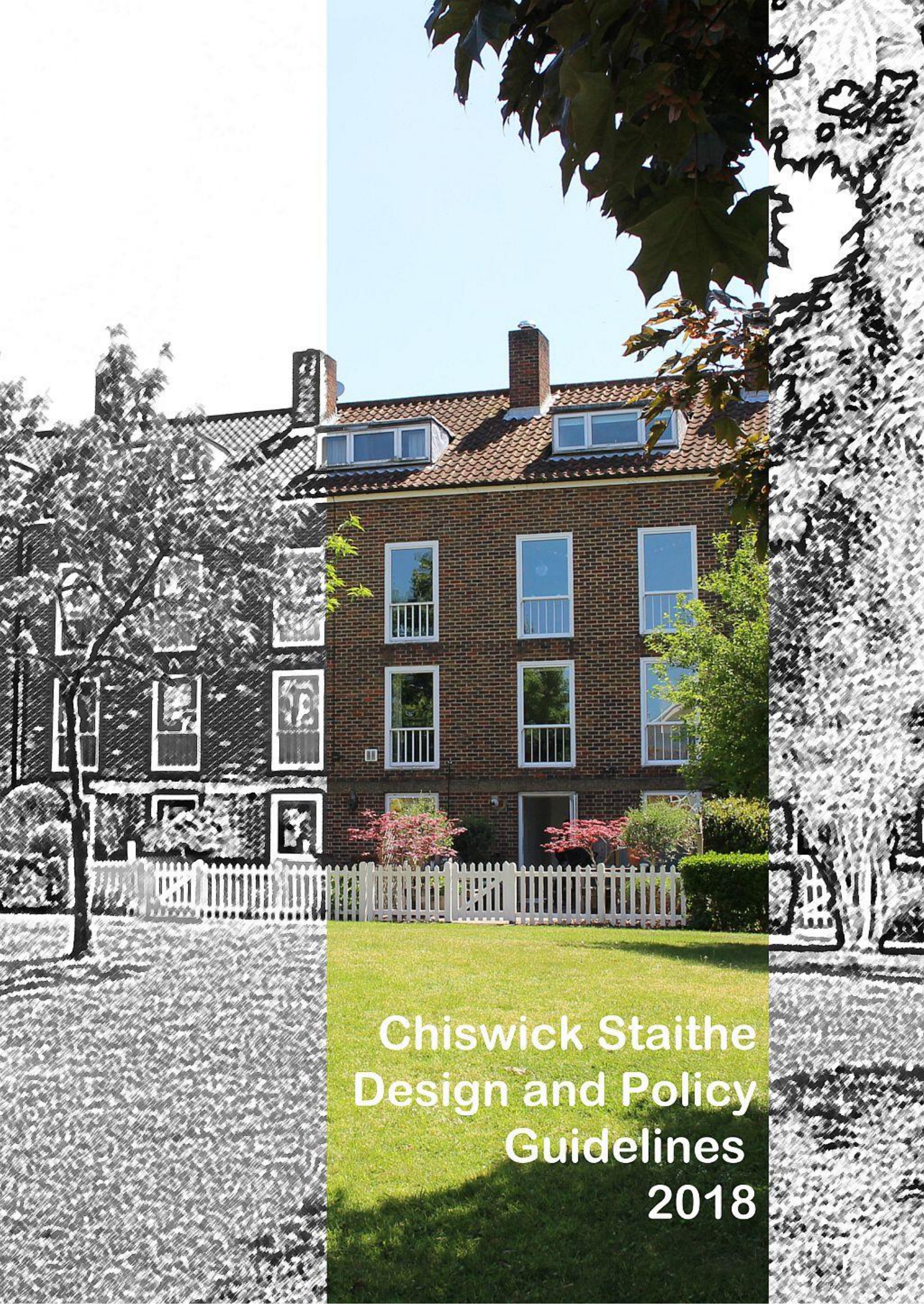




Chiswick Staithe
Design and Policy
Guidelines
2018

1 INTRODUCTION

A visitor to the Staithe could well be forgiven for thinking that the Estate is younger than its 55 years. Not only is the simplicity of the Architecture relatively timeless, but the care of both the individual owners and the Board supported by a set of Guidelines has largely maintained the unity of the design and the proliferation of bespoke alterations has been prevented.

The Design Assessment and Policy Guidelines document was originally commissioned in 2002 “to establish the present status and value of the architectural design of the Staithe, and to develop guidelines by which its value can be preserved and enhanced”. It forms supplementary guidance for the administration of the [Chiswick Staithe Management Scheme](#), which has been in place on the estate since 1974 and which requires freehold owners to obtain permission from Chiswick Staithe Ltd. for any external alterations (section 3.2.4).

This document, requested by the freehold owners in 2016, is an update to the previous Guidelines and is intended to serve three purposes:

- To guide freehold owners on what changes will likely be granted permission by Chiswick Staithe Ltd. or which will likely be refused, and to provide detail of designs and materials for particular points to help the freehold owners get approval.
- To provide guidance to the board of directors of Chiswick Staithe Ltd. on what changes should be approved or not.
- To provide a background on the design and history of the Staithe and an architectural character assessment.

This document should be read in conjunction with the [Chiswick Staithe Character Assessment](#) document, which provides a comprehensive review of the background and design elements of the overall estate.

This document is based upon the original Design Assessment and Policy Guidelines prepared by Acanthus Lawrence & Wrightson Architects in 2002, together with work by Ron Lewandowski RIBA commissioned in 2016. The character assessment document has been taken directly from the original Guidelines, and details of the process to produce this new document may be found in Appendix 1.

1.1 Related documents

Document	Description
Chiswick Staithe Management Scheme	Legal agreement binding freehold owners and Chiswick Staithe Ltd.
Design and Policy Guidelines 2018	This document
Chiswick Staithe Character Assessment	Background, values and design of the estate
Vocabulary/Replacement Materials and Alteration Guide	Details of individual design items, materials and where to obtain them, plus approved designs for larger alterations.

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2.0

2 APPLICATIONS FOR CHANGES

In accordance with the Management Scheme, specific consent is required from Chiswick Staithe Ltd. for alterations or extensions to the buildings on the estate. The “Permitted Alterations” set out in section 5.4 are deemed to satisfy the provisions of the Scheme and consent is therefore automatically granted, but all other proposals covered by the Scheme will need specific consent from Chiswick Staithe Limited.

Applications for changes should be made via the managing agent operating on behalf of Chiswick Staithe Ltd. and follow the process which can be found in the residents’ section of the Chiswick Staithe web site at <http://chiswickstaithe.com/residents>. Contact details for the managing agent can also be found on the web site at <http://chiswickstaithe.com/contact.html>.



*Aerial Photograph
extracted from Google
Earth*

3.0

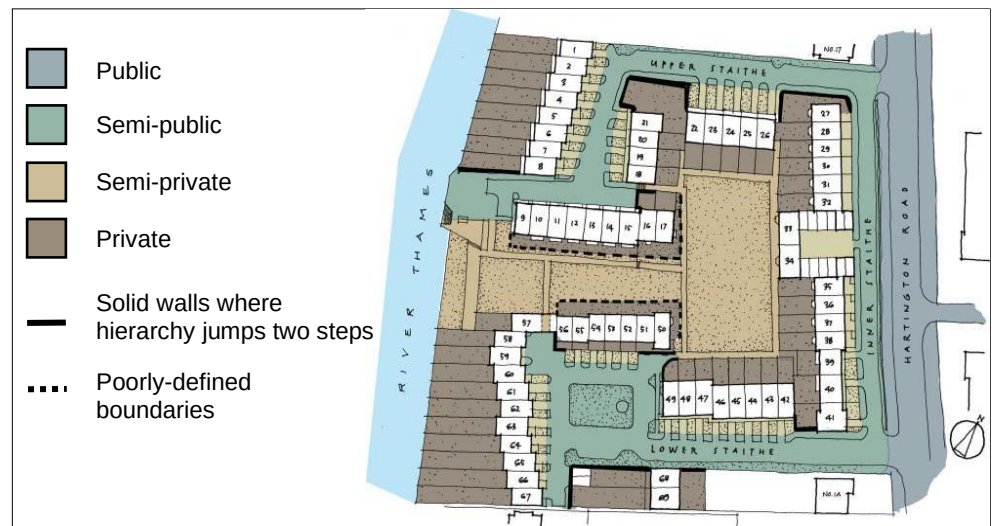
Defensible Space map of the Staithe

Left: private gardens separating semi-public open space and the houses

Right: semi-private front gardens and drives separate semi-public road and the houses.

3 SPACES WITHIN THE STAITHE

As described in the Character Assessment, the Staithe was designed with the [Defensible Space](#) technique which defines various levels of public to private space as shown in below. These definitions are referenced in some of the following guidelines.



Generally speaking, as we move from public through to private spaces, the level of perceived ownership and also safety increases. The difference between semi-private and semi-public spaces is that under normal circumstances, a non-resident would be expected to be invited before entering semi-private space, whereas no invitation would be required for a semi-public space, and so a higher level of privacy and safety is assumed for semi-private. Note that “common areas” in this document is used to include public, semi-public and semi-private areas.



4 QUICK REFERENCE

Table 1 below shows a high-level summary of the Guidelines given in more detail later in this document, indicated in the “see” column. Where there is ambiguity, the detailed description takes precedence over this table. Where a change is not mentioned, then consent must be sought. If in doubt ask the Managing Agents or the Board.

Area	Allowed?	Item	See
Maintenance	✓	Like-for-like replacement	5.3
	✓	Simple repairs	5.1
Windows	✓	Repainting in white	5.2.1
	✓	Introduction of double-glazing	5.4.1
	✓	Replacement with identical timber design	5.3.1
	?	Replacement with uPVC or other materials, or change in design	5.3.1
Internal alterations	✗	Subdivision into flats	5.6
	✓	Any other alterations not affecting the external appearance	5.4.2
Front doors	✓	Repainting	5.3.2
	✗	Changing design, layout or pattern	5.6
	?	Door numbers and ironmongery	5.3.3
Garages	✓	Garage conversions not affecting external appearance	5.4.3
	?	Addition of glass to garage door	5.5.2
	✗	Other externally-visible changes	5.5.2
Paving	✗	Alterations to external paving	5.6
Picket fences	✗	Repainting in any colour other than white	5.2.3
	✗	Alterations to design, height, pattern, etc.	5.6
Extensions	?	Conservatories	5.5.6
	?	Extensions	5.5.6
	✗	Subterranean extensions (except houses 18-21)	5.6
	✗	Juliet balconies	5.5.1
	?	Addition of glass porches.	5.5.3
Rainwater goods	✓	Cast iron or coloured aluminium to match original design.	5.3.4
Misc additions	?	Sunblinds and awnings	5.5.5
	✗	External TV aerials, satellite dishes	5.6
	✗	External wiring or pipework	5.6
	?	Electric car charging points out of sight from common parts	5.5.7
Bricks and mortar	?	New and altered openings in external walls	5.3.5
Roofs	✓	Replacement of damaged or broken roof tiles	5.3.6
	✗	Roof penetrations visible from public areas	5.6
Metal balustrades	✓	Repainting of iron balustrades in black	5.2.4

Table 1 – quick reference summary of guidelines. ✓ indicates a permitted alteration, ✗ indicates the alteration is prohibited and ? indicates application for consent is required – see main section for more information.

5.0

5 DETAILED GUIDELINES

It is apparent that the Staithe as a whole is something more than simply a bland, speculative housing development like any other, and that it has distinct qualities and virtues all of its own. These contribute significantly to its character, to its amenity value to the residents, and cumulatively to the value of the individual properties. The purpose of the policy guidelines set out here is to provide a framework by which the Staithe can be managed to accommodate the pressures for change to which it will inevitably continue to be subjected, whilst ensuring that the valuable qualities and characteristics can be preserved as effectively as possible.

An overview of the whole estate shows that it has remained faithful to the original design in spite of numerous minor detail alterations, which might in themselves be a more modern interpretation of some of the original details but which nonetheless do not spoil the overall harmony of the Estate. Retaining that harmony whilst embracing inevitable change is necessarily the object of these guidelines.



These guidelines form supplementary guidance for the administration of the Management Scheme which has been in place on the estate since 1974. Whilst this Scheme confers on Chiswick Staithe Ltd. a legal responsibility for its enforcement, it is assumed that the guidelines will be operated as far as possible through a mechanism of consent, rather than coercion, otherwise they will simply damage the very qualities which they are intended to protect. [It should be stressed that the intention in all cases is to maintain an appropriate balance between the rights of individuals to enjoy their property, and the needs of the community as a whole.](#)

The fact that the original guidelines were derived from a detailed study of the origins and fundamental qualities of the Staithe must clearly give them priority over any precedent which may be assumed from works which have previously been carried out, whether by consent or otherwise. In addition, a number of small changes on individual properties, any one of which is quite tolerable in itself, can in aggregate become extremely detrimental to the overall character of the estate, and it is only fair to restrict such items at the outset. On the other hand of course, it is a principle of Planning and Building Regulations law that changes in regulations cannot be applied retrospectively, but clearly when change or renewal is required it would be desirable to follow the guidelines where what is being changed or renewed doesn't currently comply. For example where uPVC rainwater goods have been substituted for the original Cast Iron it would be desirable for them to revert back to the original profiles when they are further replaced whether in Cast Iron or Aluminium as described in the Vocabulary/Replacement Materials and Alterations Guide.

5.1

5.1 MAINTENANCE AND REPAIRS OF EXISTING FEATURES

For the purposes of this document, “maintenance and repairs” means replacement of like for like or simple repairs and will not need to be approved by the Board. Everything else is ‘alteration’ and will need to be approved.

The continued regular maintenance and repair of property, both public and private, is probably the most effective course of action for continuity of both the amenity and financial value of houses on the estate, and preventative maintenance (as opposed to reactive) is by far the most cost-effective method of all.

The need for substantial restoration works, or wholesale replacement of materials or major components, tends to suggest that proper maintenance has been neglected, and is invariably more expensive. It also allows retention of as much as possible of the original fabric of the buildings, in turn contributing significantly to the preservation of the overall character of the Staithe.

Evidence within the Staithe itself suggests that the regular regime of maintenance to the communal areas is appropriate and adequate, and should be maintained as it is.

Maintenance of individual houses is also generally good, although it is recommended that all householders ensure a programme of regular inspections, cleaning of windows, checking of flashings, clearing of gutters etc. Best practice in an institutional context generally requires that this be done twice a year, preferably in spring and autumn.

Redecoration of all external joinery and ferrous metal-work on a traditional five-yearly cycle remains highly cost-effective, even with modern paints and timber treatments. The Management Scheme includes explicit obligations on owners to this effect, and Chiswick Staithe Ltd. will enforce these whenever necessary.

A comprehensive guide to preferred existing replacement materials is contained in the Vocabulary/Replacement Materials and Alterations Guide.

Following this guide will mean that maintenance, repairs and some alterations will be deemed to be acceptable or permissible by the Board.



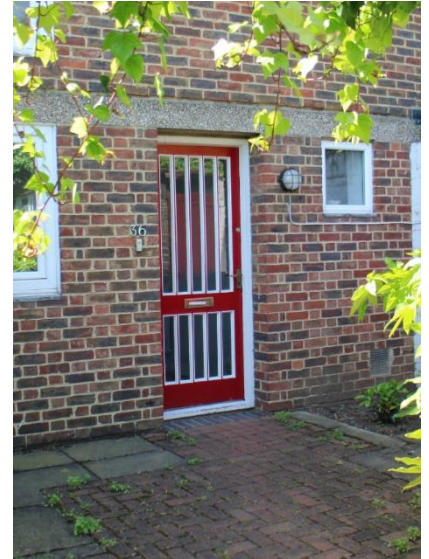
5.2

5.2 REPAINTING

The general use of brilliant white paint throughout the Staithe, although not strictly authentic, has the benefit of uniting the whole very effectively, simply because the same shade is produced by all manufacturers without any perceptible variation. This practice will be continued.

5.2.1 Windows

The windows should be painted in Brilliant White for the reasons above.



5.2.2 Front doors and garage doors

The professional paint range of choice in the 60s and 70s was Dulux and their range of BS (British Standard) Colours. These are still manufactured and the reference and link is contained in the Vocabulary/Replacement Materials and Alterations Guide. Any change in door colours should be chosen from that quite extensive range, but kept in keeping with the Staithe.



5.2.3 Picket fences

The original pattern of the white picket fencing is shown on available construction drawings. As the consistency of this design is an important part of the Staithe's character it should be maintained throughout as carefully as possible.



5.2.4 Iron work and balustrades

All iron work and balustrades are to be repainted in black.



5.3

5.3 LIKE-FOR-LIKE REPLACEMENTS

It is recognised that in several cases it will no longer be possible to obtain an exactly matching material to that originally used. In such cases a suitable alternative should be agreed with Chiswick Staithe Ltd., who can then make the information available to other householders on the estate as required in the Vocabulary/Replacement Materials and Alterations Guide.

5.3.1 Windows

The windows on the Estate were purpose designed and made of timber and painted white. The original windows are now 55 years old and unless carefully maintained will be subject to rot. Timber windows and doors can nearly always be repaired, and this will usually be substantially cheaper than replacement.

The most characteristic windows are the full height timber sash windows with the barred lower sash. The bars were no doubt a nod in the direction of making the lower sash safe before the advent of safety glass, but are now an almost iconic design feature of the windows on the Estate. The lower sash is also dangerous for small children if left open and should be locked shut.

There have been a lot of attempts to replicate the windows in various materials – uPVC, painted timber, and aluminium. On the whole the results have not destroyed the harmony and unity of the Estate and the recommendation is that the chosen profile should replicate as closely as possible in terms of visible dimensions the original timber versions.



This would apply to all the varying windows types and dimensions as above photograph illustrates.

Consent for such replacement windows can only be given on a case-by-case basis, as the standards offered by individual manufacturers and installers are so very variable, but it has to be noted that few, if any, will match the quality of the original timber components. In each case applications should be accompanied by detailed drawings and/or samples of the proposed window sections, materials and finishes so that properly informed decisions can be made.

5.3.2 Front doors

The original front doors echoed the pattern of the garage doors in that they were painted timber with vertical slats and glazing which were in keeping with the general verticality of detail on the Estate. Replacement front doors should follow that principle.

Replacement in any other material other than painted timber will require consent (see section 5.6).



Varying instances of existing painted timber front doors and garage doors

5.3.3 Ironmongery and house numbers

Unsurprisingly, many of the original door ironmongery components and house numbers have been replaced. Again, it is recommended that surviving original items be retained as far as possible, and that a representative sample be kept for information and future matching. No. 39, for instance, presents itself as a good candidate, although fortunately not unique. Many of the components are still available, at least to special order, and several companies exist who would be able to carry out repairs or to manufacture replacements of the others (although probably subject to a minimum order quantity).

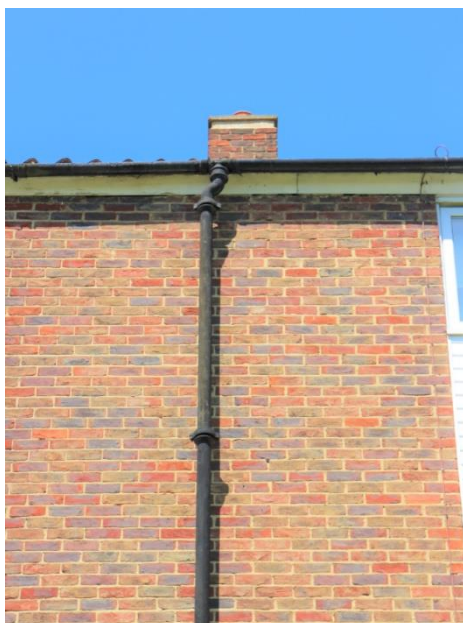


Refer to the Vocabulary/Replacement Materials and Alterations Guide for appropriate replacements and sources.

5.3.4 Rainwater goods

Cast iron rainwater goods of the same pattern as those originally used are still manufactured, but are prohibitively expensive. A viable alternative is now made in coloured aluminium. Mixing uPVC with Cast Iron is not considered appropriate.

Residents are encouraged to replace failed guttering and downpipes with metal obtainable from the source in the Vocabulary/Replacement Materials and Alterations Guide



5.3.5 Bricks and mortar

The bricks and mortar originally used form a coherent composite material significant to the overall character. Unfortunately both are likely to be difficult, although not impossible, to match.

The illustrations above show that after 50+ years the tone of the brickwork can change depending on the direction it faces, which makes it even more difficult to match.

The Vocabulary/Replacement Materials and Alterations Guide is to be followed in respect of new brickwork, which realistically will only really come into question where new openings are to be formed, or existing openings altered. Permission for such alterations will only be given under very special circumstances (see section 5.6), and if given will be accompanied by strict guidance on matching of bricks and mortar.

5.3.6 Roof tiles

The roof tiles used throughout the Staithe are a clay Pantile. Roof tiles should be replaced like-for-like. Chiswick Staithe Ltd. maintains a stock of original tiles which may be purchased. When this stock is depleted then an approved match must be used – see the Vocabulary/Replacement Materials and Alterations Guide.



5.3.7 Paving

Paving of gardens and driveways should use the agreed substitutes listed in the Vocabulary/Replacement Materials and Alterations Guide.

5.3.8 Communal lamps

The manufacturers of the lamps in communal areas are still in business, and able to repair components as necessary.

Communal lamps should be repaired and replaced like-for-like or similar approved.

5.4

5.4 ALTERATIONS WHICH DO NOT REQUIRE CONSENT

The following alterations to individual houses are considered by Chiswick Staithe Ltd. to be entirely acceptable, and consent will automatically be deemed to have been given under the Management Scheme, subject to the conditions noted.

5.4.1 Addition of double glazing to windows

The addition of double-glazing to windows without altering the external appearance does not require consent. This may be difficult and costly to apply to existing windows, in which case replacement would require consent – see section 5.3.1 above.

5.4.2 Internal alterations

Internal alterations to properties which do not affect the external appearance do not require consent. Owners should note, however, that the provisions of the national Building Regulations will still apply, and any structural work in the vicinity of the Party Wall will require a Party Wall Award.

5.4.3 Garage conversions

Whilst the built-in single garages were adequate for the cars of the sixties they are clearly far too small for today's. The garages therefore have evolved in two directions – storage or conversion into a room, often a kitchen.

Conversion of a garage to storage with no change to external appearance does not require consent. Conversion of a garage to a room will often entail visible changes to the garage door, and so fall under 5.5.2 below.

Note that converting a garage is technically a loss of a parking space, and so may require Planning Permission.

5.5

5.5 ALTERATIONS WHICH REQUIRE CONSENT

Generally proposed alterations that require permission but fit in with the Vocabulary/Replacement Materials and Alterations Guide will be approved by the Board. Guidance and design for new items such as new porches is also contained in that document.

5.5.1 Juliet balconies

There have been requests for turning the vertical windows into Juliet balconies. This is not a simple matter of taking the window out and replacing it with an inward opening door. A 'balcony' balustrade is also required and while the horizontal meeting point of the two sashes of the existing windows is at 800mm from the bottom of the window, building regulations require a balcony balustrade to be at 1100mm so as a one-off it will not work, and will destroy the existing strong horizontal line created by the meeting point of the two sashes.



Note horizontal consistency of sash window line

5.5.2 Garage doors

As storage, there is no reason to make any changes to the garage doors which were purpose designed and like the windows are an iconic element of the design of the estate.



Existing garage doors showing vertical strips

Where the garages have been turned into rooms, there have been various attempts at providing light into the space created ranging from clear glass in various forms to a glazed version of the garage door. The preferred solution is that given the iconic status of the design of the original garage door vertical glazing strips are introduced to introduce light and retain a degree of privacy.

Example of garage door where vertical strips have been converted into tinted glazing



The barn door versions are more difficult to alter and still keep the strength of the design in the context of the estate. Retaining the doors and positioning a full height window behind it is the usual way of doing this but only where there is enough space to fold them back to the wall, which is not the case here.

The use of clear glass in large sheets is increasing in building generally and there is precedent on the Estate for the recessed garage openings to be fully glazed. The recommendation here would be to make sure that the designs are consistent with glass filling the whole aperture in one sheet with discreet blinds built in to offer privacy, and only where the garage is fully recessed under the building, where shadow can obscure the original garage door.

Details of approved designs can be found within the Vocabulary/Replacement Materials and Alternations document.

Juxtaposition of an original painted garage door (left) and the complete removal and substitution with full height glazing (right)



5.5.3 Porches

It is acknowledged that some of the houses have very adequate rain protection over the front doors and some have none at all. The 2016 questionnaire confirmed a need to redress that.



Two typical locations for glass canopy porches



A simple and effective use of clear toughened glass with discreet stainless steel fixings is recommended as shown in the Vocabulary/Replacement Materials and Alterations Guide, which means that the building behind it remains visible. The addition of glass porches will be approved if conforming to this design.

5.5.4 Roofs

The form and materials of roofs are of considerable importance to the overall ambience of the Staithe, and it is therefore felt that specific consent should be sought for all new roof penetrations, whether for service pipes, ventilation openings or roof lights, so that a consistent character can be maintained throughout. It is unlikely that consent will be given for additions which are visible from public or common areas.

5.5.5 External sun blinds and awnings

External sun blinds and awnings can be visually very assertive, even though normally retractable, and it is therefore felt that specific consent should be sought.

5.5.6 Conservatories and other extensions

In 2002 the authors of the previous version of the Guidelines said

‘As Chiswick Staithe has a clearly-defined formal layout and considered appearance, development beyond certain limits is likely to read as excessive pressure, and to be detrimental to the overall character of the estate, as terraced houses can never be infinitely expandable. There must inevitably come a time when one has to admit that it is better to simply move on, rather than to force a good building into a form or pattern of use for which it was never intended.’

It is not, however, entirely impossible that suitable extensions can be designed for a small number of the houses on the Staithe, although any proposals will have to be considered entirely on their own individual merits, taking account of design, location and intentions. The following points may be of use in such assessments:

A few houses on Chiswick Staithe which have enclosed and secluded private gardens might accommodate carefully designed single-storey extensions or conservatories without detriment to the overall appearance of the estate, although the interests of affected neighbours should always be taken into account. Care will still need to be taken in all these cases, however, as none of these locations are fully hidden, and most will still need to allow for appropriate planting as well as design.

The double-fronted nature of the majority of houses on the Staithe resulting from the Radburn layout severely restricts opportunities for the construction of unobtrusive extensions.

The only way to overcome this is to design them as deliberate visible elements which can enhance the whole. Lightness and delicacy in design, and a clear sympathy both with Edward Armitage’s work and with Georgian/Regency precedent, would be critical to success, and the coordinated alteration of complete terrace groups at the same time would help considerably, if it can be agreed.

It is recommended that extensions on the elevations facing the communal garden would not be appropriate, as this is an important space to all residents of the Staithe, and the existing elevations here, and the sense of place, are among the most successful elements of the whole estate. It is significant that in the 15 years since the original Guidelines, there has not been a single instance of any form of visible extension, and whilst the guidelines above are still appropriate, a combination of the likely reaction of neighbours and the

wish to maintain the simplicity of form probably means it will remain as is for the foreseeable future. A lot of successful work has been feasible inside many of the houses to create more space and volume, and this form of 'extension' is encouraged.

5.5.7 Siting of Electric Car Chargers on the exterior of the houses

It is recognised that there is as yet no industry standard and therefore no case for using standard units as all manufacturers have their own dedicated units.



Where possible these should be located out of sight behind external brick columns or within the recessed drives/covered porches.

5.6 Alterations that will not be given consent

The following alterations are considered by Chiswick Staithe Ltd. to be unacceptably damaging to the standards of appearance and amenity within the estate, and consent for these will therefore not be given.

Prohibited alterations have been granted in the past but only under extra special circumstances that could not create precedent.

- ✗ **Demolition** of any building or part of a building forming part of the original design.
- ✗ **Subdivision** of houses into flats or multiple occupancy.
- ✗ Alteration of the overall **external form** of any building which is part of the original design, including external plan form at each floor level, height, roof pitch and edge details, and external materials (bricks, mortar, roof tiles, concrete finishes, rainwater goods, eaves and verges, etc.).
- ✗ All **subterranean extensions**, with the exception of single storey extensions which are permitted under the gardens of numbers 18 to 21 only.
- ✗ Alteration to the design, layout and pattern of **windows and external doors** wherever these are visible from common areas. This includes formation of new window openings and external doors, and alterations to existing window and door shape including alterations to the pattern of window hanging and opening, as such changes have a significant effect on the overall appearance of the Staithe when windows are generally open.
- ✗ Insertion of 'Velux' style windows in locations where they could be seen from common areas.
- ✗ Alteration of **external paint colours** (other than to front doors and garage doors).
- ✗ Alteration of **picket fences** or **solid boundary walls**, including increases in height, revisions to pattern, etc.
- ✗ Removal of, or modifications to, **communal architectural details**, including lamps, brackets and standards; ornamental hip irons; copper ball finials, and other fittings in communal areas
- ✗ Installation of **television and radio aerials** externally to buildings (including **satellite dishes**).

- ✗ Alterations to **external paving** of original pattern where this is visible from public, semi-public or semi-private areas of the estate.
- ✗ Installation of building services, wiring or pipework on external elevations or roof slopes



Example of external pipework that is not permitted

- ✗ Addition of boundary fences or hedging in excess of 2m in height.

APPENDIX 1 HOW THIS DOCUMENT WAS PRODUCED

This document is based upon the original Design Assessment and Policy Guidelines prepared by Acanthus Lawrence & Wrightson Architects in 2002. The character assessment document has been taken directly from the original Guidelines.

At the Chiswick Staithe AGM in September 2016, the Freehold Owners asked the board to undertake an architectural review of the existing Guidelines in order to consider certain types of change that had been requested, and to provide the Board clearer guidance on applications. The Board commissioned Ron Lewandowski RIBA to undertake this review.

In 2016/17 all the residents (69 Properties) were sent a questionnaire to gauge the priorities in the light of requests by residents for changes not only in the regulations but also for new features like Juliet Balconies, and fully glazed replacement Garage doors where the space behind had been converted into a room.

Mr. Lewandowski disseminated the results of the survey into the revised guidelines which in turn are supported by the Vocabulary/Replacement Materials and Alterations Guide. A draft of the documents was published to the Freehold Owners in August 2018, highlighting in particular the options around porches and garage doors.

At the Chiswick Staithe AGM in September 2018, the new format, and all of the proposed options were accepted by vote of the Freehold Owners. Final versions of the documents, incorporating feedback from the AGM, were published in November 2018.

A brief summary of the Questionnaire results

There was a 30% return from 69 families who made the following points/suggestions.

1. There is a need for Design Policies
2. An easily updated handbook would be desirable made easier to understand and apply.
3. Permitted alterations should be clarified.
4. New features (e.g. Juliet Balconies, porches, conservatories) need to be investigated
5. There is a less unified response to what would need permission. These really are subject to feasibility and design in a way that doesn't destroy the unity of the Estate or is unacceptable visually.
6. Gates into the Estate seemed to be top of everybody's list of improvements.
7. No strong feelings on colours.
8. Solar panels largely unsupported
9. The existing landscaping is considered appropriate.