GUILDFORD BOROUGH

James Whiteman
Managing Director

www.guildford.gov.uk

Contact: Andrea Carr
Committee Services
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31 August 2018

Dear Councillor

Your attendance is requested at a meeting of the **PLACE-MAKING AND INNOVATION EXECUTIVE ADVISORY BOARD** to be held in Council Chamber, Millmead House, Millmead, Guildford, Surrey, GU2 4BB on **MONDAY 10 SEPTEMBER 2018** at **7.00 pm**.

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE EXECUTIVE ADVISORY BOARD

Chairman: Councillor Nils Christiansen
Vice-Chairman: Councillor Angela Goodwin

Councillor Alexandra Chesterfield
Councillor David Elms
Councillor Andrew Gomm
Councillor Liz Hogger
Councillor Jennifer Jordan
Councillor Julia McShane
Councillor Dennis Paul
Councillor Mike Piper
Councillor David Quelch
Councillor Jenny Wicks

Authorised Substitute Members:

Councillor Adrian Chandler
Councillor Colin Cross
Councillor David Goodwin
Councillor Gillian Harwood
Councillor Christian Holliday
Councillor Liz Hooper
Councillor Nigel Kearse
Councillor Sheila Kirkland
Councillor Bob McShee
Councillor Tony Phillips
Councillor Caroline Reeves
Councillor Pauline Searle

WEBCASTING NOTICE

This meeting will be recorded for live and/or subsequent broadcast on the Council's website in accordance with the Council's capacity in performing a task in the public interest and in line with the Openness of Local Government Bodies Regulations 2014. The whole of the meeting will be recorded, except where there are confidential or exempt items, and the footage will be on the website for six months.

If you have any queries regarding webcasting of meetings, please contact Committee Services.

QUORUM: 4

THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the borough

For Guildford to be a town and rural borough that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting-edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment, which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs.

Three fundamental themes and nine strategic priorities that support our vision:

Place-making	Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes
	Making travel in Guildford and across the borough easier
	Regenerating and improving Guildford town centre and other urban areas
Community	Supporting older, more vulnerable and less advantaged people in our community
	Protecting our environment
	Enhancing sporting, cultural, community, and recreational facilities
Innovation	Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need
	Creating smart places infrastructure across Guildford
	Using innovation, technology and new ways of working to improve value for money and efficiency in Council services

Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

A G E N D A

ITEM NO.

1 **APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**

2 **LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

In accordance with the local Code of Conduct, a councillor is required to disclose at the meeting any Disclosable Pecuniary Interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

3 **MINUTES** (Pages 1 - 4)

To confirm the minutes of the Executive Advisory Board meeting held on 9 April 2018.

4 **RESIDENTIAL EXTENSIONS AND ALTERATIONS SUPPLEMENTARY PLANNING DOCUMENT** (Pages 5 - 104)

5 **FUTURE USE OF FOXENDEN DEEP SHELTER** (Pages 105 - 118)

6 **COUNCILLOR INVOLVEMENT IN THE PREPARATION OF THE BUDGET** (Pages 119 - 122)

7 **PROGRESS WITH ITEMS PREVIOUSLY CONSIDERED BY THE EAB** (Pages 123 - 132)

8 **EAB WORK PROGRAMME** (Pages 133 - 136)

9 **STREET NAMING AND NUMBERING POLICY: UPDATED POLICY INCLUDING CHARGING PROPOSALS AND PUBLIC SIGNAGE CONSULTATION** (Pages 137 - 166)

10 **EXCLUSION OF THE PRESS AND PUBLIC**

If Councillors wish to discuss Item 11 (Appendix 4 of Item 9), the Board is asked to consider passing the following resolution:

'That under Section 100A(4) of the Local Government Act 1972 (as amended), the public and press be excluded from the meeting for the following item(s) of business on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.'

Item 11 - Street Naming and Numbering Policy: Updated Policy including Charging Proposals and Public Signage Consultation - Appendix 4

11 **STREET NAMING AND NUMBERING POLICY: UPDATED POLICY INCLUDING CHARGING PROPOSALS AND PUBLIC SIGNAGE CONSULTATION** (Pages 167 - 168)

Please contact us to request this document in an alternative format

BOROUGH, ECONOMY AND INFRASTRUCTURE EXECUTIVE ADVISORY BOARD

9 April 2018

* Councillor Jenny Wicks (Chairman)
* Councillor Angela Goodwin (Vice-Chairman)

Councillor Nils Christiansen	* Councillor Julia McShane
* Councillor Andrew Gomm	Councillor Bob McShee
Councillor Liz Hogger	* Councillor Mike Parsons
* Councillor Gordon Jackson	Councillor Mike Piper
Councillor Nigel Kearse	Councillor Matthew Sarti

*Present

Councillors David Elms, Nikki Nelson-Smith and David Reeve were also in attendance.

BEI28 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillors Liz Hogger, Nigel Kearse, Bob McShee, Mike Piper and Matthew Sarti. Councillors Adrian Chandler, Christian Holliday and Caroline Reeves attended as substitutes for Councillors Mike Piper, Bob McShee and Liz Hogger, respectively.

BEI29 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of interest.

BEI30 MINUTES

The minutes of the meeting of the Board held on 19 February 2018 were approved, and signed by the Chairman.

BEI31 GUILDFORD MUSEUM DEVELOPMENT PROJECT - PROGRESS REPORT

Attendance at the meeting included two public speakers, Gavin Morgan of Guildford Heritage Forum and Honorary Freeman and Chair of the Friends of Guildford Museum Jen Powell, and members of the Museum Review Group. The Chairman made introductions and welcomed all to the meeting.

Councillor Nikki Nelson-Smith, the Lead Councillor for Social Welfare, Heritage and the Arts, gave a presentation in respect of the Guildford Museum Development Project. The project had been established following the outcome of a review of the existing museum facilities which had concluded that the current offer fell short of expectations for a town of the size and historic nature of Guildford. The presentation explained the Council's aspiration to develop a modern visitor attraction befitting the town; create a heritage quarter by strengthening links between the museum and castle; provide a programme of events and activities with learning opportunities for all; and increase appeal, broaden the audience, create a destination and support the local economy. The Museum Review Group had been established to oversee the project.

In terms of project governance, the Museum Review Group monitored the three workstreams of property; service content, activity and interpretation; and fundraising. The property aspect balanced the limitations of the site against the space requirements for a new

museum, investigated options to extend into Castle Cliffe Gardens or the existing courtyard, considered the potential for a gallery celebrating Lewis Carroll and reviewed the historical significance of the site in discussion with Historic England. The presentation included plans showing the museum courtyard and facilities on three levels. Facilities included temporary and permanent exhibition spaces, a Lewis Carroll centre, public events space, shop and café.

Service development included establishing the museum vision and aims, cataloguing assets and collections, agreeing target audiences and developing activities. Work to date had consisted of collaboration with partners, engagement with local expertise and interest groups, 'Your Stories, Your Museum' consultation and engagement initiative, and working with volunteers. This consultation and engagement work led to identifying and prioritising themes for the museum which has been distilled to 15 reflecting creativity and innovation through the ages.

Fundraising was necessary to fund the shortfall in Council funding for the project and the aim was to establish a charitable trust to apply for grants and generate donations. Discussions would continue with the Carrollian Wonderland Trust regarding the potential and funding for the Lewis Carroll gallery.

Next steps consisted of developing a masterplan followed by a detailed cost plan, continuing service developments, establishing a charitable incorporated organisation for fundraising and completing a feasibility study and business case for Executive approval. It was hoped that the new museum would open in early 2021.

Gavin Morgan of Guildford Heritage Forum and Honorary Freeman Jen Powell, Chair of the Friends of Guildford Museum, spoke in favour of the museum project and were appreciative of the report and grateful for work undertaken to date.

The Board's attention was drawn to the discussion points in paragraph 6.0 in the agenda report which sought views on whether the new museum should aim to be a local attraction or serve a wider area and whether the evolving vision to promote and celebrate Guildford's creativity and innovation was supported. The following points arose from subsequent discussion:

- The project to extend and develop the museum on the existing site linking to the castle was supported and welcomed.
- The Museum Review Group and others involved in the project, including numerous enthusiastic volunteers, deserved thanks for their commitment and hard work.
- The evolving vision of creativity and innovation for the new museum was commendable and the museum should tell the stories of the past, present and future as innovation need not relate to modern initiatives only.
- Although the museum would focus on Guildford it should seek to interest and attract visitors from a wider area beyond the town to increase its tourist appeal which was developing more rapidly than other areas in the south of England.
- The momentum in pursuing the project should be maintained and the public should be kept informed of progress. Public feedback received to date had been favourable.
- Promoting the museum as a community asset and facility may encourage ownership and sponsorship to assist with fundraising.
- Establishing a charitable incorporated organisation should be pursued without delay and promoted.

In her summing up, the Chairman confirmed that there was agreement that the museum should be wider than Guildford in appeal in the interests of viability and that it should be

centred on Guildford consisting of the various themes put forward including the creativity and innovation strands.

The Board was appreciative of the officers' report and thanked all those involved in the development of the museum wishing them good luck with the project for the future.

BEI32 PROGRESS WITH ITEMS PREVIOUSLY CONSIDERED BY THE EXECUTIVE ADVISORY BOARD

The Board reflected on progress with items that it had previously considered. The Chairman drew the Board's attention to an item in respect of the implications for Guildford of the Surrey Infrastructure Study and advised that the Board would receive a future update in this regard.

BEI33 EAB WORK PROGRAMME

The Chairman advised that an additional meeting of the Joint Executive Advisory Board had been arranged for Monday 23 April to enable the Board to consider the draft new Council Corporate Plan and feed any suggestions or comments thereon to the Executive prior to its consideration of the document. Councillor Adrian Chandler would chair the joint meeting. There were no comments regarding Work Programme items.

The meeting finished at 7.53 pm

Signed ..... Date .....

Chairman

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Place-Making and Innovation EAB Report

Report of Director of Planning and Regeneration

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Lead Councillor responsible: Paul Spooner

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Date: 10 September 2018

Adoption of the Residential Extensions and Alterations Supplementary Planning Document 2018

Executive Summary:

The Residential Extensions and Alterations: Supplementary Planning Document (SPD) 2018 is a key design document that can help to raise the standard and quality of design in householder alterations and applications. The SPD adds further detail to the policies contained in the development plan. It is a material consideration in making planning decisions but is not part of the development plan.

A copy of the draft SPD is attached as **Appendix 1.** Please note that images/photographs and tables will be updated before adoption.

Public consultation has been carried out and all comments taken into account in accordance with the Statement of Community Involvement; a summary of the consultation responses and officer responses is included at **Appendix 2**.

Recommendation to the EAB:

The EAB is asked to comment on the changes made to the draft document as a result of the consultation, and the recommendation that the Executive adopts it as a Supplementary Planning Document.

Reason(s) for Recommendation:
Clear design policy can provide a useful tool for Officers and Councillors in planning assessment and decision-making and for providing advice to applicants, to help raise design standards and avoid poor quality planning applications. It is important that any design guidance is clear, current and fit for purpose.

1. Purpose of Report

1.1 The purpose of this report is to ask the EAB to consider and comment on the draft Residential, Extension and Alterations SPD 2018 following public consultation and make recommendations as appropriate to the Executive .

2. Strategic Priorities

2.1 The production of Design Guidance as SPD will help the Council meet its strategic priorities as set out in the Corporate Plan 2018-2023, particularly 'place making'. Design Guidance can help to raise the quality and standards of design across the Borough, help maintain and enhance the special qualities of the area and promote a high quality living environment.

2.2 Once adopted, the guide will become a material consideration in the planning process. It will help ensure that officers and members have the right tools to guide and control design quality in the environment.

3. Background

3.1 A review of Guildford Borough Council Design Guidance was undertaken by the Design and Conservation Team in August 2017, to assess the level of guidance available and whether it is current and 'fit for purpose'.

3.2 The outcome of the internal review identified the 'Residential Extensions and Alterations Guide' as a priority to update and adopt as SPD in 2018. The aim of the work has been to:

- update and replace the previous Residential Extension Guide (2003) to bring it in line with current national and local policy;
- provide advice for householders who wish to extend or alter their property (regardless of whether they need planning permission); and
- provide guidance for Officers and Councillors in planning assessment and decision making.

4. Consultation

4.1 The Residential Extensions and Alterations Guide SPD was drafted in consultation with the Development Management and Planning Policy teams during the period **October – December 2017.**

4.2 Two workshops were held with Planning Committee members and substitutes in **December 2017** and **February 2018**, where the purpose of the emerging draft SPD was discussed and Councillors were able to give their views on potential content.

4.3 Internal Consultation on the Draft Document ran from **16 March** to **4 April 2018**. This included consultation with: Leader of the Council, CMT and all Councillors, Development Management, Planning Policy, Conservation, Legal, Communications, Major Projects and Housing.

4.4 A total of 12 responses were received from the internal consultation and the Design Guide was amended in response to these comments. See **Appendix 2: Consultation Statement 2018** for a summary of these responses.

4.5 The Lead Councillor for Planning and Regeneration approved the draft document for public consultation on 19 April 2018 and formal consultation took place between the **04 May** and **04 June 2018.**

4.6 A total of 27 responses were received as a result of the public consultation. All responses have been documented and analysed with an officer response to each of the issues/comments raised. See **Appendix 2: Consultation Statement 2018** for the full documentation of representations and responses. See table below for a summary of the public consultation responses.

SUMMARY OF KEY ISSUES

Residential Extensions and Alterations: CONSULTATION RESPONSES June 2018 (Total 27 responses received)	
General	***Response***
A4 printable version/accessibility of document	Print and online versions will be made available
Review Colour /accessibility for all groups	Re-consult with GBC Comms and Legal
Use case studies – good and bad examples	Need to use local/ exemplary images to guide development
Reference/place name photos/images	Replacement images and referencing for all images
Re-wording / Typos / Misc	Incorporate in Final draft.
Other legislation/References	
GDPO – what **does** and **does not** require planning permission (be specific)	Reference to GDPO and reference to other websites for further info. Guidance is for resi extensions and alterations that require planning permission.
Party Wall Agreement/ Building Regs (include)	Party Wall Agreement/ Building Regs – reference and links to websites in first section of guide.
Secured by Design	Include reference to this in introductory section
Technical	
Distance from Boundary of Property – 1m too small	Minimum of 1m will be stated, which should be increased depending upon the context/distance between neighbouring property.
Parking Standards – out of date/too small	Parking Standards reflect Government parking standards at this point in time.

	Reference to Neighbourhood Plans which may promote different parking standards dependent upon area.
Views – public views protected	N/A
Roofscape – consider detrimental impact/change of roofscape	Included in impact on neighbours section / review wording to include this element
Windows – include guidance on sunpipes and veluxes	Short section to be included
Green Belt – define requirements	Green Belt – reference to GB only, separate SPD will be provided on GB in due course.
Flat roofs – generally lead to poor design/ should these be encouraged or opposed in the guide?	Review wording on this section to – promote good design appropriate for its context and encourage, not stifle creativity. Generally, flat roofs are **not** encouraged to the front and side of buildings or two storey and above (already stated in the guide) – however, some flexibility for single storey rear extensions subject to detailed design. Use exemplary images to illustrate various 'appropriate roof forms' in the guide.
Biodiversity – wildlife/protected species	Include a reference to this - separate SPDs will cover these important aspects in more detail.
Sustainable Design	
Energy and Waste Efficiency	
Other	
Guidance on Replacement Dwellings	N/A
Guidance on garden development/loss of amenity	Loss of amenity is covered in the guide.

5. Equality and Diversity Implications

5.1 No implications apply.

6. Financial Implications

6.1 There are no financial implications to the Council for the consultation and adoption of this design guide.

7. Legal Implications

7.1 Once adopted as an SPD, the 'Residential Extensions and Alterations Guide' will become a material consideration in the determination of planning applications for householder applications within the Borough.

8. Human Resource Implications

8.1 The guide has been produced in-house by the Design and Conservation team and formal consultation was also managed internally. There are therefore no human resource implications.

9. Conclusion

9.1 Officers have produced the draft Residential Extensions and Alterations Guide in order to guide applicants, Officers and Councillors and to help improve standards of design in the borough.

9.2 Officers seek the Executive's approval to make the changes to the draft document as a result of all consultation and to adopt the document as a Supplementary Planning Document (SPD). The document will then become a material consideration in determining planning applications.

10. Background Papers

None

11. Appendices:

Appendix 1: Residential Extensions and Alterations SPD 2018 DRAFT

Appendix 2: Residential Extensions and Alterations SPD 2018 - Consultation Statement

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Residential Extensions *and* Alterations

Guildford Borough Council
Supplementary Planning Document (SPD)
2018

GUILDFORD BOROUGH

Foreword

Guildford Borough is an attractive, safe and great place to live. Whilst the Council continues a commitment to maintaining this legacy, the area is experiencing increasing pressure for new development – bringing with it new challenges and opportunities. We need to balance the delivery of new, high quality development, whilst at the same time protect and enhance the qualities that make the Guildford area so attractive. Development pressure and housing needs however should **never** be an excuse for poor design.

The National Planning Policy Framework (NPPF, 2012) stresses the **importance of good design** and the **need to refuse permission for poorly designed proposals**. Good design also adds environmental, economic, social and cultural value – it enriches our lives. Good design is applicable on a range of scales; through master-planning of larger sites, to the detailed design of streets and buildings. Development should always be rooted in the local context, respect the local character and build on the existing natural and built environment. Good design is therefore an **essential requirement to the planning system** and should never be considered a 'desirable extra'.

This design guide demonstrates the Council's commitment to good design and to ensuring that the design of development contributes to making **distinctive, sustainable and attractive places** in the Borough, which provide for better health and wellbeing and a high quality living environment for all residents.

This guide provides the criteria necessary for assessing planning applications to help designers, engineers, planners and developers achieve high standards of design and construction. It will provide planning committee members and officers with the tools to refuse consent for poor design. The principles in this guide should ensure that new development creates a positive sense of place and that they will work best for existing and new residents and it's occupants.

We hope you will welcome the guidance and use it to ensure that all new development **inspires excellence** – helping to continue Guildford's legacy of being a great place to live.

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1 INTRODUCTION

Purpose of Guidance

1.1 An extension or alteration to your home can give you the increased and adapted space to meet changing family need or circumstances, without having to move home. This Design Guide has been produced to assist you in the design of your residential extension or alteration.

The guidelines aim to show you the best way to provide extra accommodation and to assist you in getting the design of your extension right the first time. The principles in this guide are relevant whether you need permission for your extension or not.

As the borough is diverse and varied in character with many different types, styles and sizes of property, the guidance cannot reflect every individual situation. It does however indicate the most common planning and design considerations which should be taken into account by applicants and householders.

As well as providing advice to applicants, this guide will also be used by the Council in the determination of planning applications and used to resist poor design if necessary. This guide clearly defines what is considered to be appropriate in the 'majority of cases', leaving the opportunity and scope for innovative design and should be used to assist you in making a positive change to your dwelling and (if necessary) a successful planning application. All schemes will be assessed on their own individual merit.

Why Design Quality Matters?

Good Design Adds Value – to your home or to a development. It can help to increase economic value, but also adds positive wider social, physical and environmental benefits to the street, place and to the people who live there.

The National Planning Policy Framework (NPPF, 2012) states that **'design quality matters'** and recognises that **good design is integral to sustainable development and our sustainable future.**

Even the smallest changes to our buildings and environment can have a big impact. We cannot afford **not** to invest in good design. Regardless of who pays for or profits from development, everyone would like to live, work and learn in buildings, places and spaces that inspire and lift the spirits, as well as being functional and fit for purpose. **Good quality design is therefore for the benefit and interest of ALL.**

Who is the Guide for?

- **Householders and their Architects or Agents;**
- **Local Authority Members and Officers;**
- **Community and Amenity Groups.**

Status + Policy Context

This guide has been produced by Guildford Borough Council and it is consistent with National and Local planning policy.

It replaces the **Residential Extensions Supplementary Planning Guidance (**adopted 2003) and will be adopted as Supplementary Planning Document (SPD). It will sit alongside, and should be read in conjunction with Guildford Borough Local Plan policies (2003), Neighbourhood Plans and other Borough guidance relating to design and local character.

The **Planning and Compulsory Purchase Act 2004** makes clear that local planning authorities and all other relevant parties should exercise their functions:

'with the objective of contributing to the achievement of sustainable development'.

The National Planning Policy Framework (NPPF, 2012) confirms the importance the Government attaches to design in the built environment.

It recognises how good design, good planning and sustainable development are related however, makes clear that planning policies and decisions should not attempt to impose an architectural style(s) or stifle innovation.

Guildford Borough Local Plan Policies relevant to this guidance are listed in the summary table.

Guildford Borough Local Planning Policy

2003 Local Plan: Policy G1 (1), Policy G5 (1) and Policy G5 (6)

These policies will be superceded by the following:

2019 Local Plan: Strategy and Sites (once adopted)

Policy S3:	Delivery of development and regeneration wihtin Guildford Town Centre
Policy D1:	Place shaping and Policy
Policy ID3:	Sustainable Transport for New Development

At this time, the SPD will supplement the Policies listed above within the newly adopted Local PLan as well as those relevant policies that are not superceded within the 2003 Local PLan, namely:

Policy G1 (3):	Protection of amenities enjoyed by occupants of buildings
Policy G1 (12):	Safegaurding and enhancement of the landscape and existing natural features
Policy G5 (2):	Scale, proportion and form
Policy G5 (3):	Space around buildings
Policy G5 (4):	Street level design
Policy G5 (7):	Materials and architectural detailing
Policy G5 (8):	Traffic, parking and design

How to Use this Guide?

The following section provides useful information on the following:

- **Do I need permission?**
- **Permitted Development and Certificate of Lawfulness**
- **Talking to your Neighbours**
- **Pre-Application Advice**

Do I need Permission?

You will need planning permission for most extensions and alterations to existing properties.

Some smaller residential extensions and outbuildings do not need planning permission. This is often referred to as **Permitted Development.** Even if your house extension or alteration does not need planning permission, we always want to **encourage good design**.

Good design is important and can enhance the value of your property and this guide can help you achieve that.

Further information on planning permission and permitted development rights can be found on the Government's Interactive Planning Portal website: **www.planningportal.gov.uk**

If your development does NOT come under 'Permitted Development' then you will need to apply for Planning Permission. This can be submitted online through the Planning Portal *or* by downloading the relevant forms from our website:

www.guildford.gov.uk/planningapplication-formsandfees

Permitted Development and Certificate of Lawfulness

You can perform certain types of work without needing to apply for planning permission.

These rights derive from a general planning permission granted (not by the Authority) by Parliament and are referred to as **Permitted Development Rights.**

Permitted development rights do not relate to flats or maisonettes, except for the installation of solar panels. Commercial properties have different permitted development rights to residential dwellings.

If you wish to have formal confirmation that your proposal does not require planning permission, you can submit an application for a **Lawful Development Certificate (LDC)** to the Council:

www.guildford.gov.uk/planningapplication-formsandfees

Talking to your Neighbours

Before applying for planning permission, it is a good idea to speak to your neighbours or other interested bodies to help resolve any potential issues or conflicts at an early stage. This can also help to reduce the number of likely objections made to a planning application.

Pre-Application Advice

Guildford Borough Council can provide you with valuable pre-application advice about your proposal and indicate whether planning permission is likely to be granted.

Our **pre-application advice service** will help you to:

- have a **clearer idea about whether your planning application is likely to be successful**;
- **avoid the cost of a planning application** (if your proposal is likely to be unsuccessful);
- ensure a **better quality application submission,** with better outcomes and ultimately a better built development;
- **reduce the time your professional advisors** have to spend on your planning proposal.

Before applying for pre-application advice, please check whether the work you want to carry out requires planning permission by using the interactive guide on the Planning Portal.

If you do not need planning permission then you will not need to apply for pre-application advice. This Design Guide however will still remain relevant to achieving good design principles in any development.

To apply for pre-application advice, use the link below:

www.guildford.gov.uk/preapplicationadvice

Other Consents + Regulations

A range of other consents and/or specialist advice may also be required before any works are undertaken. These can include advice and consent for:

- **Listed Buildings**
- **Conservation Areas**
- **Special Landscape Circumstances**
- **Green Belt**
- **Building Regulations**

Listed Buildings

Special care and attention is required when **extending, altering or repairing a listed building or a building in a conservation area.** You should always ask a Design and Conservation Officer for specialist advice. For further advice you can contact the Conservation Team at Guidlford Borough Council at: **conservation@guildford.gov.uk**

Any (internal or external) work that has an impact on the special interest of a listed building requires **Listed Building Consent.** The fact that the work may be **permitted development** does not negate the need to obtain listed building consent.

Special care and attention is required when you are proposing an extension to a listed building. If you are considering alterations or extensions to a listed building, we would strongly advise you to discuss your proposals with the planning department at an early stage.

We will look at the proposal in terms of its **impact on the building's special interest** and the **impact on its setting**, which will be different in each case.

You can check if your building is listed by searching the list here:

www.historicengland.org.uk/listing/the-list

Conservation Areas

If you live in a Conservation Area then a number of extra restrictions on development apply. Planning permission is required for the following in all conservation areas:

- **Insertion of dormers in, or other alteration to a roof slope;**
- **Installation of satellite dishes on a wall fronting a highway, any chimney, or building of more than 15 metres in height;**
- **Cladding any part of the exterior of a dwelling house;**
- **Demolition or erection of a wall or fence more than 1 metre high adjacent to a public highway, 2 metres elsewhere.**

A number of Conservation Areas in Guildford are covered by **Article 4 Directions** which remove additional permitted development rights. You can find out about these on our website:

www.guildford.gov.uk/article/16934/Article-4-Direction

Special Landscape Circumstances

Guildford Borough contains extensive areas of **Outstanding Natural Beauty (AONB).** These areas fall under different categories and restrictions therefore other **special** circumstances will apply. In such cases, it is advisable to seek advice from 'Design and Conservation' at Guildford Borough Council.

Green Belt

The majority of the rural area of Guildford Borough is designated as part of the Metropolitan Green Belt. One of the essential characteristics of the Green Belt is its **openness**, so the type and scale of development in this area is highly restrictive.

Extensions or alterations to dwellings in the Green Belt should NOT result in a **disproportionate addition**, over and above the size of the original building.

This is not simply a calculation of the increase in footprint and/or volume. Each application will be considered on its own merits to form a judgement as to whether the proposal would represent a disproportionate addition which constitutes inappropriate development in the Green Belt.

Further details and guidelines to help inform development proposals will be provided in a Green Belt SPD.

Building Regulations

Most building work will also need **Building Regulation Consent**, which relates to the building and safety aspects of any alteration.

This is to ensure that building work meets the **minimum standards of Building Regulations**; including fire safety, structure and thermal insulation requirements.

For further details please visit our building control webpage:

www.guildford.gov.uk/buildingcontrol

2 DESIGN PRINCIPLES

The Council seeks a high standard of design to house extensions and alterations, to ensure that proposed new work is appropriate to the character and appearance of your existing property and to the existing street scene around the property.

Broadly, there are a number of essential rules to remember:

- **Impact on the street;**
- **Impact on neighbours; and,**
- **Relationship with the existing property.**

2.1 Impact on the Street

You should consider the IMPACT of your extension or alteration, not only how it affects the character of your property but also the IMPACT of scale and character with neighbouring houses and on the street generally.

You should take into consideration the following:

- ✓ The **group value, character and established form of development** along your street;
- ✓ The **prominent building line** in the street- any extension should not protrude beyond this;
- ✓ **The angle and position of your house** – this may increase the visual effect of the extension or alteration in the street scene;
- ✓ **Changes in level** - between properties, garden and road;
- ✓ **Separation between houses;**
- ✓ **Roofscape** - extensions should be designed in a manner that complements the existing roof/original house and the surrounding area; *and,*
- ✓ **Design, style and materials** that ***blend in*** with the character and appearance of the existing dwelling.

Character and impact on street scene

Extensions and alterations to the front of a property can have a detrimental effect on the street scene and the character of your street.

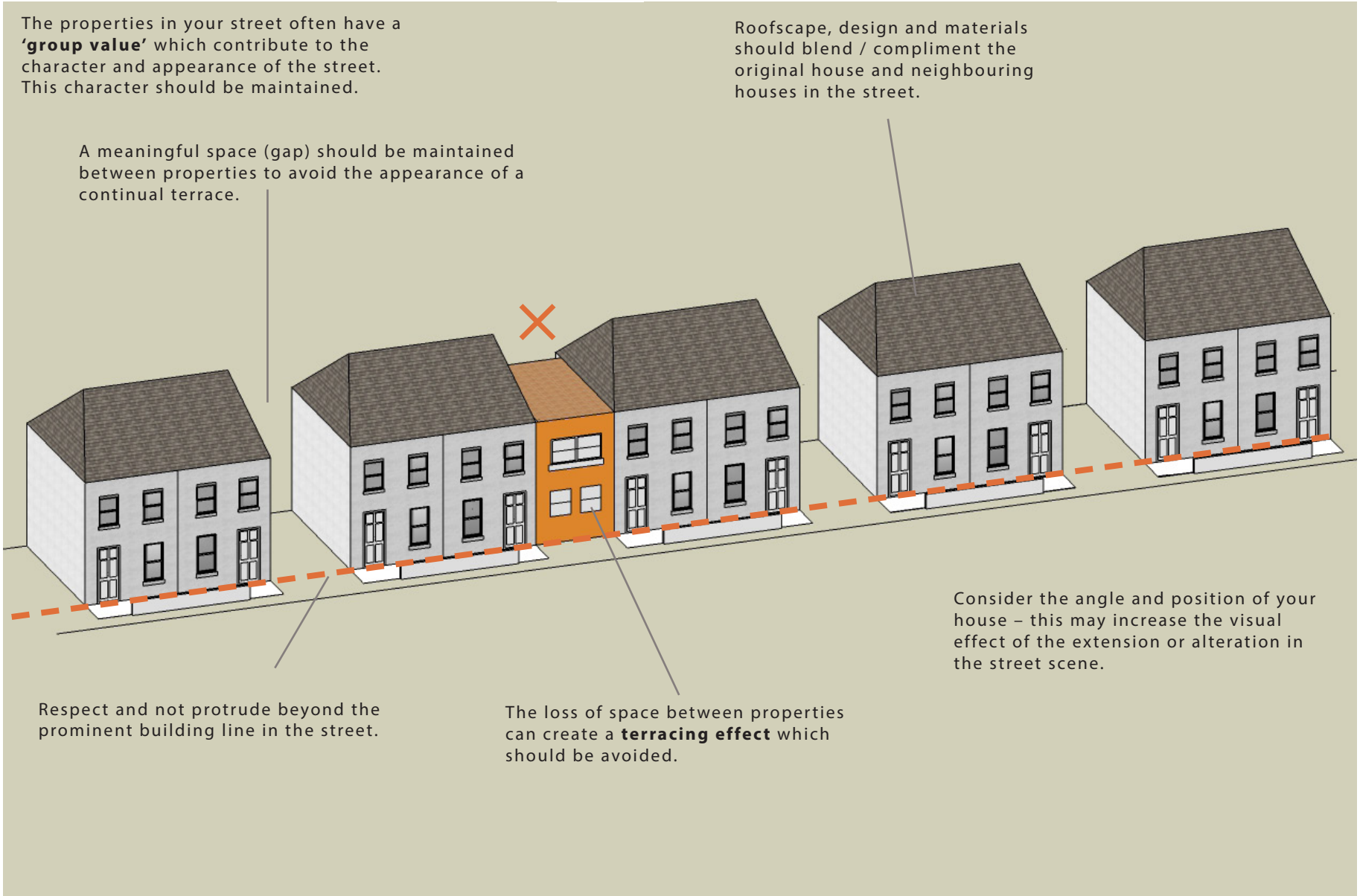
Looking for examples nearby is a good way to find appropriate ways to extend or alter your property whilst maintaining a good relationship with the neighbouring properties and street.

'Terracing Effect'

Where there may be scope for a side extension to a property, this must NOT alter the character of an area by creating an impression of a ***continuous building frontage facing the street.***

The loss of space between properties can create the impression of a continuous building frontage, or create a **'terracing effect'.** This can significantly alter the character and appearance of the street scene.

Generally, creating and maintaining a meaningful **'gap' between properties** – of **one metre or more** will help to reduce the terracing affect created by buildings being located too close together. This will help to minimise the extent to which the extension results in a continuous and unbroken frontage and roofscape.


The properties in your street often have a **'group value'** which contribute to the character and appearance of the street. This character should be maintained.
Roofscape, design and materials should blend / compliment the original house and neighbouring houses in the street.
A meaningful space (gap) should be maintained between properties to avoid the appearance of a continual terrace.
Consider the angle and position of your house – this may increase the visual effect of the extension or alteration in the street scene.
Respect and not protrude beyond the prominent building line in the street.
The loss of space between properties can create a **terracing effect** which should be avoided.

2.2 Impact on Neighbours

It is important to make sure that your extension does not adversely affect the amenity of your neighbours. This includes unacceptable impact on the neighbouring property in terms of loss of:

- **Privacy and Amenity;**
- **Daylight,** *and*
- **Sunlight.**

Whilst the Council will take account of your neighbours' amenity when we assess your application for planning permission, it is always advisable that you discuss your proposal with them first.

The following rules should be taken into consideration to prevent excessive overshadowing to habitable rooms of neighbouring properties and over-bearing impacts on adjacent properties and amenity areas.

Privacy + Amenity

Your extension should not result in any significant loss of privacy and amenity to your neighbours or be overbearing or unduly obtrusive. Care should be taken to ensure that an extension or alteration does not result in a harmful:

- **Loss of privacy** by windows directly overlooking neighbouring properties;
- **Loss of daylight or overshadowing** of adjoining properties, particularly loss of light to main windows serving principal rooms (such as living rooms and bedrooms);
- **Enclosure/overbearing impact** on adjoining properties;
- **Loss of garden, landscaping and open space** which contributes to local amenity.

Daylight + Sunlight

Care should be taken in the design of new residential extensions and alterations to **ensure that adequate levels of natural light and sunlight can be achieved** to both existing and new properties.

Your extension must NOT seriously affect the amount of daylight and sunlight available to neighbouring properties.

The 45 Degree Guide

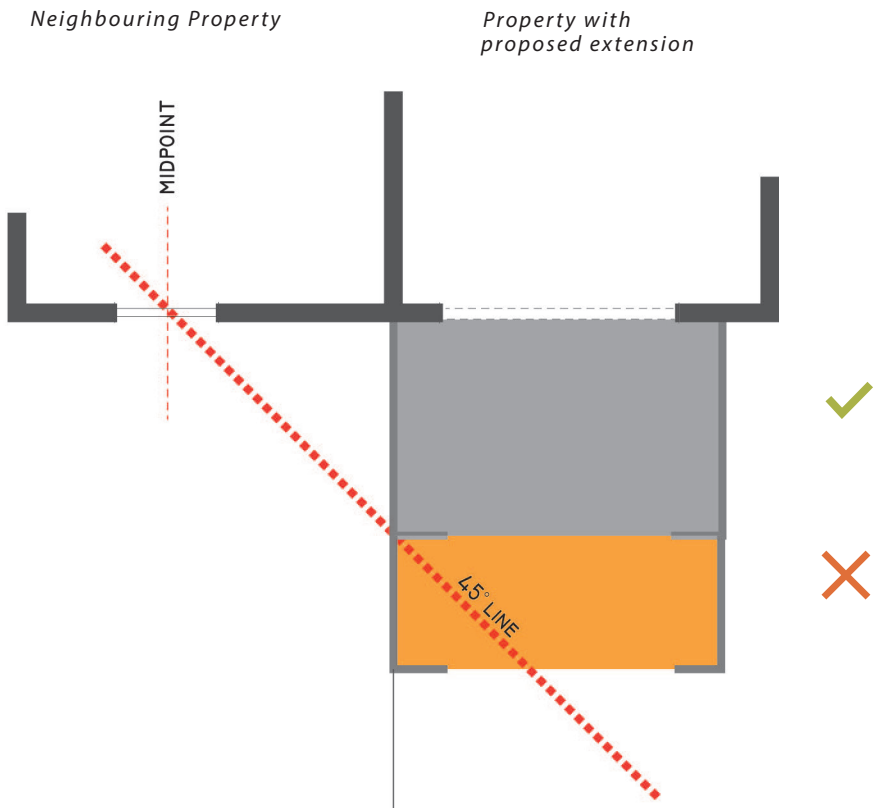
Where buildings are located adjacent to one another, the **45 degree guide** applies. This is **one** of a number of useful guides used by the council, to assess the loss of light to a dwelling and to determine if an application will cause any adverse effects on the existing and on neighbouring properties.

This guide will be applied to **windows serving habitable rooms** to the rear of properties to assess the impact of the extension and that ensure that adequate levels of daylight can be maintained, and overshadowing minimised.

This general principle should be applied to the extension, whether they are single, double, front, side or rear.

How to use the 45 Degree Guide?

- Locate the **mid-point from the nearest window serving a habitable room** of the neighbouring property;
- **Draw a line from the mid-point of the window at an angle of 45 degrees** (in plan form);
- **Check if the proposed extension sits within this line –** if it overlaps the 45 degree line or the area formed in front of it, it is likely to cause overshadowing of the neighbouring property therefore likely to be refused;
- It is also good practice to **apply this guide to existing windows of the house being extended.**



✓ Exension which sits WITHIN the 45 degree line (as above) is likely to be acceptable.

✗ Extension which sits outside/overlaps the 45 degree line is likely to cause overshadowing and have adverse impact on the neighbouring property.

2.3 Relationship with the Existing Property

Proposed extensions or alterations should normally be consistent with the form, scale and style of the existing building.

This can be achieved by:

- ✓ Respecting the **proportions** of the existing dwelling;
- ✓ Reflecting the **existing character** of the dwelling;
- ✓ Using an **appropriate roof form**;
- ✓ Matching the **style, proportions and positioning of windows**; *and,*
- ✓ Matching or complementing **materials and detailing** on the existing dwelling.

Character of Existing Dwelling

Generally, an extension or alteration should be subordinate to and in character with the existing dwelling. It should **NOT** over-dominate or be discordant with the main property.

Whatever design is proposed, the extension or alteration should normally be:

- **Subordinate to the original dwelling**;
- **Respect the original scale and mass of the dwelling** and not be over-bearing;
- The **height of an extension should normally be lower than the height of the original building** and **set back from the original front elevation.**

Access, Parking + Servicing

The 'over-intensification' of a residential use through an inappropriate extension or alteration can have an unacceptable effect on the access and servicing of a property; for example, the loss of a garage space/car parking, storage, refuse or amenity space. This can also have an overbearing effect on the street and attractiveness of the street and neighbourhood.

Garage conversions which result in a loss of parking space will need to ensure that sufficient parking can be accommodated within the curtilage of the dwelling and be adequate for the size of the property. The loss of 100% parking will be resisted.

Proportions and Balancing

Proposed extensions should not upset the proportions and balance of a property, particularly at the front of a dwelling where this will have an impact on the street scene.

The proportion and alignment of window and door openings should normally be maintained.

Openings

Openings include windows and doors to a property and are key aspects of the design and visual appearance of a building. It is essential therefore that new windows and doors adhere to the character of the property and the buildings that surround them.

Generally, the size of new openings (doors and windows) in an extension should repeat those in the existing property.

Materials and Detailing

Materials and detailing used in an extension **should usually respond to and match that of the existing property** and should be of the highest quality.

Complementary materials to the existing property may be acceptable if they do not harm or detract from the existing building.

Further details on materials and detailing is given in Section 3.6, Page 35 - 36.

Extension **does not** reflect the shape and pitch of existing roof nor the size, positioning and the proportions of existing windows and openings.

Extension respects the scale and height of the existing property, matching the roof (shape + pitch), window size and openings on the existing property.

3 DESIGN GUIDANCE

3.1 Front + Side Extensions

The way the building meets and fronts the street will be prominent on the streetscene and have a direct impact on the street as a whole. In most cases, the Council will not support front extensions (except for porches and bay windows).

A side or rear extension is considered to be a preferable and more acceptable way to extend a property as it will have less impact on the street.

Generally, for any front or side extension the following principles apply:

- ✓ **Extensions should be well balanced** in relation to the existing house and maintain the character of the area;
- ✓ The **roof of the extension** should be **appropriately integrated with the existing property** (normally by using a similar pitch on the roof of the extension and set down from the roofline of the original house); *and,*
- ✓ Extensions that face highways and the public footpath should have **active frontages** (such as front doors and windows facing the street).

Front Extensions

Front Extensions

Front extensions often upset building lines and can appear unduly prominent in the streetscape, especially where a row of properties is uniform in character.

For this reason, there is a general presumption **against extensions at the front of a property**, except for bay windows and porches.

Porches: Front

Adding a porch can have a significant effect on the appearance of your property and street. In some cases, a porch can add interest on what may otherwise be a blank elevation. A porch of poor design and quality that bears no relation to the symmetry of neighbouring properties or the terrace can however damage the character and appearance of the whole street.

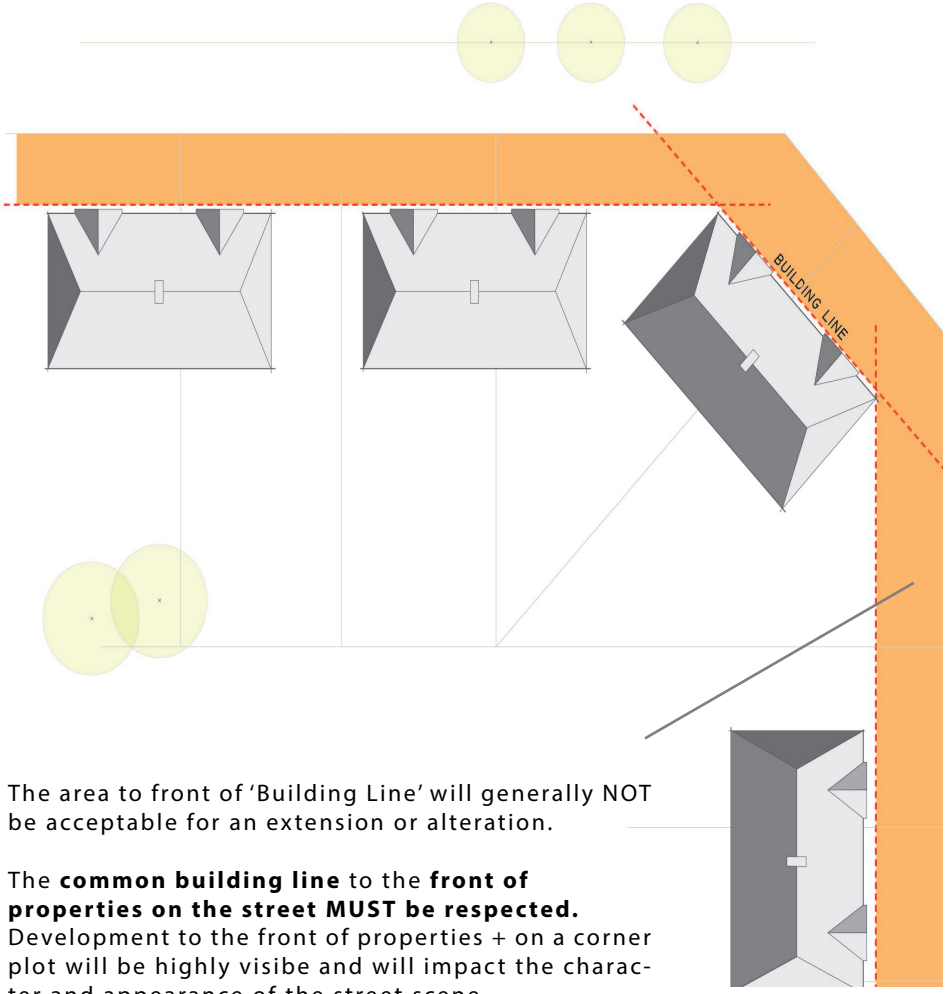
It is important that a new porch **reflects the design and character of your property**, and it should be designed to look like a part of your original property. Proposals for porches should normally be **modest in scale** and **reflect the style, age, materials and roof style** of the original property.

On semi-detached and terraced properties, it is particularly important to consider the symmetry and design of neighbouring porches.

Bay Windows: Front

Bay windows to the front of a property should be in keeping with the style of the house.

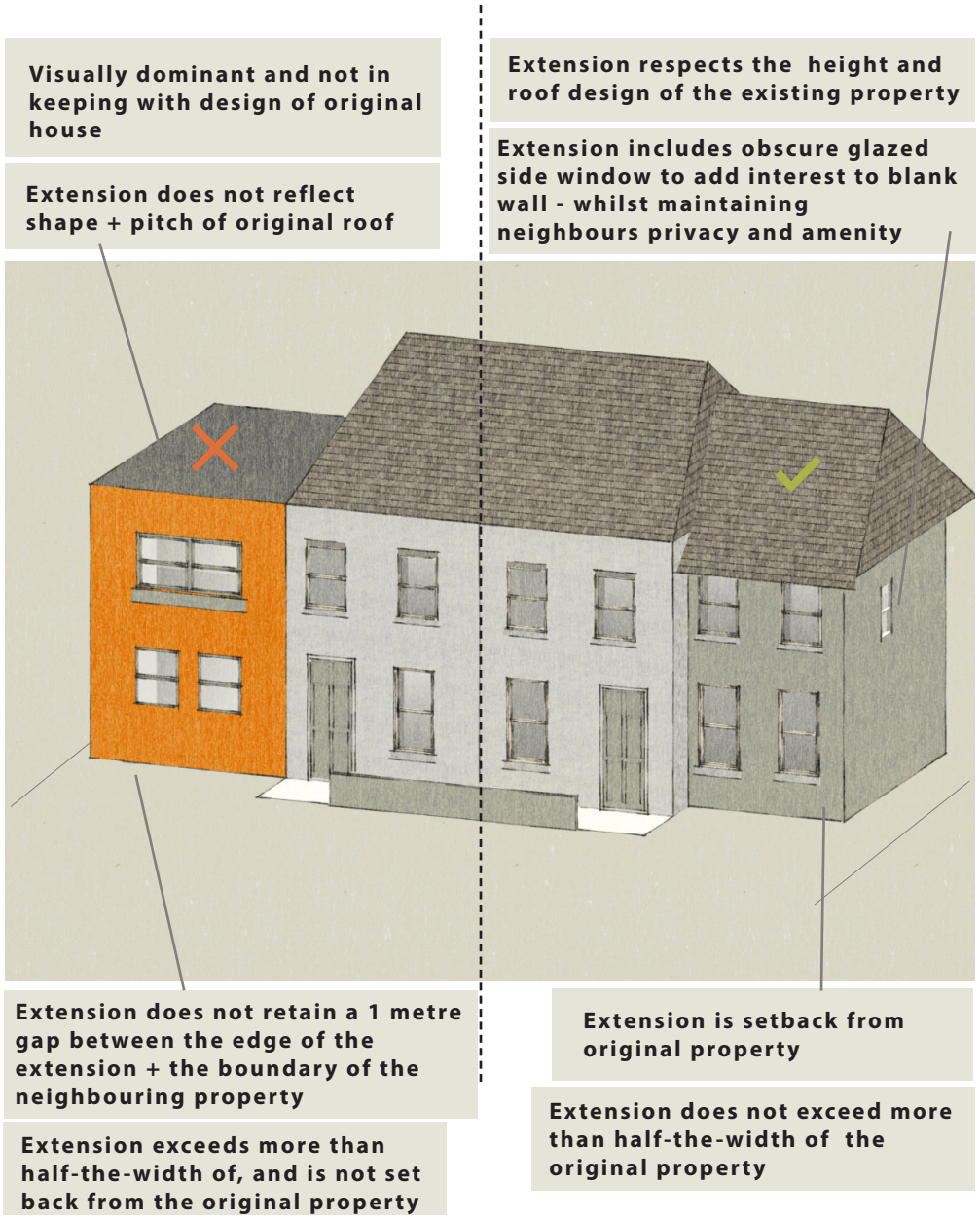
Materiality, size, proportions of glazed areas and roof form will be looked at when assessing a proposal.



The area to front of 'Building Line' will generally NOT be acceptable for an extension or alteration.

The **common building line** to the **front of properties on the street MUST be respected.** Development to the front of properties + on a corner plot will be highly visibe and will impact the character and appearance of the street scene.

Where a building line is not clear, a view will be taken on an individual basis.



Side Extensions

A side extension is a practical way to extend a house and provide accommodation, provided that there is sufficient space to do so.

As a general rule, it will be appropriate to reduce the visual impact of an extension n the streetscene and avoid negative impact on amenity and privacy of your neighbours. As such, a side extension to your property should:

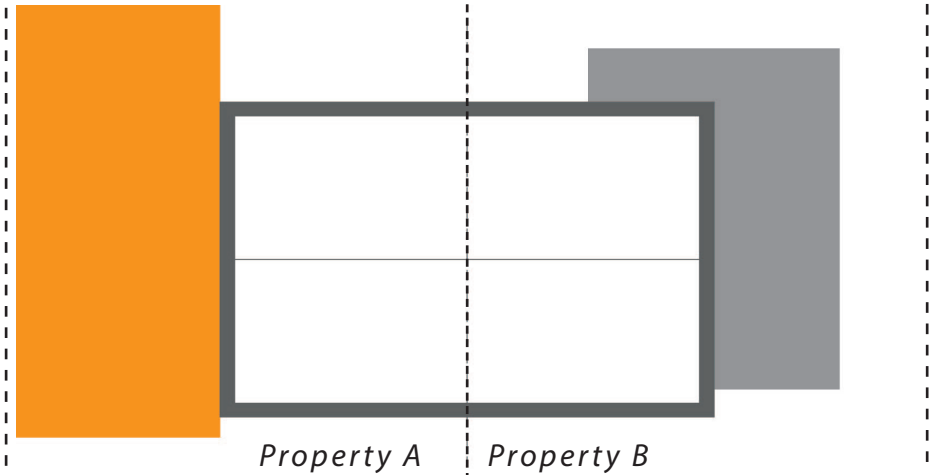
- **NOT be visually dominant** (or overbearing) in relation to the original house;
- the proportions and roof form (pitch of roof) should be **in keeping with the design of the original house**;
- **NOT exceed more than half of the width** of the original house;
- **retain a gap of one metre** between the edge of the extension and the shared boundary;
- be **set back from the front building line** of the original house; *and,*
- **include side windows** (with obscure glazing) **or other detailing** - particularly on corner sites that are open to a view from the street - to help improve the appearance of a blank wall.

There may be expceptions to this rule if the impact on the existing and enighbouring properties is limited and/or can be mitigated.

Where gaps between houses are a common feature of the street, proposals which close such gaps or create a 'terracing' effect by bringing buildings too close together are likely to be unacceptable.

Where a side extension does not provide enough additional space, a single storey side/ rear extension that wraps around the original house is more likely to be acceptable than a two storey extension.

As a general rule, **a distance of at least one metre should be maintained between the** edge of an extension and the side boundary/ boundary of the neigbouring property. This is to ensure that there is enough room for maintenance to your property (such as painting, access to guttering etc).



Extension is **overbearing** and **out of character** with the existing property.

Extension is **subordinate to, in proportion with** and **set back** from the existing property.

Rear Extensions may not always be in public view, however it still remains important to ensure that design quality is of a high standard.

The primary consideration for single and two-storey rear extensions is the impact on the rear amenity space and impact on the amenity of the neighbouring property.

Proposals must always adhere to relevant policy and care must be taken with design and detailing to ensure that rear extensions do NOT detract from the original house.

Rear extensions should comply with the following guidelines:

- ✓ The **optimum length of an extension** should **reflect the scale, proportion+ mass of the existing property**;
- ✓ Side walls of extensions should be of a **solid finish** (except for conservatories);
- ✓ No windows or openings on side walls facing neighouring properties and private gardens (unless using obscured glazing); *and,*
- ✓ Roofs of extensions **not** to be used as balconies and upper roof terraces.

Rear Extensions

Standards for rear extensions, based on good practice, are generally applied to ensure privacy and light to neighbouring properties and to minimise visual intrusion.

The guidelines for rear extensions should be read in conjunction with **General Principles (Section 2).**

Each application will be judged on a case-by-case basis.

On widely spaced and detached properties, there may be the scope for larger rear extensions, however the principles in this section still apply.

Rear extensions to terraced houses can extend to the edges of the shared boundary subject to party-wall agreements. The Council are likely to be more flexible in the design of rear extensions that are not visible from the street.

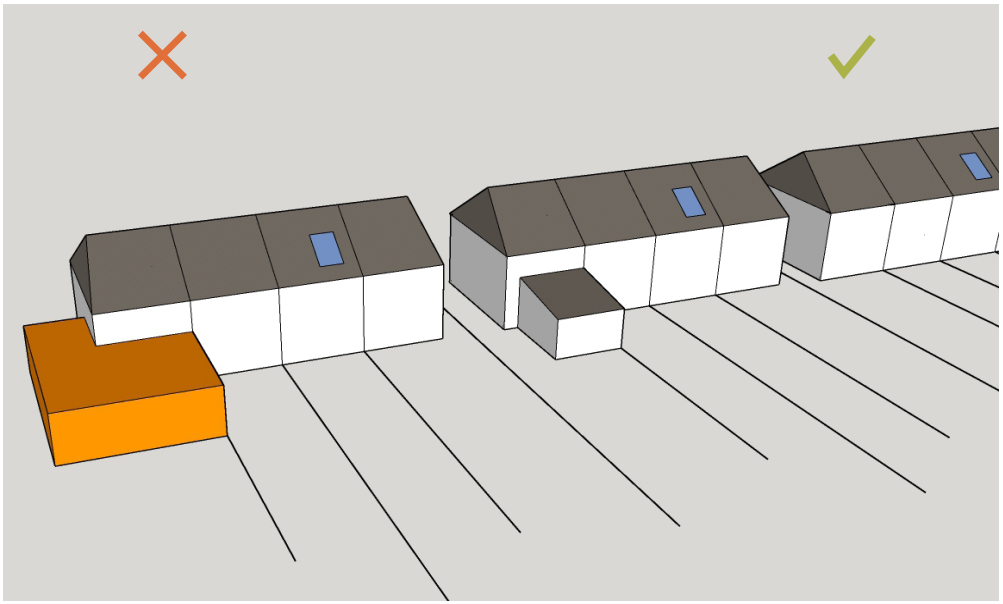
Optimum Length of Extension

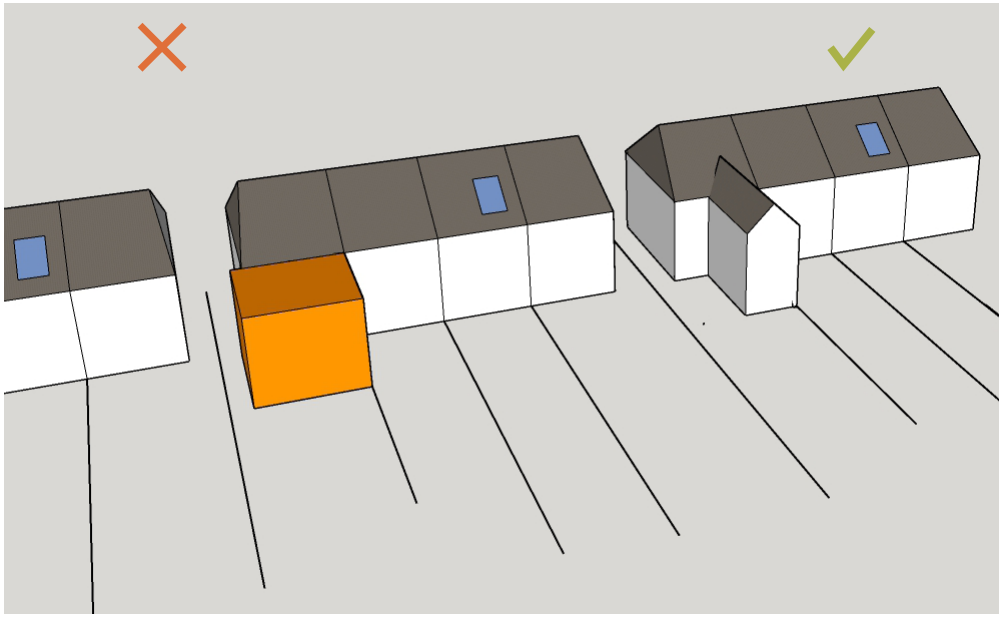
As a general rule, the shorter the extension – the less the effect will be on light levels and privacy.

The **'impact'** of an extension is greater with attached properties with shared boundaries *and* with two storey extensions. A long extension can also adversely affect the amount of light received inside your property.

Guidance on the optimum length of an extension can help to make sure that they are of a **scale, proportion and mass** that is **not** harmful the character of the existing dwelling. It also helps to **avoid long, blank walls facing onto boundaries** which can **create loss of light and create a negative impact on a neighbouring property,** which would be considered harmful.

Detached properties may apply a variation of this standard, depending on the size of the plot and orientation of the dwelling in relation to the neighbouring properties.





Boundary + Side Walls

Generally, the width of an extension (including conservatories) should **NOT** extend beyond the existing side walls of a property.

Side walls of extensions which face the shared boundary should be of a solid finish and be easily maintained. Windows on side walls will also be unacceptable, unless it can be demonstrated that there will be no negative impact on the privacy of neighbours.

Roofs

Roofs of extensions should generally **NOT be used as balconies/upper terrace areas** as loss of privacy to immediate neighbours results, unless there is no overlooking on a neighbours property or the impact can be mitigated and demonstrated.

Roofs (for both single and double storey extensions) **need to complement and relate sympathetically to the existing house.**

Conservatories

Conservatories are classed as 'extensions' and should be designed to complement the original building. It is important that the design of a conservatory respects the **form, character, period** and **style** of your existing property.

A conservatory/summer room, overlooking a neighbouring property will **NOT** be acceptable if the privacy of any neighbouring property is compromised. Conservatories located in highly visible areas (such as the front or side or a house) will not normally be acceptable.

Annexes

Annexes can provide additional and varied accommodation for dependents and families. Proposals to build an annex will be assessed on its individual merit however, as with any other extension, they must comply with the relevant design guidance outlined in this document.

As well as r**especting the character of the property and street scene**, annexes **should be attached to the main home** where possible and **avoid the appearance and creation of a separate independent dwelling.**

As such, an **entrance and preferably one main facility**, usually the kitchen, will normally **be expected to be shared with the main dwelling.** The inclusion of a second staircase for an annexe will be resisted. It **must remain ancillary to the main house at all times**.

Additional useable space is often created by converting the roofspace. The roof of a dwelling has a major impact on the character of the building, which forms an important role within the wider street scene.

Any roof extension or alteration must therefore be carried out sympathetically to:

a) the existing dwelling, and,

b) the immediate street scene.

Roof extensions should comply with the following guidelines:

- ✓ Any significant change to the height or form of a roof will **not** be acceptable;
- ✓ Dormer roof extensions should generally be **positioned to the rear of a property;**
- ✓ The size and design of dormer windows need to be **sympathetic to the existing and neighbouring properties**.

Roof Extensions + Alterations

Additional useable space can often be created by converting the roofspace provided that this is carried out sympathetically.

This will often consist of a change in the height or form of the roof, through the formation of dormer windows and the insertion of roof lights. Please remember that the purpose of a dormer window is to provide light and not to gain increases in habitable floor area. This is particularly important in the case of historic buildings or buildings in Conservation Areas.

Changing the height or form of a roof will not usually be acceptable in areas where roof pitches and heights in the streetscape are consistent.

Roof Conversions

Roof conversions and alterations can have a significant effect on the appearance of a house and street scene. Careful consideration must be given to size and design of dormer windows which will need to be sympathetic to your existing and neighbouring properties.

Dormer roof extensions on the front of semi-detached properties or terraced housing are generally not acceptable, due to the unbalancing effect on adjoining houses and the general street scene. Exceptions are limited only to where an original front dormer already exists.

The following points should be considered when designing a roof extension:

Design: Dormer roof extensions should be set down from the main ridge line and reflect the style and proportion of windows on the existing house. Extensions can have gabled, hipped or curved roofs (subject to the criteria on position) and should normally align with the windows below. Flat roofs should be resisted.

Window Proportions: The roof extension should not normally be wider than the window below - to retain the balance of your house.

Overlooking:

Care should be taken to ensure that the design and location of a roof dormer to minimise overlooking of adjoining properties.

Scale:

Dormer roof extensions should normally be subordinate features on the roof and should not occupy more than half the width or depth of the roof.

Position:

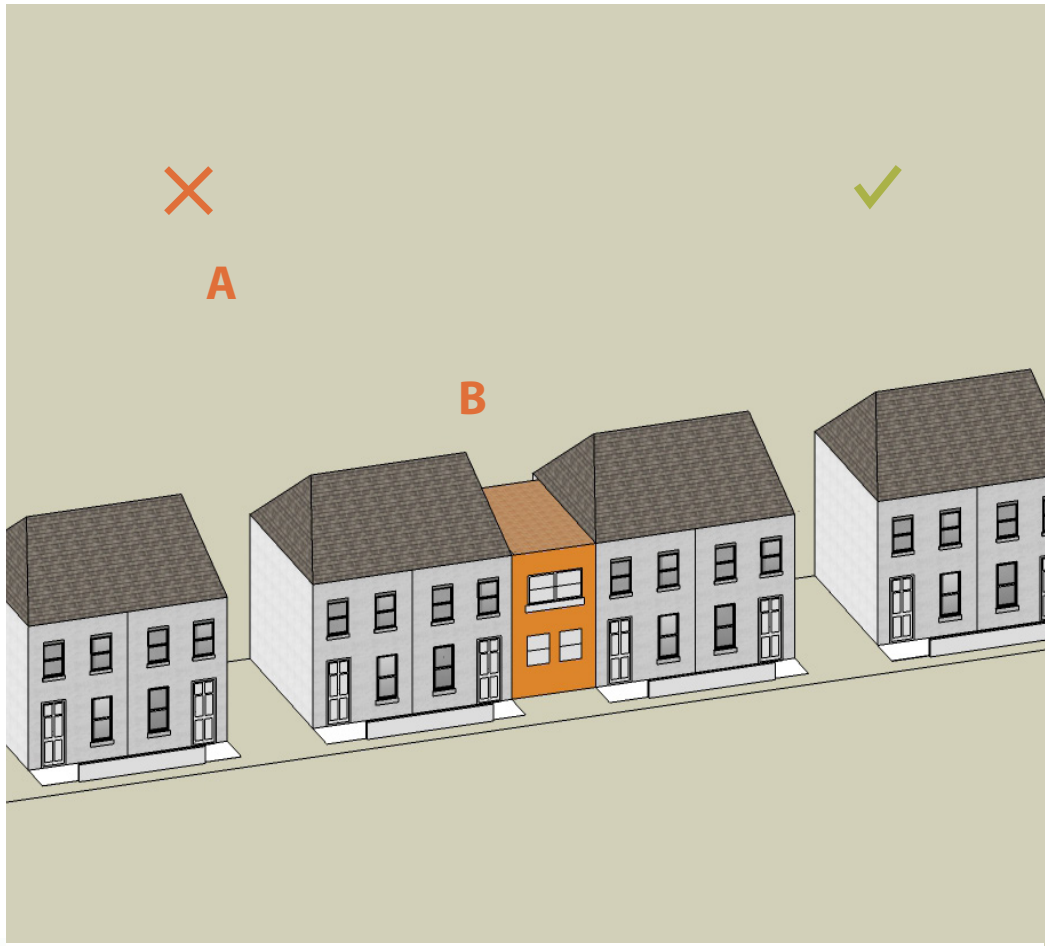
Dormers should not overlap or wrap around a hipped roof or rise above the ridge level. They should be at least **one metre** from the party wall, flank wall or chimney stack.

Dormer Roofs:

Should be sympathetic to the main roof of the house – for example, pitched roofs of dormers should be hipped at the same angle of the main roof.

Materials:

Materials should be in keeping with those on the rest of the house.

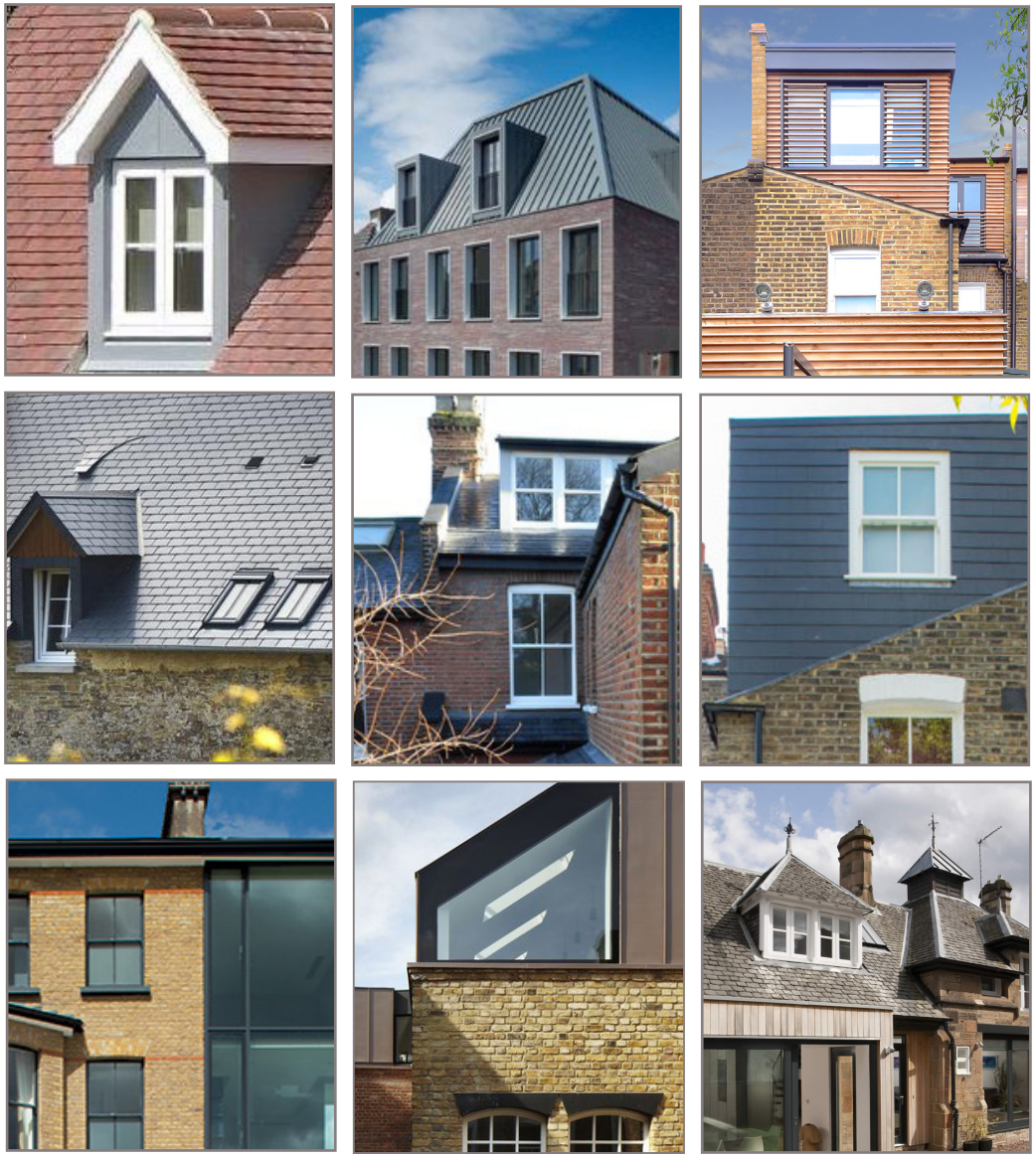


A - Dormer roof extension sits on the ridge line and is both out of proportion with existing windows and overbearing on the property as a whole.

B - Dormer window size and position is not in keeping with windows on the existing house

The size and position of dormer windows is sympathetic to the existing and neighbouring property

Use of rooflights are carefully positioned to blend into roof of existing property



Dormer Windows

A 'dormer window' is vertical window(s) or opening in a sloping roof having its own roof. There are different types of dormer windows; flat, pitched or curved (see images).

Pitched roofs on dormer windows will normally be considered more favourably than flat roofs (where permission is needed).

Generally, flat roof dormer windows will not be supported. Flat roof dormers are much harder to design and detail and will generally not be acceptable at the front of a dwelling or where the roof of the original house has a pitched roof.

Rooflights

Rooflights can be the best way to obtain natural light into a loft conversion or roof space and do not always need planning permission. Any rooflight should be carefully positioned in order to not impact detrimentally on the appearance of the building.

On front roofscapes, windows should be 'conservation type' windows to fit flush with the roof slope and not dominant in terms of their number. It is preferable to position rooflights on rear roof slopes if possible.

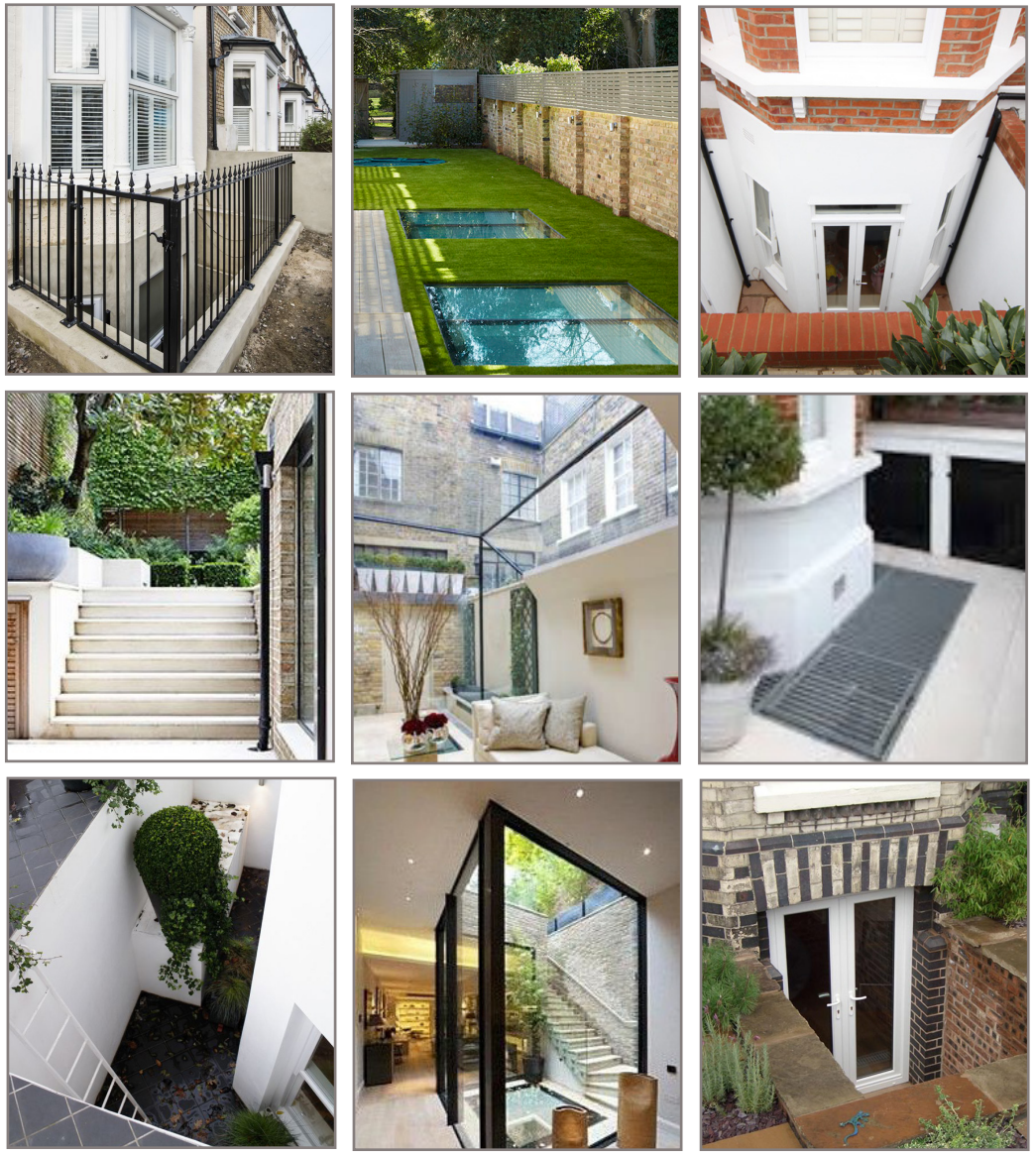
Balcony rooflights will generally be resisted, unless the privacy and amenity of the neigbouring property is not adversely affected.

Basement Conversions

There may be benefits to providing basement accommodation to create more space without having to move home.

Basement conversions must NOT cause harm to the building's structure or surrounding structures (including gardens and neighbouring trees), and cause no adverse impact on the amenity of neighbouring properties. The following guidance applies:

- **No more than 50% of the amenity space** (garden or front courtyard) **should be removed**;
- **Local ground water conditions** should not be affected nor nearby **tree roots on adjoining sites** should not be damaged;
- Any **exposed areas of basement should be sub-ordinate to the original property** and respect its original design and proportions;
- The number, form, scale and panel size of **windows should relate to the façade above basement-** they should be aligned with any openings at the higher level and be of a size that is sub-ordinate so as to respect the character of the original building;
- **Lightwells to the front of a property need to appear discreet** so that they do not harm the character and appearance of the building and its frontage.



3.4 Decking, Terraces, Patios + Balconies

Useful outdoor private space can be provided and/or enhanced by providing decked areas, terraces, patios and balconies. These should generally be well contained, screened and designed to avoid dominance over the existing property. If you are considering any of these, the following rules apply:

Raised platforms should comply to the following guidelines:

- ✓ Must take into account the **privacy of neighbouring properties** and respect the **45 Degree Rule** (page 14);
- ✓ Be designed to **avoid dominance over the existing property**; *and,*
- ✓ Maintain privacy for both the existing and neighbouring properties through the **installation of addtional screening** (hedge/fencing).

Decking, Terraces + Patios

Decking, terraces and patios are raised platforms used as external living space. Putting up decking, or other raised platforms, in your garden is permitted development which do not need an application for planning permission, providing:

- the decking is **no more than 30cm** above the ground level;
- the decking or platforms (together with other extensions, outbuildings etc) should **cover no more than 50 per cent of the garden area.**

These are the permitted development allowances that apply to houses only and not flats and maisonettes, converted houses, other buildings or areas where there may be a planning condition, Article 4 Direction or other restriction that limits permitted development rights.

If your decking, terrace or patio exceeds the **0.3 metre permitted height**, it is important to take into account the privacy of neighbouring properties and design sensibly to avoid dominance of a property. The privacy of neighbours should be maintained by installing screening at **1.8 metres above ground level** (such as a hedge, fence etc). This will be determined using the 45 degree guide outlined on page 14.

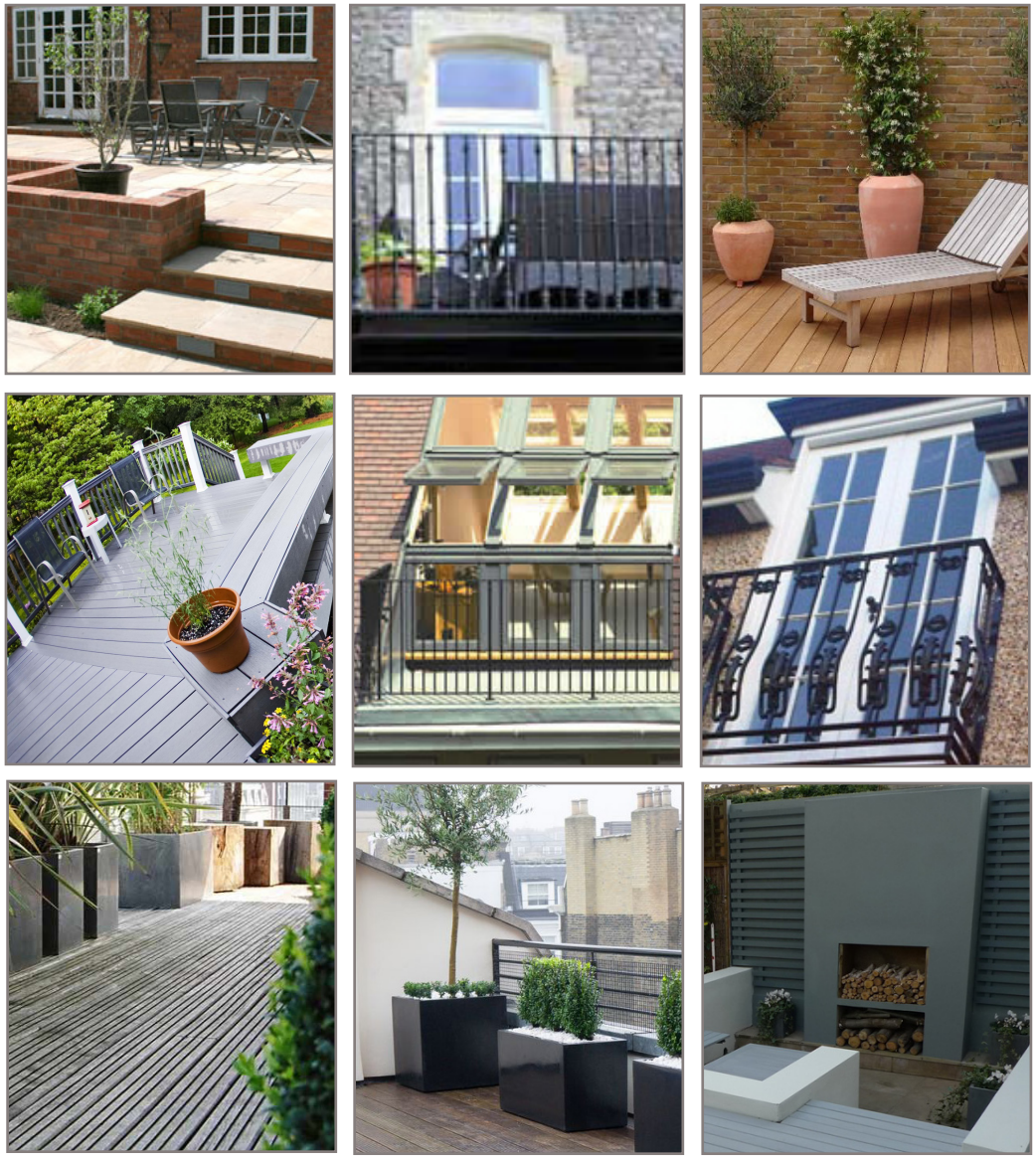
Balconies

Balconies should be positioned where they do not directly overlook a neighbours property.

Your neighbour's amenity should also be maintained by installing solid or opaque glass sides and/or ensuring a **minimum distance of seven metres between the balcony and the neighbouring property.**

Balconies overlooking amenity areas are unlikely to be acceptable.

Balcony rooflights will also be resisted (see page 25).



Garages + Parking

A garage or parking space needs to be designed to meet minimum standards set by Ministry Housing Communities and Local Government(MHCLG) in order for it to be regarded as a parking space for a dwelling.

Neighbourhood Plan standards for your local area (if applicable) will also need to be respected when designing parking spaces for dwellings. Minimum standards stated in the Guildford Local Plan are as follows:

Garage - 3 x 6 metres

(internal measurement)

Parking Space - 2.4 x 4.8 metres

Garages

You must consider the scale of any proposed garage in relation to:

a) the **plot size** and the **size of your existing home**; *and,*

b) its **effect on the existing property** and **neighbouring properties**.

A garage should be sited to the side or rear of the property, behind the building line and allow for a driveway of at least **5.6 metres** in length – between the garage door and the nearest edge

of the pavement. Garages in highly prominent locations which sit front of the building line and/or that take up a disproportionate amount of original garden space will not be accepted.

If usable storage space is to be provided in a garage roof space, we may seek to control the insertion of windows in the roof, and/or restrict the use of this roof area, normally by imposing conditions. Top-heavy garage roofs that are out of scale with the garage will be resisted.

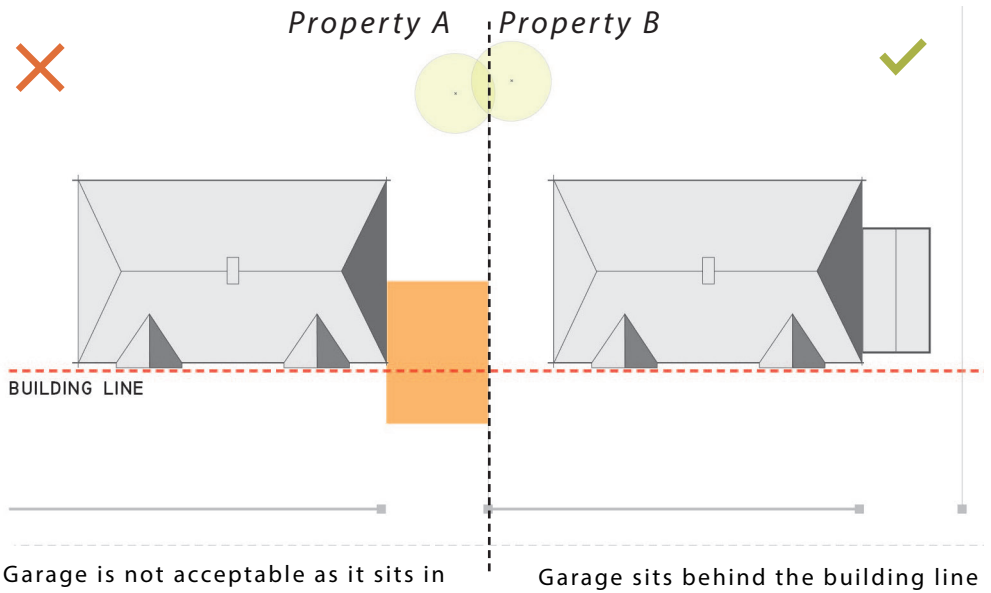
Garages should be made of matching or similar materials to your home and should have a pitched roof. Doors should reflect the design of your home with a vertical emphasis to reflect the proportions of openings.

Front gardens that are used to park vehicles can damage the character of residential streets. If you convert a garage into living accommodation, you must normally provide replacement parking within the curtilage without damaging the character of the street scene.

Parking

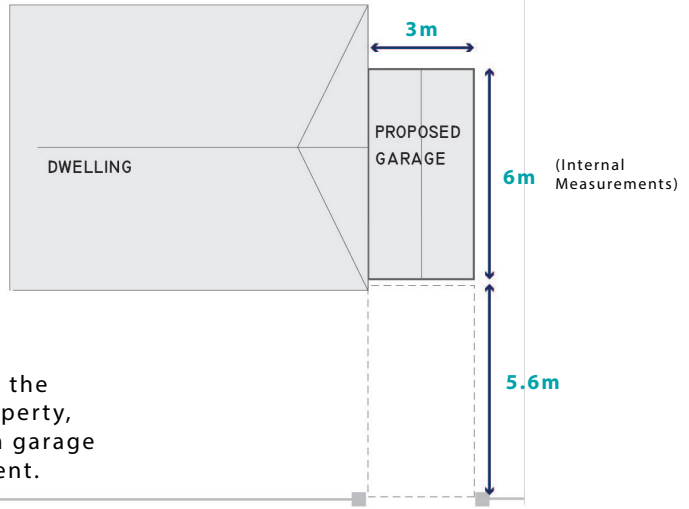
If replacing a part of your garden with a hard surface for parking of vehicle(s) - you will be required to make the hard surface a porous material or make provision for water run off.

Please refer to Permitted development for Householders Technical Guidance fromMHCLG for further guidance.



Garage is not acceptable as it sits in a highly prominant location in front of the buiding line and does not meet minimum parking standards required.

Garage sits behind the building line where it is less visually prominant and allows for on-plot parking in line with required standards.



Garage is set back from the building line of the property, at least 5.6 metres from garage door to edge of pavement.

Materials + Detailing

Windows + Doors

The style and material of new windows and doors should generally match those on your existing home. New windows and doors should also match the size and position of those on your existing property.

Windows must be positioned to match to the original symmetry and pattern on those on your existing home. Where existing windows are set back/inset from the wall, new windows should also be set back to the same depth as the existing ones.

Materials

The choice of materials used on the outside of any extension are important and should be in keeping with the appearance of the original building. Your extension should be built in the same materials as those originally used.

You should try to match as far as possible the original mortar colour, pointing and bonding of the bricks and tiles. In some circumstances, high-quality modern materials that complement those of your existing property may be more appropriate.

Detailing

The architectural detailing on your existing property should be repeated, where appropriate, on any extension – this includes the continuation of plinths, stringcourses, decorative brickwork, bargeboards and fascias as they are important elements in the overall design.

The materials and detailing used in an extension should usually respond to and match that of the existing property. This includes:

- Wall colour and texture (brick/stone);
- Brick pattern and detailing;
- Eaves and verges;
- Quoins;
- Cills;
- Windows styles, proportions and detailing;
- Chimneys;
- Lintels, *and*
- String courses.

Think about the colour, texture, size and shape of existing brickwork and external finishes. This is critical to the success of a new extension and they should match the existing property as close as possible.

3.7 Boundary Treatment

Boundary treatment is a means of enclosure around a property and includes walls, fences, railings, hedges, trees, gates and other features that enclose a property.

Planning permission is generally NOT required provided that:

The wall or fence is not more than two metres in height anywhere on your property except where it adjoins a road or footpath. In this case the height is restricted to one metre;

You do NOT live in an open plan/shared surface type of development;

You do NOT live in a conservation area, Listed Building or within the curtilage of a listed building.

It is advisable to always consult your local area planning office (Guildford Borough Coucil Planning Team) as there may be a condition attached to the planning permission for the estate which would override this guidance.

Siting + Height

In all cases, the design and siting of boundary treatment needs to consider the **privacy, safety and security and aesthetic considerations on the neighbouring property.**

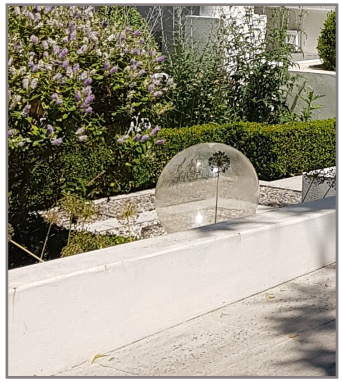
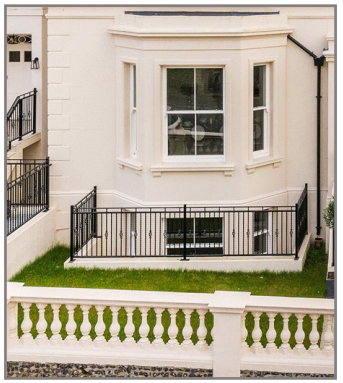
Privacy screens/fencing or other boundary treatments are particularly important between boundaries of rear gardens and should generally be above eye level.

Boundary treatments should also be carefully designed to deter the intruder to reduce the opportunity for crime.

Type + Style

When deciding on the type and style of boundary treatment for your property, look at boundaries that exist locally and consider what may be appropriate for your property in size and style.

In rural areas where hedges, trees and soft landscaping is a key boundary feature, these should be retained/enhanced. If your property is individually designed, there is more scope for individuality in the design of your boundary treatment.

4 APPENDICES

4.1 Glossary of Terms

Accessibility:	**the extent to which an environment can be reached and is usable by the widest range of people, but in particular the elderly and disabled.**
Active Frontage:	**the ground floor edges of a building that are animated by people entering or leaving, or by the visibility of activities within the building from the street.**
Amenities:	**local amenities are the useful or functional places that are nearby a site. This could include a playground, corner shop, or school.**
Amenity Space:	**area of public space avaialble for the amenity and enjoymenent of the public and/or local residents;**
Appraisal:	**an assessment of a building or site to understand its character, qualities, assets, and constraints. A site and context appraisal should be undertaken at the start of the design process.**
Assets:	**site assets are the aspects of a site that are beneficial to its worth or character. This could include established trees, a view, or an architectural feature. A good design will strive to enhance or protect existing assets.**
Conservation Area:	**an area designated as being of special architectural or historic interest, where the preservation and enhancement of its character and appearance is a priority.**
Context:	**a building or site context usually refers to the surrounding physical environment, but can also refer to the social, economic and political nature of a place.**
Eaves:	**the lowest, overhanging part of a sloping roof.**
Enclosure:	**definition or bounding of a space by physical features such as buildings or trees.**
Gable End:	**the triangular part of an end wall of a building with a sloping roof.**
Green Belt:	**a ring of countryside surrounding an urban area, designed to prevent urban sprawl. National and local policies are in place to protect the Green Belt.**
Habitable Rooms:	**the main living areas in a home including bedrooms and sitting rooms.**
Hipped Roof:	**a roof which has four slopes instead of the two slopes of the ordinary gabled roof.**

Listed Building:	**a building that has been placed on the Statutory List of Buildings of Special Architectural or Historic Interest. A listed building may not be demolished, extended, or altered, without special permission from the Local Council.**
Locally Listed Buildings:	**a building deemed by Guildford Borough Council to be of local special architectural or historic interest.**
Overbearing:	**a term used to describe the impact of a development or building on its surroundings, particularly a neighbouring property, in terms of its scale, massing, and general dominating effect.**
Over development:	**an amount of development that is excessive in terms of demands on infrastructure and services, or impact on local amenity and character.**
Public Realm:	**the areas of a settlement, dedicated to the general use of the public, such as streets, squares and parks.**
Rural:	**A rural area or countryside as a geographic area that is located outside towns and cities, including some sub urban areas.**
Setting:	**the area surrounding a site.**
Soldier Course:	**a course of bricks laid vertically, commonly seen at lintel level (above doors and windows), and at the top of walls as protection from weathering.**
Streetscape:	**the overall impression given by the design and arrangement of buildings, landscaping and open space.**
Subordinate Design:	**design that allows the original building to remain dominant in terms of massing, height and position.**
Topography:	**the natural and man-made physical features of an area that make up the landscape. Building heights, land slopes, and levels are key aspects of a setting that make up its character.**
Vernacular:	**the traditional architecture of an area evolved over time, based on local needs and local construction materials.**

4.2 References

Government Resources

The Planning Portal

www.planningportal.co.uk

Approved Documents (Building Regulations)

Ministry Housing Communities and Local Government:

www.gov.uk/government/collections/approved-documents

Party Walls

www.gov.uk/topic/housing/party-walls

Permitted development for Householders: Technical Guidance.

www.communities.gov.uk http://webarchive. nationalarchives.gov.uk/20151113141044/http:/www.plan-ning-portal.gov.uk/uploads/100806_pdforhouseholders_technicalguidance.pdf

Planning (Listed Buildings and Conservation Areas) Act 1990

www.legislation.gov.uk/ukpga/1990/9/contents

Policy References

National Planning Policy Framework

Department for Communities and Local Government, (2012), National Planning Policy Framework.

www.communities.gov.uk

Guildford Borough Council Local Plan 2003

http://www.guildford.gov.uk

Guildford Borough Council Local Plan 2012

Guildford Borough References

Planning Applications and Advice

www.guildford.gov.uk/planningapplicationformsandfees

www.guildford.gov.uk/preapplicationadvice

www.historicengland.org.uk/listing/the-list

www.guildford.gov.uk/article/16934/Article-4-Direction

Guildford Borough Council Building Regulations

www.guildford.gov.uk/buildingcontrol

Credits

Credits to follow.

Guildford Borough Council
Millmead House,
Millmead,
Guildford, Surrey.
GU2 4BB

GUILDFORD BOROUGH

Guildford Borough Council

Residential Extensions and Alterations 2018
Supplementary Planning Document (SPD)

Consultation Statement

August 2018

Prepared in accordance with Regulation 12 of the
Town and Country Planning (Local Development) (England) Regulations 2012

If you would like this document in a different format, different language, Braille, large print or audio, please contact the Planning Policy Team on 01483 444471

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1. Introduction

1.1 We have prepared this consultation statement in accordance with Regulation 12(a) of the Town and Country Planning (Local Development) (England) Regulations 2012. All references to "regulation(s)"in this document are to the Town and Country Planning (Local Planning) (England) Regulations 2012 (SI No 767, 2012), unless otherwise stated.

1.2 Regulation 12(a) requires that before we adopt a Supplementary Planning Document (SPD), including a revision of a SPD, we must prepare a statement setting out:

- the persons whom the authority consulted when **preparing** the SPD;
- a summary of the main issues raised by those persons; and
- how those issues have been addressed in the SPD.

2. Preparing the SPD

2.1 In preparing the Residential Extensions and Alterations SPD, we involved, and sought views on early drafts from the organisations and individuals listed below. The main issues they raised are included in **Table 1**.

- Guildford Borough Council:
    - Development Management,
    - Major Projects,
    - Planning Policy,
    - Conservation and Design,
    - Legal and Communications.

- Director of Regeneration
- Guildford Borough Council – Planning Committee

2.2 Responses received from the internal consultation, which ran from 6.03.18 – 04.04.18. These comments were analysed and incorporated as amendments to the guide where appropriate. See **Table 1** (How they were addressed).

2.2 On adoption, the SPD will supersede the existing Residential Extensions and Alterations Guide (2003), which we will withdraw in accordance with the relevant Regulations.

Table 1: Responses from internal consultation for draft SPD

Main issues raised	How they were addressed
Presentation	
• Accessibility and print online	Addressed – will be made avail in both versions for print and online accessibility
• Use local References + Images	Source and include local images (Guildford/Surrey specific)
• Ensure consistency in wording and references	
• Wording as 'guidance' only – not set of rules	Noted and checked
Content (Policy)	
• Reference to current Local Plan (2003) and policies (not emerging LP at this stage)	Reference made to current Local Plan Policies (2003) and any reference emerging Local Plan removed at this time.
• Green Belt – general information with signpost to separate SPD	Include explanatory paragraph and reference to separate Green Belt SPD
• Neighbourhood Plans – reference/more weight where applicable	Noted and included in document

Content (Technical)	
• **45 degree rule** – reference as guide only and one method of assessment	Noted and included in SPD
• **Extensions** – allow for flexibility and limit wording restriction for setbacks and set-down from original dwelling (if appropriate for context)	Noted – SPD amended to allow more flexibility on setbacks/setdowns from original building which may not be appropriate in all contexts
• **Flat Roofs –** limit/restrict extensions with flat roofs	Noted –wording to discourage flat roofs to front of properties and minimise flat roofs unless appropriate for host dwelling and context, referencing general design principles.
• **Set-backs** and boundary distances – ensure consistency throughout document and minimum 1m	Minimum distance from boundary 1 metre included
• **Balcony Rooflights** – include in content	General guidance to be included
• **Boundary treatment** – legal wording amend	Wording amendment
• **Parking standards:** need consistency with MHCLG and County Standards and state minimum standards for parking and garages.	Parking standards to be consistent with MHCLG – stronger reference to parking standards in Neighbourhoods Plans – will be covered in a separate SPD

3. Formal consultation on the draft SPD

3.1 We held a four-week consultation on the draft SPD between 4 May 2018 (midday) and 04 June 2018 (11.59pm), under Regulations 12 and 13. We advised those local residents, businesses, residents and amenity groups, and other members of the public and relevant organisations whose details we hold on our planning consultation system of the consultation. We sent over 10,000 emails and letters, depending on the contact information that had been provided.

3.2 We publicised the consultation on the Council's website, and made the consultation and supporting documents available in the borough's four libraries and in the main Council office at Millmead for the duration of the consultation period. These arrangements were in accordance with our Community Involvement in Planning, June 2013.

3.3 Section 23 (1) Planning and Compulsory Purchase Act 2004 provides that :

The local planning authority may adopt a local development document (other than a development plan document) either as originally prepared or as modified to take account of:

(a) any representations made in relation to the document (see **Table 2** below), and

(b) any other matter they think is relevant (see **Table 3** below).

Regulations 11(2) and 14 of the Town and County Planning (Local Planning) (England) Regulation 2012 state that an adoption statement must be provided to clarify any modifications made.

3.4 We considered the 27 comments that we received from the specific consultees, other bodies and members of the public, and made the amendments to the draft SPD arising from these. The 27 representations received are presented in **Table 2** below, alongside a response from officers and details of the action taken as a result.

Table 2: Representations received during consultation

Comments from specific consultees (including parish councils and other local authorities)	Officer response	Action taken
Member of Public 18/10		
General Whilst the purpose of SPD is well-understood in the context of adding further detail to development plan policy (c.f. the NPPF) its value to development plan policies of general application is highly questionable. Its prescriptive nature also runs counter to progressive Government policy to expand the regime of residential permitted development by allowing larger extensions and alterations to dwelling houses.	SPD in line with NPPF and provides required guidance to update the Councils 2003 guidance on extensions and alterations	Noted
We question the need for or value of guidance in the form of an SPD to regulate this type of development. In our view this can be more then adequately conveyed in non-regulatory leaflets or advice notes for prospective developers. The Planning Authority should encourage staff with appropriate design skills to assist applicants, rather than pattern-book solutions.	As above.	
It would more usefully serve its purpose to advise on what development is deemed to be granted by permission by the GPDO and confine its intentions to guiding developments that exceed the allowance. Each Section should explain the circumstances when development does and does not need planning permission. In that way it would serve a more useful function but, again, does not require the status of an SPD.	GDPO covered on Government website. This guide is to provide general guidance for all residential extensions and alterations.	Strengthen section on GDPO and signpost to other websites.
Furthermore, the observation in the Foreward that it will: '… *provide planning committee members and officers with the tools to refuse consent for poor design'* implies the document is intended to be applied as part of the development plan, which is contrary to the NPPF and an inappropriate purpose for the guidance.		

Para. 1.1 This section is contradictory in that it suggests on the one had that there is no 'one-size-fits-all' solution, but on the other hand it seeks to introduce a level of prescription and detail that will thwart good design and ingenious solutions intended to meet the needs of the home-owner and small-scale developer.	The design is intended to be guidance only allowing for flexibility and creativity in design.	No action
Furthermore it seeks to influence the design of extensions and alterations that do not need planning permission i.e. are permitted development. Such development is regulated by controls in the GPDO and it is not correct for the Council to seek to control their design or to give the impression that it can.	The guidance seeks good design for all development – and can be read and applied if you do, or do not need planning permission.	
Design Principles It is unfortunate that instead of encouraging innovation in design, the guidance seeks simply to advocate copying ('…*looking for examples nearby'*) what has been done elsewhere).	Context and local character is a key principle of good design, which is referenced in the NPPF and other government guidance.	Check wording to allow for flexibility in design approach so as not to 'copy' designs from elsewhere which the guide does not encourage.
The SPD does not promote good design and instead encourages laziness and prescription. It is a fact that some of our most cherished streetscapes are the product of eclectic, non-planning. The photograph below of The Shambles in York is one of our nationally prized townscapes and enjoys statutory protection for its eclectic originality as well as history. (**Picture of York)	Noted.	
Impact on Neighbours It is not the case that all developments can give rise to overbearing Impacts, daylight and sunlight or overshadowing. Existing properties can already be so affected by reason of their aspect and orientation without any new development next door.	Noted – impact will depend on the surrounding context	Check wording in SPD.
BRE Guidelines for example are not to be employed rigidly. They are not mandatory and as the Guidance states: *'should not be seen as an instrument of planning policy; its aim is to help rather than constrain the*		

designer'. Any standards need to be applied with caution, depending on whether it is an urban or rural location for example, whether it is the main glazing for a room where the primary window meets the typical BRE recommendations, based on a proper understanding (by the Council as much as developers) of impacts. <u>3.1 Front and Side Extensions</u> There is no right to a view and no requirement for gaps between buildings to be retained unless they are necessary for a previously identified purpose such as for example, views of a listed building or important open space.	A gap between neighbouring properties is generally required to maintain separation and protect amenity.	No action
<u>3.2 Rear Extensions</u> There is no reason why rear extensions should not in appropriate circumstances be used as balconies and upper roof terraces. Neither is there any overriding reason why there should be a slavish adherence to pastiche. There are many successful examples of extensions that are different from the host building, are successfully integrated and can be appreciated as such. The images on page 25 of the SPD more than amply demonstrate this; the majority, it is noted, on older buildings.	Agreed - balconies and roof terraces may be acceptable in certain circumstances.	Check wording in SPD to ensure that there is flexibility for this if appropriate to the context and does not affect a neighbours amenity or privacy. Provide good examples throughout SPD (images).
<u>Conclusion</u> Accordingly, we object to: The need for this document to be in the form of an SPD. It is an inappropriate use of SPD. It should instead be an informal Advice Leaflet only.	Former guidance was adopted as SPD – requirement by Council and members to update and formally adopt this guide.	No action
The exclusion of any reference to, or explanation of, permitted development rights so that applicants properly understand the		

circumstances under which it can actually be applied by the Council, The inclusion of reference to it being used as a basis for refusing planning permission, which should be removed.	Noted	Check wording in SPD
Member of Public 18/1		
I have no comments except that the format presented is unfriendly as a brochure of obscure size. This should be an A4 .pdf document to facilitate printing and reading.	SPD is A4 Landscape	Noted – PDF print and PDF view online as a document will be provided.
Transport for London TfL		
Thank you for consulting Transport for London (TfL). Given the subject of the consultation I can confirm that TfL has no comments.	-	-
Highways England		
Highways England has been appointed by the Secretary of State for Transport as strategic highway company under the provisions of the Infrastructure Act 2015 and is the highway authority, traffic authority and street authority for the strategic road network (SRN). The SRN is a critical national asset and as such Highways England works to ensure that it operates and is managed in the public interest, both in respect of current activities and needs as well as in providing effective stewardship of its long-term operation and integrity. We will therefore be concerned with proposals that have the potential to impact the safe and efficient operation of the SRN, in this case the A3. We have reviewed the consultation and have no comments at this time.	Noted	No action

West Horsley Parish Council		
• Page 5 for consistency are LDCs the same as Certificate of Lawfulness. • Conservation Area should always be capital C A as in some places it is and some it is not. • There are a few typos throughout the document, but I expect that these will be picked up.	Noted	Amended in SPD
3.3 Roof and Basement Conversions • There is no reference to Velux windows as these seem to be increasing within applications. Under this and perhaps at the start of the document it would be helpful to see that the dark sky status of Parishes e.g. West Horsley, Effingham etc are protected. These are a key feature of Neighbourhood Plans so worth a mention at least. Especially the need to focus on preventing light pollution especially in the AONB and Green Belt. page 29 mentions roof lights, but again there needs to consideration of protecting against light pollution.	The control of light pollution is beyond the scope of this SPD and an SPD can only serve as guidance in support of policies. . Neighbourhood plans/DPD could provide more control on light pollution/dark sky policies.	Reference Neighbourhood plans in SPD
• There needs to be some reference to protecting the environment.	Agreed, this is picked up in other comments.	Reference made to environmental concerns in SPD.
3.4 Decking, Terraces etc. • Would it be helpful to provide guidance on hot tubs and other structures that people now place in their gardens?	Noted	
3.7 Boundary Treatments • Perhaps more emphasis on protection/replanting of hedges and preferred species to use - a reference to neighbourhood Plans.	Noted	Amended in SPD

Glossary of Terms - perhaps include curtilage and neighbourhood Plans as these would be helpful for people knew to planning.	Noted	Amended in SPD
Surrey Bat Group		
Thank you for alerting us to this. We are rather disappointed to note that there is no mention of protecting biodiversity within the proposed guidance. Extensions and alterations frequently involve complete or partial removal of the roof or banks of cladding or hanging tiles, which as far as roosting bats are concerned could be just as harmful as demolishing the building. Also although additional land take is unlikely to be significant, consideration should be given to the potential removal of important features such as mature trees or ponds which could harbour protected species. We would recommend householders consider at least commissioning scoping surveys for protected species in such cases; perhaps it would be useful to provide some guidance on what to look for within the SPD.	Noted - Biodiversity is a key issue that should be picked up guidance however is beyond the scope of this study. However, it is agreed that there should be a signpost to other policies and guidance so that readers/applicants are aware to go for the relevant information and guidance.	Add advice note on applicants using/appointing specialists to conduct surveys and scoping studies – where alteration or extension will involve the removal of natural or built features/elements..
Natural England		
Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development. Our remit includes protected sites and landscapes, biodiversity, geodiversity, soils, protected species, landscape character, green infrastructure and access to and enjoyment of nature. While we welcome this opportunity to give our views, the topic this	Promoting sustainable development is and should be a key aspect of any new development, regardless of size. GBC Sustainable Design and Construction SPD 2011 provides general advice on carbon emission reduction and measures to achieve set targets etc. This SPD is the basis for further detailed DM policies which will be relevant in this case.	Check/signpost to SPD and DM policies on Sustainability. Also reference New Local Plan, Policy D2 .. which 'requires development to carry out sustainable design and construction'.

Supplementary Planning Document covers is unlikely to have major impacts on the natural environment. We therefore do not wish to provide specific comments, but advise you to consider the following issues:	
<u>Biodiversity enhancement.</u> This SPD could consider incorporating features which are beneficial to wildlife within development, in line with paragraph 118 of the National Planning Policy Framework. You may wish to consider providing guidance on, for example, the level of bat roost or bird box provision within the built structure, or other measures to enhance biodiversity in the urban environment. An example of good practice includes the Exeter Residential Design Guide SPD, which advises (amongst other matters) a ratio of one nest/roost box per residential unit.	Noted – look to include reference to this in the SPD. Noted – Exeter Design Guide
<u>Landscape enhancement</u> The SPD may provide opportunities to enhance the character and local distinctiveness of the surrounding natural and built environment; use natural resources more sustainably; and bring benefits for the local community, for example through green infrastructure provision and access to and contact with nature. Landscape characterisation and townscape assessments, and associated sensitivity and capacity assessments provide tools for planners and developers to consider how new development might makes a positive contribution to the character and functions of the landscape through sensitive siting and good design and avoid unacceptable impacts.	
<u>Protected species</u> Natural England has produced Standing Advice to help local planning authorities assess the impact of particular developments on protected or priority species. Strategic Environmental Assessment/Habitats Regulations Assessment. A SPD requires a Strategic Environmental Assessment only in exceptional circumstances as set out in the Planning Practice Guidance here. While SPDs are unlikely to give rise to likely significant effects on European Sites, they should be	Noted – wider issue that will be included in other SPD's

considered as a plan under the Habitats Regulations in the same way as any other plan or project. If your SPD requires a Strategic Environmental Assessment or Habitats Regulation Assessment, you are required to consult us at certain stages as set out in the Planning Practice Guidance. Should the plan be amended in a way which significantly affects its impact on the natural environment, then, please consult Natural England again. Please send all planning consultations electronically to the consultation hub at consultations@naturalengland.org.uk.	Noted
Ash Parish Council	
Presentation Style On the whole the document is very good and an improvement on the document it is seeking to replace. The presentation is professional looking and the inclusion of illustrative diagrams and pictures are a bonus as they help illustrate what may or may not be regarded as acceptable. 1.2 Status and Policy Context (page 4) This section contains a list of Guildford Local Plan Policies 2003. The draft says that the Guide should be read alongside these policies as well any Neighbourhood Plans and other design guidance. The listed policies all fall within the General Policies part of the LP2003. Of the 10 listed 7 – i.e. G1 (1); G1 (3); G1 (12); G5 (1); G5 (2); G5 (3) and G5 (7) - have been superseded by the proposed new Local Plan. The other policies referred to in the table i.e. G5 (4); G5 (6) and G5 (8),	The current SPD is consistent with and should be read alongside the current adopted Local Plan 2003. It will be reviewed and updated once the new Local Plan has been adopted.

remain extant and according to the notes in the Guildford Borough Submission Local Plan - Strategy and Sites document (Appendix E: Superseded Policies) will be reviewed through the second part of the Local Plan – Development Management Policies. Consideration will need to be given to the Planning Inspector's ongoing examination of the draft Local Plan currently underway. Once the examination has been finalised this table may need extensive amendment to direct users to the new relevant policies.	Noted and revised.	
Whilst we have no problem with reference to specific policies, the new information provided in the document should be as up to date as possible at time of going to print. As it is, the situation is in a period of flux dependent on the outcome of the Inspector's examination. When exactly is it planned for the new SPD to be issued? If before the Inspector's examination has been concluded should a "health warning" be included in the narrative that whatever is included in that version will need to be updated in due course.	The SPD will be adopted in September 2018 and updated when the new Local Plan has been adopted.	The policy section updated to reflect existing and emerging policies and the weight attached to them for the purpose of this SPD.
In the "old" SPD policies the descriptive introduction to H8 and H9 of LP 2003 were quoted in full. These referred to extensions to dwellings in urban areas and in countryside areas respectively. H9 has also been superseded by the new Local Plan but H8 still remains extant. If the old G policies referred to above are to be shown in the new SPD then the continued existence of H8 should also be mentioned.	Noted	Expand existing policy reference and wording in SPD
<u>2.1 Impact on the Street (page 11)</u> "Generally creating and maintaining a meaningful gap between properties of one meter or more will help to reduce terracing effect....." The wording could be tightened up a bit more to make it a **requirement** for at least a one meter gap to apply in any proposal. At the moment the wording could just be read as a suggestion.	Agreed.	Minimum of 1 metre gap stated as mandatory
<u>2.2 Impact on Neighbours (page 13)</u> It is suggested that the applicant should discuss any proposal with		

neighbours. In the “old” SPD it specifically states: “You will need your neighbours’ permission if foundations or guttering encroach onto their land of if an extension overhangs or attaches to their property. For further information please see Party Wall Act 1996.....” we’re not sure if this requirement still applies but if it does shouldn’t it be included in the SPD? Finally 2 other small points: <u>2.1 Impact on the Street Page 11</u> – Typo in second paragraph of sub section headed “character and impact on street scene – ‘whist’ should be ‘whilst’.	Noted	Amended
<u>3.4 Decking, Terraces, Patios + Balconies, page 31</u> - Page number to be entered in the brackets at the end of the first sentence of the guidelines relating to raised platforms. Currently shown as (page xx)	Noted	Amended
Member of Public 18/17		
<u>Rear Extensions</u> Applications made under Permitted Development and Certificate of Lawfulness should take into account the density of the housing. Where houses are only 1 or 2 meters from each other these extensions often creates negative impacts on the neighbouring properties in terms of loss of privacy and amenity, daylight and sunlight. Quite big rear extensions can be built without neighbours views being taken into account because these extensions fall under permitted development, which seems designed to favour the party wanting the extension.	GBC cannot control extensions built under GDPO. This guide aims to provide guidance for all residential extensions and alterations to establish good quality design generally.	

Member of Public 18/18		
Page 3 - Introduction "Why Design Quality Matters" These paragraphs say that good design matters, but it does not say who judges what is "good design" and later it says "we" are investing in good design. Again, who are the we? Presumably it is Guildford Borough Council, but that needs clarification. Good design is a very subjective matter. I think there should be some reference to either the RICS or the RIBA and others as custodians of good design.	Good design principles are well documented in the NPPF. Guildford Borough Council seek to raise the standard of good design through adopted guidance, such as this SPD.	Statement to include GBC to support and encourage good design.
Page 4 - 1.2 Status and policy context It would be helpful to draw peoples' attention to the requirement to get an Award under the Party Wall etc Act. This affects most side extensions and the requirements of the Act can influence the design. It is much better that this is considered at an early stage rather than having to alter the design just as the applicant thinks he is about to be able to start work.	Noted	Reference in the document
Page 6 - "Pre-application advice" It is not made clear that pre-application advice given to an applicant is available to everybody who asks about that property. This means that what should really be a private matter is available to the world at large without the applicant knowing who has been viewing his or her correspondence with GBC. It should also make clear that pre-application advice is charged for.	Noted	Reference to GBC website and information on pre-application advice and charges.
Page 8 - There is an item that reads "Installation of satellite dishes on a wall fronting a highway, any chimney or building more than 15 metres in height." This is not at all clear. Does it mean that satellite dishes can be fitted below 15metres high or how else should it be interpreted?	Noted	Guidance amended in SPD

Green Belt There are lines which read "……. Disproportionate additions which constitute inappropriate development in the Green Belt". There is no definition of disproportionate or definition of inappropriate. At the very least it should say that these will be provided in the Green Belt SPD when it is provided. Otherwise who judges the standards of inappropriate and disproportionate.	Noted	Guidance amended to provide a definition in SPD
Item 2 Design Principals Again, there is no indication of who judges what high standards of design might be.	Noted – the word 'generally' is used to ensure a 'meaningful' gap between the majority of properties. There is the scope to increase this distance in response to the individual context and/or where the a proposed extension would be considered to create a 'terracing effect' between neighbouring properties.	
Pages 11 & 12 You propose that any extension should not be closer than 1 metre to the adjoining property. The purpose of this is to avoid a "terracing effect" with which I concur. However, if there is already a neighbouring house which has its side wall on the boundary, you end up with two houses only 1meter apart. This could undoubtedly create a terracing effect which you wish to prevent, but relying on the strength of your document an applicant might win a successful appeal. In any event I think 1metre is too narrow a gap to prevent a terracing effect, two big houses 1metre apart may as well be joined. I would like you to consider whether you ought to be saying that the wall of any new building should not be less than 2.5 metres from the side wall of a neighbouring house. My rationale for this is that both owners together would be capable of agreeing, that by taking down any fences and other garden features a large vehicle might pass between the two buildings allowing suitable construction vehicles into the back gardens to build substantial extensions near on one house or the other or both. Also in this area, you mention "Group value" to keep houses of a similar style together. Occasionally it is appropriate for a house of totally different external appearance to be built in an otherwise similar street. How and who		

should judge such designs?		
Page 14 Guide applied to windows serving habitable rooms. Now this refers to only habitable rooms at the rear of the properties. It is not infrequent that the only window to a habitable room will be in the side of the house. The construction of a new dwelling within 4 metres of that would seriously interfere with comfortable enjoyment of that living room.	Noted	Add in para. 2.10 (2003 Residential Extensions Guide) to cover this point.
Page 15 - **2.3 Relationship with existing property** You say "the height of an extension should normally be lower than the height of the original building". It would be appropriate to add here "but not with a flat roof". Your diagram on Page 16 illustrates how dreadful that might look.	The guide states that the extension should **normally be lower than the height of the original building and not be overbearing** – this gives sufficient guidance to encourage an extension that will sit comfortably with the scale and mass of the original building however will be judged on its own merit, in relation to its unique context.	
Page 21. Other detailing. What are your views on sunpipes?	Sun-pipes can provide a good alternative for light gain, provided they do no visually detract from the character of a property or have an impact on neighbours amenity.	
Page 23 - 3.2 Rear Extensions This section does not appear to consider the outlook from properties to the rear. With relatively shallow gardens the view from a house in the road behind can be seriously damaged by a two storey extension and indeed the privacy of the ground close to the back of the neighbouring house can be seriously be reduced. In the matter of conservatories for the prevention of the spread of fire, a conservatory on the side of the house close to an adjoining property should have a solid side wall.	The guide cannot be prescriptive re: flat roofs, further guidance on this on page 19. Which states: **the roof of the extension should be appropriately integrated with the existing property (normally using a similar pitch on the roof…).** Second point is a Building Regs issue.	

3.3 Roofs An Item C should be added – Party Wall Act considerations. It is very much better that this is considered now and not when work is on the point of being started. The same applies to roof conversions. With semi-detached houses they invariably involve work with a party wall. Also as a matter of design the Party Wall Act allows people to raise the party wall. This can be so much better than having a dormer window a matter of 100mm or so from the line of junction. If both houses do that, as they would be permitted to by your guidance notes, one is left with a very unsatisfactory narrow slot between the vertical side of two dormers.	Noted and agreed	Guidance amended to include reference to Party Wall Act.
Page 30 - Basement Conversions Here the applicant's attention should be drawn to the need for Building Regulations which require freedom from dampness, suitable ventilation and daylight. Also, basement conversions may very well involve Party Wall considerations with the adjoining property. All these things should be thought about before getting Planning Permission.	Noted and agreed	Guidance amended to include reference to Party Wall Act.
3.5 Garages and Parking Parking spaces 2.4 metres by 4.8 metres is much too small for most modern cars, and absolutely too small for 4x4 cross country vehicles beloved by school mums. Page 37	Parking space standards reflect parking standard set by Surrey County Council. Guildford Borough Council are currently reviewing these standards and are preparing a new Supplementary Planning Guidance to cover this topic. This SPD cannot alter the parking standards.	
3.7 Boundary Treatment You say that a rural fence should not be more than 2 metres in height anywhere on your property except where it adjoins a road or footpath. That omits the possibility of there being a footpath without a highway as one frequently finds running up the side of and between the gardens of two properties. Here surely one ought to be allowed to have a wall or fence 2 metre high without having to get planning permission.		

Member of Public 18/19		
1.4 Other Consents and Regulations – Green Belt Please consider adding an additional paragraph before the last paragraph (using your own wording) as follows: "The outside appearance of an extension or alteration, which has existed for at least 10 years, may not be of a good design. But additional extensions or alterations may not normally be allowed. In these circumstances, a maximum of one further extension or alteration of no more than 2.0m out from an existing wall, may be permitted, provided that the outside design of the dwelling's ground floor, first floor or roof will be significantly improved. Such a design improvement will not be regarded as a disproportionate addition or causing harm to the openness of the Green Belt, but other planning rules will still apply." In theory it may be possible for a householder to improve an outside design by rebuilding part of a dwelling instead of extending it. However, there is a need for GBC to acknowledge that a householder may not be able to justify such large expense and disruption without gaining some more floor space. The SPD emphasises that good design is important. The appearance of a dwelling in the Green Belt will be seen by successive owners and their families, plus visitors, neighbours and people passing by. Therefore, GBC should do more to help householders, to ensure good design in the Green Belt. You may think that the suggested additional text, above, is not necessary. But I believe that it is, bearing in mind my own preplanning application and subsequent correspondence during 2018.	Design in the green belt will be covered in a separate SPD	
<u>3.3 ROOF & BASEMENT CONVERSIONS</u> "comply to" should be "comply with".	Noted	Amended in SPD

Member of Public 18/2		
Generally I think this is an excellent document. My only comments are as follows: <u>Section 3.1 Front and Side Extensions</u> "Extensions that face the highway and public footpath should have active frontages such as front doors and windows facing the street" - is maybe unduly prescriptive?	Use of the word 'should' implies that this would be desirable, to avoid blank walls facing public streets.	
<u>Page 22</u> There appear to be a number of spelling mistakes. See "appropriate" and "in"	Noted	Amended in SPD
Member of Public 18/20		
This draft Supplementary Planning Document is very welcome and helpful at a time when so many extensions to houses are being built. Below are a few comments: <u>2.1 Impact on the Street</u> An addition to this section, or a complementary section, needs to be added to cover the impact of extensions, not only on the streetscape, but their impact on public views. The impact on views from the AONB should be an important consideration in the SPD. In particular residential areas with gardens with much greenery, hedges and trees, provide a semi-rural background of greenery to the AONB and AGLV (such as Pewley Down and the Chantries). They enable the landscape and views from these designated areas to merge into the town in an environmentally attractive way.	Outside the scope of the guidance to control impact on public views. Guidance on key public views that are worthy of protection (Guildford Town Centre for example) will be covered in other guidance. Any planning application that will impact the AONB will be consulted upon accordingly.	

Over-dominant, over high extensions often with a large window expanse, above the height of surrounding houses, or extensions out of character in views from the countryside, impact upon and spoil such views. (Inappropriate extensions have already had a detrimental impact on the Chantries, an Area of Outstanding Natural Beauty).	Noted – the guide aims to encourage appropriate development that minimises impact on the surrounding area and neighbouring properties.	
Care needs to be taken to ensure that over dominant and inappropriate extensions on houses, built on the hills rising up on either side of the River Wey, do not spoil the views from the river as it leaves the town centre and enters the countryside.	Guidance is provided on this in section 3.0 of the SPD.	
Replacement houses which are over-large, over-high and out of keeping with the street scene, and detrimental to views from the AONB/AGLV, if not included in this SPD, need to be covered by a separate SPD.	This is not at the householder level and cannot be covered in this SPD.	
2.1 Impact on the Street & 2.3 Relationship with the Existing Property In the Residential Extensions Guide 2003 under No.2.2, it is written that “original roof features such as chimneys, gables and dormers can make a valuable contribution to the skyline.” Guildford is losing chimneys through extensions and replacement houses, which is changing the original character of the roofscape and streetscape in residential areas. The roofscape of residential houses, in or near the town centre, in particular need protecting.	Noted and agreed	Amended to include ref to the original character of the roofscape and streetscape
2.2 Impact on Neighbours The impact of noise on surrounding neighbours during the construction of extensions which last several years should be included in this section. The building extensions which create much noise and impact upon neighbours should be constructed during working hours. In particular those householders who undertake to build large extensions themselves, or through an ongoing series of smaller extensions, should adhere to working hours. Continual construction noise, sometimes lasting for years, carrying on through evenings seven days a week (including Saturday afternoons and Sundays), lowers the quality of life	Noted – however this is outside the scope of the guidance. Noise issues should be referred to Environmental Health at Guildford Borough Council.	No action

of neighbours, destroying the enjoyment of their properties. The length of time of construction by householders building their own extensions should also be restricted, so that such extensions are built within a reasonable time, lessening the impact on neighbours.		
3.3 Dormer Windows and Rooflights Rooflights on roofscapes where windows fit flush with the slope of the roof, when blinds are often not used, an eyesore can be created in both short and long distance views, when bright lights shine through the window in the evenings and at night time. Also reflections from sunlight on the windows can impact on views in the daytime. Dormer windows in the right place can be more attractive than windows which fit flush to the roof.	Guidance is provided on rooflights and dormer windows (see Section 3.3 – Roof and Basement Conversions).	No action
3.4 Decking, Terraces, Patios + Balconies Where decking, terrace or patio exceeds the 0.3 metre permitted height, it is recommended that the "privacy of neighbours should be maintained by installing screening at 1.8 metres above ground level (such as a hedge, fence etc)." Account should be taken of rising ground levels, gardens on hills, etc. A neighbour may apply for planning permission for raised decking to enhance a shared outlook with their neighbour which, at the time of the application, is shared without impinging on the privacy of either. The raised decking, terrace or patio could not only intrude upon the privacy of a neighbour, but the mitigation of screening with a high fence of up 1.8 metres or a hedge of similar height, could have a devastating impact on a neighbour's garden. It could completely knock out a shared outlook, destroy the openness of a garden, block out sunlight and impact upon air ventilation, and in some cases make a garden dark and damp, or give a canyon effect to a narrow garden. Leylandii hedges, for example, though fast growing are disliked by many and will need, as with other high hedges, continual maintenance, whereas a high fence of 1.8 metres could be an ugly eyesore and overbearing in some gardens.	Noted – the guidance has been written to avoid impact on neighbours outlook and privacy.	No action
It is written in the Residential Extensions Guide 2003 under 2.3 that "It	Noted and agreed. This SPD reflect the	

is important to make sure that your extension does not unacceptably affect the amenities of you neighbours. This includes privacy, sunlight and daylight, and outlook." The above words written in the 2003 Guide cover the above concerns. It is important not to destroy a neighbour's privacy and affect their amenities of sunlight, daylight and outlook, or impose mitigation measures, such as a high fence or hedge, which can also destroy these amenities. General Comment It would be helpful if consultation and final documents could be formatted so that each page can be printed full size on A4 sheets.	principles set out in the 2003 guide, covered in Section 2 – General Principles. Privacy can be ensured by use of screening, however any screening such not cause any loss of light issues.	No action as covered in the SPD.
Merrow Residents Association		
As a Residents' Association, we are very interested in the subject matter GBC presented in an email and invited comments upon. Many developments and house extensions in the past few years have been monitored by us and some objected to. We find the SPD very welcome. We would comment on the draft as follows:- 2.1. Impact on the Street 2.2. Impact on Neighbours 2.3. Relationship with the Existing Property All the points illustrated, are those which we and our members are concerned about and we are pleased to know will be considered properly now and replace the "Residential Extensions Guide (2004)". We would question what you describe as Sufficient and Adequate in terms of parking provision. This is a wholly subjective requirement, both for the applicant and GBC Planning Services and therefore likely to cause difficulties. We suggest a reference to defined parking standards	Noted	No action

(while accepting that some existing buildings do not and cannot meet these). Please see comment below regarding adequacy of existing GBC parking standards. 3.5. Garages + Parking We welcome the measurements for parking and building style of garages, but are not happy that parking standards within Guildford are so outdated. For example a 3 bed house requires parking for 1.5 cars. This is no longer appropriate or realistic. In conclusion, the draft SPD has addressed many areas of previously ambiguous guidance. The added problem of "retrospective planning applications" often has confused the process and decision making.	Guidance on parking has been written to be consistent with **Guildford Borough Council: Vehicle Parking Standards SPD** (Adopted 2006). There is a signpost to Neighbourhood Plans in Section 1.0 and Page 33 – Garages and Parking.	
Member of Public 18/22		
Page 21/22 front and side extensions section - the draft side extensions section says that at least one metre should be left between the edge of an extension and side boundary. One metre is insufficient.	A standard approach of 1 metre has been established to create separation between dwellings.	
Surrey Wildlife Trust		
Chapter 1.4 Other Consents & Regulations; an informative should be added regarding legally protected wildlife species that could be impacted by building extensions and alterations. These would include species protected through the Conservation of Habitats & Species Regulations 2017 and the Wildlife & Countryside Act 1981 (as amended). Such species would include bats (all species) and some birds, where their nests are protected from wilful destruction during the breeding season. The latter would include, for example, House martin, Swift, Swallow, Starling and House sparrow.	Noted and agreed	Amended to cover advisory note for applicants to use specialist professional surveyors for Wildlife and Conservation.

Your guidance should, as a minimum, cover the need for vigilance on behalf of would-be applicants and the use of specialist professional surveyors where relevant.	
Holy Trinity Amenity Group	
Extensions: until fairly recently they were rare and modest. Now they are ubiquitous and large and are causing major problems to residents and the quality of the area. A particular problem is that conditions are no longer applied to control builders' operations in established residential areas; they have caused great nuisance to neighbours and passers-by, and the wellbeing of residents has been jeopardised. This revision could be part of the solution. This has been the subject of discussion with Officers, but the expected proposals are still awaited. Some of the general problems are recognised in this document, but we believe that much stricter planning control is needed to address this ever-growing activity. The main problems are:	Noted
1.1. Loss of front gardens and greenery that is crucial to the quality and character of the area.	Noted and addressed on Page 34 - Parking
1.2. Domination of the street frontage by parked cars, with new surfaced parking areas created right adjacent to the highway.	Noted and addressed on Page 34 – Parking
1.3. Creation of additional pavement crossovers to serve front parking; instead of the traditional single access crossover there are now often two, three or even four, making a long stretch of sloping footway, and allowing a row of cars to be parked up to the footway.	
1.4. Lack of visibility splays to ensure exiting drivers can see approaching pedestrians; these are of crucial importance for their safety, particularly where the footway is part of an important walking route to school. However, additional measures are needed, as most drivers back out from their parking place, in contravention of the Highway Code and the conditions under which crossovers are given.	Technical highway issues will be dealt with by Surrey County Council (Highways)

1.5. Huge extensions that enlarge the house excessively and reduce the stock of modest houses that the town desperately needs.	The guidance seeks to address the issue of over-dominance in 2.0 General Principles and 3.0 Deign Guidance – 3.1, 3.2 and 3.3.
1.6. Repeated, incremental extensions, that create a building much larger than the original, and of jumbled appearance – some dwellings have been doubled in size, and the original character is lost.	
1.7. Major demolition of part of the original house to prepare for extensions; this is wasteful and not sustainable, and the constrained working area causes severe nuisance to neighbours.	Noted
1.8. Addition of basements, or rear extensions into upward sloping land, that require major excavation that can be right against a neighbour's boundary. The necessary retaining walls are often not included in the planning application.	Noted – see Section 3.3
1.9.Excessively large rear ground floor extensions, often with flat roofs, some obtained under the present relaxation of permitted development for up to 8m depth. These are usually ugly and in view for several neighbours, and sometimes in distant public views. They result in the loss of significant green garden space.	Design guidance is provided with relation to appropriate scale and design of extensions. GBC cannot control the design of large extensions gained under permitted development. Can only apply informative standards for design – such as in this SPD.
1.10. Failure to control demolition and building operations, so that neighbours and users of the Highway suffer unacceptable nuisance and hazard (subject of ongoing discussion with Officers).	
1.11. Terracing effect caused by side extensions.	Outside GBC control – 3 years to implement with no deadline for building out. This is outside the scope of this documents.
1.12. Overlong time from start to completion of work; this can sometimes extend to several years with the associated nuisance lasting this long.	
1.13. Large, long dormer extensions with flat roofs, prominent in public views even though at the rear.	

1.14. Extensions being used merely as a good financial investment. Planning permissions are being obtained to raise the sale price of a house, and the opportunity to extend is often promoted by sales agents.	This is beyond the scope of the study.	No action
1.15. Vehicles parked in front of house space protruding over the footway. 1.16. The “copycat” culture is causing proliferation of extensions. No doubt residents believe that the only way to prevent their property losing value, because of a neighbours’ extension, is to have a similar one themselves.	This is beyond the scope of the study.	No action
2. General Comments		
2.1. Unacceptable format of document. For detailed scrutiny of policy documents like this it must be accepted that they will be printed off in A4 size. The landscape arrangement makes the document difficult to handle and file. The extreme LH edge with page and item number is lost because the margin is too small for the printer. The print at A4 size is so small as to be almost illegible – particularly when set against a grey or coloured background.	Document is A4 Landscape due to the content and image requirements	Document will be made available as both PDF Print and PDF interactive (for viewing on line) which will make the document more accessible.
2.2. Increasingly good houses in established areas are being demolished to be replaced by much larger ones. This is detrimental to everybody except the owner. We believe that a policy is needed to prohibit this except in exceptional circumstances. The practice is more akin to extension of existing dwellings than building on a new site, and so this might be included in this document. However, it could be added to the second Borough Plan DPD, or a revision to the Residential Design Guide, but we have no idea what the plans for these documents are.	This is outside the scope of this SPD.	Review layout and presentation with GBC Legal and Communications.

2.3. The document is somewhat verbose and rambling and is unnecessarily large. This discourages scrutiny and makes its application more difficult. It should not quote from other policy documents. It needs to be much more concise.	
2.4. The policy sometimes appears to be promoting extensions; it should not do this, but simply state the rules. Extensions do not benefit the Borough; they tend to divert resources away from the provision of the new dwellings that the town has to provide. The original design of a house should have been fully optimised for the site and area.	Noted – the SPD needs to reference other adopted local policy to provide justification to its content and planning 'weight'.
2.5. We ask that it be made a requirement that implementation of a scheme be carried out in accordance with normal good practice conditions, wither applied in detail for each scheme or provided as an enforceable code of practice; our proposed list of conditions is given in the appendix.	Noted
2.6. Work to be completed within eighteen months; if not a reapplication will be needed.	This will be dealt with at planning permission stage.
2.7. Add a requirement that if it is thought that an extension might raise the Council Tax ban of the property the owner must apply for a revaluation.	Outside the scope of this SPD.
2.8. Avoid photographs as illustrations. This is a policy defining document, not a guide to good practice, and applicants may use photos to justify their schemes.	Images are used to give examples of good practice to illustrate key guidance in the SPD – a simple image form has been adopted to do this. Photographs are used in other parts of the SPD to demonstrate good practice.
<u>3. Specific Comments.</u> Suggested new wording in italics.	
3.1. The Foreword is very general. All that is needed is a statement that the SPD will be a material consideration in determining applications.	Noted
3.2. P3. Purpose of Guidance - Delete second sentence and replace by	

"However, extensions inevitably compromise the original design, can spoil the environment for neighbours and the character and quality of the area, and reduce the stock of the modest and small homes that are most needed".	Beyond the scope of this SPD
Suggest delete the following two paragraphs which add little. Delete "(Good design) …adds positive wider social, physical and environmental benefits to the street, place and people who live there". Extensions never do this. Perhaps say Good design minimises the degrading impact of extensions to neighbours and the area. A dwelling will always be a better design as optimised for the original size required. "Who is the guide for ?" add Neighbours.	Noted
P4. The "status" refers only to the current 2003 plan, whose related policies are stated. Cannot a statement be made that the policy is part of the current 2003 Borough Plan and will become part of the New Borough Plan when this is adopted? Otherwise another revision will be needed quite soon. There should not be anything in it that conflicts with the new plan; it is never a good idea to tie one policy to other policy documents, as this means an update to one document then requires updates to all.	The SPD is consistent with the 2003 Local Plan policies. It will be updated and reference made to the new Local Plan, once adopted.
<u>5. Design Principles</u>, Presume Ps 9 – 10. Add (Impact on the street) and the area. This will be judged on the basis of the effect if everybody made a similar extension. Impact on housing stock – the extension must ensure that the dwelling is suitable and attractive for future occupants.	Noted
<u>6. P11. Impact on the street.</u> Add – Any loss of front garden, increased front of house parking, increased number of pavement crossovers, loss of light and privacy to neighbours, amount extension protrudes beyond neighbours at the rear. Local examples – however, precedents are not a material consideration, and some extensions may have been created under obsolete planning rules. Terracing effect: gap between properties of	These items area covered in the guide, see Sections: - 2.2 Impact on Neighbours – Pg 13.

one meter or more. We believe this should be two metres. One metre is normally the distance required from a dwelling to its boundary, to allow access to the rear, especially for emergency purposes, and to allow maintenance of the sides of both buildings; this appears to be the figure stated elsewhere in the draft. Add: Where expansive views created by local topography can only be seen by the public through gaps between houses the maintenance of a larger gap may be considered necessary.	- Minimum gap of 1 metre (noted).	
7. P13. Impact on Neighbours. Add Potential nuisance, disturbance and risk, during demolition, excavation, spoil removal, and building; this also applies to users of the street. "Loss of privacy by.." add balconies, patios and elevated walkways.	Outside the scope of this SPD	
P14. The 45 degree rule. Add 'Where side windows of a neighbouring house provide significant light to a habitable room, and where these were originally provided because there was a large distance to the neighbouring building, the 45deg rule may be applied here, as well as to rear windows. Amenity; extensions, particularly rear and side, must not be ugly in views from neighbouring dwellings.	SPD aims to raise the quality of extensions and alterations to residential properties generally. 45 degree rule is a general guide to help assess the impact of an extension on the existing and neighbouring property.	Specified in SPD
8. P15. Extensions Must be considered in relation to the original form of the house. Therefore, replace all "existing" prefixes with original. Add : Where previous extensions have been made the cumulative effect of these with the new extension is the impact on character that will be considered. Add: normally a cumulative expansion of more than one third of the original volume will not be allowed. Access etc, last sentence "The loss of 100% parking will be resisted" replace 100% by any and add: extra on-site parking should be provided to cater for any increase in number of residents expected.	SPD follows general guidance and on this matter. Limiting flat roofs is stated to the front and side of properties only.	
9. P21. Side extensions. The limitation to half the width of the existing		

frontage is over generous, suggest reduce to 40%.	Cannot restrict development to protect a public view.
10. P23. Rear extension etc. Add Rear extensions should not result in the loss of more than one third of the rear garden. “Rear extensions to terraced houses can extend…” add and semi-detached add Flat roofs should generally be avoided.	
11. P27. Roof extensions. Because of their height in the building dormer windows will often be in public view at the rear, as well as the front, of a house, particularly where the location is on a hill. Add to guidelines, “should be positioned to the rear of the property” providing they would not be in significant public view. On “Dormer roof extensions on the front of semi-detached and terraced housing….” Add “They will also not be acceptable at the rear if they would be in significant public view”.	Each application will be assessed on its own merit.
12. P30. Basement Conversions. Suggest reword as Basement creation or extension. Add: The basement created must not be more than 60% of the house footprint. Implementation requiring excavation can create much nuisance to neighbours and passers by. If large this may be considered a reason for refusal of an application.	Noted.
P31. Decking, Terraces and Patios. Replace last para by Decking elevated above ground level spoils local topography and the setting for neighbours’ gardens. This is particularly so when it is arranged to provide a flat area on falling ground. In general, no part of a decked area should rise more than 30cm above the natural ground level. Erection of a high fence to ensure a raised patio etc does not infringe neighbours privacy is not acceptable.	Noted.
P32 Balconies. This requires clarification. It is presumed that the 7m separation from a neighbours boundary to avoid installation of side walls applies to the side neighbours. However overlooking problems can arise with rear neighbours particularly when the neighbour’s	Parking standards are consistent with National guidelines, other issues will be dealt with by Highways.

dwelling is already at a lower level. We suggest that rear balconies are not allowed if the rear neighbour's boundary is closer than 20m. P34. Parking. If the parking space adjoins the highway, the 4.8m length should be increased to 5.6m to ensure there is never any protrusion over the footway. (Per some Highways standards). Add: Multiple pavement crossovers will not normally be allowed. On site turning space must be provided if on an A-road. On other roads if no on-site turning space is available cars must always back in to park; the required visibility splays to allow approaching pedestrians to be seen must be obtained. P37. Boundary treatment. Siting plus height. 2m high fencing can unnecessarily enclose gardens, particularly small ones, and some will prefer the traditional 4ft fence or hedge. Replace second para by Privacy screens or other boundary treatment are important to minimise overlooking of neighbours' gardens from house windows or outdoor seating areas.	Noted.	
Surrey County Council		
We have no comments to make in response to this consultation, although we would make the suggestion that the document might benefit from the addition of a short section to demonstrate that the council encourages residential extensions to incorporate energy and water efficiency measures and takes a 'whole house' approach. Building an extension can be an ideal time to make wider improvements to the existing house, during the disruption. This could include, for example a more efficient boiler, loft insulation in the existing roof, solar PV, etc. This would of course be in addition to having to comply with Building Regulations Part L for the energy efficiency of the extension section specifically. Links could be added to the following webpages to direct householders to further advice and guidance; https://www.actionsurrey.org/ and http://www.superhomes.org.uk/. It	Noted.	Document amended.

may be worth noting that other councils, such as Solihull, have included a section on sustainable design for householders within their residential extension SPD; http://www.solihull.gov.uk/Portals/0/Planning/SPD%20House%20Extension%20Guide.pdf The suggestions made above will complement the Guildford Borough Council Sustainable Design and Construction SPD, which is not written for householders.		
Surrey Police		
As Designing Out Crime Officers for Surrey Police. We would be very happy to contribute to this document with advice on how to design in better security as part of the extension, using the principals from Secured by Design. Do feel free to contact us if you would value this input. http://www.securedbydesign.com/wp-content/uploads/2017/06/Secured_by_Design_Homes_2016_V2.pdf The above link details the standards and advice we would be recommending. Security will be particularly important as single story additions for example can often provide climbing aids to first floor windows or obscure good natural surveillance. It is also a good opportunity to encourage householders spend a little extra and incorporate good standard doors and windows (PAS 24 2016), laminated glass and good quality alarm systems, regulated by: National Security inspectorate (NSI) http://www.nsi.org.uk/information-centre/business-security-options/intruder-alarms/	Noted and agreed.	Referenced in SPD

Security Systems and Alarms Inspection Board (SSAIB) https://ssaib.org/ Please also see our general advice sheet and do contact us if we can assist further		
Member of Public 8/4		
I have read the GBC SPD 2018 (Draft), alongside the Governments "Permitted Development rights for householders" Technical Guidance document 2017, and have the following comments/queries to make regarding the Draft SPD:- - Overall I feel that it is a useful document - my major concern is that GBC Planning Dept do not "practice what they preach" with regards planning approvals and impacting neighbours (section 2.2), two recent examples being Tynley in Clay Lane (16/P/00064) which is too over developed and overlooks adjacent properties; and 10 Douglas Close (15/P/02031) which is a much larger property than those around it (adding additional stories to a bungalow).		
- No mention is made of back filling by selling off gardens (section 2.1)	SPD is for residential extensions and alterations to individual properties only.	
- On page 30, are rear facing dormer windows still acceptable?		
- In section 3.5 the SPD states that "garages should be matching or similar materials to your home". Many people erect stand alone "flat pack" garages, often in grey slab material or metal, that does not match the main property. Will these still be acceptable.	A garage that will match/complement the existing property is encouraged.	
Also no mention in the SPD of the need for "dropped curbs" for new garages.	Noted	Dropped kerb applications – reference this in SPD
- Finally, in the 2003 GBC Local Plan (section 5.29 - Rural small	This was part of planning policy in the	

dwellings), to preserve smaller, affordable properties in areas (green belt), the 85 square metre rule applied meaning that the homeowner could not extend the property beyond a total living area of 85 Square metres - does this rule still apply (as it was a useful way of preserving smaller rural properties)?	2003 Local Plan, it is no longer compliant with the National Planning Policy Framework.	
Member of Public 18/5		
The consultation document, in its on-line form, is most unhelpful. Its about the most unhelpful I have seen recently. The entry problem is that the print for significant areas is grey on grey ground or blue on blue ground, and however it shows up in hard copy, is pretty unreadable on a computer screen. The pagination I do not follow, and will try to see a hard copy to see what was intended. At the moment it is necessary to enlarge each page so that it become readable and then scroll from side to side. Regrettably, the blue type on blue ground seems to have become standard for GBC documents, although we are now expected to read on-line. It's a broader issue than the technical content of this document, and perhaps I should take it up at a higher level? As for the technical content of this consultation document, it seems broadly to be helpful, but when I have managed to read it properly, I anticipate returning to comment, as one or two points seem obscure.	Noted	Accessibility of document checked / GBC Communications re-consulted to address the elements raised in consultation. Amendments made to: - PDF versions; - font size, - Colours
Member of Public 18/6		
3.7 Boundary Treatment States:- "The wall or fence is not more than two metres in height anywhere on your property except where it adjoins a road or footpath. In	This guide sets out the requirements of permitted development to demonstrate	

this case the height is restricted to one metre." I suggest this general ruling should contain the following exceptions:- *If the property is on a primary road (Class or B) then the front boundary fence height of two metres should be permitted, providing there is a sufficient practical distance between the house and road (i.e. suggest a car length or height of house, whatever is determined to be reasonable).* *Reasons:-* *Privacy and to help eliminate noise and exhaust fume pollution and to help eliminate rubbish (i.e. fast food containers) being thrown into property. If the property has a rear garden boundary adjacent to a road or footpath, then a two metre height of fence should be permitted.* *Reasons:-* *Privacy and to help eliminate rubbish being thrown into property.*	when permission is not required. The criteria is set by central government and is not something which the local planning authority is able to amend. Any boundary treatments which would not comply with permitted development would require planning permission and in this instance may be deemed appropriate for a boundary treatment at a greater scale. Chapter 3.7 is to direct people to when they may need planning permission.	
Member of Public 18/7		
I would like to commend GBC for what is a very difficult task in setting policy to protect our local and regional character from inappropriate development. I believe in the whole this is very well written and well set out. I have however, the following comments and proposals to make under the consultation on this draft document. My suggested amendments or **"Proposal" is bold underlined** for each below. I would ask that a redraft be made for final consultation. 1. Draft document states: "It will sit alongside, and should be read in conjunction with Guildford Borough Local Plan policies (2003e), Neighbourhood Plans and other Borough guidance relating to design and local character**."**	Noted.	SPD redrafted to reflect legal application and weighting given to Local Plan 2003 and emerging Local Plan.

Proposal: I feel this is ill defined. Please indicate its actual legal application to and significance in relation to the planning application process (where not under Permitted Development).		
2. “Good Design” referred to prominently up front but this term is not defined in any way and readers are left to assume the principles set out in detail are “good design.” **Proposal: be clear about what defines “good design” and what it means and refers to and avoid the blind ‘traditional-only’ viewpoint that extensions and alterations must mimic and match to be “good”. I believe that is too prescriptive and subjectively limiting. Design assessments require consideration of the overall context of the proposal with guiding principles as opposed to detailed rules precluding otherwise valid design solutions. There are plenty of examples of very successful extensions or alterations where a contemporary design sits in beautiful harmonic juxtaposition to the original works. Perhaps also include some real case studies of what is considered best practice and that which is not.**	Agreed – however the SPD allows for some flexibility for contemporary design with images to illustrate good examples of this.	Recheck wording to allow flexibility in design.
3. Point made at outset re the importance of sustainability in design, but this has not made its way into the principles within the draft. This is no longer a nice to have and fundamentally needs to be embraced. **Proposal: a specific and strong emphasis needed to highlight design and construction, materials and systems consideration including use of local trades, specifications with use of recyclable materials / low impact carbon footprint sustainable systems such solar (noting integrated solar roof tiles and cladding, grey water harvesting, Green Guide A+ materials, natural ventilation, etc. Reference should be made to see local plans. Perhaps a new section required within the SPD.**	Agreed/will covered in a separate SPD	
4. GBC policy/policies in regards to sustainability are not listed.		

Proposal: review and include. 5. Please define “group value” on Page 7. **Proposal: define meaning in document.**	Agreed	Include definition of ‘group value’ + Glossary
6. 3 states “**Reflecting** the existing character of the dwelling;” I believe this is not the correct word choice as it is unnecessarily limiting. **Proposal: “Reflecting” strongly implies matching or copying.** **Please consider the word “Respecting” as opposed to “Reflecting.”**	Agreed	Amended wording in SPD
7. 3 Openings states: “It is essential therefore that new windows and doors adhere to the character of the property and the buildings that surround them.” **Proposal: wording “adhere to” strongly implies follows or sticks firmly to. Change “adhere to” to “should respect.”**	Agreed	Amended wording in SPD
8. 3 Materials and Detailing states: “Materials and detailing used in an extension **should usually respond to and match that of the existing property** and should be of the highest quality.” Use of the word “Complementary” is ambiguous and needs defining or altering and the statement may need to be re written in line with points raised in the following proposal. **Proposal: again, the use of the word “match” is too prescriptive and limiting. This statement should allow for a solution outline in point 2 above which may partially or fully borrow from the original works. Please bear in mind that the original works may not be ideal as presumption is made in the draft and that the alteration or extension may need to be less constrained by existing for an opportunity to better the overall outcome.**	The word complementary allows for a change in materials - the word ‘match’ need to be used to avoid badly sourced materials ie: red brick given that there a many variations, size and colour which if considerably different, can detract considerably to the appearance of a property.	Check through wording to make sure that there is no ambiguity

9. 1 Side Extensions: states “the proportions and roof form (pitch of roof) should be **in keeping with the design of the original house**; ”Sketches imply that mimicry of the existing roof is needed. I believe this could be better stated as taken in context overall a change in roof form could be very positive and desirable in certain cases. **Proposal: replace “be in keeping with” to “respect.”**	Agreed	Look at wording to include both replace and respect… as both are applicable.
10. 2 states:” Side walls of extensions should be of a **solid finish** (except for conservatories);” and “No windows or openings on side walls facing neighbouring properties and private gardens (unless using obscured glazing);” I believe that fenestration may be needed for a given design to make it appropriate and possibly to take advantage of the surrounding landscape so long as it respects privacy of neighbours. This can be further managed by implementation of “screening ”through soft landscaping/fencing as indicated under section 3.4. If a conservatory would be allowed and is by definition almost entirely glazed opening, than allowance needs to be made for openings to the side or rear extensions. This would be particularly appropriate for example where rear extensions might form studios, studies, sitting rooms, home offices or libraries have a northern aspect (with best light for visual work/reading). It is further noted that fenestration would reduce the visual aspect of blank elevation on surrounding properties. **Proposal: allowance should be made for access doors and for high-level (clerestory) and/or limited and/or obscured glazing (noting respectfully that obscured glazing is allowed under the proposed draft).**	Noted	Amend to include in SPD note of fenestration.
11. 3 states: “Any significant change to the height or form of a roof will **not** be acceptable;” This may be unnecessarily constraining where a significant change may actually benefit the overall design. For example: where original design is deficient or where subsequent extension work has reduced the overall character of the original building and a more	Noted and agreed	Wording amended as instructed.

significant change would be of benefit. **Proposal: add to the statement wording to the effect of: "unless for the purposes of benefit to the design of the property by establishing or re-establishing a coherent, suitably massed overall design which enhances the overall character."** 12. 6 Materials and detailing: provisions restrict to providing what is in place which may or may not be a desirable precedent. **Proposal: section should allow for alternative solutions that respect existing or indeed, allow betterment. Richness in the built environment often comes from careful integration of "old" and "new." Use of contrasting or dissimilar yet appropriate materials and fenestration should be considered an appropriate approach, but subject to the same objective review as for a matching design proposal should that be proposed.**	Agreed	Wording amended as instructed.
Surrey Wildlife Trust		
1.4 Other Consents & Regulations; an informative should be added regarding legally protected wildlife species that could be impacted by building extensions and alterations. These would include species protected through the *Conservation of Habitats & Species Regulations* 2017 and the *Wildlife & Countryside Act* 1981 (as amended). Such species would include bats (all species) and some birds, where their nests are protected from wilful destruction during the breeding season. The latter would include, for example, House martin, Swift, Swallow, Starling and House sparrow. Your guidance should, as a minimum, cover the need for vigilance on behalf of would-be applicants and the use of specialist professional surveyors where relevant.	Noted	Include reference to specialist surveyors in document
Member of Public 18/9		

Side extensions - I believe that they should be judged on their merits. It is not always necessary to set back an extension if the house is individual and the extension could be seamless. Given the housing stock in Guildford, half the width of the original seems a bit restrictive and leaving a 1.0m gap to the boundary at ground floor level is too stringent and will prevent development. 45 degree line from centre of window - this rule is far too readily applied & restrictive. It is considered at a national level that a 3.0m deep single storey extension will not seriously affect the light to a property. This should take preference over the 45 degree light line. Some Local Authorities consider up to 4.0m to be acceptable.	Noted – these are general principles but other larger extensions may be justified in appropriate circumstances.	
Cnllr Brooker		
In the green belt when basement or roof conversions are proposed, the mass and bulk of these areas should not be taken into account when calculating excessive "bulking" where the footprint hasn't altered.	Noted	
Cnllr Nils Christiansen		
1.1, p3 Would be helpful to explain when the guide is <u>not</u> applicable. For example, does it apply to a demolition and rebuild, and what about when a house is completely transformed, but a few basic structural walls remain?	Noted	
1.2, p4 I assume this will be reissued and updated for 2018 policies once these are agreed? Given how close we are to the approval, would it not make sense to do this now?	Yes agreed	Amended/reference to both the existing and emerging Local Plans
2.2, p14 Typo: “and ~~that~~ to ensure that adequate levels of daylight”	Noted – loss of light to side windows not a reason for refusal. .	Amended

2.2, p14 Why only habitable rooms to the REAR of properties? As a minimum this should also be the front, but I think we should also make clear what we will do with side windows. This is a common source of complaint – particularly when it is a primary window to a habitable room	Noted	Add sentence to cover side windows serving main habitable rooms
2.3, p15 Whilst I am generally happy with the lower height and set back rule, I do think it can be overzealously applied. Sometimes , where the house is suitably detached it makes more sense and looks 'right' to balance a house by extending one side to mirror the other. This should not therefore be considered an 'iron rule'	Agreed	Review wording to allow for flexibility on setback/setdown where a detached or individual property can accommodate this design approach
3.1 P21 The gap between properties is defined here as a minimum of 1m to the BOUNDARY of the neighbouring property, on p11 it is simply 1m between properties. There is an obvious difference and we should be clear which one it is – I would prefer the definition to the boundary	Noted	Checked and amended to state: 1 metre to the boundary of the neighbouring property
3.1 p22 I think we should be clear that 'overhangs will not normally be acceptable – ie we will not normally permit the higher storeys to be any wider than the ground storey. I have seen this trick used and the result is not nice…	Agreed	Amended
3.1 p22 The 'correct' image is not helpful as it is right to the boundary and does not leave the required 1m…	Noted	Check scale of image on Pg 22
3.2 p23 What is meant by 'the existing property'? The danger here is that you can get a rear extension and then a second one. The cumulative effect is worse than if the larger one had been granted at the beginning. I would suggest that something like 'original property might be better..	Noted	
3.2 p25 I would rather strengthen the prohibition on balconies on extensions. The 'mitigation' sentence sounds like an excuse to simply construct a balcony with obscured glass surround. I would rather simply put a full	Noted	Amended in SPD

stop after 'unless there is no overlooking on a neighbours property."		
3.3 p28 The 'correct' diagram is wrong as the dormer does not align with the windows below which it states is a design criteria in the adjacent box!	Noted	Image amended to reflect design criteria stated
3.3 p28 Grammar wrong: "Care should be taken to ensure that the design and location of a roof dormer to minimise overlooking of adjoining properties."	Noted	Amended
3.3 p29 Do balcony rooflights even need permission? I am pleased if they do, but this is a problem with the whole design document – I would like much more control around external lighting, and as a minimum to ensure it does not spill out into the street scene if possible, and ideally that it always points down.	Noted, however GBC have limited control over reducing 'lighting' – refer to Neighbourhood Plans. Some roof lights do fall within the parameters of permitted development but the guide is to advise on that basis that the roof lights form part of a planning application.	No action
3.3 p30 Grammar wrong: "Local ground water conditions should not be affected nor nearby tree roots on adjoining sites should not be damaged"	Noted	Amended
3.3 I would like to see a general prohibition on creating balconies in pitched roofs, unless it can be demonstrated that it does not create overlooking of the neighbouring properties (or potentially include this in p32)	Noted	Amended
3.5 p31 I am not excited by the minimum height of the boundary rule – I would also like a maximum height or you risk the neighbour having a huge boundary fence taking all their light. Probably 2m max per 3.7	Noted.	
3.5 p33 Should we also have a minimum width for the garage door?	Agreed however will be picked up in separate SPD	
3.7 p38 I would like to mention gates here – I would prefer to resist solid front gates which cannot be seen through, as well as resisting walls above about 4ft	We are unable to control this through planning.	No action

Summary of key issues identified in comments:

General	***Response***
A4 printable version/accessibility of document	Print and online versions will be made available
Review Colour /accessibility for all groups	Re-consult with GBC Comms and Legal
Use case studies – good and bad examples	Need to use local/ exemplary images to guide development
Reference/place name photos/images	Replacement images and referencing for all images
Re-wording / Typos / Misc	Incorporate in Final draft.
Other legislation/References	***Other legislation/References***
GDPO – what **does** and **does not** require planning permission (be specific)	Reference to GDPO and reference to other websites for further info. Guidance is for resi extensions and alterations that require planning permission.
Party Wall Agreement/ Building Regs (include)	Party Wall Agreement/ Building Regs – reference and links to websites in first section of guide.
Secured by Design	Include reference to this in introductory section
Technical	***Technical***
Distance from Boundary of Property – 1m too small	Minimum of 1m will be stated, which should be increased depending upon the context/distance between neighbouring property.
Parking Standards – out of date/too small	Parking Standards reflect Government parking standards at this point in time. Reference to Neighbourhood Plans which may promote different parking standards dependent upon area.
Views – public views protected	N/A
Roofscape – consider detrimental impact/change of roofscape	Included in impact on neighbours section / review wording to include this element
Windows – include guidance on sunpipes and veluxes	Short section to be included
Green Belt – define requirements	Green Belt – reference to GB only, separate SPD will be provided on GB in due course.
Flat roofs – generally lead to poor design/ should these be encouraged or opposed in the guide?	Review wording on this section to – promote good design appropriate for its context and encourage, not stifle creativity. Generally, flat roofs are **not** encouraged to the front and side of buildings or two storey and above (already stated in the guide) – however, some flexibility for single storey rear extensions subject to detailed design. Use exemplary images to illustrate various 'appropriate roof forms' in the

	guide.
Biodiversity – wildlife/protected species	Include a reference to this - separate SPDs will cover these important aspects in more detail.
Sustainable Design	
Energy and Waste Efficiency	
Other	***Other***
Guidance on Replacement Dwellings	N/A
Guidance on garden development/loss of amenity	Loss of amenity is covered in the guide.

Place-Making and Innovation Executive Advisory Board Report

Ward(s) affected: Holy Trinity

Report of Director of Community Services

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Date: 10 September 2018

Future use of Foxenden Deep Shelter

Executive Summary

Background

Foxenden Deep Shelter ("the Shelter") was constructed in 1941 and consists of approximately 230 metres of tunnels located 15 metres beneath Allen House Grounds. The Shelter was formerly opened to the public on heritage days but closed in 2010 on safety grounds. There are various works required to make the Shelter suitable for public access and the cost of the works combined with ongoing management costs could not be justified to allow infrequent visits.

In September 2017, an enquiry was received about using the Shelter for whiskey maturation and trade tastings. There have also been previous enquiries about the use of the Shelter.

Allen House Grounds was gifted to the Council in 1914 and the Shelter is subject to the same restrictive covenants and charitable status as Allen House Grounds. These restrictions include a prohibition on the sale, production and consumption of alcohol. The restrictions can only be modified or removed if the Charity Commission approves an application. The Charity Commission's approval will also need to be obtained for the grant of a lease of the Shelter. Any disposal must achieve best consideration and be in the best interests of the charity.

Prior to submitting the application to the Charity Commission, a 4 week public consultation about the proposals must be undertaken.

The Council is the sole charitable trustee and the Executive has delegated decision making to the Executive Shareholder and Trustee Committee ("the Trustee Committee"). Following completion of the public consultation, the outcome of the consultation must be reported to the Trustee Committee and a decision must be taken by the Trustee Committee about whether to proceed with the application to the Charity Commission. The process is likely to be lengthy.

In order to make the Shelter usable, there will be significant expenditure required on items relating to health and safety, improving ventilation and providing lighting. Historic estimates costed these works at around £20,000. There are also works required to replace load bearing steel beams in the Shelter, which could be in the region of £50,000. This is only an estimate and further advice is awaited on the extent of work required and likely cost.

Regardless of whether the Charitable Trust ("the Trust") proceeds with a disposal of the Shelter, it may be necessary to address the structural issues. It should be noted that any expenditure incurred by the Council on the Shelter must be treated as charity expenditure on behalf of the Trust and accounted for accordingly. Equally, any income received from leasing the Shelter must be used for the benefit of the Trust.

An incoming tenant may agree to undertake the required works in return for a rent free period and there may be grant funding available from external funders to cover or contribute to the cost of works.

Conclusions

A decision is required by the Trustee Committee on whether to proceed with the public consultation and make an application to the Charity Commission. Proceeding with the consultation and Charity Commission application will have resource implications for the Council.

If the Trust proceeds with an application to the Charity Commission then the application will be either to remove the restrictions on alcohol entirely or amend them so they do not apply to the Shelter. The Council's Parks and Leisure Services favour the removal of the restriction to enable events to take place on Allen House Grounds.

If an application to the Charity Commission is successful then a decision will need to be made on how to market the opportunity and on what terms.

Recommendation

To seek authority from the Executive Shareholder and Trustee Committee to undertake a public consultation regarding the modification or removal of the restrictive user covenants and the grant of a lease of the Shelter.

Reason(s) for Recommendation:

The Shelter is currently disused and may require expenditure to avoid structural failure. If the Trust proceeds with an application to the Charity Commission and this application is successful then the likelihood of being able to obtain a tenant increases, thereby creating a potential income stream for the Trust.

1. Purpose of Report

1.1 To make the Executive Advisory Board aware of issues concerning the future use of Foxenden Deep Shelter ("the Shelter"), which is held by the Council as sole charitable trustee and is subject to legal constraints on its use.

2. Strategic Priorities

2.1 The grant of a lease of the Shelter will generate rental income. The income would contribute to the management, maintenance and improvement of Allen House Grounds.

3. Background

3.1 The Shelter was constructed in 1941 for housing up to 1,000 people during air raids and is located approximately 15 metres beneath Allen House Grounds. The Shelter is accessed via York Road Multi Storey Car Park and has previously been opened by the Council to members of the public on heritage days. Photographs of the Shelter are attached at Appendices 1 and 2.

3.2 Allen House Grounds was gifted to the Council in 1914 and is held by the Council as the sole charitable trustee. Decision making has been delegated to the Executive Shareholder and Trustee Committee ("the Trustee Committee").

3.3 The Deed of Gift, the Council's title and charity law contain the following relevant restrictions:

1. The land can only be used as public gardens and pleasure grounds. The sale, production and consumption of alcohol is prohibited;
2. There can be no disposition of the land without the consent of the Charity Commission;
3. The Trust may only sell the land (this includes the grant of a lease) if the Trust decides that on grounds of expense or otherwise it is necessary or advisable to discontinue the use of the land for the object of the charity; and
4. Any income generated by Allen House Grounds belongs to the Trust and must be invested back into the Trust and cannot be used elsewhere by the Council.

3.4 The charitable status and restrictions that apply to Allen House Grounds also apply to the subsoil of the land and therefore apply to the Shelter.

3.5 In 2010 concerns about the condition of the Shelter resulted in it being closed to the public on health and safety grounds. It was concluded that the initial capital expenditure and ongoing management costs could not be justified to allow infrequent public access. A plan of the Shelter is attached at Appendix 3.

3.6 An enquiry was received by the Trust in September 2017 about whether the Shelter could be utilised for whiskey maturation and requesting permission to view the Shelter.

3.7 The expression of interest is only currently in an outline form but involves the storage of alcohol and would require a lease of at least 25-30 years.

3.8 Other organisations have previously expressed an interested in visiting and leasing the Shelter.

3.9 Use of the Shelter by any party is likely to require planning consent for change of use.

Charitable status and legal implications

3.10 To increase the chance of letting the Shelter, the user clause in the Deed of Gift will need to be widened, the restrictions on alcohol modified or removed and the grant of a lease approved by way of an application to the Charity Commission. Decisions on these matters will need to be taken by the Trustee Committee.

3.11 Prior to submitting the Charity Commission application, a decision to proceed will need to be taken by the Trustee Committee. This decision will need to be informed by a 4-week public consultation. The consultation will involve putting notices up on the land, in the local press and on the Council's website. The notices will need to include details of how to respond and someone will need to review the responses. The responses or a summary then need to be available for the Trustee Committee's consideration when they make their decisions.

3.12 Informal contact with the Charity Commission has already been made to try and establish whether it is likely to look favourably on an application from the Trust. However, the Charity Commission would not give a view on this and stated that a full application will be required. It is worth noting that the Deed of Gift was previously varied in 2014 so that the Trust can let any pavilion or structure erected on the land to any local charity for charitable projects.

3.13 The Charities Act 2011 requires that any disposal of charitable land must be in the charity's best interests and achieve best consideration for the charity. It is also necessary to obtain valuation advice from a suitably qualified external surveyor before agreeing to a disposal.

3.14 Up to four parking spaces adjacent to the Shelter entrances would also need to be closed to ensure that the entrance doors are not blocked by parked vehicles. The Guildford Off Street Parking Places Order 2008 requires that the Council display a notice in York Road Multi Storey Car Park regarding the closure of any spaces.

Condition of the Shelter and possible expenditure

3.15 A structural survey was undertaken in 2015, which identified a number of steel load bearing beams in the Shelter that need to be replaced or treated. Another survey is now required to identify whether further deterioration has taken place. We do not yet have an estimate for the cost of addressing these issues but it is likely to be significant.

3.16 Regardless of whether the Trust proceeds with granting a lease of the Shelter, it may be necessary to deal with any structural repairs to avoid the risk of structural failure causing the land above the Shelter in Allen House Grounds to subside.

3.17 The electrical installation has been damaged by water ingress and would need to be repaired and upgraded if lighting is required.

3.18 Ventilation needs to be improved to increase airflow and reduce condensation levels. There are also various health and safety related works required to make the Shelter suitable for regular use and access. An incoming tenant may also incur additional expenditure to make the Shelter suitable for their particular use.

3.19 It should be noted that the Trust currently has no funds available to pay for any remedial works required to the Shelter. Works will need to be funded from a Council revenue budget and must be treated as a grant from the Council to the Trust. If this is a grant for capital works then the Council will need to have a capital budget approved.

4. Consultations

4.1 Car Parking and Parks and Leisure Services have been consulted and have raised no objections to the principle of a lease of the Shelter being granted. A formal four week public consultation will take place if this is supported by the Trustee Committee.

5. Equality and Diversity Implications

5.1 If a lease of the Shelter is granted then the Trustee Committee will need to consider whether the incoming tenant should be required to open the Shelter to the public. Providing access to the elderly or disabled may not be possible without additional investment in the Shelter's access arrangements.

6. Financial Implications

6.1 If the Shelter is leased to a commercial tenant, then it will generate rental income but this must be invested back into the Trust. This could off-set any expenditure incurred in relation to the management and maintenance of Allen House Grounds.

6.2 There will be costs incurred by the Trust in obtaining a valuation to comply with the Charities Act 2011, which are estimated to be in the region of £2,000. There will also be costs associated with letting and marketing the Shelter. Letting fees are typically around 10% of the first year's rent (disregarding any incentives/rent free periods given) and marketing fees are approximately £500.

6.3 There will be expenditure required to make the Shelter usable, although this could be undertaken by an incoming tenant in exchange for a rent free period. Previous estimates in 2012 were £20,000 to deal with health and safety and lighting issues. There is also likely to be significant expenditure required on

treating and replacing steel beams in the Shelter. The cost of this could be in the region of £50,000. However, there may be grants available to cover or contribute towards these costs.

6.4 Car parking revenue from York Road Multi Storey Car Park will reduce due to the loss of up to four parking spaces adjacent to the Shelter's entrances. This could potentially be as much as £2,300 per space per annum but this assumes that the car park is always at full capacity, so in reality the income reduction will be lower. As stated above, income generated by the Shelter must be invested back into the Trust and therefore cannot be used to off-set any reduction in the Council's car parking income.

7. Legal Implications

7.1 As outlined earlier in this report, the use of the Shelter is restricted by the same covenants that apply to Allen House Grounds. The charitable status of Allen House Grounds also applies to the Shelter.

7.2 Any change of use and leasehold disposal requires approval from the Charity Commission. The Council is obligated to undertake a public consultation before reporting the outcome of the consultation to the Trustee Committee and seeking authority to make an application to the Charity Commission.

8. Human Resource Implications

8.1 It will be necessary to invest officer time in proceeding with an application to the Charity Commission. This is difficult to quantify because it depends on the level of response to the public consultation but it will be managed using existing staff resources.

9. Summary of Options

9.1 The Trust could leave the Shelter in its current state but it is likely that works will be required in future to prevent structural failure.

9.2 If the Trust proceeds with the public consultation and is successful in applying to the Charity Commission then it could market the Shelter. Given the previous interest expressed in the Shelter and the requirements of the Charities Act 2011 on achieving best consideration for the charity, it would be prudent to offer the Shelter on the open market before entering into a lease.

10. Conclusion

10.1 A decision is required by the Trustee Committee about whether to proceed with the public consultation and make an application to the Charity Commission. It must be stressed that completion of the public consultation and application to the Charity Commission will be a lengthy process. Furthermore, it should be noted that there is a risk of the Council investing resources in this proposal with no guarantee that the Charity Commission will approve the Trust's application.

10.2 The Trust does not currently have any funds and the likelihood is that expenditure on the Shelter will be greater than any income being generated over the short term. Therefore, it is likely that the Council will need to fund expenditure from a revenue or capital budget as a grant to the Trust to cover any shortfall.

10.3 If the Trust proceeds and the application is successful then the Trust will incur expenditure on valuation and letting fees.

10.4 If a lease is granted then it should include provision for public access on heritage days. The terms of the lease will also need to ensure that the use of the Shelter does not prevent or restrict any future redevelopment of York Road Multi Storey Car Park.

11. Background Papers

None

12. Appendices

Photographs of the Shelter are attached at Appendices 1 and 2 and a drawing of the Shelter is attached at Appendix 3.

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Notes

EXISTING BEAM REMEDIAL WORKS			
No	SIZE	U/S Approx	WORKS REQUIRED
1	5"x2½" RSJ	+2075	REPLACE
2	5"x2½" RSJ	+2090	POS PAINT/REPLACE
3	5"x2½" RSJ	+2100	REPLACE
4	6"x3" RSJ	–	PAINT
5	5"x2½" RSJ	+2080	REPLACE
6	5"x2½" RSJ	+2090	REPLACE
7	5"x2½" RSJ	+2090	PAINT
8	2/6"x3" RSJ	+2060	PAINT
9	2/8"x4" RSJ	+2020	PAINT
10	7"x4" RSJ	–	PAINT ALL
11	5"x2½" RSJ	+2090	PAINT
12	5"x2½" RSJ	+2090	PAINT
13	5"x2½" RSJ	+2090	REPLACE
14	2/8"x4" RSJ	+2020	PAINT
15	2/5"x2½" RSJ	+2090	PAINT PLUS NEW
16	5"x2½" RSJ	+2090	REPLACE
17	2/5"x2½" RSJ	+2090	REPLACE
18	2/8"x4" RSJ	+2020	REPLACE
19	2/5"x2½" RSJ	+2090	REPLACE
20	5"x2½" RSJ	+2090	PAINT
21	CONC CASED	–	REPLACE
22	5"x2½" RSJ	–	PAINT
23	5"x2½" RSJ	+2090	PAINT
24	5"x2½" RSJ	+2090	REPLACE
25	8"x4" RSJ	+2020	REPLACE
26	8"x4" RSJ	+2020	REPLACE
27	2/5"x2½" RSJ	+2090	REPLACE
28	5"x2½" RSJ	+2090	REPLACE
29	5"x2" RSJ*	+2090	REPLACE
30	5"x2" RSJ*	–	REPLACE
31	5"x2½" RSJ	+2090	PAINT
32	5"x2½" RSJ	+2090	PAINT PLUS NEW
33	5"x2½" RSJ	+2090	REPLACE
34	8"x4" RSJ	+2020	REPLACE
35	8"x4" RSJ	+2020	REPLACE
36	2/5"x2½" RSJ	+2090	REPLACE
37	5"x2½" RSJ	+2090	REPLACE
38	2/7"x3" RSC	–	PAINT
39	5"x2½" RSJ	+2090	PAINT
40	5"x2½" RSJ	+2090	PAINT
41	5"x2½" RSJ	+2090	PAINT
42	4"x1⅓" RSJ	–	PAINT
43	5"x2½" RSJ	+2090	PAINT
44	5"x2½" RSJ	+2090	REPLACE
45	2/5"x2½" RSJ	+2090	REPLACE
46	CONC CASED	–	REPLACE
47	–	–	–
48	–	–	–
49	2/5"x3" RSJ	–	REPLACE
50	2/7"x3" RSC	–	REPLACE
51	2/7"x3" RSC	–	REPLACE

LADIES GENTS

EXIT TO YORK ROAD CAR PARK

LADIES GENTS

EXIT TO YORK ROAD CAR PARK

PARTIALLY CONSTRUCTED TUNNEL

LADIES GENTS

WARNING
THIS DRAWING IS NOT AN OFFICIAL ISSUE. ALL INFORMATION CONTAINED WITHIN THIS DRAWING IS TO BE CONSIDERED PRELIMINARY AND SUBJECT TO CHANGE.

DRAWING LEGEND:
- – BRICKWORK
- – CHALK
- (A) – PRE CAST CONCRETE PLANKS OVER (LAID FLAT).
- (B) – PRE CAST CONCRETE PLANKS OVER (TRIANGULAR).

EXISTING AIR RAID SHELTER TUNNEL PLAN
1:200

DRAWING SCALE BAR IN METERS – 1:200 APPROX

0 10 20 30 40 50

Rev.	Date	Description	by	ckd

FOXENDEN,
AIR RAID SHELTER

Title
STRUCTURAL
SURVEY FINDINGS

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Date	23.04.2015	Checked by	DCP
Status	PRELIMINARY		

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Place-Making and Innovation Executive Advisory Board Report

Ward(s) affected: All

Report of Director of Finance

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Lead Councillor(s) responsible: Nigel Manning

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Date: 10 September 2018

Councillor involvement in the preparation of the Budget

Executive Summary

Councillors will recall that, in September 2016, both EABs agreed to establish a Joint EAB Budget Task Group (JEABBTG), comprising four councillors appointed by each EAB. The terms of reference of the JEABBTG were approved as follows:

To consider and review for submission to the EABs, Executive and Council:

(1) the draft General Fund and Housing Revenue Account revenue budgets, and

(2) the draft General Fund and Housing Revenue Account capital programmes, including growth bids to inform the evaluation process.

The chairman was elected from the eight members on the working group, and the Lead Councillor for Finance and Asset Management attended meetings in an ex officio capacity.

The JEABBTG met on 10 and 23 November 2017, where their comments against each of the bids were documented on a bid summary schedule and reported as part of the reports on the outline budget and capital programme to the Joint EAB meetings in November 2017 and January 2018 and then to the Executive later in January 2018.

For 2018-19, each EAB is asked, once again, to appoint four councillors who, together, will comprise the JEABBTG.

Councillors will recall that the JEABBTG was politically balanced as follows:

4 x Conservatives,
2 x Liberal Democrats,
1 x Guildford Greenbelt Group member, and
1 x Labour member

The councillors appointed to the JEABBTG last year were:

Councillor Nils Christiansen
Councillor Colin Cross
Councillor Angela Gunning
Councillor Mike Piper
Councillor David Quelch
Councillor David Reeve
Councillor Caroline Reeves
Councillor Matt Sarti

If the EABs are happy to continue with this arrangement, it is suggested, based on the political composition of the two EABs, that the Place-Making and Innovation EAB appoints three Conservative members and one Liberal Democrat member to the Task Group and the Community EAB, at its meeting on 6 September 2018, appoints to the Task Group one member each from the Conservative, Liberal Democrat, GGG and Labour groups.

The Joint EAB Budget Task Group for 2018-19 will meet on Thursday 8 November 2018 at 2pm.

Recommendation:

That a Joint EAB Budget Task Group be re-convened, comprising eight councillors (four from each EAB) and that this EAB appoints four councillors (three Conservatives and one Liberal Democrat member) to serve on the Task Group for the 2018-19 municipal year.

Reason for Recommendation:
To ensure backbench councillor involvement in the budget setting process.

1. Purpose of Report

1.1 To appoint councillors to the Joint EAB Budget Task Group for 2018-19.

2. Strategic Priorities

2.1 The budget is the financial expression of the Council's strategic priorities set out in the Corporate Plan. The preparation of the budget therefore underpins all of the strategic priorities.

3. Background

3.1 Following the review of governance arrangements in 2015, the Council established the two EABs and the Overview and Scrutiny Committee. The governance review findings specifically envisaged the EABs playing a vital role in budget preparation. In September 2016, both EABs agreed to the establishment of a Joint EAB Budget Task Group (JEABBTG) with the following terms of reference:

"To consider and review for submission to the EABs, Executive and Council:

(i) the draft General Fund and Housing Revenue Account revenue budgets, and

(ii) the draft General Fund and Housing Revenue Account capital programmes, including growth bids to inform the evaluation process".

3.2 Each EAB was asked to appoint four councillors to serve on the JEABBTG, and to elect a chairman from among the eight task group members. The Lead Councillor for Finance and Asset Management was asked to attend meetings in an ex officio capacity.

3.3 The Financial Services Manager, in conjunction with the Lead Councillor, set the agenda for each meeting of the task group. Other officers from Financial Services and other services attended as required.

4. Progress of the JEABBTG

4.1 The JEABBTG met twice in November 2017 and councillors had an opportunity to ask questions and discuss the merits of each bid, and their comments were documented on a bid summary schedule which formed part of the reports on the outline budget and capital programme to the Joint EAB and then the Executive in January 2018. The agenda items covered at the JEABBTG meetings were:

(1) Brief presentation on the Outline General Fund Revenue Budget
(2) Evaluation of the revenue Growth Bids
(3) Update on the Housing Revenue Account Budget
(4) Review of capital programme bids

4.2 The Joint EAB Budget Task Group for 2018-19 will meet on Thursday 8 November 2018 at 2pm.

5. Financial Implications

5.1 There are no financial implications associated with the proposals in this report.

6. Legal Implications

6.1 There are no legal implications associated with the proposals in this report.

7. Human Resource Implications

7.1 There are no HR implications associated with the proposals in this report.

8. Summary of Options

8.1 In summary, the options are as follows:

(1) To continue with the arrangements for a JEABBTG as recommended, in order to provide backbench councillor involvement in the preparation of the budget.

(2) To discontinue such arrangements, which would mean that there would be no formal means by which backbench councillors could get involved in detail in budget preparation.

9. Conclusion

9.1 The EAB is asked to confirm its agreement to the proposals outlined in this report so that backbench councillors can continue to assist the Lead Councillor and officers in their work on the preparation of the draft budget each year.

9.2 It would be very helpful if the Conservative and Liberal Democrat groups could submit nominations in respect of this EAB's four nominees to the Task Group in advance of this meeting.

10. Background Papers

None

11. Appendices

None

UPDATE / PROGRESS WITH MATTERS PREVIOUSLY CONSIDERED BY THE PLACE-MAKING AND INNOVATION EAB

Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to Date
04-Apr-16	The Future of Guildford Museum	Peter O'Connell Director of Environment Jill Draper Heritage Manager	Cllr Nikki Nelson-Smith (previously Cllr Geoff Davis)	The Board fully supported the recommendations for the Executive's consideration on 19 April 2016 and subject to its approval, looked forward to the reinvention and development of Guildford Museum as part of Guildford's 'Heritage Quarter'.	The Executive noted the EAB's comments and agreed: (1) To commission a feasibility and costing report for the proposed new build extension to the current Museum buildings and approved the vision of developing an updated and exciting museum offering at that site. (2) To transfer £240,000 from the provisional capital programme (ED18(p) Museum and Castle Development scheme to the approved capital programme to carry out the work referred to in paragraph (1) above. (3) To authorise the Director of Environment, in consultation with the Lead Councillor for Economic Development, Heritage and Tourism: (i) to establish a Development Group, consisting of internal representatives and external partners, to assist in the delivery of improvements to the Museum; and (ii) to develop a fundraising strategy and related fundraising committee with a view to identifying and securing external grants and funding for improvements to the Museum. (4) To request the Museum

					Working Group to review and make recommendations on the future of the Victorian Schoolroom, including the possible sale of 39½ Castle Street, should the Schoolroom be discontinued. (5) To approve the Action Plan and request the Museum Working Group to continue its work to deliver the Action Plan. The item was brought back to the Board on 9 April 2018 when it agreed that the Museum should be wider than Guildford in appeal in the interests of viability and that it should be centred on Guildford consisting of the various themes put forward including the creativity and innovation strands.
13-Apr-16	Proposed Submission: Local Plan: Strategy and Sites	Stuart Harrison Planning Policy Manager	Cllr Paul Spooner	The Board agreed to submit the following comments to the Executive: (1) To consider the Board's overwhelming concern about the lack of adequate infrastructure to support planned development particularly in its rural areas. Sufficient infrastructure should be delivered when needed to support the cumulative impact of development in the future, in particular for sites that are too small to provide their own infrastructure directly themselves, but which cumulatively would have an impact.	At its special meeting on 11 May 2016, the Executive noted the EAB's comments and recommended to full Council that the draft Local Plan: strategy and sites document be approved for public consultation, subject to:• the removal of site allocation policy A43 Land around Burnt Common warehouse, London Road, Send, and • replacement of site allocation policy A43 with a new site to the east of Burnt Common Lane, south of Portsmouth Road, and north of the A3 known as Garlick's Arch, Send Marsh/Burnt Common and Ripley.

				(2) To give assurance and guarantee that infrastructure improvements would be delivered in time to support planned growth. (3) To consider reviewing the methodology employed in the Green Belt and Countryside Study, specifically in relation to deciding between, low, medium and high sensitivity areas. This would ensure that it was defensible when examined by the Secretary of State. (4) To support the strongest worded affordable housing policy we can have within the remit of sustainable development. (5) To safeguard green spaces and green approaches in Guildford Town and its surrounding countryside so to enhance the quality of life for all. (6) To review whether a higher windfall assumption is justified.	
23-May-16	Implications for Guildford of the Surrey Infrastructure Study	Tracey Coleman Director of Planning and Regeneration	Cllr Matt Furniss	The Board acknowledged that the Surrey Infrastructure Study had provided a useful framework to look at the infrastructural challenges that faced Guildford whilst also acknowledging the number of caveats that existed. The Board also recognised the significant work that had already been undertaken to bridge funding gaps and looked forward	On 21 November 2017 full Council considered the infrastructure plan and approved the draft Local Plan: strategy and sites document for submission to the Secretary of State for the purpose of proceeding to and through the Examination in Public process.

				to the development and implementation of Guildford's Infrastructure Plan overall.	
11-Jul-16	Stoke Park Masterplan	Paul Stacey Parks and Landscape Manager	Cllr David Bilbé (previously Cllr Richard Billington)	The Board fully endorsed the formation of a project board. The Parks and Landscape Manager would be invited back to the Borough, Economy and Infrastructure meeting in a year's time to look at setting up a project board and how to take this forward.	The Board will invite back Paul Stacey to a meeting in approximately one year for an update on the establishment of a project board. Although this was scheduled for the Board meeting on 2 July 2018, this meeting did not take place and the Masterplan will now be considered on 15 October 2018.
31-Oct-16	Multi-Use Sports and Entertainment Facility	Jonathan Sewell Leisure Services Manager	Cllr Iseult Roche (previously Cllr Richard Billington)	For information item. The Board made a number of comments for the Lead Councillor to consider.	A viability study and public consultation programme to be developed. 10/11/17 update from Jonathan Sewell: The item that went to the EAB covered two linked items; the above and "complete the refurbishment of Guildford Spectrum including the roof, the air handling system and other improvements". The new facility was secondary to undertaking the necessary maintenance so that a window of opportunity was created to plan and progress a replacement for the Spectrum. An alternate scheme has been developed and contractors procured. Progress in key aspects:- • Work underway for the revised roof maintenance by over roofing the pools and applying a liquid plastic treatment to the other roofs to eliminate/reduce water ingress. Drip trays installed at various

					locations around the building to deal with leaks from the internal gutters. This work is nearly finished. Work being undertaken by Southern Industrial Roofing is programmed to be finished by December 23. •Steelwork repairs in the Pools Hall are almost complete. Contractors are completing final tasks in the Pools Hall, including additional repairs identified as a result of increased access. Repair programme has been extensive and all structural steelwork has been painted, roof purlins and some other areas normally difficult to access cleaned. Final repairs and snagging have been delayed by some maintenance Freedom Leisure have commissioned the contractors to do at the same time and unfortunately their work has over run resulting in the Leisure pool being closed longer than the original programme. Leisure Pool is due to reopen 25 November following completion of the Freedom Leisure works. • Repairs to smoke vents are ongoing with scaffold at various corridor locations around the building. This work is scheduled to be completed by December 20 however, we are trying to push the contractors to an earlier completion date. These works are not affecting the customer's ability to use the facilities. • The Air Handling Unit in the

					Leisure Pool has been through an initial phase of upgrades. The upgrades are split into two possible phases, if the initial phase achieves the target air flow the second phase of upgrades will not be necessary. If the second phase is necessary it can be done without impacting on the customer. • The project works will cost less than £3m to complete (excludes the revenue impact of the closures which is likely to be circa £280k) and has been geared to a minimum ten year life span for the building. • Our project closed the competition, the dive and the teaching pools for a period of four weeks from 7th August. Subsequent restrictions on access to the Dive pool has been due to Freedom Leisure works to the dive boards and platforms. Our project closed the Leisure Pool for 46 days from September 4th, subsequent periods of closure of the Leisure Pool has been due to Freedom Leisure maintenance works. There have been some other minor impacts on customer access due to our projects, however these have been insignificant. • There has been some background research on potential inclusion of facilities in a new facility, however the work on this will not commence in earnest until this maintenance programme is complete. This is as per the paper presented to the EAB.

09-Jan-17	M25 Junction 10/A3 Wisley Interchange Consultation	Graham Brown Atkins Local and Hugh Coakley Highways Agency	Cllr Matt Furniss	The Board made a number of recommendations to be submitted as part of the initial consultation.	The proposed timeline included a period of non-statutory public consultation on 16 Feb 2017 and a preferred route announcement in August 2017. The statutory public consultation took place from October 2017 – February 2018. A DCO application proposed in July 2018 with construction anticipated to start in March 2020 and opened to traffic in March 2023. The Board welcomed further input at a later stage.
20-Apr-17	Proposed Submission (Local Plan)	Tracey Coleman	Cllr Paul Spooner	The Board recommended that the draft Local Plan as submitted to the Board, be approved for formal public consultation for a period of six weeks beginning 9 June 2017 – 24 July 2017 subject to one amendment.	The Local Plan was taken to the Executive on 16 May 2017 and incorporated the Board's comments.
13-Sep-17	Bike Share Scheme	Rob Curtis Major Transport Planner	Cllr Matt Furniss	The Board: • supported undertaking a feasibility study for a bikeshare scheme; • felt it was important that if there were different bikeshare schemes in Guildford that they be compatible, although not necessarily the same provider; • supported traditional docking over free-floating but felt the feasibility study could examine both; • felt options for the capital and revenue costs be examined, including a capital-free scheme; • advised the locations of docking	This Board is due to receive an update in respect of the Bike Share Scheme at its meeting on 10 September 2018. The Innovation Board has suggested that the scheme is combined with that of the University of Surrey.

				stations should not be confined to the town centre; infrastructure improvements were important to the scheme. Suggested: • the BID and other retailers be consulted over the proposed scheme; • opportunities to link the bike share scheme to other corporate ambitions; and • any legal or liability implications from introducing a public bike share scheme.	
13-Sep-17	Electric Cars	Kevin McKee Parking Services Manager	Cllr Gordon Jackson	Board members suggested the development of an app for an electrical charging reservation system.	Autonomous and connected cars are amongst the innovation projects being considered by the Innovation Strategy Board.
16-Oct-17	Residential Extensions and Alterations Supplementary Planning Document (SPD)	Meave Faulkner Design and Conservation Team leader	Cllr Paul Spooner	The Design and Conservation Team Leader agreed to look again at proposed timescales. and to discuss the Board's concerns with officers. The Lead Councillor for Housing and Environment agreed to speak to the Lead Councillor for Planning and Regeneration to determine whether additional resources could be put into place to ensure that the design guide, including the residential extensions guidance, was complete by the time the new Local Plan came into force. The Board expressed an urgent wish to have a task group, so that elected members could have	The Task Group, entitled the Planning Policy and housing Delivery Board, was established in November 2017 and has met on several occasions. The EAB was due to be briefed regarding the SPD and respond to the related consultation at its meeting on 21 May 2018, however, in the event this meeting was cancelled. The Board will now consider the outcomes of the related consultation exercise at its meeting on 10 September 2018.

				input into the process.	
19-Feb-17	What can be done to speed up housing delivery in Guildford?	Tim Dawes Planning Development Manager and Nick Molyneux Housing Development Manager	Cllr Philip Brooker	The Board agreed to set up a Task Group comprised of four members from the Borough EAB. The Task Group, whose role has now been absorbed into the new Planning Policy and Housing Delivery Board, will assist that Board in identifying quick wins to speed up housing delivery in Guildford.	20/02/2018 Email sent to members of Borough EAB to confirm their interest in the Task Group. Progress will be reported back to the EAB meeting scheduled for 15 October 2018.

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EAB WORK PROGRAMME

Corporate Plan items are intended to give the EABs an early opportunity to consider major policies or projects.

PLACE-MAKING AND INNOVATION EAB

10 SEPTEMBER 2018					
Item	**Additional information**	**Corporate Plan Priority**	**Relevant Councillor(s)**	**Lead officer**	**Target completion**
Residential Extensions and Alterations Supplementary Planning Document	Deferred from 21 May 2018 meeting.		Cllr Paul Spooner	Meave Faulkner Design and Conservation Team Leader	2018
Street Naming and Numbering Policy	Claire Morris suggested that this item should be put on the agenda for one of the EABs in September before the related public consultation exercise and this was recommended to the Executive on 28 August 2018.		Cllr Matt Furniss	Adrian Hudson ICT Manager	
Future Use of Foxenden Deep Shelter	Claire Morris suggested that this item should be referred to one of the EABs in September before it is put to the Executive Shareholder and Trustee Committee who will be asked to agree to put the matter to public consultation.		Cllr Nigel Manning	Alex Duggan Property Surveyor	
Budget Task Force	Establish a Task Force involving both EABs to consider the budget for 2019/20.	Yes	Cllr Paul Spooner	Claire Morris Director of Finance	2018
15 OCTOBER 2018					
Item	**Additional information**	**Corporate Plan Priority**	**Relevant Councillor(s)**	**Lead officer**	**Target completion**
A331 Road Junction Improvement Scheme	To receive an update on the A331 Improvements Project	Yes	Cllr Matt Furniss	Tracey Coleman Director of Planning and Regeneration	
E Cluster Strategy	To explore the development of a bespoke business plan to support the Gaming Industry in Guildford.	Yes	Cllr Gordon Jackson	Chris Burchell, Local Economy Manager	

EAB WORK PROGRAMME

Stoke Park Masterplan (Item moved from September meeting)	First taken to the Board July 2016. Request to return in approximately 1 year.	Yes	Cllr David Bilbé	Paul Stacey, Parks and Landscape Manager	2020
What can we do to speed up housing delivery? (Item moved from September meeting)	Detailed discussion covering lobbying of developers and monitoring their development projections; additional training to Planning Committee members about development likely to win on appeal; review pre-application processes; review planning conditions; use of modular (pre-fab) buildings; and self-build.	Yes	Cllr Philip Brooker	Tim Dawes Planning Development Manager	
Bike Share Scheme	Update to the Borough EAB on the Bike Share Scheme (suggest the scheme is combined with that of UNIS).	Yes	Cllr Matt Furniss	Rob Curtis Transport Strategy Project Manager	
18 FEBRUARY 2019					
Item	**Additional information**	**Corporate Plan Priority**	**Relevant Councillor(s)**	**Lead officer**	**Target completion**
Implications for Guildford of the 'Surrey Infrastructure Study'	To receive an update on the programme and detail of work undertaken.	Yes	Cllr Matt Furniss	Tracey Coleman Director of Planning and Regeneration	
08 APRIL 2019					
Item	**Additional information**	**Corporate Plan Priority**	**Relevant Councillor(s)**	**Lead officer**	**Target completion**

EAB WORK PROGRAMME

Unscheduled items

Place Making and Innovation EAB

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
Parks Strategy	Requested by the Chairman	Yes	Cllr David Bilbé	Paul Stacey	
Internal 'Smart' Project Innovation Strands	Suggested by the Innovation Strategy Board on 10 April 2018.	Yes	Various	Chris Burchell, Local Economy Manager	
ICT Strategy	Suggested at the Work Programming meeting on 12 June 2018 to explore future ICT direction.		Cllr Matt Furniss	Adrian Hudson ICT Manager	

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Place-Making and Innovation Executive Advisory Board Report

Ward(s) affected: All

Report of: Director of Finance

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Lead Councillor responsible: Matt Furniss

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Date: 10 September 2018

Street Naming and Numbering Policy: Updated Policy including Charging Proposals and Public Signage Consultation

Executive Summary

The Council has statutory functions under Sections 17, 18, and 19 of the Public Health Act 1925 for the naming of streets within the Borough and for the numbering of houses and other buildings in the Borough under Sections 64 and 65 of the Town Improvement Clauses Act 1847.

This report invites comments on the proposed changes in Street Naming and Numbering Policy (SNN) and street furniture from the Executive Advisory Board in relation to:

- The updated draft Street Naming and Numbering Policy attached at Appendix 1 to this report prior to public consultation.
- The proposed street signage standards to be considered for all new signage attached at Appendix 2 to this report prior to consultation with the public.

The draft policy and proposed signage options have been agreed with the Lead Councillor for Infrastructure and Governance and Corporate Management Team (CMT) during the development of these documents.

The policy includes a proposal to charge fees for certain types of work currently undertaken for commercial organisations without any form of cost recovery by the Council. It is expected this change, if adopted, would generate income of approximately £30,000 p.a. to offset the costs of our services. Fees are already levied by other councils in Surrey for these services and this proposal will align us with those authorities.

The work allocation review has been agreed by the CMT and is not subject to consultation. The report on the transfer of non-ICT tasks related to the SNN to more appropriate service areas of the Council is attached at Appendix 3 for information.

Indicative signage costs are attached as Appendix 4 as commercially sensitive information. (This exemption is being applied only to Appendix 4 and not the other documentation referenced in this report to promote transparency whilst protecting the Council's commercial interests.)

Recommendation

It is proposed that the ICT Manager, in consultation with the Lead Councillor for Infrastructure and Governance, will:

1. Undertake a public consultation on the Street Naming and Numbering policy and Street Signage options incorporating feedback from the Executive Advisory Board;
2. Report the outcome of the consultations and recommendations in respect of the policy, charges and signage to the Executive for a decision regarding final approval of the scheme.

Reason for Recommendation:

To provide policy and standards in respect of statutory functions relating to street naming and numbering in the interest of the efficient administration of public services.

1. Purpose of Report

1.1 This report sets out the background to the proposed SNN policy and charging proposal along with options for new Borough wide street signs.

1.2 The report consults the Executive Advisory Board prior to public consultation on the proposals which will inform final recommendations to the Executive for a decision in the autumn.

2. Strategic Priorities

2.1 The proposed changes are aligned to the Corporate Plan and a summary of the linkage is shown below.

Corporate Plan	Strategic Priorities	SNN Strand
Place-making	Enriching the Borough.	Provides a strong brand image for the Borough and our residents.
Community	Enhancing community facilities.	A single signage standard designed to be inclusive for all service users.
Innovation	Using technology to provide a sustainable and improved customer experience.	The new target operating model provides automation, self-service and cost effectiveness.

2.2 The proposed policy and reallocation of duties recognises the need for the Council to reduce costs to residents by operating in the most efficient manner and recover costs from commercial undertakings.

2.3 The proposal to adopt a single signage design strengthens the overall brand of the Borough and allows the simplification of procurement to reduce costs over time in a sustainable manner.

3. Background

3.1 The Borough has not adopted a formal Street Naming and Numbering Policy although services have been delivered following nationally mandated standards and recognised best practice.

3.2 This has resulted in the risk of inconsistency in decisions and a lack of clarity regarding the framework governing outcomes for applicants, consultees and councillors acting as decision makers.

3.3 Additionally, the Council has not charged for street naming and numbering services provided to commercial developers. The non-recovery of these costs has resulted in residents financing these services from council tax payments.

3.4 At the same time as developing the proposed policy, a new target operating model was developed to support the most efficient delivery of services at the lowest possible cost by better using existing resources through the redistribution of tasks. This will minimise the fees recharged to third parties if the proposed policy is adopted.

3.5 A detailed paper regarding the target operating model is attached at Appendix 3 for information.

3.6 Commercially sensitive information including financial data on our current costs is attached at Appendix 4 for information.

3.7 The proposal provides for the replacement of signage only when required avoiding unnecessary expenditure in the current budget cycle. In all cases we will continue to recover costs from third parties wherever the requirement for work arises from events such as vandalism or traffic accidents.

4. Consultations

4.1 The Street Naming and Numbering Policy and street signage standards attached at Appendices 1 and 2 to this report have been subject to extensive consultation.

4.2 The policy was prepared in consultation with the Council's Planning and Legal teams, Surrey County Council Highways, Corporate Management Team and the Lead Councillor for Infrastructure and Governance.

4.3 Details of these responses are attached at Appendix 3.

4.4 The Chief Financial Officer has been engaged throughout the preparation of the policy and associated operating model changes.

4.5 The Chief Financial Officer has agreed the capital and revenue budget impact of the business case. Details are included in section 7 of this report.

4.6 The proposed Street Naming and Numbering Policy, street signage standards and target operating model were approved by CMT on 4 July, 2018.

4.7 Additional comments on this report and the attached documents have been sought from the relevant Lead Councillor.

5. Executive Advisory Board Comment

5.1 The comments of the Place-Making and Innovation Executive Advisory Board will inform the public consultation and will be included in the formal report to the Executive in the autumn.

6. Equality and Diversity Implications

6.1 It is not anticipated that this programme of work will result in any equality and diversity issues using nationally adopted standards, where appropriate, for items such as signage.

7. Financial Implications

7.1 There are no additional financial costs associated with this policy and, if adopted by the Executive after public consultation, it is expected to generate an income of approximately £30,000 p.a.

8. Legal Implications

8.1 Legal Services have provided advice on the proposed policy and no legal implications have been identified.

9. Human Resource Implications

9.1 It is not anticipated that this programme has any human resource implications.

10. Summary of Options

10.1 The decision to consult with the Executive Advisory Board prior to public consultation is considered by officers to be the most appropriate way to seek a wide range of diverse stakeholder comments to inform the final recommendations to the Executive.

11. Conclusion

11.1 The consultations regarding the Street Naming and Numbering Policy, charging and street signage provide an opportunity to ensure sustainable delivery of services to our residents and customers for the future in an equitable manner.

11.2 Combined with the changes to the target operating model and the adoption of a single standard for signage across the Borough, this will improve standards of customer service while reducing costs.

11.3 The proposal has no adverse impact on current budgets and allows flexibility for parishes to make local decisions regarding the early adoption of new signage.

12. Background Papers

12.1 No background papers have been identified.

13. Appendices

13.1 The appendices provided to support this paper are:

Appendix 1 - Street Naming and Numbering Policy
Appendix 2 – Street Signage Options & Consultation Feedback
Appendix 3 - Target Operating Model
Appendix 4 – Commercially Sensitive Financial Information

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Street Naming & Numbering Policy

Draft Policy - June 2018

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1. Background

1.1 Guildford Borough Council is the Local Authority responsible for Street Naming and Numbering (SN&N). This is an important function as it allows the Council to maintain a comprehensive and accurate address database covering all properties in the Borough. This enables many services for the benefit of residents:

- Accurate taxation records for properties
- Registration of electors
- Emergency Services to locate a property quickly and effectively
- Post to be delivered efficiently
- Statutory service providers will not normally connect their services until the premises have been given a formal postal address
- Acceptance of an address for official purposes such as insurance, credit rating, and contracts.
- Visitors to find their destination
- Reliable delivery of services and goods by courier companies

1.2 Royal Mail will only register a new address or record a change to an existing address when notified by the Council. Postcode allocation is the responsibility of Royal Mail.

2. Purpose of Policy

2.1 This policy provides a framework for Guildford Borough Council to operate its Street Naming and Numbering function effectively and efficiently. It also acts as a guide for developers when considering new names for streets.

2.2 The Policy sets out the legal framework for the operation of the Street Naming and Numbering service and makes recommendations to enable the recording of suitable street and property addresses.

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3. Policy Statement

3.1 The naming of streets in the borough is controlled by Guildford Borough Council under Sections 17, 18 and 19 of the Public Health Act 1925 (Appendix 1). The numbering of houses and other buildings in the Borough is controlled under Section 64 and 65 of the Town Improvement Clauses Act 1847 (Appendix 2). Streets and buildings will be named and numbered in accordance with the Local Land and Property Gazetteer (LLPG) and Street Naming and Numbering data entry conventions and best practice for the National Land and Property Gazetteer (NLPG) (Appendix 3).

3.2 Following these conventions will ensure that the Council complies with the British Standard BS7666:2006 (spatial datasets for geographical referencing) which the Council is required to do in respect of all address information.

4. Street Naming Proposal and Consultation Process

4.1 A person who creates a new street has the right to propose a name for that street as per the Public Health Act 1925. The applicant is required to give notice of the proposed name and the Council has one calendar month from the date of receipt of the notice, in which to object. If the Council objects to the proposed street name, it must send written notice of the objection within this period. An appeal can be made to the Magistrates' Court within 21 days from the date the notice of objection is made.

4.2 It is not lawful for the proposed name to be used until the time period for objection has expired without an objection being made. If the Council makes an objection, the name may not be used unless the objection is withdrawn or overruled on appeal. Any person contravening this provision will be liable to prosecution.

4.3 All proposed street names will be checked to ensure they are within the street naming guidelines. These are set out in Section 5 of this document.

4.4 The developer of the new street will normally propose a new street name, but should the developer not provide a proposed name, the Council in consultation with the Parish Council (where the new street is in a parished area) will decide on a suitable name and inform the applicant of the approved name.

4.5 The proposed street name will be submitted for consultation to Guildford Borough Council Ward Councillors, the relevant Parish Council, and Royal Mail. A set time of 14 calendar days (or in exceptional circumstances a time not exceeding the Council's objection period of one calendar month) will be given for the consultation. Objections from consultees can only be received within this consultation period. A valid objection must include the reason for objecting to the proposed name. If no reason is supplied the objection will not be considered valid.

4.6 If a valid objection is received from a consultee, a written objection will be sent to the developer, informing them of the objection and reason.

4.7 During the consultation period, consultees can propose alternative names for the new street. For this to occur, the applicant's proposed name must be subject to a valid objection and the reason for the objection stated in all correspondence.

4.8 After the 14 day consultation period the Lead Councillor responsible for street naming will be notified of all proposed names which have no valid objections against them. The Lead Councillor will then decide the approved name.

4.9 The Lead Councillor may delegate the decision for a specific request or all requests made under this policy to designated Council officers. The Lead Councillor will be notified of all decisions made by officers under this scheme of delegation.

4.10 The applicant may make an appeal to the Magistrates' Court within 21 days of receiving a notice of adoption of a street name.

4.11 If no valid objections are made to the applicant within the Council's calendar month objection period, the applicant's proposed street name will be accepted and a notice of adoption of the name sent to the applicant.

4.12 Applicants should state in any marketing literature distributed to prospective purchasers that marketing names are subject to formal approval and may consequently be liable to change.

4.13 The applicant must not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly, for example via solicitors or estate agents,

before the Council has issued the official naming and numbering scheme. The Council shall not be liable for any costs or losses arising from a failure by the applicant and their clients or agents to comply with this policy.

4.14 The numbering of properties on a new street will be carried out as per the Numbering of Properties Conventions (see Section 6 below). All properties on newly named streets will be allocated numbers.

4.15 If a scheme is to be developed in phases, the naming and numbering scheme will be issued for only the released phases.

4.16 Where either a naming or numbering scheme is issued, the Council will inform the following external bodies (subject to their agreement):

- Royal Mail
- Surrey Fire and Rescue
- Surrey Police

5. Naming of Streets Conventions

5.1 Where possible, if a new road is an extension of an existing road, it will not be allocated a new street name and the properties will be numbered into the existing road.

5.2 Developers are encouraged to preserve any historic link to the land which they are developing through the use of a historically relevant name.

5.3 Where no historic link to the land can be established for the use of a street name, the developer will be encouraged to suggest a name with an historic link to the local area.

5.4 The use of a name, which relates to that of a living person is not permitted, except in exceptional circumstances. Such exceptional circumstances are considered to be the award of an gallantry medal, such as the Victoria or George Cross, an Olympic medal won by a person with links to the Borough or outstanding public service to the Borough. The decision on the suitability of any proposal shall rest with the Council.

5.5 The name of a street must not promote an active organisation.

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5.6 Street names should not be difficult to pronounce or awkward to spell. Names that could give offence or could in the opinion of the Council, encourage the defacing of nameplates will not be approved.

5.7 The Council will not approve new street names where they are identical or phonetically identical to an existing street name in the same locality. A locality is defined by the National Land and Property Gazetteer as an area or geographical identifier within a town, village, or hamlet that must be a recognised geographical name.

5.8 Street name suffixes are not always essential, but if used must be descriptive of the road e.g. “Road”, “Street” or “Drive” to indicate a thoroughfare and “Close” to indicate a cul-de-sac. The following suffixes will be used only as indicated:

- Crescent - for a crescent shaped road only
- Close - for a cul-de-sac only
- Square - for a square only
- Hill - for a hill only
- Rise - for a hill only
- Terrace - for a terrace of houses but not a subsidiary name within another road
- Mews - officially a term for converted stables in a courtyard or lane but would be considered favourably for appropriate small terraced developments.
- Avenue - a broad road typically having trees at regular intervals along its sides

6. Numbering of Properties Conventions

6.1 New streets shall be numbered with odd numbers on the left-hand side and even numbers on the right, commencing from the primary entrance to the street. Where the street is a thoroughfare between two other streets, the numbering shall commence at the end of the street nearest the centre of the town or village.

6.2 A cul-de-sac will be numbered consecutively starting at number 1 on the left at the entrance and numbering properties in a clockwise direction. Gaps in numbering may be provisioned for possible future extension of a cul-de-sac.

6.3 Additional new properties in existing streets that are currently numbered will always be allocated a property number.

6.4 Private garages and similar buildings used for housing cars and similar will not be allocated an address.

6.5 Numbers which have superstitious connotations such as 13 will not be omitted when numbering a new street or block of flats.

6.6 The Council will only renumber a property where it can be shown that there are consistent delivery problems or issues with emergency services' attendance to the property.

6.7 Buildings, including those on corner sites, are usually numbered according to the street in which the main entrance is found.

6.8 If a multiple occupancy building has entrances in more than one street, each entrance will be numbered into the appropriate street.

6.9 Infill development (new properties built between existing properties or in the grounds of an existing property) on a numbered street will be given the same house number as the property preceding the infill followed by a suffix of 'A', 'B'. For example, 10A, 10B etc.

6.10 Where a property has a number, it must be used and displayed. Where a name is given to a property together with its official number, the number must always be included. The name cannot be regarded as an alternative to the number.

6.11 All property numbers should be visible from the highway. This may mean numbers being displayed on posts, gates or fences, not necessarily just the door of the property, to aid easy identification of the property, particularly in the event of an emergency.

6.12 If open space or undeveloped areas exist along a length of road, it is usual to leave spare numbers to allow for potential infill at a later date.

6.13 No two buildings in one street may have the same number.

6.14 Where two or more properties are combined to form one single property, the property will usually be numbered using one of the existing numbers. This will normally be based on the location of the main entrance.

6.15 Flats will be numbered within their own building, which is in turn numbered into the street.

6.16 Annexes to buildings e.g. annex flats or ancillary accommodation, will be given the prefix “The Annex”. The rest of the address will be the same as the parent property e.g. The Annex, 1 High Street.

6.17 The Council will only allocate an official address and inform Royal Mail where there is an operational requirement to do so or if the property is being used for permanent residency or commercial activity in the Borough and is therefore subject to Council Tax or Business Rates.

6.18 For any dwelling accessed internally through commercial premises, the accommodation will be given a prefix to match the accommodation type i.e. The Flat or Flat 1. The rest of the address will be the same as the parent property, e.g. where a flat above a public house is only accessed internally, its address will be The Flat, Name of Public House, Street Number and Name.

7. Naming of Properties Conventions

7.1 Only the owner of a property may request the addition, amendment or removal of a name for their property. An application form should be completed and returned to the Council along with the appropriate fee. Fee information is published on the Council’s website (https://www.guildford.gov.uk).

7.2 The Council cannot add, amend or remove a property name on behalf of purchasers if the property is in the process of being purchased.

7.3 Property names are not subject to consultation under the Towns Improvement Clauses Act 1847 or Public Health Act 1925 in the way that street names are. However, in order for a property name to be registered by the Council the name must adhere to these rules:

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- The name must not be identical or phonetically identical to a property name within the same street or postcode sector.
- The name must not be offensive or potentially construed as offensive in the opinion of the Council.

7.4 Where a property has a number, it is not possible to replace the number with a name. The name cannot be regarded as an alternative.

7.5 Where an amendment to a property name is carried out, the Council will inform the following external bodies (subject to their agreement):

- Royal Mail
- Surrey Fire and Rescue
- Surrey Police

8. Renaming of Streets and Renumbering of Buildings

8.1 Changing a street name or renumbering properties causes a great deal of inconvenience for residents. The Council are therefore reluctant to make changes without good reason.

8.2 The renaming of a street involves a legal process that gives any aggrieved person the right to appeal to a Magistrates' Court. The Council will require residents requesting a change of street name to pay the Council's cost for the process.

8.3 Where an order for renaming of an existing street is proposed, the Council will display notices at each end of the street or part of the street affected under Section 18 of The Public Health Act 1925. The notice will remain in place for at least one calendar month before an order changing the name can be made.

8.4 At the end of the consultation period a notice of the change will be displayed, if agreed. Any objection to the intended order can be made by an appeal to the Magistrates Court within 21 days after the posting of the notice. If an appeal is made to the Magistrates Court the Council will not make any change to the street name until the appeal is heard.

8.4 Before any order for renaming of a street is made, the Ward Councillors, relevant Parish Council and Royal Mail will be consulted.

8.5 Under the Towns Improvement Clauses Act 1847, the Council can “from time to time” cause houses and buildings to be marked with numbers “as they think fit”. The council will consult with owners or occupiers where there is a proposal to renumber houses or buildings which have existing numbers recorded against them. The Council can renumber houses or buildings without the approval of the owner/occupier however this will happen in exceptional circumstances only. Exceptional circumstances are likely to arise where there is a clear risk of confusion with another location in the Borough that could result in delays to the emergency services responding to an incident or the failure to deliver mail correctly.The Council will seek to work with residents, wherever possible, to minimise the impact of any necessary changes.

8.6 Where a request is made by an owner or occupier to renumber buildings in a street, all owners/occupiers affected must approach the Council with the request jointly. If this does not occur the request will not be considered by the Council. The Council will require residents requesting a change of street name to pay the Council’s cost for the process.

8.7 Where renumbering and/or renaming is involved, as much warning as is practicably possible will be given. The notice to occupiers will give a specific date on which the new naming or new numbering comes into effect, which will be at least one calendar month from the date of the notice.

9. Street Nameplates

9.1 The initial installation and costs of street nameplates for all new developments will be the responsibility of the developer. The developer should consult with Guildford Borough Council with regard to the street nameplate specification and suitability of the proposed locations.

9.2 The Council is responsible for the replacement and repair of street nameplates for public and private roads within the Borough. The Council is not responsible for nameplates indicating the name of buildings or other properties.

9.3 The Public Health Act 1925 (Section 19) requires the Council to install street nameplates on all streets. This applies regardless of whether they are public or private streets. The Council is not required to obtain consent from residents or owners of a private street because the Council is required to install street nameplates under statutory authority.

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9.4 Typically the Council will require the residents or owners of a private street to install and maintain their own street nameplates.. Nameplates installed by owners or residents on a private street must follow the Department for Transport's guidance and the Council's nameplate specification (see sections 9.5 and 9.6 respectively),

9.5 Any street nameplate signs erected should be in accordance with the current Department for Transport guidance (Ref: Circular Roads 3/93) or the updated guidance in force at the time of the application.

9.6 Street nameplate signs must be designed and manufactured using the Council's street nameplate specification. Specifications are publicly available on the Council's website (https://www.guildford.gov.uk).

10. Postcodes

10.1 The allocation of a Postcode is the responsibility of Royal Mail and identifies a number of postal delivery points and a postal town as defined by Royal Mail. The Council is not responsible for allocating these codes. Royal Mail will allocate a postcode on receipt of the official naming and numbering scheme from the Council.

10.2 The Council is not liable or responsible for third parties updating their databases with address information.

11. Charging for Services

11.1 The Council can charge for street naming and numbering services, and address registration services which are not specifically required to be provided as a statutory duty as part of the Public Health Act 1925 or the Towns Improvement Clauses Act 1847.

11.2 This includes, but is not exclusive to, the potential to charge for production of location plans, the production of plot to postal registers, address changes, and notification of address

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registrations or changes to third parties such as Royal Mail, Land Registry, Emergency Services, Utility Companies, and Surrey County Council.

11.2 Details of any applicable charges are publicly available on the Council's website (https://www.guildford.gov.uk).

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Annex 1 - Public Health Act 1925. Part 2 Naming of Streets

Section 17 Notice to urban authority before street is named.

(1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.

(2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.

(3) It shall not be lawful to set up in any street an inscription of the name thereof—

(a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and

(b) where the urban authority has objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal;

and any person acting in contravention of this provision shall be liable to a penalty not exceeding level 1 on the standard scale and to a daily penalty not exceeding £1

(4) Where the urban authority serves a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court.

Section 18 Alteration of name of street.

(1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.

(2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.

(3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.

(4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court.

Section 19 Indication of name of street.

(1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription becomes illegible.

(2) If any person pulls down any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of a street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty not exceeding [level 1 on the standard scale] and to a daily penalty not exceeding £1.

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Annex 2 - Towns Improvement Clauses Act 1847

Section 64 Houses to be numbered and streets named

The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding £25 for every such offence.

Section 65 Numbers of houses to be renewed by occupiers

The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding £20, and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

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Annex 3 - The National Land and Property Gazetteer

The National Land and Property Gazetteer (NLPG) is the addressing solution for local authorities and increasingly so for its partners. Local Government has invested heavily in creating the NLPG and is committed to using the NLPG for all its addressing requirements and services.

The NLPG is the definitive address list that provides unique identification of properties and conforms to the British Standard, BS7666:2006. The NLPG covers the whole of England and Wales and contains more than 30 million residential, business and non-mailing addresses and is now marketed commercially.

The NLPG is a comprehensive and continually updated database, created by those with local knowledge in each local authority, the body with legal responsibility for street naming and numbering of property. As local authorities are the originators of addressing information, an address dataset developed and maintained at source by users of the data, will inevitably have the highest level of currency and completeness.

The Council is committed to this initiative through its own Local Land and Property Gazetteer (LLPG) which, together with the other local authorities in England and Wales, makes up the NLPG. Street naming and numbering is the single most important source of address change intelligence for the Council's LLPG and therefore NLPG.

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Revised Street Signage Standard Options

The following mock designs of the proposed street nameplate standard have been created with input from the Lead Councilor for Infrastructure and Governance and the Corporate Management Team.

These options will be discussed with the Council's Planning Directorate, the Post Office and Surrey County Council Highways prior to presentation to the Executive/Management Team Liaison Group , the Executive Advisory Board and a public consultation.

This feedback will be used to inform officers of stakeholders' views and provide an evidence base for the officer advice to the Executive in selecting the new Borough wide standard.

Option 1 - Signage in Kindersley Font with the Crest and Borough branding:

The above designs demonstrate three real world streets. The town and postcode district the street is located in is printed in green text at the bottom right of the sign. Three postal areas cover Guildford Borough, these are GU, KT, and RH. The Council is legally able to include town names and postcode districts on street signs.

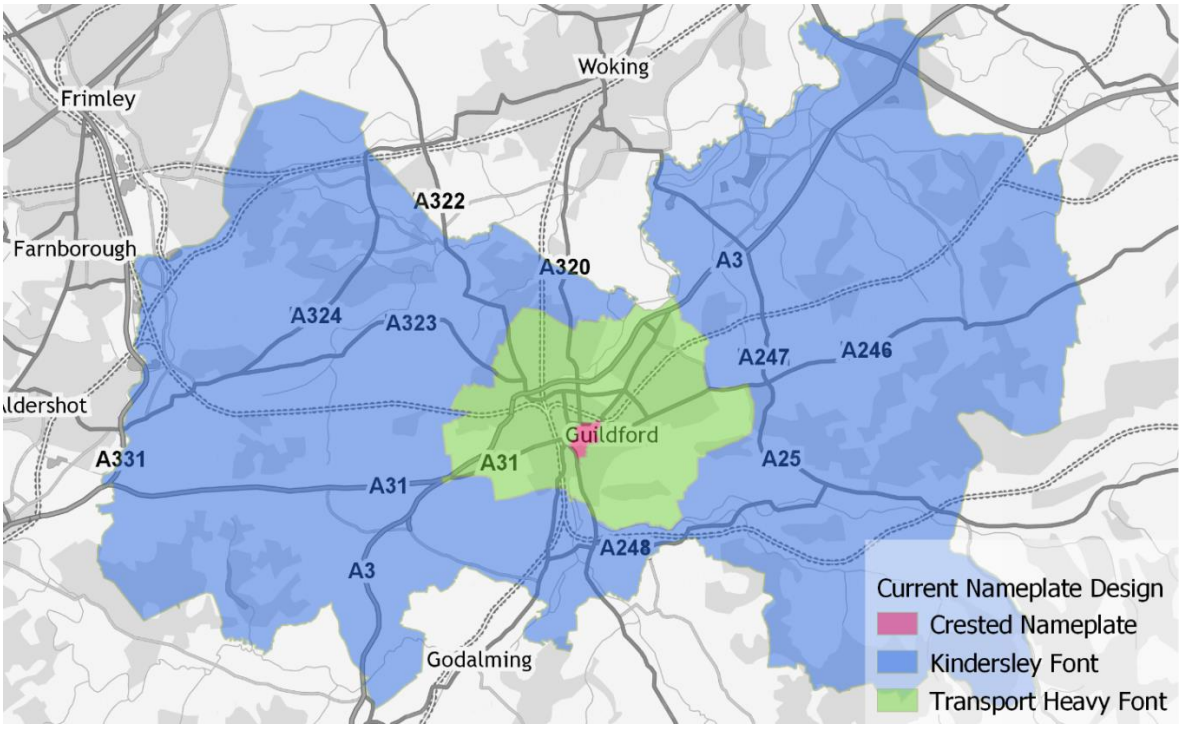
There are 47 different towns with streets assigned to them within Guildford Borough and each street is assigned to a town as defined in the Council's Local Land and Property Gazetteer (LLPG).

Note that "Kingston" is not recommended to be included on street signs in KT postcode regions within Guildford Borough because Kingston is not a town which applies to Guildford Borough streets (the KT section of the postcode refers to the postal area not a town).

Town boundaries are not yet explicitly defined areas and displaying the town name on new street signs would require these boundaries to be spatially defined (with changes over time recorded) to ensure the Council provides transparency and clarity for residents and developers. Replacement of any existing street signs in future could prompt residents to update their address details where they may be using a different town in their address to what is officially recorded by the Council.

Option 2 - Plain signage with Postcode in Transport Heavy font:

For background information the attached map shows the current use of signage styles and fonts in the Borough:



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Consultation Feedback

Feedback from Guildford Borough Council Planning Department

Design and Conservation have asked whether we can make sure that no historic cast iron street name plates are being removed to replace with these new types. This request will provide some protections to street furniture of historic interest.

Feedback from Surrey County Council Highways

SCC Highways said that the strategy and street nameplate design appear well considered.

SCC Highways also asked that each location is assessed to ensure that site line visibility is not compromised for drivers exiting a junction but also that the street nameplates are well seen on each approach to the junction to avoid late breaking and risk of shunts. Additionally, that they are located as close to the back of highway as possible. Utilities underground plant will also need to be considered where the locations differ from existing. *(N.B. This guidance is currently followed by Guildford Borough Council already).*

SCC Highways also offered assistance for sites where we may find problems in deciding the appropriate location for a street nameplate.

Feedback from Royal Mail

Although Royal Mail were asked, no feedback was received. It is noted this is not an issue which Royal Mail would typically be expected to provide feedback on.

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GUILDFORD BOROUGH

Street Nameplate Maintenance Operational Change Proposal

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Background

Guildford Borough Council is responsible for the maintenance of street nameplate signs in the borough. This is a statutory duty outlined in The Public Health Act 1925.

At present, the ICT service maintains the street signs in Guildford Borough. The maintenance of the physical street signs by the ICT service is not an efficient use of resources and the process should be managed by a part of the Council more suitably equipped with the tools and experience to undertake maintenance of physical assets in the borough such as street signs.

Additionally, some parts of the process rely on equipment and experience which ICT specialists are not expected to have or be responsible for.

This document highlights the requirement to alter the current division of labour relating to street nameplate sign maintenance.

Proposal

That the business process for the maintenance of physical street nameplate signs is moved from the ICT service to a more appropriate service within the Council.

Reason why ICT maintains the street signs currently

A related process, street naming and numbering, is conducted by the Development Team within ICT. This process involves the creation and modification of addresses within the Local Land and Property Gazetteer (LLPG). The LLPG is a digital address database which forms part of our Geographic Information Systems (GIS). The ICT Development team maintains several GIS databases and their content, and ICT is appropriate that maintenance of the digital data in the LLPG is carried out as part of this.

When a new street is constructed, the LLPG must be updated to record the street name and addresses on the street. This information is then sent by automated transfer to internal council systems such as Council Tax, Electoral Services, and Planning. After new streets and addresses have been registered, the council also has a responsibility to ensure that street nameplates are present at the development site. The process for the installation and maintenance of the new street signs is currently carried out by the ICT Development team within the ICT Department.

Why this review is occurring

There are several reasons for reviewing how street nameplate maintenance is carried out by the Council.

After the recent ICT restructure, ICT have evaluated the Council business we carry out and are creating more efficient processes to manage the parts of the Council's business for which ICT are responsible .

We are currently redesigning the service delivery model for street naming and numbering processes (including drafting an official street naming and numbering policy - led by Cllr Furniss). The street nameplate sign maintenance was identified as an item which is not appropriate for ICT data specialists to be involved with.

We also received a query in February 2018 from Cllr David Goodwin (Onslow) to ask why the ICT service is responsible for installing physical street nameplate signs. This query was in relation to a complaint we received from a resident about the placement of a new street nameplate sign on their street.

Process outline

The two main functions relating to street signs are installation of new signs and maintenance of existing signs. High level flowcharts of the process are outlined here:

Installation of a new street nameplate sign

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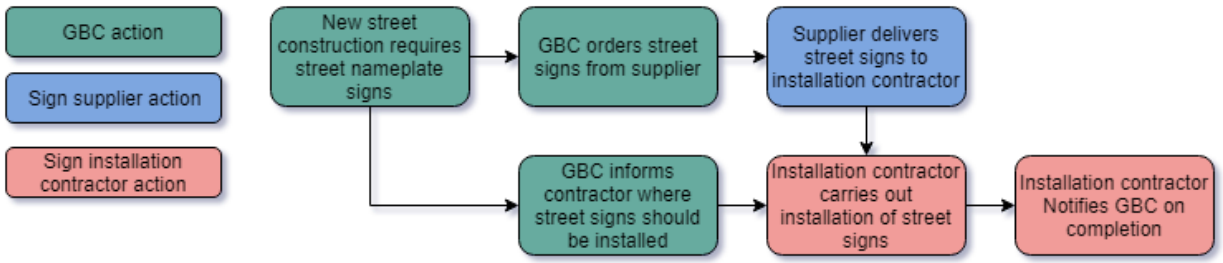
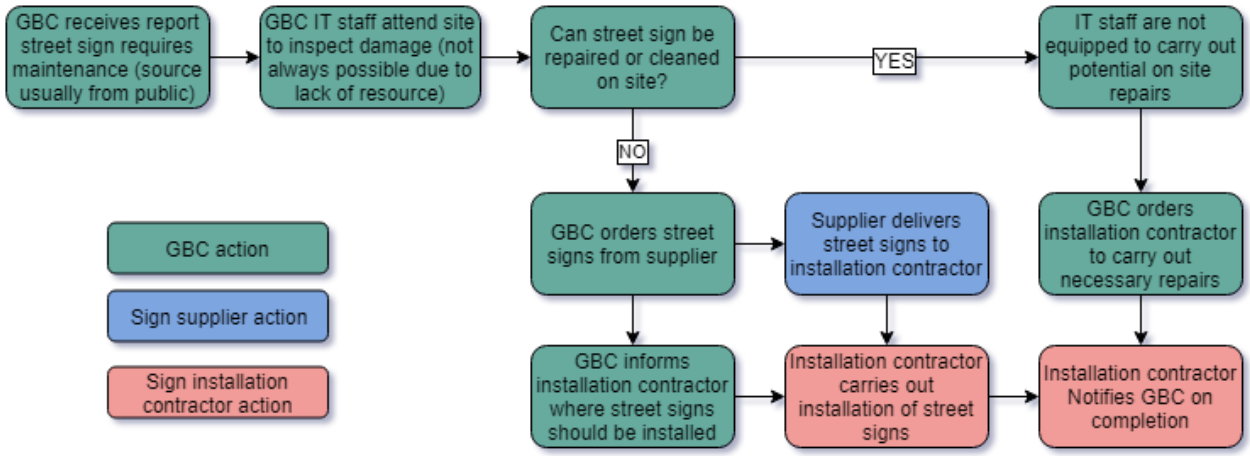


Maintenance of an existing street nameplate sign



Please note parts of the above process diagrams were omitted to keep the diagrams high level, these include:

- Liaising with supplier regarding the nameplate specifications
- Ordering and tracking on site works
- Invoicing and arranging payments

Workload

There are approximately 20-30 new nameplate signs or repairs that need to be undertaken by the Council each month.

This entire process is managed and run by the ICT Development team within the ICT service. The main functions of the ICT Development team are to do with information technology, data security, data analysis, software, system integration, and automation development. The maintenance of physical street nameplate assets by the ICT Development team is an inefficient division of labour for the Council.

Specialist knowledge, skills, and tools required to maintain street nameplates

Knowledge required includes:

1. An understanding of the Department for Transport's Circular 3/93: Street name plates and the numbering of premises. This document outlines the recommended engineering specifications for the design, manufacture, and installation of street nameplate signs, including materials, sign and font measurements, and the positioning of street signs within a highway scene.
2. Understanding of Guildford's own engineering specifications for street nameplate design, manufacture, and installation. This is not an ICT specific skillset.
3. Knowledge of construction site management and safety if street nameplates are being installed near a new street or building under construction. The ICT service does not have this ability.
4. Knowledge and skill to evaluate completed works (or plans) where installations of nameplate signs are completed by a contractor. The ICT service cannot evaluate this work effectively.

Tools required:

1. Necessary tools to maintain street nameplates on site for straightforward repairs includes common tools such as hammers and screwdrivers.
2. Necessary tools for the installation of new nameplates in posts on a tarmac surface or grass verge. This includes the tools necessary for digging holes for posts, packing holes, and tarmacking after installing a street sign on posts. The ICT service does not have these tools and manages a contractor who carries out the work – this work cannot be evaluated effectively by the ICT Service.
3. Necessary tools to install street nameplates at height on walls and buildings. This includes ladders, drills, screwdrivers, and safety equipment. The ICT service does not have these tools and manages a contractor who carries out the work – this work cannot be evaluated effectively by the ICT service.

Some of the above requirements are for knowledge, skills, or equipment that ICT specialists are not expected to have or be responsible for. This division of labour is inefficient for the Council as the business process is managed by staff who do not have the required expertise to plan or evaluate street nameplate sign installations. This process should be managed by a team which can more effectively plan and evaluate these types of works.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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