

BROADNOOK COMMUNITY TRUST PROPERTY ALTERATION DESIGN GUIDE





EST 2023

• **BROADNOOK** •

COMMUNITY TRUST

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WELCOME TO BROADNOOK GARDEN VILLAGE

Welcome to your new forever home: Broadnook Garden Village. The homes at Broadnook are being built to an impeccably high standard of design, sustainability and construction. It is our objective that these standards will be maintained, to retain the character and integrity of Broadnook Garden Village. We are committed to ensuring that the Garden Village is safeguarded and protected long-term.

Part of the legal documentation you will have signed when you purchased your property sets out covenants which you must comply with. This means you have to seek approval from Broadnook Community Trust before making alterations to the exterior of your home, erecting any flagpole, aerial or satellite dish, or erecting any building or structure that is visible from the exterior.

This Property Alteration Design Guide tells you all you need to know about applying for approval to make alterations to your home, and will translate the legal documents into guidance for you on the future upkeep of your home should you wish to consider repairs, alterations, extensions and improvements.

Please note that you do not need to submit an application for minor repairs such as replacing a few roof tiles or repairing a window frame as long as they are like-for-like repairs. This guide is intended for external works only, internal works do not require the consent of Broadnook Community Trust.



INTRODUCTION

The Broadnook Community Trust is an integral part of the Garden Village concept and is an independent, charitable organisation that will respond to local needs, and bring about social, economic and environmental benefits to your local community.



OUR AIMS

Broadnook Community Trust has four main aims:

1. To provide and maintain accessible open spaces
2. Promote the conservation, protection, management, maintenance and improvement of the physical and natural environment
3. Provide, manage and maintain facilities for education, recreation, mental and physical health, well-being and leisure
4. Promote and advance community development and citizenship

This Property Alteration Design Guide is an important aspect of the management of Broadnook Garden Village as it helps to protect the appearance and character of the village by requiring approval for alterations to all properties.

Broadnook Community Trust will ensure that the high-quality character of Broadnook Garden Village is maintained and safeguarded long term. The Broadnook approach is very much in the Garden suburb tradition and replicates the long established position at Bourneville and Letchworth Garden City.

In order to safeguard the integrity of the design of the development, and to build a flourishing community where people choose to live, every privately-owned property at Broadnook will be bound in a legal agreement, aka a covenant, with Broadnook Community Trust.

As part of these covenants, any alterations, extensions and changes to the exterior of your property and garden require the approval of the Trust prior to implementation, as well as separate planning consent from Charnwood Borough Council for some alterations.

This Design Guide is a live document and will continue to be updated periodically, particularly in relation to policy changes to ensure Broadnook remains at the forefront of environmentally sustainable development.



The Role of Charnwood Borough Council

When Charnwood Borough Council granted the outline planning permission for Broadnook, it imposed numerous conditions. Many of these conditions will be undertaken by the individual developers over a period of time. Some conditions have already been fully completed and others will continue to apply.

The Council has removed permitted development rights in Broadnook Garden Village which means that the Local Planning Authority at the Council has withdrawn the normal exemptions, which allow home owners to carry out minor alterations and improvements to their properties without prior consent.

You will therefore require full planning approval from the Council for any of the following:

- Extensions or Free standing building
- Addition or alteration to the roof
- Garden Landscaping
- Erection of a porch
- Satellite antennae
- Fences, gates & walls
- Any windows/ dormer windows

You should not assume that consent from the Council will be granted, and you should therefore make separate enquiries with the Council before making any alterations. It is likely to take at least 8 weeks for the Council to deal with an application.

We strongly advise you to contact the Trust before making any application to the Council because you will also require the approval of the Trust.

It is important that you determine the different types of approval required as carrying out any works without approval may lead to action being taken against you by the Trust and/or Charnwood Borough Council, including an obligation for you to remove, replace, or alter any changes you have made to your home at your own expense.

The Role of Broadnook Community Trust

In addition to approval from the Council you will also require formal approval from the Trust for any alterations affecting the external appearance of your property or garden.

The Transfer and Community Charge Deed signed at the time you purchased your property states that you are not permitted *“to construct or place any new or additional building or other erection or external equipment on the Property nor make any external alteration in or addition to any building on the Property without the previous written approval of the Trust.”*

The Trust have absolute discretion to grant or withhold consent. In general terms, the houses within Broadnook are considered not to require any modifications or enhancements. The high design quality of the development may mean that some plots are of such a size and/or configuration which will not allow for certain changes, such as conservatories or extensions.

This Property Alteration Design Guide reflects the existing principles in the design and construction of all homes at Broadnook.

Detailed guidance is provided on pages 17-28 for residents wishing to consider repairs, alterations, extensions and improvements. This Guide also helpfully sets out the process to follow if you wish to make an application.

If you require support or advice about your application please contact the Trust to discuss your proposals, and if your proposals involve an alteration not covered by this Guide, please discuss your plans with the Trust before taking any further steps.

All applications received by the Trust are considered against the criteria set out in this Guide and with fairness and transparency of decision-making. It will take approximately 6-8 weeks to process your application from the date of its receipt. You will receive a written decision. If your application is unsuccessful there is an appeal procedure. If the Trust approves and authorises your proposals, you must ensure that you obtain any formal planning approval from Charnwood Borough Council (as described on the previous page).

You may also need other statutory consents or approvals, such as Building Regulation Approval, and the agreement of your mortgage lender.

HOW TO APPLY

Please remember that all alterations that affect the external appearance of your property require formal approval from Broadnook Community Trust.

The Trust are willing to have a brief informal discussion about your proposal before submitting your application. For major alterations you should also discuss your proposals with the Local Planning Authority at Charnwood Borough Council.

Alterations and extensions can permanently change the appearance and character of a property as well as impact on the surrounding area and neighbouring residents. At Broadnook Garden Village we want to create a culture of neighbourliness so we ask you to also discuss your proposals with your neighbours and agree any working arrangements that may affect them. Before submitting an application, we ask you to explore alternative opportunities to accommodate additional space as extensions and significant alterations could permanently alter your house or neighbourhood and should be considered as a last resort.

Your home has been designed to comply with contemporary standards, and may therefore already be capable of easy internal adaptation to cater for changing needs.

If you do make an application for alterations we would advise you to employ an architect or a suitably qualified professional.

Broadnook Community Trust will consider each application against the Basic Guidelines outlined on Page 6 and the more detailed Guidance on Page 10-15 of this document.

Please be aware that should you fail to apply for approval from the Trust you will be in breach of the Covenants you signed in your TPI and Community Charge Deed when purchasing your home. Please refer to Page 9 for more information on the Breach of Covenant process.



To download an application form please visit the Broadnook Trust website www.broadnooktrust.org.uk

When you are ready to submit your application, please send it electronically by email to info@broadnook.org.uk. Please use the application checklist on Page 8 to ensure you submit your application and supporting information correctly.

APPLICATION CHECKLIST

Before you submit your application please make sure you have completed each of the below stages.

Applications will not be approved without including the supporting information below. Failure to submit the supporting information will result in an incomplete application form. In this instance, you will need to resubmit a new application which will subsequently incur a new application fee.

- 1. Completed application form** ✓
- 2. Application fee paid to the Trust** ✓
- 3. Location plan showing your property, any adjoining properties and roads, with a red line drawn around the site** ✓
- 4. Site plan showing your proposals in relation to boundaries and buildings within the site. This plan must show positions of all other buildings and highways on adjoining land to your property** ✓
- 5. Where an extension is proposed, please show the position of windows in any nearby building or structure near the proposed extension** ✓

APPLICATION FEES

- Broadnook Community Trust charges fees for a variety of consents and certificates.
- Fees are payable with applications and are intended to cover the Trust's costs in the administrative work required.
- Fees should be paid by cheque made out to Broadnook Community Trust, or by card or BACS
- Fees quoted below are inclusive of VAT
- There is no cost should you wish to seek advice from the Trust on parking or an alteration proposal*

Certificates of Compliance **£55**

Certificate for onward Property Sales **£100**

Copies of house site plans only **£30**

Copies of sale documents (inc. house site plans) or deeds **£55**

Replacement copies of consents **£20**

Major alteration approval **£200**

(E.g. extensions, conservatories, loft conversions, roofs and roof lights, dormer windows, chimneys, garden landscaping)

Minor alteration approval **£100**

(E.g. windows, doors, outbuildings, greenhouses, sheds, pergolas, satellite dishes, aerials, garden storage)

Very minor alteration approval **£55**

(E.g. change of door colour, fences, hedges, walls, planting, landscaping, tiles, gutters, downpipes, energy saving devices)

- If your query requires a home visit or more than 30 minutes of the Trust's time then a fee will be incurred

APPLICATION CATEGORIES

Below are the categories and types of alteration you can apply for:



Extensions

Front, side, rear (including conservatories) and roof extensions, dormers, loft or garage conversions, porches and canopies



Energy use and low carbon design

Renewable energy features e.g. solar, thermal and photovoltaic systems, ground or air source heat pumps, electric car charging points



Building materials and details

Alterations to roof and tiling, installing windows and doors, external finishes e.g. render, installation and replacement of guttering and pipes



Gardens

Large structures e.g. summer houses, pergolas, garden sheds and green houses, removal or felling of trees, artificial grass, changes to hedges, fences, walls and gates



Parking and Paving

Hardstanding, driveways, pathways and parking areas or changes to materials



Miscellaneous alterations

Satellite dishes, aerials, air conditioning units, bin stores or storage visible from the street

BREACH OF COVENANT PROCESS

A breach of covenant occurs when an action is taken that goes against the legal agreement you signed as part of your TP1, or works are identified that go against the information within this Design Guide.

1

Initial Contact

When a breach is identified a member of the Trust will let you know by knocking your door for a chat, or leaving a note through your door asking you to contact them.

We want to work proactively with you as soon as we can to put things right.

2

Letter of Recommendation

If you haven't contacted us after seven days, we will send you a letter that tells you about the breach and what you need to do to resolve the issue. If you rent your home we will contact your landlord or housing provider.

We can arrange a call or visit at your preferred time to make a plan how we can work together

3

Final Letter

If you still haven't contacted us in 14 days we will send you a final letter that advises you of the next steps that we will take if you do not get in touch.

Our role is to support and help you. To avoid the Trust taking further action you must contact us.

4

Legal Action

At this stage if you haven't made contact with us to resolve the issue we will move forward with formal action. You will receive 'a notice of breach'.

Please contact us within 14 days of this letter.

5

Breach of Covenant

After 14 days you will receive a letter notifying you that your property is in Breach of Covenant. The letter will explain what this means and any associated charges.

If you work with us legal action can be avoided.

6

Notice of Breach

The Trust will refer the case to our solicitors to begin legal action. Legal action may take different forms including informing your mortgage company which could impact on you being able to sell your home.

Legal action is the last step for us to take if you choose not to contact us.

KEY PRINCIPLES

- Building operations may affect the appearance of your property and the surrounding area permanently, therefore you should consider whether your proposals enhance or detract from the environment that your community enjoys and is a part of. Consult your neighbours about any proposals that may affect them.
- Any extension should be designed to respect the original character and integrity of your home, and should not dominate in size or position the original building, and should preserve or enhance the overall appearance of your property.
- Any extension or building works should be considerate to the needs of your neighbours, avoiding overlooking or overshadowing adjacent properties. The building materials chosen (i.e. facing bricks and tiles) must match existing materials at your property.
- No construction or alteration work should impinge on any adjoining property. Building up to a boundary can result in future maintenance issues. This includes foundations, roof overhangs, or rainwater goods.
- Access from front to back gardens should be retained.
- All extensions must comply with the 45 degree rule (see Page 13). If single storey extensions are planned close to the boundary of your property, the Trust will expect to receive written confirmation from the relevant neighbours confirming they have no objection.
- Two or three storey extensions should be designed to provide at least 1 metre between the proposed extension and the boundary, and at least 2 metres between the proposed extensions and your neighbours property.
- Extensions should not be built forward of the main building line of the property.

THE 45 DEGREE RULE

All extensions must follow the 45 Degree Rule to ensure adequate privacy and daylight is provided to you and your neighbours, without affecting the outlook.

In practice this means an extension should not go beyond two imaginary lines drawn at 45 degrees from the centre point of the nearest ground and first floor windows of a “habitable room”. The 45 degree rule aims to provide a fair balance between you and the wishes of those who live next door.

One imaginary line relates to the width of the proposed extension, and the other relates to the height of the proposed extension.

The illustration below shows how to work out the 45 Degree Rule, which you will need to show in your drawings as part of your application.

The implications of the 45 Degree Rule can be influenced by various site conditions such as relative positions of existing properties and differences in ground levels, which may improve or worsen the situation.



INFORMATION TO BE SUPPLIED WITH AN APPLICATION

When applying for consent to undertake an extension or alteration you must submit the following plans:

Location Plan showing the property, adjoining properties and roads, with a red line drawn around the site. The scale should be 1/1250 or 1/2500 and show the direction of North.

Site Plan showing the proposals in relation to boundaries and other buildings within the site. The plan should show positions of all buildings and highways on land adjoining the application site. If another building or structure (i.e. neighbouring property) is situated near to where the extension is proposed, please show the position of windows in the building which are nearest to the proposed extension to demonstrate compliance with the 45 Degree Rule. The scale should be 1/500 or 1/200.

Elevational Drawings showing the existing property and all sides of the proposal/s. These drawings should show the proposed building materials, their type, colour and make. Where a proposed elevation adjoins another building, in a semi-detached or terraced situation, then an adequate part of the adjoining elevation(s) should be shown on the drawing. Window patterns, roof slopes, ground and floor levels, means of foul and storm water disposal should also be shown. This scale should 1/100 or 1/150.

Floor Plans showing the existing and proposed floor plans of each storey of the building. Please note that the Trust may hold plans produced by the developer(s) relating to your home. Copies can be provided on request for an additional administrative charge. The scale should be 1/100 or 1/50.

Please note that if your proposals involve more minor alterations you should supply photographs or drawings of the existing situation and drawings, details and illustrations of the proposed alterations, and details of materials to be used.



When you are ready to submit your application please send it to info@broadnooktrust.org.uk



PROCESSING APPLICATIONS

When your application is received by Broadnook Community Trust it will be checked to make sure that:

- ✓ The application form has been completed
- ✓ All relevant plans, drawings, photos have been attached

Receipt of your application will be acknowledged so that you know it's being dealt with. If there is anything missing from the application or clarification is required you may be asked to supply further information, or resubmit a new application. This may involve paying a new application fee.

The process of considering approval of your application involves:

- ✓ Checking the proposals to ensure that they comply with the guidelines in this Property Alteration Design Guide
- ✓ Considering the proposals in the context of the existing property, neighbouring properties and your neighbourhood in Broadnook Garden Village
- ✓ It may be necessary to contact you or your agent (if applicable) to discuss the proposals
- ✓ It may be necessary to make arrangements to visit your property

APPROVAL PROCESS

Your application will be recorded on a Register. The Trust operates a consultation policy which means that we may write to immediate neighbours to notify them of your application and give them the opportunity to comment if they wish to do so. The consultation policy allows neighbours up to four weeks to make comment.

At the time you make your application, you should consider discussing your proposal with your neighbours. If you wish, you can provide a letter from your neighbours, stating their views and confirming that they are aware of your proposal, as part of your supporting documents with your application form.

You should not undertake any work until you have been granted all necessary approvals, this includes consent from the Council and Building Regulations. In addition you must ensure that your contractors (builders, installers, manufacturers) understand the procedure which you need to follow to avoid entering into a contract before all the necessary consents have been granted.

In most cases you will receive a decision within 6-8 weeks from the date of the letter acknowledging receipt of your application.

If your application is approved you will receive a letter of consent outlining any conditions which apply.

WHAT YOU CAN DO IF YOU DO NOT GET CONSENT

If your proposals do not meet the Design Guidance it is unlikely that you will receive consent from the the Trust. You may therefore wish to revise your proposals before you submit them, to avoid unnecessary time delay and expense.

However if you submit an application which does not receive consent, you have the right to appeal the decision to the Broadnook Community Trust Board of Trustees.

If you decide to appeal you should set out, in writing to the Trust, the reasons why you feel that your application should be approved and any facts that you feel might influence a decision by the Board.

The Board will then review your original application, the information you have provided in your appeal and any other material factors before reaching a decision. You will be notified of the Board's decision in writing. The decision of the Board will be final.

If you carry out any works without the necessary written consent we will take enforcement action against you. This could mean legal action is taken against you which may include applying for an injunction that would require you to reinstate the property to its original condition.

EST 2023

• BROADNOOK •

COMMUNITY TRUST

DESIGN GUIDANCE



SYMBOL

KEY

Throughout this Property Alteration Design Guide you will see symbols next to each of the different policies. These will tell you if you need to gain approval from us and Charnwood Borough Council, approval from only us, if something is not permitted, or if you should seek our advice.

Please see the key to the symbols below:



BCT Approval Required



BCT and CBC Approval Required



Seek Advice



Not Permitted



Permitted, No Approval Required



BCT and CBC and Developer Approval Required



EXTENSIONS AND CONVERSIONS



BCT and CBC Approval Required



General Principles for all extensions

1. Homes at Broadnook have been designed to maximise space and to provide high quality accommodation to cater for a wide variety of family needs. Any proposal will require careful consideration before consent is given.
2. High quality careful design is necessary for all extensions.
3. Extensions should be designed to respect the original character and qualities of the house, its plot and the streetscape in terms of scale, massing, matching materials, openings and roof form. Using proportional dimensions and positioning extensions below the existing eaves line will help to achieve this.
4. Any extension should preserve or enhance the overall appearance of the property.
5. Compliance with the 45 Degree Rule will be required. This is explained on Page 12.
6. Avoid large extensions which overwhelm the original property. As a rule they should be smaller, this can be best achieved by setting back the extension behind the wall of the main house with corresponding drop in the roofline. Extensions which increase the overall footprint of a house by more than 50% are unlikely to be approved.
7. Extensions must be designed to provide at least one metre between the proposed extension and the boundary, and at least two metres between the proposed extension and your neighbours property.
8. Suitable insulation must be incorporated into all extensions, and the carbon impact of materials should also be considered.
9. Extensions will not be permitted on the elevation of a dwelling abutting a roadside or other area of the public domain.
10. All extensions must respect the wellbeing of your neighbours by avoiding overlooking or overshadowing.

EXTENSIONS AND CONVERSIONS

Conservatories, orangeries and lean-tos



BCT and CBC Approval Required

Conservatories, or glazed extensions, can be a great way to create more space in your home and open it up into the garden. However, it may not be possible to add a conservatory to some of the homes at Broadnook.

Conservatories must be single-storey only and must comply with the 45 Degree Rule. Conservatories should be sympathetic to their surroundings. Their scale, character, material and detailing should complement the original building.

Living accommodation over archways



Not Permitted

No alterations or additions will be permitted to existing living accommodation over archways.

No new living accommodation (or additional space) to form an archway over an accessway to areas at the rear of dwellings will be permitted.



Loft Conversions, dormer windows and roof lights



BCT and CBC Approval Required

Homes have been designed to make full use of the roof space. Further alterations to the roof space will therefore not be permitted.

Where homes are designed as two storey dwellings without habitable rooms in the roof space, this is a conscious design decision to create an interesting streetscape with a variety of roof styles and heights. The addition of extra dormers resulting in a change to the existing design will not be permitted.

Limited use of roof lights may be acceptable to provide natural light to the roof space, so long as the space is not converted to living accommodation,

EXTENSIONS AND CONVERSIONS



Porches and Canopies

 **BCT and CBC Approval Required**

Changes to the original design features of front doors, such as canopies over front doors, or open porches will not be permitted unless they are in keeping with existing porches and canopies in your road and immediate neighbourhood. This includes using the same materials.

Replacement of porches and canopies or the addition of a new structure will not be permitted if materials used are made from plastic or PVC.

Garages - Conversion to living space/ extra garage

 **Not Permitted**

Many garages are not physically attached to the dwellings. Therefore any form of conversion to living space or other change will not be permitted. Extra garages will not be permitted.

BUILDING MATERIALS AND DESIGN

Doors (Front, Rear and Garage)



BCT Approval Required

The style of doors has been designed as an integral part of the dwelling. Front doors are a prominent element of building design and any changes require our approval. Alterations to the design style and appearance of doors will only be permitted if it is reflected in the area in which you live.

When redecorating, or, in the event of replacement, the original style, and material must be retained. Changing the door colour may be permitted if the proposed colour is in keeping with the colours used in your neighbourhood. A paint code is available from the Trust.

Replacement will not be permitted unless items become damaged, and will then only be permitted strictly on a like-for-like basis.

Door furniture (handles, letterbox covers and door knockers) must be in a similar design to the original fixtures. Nameplates and house numbers will only be permitted in a style and size which is noticeable to allow identification, but which is not detrimental to the appearance of the property.



Windows



BCT Approval Required

The style of windows has been designed as an integral part of the dwelling. Alternations to the style will not be permitted.

When redecorating, or in the event of replacement, the original glazing bar style, opening light configuration, materials, colour, style and dimensions must be retained.

Replacement of existing windows will not be permitted unless items become damaged and must be a match to the original design, strictly on a like for like basis.

Gutters, Downpipes, Soffits and Bargeboards



BCT Approval Required

Replacement will not be permitted unless items become damaged. Replacement will then only be permitted on a strictly like-for-like basis. You will need to match the original style and colour at your property, different types of material will be considered.

BUILDING MATERIALS AND DESIGN



Roofs and Tiles



BCT and CBC Approval Required

At Broadnook the roof pitches and style are an important part of the Broadnook Garden Village adding variety and interest to the skyline.

All roofs and tile proposals must follow these main policies:

- When replacing a roof or building an extension, extreme care should be taken to match the original design and detail. The profile, colour and materials should be matched with the original roof tiles.
- The roof pitch on an extension must reflect the pitch of the main property using tiles that blend with the existing design.
- Dormer roofs should be pitched, rather than flat.
- Flat roofs will be considered if these match existing features of the building, or on rear extensions where these complement the original building, are not visible from the public realm and have minimal impact on neighbouring properties. Felt and glass reinforced plastic are not appropriate roof coverings.

- Semi-pitched roofs will be allowed only on rear elevations, when properly designed, with minimal impact on neighbouring properties and are not visible from the public realm.
- All roofs must improve energy efficiency.

Chimneys



BCT Approval Required

Chimneys on homes in Broadnook are for appearance only and are part of the design and character of the village.

Where repair or replacement is required, the original colour and style should be used. Removal of chimneys will not be approved.

Rendering and Cladding



Not Permitted

Render and cladding will not be permitted if it does not form part of the original design of the property. The original colour of painted render must be retained. Paint codes are available from the Trust. Exposed brickwork must not be painted.

PARKING AND PAVING

Parking



Seek Advice

We know that car parking in Broadnook is a priority for residents. Residents are asked to park their vehicles in line with the below principles:

- Park your vehicle with consideration for your neighbours, and with safety in mind
- Please ensure that you park in such a way that large vehicles such as buses, delivery vehicles or emergency vehicles are able to gain access
- Please use the parking spaces allocated for your property including driveways, courtyards, and garages and do not encroach on to public open spaces and pathways
- You must maintain your parking spaces in a neat, tidy and usable condition
- Parking restrictions and enforcement on the main spine road are managed by Leicestershire County Council
- All other privately owned roads, communal and shared areas are managed by the Trust so please seek our advice on parking restrictions and any other issues
- Please note you are responsible for the parking of any visitor to your property



Commercial Vehicles



Not Permitted

No commercial vehicles exceeding 5.5m long and 3.0m in height may be parked on the driveway or any other part of your property or any other part of Broadnook (including the communal areas and public realm). A van which is roadworthy and does not exceed 6.8metres long and 3.0 metres in height, and owned by you, may be parked in the driveway of your property.

Caravans, boats, trailers and lorries



Not Permitted

The Transfer document you signed when you purchased your home states that lorries, caravans, motor homes, boats or trailers are not allowed to be parked on your property. A caravan, trailer or boat may be parking in a garage.

PARKING AND PAVING



Driveways, Hardstanding and Pathways



Not Permitted

Existing private courtyards and driveways must be retained for the purpose intended. Any additional hardstandings or pathways will not be permitted.

For the purpose of repairs and reinstatement details of materials used are available from the Trust. Repairs and renewals to the same material do not need approval.

Any block paving must match the existing colour and design in your area.

If additional paving is needed to accommodate people of all abilities, including wheelchair users, exceptions to this policy will be considered.

ENERGY USE AND LOW CARBON DESIGN

Homes at Broadnook have been designed with high quality energy efficient features to enhance green sustainability and ensure homes are fit for the future.

However Broadnook Community Trust recognises that green technology is evolving and therefore actively encourages the installation of new energy saving devices such as solar panels and electric vehicle charging points. However, in order to maintain the appearance and character of the village, devices should be installed in an unobtrusive position and approval for installation will be subject to the location of the device.

Solar Panels



BCT Approval Required

Solar panels should not be visible when viewed from the road or other public spaces. Solar panels will not normally be permitted on a prominent elevation visible from the public highway. They should be located at the rear of the property where possible, on low roofs or garden buildings.

Solar panels must be installed correctly and cause no damage to the property.



Electric Vehicle Charging Point



BCT Approval Required

The installation of electric vehicle charging points are permitted. The Trust will work with you to identify the safest location on or near to your property.

Air Conditioning Units, Ground and Air Source Heat pumps



BCT Approval Required

The installation of air conditioning units, ground or air source heat pumps require our approval. Any installation should be in a location not visible from the road, must not detract from the character of the property and any visual impacts or noise pollution must be mitigated. Professional advise is needed to establish the size of heat pump your home may need and which system is most appropriate.

Wind Turbines



Not Permitted

For wind turbines to work at maximum efficiency, they are likely to be positioned well above the roofline. As this will have a detrimental impact to the appearance of your property it is unlikely that consent will be provided

GARDENS

Front Gardens



BCT Approval Required

Front gardens must be kept in a clean and tidy manner. Any changes to the front garden requires Trust approval.

Where front gardens have been designed with an enclosing boundary (i.e. walls, fences, hedges) these must be retained and looked after. No alteration to these will be permitted, including a change to the height.

If the front garden has been designed without these characteristics, with an open-plan frontage, then the addition of walls, fences and hedges will not be approved.

If boundary features become damaged, replacement will only be permitted on a like for like basis using matching materials, at the original height.

Drainage



Seek Advice

Soakaways may have been created in your garden. Plans identifying their location can be supplied by the Trust on request, with an administrative charge.

Any planting, hard surfaces and other features which could impact on their function must be avoided.



Rear Gardens



BCT Approval Required

Rear gardens must be retained for their original purpose, mainly soft landscaping with only patio, decking or similar as hard surfaces.

The creation of large areas of hardstanding for the purpose of parking a vehicle will not be permitted.

Hard and soft landscaping alterations that sit below the boundary wall or fence do not usually need our approval however any work must not impact the water drainage or affect neighbouring properties. Where decking or raised terraces or patios may result in neighbouring properties being overlooked you must make an application so consultation can take place with your neighbours.

Swimming Pools



Not Permitted

The transfer document you signed when you purchased your home prohibits swimming pools.

GARDENS

Trees and Hedges



BCT Approval Required

As Broadnook is a Garden Village, the existence of hedgerows and trees is a fundamental element at Broadnook, and therefore the retention of existing trees, and the introduction of additional trees is very important.

All existing hedges and trees must be looked after and retained. If a tree is dead or identified as dangerous then it should be replaced with the same species or an alternative species approved by the Trust. Independent advice will need to be provided if a tree is considered to be dangerous or dying.

Hedges should be retained at a height of no more than 2 metres.

Walls, Fences, Bollards and Railings



BCT Approval Required

The location of walls, fences, bollards and railings must not be altered, including the addition of gates. All repairs must be completed using materials to match those existing.

Any planted areas within your legal boundary, but outside boundary fences, walls or railings should be maintained to a high standard. The planting should be retained or replaced with plant species approved by the Trust.



Sheds, Greenhouses, Garden Storage and Garden Buildings



BCT and CBC Approval Required

All proposals for garden buildings and permanent structures including sheds (in addition to an existing shed), greenhouses, outbuildings, summerhouses, pergolas, and large play structures for children should be submitted to the Trust for separate consideration, and may also require planning permission from the Council.

The size of your garden and the amount of existing garden buildings will be considered when looking at your application.

Sheds, greenhouses and other similar garden structures must measure no more than 1.8m (width) x 2.4 (length) x 2.1m (height).

Garden buildings should only be used for normal residential purposes, and not for any commercial or non-domestic use, or as permanent habitable or overnight accommodation.

Bin storage must be stored at the rear and bins should not be visible.

MISCELLANEOUS ALTERATIONS

Satellite Dishes, TV Aerials and Radio Ham Aerials



BCT and CBC and Developer Approval Required

Dishes and aerials require written approval and will not normally be permitted in front gardens or above the fence line of your property. Rear or side gardens may be considered appropriate provided the installation is not obtrusive to neighbours, and not visible from the road or public spaces.

Signage



Not Permitted

External signage of any kind is not permitted except for a door number plaque. To help protect the streetscape we do not allow for sale or to let signs.

If you are selling your home you can work with a local estate agent who will help you to find alternative ways to market your home.

Flagpoles



Not Permitted

Flagpoles are not permitted at Broadnook and should therefore be avoided.



Home Security, CCTV and ring door bells, Alarm systems, Security Lighting



Permitted, No Approval Required

You do not need our approval to fit CCTV, ring doorbells, alarm systems or security lighting to your home.

However, residents with a desire to install home security measures should follow police advice that only fixed/ tilt cameras should be mounted and should be installed so that they do not capture public areas, another person's property or invade another person's privacy.

Security lighting must not cause unnecessary light pollution or affect neighbouring properties.

Working From Home



Permitted, No Approval Required

We support our residents to work from home, however this is different to other business uses operating from your property. The transfer you signed permits that your property should only be used as a single private dwelling. Please contact the Trust if you wish to discuss alternative uses.



EST 2023

• **BROADNOOK** •

COMMUNITY TRUST

CONTACT US

Office Hours: 9:00 - 17:00



info@broadnooktrust.org.uk



www.broadnooktrust.org.uk

For matters concerning your home please contact your housebuilder:



07887724120



broadnook@davidsonsgroup.co.uk



01604 369200



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