



Epping Forest District Council

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Staples Road Conservation Area

*Character Appraisal and
Management Plan*

April 2014



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1. Introduction

1.1 Definition and purpose of conservation areas

A conservation area is an ‘area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance’ (Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990). Conservation areas can take many different forms. They may be focused on a historic town centre or village, an important country house set in landscaped grounds, or an area with strong links to a particular industry or philanthropist.

The designation of a conservation area introduces special planning controls, including the requirement of consent from the Council to demolish any building or part of a building or to carry out works to trees. These restrictions aim to ensure that the special architectural and historic interest of an area is retained for the benefit of local residents, businesses, visitors and future generations.

1.2 Purpose and scope of character appraisals

Following conservation area designation, local authorities have a statutory duty to formulate and publish proposals for the preservation and enhancement of conservation areas, and to consult the local community about these proposals. A conservation area character appraisal is intended to fulfil this obligation. Its main aims are to:

- define the special architectural and historic interest of the conservation area;
- review the current conservation area boundaries, so that they reflect what is considered to be of special interest;
- increase public awareness of the aims of conservation area designation and encourage community involvement in the protection of the character of the area and;
- identify measures that need to be taken to preserve the character of the

conservation area and put forward proposals for its enhancement.

This document intends to provide a framework to both manage and guide change in Staples Road Conservation Area. In addition, it is hoped that it will inform other planning decisions affecting the area.

However, it is not intended to be comprehensive in its content and failure to mention any particular building, feature or space does not imply that these are of no interest.

1.3 Extent of Staples Road Conservation Area

The Staples Road Conservation Area was designated in 1995 and comprises most of Staples Road. The conservation area boundaries are shown on Map 1 (Appendix 4).

An Article 4 (2) Direction also applies to the buildings within Staples Road. This direction affords an additional layer of planning control to help preserve and enhance the character and appearance of the conservation area. Please see Section 11.9 for further details.

1.4 Methodology

This document was compiled between autumn 2008 and winter 2013. As part of this process, the conservation area was surveyed and photographed in detail, a range of cartographic sources were consulted and documentary research was undertaken. A draft version of the appraisal was put out to public consultation between September and November 2010. Comments and suggestions of key stakeholders were then incorporated into the final version.

Following this process, the conservation area was reviewed by heritage planning consultants, DPP Consulting Ltd., in May 2012 along with the other conservation areas in the District.

The review involved undertaking documentary research, site visits and consultation with key stakeholders. No alterations to the conservation area designation were recommended and, therefore, no further public consultation was deemed necessary. For the full ‘Heritage Asset Review’ report see the Heritage Conservation webpages of the Epping Forest District Council (EFDC) website.

2. Planning Policy Context

2.1 National Policy and Guidance

Conservation areas were first introduced by the Civic Amenities Act of 1967 and are now protected by law under the Planning (Listed Buildings and Conservation Areas) Act 1990. National guidelines concerning government policies for the identification and protection of historic buildings, conservation areas, and other elements of the historic environment are set out in the National Planning Policy Framework (NPPF) (2012), particularly under section 12. This document supersedes Planning Policy Statement 5: Planning for the Historic Environment (2010).

2.2 Local Plan Policies

The Council's current policies relating to conservation areas are set out in the Epping Forest District Local Plan. This plan was originally adopted in 1998 with alterations adopted in 2006, including the addition of policy HC13A concerning the creation of a list of buildings of local architectural or historic importance and matters relating to them. The Local Plan policies have been reviewed in light of the NPPF and a significant number remain compliant with government policies.

The Council has begun work on a replacement Local Plan. The Local Development Scheme, adopted in July 2013, anticipates adoption of the plan in June 2016. At this stage, it is uncertain how conservation area character appraisals will fit into the new system, but it is expected that they will become advisory policy documents that will support the main development plan. Further information can be found on the Planning section of the EFDC website.

3. Summary of Special Interest

3.1 Definition of special architectural and historic interest

The special interest of Staples Road Conservation Area derives from its unaltered 19th century streetscape, featuring examples of unusual architectural design and its historic associations with several notable figures. The area predominantly developed during the Victorian period and became a fashionable middle class address for prominent artistic and scientific members of society. New residents were attracted by its close proximity to both Epping Forest and London. The advent of the railways in the 1850s created a direct line from Loughton to the capital, reinforcing its popularity amongst discerning commuters. Staples Road features buildings by the noteworthy Victorian architect J. Cubitt and local builders such as G. Beckett, E. Lawrence and G. Hatton. Many of their designs were ground breaking for the time, incorporating innovative architectural devices and detailing.

Elements of special architectural and historic interest

- **Unaltered streetscape.**
- **Examples of work by notable 19th Century architects.**
- **Variety of colours, textures and materials employed in frontages, creating a rich visual ‘tapestry’.**
- **Examples of innovative architectural features (particularly found on the school buildings).**
- **Association with important historical events, e.g. uses of the buildings during World War II.**
- **Former uses of buildings, i.e. no.3 Melbourne Cottage, previously a retreat house for impoverished children.**
- **Links to notable historic figures, e.g. Robert Hunter, 19th century lexicographer, naturalist and missionary, and George Pearson, early British film producer.**

3.2 Definition of the character of Staples Road Conservation Area

The character of a conservation area can derive from a range of different elements. These might include physical features such as architecture, open spaces, hedges and trees, landmarks, and boundary treatments; or intangible associations such as an area's relationship with people through time; or its links a specific historic event. It is the mixture of these elements that combine to create a unique sense of place.

The key elements that contribute to the character of Staples Road Conservation Area are:

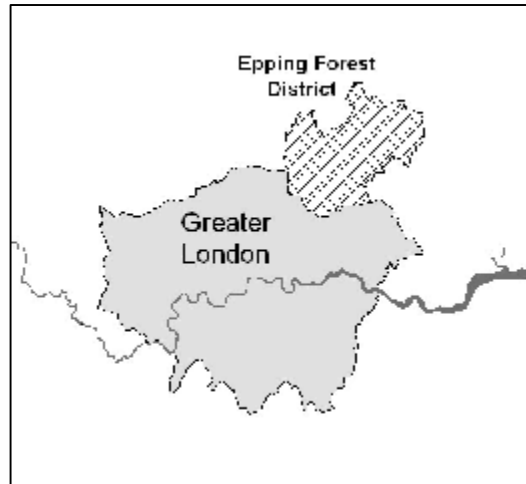
Factors contributing to the character of the conservation area

- **The distinctive forest edge location. Long, narrow building plots are orientated north to south, maximising woodland views.**
- **Tranquil location (with the exception of school drop off and collection times).**
- **Unaltered streetscape.**
- **Variety of colours, textures and materials employed in frontages, creating a rich visual 'tapestry'.**

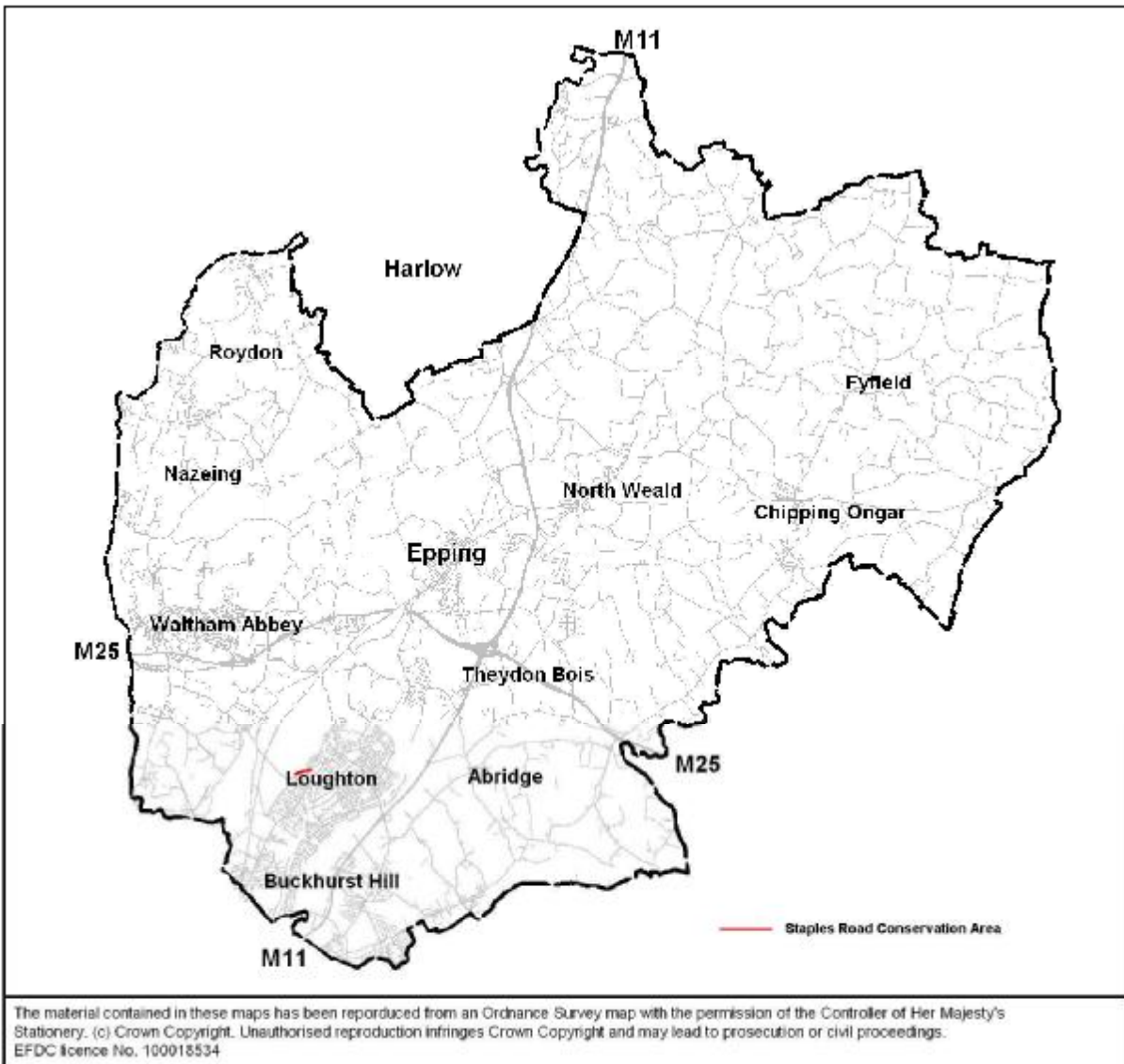
4. Location and Population

Staples Road Conservation Area is situated on the western fringe of Loughton, Essex, to the south of the Epping Forest District. It lies roughly equidistant from the towns of Waltham Abbey (approximately 4 miles to the south east), and Epping (5 miles to the south west), whilst Central London is sited approximately 12 miles to the south west. The town is located immediately south and west of the M25 and M11 motorways, respectively.

Staples Road Conservation Area incorporates the south west end of Staples Road and forms part of St Mary’s Ward. It is sited immediately to the west of York Hill Conservation Area and is bounded by St John’s Ward to the north. The area includes two schools, 27 dwellings, and a population of approximately 60 people.



Location of Epping Forest District



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Location of Staples Road Conservation Area within Epping Forest District

5. Topography and Setting

Staples Road Conservation Area lies on the southern slope of Staples Hill ridge, approximately 45 meters above sea level. It is sited in a corridor between Epping Forest to the northwest and the River Roding to the south east. Geologically, the area features significant gravel, flint and clay deposits which have historically impeded cultivation of the surrounding land. As a result, the forest boundary remained unchanged from the medieval era until 1864, when Staples Road was developed into the existing dwelling plots that can be seen today. The road itself forms a boundary between Epping Forest and the town of Loughton.



View over Roding Valley from Staples Road



Aerial view of Staples Road Conservation Area in surrounding context

6. Historical Development and Archaeology

6.1 Origins and development

Following the introduction of the 19th century parliamentary Enclosure Acts, large tracts of common land across the United Kingdom were fenced off and entitled to individual (or multiple) owners. The land was afforded legal property rights, thus enabling private development to take place.

Enclosure was unpopular, particularly amongst the working classes. By law, commoners had the right to access common land for activities such as grazing livestock and lopping wood for winter fuel. Not only were these rights crucial to their livelihoods, but they were also instrumental in preventing the large scale development of common land.

In 1864, forest land along the present Staples Road was fenced off and given away in quarter acre plots by Lord Maitland, the local lord of the manor. In exchange for land, recipients were forced to give up their commoners rights.

Many local people were unhappy with what they saw as the unjust appropriation of public land for private benefit. The ensuing fight against the enclosure of Epping Forest was led by Thomas Willingale (1799–1870). Willingale's legendary resistance to Lord Maitland, was highly influential in the rise of the national conservation movement and ultimately led to the Epping Forest Act of 1878. The Act prevented enclosure of forest land for private development, and overturned laws preventing commoners from freely grazing their cattle. However, under the new act lopping rights for commoners



Staples Road in 1877 showing the first lopping

were extinguished and handed over to the forest conservators. In compensation, Lopping Hall was gifted to the parishioners of Loughton. The ceremony of the first lopping, traditionally held on Staples Hill on 11th November each year, is now commemorated by the annual Lopping Festival.

Following the Willingale v Maitland case the legality of the Staples Road plots was questioned. As a result, development was slow to take place and the first houses did not appear until the mid-1870s. The first edition of the 25 inch Ordnance Survey Map features several small cottages (nos. 23-25, and nos. 17-19) and a small cottage with adjoining shop at the site of nos. 19-21. The first large house, no. 69 (Kent House), was built around 1878, closely followed by Melbourne Cottage (a cottage orné). Kent House was later demolished c.1960 and the site was subsumed into the school grounds. The plots were finally regularised by the Epping Forest Arbitration of 1880 which granted permission for the illegal Staples Road enclosures to remain. In return, owners were forced to pay £50 an acre for acquiring a title to the land. However, once land disputes had been settled, development began in earnest.



Staples Road c. 1910

Several important larger landmark houses were built in the 1880s including Glendower and Forest Villa (nos. 5-7), in 1882, and Marian and Georgiana villas (nos. 35-37), in 1887. Oak Villa was another larger house of this period but was divided into two dwellings in 1907 (now nos. 55- 57). The original house, Sawpit Cottage, was of a timber framed construction and was sited to the rear of the plot. However, it

was demolished in the 1970s after falling into state of disrepair.

In 1888, the newly appointed Loughton School Board purchased vacant plots at the north end of the street and commissioned James Cubitt to design the Boys' School. Cubitt was an ecclesiastical architect of national and international repute. The Infant School was added in 1891 in Harding's clearing opposite on the site of a former hut. These two very distinctive buildings are mirror images of each other. They now house the Junior School.

By the Edwardian era, another phase of building had begun. Key developments of this period included four distinctive villas (nos. 39-45), the Girls' School (designed for the County Council by Herbert Todley), and the two infill cottages (nos. 9 and 11 built on the site of a former tea garden, known as the Rustic Retreat). Nos. 63, (Hardings or Carters Cottage) and 65, (Hope Cottage) were also built around this time.

In 1928 a vacant plot between nos. 45 and 57, (the site of a former piggery), was infilled with a pair of semi-detached houses and a detached house, in designs typical of the era.



An early view of Staples Road School

By the early 1950s, a HORSAs (Huts for Raising of the School-leaving Age) canteen block had been erected between the Girls' and Boys' Schools. To compensate for loss of the playground, the County Council bought and demolished no.69. The site is still marked by chain link fencing and the steps can still be discerned. The canteen survived until 2006 when it was replaced by a purpose built hall, sympathetically designed by architect Jeff Collinson.

Staples Road underwent relatively few changes during the 1970s and '80s. By this time, houses were mostly owned by private landlords or longstanding owner occupiers who generally resisted modernisation. No. 33 was built in 1989, on a side plot to a design that closely replicates those of the 19th century nos. 35-37. No.5 was also sympathetically extended in the 1990s.

Following the designation of the conservation area in 1995, the streetscape has seen comparatively few changes. Most buildings retain their original features.



View of the original school c.1890

Following the establishment of the conservation area in 1995, there have been relatively few changes.

6.2 Archaeology

No archaeological sites have been recorded in the conservation area. This is probably due to its status as forest land until the late 19th century.

6.3 Notable people

Several notable historic figures are associated with Staples Road. John Dean, Reeve of Loughton and latterly, the explorer, Sir John Kirk, lived at No.3 Staples Road. During its later time as a retreat, the house received many distinguished visitors, including royalty. Joseph Hawkins Hayward, the first clerk of Loughton Parish and Urban District Councils (UDC), lived at no. 7 between 1897 and 1931. The house was also the first registered address of the Loughton UDC.



Blue Plaque at Staples Road School

Glasscock family owned nos. 9-17 and 27- 31. They were noted rose growers and nurserymen. William Glasscock was also awarded the Royal Humane Society's medal for saving a child from drowning in 1890.

The Willingale family owned and ran nos. 19-21. They played a key role in the preservation of Epping Forest. George Pearson, the school headmaster from 1908-1913, went on to become a distinguished film producer.

7. Character Analysis

7.1 General character and layout

Staples Road retains its late Victorian and Edwardian streetscape characterised by brick, bay-fronted, semi-detached houses. It is leafy and suburban in character. The linear settlement pattern is dictated by the protected forest boundary that lies directly opposite. The forest setting is also crucial to the character of the area. Many of the buildings along Staples Road share strong historic links to the abounding woodland landscape.

7.2 Key views



View along Staples Road

The variety and quality of views into and out of Staples Road form an important part of the character of the conservation area. Primary views into the conservation area can be seen from both ends of the road, with the forest counterbalancing the frontages opposite. Views across Loughton can be glimpsed from between buildings and from the footpath running between nos. 27 and 29. The best views, however, are afforded from the school playground and Staples Hill Path. Houses along the road are sited on dual aspect plans to exploit the elevated setting, with views of the forest to the north and Loughton to the south. Staples Road itself is also a prominent feature in the local landscape due to its position on a ridge and can be viewed from several distant viewpoints, including Nursery Road, Stubbles, Traps Hill, and Chigwell Rise.



View over the school playground

7.3 Character analysis



Staples Road School

The north end of Staples Road is dominated by a complex of 19th century school buildings. Architecturally, they are characterised by arcades (some of which have been infilled), plain roof tiles with large chimney stacks, cupolas, dormer windows, and a bell-tower. Other original features include iron railings to the main boundary wall, and gas lamp brackets. The original caretaker's house (no. 79) is attached to the most easterly wing of the school. Reproduction lamp standards, erected in 2007, are intermittently dispersed along the road. The cottages towards the middle of the road lead on to four larger houses, nos. 21, 7, 5 and 3. At the west end of the road, the hammerhead gives rise to views west of the dam

and Staples Road pond. The road is closed by a five-barred gate and a small green.

7.4 Buildings of architectural and historic interest

Although no statutory listed buildings are included in the conservation area, there are several buildings of architectural and historic interest. These include three locally listed buildings and several buildings of townscape merit described below. A location map can be found in Appendix 4 (Map 3).

Locally listed buildings

- **Staples Road County Primary School**
- **3 Staples Road**
- **7 Staples Road**

The Local List is maintained by the District Council. It includes buildings which are considered to be of local architectural or historic importance. No specific consent is required for alterations to locally listed buildings outside normal planning controls. They do, however, receive special consideration within the planning process. In addition, their inclusion on the Local List typically provides a presumption against their demolition.

Staples Road County Primary School

Prior to 1888, education in Loughton was divided along religious lines. The Nonconformist school was sited on Smarts Lane, whilst the Church of England school was located on Staples Road (on the site of Ashley Grove). However, in 1887 these institutions were amalgamated under the new direction of the Loughton School Board. Ecclesiastical architect, James Cubitt was commissioned to design the new school buildings. The first building to be erected was the Boys' School which forms the central building of the present block. The Infant School was added in 1891, and later extended in 1904 to Cubitt's design. The legend "Loughton Council Schools" is clearly visible, denoting the transfer of ownership from the School Board to Essex County Council in 1902. The County Council later commissioned, architect Herbert Todey to design the girls' school in 1911. This forms the northern block of the existing school complex.



Wartime graffiti

The buildings are designed in an Arts and Crafts style, in stock brick with red brick dressings. Cubitt's buildings are sited on E-shaped plans with a frontage of bold gables to the street and an intricate roofline of red-brown tile, with a bell turret. The buildings are divided from the road by brick piers and dwarf walls, surmounted by the original Victorian railings with matching gates. The doors and windows of the building are still in their original arrangement, mostly sashes with divided panes of 19th century glass; the central block entrance is especially interesting, with gas lamp brackets. Undercrofts exist to all three buildings, although now largely infilled to provide extra classroom space. All of the blocks were built around the hall-classroom principle with space dividers. The central block retains the frames for the dividers but the south block was divided c.1950. In the centre block, the hall faces north and the classrooms south; vice-versa in the south block. Thus, the schools are designed in mirror formation.

"One of his [Cubitt's] best and most consciously arts and crafts groups, a decidedly Brydonian essay in a mix of local red bricks and picked stocks, with hard pressed Birmingham bricks and rounded blue Staffordshire ones, and Reading tiles"

[Binfield, The Contexting of a Chapel Architect, 2000]

Forest Villa no.7

Forest Villa was built in 1882. It was constructed by local builder George Beckett as a forest retreat, for Scottish missionary, scientist and lexicographer, Dr Robert Hunter. Hunter compiled most of his 14 volume *Encyclopaedic Dictionary* (1879-1887) and his *Bible Dictionary* (1893) in the house. The *Encyclopaedic Dictionary* predated the *Oxford English Dictionary* and was the most comprehensive dictionary of its time. Hunter also used the house as a place of refuge for sick children from the Victoria Docks, London. He lived there until his death on 25th February 1897. A blue plaque to the façade denotes his association with the building.



Forest Villa, no.7 Staples Road, Locally Listed

Forest Villa is a Scottish style, twin double bayed detached house with splayed bays, brick piers and stone dressings. It is built of Woodford red brick, tuck-pointed, with a steep slate roof. The plan form has been arranged on the half-landing principle, to take advantage of the hillside site. Thus, the rear rooms sit about 5 ft lower than those at the front. The building features a prominent central belvedere, where Hunter conducted his astronomical investigations. The tall chimney stacks and three prominent dormers take cues from Aberdonian architecture. There are original doors, shutters, and windows throughout, with door furniture still intact. The mechanical bell pull is still in operation. The rear elevation is plain, with burglar bars to the original ground floor sash windows. An original clinker built laundry room with extension c1970 can also be seen. Most original fittings also remain to interior. The Quarter-acre garden was replanned in the 1930s by Reginald Lloyd. An Edwardian greenhouse

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exists and a lattice fence can be seen to the front

elevation. The street aspect has remained unchanged since it was built.

No.3 Melbourne Cottage

The Shaftesbury Retreat (formerly the Melbourne Retreat) was established in 1879 in the garden of Melbourne Cottage. By 1888 it was a fully-fledged temperance catering establishment providing non-alcoholic refreshments to visitors to Epping Forest. The Shaftesbury Retreat was one of 11 retreats in the area. Only three survive today.



No.3 Melbourne Cottage, Locally Listed

The retreat was purchased by the Ragged School Union in 1894 and used to accommodate impoverished East end children, who came to the country on organised day trips. By the time the building was requisitioned in 1939, over 2 million children had visited the retreat. Due to the Union's royal patronage, the retreat was also visited on several occasions by members of the Royal Family. The feeding barns were extended in 1906; they were later used as a mortuary during World War Two and latterly to house a glassworks. However, they were demolished c1969 when the back land was developed. The retreat house still remains and is now a private dwelling. An annexe built in 1895, to the east (no. 2 Shaftesbury) also remains but in a very much altered condition.

The architect of the original two storey cottage orné is unknown, but alterations and extensions of 1895 were by "Mr Waman" who gave his services for free. The building was altered again in 2008 to designs by White and Miles. Matching dormers were added on the north east side and the entrance and window openings were reconfigured. The distinctive spiky ridge tiles, many of which had been lost, were also matched and replaced.

Key Buildings of Townscape Merit

Besides the statutory and locally listed buildings, there are other 'key buildings of townscape merit' which greatly contribute to the character and appearance of the conservation area. The most important of these have been identified as follows:

Key Buildings of Townscape Merit

- **The Four Sisters, nos. 39-45**
- **Marian and Georgiana Villas, nos. 35-37**
- **Willingale Cottage, no. 21**
- **Forest Lodge (formerly Glendower), no. 5**
- **New School Hall**



The Four Sisters, nos.35-45 Staples Road, buildings of key townscape merit

Nos. 39-45 Staples Road, are better known as the "four sisters". Each house bears the forenames of the builder's two daughters named Edith Ellen Lawrence and Clara Louisa Lawrence. The houses are square double fronted villas built in 1905 by Mr J Hoghin. They are red brick with stone mullions/dressings. The gables are decorated with bargeboards and deep eaves. The name of each villa is displayed on a central plaque to each bay.



Marian & Georgiana Villas, nos. 35-37, building of townscape merit



Willingale Cottage, no. 21, building of townscape merit

Marian and Georgiana Villas (nos. 35-37) were built in 1887 and consist of a pair of large, semi-detached villas, in yellow stock brick with red brick dressings, slate roofs and brick domers. Both have shallow eaves with dentil-cornice, vertically sliding sashes, splayed 2-storey bays and square bays to rear.

Willingale Cottage no. 21 is a 3-bay replica Victorian villa of 2003-4 designed by Andrew Smith Associates. The building replaces the original shop and cottage owned by the Willingale family. It is constructed of reclaimed yellow stock bricks with a slate roof, a 4 panel door, (to echo nos. 5-7) with sliding sash and case windows. The design is suitably plain and enhances the streetscape.

Forest Lodge no.5 (once Glendower) was constructed in 1882 by George Beckett (as was no.7) for himself. It is similar to no.7, but a little larger and without the belvedere. It has splayed bays with wooden corner posts, a gable to each bay and terracotta panels. The roof is tiled,

but somewhat altered, with concrete tiles to the

Staples Road Conservation Area Character Appraisal original pattern. A weatherboarded extension was added in 1995.

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Forest Lodge, no. 5, building of townscape merit

7.5 Traditional building materials

Traditional Building Materials

- **Walls: brick**
- **Roofs: tile or slate**
- **Windows & doors: timber**
- **Boundaries: timber, hedges, trees**
- **Institutions: iron railings**

Brick is the predominant building material found in Staples Road, used in conjunction with slate or tile roofs. A summary of the traditional building materials used in Staples Road is given below:

Walls

Most of the buildings are of standard 9 or 14 inch brickwork laid in traditional bonds. Some retain the original lime mortar, and no. 7 is tuck-pointed. Dressings are of brick or stone, with no. 5 displaying terracotta panels. Only the 1920s houses and nos.3 and 63 (both in part) are rendered. The bricks used are yellow locally made or London stocks, and for the two redbrick houses, soft Woodford Reds. Various other types of red bricks are used for architectural detailing.

Roofs

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Belvedere on the roof of no.7, Forest Villa

Most of the buildings are roofed in tile or slate. The roofs of the two schools are of exceptional extent and quality, with elegant, well-proportioned roofs. No.3 retains its original Essex pantiles, with an intricate ridge tile design, while no.7 retains a complex original roof of grey slate. The two 1928 villas have original red pressed clay tiles. No.5 has concrete tiles, but these would seem to be a copy of those originally fitted, as early photographs confirm. There are a number of original dormers, in addition to one or two later ones. The belvedere on no.7, a prominent feature of the area, is of timber construction, clad from the waist down in zinc. Its windows are casements some decades old. It is thought that the originals were horizontally sliding sashes.



Bell turret at the Staples Road Junior School

The cupola of the infant school and gothic timber bell-turret of the former boys' school are

Staples Road Conservation Area Character Appraisal noteworthy. Roofs are varied by different styles of chimney, those on the Junior School and no.3 being especially noteworthy.

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Doors and windows

Timber is the predominant material for doors and windows. A large number of original sliding sash windows are preserved along the street. Most are vertically divided sash windows, single hung. Examples of this can be seen at Edith, Clara, Louisa, and Ellen Villas. Others, however, have wooden casements such as nos.3 and 63 which were renewed based on the original pattern. Modern equivalents also exist including replica uPVC sashes. Fewer original doors have survived, particularly to the cottages, but those that do are an exemplary selection. For example, nos. 5 and 7 have their original unglazed 4 panelled doors with stop chamfering and lights in adjoining panels of etched glass, and no. 7 retains its original door knocker, central knob, and wire-operated bell. Whilst nos. 35-45 all retain their original doors, glazed upper panels, largely featuring good coloured glass, most other doors are later replacements.

Boundary treatments

Traditional boundaries consist of picket fences and hedges.



Traditional white picket fence

Many picket fences survive, including those consisting of straight parallel boards and also the "Loughton lattice" design.

Boundaries between houses are important to the character of the area, and mostly consist of hedging. Plot boundaries were originally delineated by hedges, probably by simply laying existing woodland plants in a row.

Where they survive, these hedges are now nearly 150 years old and provide a haven for wildlife.



View along Staples Road

The original boundary treatment to the 'Four Sisters' consisted of unusual clinker walling, made from gasworks residue. However, these have now been demolished. Cast iron railings, adorn the school and no. 3, the Shaftesbury Retreat House, but these include later gates. These were institutions, railings would be inappropriate for houses.

A ditch originally extended to the Brook from the rear boundary of the Staples Road plots. After drainage was installed to the main sewer in 1908, the ditch south west of the path became disused, although the upper part still runs. In addition, the rear gardens of nos. 25-29 were truncated to provide development plots; these are now overgrown, but provide a valuable terrain for wild flowers such as primroses and bluebells.

Street furniture



View along Staples Road

At the western end of the road, the road closure consists of wooden jockey rails and a five-bar gate, appropriate for its setting. There are some areas such as signage and road markings which are, however, in need of enhancement.

7.6 Contribution made by trees, hedges and green spaces

Trees are a very important feature of the conservation area owing to the proximity of the forest. Some notable oaks, pines, a magnolia and a rhododendron can be found in gardens, and an apple covered with mistletoe can be seen in the school grounds. **For more information on protected trees in the area, please contact the Tree and Landscape Team at Epping Forest District Council.**



Notable tree on forest land opposite the urban side of Staples Road

Hedges, used as boundaries to properties, are also a feature of the area. Some contain at least 12 tree/shrub species and other hedging plants have become full-grown trees since their original plantation. These hedges thus have the biodiversity of hedgerows several centuries old, to which later species (e.g. forsythia) have been added.

7.7 Activity and movement

Staples Road is predominantly residential but also includes a school complex. Since the road was closed to through traffic in 1992, the area has remained tranquil, being accessed only by residents. However, at the north east end of the street, traffic is busy at school drop off and pick up times. At weekends and off peak times the road (which is included in the "Walk Round Loughton") is used by horse-riders, cyclists, and walkers, both locals and visitors. As there are four pubs in the vicinity, Staples Road is often used as a through route by revellers.

8. Opportunities for Enhancement

8.1 General threats to the character of the area:

- **Street furniture**
- **Litter**
- **Road and footpath surfaces**
- **Parking**

The overall condition of the conservation area is good and the majority of the buildings are well maintained. Common threats to conservation areas in general include the replacement of windows and doors with unsympathetic uPVC or aluminium equivalents and the destruction of traditional building frontages.

However, protection is in place against unsympathetic development in the form of an Article 4(2) direction which withdraws certain permitted development rights from residents. Please see Section 11.9 for further information.

There is an opportunity for Epping Forest District Council to work with the local community to encourage greater awareness of best practice in the maintenance of historic buildings. This would help to reduce unsympathetic alterations to buildings within the conservation area.

8.2 Street furniture

Some of the street furniture on Staples Road is not in keeping with the character and appearance of the conservation area. Signage, street lamps, litter bins and bollards are all items for consideration. A more uniform approach to the replacement of street furniture is also needed.



Unsympathetic railings outside the school

8.3 Other areas for improvement and enhancement

Some of the road surfaces and footpaths in the conservation area are in a poor state of repair. Weight, height and speed restrictions for vehicles entering the conservation area could be introduced to mitigate against further excessive wear. There are also persistent problems with inappropriate parking, resulting in damage to roadside hedges.

9. Conservation Area Boundary

9.1 Current conservation area boundary

One of the aims of a character appraisal is to review the boundaries of the conservation area. The current boundary, which was originally drawn up in 1995, comprises most of Staples Road, and extends from no.3 at the south west end of the road to the end of school complex. It does not include any part of the forest but includes the rear plots of the houses. A map of the current conservation area boundary can be found in Appendix 4, Map 1.

9.2 Possible Areas for Inclusion

Two additional areas have been considered for inclusion in the Staples Road Conservation Area. The proposals are outlined below:

1. York Hill Crescent and Ashley Grove, and the east end of Staples Road.

The enlarged conservation area would effectively join Staples Road Conservation Area to York Hill Conservation Area.

York Hill Crescent is a cul-de-sac of three storey red brick and rendered flats with flat roofs in an art deco in style. Ashley Grove is a row of 9 terraced houses set back from the road. They are also red brick with a variety of flat and pitched roofs.



York Hill Crescent

However, neither York Hill Crescent nor Ashley Grove are in keeping with the existing character of the Staples Road Conservation Area. Moreover, we do not believe that these buildings merit inclusion in their own right. As they are not statutory listed and have not been considered for inclusion on the local list, it is not recommended that these areas be included in the existing conservation area.



Nos. 3 – 5 Ashley Grove

The east end of Staples Road is built in a style more in keeping with the Staples Road Conservation Area. However, the streetscape has been greatly altered. Many of the buildings are rendered and some are painted untraditional colours. There is also an abundance of uPVC windows and doors which is not seen in the adjoining conservation area due, in part, to the existing Article 4 Direction. Therefore, it is recommended that the boundary should not be extended to include this area.



East End of Staples Road

2. The addition of no. 2, Shaftesbury to the conservation area.

Despite being attached to the rear of no. 3 Staples Road and therefore having some historic significance it is in a much altered condition. The building differs in style and character to the existing conservation area buildings because of its modern façade. Therefore it is recommended that it is not included in the Staples Road Conservation Area.



2 Shaftesbury

A further review of the conservation area and the suitability of its boundaries was carried out between April and May 2012 by DPP Consulting Ltd. as part of a District-wide review of conservation areas and locally listed buildings. The 'Heritage Asset Review' found that the boundary of the Staples Road Conservation Area was sufficient to protect the special interest of the area and no amendments were recommended. To view the full Heritage Asset Review document, please visit the Heritage Conservation webpages of the Council's website.

10. Community Involvement

10.1 Public engagement

Community involvement is an integral part of the appraisal process. The Council aims to take into account the local residents' views in defining the special interest of the conservation area and formulating strategies for its improvement and management. The comments and suggestions of local residents and amenity groups have been taken into account in the publication of the final version of this document. Loughton Town Council and local organisations such as the Hills Amenity Society and the Loughton Historical Society have been consulted on the draft appraisal and a public meeting was held in the area to discuss its content. In order to inform local residents of the public consultation period, flyers and posters were distributed in the conservation area. A copy of the draft has been posted on the Council's website since September 2010 and hard copies of the draft are available on request.

Further consultation with key stakeholders (including Loughton Town Council, the Hills

Amenity Society, Loughton Residents Association and the Loughton Historical Society) was undertaken as part of the Heritage Asset Review (May 2012). This was not subject to full public consultation due to the timescales involved and the aim of arriving at unbiased, independent recommendations on the suitability of the District's conservation areas.

10.2 Timetable

May 2008 – September 2010	Draft appraisal prepared
September 2010	Public consultation
November 2010 – September 2011	Finalising report
March – May 2012	District-wide 'Heritage Asset Review'
June 2012 – January 2014	Appraisal reviewed and finalised

11. General Guidance

It is the intention of Epping Forest District Council to make use of its powers to preserve and enhance the character and appearance of its conservation areas. The following section contains general guidance aimed at controlling and guiding change within Staples Road Conservation Area in order to ensure that it is properly maintained as a heritage asset. The Council's local plan policies (adopted 1998) regarding conservation areas are set out in Appendix 1.

11.1 Views and setting

It is important that the significant views both from within and out of the conservation area are preserved and, where possible, enhanced. Any development in or around the conservation area should respect the nature of these views and contribute positively to them.

11.2 Architectural details

As set out in the Council's local plan policy regarding the demolition of buildings in conservation areas (policy HC9), there will be a strong presumption towards the retention of all historic buildings that make a positive contribution to the character and appearance of the conservation area. There will also be a presumption in favour of the retention of original historic features such as traditional doors, windows and railings as these features contribute a great deal of interest and value to the townscape. When historic features need replacing, a like-for-like approach should be taken wherever possible. The reinstatement of traditional features should always be based on a sound understanding of the original structure and, where possible, historical evidence.

11.3 Traditional building materials

The use of traditional materials will be encouraged in the construction of new buildings or extensions to existing buildings in the conservation area. Modern materials such

as concrete, uPVC and aluminium will be discouraged as these are mostly out of character with the conservation area and could potentially erode its quality and historic interest.

11.4 Trees and open spaces

Trees, hedges and open green spaces are an integral part of the character of the conservation area and the Council will endeavour to retain them where possible. The Council has stated in the local plan that it will not give consent to any work to trees that could be detrimental to the character, appearance or setting of the conservation area (policy HC6).

11.5 Public realm

It is important that the quality of the conservation area is maintained to a high standard and improved where possible. In general, signs and other street furniture should be designed to be in keeping with the character and appearance of the conservation area. They should also be kept to a minimum to preserve the character of the area.

11.6 New development

It is recognised that conservation areas must evolve to meet changing demands and that new additions can make a positive contribution to the character of a conservation area, if they are of a high quality and sympathetic to their surroundings. Any new development should be in keeping with the character and appearance of that particular part of the conservation area in terms of scale, density, massing, and height, layout, building line, landscaping and access. New development should also be composed of traditional facing materials (policy HC7).

11.7 Activity and uses

The conservation area is a small urban settlement on the edge of the Forest, whose environment is protected by the absence of

through traffic.

11.8 Renewable energy & technology

In recent years, there has been a growing tendency to install satellite dishes and communications towers prominently on the top of buildings. Interest in the use of renewable energy systems such as wind turbines and solar panels on individual residential properties will also have to be monitored. In order to preserve the character of the conservation area, permission will only be granted for such fixtures where they are installed in undamaging and visually unobtrusive positions. It should be noted that such fixtures will rarely be acceptable on statutorily listed buildings (Policy CP10, local plan alterations, 2006).

11.9 Alterations under Article 4(2)

As of 1996, certain changes made to properties within the Staples Road Conservation Area require planning permission where usually this would not be required. This was brought in, in order to conserve the character of the area and protect it from potential threats. Owners must therefore apply for permission in the case of any of the following alterations which would front the public highway;

(a) The enlargement, improvement or other alteration of a dwelling-house (*this includes the replacement of windows and doors, extensions and rendering as some examples*);

(b) the alteration of a dwelling-house roof (*this includes slates and tiles, dormer windows and rooflights as examples*);

(c) the erection or construction of a porch;

(d) the provision within the curtilage of a dwellinghouse of any building or enclosure, swimming or other pool, or the maintenance, improvement or other alteration of such a building or enclosure;

(e) the provision of a hard surface in the front garden of a house;

(f) the installation, alteration or replacement of a satellite antenna on a dwellinghouse or within the curtilage of a dwellinghouse;

(g) the erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure;

(h) the painting of the exterior of any building or enclosure within the curtilage of a dwellinghouse;

(i) any building operation consisting of the demolition of the whole or any part of any gate, fence, wall or other means of enclosure within the curtilage of a dwellinghouse.

Please note that these are summarised guidance and before any works are carried out in the conservation area, residents are advised to contact the Conservation Officer at Epping Forest District Council.

12. Management Plan

It is important that the character of the conservation area is preserved and, where possible, enhanced in order to maintain its special interest. The following section outlines the Council’s objectives for the preservation and enhancement of Staples Road Conservation Area over the next five years.

Following the public consultation proposals put forward have been considered and an action plan for the preservation and enhancement of the conservation area has been drawn up.

12.1 Conservation Area Management Plan

<p><u>CONSERVATION AREA MANAGEMENT PLAN</u></p>
<p>General management objectives to preserve and enhance the conservation area</p> <ol style="list-style-type: none"> 1. Ensure that any new development is to a high standard and is sympathetic to the character and appearance of the conservation area in terms of scale, massing, style and materials. 2. Discourage the use of unsympathetic modern materials such as uPVC, untreated aluminium and concrete roof tiles. 3. Ensure that the clean and tidy environment expected in a conservation area is maintained.
<p>Short term objectives for enhancement</p> <ol style="list-style-type: none"> 4. Discuss with local community groups how we can inform new residents and businesses that their properties are in a conservation area and the responsibility that this entails. 5. Carry out an audit of street furniture with particular reference to repair or replacing where necessary.
<p>Medium term objectives for enhancement</p> <ol style="list-style-type: none"> 6. Evaluate the visual impact and necessity of signage in the conservation area with a view to removing any unnecessary signs and replacing those necessary ones with more sympathetic alternatives.

13. Action Plan 2014 - 2019

Action	Lead Body	Year 1	Year 2	Year 3	Year 4	Year 5	Status/ Comments
GENERAL MANAGEMENT OBJECTIVES							
1. Produce a leaflet on the repair and maintenance of historic buildings and the responsibilities of living in a conservation area	HAS EFDC - Conservation Section		2015				Review existing leaflets
2. Provide historic building grants (available to non-residential listed buildings)	EFDC - Conservation Section	2014					Ongoing depending on budget
3. Conservation Area Character Appraisal and Management Plan to be reviewed every 5 years	EFDC - Conservation Section HAS					2018	Resource and budget dependent
4. Supply information on local craftsman and builders with experience in dealing with listed buildings	EFDC - Conservation Section	2014					List of local craftsmen and builders to be prepared and made available
5. Liaise with ECC Highways on: parking restrictions/ enforcement, speed restrictions, weight and width restrictions, street lighting, repair of road surfaces	LTC HAS ECC -Highways		2015				Resource and budget dependent Road re-surfacing completed
6. Review plan for maintenance of trees, hedges and forest fringe land with City of London	LTC HAS City of London		2015				Resource and budget dependent

Action	Lead Body	Year 1	Year 2	Year 3	Year 4	Year 5	Status/ Comments
7. Review maintenance plan with EFDC (Environment and Street Scene) for: maintenance of trees etc. on triangular greens; emptying litter bins; management of roadside hedges	LTC HAS EFDC - Environment and Street Scene		2015				Resource and budget dependent
SHORT TERM OBJECTIVES FOR ENHANCEMENT							
8. Work with the Hills Amenity Society, local residents and business owners to give conservation area information through the HAS newsletter	HAS EFDC - Conservation Section		2015				
9. Carry out an audit of street furniture to identify items which need to be repaired or replaced	LTC HAS EFDC - Conservation Section		2015				Resource and budget dependent Replace with a consistent style throughout the conservation areas
10. Contact Highways about replacing the modern street lighting and railings outside the school with lampposts and railings which are more sympathetic	LTC HAS ECC – Highways		2015				Resource and budget dependent
11. Assess the conservation area boundary and make alterations as necessary	EFDC - Conservation Section	Completed					Needs Member approval
12. Re-evaluate the local list	LTC HAS EFDC - Conservation Section		2015				Resource and budget dependent

Action	Lead Body	Year 1	Year 2	Year 3	Year 4	Year 5	Status/ Comments
MEDIUM TERM OBJECTIVES FOR ENHANCEMENT							
13. Carry out an audit of signage in the conservation area and inform Highways of any redundant signs, with an aim of reducing clutter in the conservation area	LTC HAS ECC - Highways		2015				Resource and budget dependent
14. Highways to consult EFDC and LTC on any new proposals	ECC - Highways LTC EFDC - Conservation Section		2015				Co-operation needed between ECC - Highways, EFDC and LTC
15. Install signage to show when you are entering the conservation area	HAS		2015				Residents to design sign

Lead Bodies

LTC – Loughton Town Council

HAS – Hills Amenity Society

ECC – Essex County Council

EFDC – Epping Forest District Council

14. Bibliography

- Information taken, with permission from
The Buildings of Loughton 2010, Loughton and District Historical Society, 2010, Author: Chris Pond
- Images courtesy of;
 - (i) The Waller Collection
 - (ii) Loughton and District Historical Society

14. Acknowledgments

We are indebted to the many local people who, from personal interest or as representatives of local organisations, have taken the time and trouble to contribute to the development of this Character Appraisal and Management Plan. This has involved attending meetings, carrying out an inordinate amount of legwork in order to compile the townscape survey and to take photographs. This groundwork contributed to the formulation of the original draft. Without this invaluable support we would be unable to produce this document at this time. Particular thanks are due to:-

Alan Enguell, Anne Pratt, Chris Pond, Diane Rhodes, Esther Law, Ian Locks, Jeremy Penn, Lisa Godsalve, Mark Hines, Matthew Geyman,

Richard Caterer, Stephen Pewsey and Wendy Fisher.

Photographs Courtesy of:

The Percy Thompson Collection, Loughton Historical Society, Chris Pond, Diane Rhodes, Ian Locks and Matthew Geyman. Photos and images are subject to the copyright of their respective owners.

Apostrophes:

After much debate it was decided to omit apostrophes from all street and public house names as there is no consistency of use.

Appendix 1. Relevant National Guidance and Local Plan Policies

National Guidance

There are several special restrictions that apply to conservation areas. These are in addition to normal planning controls. For further information please contact the Development Control Office.

Planning permission must be obtained from the District Council for the demolition of any building within the conservation area – this may also include gates, walls and fences.

You must give the District Council six weeks notice in writing before felling or cutting back any tree unless the tree in the conservation area.

Some additional restrictions apply to the siting of advertising hoardings or other advertisements, satellite dishes and chimneys.

Epping Forest District Local Plan Policies (Adopted January 1998)

POLICY HC6

Within or adjacent to a conservation area, the Council will not grant planning permission for any development, or give listed building consent or consent for works to trees, which could be detrimental to the character, appearance or setting of the conservation area.

POLICY HC7

Within conservation areas, all development and materials will be required to be of a particularly high standard to reflect the quality of the environment. Development should:

(i) be sympathetic to the character and appearance of the conservation area in terms of scale, density, massing, height, layout, building line, landscape and access;

(ii) have traditional pitched roofs and create a roofscape with sufficient features to provide an appropriate degree of visual interest in keeping with the character of the conservation area;

(iii) be composed of facing materials chosen from the traditional range used in the district;

(iv) have facades which:

(a) provide an appropriate balance between horizontal and vertical elements, and proportions of wall to window area;

(b) incorporate a substantial degree of visual intricacy, compatible with that of the facades of historic buildings; and

(v) where applicable, be of a scale compatible with any adjacent historic buildings.

POLICY HC9

The Council will only grant consent for the demolition of a building in a conservation area where the building does not make a significant contribution to the character and appearance of that area, or where the redevelopment proposal preserves or enhances that character or appearance. Any consent may be subject to:

(i) planning permission having already been granted for the redevelopment of the site; and

(ii) a legal agreement that the building is not demolished before a contract for the redevelopment of the site has been made.

POLICY HC10

The Council will not give consent for works to the interior or exterior of a listed building which could detract from its historic interest or architectural character and appearance.

POLICY HC11

The Council will not give consent for the demolition of a listed building unless it can be shown, to the satisfaction of the Council, that there are very exceptional circumstances as to why the building cannot be retained and returned to an appropriate use.

POLICY HC12

The Council will not grant planning permission for development which could adversely affect the setting of a listed building.

POLICY HC13

The adaptation or conversion of a listed building to a new use may be permitted where:

- i) This can be shown to be the only way to retain the special architectural or historic interest of the building;
- ii) Any proposed alterations respect and conserve the internal and external characteristics of the building and do not diminish its special architectural or historic interest; and
- iii) The immediate and wider landscape settings of the building are respected.

Substantial reconstructions or extensions, and sub-divisions into more than one unit will not be permitted. Conditions may be imposed to control land use or development rights associated with the converted building.

POLICY HC13A (adopted in 2006)

The Council will prepare a list of buildings of local architectural or historic importance (the 'local list'). Maintenance of these buildings will

be encouraged and they will receive special consideration in the exercise of the development control process.

POLICY CP10 (ADOPTED IN 2006)

Proposals for renewable energy schemes will be permitted provided there is no significantly adverse effect upon:

- (i) existing land uses from loss of visual amenity, noise, pollution or odour;
- (ii) the local highway network including the convenience and safety of road users;
- (iii) telecommunications networks, radar installations and flight paths for aircraft;
- (iv) sites of importance for nature conservation (i.e. Statutory and locally designated sites), conservation areas, schedules ancient monuments and other nationally important remains and their settings, listed buildings and their settings, or landscape character.

In granting permission for the scheme the Council may require, by use of Section 106 Obligations and/ or planning conditions, that (a) appropriate mitigation measures are provided to ensure compliance with criteria (i) to (iv) above, and other relevant policies in the Plan and, (b) that the application site is fully returned to a condition appropriate for its previous use when or if the scheme is decommissioned or becomes redundant.

Appendix 2. Townscape Survey

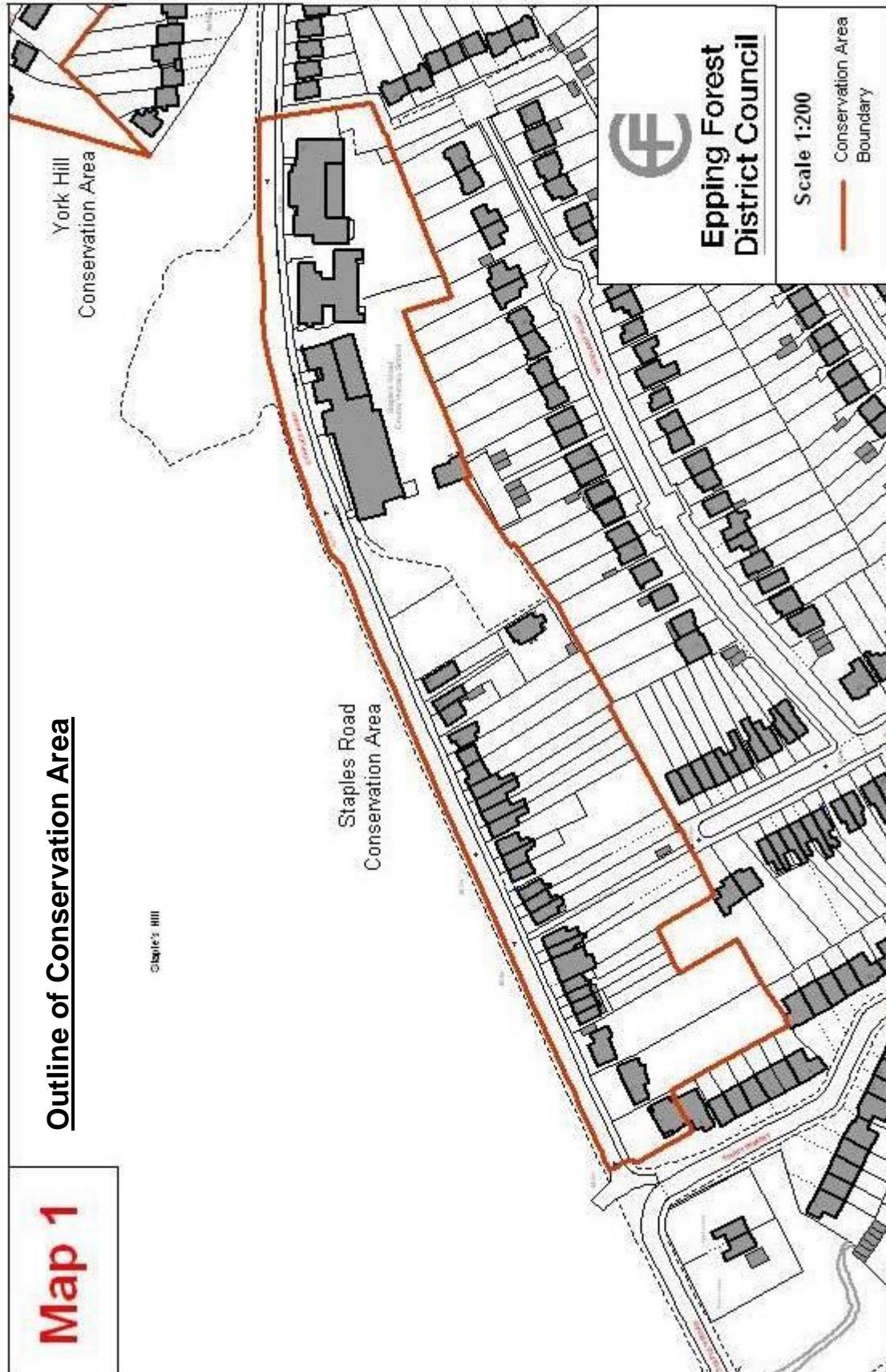
No.	Name/ Number of Building (all on Staples Road)	Building Merit				Key features of the building				Elements which detract from the conservation area character				
		Locally listed	Building of townscape merit	Blue Plaques	Impact on conservation area*	Age	Type**	Walls***	Boundary****	Upvc/aluminium windows	Upvc/aluminium doors	Concrete roof tiles (or similar)	Elements in need of repair or maintenance	Satellite dish on façade
1	3, Melbourne Cottage	Y			P	C19	D	RB	RH					
2	5, Glendower/ Forest Lodge		Y		P	C19	D	RB/WB	CLH/H			•		
3	7, Forest Retreat/ Forest Villa	Y		Y	P	C19	D	RB	CL/CLH					
4	9 (no.4)				O	C19	TC	SB/RB	CP/PL			•		
5	11 (no.3)				O	C19	TC	SB/RB	CP/PL	•		•		
6	15 (no. 2)		Y		P	C19	TC	SB/RB	PP/PL			•		
7	17 (no.1)		Y		P	C19	TC	SB/RB	PP/PL			•		
8	21, Willingale Cottage		Y		P	C21	LD	YB/RB	PL/W					
9	23				O	C19	TC	PB	NONE			•		
10	25				O	C19	TC	R/RB	PP			•		
11	27 (1 Holly Cottages)				P	C19	TC	SB/RB	CP					
12	29 (2 Holly Cottages)				P	C19	TC	SB/RB	CP					
13	31 (3 Holly Cottages)				P	C19	TC	SB/RB	CP					
14	33				O	C20	SDV	SB/RB	W					
15	35, Marian Villa		Y		P	C19	SDV	SB/RB	W/H					
16	37, Georgiana Villa		Y		P	C19	SDV	SB/RB	W/H					
17	39, Louisa Villa		Y		P	C20	TV	RB/STD	CIW/H					
18	41, Clara Villa		Y		P	C20	TV	RB/STD	CIW/H					
19	43, Ellen Villa		Y		P	C20	TV	RB/STD	CIW					
20	45, Edith Villa		Y		P	C20	TV	RB/STD	CIW					
21	47				P	C20	SD	R/RB	NONE					
22	49				P	C20	SD	R/RB	NONE					
23	51				O	C20	D	R/RB	NONE				•	
24	57, Oak Villa				O	C19	SD	SB/RB	CP	•				
25	59, Oak Villa				O	C19	SD	SB/RB	CP	•				
26	63, Hardings Cottage				P	C20	DC	SB/RB	NONE					
27	65, Hope Cottage				O	C19	DC	SB/RB	R	•		•		
28	Junior School ex Infants	Y			P	C19	Sch	YB/RB	R&W					
29	Junior School ex Boys'	Y		Y	P	C19	Sch	YB/RB	R&W					
30	Infant school ex Girls'	Y			P	C20	Sch	YB/RB	R&W					
31	Hall		Y		O	C21	Sch	YB/RB/BB						

Key * P = Positive, N = Negative, O = Neutral
 ** D = Detached, SD = Semi detached, T = Terraced, C = Cottage, V = Villa, Sch = School
 *** RB = Red brick, WB = Weatherboarding, SB = Stock Brick, STD = Stone, PB = Painted Brick, R = Render, YB = Yellow Brick, LD = Link Detached, BB = Blue Brick
 **** R = Railings, H = Hedge, CL = Creosoted Lattice Fence, CP = Creosoted Picket Fence, PP = Painted Picket Fence, CI = Clinker, W = Wall, P = Picket Fence

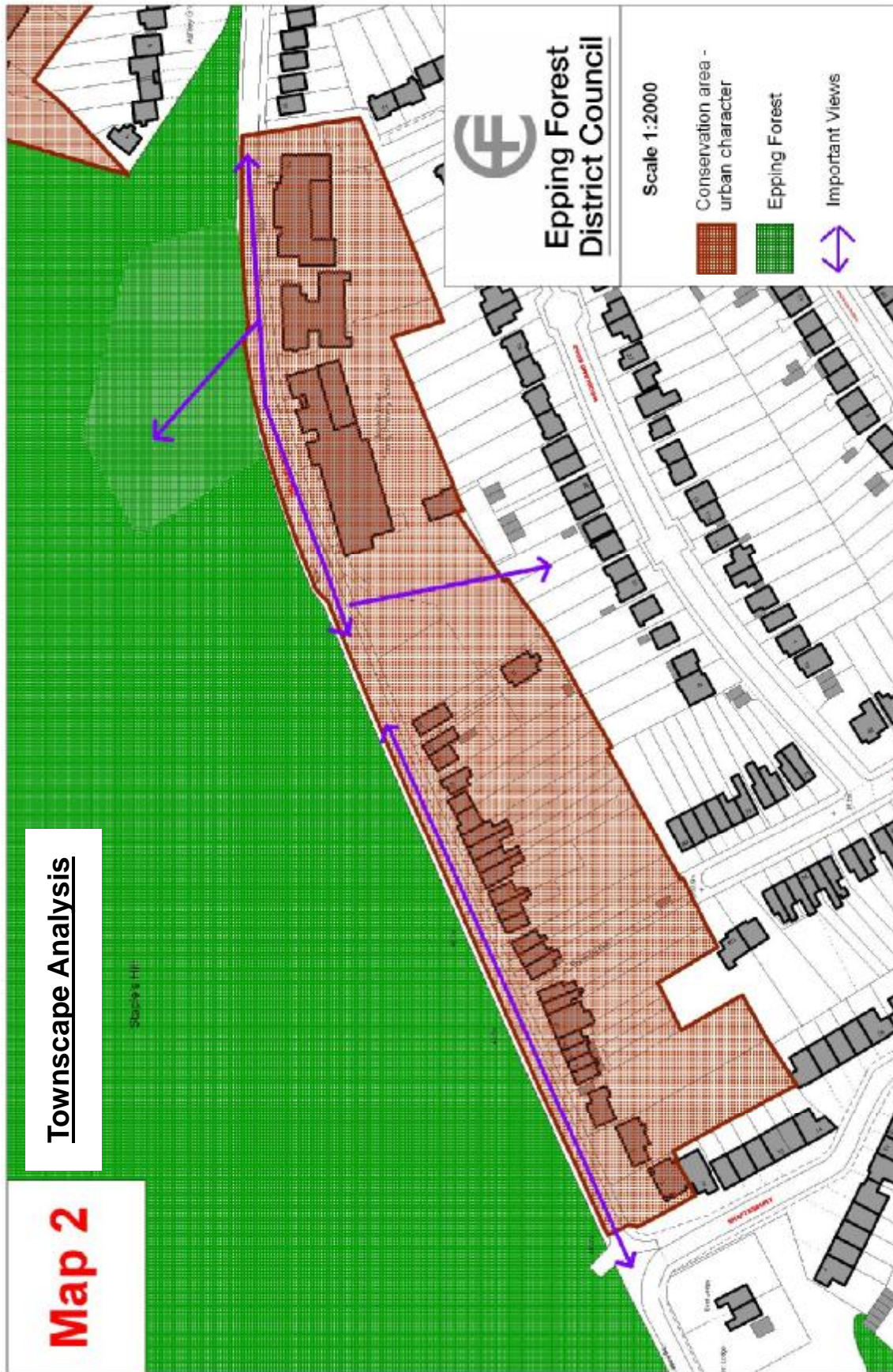
Appendix 3. Glossary of Terms

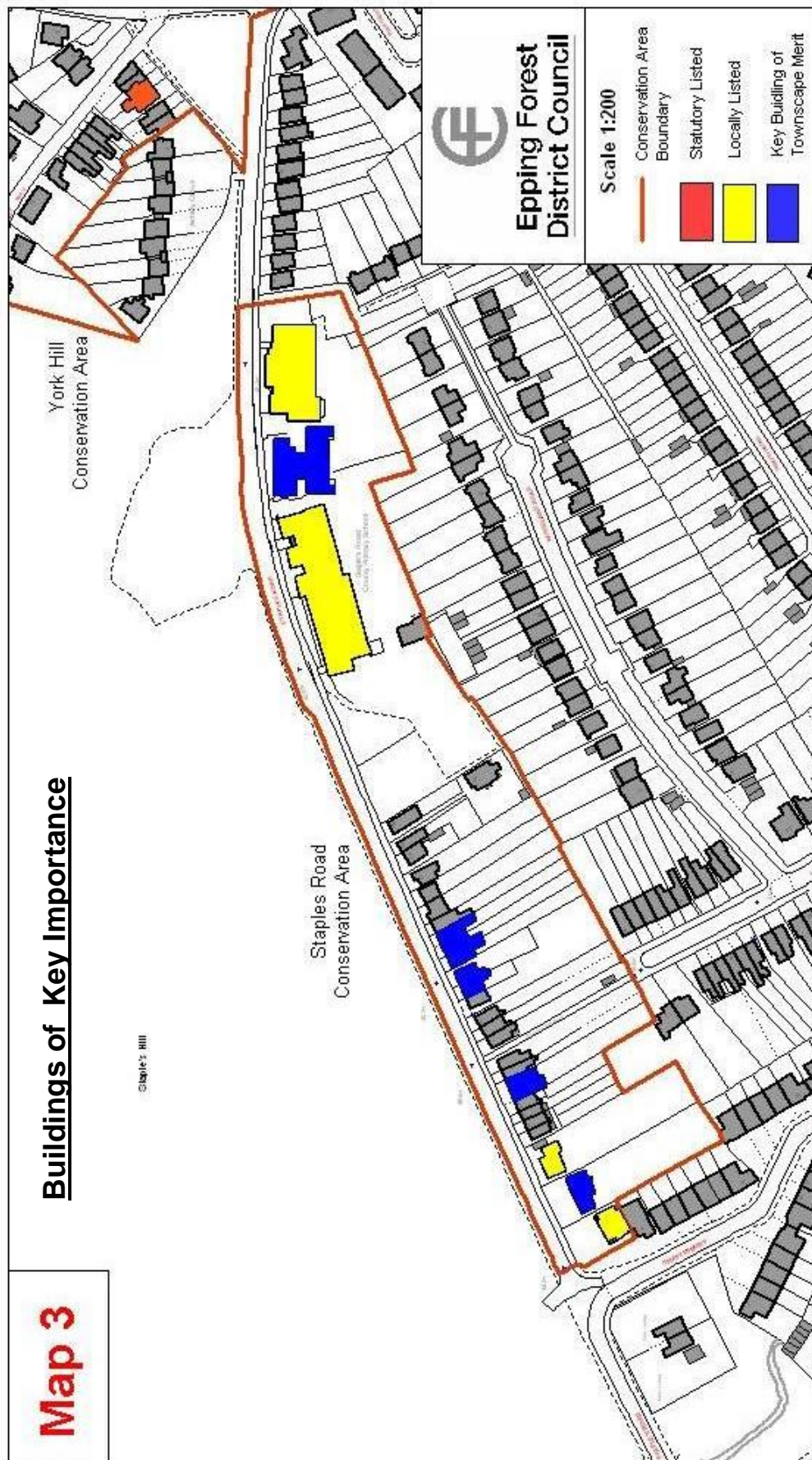
Bargeboard	A timber piece fitted to the outer edge of a gable, sometimes carved for decorative effect.
Belvedere	A roofed structure, especially a small pavilion or tower on top of a building, situated so as to command a wide view
Casement	Side hinged window.
Cinquefoil	An ornamental foliation in panels or tracery so called because it is arranged around five intervals, known as foils or cusps, that describe the outlines of five leaves or petals.
Console	An ornamental bracket with a compound curved outline.
Cupola	A vaulted roof/ceiling, a small dome set on a circular or polygonal base or resting on pillars, a domelike structure surmounting a roof or dome.
Feather-edged	Boards fixed with their thin edge upwards, then overlapped by the next board, thick edge down, with any rebate helping to keep out rain and wind
Flemish Bond	Brickwork with alternating headers (short ends) and stretchers (long sides) showing.
Gable	The vertical part of the end wall of a building contained within the roof slope, usually triangular but can be any 'roof shape'.
Orné	A rustic building of picturesque design
Pantile	Curved, interlocking roof tile of S-shaped section usually made of clay or concrete.
Pargetting	The use of external lime plaster in a decorative manner with incised or moulded surfaces, especially timber-framed houses of the sixteenth and seventeenth centuries.
Pilasters	A shallow pier or rectangular column projecting slightly from a wall.
Quatrefoil	In the shape of a four leaf clover or circular with four foils enclosed.
Rendering	The covering of outside walls with a uniform surface or skin for protection from the weather. Cement rendering: a cheaper substitute for stucco (fine lime plaster), usually with a grainy texture.
Sash window	A window that slides vertically or horizontally on a system of cords and balanced weights.
Stock brick	A traditional clay brick commonly used in house construction; often called London stocks because of the frequency of use locally. May be yellow or red in colour.
Undercrofts	An underground room or vault

Appendix 4. Maps

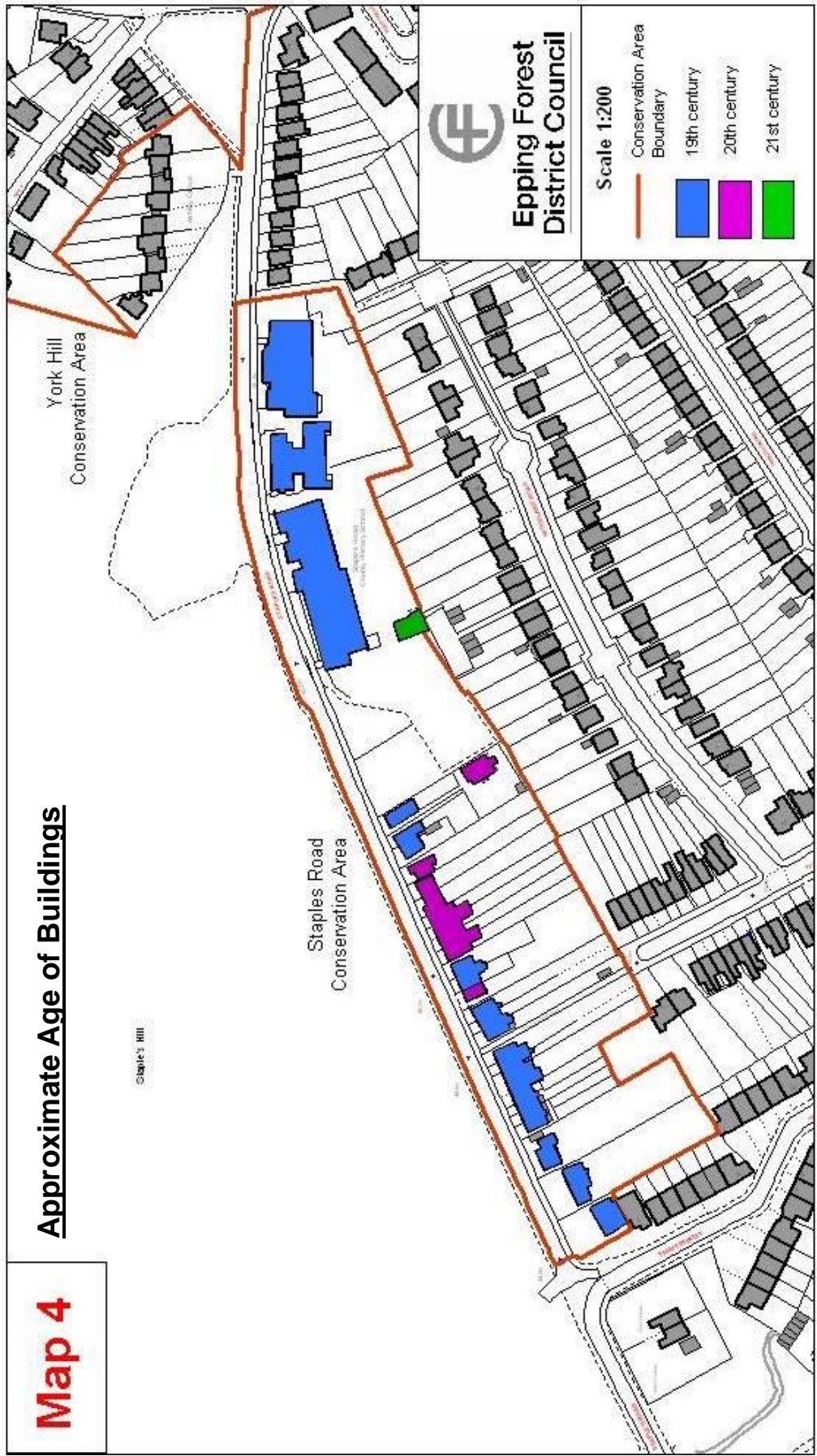


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