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## Report of the Chief Planning Officer

### PLANS PANEL

**EAST** 8<sup>th</sup> September 2011  
**WEST** 15<sup>th</sup> September 2011  
**CITY CENTRE** 27<sup>th</sup> September 2011

**Subject:** Draft Householder Design Guide

**Electoral Wards Affected:** All

No

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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**RECOMMENDATION:** Members are asked to note the contents of the report and the proposed consultation strategy.

### 1.0 INTRODUCTION

- 1.1 This report outlines the consultation strategy for the Draft Householder Design Guide. It is intended that the Design Guide will be adopted as an SPD within the Local Development Framework.
- 1.2 The Draft Householder Design Guide offers advice to those wishing to extend their houses and encourages good design in all aspects of building and development. This replaces the superseded Residential Design Aid 6 which was withdrawn following the introduction of Planning Policy Statement 1.
- 1.3 The design guide has been designed with two distinct purposes in mind. Its primary function is to provide clear, detailed and comprehensive advice for agents and applicants who are thinking about developing their properties. The guide is also a policy document and contains three policies which will be used when assessing and determining planning applications.
- 2.3 An Equality Impact Screening has been undertaken and is currently being assessed by the Equality Team. Initial comments suggest that a full Impact Assessment will not be necessary.

## **2.0 SUMMARY OF CONTENTS**

- 2.1 The Draft Householder Design Guide is split into two distinct sections. The first section outlines the general areas which are to be looked at when assessing applications, such as design and character or overlooking. These are demonstrated visually through a diagram and expanded with text, with more detail being given within the following pages. The importance of considering conservation areas, listed buildings, the Green Belt and protected species is also outlined. This section essentially provides a walk through of the site appraisal process.
- 2.2 The second section provides information about the types of extensions which may be built and gives detailed advice regarding the issues which will be relevant to each particular extension.
- 2.3 A policy summary is provided at the end of the document.

## **3.0 SUMMARY OF NEW POLICIES**

- 3.1 The Draft Householder Design Guide contains three new policies, HDG1, HDG2 and HDG3 which can be found on pages 8, 11 and 19 respectively. These are to be read in conjunction with the development plan and do not seek to supersede the UDPR.
- 3.2 Policy HDG1 expands and develops policy BD6 of the UDPR. Policy BD6 notes that “all alterations and extensions should respect the scale, form, detailing and materials of the original building.” HDG1 continues this approach but also notes that the character of the locality must be considered. Attention is also drawn to elements such as window detailing and boundary treatments.
- 3.3 Policy HDG2 expands and develops policy GP5 of the UDPR. Policy GP5 notes that “development proposals should seek to avoid...loss of amenity”. Policy HDG2 elucidates this text by noting that development proposals should protect the amenity of neighbours and should not create unreasonable levels of overdominance, overshadowing or overlooking.
- 3.4 Policy HDG3 is a Green Belt Policy which has been created following the deletion of policy GB8 during the review of the UDP in 2006. Policy GB8 was the only Green Belt policy which made specific reference to house extensions, and thus since its loss householder applications have been refused on N33, which is a summary of Planning Policy Guidance Note 2. As such householder have had no local Green Belt policy for five years. The text of this policy summaries the approach of PPG2 to house extensions within the greenbelt and seeks to define “limited extensions” as those which represent approximately a thirty percent increase on the volume of the original building.
- 3.5 It should be noted that the use of a thirty percent threshold is a new approach. The deleted GB8 suggested that a one hundred percent increase was appropriate, however the Inspectorate considered this too generous and thus an informal approach based on a fifty percent threshold was instituted. Within this environment the householder team have had a noticeable appeal success with Green Belt applications and this suggests that a lower figure may be more appropriate. The approach taken by surrounding Authorities has also been considered, and the majority of these work to between thirty and forty percent. As such it is considered that the introduction of the thirty percent threshold is reasonable and consistent with general practice and national policy.

## **4.0 PUBLICITY AND CONSULTATION**

- 4.1 It is intended that the Draft Householder Design Guide will be adopted as an SPD. The council's commitment to this is outlined in paragraph 4.12 (pg 14) of the Statement of Community Involvement which notes that the Draft Householder Design Guide is being produced as an SPD.
- 4.2 Appendix 5 (pg 34) outlines the process of engagement and consultation for SPD's, with additional detail about the methods of consultation and participation contained within Appendix 1. In line with this advice regarding the methods of consultation and participation outlined within Appendix 1 the following consultation will be undertaken.
- The document will be made available on the Council's website with comments forms available so that all stakeholders can provide written comments.
  - Reference copies of the document and comments forms will be available in the Development Enquiry Centre and other appropriate venues across the city.
  - A letter will be sent to all libraries directing them to the document and comments forms on the website and encouraging them to provide reference copies for the public to view and offer comments on.
  - A press release will be issued and information placed on Talking Point. Information will also be placed on Twitter with a re-tweet by Tom Riordan.
  - Two half day public events, one covering the Householder West Team and one the Householder East Team will be held. These events will involve a formal public meeting. Ward Councilors, Parish Councilors and local residents/amenity/civic groups will be invited. These events will also be advertised, where possible, in the local press. Officers from the relevant team will be in attendance to answer questions and provide advice and guidance.
  - Attention will be drawn to the consultation process with regular agents through an email at the start of the consultation process. They will be directed to the information on the website.
- 4.3 Public consultation will begin on 19<sup>th</sup> September 2011 and will be for a six week period, ending 21<sup>st</sup> October 2011. The public meetings will be held on Tuesday 18<sup>th</sup> October. The East area will be in the afternoon with a public meeting starting at 1.30pm and a drop in session from 2.00 – 4.30pm. This meeting has been arranged toward the end of this process to allow ample time for all stakeholders to have read and absorbed the document.

## **5.0 RECOMMENDATION**

- 5.1 Note the contents of the above report.

### **Background Papers:**

Draft Householder Design Guide