

**Roberto Tambini
Chief Executive**

PLEASE NOTE THE CHANGE OF TIME AND ROOM

Please contact: Greg Halliwell
Please telephone: 01784 446267
Fax Number: 01784 446333
Email Address: g.halliwell@spelthorne.gov.uk
Our Ref: PGH/Cabinet
Date: 12 April 2011

NOTICE OF MEETING:

SPECIAL CABINET

DATE: MONDAY 18 APRIL 2011

TIME: 6 p.m.

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, KNOWLE GREEN, STAINES

TO: MEMBERS OF THE CABINET:-

Members of the Cabinet	Cabinet Member Areas of Responsibility
J.D. Packman [Chairman]	Leader of the Council
R.A. Smith-Ainsley [Vice-Chairman]	Planning and Housing
F. Ayers	Community Safety
S. Bhadye	Independent Living
C.A. Davis	Economic Development
G.E. Forsbrey	Environment
Mrs. D.L. Grant	Young People and Culture
Mrs. V.J. Leighton	Finance and Resources
Mrs J.M. Pinkerton	Communications

EMERGENCY PROCEDURE [THE LIFT MUST NOT BE USED]

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PLEASE NOTE THAT THIS AGENDA IS AVAILABLE IN LARGE PRINT ON REQUEST TO GREG HALLIWELL ON TEL: 01784 446267

IMPORTANT PUBLIC NOTICE

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Either switch off your mobile telephone etc. **OR** switch off its wireless/transmitter connection and sound for the duration of the meeting.

THANK YOU FOR YOUR CO-OPERATION IN THIS MATTER.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for non-attendance.

2. DISCLOSURES OF INTEREST

To receive any disclosures of interest from Members in accordance with the Council's Code of Conduct for Members.

3. MINUTES AND RECOMMENDATIONS OF THE LOCAL DEVELOPMENT FRAMEWORK (LDF) WORKING PARTY – 11 APRIL 2011

[Councillor Forsbrey]

To receive the minutes and recommendations of the Local Development Framework Working Party held on 11 April 2011.

LOCAL DEVELOPMENT FRAMEWORK WORKING PARTY

11 April 2011

Present:

Cllr G E Forsbrey (Chair)

Cllr J D Packman

Cllr A P Hirst

Cllr H R Jaffer

Cllr L E Nichols

Cllr H A Thomson

1 Apologies

Cllr Mrs V J Leighton

2 Report of the Deputy Chief Executive

The Working Party considered a report summarising how public consultation on the final draft of the Supplementary Planning Document (SPD) on the Design of Residential Extensions and New Residential Development had been undertaken, the responses received and proposed amendments to the final draft.

Members proposed to add to the end of paragraph 3.60(b) a sentence to reflect the importance of good construction materials whose appearance can be maintained for the life of the building: 'In all cases materials should be durable for the life of the building and capable of being maintained in good condition so that there is no long term detracting in appearance'.

Recommendation: That the Cabinet be recommended to agree:

- a. The [SPD on the Design of Residential Extensions and New Residential Development](#) as proposed to be amended be formally adopted as Council policy.*
- b. The '[Consultation Statement](#)' be approved for publication at the same time as the 'adoption' of the SPD.
- c. The statutory 'Adoption Statement' be published as required.

*Cllr L E Nichols requested it be recorded that he did not agree to the definition of a storey set out in paragraph 3.10.

Spelthorne Borough Council

Supplementary Planning Document

**Design of Residential Extensions
And New Residential Development**

Consultation Statement

April 2011



1 Introduction

- 1.1 The Council adopted a Supplementary Planning Document on the Design of Residential Extensions and New Residential Development on 28 April 2011.
- 1.2 The purpose of the statement is to explain how the Council has consulted the public and other organisations and taken account of comments received.
- 1.3 This statement meets the requirements of Regulation 18(4) of the Town and Country Planning (Local Development)(England) Regulations 2004 (Amended 2008, 2009).
- 1.4 The Council has undertaken three stages of public consultation in the course of preparing this document. Each stage is described below and details of responses received and how they have been taken into account are further explained in the attached Annexes.
- 1.5 The consultation arrangements have exceeded what is set out in the Council's Statement of Community Involvement by adding an additional consultation phase and offering to meet local groups on an individual basis.

2 Early Consultation

- 2.1 Before starting work on preparing this SPD the Council undertook an 'initial' consultation from 23 April to 24 May 2010. Its purpose was to inform people that a document was being prepared and to seek any initial comments or suggestions on matters which should be considered.
- 2.2 A report on this 'initial' consultation is set out at Annexe 1.

3 First Consultation Draft

- 3.1 Whilst statutory requirements only stipulate a need to prepare one draft document for consultation, the Council decided the statutory draft should be preceded by a first draft as part of its early community engagement. This was to ensure the widest possible involvement and provide an opportunity for changes to the first draft to be reviewed by interested parties.
- 3.2 A ten week consultation on the first draft took place between Monday 13 September and Monday 22 November 2010.
- 3.3 Consultation involved the following:
 - a. Writing to 38 resident and amenity groups in the Borough (identified by * in Annexe 4).
 - b. Writing to the 24 agents who submit the greater number of planning applications to the Council (identified by * in Annexe 4).
 - c. Consulting the Environment Agency, Natural England and English Heritage.
 - d. Placing information on the Council's website.
 - e. Issuing a press release.
 - f. Responding to invitations to meet resident groups.
- 3.4 Representations were received from 10 parties. A number positively supported the document as a whole and no-one disagreed with the level of detail set out or the clarity/style of presentation. Most of the points made sought either clarification on issues or a greater level of prescription of what would or would not be allowed. A number of changes were made to clarify or expand on how the guidance would be applied.
- 3.5 At Annexe 2 is a schedule setting out all the matters raised, the Council's response and how the draft SPD has been amended.

4 Final Consultation Draft

- 4.1 Consultation on the 'final' consultation draft has met the requirements of Regulation 17 of the Town and Country Planning (Local Development)(England) Regulations 2004.
- 4.2 A six week consultation period took place between Wednesday 16 February and Wednesday 30 March 2011. In addition those consultees contacted at the First Consultation Draft stage, the Council also wrote to all the relevant specific and general consultation bodies required by Regulation 17(3) (Annexe 4). Copies of all the documents were placed on the Council's website and at the Council offices and local libraries. A Statutory Notice appeared in the Surrey Herald on Thursday 17 February 2011.
- 4.3 Representations were received from 13 parties. No party disagreed with the overall aim of the document, level of detail or general clarity and style of presentation. Two provided unqualified support and the others raised the following points of detail:
 - a. Various requests for further cross referencing to other documents and policies in the Core Strategy and Policies DPD.
 - b. Various minor clarifications.
 - c. Various amendments to separation distances between dwellings.
 - d. Amendment to references on storey heights.
 - e. Amendment to application of 45° horizontal 'rule'.
 - f. Use of balconies as part of amenity space.
 - g. Accuracy of references to EN1 regarding garden land.
 - h. Amendments to minimum floorspace for 1 bed dwellings.
- 4.4 The Council has made a few changes by way of clarification.
- 4.5 At Annexe 3 is a schedule setting out all the matters raised at this consultation stage, the Council's response and how the draft SPD has been amended.

Report on the Initial Consultation on the 'Design of Residential Extensions and New Residential Development' and 'Size of Dwellings' SPDs

1. An initial consultation on the two proposed Supplementary Planning Documents (SPDs) was held from 23 April 2010 to 24 May 2010.
2. It was undertaken prior to any drafts of the two SPDs being prepared and with the intention of:
 - a. Advising that the Council was about to embark on preparing the documents.
 - b. Seeking any initial comments or suggested matters which should be considered.
3. The consultation was undertaken by:
 - a. A letter to 41 resident and amenity groups with a likely interest in the two documents.
 - b. A letter to 25 agents who regularly submit planning applications.
 - c. Information on the Council's website.
4. Three responses were received from:
 - a. John Hirsh – Chairman of Lower Sunbury Residents Association (LOSRA).
 - b. Keith Johnson – Chairman of Green Street Action Group (GSAG).
 - c. George Rushbrook – Committee Member of both LOSRA and GSAG.
5. Both Mr Hirsh and Mr Rushbrook supported the statement and supporting material submitted by Mr Johnson.
6. All of the points raised are summarised in the following schedule. A number of points went beyond the direct remit of the two proposed SPDs and these are grouped at the beginning of the annexe. Many of the points identified other published guidance pertinent to the two SPDs and it was suggested these should be taken into account.
7. The Council's response to each of the points is recorded and provides a record of the Council's actions.

Representations received at the Early Consultation Stage (23 April to 24 May 2010)

Issues Raised	Response
<p>General Comments</p> <ol style="list-style-type: none"> 1. This first public consultation since approval of the LDF should have set out a provisional list of all SPDs to be produced. As a starting point there should have been a comparison of the 2001 Local Plan and adopted Core Strategy to identify where adequate planning control has been lost. 2. Need an SPD which maps out areas of unacceptable land contamination, noise and air pollution which, along with flood risk areas, protected urban open space and Green Belt, should be in a single document which is regularly updated. 3. Opportunity should be taken to produce an SPD identifying special character areas starting with an SPD for Lower Sunbury identifying it as an Area of Special Interest. 	<p>The Council's Local Development Scheme, April 2007 – available on the website – sets out all existing supplementary guidance and leaflets that may need reviewing plus some new documents required. In the context of this the Council has agreed the immediate priorities are the SPDs being consulted on and an Infrastructure SPD. The Council will develop the full programme of SPD work in due course in the light of all its planning related work and priorities. Little was 'lost' from the original Local Plan and the SPD on Design of Residential Extensions and New Residential Development will provide comprehensive guidance on design related issues of detail not previously set out in the Local Plan.</p> <p>The extent of policy constraints such as Green Belt, urban open space and flooding (plus 16 other items) are already shown on the Proposals Map DPD as required under the new planning system. Such information cannot be relegated to SPDs. Land contamination, noise and air quality do change frequently and affect different uses of land in different ways and comprehensive detailed mapping of such issues is not complete. This is why planning applications require case by case assessment of proposals against clear policy criteria with applicants being required to submit appropriate information.</p> <p>The issue of having separate policies for different areas of the Borough was put forward by various groups, including those in Lower Sunbury, at the Examination of the Core Strategy. The Inspector accepted that no area of the Borough justified such an approach but that instead, as proposed by the Council, policies needed to be applied in a way which took full account of the local context. Even if justified, statutory regulations require such policy material to be set out in a Development Plan Document not an SPD.</p>

Issues Raised	Response
<p>4. Confidential pre-application discussion with applicants is not in keeping with the Council's intentions of transparency and consultation and results in residents having only limited time to respond during the formal consultation on submitted planning applications.</p>	<p>Pre-application discussions have a valuable role in advising developers where schemes may be wholly unacceptable and should not be proceeded with or where changes would be required before they could be considered acceptable. This is useful in avoiding unnecessary public consultation on ideas that have no chance of approval. We already encourage developers to have pre-application consultation with local residents and many do. The blanket disclosure of discussions and imposed pre-application public consultation could result in some not seeking early advice with consequently more unacceptable schemes being submitted.</p>
<p>5. Concern that some developments along the A308 Staines Road West and in industrial estates have not complied with PPS 23 on air quality and PPS 24 on noise, and represent poor design.</p>	<p>Any scheme is assessed against the Council's policies on noise and air quality and technical advice sought from its Environmental Health team to ensure appropriate decisions are made.</p>
<p>6. Want Community Infrastructure Levy on all developments to fund noise attenuation alongside the M3 in Sunbury and Shepperton where it passes through residential areas.</p>	<p>The M3 and other major roads do create noise issues and there may be scope for mitigation. This is a complex issue which the Council could examine in due course.</p>
<p>7. Want an immediate moratorium on permitting 'windfall' housing schemes for 2 years until SPD programme completed. Also concerned the existing housing target is externally imposed and not based on needs.</p>	<p>The Council has agreed that its housing figures are sound. It would be difficult to justify refusing otherwise acceptable schemes just because particular SPDs had not been completed. Therefore it is important to complete the current two SPDs as soon as is realistically possible as these relate directly to residential development.</p>
<p>8. Should be a halt to losing employment sites to housing as it upsets local sustainability.</p>	<p>The balance between retaining enough employment land and meeting housing needs was considered in detail when the Core Strategy was prepared and the Council's approach was found sound. This approach maintains the overall amount of employment space with growth in locations such as Staines balancing losses on sites (mainly in residential areas) considered unsuitable for employment use.</p>

Issues Raised	Response
9. Loss of advertisement control in residential areas, e.g. bus shelters.	Bus shelters with advertisement space do need planning permission which gives control and enables poorly sited shelters and/or adverts to be refused.
10. Spelthorne should be made a Low Emission Zone enabling enforcement on heavy polluting transport.	This is a complex type of measure to implement with likely significant financial costs. The Council has no current plans to progress such an initiative.
11. A Community Infrastructure Levy should be established immediately and a list of approved levies for different types of development finalised immediately.	Work on this issue is being progressed including the Council's involvement in a Surrey wide infrastructure project. The current intention is that this and other additional local work on infrastructure needs will support an Infrastructure SPD to be commenced in early 2011.
12. The checklist of information required for planning applications in the DCLG document 'By Design' should be adopted as standard practice.	The DCLG guidance was produced in 2001 and whilst it is still very helpful in terms of the design advice, the checklist set out in an appendix has been overtaken by more recent work. The national validation checklist now broadly covers its scope and is supported by related guidance and local validation lists. These are on the Council's website. Opportunity will be taken in the SPD on Design of Residential Extensions and New Residential Development to emphasise the need for certain types of information which applicants frequently fail to provide and requires the Council to request.
<p>Matters relating to the proposed SPDs on (i) Residential Extensions and New Residential Development and (ii) Size of Dwellings</p>	
13. The Commission for Built Environment's (CABE) audit note 'Customers Short-Changed by New Housing' comments on shortcomings in modern house building that need to be addressed in future design appraisals.	This guidance will be taken into account in preparing the SPD on Design of Residential Extensions and New Residential Development – particularly in providing guidance on minimum floorspace requirements.
14. Reference should be made to the 'Building for Life' standards which provide 20 criteria by which to assess new residential development.	This guidance will be taken into account and referred to in the SPD on Design of Residential Extensions and New Residential Development.

Issues Raised	Response
<p>15. Account should be taken of a CABE survey (March 2005) on the sort of housing people want to live in, of the Council's own Housing Needs Survey and also a survey amongst estate agents of people's needs. These should be taken into account when applying the blanket policy of 80% 1 and 2 bed dwellings.</p>	<p>The CABE guidance and the Council's Housing Needs Survey provide useful background on people's aspirations. This needs to be tempered by economic realities and what people in practice are able to afford and the sort of dwellings the Council needs to try and ensure are provided. Guidance on minimum floorspace requirements will deal with the related issue set out in 13. above.</p>
<p>16. Account should be taken of the CABE report on inadequate car parking provision and the need for front gardens as a buffer to streets. Many house extensions result in less parking being available.</p>	<p>The layout issues associated with parking and extensions will be addressed in the SPD on Residential Extensions and New Residential Development. Car Parking standards as a whole need to be considered in due course as part of further SPD work.</p>
<p>17. Rooms in many new houses are too small and internal space standards are needed for all types of dwelling.</p>	<p>This issue will be dealt with in the SPD on Design of Residential Extensions and New Residential Development.</p>
<p>18. A comprehensive list of related guidance published by the Planning Inspectorate, CABE, DCLG and design documents produced by other authorities were provided and commended by the respondents.</p>	<p>These and other relevant documents have all been taken into account in the background work associated with preparing the proposed SPDs and will be referred to as appropriate.</p>
<p>19. Gated developments should not be allowed.</p>	<p>It is not a function of the planning system to force owners of private land to allow public access onto it, or prevent them from securing their property. Where the appearance of gated structures harm the environment and require planning permission they can be refused.</p>
<p>20. Expect the SPDs to prevent 'garden grabbing'.</p>	<p>Any SPD must be consistent with policies within the adopted Development Plan Documents and government guidance. Concern about inappropriate or poor development on existing gardens is understood. Policy EN1 already sets out the requirements for acceptable development and this will be expanded on in the Residential Extensions and New Residential Development SPD. Specific development proposals can be assessed against this guidance.</p>

Schedule of Representations received at First Consultation Draft Stage (13 September – 22 November 2010) and Responses

	Document reference	Representation	Response
1.	General	General support for the document was expressed by a number of people/groups (Staines Town Society, LOSRA, Mr P Hawkes, Mr J Williamson and Mrs F Johnson)	Support welcomed.
2.	General	No mention made of single storey dwellings and the contribution they make to the demands from an ageing population (Mr B Sutton)	The guidance provides general design advice intended to be applicable to all forms of residential development.
3.	General	The section on extensions should provide more explanation on the implications of flood risk and also refer to water use, water quality, sustainable drainage and works near watercourses. Areas where sewage treatment capacity may be insufficient should be identified (Environment Agency). The importance of flood risk needs to be recognised (Mrs F Johnson).	Appendix 2 identifies flooding amongst a number of issues that also need to be considered, and flooding is referred to in the checklist which follows paragraph 3.54. More cross referencing to flooding issues will be given in Appendix 2. However, the guidance is seeking to elaborate on Policy EN1 and not flood policy generally; this would be better dealt with in a separate document in due course, along with other flood related matters. Sewage treatment capacity was considered as part of preparing the Council's Core Strategy and Policies DPD. Thames Water confirmed that it was sufficient, therefore no further reference is necessary in this SPD.
4.	General	Reference should be made to the importance of providing 'green infrastructure' in new development. Green infrastructure includes public open space, sports provision and footpaths (Natural England).	Open space provision is referred to in Appendix 2, item 11. This reference will be expanded.
5.	General	Little mention of Conservation Areas, Listed Buildings and locally listed buildings. Suggest specific guidance or reference to other appropriate guidance (Staines Town Society).	Reference to these issues is made in Appendix 2 under a list of other relevant policies and issues. Whilst there is an extensive range of other guidance available on these particular matters it would be unrealistic to try and identify all sources in this document. Some additional references will be included encouraging early discussion with the Council and its Conservation Consultant enabling advice on particular schemes to be given.

	Document reference	Representation	Response
6.	General	Reference should be made in the SPD to climate change (Environment Agency).	In part this is cross referenced to in Appendix 2, item 14 in terms of renewable energy and Code for Sustainable Homes. However, further detail would be more appropriate in separate guidance on this issue.
7.	Paragraph 2.4 (approach to meeting requirements)	<p>The last sentence 'Occasionally there may be good reason why a particular requirement can be relaxed but this will need to be clearly justified' – should be deleted as it could be misleading (Mr G Sheehy).</p> <p>Concern the sentence allows for an unaccountable degree of subjectivity (LOSRA) and a list of criteria where it might apply should be stated.</p>	<p>The purpose of the sentence is twofold. Firstly, to make clear that relaxation of requirements will not be accepted unless clearly justified. This responds to occasional cases where applicants have expected the Council to relax requirements without any proper justification.</p> <p>Secondly, it places the onus on the applicant to set out the justification. Circumstances where relaxation is justified are likely to be exceptional rather than common place and it could be misleading to attempt to define possible cases as it would be difficult to exhaustively identify every eventuality. The rest of the paragraph provides appropriate context and in particular that the acceptability of any scheme must be carefully assessed on how it fits into an area. This underlines the importance of individual on-site assessment. The sentence is considered to provide important guidance on how the Council will approach any request for relaxations.</p>
8.	Paragraph 2.6 (Guidance on when planning permission is required)	Suggest more guidance could be given on permitted development (LOSRA).	The SPD already explains that information on permitted development is available on the Council's website. As this is a potentially complex area and further changes are contemplated by the Government 'sign-posting' up-to-date sources of information is considered the most appropriate way of helping people.

	Document reference	Representation	Response
9.	Paragraph 2.8 (Pre-application advice and consultation)	Concern that the paragraph encourages two types of pre-application consultation with neighbours. For extensions an informal approach is suggested, but for new residential development a more formal consultation is suggested with the wider community. Suggest that 'formal' consultation should take place in all cases (Mr J Williamson).	There is no statutory basis for the Council to 'require' specific forms of pre-application consultation although the Government is considering this for larger developments. However, encouraging such consultations and suggesting a simple approach in the case of extensions is more likely to result in a sensible dialogue taking place and therefore any scope for misunderstanding and opportunity for design improvement to be taken on board. It is considered the text is expressed in the most appropriate way.
10.	Paragraph 2.12 (Design and Access Statements)	Concern that even planning applications for extensions should be required to have a formal 'Design and Access Statement' (Mr J Williamson).	Such statements are not a statutory requirement for extensions unless (as explained in paragraph 2.12) they are in a Conservation Area or involve a Listed Building and Listed Building consent is required. The text nevertheless explains that for extensions they can be helpful to everyone and assist the Council. It is considered that the Council cannot do more than encourage their use as expressed already in the text.
11.	Paragraphs 3.9, 3.10, Diagram 1 and paragraph 4.12 (Privacy and outlook)	<p>A definition of three storey accommodation is required to give clarity to the necessary separation distances between dwellings shown in Diagram 1 (Mr G Sheehy).</p> <p>It should be made clear that provision of accommodation in a roof equates to an additional storey of accommodation. The definition in footnote 3 should be placed in the main text. Clarity is required on which 'minimum' distances are being referred to. Need for clarification of the 13.5 metre distance from the rear of a new dwelling to the flank of an existing dwelling (or vice versa) where there are windows in the flank elevation (LOSRA).</p>	<p>Diagram 1 is intended to show separation distances which assist with two issues. Firstly the physical scale of buildings and their scope to be overbearing and affect outlook. Secondly to avoid inappropriate overlooking and therefore loss of privacy. The comments received have prompted a wider reconsideration of how clearly the above points are dealt with.</p> <p>It is proposed that the sections on 'Privacy' and 'Outlook' are combined as Diagram 1 relates to both. A much fuller explanation of the word 'storey' would clearly be helpful. It is a term that is widely used to refer to the number of floor levels below roof level and is intended to provide an indication of the scale of a structure. Different heights of building then require different separation distances to avoid an overbearing</p>

	Document reference	Representation	Response
		<p>A 15 metre back to boundary distance is excessive where 2.5 storey dwellings are proposed and back onto existing 2 storey properties. It would prevent dwellings being adapted (London Irish).</p> <p>A set-in distance of new dwellings by 1 metre from a side boundary is a wasteful use of space where terraced properties might otherwise be built up to a pavement edge on a corner plot (London Irish).</p>	<p>impact and loss of outlook. The provision of rooms within a roof does not necessarily lead to a change in scale or height of a property but can provide scope for greater degrees of overlooking. In this case greater separation distances may be required in the direction of the view from the roof level windows but not necessarily on other elevations. Greater separation distances will need to be considered where rooms in the roof result in a bulkier structure overall. The text needs to be amended to bring out these points.</p> <p>It is agreed that there could be circumstances where windows in a flank wall of an existing or proposed dwelling would require greater separation distances from a property set at 90° to it – as shown in Diagram 1. Whilst a first or second floor landing, hall, toilet or bathroom windows would not normally involve an unacceptable loss of privacy there would be concern where windows to habitable rooms existed. The following text could be added to the end of sub-point (b) which refers to back to side (flank) distances: <i>‘Where the flank wall has, or is proposed to have, first or second floor windows to habitable rooms the separation distances in (a) above will apply’.</i></p> <p>Treating extensions in a roof space as being 2.5 storeys, with only the same separation distance as a 2 storey development, misses the point that an additional floor level is provided and a greater loss of privacy may arise requiring increased separation distances.</p> <p>Reference to the particular circumstances of terraced properties on corner plots abutting pavements on the side road is typical of areas where Victorian terraces exist, but there are very few such areas in Spelthorne.</p>

	Document reference	Representation	Response
		Guidance should be given on separation distances between single storey dwellings (Mr B Sutton).	<p>Any reasonable exception can be dealt with in the context of the guidance in paragraph 2.4 and is considered to require no further reference in the text.</p> <p>Single storey dwellings are as susceptible to overlooking from existing two-storey accommodation, although scope for overlooking from them is limited. Such proposals are very few and it would be more appropriate for any particular distance considerations to be assessed in the context of paragraph 2.4.</p>
12.	Paragraph 3.16 (Daylight)	<p>Suggest Diagrams 2 and 3 are shown in 3 dimensional form to show the 25° vertical and 45° horizontal guides in one diagram (LOSRA).</p> <p>The 45° horizontal measure should be taken from a point 1 metre from the boundary not the centre of a potentially affected window as in the current guidance. This would remove ambiguity due to siting and size of windows and ensure outlook as well as loss of light is considered (Mr G Sheehy).</p>	<p>Some thought was given to the scope to combine Diagram 3 and 4 into a single 3 dimensional drawing but examples from other authorities showed this to be potentially complex and confusing, hence the decision to use three separate drawings to show each of the 25°, 45° horizontal and 45° vertical angles.</p> <p>Current guidance uses a single measure for outlook and daylight comprising 45° horizontal assessment. The main source of this is the Building Research Establishment (BRE) guidance referred to in paragraphs 3.14-3.16. The BRE document actually uses three measures instead of one, which collectively provide a more realistic and accurate assessment taking into account not only the position of extensions/dwellings but also their height. The use of a single measure is considered to be a cruder and less precise measure of impact and that is why the change has been made from existing guidance.</p>
13.	Paragraphs 3.19, 3.22 and 3.30 (Daylight, sunlight and side extensions)	Concern that the requirement to avoid loss of light to habitable rooms through side facing windows is unfair as it could encourage people to insert such windows to prevent a neighbour from extending, or if one has already extended the other may be unfairly prevented from also doing so. Side windows should not be allowed in new	Adequate light through side facing windows can be important and is an issue that needs to be taken into account. The remote possibility that someone may install a window to prevent an extension does not alter the fact that if that window is important in providing significant light to a room the potential adverse impact

	Document reference	Representation	Response
		<p>extensions. A clearer distinction between primary and secondary windows is needed (Mr B Sutton).</p> <p>Clarification is needed on how much light is regarded as 'significant', i.e. a percentage. BRE guidance only sets a minimum which is unacceptable. Unfair if very well lit properties are adversely affected (Mr G Sheehy).</p>	<p>needs to be considered. It is considered that the explanation of what is a secondary window is already sufficiently clear.</p> <p>The BRE guidance seeks to set measures through its use of angles which ensure that good lighting is retained and are fair, reliable and simple and therefore suitable. This therefore avoids the need for otherwise complex individual light calculations.</p>
14.	Paragraph 3.36 (Two storey side extensions)	Diagram 6 should also set out minimum distances between dwellings, not just the minimum distance for two-storey extensions to be set-in from the boundary (LOSRA).	<p>Diagram 6 sets out minimum 'set-back' and 'set-in' distances for subordinate two-storey side extensions. The purpose of the 'set-in' measure, explained in the preceding text to the diagram, is to ensure that where a subordinate extension is appropriate in relation to the host building this is achieved satisfactorily and additionally any scope for a 'terracing' effect is avoided. This measure is required along with a minimum 'set-back' distance. These are minimum figures and are set out primarily to secure an appropriate relationship of the extension to the host building. The appropriate distance that should exist between buildings will depend on the character of development in the immediate area and also other considerations of overlooking and daylight for example. These are in part covered by other criteria set out in earlier diagrams but also in the general guidance in paragraphs 3.4-3.5 on assessing character. The text immediately preceding the diagram could have an additional sentence to make clear its purpose – <i>'Diagram 6 shows how the 'set-back' and 'set-in' distances should apply'</i>.</p>

	Document reference	Representation	Response
15.	Paragraph 3.54 Design of extensions checklist)	The checklist makes no mention of the impact of additional cars as a result of extensions (LOSRA, Mr G Sheehy).	Paragraph 3.29 refers to extensions not resulting in the loss of parking where it would cause highway problems and cross refers to the Council's parking standards and size of parking space required. Reference is made to that document in Appendix 5. It is not the purpose of the checklist to try and itemise every issue raised in the document, but rather to reflect the key themes.
16.	Paragraph 4.5 (reference to Government guidance)	Concern that this paragraph which refers to the Government's removal of 'gardens' from the definition of 'brownfield' land incorrectly suggests it requires no change to Council policy (Mr G Sheehy, LOSRA).	<p>The paragraph was kept very short and it is clear there is some misunderstanding of what the Council is seeking to say. The Government's deletion of gardens from the definition of brownfield land was intended to remove a perverse encouragement that was thought to exist in some areas to promote poor garden development simply to increase the proportion of brownfield development to meet the national target of 60%.</p> <p>Virtually all the residential development in Spelthorne is within the existing urban area and on land which has been previously developed – which is called 'brownfield'. The national minimum target of 60% brownfield development has always been well exceeded locally. There has therefore never been any incentive for Spelthorne to contemplate approving otherwise poor residential development on either gardens or other urban sites to meet the Government's 'brownfield' target. This is why paragraph 4.5 stated no change in the Council's policy was required and that it already provided a firm basis against which inappropriate development on any site could be prevented. It was specifically Council Policy EN1 that was in mind.</p> <p>For clarity the following additions to the text will be made:</p>

	Document reference	Representation	Response
			<p>(i) After the first sentence: <i>'This was to avoid any incentive to approve bad development simply to meet the national target of ensuring 60% of development was on brownfield land'</i>.</p> <p>(ii) Delete the first part of the last sentence and add: <i>'Spelthorne already secures most of its housing on 'brownfield' land and has no reason to contemplate approving bad development to meet the Government's targets. There is therefore no need to amend Policy EN1 or any other Council policy'</i>.</p>
17.	Paragraph 4.12 (Plot size)	<p>The third sentence should reflect the points made in relation to paragraph 4.5 and commence <i>'Notwithstanding the provisions of PPS3 (as amended)</i>' (LOSRA).</p> <p>Need to define what is meant by 'large' property (Mr G Sheehy).</p>	<p>In the light of the proposed additional wording in paragraph 4.5 to clarify the Council's position on garden development, and to avoid any unintended inference that 4.12 suggests that proposals using gardens might be promoted irrespective of Policy EN1, the third sentence should be amended as follows:</p> <p>(i) Delete from <i>'where'</i> to <i>'developed'</i>.</p> <p>(ii) Insert <i>'Where development involving gardens is considered appropriate</i>'</p> <p>Paragraph 4.20 refers to larger properties as those being in excess of 100m². However, paragraph 4.12 is not just concerned with the plot size in relation to the size of the property but also in relation to adjoining properties – this is why cross reference is made back to the minimum distances in Diagram 1. The key issue is that the relationship of plot, proposed dwelling and existing development needs to be assessed on a site by site basis. Seeking to define this relationship for different sizes of property would not assist the broader and important point being made.</p>

	Document reference	Representation	Response
18.	Paragraph 4.13 (Building size and form)	<p>Concern that the requirement in the first sentence for the height, depth, width and form of proposed buildings to be similar to those prevailing in the street frontage could preclude terraced development in a street where semi-detached properties predominate. This is not considered sensible and could preclude small dwellings in line with Policy HO4 (London Irish).</p> <p>The second sentence, which requires roof height and form to remain similar to adjoining dwellings and not result in over-dominant structures, should cross refer to the 2 metre separation distances identified in Diagram 1 (Mr G Sheehy).</p>	<p>The purpose of the first sentence is to identify key factors which affect the character of a development in relation to its surroundings. Whether a particular form of development is in or not in character will require on-site assessment and regard to the factors outlined in paragraph 3.4. No policies can be applied in isolation of all other policies from the Core Strategy and that includes Policy HO4, which deals with small dwellings.</p> <p>The second sentence is part of a section dealing with building size and form and is separate to the issues of privacy and outlook which Diagram 1 is concerned with. Paragraph 1.6 already makes the point that those bringing forward schemes for new residential development should read the document as a whole.</p>
19.	Paragraph 4.16 and Diagram 10 (Layout)	<p>Diagram 10 does not represent good design as it shows a layout with exposed rear gardens contrary to 'By Design' and 'Secured by Design' (London Irish).</p> <p>The diagram proposes backland/garden development contrary to PPS3 and should be removed (LOSRA).</p>	<p>The purpose of the diagram is to illustrate how infill development should be laid out to reflect the prevailing street pattern with dwellings on street frontage plots facing the street. The diagram responds to various proposals the Council has seen over the years where infill schemes have been designed without any regard to the surrounding pattern of development, either in terms of orientation of dwellings or plot size. The diagram for simplicity reasons focuses on these key points and excludes any further hint as to the layout of development in the wider area and adjoining the other sides of the infill scheme.</p> <p>The point made by London Irish is a little unclear in that in most existing developments there are many cases where rear and side boundaries respectively touch each other. Whilst in very large residential development there is greater scope for a variety of layout forms to be pursued there is less scope with small infill schemes. Smaller infill schemes are typical</p>

	Document reference	Representation	Response
			<p>in Spelthorne and it is appropriate for the guidance to focus on this and the practical issues they raise.</p> <p>PPS3 does not preclude garden development, it simply removes gardens from the definition of 'brownfield'. It is considered helpful for the guidance to illustrate features of good development. It is therefore considered that the diagram, although only making two main points relating to orientation and plot size, is helpful in the light of past experience.</p>
20.	Paragraph 4.20, 4.46 and Table 2, Page 11 (Garden space)	<p>Providing a minimum of 35m² of green space for flats is too much and results in a very inefficient use of land. Reference is made to guidance in London for gardens of 5m² for 1-2 person dwellings with an extra 1m² for each additional occupant (London Irish).</p> <p>Concern that the minimum standards for garden space are adhered to (Staines Town Society).</p>	<p>The amount of space is 35m² for the first 5 units, 10m² for the next 5 units and 5m² thereafter. The purpose of this graded provision is that in providing communal space a minimum useable area is required. At its extreme a scheme for 1 flat with only 5m² would result in an area of very limited usefulness. The Council's standards are both practical in providing a graded standard and appropriate to a generally suburban rather than city context.</p>
21.	Paragraph 4.33 (Parking)	<p>Policy requirements that parking should normally be provided on the residential plot is outdated in terms of urban design, transportation and movement practice. No more than half of parking should be on the plot (London Irish).</p>	<p>Parking should be secure, accessible and be in a form people want to use. 'On-plot' provision reflects the general pattern of existing development in the Borough as well as what people would ideally wish. Paragraph 4.33 is considered to provide appropriate guidance.</p>
22.	Paragraph 4.34 (Parking)	<p>Disagrees with the requirement for communal parking spaces to be at least 5 metres from windows to habitable rooms. Two metres is recommended (London Irish).</p>	<p>The distance is intended to protect amenity and vehicle disturbance for occupants of dwellings close to parking areas. Two metres is considered insufficient. No change proposed.</p>

	Document reference	Representation	Response
23.	Appendix 4 – Minimum floorspace for new dwellings	<p>Increasing demand for internal space means the minimum floorspace is inadequate for the larger family (Staines Town Society).</p> <p>Consideration should be given not just to floorspace but its appropriate configuration, e.g. minimum dimensions for stairwells and staircases and minimum geometric forms (LOSRA).</p> <p>Standards should be provided for single storey dwellings (Mr B Sutton)</p>	<p>Minimum floorspace requirements are set out in Appendix 4 and good practice on appropriate internal layouts is set out in paragraph 4.14. In addition, under the Building Regulations there are requirements for corridor and door widths, accessible ground floor cloakrooms and head height for stairs. These all have a bearing on the overall layout and internal accessibility of properties. Whilst concerns about size of dwellings are understood the availability of small affordable dwellings is important otherwise more people would be precluded from home ownership. The guidance is considered to provide sufficient direction on this issue.</p> <p>Some limited updating of floorspace figures and categorisation of dwellings will be made including for single storey dwellings.</p>
24.	Other	Suggest guidance on ensuring driveways are porous to rainwater (Staines Town Society).	This is good practice and some controls now exist in that planning permission is required in certain circumstances where non-porous surfaces are proposed and would involve surface water flowing off the site. This matter is part of a wider issue of sustainable drainage better dealt with in separate guidance on flood related issues.

Schedule of Representations received at Final Consultation Stage (Regulation 17)(16 February – 30 March 2011) and Responses

	Document reference	Representation	Response
1.	General	Support the document (Mr D Selmes and Thames Side (Laleham) Residents Association). General support but some specific comments (Shepperton Residents Association).	Support Welcomed.
2.	General	The document should provide reference to sustainable construction including reuse and recycling of building materials (Surrey County Council and Natural England).	The purpose of the SPD is to explain in more detail the requirements of EN1 – particularly sub-points (a) and (b). The importance of sustainable construction and reuse of recycled materials is already clearly encouraged in Policy CC1 of the Core Strategy and Policies DPD. Cross references can be given in Appendix 2 (14. Sustainability) by adding the words: <i>'Development will also be encouraged to meet high standards of construction including the use of recycled construction material – See Policy CC1 (d)'</i> .
3.	General	Document should refer to the predicted effects of climate change, the need for provision of green infrastructure, sustainable drainage (SUDS) and how biodiversity can be enhanced. Two documents on green infrastructure are recommended for inclusion in Appendix 5 'Useful References'. (Natural England).	<p>As the purpose of the SPD is to explain Policy EN1 in more detail it is not appropriate to try and cover in any detail matters covered by other policies. Key issues are, however, identified in Appendix 2. Reference to green infrastructure is already effectively covered in Appendix 2(11). Reference to SUDS can be made in Appendix 2(7) by adding the following: <i>'Schemes for new development will need to make provision for sustainable drainage of surface water as required in Policies LO1(b) and EN1(g)'</i>.</p> <p>The Core Strategy and Policies DPD already covers Landscape and Biodiversity and the detail does not need to be repeated in this SPD. A short reference could be added to Appendix 2 as follows: 'Biodiversity. <i>Wherever possible new development should contribute to an improvement of biodiversity and avoid harm to features of nature conservation interest. Policy EN8 of the Core Strategy and Policies DPD applies'</i>.</p> <p>The suggested additions to the list of documents in Appendix 5 are agreed.</p>

	Document reference	Representation	Response
4.	General	Seeks assurance that Climate Change issues such as drought and high temperatures as well as flooding will be dealt with in a Climate Change and Flooding SPD (Environment Agency).	The same point was effectively made in the previous consultation when it was agreed the subject was better dealt with in a separate SPD on Flooding. Appropriate cross-referencing to flooding is already included in this SPD.
5.	General	There should be some reference to Section 106 requirements (Shepperton Residents Association).	It is agreed a short section could be added to the list of other relevant policies and issues in Appendix 2: <i>'Infrastructure. Schemes for additional dwellings may require improvement to the local infrastructure. Policy CO2 of the Core Strategy and Policies DPD will apply.'</i>
6.	General	Particular concerns about the approval of any new development in the Leacroft area due to flood risk from the River Thames and River Ash (Leacroft Residents Association).	The concerns are understood and Appendix 2 already provides some cross-reference to flood issues generally in the Borough and includes an explanation of the intentions of Policy LO1 and where the latest flood maps can be obtained.
7.	General	Suggests that it would be helpful to refer to the SPD in letters notifying neighbours about planning applications. Also suggest more information is made available on the Party Wall Act (Mr G Sheehy).	Reference to the SPD will be made in neighbour notification letters. To cover the Party Wall Act point a short additional paragraph after paragraph 3.30 will be added: <i>'Where an owner proposes to carry out work which involves work to a party wall, boundary wall or excavation works near a neighbouring building they must notify all adjoining owners where that work falls within the terms of the Party Wall etc Act 1996. This is in addition to any planning permission or approval under the Building Regulations. See Appendix 5 for further information.'</i> Add weblink to Appendix 5 to the Communities and Local Government document 'The Party Wall etc Act 1996'.
8.	General	Agents acting on behalf of the Sisters of Charity of St Paul the Apostle, who own the former tennis courts adjoining St Paul's School, Green Street, Sunbury, have suggested the SPD should also give guidance on how potential conflicts with competing land uses could be resolved. They explain they want to secure a residential use for their site. They suggest the SPD should reflect the Coalition Government's statements about amending current planning advice to allow 'a presumption in favour of residential development' to avoid the Council having to produce further guidance later in the	The representation is not relevant to the intended subject matter of the SPD. Policies in the Core Strategy and Policies DPD already adequately provide guidance on the use of land. The owners did submit a representation on the Core Strategy to have the urban open space designation of the site deleted, but this was not accepted by the Inspector. If the site owners wish to pursue the matter they need to do so through a planning application. They have been advised accordingly.

	Document reference	Representation	Response
		year. They seek further discussion with the Council's Planning Policy team as they do not view their suggestion as a pre-application discussion – for which a charge is made (Bigwoods).	
9.	Para 2.8	There should be a more formal requirement for pre-application consultation between neighbours (Shepperton Residents Association).	There is no statutory requirement for such consultation so the Council can do no more than encourage it. The text as drafted encourages an informal approach between neighbours for extensions as this seems proportionate and more likely to be pursued by those concerned.
10.	Para 2.13	The SPD should indicate that detail to be provided in Design and Access Statements should be proportionate to the scale and nature of development and the likely issues that it raises (Paul Dickinson and Associates).	Much more detailed guidance on Design and Access Statements is provided on the Planning Portal website which is already referred to in the SPD along with the web address. It is considered best to leave advice on the relevant detail of Statements to this source where other relevant advice is also given.
11.	Para 3.9 Diagram 1	Diagram 1 should also include appropriate separation distances between single storey properties – a 6 metre minimum garden length and corresponding 12 metre front to front distance is recommended (Mr B Sutton).	The separation distances given in Diagram 1 differentiate between two and three storey development and are intended to set out minimum distances to avoid an overbearing impact or loss of privacy where buildings are otherwise too close. For reasons of maintaining privacy the minimum distances for two storey developments are also considered appropriate for single storey properties.
12.	Para 3.9	<p>Considers that 'storeys' should only be regarded as floor levels below the eaves of the roof. Greater separation distances are not required where there is accommodation in a roof as scope for overlooking or an overbearing impact is not increased. Separate distances for 2 and 3 storey developments of respectively 21 and 30 metres are excessive and prevent land being used efficiently.</p> <p>It is also commented that back to flank distances should be amended so that the distances from the back of a proposed 3 storey development to the flank of a 2 storey development should be 13 metres (the same as between two 2 storey blocks). Separation distances should not be applied between the fronts of properties (Paul Dickinson &</p>	<p>The Council's intention through Policy EN1 is to secure a high standard in the design and layout of new development and, amongst other matters, achieve a satisfactory relationship to adjoining properties and avoid significant impact in terms of loss of privacy, sunlight, daylight, overbearing effect or outlook. These separation distances are minimum requirements and have been applied by a large number of authorities over many decades. To that extent they are tried and tested. The back to flank distance broadly reflects the minimum distance possible where the 25° rule set out in paragraph 3.21(i) of the SPD is applied and should not be reduced.</p> <p>It is considered that the minimum distances reflect an</p>

	Document reference	Representation	Response
		Associates).	appropriate balance between using urban land effectively and securing the high standards of design the Council seeks.
13.	3.6-3.27	Pleased to see that the wording on the 'overbearing' nature of enlarged accommodation has been improved (Shepperton Residents Association)	Support welcomed.
14.	Para 3.10	<p>Wants the definition of 'storey' to revert to that used in the first draft – i.e. accommodation in a roof space to be counted as an additional storey. Noted the change did not appear to relate to any representation (Lower Sunbury Residents Association and Spelthorne's Liberal Democrats).</p> <p>Propose the intent on the original is restored by inserting at the end of the paragraph: <i>'In addition, any development in the roof space which constitutes a separate housing unit will be considered to be a storey'.</i> (Spelthorne Liberal Democrats)</p>	<p>The wording on this issue was amended and expanded in the latest draft and the reasons are set out in full in the report on the last consultation. The definition of storey now reflects generally the public use of the term (it is the number of floors up to the eaves level). This is also the approach taken by the Inspector in the recent Riverside Works Appeal (para 33). The important issue is how, in planning terms, the impact of tall/bulkier buildings and those with higher level accommodation and thus greater scope for overlooking are dealt with.</p> <p>The re-drafting in the latest version draws out those points and makes clear that 'Any proposal which results in a structure that is overbearing due to its scale, or which leads to a loss of privacy due to overlooking will be considered as unacceptable'. The text also emphasises that the distance measurements in Diagram 1 for different heights of buildings are minima.</p> <p>The intention of Spelthorne's Liberal Democrats' suggested wording is agreed but better expressed by a new sentence at the end of 3.12 as follows: <i>'This will be particularly important where as a result of conversion a separate unit of accommodation is proposed'.</i></p>

	Document reference	Representation	Response
15.	Para 3.21(ii)	Considers that measurements for the 45° horizontal guide should be taken from 1 metre inside the boundary (as in the Council's 1999 SPG) and not the centre of the window. The new measuring point penalises people with wide windows. (Mr G Sheehy).	Overall the guidance on protecting light and avoiding an overbearing impact is much more detailed than the previous guidance published in 1999. The previous guidance only used a 45° horizontal guide, whereas now a 45° vertical guide and other important qualifications are also given. The source of guidance on these measurements is published by the Building Research Establishment (BRE) and their document 'Site Layout Planning for Daylight and Sunlight' uses the centre line of windows. This work concludes that daylight will be adequately protected where both the vertical and horizontal 45° measurements are taken from this point. The authority of this work provides a compelling case to follow its advice.
16.	Para 3.22	Concerned that protection of light to side windows to habitable rooms might encourage people to insert such windows to prevent neighbours from extending (Mr B Sutton).	This in effect reiterates the point made previously. It is most unlikely that someone would insert a new window which served as the main window to a habitable room simply to prevent a neighbour from extending. However, if it was the main window the amenity impact of an extension affecting it should be considered.
17.	Para 3.30 Table 2	Usable balconies and terraces should count towards minimum garden space in the case of flats as such private space is often important and valued. It should be clarified that the amenity space for flats can include communal amenity space (Paul Dickinson & Associates).	Whilst small in area, balconies can provide valued amenity space and should be counted – albeit the floor area involved is relatively small and other external space would be needed to meet the total amenity space requirements. The text of Table 2 can be amended by adding the following to the wording at the end of the right hand column: <i>'Usable balcony floorspace may be counted in this provision'.</i> Reference to shared amenity space is already given in Table 2.
18.	Para 4.29	The main points in the highways related documents referred to in the text should be explained (Shepperton Residents Association).	The main document referred to is 'Manual for Streets' produced by the Department of Transport. This is some 90 pages long and it would unrealistic to provide a meaningful and relevant summary of its content whilst still keeping the SPD to a reasonable length. A web link to the document is provided in Appendix 5 to enable easy cross-referencing.

	Document reference	Representation	Response
19.	Para 4.32	This short paragraph, which refers to the Council's car parking requirements, should also refer to the Surrey Transport Plan: Parking Strategy (April 2011) (Surrey County Council).	The Borough Council sets/agrees parking standards. The County Council document referred to deals primarily with the management of on-street parking which is not considered an essential reference for this SPD. For this reason it is not proposed to refer to it in Appendix 5.
20.	Para 4.5	Considers the reference to Policy EN1 on the use of 'brownfield' land and garden land is incorrect. The second appeal at 72 The Avenue is cited in support of this view (Mr G Sheehy).	<p>This response deals with the accuracy of paragraph 4.5 of the SPD but does not go into detail on how each of the previous planning applications for 72 The Avenue has been considered.</p> <p>The respondent appears to have misunderstood what paragraph 4.5 seeks to explain and also the Inspector's references to 'brownfield development' in the second appeal at 72 The Avenue.</p> <p>The position is that PPS 3 does not set out a policy stopping the use of garden land for development but simply removes any incentive to accept poor development to meet 'brownfield' development targets. In the case of 72 The Avenue the Inspector (para 14 and 15) found that the proposal for two houses, which he concluded was harmful to the character and appearance of the street scene, was not in accordance with Policy EN1. Policy EN1 provided the Inspector with a clear policy basis against which the scheme could be assessed. The Inspector then went on (para 16) to comment that this proposal was an example of 'overdevelopment and garden grabbing' which PPS 3 seeks to prevent. Reference to PPS 3 was clearly by way of corroboration of the conclusions already drawn from applying Policy EN1.</p> <p>The text of paragraph 4.5 concludes that Policy EN1, and other Council policies, provide clear guidance enabling poorly designed schemes on any site to be refused. This is considered to be clear and accurate, and consistent with the conclusions of the particular appeal decision referred to above.</p>

	Document reference	Representation	Response
21.	Para 4.51 Checklist of key issues	Sustainable Drainage Schemes should be included in the Checklist (Surrey County Council).	The purpose of the checklist is to provide a short summary of the most important issues/principles that should be considered. Sustainable Drainage is one of many more detailed points which are already referred to explicitly in Policy EN1. Rather than extend the checklist it is proposed to add a sentence to the end of the note on Flood Risk in Appendix 2 as follows: <i>'Schemes for new development will need to make provision for sustainable drainage of surface water as required in Policies LO1(b) and EN1(g)'</i> . (This revised wording has already been proposed in relation to objection 3 above).
22.	Appendix 4	The minimum floorspace requirement for 2 bedroom flats of 50sqm (538sqft) is too great (Mr B Sutton).	The minimum figure provided is considered reasonable and should not be reduced.

List of Consultees

Environment Agency
Thames Water
Three Valleys Water
National Grid
Natural England
English Heritage
SEEDA
London Borough of Richmond upon Thames
London Borough of Hounslow
London Borough of Hillingdon
Slough Borough Council
The Royal Borough of Windsor & Maidenhead
Runnymede Borough Council
Elmbridge Borough Council
Surrey County Council
Urban Initiatives
Malcolm Jenkins Associates
Oasis Building and Planning
Broadway Malyan
Lichfield Planning
By Design Architects
Knight Norman Partnership
Mayer Design
Direct Design
Archadia Chartered Architects
Paul Dickenson & Associates
Kempton Park Racecourse
The John Phillips Planning Consultation
Malcolm Judd & Partners
Persimmon Homes South East
McCarthy & Stone Ltd
Persimmon Homes
GL Hearn
Rapleys LLP
Terence O'Rourke
Barton Wilmore Planning Partnership
The Development Planning Partnership
RPS Planning
George Wimpey
Savills Incorporating Hephher Dixon
Drivers Jonas
Jones Lang LaSalle
White Young Green Planning
Whitgift Homes Ltd
Bellway Homes
Barrett Southern Counties
Galliard Homes Ltd
Salmon Harvester Properties Ltd
Fairview New Homes Ltd
GCJ Designs
Charles Morris Fertilisers
SCAN
Mr A Matthews
Mr D Selmes
Mr & Mrs G Sheehy
Mr J Williamson
*Staines Town Society
*Lower Sunbury Residents Association
*Sunbury Common Residents Association
*Green Street Action Group
*Kempton Residents Association
*Shepperton Residents Association

List of Consultees

- *Charlton Village Residents Association
- *Shepperton Court Residents Company Ltd
- *Stanwell Moor Residents Association
- *Thames Side (Laleham) Residents Association
- *The Crofts Residents Association
- *Residents Association – Ashford
- *Leacroft Residents Association
- *River Ash Residents Association
- *Silvery Sands Residents Association
- *Weir Estate Residents Association
- *Wheatsheaf Lane Residents Association
- *Stanwell (West Bedfont) Residents Association
- *Laleham Residents Association
- *Ashford Middlesex Community Association
- *Penton Hook Residents Association
- *Moor Lane Residents Association
- *Riverfield Road & Thameside Residents Association
- *Northlands Residents Association
- *The Doultons Residents Committee
- *Batavia Residents Group
- *Sherbourne Gardens (Shepperton) Management Co Ltd
- *Thames Meadow Residents Association
- *Stanwell Village Hall Council
- *St Anne's Residents Association
- *Cambria Court Residents Association
- *Knightsbridge Crescent Association
- *Neighbourhood Society of Ashford
- *Ashford Park Stakeholder Group
- *Belle Vue Close Residents Society Ltd.
- *The Stratton Road Corner Group
- *Upper Halliford Residents Association
- *Mr G Rushbrook LOSRA & GSAG Committee Member
- *Mr R Cole – AJT Design Service Ltd
- *Ashby Design
- *Burley Caeser
- *Mr G Melanie
- *Mr B Sutton
- *GCJ Designs
- *Mr M Hubbard – Home Design Services
- *Mr K Turner
- *LMDS
- *Malcolm Jenkins Associates
- *Mr D O'Keefe
- *Mr J Humphries
- *Mr M Vierke
- *Mr O Fayehun
- *Mr P Slator
- *Mr S F Scaffardi
- *Mr S McKechnie
- *Mr W Stewart
- *Ms T Goldthorpe
- *Nicholas Haddon & Associates
- *PH Design
- *Robert Davies John West Ltd
- *Threefold Architects
- *Wizarch

Design of Residential Extensions and New Residential Development



Proposed Adoption version Supplementary Planning Document

April 2011



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1. Introduction

- 1.1 The Council wants to ensure that extensions and new development are of a high standard.
- 1.2 This document is intended to assist designers and home owners to create acceptable schemes which fit in with the character of a locality, are well designed and have no significant unacceptable impact on neighbouring properties.
- 1.3 The Council will use the guidance in this document in making decisions on planning applications. It has the status of a Supplementary Planning Document (SPD). Its purpose is to amplify parts of Policy EN1 – Design of New Development, which is set out in the Council’s Core Strategy and Policies Development Plan Document (CS&PDPD) and reproduced in Appendix 1. Both documents form part of the Council’s Local Development Framework.
- 1.4 Many smaller types of extension do not require planning permission. However, the Council nevertheless commends the design principles set out in this document to anyone building an extension.



- 1.5 The following three sections deal with:
 - General issues
 - Design of extensions
 - New residential development
- 1.6 Many of the principles relating to extensions also apply when new residential development is contemplated and it is advisable that those bringing forward such schemes read the whole document.

2. General Issues

Introduction

- 2.1 This section sets out the general issues relating to the design of both extensions and new residential development. Government guidance places significant importance on good design and this is reflected in the Council's planning policies.

“Good design should contribute positively to making places better for people. Design which is inappropriate in its context, or which fails to take the opportunities available for improving the character and quality of an area and the way it functions should not be accepted”.

Para 34 Planning Policy Statement No 1: 'Delivering Sustainable Development'. DCLG.

- 2.2 There are a number of existing sources of general design guidance including 'By Design' published by the Government in 2000, Surrey Design (2002) and various publications by the Commission for Architecture and the Built Environment (CABE). This material is not repeated in any detail in this document but should be regarded as essential reading for those preparing schemes involving new residential development. Design and Access Statements should explain how that advice has been taken into account. A list of publications, with weblinks, is set out in Appendix 5 and a summary of the key objectives of urban design and aspects of development from the document 'By Design' are set out in Appendix 3.
- 2.3 Good design will emerge from a methodical process which takes into account:
- Policy constraints applying to a site or area, e.g. flooding and Green Belt
 - The character of the immediate locality
 - Potential adverse impacts on neighbouring property
 - The character of the existing property and/or site
 - Appropriate detailed design and use of materials
- 2.4 Meeting the minimum requirements set out in this document will not guarantee that a scheme will automatically be acceptable. The acceptability of a scheme can only be judged by careful assessment of how it fits in with the immediate area. Often several issues will need to be carefully weighed which will dictate design solutions well above the minimum requirements. Occasionally there may be good reason why a particular requirement can be relaxed but this will need to be clearly justified.
- 2.5 Sometimes there may be concerns about a scheme which individually may not appear to be significant but when taken in combination may lead to the conclusion that the proposal is unacceptable.

Guidance on when planning permission is required

- 2.6 Guidance on when planning permission is required is provided on the 'Planning' pages of the Council's website www.spelthorne.gov.uk under the heading 'Do I need planning permission?'

Pre-application advice and consultation

- 2.7 The Council welcomes the opportunity to give informal advice on planning applications before they are submitted to assist applicants in creating acceptable schemes. There is a charge for such advice in the case of new residential development but not for residential extensions. The Council has a lot of freely accessible information on its website including its planning policies.
- 2.8 Pre-application consultation by prospective applicants with neighbours is also encouraged to help resolve any problems at an early stage. In the case of extensions such consultation will be of an informal nature between neighbours, but new residential development will benefit from a more formal consultation exercise with the wider community.

Making planning applications

- 2.9 Information about making a planning application can be found on the Council's website. This includes application forms, a checklist of what plans and other information is required for a valid application, details of fees and other information.
- 2.10 It is important that applications are based on accurate information about the existing site and position of adjoining buildings and their windows, boundaries, trees and any difference in ground and building levels. This can only be established through an accurate site survey. Whilst Ordnance Survey maps can provide a good starting point they will not always be up-to-date and should not be relied upon for the accurate measurement required in the design of extensions and infill housing schemes where very small differences in dimensions can be critical.
- 2.11 All drawings submitted with planning applications must show the main dimensions of the building(s) or extension in relation to other buildings on the site, the site boundary and adjoining buildings and their windows. They must also show the height of the building(s) or extension above ground level and the relative heights of adjoining buildings.

Design and Access Statements

- 2.12 A Design and Access Statement is a short report accompanying and supporting a planning application to explain in a structured way the design process and reasoning that has led to a scheme. Further guidance on these statements is provided on the Planning Portal www.planningportal.gov.uk.



New residential property



Example of a well designed side extension

- 2.13 These statements are not a statutory requirement for extensions to existing residential properties, unless they are in a conservation area or involve a Listed Building and require Listed Building consent. They are required for new residential development of one or more dwellings. However, even for extensions they can be very helpful to everyone and assist the Council in making quicker decisions.

Other relevant planning policies and issues

- 2.14 Whilst this SPD elaborates on parts of the requirements of Policy EN1 of the Council's Core Strategy and Policies DPD there are other issues and related policies in that document which may need to be taken into account and may have a bearing on the principle of development or its design. These include Green Belt, plotland areas, flood risk areas, water courses, listed buildings, locally listed buildings, conservation areas, ancient monuments and archaeology, trees, sustainability, water storage, building regulations, design against crime, space standards, lifetime homes, open space provision and highway requirements. Brief information on these is set out in Appendix 2. Account must also be taken of any relevant supplementary guidance produced by the Council; an up-to-date list is available on its website.
- 2.15 Schemes will need to take into account the requirements of the Building Regulations to avoid designs which cannot be implemented. If a scheme is not capable of being implemented planning permission may be refused.

3. Design of Extensions

- 3.1 The purpose of this section is to assist with the production of well designed extensions. Most of the guidance equally applies to new dwellings.
- 3.2 It sets out guidance on assessing the character of the area, impact on neighbours, taking account of the character of the property and detailed design and use of materials. The order in which the guidance is set out provides users with a systematic way of ensuring all the relevant issues are considered in producing an acceptable scheme. A checklist is provided at the end of this section.
- 3.3 Single storey rear extensions up to 4 metres in depth on detached and semi-detached properties, and 3 metres on terraced properties, are usually acceptable subject to appropriate design and use of materials. However, in all cases the requirements in this section must be met and submitted plans should show all necessary information to enable this to be checked.

Character of the area

- 3.4 A successful design will have regard to the character of a locality and how the scheme is viewed from all sides. The factors in the following box will need to be considered and, as appropriate, taken into account:

Table 1: Character checklist

<p>The character of a locality or street is determined by a number of factors:</p> <p>Street proportions:</p> <ul style="list-style-type: none">• its width,• height of buildings in relation to the street width. <p>Building form:</p> <ul style="list-style-type: none">• type of housing – whether detached, semi-detached, terraced, flats or a mix of uses,• space between buildings - whether regular with even gaps or varied,• whether there is a common property design,• heights of buildings,• position of garages. <p>Building line:</p> <ul style="list-style-type: none">• the distance properties are set back from the road or footway,• whether properties are positioned in a straight line when looking down the street or if they are staggered or varied,• street corners. <p>Building design:</p> <ul style="list-style-type: none">• existence of a common architectural style,• particular design features or use of materials,• design of roofs and chimneys,• detailed architecture of buildings e.g. window sizes and spacing, glazing patterns and door positions, brick detailing and downpipes. <p>Any other features such as trees, open space, open plan estates and non-residential buildings and their design.</p>

- 3.5 Where there are strong and regular patterns in the layout, spacing and design of existing properties, these must be maintained to help the extension fit in with the area. A good extension or alteration is one that fits in sympathetically with the building being extended and its locality. Poor existing design will not be accepted as a precedent for poor schemes.



Typical street scenes in Spelthorne

Impact on neighbours

- 3.6 Most developments will have some impact on neighbours. The aim should be to ensure that the amenity of adjoining occupiers is not significantly harmed. This will require careful attention to the position, scale and design of the extension (or new dwelling) to avoid loss of privacy, outlook, daylight and sunlight; each of these issues is considered below. It will also be important to identify differences in levels with adjoining sites and buildings and for this to be shown accurately on street scene elevations.

Privacy and Outlook

- 3.7 The position of windows should be carefully considered to avoid views into the windows of an adjoining property or onto patios or sitting out and garden areas immediately to the rear of these properties and vice versa. Where windows for bathrooms and toilets can be looked into they must be obscure glazed to obscurity level 5¹. Where side windows are required to give daylight, and there is scope for unacceptable overlooking into an adjoining property, they should either be high level - above 1.7 metres - or non-opening and have obscured glazing, again to obscurity level 5. This will also apply to side windows to conservatories where unacceptable overlooking and therefore loss of privacy could arise.
- 3.8 In the case of upper floor accommodation Building Regulations may require some windows to be a formal means of escape in case of fire. However, where opening windows would conflict with amenity considerations planning permission may be refused. If a design requires main bedroom or other main windows to habitable rooms² to be obscure glazed to avoid overlooking, this would fail to provide an

¹ Textured glass is made to provide different levels of obscurity to ensure privacy. Level 5 is the highest level of obscurity.

² Habitable rooms include bedrooms, lounges, dining rooms, kitchens, breakfast rooms and studies.

appropriate level of amenity to the occupiers of the property and the scheme is likely to be unacceptable.

- 3.9 An appropriate degree of separation must exist between properties to avoid overlooking, preserve privacy and outlook and avoid an overbearing impact. Diagram 1 shows a typical street layout with three rows of properties facing the respective roads. It shows the minimum distances that must exist between dwellings when new residential development is proposed. The figures in brackets relate to three storey development.
- 3.10 The term 'storey' is widely used to describe the number of floors up to the eaves or gutter level of a roof and is helpful in conveying the general scale of a building. Scale is an important consideration in assessing a potential overbearing impact of a structure and its impact on outlook. This is why the distance measurements in Diagram 1 differentiate between two and three storey buildings. These minimum distances must be maintained when two or three storey extensions are proposed for existing properties.
- 3.11 Where a proposal to build or alter an existing building to provide accommodation within the roof space results in a bulkier structure the potential adverse impact and need for greater separation distances must be assessed.
- 3.12 An additional floor of accommodation within the roof space can also provide greater scope for overlooking and therefore loss of privacy. It will be important for this to be carefully assessed, and in particular whether greater separation distances between properties in the line of view from new windows are necessary to preserve privacy. This will be particularly important where, as a result of conversion, a separate unit of accommodation is proposed.
- 3.13 Any proposal which results in a structure that is overbearing due to its scale, or which leads to loss of privacy due to overlooking will be considered as unacceptable.
- 3.14 Diagram 1 shows three types of distance measurement:
- a. Back to back; 21m total distance with a minimum 10.5m garden length for each property (30m and 15m respectively for three storey development). (These distances will also apply between the fronts of buildings and front to back).
 - b. Back to side (flank): 13.5m minimum distance (21m for three storey development). Where the flank wall has, or is proposed to have, windows to habitable rooms the separation distances in a. above will apply.
 - c. Set-in of property from the side boundary of 1 metre (2m for three storey development)
- 3.15 Application of these measures will need to take account of circumstances where properties are skewed and not directly facing each other or are not at 90° and therefore a lesser degree of overlooking or impact on outlook might arise.

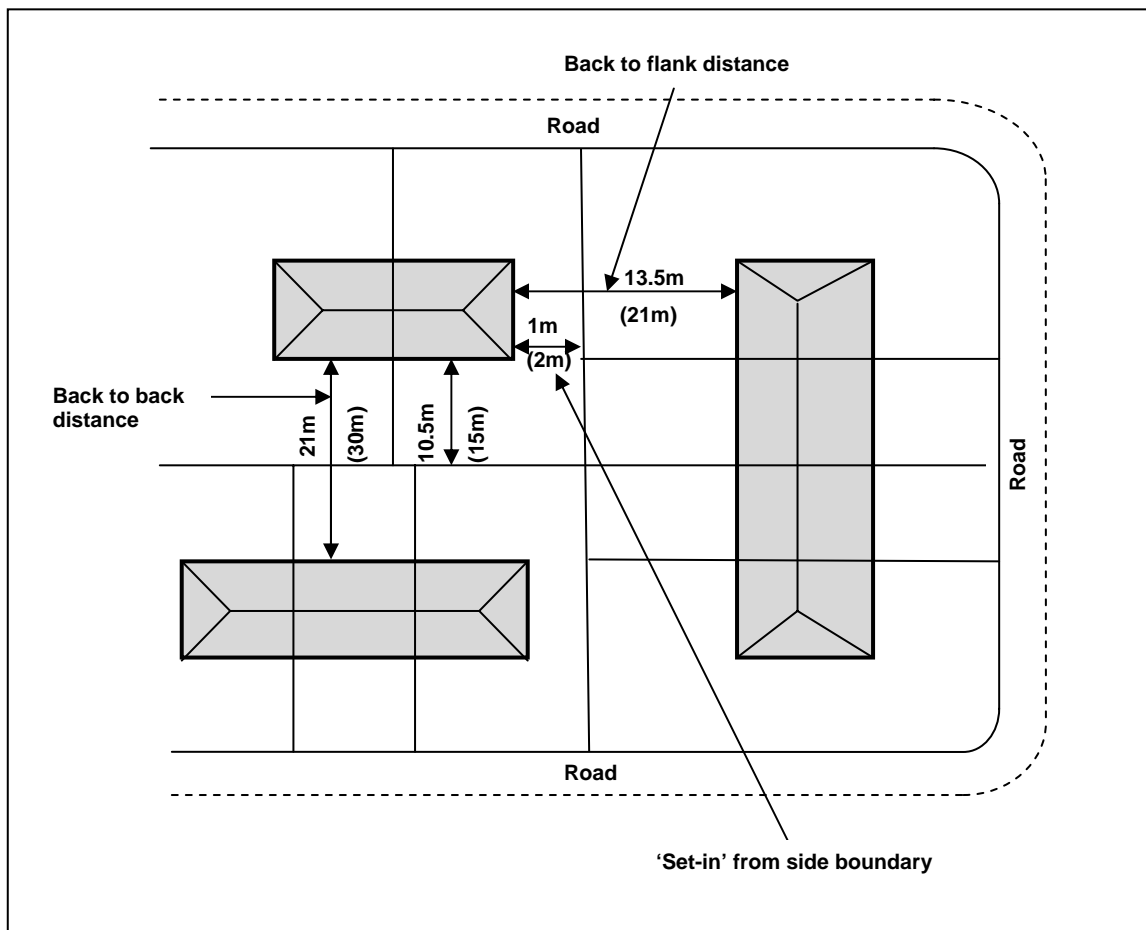


Diagram 1: Area to the rear of a property to be clear of development to preserve privacy and outlook. (N.B. the figures in brackets relate to three storey development).

- 3.16 The need to maintain privacy will also mean that the opportunity for balconies and roof terraces will be limited as they may allow overlooking into adjoining ground and first floor windows, patio areas and private garden space close to the house – whether to the rear or side. It should be noted that planning permission is usually required to put railings around the roof of a single storey extension to create a balcony or roof terrace.
- 3.17 Whilst home owners do not have a right to an uninterrupted outlook or view from their property across adjoining land, they rightly expect that adjoining extensions are not over-dominant and not so close that inappropriate levels of enclosure are created. The separation distances shown in Diagram 1 will also help to preserve outlook.
- 3.18 Large areas of flank wall to side and rear extensions can sometimes result in an overbearing impact and a poor outlook for adjoining occupiers. Where this is likely to occur the scale and the extent to which the extension projects from the rear of the host building will need to be limited.

Daylight

- 3.19 It is important for day to day tasks and health to allow sufficient daylight into dwellings. These requirements are highlighted in a British Standards document on

'Lighting for Buildings' and the Building Research Establishment (BRE) report 'Site Layout Planning for Daylight and Sunlight'.

3.20 The BRE document identifies the need to maintain a reasonable amount of light into habitable rooms. Such rooms include lounges, dining rooms, kitchens, breakfast rooms, studies and bedrooms. This will have a bearing on the position and height of extensions (and new dwellings) in relation to existing properties.

3.21 The BRE guidance provides three measures which the Council considers provides a useful guide to maintain adequate light levels and avoid excessive overshadowing by new buildings and extensions. Applicants will be expected to demonstrate on their plans that the following guidelines have been met.

- i. **25° Guide** – The purpose of this guide (illustrated in Diagram 2) is to ensure that in the area to the front or rear of a property no new extension (or new dwelling) is so close that a significant view of the sky is lost. No extension (or new dwelling) should break a 25° line as measured from the centre of the main window to a habitable room at a point 2 metres³ above ground level⁴. For guidance the height of the line at a point 10 metres distance is shown. In most cases this requirement can be met when the separation distances in Diagram 1 are followed. However, where there are differences in ground level or taller buildings are involved the 25° guide may require greater separation distances to maintain appropriate levels of daylight.

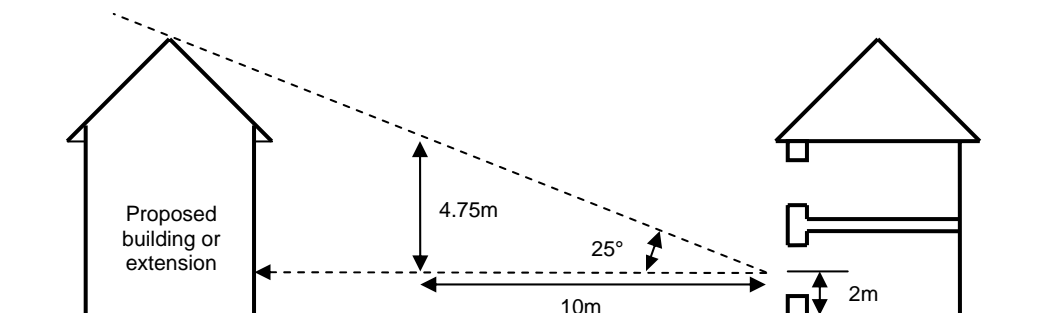


Diagram 2: Area of sky line to be clear of development to preserve daylight (25° rule)

³ The vertical measurement in Diagrams 2 to 5 will be taken 2 metres from ground level except where internal floor levels are significantly higher than 250mm and therefore a lesser impact on daylight might arise.

⁴ A two storey property set at least 13.5 metres away with a modest sized roof and with a floor level no more than 300mm above ground level will usually achieve the required clearance.

- ii. **45° Horizontal Guide** – The purpose of this guide (illustrated in Diagram 3) is to ensure that the position of two storey extensions (or new dwellings) either side of a property, whether to the front or rear, do not lead to an unacceptable loss of light to the windows of habitable rooms and patio/garden areas. Two storey extensions (or new dwellings) must therefore be positioned so that a clear area is maintained within a 45° horizontal arc from the centre of the face of the main window to a habitable room. Where this guide is met but unacceptable overshadowing of an adjoining patio/garden area is created within 3 metres of the rear of the property, permission may not be granted.

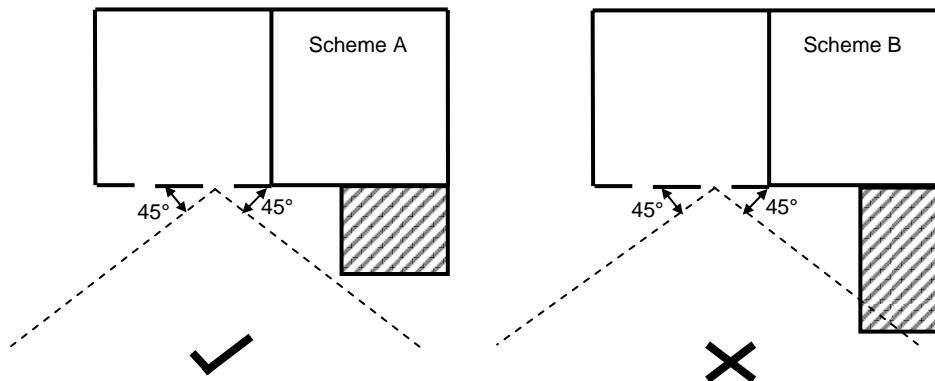


Diagram 3: Area to the side of a property to be clear of development to preserve daylight (45° horizontal guide)

- iii. **45° Vertical Guide** – The purpose of this guide (illustrated in Diagram 4) is to ensure that the height of extensions (or new dwellings) either side of a property, whether to the front or rear, do not lead to an unacceptable loss of light to windows of habitable rooms and patio/garden areas. Extensions (or new dwellings) must therefore be of a height that does not breach a 45° vertical arc measured from the face of the elevation of the affected property from the centre of the window to a habitable room nearest the extension. Where the rear elevations of properties are staggered in relation to each other, and an extension (or new dwelling) has only a very limited projection beyond the front/rear elevation of the adjoining property, any potential loss of daylight will be limited and compliance with the guide may be less critical. Unacceptable overshadowing of adjoining patio/garden areas must be avoided.

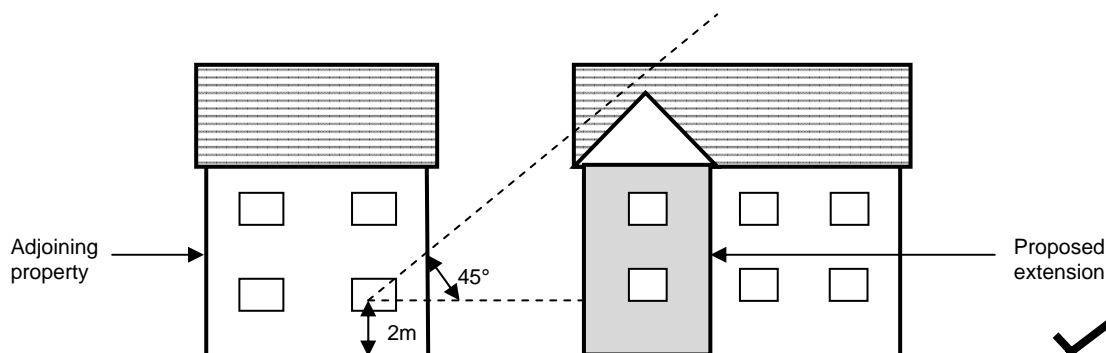


Diagram 4: Area to the side of a property to be clear of development to preserve daylight (45° vertical guide)

- 3.22 In a few cases the main window to a habitable room may be located on the side of a property. An unacceptable loss of light might therefore arise from an extension to the adjoining property. To avoid this problem any extension (or new dwelling) must not break a 45° vertical line drawn from the face of the affected side window as measured from a point 2 metres above ground level (see Diagram 5).

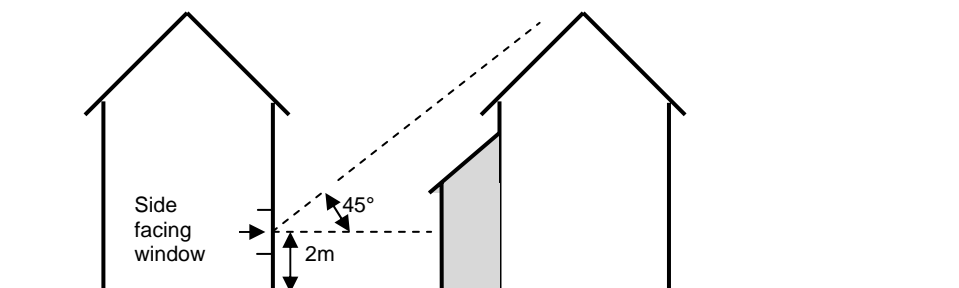


Diagram 5: Area of sky line to be clear of development to preserve daylight to principal side windows to habitable rooms

- 3.23 In assessing the adequacy of daylight to a side window the Council will also take into account the following circumstances which might reduce the adverse impact of an extension or new dwelling:
- The length of the flank wall facing the potentially affected window and therefore its degree of impact.
 - Any stagger in the position of the extension in relation to the side window, which may still allow good daylight to be retained.
 - Any stagger or skewing in the position of the properties to each other or difference in ground level which may also allow good daylight to be retained.
- 3.24 There are situations where there are secondary side windows to habitable rooms which provide significant lighting to rooms as a whole. The impact of loss of light through these may be important and must be considered in addition to the impact on the main window.
- 3.25 Permission will not be granted for irregular angled structures which have been designed to meet the above guides but are poorly proportioned and appear contrived and visually obtrusive.

Sunlight

- 3.26 In addition to providing daylight into buildings it is also important to consider the opportunity for sunlight to enter and to ensure existing sunlight levels are not significantly reduced by new development. The orientation of principal windows towards the sun is an important consideration in the design process and should be taken full advantage of.
- 3.27 Regard should also be had to ensuring no significant loss of sunlight. This is most likely to occur when an extension or new dwelling is to the south of an existing property. There should also be no significant loss of sunlight to patio and sitting out areas up to 3 metres from the rear of properties (or to the side where this is the main private sitting out area).

Character of the property and appropriate forms of extension

- 3.28 Extensions must respect the character of the host building in scale and design and should be difficult to distinguish from the original structure.
- 3.29 As a general approach extensions should not over dominate the host building. Whilst in some cases an extension to the side or rear can be fully integrated to appear as part of the original building, in most cases this cannot be achieved or may be inappropriate and the extension should be designed to appear subordinate. Extensions should be well proportioned in relation to the host building with appropriate symmetry of windows and other detailing.

3.30 Where the existing garden is comparatively small in relation to the house, the size of the extension may need to be limited to avoid an extended property being overlarge in relation to its plot and out of character with the locality. The Council will require the following minimum private garden area to be maintained, but a greater amount is needed in the case of larger properties where larger gardens are characteristic of the area. Only useable garden space to the side and rear of a property will be regarded as private and space for garages, driveways and access ways will not be included. The following minimum areas will apply:

~~3.303.31~~ Where an owner proposes to carry out work which involves work to a party wall, boundary wall or excavation works near a neighbouring building they must notify all adjoining owners where that work falls within the terms of the Party Wall etc Act 1996. This is in addition to any planning permission or approval under the Building Regulations. See Appendix 5 for further information.

Table 2: Minimum garden areas

a.	3 or more bedroom semi-detached or detached dwellings (new or extended)	70 sqm per unit
b.	Terraced or 2 bedroom semi-detached dwellings (new or extended)	60 sqm per unit
c.	Flats (new or by conversion) or 1 bedroomed dwellings or sheltered housing schemes	35 sqm per unit. Where amenity space is shared the requirement will be relaxed to 35 sqm per unit for the first 5 units, 10 sqm for the next 5 and 5 sqm for each unit thereafter. <u>Usable balcony floorspace may be counted in this provision.</u>

~~3.313.32~~ The remainder of this section is divided into four parts dealing with different types of extension and alteration and the design issues they raise:

- a. Front extensions
- b. Side extensions
- c. Rear extensions
- d. Dormers and roof alterations

Front Extensions

3.323.33 Front extensions are, by their nature, prominent and can have a significant impact both on the street scene and the appearance of the host building.

3.333.34 Front extensions should be behind the prevailing building line, whether they are single or two storey, unless they clearly do not detract from the street scene or cause problems to neighbouring properties. The roof form should reflect the design of the host building and overall the proportion, symmetry and design detail in relation to the host building will be particularly important.

3.343.35 Any form of front extension must not result in a loss of parking spaces where this might cause highway problems through on-street parking. Further details of car parking standards and size of parking spaces are set out in the Council's 'Parking Standards' document.



Balanced front extension to a detached property



Front extension to semi-detached property with roof form to match main roof

Side Extensions

3.353.36 Side extensions will be visible from the street and can be prominent in relation to the host building, therefore attention to the position and scale of side extensions is important. Generally such extensions raise three main design issues:

- a. Respecting the character of the host building.
- b. Avoiding what is often called a 'terracing' effect. This is where the visual gaps between buildings are a feature of a locality and where the loss of these gaps will give an impression of an almost continuous built frontage. This is particularly harmful to the character of an area where two storey side extensions are proposed and the regular and often limited gaps existing between properties are reduced.
- c. Impact on neighbours by loss of daylight, sunlight and privacy.

3.363.37 To respect the character of the host building the extension should be in proportion and not over-dominate it. Side extensions should only exceptionally exceed two thirds of the width of the host building.

3.373.38 Problems can arise where there are irregular building lines and part of an adjoining building is already set back. The extension may therefore be particularly prominent and impact on amenity. In such cases a greater degree of 'set-back' and/or 'set-in' may be required.

Single Storey Side Extensions

3.393.39 Single storey side extensions should appear subordinate to host buildings of 2 or more floors of accommodation. This can be achieved by an appropriate 'set-back' from the front elevation. This should normally be a minimum of 300mm, and may need to be greater depending on the scale of the extension relative to the host building.

3.393.40 A minimum 'set-in' of 250mm from the boundary is usually necessary to allow for construction of foundations within the property boundary and to avoid roofs, gutters and downpipes overhanging neighbouring properties.

3.403.41 Roofs should have a full pitch. Dummy pitched roofs will only be acceptable where it is demonstrated that a better alternative approach cannot be achieved (see paragraph 3.50 to 3.56 for further details).

Two Storey Side Extensions

3.413.42 Two main design approaches can be taken with two storey side extensions:

- a. **Integrated approach:** This can be successful with detached houses located on a reasonably wide plot in a street of varying house designs and sizes. The extension should be designed in a way to replicate the existing design. This approach may also be appropriate for end of terrace properties. It will be important this does not result in a property with poor symmetry and proportions and that all the existing architectural detail is copied. The shape of the existing roof will dictate the extent to which the integrated approach can be followed. It will not work with gable ended roofs with a pitch running front to back.



Integrated side extensions

In streets where the gaps between buildings are regular and limited, and all existing properties are of the same or similar proportion, the integrated approach will not be acceptable as the extended property would clearly appear out of scale and could result in a 'terracing' effect. Poor existing extensions in a street will also not be accepted as a precedent.

- b. **Subordinate approach:** In the case of semi-detached properties and detached buildings which are symmetrical or the gaps between buildings are limited, an extension should normally be designed to be subordinate to the host building. Where a subordinate approach is required this can be achieved by an appropriate 'set-back' and 'set-in'. Possible exceptions are where the front elevation is

already irregular, e.g. due to projecting bay windows or a stagger in the original design, and the extension will not result in an overbearing and unbalanced appearance.

- i. **'Set-back'** - Two storey extensions will need to be set back at least 1 metre, unless a lesser distance is clearly justified in supporting information with the application. In the case of larger host buildings/or larger extensions the distance may need to be greater. Generally the wider the extension in relation to the host building the greater the 'set-back' is required. The roof shape should follow the style and pitch of the existing roof. Hipped or gabled roof types should generally be copied. Window proportions and other detailing, including use of material,



should match the existing.

Subordinate side extensions

- ii. **'Set-In'** - In the case of two storey extensions a minimum 'set in' from the boundary of 1 metre will be required. For large extensions, or large host properties, or where a more generous spacing between properties already exists, a greater degree of 'set in' from the boundary will be required. The test is whether the resulting extension is clearly subordinate, a terracing effect has been avoided where it would be harmful and the extended property is in keeping with the character of the area. Diagram 6 shows how the 'set-back' and 'set-in' distances should apply.

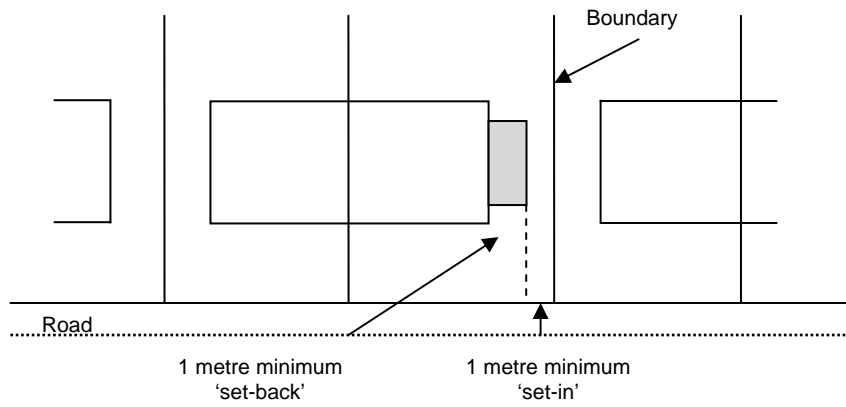


Diagram 6: 'Set-in' and 'set-back' required for two storey extension

Rear Extensions

3.423.43 The quality of the design of rear extensions is just as important as front and side extensions. Whilst they are less visible from the front they will be particularly visible from all properties that back onto the rear garden and can potentially cause loss of amenity to neighbours. Where the property is a corner plot or close to a corner, rear extensions will be particularly visible from the side road.

3.433.44 Very large extensions may also result in the scale of extended houses being out of character with their locality. Two-storey extensions which have a footprint greater than 50% of the original house are likely to require particular care in design and justification.

3.443.45 Generally rear extensions should be subordinate to the original house in both scale and design. However, where the roof form of the existing house allows, and there is no unacceptable impact on neighbours, an 'integrated' approach may be appropriate.



Integrated full width rear extension with subordinate single storey element



Subordinate two storey rear extension

3.453.46 Particular care is required when extending to the rear of terraced properties. The cumulative effect of two storey extensions in particular either side of a mid-terraced property could be overbearing, and subsequent extensions which enclose or 'box-in' the rear of a mid-terraced property may not be acceptable.

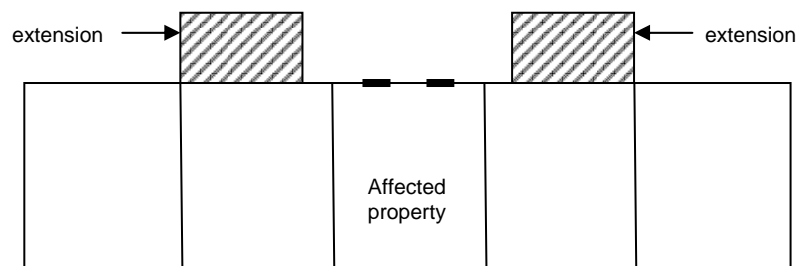


Diagram 7: Unacceptable boxing-in of mid-terraced property

Single Storey Rear Extensions

3.463.47 Single storey rear extensions can have flat roofs although pitched roofs are encouraged where it will enable the extension to fit in better with the host building and there is no adverse impact. Where a single storey extension is particularly prominent from outside the site a pitched roof will be required. The design of any pitched roof should follow where possible the style and pitch of the host building's roof. Flat roofed extensions and the height of pitched roofs nearest the property boundary should not normally exceed 3 metres in height.

3.473.48 Where single storey buildings are being extended the roof should tie into the existing roof and an integrated approach may be appropriate, as described below in the section on two storey extensions.

3.483.49 Some conservatories have a high proportion of glazing on side elevations and lead to a loss of privacy to adjoining properties. Where this occurs, solid walls or opaque panels will be required on the elevations concerned. Conservatories should be of a scale that are subordinate to the host building and, where possible, reflect its design.

Two Storey Rear Extensions

3.493.50 Two storey rear extensions should normally be clearly subordinate to the host building. However, where the extension covers the full width of the property an integrated approach may be more appropriate where the existing roof style allows that. Two storey extensions should always have a pitched roof, unless the host building has a flat roof.



Two storey full width extensions with subordinate roof

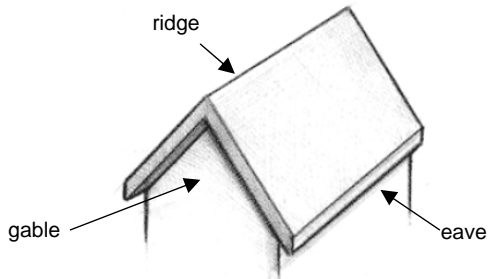
Roofs, roof lights, dormers and roof extensions

3.503.51 The type of roof over an extension is critical to a successful design and can help integrate the new with the existing building. They should match the existing angle of slope and design in terms of hipped or gable ends.

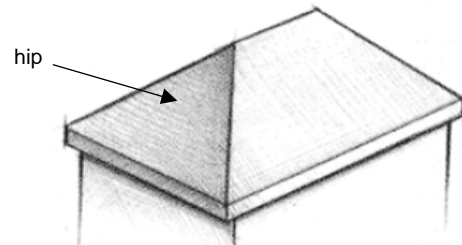
3.513.52 Roofs which are altered or rebuilt to accommodate a full floor of accommodation within the roof void can often be taller, bulkier and with a steeper pitched roof than would otherwise be the case, particularly if areas of flat roof are incorporated between sections of sloping roof. Where large areas of flat roof between pitched roof areas are proposed and/or where roof pitches in excess of 45°

are created there is a risk they may be out of character with a locality. The impact of such alterations on adjoining properties and the locality as a whole in terms of overlooking and bulk will be carefully assessed.

Diagram 8: Types of roof form



Gabled roof



Hipped roof

3.523.53 Dummy pitched roofs which take the form of a tiled up-stand along the front wall of an extension or a short section of ridge should be avoided. This artificial approach is rarely successful in terms of the proportions of the roof to the existing building and especially when the outer corner is visible. They will only be acceptable where it is demonstrated that no better alternative approach can be achieved.

3.533.54 New roofs, roof extensions, dormers and velux style roof lights can harm the character of the existing property and therefore need to be carefully designed. Regard must be had to the position and scale of any alterations and their effect on the proportions and symmetry of the roof, particularly in the case of semi-detached and terraced properties.

3.543.55 Ideally the position of roof lights on sloping roofs should align with the windows on the elevations below and be positioned symmetrically.

3.553.56 Front dormers can have an adverse impact on the street scene and need to be subordinate to the roof and be well designed and proportioned. Care will also be needed in the case of dormers on side and rear elevations where problems of potential overlooking may arise. Well designed dormers should:

- a. be located centrally or symmetrically on a roof,
- b. be set-in a minimum of 1 metre from the roof edge, down 0.5 metres from the ridge and up 1 metre from the eaves,
- c. incorporate a roof which is compatible with the main roof,
- d. not be over-dominant or out of proportion.



Dormers aligning with windows below and roof form and detail to match existing roof



Dormers to match existing roof

3.563.57 Where it is proposed to add an additional floor to an existing property, raise the height of the roof or change its shape, particular attention is required to the following:

- a. The scale and proportions of the extended property must be in keeping with the character of the area and in particular the adjoining properties.
- b. The position of windows should not lead to unacceptable overlooking.
- c. The position and design of windows should reflect the alignment, symmetry and design of existing window openings.
- d. The roof design and any dormers should reflect the character of the property.
- e. Materials must match or complement those used in the existing building.

Detailed Design and Use of Materials

3.573.58 Good detailed design and use of materials is critical to an acceptable scheme, whether on extensions or new residential development. Attention to detail will ensure that extensions will blend well with the existing property. Poor quality design with little or no attention to detail will be unacceptable.

3.583.59 It is important that these issues are considered as an integral part of the design process and that all design detail, including where different materials will be used, is clearly shown on submitted plans.

3.593.60 Key aspects of the detailing of extensions and use of materials are set out below.

- a. **Bricks.** New brickwork must match the existing in:
 - i. Colour, texture, and size of the bricks - good second-hand bricks which are free of mortar on their face can be useful when extending older buildings, particularly where there is likely to be a problem of matching imperial and metric sized bricks. Some existing bricks may be salvaged and re-used.
 - ii. Mortar colour, thickness and pointing.
 - iii. Existing detail such as:
 - String courses – horizontal bands in brick either relieved from the wall surface or shown by bricks of a different colour,
 - arches over windows and doors where bricks are laid vertically. Such arches may be horizontal or curved,

- brick detailing around windows and doors,
- any other special detailing in brick inherent to the design of the original house, e.g. quoins or artistic elements.



Brick and stone detailing



Matching rendering

- b. **Other construction materials.** Some buildings may have areas of rendered wall, tile hanging, cladding or mock timber framing; these materials may also be generally characteristic of properties in a street. It will be important to reflect the existing use of materials on a property and those found in its immediate locality. In all cases materials should be durable for the life of the building and capable of being maintained in good condition so that there is no long term detraction in appearance.
- c. **Roofs.** These should match existing materials, in particular:
- Tiles or slates should be the same size, colour and texture as the existing. This includes ridge and hip tiles. When undertaking new work it may be possible to re-lay some of the existing materials so, for example, all the original tiles are on front elevations and new tiles at the rear. Alternatively good second-hand tiles could also be considered.



Roof, brick and stone detailing



Brick, stone and lead detailing

- Decorative finials and gable end upstands should be copied.
- Any details of lead flashing around chimneys, roof valleys or windows should also be copied.

- d. **Windows and Doors.** These provide important detailing to the elevation of a building.
 - i. **Size.** The size of window openings and glazing patterns should match the existing.
 - ii. **Window type.** Bay windows may need to be copied where symmetry is important. Sash or casement styles need to be followed.
 - iii. **Alignment.** Windows at the upper floor should generally align and be of the same width as those at ground floor level.
 - iv. **Amount.** The amount of window openings to areas of brick work should be in proportion. Very small window openings in large areas of otherwise unrelieved brickwork on the front or rear elevation can look stark and unattractive. Whilst areas of glass may have to be limited for reasons of thermal efficiency, where this imposes a limit on window size, other design features such as string courses and brick and stone detailing to window surrounds should be considered to provide an attractive and well proportioned façade.



Diagram 9: Components of a window and opening

- v. **Replacements.** If replacing other windows in the main house when building an extension it is important to retain the original glazing pattern appropriate to the age and style of the house and avoid large and often unsymmetrical areas of glass.
 - vi. **Reveals.** The extent to which existing windows are recessed into the elevation and reveal the brick work on the inner face of the window opening should be copied. An appropriate degree of recess can have a significant impact on the appearance of a property.
- e. **Renewable Energy.** The implications of this need to be fully considered in the design of new residential development, extensions and retro-fitting of existing properties to ensure a discreet installation. Where, for example, solar panels are contemplated it will be important that the roof area and orientation toward the sun are appropriate and account is taken of their impact on the character of the extended property. These panels should be flush mounted to the roof surface as shown in the following photographs. Propping up panels on flat sections of roof should be avoided, Details of the position of renewable energy equipment should be shown on submitted plans.



Flush mounted solar panels

- f. **Other details.** There will be other elements of detailing which need to be carefully considered. These include the design and position of hoppers and down pipes, stone detailing to existing window sills and window reveals, lead work as well as the appropriate siting of boilers in relation to the positioning of external flues and vents.

Design of Extensions – Checklist of key issues

1. Is the site in an area where particular constraints apply, e.g. Green Belt, flood risk, conservation area or area of archaeological importance?
2. Is the building an Ancient Monument, Listed Building or locally listed?
3. Have all existing trees been surveyed, shown on the plans and given sufficient space to continue growing.
4. Has an accurate site survey been undertaken and the exact position of adjoining buildings, their windows and other important features been established?
5. Does the design reflect the character of the area?
 - are gaps between buildings being maintained?
 - are building lines followed?
 - has a terracing effect been avoided?
6. Can it be built without the foundations, roofs and gutters encroaching onto your neighbour's property?
7. Has the design avoided problems for neighbours by taking account of:
 - privacy?
 - outlook?
 - daylight?
 - sunlight?
8. Does the design reflect the character of the existing house?
 - where it needs to be subordinate is this achieved?
 - is the width, depth, 'set in' and 'set back' appropriate?
 - will sufficient garden space remain?
 - does the extension have an appropriate roof which ties in with the existing roof?
 - are all the design features of the existing house followed through?
 - do materials match in every detail?

4. New Residential Development

Introduction

- 4.1 The following guidance sets out the issues that need to be dealt with to secure well designed schemes for new residential development. It also provides advice on specific forms of development and refers to other policies and issues that need to be taken into account.
- 4.2 Good design in new residential development is not only about making buildings and spaces around them visually attractive and protecting amenity but also ensuring that they:
- a. are efficient in terms of resources used (sustainable),
 - b. function properly in terms of access and links with other buildings and areas,
 - c. are attractive environments ensuring adequate daylight and sunlight,
 - d. are safe and that opportunities for crime are minimised,
 - e. are capable of adaptation to meet changing future needs.
- 4.3 Existing published guidance on ‘urban design’ elaborates on the above. The summary of the ‘objectives of urban design and aspects of development form’ set out in the government publication ‘By Design’ is reproduced in Appendix 3.
- 4.4 The guidance in this section has been prepared in the context of a continuing need for additional housing in the Borough.
- 4.5 In June 2010 the Government made amendments to PPS 3 ‘Housing’ to remove the national minimum density requirement and remove gardens from the definition of ‘brownfield’ land. This was to avoid any incentive to approve bad development simply to meet the national target of ensuring 60% of new development is on ‘brownfield’ land. However, it also wanted to see continued provision of new housing and the efficient use of land. Spelthorne already secures most of its new housing on ‘brownfield’ land and has no reason to contemplate approving bad development to meet Government targets. Policy EN1 and other Council policies already provide clear guidance enabling poorly designed schemes on any site to be refused. No changes to the Council’s existing policies are therefore required.
- 4.6 The Council is committed to protecting the Green Belt and so new housing needs to be provided in the existing urban area. The challenge for Spelthorne, as elsewhere, is to ensure housing is built to a high standard. Very few larger housing sites are likely to come forward so the majority of opportunities for new dwellings will be in the form of small redevelopment and infill schemes as well as some conversion of existing buildings.

“Create buildings and places that are attractive with their own distinct identity; they should respect and make a positive contribution to the street scene and the character of the area in which they are situated, paying due regard to the scale, height, proportions, building lines, layout, materials and other characteristics of adjoining buildings and land”.

Core Strategy and Policies DPD: Policy EN1 (a)

Designing good residential development

- 4.7 As explained in paragraph 2.3 good design will emerge from a methodical process which enables the principles of good urban design to be fully taken into account. The following sets out key issues that need to be considered and provides a framework for that methodical approach. It builds on the guidance set out in the two previous sections.

Policy Constraints

- 4.8 Section 2, 'General Issues', and Appendix 2 identify a number of matters, including specific policy constraints and requirements that may apply to new residential development. These will need to be taken into account along with the Council's Core Strategy and Policies DPD, Allocations DPD and Saved Local Plan policies.

Character of the area

- 4.9 One of the most important considerations in preparing a well designed scheme is to ensure it is in keeping with and makes a positive contribution to the character of an area.



- 4.10 Paragraphs 3.4 to 3.5 set out the factors that contribute to the character of an area which need to be carefully assessed and understood before designs are developed. They include the nature of the existing streets, buildings and open spaces as well as existing landscape features such as trees, which together provide the context for the new development. This will require a full site appraisal which leads to a design which takes full advantage of the site's features. How this has been achieved will need to be explained clearly in the Design and Access Statement.

Plot Size

- 4.11 Building plots must be of sufficient size to provide garden space appropriate to the size of the dwellings proposed. Plots should normally be similar in size and shape to other plots in the street. They must be of sufficient width and depth to allow buildings of a similar size to those adjoining with similar separation distances between the buildings. Where a plot with an existing dwelling is being subdivided to provide an additional plot, the existing house should be left with an appropriate sized garden.
- 4.12 Minimum separation distances between dwellings are set out in Diagram 1 on page 8. These dimensions will need to be greater where larger properties are proposed. Where development involving gardens is considered appropriate the depth of the

retained garden should normally be at least 15 metres. In the case of larger proposed dwellings and locations where there are larger existing dwellings, greater separation distances and larger retained garden areas will be required. Where these requirements cannot be achieved it usually suggests a plot is too small and overdevelopment is likely to arise.

Building size and form

- 4.13 For houses and flats alike, the height, depth, width and form of proposed buildings should be similar to those prevailing in the street frontage. Where accommodation is proposed on a third floor within the roof space the roof height and form should remain similar to adjoining buildings and not result in an over dominant structure.
- 4.14 Whilst it is Council policy to secure a significant proportion of new dwellings for smaller households it also wants to ensure that satisfactory indoor living space and amenity is provided and inappropriately cramped accommodation is avoided. Therefore new dwellings should have internal layouts of sufficient size, shape and configuration which allow the accommodation of furniture with adequate circulation space and storage as well as the ability to move bulky furniture items into the home. Indicative minimum floor space requirements for different types of dwelling are set out in Appendix 4.

Daylight, sunlight, overshadowing and privacy

- 4.15 The scale and position of buildings, including window positions, should not create any unacceptable impact on the amenity enjoyed by adjoining occupiers. Guidance in paragraphs 3.6 to 3.27 on the 'Impact on Neighbours' will be applied. New buildings should be designed to maximise the opportunity for solar gain through windows.



Layout

- 4.16 Site layout and the direction buildings face should reflect the existing pattern of development. Where existing development fronts the street this should be followed in new development. Where several dwellings are to be provided around a new cul-de-sac, or in the case of larger developments with one or more new roads, new dwellings at the site entrance should face the original street frontage. This will help integrate the new development with the existing.

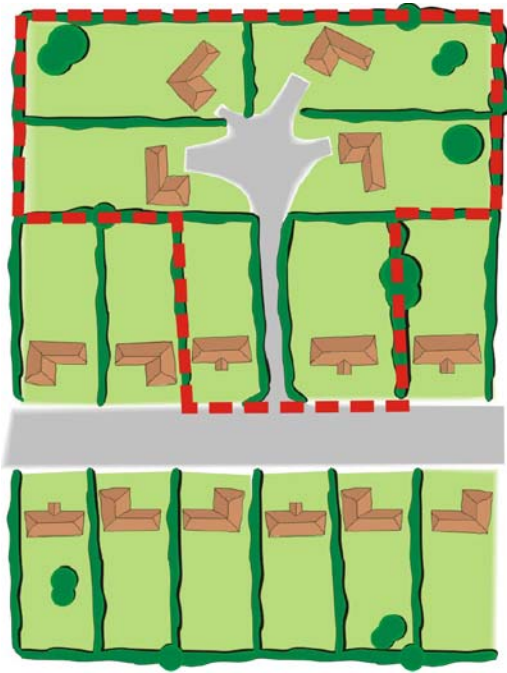


Diagram 10: Example of infill development with appropriate plots sizes and properties at the entrance facing the existing street

- 4.17 Wherever possible window position and sizes and internal layout of accommodation should take account of the opportunities for passive solar gain.
- 4.18 Layouts should use sites efficiently and avoid 'left-over' areas set aside for landscaping but with no long term maintenance arrangements.

Detailed design

- 4.19 The design of new development and the materials used should reflect the character of the area. Further guidance is provided in paragraphs 3.57 to 3.59.

Garden space

- 4.20 Dwellings designed for family accommodation need to have sufficient garden space which is suitable in size and shape. In the case of flats and older people's accommodation shared space should also be of a sufficient size, shape and position. Small areas adjoining parking areas and access ways will not be appropriate. Table 2 on page 12 sets out the minimum areas of private garden space. However, larger properties with a total floorspace in excess of 100m² will require a greater area. It is important that the size of garden areas reflect the character of the area.

Landscape

- 4.21 Mature trees and hedges make a positive contribution to the environment and biodiversity. They should be retained wherever possible and be an integral part of the site appraisal and design process and eventual landscape scheme.
- 4.22 A comprehensive survey of any trees and hedges must be submitted with the planning application. This must identify the exact position and details of the species, size and crown spread, condition and amenity value against established assessment criteria. Layouts must be designed to take into account a tree's future growth, root spread (and root protection area), impact on drain runs and the tree's susceptibility to

changes in ground level and water table. Landscaped areas should not simply be 'left-over' areas which cannot be built on. Long term maintenance arrangements for all landscaping will be essential and can be best achieved where there is a clear ownership of landscaped areas in a scheme.

"Incorporate landscaping to enhance the setting of the development, including the retention of any trees of amenity value and other significant landscape features that are of merit and provide for suitable boundary treatment".

Core Strategy and Policies DPD: Policy EN1 (d)

- 4.23 Trees will need appropriate protection throughout the construction process and details of this must be shown on submitted plans and other supporting information. Planning conditions will be imposed on any planning permission to ensure implementation of tree protection measures. Trees of particular value will be protected by the Council through making Tree Preservation Orders. However, the retention of trees on development sites will not be limited to preserved trees.



Access

- 4.24 New vehicular accesses to public and private roads must be designed in such a way that there is no adverse impact on highway safety. There should also be no unacceptable impact on the amenity of adjoining occupiers by noise and disturbance from vehicle movements.
- 4.25 The provision of new access ways should not cause visual harm to the street scene. The partial demolition of existing structures is sometimes proposed to provide sufficient access space or site frontage. An example is where one half of a pair of semi detached properties is proposed to be demolished. Where the remaining structure is unbalanced in design terms and represents an unattractive or discordant element in the street scene permission will not be granted.

- 4.26 Vehicles must be able to enter or leave the site in a forward direction where:
- i. new properties have individual driveways off an existing classified road,
 - ii. an access way is required for an individual property on a plot which is set back from the road,
 - iii. a single access serves more than one property
 - iv. there are other highway safety issues.

This will require on-site turning space which is unimpeded by parking areas.

- 4.27 For developments of up to 5 dwellings such access ways must be a minimum 2.75 metres wide where it is less than 25 metres in length and 3 metres wide where a longer access way is proposed. Access ways in excess of 45 metres in length require a width of 4 metres so as to accommodate a fire engine. There are also access requirements for fire engines contained in the Building Regulations. Applications for planning permission will be required to demonstrate the scheme is designed in such a way that the Building Regulation requirements can be met.



- 4.28 To avoid nuisance to adjoining occupiers by noise and disturbance an access way must have an appropriate separation distance between the edge of the roadway and adjoining buildings. Landscaping of an appropriate depth must be provided in the intervening space to protect amenity.
- 4.29 Further guidance on highway requirements for small and large developments is provided in 'Manual for Streets' and from Surrey County Council's Transportation Development Control department, which provides highway advice to the Borough Council. It is strongly recommended you seek Surrey County Council's Transport Development Control Team's advice and agreement to access arrangements before submitting a planning application.

Waste collection

- 4.30 Access requirements for refuse vehicles need to be taken into account. Reversing of these vehicles is potentially dangerous and schemes will be expected to avoid or reduce the need to reverse wherever practicable. Where reversing is required this will need to be justified in the Design and Access Statement.
- 4.31 Designs may need to provide space within a site for bins to be placed on collection days to avoid difficult or potentially dangerous manoeuvres by refuse vehicles. Common bin stores will be required for flats and located in a part of the site that is accessible from the highway without refuse vehicles needing to enter the site. The

location of bin storage areas must be shown on submitted plans. The Council has a leaflet on the design of these areas available on its website.

Parking

- 4.32 All proposals must comply with the Council's car parking requirements.
- 4.33 Parking should normally be provided on the residential plot and sufficient frontage width provided to ensure parking does not dominate the street scene. Parking areas should not normally exceed 50% of the width of the frontage. Garages must be of sufficient size to accommodate larger cars and should have a minimum internal width of 3 metres and length of 6 metres where garages are being counted as part of the parking provision in a scheme. Driveways must be a minimum 6 metres in length.
- 4.34 Where communal parking is proposed such areas must not be visually intrusive. They should be provided in small groups with no parking space more than 15 metres from the main entrance door of a property. Appropriate landscaping will be required to 'break-up' the visual appearance of parking areas. Large unrelieved parking and access areas will not be acceptable. Unassigned parking should be located at least 5 metres from any habitable room window.
- 4.35 Parking areas will only be accepted to the rear of properties where sufficient separation from new and existing dwellings can be achieved. There must also be no other adverse impact on either the adjoining properties or the use and enjoyment of amenity space by occupiers of the new development.
- 4.36 Provision must be made for the secure storage of cycles in flatted properties which is well lit with convenient access to the street. Scope to securely store cycles should also be made for all other residential developments.

Designing out crime

- 4.37 The design of new development provides an opportunity to minimise the risks of crime. Design and Access statements should therefore demonstrate how crime prevention measures have been considered in the design and layout of a development. Further contact details are provided in appendix 2.

Specific forms of residential development

- 4.38 The following section identifies issues associated with particular forms of residential development.

Infilling plots within existing residential frontages

- 4.39 It will be particularly important to ensure that the plot is large enough to accommodate a property with a garden size compatible with the character of the locality.
- 4.40 Occasionally there may be sufficient space to the side of an end of terrace property or a pair of semi-detached properties to provide an additional attached dwelling. In practice this can be very difficult and a successful scheme would need to ensure that:
- a. the amenities of the unit to which the addition is attached are not unreasonably harmed,
 - b. the resulting extended building is appropriate in terms of building line, scale, proportions and detailed design in relation to the street scene,
 - c. there is appropriate garden space and plot size proportionate to the dwelling,

- d. there are appropriate parking and vehicle access arrangements.



Single 'in-fill' development

Development for one or more dwellings with access via a gap in the street frontage

- 4.41 There are a number of important essential requirements to make such schemes acceptable. These include:
- a. the resultant form of development and garden sizes respecting the character of the area and any adjoining non-residential land,
 - b. sufficient size of both the new and retained plot(s) to ensure an adequate garden size to avoid the development appearing cramped,
 - c. preserving appropriate privacy and amenity to occupants of the proposed development and existing properties by sufficient separation between the buildings,
 - d. providing an access of sufficient width to ensure adequate separation from adjoining buildings to preserve the amenity of the new and adjoining properties,
 - e. ensuring the development can be adequately serviced by larger vehicles.

Redevelopment of several plots

- 4.42 Redeveloping several plots may provide more space and therefore flexibility to design an acceptable scheme. However, the amount of development and relationship with adjoining uses will be important to ensure it is in character with a locality and the amenity of adjoining occupiers is preserved.



Large scale development

- 4.43 Larger developments may have a greater impact on an area and will require particular care to ensure they are successfully integrated into the locality. Additional issues of highway design and traffic generation will arise. Early discussion with the County Council on these matters is essential as is submission of a formal assessment of the transport impacts of the development and how these are to be addressed.
- 4.44 Provision of public open space (see Appendix 2) on site will also be necessary to meet the Council's requirement of adequate accessible open space being provided for all residents. Such space must be designed as an integral part of the whole design so that it is well located and its use does not cause an adverse impact on residents.
- 4.45 Larger schemes will also need to make provision for affordable housing in accordance with Policy HO3 of the Council's Core Strategy and Policies Development Plan Document.

Higher density town centre residential development and mixed use schemes

- 4.46 Such schemes will usually involve high density flatted development. Mixed use schemes will only be appropriate on sites in town or local centres which are already identified for employment or retail use. The opportunities for on-site open space provision will be limited, particularly where ground floor non-residential uses and access/delivery areas occupy most of the site area. Family accommodation is therefore unlikely to be appropriate.
- 4.47 Some amenity space can be provided in the form of large balconies as well as at roof level, subject to design and safety considerations.
- 4.48 The scale of development involving flats will need to be compatible with adjoining buildings. In town centres greater building heights often exist and taller developments may be appropriate. However, due to their greater prominence they will need to be of high design quality to ensure they contribute to the character of the locality and provide appropriate living accommodation.
- 4.49 In Staines town centre further guidance on building heights is set out in the Draft Urban Design Framework for Staines.

Subdivision of larger units

- 4.50 Some larger dwellings may be suitable for subdivision into two or more units. Any proposals will need to ensure that:
- a. new units are of an appropriate size,
 - b. sufficient safe access and parking is provided,
 - c. any physical alterations required are compatible with the existing building, have no adverse impact on the amenity of adjoining residents or on the street scene,
 - d. appropriate sound insulation is provided between dwellings,
 - e. rooms are positioned to avoid overlooking (upper floor lounges should be at the front of a property) and avoid noise impact on adjoining properties.
 - f. there are no additional flood risk issues.

Change of use of existing buildings

- 4.51 There may be circumstances where an existing non-residential building may be suitable for conversion to residential use. This will be encouraged where there is no overriding policy reason to retain the building in its existing use, where any physical alterations are acceptable and all other requirements, including flood policy, can be met.

Design of New Residential development – Checklist of key issues

1. Is the site in an area where particular constraints apply, e.g. Green Belt or areas of flood risk?
2. Have other relevant policies in the Council's Core Strategy and Policies DPD, Allocations DPD and Saved Local Plan policies been considered?
3. Are there trees and other landscape features which the scheme layout needs to take into account?
4. Has an accurate site survey been undertaken and the exact position of adjoining buildings and other important features been established?
5. Is the plot(s) and garden(s) of an appropriate size and proportionate to the dwellings proposed?
6. Does the layout reflect the character of the area?
7. Has the design avoided unacceptable impacts on neighbours by taking account of:
 - Issues relating to privacy, outlook, daylight and sunlight?
 - Disturbance from access ways/new roads?
8. Will the detailed design and use of materials be compatible with the character of the area?
9. Is there an appropriate landscape scheme?
10. Has renewable energy provision been included with other sustainability issues as an integral part of the design process?

Appendix 1: Text of Policy EN1

The following sets out the text of Policy EN1. This SPD seeks to primarily supplement sub-points a, b and d, but also identifies the importance of all aspects of the policy.

Policy EN1: Design of New Development

The Council will require a high standard in the design and layout of new development. Proposals for new development should demonstrate that they will:

- a. create buildings and places that are attractive with their own distinct identity; they should respect and make a positive contribution to the street scene and the character of the area in which they are situated, paying due regard to the scale, height, proportions, building lines, layout, materials and other characteristics of adjoining buildings and land,
- b. achieve a satisfactory relationship to adjoining properties avoiding significant harmful impact in terms of loss of privacy, daylight or sunlight, or overbearing effect due to bulk and proximity or outlook,
- c. be designed in an inclusive way to be accessible to all members of the community regardless of any disability and to encourage sustainable means of travel,
- d. incorporate landscaping to enhance the setting of the development, including the retention of any trees of amenity value and other significant landscape features that are of merit, and provide for suitable boundary treatment,
- e. create a safe and secure environment in which the opportunities for crime are minimized,
- f. incorporate measures to minimise energy consumption, conserve water resources and provide for renewable energy generation in accordance with Policy CC1,
- g. incorporate provision for the storage of waste and recyclable materials and make provision for sustainable drainage systems (SUDS).

Appendix 2: Other relevant policies and issues

The following sets out some of the key issues but the list should not be taken as exhaustive. It is important to check whether you are in a special area where planning restrictions will apply. Such areas are referred to in the following paragraphs. Those preparing new residential schemes are advised to look at the whole Core Strategy and Policies DPD.

1. **Ancient Monuments and Archaeology.** There are nearly 60 ancient monuments and designated archaeological sites in the Borough. Such structures and sites require particular care when alterations and new development is proposed. All the sites are shown on the Proposals Map. Saved Local Plan Policies BE24 to BE26 apply.
2. **Affordable Housing.** Policy HO3 of the Core Strategy and Policies DPD requires the provision of affordable housing in all developments of 15 or more dwellings or if the site is 0.5 hectares or larger.
3. **Biodiversity. Wherever possible new development should contribute to an improvement of biodiversity and avoid harm to features of nature conservation interest. Policy EN8 of the Core Strategy and Policies DPD applies.**
4. **Building Regulations.** In addition to planning permission all development will need approval under the Building Regulations. The Council's Building Control team can give further advice.
5. **Composters.** The Council will expect all new residential development to provide first occupiers with composters to further assist in the sustainable disposal of waste and reduce the amount of waste taken off site.
6. **Conservation Areas.** There are 8 Conservation Areas in the Borough and high standards of design are required to preserve their inherent character. Policy EN6 of the Core Strategy and Policies DPD applies and the areas are shown on the Proposals Map. Early discussion with the Council and its Conservation consultant is advised.
7. **Designing out crime.** It is important to consider at an early stage the impact a proposal may have on the security of the original house and neighbouring properties and ways of improving security. Secured by Design is a UK police initiative which supports the principles of designing out crime – www.securedbydesign.com. Security advice for new residential development can also be obtained from Surrey Police's Design Liaison Officer.
8. **Flood Risk.** Large areas of the Borough are at risk of flooding from the Rivers Thames, Colne and Ash. In extreme events flooding can spread up to a mile away from the Thames. Development can reduce the available flood plain and impede the flow of flood water and therefore put more people at risk in times of flooding. The latest flood risk maps are on the Council's website and are updated regularly as new information on flood risk is received from the Environment Agency (EA).

Policy LO1 of the Core Strategy and Policies DPD sets out the Council's requirements to reduce flood risk and identifies where development will or will not be allowed. This supports the importance of maintaining the effectiveness of the natural

flood plain to both store water and allow the movement of fast flowing water. In areas of low flood risk some extensions and new development may be allowed, but the floor levels will have to be higher than any projected future flood level and other flood resilient/resistant measures will be required. This could mean that extensions or replacement dwellings are potentially higher than adjoining properties.

The Council will expect such schemes to be designed to avoid the overall height of the structures being incompatible with the prevailing height of buildings in the locality. Where the resulting structure is too high permission will be refused. Account should also be taken of the Environment Agency's 'Standing Advice' available on their website, and early liaison with the Council and the EA is recommended. Schemes for new development will need to make provision for sustainable drainage of surface water as required in Policies LO1(b) and EN1(g).

9. **Green Belt.** Within the Green Belt development is strictly controlled in order to maintain openness. New residential development will not be allowed and extensions have to be limited so there is no significant change in scale of the original building and they do not detract from the openness and character of the area. Policy EN2 of the Core Strategy and Policies DPD and 'saved' Local Plan Policy GB1 apply. The Green Belt is shown on the Proposals Map. The role of the Green Belt is explained further in the government's Planning Policy Guidance (PPG2) 'Green Belts'.

It will also be important to ensure that development on the edge of the urban area does not have an adverse impact on the appearance of adjoining Green Belt areas.

10. **Infrastructure.** Schemes for additional dwellings may require improvement to the local infrastructure. Policy CO2 of the Core Strategy and Policy DPD will apply.
11. **Lifetime homes.** Policy HO4(c) encourages the inclusion in housing schemes of a proportion of dwellings that are capable of meeting the needs of occupiers with disabilities. The Foundation for Lifetime Homes provides further guidance through their 16 design criteria. Some of these overlap with some requirements of Part M of the Building Regulations. For further information: www.lifetimehomes.org.uk
12. **Listed Building and Locally Listed Buildings.** Listed Buildings, which have statutory protection, are an important part of the Borough's heritage and particular limitations apply to their alteration. Early discussion with the Council and its Conservation consultant about any proposals is advised. Locally listed buildings do not have statutory protection but the Council will expect them to be retained when new development is contemplated and require any alterations to be of a very high quality so as not to detract from their architectural or historic interest. Policy EN5 of the Core Strategy and Policies DPD applies. The Council has published details of all Listed Buildings and locally listed buildings in separate documents.
13. **Open Space, Sport and Recreation Provision.** Where any new housing is proposed in an area of the Borough with inadequate public open space, or where provision will become inadequate because of the development, additional provision will be required either on site or off-site via a financial contribution. In schemes of 30 or more family dwellings the Council requires a minimum of 0.1ha of open space to provide for a children's play area and Policy CO3 applies. Policy EN4 refers to the importance of networks of green space and pedestrian and cycle routes as well as retaining open space in the urban area.

14. **Plotland Areas.** These are mainly within the Green Belt and adjoining the River Thames and have buildings which were originally weekend and holiday bungalows. Policy EN2 sets out specific requirements on extensions to properties in these defined areas to ensure that the character of these localities is maintained. Plotland areas are shown on the Proposals Map.
15. **Sustainable Travel.** Development which generates additional traffic must be compatible with the transport infrastructure and where it is not appropriate mitigation measures will need to be implemented. Policy CC2 sets out in more detail the Council's requirements.
16. **Sustainability.** New residential development will be expected to meet the requirements in Policy CC1 of the Core Strategy and Policies DPD, including the need for at least 10% renewable energy in new developments and the standards set out in the Code for Sustainable Homes. The precise siting and orientation of main windows to habitable rooms in relation to the sun can take advantage of passive solar gain. Development will also be encouraged to meet high standards of construction including the use of recycled construction material – see Policy CC1(d).
17. **Trees.** The Council wants to maintain trees wherever possible and many are included in Tree Preservation Orders. Where good tree specimens exist on a site they should be retained and clearly marked on plans showing the position of the trunk and extent of their canopy. Development should be outside the root zone of the tree. Policy EN7 of the Core Strategy and Policies DPD applies. Details of preserved trees can be found on the Council's website.
18. **Waste Storage.** Both extensions and new development need to make provision for bins supplied for general waste, recycling and garden waste. This space needs to be clear of areas required for parking. For safety reasons bin stores may need to be located at the site entrance of larger residential developments to avoid the need for refuse vehicles reversing. Policy EN1 (g) of the Core Strategy and Policies DPD applies. The Council also has an advisory leaflet on this subject.
19. **Watercourses.** An area for maintenance has to be retained adjoining watercourses. Extensions and new development which limit the amount of maintenance space that is necessary will not be allowed. The Environment Agency can advise further on the clearance areas required.

Appendix 3: Objectives of urban design and aspects of development form.

The following is taken from the document 'By Design' (pages 15-16) published by DCLG and CABE:

Objectives of urban design:

Character

A place with its own identity.

To promote character in townscape and landscape by responding to and reinforcing locally distinctive patterns of development, landscape and culture.

Continuity and Enclosure

A place where public and private space are clearly distinguished.

To promote the continuity of street frontages and the enclosure of space by development which clearly defines private and public areas.

Quality of the Public Realm

A place with attractive and successful outdoor areas.

To promote public spaces and routes that are attractive, safe, uncluttered and work effectively for all in society, including disabled and elderly people.

Ease of Movement

A place that is easy to get to and move through.

To promote accessibility and local permeability by making places that connect with each other and are easy to move through, putting people before traffic and integrating land uses and transport.

Legibility

A place that has a clear image and is easy to understand.

To promote legibility through development that provides recognisable routes, intersections and landmarks to help people find their way around.

Adaptability

A place that can change easily.

To promote adaptability through development that can respond to changing social, technological and economic conditions.

Diversity

A place with variety and choice.

To promote diversity and choice through a mix of compatible developments and uses that work together to create viable places that respond to local needs.

Aspects of development form:

Layout: Urban Structure

The framework of routes and spaces that connect locally and more widely, and the way developments, routes and open spaces relate to one another.

The layout provides the basic plan on which all other aspects of the form and uses of a development depend.

Layout: Urban Grain

The pattern of the arrangement of street blocks, plots and their buildings in a settlement.

The degree to which an area's pattern of blocks and plot subdivisions is respectively small and frequent (fine grain), or large and infrequent (coarse grain).

Landscape

The character and appearance of land, including its shape, form, ecology, natural features, colours and elements, and the way these components combine.

This includes all open space, including its planting, boundaries and treatment.

Density and Mix

The amount of development on a given piece of land and the range of uses. Density influences the intensity of development, and in combination with the mix of uses can affect a place's vitality and viability.

The density of a development can be expressed in a number of ways. This could be in terms of plot ratio (particularly for commercial developments), number of dwellings, or the number of habitable rooms (for residential developments).

Scale: Height

Scale is the size of a building in relation to its surroundings, or the size of parts of a building or its details, particularly in relation to the size of a person. Height determines the impact of development on views, vistas and skylines.

Height can be expressed in terms of the number of floors, height of parapet or ridge, overall height, any of these in combination, a ratio of building height to street or space width, height relative to particular landmarks or background buildings, or strategic views.

Scale: Massing

The combined effect of the arrangement, volume and shape of a building or group of buildings in relation to other buildings and spaces.

Massing is the three-dimensional expression of the amount of development on a given piece of land.

Appearance: Details

The craftsmanship, building techniques, decoration, styles and lighting of a building or structure.

This includes all building elements such as openings and bays, entrances and colonnades, balconies and roof scale and the rhythm of the façade.

Appearance: Materials

The texture, colour, pattern and durability of materials, and how they are used.

The richness of a building lies in its use of materials which contribute to the attractiveness of its appearance and the character of an area.

Appendix 4: Minimum floorspace for new dwellings

The following space standards are based on the draft London Housing Design Guide - Interim Edition (August 2010) and 'Lifetime Homes' criteria. The Council consider these are appropriate minimum requirements. They must be met as a minimum in new developments in Spelthorne. For dwellings designed for more than 6 people, allow approximately 10m² per extra person.

Minimum dwellings by floor area	Dwelling type (bedroom/persons)	Essential Gross Internal Area (m ²)
Single storey dwelling including flats:	1b2p	50
	2b3p	61
	2b4p	70
	3b4p	74
	3b5p	86
	3b6p	95
	4b5p	90
2 storey houses:	4b6p	99
	2b3p	75
	2b4p	83
	3b4p	87
	3b5p	96
	3b6p	100
	4b5p	100
3 storey houses:	4b6p	107
	3b5p	102
	4b5p	106
	4b6p	113

Appendix 5: Useful references

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