

The logo for Bath & North East Somerset Council, featuring the text "Bath & North East Somerset Council" in a green, sans-serif font, centered between two horizontal blue bars.

**2018 - 2036  
Local Plan  
Evidence Base**

## Parish and Town Council Local Character Toolkit

### **Contents:**

- 1. Understanding the landscape setting**
- 2. Understanding the built settlement(s)**
- 3. Understanding different built character areas**
- 4. Summarising the overall character**

Note: To be read together with the **Guidance Notes** issued for this toolkit

## Understanding the landscape setting – SHEET A

Parish/Town: Westfield.....Date 20/8/18.....

### **Town \ Parish Review of existing relevant material**

*This box will extend as you write.*

**Please note the relevant document and pages reviewed from existing material in your notes below.**

**Westfield Neighbourhood Plan**

## Understanding the landscape setting – SHEET B

**1. What is it about your landscape setting that forms part of your settlement's identity?** *Can you identify key landscape features that are particularly valued by your parish? For example, think about the features you might see when heading home that let you know you are nearly there. It would be useful to also annotate a map.*

**Notes:**

***Please see pages 4-6 of the Westfield Neighbourhood Plan.***

**2. Are there any locally important or valued views?** *If yes, identify where the view can be enjoyed from (needs to be publically accessible) and the direction of view on a map and take a photograph. Describe briefly below what the key features of the view are. Consider the different views of your place and the key buildings visible as you move around the landscape. Think also about views back to the landscape from within the settlement.*

**Notes:**

***Please see Policy 6, page 44 of the Westfield Neighbourhood Plan***

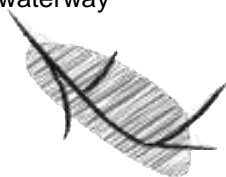
## Settlement Character – SHEET C

**1. Settlement Shape.** *All towns and villages have grown in distinct ways, shaped by their landscape, transport infrastructure and economic and population demands.*

**How would you describe your settlements' distinctive form within the landscape?**

Select from:

**Linear** – Built along a road or waterway



**Nuclear** – Built around a clear centre



**Dispersed** – Clustered with open countryside between



**Poly-centred** – Two or more village centres



Other (Please Specify) / Notes:

**The settlement is linear in nature. Please see pages 10-25 of the Westfield Neighbourhood Plan.**

## 2. Character Areas

Does your working group think there are areas in your **settlement(s)** that have their **own distinctive, individual character or 'sense of place'**? *They are areas which share a similar appearance and feel as each other.*

*If yes - use the map of your settlement(s) and a handful of coloured markers, and then set about dividing the settlement into different character areas. See the guidance note for more detail.*

Record any notes / key points below to add to the mapped information:

**Please see Policies 1-6 page3s 1-44 of the Westfield Neighbourhood Plan.**

## Character Areas – field survey sheet – SHEET D

### Placemaking Qualities - Ingredients of Local Distinctiveness

For each character area in your settlement, identify the place features, or characteristics, using the list below that make a positive contribution to your settlement's distinct character.

**Area Number:** ..... **Surveyors:** ..... **Date:**..... **Form No.**.....

**Components of a Place - prompt list.** Circle or tick applicable words. Add your own notes and take photographs to illustrate key features (and to use in final summary).

**Layout of streets / lanes eg:**

Linear Grid-like  
Winding  
Regular / Irregular  
Buildings close to the road /  
Buildings well set back  
Front gardens / Back gardens  
Long plots / Thin plots  
Short plots / Wide plots

**Building Shape and Heights**

Wide / Narrow frontages  
Terraced / Semi-detached...  
1 storey / 2 storeys  
Common shapes  
Varied shapes

**Roof Form:**

Pitched / Hipped / Gabled, Mansard / Parapet fronts (hidden roofs)  
Steep pitch / Shallow pitch  
Varied pitch / Lean-tos  
Dormer windows, chimneys  
Tiles, Slates, Thatched

**Notes:**

**Views:** Are there places where one can see out to other areas or to key landmarks visible from a distance (such as a church tower / landscape feature etc)

**Please see Section 5 Housing of the Westfield Neighbourhood Plan.**

**Components of a Place - prompt list cont'd.** Circle or tick applicable words. Add your own notes and take photographs to illustrate key features (and to use in final summary).

**Building Materials:**

Walls (brick, stone, render, hung tile)?

Roofs (tile, slate, other)?

Boundaries (walls, hedges, fences)?

Ground (tarmac, concrete, setts, paving stones)?

**Distinctive Details:**

Porches / window shapes  
roof decorations / signs  
chimneys / benches

**Gaps Between Buildings:**

Green spaces, Hard space, Places where local events take place / focal spaces

**Green and Natural Features:**

Trees / Bushes  
Verges / Hedges

**Wildlife and Ecology:**

Area used / inhabited by wildlife  
Areas wildlife to pass through  
Important Plants

**Notes:**

**Locally Significant Heritage Assets:** Are there any features here which are of local historic or architectural interest? It could be an unlisted building (or group of buildings) that has important social or communal value (pub) or special but smaller features (old milestone / signpost)?

**Please see section 7 Preserving Heritage of the Westfield Neighbourhood Plan.**

