

## **Appendix 10**

Existing Character Appraisal and Management Plan documents for the six conservation areas (Chapel House, Fairfield Road, Jesus Hospital, Tredegar Square, Victoria Park and York Square) updated to include link text to the Addendums as set out below -

*“Please also see associated addendum which was adopted on the 26<sup>th</sup> July 2016”*

Link to existing character appraisal and management plan documents -

[http://www.towerhamlets.gov.uk/lgnl/environment\\_and\\_planning/conservation/conservation\\_areas/character\\_appraisals.aspx](http://www.towerhamlets.gov.uk/lgnl/environment_and_planning/conservation/conservation_areas/character_appraisals.aspx)

## **Appendix 11**

### Equality Analysis Quality Assurance checklist

## EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

<b>Name of 'proposal' and how has it been implemented</b> (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	<b>Adoption of the Addendums to the Conservation Appraisals for 6 Conservation Areas. Further exploration of the opportunities for roof extension in 2 Conservation Areas</b>
<b>Directorate / Service</b>	<b>Development and Renewal Strategic Planning – Place Shaping Team</b>
<b>Lead Officer</b>	<b>Sripriya Sudhakar – Team Leader (Place Shaping)</b>
<b>Signed Off By (inc date)</b>	
<b>Summary – to be completed at the end of completing the QA (using Appendix A)</b> (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)	Based upon the findings of the QA checklist a full AE will not be undertaken as the proposals in essence promote the preservation of the special architectural and historic character of conservation areas, there preparation reflects the qualities of the built environment and implementation is dependent upon the quality of the built environment, any impacts upon protected groups will therefore be indirect.  

Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
<b>1</b>	<b>Overview of Proposal</b>		
a	Are the outcomes of the proposals clear?	Yes	The Council has in place a Conservation Strategy and the Strategy is aligned with the Borough's Core Strategy 2025. The Conservation Strategy contributes to the key priorities of

			the Tower Hamlets Community Plan 2020. It helps to make Tower Hamlets a great place to live, by: managing and sustaining the heritage, and thereby reinforcing the distinctive identity and unique sense of place of the Borough; and also by increasing community enjoyment of the Borough's heritage and improving the quality of life for everyone who lives and works in the Borough. In line with the goals of the conservation strategy these proposals will help to protect the special character and appearance of the 6 Conservation Areas where the adoption of the addendums is proposed.
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?	Yes	However, no equality profile of those affected has been undertaken as the policy is directed toward the protection of the built fabric and is dependent upon the quality of the townscape, rather than upon the characteristics of the community who live within it.
<b>2</b>	<b>Monitoring / Collecting Evidence / Data and Consultation</b>		
A	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	The documents to be adopted apply specifically to 6 Conservation Areas and the guidance provided applies to specific residential buildings within those areas, following a survey of the existing fabric with regard to the existing form of roofs and rear extensions.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	National policy supports the appraisal of conservation areas and the protection and enhancement of their special character and appearance. The London Plan, and the Tower Hamlets Local Plan identify the protection of the historic environment as a goal. The proposals are also in line with the Boroughs Conservation Strategy which helps to make Tower Hamlets a great place to live, by managing and sustaining the heritage, and thereby reinforcing the distinctive identity and unique sense of place of the Borough.
B	Has a reasonable attempt been made to ensure	Yes	The proposals were constructed by conservation officers with

	relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?		expertise in the assessment of the historic environment.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Letters were sent to all households within the identified conservation areas and to key stakeholders alerting them to the proposals setting out where more information could be found, officers could be contacted and meetings attended. Meetings were held in the afternoons and evenings at accessible venues. Information about the proposals and where to find additional information was also advertised in the paper and on the Councils website.
<b>3</b>	<b>Assessing Impact and Analysis</b>		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	No	The Conservation Strategy contributes to the key priorities of the Tower Hamlets Community Plan 2020. It helps to make Tower Hamlets a great place to live, by: managing and sustaining the heritage, and thereby reinforcing the distinctive identity and unique sense of place of the Borough; and also by increasing community enjoyment of the Borough's heritage. It supports the One Tower Hamlets vision by helping improve the quality of life for everyone who lives and works in the Borough.
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	The proposals are applied according to the character of the built environment, not the characteristics of residents.
<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		
a	Is there an agreed action plan?	No	There is no need as any impacts are indirect, the proposals being applicable according to the quality of the building rather than to the characteristics of residents or owners.
b	Have alternative options been explored	No	No alternatives have been explored as the proposals are based upon and applicable to the built environment rather than to the community which occupies them. Any impact is indirect.
<b>5</b>	<b>Quality Assurance and Monitoring</b>		
a	Are there arrangements in place to review or audit the	Yes	The implementation of these proposals will be reviewed as

	implementation of the proposal?		part of the review of the Conservation Area appraisals of which they will form a part.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	No	It will not be monitored as it is proposals which are applicable to buildings rather than to the community which occupies them. Any impacts would be indirect.
<b>6</b>	<b>Reporting Outcomes and Action Plan</b>		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	

## Appendix A

### (Sample) Equality Assessment Criteria

Decision	Action	Risk
As a result of performing the QA checklist, it is evident that due regard is not evidenced in the proposal and / or a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the proposal be suspended until further work or analysis is performed – via a the Full Equality Analysis template	<b>Suspend – Further Work Required</b>	<b>Red</b> 
As a result of performing the QA checklist, the policy, project or	<b>Proceed with implementation</b>	<b>Green:</b> 

function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.		
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## **Appendix 12**

Technical Guidance Leaflet

**London Borough of Tower Hamlets**

**Technical Notes for repairs and restoration  
work and for extensions in conservation areas**

**Published June 2016**



Maintenance and repair are essential for long term sustainability of buildings.

**Maintenance** can be defined as “routine work necessary to keep the fabric of a place in good order” ([Conservation Principles 2008](#)). The primary objective of maintenance is to limit deterioration. Regular maintenance regime is cost-effective and protects the building from decay and also helps to ensure the health and safety of building users and the general public.

**Repair** can be defined as “work beyond the scope of maintenance, to remedy defects caused by decay, damage or use, including minor adaptation to achieve a sustainable outcome, but not involving alteration or restoration” ([Conservation Principles 2008](#)). Repairs are carried out to remedy defects and to keep the building in use and prevent decay and to sustain the significance of the building or place. It is important to understand the significance of the building and how the various elements of the building contribute to its significance before carrying out repairs to establish how the elements will be affected by repair and thereby affect the significance of the building.

Historic England’s [Conservation Principles](#) defines **restoration** as returning a building to “a known earlier state, on the basis of compelling evidence, without conjecture”. The distinction between restoration and repair can sometimes be not very clear but repair works often provide opportunity for restoration. In some cases, restoration may provide conservation benefits that cannot be achieved through repair alone.

As the owner of a home in a conservation area or as owner of a listed building you may be faced with the challenges of structural decay and need for modernisations. Owners have an important role to play in managing and maintaining the character of the conservation area. Keeping your home well maintained is the best way to ensure long term future of the building and the conservation area that it’s an integral part of. Regular maintenance such as clearing gutters, stopping leaks or repairing windows will help keep the building weatherproof and watertight and help to prevent more serious problems developing. For more complex work you will need the advice of a specialist who will be able to advise you on what sort of proposals would be suitable for your building and what materials would be best to use.

Historic England, the UK government's statutory adviser on all aspects of the historic environment provides a wealth of easily accessible advice and information to help building owners.

The following links provide advice about routine maintenance and the ongoing care needed to keep your historic building in a good state of repair.

<https://historicengland.org.uk/advice/your-home/looking-after-your-home/>

<https://historicengland.org.uk/advice/technical-advice/>

General advice is offered regarding common types of repair works needed, together with advice about how to find professional assistance. Under the [Your Home](#) section on their website. They provide valuable information about looking after historic buildings. Topics covered include maintaining and repairing an older home, understanding decay, materials, restoration, structural movement, repairing walls, repairing windows, repairing roofs, and energy efficiency.

Under the technical guidance section, energy efficiency in ways sympathetic to the historic character of the older buildings is considered as are topics around how to maintain and repair older buildings.

### **More specialist technical advice**

Historic England also provide advice and detailed technical guidance for the specialist. A series of 10 Practical Building Conservation Books are available –

<http://historicengland.org.uk/advice/technical-advice/buildings/practical-building-conservation/> -

These ten new volumes provide a comprehensive and practical reference for carrying out repairs to historic buildings. The ten-part series looks at the conservation of buildings, materials and systems and is aimed at those who work on or look after historic buildings but also for owners.

The ten volume series includes:

Building Environment

Concrete

Conservation Basics

Earth, Brick and Terracotta

Glass and Glazing

Metals

Mortars, Renders and Plasters

Roofing

Stone

Timber

### **Contact details**

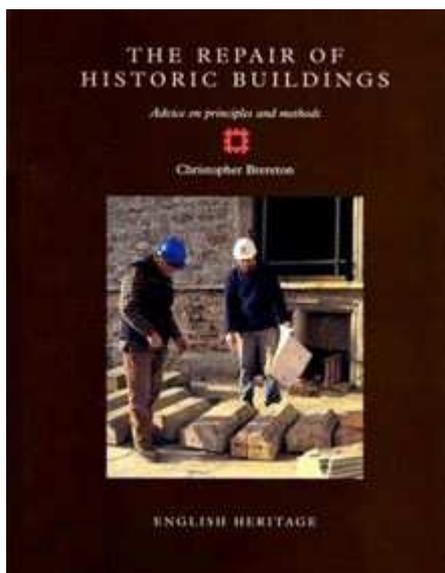
English Heritage  
1 Waterhouse Square  
138 - 142 Holborn  
London  
EC1N 2ST

**Tel:** 020 7973 3000

**Fax:** 020 7973 3001

**E-mail:** [london@english-heritage.org.uk](mailto:london@english-heritage.org.uk)

Website: <http://www.english-heritage.org.uk/>



The Repair of Historic Buildings  
Advice on principles and methods  
Paperback by Christopher Brereton  
Published 15 February 1995

The Repair of Historic Buildings offers comprehensive advice on correct maintenance and repair. The first section is concerned with general principles and day-to-day maintenance, followed by a detailed discussion of repair techniques, covering each of the main materials and features associated with historic buildings. In addition, the author addresses the difficult questions of when sensitive replacement rather than repair becomes necessary, and when appropriate.

## CONTACT DETAILS OF OTHER ORGANIZATIONS

### **SPAB**

37 Spital Square  
London  
E1 6DY 020 7377 1644  
[www.spab.org.uk/](http://www.spab.org.uk/)

### **The Georgian Group**

6 Fitzroy Square  
London W1T 5DX  
020 7529 8920  
[www.georgiangroup.org.uk/](http://www.georgiangroup.org.uk/)

### **The Victorian Society**

1 Priory Gardens  
LONDON  
W4 1TT  
Telephone 020 8994 1019  
<http://www.victoriansociety.org.uk/>