

RESIDENTIAL EXTENSIONS + ALTERATIONS SPD:

Project Outline + Programme

1.0 Introduction

- 1.1 Guildford Borough is widely known as an attractive, safe and great place to live. Whilst the Council continues committed to maintaining this legacy, **the area is experiencing increasing pressure for development, which brings with it new challenges and opportunities;** in particular how to accommodate high quality new development, whilst at the same time protect and enhance the qualities that make the area so attractive. Development pressure and housing needs however should **never** be an excuse for poor design.
- 1.2 Good quality design is an integral part of sustainable development. The National Planning Policy Framework states that **'design quality matters'** and that planning should drive up standards across all forms of development through local policy. The NPPF states that by establishing **sound, clear and easy to follow design policies and processes** for use by both developers and local communities, local planning authorities can make design a more transparent and accessible part of the planning process. **Sound design guidance is an important tool to help encourage high quality sustainable development whilst resist and refuse poor design.**

2.0 Project Background

- 2.1 In this context, a review of Guildford Borough Council design guidance was undertaken in 2017, to assess the level of design guidance available and to ensure that it is current and fit for purpose. A number of priorities were identified as part of this process:
- to update + relaunch the **Residential Extensions Guide (2003)** to bring in line with national and local policy;
 - **Borough Wide Design Guide** – a comprehensive guide to set out the Council's standards and expectations on 'all matters' relating to design;
 - **Master-planning for Major/Strategic sites;**
 - **Area/topic specific guidance** for Green Belt, AONB, Conservation Areas.
- 2.2 The *Residential Extensions + Alterations Guide* – identified as the **first priority** in terms of new design guidance (with a focus on residential). It will comprise a refresh of the 2003 guide with adoption as a Supplementary Planning Document in April 2018. It will be prepared in advance of any other guidance identified in the review and set the benchmark for Guildford design policy and guidance going forward. It will clearly define 'what is *appropriate* and *acceptable*' to the Council in the 'majority of cases' and assist householders, Agents and their Architects in making successful and well-designed extensions or alterations to a residential property.
- 2.3 The *Borough Wide Design Guide* will be a comprehensive document, which **sets out and establishes the benchmark for design excellence + principles for good design** across the Borough. The **purpose** of this Design Guide would be to provide guidance on how to achieve the highest quality design – from the design of **places, spaces, buildings and streets**. Setting out the Council's commitment to

high quality design will ensure that Guildford can deliver much-needed homes and other uses going forward, without negatively affecting the character of the existing urban and rural surroundings. It will be written and presented as a practical ‘manual’ and reference point for Councillors and applicants for ‘all matters’ relating to design. *see **Page 5 Guildford Design Guide: Structure.**

2.4 The Borough wide design guide indicative timescales for adoption is 2019. Timescales for other guides is to be confirmed.

3.0 Purpose of Guide

3.1 The purpose of Residential Extensions + Alterations Guide is to:

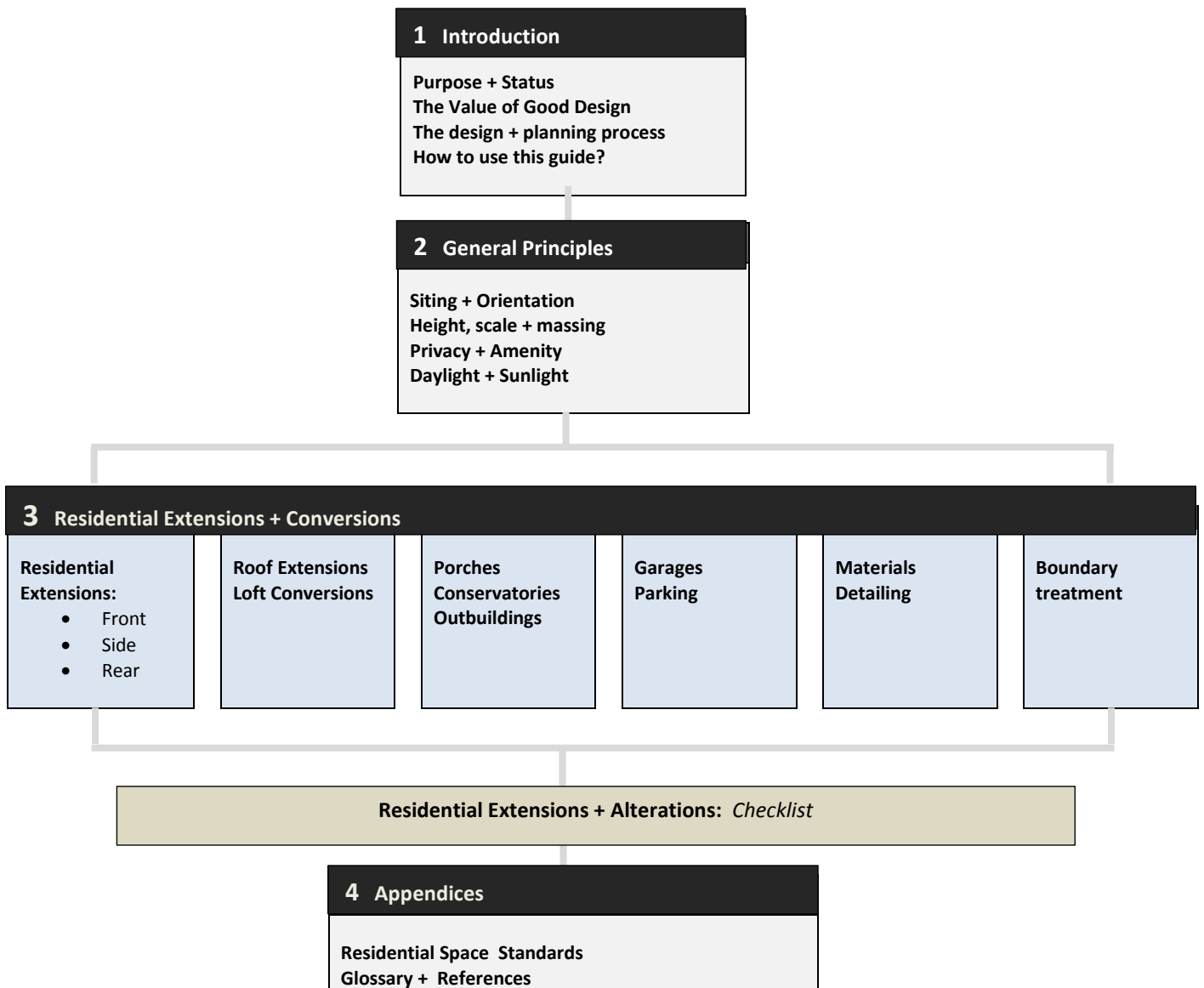
- **update and replace the previous GBC RESIDENTIAL EXTENSIONS guide (2003)** – to bring in line with current national and local policy;
- **provide advice for ‘Householders’ who wish to ‘extend or alter’ their property** (regardless of whether they need planning permission);
- **provide guidance for Guildford Borough Council Officers and Councillors** in planning assessment and decision making;
- **adopt as Supplementary Planning Document (SPD)** to be used as a **material consideration in the determination of planning applications** throughout the Borough.

4.0 Project Scope

4.1 The scope of the guide will:

include:	Councils expectations for residential planning applications (extensions + alterations)
	Key design principles
	Technical advice and guidance
	Clear and concise text + images (with best practices images)
	Manual ‘how to’ approach throughout document
NOT include:	Design solutions for individual properties
	Advice on architectural style or detailing
	Area specific guidance

5.0 Project Structure + Contents



6.0 Project Plan

Key Stages	Task + Milestones	Dates
1	Inception	Set out Project Brief
		Set up internal 'working group(s)' + other consultees
		*Meet EAB 16.10.17 – Design Guide Programme
2	Develop + Test Guide	Design Guide Scope + Contents
		Draft Design Guide (text)
		Graphics and desk top Publishing
		Plan Workshop
		*Planning Committee Workshop (7 DEC 2017)
4	Consult + adopt	Draft Design Guide – amendments + document production
		*Formal Consultation (4 weeks) Council adopt as SPD
		Sept 2017
		Oct – Nov
		Dec
		Jan-Feb 2018

7.0 Project Management

Project Sponsor

GBC Director - Tracey Coleman

Project Manager

GBC Urban Design

Project Stakeholders

GBC Councilor Paul Spooner (lead member for planning)

GBC Councilor Phillip Brooker

GBC EAB

GBC CMT

GBC Development Management

GBC Planning Policy

GBC Conservation

GBC Planning Committee

Project Steering Group (2 weekly meetings)

GBC Development Management

GBC Planning Policy

GBC Conservation + Urban Design

Project Workshop (Planning Committee – 7 Dec 2017)

Guildford Design Guide: Outline

