

**PLEASE NOTE THE DAY FOR THIS
SPECIAL CABINET MEETING**

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Our Ref: TLB/Cabinet
Date: 13 August 2010

NOTICE OF A SPECIAL CABINET MEETING:

DATE: MONDAY 23 AUGUST 2010

TIME: 5.00 p.m.

**PLACE: GODDARD ROOM, COUNCIL OFFICES,
KNOWLE GREEN, STAINES**

TO: ALL 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 TREVOR BAKER ON (01784) 446267

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- Interrupt presentations and debates;
- Mean that you miss a key part of a decision taken.

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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 OF LOCAL DEVELOPMENT FRAMEWORK WORKING PARTY – 2 AUGUST 2010 [Pages 5 to 8]

[Cabinet Member – Councillor Forsbrey]

To receive and consider the minutes of the LDF Working Party held on Monday 2 August 2010.

Local Development Framework Working Party

Monday 2 August 2010

Present:

Cllr G E Forsbrey (Chairman)
Cllr H R Jaffer
Cllr R Smith Ainsley
Cllr H A Thomson
Cllr L Nichols

Apologies:

Cllr J Packman
Cllr V Leighton
Cllr A Hirst

1. Report of the Deputy Chief Executive

- a. The Deputy Head of Planning gave a presentation on the approach to achieving a high standard of design and the context to the draft SPD on the Design of Residential Extensions and New Residential Development.
- b. The Working Party discussed the draft SPD. It was agreed subject to the following drafting points raised in discussion:
 - i. As many of the points in the section on extensions equally applied to new development it would be helpful to see where additional reminders of this could be placed in the text.
 - ii. Review the use of the word “should” and “must” to ensure the appropriate application of the guidance.
 - iii. Para 2.10: Add new paragraph “2.11: All drawings submitted with planning applications must show the main dimensions”.
 - iv. Para 2.13: Add a new paragraph “2.14: 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”. Delete second sentence in Appendix 2 under the heading “Building Regulations”.
 - v. Para 2.13: Add to the end of the paragraph a new sentence “Account must also be taken of any relevant supplementary

guidance produced by the Council; an up-to-date list is available on its website”.

- vi. Page 6 Footnote 2: Noted the definition of habitable rooms in the footnote, which includes kitchens, reflects the text in para 3.14.
- vii. Para 3.9 and Diagram 1: delete the second and third sentences and insert “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 developed is proposed. The figures in brackets relate to three storey developments. These minimum distances must be maintained when two storey³ extensions are proposed for existing properties. Three types of distances measurements are given:
 - a. Back to back: 21m total distance with a minimum 10.5 garden length for each property (30m and 15m respectively for three storey development).
 - b. Back to side (flank): 13.5m minimum distance (21m for three storey development).
 - c. Set-in of property from the side boundary of 1m (2m for three storey development).
- viii. Diagram 1 – to consider any improvements in detail.
- ix. Page 7 Footnote 3: Noted that accommodation within the roof space will be counted as an additional storey.
- x. Para 3.17: From the first line delete “this requirement for” and insert “the adequacy of”; at the end of the second line insert “the following circumstances which might reduce the adverse impact of an extension or new dwelling”.
- xi. Para 3.18: From the first sentence delete “either as part of the original design of a property or as a result of extensions”.
- xii. Para 3.32-3.33: Clarified that the figures for ‘set-back’ and ‘set-in’ were new requirements. The ‘set-in’ figure reflected the need for sufficient space to construct foundations.
- xiii. Confirmed separation distances between dwellings would be taken into account for accommodation within roof spaces.
- xiv. Para 3.53: (e) Renewable Energy – second line after the word “design” delete “of the extension” and insert “of new residential development, extensions and retro-fitting of existing properties”.

- xv. Para 4.2: From the second line after the word “attractive” insert the words “and protecting amenity”.
 - xvi. Page 25 Diagram 10: Noted that a better illustrative diagram would be prepared.
 - xvii. Para 4.21: Noted that whilst hedges and some trees which provide amenity value cannot be formally protected it was nevertheless the intention to encourage their retention.
 - xviii. Para 4.22: Add to the end of last sentence “and can be best achieved where there is a clear ownership of landscaped areas in a scheme”.
 - xix. Para 4.24: After the words “vehicular accesses” add “to public and private roads”. Put a full stop after “safety” and start a new sentence with the words “There should also be no...”
 - xx. Para 4.46: Re-order the title to read “Higher density town centre residential development and mixed use schemes”. After the first sentence add a new sentence; “Mixed use schemes will only be appropriate on sites in town or local centres which are already identified for employment or retail use”.
 - xxi. Page 31: Checklist – add a point 9: “Has renewable energy provision been included as an integral part of the design process?”
 - xxii. Page 33 Appendix 2 – Point 9: In the case of new housing in low flood risk area ramps may be required to ensure appropriate access to front doors for people with disabilities.
- c. A further meeting of the Working Party to discuss the draft prior to reporting to Cabinet was not required, but a ‘tracked changes’ version would be circulated for comment within 1 week.
 - d. The draft SPD be recommended to Cabinet for agreement and public consultation.
 - e. Agreement of other matters:
 - i. The possibility of a Special Cabinet in late August/early September to agree the draft SPD for public consultation would be explored.

- ii. Arrangements would be made to try and complete the 10 week public consultation before December.
 - iii. The suggested public consultation arrangements set out in the report were noted, including scope for detailed discussions with local groups. In addition a seminar would be arranged for Members in early October and also a meeting with local agents for planning application.
 - iv. Agreed that in the public consultation material the differences between the draft SPD and the existing guidance would be explained.
-
- f. The Head of Planning agreed to circulate the officer note on recent changes to PPS 3 'Housing' to all Members and for it to be dated.
 - g. It was noted that progress on the proposed SPD on the Size of Dwellings had been delayed due to other work commitments. Currently it was hoped that work could recommence in the New Year.

Design of Residential Extensions and New Residential Development



Draft Supplementary Planning Document

23 August Cabinet version



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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 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:
- a. Policy constraints applying to a site or area, e.g. flooding and Green Belt
 - b. The character of the immediate locality
 - c. Potential adverse impacts on neighbouring property
 - d. The character of the existing property and/or site
 - e. 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, although individually might not appear sufficiently significant to justify the refusal of it, in combination with other issues 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 level. 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. They must also show the height of the building(s) or extension above ground level.

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

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

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.

3.9 An appropriate degree of separation must exist between properties to avoid overlooking and preserve privacy. 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. These minimum distances must be maintained when two storey³ extensions are proposed for existing properties. Three types of distance measurement are given:

- Back to back; 21m total distance with a minimum 10.5m garden length for each property (30m and 15m respectively for three storey development).
- Back to side (flank): 13.5m minimum distance (21m for three storey development).
- Set-in of property from the side boundary of 1 metre (2m for three storey development)

3.10 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.

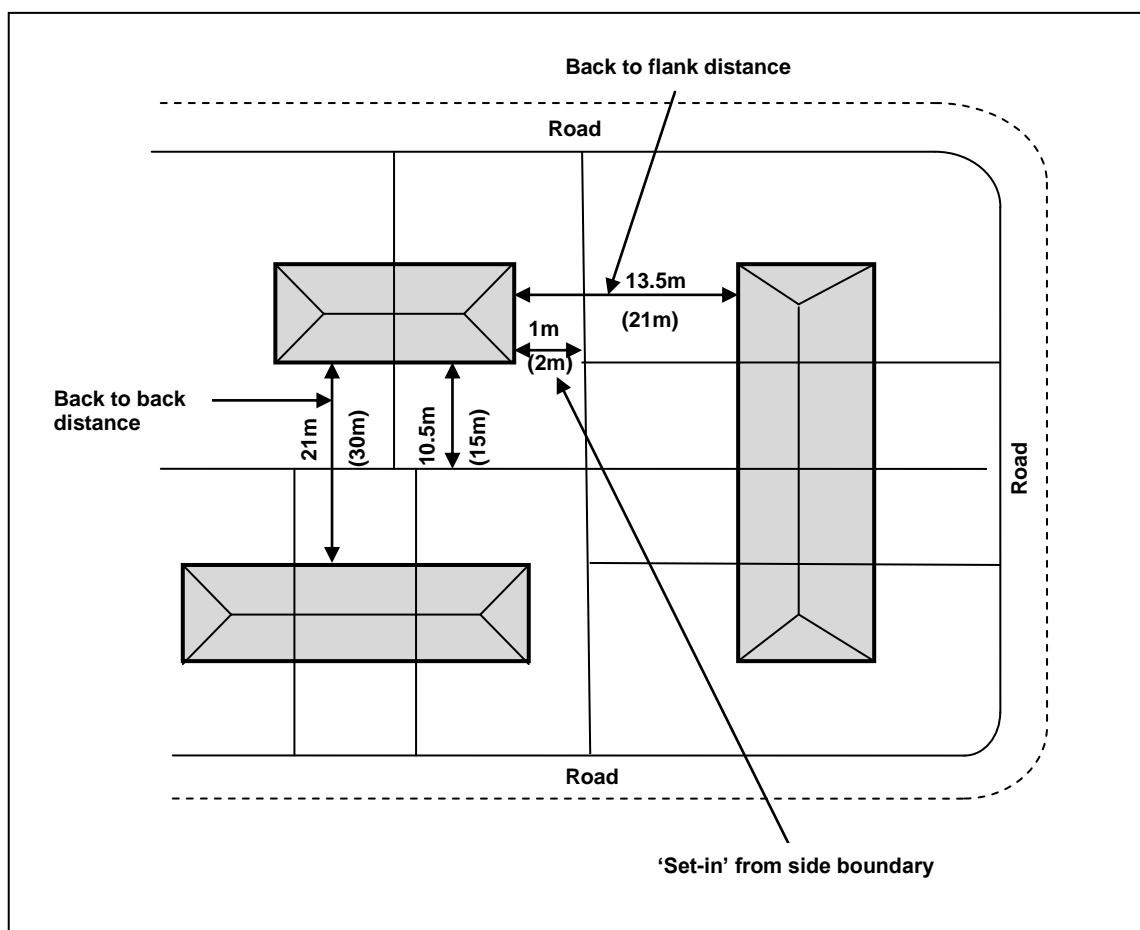


Diagram 1: Area to the rear of a property to be clear of development to preserve privacy and outlook

³ Reference to two and three storey accommodation relates to the number of floors including any accommodation within the roof space.

- 3.11 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 story extension to create a balcony or roof terrace.

Outlook

- 3.12 Whilst home owners do not have a right to uninterrupted views from their properties 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 above will be required to preserve outlook.
- 3.13 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

- 3.14 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'.
- 3.15 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.
- 3.16 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 that the following guidelines have been met.
- i. **25° Guide** – The purpose of this guide 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 metres⁴ above ground level⁵. 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 be maintained.

⁴ 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 might arise.

⁵ A 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.

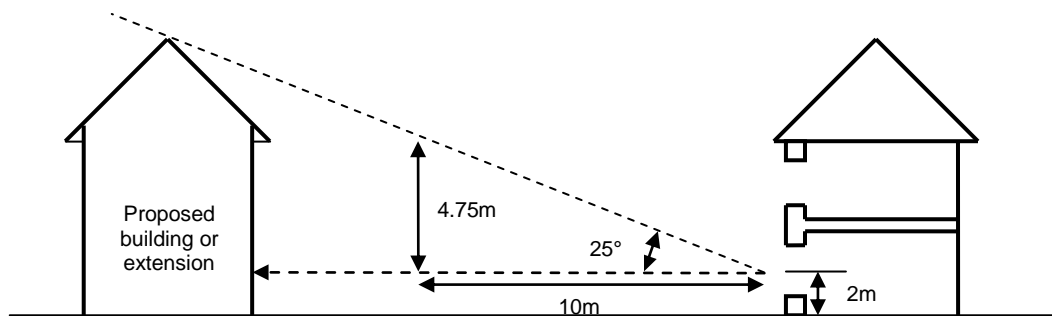


Diagram 2: Area of sky line to be clear of development to preserve daylight (25° rule)

- ii. **45° Horizontal Guide** – The purpose of this guide 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 permission may not be granted.

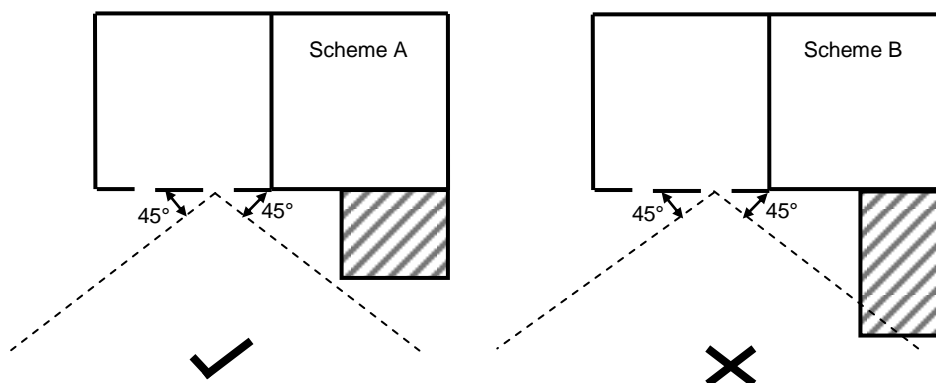


Diagram 3: Area to the side of a property to be clear of development to preserve daylight (45° horizontal guide)

- iii. **45° Vertical Guide** – The purpose of this guide 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.

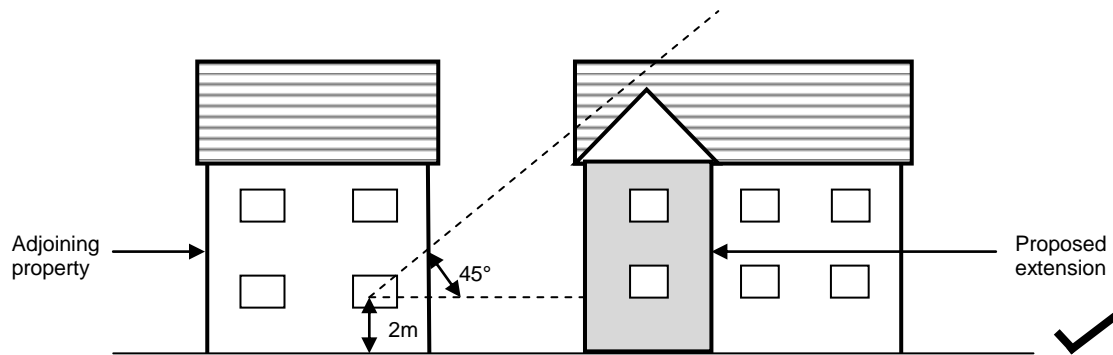


Diagram 4: Area to the side of a property to be clear of development to preserve daylight (45° vertical guide)

3.17 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.

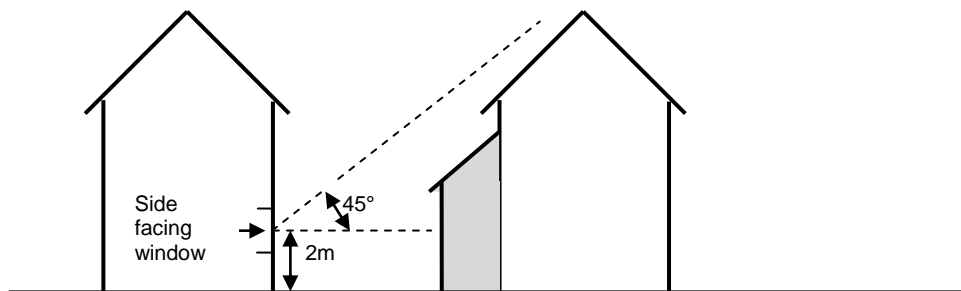


Diagram 5: Area of sky line to be clear of development to preserve daylight to principal side windows to habitable rooms

3.18 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:

- a. The length of the flank wall of the extension and therefore its degree of impact.
- b. Any stagger in the position of the extension in relation to the side window, which may still allow good daylight to be retained.
- c. 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.

3.19 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.

3.20 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

- 3.21 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.
- 3.22 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

- 3.23 Extensions must respect the character of the host building in scale and design and should be difficult to distinguish from the original structure.
- 3.24 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.
- 3.25 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 areas 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:

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.

3.26 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

- 3.27 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.
- 3.28 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.
- 3.29 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

- 3.30 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 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.

- 3.31 To respect the character of the host building and ensure the extension is in proportion and subordinate to it, side extensions should only exceptionally exceed two thirds of the width of the host building.
- 3.32 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

- 3.33 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.
- 3.34 A '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.
- 3.35 Roofs should have a full pitch and dummy pitched roofs will not be acceptable (see paragraph 3.45 to 3.51 for further details).

Two Storey Side Extensions

- 3.36 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.

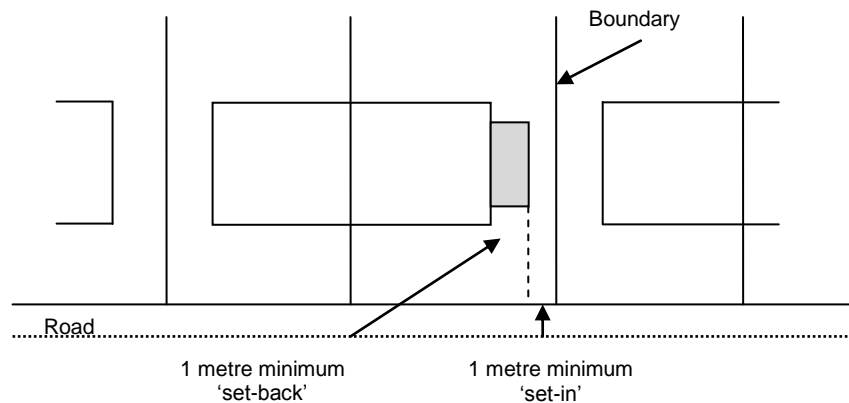


Diagram 6: 'Set-in' and 'set-back' required for two storey extension

Rear Extensions

- 3.37 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.
- 3.38 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.
- 3.39 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

- 3.40 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.

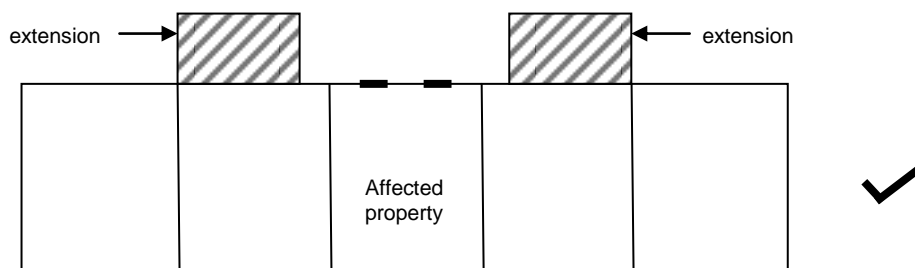


Diagram 7: Unacceptable boxing-in of mid-terraced property

Single Storey Rear Extensions

- 3.41 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.
- 3.42 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.
- 3.43 Conservatories have a high proportion of glazing on side elevations which can lead to a loss of privacy to adjoining properties. Where this will occur, solid walls or opaque panels will be required on those elevations concerned. Conservatories should be of a scale that they are subordinate to the host building and, where possible, reflect its design.

Two Storey Rear Extensions

- 3.44 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.

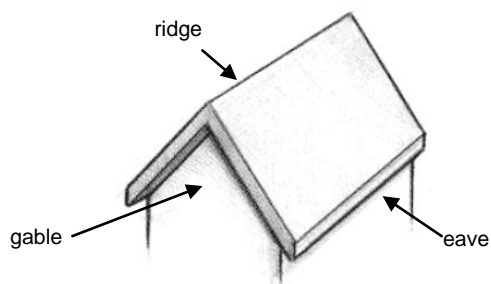


Two storey full width extensions with subordinate roof

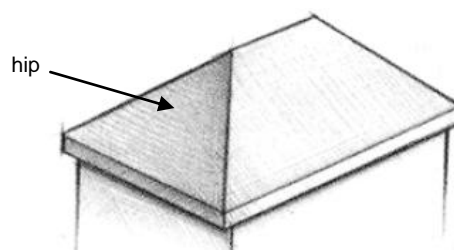
Roofs, roof lights, dormers and roof extensions

- 3.45 The type of roof over an extension is critical to a successful design and can help integrate the new with the existing building.
- 3.46 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

- 3.47 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 must 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.
- 3.48 New roofs, roof extensions, dormers and 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.

- 3.49 Ideally the position of roof lights should align with the windows on the elevations below and be positioned symmetrically.
- 3.50 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:
- be located centrally or symmetrically on a roof,
 - 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,
 - have a roof which is compatible with the main roof,
 - not be over-dominant in relation to the roof surface and property as a whole and not detract from its appearance in terms of proportions.



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



Dormers to match existing roof

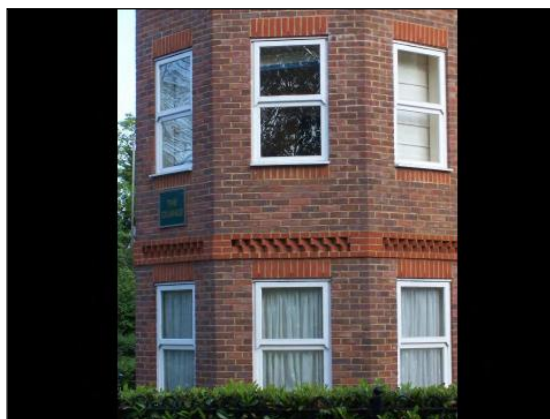
- 3.51 Where it is proposed to raise existing single storey properties by an additional floor, raise the height of the roof or change its shape, particular attention is required to the following:
- The scale and proportions of the extended property must be in keeping with the character of the area and in particular the adjoining properties.
 - The position of windows should not lead to unacceptable overlooking.
 - The position and design of windows should reflect the alignment, symmetry and design of existing window openings.
 - The roof design and any dormers should reflect the character of the property.
 - Materials must match or complement those used in the existing building.

Detailed Design and Use of Materials

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

3.54 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 the problem of matching imperial and metric sized bricks. Some existing bricks may be salvaged and re-used.
 - ii. Mortar colour, thickness and strike (the way the surface of the mortar joint is finished).
 - 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

- b. **Other construction materials.** Some buildings may have areas of rendered wall, tile hanging, types of cladding or may have 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.
- c. **Roofs.** These need to match the existing angle of slope, the design in terms of hipped or gable ended and have matching materials. In particular:
- i. 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.
 - ii. Decorative finials and gable end upstands should be copied.
 - iii. Any details of lead flashing around chimneys, roof valleys or windows should also be copied.



Roof, brick and stone detailing



Brick, stone and lead detailing

- 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 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.
 - v. **Replacements.** If replacing windows in the main house as part of the work, it is important to retain the original or appropriate glazing pattern 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.



Diagram 9: Components of a window and opening

- 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. 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. Are there trees, in particular preserved trees, which need to be taken into account?
4. Has an accurate site survey been undertaken and the exact position of adjoining buildings 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, gutters going onto your neighbour's land?
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. However, it also wanted to see continued provision of new housing and the efficient use of land. None of this requires any change to the Council's existing policies, which already provide a firm basis against which inappropriate development on any site can be prevented.
- 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 surrounding plots. 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 7. These dimensions will need to be greater where larger properties are proposed.

Where rear gardens are being developed the depth of the retained garden should 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 3.25 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.

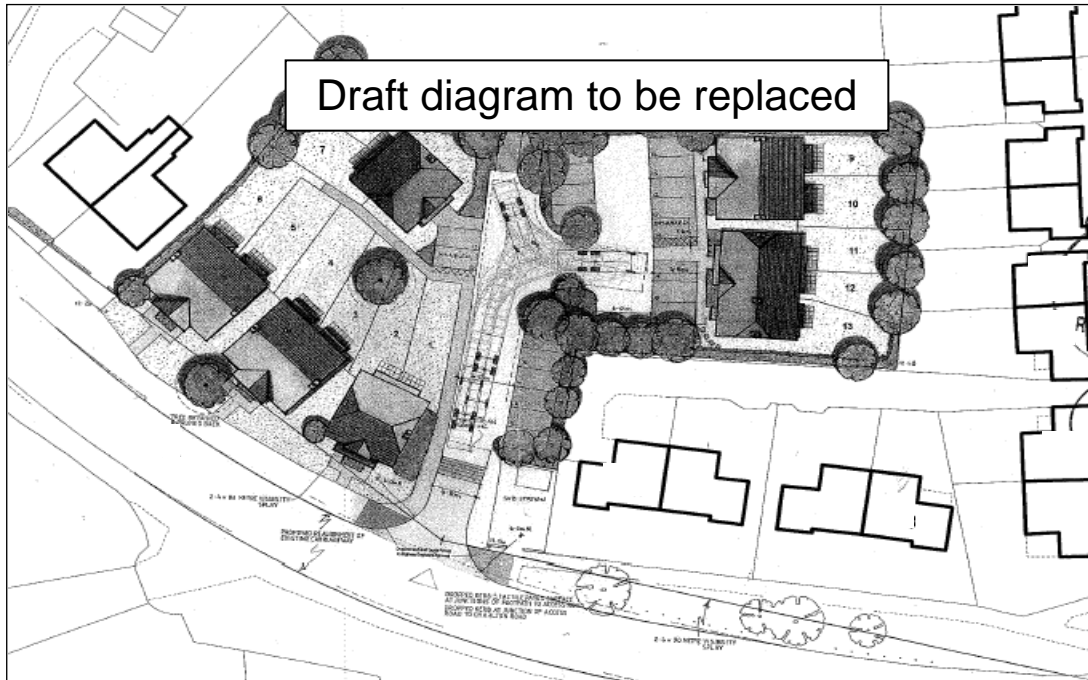


Diagram 10: Example of infill development with appropriate plots sizes and properties at the entrance facing the existing street

- 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 3.52 to 3.54.

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 11 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.

Landscaping

- 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 specie, 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:
- the amenities of the unit to which the addition is attached are not unreasonably harmed,
 - the resulting extended building is appropriate in terms of building line, scale, proportions and detailed design in relation to the street scene,
 - there is appropriate garden space and plot size proportionate to the dwelling,
 - 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.

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 can be met.

Design of New Residential development – Checklist of key issues

1. Is the site in an area where particular constraints apply?
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. Is the plot(s) and garden(s) of an appropriate size and proportionate to the dwellings proposed?
5. Does the layout reflect the character of the area?
6. 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?
7. Will the detailed design and use of materials be compatible with the character of the area?
8. Is there appropriate landscaping?
9. Has renewable energy provision been included 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. **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.
4. **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.
5. **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.
6. **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.
7. **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.

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. 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.

8. **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.

9. **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
10. **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 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.
11. **Open Space 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. Policy CO3 applies.
12. **Plotland Areas.** Mainly within the Green Belt and adjoining the River Thames are plotland areas with 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.
13. **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.

14. **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.
15. **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.
16. **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.
17. **Water courses.** 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 CABI:

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 roofscale 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 used in the draft London Housing Design Guide (July 2009) and are based on guidance in the Homes and Communities Agency 'Housing Quality Indicators 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)
Flats:	1b2p	50
	2b3p	61
	2b4p	70
	3b4p	74
	3b5p	86
	3b6p	100
	4b5p	90
	4b6p	99
2 storey houses:	2b4p	83
	3b4p	86
	3b5p	96
	4b5p	100
	4b6p	107
3 storey houses:	3b5p	102
	4b5p	106
	4b6p	113

Appendix 5: Useful references

1. Core Strategy and Policies Development Plan Document. Spelthorne Borough Council, February 2009:
http://www.spelthorne.gov.uk/core_strategy_and_policies.pdf
2. Allocations DPD. Spelthorne Borough Council, December 2009:
http://www.spelthorne.gov.uk/allocations_dpd_-_final_17.12.09.pdf
3. Spelthorne Borough Local Plan 2001 Saved Policies and Proposals:
http://www.spelthorne.gov.uk/saved_policies_revised_february_2010.pdf
4. Proposals Map Development Plan Document. Spelthorne Borough Council, December 2009: <http://www.cartogold.co.uk/spelthorne/>
5. Flood Risk Maps:
http://www.spelthorne.gov.uk/environment_planning/planninghome/env_flood_page.htm
6. Guidance on Permitted Development – Planning Portal website:
<http://www.planningportal.gov.uk/england/public/>
7. Guidance on Preparing Design and Access Statements:
<http://www.planningportal.gov.uk/england/public/>
8. Parking Standards. Spelthorne Borough Council, June 2001:
http://www.spelthorne.gov.uk/parking_standards-3.pdf
9. Listed Buildings in Spelthorne. Spelthorne Borough Council, November 2009:
<http://www.spelthorne.gov.uk/listedbuilding2009.pdf>
10. Local List of Buildings and Structures of Architectural or Historic Interest. Spelthorne Borough Council, February 2004:
http://www.spelthorne.gov.uk/final_local_listed_buildings_feb_2004_update.pdf
11. Owners Guide to Listed Buildings – Spelthorne Borough Council:
http://www.spelthorne.gov.uk/environment_planning/env_planning_latestnews/listedbuildings-2/env_planning_listedbuildings.htm
12. Tree Preservation Orders:
http://www.spelthorne.gov.uk/environment_planning/environment/trees.htm
13. Guidance on the storage and collection of household waste:
http://www.spelthorne.gov.uk/environment_planning/planninghome/environment_planning_publication_list/env_planning_publications_developmentcontrol.htm
14. Draft Staines Urban Design Framework:
http://www.spelthorne.gov.uk/20jan09_framework_append.pdf
15. By Design – Urban Design in the Planning System: towards better practice (DCLG 2000): www.communities.gov.uk
16. CABI – Commission for the Built Environment – www.cabi.org.uk

17. Manual for Streets. Department for Transport (DCLG), 2007.
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/322449.pdf>
18. Surrey Design, Surrey County Council, 2002.
http://www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTFSurrey+Design?opendocument
19. Code for Sustainable Homes:
<http://www.communities.gov.uk/planningandbuilding/buildingregulations/legislation/codesustainable/>
20. Lighting for Buildings – Part 2 Code of Practice for Daylighting (BS8206-2:2008)
(Published by British Standards).
21. Site Layout Planning for Daylight and Sunlight. P.J. Littlefair (published by Building Research Establishment), 1991.
22. Trees in relation to construction – Recommendations (BS 5837.2005). Published by British Standards.