments

5.17 The Council welcomes the additional letters and telephone calls received regarding the appraisal. In particular, comments from the **Retford and District**

Historical and Archaeological Society and from a former pupil at the King Edward VI Grammar School were especially welcome and this information has been amalgamated into the relevant sections of the appraisal.

5.18 **Retford Civic Society:** The RCS made a number of comments on the content of the appraisal and regarding the boundary itself. Other than those issues already covered in this section, the response to the RCS consultation is set out below:

- The RCS raised doubts over the number of buildings identified as 'heritage assets'. It should be stated that the Conservation Area is itself a designated heritage asset. Therefore, all buildings within it already receive statutory and policy protection. The 'buildings' maps within the CAA each show the Conservation Area boundary, the listed buildings (shaded blue) and those unlisted buildings which are identified as having a positive impact on the character and appearance of the Conservation Area (yellow). Whilst positive buildings are given policy protection as part of the Conservation Area (as set out in both national and local planning policy), this does not mean that demolition would not be allowed should the redevelopment scheme be of a high quality and comply with the relevant local and national policies on heritage and design.
- The RCS raised concerns over the prescriptive nature of the summary boxes. With regard to this, all of those prescriptive parts of the summary boxes (in bold text) have now been removed from the appraisal, as they were considered unnecessary given existing local and national policy requirements.
- The RCS supports the continued efforts of the Planning Service in guiding suitable development within the Conservation Area and restricting inappropriate development. The combination of Section 12 of the NPPF, policy DM8 of the Bassetlaw CS&DM DPD and an approved Retford Conservation Area Appraisal gives the Council the means to do this. In addition, the Conservation Team are currently producing guidance/SPD on shop fronts, windows and other technical design issues. These SPDs will also add to the strength of the Council's position when dealing with schemes affecting heritage assets.
- With regard to the possible extension of the Retford Conservation Area into the Queen Street/Cobwell Road/Pelham Street area, it should be stated that the current boundary has received strong public support with very few comments received requesting changes. It is therefore considered that the current boundary is adequate at this time. However, the heritage assets outside of the Conservation Area boundary have all been identified and added to the council's GIS system (see buildings shaded orange on page 55 of the appraisal). They therefore receive protection under both local and national planning policies when affected by planning proposals. This has already been of great benefit with respect to the former school site on Queen Street.
- The possible designation of the Victoria Road/Railway Station area as a separate Conservation Area will be fully assessed as part of the Conservation Team's on-going district-wide heritage review, in addition to the other sites suggested by consultees.

5.19 The RCS also repeated comments originally made in 2010 and 2011. The Conservation Team's responses are below:

- The RCS suggested that Moorgate should be removed from the Conservation Area. It should be stated that the problems with the various listed buildings along Moorgate have been the result of difficulties with ownership/funding and not the fault of the designation of a Conservation Area.
- The objection to the inclusion of Lime Tree Avenue is acknowledged, although the Conservation Team consider that the distinctive architectural style of many of the buildings on that street (most by local architectural firm Eyre and Southall), the tight date range (c1895-1910) and the high degree of preservation of historic features including joinery, all justify the designation. The special interest of this area is set out within the appraisal. The same can also be said for those parts of North Road also designated in 2011.
- The RCS objected to the identification of several modern (1980s/90s) buildings as heritage assets/positive buildings, shown on maps sent during consultations in 2010 and 2011. It should be stated that several of these buildings were marked on the Nottinghamshire County Council Historic Environment Record (HER) and related to earlier buildings on those sites. All the heritage assets/positive buildings within and around the Conservation Area have now been reviewed and the District Council's GIS system updated. The County Council has also been sent this information to update the HER.
- The Conservation Team thanks the RCS for their support for the extensions to the Conservation Area in 2011 and for their positive comments regarding these areas, particularly the London Road/Holly Road/Domini Cross Road area. This has added to the analysis of local character within the appraisal and has also been useful in informing discussions with the owners of several sites in those areas.

6. Conclusion

- 6.1 It is considered that the consultation strategy objectives have been met.
- 6.2 The appraisal document has been edited and amended in line with consultation outcomes as discussed above and will be put forward for Council approval on the 23rd May 2012.
- 6.3 The next review of Retford Conservation Area should take place in five years (May 2017).

APPENDIX A: Example site notice



BASSETLAW DISTRICT COUNCIL NORTH NOTTINGHAMSHIRE

Queen's Buildings, Potter Street, Worksop, Nottinghamshire S80 2AH.
Tel: Worksop (01909) 533533 Fax: Worksop (01909) 533400 DX 723180 Worksop 3
E Mail: planning@bassetlaw.gov.uk or building.control@bassetlaw.gov.uk
Minicom: Retford (01777) 713820 Worksop (01909) 533214
www.bassetlaw.gov.uk

Consultation of Draft Retford Conservation Area Appraisal

In July 2011 Bassetlaw District Council designated Retford Conservation Area, an enlargement of the previous Conservation Area. The Council has undertaken a detailed survey of the new Conservation Area, which has been drafted into a document called a *Conservation Area Appraisal*. This document discusses what is special about the Conservation Area and what should be done to preserve or enhance its character and appearance. The Council is inviting you to view and comment upon the draft Appraisal and management plan. There are several ways in which you can view the document:

- At Retford Town Hall;
- Online at www.bassetlaw.gov.uk;
- At Retford (Denman) Library;
- At Bassetlaw Museum (Amcott House, Grove Street);
- At St Swithun's Church, St Michael's Church, St Saviour's Church, Retford Methodist Church, St Joseph's RC Church and The Well Baptist Church;
- At several public houses within the Conservation Area; and
- At the Council's offices (Queens Buildings, Potter Street, Worksop)

You may comment on the Appraisal by obtaining a questionnaire from one of the locations listed above or downloading a questionnaire from the Council's website. Alternatively, you can write directly to the Council or email the Conservation Team at michael.tagg@bassetlaw.gov.uk. Comments must be received on or before the **23rd March 2012**. If you would like to view the Appraisal in an alternative format, or would like to discuss any issues relating to the Retford Conservation Area, please do not hesitate to contact us.

A public meeting/question and answer session will be held on **Wednesday 15th February 2012** between 3pm and 6pm at Retford Town Hall (Butter Market) to discuss the Draft Retford Conservation Area Appraisal and management proposals. If you would like further information on this meeting, please call the Council's Conservation Team on 01909 533484.

Michael Tagg
Conservation Officer (Planning Policy & Conservation)



INVESTOR IN PEOPLE

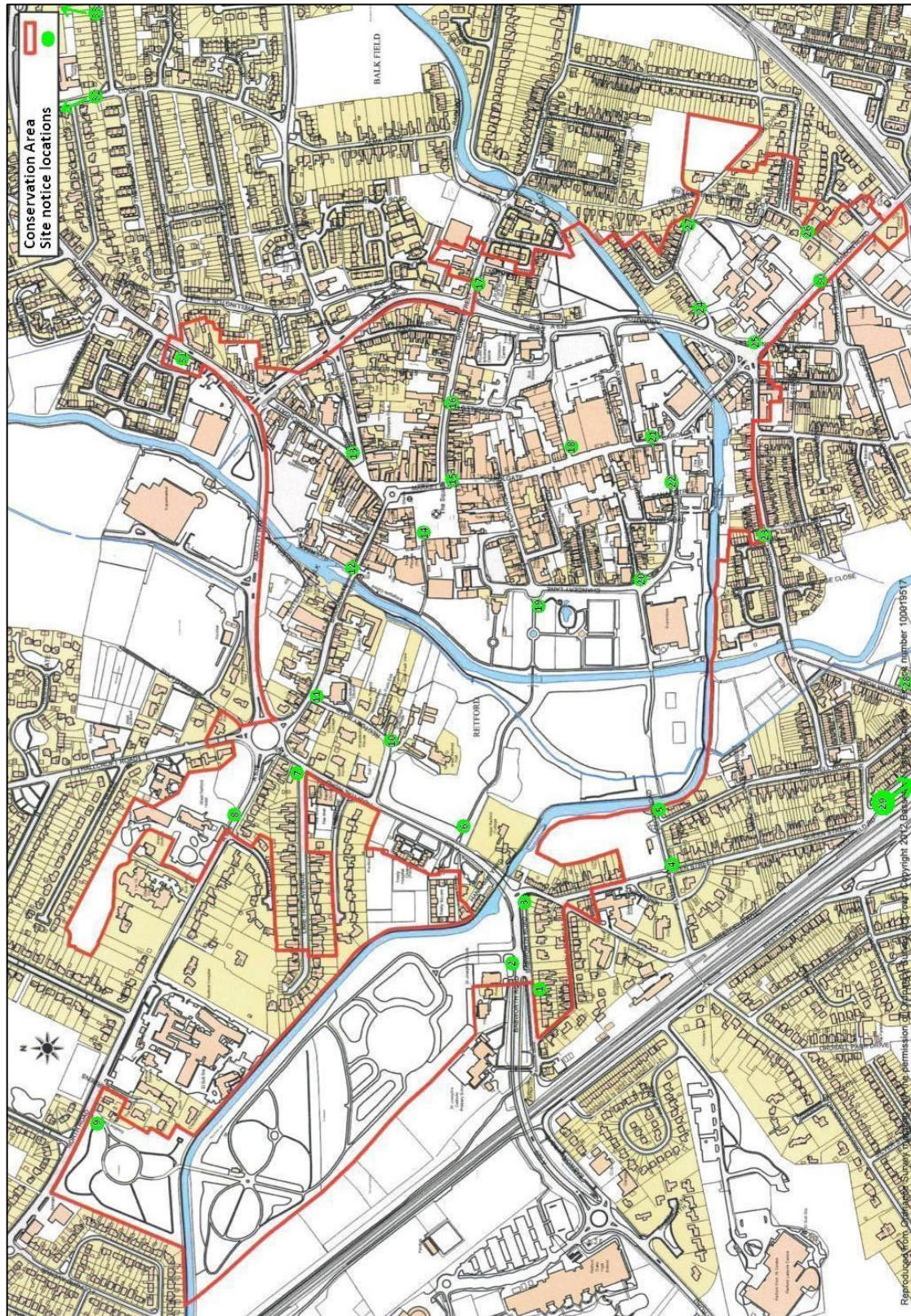
Bassetlaw-Serving North Nottinghamshire

Director of Community Services



LEAD 0906 2008

APPENDIX B: Map showing site notice locations



Please note: Site 29 was adjacent to Retford Railway Station and sites 32 & 33 were on Moorgate.

APPENDIX C: Example questionnaire

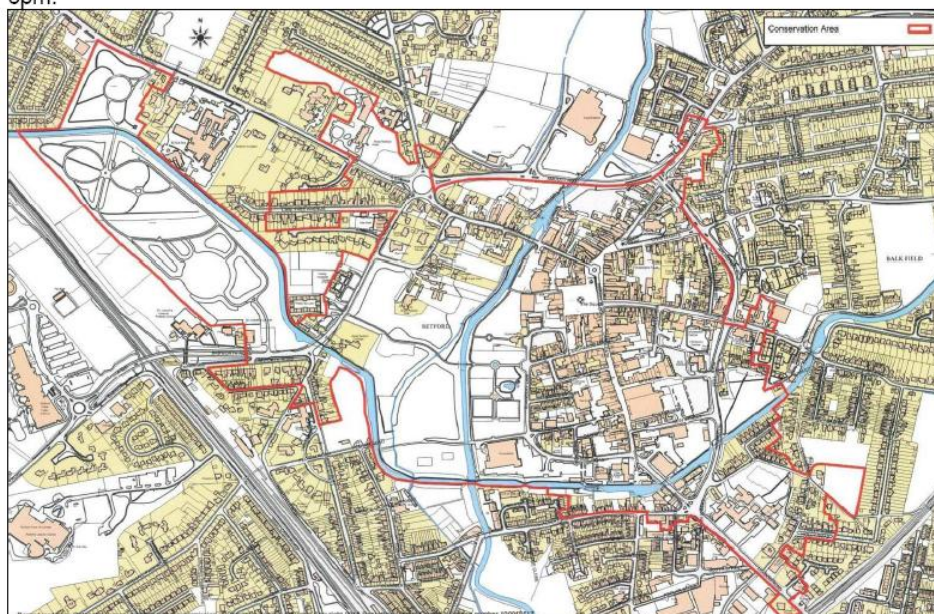
DRAFT RETFORD CONSERVATION AREA APPRAISAL – QUESTIONNAIRE

A draft Conservation Area Appraisal and management plan has been produced for the Retford Conservation Area (see map below). The Appraisal assesses what is special about the historic and architectural character of Retford Conservation Area. The management plan identifies what issues are facing the Retford Conservation Area and sets out proposals and actions for its preservation or enhancement.

The Council is keen to know your views on the Draft Retford Conservation Area Appraisal. We would also like your thoughts on the appropriateness of the existing boundary of the Conservation Area, any possible extensions, and what issues you believe should be reflected in the management plan. The complete draft Appraisal is available to view between the 9th February 2012 and the 23rd March 2012:

- At Retford Town Hall;
- Online at www.bassetlaw.gov.uk;
- At Retford (Denman) Library;
- At Bassetlaw Museum (Amcott House, Grove Street);
- At St Swithun' Church, St Michael's Church, St Saviour's Church, Retford Methodist Church, St Joseph's RC Church and The Well Baptist Church; and
- At several public houses within the Conservation Area.

Alternative formats are available on request. Please contact the Conservation Team on 01909 533484. If you would like to comment on the Draft Retford Conservation Area Appraisal, please use this questionnaire and return it to the Council (address on page 8) on or before Friday 23rd March 2012. Your response will help to shape the future management, conservation and preservation of Retford's special historic and architectural interest. In addition, a public meeting/question and answer session regarding the draft appraisal and management plan will be held at Retford Town Hall (Butter Market) on Wednesday 15th February 2012 between 3pm-6pm.



Question 1 – Character

What is important to you about the Retford Conservation Area?

Character Element	Strongly Agree	Agree	Don't know	Disagree	Strongly Disagree
The quality and distinctiveness of the built environment					
The architecture, views and setting of St Swithun's and St Michael's Churches					
The architecture, views and setting of its Georgian-period buildings?					
The architecture, views and setting of its Victorian/Edwardian-period buildings?					
The form and setting of the Chesterfield Canal					
The setting of the River Idle					
The landscape and setting of Retford Cemetery					
The landscape and setting of Kings' Park					
The relationship/separation between West and East Retford					
The form and setting of the civic spaces (The Square, Market Place and Cannon Square) within the town					

Is there anything else that you consider to be important about the character of the Retford Conservation Area? *Please write in the box below:*

2

Question 2 – Issues

What do you think are the most important issues facing the Retford Conservation Area?

Issues	Strongly Agree	Agree	Don't know	Disagree	Strongly Disagree
Loss of traditional windows (and replacement with modern UPVC)					
Loss of traditional shop fronts					
Inappropriate signage					
Inappropriate new development					
The condition/maintenance of historic buildings					
The state of the public realm (pavements, surfacing, etc)					
Highway clutter					
Inadequate/inappropriate street furniture					

Are there any other issues that you consider to be important? *Please write in the box below:*

Question 3 – Management

Do you feel that the following proposals will help to preserve or enhance the special character of Retford Conservation Area?

Management	Strongly Agree	Agree	Don't know	Disagree	Strongly Disagree
The implementation of planning policies which ensure that heritage assets and their settings are protected					
The use of the character analysis in the Retford Conservation Area Appraisal to help inform planning decisions					
The use of development briefs, which would help identify the constraints and opportunities of specific sites					
The use of an Article 4 Direction, to give stricter control on works which might otherwise be carried out without planning permission					
To monitor change regularly and review the Conservation Area boundary every 5 years					

Are there any other proposals that you feel the District Planning Authority should consider?
Please write in the box below:

Question 4 – Improvements

What improvements could be made to enhance the special character or appearance of the Retford Conservation Area (such as lighting, street furniture, trees/landscaping, etc)? Are there any particular buildings or sites that you feel should be the focus of change? *Please make suggestions below:*

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Question 5 – Boundary changes

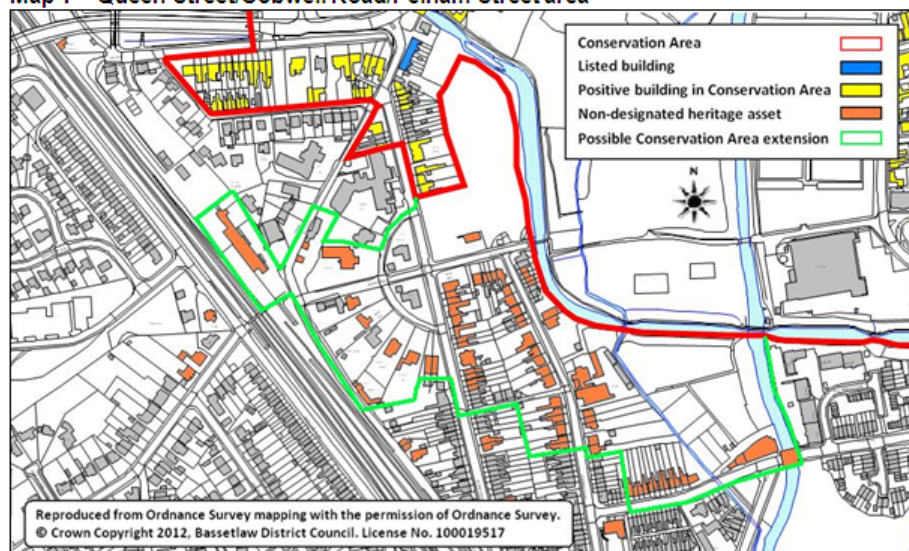
- a) The Conservation Team has identified 3 areas outside of the current Retford Conservation Area boundary that are also considered to be of architectural or historic significance. Should any of these sites be included be within the Retford Conservation Area? Should any be designated as separate Conservation Areas? *Please write your reason(s) in the box below or annotate on the maps below with suggestions or comments.*

List of possible Conservation Area extensions/new Conservation Areas	Strongly Agree	Agree	Don't know	Disagree	Strongly Disagree
Site 1 (Queen Street/Cobwell Road/Pelham Street)					
Site 2 (Victoria Road/Railway Station)					
Site 3 (Moorgate/Welham Road)					

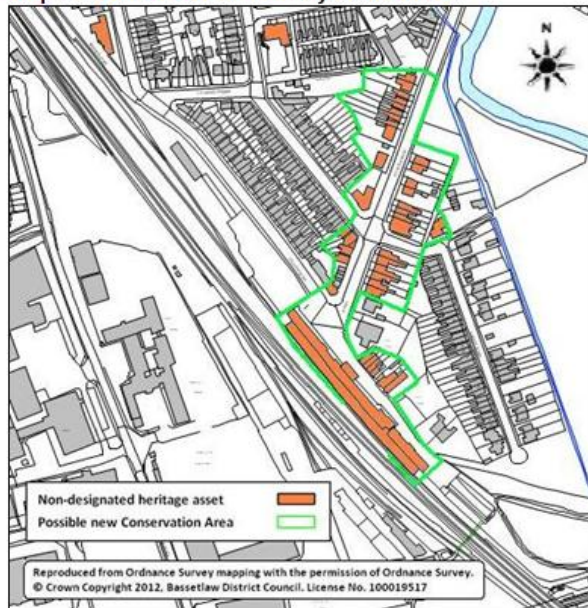
- b) Are there any further areas (either within Retford or elsewhere in the district) which you think would merit Conservation Area designation? *Please write in the box below.*

Please note: There are currently 31 Conservation Areas within the District. These are: Retford, Retford South, Bevercotes, Blyth, Bothamsall, Carlton in Lindrick, Clayworth, Cuckney, East Drayton, East Markham, Everton, Gamston, Gringley on the Hill, Holbeck, Lound, Mattersey, Nether Langwith, North & South Wheatley, Norton, Oldcotes, Saundby, Scaftworth, Scrooby, Shireoaks, Tuxford, West Stockwith, Wiseton, Worksop, Mr Straws (Worksop), Sunnyside (Worksop) and Old Gateford (Worksop).

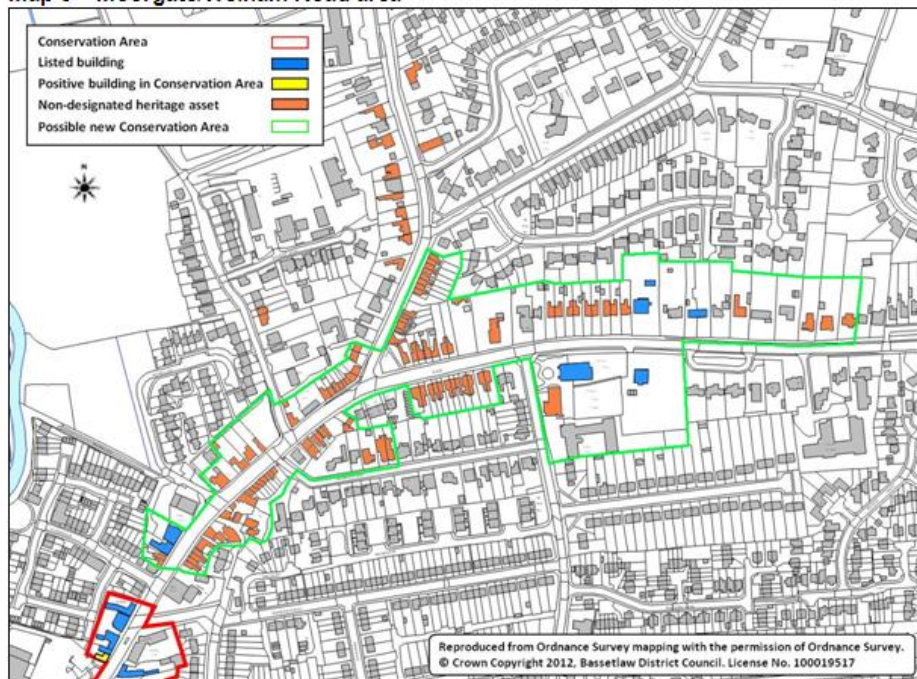
Map 1 – Queen Street/Cobwell Road/Pelham Street area



Map 2 – Victoria Road/Railway Station area



Map 3 – Moorgate/Welham Road area



Further comments

If you have any further comments to make on the Draft Retford Conservation Area Appraisal, please write in the space below. *Please feel free to share any local knowledge that may give us a better understanding of the Conservation Area.*

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Feedback

If you would like feedback on your comments, please provide your contact details below:

Your Contact Details
Name:
Address:
Postcode:
Telephone:
Email:

Please return by 23rd March 2012 to:
Michael Tagg (Conservation Officer), Planning Policy &
Conservation, Bassetlaw District Council, Queens Buildings,
Potter Street, Worksop, Nottinghamshire, S80 2AH



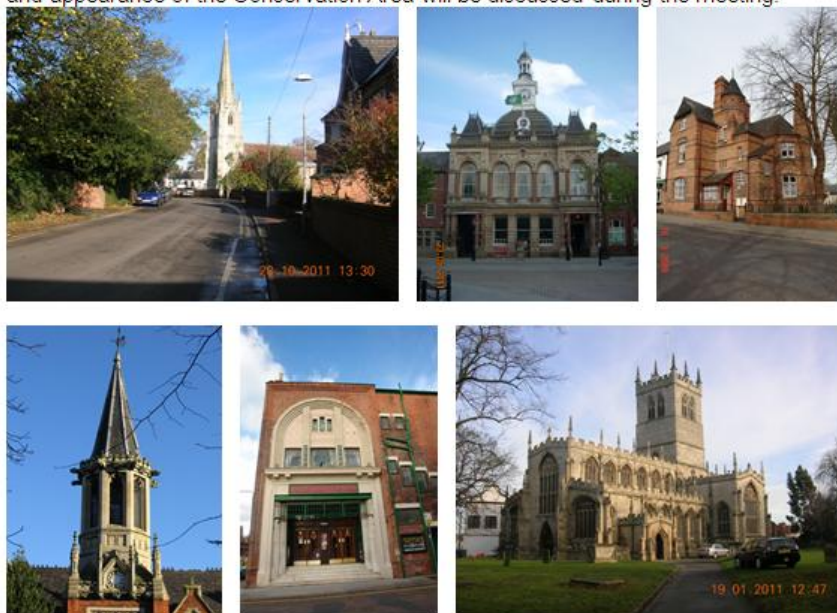
BASSETLAW
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NORTH NOTTINGHAMSHIRE

APPENDIX D: Consultation flyer

Draft Retford Conservation Area Appraisal

Bassetlaw District Council would like your views on the Draft Retford Conservation Area Appraisal. This document is an assessment of the character and appearance of Retford Conservation Area. It clearly defines and records the special interest of the area. This will ensure that there is an understanding of what is worthy of preservation. The appraisal will be used to formulate policies for the preservation and enhancement of the area and to provide material information for decision makers regarding future development in the area.

The Conservation Team will be available to answer your questions face to face at Retford Town Hall (Butter Market) on **Wednesday 15th February 2012** between 3.00pm and 6.00pm. Management proposals to conserve and enhance the character and appearance of the Conservation Area will be discussed during the meeting.



The Appraisal can be viewed:

- At Retford Town Hall;
- Online at www.bassetlaw.gov.uk;
- At Retford (Denman) Library;
- At Bassetlaw Museum (Amcott House, Grove Street);
- At St Swithun's Church, St Michael's Church, St Saviour's Church, Retford Methodist Church, St Joseph's RC Church and The Well Baptist Church; and
- At several public houses within the Conservation Area.

The closing date for comments is **Friday 23rd March 2012**.



For further information please contact the Conservation Team by phone on 01909 533484 or email michael.tagg@bassetlaw.gov.uk.

APPENDIX E: Retford Times advertisement (9th February 2012 issue)

Public Notices

BASSETLAW DISTRICT COUNCIL

**PLANNING (LISTED BUILDINGS AND
CONSERVATION AREAS)
ACT 1990, SECTION 71**

DRAFT RETFORD CONSERVATION AREA APPRAISAL

NOTICE IS GIVEN under the provisions of the 1990 Act that Bassetlaw District Council has produced a Draft Conservation Area Appraisal under Section 71 regarding Retford Conservation Area.

The Council is seeking public views on the Draft Retford Conservation Area Appraisal and management plan. There are several ways in which members of the public can view the document:

- At Retford Town Hall;
- On the Council's website at www.bassetlaw.gov.uk;
- At Denman (Retford) Library;
- At Bassetlaw Museum;
- At St Swithun's Church, St Michael's Church, St Saviour's Church, Retford Methodist Church, St Joseph's RC Church and The Well Baptist Church;
- At several public houses within the Conservation Area; and
- At the Council's offices (Queens Buildings, Potter Street, Worksop);

The Council's Conservation Team will be available in Retford Town Hall (Butter Market) on Wednesday 15th February 2012 between 3pm and 6pm to discuss the draft appraisal and management proposals.


A questionnaire and prepaid return envelope can be obtained from any of the above locations or from the Planning Department. Please email the Conservation Team at Michael.Tagg@bassetlaw.gov.uk or oliver.scott@bassetlaw.gov.uk, or call 01909 533484 or 01909 533191. Comments must be received on or before the 23rd March 2012. If you would like to view any of the supporting documentation in an alternative format, or would like to discuss any issues relating to the Retford Conservation Area, please do not hesitate to contact us.

Public responses will help to shape the future management, conservation and preservation of Retford's special historic and architectural interest

Dave Armiger
Date: 09 February 2012
(Bassetlaw District Council)

Further information regarding Conservation Areas may be obtained from:

Michael Tagg/Oliver Scott (Conservation)
Planning Department
Bassetlaw District Council
Queen's Buildings
Potter Street
Worksop
Nottinghamshire
S80 2AH

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DISTRICT COUNCIL
NORTH NOTTINGHAMSHIRE

CNM