

Place-Making and Innovation EAB Report
Report of Director of Planning and Regeneration
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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) | |
|--|---|
| <i>General</i> | <i>Response</i> |
| 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. |
| <i>Other legislation/References</i> | |
| 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 |
| <i>Technical</i> | |
| 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