

Supplementary Agenda



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A meeting of the

Climate Emergency Advisory Committee (CEAC)

will be held on Monday, 14 December 2020 at 6.00 pm

watch the meeting live here:

<https://www.youtube.com/channel/UCTj2pCic8vzucpzlaSWE3UQ/>

Alternative formats of this publication are available on request. These include large print, Braille, audio, email and easy read. For this or any other special requirements (such as access facilities) please contact the officer named on this agenda. Please give as much notice as possible before the meeting.

A handwritten signature in black ink, appearing to read 'M Reed', written in a cursive style.

Margaret Reed
Head of Legal and Democratic

Agenda

Open to the Public including the Press

12. Joint Design Guide - update report

(Pages 3 - 28)

For the CEAC to receive an update report on the Joint Design Guide project and note the progress of development.

The item will be introduced by Councillor Debby Hallett and the supporting officer will be Dominic Lamb.

Interim Report

Joint Design Guide

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The Joint Design Guide Project

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Appendix

*(upon request)

Introduction

This interim report provides an update on the Joint Design Guide (JDG) project and an opportunity for staff and Members to understand progress made by the Urban Design team so far. The Joint Design Guide will be a Supplementary Planning Document (SPD). SPDs build upon and provide more detailed guidance about policies in the Local Plan. They do not form part of the Local Plan itself and they are not subject to independent examination, but they are material considerations in determining planning applications.

Section 1 briefly introduces what the first steps of the project were and our objectives. It also provides an understanding of the policy context for the JDG SPD.

Section 2 details work to date.

Section 3 proposes a structure for the Joint Design Guide and illustrates the themes that will be covered together with a first attempt at providing Joint Design Guide principles. The Urban Design team considers this step is a key opportunity for staff and Members to help shape the Joint Design Guide prior to the next stage of internal consultation.

Section 4 looks at the next steps and timescales for the project.

The Joint Design Guide Project

First steps

A monitoring exercise was produced during 2018-2019 to monitor the performance of the principles set out in both current Design Guides for South and Vale. The monitoring used a scoring scale to test how individual applications performed against the principles set out in the current Design Guides. A sample of applications were picked and the performance of the principles were analysed. As a result of this exercise, we found that not all the guidance is being considered which may be due to misinterpretation/ lack of incorporation. This is a consideration for the new Joint Design Guide in how we could make it less vulnerable to misinterpretation and is something we have taken into account when thinking about the design principles.

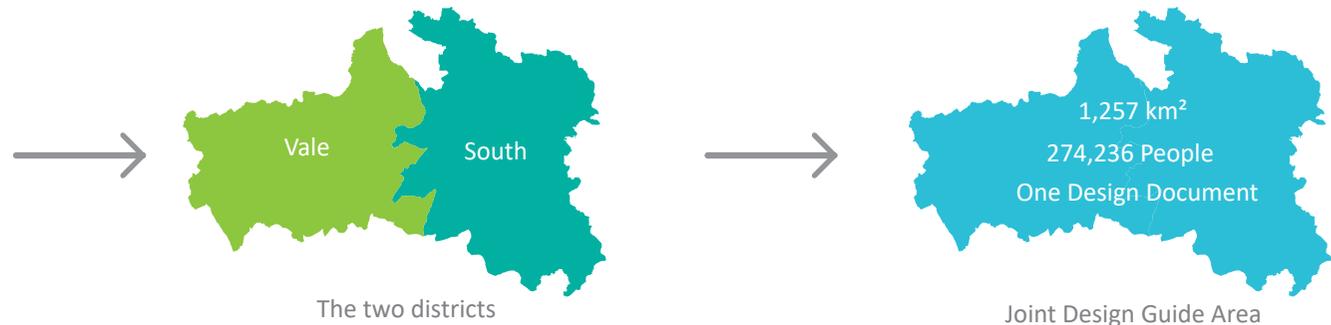
What are we trying to achieve?

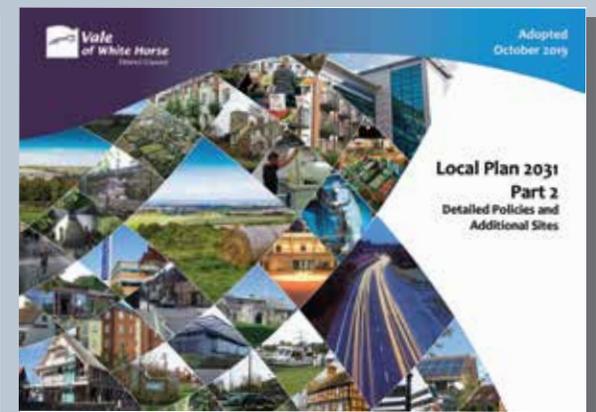
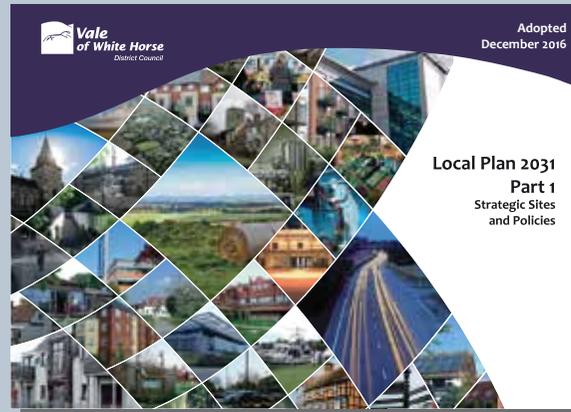
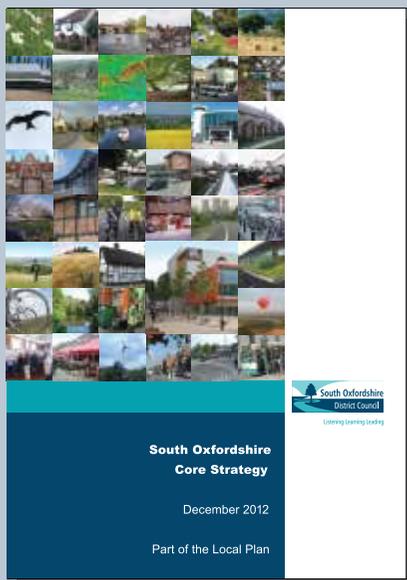
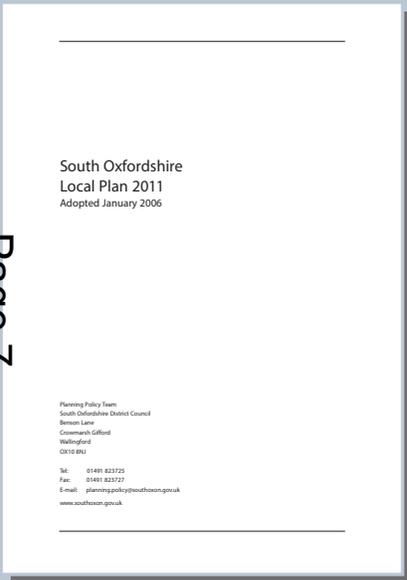
The Joint Design Guide is intended to act both as a guide and as an assessment tool. It is intended to assist landowners, developers, applicants, agents, designers and planners in the process of developing high quality development and in assessing its design quality. Our main objectives for the project are:

- To raise the standard of design of new development across the districts with an emphasis on building form and layout, landscape and biodiversity to improve the quality of residents lives now and in the future.
- To respond to the climate emergency.

A Joint Design Guide will:

- Provide robust guidance and improve decision-making;
- Speed up the process of reviewing applications;
- Enable development to happen more quickly;
- Reduce appeal work;
- Inform and give confidence to officers to negotiate higher standard of design, including climate change mitigation within applications;
- Provide clearer guidance for both developers and officers.





Local Plan policy documents

Policy Context

A statutory requirement

The National Planning Policy Framework (NPPF) was first published on 27 March 2012 and updated on 24 July 2018 and 19 February 2019. It sets out the government's planning policies for England and how these are expected to be applied. The NPPF places greater emphasis upon achieving well designed buildings and places. Planning Practice Guidance within the NPPF covers a series of topics. On 1st October 2019 the Government updated its Planning Practice Guidance on Design under the heading 'Design: process and tools': this now includes a National Design Guide. This guide will assist the authorities in meeting the requirements of the NPPF to deliver high quality design (see section below on 'other design guidance').

Local Plans

The Vale Local Plan 2031 Part 1 was adopted in December 2016 and Part 2 in October 2019. In the case of South Oxfordshire, the Core Strategy adopted in 2012 together with some saved policies from the Local Plan 2011 are still relevant. The emerging Local Plan is currently being progressed to adoption under a Direction from the Secretary of State. The South Local Plan examination was completed earlier in the year and the Inspector published his preliminary findings. A six-week consultation on the Proposed Main Modifications took place between 21 September and 2 November 2020. The Plan and its supporting studies set out the future for development in South Oxfordshire up to 2035.

Link to the Corporate Plans

The new Design Guide will help achieve both of the Council's priorities and the strategic objectives within the new corporate plans (2020-2024), both adopted at full council in October 2020.

The current Design Guides

The Councils currently have two separate adopted Design Guides: Vale of the White Horse DC adopted its Design Guide in March 2015 whilst South Oxfordshire DC adopted its Design Guide in November 2016. The latter achieved finalist status for both the National Urban Design Awards and the RTPI Awards for Planning Excellence in 2017. It was prepared in-house and co-lead by the Urban Design Officers, with graphics prepared by an external consultant. The Vale of White Horse Design Guide was delivered externally and lead by the Urban Design team.

The Design Guides are Supplementary Planning Documents (SPD) that are used in the determination of planning applications. Regulations 11 to 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012 set out the requirements for producing Supplementary Planning Documents.

The new JDG will build upon and update the two existing South and Vale Design Guides and much of the content will be carried over and updated, with new sections added to address corporate priorities, including the climate emergency.

Other design guidance

Since the production of the National Design Guide (NDG) published by the Ministry for Housing, Communities and Local Government (MHCLG) in October 2019, the government has been giving more weight to achieving high quality design. The guide is one of a suite of documents that make up the Design section of the Planning Practice Guidance (PPG). The Guide is intended to be a visual tool, easy to use, with a selection of high-quality example developments. Great Western Park (GWP) has been chosen as one of the examples of good practice within the new guide, describing it as being 'designed around a clear street hierarchy, a mix of open spaces and an associated variety of building types and sizes.'

Good design is set out in the National Design Guide under the following 10 characteristics:

Context - enhances the surroundings; **Identity** - attractive and distinctive; **Built Form** - a coherent pattern of development; **Movement** - accessible and easy to move around; **Nature** - enhanced and optimised; **Public Space** - safe, social and inclusive; **Uses** - mixed and integrated; **Homes and buildings** - functional, healthy and sustainable; **Resources** - efficient and resilient; **Resilience** - made to last

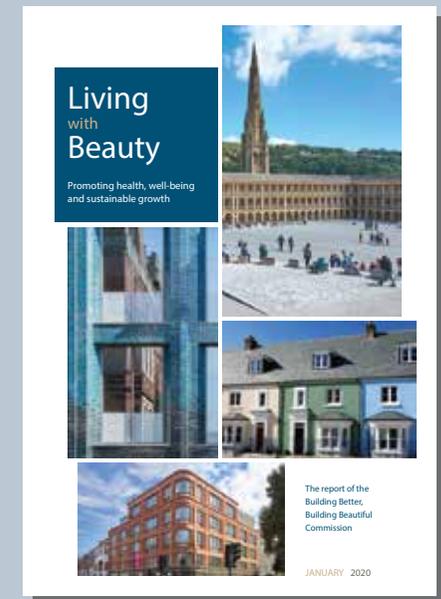
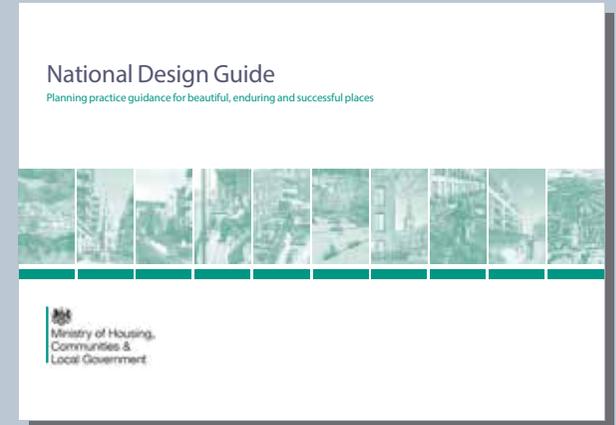
The overall intention of the National Design Guide is to establish a baseline standard of quality across the country; which local authorities will be expected to consider when determining applications, developing design codes and establishing their own design guides.

The Government recognises quality design does not look the same across the country, as such local authorities are expected to produce their own design guides but defer to the National Design Guide in the absence of one adopted. Both South and Vale Guides follow a similar approach to the one that is described in the National Guide in terms of putting emphasis on understanding the site's context (constraints and opportunities) when drawing up a proposal before drilling down to the detail. All of the characteristics described in the National Guide have been covered in our current guides but we recognise that some of these messages need strengthening.

A national model design code will be published over the next few months to supplement the NDG, setting out more detailed parameters for development in different types of location together with a revised 'manual for streets'. This design guidance will have a direct bearing on the design of new communities.

The weight on design is also apparent in the Living with Beauty report published by the Building Better, Building Beautiful Commission (BBBCC) in January 2020. This report makes policy proposals in eight different areas (Planning, Neighbourhoods, Regeneration, Communities, Management, Education, Stewardship, Nature), based on three underpinning aims for the planning system: to ask for beauty, refuse ugliness and promote stewardship.

In addition, the Planning White Paper published in August 2020 outlining the government's planning reform proposals for England also stresses the importance of preparing local design guides and codes.



Other design documents

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What have we done so far?

Progress

During the summer (July and August 2020) we ran a series of ‘live’ Forums via Microsoft Teams for staff within the Planning Service and the Climate Emergency Advisory Committee (CEAC) Members. The forums were shared across South and Vale. We asked staff and Members to share the ideas that they wanted to see in the new JDG and gave them an opportunity to tell us what they thought worked and did not work from the current Design Guides. Prior to that, a separate workshop was carried out for both South and Vale CEAC Members to introduce them to the project and the scope of the Design Guide. The forums proved to be a productive and responsive way of engaging and interacting with each other as people were able to respond, add, and react to people’s feeds. A thorough analysis of the results of this consultation exercise and workshops together with a wide range of research (looking at other design guides across the country) has helped us identify the key principles that will underpin the new JDG. We have been able to identify areas that need improvement and messages that need strengthening within the existing guides.

The specialist team (covering urban design, biodiversity, landscape, trees, and conservation) within the Planning Service also reviewed the current guides over the summer and came back to us with updates, amendments/ gaps in relation to their particular areas of expertise. The Joint Design Guide will undoubtedly present many cross-overs amongst all specialist disciplines and we are keen to make sure that that this is reflected from the outset of the design process.

Climate adaptation

Local context

The new Design Guide will include a section specifically related to climate adaptation. To inform this new section we have considered the following:

Both Vale of the White Horse and South Oxfordshire District Councils declared a Climate Emergency in February 2019 and April 2019 respectively and constituted a Climate Emergency Advisory Committee. The Climate Emergency targets set by the Councils locally are as follows:

- South Oxfordshire District Council: a carbon neutral district by 2030
- Vale of White Horse District Council: 75% reduction in district-wide carbon emissions by 2030, as a first step towards becoming a carbon neutral district by 2045

Development Plans as a whole should be mitigating/adapting to climate change (Section 19 (1A) of the Planning and Compulsory Purchase Act 2004). The role of planning in climate change is set out in the NPPF (Chapter 14 and paras 8, 20, 148, 149) and provides hooks for climate change policies. The National Design Guide also contains hooks for climate change policy.

Future Homes Standard

In June 2019 the UK government committed to a legally binding target to bring all greenhouse gas emissions to net zero by 2050.

The government is proposing changes to the building regulations to increase the energy efficiency requirements for new homes in 2020. It also has plans for a Future Homes Standard to be introduced by 2025, which will require new build homes to be future proofed with low carbon heating and higher levels of energy efficiency. The Future Homes Standard proposes an interim standard of energy efficiency to take effect in 2020 and a new standard for 2025 (two options, either 20% or 31%). This will be set out in building regulations. These proposals are yet to be finalised following a consultation that took place between October 2019 and February 2020.

What the Design Guide can and can't do

As it stands, the Design Guide can only enforce requirements when they can be linked to existing policies. The Design Guide can only reference the current policy context and strongly encourage developers to consider meeting these enhanced standards.

We propose that the JDG will have a stand-alone section on climate adaptation. Climate change as a theme is embedded throughout the current guides. We are mindful however that in terms of climate emergency, some of the messages need to be strengthened and provide clearer guidance in terms of climate issues. The JDG can also be a useful document to sign post applicants to relevant guidance elsewhere and requirements dealing with these matters.

The Climate adaptation section of the JDG will cover three main areas:

- > Sustainable construction and development methods;
- > Sustainable systems;
- > Sustainable resources.

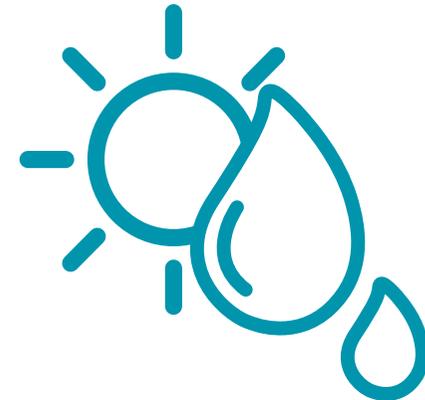
These areas are currently under development and require further technical research.



Sustainable construction and development methods



Sustainable systems



Sustainable resources

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Structure of the new Joint Design Guide and its design principles

Structure

In order to establish the structure of the new JDG, the Urban Design team carried out an exercise to examine the content and current themes covered by both existing Design Guides and reviewed topics contained within the National Design Guide. This provided us with an understanding of any overlap and gaps in the existing guides. The result of this exercise has resulted in the structure overleaf. Note that the titles of the proposed structure are only working titles and give an indication of the themes that will be covered.

The Urban design team has developed the proposed structure following a funnel approach, starting out with general site information and drilling down to detail topics. This funnel approach has been adopted throughout the guide and within each section.

The tables below present the JDG principles which are the result of both south and vale Design Guides combined with the comments received as part of the consultation exercise carried out in the summer.

Note that the technical documents of the South Oxfordshire Design Guide and technical sections of the Vale Design Guide will be incorporated into the JDG document. This is to avoid these sections being ignored and will hopefully result in these technical principles being followed from the outset of the design process.

Existing South, Vale and the National DG structures

Re-organised structures into matching themes

Proposed new structure for JDG based on these themes

Existing South, Vale and the National DG structures			Re-organised structures into matching themes			Proposed new structure for JDG based on these themes
South	Vale	National	South	Vale	National	
LETS GET DESIGNING	RESPONDING TO THE SITE AND SETTING	IDENTITY	LETS GET DESIGNING	RESPONDING TO THE SITE AND SETTING	IDENTITY	PLACE AND SETTING
THE NATURAL ENVIROMENT	ESTABLISHING THE STRUCTURE	BUILT FORM	THE NATURAL ENVIROMENT	ESTABLISHING THE STRUCTURE	NATURE	NATURAL ENVIRONMENT
MOVEMENT	STREETS AND SPACES	MOVMENT	MOVEMENT	STREETS AND SPACES	MOVMENT	MOVEMENT
DEVELOPMENT BLOCK	BUILDING DESIGN	NATURE	STREETS AS CIVILISED SPACES			
STREETS AS CIVILISED SPACES	BUILDINGS IN RURAL / LOWER DENSITY AREAS	PUBLIC SPACE	PARKING			LAYOUT AND SPACES
PARKING	BUILDING PERFORMANCE	USES	DEVELOPMENT BLOCK		PUBLIC SPACE USES	
BUILDING AND PLOTS	MIXED USE CENTRES	HOMES & BUILDINGST	BUILDING AND PLOTS	BUILDING DESIGN	BUILT FORM	BUILT FORM
ENSURING QUALITY	COMMERCIAL / EMPLOYMENT AREAS	RESOURCES		BUILDINGS IN RURAL / LOWER DENSITY AREAS	HOMES & BUILDINGST	
	HOUSEHOLD EXTENSIONS	LIFESPAN		HOUSEHOLD EXTENSIONS		
	BUILDING CONVERSIONS			BUILDING CONVERSIONS		
				MIXED USE CENTRES		
				COMMERCIAL / EMPLOYMENT AREAS		
			ENSURING QUALITY	BUILDING PERFORMANCE	RESOURCES LIFESPAN	CLIMATE ADAPTATION

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PLACE AND SETTING

Structure (draft)

1 PLACE AND SETTING

2 NATURAL ENVIROMENT

- Landscape
- Trees
- Biodiversity

3 MOVEMENT

- Creating a network
- Streets as places
- Parking
- Street furniture, lighting and public art

4 LAYOUT AND SPACES

- Development blocks
- Homes, amenity and services
- Open space design
- Play space design

5 BUILT FORM

- General principles
- Apartment buildings
- Extensions and outbuildings
- Side, rear, loft and roof extensions, garages and outbuildings, conservation areas and listed buildings, impact on neighbours
- Extensions and canopies
- Materials, detailing and maintenance
- Building conversions, shopfronts and signage, traditional shopfront features
- Mixed use centres
- Commercial/ employment

6 CLIMATE ADAPTATION

- Sustainable construction and development methods
- Sustainable systems
- Sustainable resources

Combined (draft) principles

> A contextual analysis including an opportunities and constraints plan (which will inform your design rationale) of the wider and immediate site context has been prepared. It identifies the following both within the site and beyond the site boundary:

- 1.1 existing networks of natural features, including watercourses, trees, hedgerows, green spaces, field patterns, habitats and public rights of way (footpaths, bridleways, etc.);
- 1.2 the landscape character and topography highlighting visually prominent areas. This includes existing landscape features, water features, trees and hedges, views and skyline;
- 1.3 attractive and/or sensitive views (both of and from built and natural features) into, out of and within the site;
- 1.4 buildings and structures of historical importance including listed buildings, conservation areas and archaeological remains;
- 1.5 any statutory designations such as National Nature reserves, AONBs, Green Belt, and SSSI's amongst others, and non-statutory designations such as Ancient Woodland, Dark Sky's and Registered battlefields, amongst others;
- 1.6 potential barriers to development such as railway lines, major roads, utilities, pipelines, noise, pollution, land contamination, etc., and any resulting easements including easements specified in the Local Plan(s);
- 1.7 the settlement structure of the site and surrounding area: This includes studying the historical development of the settlement, it's townscape; structure and hierarchy of streets, spaces, existing connections, gateways, nodes, density, plot and block sizes. Figure ground diagrams can help explain a settlement structure;
- 1.8 the land uses adjacent to the site and how these will impact on the design/treatment of the edges of the development - identify how each edge of the development site will address the adjacent uses;
- 1.9 the streets and public spaces surrounding the site, the enclosure of streets and public open spaces, the layout and form of spaces and the public and private interface;
- 1.10 the built character: The scale, form and massing of the built environment, treatment of building frontages and boundaries, building types and materials. This should all be included in a Character Study.

NATURAL ENVIRONMENT

Landscape

> *Ensure the scheme:*

- 2.1 retains and strengthens the site's landscape features; using the physical features of the site and results of technical studies positively and imaginatively in its design;
- 2.2 retains and creates views in and out of the site to prominent features and landmarks whilst making sure not to adversely impact or obscure them;
- 2.3 is designed to maximise the benefits of natural resources (utilising landform, orientation, geology, and natural drainage patterns) and does not negatively impact on the benefits enjoyed to neighbouring properties and spaces;
- 2.4 implements SUDs (Sustainable Drainage Systems) as an integral part of the development's open space network. SUDs should be designed into the development from the outset with features such as; wetlands, basins, ponds, scrapes, swales, retention planters (rainwater gardens), combined with good landscaping to make a positive contribution to the biodiversity, character and appearance of a development;
- 2.5 creatively integrates and enhances historic landscapes (such as agricultural patterns or historic battlefields) and the survival of archaeological remains and features; refer to Historic England scheduling selection guide;
- 2.6 has a joined-up network of open spaces which form an integral part of the development and should be located where existing and new residents can access them easily. Open spaces must be useable, not located on the edge of the development or where there is left over space;
- 2.7 does not use landscape as a barrier between new and existing development and is therefore integrated into the development (unless there is strong justification to create a landscape buffer, for instance to reduce the impact of road/rail noise, to retain gaps between settlements or link open spaces);
- 2.8 identifies noise, smells, air quality and contaminated land sources (e.g. sewage treatment works, railway line, a ring road etc.) to inform the orientation and location of a development and responds to it positively.

Trees

> *Ensure that:*

- 2.9 trees are designed appropriately into the layout, this should be explained in the landscaping strategy, and where applicable submit with your application (contact the Council's Tree Officer to seek advice and guidance):
- A topographical survey has been completed;
 - Soil Assessment has been completed;
 - A Tree Survey has been completed in accordance with BS 5837;
 - An Arboricultural Impact Assessment produced in accordance with BS 5837;
 - An Arboricultural Method Statement, including Tree Protection Plan have been produced in accordance with BS 5837.
- 2.10 all landscaping is designed in coordination with all other above and below infrastructure, including utilities, visibility splays, highway layouts, drainage, etc.;
- 2.11 the tree planting scheme uses a range of species and sizes, appropriately spaced to correspond to the nature and hierarchy of the street and suited to the site's soil type;
- 2.12 a landscape management plan has been prepared and submitted which explains the aftercare and maintenance programme for the landscaping.

Biodiversity

> *Ensure the scheme:*

- 2.13 retains and enhances existing habitats and creates new habitats to increase the number of species on site delivering a 10% Biodiversity Net Gain;
- > *Ensure that:*
- 2.14 Up to date surveys, undertaken by a suitably qualified ecologist and in accordance with industry best practice;
- 2.15 Where impacts on ecological receptors are predicted, explain what those impacts are and how the design process has complied with the biodiversity mitigation hierarchy. This means first avoid impacts where possible, mitigate unavoidable impacts, finally compensate residual impacts to deliver a net gain. Make sure that integrated measures are clearly shown on plan;
- 2.16 Demonstrate that your development will deliver a net gain for biodiversity using a biodiversity metric.

MOVEMENT

Creating a network of streets

> *Ensure the scheme:*

- 3.1 has a network of streets paths and integrated cycleways that connect with each other and create an attractive choice of routes for all users and all modes of transport; prioritising the needs of pedestrians, people with disabilities, cyclists and public transport users over the needs of motorists within the network;
- 3.2 has a clear and logical order of street, (often referred to as a 'street hierarchy') that use a range of street types. These can be identified by their differing features including their width, enclosure, frontage, parking arrangements, how connected they are to each other, range of uses, landscaping and materials;
- 3.3 connects to existing streets and paths and creates direct, safe and attractive links for all users whilst avoiding 'cul-de-sac' layouts and where applicable avoid single point of access;
- 3.4 provides links to neighbouring land that could be developed in the future making them an integral part of the street network and hierarchy;
- 3.5 links new pedestrian and cycle routes with 'strategic' networks such as; safe routes to school and the national cycle network. All major applications should be accompanied by a travel plan for the development;
- 3.6 provides direct pedestrian and cycle links to local services and facilities that follow natural desire lines and uses the features identified in the opportunities plan to create a visually interesting and attractive route;
- 3.7 locates facilities and services within a short walking distance of homes (5 to 10 minutes) and provides easy access for existing and new residents;
- 3.8 provides bus stops within a five-minute walk (400m) of homes, is preferably 600m from a primary school and 1500m from a secondary school, and where possible, close to local services and facilities;
- 3.9 takes into account different users' experiences as they travel through the site and include a safe and manageable route for wheelchairs/ pushchairs including dropped kerbs (a minimum of 2m for footpaths and 3m for combined cycle and a pedestrian paths).

Streets and enclosure

> *Ensure the scheme:*

- 3.10 has streets where buildings and landscaping rather than the highway are visually dominant;
- 3.11 encourages movement by prioritising the needs of pedestrians, people with disabilities, cyclists and public transport users, over the needs of motorists within the design of streets; Applicants should refer to Manual for Streets 1 (2007) and 2 (2010);
- 3.12 includes trees and soft landscaping that create character & distinction between street types. The species provided must be appropriate to the environment and their location, both at time of planting and maturity; therefore, provide adequate space for soil volume to allow root growth and for canopy growth;
- 3.13 demonstrates that the long-term maintenance and management of landscape elements has been considered through a management and maintenance plan;
- 3.14 does not result in a conflict between street trees, their location or planting requirements, drainage and street lighting design. Engage with the County Council's highways department and adoptions team early to ensure an overall high-quality masterplanning and design approach;
- 3.15 designs residential streets to a maximum speed of 20 miles per hour and integrates natural methods of traffic calming within the street design (i.e. landscape-led traffic calming);
- 3.16 provides continuous and generous footpaths to meet the needs of all users including the visually impaired, including dropped kerbs, and to allow enough room for wheelchairs and pushchairs to be used safely and comfortably;
- 3.17 considers shared surfaces/home zones on lower order streets and/or local centres, next to public spaces, or other appropriate locations. When designing shared surfaces, incorporate permeable paving, consider tactile/colour contrast material details to cater for visually and mobility impaired people;
- 3.18 has incorporated and designed social spaces, providing places for people to rest, gather, interact and spectate therefore contributing to health and wellbeing.

MOVEMENT

Streets and enclosure

> *Ensure that streets and spaces are:*

- 3.19 fronted by main entrances/front doors which provide direct access to the street or space known as 'active frontage';
- 3.20 provide 'natural surveillance' by having windows from ground and first floor habitable rooms overlooking the street;
- 3.21 defined by boundaries that reflect the character of the area and clearly differentiates public space from private space;
- 3.22 provide sufficient amount of space between public realm and adjacent/adjoining buildings, known as 'semi-private' space;

Street Furniture, lighting and Public Art

> *The scheme should ensure:*

- 3.23 the amount of street furniture is kept to a minimum, to reduce street clutter, and be simple, high quality, well-designed, robust and in keeping with its setting;
- 3.24 all users' needs have been considered through inclusive design and careful consideration is given to the safety and comfort of mobility and visually impaired people;
- 3.25 the use of bollards is avoided in favour of other treatments where they are required, such as tree planting;
- 3.26 that lighting features follow the design approach used for other street furniture and avoid causing light pollution in sensitive/ darker non-urban rural areas (consider, downward lighting and reduce LUX levels in these areas). Direct glare must be avoided from any lighting scheme, to neighbouring properties;
- 3.27 appropriate locations and forms of public art are integrated and related to the design rationale of the development to create a place or feature. This should be considered early on in the design process, where applicable to the development type.

Parking

> *Ensure the scheme:*

- 3.28 has a range/ variety of car parking solutions that relate to the order of street;
- 3.29 provides parking for both residents and visitors (including accessible parking bays) has been provided in accordance with the Local Plan(s) policy;
- 3.30 keeps frontage parking to a maximum of eight spaces in a row, providing an adequate planting break every four adjacent spaces (equivalent to another parking space to allow space for a tree or low-level planting and access);
- 3.31 shows visitors' parking spaces have been provided on street and can be easily recognised. They are spread throughout the site and located where they will be needed;
- 3.32 provides on-street parking designed as part of the street with a maximum of five bays separated by kerb build outs allowing adequate visibility for pedestrians crossing the road and space for tree planting;
- 3.33 avoids rear parking courts;
- 3.34 uses shared drives for parking as long as they are small scale and overlooked by active frontages from adjoining properties;
- 3.35 avoids tarmac and uses porous materials for side or front on-plot parking to distinguish ownership from the street scene;
- 3.36 avoids garages and car ports breaking up the enclosure and definition of the street (are not forward of the main building line) or compromise the amount of private amenity space. Large groups of garages and car ports have been avoided;
- 3.37 shows electric charging points have been provided (refer to climate adaptation section for details). In the absence of County Council standards, we recommend one (on plot) EV charging point per dwelling;
- 3.38 incorporates landscaping to enhance large areas of parking (carparks), and screen service areas to minimise their frontage onto public realm/streets.

LAYOUT AND SPACES

Development blocks

> *Ensure the scheme:*

- 4.1 uses a range of appropriate densities that do not detract from the character of the local area and uses land efficiently. Increased densities are focused around key movement intersections, along strategic routes, overlooking public spaces and within neighbourhood, community, local and village centres;
- 4.2 has a mix of local services and facilities, uses, housing types and tenures that meet local and district needs, are justified in terms of planning policy and viability; take account of the ageing population and needs of people with disabilities;
- 4.3 consists of perimeter blocks that respond to the grain of the existing settlements taking cues from block sizes, plot patterns, and relationship between built and open space;
- 4.4 back to back distances are a minimum of 21 metres; back to boundary a minimum of 10.5 metres. Back to side are a minimum of 12 metres; front to front a minimum of 10 metres. Where these distances are not met, demonstrate how the design proposals ensure that privacy is maintained;
- 4.5 places landmark buildings and focal points in prominent locations that help people to navigate through the network and order of streets and spaces;
- 4.6 provides a sense of enclosure appropriate to the street hierarchy and to achieve a human scale;
- 4.7 positions buildings to make the most of daylight and sunlight wherever possible (for instance this can be done by minimising buildings on the north face side of a perimeter block) and provide a sun angle diagram to illustrate how well this would be achieved;
- 4.8 addresses the edges of the site in a positive way by facing properties outwards and not placing side and rear fences next to the open space or open countryside. Applicants (where applicable) will be required to demonstrate how their proposals provide a positive edge which has a clear and well-defined external image;
- 4.9 considers the existing plot pattern. If smaller than the Design Guide standards, develop to stated standards; if it is bigger, proportionally match the existing plot pattern (where development is adjoining);

4.10 provides a clear distinction between private and open space. Boundary treatments between private and open space or open countryside can take many forms including planting, hedges, walls and fencing. Your choice of boundary treatment should reflect the character of the area whilst being secure and of high quality. Depending on the adjacent land use, estate railing/ stock proof fencing and hedge planting may be appropriate;

4.11 avoid awkward/ vulnerable corners which may arise from left over space in order to ensure land efficiency, a clear definition of public and private space.

Homes, amenity and services

4.12 An adequate amount of private amenity space has been provided for each residential unit, including apartments, or a robust justification why private amenity space cannot be provided to the standards:

Detached or semi-detached dwellings should have:

2 bed* += 50 sqm 3 bed* += 80 sqm 4b+ = 100 sqm Apartment buildings = 40 sqm

*if terraced should have: 1.5 x the gross ground floor footprint

4.13 Gardens should be rectilinear and in the orientation of the buildings flank walls, awkward shaped gardens should be avoided in order to be usable;

4.14 Provide residents of the buildings their privacy by providing a sufficient amount of space between public and/or communal spaces and the adjoining buildings in the form of front gardens (also known as 'semi-private' space); front gardens should contribute positively to the street scene, and as planted or permeable areas be no less than 1m in depth on higher order streets, increasing in size in line with the street hierarchy, density and sense of enclosure;

4.15 Amenity space should not be compromised by the location of parking areas and garages. Gardens should not be overshadowed by outbuildings or garages and make the most of the light available;

4.16 Maintain a single material boundary treatment along the edge of any curtilage facing a public space and do not switch between or adjoin material treatments when viable from the street;

4.17 Provide direct access from the dwellings to rear gardens and where from parking, storage or refuse areas avoid long, narrow alleyways or obscure entrances.

LAYOUT AND SPACES

4.18 looks at potential innovative collection systems for waste and recycling to help meet the targets of JMWMS (Joint Municipal Waste Management Strategy) which include reduction, reuse, recycling, diversion from landfill, restriction level of residual waste. Begin discussions with waste officers at the earliest possible opportunity so that together we can assess the viability of the scheme;

4.19 provides sufficient space to store bins and containers. The storage areas are convenient for residents (integrated as part of the frontage or in a communal collection point if necessary) and visually screened from the public realm and located as unobtrusive as possible;

4.20 provides access between bin storage areas and collection vehicle access. Long path/alley ways between rear gardens and the street have been avoided (refer to Part H of Building Regulations for distances);

4.21 gives convenient access for service vehicles that avoids the need for them to frequently turn around with priority to through routes;

4.22 integrates services like substations, utility boxes, cable runs and maintenance access points positively into the scheme and do not conflict with landscape features, drainage, tree planting (leaving enough room for trees to establish themselves) and/or the design of the public realm.

Open space design

> *The open space(s):*

4.23 are delivered in an early phase;

4.24 uses the natural features identified in the opportunities and constraints plan as focal points;

4.25 is integrated as part of the natural landscape features of the scheme and located so that residents can access them easily and directly; this will provide instant 'maturity' as well as creating windbreaks, visual screening and shelter;

4.26 is linked with existing spaces to form connected green networks along key walking and cycling routes;

4.27 refers to the Council's open space standards setting out the open space requirements for new developments, in terms of its quantity, quality and accessibility;

is located within walking distance so that they are easily accessible to new and existing development;

4.28 has a clear purpose, being 'usable' when intended as open public space, are the right size, shape and layout, to meet the needs of all users;

is appropriately defined and enclosed by buildings that front the open space and have ground floor windows from habitable rooms providing natural surveillance;

4.29

is not pushed to the periphery of the development and are properly integrated to the rest of the development;

Play space design

> *Ensure the scheme:*

4.30 refers to the Council's Open Space, Sport and Recreation Future Provision Supplementary Planning Document (July 2008) setting out the open space requirements for new developments, in terms of its quantity, quality and accessibility;

4.31 includes both formal and informal play spaces that can be accessed by all children, whatever their needs;

4.32 locates play spaces to form part of the wider park area rather than an isolated/separate feature;

4.33 is located so that play spaces do not cause disturbance to the occupants of nearby buildings;

4.34 recognises the need for quiet open spaces which should be preserved and considered in the design;

4.35 offers a choice for the needs and desires of all users (for example an outdoor gym);

LAYOUT AND SPACES

- 4.36 provides opportunities for play, social interaction and recreation as well as any formal sports requirements in line with the Design Guide;
- 4.37 provides the community infrastructure to encourage a legacy of community and cultural activities;
- 4.38 includes open space which is accessible for all users including people with disabilities, parents/ carers and older people;
- 4.39 considers the size of its facilities and the intended age of the children using them has been considered;
- 4.40 in any new development uses existing national guidance on inclusive play to ensure play space is accessible to all children;
- 4.41 includes opportunities to encourage local food growing such as community orchards, provision of allotments or other community garden projects;
- 4.42 provides opportunities to have access to community gardens or enough space to grow food (e.g. a roof, allotments, communal gardens or a balcony);
- 4.43 provides opportunities for people to engage with a place through their senses (sensory richness);
- 4.44 is accessible to all users including people with disabilities, parents, carers, pregnant women and older people.

BUILT FORM

General principles

> *Ensure the scheme:*

- 5.1 responds positively to compliment the character and vernacular identified as part of the character assessment of the area; if there is a lack of identifiable character or disenable vernacular (architectural style), establishes its own distinctive, character and style;
- 5.2 is sensitive to its context regarding scale massing and height; in most instances new development should adopt a simple form. An uplift in scale massing or height may be appropriate for landmark buildings in a key location, or, more complex forms when responding to a specific character area
- 5.3 works with and responds positively to the existing landscape and topography and settlement pattern, including recognising glimpsed views of and out of the buildings from within the street scene or townscape;
- 5.4 breaks down larger footprint buildings to comprise a number of simple, geometric forms to reduce their apparent bulk;
- 5.5 has a landmark or feature building with high quality materials and good use of detailing to stand out when in prominent locations such as gateways, key vistas, and corner plots.
- 5.6 avoids long, blank (windowless or without material detail) elevations when visible from an adjacent street, parking area or public space;
- 5.7 provides dual aspect, such as on corner plots, return materials details, fenestration and landscaping to maintain a consistent façade, blank elevations or gable ends will not be acceptable.
- 5.8 has entrances to buildings (including houses, ground floor or communal entrances for flats and non-residential uses) which directly face onto the street and be clearly visible from the public realm.
- 5.9 has built form designed to ensure good and direct natural passive surveillance over streets and public spaces and parking to design out and prevent crime.
- 5.10 has ground floors of buildings articulated with windows and doors and interesting detail (through the use of materials, datum line or façade detail) to create a development with a more human scale;

- 5.11 uses materials that have been informed by the character and appearance of the surrounding area;
- 5.12 where balconies are provided, are able to accommodate a table and chairs and space for planting/food growing;
- 5.13 mitigates the impact of signage (by using an appropriate scale) onto the public realm;
- 5.14 incorporates green and / or brown roofs on flat roof buildings and vertical gardens provided where space for landscaping is otherwise limited;

Apartment buildings

> *Apartment buildings must:*

- 5.15 respect their surrounding context in terms of scale and height. In some instances, taller buildings could be used as an opportunity to create landmark buildings;
- 5.16 be broken down into a series of components to reduce their perceived bulk and massing where large footprint buildings are needed;
- 5.17 locate main entrances directly facing onto the street and be clearly visible from the public realm. All building entrances should be welcoming and easily identifiable to help improve legibility;
- 5.18 provide individual entrances for ground floor dwellings where they front the street and generous sized entrance cores, well-lit by natural light and naturally ventilated;
- 5.19 have access to outdoor amenity space. This can be provided in the form of private gardens for ground floor flats, balconies, roof gardens or terraces, or private shared gardens;
- 5.20 keep the number of dwellings accessed from a single core to a minimum, this should be between 2 - 4 dwellings.

BUILT FORM

5.21 include accessible parking bays and visitor parking that is well overlooked and integrated into the landscaping strategy for the site. Parking must not visually dominate the setting of the buildings.

5.22 have dedicated visitor cycle parking provided close to main entrances and well overlooked by habitable rooms;

5.23 have secure and convenient cycle storage provided within the main buildings and preferably close to main entrances;

5.24 incorporate individual letterboxes, cycle storage and access to refuse areas;

Extensions and outbuildings

>The following design principles are relevant to all types of householder extensions and alterations:

5.25 maintain established building lines and plot patterns;

5.26 use simple, uncomplicated building forms that compliment and coordinate with the scale, form and massing of the original dwelling;

5.27 use building materials which match those of the existing dwelling or justification has been provided which explains the appropriateness of the alternatives proposed.

5.28 ensure the original building remains the visually dominant element of the property (whether it is an extension, a self-contained annex, an outbuilding or a garage);

5.29 has a roof form appropriate to the original dwelling, generally this should be constructed with the same angle of pitch as the existing roof;

5.30 ensure any existing external access from the front to the rear garden has been retained;

5.31 responds to the existing rhythm of windows, door and openings; Note that the position, size, proportion, height and style of new windows and doors and the ratio of solid wall to openings all help to define the character of a dwelling;

Side extensions

> Should:

5.32 be subservient to the principle dwelling;

5.33 be set back from the front of the house or otherwise justified for not doing so;

5.34 retain important gaps within the street scene and avoid creating a contiguous building line

5.35 be constructed with the same angle of pitch as the existing roof;

5.36 include windows that face the street to provide passive surveillance;

can demonstrate that it will not result in overshadowing, a loss of privacy or an oppres-

5.37 sive or overbearing impact on neighbouring properties.

Rear extensions

> Should:

5.38 avoid a detrimental impact on the existing dwelling's usable garden area;

5.39 not have a harmful effect on neighbouring properties in terms of privacy, overshadowing or overbearing impact;

5.40 demonstrate that it will not result in overshadowing, a loss of privacy or an oppressive or overbearing impact on neighbouring properties;

5.41 provide an adequate distance between facing habitable rooms to help people feel comfortable in their homes;

5.42 comply with the 45-degree rule as set out in this section (note this will be shown via an example in the guide).

BUILT FORM

Loft conversions and roof extensions

>Ensure that:

- 5.43 Dormer roof extensions are set within the roof slope and do not break the existing eave line;
- 5.44 The size pitch and ridge height of dormers should complement the rhythm of the existing fenestration and roof pitch; single large flat roofed, boxy dormers are to be avoided;
- 5.45 Roof lights should be used sparingly and where they are less likely to be visible in the street scene, such as to rear elevations or in discreet roof valleys. In sensitive locations such as on Listed Buildings and in conservation areas, 'conservation type' roof lights should be used.

Garages and outbuildings

- 5.46 Garages should be simple functional buildings. They should be subservient to the main dwelling in terms of their, scale, massing and height. and should not include domestic features;
- 5.47 The position and scale of any outbuilding should be subservient to the main dwelling;
- 5.48 Swimming pools, associated pump equipment and tennis courts should not be sited where they will cause noise and disturbance to nearby neighbouring dwellings.

Conservation areas and listed buildings

- 5.49 If the proposed extension is within a conservation area or is part of a listed building, the proposed design must enhance the original features and/ or contribute to its significance.

Impact on neighbours

- 5.50 Have been informed by the positioning of neighbouring dwellings and an understanding of the potential impact development could have upon them;
- 5.51 Can demonstrate that it will not result in overshadowing, a loss of privacy or an oppressive or overbearing impact on neighbouring properties;

5.52 There is a minimum of 12m between habitable windows and flank walls;

5.53 Comply with the 45 degree rule set out within the BRE guidance;

5.54 Must not result in a significant loss to the private amenity area of the existing dwelling.

Extensions and canopies

- 5.55 Front extensions will be resisted where they have a significant impact on the street scene or are damaging to the appearance of a dwelling. Modest front extensions that reflect the character of the existing property are more likely to be acceptable;
- 5.56 When located close to a neighbouring property, front extensions should not have a negative impact on the amount of light afforded to that property, nor should it have an overbearing impact. Front extensions are more likely to be acceptable where the building line is staggered or where the dwelling is set well back from the road;
- 5.57 They should normally be designed with a pitched roof to be as close to that of the main roof as possible; avoid large, flat-topped porches.

Materials, detailing and maintenance

- 5.58 Use a choice of materials and detailing for the building inspired or referenced from the contextual analysis;
- 5.59 presents visual interest created by attractive detailing, high quality materials, depth and relief, shadow lines and fenestration. Changes to texture and colour should be encouraged to complement the façade articulation across the envelope of the building, not just individual elevations.
- 5.60 Materials used should be proven to be sustainable, robust and to weather well. Explore case studies/examples of where these materials have been used elsewhere to support your choice, including carbon credentials;
- 5.61 Provide an accompanying palette of materials for streets and spaces to complement building materials. These should be easy to maintain;

BUILT FORM

- 5.62 The approach to maintenance is clearly set out and identifies who is responsible for all the various parts of the scheme. The list is likely to include the following: Buildings, trees and soft landscaping, streets and open spaces, public art and sustainable drainage systems;
- 5.63 Ensure hard surface materials are appropriate for their intended purpose and technical requirements;
- 5.64 Ensure there is sufficient space to allow landscaping and planting to establish and thrive;
- 5.65 Ensure enough space has been provided so that existing trees will not be damaged and to avoid pressure from future residents to remove them in the future.

- 5.74 When appropriate, existing ecclesiastical fixtures and fittings should be retained wherever possible;
- 5.75 When appropriate, existing commercial or industrial fixtures and fittings should be retained wherever possible;
- 5.76 When introducing new materials, these should respond to established character and be compatible with both the existing materials and building type: for example; lime finishes, traditional weatherboarding, natural roofing and wall materials, etc.;
- 5.77 Consider adequately a buildings adaptation for existing and future users and changing circumstances (accessibility of the conversion).

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Building Conversions

- 5.66 The conversion must retain the character and appearance of the original building;
- 5.67 An assessment should be made as to the existing character and the impact of a proposed conversion on any special interest or designation, as per the NPPF, and through the contextual analysis
- 5.68 The introduction of conspicuous domestic features should be avoided;
- 5.69 A structural report will need to be submitted with any planning application to demonstrate that the building is capable of conversion without substantial rebuilding or extension;
- 5.70 Existing openings in elevations should be used for windows and doors;
- 5.71 New windows or doors should be added sparingly and should not significantly alter the overall proportion of solid wall to openings;
- 5.72 Window types are in keeping with existing fenestration or a simple form is used as an appropriate alternative;
- 5.73 Where additional floors are introduced, they should not cut across or present an exposed floor edge to feature or ecclesiastical windows;

Shopfronts and signage

- 5.78 Shopfronts should reflect the rhythm of neighbouring buildings. The proportions of the shopfront should harmonise with the main building line and the street scene.
- 5.79 Shopfronts should not be treated separately from the upper levels but considered as a coherent design.
- 5.80 Recognises the need to advertise the goods and services offered but also respects the character of the building and street scene;
- 5.81 Reserves and restores surviving historic shopfronts in a sensitive manner;
- 5.82 Recognises the opportunity that new shopfronts can bring modern design whilst still respectful of existing character
- 5.83 Draw particular attention to the component parts of good traditional shopfronts when new or replacement shopfronts are built;
- 5.84 Considers all end users (e.g. accessibility requirements).

BUILT FORM

Traditional shopfront features

- 5.85 The fascia, where the name of the establishment is displayed, should respect the proportions of the rest of the shopfront and the building in which it is set. It should not be too deep, wide or project forward from the face of the building, and avoid illumination;
- 5.86 Pilasters and consoles should be used to support the fascia. They are sometimes decorated and often form an important part of the overall shopfront design;
- 5.87 Stallrisers provide a strong visual base to the shop window and can serve as additional security and protection;
- 5.88 Shop windows should generally be subdivided to achieve well-proportioned frontages. In some cases glazing bars help to create visual relief, rhythm and an attractive design;
- 5.89 Doors are often recessed and have a solid lower panel which at least matches the height of the stallriser;
- 5.90 Materials should be in keeping with the character and appearance of the building;
- 5.91 Modern 'Dutch' blinds and canopies in plastic or similar materials which do not retract are often obtrusive to the appearance of the building and street scene and unlikely to be acceptable on listed buildings or in conservation areas;
- 5.92 Projecting and hanging signs, if they are necessary, should be small and traditional in design of hand-painted hanging signs from wrought iron brackets and carefully positioned so as not to obscure details of the shopfront or other parts of the building;
- 5.93 When considering hanging signs over pavements, make sure they do not cause issues for people with visual impairment;
- 5.94 Illumination of fascias and hanging signs is not encouraged in historic town centres. In the cases of public houses, restaurants or similar late opening premises, it should be low key and discreetly positioned;
- 5.95 Alterations to historic shopfronts must balance the requirement to preserve historic character with the needs of adequate access;
- 5.96 Shopfront security can be very damaging to the character of the building and street. Sympathetic solutions, such as toughened glass, better internal lighting, internal video cameras and alarm systems can often be just as effective without the deadening effect of shutters and grilles;
- 5.97 Repair of traditional shopfronts should always be the first option, rather than their wholesale replacement;
- 5.98 The design of shopfronts in modern buildings, although allowing for innovation, should still reflect the basic principles of traditional shopfront design which have stood the test of time. New design should reflect both the character of the building and the street in which it is set.

BUILT FORM

Mixed use centres

>The development should ensure:

- 5.99 the location of mixed-use centres and community hubs are conveniently located at the intersections of a well-connected network and be highly visible. Accessibility for all users is integrated into the design of the centre with frequent public transport conveniently located and well-overlooked. Short stay, visitor and disabled car parking spaces alongside secure cycle parking are included. Service areas must not visually dominate or be present in an active frontage;
- 5.100 mixed use centres and community hubs are designed around clustered facilities fronting onto the high-quality public realm as a focal point. Avoid internal shopping centres or malls fronted by parking areas;
- 5.101 the height of buildings within a centre should be appropriate to its context and aid legibility. The size of public realm created in by community centres should be related to the height of enclosing development overall to provide a sense of place;
- 5.102 include residential development above non-residential uses to ensure activity and surveillance throughout the day and night. Residential proposals within these locations should consider service yard locations, noise, odour, lighting and air quality issues;
- 5.103 active frontage should include increased ground floor ceiling heights to provide more generous non-residential spaces;
- 5.104 'wrap' or locate larger non-residential footprints such as supermarkets or leisure buildings within blocks with a perimeter of active frontage.

Commercial / employment areas

>The development should ensure:

- 5.105 for the layout of new employment areas should take a landscape led approach focusing on investment in areas that will significantly contribute to the quality of the workplace environment;
- 5.106 commercial and employment areas are well served by frequent public transport. Proposals should be structured as a network of connected streets with development fronting the street wherever possible. Office areas and storage space within B2 and B8 uses must be integrated within the curtilage of a single structure and avoid low quality ancillary buildings;

- 5.107 service yards should be internalised within the perimeter block to avoid fronting streets and public realm. Large forecourts with buildings substantially set back from the public realm should be avoided where possible. Wherever possible large areas of surface parking should be positioned to minimise its impact on the public realm. This could include internalising the parking within the perimeter block or locating it to the side or rear of the building;
- 5.108 limited parking can be provided in small forecourts accommodating visitor and disabled parking. The building line should maintain or establish a good street scene Parking should be incorporated into the landscape design with tree planting breaking up the visual impact of parked cars;
- 5.109 where appropriate to incorporate a range of appropriate, supporting facilities within employment areas to serve the needs of employees and diversify occupation, (night and day);
- 5.110 larger footprint buildings (which can often appear bulky) maintain a simple envelope or limited geometric forms. Articulation of the ground floor of buildings can create a more human scale and establish a coherent and common design language throughout the development;
- 5.111 standalone signage for individual businesses is avoided in favour of estate signage with unified boards, listing individual companies. Signage for individual businesses should be focused around entrance areas and / or on bare flank / walls. Signage should not be overbearing or out of proportion with the overall building;
- 5.112 a Waste Strategy specific to the end use is provided. Each tenant should have access to adequate, hygienic space in which to segregate the waste into various recycling streams and thus minimise landfill. These recycling points should be conveniently located for the users and also for the efficient removal of the materials by collection vehicles. These facilities must not be in plain sight of landscape areas or principal streets.

CLIMATE ADAPTATION

The Climate adaptation section of the JDG will cover three main areas. These areas are currently under development and require further technical research.

Sustainable construction and development methods

Standards:

- BREEAM
- PASSIVE HOUSE

Approaches:

- MMC (Modern methods of construction)-off site and modular build
- Carbon embodied building materials
- Carbon sequestration building materials

Sustainable systems

- Electric vehicle charging
- Grey water recycle
- Water butts (water stressed areas)
- Potential innovative collection systems for waste and recycling
 - Composting
 - Natural Ventilation and cooling
 - Adapting to temperatures

Sustainable resources

- Thermal stores
- Biomass heating
- Water source and ground source heat pumps
- Air source heat pumps
- Micro wind turbines
- District heating
- PV (Photovoltaic)

Technical guidance to integrate and expand:

- 7.1 the orientation of buildings to allow the use of solar technology on roofs and to maximise the potential for solar gain;
- 7.2 the size and relative locations of all major energy consumers within the development site and adjacent to the site;
- 7.3 areas designated for energy infrastructure including that for proposed generation showing adequate access has been created;
- 7.4 the inclusion of renewable energy technologies to reduce the site's conventional energy needs;
- 7.5 using natural or passive ventilation techniques to improve well-being and further reduce energy needs.
 - A plan has been prepared that shows how the following energy related matters have been considered:
- 7.6 which technologies (including renewables) are appropriate to supply heat and power to all or to a part of the development or house extension;
- 7.7 the use of passive design features such as sun pipes and atria to reduce energy demands for lighting and heating;
- 7.8 the use of materials of differing thermal mass to reduce energy demand;
- 7.9 maximise the reuse and recycling of materials including materials existing on site;
- 7.10 siting of any green or brown roofs or walls as well as rainwater harvesting to reduce overall water demand;
- 7.11 re-use grey water which can be installed in new or existing properties and have the potential to meet significant proportion of domestic demand for water.

4

Next steps and timescales

The following table details the next key deliverables within the project. There will be other opportunities to provide input/comments throughout the course of the project as we progress the document through to internal and external consultations stages. Workshops with staff and Members will be delivered as part of that process.

Key deliverables	Due date	Progress
Produce brief report outlining the new Design Principles the JDG will cover and set its proposed structure	30/11/20	Complete
Draft Joint Design Guide produced for internal consultation (will include full text and sample graphics)	14/5/21-11/6/21	On track
Draft Joint Design Guide produced for external consultation (full text and graphics)	6/8/21-17/9/21	On track
Final Draft Joint Design Guide produced for adoption	5/11/21	On track
Adoption and publication of Joint Design Guide	By 24/12/21	On track