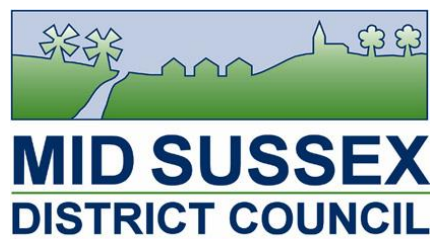


# **COUNCIL 4 NOVEMBER 2020**





27 October 2020

Unless a majority of the Council resolve to extend the meeting before 9.00 pm it will automatically end at 9.00 pm in accordance with Council Procedure Rule 17.2.

New regulations came into effect on 4 April 2020 to allow Councils to hold meetings remotely via electronic means. As such, Council and Committee meetings will occur with appropriate Councillors participating via a remote video link, and public access via a live stream video through the [Mid Sussex District Council's YouTube channel](#).

To all Members of the Council,

You are hereby summoned to attend a meeting of the **MID SUSSEX DISTRICT COUNCIL** to be held **VIA REMOTE VIDEO LINK** on **WEDNESDAY, 4TH NOVEMBER, 2020 at 6.00 pm** to transact the following business:

Yours sincerely,

KATHRYN HALL  
Chief Executive

#### Pages

1. Roll Call and Virtual Meeting Explanation.
2. Opening Prayer
3. To receive questions from members of the public pursuant to Council Procedure Rule 9.
4. To receive a petition presented by It's Magic Events, Haywards Heath Community CIC and User Group Clair Hall on behalf of the community of Mid Sussex which asks:

'We call upon MSDC not to close Clair Hall.'

5. To confirm Minutes of the meeting of Council held on 30 September 2020.

5 - 18

*Working together for a better Mid Sussex*



6. To receive declarations of Interest from Members in respect of any matter on the Agenda
7. To consider any items that the Chairman of the Council agrees to take as urgent business.
8. Chairman's Announcements
9. Implementation of Public Spaces Protection Orders for Dog Control. **19 - 34**
10. Mid Sussex Design Guide Supplementary Planning Document. **35 - 180**
11. To receive the Leader's Report
12. Report of Cabinet Members, including questions pursuant to Council Procedure Rule 10.1
13. Questions from Members pursuant to Council Procedure Rule 10.2

To: **Members of Council:** Councillors C Trumble (Chairman), M Belsey (Vice-Chair), G Allen, J Ash-Edwards, R Bates, J Belsey, A Bennett, L Bennett, A Boutrup, P Bradbury, P Brown, H Brunsdon, R Cartwright, P Chapman, R Clarke, E Coe-Gunnell White, P Coote, M Cornish, R Cromie, J Dabell, R de Mierre, B Dempsey, S Ellis, R Eggleston, A Eves, L Gibbs, I Gibson, S Hatton, J Henwood, S Hicks, S Hillier, T Hussain, R Jackson, J Knight, C Laband, Andrew Lea, Anthea Lea, J Llewellyn-Burke, A MacNaughton, G Marsh, J Mockford, A Peacock, C Phillips, M Pulfer, R Salisbury, S Smith, A Sparasci, L Stockwell, D Sweatman, N Walker, R Webb, N Webster and R Whittaker

**Minutes of a meeting of Council  
held on Wednesday, 30th September, 2020  
from 6.00 pm - 8.54 pm**

**Present:** C Trumble (Chairman)  
M Belsey (Vice-Chair)

G Allen	J Dabell	Andrew Lea
J Ash-Edwards	R de Mierre	Anthea Lea
R Bates	B Dempsey	J Llewellyn-Burke
J Belsey	S Ellis	A MacNaughton
A Bennett	R Eggleston	G Marsh
L Bennett	A Eves	A Peacock
A Boutrup	L Gibbs	C Phillips
P Bradbury	I Gibson	M Pulfer
P Brown	S Hatton	R Salisbury
H Brunsdon	J Henwood	S Smith
R Cartwright	S Hicks	A Sparasci
P Chapman	S Hillier	L Stockwell
R Clarke	T Hussain	D Sweatman
E Coe-	R Jackson	R Webb
Gunnell White	J Knight	N Webster
M Cornish	C Laband	R Whittaker
R Cromie		

**Absent:** Councillors P Coote, J Mockford and N Walker

**1. ROLL CALL AND VIRTUAL MEETING EXPLANATION.**

The Chairman welcomed everyone to the meeting. A roll call of Members present was taken. The Head of Regulatory Services provided a virtual meeting explanation.

**2. OPENING PRAYER**

The opening prayer was read by the Vice-Chairman.

**3. TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE 9.**

The following questions were received:

**Question from Lou Kiwanuka:**

What are Mid Sussex council doing to support the economic devastation caused to events businesses and freelancers within the district.

Our sector has not been able to work since March 2020 and has been left out of government schemes which have targeted industries that have been forced to shut.

**Response from Cabinet Member for Economic Growth, Cllr. Stephen Hillier**

Thank you for your question.

We do recognise that live events play a crucial role in local life in Mid-Sussex and help to make Mid-Sussex the special, unique place it is, but it is true that sadly multiple aspects of our vibrant events and exhibition industries have been significantly impacted by the coronavirus outbreak.

You will be aware that in response to the Covid-19 pandemic the Government created a number of grants, and to-date this Council has distributed nearly £26.4m to support 2,062 businesses from the Small Business and Hospitality Grants Funds and the entire £1.463million Discretionary Fund has been awarded to 287 local businesses through the Discretionary Grant.

Unfortunately, many small events businesses and freelancers have not been able to access these grants, mostly because they are targeted at business rates payers which often precludes smaller home-based companies such as are often found in the events industry, and some applicants simply missed deadlines. However, the Council has been working to provide support to those who were unable to receive Government aid, not least by commissioning 13 local small businesses to run events like our Playdays online.

Nationally the government has provided £330bn worth of government backed and guaranteed loans as well as a Bounce Back loan scheme to help small businesses access loans of up to £50,000, and there is the Self-employment Income Support Scheme.

In relation to the national context I did write to our MP on your behalf and have already had a response which I shall shortly forward to you. In it Mims Davies refers to the Secretary of State-led Cultural Renewal Taskforce and one of its offshoots, the Entertainment and Events Working Group.

In addition, the community grants programme has supported the repurposing of the Hurst Festival to a Virtual platform using local companies in the events and media industry. Also, the Council's Safety Advisory group has provided advice, support and guidance to local event organisers on changing government guidance.

Finally, and very importantly, you will see in this agenda today that the Council has put its money where its mouth is by allocating £300,000 out of its own revenues to a Covid-19 Recovery Fund for local businesses. The Council will explore what support can be provided to the events sector along with other similarly blighted sectors.

Ms Kiwanuka posed a supplementary question asking that the events sector is considered within the bracket of 'hospitality' when Covid-19 Recovery funds are allocated. The Cabinet Member agreed to provide a written response.

**Question from Brian Kilkelly:**

Issue: Resourcing of the Mid Sussex District Council Sustainability Strategy 2018 – 2023: Milton Keynes Council uses Section 106 agreements to require housing developers to provide them with £200 per tonne of first year emissions from each new house. If applied to the Northern Arc development, Mid Sussex DC could raise £700,000. This could be used to boost our Sustainability resources, bring in the services of external experts, and support energy efficiency measures across Mid Sussex. Would council consider such an approach in lieu of powers to mandate that all new homes be zero carbon?

**Response from Cabinet Member for Housing and Planning – Cllr Andrew MacNaughton:**

Thank you for your question.

The Council secures S106 contributions in line with the Development Infrastructure and Contributions Supplementary Planning Document (SPD) which was adopted in July 2018. This document sets out requirements to support sustainability measures, including sustainable transport; sustainable urban drainage, water efficiency; and green infrastructure. It does not include a requirement to provide £200 per tonne of first year emissions from each new house.

However, I understand that the monies are not used in the manner suggested by the questioner. The law is clear that S106 monies can only be secured where they meet a number of statutory tests including where the obligation is necessary to make development acceptable in planning terms and, in this context, it is unusual for monies to be collected to pay for staffing resources or consultants.

Amendments to Supplementary Planning Documents would have to follow due process. Due to the likely implications on development viability, changes to planning obligations would have to be supported by a viability study. Given that the government is proposing considerable changes to the planning system, including to developer contributions, through its White Paper “Planning for the Future” I do not think it would be a sensible use of resources to make changes to the Supplementary Planning Document at this time.

No supplementary question was posed by Mr Kilkelly.

**Question from Deanna Nicholson:**

Cabinet’s decision to permanently close Clair Hall was sprung on the local community with virtually no notice, yet within days over 4500 people signed a petition calling for the decision to be reversed. Local residents are demanding to see that Council will resolve to deliver on the ambitious aspirations outlined in the last MSDC meeting. Will Council now commit to a full public consultation on the provision of a modern and purpose-built community, theatre and arts space for the Haywards Heath area, and give details of the expected timeline for the Clair Hall replacement to be operational?

**Response from Cabinet Member for Environment and Service Delivery – Cllr John Belsey**

At its meeting on 14th September 2020, Cabinet agreed to commission work to develop a business case for the inclusion of a modern community facility as part of the future regeneration of this site or other sites in the town centre. This will include assessment of need and current provision which of course will involve discussion with key stakeholders.

The Cabinet’s decision has been called-in and will be discussed at a Scrutiny Committee meeting on 13th October 2020.

Ms Nicholson posed a supplementary question seeking a commitment by the Council to provide a suitable replacement facility. The Cabinet Member agreed to provide a written response.

**Question from Lance Milton:**

Having engaged with most of the current users of Clair Hall, over half of us can find no suitable alternative venue locally. This is not simply restricted to the five local

theatre groups at risk, but the majority of other users including the vital blood donors. Haywards Heath college theatre, described by the council as uncomfortable and without elderly or disabled access, is totally unsuitable and unavailable during term time. So what are the suitable alternative interim provisions, for local groups and professional tour bookings, to saving Clair Hall until it's upgraded or replaced for better?

**Response from Cabinet Member for Environment and Service Delivery – Cllr John Belsey**

5% of hirers in 2019/20 required specialist theatre facilities.

Only 8% of bookings involved over 200 attendees, and the vast majority (74%) were for fewer than 50 attendees. In addition it is worth noting that due to the restrictions of Covid many of the events which would involve those professional touring companies but also for local groups are not able to go ahead at this time and as things stand it is not clear when such events may be able to go ahead again due to legal restrictions and social distancing guidelines which of course give rise to viability concerns. There are over 20 community buildings (church halls, community centres, and sports pavilions) within a one mile radius of the hall, as well as 9 educational facilities. Officers will work with users of Clair Hall to understand their needs and to support them to relocate.

The Cabinet's decision has been called-in and will be discussed at a Scrutiny Committee meeting on 13th October 2020.

Mr Milton posed a supplementary question requesting a list of suitable alternative venues as mentioned above and any interim measures available for those who cannot relocate. The Cabinet Member agreed to provide a written response.

**Question from James Stibbs:**

I have booked Clair Hall for a theatrical production in the recent past but I have also failed to secure a follow-up booking because the hall was booked up months in advance for Friday and Saturday nights. I would like to ask how many community and arts groups views were formally solicited before the decision to close Clair Hall was made and what percentage of them supported the closure?

**Response from Cabinet Member for Environment and Service Delivery – Cllr John Belsey**

Places Leisure kept a record of booking enquiries that could not be accommodated for a variety of reasons.

There were 47 such instances in 2019/20, encompassing a range of uses, including a number of one-off birthday party booking requests, fairs and meetings, as well as some longer-term recurring bookings for children's nurseries, pilates classes, etc. Places Leisure have always worked to maximise hall usage and have therefore consistently sought to accommodate booking requests wherever possible by offering alternative dates, times and locations if a specific slot is not available.

The Cabinet's decision has been called-in and will be discussed at a Scrutiny Committee meeting on 13th October 2020.

Mr Stibbs posed a supplementary question asking when the Council began to plan the closure of the hall. The Cabinet Member agreed to provide a written response.



**4. TO CONFIRM MINUTES OF THE MEETING OF COUNCIL HELD ON 19 AUGUST 2020.**

The Chairman noted that the final page of the minutes under item 11 will be amended to read that 'Therefore the Chairman announced that the recommendations were agreed'. With that correction, the minutes of the meeting of Council held on 19 August were agreed as an accurate record of the meeting and signed by the Chairman.

**5. TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS IN RESPECT OF ANY MATTER ON THE AGENDA**

None.

**6. TO CONSIDER ANY ITEMS THAT THE CHAIRMAN OF THE COUNCIL AGREES TO TAKE AS URGENT BUSINESS.**

None.

**7. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman acknowledged the recent murder of Police Sergeant Matiu Ratana, and expressed sincere condolences to all at East Grinstead Rugby Club, where Mat was Head Coach. A letter has also been sent to the Rugby Club.

The Chairman confirmed with Members how he intends for the Council meeting to be conducted, and noted that his recent engagements are available to view on the Council's website.

**8. REVISED CORPORATE PLAN 2020/21.**

The Leader moved the item, noting the unprecedented effect that the Covid19 pandemic has had on the Council and the District. In acknowledging the impact on the Council's finances, he noted that the overriding emphasis of the revised Corporate Plan is on refocusing the Council's activities on recovery and continued support for the effects of the crisis on Mid Sussex's communities. In moving the item he drew Members attention to some specific areas of the plan including economic recovery, the Council's support to the community response to the pandemic and the need to provide effective and responses services. He also noted the proposed governance review commissioned to ensure that governance is appropriate, efficient and value for money. In closing, he thanked the Scrutiny Committee for Leader, Finance and Performance who considered the revised Corporate Plan at a meeting in August.

Councillor Knight seconded the item noting that there had been robust, comprehensive debate at both the Scrutiny Committee and Cabinet where it was voted for unanimously.

Members welcomed the revised plan and discussed the ways in which the Council is committed to supporting economic recovery, with plans such as the Burgess Hill Growth Programme and the Haywards Heath Master Plan.

Discussion was held on the support that the Government has provided to Councils, and the proposed merging of the Sustainability and Economic Strategy. A Member queried why the specific reserve for environment and sustainability was not referenced in the document and hoped that sustainability will be at the forefront of the next budget on 2021. A Member also sought to ensure that the Sustainability Action Plan is delivered, with details provided to a future Scrutiny Committee. The Leader confirmed that during the pandemic, the Government has provided financial support to the Council and to local businesses. He also noted that the specific sustainability reserve agreed earlier in the year is unaffected and the merge of the economic and sustainability strategy will allow the Council to focus on green recovery and support to the economy.

A Member sought clarity on the wording in relation to the Council's commitment to respond to requests from developers for amendment to S106 agreements. It was clarified that responses will be proactive and timely, and requests will be scrutinised to ensure they are in the interest of residents and facilitates developments that the Council has permitted. It was also clarified that this was a Government request to local Councils.

The Chairman took Members to a vote on the recommendations which were approved. For: 33, Against: 4. 13 Members abstained.

## **RESOLVED**

Council considered and agreed:

- (i) The Recovery Plans outlined in Appendices A to C;
- (ii) The advice and suggested changes to the Council's financial strategy and Medium Term Financial Plan (MTFP) outlined in Appendix D, specifically the use of reserves and revenue savings to help deal with the impact of the crisis and asks officers to review the level of these aspects and report to the 2021/22 Corporate Plan and Budget process
- (iii) The proposed Governance Review (Appendix E) and its overarching principles;
- (iv) The advice about the Council's Corporate Priority Projects (CCPs) in Appendix F; and
- (v) The performance of the Council during the first quarter of this year (Appendix G) and proposed changes to performance indicators as outlined in Appendix H.

The Chairman confirmed a change of order in which item 9 and 10 of the agenda will be covered.

## **9. PROPOSED TOILET PROVISION ON LINDFIELD COMMON.**

The Leader moved the item noting that it was a long-standing aspiration of the Parish Council and residents of Lindfield to improve the facilities on the common. The District Council is the landowner of the site but the cost of the work will be met by the Parish Council. Councillor Andrew Lea seconded the item and Members supported the proposals.

The Chairman took Members to a vote on the recommendations which were agreed.

## **RESOLVED**

That Council agreed:

- a. The District Council, as manager of the Common under the Scheme of Management, approve and consent to the works detailed in the planning permission issued by the Local Planning Authority under reference DM/19/0071 and to the installation of two grit bins; two noticeboards; and a lamp post in various locations on the Common as detailed on the plan;
- b. The District Council, as owner of the Common, supports the Parish Council's application to the Planning Inspectorate in respect of the proposed works and to advise the Planning Inspectorate accordingly;
- c. Subject to (b) above the District Council, as owner of the Common, agree, in principle, to the grant of a long lease of the areas of land at Lindfield Common to the Parish Council to accommodate the proposed works as detailed in the planning permission issued by the Local Planning Authority under reference DM/19/0071 and this report, subject to a report to the District Council's Cabinet on the detailed terms of the lease and subject to compliance with the requirements of Section 123(2A) of the Local Government Act 1972;
- d. The Head of Regulatory Services and Solicitor to the Council be authorised to make further representations to the Planning Inspectorate as required in line with the District Council's decision in consultation with the Chairman and Vice-Chairman of Council.

## **10. PROGRAMME OF MEETINGS 2020/21.**

Councillor Webster moved the item, with amended recommendations relating to the timings of meetings. He proposed that Council and the Standards Committee be held at 6pm, all Scrutiny Committees and Audit Committees at 5pm, District Planning Committee at 2pm, and the Planning Committee and all other meetings at 4pm. The exception to this is the Special Scrutiny Committee for Community, Customer Services and Service Delivery which has been agreed for 4pm on 13 October 2020.

He acknowledged this was a compromise to accommodate the conflicting calls on Councillors time, and the significant impact to Officers in facilitating meetings in a virtual format. He noted that the programme is in place pending a governance review during which a further equalities impact assessment will take place. The Deputy Leader seconded the amended recommendations, thanking Members for their agreement on the proposed changes.

A Member noted that the date for the Scrutiny Committee for Housing, Planning and Economic Growth has been rescheduled to 22 October.

The Chairman took Members to the recommendations as amended by Councillor Webster which were approved. For: 49, Against: 1.

### **RESOLVED**

That Council agreed:

1) The Programme (Appendix 1) be approved with timings of meetings amended to the following:

Council and the Standards Committee to be held at 6pm  
 Scrutiny and Audit Committees to be held at 5pm  
 District Planning Committee to be held 2pm

Planning Committee and all other meetings to be held at 4pm.

The exception being the Special Scrutiny Committee for Community, Customer Services and Service Delivery at 4pm on 13 October 2020.

## **11. RECOMMENDATIONS FROM CABINET HELD ON 14 SEPTEMBER 2020.**

The Deputy Leader moved the item which summarises the budget management position from April to July 2020, and the demolition of the Burgess Hill Library. This was seconded by the Leader.

A Member welcomed the progress on the demolition of the Library.

The Chairman took Members to a vote on the recommendations which were approved. For: 50.

### **RESOLVED**

#### **BUDGET MANAGEMENT 2020/21 – PROGRESS REPORT APRIL TO JULY 2020**

That Council approve:

- (i) that £504 grant income relating to New Burdens funding to meet costs of implementing Local Allowance changes be transferred to General Reserve as detailed in paragraphs 33 of the Cabinet report;
- (ii) that £11,630 grant income relating to Rough Sleepers Initiative be transferred to Specific Reserve as detailed in paragraph 34 of the Cabinet report;
- (iii) that £40,000 grant income relating to Neighbourhood Planning be transferred to Specific Reserve as detailed in paragraph 35 of the Cabinet report;
- (iv) that £45,000 grant income from the Business Rates Pool received in respect of Journey to Work funding be transferred to Specific Reserve as detailed in paragraph 36 of the Cabinet report;
- (v) that £10,870 grant income relating to the costs of the move to Individual Electoral Registration be transferred to Specific Reserve as detailed in paragraph 37 of the Cabinet report;
- (vi) that £46,230 grant income relating to the Planning Performance Agreement be transferred to Specific Reserve as detailed in paragraph 38 of the Cabinet report;
- (vii) that Specific Reserves be re-designated as detailed in paragraphs 39 to 44 of the Cabinet report;
- (viii) that Specific Reserves totalling £1,850,959 be transferred to General Reserve as detailed in paragraph 29 and Appendix B of the Cabinet report;
- (ix) the variations to the Capital Programme contained in paragraph 52 of the Cabinet report in accordance with the Council's Financial Procedure rule.

#### **DEMOLITION OF BURGESS HILL LIBRARY**

That Council approve:

- (1) the Capital Programme be amended in the sum set out within the Cabinet report, to be financed from the Capital Receipts Reserve.

## **12. TO RECEIVE THE LEADER'S REPORT**

The Leader confirmed that Haywards Heath College opened to students this month. The college will share a Principal with Worthing College and have a dedicated Vice-

Principal on site. He noted that the Council had played a central role in creating the new college and wished it every success for the future.

The Leader commented on two major incidents in 2020 relating to an unacceptable lack of water provision for residents in the District. As well as writing to the Chief Executive of South East Water following the incident in August, he met last week with Mims Davies M.P. and the Chief Executive to follow up. South East Water acknowledge failings and have 89 actions to address from the August issue alone. Agreement was made on the need for greater local liaison regarding bottled water stations and the need for engagement with the Environment Agency to impose hosepipe bans if needed.

Members sought assurance that there will be a sufficient water supply to meet all residents needs in light of new developments proposed to be built, and a potentially dry winter. It was also requested that emergency water provision be timely to the most vulnerable. The Leader noted that South East Water have a legal obligation to provide water and therefore it is important they play a more active part in the planning process and consultation stages of new developments. Members also discussed the possibility of South East Water being invited to a Scrutiny Committee to provide further information on their long-term strategy and a Member agreed to share information he has requested from them on proposed infrastructure developments.

### **13. REPORT OF CABINET MEMBERS, INCLUDING QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10.1**

Report of the Deputy Leader

The Deputy Leader confirmed that the Council will shortly be submitting the sales fees and charges income loss for the first 4 months of the year to the Government. The net figure when reimbursed by the Ministry for Housing, Communities and Local Government will assist with the Council's income.

The Cabinet Member noted that the Place and Connectivity Programme in Burgess Hill is producing tangible results, and thanked the external sources including Coast to Capital who are funding this work. She drew Member's attention to recent improvements at Wivelsfield Station, and that a package of work is being instigated to boost sustainable transport and better link businesses, residents and retail to support the sustainable growth of the town. Further information on the Place and Connectivity Programme can be found online at [www.burgesshill.net](http://www.burgesshill.net).

Report of the Cabinet Member for Economic Growth

The Cabinet Member acknowledged the 31% of residents currently on furlough, although there is no data yet available on how they will be affected by the end of the Government's furlough scheme.

He confirmed a new footfall measuring scheme in place on high streets within the District to provide the Government with information in order to secure funding where needed. Current measurements indicate that footfall is steadily increasing, and in some places such as Cuckfield it is higher than pre-Covid pandemic numbers. He agreed that villages as well as towns are being monitored in terms of economic growth requirements. In response to a question on the impact Brexit will have on the District, he noted that the Council will take it's lead through local economic

partnerships such as Coast to Capital, and will focus on what the Council can do locally to make a difference to residents.

He agreed to provide a written response on the percentage of those on furlough in June compared to September.

#### Report of the Cabinet Member for Environment and Service Delivery

The Cabinet Member provided an update on the Leisure Centres since the decision to reopen in September. He confirmed that reopening is on track, commending the work of Places Leisure employees to reach this stage. The final position for September is to be provided in due course and there is close liaison between the Council and Places Leisure. There are indications that attendance targets look positive, and the reopening has been well received by residents. In response to a Member's question he confirmed that Covid19 related costs involved in cleaning play areas within the District remain prohibitive to reopening them all, and so the current position will remain unless there are special circumstances involved.

#### Report of the Cabinet Member for Community

The Cabinet Member noted that the Wellbeing Team continue to deliver courses and support to residents with Covid19 related needs. He recently chaired an Emergency Planning meeting where major support groups are ensuring they are ready to respond to any increase in demand during the winter months

He noted activities planned for Silver Sunday on 4 October, celebrating older people within the District, and highlighted that a full analysis of grants provided by the Cabinet Grants Panel over 5 years is expected when the new strategy is presented at the next meeting.

A Member noted that the human and financial cost of fighting Covid19 is huge and asked for confirmation that the Council will do all it can to minimise that cost. In response the Cabinet Member noted the significant impact of the pandemic on all elements of society, paying tribute to local communities and the voluntary sector who have responded. He agreed that the Council must remain focused on delivering core services and work closely with partners to beat the challenges.

#### Report of the Cabinet Member for Housing, Planning and Economic Growth

The Cabinet Member noted that the Council working with Turning Tides and Worthing Homes submitted a bid to The Ministry of Housing, Communities and Local Government for the Next Steps Accommodation Programme and has been awarded £38,170 which will be used to meet the costs of winter pressures and start up costs helping rough sleepers into private accommodation. He also noted that there have been 58 affordable housing completions this year and thanked Clarion Housing for their assistance during the pandemic in providing properties to be used as ad-hoc temporary accommodation for those in need.

He confirmed that the Council's technical response to the current planning system has been submitted to Government and work is continuing on the response to the planning white paper due at the end of October. In response to a Member's question on the Council's infrastructure funding statement on s106 and CIL due in December, he confirmed it will just be on S106 agreements and he agreed to provide a further update in writing.

## Report of the Cabinet Member for Customer Service

The Cabinet Member confirmed that the Full Fibre Programme has begun in Burgess Hill and all residents affected have been contacted. She confirmed that Mid Sussex Matters will be delivered to residents in November and that a large number of Mid Sussex Applauds Awards nominations have been received. She acknowledged the large number of business grants, and exceptional hardship monies that have been awarded and the test and trace support payment scheme which began on 28th September for those required to self-isolate and meet the benefit linked eligibility criteria.

### **14. MOTIONS ON NOTICE**

#### **MOTION A: MODERN SLAVERY**

Councillor Webster proposed the motion. He noted that the Council is part of the anti-slavery network and that regular training is provided, along with initiatives to ensure the Council's supply chain meets requirements. The motion was seconded by Councillor Marsh noting that it enables the Council to have direct influence, take action and work with partners to take a robust approach to modern slavery.

The Chairman took Members to a vote on the motion which was agreed. For: 49, 1 Member abstained or failed to record a vote.

#### **RESOLVED**

Mid Sussex District Council resolves to:

- Adopt a County wide Modern Slavery Pledge for this year's Anti-Slavery Day on the 18th October 2020.
- Work proactively with national and local government, law enforcement agencies, business, the community and voluntary sector, faith bodies and our local communities to:
  - Demonstrate strong leadership for anti-slavery initiatives;
  - Raise awareness amongst our staff, associates and the people we service on a daily basis;
  - Train our staff to recognise and respond appropriately to potential signs of slavery;
  - Share intelligence and information to help detect slavery and ensure it cannot take root;
  - Support victims and survivors in our communities;
  - Remove slave-based labour from our supply chains;
  - Contribute to building a prosperous and slavery-free economy.

#### **MOTION B: GOVERNMENT PLANNING CONSULTATIONS**

Councillor Hicks formally proposed the motion (amended from that published). Councillor Bradbury agreed to second it. The Head of Regulatory Services read the motion for the benefit of Members and the public.

In proposing the motion, Councillor Hicks noted the Council's concern with the Government's proposals, which appear counter-productive, and potentially disregard local housing needs in favour of a national target. In seconding the motion, Councillor Bradbury noted that the Council is not against a reform of the planning system and welcomes elements such as the building on brownfield sites and

biodiversity, however he felt that any changes need to recognise the work of establishing a District Plan which is a better indication of local housing need.

Member's discussed the need to ensure affordable housing is integrated within new developments. Comment was also made on the need for the current planning system to better take into consideration the views of residents.

The Chairman took Members to the motion as agreed which was approved. For: 48

## **RESOLVED**

This Council notes:

- a. The Government's consultations on changes to the current planning system and the 'Planning for the Future' White Paper, and welcomes the focus on building on brownfield sites, better energy efficiency standards and the requirement to enhance biodiversity. The Council also welcomes the simplification, modernisation and digitisation of the planning process and the proposal to apply the new Infrastructure Levy to permitted development, but believes that planning should be kept local with public participation at its heart with sufficient funding for local infrastructure that flows to the infrastructure provider.
- b. That the vast majority of planning applications are given the go ahead by local authority planning committees, with permission granted to around 9 out of 10 applications.
- c. That research by the Local Government Association has said that there are existing planning permissions for more than one million homes that have not yet been started.
- d. That the LGA has also raised concerns that the proposed algorithm that will set housing targets will see a disproportionate increase in the South and in rural areas of England.
- e. That on 7th September in the House of Commons, Andrew Griffith, MP for Arundel and South Downs described how the algorithm ignores areas of land that are prohibited from development such as National Parks and AONBs, forcing unrealistic amounts of development to be concentrated in the remaining unprotected land, citing Mid Sussex as a district that is especially vulnerable in this respect.
- f. The proposals include restructuring of the Community Infrastructure Levy (CIL) and scrapping site specific S106 contributions to be replaced by a charge on development value above a certain threshold with a nationally set one size fits all rate called the Infrastructure Levy.
- g. That the proposals seek to temporarily only allow local Councils to seek affordable housing on developments over 40-50 units, thereby having a detrimental impact on the supply of affordable and social housing.

The Council calls for an urgent review of the housing allocation methodology which would significantly increase housing numbers in Mid Sussex. The Council expresses concern that the methodology concentrates housing numbers in market towns,



suburbs and rural areas, which already have an infrastructure deficit, and away from larger towns and cities which have better infrastructure.

The Council welcomes the response that the Cabinet Member for Housing & Planning has submitted to the 'Changes to the Current Planning System' consultation, which opposes in particular the proposed standard methodology for assessing housing numbers and the proposed lifting of the small sites threshold below which affordable housing would no longer be provided.

The Council notes that the Cabinet Member for Housing & Planning will make a further response on behalf of the Council to the 'Planning for the Future' consultation.

### **MOTION C: REFUGEES**

Councillor Dempsey proposed the motion. The motion was seconded by Councillor Gibbs who noted it was a reaffirmation of a sentiment that resonates with all.

The Cabinet Member for Housing, Planning and Economic Growth noted the Council, like all those nationally works with Central Government to resettle and support refugees.

The Chairman took Members to the vote on the motion which was agreed. For: 21, 27 Members abstained, so the Motion was carried.

### **RESOLVED**

Mid Sussex District Council:

1. Notes that the issue of refugees and people seeking asylum currently has a raised media profile in the UK.
2. Acknowledges that the issue of asylum and international migration is a highly complex issue without simple solutions.
3. Recognises that the UK has a proud tradition of providing sanctuary to refugees who have been displaced by conflict and persecution.
4. Affirms Mid Sussex's pride in having refugees living as part of our communities in the District.
5. Emphasises that, notwithstanding differing views, anyone engaged in discourse on this issue has a responsibility to treat the people involved with dignity, compassion and respect.

### **15. QUESTIONS FROM MEMBERS PURSUANT TO COUNCIL PROCEDURE RULE 10.2**

None.

The meeting finished at 8.54 pm

Chairman

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## Implementation of Public Spaces Protection Orders for Dog Control

REPORT OF: Head of Regulatory Service  
Contact Officer: Franca Currall Solicitor & Deputy Monitoring Officer  
franca.currall@midsussex.gov.uk  
Wards Affected: All  
Key Decision: No  
Report to: Council  
11<sup>th</sup> November 2020

---

### Purpose of Report

1. The purpose of this report is to provide the Council with the results of the public consultation that took place over the summer to extend the Public Space Protection Orders in respect of matters relating to dog management on land in Mid Sussex and to ensure that existing arrangements to promote responsible dog ownership are continued.

### Summary

2. The Council's Park Rangers currently have powers under the Anti-social Behaviour Crime and Policing Act 2014 to enforcement 4 PSPO's .
3. PSPO's only last for three years and they have to be renewed every three years.

### Recommendations

4. **The Committee are recommended to:**
    - (i) **note the contents of this report and agree to the adoption of the Public Spaces Protection Orders as set out in Appendix 1.**
- 

### Background

#### 5. Legal Context

PSPO can be enforced by authorised officers on District Council owned land. The following orders apply:

- Dog Fouling
- Dog Exclusion (applies to fenced areas such as children's playgrounds and tennis courts)
- Dogs on Lead by Direction
- Dogs Specified Maximum Amount (6) (applies to specified areas in the District)

To enforce these orders, officers authorised by the District Council can issue Fixed Penalty Notices (FPNs) of £75 to any offenders as an alternative to prosecution. The fine is reduced to £50 if payment is made within 10 working days. Failure to pay the FPN may result in prosecution with a maximum fine of £1000.

Once the PSPOs have been made, they will be valid for a period of three years, after which the Council must review the PSPOs, consult on any amendments or new PSPOs, and introduce any new PSPOs for a further three years.

## **6. Promoting Responsible Dog Ownership in Mid Sussex**

Since implementing PSPO's three years ago, the experience of council officers is that the majority of dog walkers act responsibly when using public land in the District. However there remains a small number of people who act in a way that endangers or affects the wellbeing of other users of these open spaces.

The Park Rangers have also focused on promoting responsible dog ownership, which has served to reassure site users and educate any potential offenders. When specific complaints are received, the Rangers can respond with targeted enforcement activities, when and where appropriate.

When considering the PSPO's the Council must find the balance between protecting public spaces that are used in various ways from walking to recreational pursuits, from misuse and damage whilst not unfairly restricting the activities of dog walkers.

## **7. How Public Spaces Protection Orders Will be Applied in Mid Sussex**

1. PSPOs will apply to the Council's Land. This will enable officers to take enforcement action if required under the Anti-Social Behaviour, Crime and Policing Act 2014.
2. The Council will also apply PSPOs to sites that have been adopted by MSDC since the introduction of the previous PSPO' in October 2017, so that all District Council landholdings are covered by the PSPO's.

## **8. Public Spaces Protection Orders - Maximum Number of Dogs (6)**

For the last three years maximum dogs on specified land has proved successful in controlling the numbers of dogs using these areas of land that require additional protection or have been areas that had problems with over use by dog walkers. It is felt that in order to protect these areas of land that this order continue.

## **9. Consultation**

A six-week consultation period was completed on the 22<sup>nd</sup> October 2020 .

Prior to the consultation period, the Customer Service and Communications Team prepared press releases to emphasise the key messages to the public and the Council's social media channels were utilised to promote the key messages.

The Solicitor & Deputy Monitoring Officer emailed the Clerks of all the Town and Parish Councils to alert them to the consultation to gather their support and/or comments.

In total, 45 responses were received during the consultation period. This was up from 33 when the original PSPO's were consulted on in 2017. The majority of these were from individual members of the public, then Parish and Town Councils, and some Local Community Organisations and a letter was also received from The Kennel Club. Appendix 2 provides a chart showing the breakdown of answers to questions asked. There is also a

summary of the main responses.

### **Policy Context**

10. The contents of this report support the Council's Main Purpose, to be an effective Council delivering value for money services and helping to create a strong economy, environment and community. The main purpose of this report is to ensure that the Council retains and enhances existing powers for ensuring the public open spaces remain fit for all users.

### **Other Options Considered**

11. None

### **Financial Implications**

12. This report contains no financial implications.

### **Risk Management Implications**

13. None.

### **Equality and Customer Service Implications**

14. Some of those responding to the consultation made particular reference to commercial dog walking companies and commented on their use of public land for this purpose. In the vast majority of cases, commercial dog walkers are providing a professional service to residents of Mid Sussex, whose dogs would otherwise be walked on public land.
15. The Kennel Club has developed a National Code of Practice for Commercial Dog Walking and has in its representations referred to it and has encouraged its adoption. The Council must treat customers equitably in this regard and when applying this legislation, there should be no discrimination between commercial dog walkers and private individuals.

### **Other Material Implications**

16. This report covers the adoption of Public Spaces Protection Orders in relation to Dog Control, as applied by the Council's Outdoor Services Team. Any further application of this legislation by the District Council will be subject to a separate report.

### **Background Papers**

Appendix 1 Public Spaces Protection Orders

Appendix 2 Summary of consultation responses

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## The Public Spaces Protection Order (Mid Sussex District Council) 2020

Mid Sussex District Council (“the Authority”) has made the following Public Spaces Protection Order under Chapter 2 section 59-75 of the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”).

Mid Sussex District Council being satisfied that dog faeces which is not immediately removed from land has a detrimental effect on the quality of life of the general public and the public health implications of dog faeces is well documented hereby makes the following Dog Fouling Order:

The Order comes into force on 2020 for a period of 3 years.

In this Order an “Authorised Officer” means an employee of the Authority or a Town or Parish Council Officer who is authorised in writing by the Authority for the purposes of giving directions under this Order, together with any Police Constable or PCSO (Police Community Support Officer).

### Offences

#### 1. Dog Fouling.

- 1.1 This clause applies to land specified in Schedule of Land – Schedule 1 attached to this Order.
- 1.2 If a dog defecates at any time on land to which this Order applies and a person who is in charge of the dog at that time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless –
  - (a) he has a reasonable excuse for failing to do so; or
  - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so
- 1.3 If a person who is in charge of a dog does not have or produce when requested by an Authorised Officer a receptacle for picking up dog faeces, that person shall be guilty of an offence.
- 1.4 A Receptacle is defined as any object capable of holding faeces for disposal.
- 1.5 Placing the receptacle containing the faeces in a bin on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land.
- 1.6 Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces.
- 1.7 Nothing in clause 1 applies to a person who –
  - (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
  - (b) has a disability which affects his mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects, in

respect of a dog trained by a prescribed charity and upon which he relies for assistance.

- 1.8 For the purposes of clause 1 –
- (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog; and
  - (b) each of the following is a “prescribed charity” –
    - (i) Dogs for the Disabled (Registered Charity Number 700454);
    - (ii) Support Dogs (Registered Charity Number 1088281);
    - (iii) Canine Partners for Independence (Registered Charity Number 803680)
    - (iv) Dog A.I.D (Registered Charity Number 1098619)
    - (v) Medical Detection Dogs (Registered Charity Number 1124533)

### Penalty

- 1.9 A person who is guilty of an offence under clause 1 shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

**EXECUTED AS A DEED** by affixing  
**THE COMMON SEAL** of  
**MID SUSSEX DISTRICT COUNCIL**

This                      day of                      2020

In the presence of

**Authorised Officer:**

### SCHEDULE OF LAND – SCHEDULE 1

This Order applies to all land in the administrative area of Mid Sussex District Council that is open to the air to which the public are entitled or permitted to have access (with or without payment).

For the purposes of this Schedule, land which is covered is to be treated as land which is ‘open to air’ if it is open to the air on at least one side



## The Public Spaces Protection Order (Mid Sussex District Council) 2020

Mid Sussex District Council (“the Authority”) has made the following Public Spaces Protection Order under Chapter 2 section 59-75 of the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”).

Mid Sussex District Council being satisfied that dogs in the land designated in the Schedule of Land – Schedule 2 attached to this Order may cause danger to themselves danger nuisance annoyance or disturbance to persons damage property the worrying or disturbance of other animals or birds or harm to public health which has or which is likely to have a detrimental effect on the quality of life of those in the locality hereby makes the following Dog Exclusion Order:

The Order comes into force on 2020 for a period of 3 years.

In this Order an “Authorised Officer” means an employee of the Authority or a Town or Parish Council Officer who is authorised in writing by the Authority for the purposes of giving directions under this Order, together with any Police Constable or PCSO (Police Community Support Officer).

### 2. Dog Exclusion

- 2.1 This Order applies to the land specified in the Schedule of Land – Schedule 2 attached to this Order
- 2.2. A person in charge of a dog shall be guilty of an offence if, at any time, he takes the dog onto, or permits the dog to enter or to remain on, any land to which this Order applies unless –
- (a) he has a reasonable excuse for doing so; or
  - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specially) to his doing so.
- 2.3 Nothing in clause 2 applies to a person who –
- (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
  - (b) is deaf, in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358) and upon which he relies for assistance; or
  - (c) has a disability which affects his mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.
- 2.4 For the purposes of clause 2 –
- (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog; and

(b) each of the following is a “prescribed charity” –

- (i) Dogs for the Disabled (Registered Charity Number 700454);
- (ii) Support Dogs (Registered Charity Number 1088281);
- (iii) Canine Partners for Independence (Registered Charity Number 803680)
- (iv) Dog A.I.D (Registered Charity Number 1098619)
- (v) Medical Detection Dogs (Registered Charity Number 1124533)

**Penalty.**

2.5 A person who is guilty of an offence under clause 2 shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

**EXECUTED AS A DEED** by affixing  
**THE COMMON SEAL** of  
**MID SUSSEX DISTRICT COUNCIL**

This                      day of                      2020

In the presence of: -

**Authorised Officer:**

**SCHEDULE OF LAND – SCHEDULE 2**

This Order applies to fenced areas of designated MSDC land such as:

1. Children’s play areas
2. Tennis courts
3. Skate parks

## The Public Spaces Protection Order (Mid Sussex District Council) 2020

Mid Sussex District Council (“the Authority”) has made the following Public Spaces Protection Order under Chapter 2 section 59-75 of the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”).

Mid Sussex District Council being satisfied that although dogs should be permitted to have access to land where they can exercise off the lead, dogs may cause damage to property, nuisance and annoyance or disturbance to persons, or worrying or disturbance of other dogs, other animals or birds, which is likely to have a detrimental effect on the quality of life of those in the locality, hereby makes the following Dogs on Lead by Direction Order:

The Order comes into force on 2020 for a period of 3 years.

In this Order an “Authorised Officer” means an employee of the Authority or a Town or Parish Council Officer who is authorised in writing by the Authority for the purposes of giving directions under this Order, together with any Police Constable or PCSO (Police Community Support Officer).

### 3. Dogs on Lead by Direction.

3.1 This Order applies to the land specified in the Schedule of Land - Schedule 3 of this order.

3.2 A person in charge of a dog shall be guilty of an offence if, at any time, on any land to which this Order applies, he does not comply

With a direction given him by an Authorised Officer to put and keep the dog on a lead of not more than five (5) metres in length, unless –

- (a) he has a reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

3.3 For the purposes of this clause –

- (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
- (b) an Authorised Officer may only give a direction under this Order to put and keep a dog on a lead if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog likely to cause annoyance or disturbance to any other person on any land to which this Order applies or the worrying or disturbance of any animal or bird.

### Penalty.

3.4 A person who is guilty of an offence under clause 3 shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

**EXECUTED AS A DEED** by affixing  
**THE COMMON SEAL** of  
**MID SUSSEX DISTRICT COUNCIL**

This                      day of                      2020

In the presence of: -

**Authorised Officer:**

**SCHEDULE OF LAND – SCHEDULE 3**

**This Order applies to all designated MSDC land.**

DRAFT

## **The Public Spaces Protection Order (Mid Sussex District Council) 2020**

Mid Sussex District Council (“the Authority”) has made the following Public Spaces Protection Order under Chapter 2 section 59-75 of the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”).

The Authority being satisfied that a person cannot take more than 6 dogs onto the land described in Schedule of Land - Schedule 4 and the Authority seeks to protect the Land and public using the Land from damage and annoyance hereby makes the following Dogs Specified Maximum Amount Order:

The Order comes into force on 2020 for a period of 3 years.

In this Order an “Authorised Officer” means an employee of the Authority or a Town or Parish Council Officer who is authorised in writing by the Authority for the purposes of giving directions under this Order, together with any Police Constable or PCSO (Police Community Support Officer).

### **4. Dogs Specified Maximum Amount**

- 4.1 This Order applies to the land specified in the Schedule of Land - Schedule 4 of this order
- 4.2 On land to which this Order applies, the maximum number of dogs which a person may take onto that land is six (6)
- 4.3 A person in charge of more than six dogs shall be guilty of an offence if, at any time, he takes onto any land in respect of which this Order applies more than the maximum number of dogs specified in clause 4.2 of this Order, unless –
- (a) he has a reasonable excuse for doing so; or
  - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his doing so.
- 4.4 For the purposes of this clause a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other persons is in charge of the dog.

### **Penalty**

- 4.5 A person who is guilty of an offence under clause 4 shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

**EXECUTED AS A DEED** by affixing  
**THE COMMON SEAL** of  
**MID SUSSEX DISTRICT COUNCIL**

This                      day of                      2020

In the presence of: -

**Authorised Officer:**

**SCHEDULE OF LAND – Schedule 4**

The following sites are included in Schedule 4:

Bedelands Farm Local Nature Reserve  
Leylands Tip Site & Leylands Recreation Ground  
Grasmere Open Space  
Hammonds Ridge Meadows  
Nightingale Lane Meadows & Open Space  
Maltings Farm Open Space  
Eastlands Farm  
Malthouse Lane Meadows  
Pangdean Lane Meadows  
Ashplats & Holteye Track  
Farm Close Meadows  
Ashenground Wood Local Nature Reserve  
Blunts Wood & Paiges Meadow  
Catts Wood & Bolnore Wood Local Nature Reserve  
Four Acre Wood  
Hurst Farm  
Scrase Valley Local Nature Reserve  
Eastern Road Local Nature Reserve  
**The Wilderness Field**  
East Court  
Whitemans Green  
Scaynes Hill

Summary of Responses from the Consultation on the extension of the PSPO.

All responses were in support of the 4 PSPO's to some extent.

A number of responses referred to the issues being of walkers and owners having poor skills at controlling their dogs. This was also a point made by the Kennel Club who believed it was the human element that caused the issues rather than the dogs themselves and well-trained dogs would not cause problems and therefore PSPO's would not be required.

The PSPO relating to dogs being excluded from areas such as children's play areas received support. There were a couple of responses that said that dogs should not be excluded for these areas as it was important for dogs and children learn to mix.

The strongest support came for the dog fouling PSPO, with universal condemnation of people who do not pick up after their dogs.

On the Maximum Dogs on land there was more of a difference of opinion and this PSPO's drew a number of responses.

These were as follows:

Max dogs PSPO should be reduced to 3/4. People felt that 6 dogs were too many for one person to control off the lead.

Commercial dog walkers were raised by a few consultees for having too many dogs and not having them under control therefore causing problems for other users of the land.

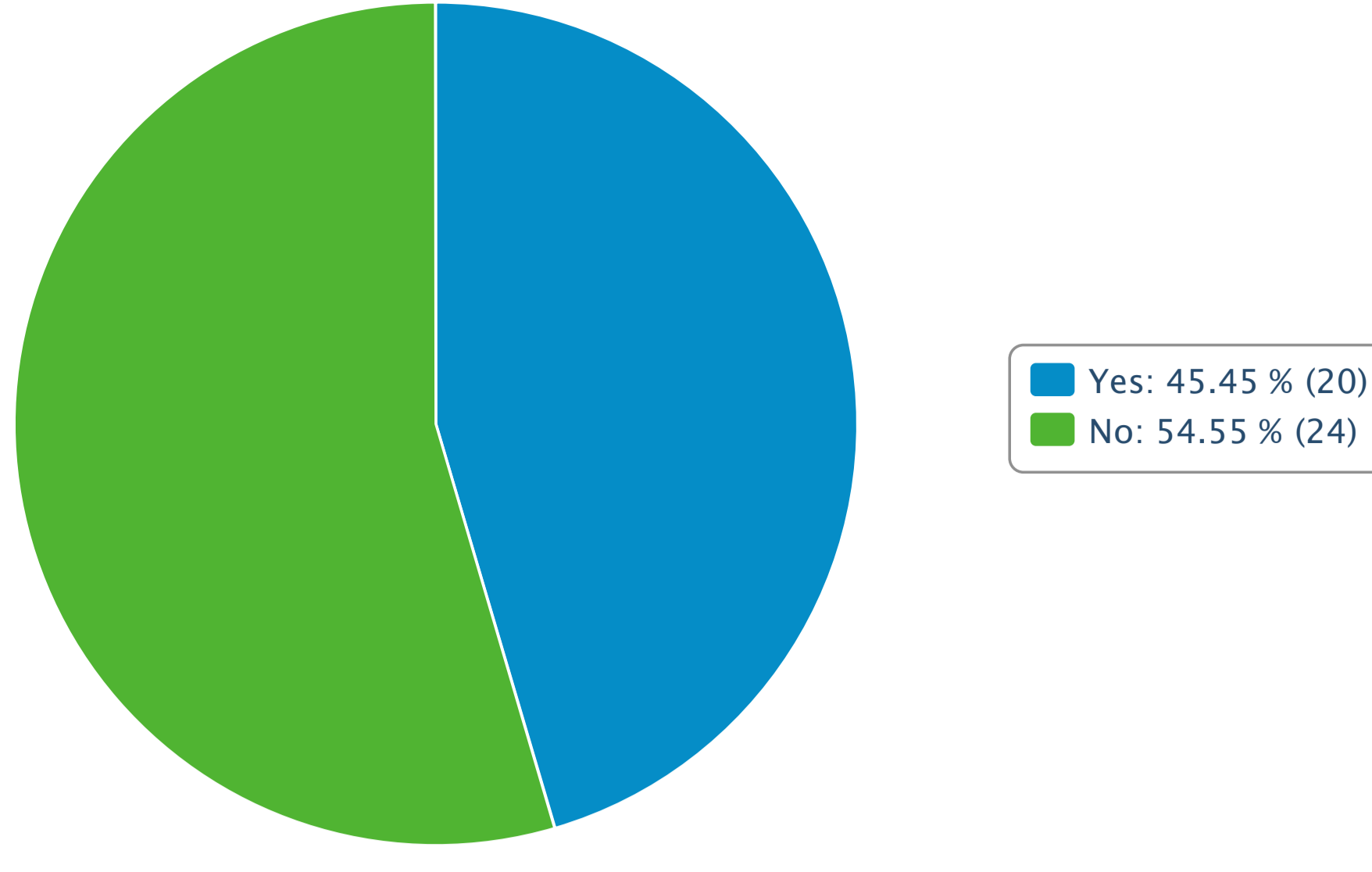
A few responses said that there should not a limit on the number of dogs a person could take onto land.

Six Parish Council responded and were very supportive of the PSPO's being extended.

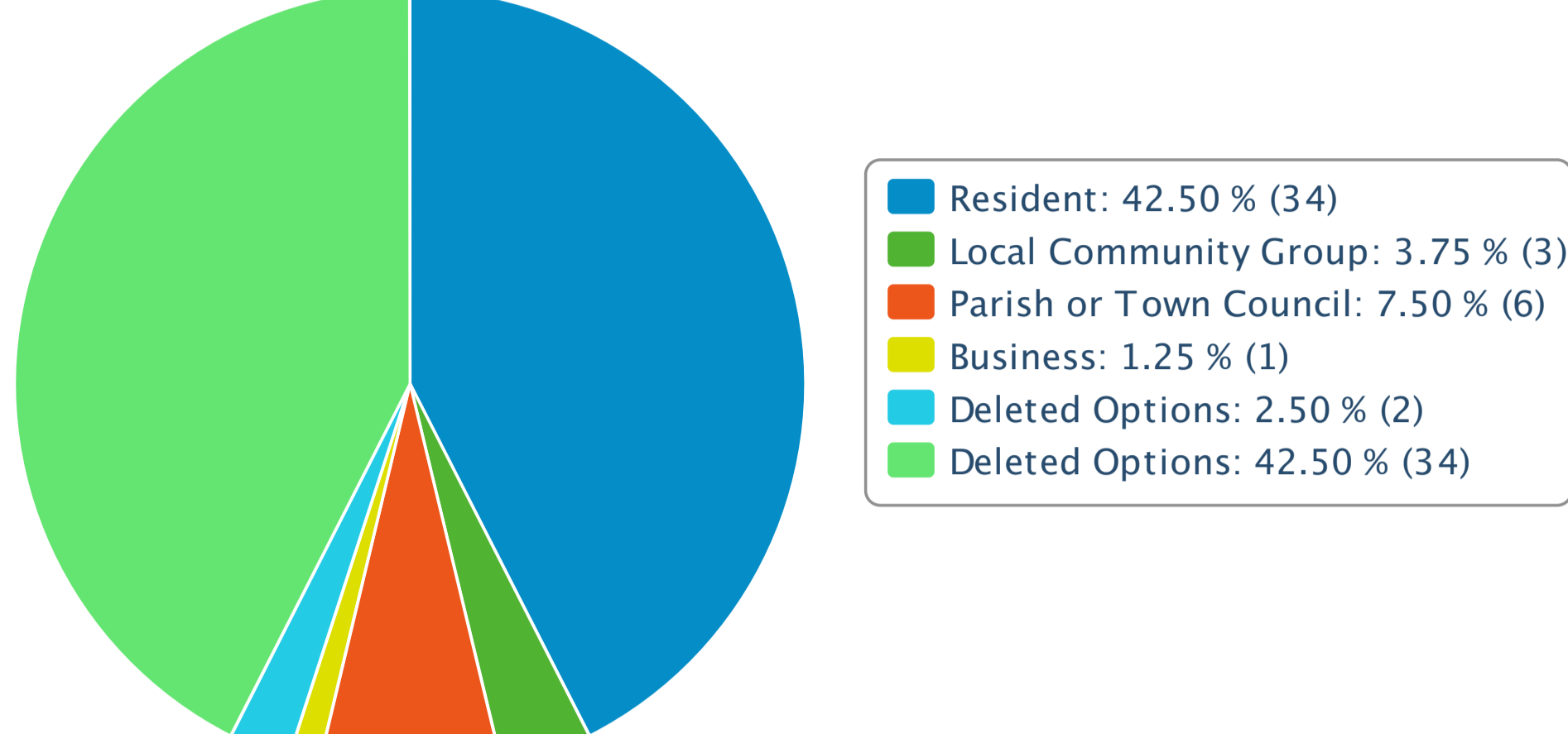
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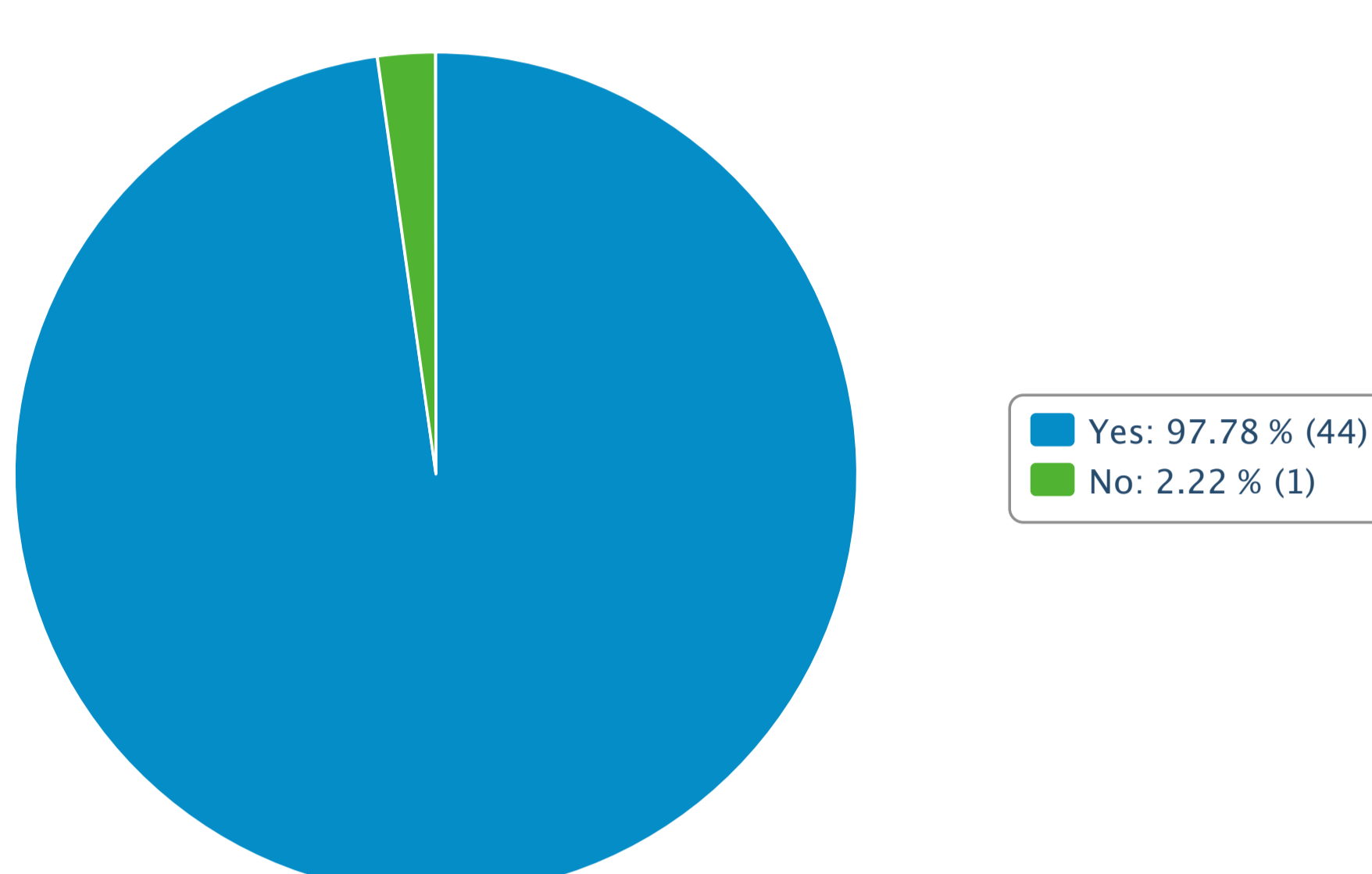
### Are you a dog owner



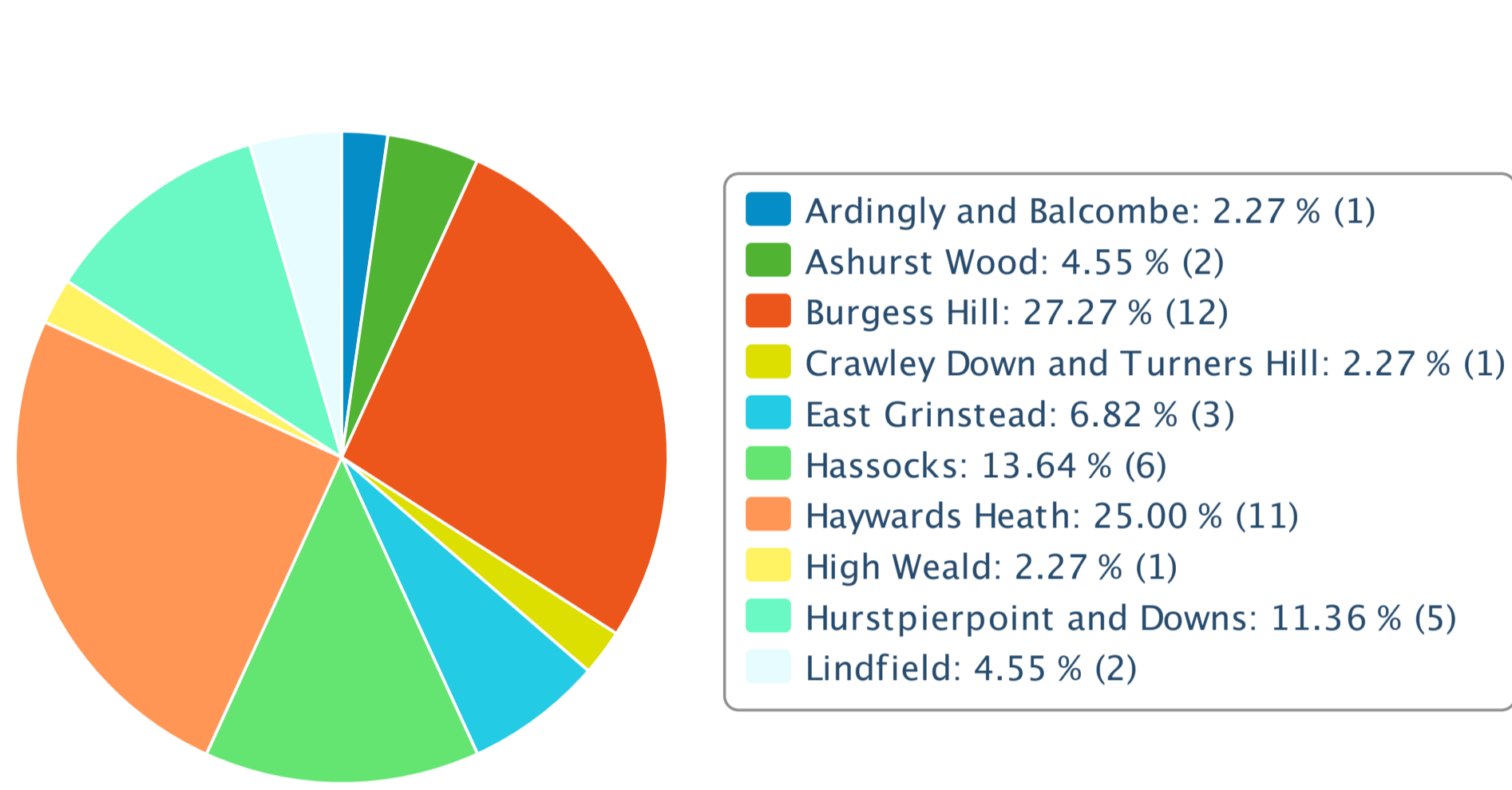
### Please select which or the following best describes yourself:



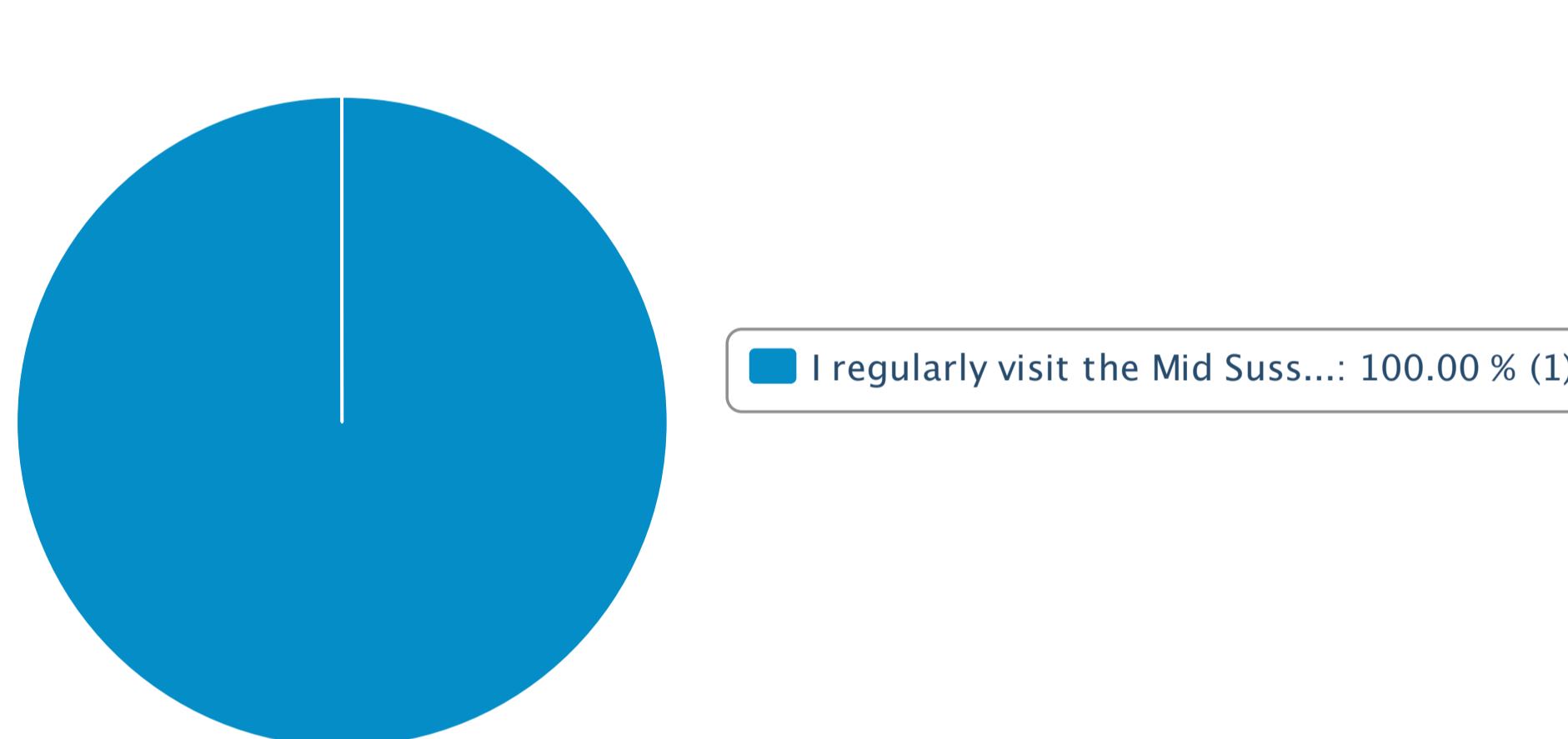
### Do you live in the Mid Sussex District?



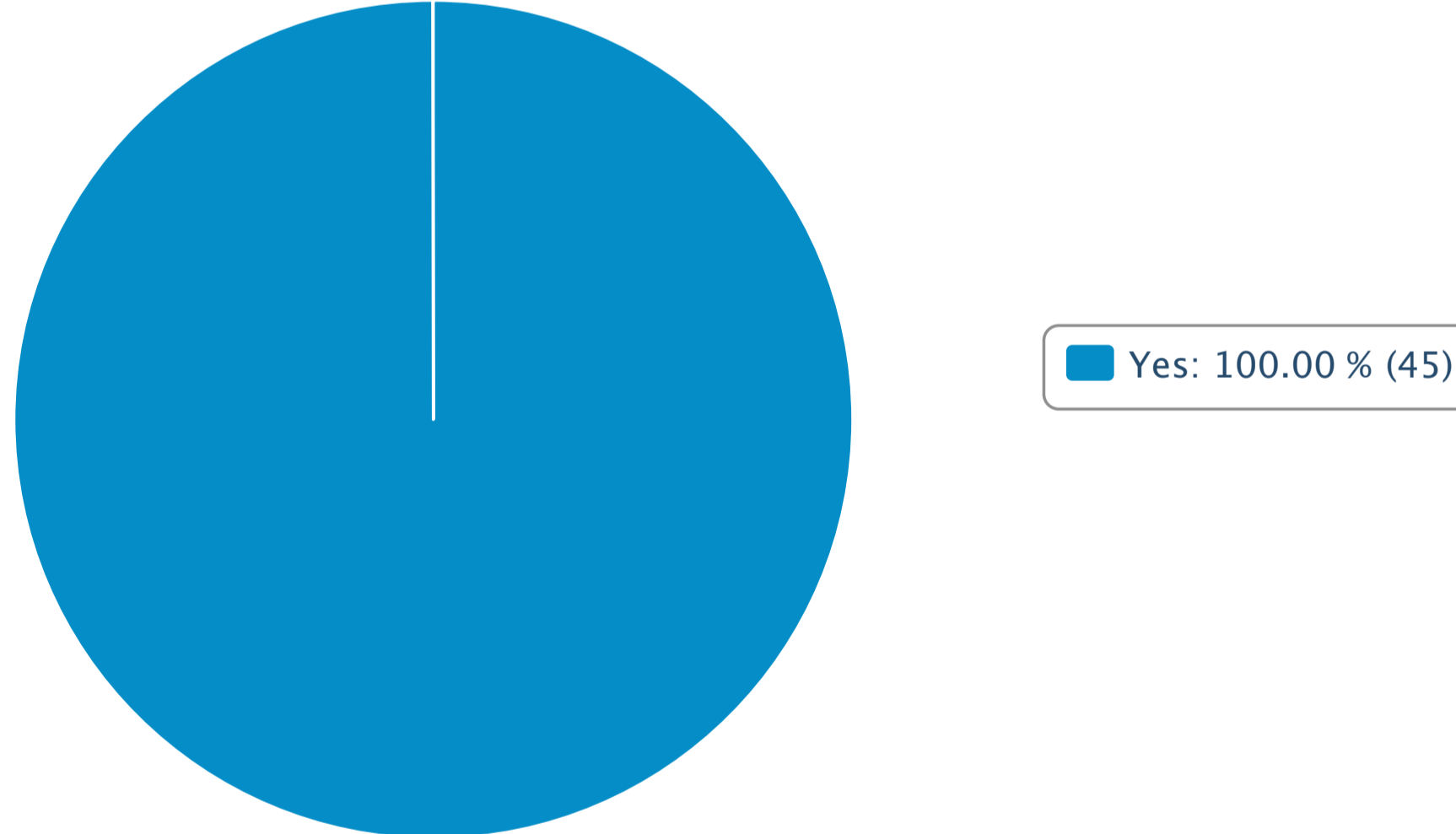
### Where in Mid Sussex do you live?



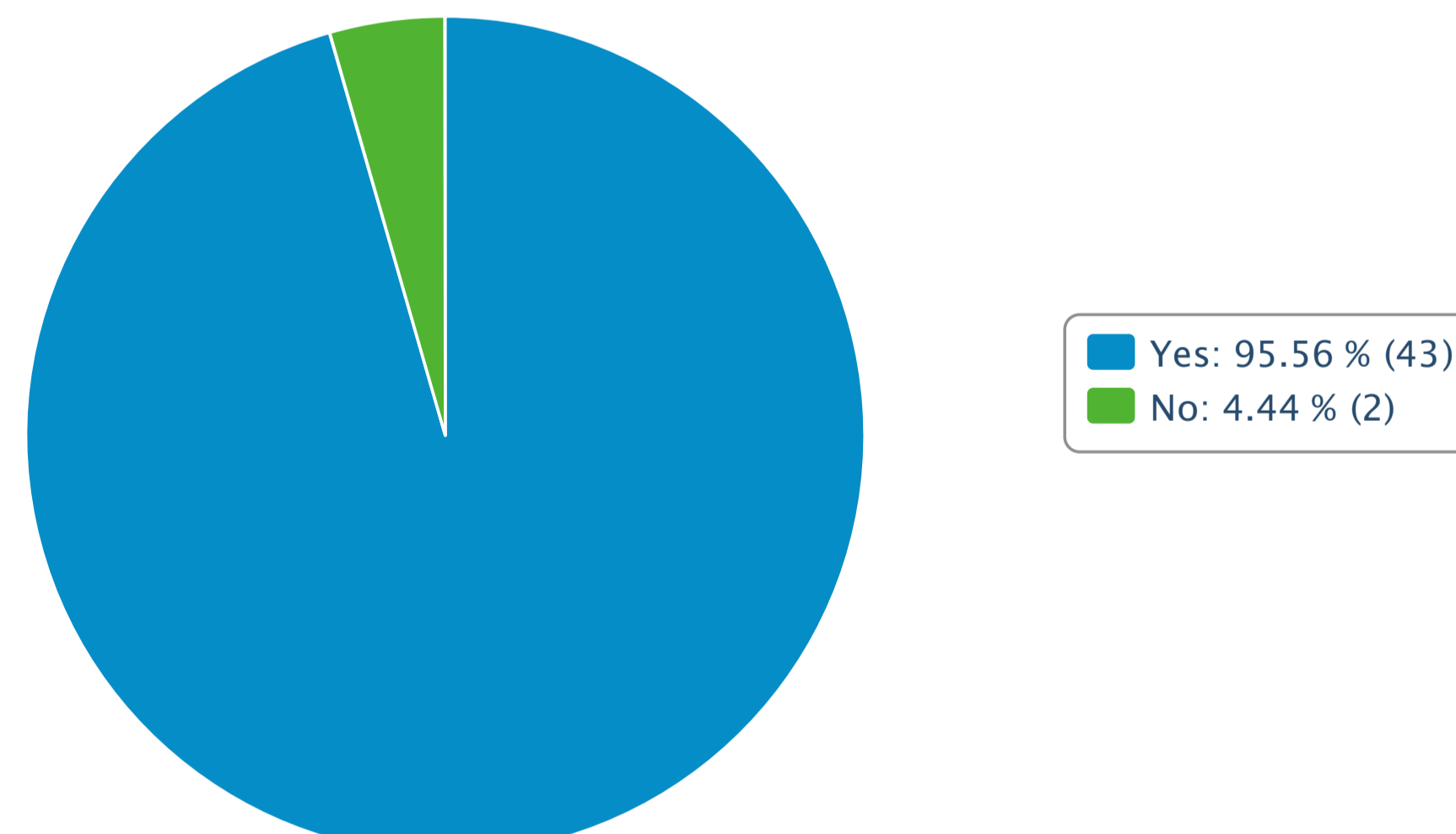
### If you don't live in the Mid Sussex District, please select the answer that best represents you



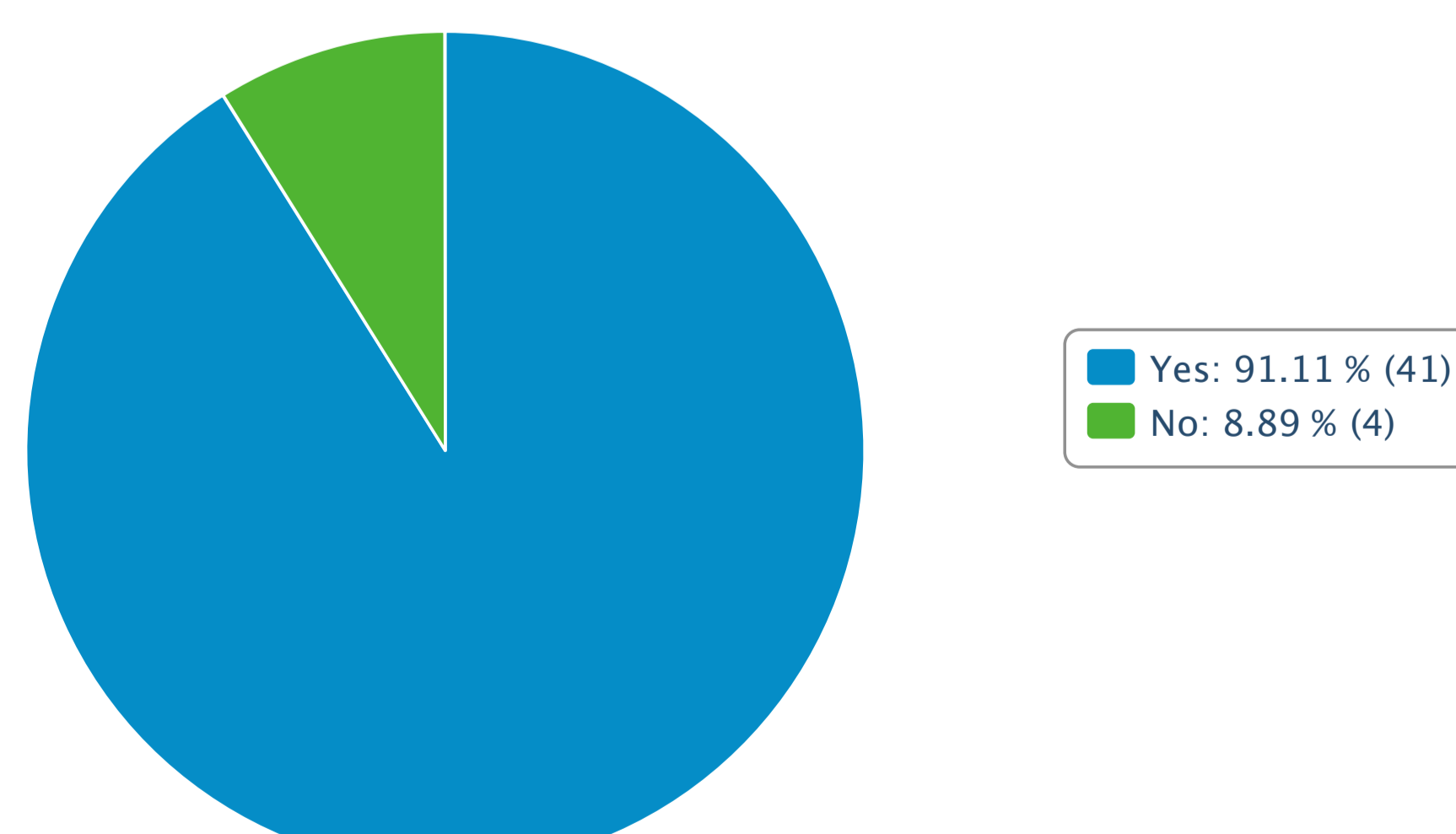
### Do you support the extension of the Dog Fouling PSPO?



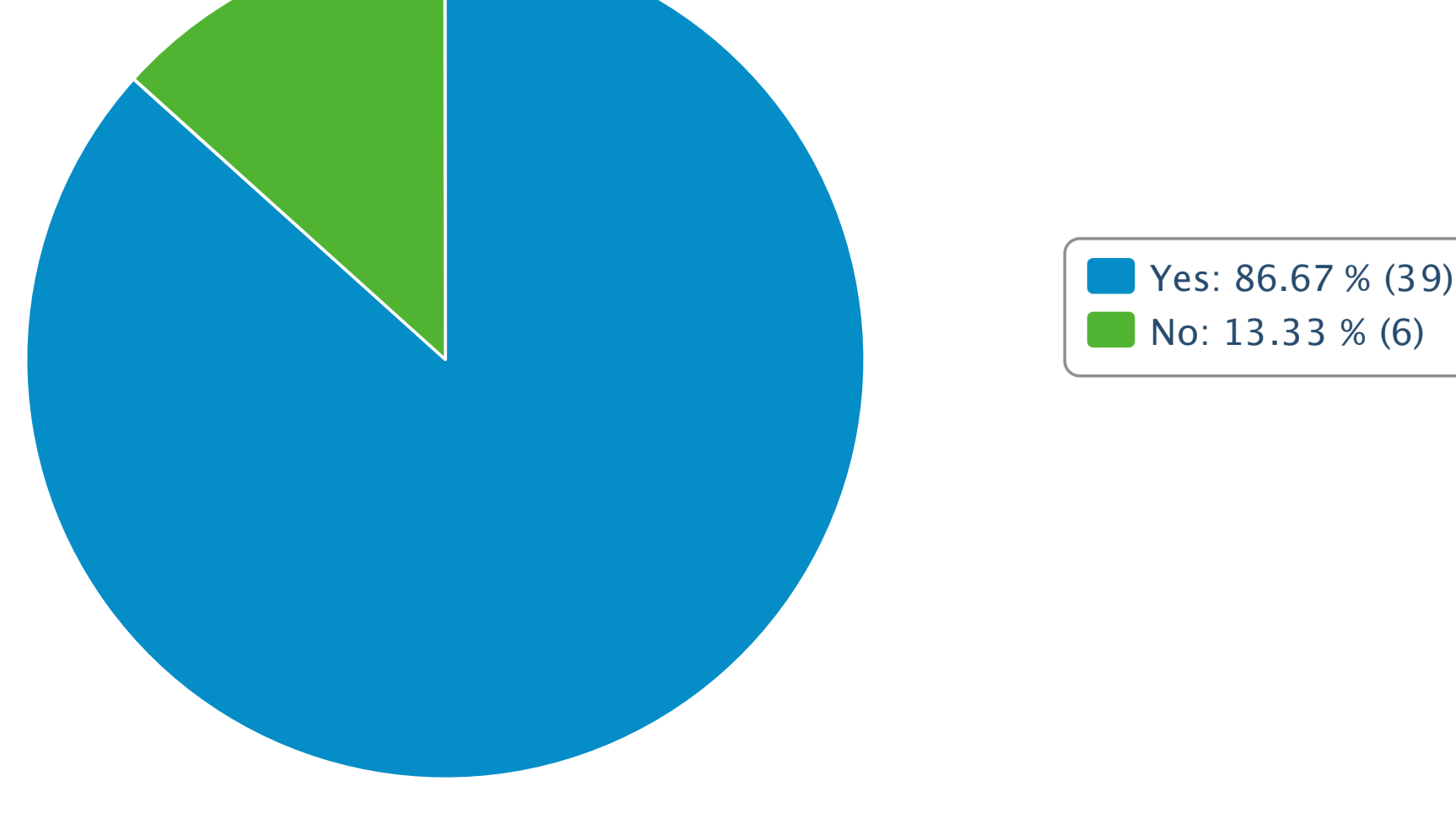
### Do you support the extension of the Dogs on lead by direction PSPO?



### Do you support the extension of the Dog exclusion PSPO?



### Do you support the extension of the Maximum Number of Dogs PSPO?



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## MID SUSSEX DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT

REPORT OF: Judy Holmes, Assistant Chief Executive  
Contact Officer: Sally Blomfield, Divisional Leader for Planning and Economy  
Wards Affected: All  
Key Decision: Yes  
Report to: Council  
Date of Meeting: 4<sup>th</sup> November 2020

---

### Purpose of Report

1. The purpose of this report is to recommend to Council that it adopts the Mid Sussex Design Guide Supplementary Planning Document as a material consideration in the determination of planning applications.

### Summary

2. This report:
  - (a) Describes the background and context in which the draft SPD has been prepared;
  - (b) Recommends that the SPD is adopted by the Council for use in the consideration and determination of planning applications.

### Recommendations

3. **That Council:**

**Adopt the Mid Sussex Design Guide as a Supplementary Planning Document (SPD) for use in the consideration and determination of planning applications.**

---

### Background

4. The scale of housing and employment growth in Mid Sussex is one of the most significant in the region. If the character and quality of the district's towns and villages is to be maintained, it is vital that new development in Mid Sussex is responsive to its local context and is designed to a high standard.
5. District Plan Policy DP26 Character and Design sets out a series of high-level design principles that new development is expected to achieve. However, further detailed guidance is needed to secure a step change in the quality of design in Mid Sussex.
6. This approach is in line with the National Planning Policy Framework (NPPF); and the National Design Guide which encourages Local Authorities to formulate local design guides to meet the priorities of its communities based on local context. It also responds to the Building Better, Building Beautiful Commission's reports.
7. The District-wide Design Guide will assist landowners, developers, applicants and planners in the process of assessing the design quality of schemes. It will also help to support decision making by the Council's Planning Committees. A step change in the quality of design will also help our communities better accept the growth agenda.

## Scope and Content of Document

8. The Design Guide is structured according to a series of integrated design themes, including understanding the context, establishing well defined streets and layouts, transport connectivity, parking strategies and sustainability. It seeks to optimise site potential through building heights and housing density that reduces future pressure on development in the countryside. A series of Design Principles for each theme has been prepared.

## Public Consultation

9. The Design Guide has been considered by the Scrutiny Committee for Housing and Planning on three occasions. On 18<sup>th</sup> July 2019 prior to public consultation, and on 22<sup>nd</sup> January 2020 after public consultation, to consider the consultation responses, and on 29<sup>th</sup> July to agree the changes.
10. At its meeting on 18th July 2019, the Scrutiny Committee welcomed the draft Guide and resolved to delegate authority to the Cabinet Member for Housing and Planning to approve the document for public consultation. Consultation was carried out for six weeks between 9th October and 20th November 2019.
11. A total of 41 individual respondents commented on the draft Design Guide with 137 individual responses. A detailed schedule of responses received during the consultation is available on the Councils' webpage at:  
<https://www.midsussex.gov.uk/planning-building/supplementary-planning-documents/>
12. In line with the responses, the Scrutiny Committee on 22 January 2020 agreed:
  - the need for further guidance on residential amenity, extensions and conversions and the need for improved images;
  - the need for a separate chapter on Employment Sites with specific guidance on layout, landscaping and the design of buildings relating to this use;
  - the need for more detailed guidance on the development of brownfield sites and the inclusion of a reference to the Mid Sussex Brownfield Sites Register;
  - the need to provide more information on appropriate, locally distinctive materials, including suitable modern or contemporary materials and their application.
13. A number of respondents also considered that the draft Design Guide should be clear and more concise. In response to this, the Scrutiny Committee agreed that the document should be reviewed to make it clearer and more succinct, including removing any repetition in the 'reasons' sections and any overlap between chapters.
14. At its meeting on 29<sup>th</sup> July 2020, the Scrutiny Committee considered and agreed the final text. It also agreed that a glossary of terms should be added and that the guide could be updated to make an additional reference to cover cycle parking at employment sites. The glossary is now included. Following a further review it was considered that a reference to cycle parking in the employment chapter was unnecessary. This is because it is adequately covered by both principle DG24 and the reference to WSCC's Cycling Design Guide. Therefore, a cross reference is now made to DG24 to ensure this principle is considered in such development.

15. Following the Scrutiny Committee on 29<sup>th</sup> July, the images have been updated for the Council draft to reflect the consultation responses and changes to the text.

### **Next steps**

16. Following a positive resolution from Council, the SPD will be adopted with immediate effect.
17. The SPD will be published on the District Council's website along with an Adoption Statement and a Consultation Statement.
18. Training on the effective use of the Design Guide will be arranged for Members and Officers in early 2021.

### **Policy Context**

19. The NPPF emphasises the importance of high-quality design. The Mid Sussex District Plan seeks to ensure that well located and designed development is delivered in the District. The Design Guide supplements and adds detail to the District Plan..

### **Other Options Considered**

20. An option would be to not prepare a Design Guide and rely on District Plan Policies. However, this would mean that the Council would miss an opportunity to provide clear design guidance specific to Mid Sussex.

### **Financial Implications**

21. The cost of the preparation of the Design Guide SPD was £30,000 and this has been funded from the Development Plan Reserve.

### **Equality and Customer Service Implications**

22. The draft Design Guide has been subject to an Equalities Impact Assessment. This concludes that the document does not discriminate against any members of the community that have 'protected characteristics.'

### **Other Material Implications**

23. There are no other material implications.

## **Appendix 1: Mid Sussex Design Guide SPD – Final Draft for Adoption November 2020**

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MID SUSSEX DISTRICT COUNCIL

# Mid Sussex Design Guide

Supplementary Planning  
Document SPD

**Final Draft for Adoption**

November 2020







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# 1 Purpose of the Design Guide



# 1 Purpose of the Design Guide Objectives and Status



## 1.1 Overall Objectives and Status of the Guide

1.1.1 The Mid Sussex Design Guide provides clear design principles that aim to deliver high quality new development across Mid Sussex that is inclusive and responds appropriately to its context while prioritising sustainability in the design process. These principles are based on the policy framework provided by District Plan Policy DP26: Character and Design.

1.1.2 This Design Guide is intended to inform and guide the quality of design for all development across the District. Its main focus is larger schemes (urban extensions or proposals on brownfield sites), however it is also relevant for proposals for a single house, for a household extension or building conversion.

1.1.3 The Guide puts forward principles and standards for new development that aim to create safe and attractive places that are sensitive to Mid Sussex's special character while also allowing creative and innovative design solutions.

1.1.4 High quality design is essential to optimise the development potential of sites and to deliver the kind of places that will provide economic and environmental well-being and quality of life for the District's residents both now and into the future.

1.1.5 The Design Guide has been adopted as Supplementary Planning Document (SPD) and provides further detail to District Plan Policy DP26: Character and Design. As an SPD it is a material consideration in the determination of planning applications.



Figure 1A: Sustainability issues that should be considered when designing new development (MSDC)

## 1.2 Sustainability Objectives

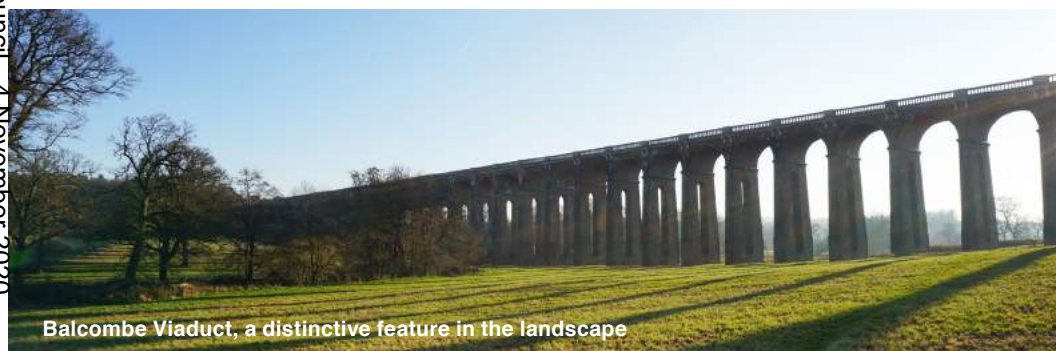
1.2.1 All new development should be designed to high environmental standards. This applies to both the building design and layout which should have regard to the following:

- Sustainable construction principles including maximising energy and water efficiency, minimising carbon emissions and use of resources;
- Optimising development opportunities especially on brownfield sites and in locations close to facilities or with good transport links;
- Organising development around green transport principles that reduce travel distances, prioritise pedestrian and cycle movement and integrate public transport;
- Planning schemes around Green Infrastructure provision that is underpinned by: (a) healthy living and well-being principles; (b) helping to deliver a net gain in bio-diversity; (c) responding to the beauty of the natural landscape and ensuring that natural features are retained and enhanced; and
- Designing for adaptation and resilience to future weather events (drier/hotter summers and wetter/warmer winters).

# 1 Purpose of the Design Guide

## A User-friendly Guide

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Balcombe Viaduct, a distinctive feature in the landscape

### 1.3 Who is the Guide for?

1.3.1 This Design Guide is intended for frequent reference and will be essential for anyone charged with preparing or assessing the quality of planning applications including:

- Developers and builders, in considering potential development proposals;
- Householders, considering residential extensions;

- Design professionals, in drawing up schemes for development;
- Town and parish councils, statutory and non-statutory consultees and the public in commenting on planning applications; and
- The District Council, in determining planning applications and in upholding decisions at planning appeals.

***“A thriving and attractive District, a desirable place to live, work and visit. Our aim is to maintain, and where possible, improve the social, economic and environmental well-being of our District and the quality of life for all, now and in the future.”***

Mid Sussex District Council Vision from District Plan

### DP26: Character and Design

**Strategic Objectives:** 2) To promote well located and designed development that reflects the District’s distinctive towns and villages, retains their separate identity and character and prevents coalescence; 4) To protect valued characteristics of the built environment for their historical and visual qualities; 12) To support sustainable communities which are safe, healthy and inclusive; and 14) To create environments that are accessible to all members of the community.

All development and surrounding spaces, including alterations and extensions to existing buildings and replacement dwellings, will be well designed and reflect the distinctive character of the towns and villages while being sensitive to the countryside. All applicants will be required to demonstrate that development:

- is of high quality design and layout and includes appropriate landscaping and greenspace;
- contributes positively to, and clearly defines, public and private realms and should normally be designed with active building frontages facing streets and public open spaces to animate and provide natural surveillance;
- creates a sense of place while addressing the character and scale of the surrounding buildings and landscape;
- protects open spaces, trees and gardens that contribute to the character of the area;
- protects valued townscapes and the separate identity and character of towns and villages;
- does not cause significant harm to the amenities of existing nearby residents and future occupants of new dwellings, including taking account of the impact on privacy, outlook, daylight and sunlight, and noise, air and light pollution (see Policy DP29);
- creates a pedestrian-friendly layout that is safe, well connected, legible and accessible;
- incorporates well integrated parking that does not dominate the street environment, particularly where high density housing is proposed;
- positively addresses sustainability considerations in the layout and the building design;
- take the opportunity to encourage community interaction by creating layouts with a strong neighbourhood focus/centre; larger (300+ unit) schemes will also normally be expected to incorporate a mixed use element; and
- optimises the potential of the site to accommodate development.

Figure 1B: Local Plan Policy DP26: Character and Design

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# 1 Purpose of the Design Guide

## A User-friendly Guide

### 1.4 Understanding the Planning and Policy Context

1.4.1 National and local planning policies will influence whether a site is suitable for development and the form and nature of this development.

1.4.2 The Development Plan for the District is the Mid Sussex District Plan and Neighbourhood Plans, which cover most of the District.

1.4.3 There are also other supporting policy or strategy documents that may relate to a site. These may include Supplementary Planning Documents, Conservation Area Appraisals, the High Weald Housing Design Guide and Village Design Guides, which have been adopted or endorsed by the Council.

1.4.4 The guidelines incorporate as appropriate the MSDC Dormer Window and Rooflight Design Guidance (now superseded) under chapter 6 (section 6.3.5 to 6.3.8) and chapter 9 (section 9.2 / DG52).

1.4.5 Details of documents endorsed or adopted by the Council are available on the Council's website at <https://www.midsussex.gov.uk>

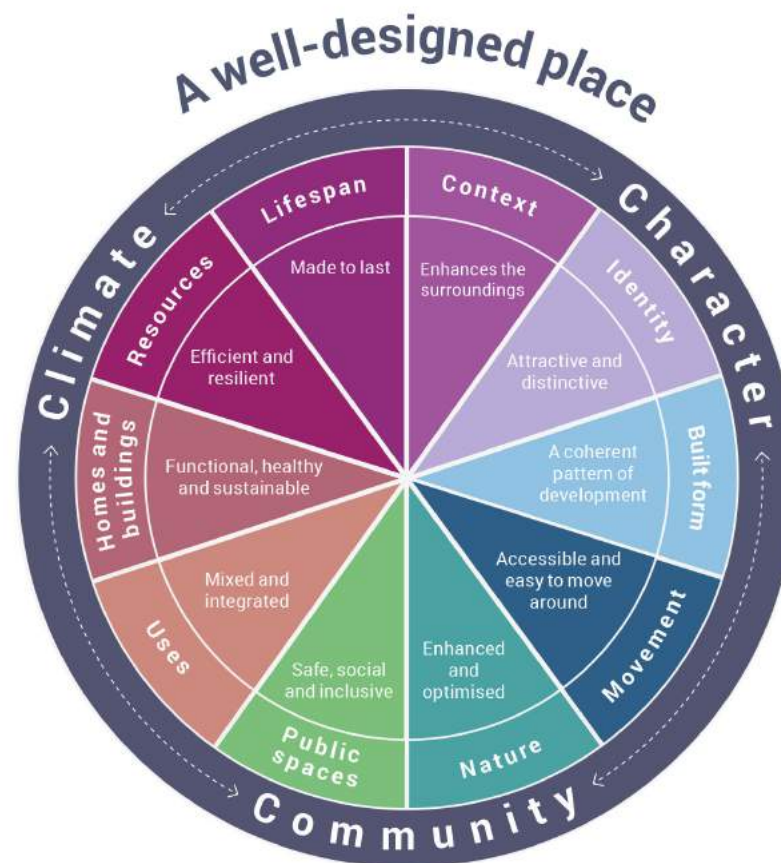
1.4.6 National Planning policies and guidance is available on the Gov.UK website. This includes:

- The **National Planning Policy Framework** which incorporates design guidance principally in section 7: "Achieving well-designed places"; and
- The **National Design Guide** which recognises that specific, detailed and measurable criteria for good design is most appropriately set out at the local level.

1.4.7 The National Design Guide outlines ten characteristics that contribute to good design. These are listed below and indicated in the diagram in Figure 1C.

1. **Context** – enhances the surroundings.
2. **Identity** – attractive and distinctive.
3. **Built form** – a coherent pattern of development.
4. **Movement** – accessible and easy to move around.
5. **Nature** – enhanced and optimised.
6. **Public spaces** – safe, social and inclusive.

Figure 1C: The ten characteristics of a well designed place (National Design Guide 2019)



7. **Uses** – mixed and integrated.
8. **Homes and buildings** – functional, healthy and sustainable.
9. **Resources** – efficient and resilient.
10. **Lifespan** – made to last.

#### Additional resources:

- National Design Guide (2019)
- Building for Life 12, The Sign of a good place to live (Cabe at the Design Council, Design for Homes and Home Builders Federation)
- Urban Design Compendium 1 (3rd edition, HCA and Studio REAL, 2013)

# 1 Purpose of the Design Guide

## A User-friendly Guide

### 1.5 Structure of the Guide

#### Design Guide Structure

1.5.1 The Design Guide is structured in ten chapters and Figure 1D sets out the design principles that relate to each of these and identifies the development types to which each principle is relevant. The ten National Design Guide characteristics are also cross-referenced with the Design Guide principles.

#### Design Principles

1.5.2 Each chapter is structured around Design Principles that new development should normally follow. The principles are drawn from best practice, respond to the unique environment within the District and are intended to guide and assist applicants on the design aspects that should normally be considered and addressed when drawing up their proposals

1.5.3 This Design Guide provides general guidance on the form that new development should take. This addresses a range of development types including:

- New urban extensions and large residential developments;
- Brownfield and urban infill sites;
- New dwelling design;
- Household extensions;
- Building conversions; and
- Employment and commercial developments.

1.5.4 Not all principles will be relevant for smaller scale development proposals (including for single dwellings, household extensions or building conversions). Chapters three and four are most relevant for larger sites which must establish their own structure, either as part of an existing settlement or as an extension to an existing settlement.

1.5.5 The design principles are supported by illustrations and photographs of best practice examples including case studies from both within the District and elsewhere. Poor practice is also illustrated.

#### Checklists

1.5.6 Checklists are provided at the end of each chapter in the guide. The checklists are intended to act as prompts to applicants to ensure that the issues raised are considered at the right stage of the design process and to optimise the potential of the site to accommodate appropriate development.

1.5.7 Not all checklists or all the issues raised in individual checklists will apply to every site and each case will be decided on its merits.

1.5.8 Applicants are expected to demonstrate compliance where checklists do apply or robustly justify their proposals where a different approach has been taken.

# 1 Purpose of the Design Guide

## A User-friendly Guide

Design Guide Chapter	Design Principles	National Design Guide Characteristics	DEVELOPMENT TYPES						
			Large, medium and small residential developments (2 to 300+ dwellings)	Brownfield and urban infill	Commercial or employment	Mixed use scheme	Individual houses	Household extensions	Building conversions
<b>2 Understanding the Context</b>	DG1: Character Study	1/2							
	DG2: Site appraisal	1/2							
<b>3 Establishing the Structure</b>	DG3: Work with the site's natural features and resources	1/5							
	DG4: Establish a landscape and green infrastructure network	5/6							
	DG5: Water features and sustainable drainage systems	5/6/9							
	DG6: Design to enhance biodiversity	1/5/6							
	DG7: Respond to topography and strategic views	1/2							
	DG8: Establish a clear movement network that connects with the surrounding area	1/4							
	DG9: Reduce reliance on the private car	4/9							
	DG10: Anticipate future development	10							
	DG11: Respond to the existing townscape, heritage assets and historic landscapes	1/2							
	<b>4 Site Layout, Streets and Spaces</b>	DG12: Deliver a clear and connected structure of streets and spaces	4/6						
DG13: Provide positive frontage to streets		2/3/8							
DG14: Provide enclosure		2/3/8							
DG15: Use markers, landmarks, vistas and street hierarchy to aid legibility		2/3/4							
DG16: Create a positive development edge		1/2/3/10							
DG17: Provide attractive streets and spaces defined by buildings rather than the highway, that encourage low speeds and that are safe to use by everyone		2/3/4							

Figure 1D: Table setting out the structure of the design guide, the design principles and the type of developments to which they are broadly applicable



# 1 Purpose of the Design Guide

## A User-friendly Guide

### Design Guide Chapter

### Design Principles

### National Design Guide Characteristics

### DEVELOPMENT TYPES

Design Guide Chapter	Design Principles	National Design Guide Characteristics	DEVELOPMENT TYPES						
			Large, medium and small residential developments (2 to 300+ dwellings)	Brownfield and urban infill	Commercial or employment	Mixed use scheme	Individual houses	Household extensions	Building conversions
4 Site Layout, Streets and Spaces (cont.)	DG18: Integrate parking to support attractive streets and spaces	4							
	DG19: Provision of off-street parking	4							
	DG20: Integrate on-street parking	4							
	DG21: Consider and allow for servicing, refuse collection and deliveries	4							
	DG22: Integrate refuse and recycling into the design of new development	4/9							
	DG23: Integrate sub-stations, utilities and pump stations into the design	4/9							
	DG24: Plan for cyclists	4/9							
	DG25: Enhance the environment and sense of place through open spaces	2/6/10							
	DG26: Integrate space for play into the design	5/6							
	DG27: Integrate tree planting and soft landscape	2/5/6/10							
	DG28: Recommended tree species	2/5/6/10							
	DG29: Deliver a coordinated public realm with high quality landscape	2/5/6/10							
	DG30: Design for everyone and look to the future	7/8/9/10							
5 Site Optimisation and Mixed Use	DG31: Focus development in sustainable locations	2/3/9							
	DG32: Managing increased density in town centres	2/3/9							
	DG33: Potential for tall buildings (over 6 storeys)	2/3/9							
	DG34: Managing increased density in urban extensions	2/3/9							

Figure 1D (Part 2 continued): Table setting out the design guide principles and the type of developments to which they are broadly applicable

# 1 Purpose of the Design Guide

## A User-friendly Guide

Design Guide Chapter	Design Principles	National Design Guide Characteristics	DEVELOPMENT TYPES						
			Large, medium and small residential developments (2 to 300+ dwellings)	Brownfield and urban infill	Commercial or employment	Mixed use scheme	Individual houses	Household extensions	Building conversions
5 Site Optimisation and Mixed Use (cont.)	DG35: Promote a mix of uses within larger schemes to provide services to meet local needs, conveniently located where they are most accessible	7							
	DG36: Create mixed communities and housing that is adaptable to change	7							
6 High Quality and Sustainable Building Design	DG37: Deliver high quality buildings that minimise their environmental impact	8/9/10							
	DG38: Design buildings with architectural integrity and a sense of place	1/2/8							
	DG39: Deliver appropriately scaled buildings	2/3							
	DG40: Design buildings that respond to and animate the street space	2/3/8							
	DG41: Addressing sloping sites	2/3/8							
	DG42: Consider the location and design of services and external pipes	2/8							
7 Business Parks / Employment Areas	DG43: Deliver attractive and clearly laid-out employment areas that are sensitive to their surrounds	1/3/4							
	DG44: Design of commercial buildings	9/10							
8 Residential Amenity	DG45: Privacy of existing and future residents	8							
	DG46: Provide attractive and usable external amenity space for all homes	8							
	DG47: Provide homes with sufficient daylight and sunlight	8							
	DG48: Design to minimise the impact of noise, air and light pollution	8							

Figure 1D (Part 3 continued): Table setting out the design guide principles and the type of developments to which they are broadly applicable

# 1 Purpose of the Design Guide

## A User-friendly Guide

Design Guide Chapter	Design Principles	National Design Guide Characteristics	DEVELOPMENT TYPES						
			Large, medium and small residential developments (2 to 300+ dwellings)	Brownfield and urban infill	Commercial or employment	Mixed use scheme	Individual houses	Household extensions	Building conversions
<b>9 Household Extensions</b>	DG49: General principles for extensions	1/2/3							
	DG50: Front and side extensions	1/2/3							
	DG51: Rear extensions	1/2/3							
	DG52: Loft conversions and roof extensions	1/2/3							
<b>10 Building Conversions</b>	DG53: Principles for conversions of traditional buildings with heritage value	1/2/9							
	DG54: Converting office buildings to residential	1/2/9							

Figure 1D (Part 4 continued): Table setting out the design guide principles and the type of developments to which they are broadly applicable

# 1 Purpose of the Design Guide

## The Opportunity

Council - 4 November 2020



### 1.6 Opportunities and Constraints

1.6.1 The District is experiencing pressure for growth with the Mid Sussex District Plan setting a housing provision of 16,390 homes to be built in the period from 2014 to 2031 to meet both the District need and unmet need in Crawley. Employment growth is also anticipated with a business park and Science and Technology Park planned at Burgess Hill.

1.6.2 These new homes and jobs provide opportunities for the District, helping to sustain its towns and villages and improve their economic performance, but also present challenges. The District contains many environmental designations (refer to chapter 2) which influence where development may take place and it is important that change does not erode the essentially rural character of the District, its rich heritage and the distinctive character of its towns and rural settlements.

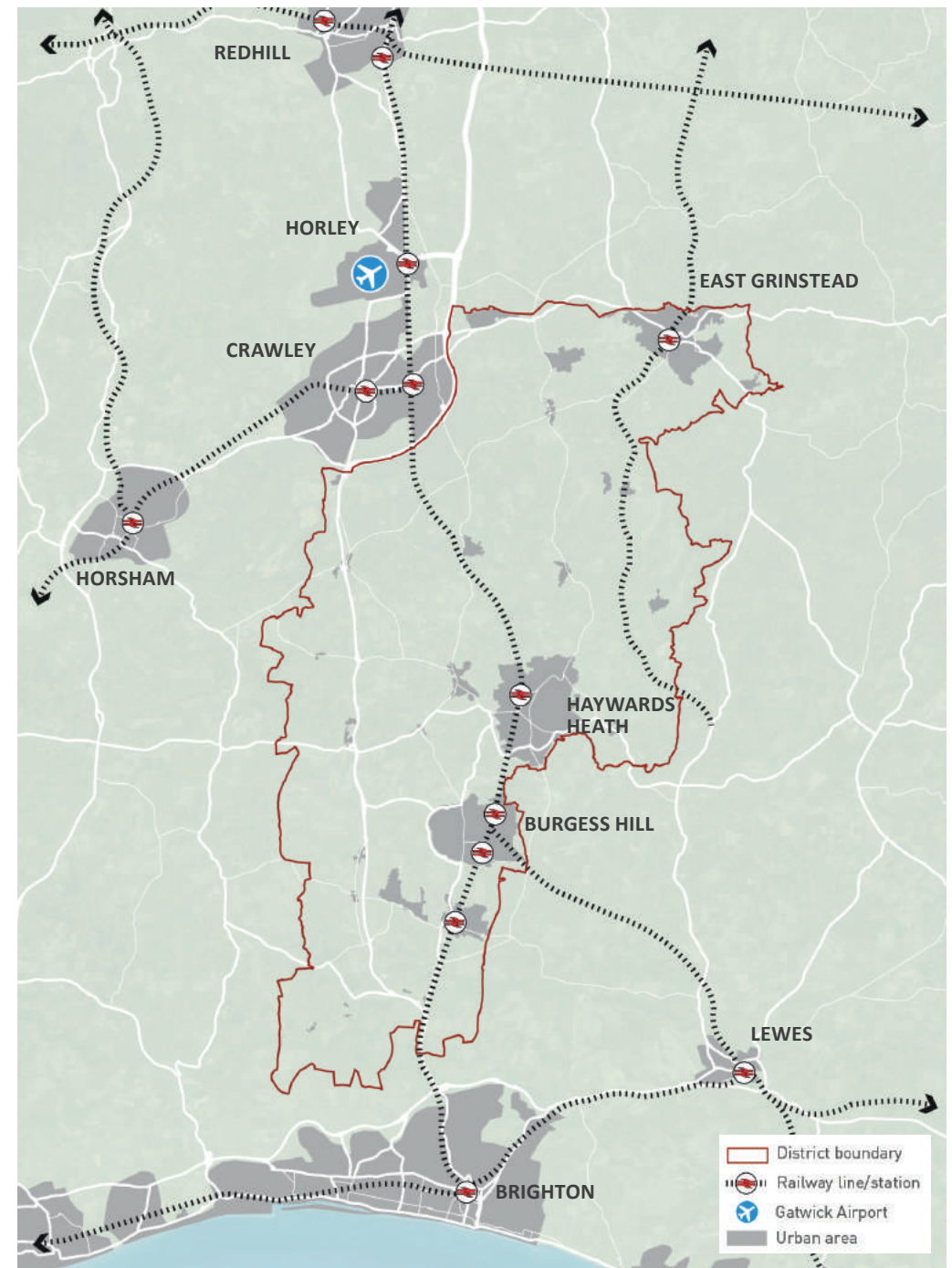


Figure 1E: Mid Sussex Context Plan

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# 1 Purpose of the Design Guide

## The Value of Good Design

### 1.7 The Value of Good Design

1.7.1 The importance of design quality is intrinsic to national planning policy with a clear mandate within the National Planning Policy Framework (NPPF) to deliver high quality built-environments.

1.7.2 Design matters because it influences the way we appreciate and experience the villages, towns and homes that we live, work and socialise in. It is through good design that successful places that people want to live and work in are created.

1.7.3 Good design can help transform places and enhance people's lives. The orientation and height of buildings; the materials, enclosure, soft landscaping/trees and amount of sunlight within a public space and the incorporation of inclusive active environments can have a positive impact on physical health as well as upon people's wellbeing and mental health.

1.7.4 Research by the Commission for Architecture and the Built Environment (CABE) and the Royal Institute of British Architects (RIBA) and national guidance, including the Urban Design Compendium, have all demonstrated the link between good design and improved quality of life, equality of opportunity and economic growth:

- A well-designed hospital will help patients get better more quickly;
- A well-designed school will improve the educational achievement of its pupils;
- A well-designed public realm increases retail rents;
- A well-designed department store will have a direct impact on stock turnover; and
- A well-designed neighbourhood will benefit from lower crime and higher house values.

1.7.5 Design affects how people respond to a space and the choices they make when using it. For instance, the amount of sunlight received in a public square will have a significant impact on the quality of the space and upon the economic success and survival of the businesses that surround it.

1.7.6 Good design is about more than just the architecture and in Mid Sussex we are looking to create high quality places that meet the needs of the whole community with streets and spaces that are accessible for everyone, that function well and improve the quality of life.



Recent more innovative design delivered in the District: an exceptional design in the countryside approved under para 55/79 of the NPPF (ABOVE); Woodmead School, Burgess Hill (LEFT)

### High Quality Design and Innovation

1.7.7 The aim of this Guide is to inspire designers to rise to the challenge to deliver high quality, well designed buildings, streets and spaces that are in keeping with their environment and respond to the challenge to deliver sustainable development.

1.7.8 Designers are encouraged to be inventive and innovative; to prepare proposals that respond to place, that meet the needs of modern lifestyles and that are adaptable in the future. Contemporary solutions of high architectural quality that deliver outstanding places are welcomed and encouraged.

#### Additional useful and interesting resources:

- Paved with gold: The real value of good street design (CABE, 2007)
- By Design, Urban design in the planning system: Towards better practice (DETR and CABE, 2000)
- The value of good design (CABE, 2002)
- The value of urban design (CABE and DETR, 2001)
- Valuing Sustainable Urbanism (Prince's Foundation, Savills and English Partnerships, 2007)
- Public Health England briefing for local authorities - Working together to promote active travel (2016)
- Building the foundations - tackling obesity through planning and development (LGA, 2016)
- Facilities and Planning (Sport England)

# 1 Purpose of the Design Guide

## The Design Process

### 1.8 The Design Process

1.8.1 The delivery of high-quality development is dependent on good design professionals undertaking a robust and iterative design process.

1.8.2 This must ensure that a scheme responds to place and takes account of local issues, opportunities and constraints and the opinions of the public and other stakeholders.

1.8.3 In order to deliver good design there are a number of important steps that must be taken. These steps are indicated in the simple flowchart in Figure 1F.

1.8.4 The level of detail, and engagement required, will be dependent on the scale and complexity of the application.

#### Engaging Professionals

1.8.5 A design guide alone cannot produce good creative solutions; this is the job of a good creative professional. One of the first stages in preparing a design scheme will be to engage skilled design professionals to ensure high-quality solutions through the design process. Mid Sussex District Council strongly encourage planning applicants to employ appropriate design professionals such as architects, landscape architects, arboriculture consultants, heritage consultants and urban designers.

1.8.6 The following organisations can assist with providing contact details for professionals:

- Landscape Institute
- Royal Institute of British Architects
- Royal Town Planning Institute
- Urban Design Group

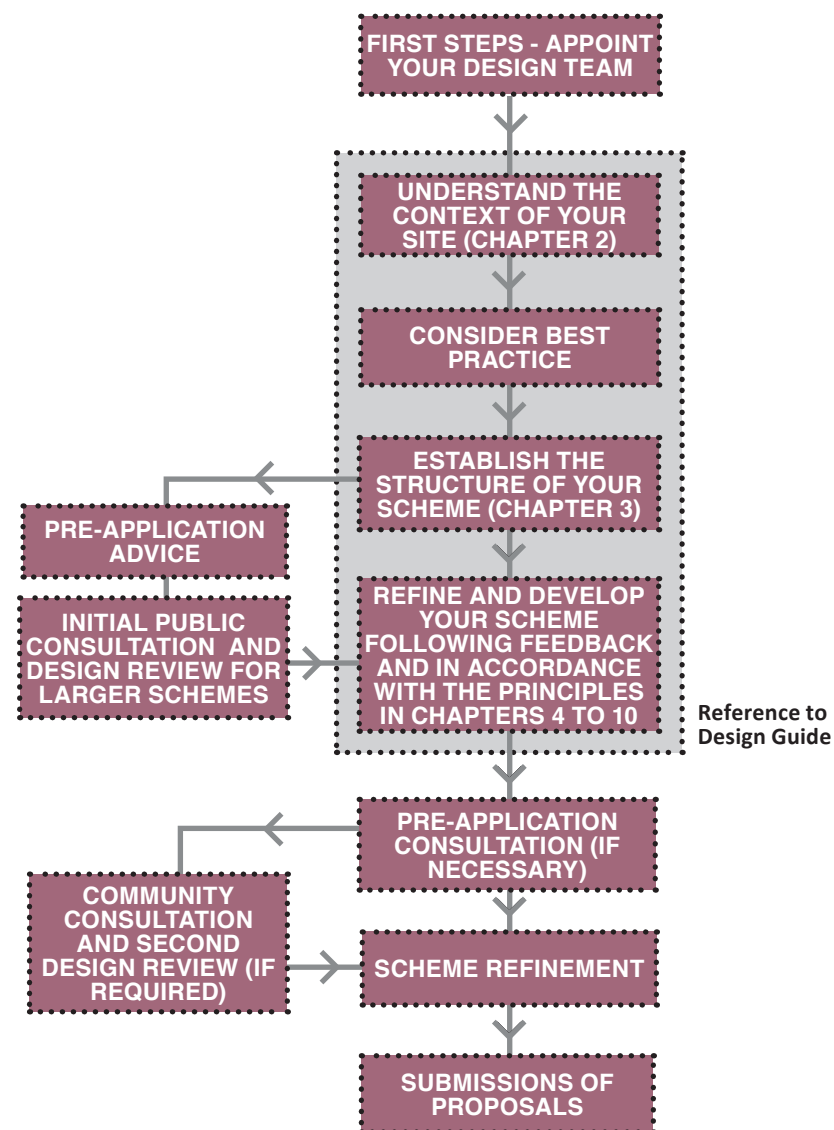


Figure 1F: Flow chart setting out the design process for preparing a design proposal

# 1 Purpose of the Design Guide

## Who to Talk to

### 1.9 Who to Talk to

#### Early Pre-application Consultation

1.9.1 Applicants should hold pre-application discussions at an early stage in the design process. Depending on the scale of development, applicants should consult with relevant statutory and non-statutory authorities (refer to figure 1G) and council officers to:

- Understand policy requirements;
- Discuss emerging ideas and sensitivities;
- Ensure that the design process is heading in the right direction; and
- Discuss the information and level of detail required to accompany a planning application.

#### Community Consultation

1.9.2 Community engagement can be a useful way to discover more about a site and its setting and to gain an understanding of any concerns that the community may have in relation to an application.

1.9.3 Depending on the scale and nature of an application it may be appropriate to carry out consultation with the public and stakeholders. Applicants should refer to the MSDC's Statement of Community Involvement which sets out a Code of Practice for consultation.

1.9.4 Applicants should document the engagement process and demonstrate how community and stakeholder feedback has been taken account of in their proposals.

1.9.5 The Council encourages all applicants and their agents to consult their neighbours before they submit a planning application.

#### Design Review

1.9.6 The NPPF (paragraphs 128 and 129) advocates the use of design review to improve the quality of development. Mid Sussex District Council has established a Design Review Panel (DRP) to provide independent and professional design advice and evaluation of significant schemes, either because of their scale or sensitivity. The DRP's Terms of Reference sets out the criteria for their consideration and other requirements.

1.9.7 Schemes should normally be presented to the Panel early in the design process when the Panel's inputs can be most helpful.

1.9.8 The Council will have regard to the recommendations from the DRP when assessing applications.

#### Relevant Statutory Authorities and organisations

- Natural England: Landscape, Green Infrastructure and Biodiversity;
- High Weald Area of Outstanding Natural Beauty;
- South Downs National Park Planning Authority;
- Historic England: heritage assets;
- West Sussex County Council: access, drainage (as lead local authority (LLFA)), highways, transport, rights of way, archaeology and cultural heritage, education, libraries etc;
- Environment Agency: flooding, rivers and pollution;
- Utility companies;
- Highways England - M23 and A23;
- Police service: police liaison and crime prevention officer;
- Fire service; and
- Town and parish councils.

Figure 1G: Organisations that might be relevant to consult to provide initial advice





# 2 Understanding the Context



# 2 Understanding the Context Introduction

Council - 4 November 2020



## 2.1 Introduction

2.1.1 Mid Sussex is characterised by its historic settlements and beautiful countryside, much of which is protected for their special qualities. A fundamental objective of this Design Guide is to ensure that new development respects, responds to and enhances the unique characteristics of the District. An understanding of context is therefore an essential starting point.

2.1.2 This chapter provides an overview of Mid-Sussex, outlining what makes it distinctive and special. It identifies the important characteristics that an applicant will be expected to consider to:

- Understand the context and character of their site; and
- Establish the constraints and opportunities that will guide their proposals.

2.1.3 Applicants will be required to demonstrate a clear link between their appraisal of the context, any applicable planning designations, the character of their site, physical constraints and opportunities and their development proposals. This link or rationale will need to be articulated through the Design and Access Statement that will support their planning application.

2.1.4 A checklist is provided at the end of the section providing prompts to applicants on the issues that may be relevant and require consideration in understanding their site and the context within which it is located.

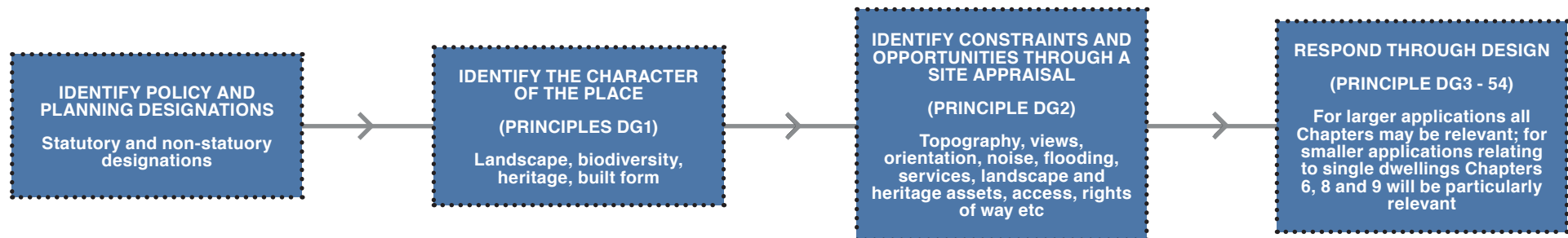


Figure 2A: Flowchart indicating the process applicants should follow to 'Understand the context' of their site

# 2 Understanding the Context

## Overview of the District

### 2.2 Overview of the District

2.2.1 The Mid Sussex District covers an area of approximately 33,400 hectares and stretches from its boundary with Surrey in the north to the boundaries of Brighton and Hove in the south. The District has a distinctive settlement pattern, containing three main towns, Burgess Hill, Haywards Heath and East Grinstead together with a large number and wide variety of villages.

2.2.2 The London to Brighton main line railway and A23 trunk road run north-south through the District providing good connections particularly for Haywards Heath and Burgess Hill.

2.2.3 The District's environment is protected by international, national and local designations which seek to preserve the area's natural and built environment for future generations.

2.2.4 49% of the District is within the High Weald Area of Outstanding Natural Beauty (AONB) and Mid Sussex is the tenth most wooded District in the South East with two-thirds of this woodland classified as 'ancient'. The High Weald AONB Partnership has prepared its own design guide that will need to be considered for sites within the AONB.

2.2.5 The District also has many sites valued for their biodiversity including Sites of Special Scientific Interest, Sites of Nature Conservation Importance, Local Nature Reserves and Biodiversity Opportunity Areas. The District also has over 1,000 Listed Buildings, 25 Ancient Monuments, over 500 Sites of Archaeological Interest, 36 Conservation Areas and 9 Registered Parks and Gardens.

2.2.6 Approximately 10% of Mid Sussex District lies within the South Downs National Park. The National Park Authority is the local planning authority for this area and has adopted its own Local Plan for the whole of the National Park which will apply to the area within Mid Sussex that falls within the National Park.

2.2.7 Applicants will need to carry out their own desktop analysis to understand whether their site is covered by any designations. Applicants should check the Policies Maps on the Council's website for further details.

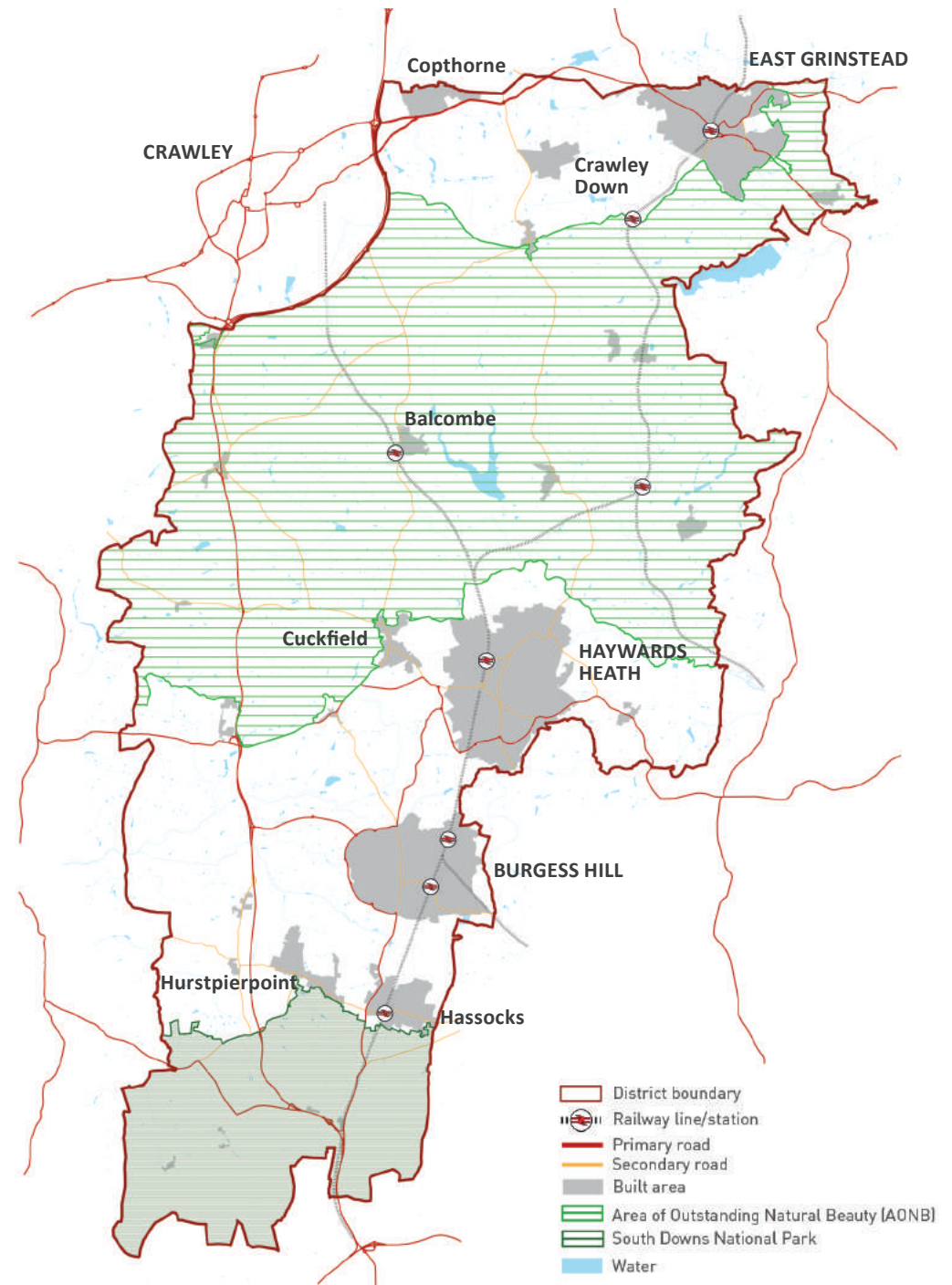


Figure 2B: Mid Sussex Overview Plan

## 2 Understanding the Context Overview of the District

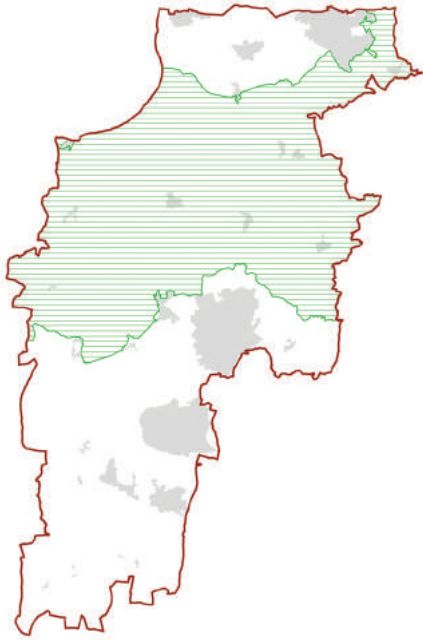
### REFERENCES

District Plan Policy DP16: High Weald Area of Outstanding Natural Beauty

District Plan Policy DP18: Setting of the South Downs National Park

District Plan Policy DP37: Trees woodland and hedgerows

### 2.2.8 Designations and features that help to characterise Mid Sussex include:

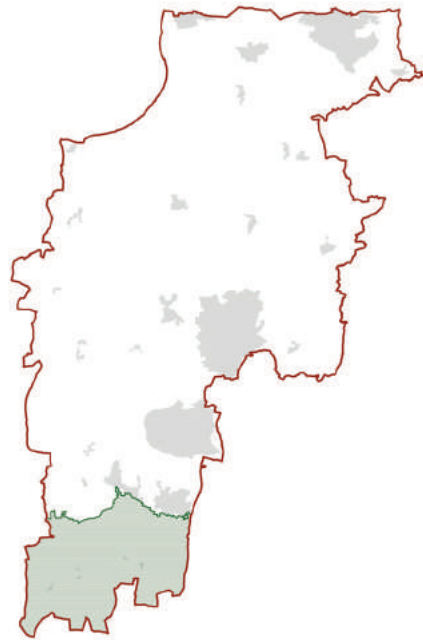


#### High Weald AONB

**Area:** 16,353Ha (49% of the District),

**Character:** a medieval landscape of rolling hills, woodland, ancient route ways and farmsteads. Offers long views from the ridges with water courses the valleys.

**Importance:** Any development within the AONB must conserve and enhance its distinctive features. Land outside of the AONB contributes to its setting and should not adversely affect views in and out of the AONB.



#### South Downs National Park

**Area:** 3,684Ha (11% of the District)

**Character:** open elevated landscape that offers spectacular views across the Weald.

**Importance:** Land surrounding the South Downs National Park makes a contribution to its setting and development must not detract from, or cause detriment to, the National Parks visual and special qualities including views and outlook, tranquillity and dark skies.

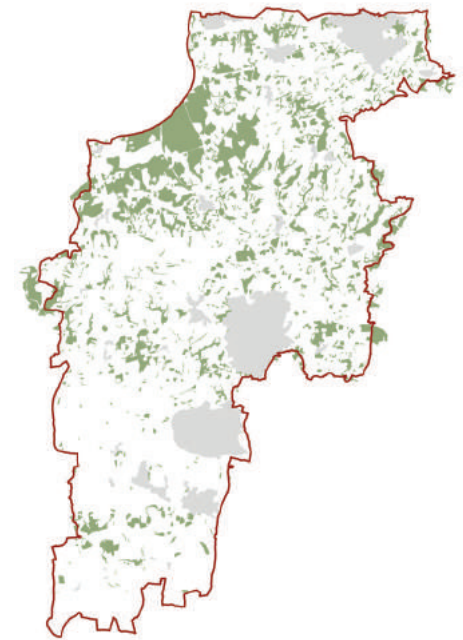


#### Woodland

**Area:** 9,158Ha (27.4% of the District)

**Character:** Mid Sussex's woodland is an integral part of its character both within the wider landscape and where it extends into, or close to, settlements.

**Importance:** Woodland enhances the setting of settlements and the wider landscape helping to conceal development, contributing to the landscape mosaic, conferring a sense of intimacy, seclusion and tranquillity and supporting wildlife.



#### Ancient Woodland

**Area:** 5,741Ha (17.2% of the District)

**Character:** As 'Woodland'.

**Importance:** This land has been woodland since 1600 or beyond as so is particularly important in the District and therefore requires a greater level of protection and larger buffer zones.

## 2 Understanding the Context Overview of the District

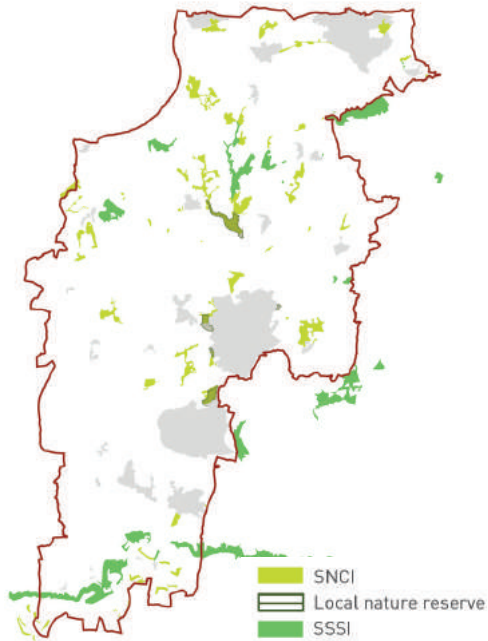
### REFERENCES

District Plan Policy DP34: Listed buildings and other heritage assets

District Plan Policy DP35: Conservation Areas

District Plan Policy DP36: Historic Parks and Gardens

District Plan Policy DP38: Biodiversity



### Nature Conservation

**Area:** 1,938Ha (5.8% of the District)

**Character:** Varies

**Importance:** These designations protect environments that are important for nature conservation.

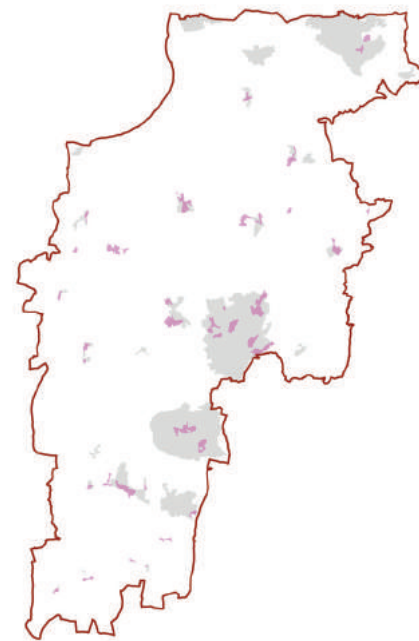


### Water and Rivers

**Area:** 476Ha (1.4% of the District)

**Character:** The extensive network of watercourses running from the Districts higher ground to its valleys are an important feature of the landscape within the District.

**Importance:** The Districts' watercourses enhance character and biodiversity and should be retained and protected within development.

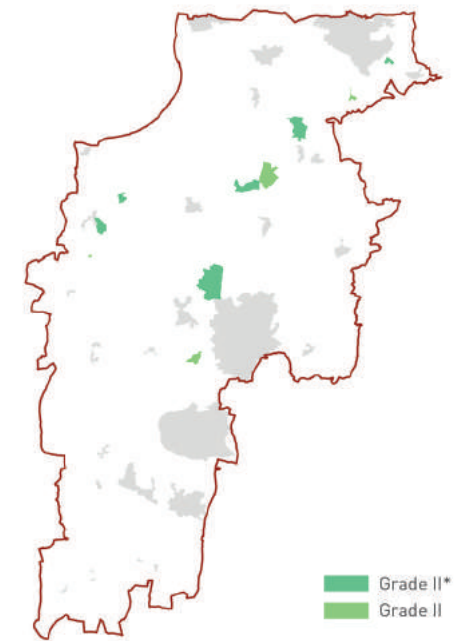


### Conservation Areas / Heritage

**Area:** 438Ha (1.3% of the District)

**Character:** Characteristics of each of the 36 Conservation Areas is described on the Council's website

**Importance:** Designated for their special architectural or historic interest. The District includes over 1,000 Listed Buildings, 25 Scheduled Ancient Monuments and over 500 Sites of Archaeological Interest (West Sussex Historic Environment Record).



### Historic Parks and Gardens

**Area:** 435Ha (1.3% of the District)

**Character:** Designed landscapes often associated with country houses (9 across the District including Standen House, Wakehurst and Nymans).

**Importance:** Designated for their special local historic interest

## 2 Understanding the Context Character Study

REFERENCES  
District Plan Policy DP26: Character and Design

Council - 4 November 2020



Hurstpierpoint College viewed across fields

### 2.3 Character Study

#### Principle DG1: Character Study

Applicants should clearly identify whether their site lies within or in the setting of any statutory or non-statutory designation. Any development proposals within or in the setting of one or more of these designations will be required to demonstrate how the proposals respond to national and local policies relevant to the designation.

After identifying the relevant Planning designations, applicants should prepare a Character Study that identifies the context within which the application site is set, considering both the characteristics of the landscape and the settlement within which it is located or relates. This Study will help to guide and inform the proposals that are prepared later in the design process including the opportunities to contribute positively to the sustainability agenda.

2.3.1 Mid Sussex District Council will normally require a Character Study to be prepared to support a development proposal, irrespective of scale for any development proposal requiring a Design and Access Statement. The objective of the Character Study is to identify, analyse and describe in a systematic and objective way, those elements, or combination of elements, that have a positive role in guiding development and by contributing to reinforce local identity and creating a defined sense of place. Elements may be drawn from the immediate surroundings or (where relevant) from adjacent settlements or landscapes within Mid Sussex.

2.3.2 The level of detail in the study should be related to the scale of the development proposals. For example:

- A proposal for an urban extension should be supported by a comprehensive study to consider the extension in the context of the existing settlement, its location in the wider landscape and its movement and green space network, carefully considering how the development would integrate with and enhance the settlement;
- An application for infill development or single dwelling may just consider the character of the street and the neighbouring properties to inform how the development can successfully complement the streetscene; and
- For sites located in areas where it may not be desirable to replicate or respond to the immediate character, applicants should consider adjacent areas or settlements and draw from those elements which help make Mid Sussex a distinctive place.

## 2 Understanding the Context

### Landscape Character

#### 2.4 Landscape Character

2.4.1 As part of the Character Study applicants should identify the landscape character within which their site is located, the specific landscape characteristics of the area and consider how this might influence and guide their development proposals.

2.4.2 The landscape of Mid Sussex is essentially rural in character, dominated by fields and interspersed with small woods and settlements of farms and hamlets. This is highly valued by the Council and local residents, and the network of paths and roads provides access and walking opportunities that enhance the health and wellbeing of residents and visitors.

2.4.3 The character of the landscape varies across the District both in terms of landform, tree cover and openness and this has an influence upon where settlements are located and the opportunity to accommodate development in the future.

2.4.4 The District crosses the main geological divisions of the Weald and the South Downs and contains three national Character Areas: High Weald, Low Weald and South Downs.

2.4.5 The structure and relief of the landscape is fundamentally influenced by the underlying rocks. Geology and the process of weathering, erosion and deposition influence the shape and form of the landscape and its drainage and soils. In turn, these influence patterns of vegetation and land use.

2.4.6 Woodland is a major component of the landscape of the District, particularly in the High Weald. Over 30% of the High Weald AONB area is wooded, with 90% of ancient woodlands having survived since 1600.

2.4.7 Further information on landscape character can be found in the Mid Sussex Landscape Character Assessment 2005.

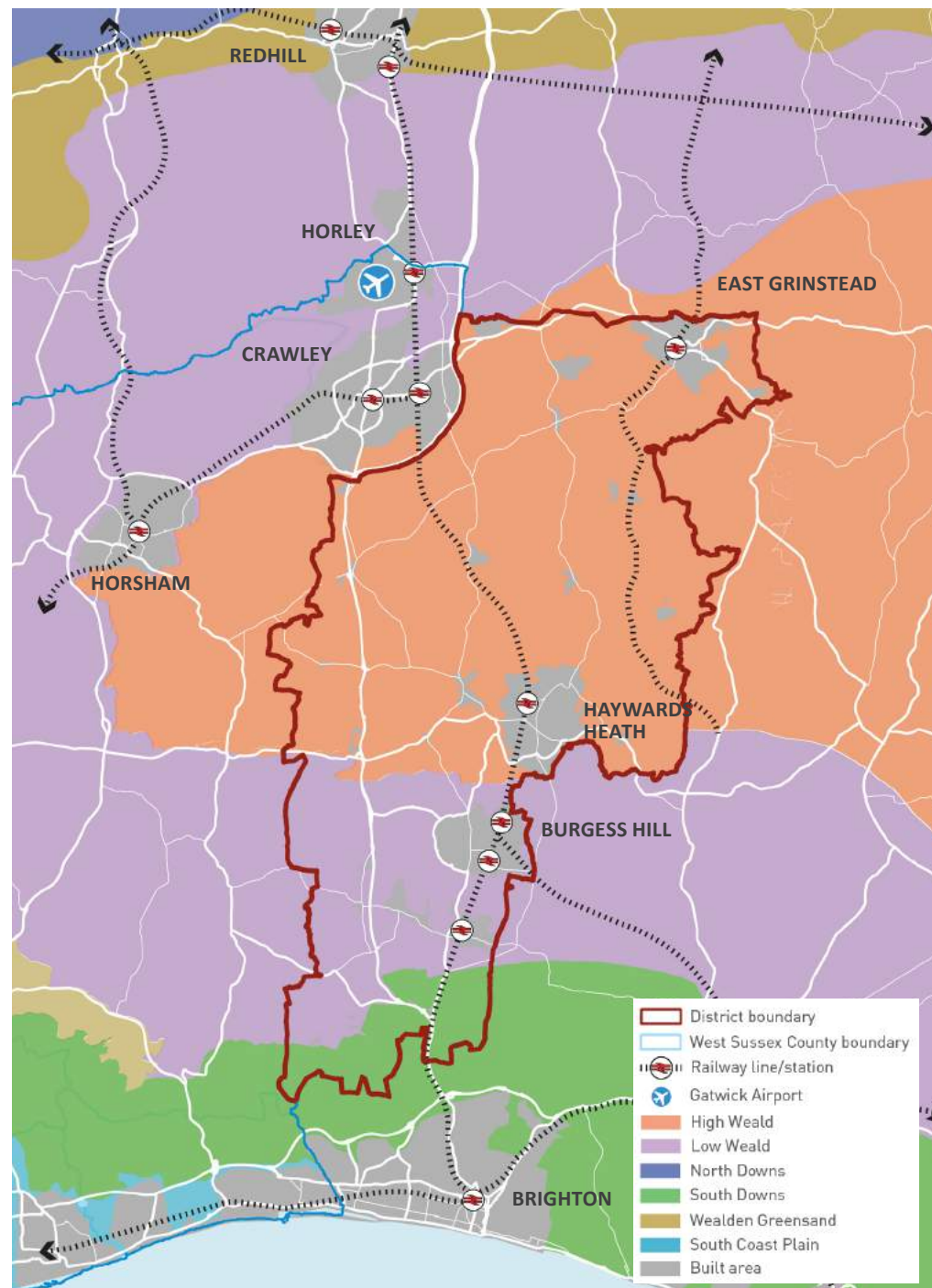


Figure 2C: National landscape character areas

## 2 Understanding the Context Landscape Character

REFERENCES  
The Landscape Character Assessment for Mid Sussex (2005)

### Landscape Character Areas and their Characteristics

The landscape character assessment sub-divides the District into ten character areas.




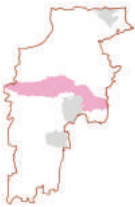

Area	Landform and Landscape	Settlement Pattern	Local Materials
 <b>High Weald</b>	Hilly landscape of ridges and secluded valleys with significant woodland cover and a dense network of hedgerows and copses, creates a sense of enclosure	Historic settlements on high ridges, hilltops and high ground and connected by twisting lanes. The principal settlement is East Grinstead and some expanded and smaller villages.	Diverse materials including timber framing, Wealden stone and varieties of local brick and tile hanging
 <b>High Weald Plateau</b>	A plateau landscape with significant woodland cover and a dense network of hedgerows and copses, creates a sense of enclosure	Main settlements at Copthorne and Crawley Down have expanded through 20th century. Roads busy with ribbon development in places.	Diverse materials including timber framing and varieties of local brick and tile hanging
 <b>Worth Forest</b>	Densely wooded, plateau landscape with long views over the Low Weald to the South Downs.	Sparse, dispersed settlement pattern of farmsteads.	Diverse materials including timber-framing, Wealden stone and varieties of local brick and tile-hanging
 <b>Ouse Valley</b>	Rural valley landscape with the watercourse broadening from a stream in the west to a river meandering through water meadows in the east.	No settlements in the valley other than dispersed farmsteads although Haywards Heath, Lindfield and Cuckfield lie on the valley edges	Diverse materials including timber-framing, Horsham Stone roofing, Wealden stone and varieties of local brick and tile-hanging
 <b>High Weald Fringes</b>	Densely-wooded southern flanks of the High Weald Forest Ridge	Dispersed historic settlement pattern, with Cuckfield, Haywards Heath and Lindfield and a few villages and hamlets to the east.	Diverse materials including timber-framing, Horsham Stone roofing, Wealden stone and varieties of local brick and tile-hanging.

Figure 2D: District landscape character areas



## 2 Understanding the Context Landscape Character

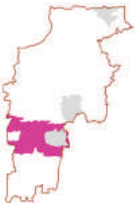




Area	Landform and Landscape	Settlement Pattern	Local Materials
 <p><b>Hickstead Low Weald</b></p>	Lowland mixed arable and pastoral landscape with a strong hedgerow pattern.	Mix of farmsteads and hamlets often in ridgeline locations, and with Burgess Hill to the east.	Diverse materials including timber-framing, weatherboarding, Horsham Stone roofing and varieties of local brick and tile-hanging.
 <p><b>Upper Adur Valley</b></p>	A small part of the extensive upper catchment of the River Adur.	Agricultural landscape with farmsteads and hamlets.	Diverse materials including flint, timber-frame and varieties of local brick and tile-hanging
 <p><b>Hurstpierpoint Scarp Footslopes</b></p>	Undulating arable and pastoral landscape with areas of ancient woodland on the lower lying areas.	Expanded ridgeline villages with suburban development at Hurstpierpoint and Hassocks. Also smaller villages and dispersed farmsteads.	Diverse materials including flint, timber-framing, Horsham Stone roofing and varieties of local brick and tile-hanging. Also painted render.
 <p><b>Fulking to Clayton Scarp</b></p>	Distinctive steep, abrupt chalk escarpment with precipitous north-facing slopes.	Few buildings on the step slopes.	
 <p><b>Devil's Dyke and Clayton Downs</b></p>	Elevated, open rolling landform of hills, dry valleys and a steep escarpment on chalk bedrock. Panoramic views.	Isolated farms and farm buildings on the high downland and sparse settlement elsewhere, clustered in the valleys, in hamlets and farmsteads	Traditional rural buildings built of local flint and brick with weatherboarded barns.

Figure 2D (continued): District landscape character areas

NOTE: Fulking to Clayton Scarp and Devil's Dyke and Clayton Down landscape character areas and part of the Hurstpierpoint Scarp Footslopes landscape character area are within the South Downs National Park.

# 2 Understanding the Context

## Settlement Character

Council - 4 November 2020



### 2.5 Settlement Character

2.5.1 Mid Sussex has a distinctive settlement pattern of small to medium-sized towns, villages and hamlets.

2.5.2 A settlement hierarchy is identified in Policy DP6 of the District Plan with five categories of settlement characteristics. This ranges from the larger settlements Haywards Heath, Burgess Hill and East Grinstead (Category 1) to the small settlements or hamlets (Category 5).

2.5.3 The three towns are the focus for shopping, employment and community and cultural uses across the District. Along with strategic allocations they present the greatest opportunity for change and intensification to meet the District's housing and employment needs during the Plan period.

2.5.4 Larger villages in the District (Category 2 and 3) act as local centres for their immediate catchment and typically have a historic village centre structured around a church and high street. These villages have continued to grow with successive suburban developments extending the villages into the surrounding countryside.

2.5.5 Many of the District's smaller settlements (Category 4 and 5) have seen only modest growth and remain as strings of homes extending along a route or more often clustered around the meeting point of several routes. These have a close relationship with the surrounding countryside and this makes them particularly sensitive to new development.

REFERENCES  
District Plan Policy DP6:  
Settlement hierarchy

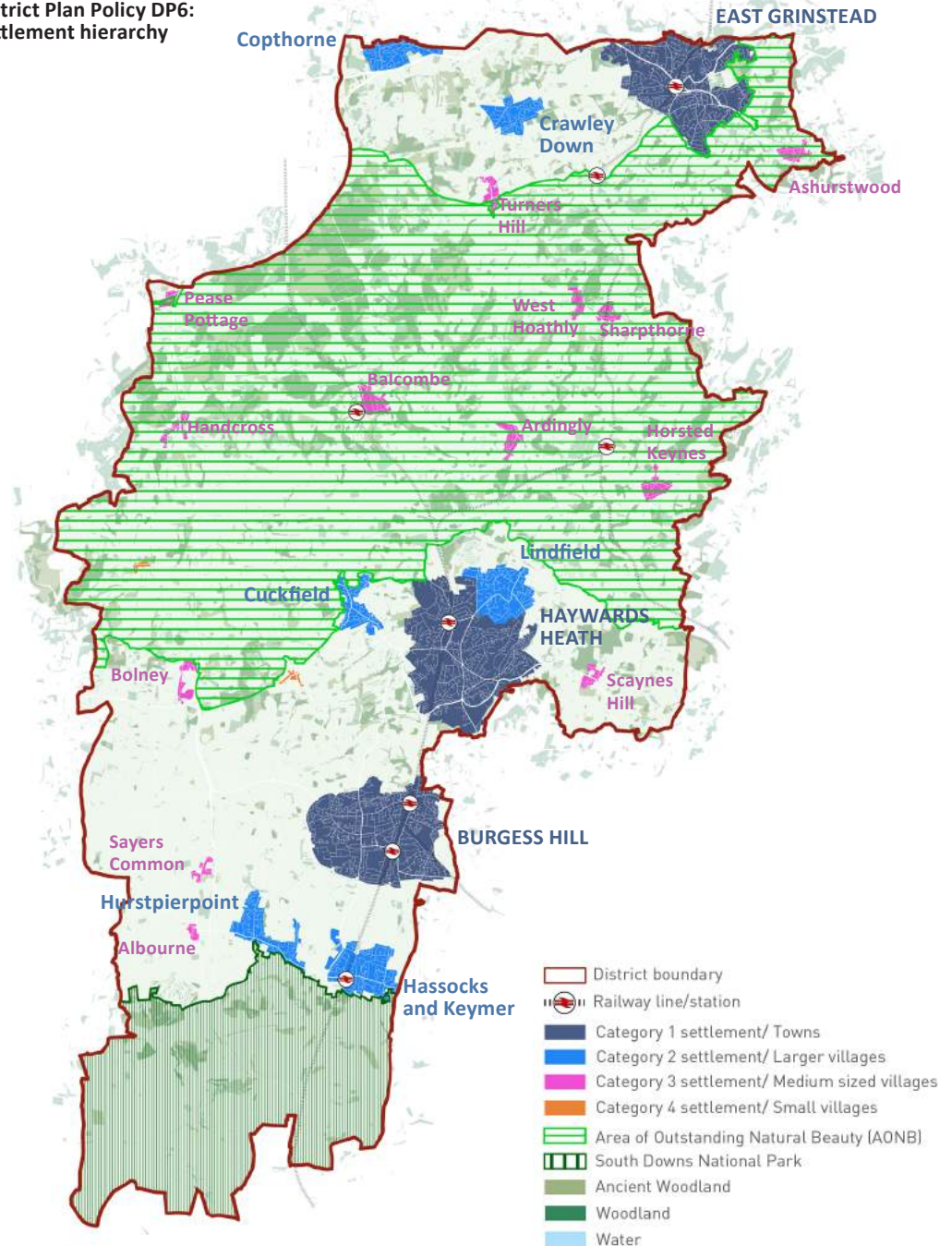


Figure 2E: Mid Sussex's settlements

## 2 Understanding the Context Settlement Character

### Settlement Contexts

2.5.6 The pattern of settlements gives rise to broad character types across the District (further information on settlement context can be found in Mid Sussex District Council's Extensive Urban Surveys, Conservation Area Appraisals, Neighbourhood Plans and Village Design Statements):

#### Fine Grain Urban Centres

2.5.7 The historic centre (pre-20th Century) of the District's towns and villages typically benefit from a development pattern that is fine grain where they have avoided significant post-war change. The fine grain pattern is characterised by tightly enclosed streets, squares and alleys defined by small scale street frontage buildings that have predominantly narrow frontages generating a vertical rhythm. These areas are often rich in character as they normally include: (a) historic buildings of heritage value and a high level of archaeological interest; (b) mixed use buildings around well enclosed spaces that help provide a sense of activity.



2.5.8 In some centres the fine grain development is mixed and includes Victorian, 1930s and later development. In these areas the quality of the built fabric varies and there may be scope for some modest change and intensification depending upon the context and character of the area.

#### Coarse Grain Urban Centres

2.5.9 The District's town centres are also characterised by coarser grain areas with a less consistent built form that reflects greater change. These areas include larger floorplate single-use buildings of a greater scale and massing and a mix of uses including shopping centres, offices, food stores and apartment buildings.



2.5.10 The quality of the environment is sometimes degraded by larger buildings that do not successfully respond to their urban context and fail to adequately define the streets and spaces. This can be because of the shape, size and design of the buildings that do not comfortably fit their urban context and because vehicle access requirements including extensive surface car parks has created weaker street enclosure, a more hard-edged environment and negative spaces.

2.5.11 The coarse grain areas offer development opportunities for significant improvement by both repairing and enhancing the street environment while also helping to regenerate town centres through intensification, mixed uses and increasing the residential population around existing and new facilities.



#### Victorian / Edwardian Urban Streets

2.5.12 The edge of town centres features Victorian and Edwardian residential streets. These typically comprise two storey brick-built houses set close to the footway behind a small garden / privacy strip which is often defined by a low brick wall. Car parking is generally on-street. These areas are urban in character and laid out as part of a gridded structure of connected streets with medium densities of 30 to 50 dwellings per hectare (dph).

2.5.13 Some streets have a lower density and are characterised by detached villas with larger and more verdant front thresholds which often accommodate off-street parking.

## 2 Understanding the Context Settlement Character



### Suburban Context

2.5.14 Post-war development is mostly characterised by suburban housing. Many of the established suburban areas benefit from mature and new trees that help to soften the impact of developments. These are often native species either part of former hedgerows or copses, or sometimes exotic conifers planted in Victorian times and now grown to a significant size and often visible from a distance. In other areas the public realm can be unattractively dominated by estate roads and car parking. The sense of place can also be undermined by weak street enclosure resulting from wide streets (including deep front thresholds) and gaps in building frontages. Suburban residential densities are normally between 20 and 35 dph.

### Traditional Rural Village Context

2.5.15 The relationship of streets and dwellings to the surrounding landscape, including the views out to the open countryside, is important within many villages, and this makes them particularly sensitive to new development. Village centres are often characterised by tightly clustered buildings that define space around intersecting routes, main streets and important spaces (such as village greens).

### Rural Context

2.5.16 The countryside features isolated dwellings, country estates and small groups of dwellings such as hamlets and farm buildings. In these locations the surrounding landscape is the dominant feature.

### Industrial Estates

2.5.17 Mid Sussex's towns feature industrial estates that present a different urban structure that is characterised by large floorplate buildings and sheds set within service yards accessed by estate roads. These areas provide an important part of the local economy but often present an unattractive and illegible pedestrian environment. These estates typically present opportunities for intensification and improvement particularly to the street environment.

## 2 Understanding the Context Town Centres

### 2.6 Mid Sussex's Town Centres

2.6.1 The Mid Sussex District Plan 2014-2031 supports the regeneration and renewal and environmental enhancement of Mid Sussex's town centres including mixed use and tourism related development, provided it is appropriate in scale and function to its location including the character and amenities of the surrounding area and has regard to the relevant Town Centre Masterplans and Neighbourhood Plans. This section provides an overview of the three towns that sets the context for their potential future growth which is defined in chapter 5.

#### Haywards Heath

2.6.2 Haywards Heath is a railway town established in the 19th century following the opening of the London-Brighton line that encouraged commuting and an increasing diversity of trades, businesses and retail outlets.

2.6.3 The name Haywards Heath describes the heath on which the core of the town was built following the opening of the railway in the 1840's. The railway was intended to serve the existing nearby villages of Cuckfield and Lindfield and precipitated rapid growth through the 19th century. This was underpinned by the establishment of a corn market and later a fortnightly cattle market that served the wider area. It was followed by an increasing diversity of trades, businesses and retail outlets to the town.

2.6.4 The town centre is dispersed, extending in a linear fashion from the station along Perrymount Road, The Broadway, South Road and Sussex Road and a commercial district has established around the station notably on Perrymount Road. The cafes and bars in the Broadway, with their outdoor seating, provides Haywards Heath with a congregating area.



## 2 Understanding the Context Haywards Heath

Council - 4 November 2020



Victoria Park on South Road, Haywards Heath

### Neighbourhood Plan Vision

2.6.5 The vision for Haywards Heath set out in the Neighbourhood Plan is to achieve:

- A healthy, family focused and safe town;
- A strong community spirit embracing both young and older people;
- A vibrant economy;
- Excellent public services; and
- High quality public spaces with the countryside on its doorstep.

2.6.6 Within the town centre the Neighbourhood Plan encourages a diverse range of uses including new office, leisure, community, hotel, retail and residential uses which can be shown to support the core retail offer and generate vitality and add viability to the town centre whilst avoiding harm to existing businesses and residential properties.

### Haywards Heath Town Centre Masterplan Supplementary Planning Document (SPD)

2.6.7 The Council has prepared a Town Centre Master plan for Haywards Heath which sets out a vision, objectives and guiding principles for the future development of the town centre. These include seeking to strengthen Haywards Heath's position as the 'Heart of Mid Sussex' by ensuring investment and development is focused on nurturing community and attracting people to visit, work and live in the town centre. Development proposals within the town centre boundary as defined by the Haywards Heath Masterplan will need to be in accordance with its recommended proposals.

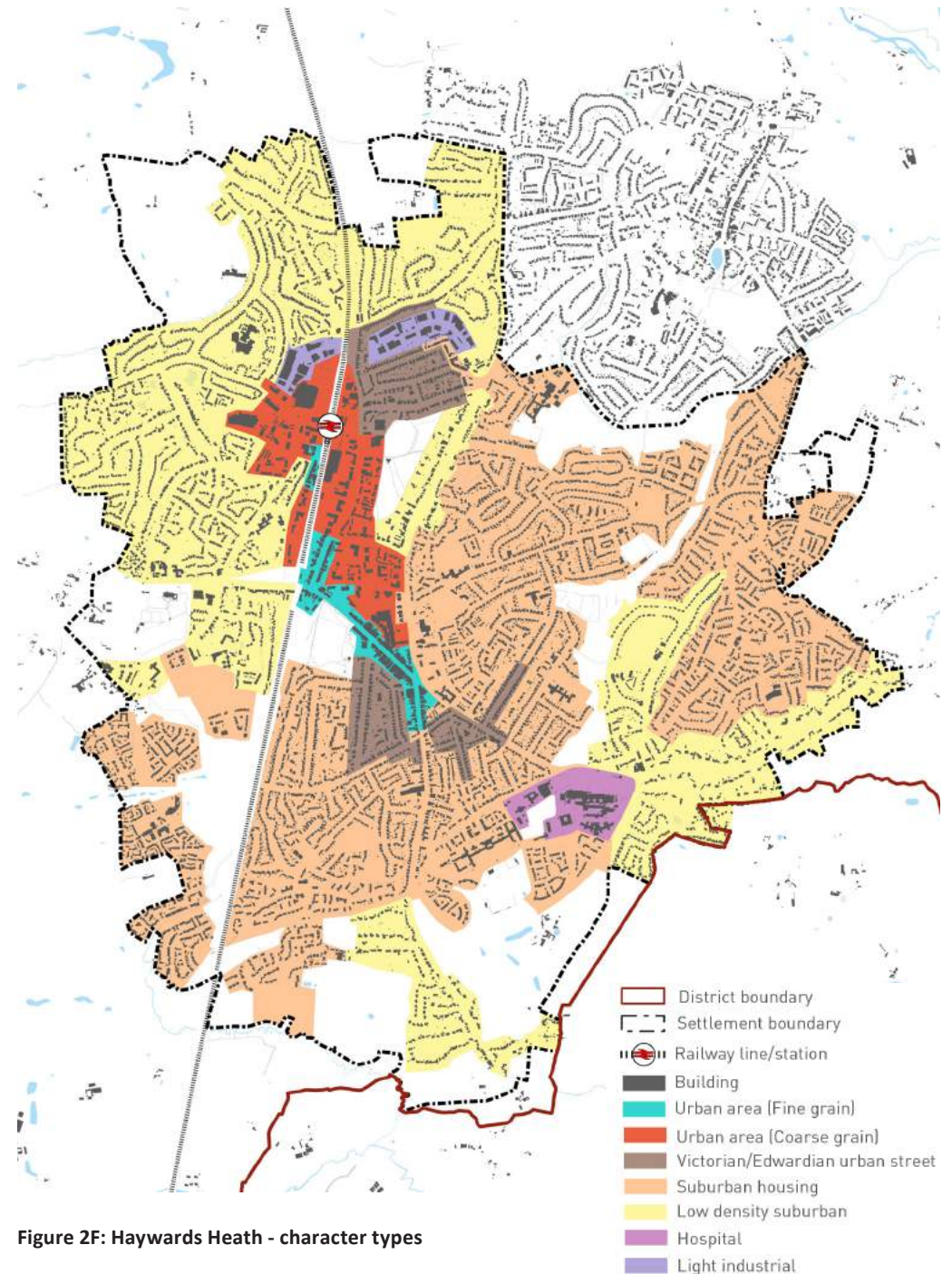


Figure 2F: Haywards Heath - character types

## 2 Understanding the Context Haywards Heath



Waitrose Station Quarter

### Development Constraints

2.6.8 There are valued townscapes in Haywards Heath where there is less scope for new development. Within the town centre, this includes the areas defined as fine grained (refer to paragraphs 2.5.7 and 2.5.8 and Figure 2F). The following features of the town centre are especially sensitive to development:

- The Conservation Areas including the areas surrounding the key open spaces of Muster Green and the Heath.
- The Listed Buildings include the Priory and St Wilfrid's Church which are important local landmarks. The latter benefits from its juxtaposition with the adjacent Victoria Park that also reveals long views of the South Downs from South Road.

- Prominent and sloping sites: Haywards Heath is set within rolling hills that requires the scale and massing of development in the town to respond carefully to its topography with consideration given to the potential visual impact especially on higher land (from both short and long-distance views).

### Development Opportunities

2.6.9 Most opportunities lie in the coarse grain areas (as defined in paragraphs 2.5.9 to 2.5.11) where the quality of the existing built fabric is varied this includes the area around the station, Perrymount Road and the Orchards shopping centre (refer to chapter 5 - Site Optimisation).

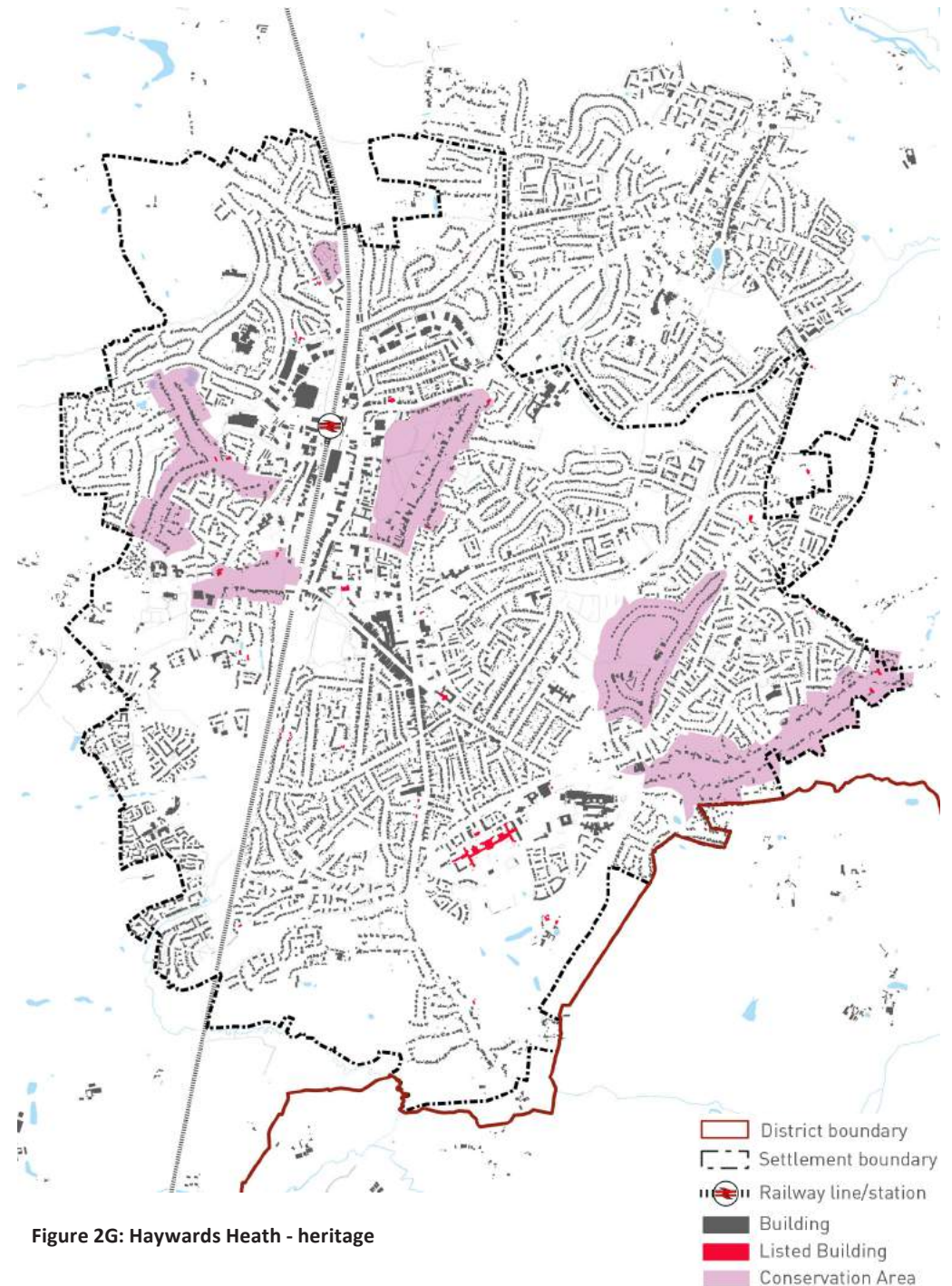


Figure 2G: Haywards Heath - heritage

## 2 Understanding the Context Burgess Hill

Council - 4 November 2020



Church Road, Burgess Hill

### Burgess Hill

2.6.10 The railway facilitated the growth of Burgess Hill with the local brick and tile works supplying the materials for the new buildings. Between 1850 and 1880 it grew from a rural settlement to a town of 4,500 residents.

2.6.11 The name Burgess Hill has described the hill just east of the railway station since at least the 15th century. Until the arrival of the London to Brighton railway in the 1840s the adjacent St John's Common (to the north-west) was a more conspicuous settlement, being the location of both brickworks and substantial newly-built villas.

2.6.12 Through the 20th century the traditional brick, tile and pottery industry in Burgess Hill was replaced by the banking and finance sectors, and the town now has a concentration of high technology industry and commerce, principally in the Sheddingdean and Victoria business parks to the north and west of the town centre.

2.6.13 Burgess Hill's principal shopping area is concentrated on Church Road with some commercial businesses on London Road.

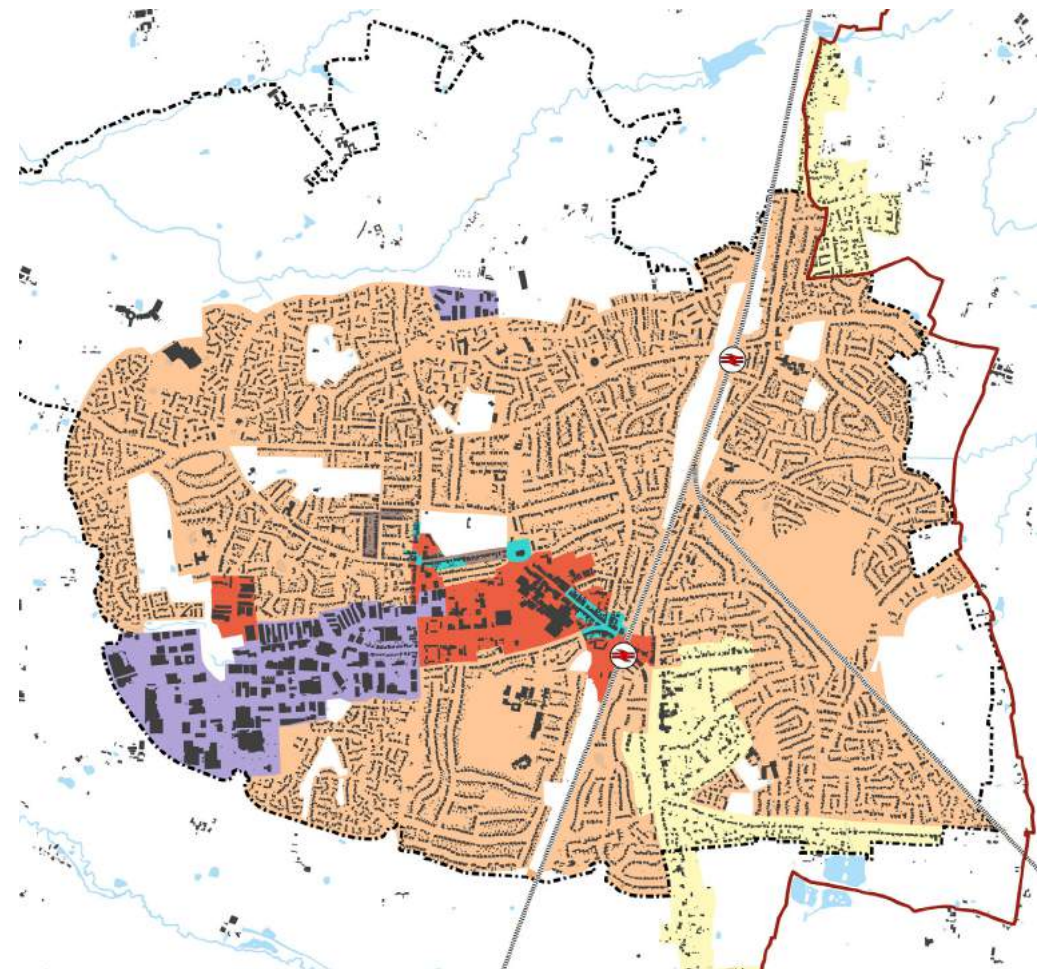


Figure 2H: Burgess Hill - character types

- District boundary
- Settlement boundary
- Railway line/station
- Building
- Urban area (Fine grain)
- Urban area (Coarse grain)
- Victorian/Edwardian urban street
- Suburban housing
- Low density suburban
- Hospital
- Light industrial



## 2 Understanding the Context Burgess Hill

### Neighbourhood Plan Vision

2.6.14 The Burgess Hill Neighbourhood Plan sets out a vision for the town that:

*'Seeks to provide a sustainable 21st century town, focused around a vibrant town centre; where the existing and future population can enjoy a range of community facilities and high-quality green space for play and recreation.'*

2.6.15 The core objectives include:

- Promote the vitality and vibrancy of Burgess Hill town centre and enhance the accessibility and public realm within the town centre; and
- Promote sustainable and well-designed development in the right location that accounts for the character and amenity of the local area.

2.6.16 The Neighbourhood Plan establishes five areas within the town centre where new development and investment is to be focused each with its own identity and range of projects.

### Development Constraints

2.6.17 There are valued townscapes in Burgess Hill where there is less scope for new development. Within the town centre, this includes the areas defined as fine grained (refer to paragraphs 2.5.7 and 2.5.8 and Figure 2H). St John's Conservation Area including the park and the listed St John's Church, an important local landmark visible along the length of Church Road / Church Walk, are especially sensitive to development.

### Development Opportunities

2.6.18 Most development opportunities lie in the coarse grain areas (as defined in paragraphs 2.5.9 to 2.5.11) that includes much of the town centre that suffers from a fragmented layout and buildings of varying quality. It would benefit from a new more urban street-based character with a less confusing pedestrian environment (refer to chapter 5 - Site Optimisation).

2.6.19 The ambitious Strategic Growth Programme for Burgess Hill will help the regeneration of the town. As well as the proposed redevelopment of the Martlets shopping centre this involves 5,000 new homes and 15,000 jobs (including construction jobs) together with supporting infrastructure

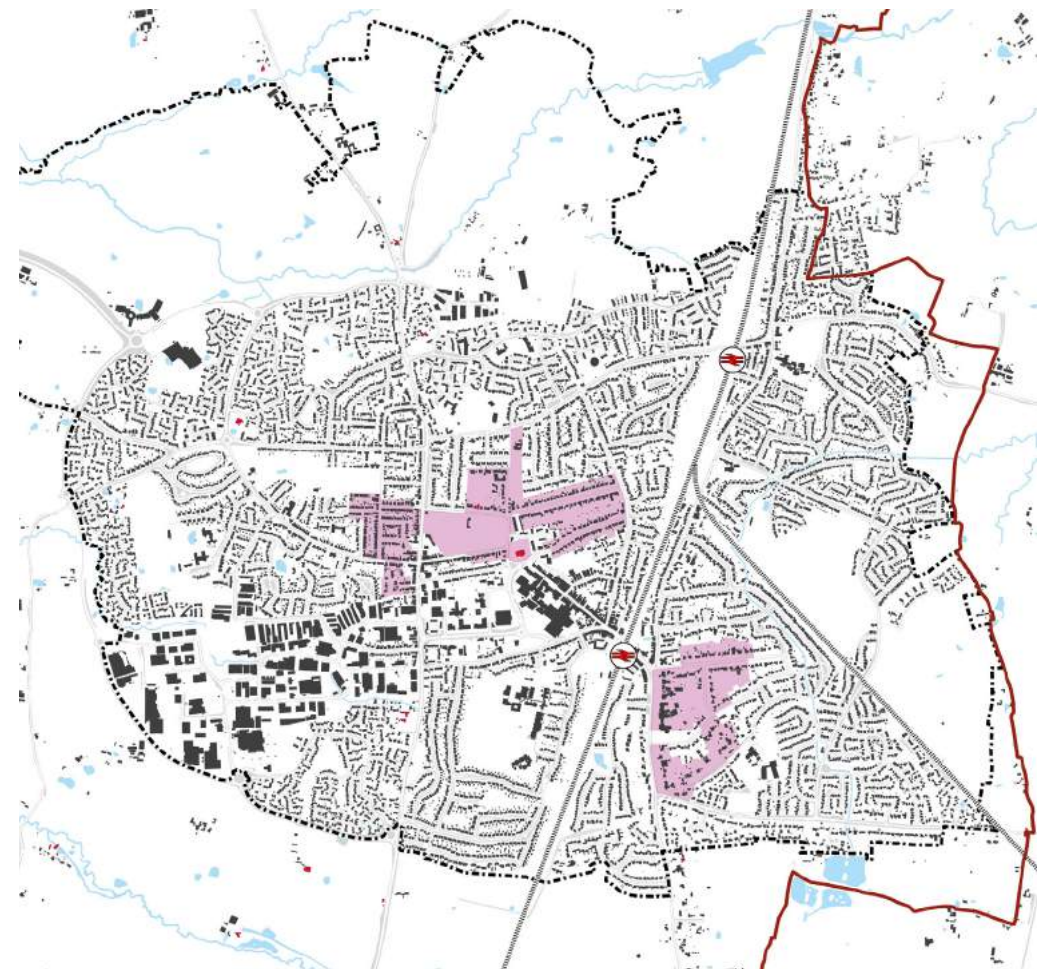


Figure 2I: Burgess Hill - heritage

- District boundary
- - - Settlement boundary
- ⊕ Railway line/station
- Building
- Listed Building
- Conservation Area

including schools, health and leisure facilities. Most of this (3,500 homes, 3 schools and 25 hectares of employment land / business park) is proposed as part of the Northern Arc development on the northern edge of the town.

## 2 Understanding the Context East Grinstead

Council - 4 November 2020



### East Grinstead

2.6.20 East Grinstead is a hill town, situated on the northern edge of the High Weald on a ridge overlooking the valleys of the eastwards flowing rivers – the Medway (to the south) and the Eden (to the north). The historic core of the town sits on the high ground with the 19th and, especially, 20th century suburbs spreading out over the slopes. The surrounding street layout of the town centre has seen only minor changes since the 19th century.

2.6.21 The town dates from Saxon times and is mentioned in the Domesday Book (1086). In the 13th century it was awarded a charter allowing it to hold weekly markets and an annual fair that attracted people from a wide area.

2.6.22 Through the 16th to 18th centuries the town's importance in the county was evident through it being the location for local courts (assizes). At the same time leather working and iron production were important to the local economy.

2.6.23 Located on the main London to Lewes Road, the town provided an overnight stay for travellers. Later in the mid-18th century it became a stagecoach town for people travelling to Brighton.

2.6.24 The creation of a more direct route to Brighton in the 18th century, bypassing the town, and the opening of the London to Brighton mainline railway in the 1840s slowed the town's expansion but the arrival of the railway in the 1850s nevertheless led to continued growth through the 20th century.

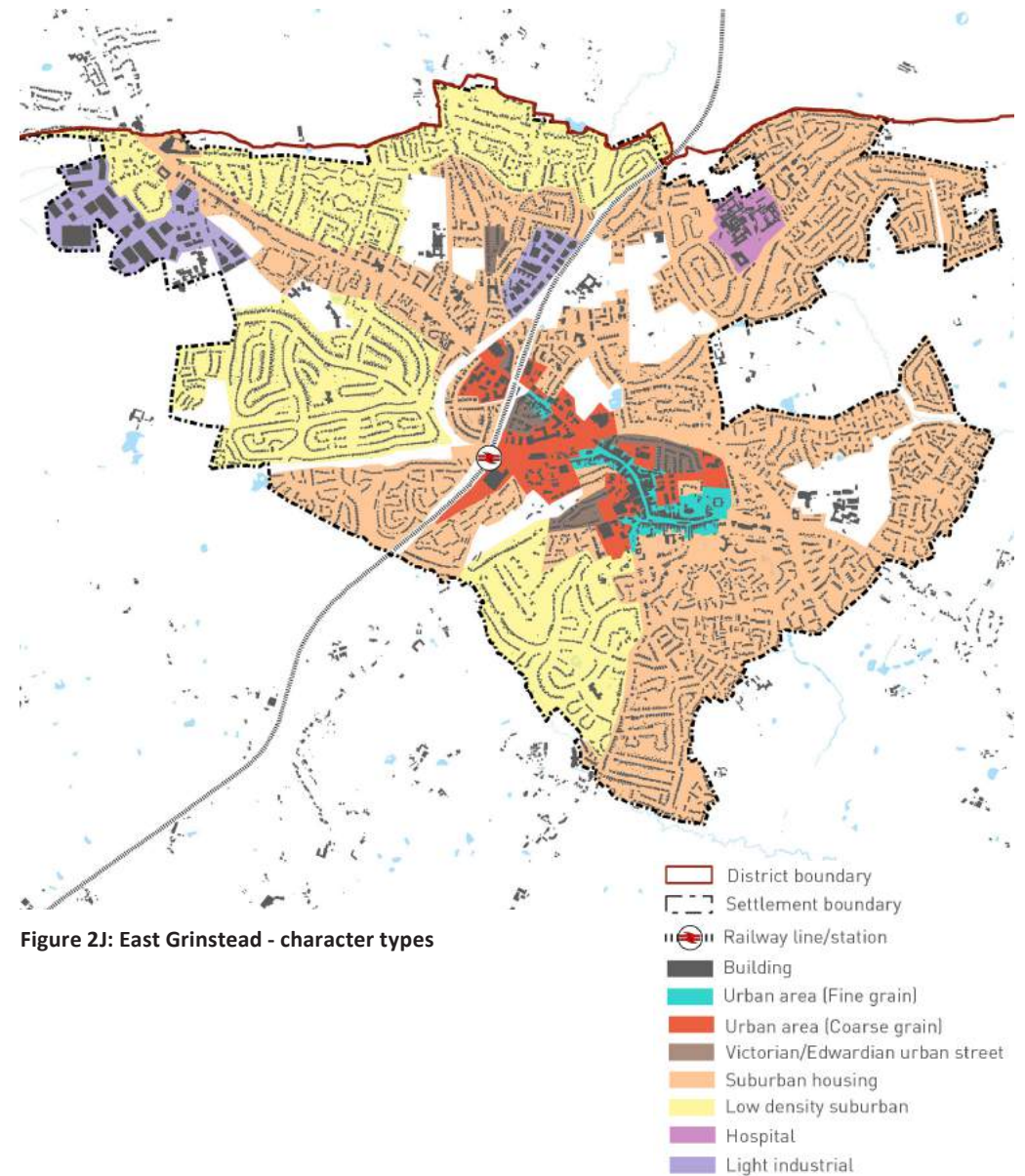


Figure 2J: East Grinstead - character types

## 2 Understanding the Context East Grinstead

### Neighbourhood Plan Vision

2.6.25 The vision for the town set out in the East Grinstead Neighbourhood Plan is:

*'To provide for a positive future for East Grinstead that is socially inclusive for all, vibrant, economically robust and will allow residents to live with a high degree of self-sufficiency in a town with a first rate natural, built and historic environment'*.

2.6.26 Its core objectives include to:

- Make prudent use of natural resources by promoting development on previously developed sites within the built-up area boundary; and
- Promote development that will provide sustainable economic growth, including business and tourism related development and maintain a prosperous town centre.

2.6.27 The Neighbourhood Plan seeks the redevelopment of Railway Approach though a mixed-use scheme and the comprehensive redevelopment of Queens Walk for a mix of uses comprising retail, restaurant/café uses at ground floor, office and/or residential uses at upper floor level.

### Development Constraints

2.6.28 There are valued townscapes in East Grinstead where there is less scope for new development. Within the town centre, this includes the areas defined as fine grained (refer to paragraphs 2.5.7 and 2.5.8 and Figure 2J). The following features of the town centre are especially sensitive to development:

- The Conservation Area covering the eastern portion of the town centre. This includes the buildings and burgage plots along the High Street which are amongst the best survivals of late medieval and early post-medieval Sussex.
- There are numerous Listed Buildings, or groups of buildings in the town centre especially the High Street where they date from the 15th to 17th centuries.
- East Grinstead is set at the top of a ridgeline; both St Swithun's Church and the nearby Water Tower are important landmarks. Development needs to respond carefully to the varied topography and consider the relationship to and from the wider countryside.

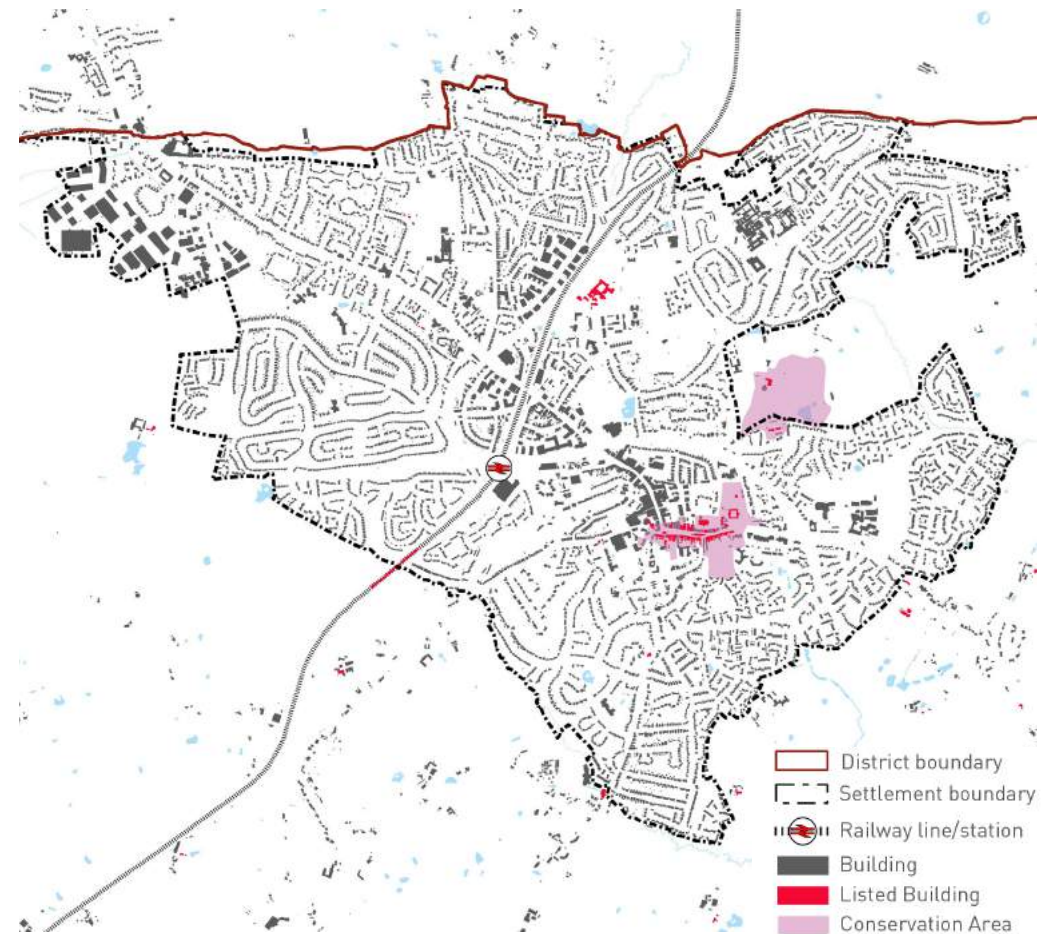


Figure 2K: East Grinstead - heritage

### Development Opportunities

2.6.29 Most development opportunities lie in the coarse grain areas (as defined in paragraphs 2.5.9 to 2.5.11). The western part of the centre includes unexceptional post-war development that contribute little to the town's streets and spaces.

2.6.30 These areas are less sensitive to change and carefully designed schemes that are sympathetic to the historic centre, should help to strengthen the urban fabric and bring additional life in this part of the town (refer to chapter 5 - Site Optimisation).

## 2 Understanding the Context Site Appraisal



### 2.7 Site Appraisal

#### Principle DG2: Site appraisal

Having identified planning designations relevant to their site and prepared a Character Study, applicants should then carry out a Site Appraisal that identify and illustrates the physical aspects of their site, including topography, drainage, existing natural features, and access points (refer to fuller checklist at the end of chapter 2) to identify the key constraints and opportunities that will help to inform their proposal.

The Site Appraisal will form part of the Design and Access Statement that supports a planning application (including outline, full or reserved matters applications) and will include proposal drawings, supporting text and illustrations that demonstrate that the site appraisal has been comprehensively undertaken.

2.7.1 The objective of this Site Appraisal is to identify, in spatial terms, those constraints that will influence the design and the opportunities afforded by the site.

2.7.2 The scope and areas covered in the Site Appraisal should be related to the scale of the development proposals.

2.7.3 The checklist at the end of the Chapter provides guidance on the appropriate scope and subject areas for the Site Appraisal. This should not be considered as an exhaustive list of the constraints and opportunities but rather a starting point for consideration.



Figure 2L: Illustration of a typical appraisal (image courtesy of PRP Architects)

## 2 Understanding the Context

### Character Study CHECKLIST

#### How to use

This table provides a checklist of things to consider when preparing a **Character Study**.

The checklist should be used by applicants and planning officers as prompts when preparing the Character Study.

SUBJECT	DESCRIPTION	CONSIDERATION	CHECK
<b>Wider setting</b>	What is the wider setting of the site and the location of the settlement in relation to other settlements within the region?	Function of the settlement and relationship to adjacent areas	
	What is the wider context within which the site is located?	Settlement + site context	
<b>Settlement structure</b>	How is the settlement within which the site is located structured and where does it connect to? Does it have a linear structure along a main route or is part of a grid of streets for example?	Historical development	
	What is the existing hierarchy and network of streets and spaces within the settlement and how does this contribute to its character?	Structure and hierarchy of streets and spaces	
	Are there any places or uses that provide a focus for the settlement?	Identity	
	What is the prevailing density of the settlement? Does it vary and what would be appropriate for the application site?	Density of development	
	How does the existing settlement mark arrival points or the meeting of routes? Can this be drawn upon to mark gateways and nodes within the proposal?	Gateways and nodes	
	How large are existing plots or blocks within the settlement? Is the pattern regular or irregular?	Plot and block size	
<b>Landscape character/ natural features/ topography</b>	What is the broad landscape character, the underlying geology and how might this influence the development? Are there particular landscape, arboricultural, ecological or geological characteristics, for instance, that give a place its essential character?	Landscape and settlement character	
	Are there landscape features (trees, hedgerows, ecological or geological), within the site that give the place its character and can these be incorporated into the proposals?	Existing landscape features, water features, trees, hedges	
	Are there any important views to and from the site and beyond that are valuable and should be retained? Understanding how the new development will be perceived from the surrounding area.	Views and skyline	
<b>Streets and public spaces</b>	What is the prevailing level of enclosure for existing street types within the settlement? Does this contribute to their character? How are spaces enclosed?	The containment of streets and public open spaces	
	Are there particular public realm characteristics, such as planting, form, materials to draw influence from?	Layout and form of spaces	
	How does the interface between private and public spaces contribute to the settlement's character?	Public and private space interface	
	How does public art contribute to the settlement's character?	Public art	
<b>Built character</b>	What is the local built character and how does this provide cues for appropriate design forms?	Scale, form and massing	
	Does the building frontage define the public realm or are there front gardens? What are the prevailing boundary treatments?	Treatment of building frontages and boundaries	
	Are there common building types prevalent within the settlement? Can these be re-interpreted?	Building types	
	Are there common building materials within the settlement which would be relevant to the proposal?	Use of materials	

## 2 Understanding the Context

### Site Appraisal CHECKLIST

#### How to use

This table provides a checklist of things to consider when preparing a **Site Appraisal**. The checklist should be used by applicants and planning officers as prompts to identify **Constraints and Opportunities** for all sites.

SUBJECT	COMPONENT	SITE APPRAISAL	CHECK
Physical Environment	Topography and views	What is the topography of the site and how will this influence the proposals? How is the site viewed or overlooked from afar? Are there prominent overlooked areas that may be best left undeveloped? How can the development provide a well-defined external image to the countryside?	
	Geology and ground conditions	What is the existing geology of the site? Are there areas of the site which are difficult to build on, contaminated or less porous than others?	
	Orientation and microclimate	How is the site orientated? Can this be capitalised on?	
	Air quality, noise	Are there areas of the site which are affected by noise or poor air quality such as adjacent to major strategic roads or rail infrastructure or existing cultural or community buildings?	
	Drainage and hydrology	How does the site currently drain? Are there locations where water collects? Are soils permeable? How will this affect the proposals and the potential for sustainable urban drainage systems?	
	Flooding	Are there areas of the site within the flood plain? Are there areas of the site prone to flooding?	
	Services	Are there existing services and/or capacity to serve the development? Are there any existing utilities or service infrastructure that may constrain your development. For instance overhead power lines or a significant sewer.	
Heritage	Archaeology	Are there likely to be any archeological remains within the area? Is an archeology study required?	
	Historic assets	Are there any historic assets on the site or does the site form the setting of a Heritage Asset?	
Landscape	Tree Protection Orders (TPOs)	Are there any TPO's on the site?	
	Existing features	Are there any existing features such as trees, hedgerows, watercourses, or areas of woodland that have value and should be retained?	
	Ecology and biodiversity	What is the existing ecological and biodiversity value of the site? Are there particular areas or features which have a high ecological/biodiversity value that should be protected? Is there opportunity for habitat creation and enhancement?	
Highways	Access	What are the existing access arrangements for the site? Does an alternative means of access have to be introduced?	
	Connections and Links	Are there existing rights of way across the site? Can the site connect back to an existing neighbourhood and be integrated with an existing street network?	

## 2 Understanding the Context CHECKLIST

### How to use

This table provides a checklist for use by both the applicant and planning officer to check that appropriate consideration has been given to how an application **responds to its setting**.

**PROCESS:** Have you:

- Identified all planning designations;
- Considered the character of the site within its settlement and prepared a Character Study; and
- Carried out a detailed Site Appraisal and established the constraints and opportunities that apply to the site.

**PROCESS:** The adjacent table summarises the key principles set out within this section and can be used by both the applicant and officer as a checklist.

PRINCIPLE	DESCRIPTION	CHECK
<b>DG1: Character Study</b>	Has the applicant clearly identified whether the site lies within or adjacent to any area with a statutory or non-statutory planning designation?	
	Has the applicant understood the implications of these designations on the development of the site?	
	Has the applicant carried out a Character Study and covered the topics set out in the relevant checklist?	
	Has the applicants Character Study included an evaluation of the landscape character of their site and its setting?	
	Has the applicant identified the potential opportunities for new development to make a positive contribution to the character of a settlement?	
<b>DG2: Site Appraisal</b>	Has the applicant prepared a detailed Site Appraisal and identified the constraints and opportunities that apply to their site?	

**SUMMARY:** At this stage the applicant should have a full understanding of their site and its context. This work should be undertaken before developing design proposals.





# 3 Establishing the Structure



# 3 Establishing the Structure Natural Resources

## 3.1 Introduction

3.1.1 Chapter 3 is divided into three parts that show how applicants can translate their understanding of a site's context into the establishment of a coherent layout structure for their proposed development. It sets out design principles (illustrated by an indicative concept plan) that demonstrate how existing natural features, built form, and key links, should all contribute to shaping the layout structure. This approach is key to delivering development that embodies a strong sense of place and local identity, while also providing good connectivity which helps to deliver a sustainable transport strategy that prioritises pedestrian and cycle movement. By identifying a green infrastructure network and drainage strategy at the outset, it also helps safeguard the ecology and areas for local recreation as well as protecting the site from the threat of flooding.

## 3.2 Natural Resources

### Principle DG3: Work with the site's natural features and resources

The landscape characteristics should be considered from the outset of the design process. The existing natural landscape informs the existing character of most sites. It should be retained as much as possible so that it shapes the form of new development and is incorporated to enhance its setting while reducing its impact on the wider landscape. This includes the consideration of the topography, trees and vegetation, orientation, landform, geology, watercourses / drainage, field patterns, boundaries and ecology.

The integration of the natural features provides the basis for a green infrastructure network that should underlie new schemes and enable them to contribute positively to the sustainability agenda and give them a sense of place, while also reducing the impact of the built form on the wider landscape.

The provision of green infrastructure is increasingly important in addressing the effects of climate change as it can help mitigate flooding, maintain biodiversity and play a role in reducing urban air temperatures. Green infrastructure also encourages healthy lifestyles by enabling outdoor activities.

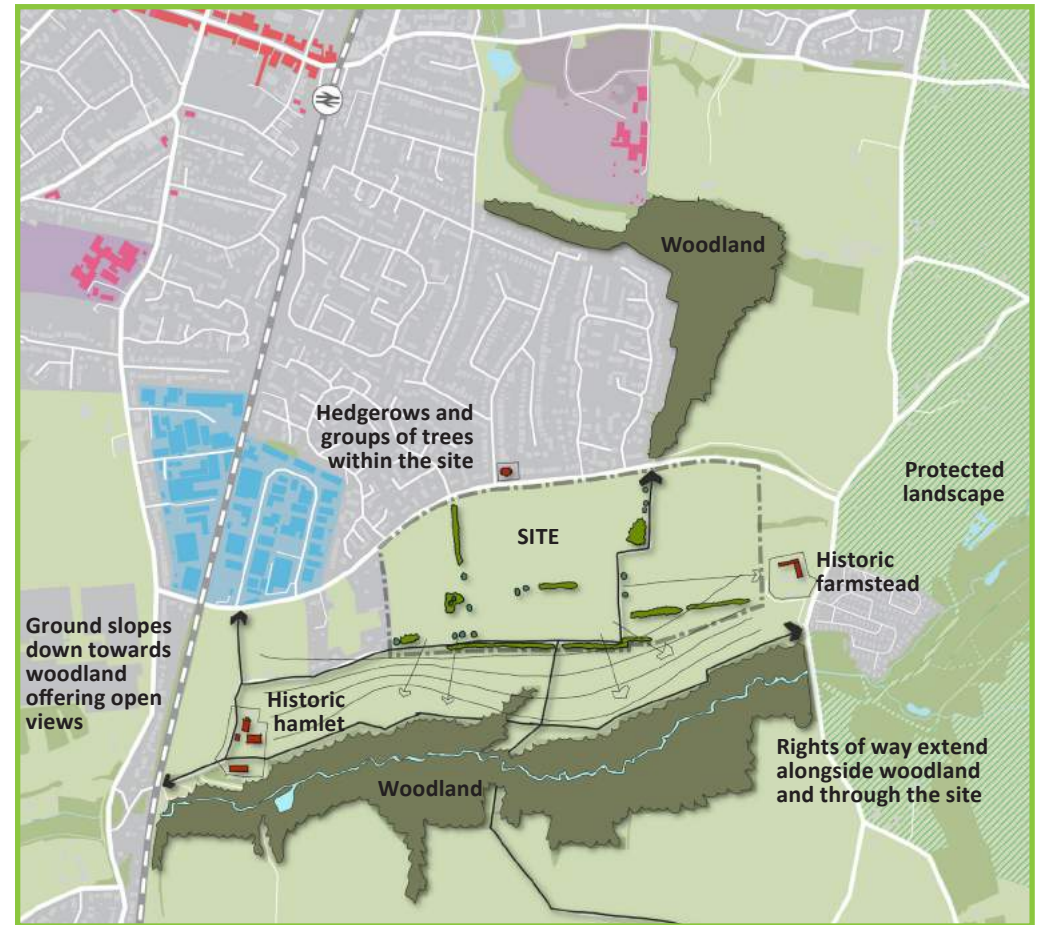


Figure 3A: INDICATIVE SITE CONCEPT PLAN 1 - Identifying natural features and resources

### 3 Establishing the Structure Natural Resources

REFERENCES  
Principles DG25 to DG30



#### Principle DG4: Establish a landscape and green infrastructure network

The shape and form of open space should be positively planned at the outset and inform the layout of new development.

Open space should normally be provided as:

- An integral part of new development and should be located where it is safe, most accessible and central to a scheme rather than isolated towards the edge; and
- Part of a coherent landscape structure and linked to existing and proposed landscapes to form open space networks whenever possible, revealing existing landscape features.

New open spaces should maximise the opportunity to accommodate landscape features such as mature trees and water courses / ponds, while fulfilling drainage requirements (refer also to chapter 4 section 4.9 for guidance on the design of open spaces).



Figure 3B: INDICATIVE SITE CONCEPT PLAN 2 - Establishing a landscape strategy  
A network of connected open spaces is proposed through the site. These are strategically located to:

- Maximise the benefits of existing green infrastructure
- Provide open spaces within the heart of the new development
- Respond to, and soften the impact of development on existing heritage assets; and
- Link areas of woodland to the north and south of the site

### 3 Establishing the Structure Natural Resources

#### Principle DG5: Water features and sustainable drainage systems

Whenever possible applicants should retain, enhance or re-establish watercourses and other surface waterbodies as positive features contributing to the character, sense of place, ecological value and biodiversity of new development.

Applicants should consider how to manage surface water to minimise flood risk and flows to watercourses. Development proposals should normally incorporate sustainable urban drainage (SuDs) as an integral part of the landscape structure.

SuDs should be positively designed into schemes from the outset as public realm features. These features can include ponds, infiltration basins, swales/rain gardens and wetlands as they:

- Help manage the risk of flooding and climate change;
- Reduce demand on the sewer network;
- Manage some pollutants and improve the quality of water going back into the environment; and
- Can make a positive contribution to the biodiversity, character appearance and sustainable performance of development.

Swales and attenuation ponds should be designed so that water features and plants are visible from the surrounding area and should avoid unattractive boundary treatments or engineered surrounds. Attenuation ponds on slopes should be avoided if they need deep embankments or bunding.

Consideration must be given to the future management and maintenance of sustainable drainage otherwise flood risk could increase.

The choice of surface materials and the balance of hard and soft landscaping should be considered in terms of the impact upon the drainage system. Where hard landscaping is needed, porous materials should normally be maximised to enable infiltration and manage rainfall at source.



A waterbody provides an attractive setting on Lindfield High Street



SuDs feature at Maltings Park, Burgess Hill



An appropriately domestic scaled attenuation pond



Storm water planters can be incorporated within the street design to attenuate rainwater



SuDs feature integrated within the streetscene in Upton, Northampton

# 3 Establishing the Structure Best Practice Case Study

## Case Study One: Imberhorne Lane, East Grinstead

### *Working with the natural resources of the site*

#### Overview

This scheme responds well to its woodland setting. The scheme is developed into the landscape and organised around centrally positioned open spaces which incorporate existing trees. The houses are arranged as loose perimeter blocks that look onto and define open spaces and groups of mature trees, both on the boundaries and within the heart of the site.

The buildings have a positive relationship with the boundaries facing towards open countryside to the west and Imberhorne Lane to the east. SuDs are incorporated within the spaces.

Whilst the homes and public realm are well detailed, it is the sensitive and positive response to the landscape that distinguishes the development and provides a sense of place.



**Architect:** JTP Architects

**Site area:** 5.53 Hectares

**Number of Homes:** 110

**Density:** 20 homes per hectare



### 3 Establishing the Structure Natural Resources

#### Principle DG6: Design to enhance biodiversity

Biodiversity is threatened by habitat loss and fragmentation, unsustainable resource use, introduction of invasive species, pollution, and global climate change. Ecosystems nevertheless provide crucial services such as pollination, seed dispersal, climate regulation, water purification, nutrient cycling, and control of agricultural pests. Many studies have also found links between human well-being and access to nature and the countryside.

The District has valued landscapes, habitats and species which need to be protected and enhanced. District Plan policy DP38 requires that development will improve, enhance, manage and restore biodiversity and green infrastructure, so that there is a net gain in biodiversity.

New development should establish ecological networks that are more resilient to current and future pressures. Landscape features that have high biodiversity/ecological value should normally be retained and incorporated within proposals and consideration given to the creation of new habitats.

Hedges, wildflower meadows, wild corners, old trees, ponds, hard landscaping features such as dry stone walls and rock piles and nest boxes installed in the eaves of buildings can all make a significant contribution to species diversity.

New planting and landscapes should respond to the wider landscape through use of native species that support greater biodiversity and provision of areas of wildflower meadows.



Wetland area at Clayton Mills, Hassocks



Housing adjacent to protected woodland



### 3 Establishing the Structure Topography and Views

Council - 4 November 2020



View across Mid Sussex towards the South Downs

#### Principle DG7: Respond to topography and strategic views

Views across the open countryside from elevated locations in the District, especially in the High Weald and South Downs National Park, are an important part of the District's character and must be retained. Developments, particularly at a larger scale, must be carefully managed to minimise adverse impacts. New buildings should not obscure or cause adverse impact on these existing views and attention must be given to reduce the impact of development against the skyline or ridgelines of hills.

Development proposals should soften their appearance within the landscape by minimising their visual impact through integrating them within the existing landform and with the careful siting of buildings and landscape.

Applicants should identify important views into and out of their site. This may include long distance views to landscape features or buildings or shorter distance views to attractive or distinctive townscape. Where appropriate development should be laid out so that these views are retained and where possible enhanced to improve legibility whilst ensuring that new development is appropriately screened so as not to impact on views towards the site.

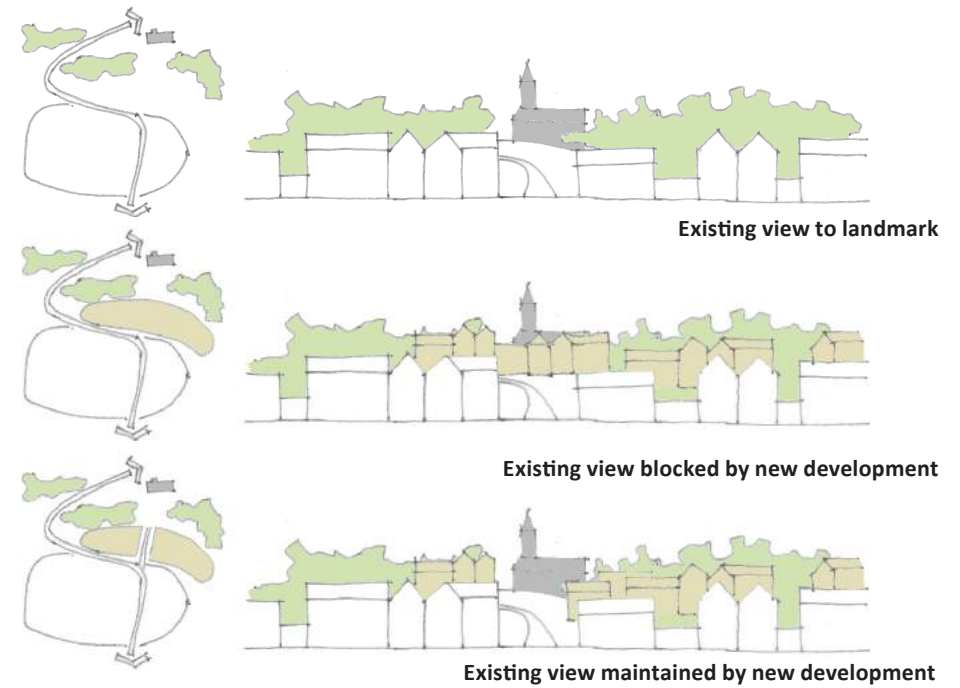


Figure 3C: Landmarks and views



View across Mid Sussex from the South Downs

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# 3 Establishing the Structure Movement Network

## 3.3 Movement Network

### Principle DG8: Establish a clear movement network that connects with the surrounding area

Successful places are easy to get to, easy to move through and easy to find your way around. A connected network of streets offers choice, aids legibility, avoids engineered solutions and provides a hierarchy of street types which respond to the function and role of the street. The layout of new development should therefore:

- Link with existing routes and access points;
- Create direct, attractive and safe connections through the site for pedestrians, cyclists and vehicular modes which follow natural desire lines, connect to existing streets, open spaces, local facilities or destinations, and coordinate with open spaces and green links;
- Avoid turning heads by creating continuous vehicular routes around perimeter blocks;
- Carefully integrate public rights of way; and
- Sensitively accommodate the existing topography while avoiding steep gradients.

The network should provide a choice of routes for all modes and follow a spatial and visual hierarchy. The character of a street should reflect its position in this hierarchy and respond to local characteristics (refer to DG1).

While direct routes are most convenient, the design should also balance visual attraction, traffic calming and safety to optimise the pedestrian's experience.

Applicants should avoid promoting developments that are accessed off a single location or promote a long cul-de-sac that do not provide a choice of direct and convenient routes.

The opportunity should be taken to make pedestrian / cycle connections between adjacent development sites.



Figure 3D: INDICATIVE SITE CONCEPT PLAN 3 - Establishing a clear movement network



# 3 Establishing the Structure Movement Network



## Principle DG9: Reduce reliance on the private car

New development should be designed to encourage active lifestyles and sustainable modes of transport prioritising the needs of the most vulnerable road users first, in accordance with the recommendations in Manual for Streets.

Applicants should accordingly plan their development to minimise reliance on the private car. They should create an attractive network of safe and convenient pedestrian and cycle routes integrated with the development and connecting with the wider area and adjacent sites.

Public transport should also be accommodated where appropriate. For larger developments (over 300 homes) applicants should consider at the outset how buses can be routed through a site and the provision of stops in the most accessible locations where they may serve both new and existing residents. This will inform consideration of street design at the more detailed design stage. Whenever possible new homes should be located within 400m (approximately a 5 minute walk) of a bus stop.

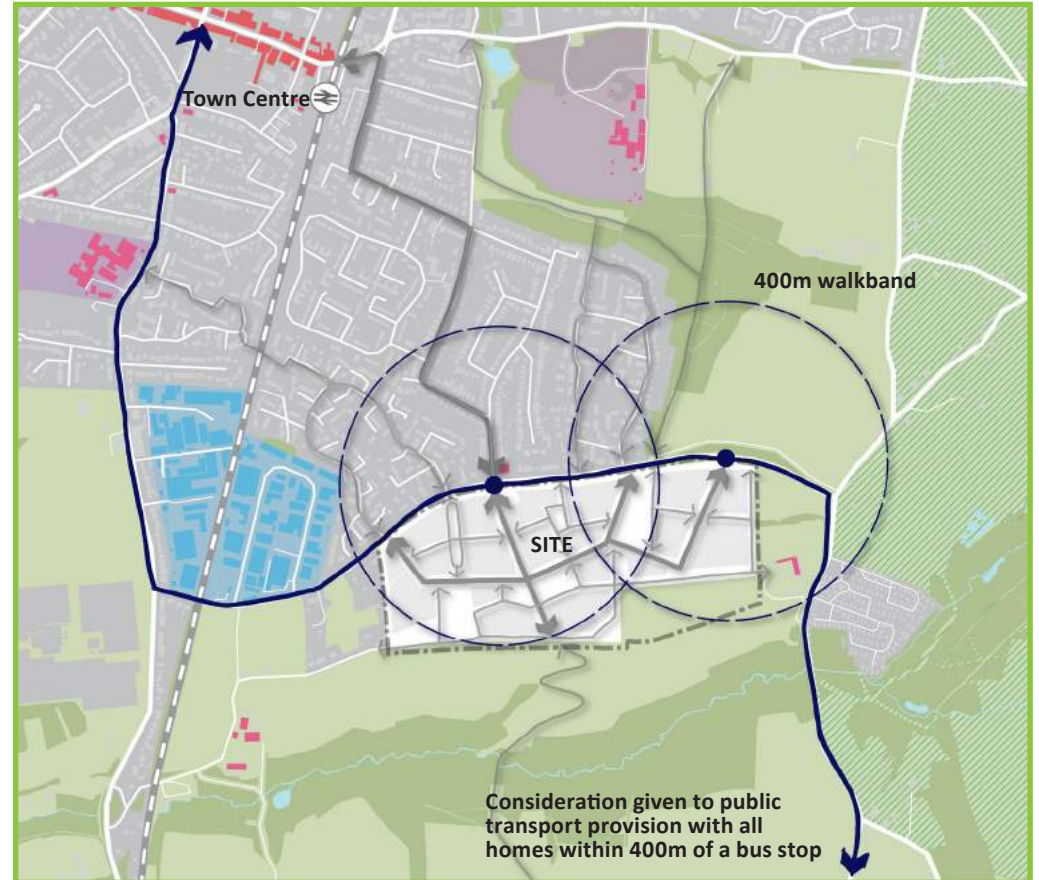


Figure 3E: INDICATIVE SITE CONCEPT PLAN 4 - Accommodating public transport within the proposal

Consider first ↓ Consider last	Pedestrians
	Cyclists
	Public transport users
	Specialist service vehicles (eg emergency services, waste, etc)
	Other motor traffic

Figure 3F: User hierarchy from Manual for Streets

### 3 Establishing the Structure Movement Network

Council - 4 November 2020



#### Principle DG10: Anticipate future development

The movement network / layout should be future-proofed by providing streets that later phases of development can connect into at the edges of development sites (and by avoiding a network of cul-de-sacs accessed off a distributor route).

This is typically achieved by a combination of:

- Legible links through the site; and
- Perimeter block layouts that generate roads around the perimeter of the site and building frontages that face the boundaries.



Figure 3G: INDICATIVE SITE CONCEPT PLAN 5 - Scheme is laid out to allow for further development phases in the future

# 3 Establishing the Structure Townscape and Heritage

Council - 4 November 2020



## 3.4 Existing Townscape and Heritage

### Principle DG11: Respond to the existing townscape, heritage assets and historic landscapes

Heritage assets and historic landscapes should be celebrated, enhanced and preserved where appropriate, for the enjoyment of existing and future residents. Where appropriate and providing it does not cause harm to the heritage assets or their setting, they should be carefully integrated into development proposals as they help to reinforce a sense of place and local identity.

Elsewhere new development should generally reflect the scale of adjacent areas and the settlement context within which it is located to deliver a coherent and consistent urban fabric.

There may be potential to introduce a new character / development form and massing (refer to chapter 5):

- On larger urban extensions; this will typically be within the middle of the site and associated with a new neighbourhood centre, spine road or the main open space.
- In town centre locations defined as coarse grain areas and nearby sites identified on the brownfield sites register.

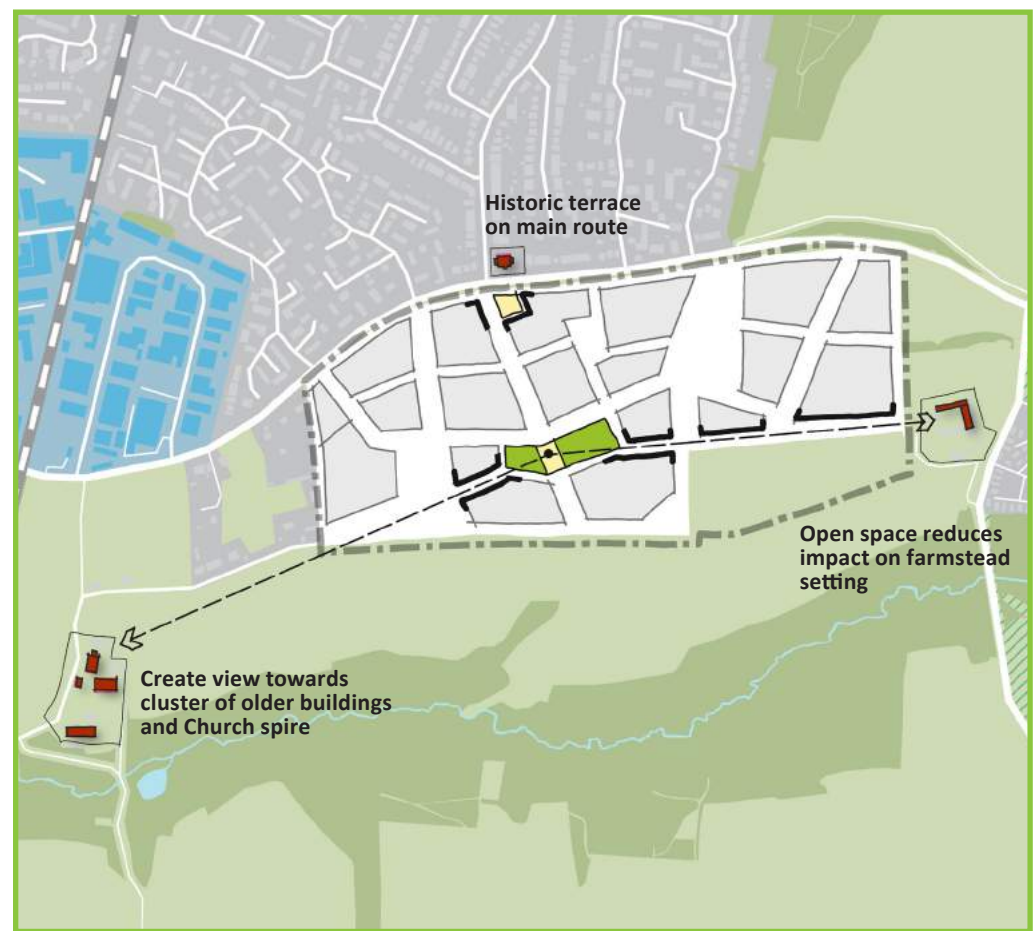


Figure 3H: INDICATIVE SITE CONCEPT PLAN 6 - Scheme responding to existing townscape and heritage

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# 3 Establishing the Structure Best Practice Case Study

## Case Study Two: St Margarets, East Grinstead

### *Responding to townscape and heritage*

#### Overview

This scheme has been formally laid out and structured to respond to the Grade 1 listed St Margaret's Convent. Dwellings are arranged as formal terraces that face each other on both sides of an axis focusing directly onto the Convent.

This celebrates the cluster of convent buildings and provides a strong point of reference in the townscape. The gable frontages and materials palette used for housing facades also references the sandstone and gables employed in the convent buildings.

Elsewhere the houses are laid out to form quadrants that reflect the collegiate arrangements within the Convent.

**Architect:** Clague Architects

**Site area:** 2.97 Hectares

**Number of Homes:** 74

**Density:** 25 homes per hectare



# 3 Establishing the Structure CHECKLIST

## How to use

This table provides a checklist for use by both the applicant and planning officer to check that appropriate consideration has been given to how an application has established the **structure** of the proposal.

**PROCESS:** Have you read, understood and applied the principles set out through Section 3?

**PROCESS:** Have these principles been considered in conjunction with the Planning Designations, Character Study and Site Appraisal prepared in Response to the Site and Setting in Section 2?

**PROCESS:** The adjacent table summarises the key principles set out within this section and can be used by applicants and officers as a checklist.

The applicant is expected to meet the requirements of all relevant Principles (ie a tick in each box) or provide a justification for failure to do so.

PRINCIPLE	DESCRIPTION	CHECK
<b>DG3 and 4: Natural Resources</b>	Has the design proposal used the physical characteristics of the site identified in Section 2 to influence the form and layout of new development?	
	Has the proposal maximised the site resources in response to Principles DG3 and DG4?	
<b>DG5: Water Features and SuDs</b>	Where applicable has the design sought to retain, enhance and/or re-establish surface water features identified in Section 2 as positive features?	
	Has the design incorporated the use of sustainable urban drainage as an integral part of the layout and landscape structure?	
<b>DG6: Ecology and Biodiversity</b>	Have landscape features with high biodiversity/ecological value identified in Stage 2 been retained and incorporated within the proposals?	
	Do the proposals deliver net biodiversity gain?	
	Have new habitats been created within the landscape structure to encourage additional species?	
<b>DG7: Topography and Strategic Views</b>	Does the design work with the topography and integrate the buildings within the landscape?	
	Have important views been identified and does the layout of development respond appropriately to these?	
<b>DG8: Connect with the Existing</b>	Does the proposal integrate with existing routes and access points, and create direct and attractive connections through the site for pedestrians, cyclists and vehicular modes?	
	Does this movement network respond to topography and landscape features and integrate public rights of way?	
<b>DG9: Reduce the Reliance on the Car</b>	Does the proposal prioritise the needs of the most vulnerable road users first creating an attractive network of safe and convenient pedestrian and cycle routes?	
	Does the proposal incorporate space for public transport where appropriate?	
<b>DG10: Anticipate Future Development</b>	Is the design future proofed by providing streets that later phases of development can connect into at the edge?	
<b>DG11: Heritage Assets and the Historic Landscape</b>	Does the design respond to, celebrate, enhance and preserve any heritage assets and historic landscapes within the proposals?	



# 4 Site Layout, Streets and Spaces



# 4 Site Layout, Streets and Spaces

## Urban Structure

### 4.1 Introduction

4.1.1 Well-designed streets and public spaces contribute significantly to the success of places and to the sustainability agenda. Streets and public spaces should be laid out to support both well-being and environmentally-friendly transport by:

- Being safe, comfortable, stimulating and attractive environments that encourage social interaction, act as meeting points for communities; and
- Encouraging sustainable transport modes and healthy lifestyles that reduce reliance on the car. This is also helped through the creation of attractive environments for pedestrians and cyclists.

4.1.2 The guidance in this chapter will help applicants to develop the structure of their development into a more detailed layout emphasising the importance of the public realm as well as the design of social spaces that contribute to the success of an area



Figure 4A: INDICATIVE SITE CONCEPT PLAN 7 - Delivering a clear structure of streets and spaces

### 4.2 Urban Structure - Perimeter Block

#### Principle DG12: Deliver a clear and connected structure of streets and spaces

Applicants should promote an urban structure to their development that is easy to understand and where there is a clear street hierarchy and network of open spaces. To help achieve this development should create a grid network of streets and perimeter blocks which may be regular or irregular in form. The perimeter block is most appropriate for achieving successful development as it:

- Optimises connections to surrounding areas;
- Provides a clear distinction between public and private spaces;
- Enhances permeability and legibility;
- Generates building frontages that face the street and thereby increases natural surveillance and activity on the street;
- Creates secure and private rear gardens and elevations;
- Can work at any scale or location; and
- Ensures attractive street frontages.

The block size and shape will vary according to the density of development, location within the District and mix of uses. In general, blocks between 50 - 120 metres in length provide a permeable network for both pedestrians and vehicles. The blocks form and size should also account for natural features, orientation and topography as well as providing enough back-to-back distances to provide residential amenity. Bigger blocks are appropriate where rear court parking is accommodated.

The blocks within the grid may be regular shaped squares or rectangles (providing a regular grid), as found in many new towns, or they may be more irregularly shaped as found in historic towns and villages.



# 4 Site Layout, Streets and Spaces Urban Structure

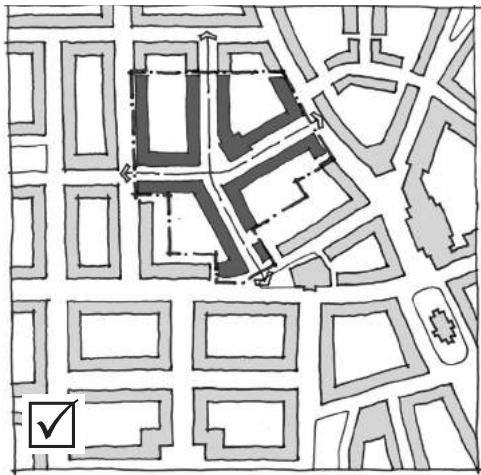


Figure 4B: Development proposes a connected network of streets with blocks contributing to the existing pattern

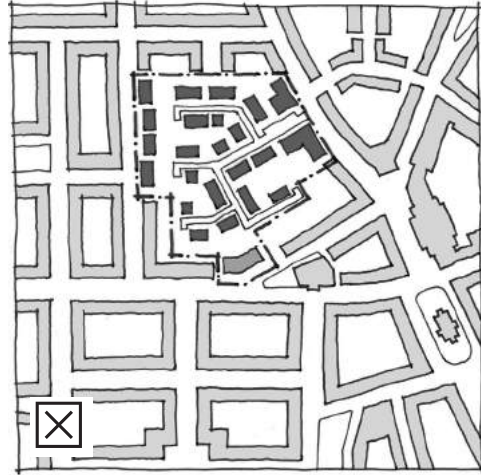


Figure 4C: Development proposal is internalised with new buildings accessed via cul-de sac streets



The layout of housing at Newton Road, Lindfield is arranged as a series of perimeter blocks (image courtesy of Google maps)

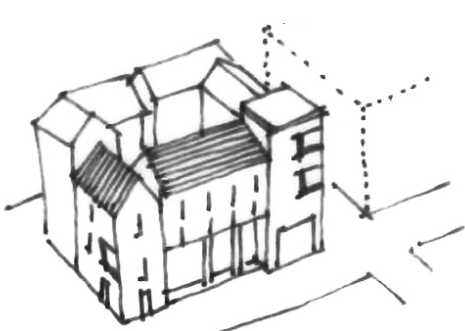


Figure 4D: Higher density, urban blocks are suitable in more urban locations

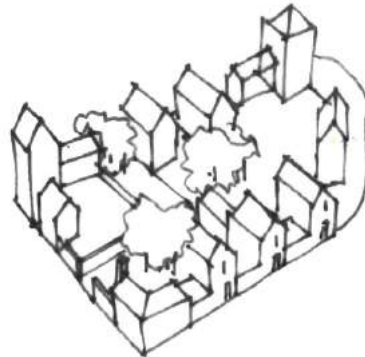


Figure 4E: Lower density, blocks are more suitable in rural locations

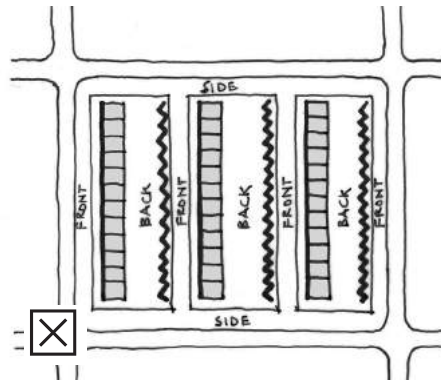


Figure 4F: Streets should not mix fronts and backs

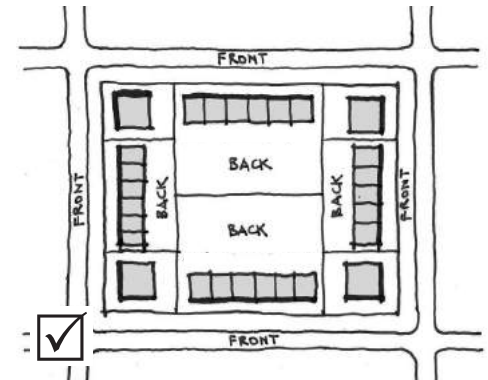


Figure 4G: Perimeter block layout ensuring a clear definition of front and backs and a strong building line to the street

# 4 Site Layout, Streets and Spaces

## Street Enclosure

### 4.3 Urban Structure – Positive Frontages

#### Principle DG13: Provide positive frontage to streets

New development should normally provide strong street enclosure and continuous frontages that enable coherent building lines with the corners of blocks emphasised. Within urban areas, the established existing building line, should usually be followed.

Buildings should be arranged with public areas to the front so that buildings overlook and provide natural surveillance to streets and open spaces minimising opportunities for crime. This also allows for secure private areas at the rear.

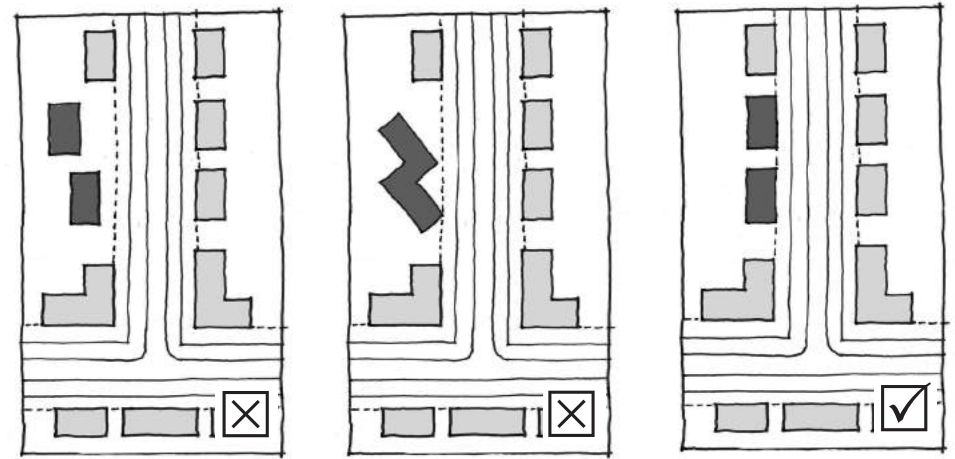


Figure 4H: New buildings in a street should follow the established building line



Inconsistent building lines often weaken street enclosure and reveal blank flanks



Houses that back on to the street unattractively expose their rear boundaries; this provides no animation or natural surveillance of the public realm while the gardens are subjected to traffic noise



Exposed blank flanks to buildings fail to address the street



The chamfered corner ensures a continuous street frontage that overlooks and addresses the corner

# 4 Site Layout, Streets and Spaces

## Street Enclosure

### 4.4 Urban Structure - Enclosure

#### Principle DG14: Provide enclosure

Proposals should provide a sense of enclosure appropriate to the role of the street within the hierarchy of the layout. This will help to create a sense of place and reinforce the legibility of the development.

The distance between facing building frontages across the width of the street, together with the height of the buildings and the gaps in the frontage determines the level of enclosure that is experienced within the street. Human-scaled streets can normally be achieved through increased levels of enclosure (typical of historic developments that pre-date the motor car) by setting buildings close to the street edge (responding to pedestrian rather than car movements). Creating a sense of enclosure on a main street through a development may require an increase in building height to balance the increased building to building distance that may be necessary to accommodate wider carriageway and pedestrian/cycle provision.

Enclosure is sometimes defined by landscape as much as buildings with trees, hedges and walls contributing towards creating a sense of enclosure.

Development should be appropriate to people rather than cars. Streets and spaces that do not provide adequate enclosure or are dominated by roads or parking will not be acceptable. The space between buildings should be well defined but not oppressive. As a rough guideline, a ratio of between 1:1.5 to 1:3 (height: width) is likely to be appropriate depending on the hierarchy of street or public space (Refer to the Urban Design Compendium).

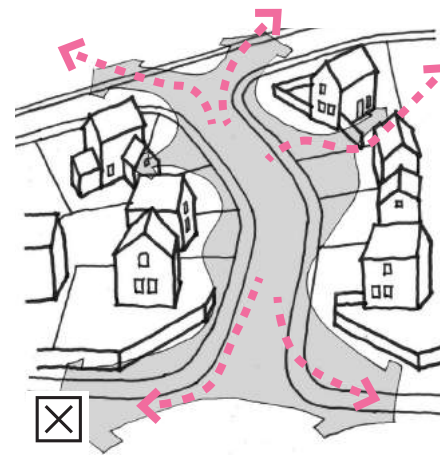


Figure 4I: Road dominated: lack of enclosure

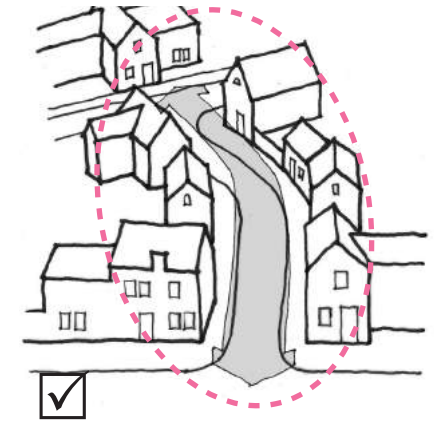


Figure 4J: Place focused: enclosure provided by buildings creates a better street environment



Housing at Newton Road, Lindfield positively fronts onto and encloses the street space



Strong street enclosure provided by consistent building lines and 3/4 storey frontages



Houses of modest height set-back from the street typically generates weak street enclosure and an environment that is dominated by parking



A set-back frontage generates weak street enclosure particularly when it is not compensated by trees/ soft landscaping and is instead dominated by parking and hard-standing

## 4 Site Layout, Streets and Spaces Legibility and Image

Council - 4 November 2020



### 4.5 Legibility and Image

#### Principle DG15: Use markers, landmarks, vistas and street hierarchy to aid legibility

Landscape features or special buildings/structures can help to add distinctiveness to a place and act as visual cues to aid legibility and understanding. New developments should enhance legibility by laying out development to respond to such existing features or through the careful location of new features or buildings to act as markers or landmarks. For larger schemes development should be laid out with a clear street hierarchy that allows users to easily distinguish main streets from secondary and minor routes.

Streets that create a varied sequence of spaces and vistas aligned with focal buildings can be more rewarding and contribute to the understanding of a place. This can be achieved through:

- A curve or kink in the street;
- Off-setting the street network and terminating the view on a building;
- Creating a pinch point; and/or
- Locating a taller building to terminate the street which marks the end of an axis.

Marker buildings may be a little taller than the surrounding context but this increase in height must be proportionate to the role that they play in the streetscape.

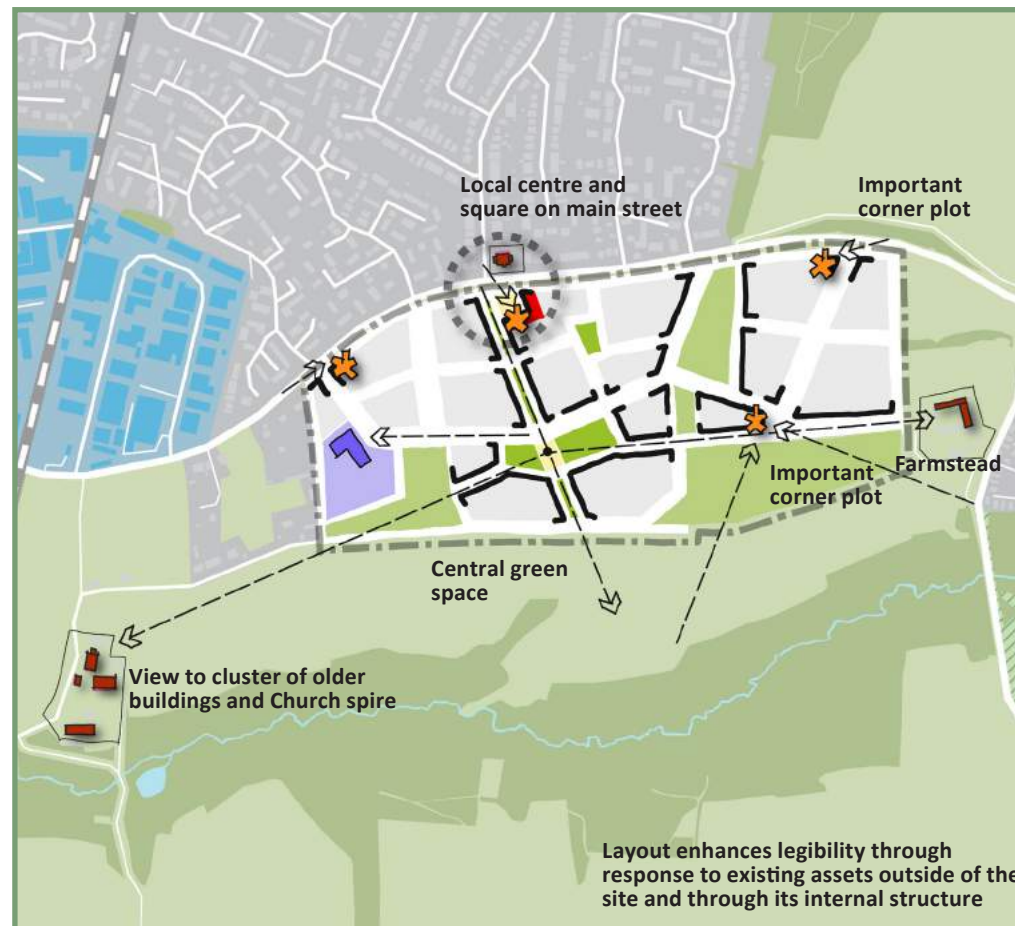


Figure 4K: INDICATIVE SITE CONCEPT PLAN 8 - Enhancing legibility

## 4 Site Layout, Streets and Spaces Development Edge

### Principle DG16: Create a positive development edge

Properties should not back onto the settlement edge and the edge should not be defined by rear garden fences. This can create security problems and over time the quality of the environment can become degraded as fences are replaced or fall into disrepair. When viewed from the countryside this creates an unresolved and untidy edge that diminishes the quality of the environment.

Developments should therefore normally be designed with building frontages facing site boundaries served by new access roads that run adjacent to the site edge. This arrangement also enables existing tree-lined boundaries and hedgerows to be:

- Revealed to the public realm; and
- Safeguarded by incorporating them outside the private realm and avoiding potential overshadowing of rear gardens.

Development should nevertheless be sensitively designed so that it avoids imposing upon the rural edge and existing roads that are characterised by their hedgerows and tree belt. This may require additional boundary planting. At the rural edge lower density development will also normally be necessary.



Development that present a positive development edge with the countryside



Development that present a positive development edge with the countryside



The edges of development should respond positively to the existing landscape and avoid fences abutting the countryside

# 4 Site Layout, Streets and Spaces

## Pedestrian Friendly Streets

### 4.6 Pedestrian Friendly Streets / Street Hierarchy

**Principle DG17: Provide attractive streets and spaces defined by buildings rather than the highway, that encourage low speeds and that are safe to use by everyone**

Streets should be designed as social spaces with the needs of pedestrians, cyclists and public transport users put above the needs of the motorist.

Within larger developments a clear street hierarchy should be promoted with the principal vehicular routes integrated within the structure of development as main streets or boulevards, fronted by buildings and with street trees and not as peripheral distributor roads (bypasses).

Streets should be well defined and enclosed by building frontages normally in combination with trees and landscaping and street design should encourage pedestrian and where possible cycle\* movement through:

- Appropriate pavement widths, avoiding unnecessary barriers or clutter;
- Providing places for pedestrians to rest, gather and socialise;
- Designing residential streets for maximum speeds of 20 miles per hour; and
- Traffic calming measures that are integral to the street design and not an imposed engineered solution to encourage drivers to drive with care and caution.

Traffic calming measures may include:

- The use of shared surfaces;
- Varying the alignment of the vehicular route;
- Use of tight junction radii;
- Narrowing the carriageway and the use of planting bays/ build-outs;
- The provision of on-street parking;
- Raised areas at junctions and nodal points; and
- Changes of surface colour and materials.

(\* Refer to West Sussex Cycling Design Guide)



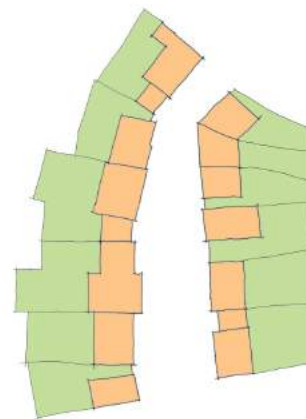
Newhall, Essex - A well design street with generous footways



Buildings provide a poor interface and definition of the street in Sayers Common



Streets with generous footways, tree planting and good overlooking from adjacent buildings feel safer to use



Priority should be given to buildings and enclosure



Minimize space given over to carriageway. Use the resulting space for hard or soft landscaping with parking as appropriate

Figure 4L: Design streets as social spaces

# 4 Site Layout, Streets and Spaces

## Pedestrian Friendly Streets

Council - 4 November 2020



Successful shared surface street incorporating tree planting, soft landscaping and parking



Speed bumps as a traffic calming measure for new roads should be avoided.



Controlling traffic speeds through road narrowing at Bolnore, Haywards Heath

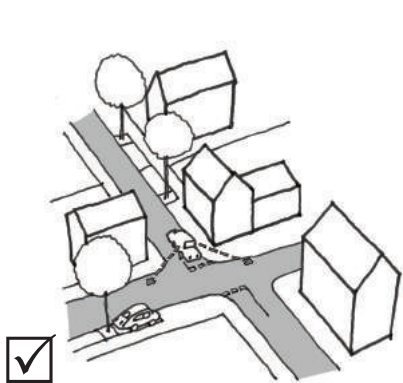


Figure 4M: Frequent changes in directions and tight corners with narrow sight lines to control speed

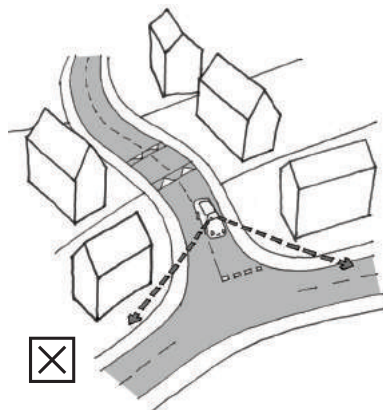


Figure 4N: 'Fast' road with gentle bends and wide sight lines controlled by speed bumps gives mixed messages and can encourage speed



Shared surface areas surfaced in clay pavers at Imberhorne Lane, East Grinstead



Traffic calming measures should be integrated within the design of streets

# 4 Site Layout, Streets and Spaces

## Parking

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Attractive street incorporating trees and car parking

### 4.7 Parking

#### Principle DG18: Integrate parking to support attractive streets and spaces

The quality of the street environment should be a paramount consideration in designing parking spaces into the street. Parking should be attractively integrated so that it does not dominate the streetscape, is softened by landscaping and accords with the other layout principles in the Guide.

A balanced approach should be taken to achieve convenient parking close to households whilst minimising the impact of parking on the street. Applicants should prepare a comprehensive car parking strategy which contains a combination of appropriate parking solutions with a balance of on-street and off-street parking provided (refer to District Plan policy DP21).

#### Car Clubs

Car clubs should be considered to reduce the level of parking, and as an alternative to a second car, particularly on larger schemes.



Front threshold parking reduces street enclosure and when combined with an absence of planting results in a bleak streetscape



Parking square broken up by mature planting which 'softens' the appearance of parked cars



Wychwood, Crawley Down - car parking is discretely located to the side of property



Undercroft tandem parking is space efficient and discreet enabling strong street enclosure



Pergolas and car barns can help to reduce the visual impact of parking and contribute positively to defining and enclosing streets and spaces





# 4 Site Layout, Streets and Spaces Parking

## Principle DG19: Provision of off-street parking

To achieve well defined streets with a good level of enclosure and avoid parking dominating streets, it will normally be necessary to accommodate off-street parking in new developments. These parking spaces should be discreetly incorporated, and preferably screened from the main public realm, so they do not contribute to a hard-edged / parking-dominated environment.

Higher density areas within new developments which incorporate terraced housing and flats should normally include rear court, under-croft or underground parking. Rear courts typically need to be small in scale (up to 15 spaces approximately) to avoid large soulless hard-edged environments. They should be designed so they benefit from direct overlooking while being well screened from the street; for these reasons, they work well when they are combined with flats over garages (FOG's) that define the street frontage. Entrances to rear parking courts should be carefully designed to create a semi-private appearance.

Larger parking courts/squares will normally be unacceptable unless they are designed as part of a well landscaped and ordered open space that contributes positively to the development.

For lower density areas with detached and semi-detached houses, parking should normally be discreetly accommodated to the side of dwellings, and behind the building line where it is less visible from the street. Tandem parking arrangements avoid over-wide separation gaps between buildings.

Off-street parking in front of houses should normally be avoided. This is likely to result in environments dominated by hard surfaces and generates greater face to face building distances leading to weaker street enclosure unless combined with taller building frontages.

## The Benefits of Flats over Garages (FOG's)



A FOG incorporating undercroft access to a rear parking court that is discreetly screened from the street by the building frontage



At the rear, the FOG provides direct natural surveillance over the parking court



An aerial image showing how the FOG both defines the street and screens parking



The off-street parking courts ensures a pedestrian friendly environment where vehicles do not dominate and it also enables better defined streets that have a more village-like scale

## Examples of Poorly Organised Off Street Parking



This parking court is unattractively exposed to the street



Large parking courts should normally be avoided as they tend to be less self-policed and can result in a bleak environment

# 4 Site Layout, Streets and Spaces Parking

## Principle DG20: Integrate on-street parking

On-street parking is convenient and adds activity to the street and natural surveillance. It also avoids vehicle crossovers on the pedestrian footway. To avoid it dominating the street, on-street parking should be well landscaped and incorporate generous safeguarding areas around trees and shrubs to protect them from pedestrian as well as vehicular movement and provide for private defensible space at the front of dwellings.

On-street parking must be designed to minimise its visual impact. Parking bays are normally most discreetly laid out in parallel, rather than right-angles, with the street kerb.

Right-angle on-street parking should be minimised in new developments as it can dominate the public realm, generate weak street enclosure and hard-edged street environments. It is nevertheless sometimes acceptable providing it is positively designed as part of a comprehensive landscaped public realm and is limited to one part of a comprehensive parking strategy for the higher density areas.

On-street parking should not cause obstructions in the highway, enable free movement of refuse vehicles and buses while retaining continuous footways

### Non-allocated Parking

Non-allocated, shared parking (generally on street) is more efficient than designating parking to individual dwellings and this approach is encouraged to reduce parking numbers within development schemes especially in respect of terraced housing.



Figure 40: A good formal arrangement for a primary street that incorporates parallel parking with regular tree planting within kerb build outs reducing its impact on the street space (Section)

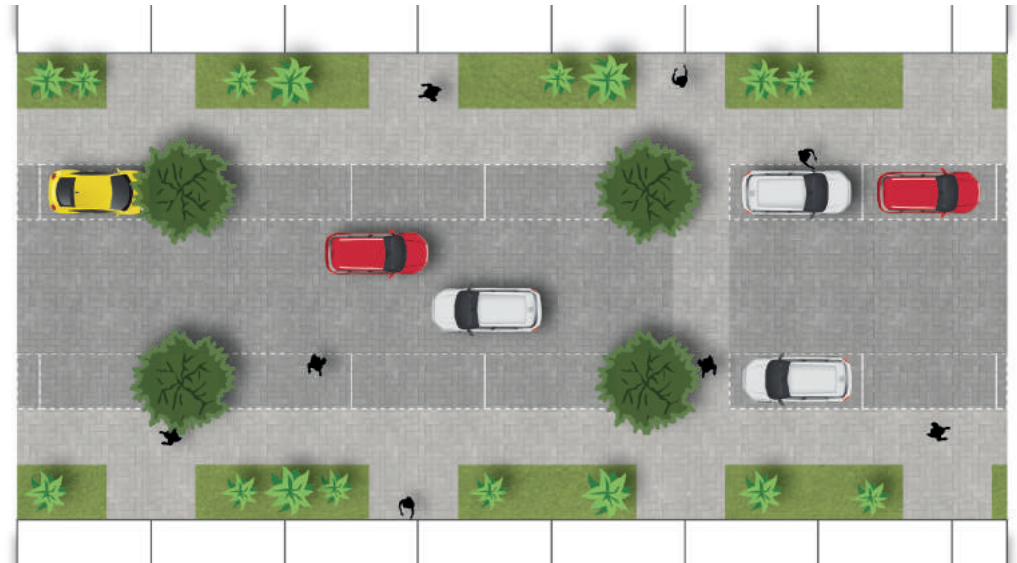


Figure 4P: A good formal arrangement for a primary street that incorporates parallel parking with regular tree planting within kerb build outs reducing its impact on the street space (Plan)



Parking is usually most unobtrusively accommodated on-street as parallel spaces softened and defined by tree planting



A mix of perpendicular and parallel parking may be possible but only if the street is well landscaped

# 4 Site Layout, Streets and Spaces

## Refuse, Storage and Utilities

Council - 4 November 2020



### 4.8 Refuse, Storage and Utilities

#### Principle DG21: Consider and allow for servicing, refuse collection and deliveries

The layout of development should be designed and tested to facilitate service vehicles and refuse collections. A continuous connected network of streets helps avoid the need for large turning areas for servicing vehicles.

Consideration must be given to the storage and collection of bins at individual and communal properties. This should normally be attractively integrated into the streetscape and allow for bins to be easily moved to collection points and vehicles. If not properly planned for refuse collection and storage can have a significant detrimental impact on the quality of the streetscape.



Bin stores is located within parking spaces and appears to be an afterthought



Bin store obscures building frontage and presents a poor outlook from properties



The bin stores serving this East Grinstead block of flats are discretely integrated within the envelope of the building and around the rear courtyard where they avoid deadening the street frontage. They are also well positioned for ease of collection while providing sufficient separation from the adjacent flats to avoid causing undue nuisance



A bin store discretely accommodated within the façade

# 4 Site Layout, Streets and Spaces

## Refuse, Storage and Utilities

### Principle DG22: Integrate refuse and recycling into the design of new development

Facilities for refuse and recycling storage should be:

- A suitable size to accommodate all the refuse and recycling containers to meet the needs of residents and be of a size acceptable to the refuse collection service;
- Carefully designed and located so they are neither visually obtrusive nor obstruct the passive surveillance of the street, and avoid having a deadening impact on the façade or threshold;
- Located where they will not be obstructed by car parking;
- Within secure and well-ventilated areas;
- Located so that they may be easily accessed from properties but where they will not cause nuisance through unpleasant odours or noise; and
- Coordinated with cycle storage (refer to Principle DG24).

Applicants should refer to the MSDC Waste Storage and Collection Guidance for New Developments.

### Principle DG23: Integrate sub-stations, utilities and pump stations into the design

Enclosures for utility services including sub-stations and pump stations should be carefully designed and integrated into development so that they do not detract from the quality of streets and public spaces. Consideration of their location must therefore take place early in the design process.

Utility runs should normally run under the footway or carriageway and the location should be carefully planned so that it does not impact on the potential for planting street trees.

#### REFERENCES

Principle DG24: Plan for cyclists

MSDC Waste Storage and Collection Guidance for New Developments



Refuse areas should be considered as part of the design of the buildings. If refuse areas are located to the front of the building they should be designed as an integral part of the elevation



Locating sub-stations within areas of open space will not be acceptable



Pumping stations should be discretely located where they don't impact negatively on the quality of the environment



Locating sub-stations within areas of open space will not be acceptable

# 4 Site Layout, Streets and Spaces Plan for Cyclists

REFERENCES  
Development Infrastructure and Contributions SPD  
West Sussex Cycling Design Guide

## Principle DG24: Plan for cyclists

To help cycling to become an attractive alternative to the car, bicycles must be conveniently and securely stored. Cycle parking should be planned for in accordance with the Council's standards in its Development Infrastructure and Contributions SPD.

In houses, cycle parking should normally be accommodated within the rear garden, car port, garage or outbuilding.

For apartments, cycle storage should normally be provided within the main buildings, preferably close to main entrances as they typically offer more convenience and security than external stores. However, as cycle storage can have a deadening impact upon the façade and threshold, they will need to be carefully integrated to enable an active frontage. Dedicated visitor cycle parking should also be provided for apartments close to main entrances and well overlooked by habitable rooms.

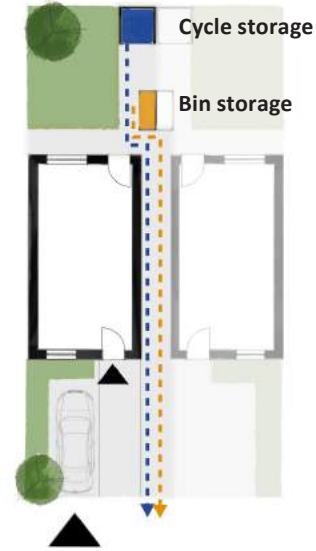


Figure 4Q: Accommodating refuse and cycle storage in rear garden for semi-detached house

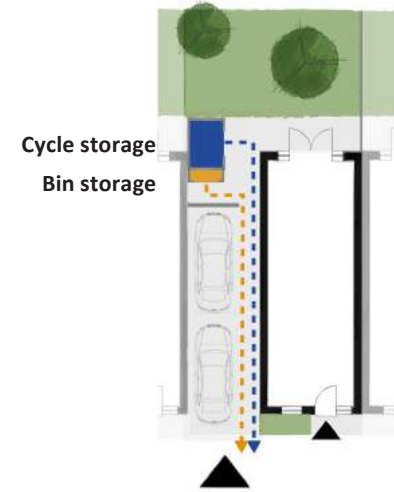


Figure 4R: Accommodating refuse and cycle storage to rear of car port

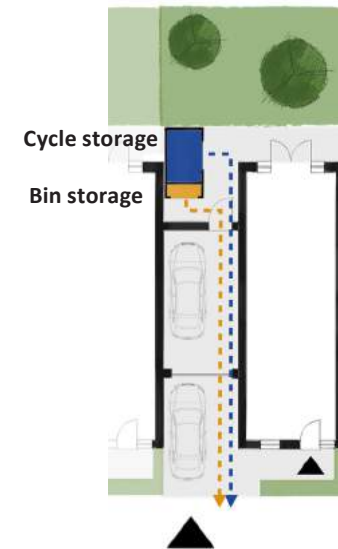


Figure 4S: Accommodating refuse and cycle storage to rear of garage

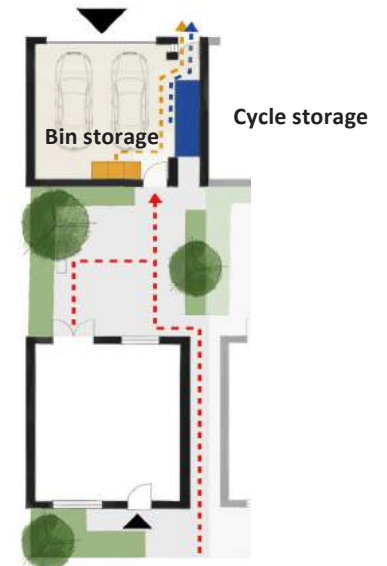


Figure 4T: Accommodating refuse and cycle storage in garage accessed from rear shared court

# 4 Site Layout, Streets and Spaces

## Open Space and Public Realm

### 4.9 Open Space and Public Realm

#### Principle DG25: Enhance the environment and sense of place through open spaces

Open spaces make an important contribution to the character of an area and encourage healthy lifestyles by providing both physical and visual amenity and a focus for social, play and sporting activities and events.

Open space should be provided as an integral part of a development and designed with a specific role or function as part of the wider open space network (refer also to DG4). They should take the opportunity to create environments and facilities that provide for and encourage inclusive activity for all age groups and abilities.

Open spaces should be designed according to the following principles:

- To optimise their recreational potential by providing multi-functional all year-round activity including both hard and soft surfaced areas;
- To be safe places defined by building frontages providing appropriate enclosure and overlooking;
- To positively respond to potential desire lines that cross the space (including public rights of way); and
- To consider the future maintenance of open spaces when designing proposals with provision made for the ongoing costs. Outdoor furniture and equipment should be attractive, robust, durable and coordinated.

On larger developments (300+ dwellings) consideration should also be given to setting aside land for productive use by residents such as allotments.

Applicants should refer to the Mid Sussex District Council Development Infrastructure and Contributions SPD.

REFERENCES  
MSDC's Development Infrastructure and Contributions SPD  
Sport England & Public Health England Active Design Principles



A large open space with a range of formal and informal activities that form the central focus of the Wychwood Park development in Lindfield



Figure 4U: Informal space and buildings

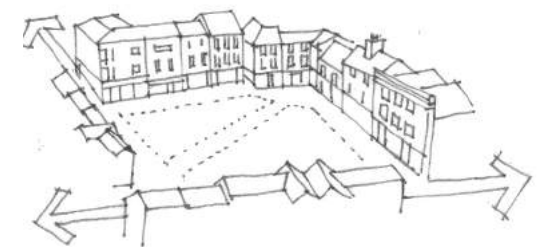


Figure 4V: Formal space with semi-formal building

# 4 Site Layout, Streets and Spaces

## Open Space and Public Realm

### Principle DG26: Integrate space for play into the design

Playing is important to children’s well-being. It helps to develop their physical abilities and their emotional responses. Where play is collaborative, it can help to improve children’s interpersonal skills. Where play involves exploration and creativity, it can help children think in a flexible manner and develop learning and problem-solving skills.

Children’s play areas and equipment should normally be provided as part of new residential developments of 50 dwellings and above and on smaller developments when there are no existing nearby facilities. Play spaces provide an important community focus particularly where there is an absence of other community facilities; they should not be marginalised to the edge of developments but provided centrally in an accessible location where they are overlooked by surrounding properties.

Play spaces should provide a range of equipment suitable for the intended age group and integrated with natural landscape to enable contact with nature.

On larger developments, where there are other facilities, play areas and open space should be located close to neighbourhood centres to create a critical mass of activity and help to sustain the facilities.

Applicants should refer to the following national and local guidance:

- Design for Play: A guide to creating successful play spaces (Play England, August 2008);
- Public Space Lessons: Designing and planning for play (CABE, October 2008); and
- MSDC’s Play and Amenity Green Space Strategy and Play Space and Youth Facilities Design Guidance.

### REFERENCES

- Design for Play: A guide to creating successful play spaces (Play England, August 2008)
- Public Space Lessons: Designing and planning for play (CABE, October 2008)
- MSDC’s Play and Amenity Green Space Strategy and Play Space and Youth Facilities Design Guidance



Play spaces should not be sited to the rear or side of buildings where overlooking is limited. This can often lead to anti-social behaviour



Play spaces should be integrated within the overall landscape design and include elements of natural play and learning environments

## 4 Site Layout, Streets and Spaces Open Space and Public Realm

### Principle DG27: Integrate tree planting and soft landscape

Trees and soft landscape make an important contribution to the character of an area by providing both physical and visual amenity, improving biodiversity and enhancing sense of place. They have a strong impact on peoples' well-being, soften the impact of buildings and structures, and indicate the passage of the seasons through their growth and change through the year, and should therefore be incorporated throughout new development.

From the outset, there should be a clear landscape strategy that is an integral part of the design of new development covering all streets and public spaces while accounting for the growing process. Consideration must also be given to the future maintenance of trees and plants in the design. Native trees and shrubs and longer-lived species should be selected where possible and appropriate as they support a greater variety of wildlife, are often more suited to local conditions and better reflect the character of the wider countryside.

Trees and soft landscaping should be selected and located according to:

- The growing space available;
- Its final height, spread and form at maturity;
- The soil type and volume;
- The existing species in the locality;
- The intended character of an area, street or public space (for example, formal sculptural planting or softer informal planting);
- The location of existing underground or overhead services;
- Proximity to roads, ensuring sight lines and forward visibility is maintained;
- Proximity to buildings ensuring that overlooking of the street and spaces is maintained and overshadowing minimised;
- The location of highway lighting;
- The scale and importance of a street with larger stature trees on main streets and smaller species selected for minor routes (that helps the legibility of layouts); and
- The need for more formality/informality and street enclosure with more formalised tree planting, and tree species normally sought on main streets and spaces to reinforce their importance in the street hierarchy.

Creating avenues of a single species normally helps to deliver the necessary formality for main streets and spaces, applicants should nevertheless avoid over-long stretches of the same species to safeguard against the risk of tree losses through disease; changing species block by block is therefore recommended.

All street trees should normally have a regular shape and form.



Grange Road, Crawley Down - investment in the landscape enhances the streetscape



Generous tree and shrub planting can significantly enhance the quality of the public realm



# 4 Site Layout, Streets and Spaces

## Open Space and Public Realm

### Principle DG28: Recommended tree species

The following tree species are suggested although it is recognised this is not an exhaustive list and other species and cultivars will be considered:

#### Main streets - native (preferred)

- *Alnus glutinosa* or *Alnus cordata*;
- *Quercus palustris* (pin oak).
- *Quercus robur* (oak);
- *Tilia cordata* 'Streetwise' or 'Greenspire' (small leaved lime); and
- *Ulmus* 'New Horizon' (elm).

#### Main streets - alternative options (occasionally appropriate)

- *Acer platanoides* 'Emerald Queen' (Norway maple); and
- *Ginkgo biloba* (Maidenhair tree).

#### Secondary Streets

- *Acer campestre* (field maple);
- *Corylus colorna* (Turkish hazel);
- *Coryllus avellana* (hazel);
- *Liquidamber styraciflua* (sweet gum tree).
- *Sorbus aria* (whitebeam); and
- *Sorbus aucuparia* (rowan).

#### Minor / Tertiary Streets

- *Arbutus unedo* (strawberry tree);
- *Crataegus x lavalleyi*;
- *Crataegus* species (hawthorn);
- *Ligustrum lucidum*;
- *Malus* 'Evereste' (crab apple); and
- *Sorbus aucuparia* (rowan).

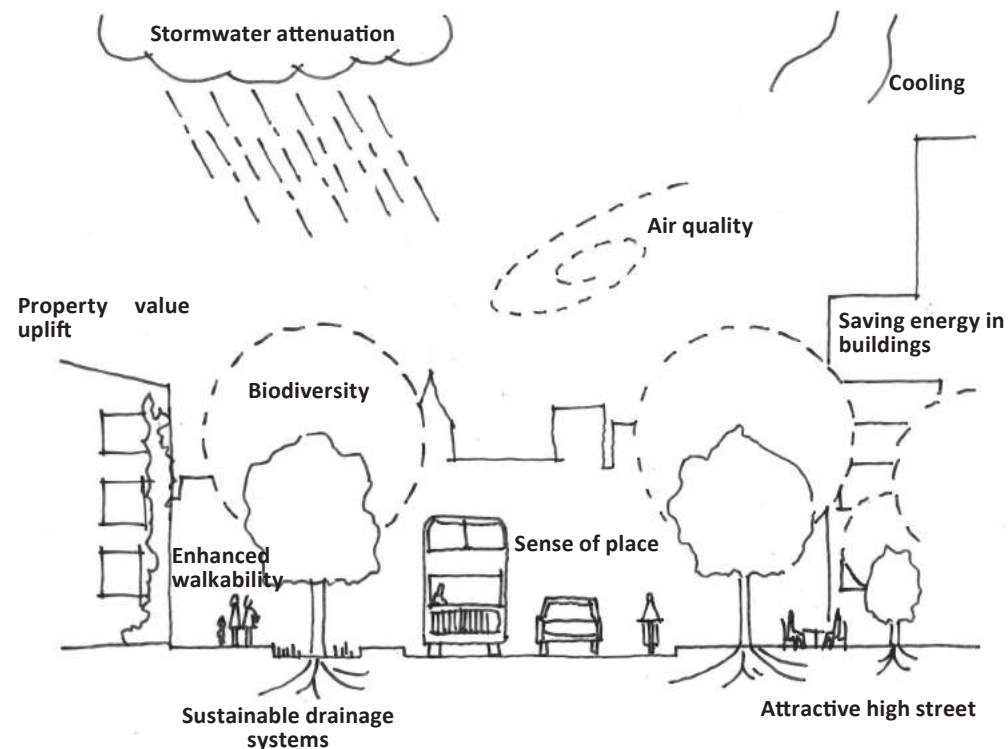


Figure 4W: The benefits of tree planting and soft landscaping



A regular line of trees planted along a main axis in Bolnore Village

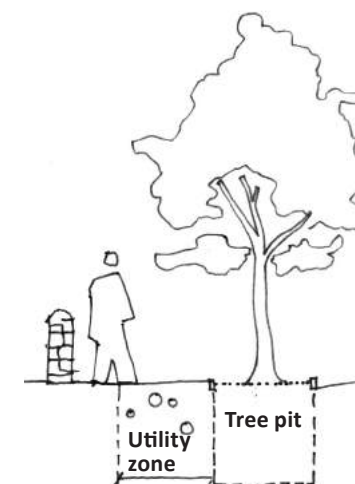


Figure 4X: Professionally designed tree pits should be used to provide the necessary soil volume required to successfully establish the tree. Tree pit design needs to consider any adjacent service runs and particular care is needed for trees in hard surfaces

# 4 Site Layout, Streets and Spaces

## Open Space and Public Realm

### Principle DG29: Deliver a coordinated public realm with high quality landscape

Applicants should ensure that the public realm is designed in a coordinated manner using a consistent palette of high quality and robust materials in combination with appropriate soft landscaping and avoiding cluttering the street with excessive furniture or signage.

Surface materials and street furniture should be informed by their appearance in relation to the existing character of an area, their intended purpose, and the maintenance, management and technical requirements. This should help to create a coherent environment and sense of place that can stand the test of time.

#### Surface Materials

Natural stone either as flags, setts or cobbles or brick may be the most appropriate, especially in historic and rural locations. Concrete or tarmac should normally be coordinated with other surface materials as well as soft landscaping as otherwise their uniform appearance and sharp finish can undermine the character of a new development.

#### Street Furniture

Street furniture should be simple, high quality, robust and responsive to its setting and integral to the landscape design. It should be restricted to essential items and functions and combined where possible. For example, attaching signs to lamp posts, mounting streets signs and/or lighting on buildings.

#### Lighting

Light fittings should be low energy and be designed to avoid causing light pollution particularly in sensitive and dark sky rural areas.

#### Utilities

Applicants should consider utility requirements such as supply boxes, cable runs and maintenance access and the location of electric vehicle charging points at an early stage of the design process to avoid conflicts between these and landscape features, tree planting and public realm designs

#### Public Art

On larger schemes there is often an opportunity to incorporate public art in the proposals. This should be considered at an early stage in the design process and carefully integrated to ensure it is well related to the development proposals.



Imberhorne Lane, East Grinstead - high quality materials distinguish the shared surface areas



Public art can be used as an integrated feature within the streetscene



A granite sett rumble strip marks the junction between secondary and minor streets

## 4 Site Layout, Streets and Spaces Open Space and Public Realm

### Principle DG30: Design for everyone and look to the future

The public realm should be designed so that it:

- Reflects the diversity of people using spaces;
- Is convenient, safe and easy to use for all people without having to experience undue effort, barriers to access or separation;
- Enables everyone to participate equally, confidently and independently in everyday activities irrespective of a person's mobility, age, gender or ethnicity;
- Meets the needs of wheelchair users, mobility impaired people and people with pushchairs;
- Encourages social interaction and does not purposely design-out the activities of young people or other groups; and
- Provides sensory richness.

In particular applicants should:

- Ensure that street furniture, signage, lighting and visual and textural contrast in the paving materials are carefully designed and reflect the needs of all potential users; and
- Provide sufficient levels of accessibility for all potential users in terms of accessible parking, pavement space and access to public transport.



The central square in Kings Weald, Burgess Hill to be defined on all sides by public facilities including a shop, community centre and health centre



Regularly planted lines of London Plane trees significantly enhance Bolnore Village's main square

# 4 Site Layout, Streets and Spaces

## CHECKLIST (Part One)

### How to use

This table provides a checklist for use by both the applicant and planning officer to check that appropriate consideration has been given to how an application has addressed the **site layout, streets and spaces**.

**PROCESS:** Have you read, understood and applied the principles set out above?

**PROCESS:** The adjacent table summarises the key principles set out within this section and can be used by applicant and officer as a checklist.

The applicant is expected to meet the requirements of all relevant Principles (ie a tick in each box) or provide a justification for failure to do so.

PRINCIPLE	DESCRIPTION	CHECK
<b>DG12: Connected Street Network</b>	Does the design provide a clear street hierarchy and network of open spaces?	
	Does the design create a grid network of streets and perimeter blocks?	
	Do development blocks take account of natural features orientation and topography?	
<b>DG13: Frontage</b>	Does the design provide enclosure of street space and continuous frontages with corners of blocks appropriately emphasised?	
<b>DG14: Enclosure</b>	Does the proposal provide an appropriate sense of enclosure appropriate to the street hierarchy and achieve a human scale?	
<b>DG15: Legibility, and Street Hierarchy</b>	Does the structure or layout of the proposed development appear easy to navigate and easy to understand?	
	Has the applicant demonstrated how the use of landmarks, marker buildings and vistas has informed the proposal?	
<b>DG16: The Development Edge</b>	Has the applicant (where applicable) demonstrated how their proposals provides a positive edge with building frontages facing site boundaries served by roads that run adjacent to the site edge?	
	Has the applicant (where applicable) demonstrated a sensitive response to the rural edge? This will normally require less density and additional soft landscaping along the boundary.	
<b>DG17: Pedestrian Friendly Streets</b>	Are the proposals designed as social spaces with the needs of pedestrians, cyclists and public transport users put above the needs of the motorist?	
	Is the street environment designed to encourage pedestrian movement through appropriate pavement widths, avoiding unnecessary barriers or clutter and providing places for pedestrians to rest, gather and socialise.	
	Are traffic calming measures integrated within the design of the streets?	
<b>DG18 - 20: Car Parking</b>	Is parking for both residents and visitors proposed at an adequate level in response to the location of the site and in locations that safeguard the quality of the street environment?	
	Is the parking provision in line with West Sussex County Council Parking standards?	
	Have car club spaces and electric charging points been incorporated into the proposals? (larger sites only)	
<b>DG21-23: Refuse, Storage and Utilities</b>	Has the layout of development been designed to facilitate service vehicles and refuse collections?	
	Are sub-stations and pump stations carefully designed and integrated into development so that they do not detract from the quality of streets and public spaces?	
	Are utility runs located where they do not impact on the potential for street tree planting?	
	Are refuse and recycling facilities conveniently located and unobtrusive	

# 4 Site Layout, Streets and Spaces

## CHECKLIST (Part Two)

PRINCIPLE	DESCRIPTION	CHECK
<b>DG24: Plan for Cyclists</b>	Does the design provide adequate cycle parking in suitable locations for both public and private users?	
	Does the design include for secure and convenient storage of bicycles in residential dwellings?	
<b>DG25: Open Space</b>	Does the design link existing and proposed landscapes and open spaces to form open space networks and contribute and respond to the hierarchy of existing open spaces?	
	Are all spaces designed with a specific role or function to avoid residual, unused or neglected spaces?	
	Do the proposals provide the appropriate level of open space in accordance with MSDC Infrastructure and Contributions SPD?	
<b>DG26: Play Space</b>	Where applicable has the design provided the appropriate level of playspace in accordance with the MSDC Infrastructure and Contributions SPD?	
	Is the design for playspaces in line with guidance on inclusive play, including Design for Play: A guide to creating successful play spaces (Play England, August 2008)?	
<b>DG27 - 28: Trees and Soft Landscape</b>	Has tree planting and soft landscaping been provided within street designs? Are tree species appropriate for their location and to the nature and hierarchy of the street.	
	Has the applicant demonstrated that the species selected are appropriate for the location?	
	Has the applicant demonstrated that the long-term maintenance and management of landscape elements have been considered to ensure their successful establishment?	
<b>DG29: Public Realm</b>	Has a suitable palette of high quality materials been proposed that responds to the character of the place as identified in the Character Study?	
	Has the selection of street furniture been restricted to essential items and have functions been combined where possible?	
	Is the street furniture simple, high quality, well designed, robust and responsive to its setting?	
	Has a lighting strategy been proposed that: minimises the impact of lighting columns on the streets; accords with the design approach to other street furniture and avoids causing light pollution particularly in sensitive and dark rural areas?	
	Has the location, design and integration of utilities within the landscape been considered to mitigate their impact on the public realm?	
	Has the provision of public art been considered?	
<b>DG30: Inclusive Design</b>	Has the applicant demonstrated that the principles of inclusive design have been considered and incorporated within the design from the outset?	

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# 5 Site Optimisation and Mixed-Use Layouts



# 5 Site Optimisation and Mixed Use Increased Density

Council - 4 November 2020



Queen Elizabeth Avenue, Burgess Hill establishing a new urban density in the town that strongly defines the street edge through a consistent building line.

## 5.1 Planning for Increased Density

5.1.1 Increasing the intensity of development in the most accessible locations will help to deliver much needed homes and employment space in the most sustainable places reducing both the need to travel and the pressure to build on the countryside.

5.1.2 This chapter identifies the opportunity for intensification across the District and the form and mix of uses that it may take.

5.1.3 The towns form the centres of activity within the District and are the focus for shops, community and employment uses. These centres offer the potential for intensification to provide much needed homes and jobs in the most accessible and sustainable locations.

5.1.4 New homes and footfall in central locations can help to support additional community facilities and bring additional life to the District's centres. It also helps reduce the outward spread of settlements safeguarding agricultural land while preserving unspoilt landscapes and natural habitats.

5.1.5 Larger urban extensions also offer the potential for higher densities particularly around neighbourhood centres.

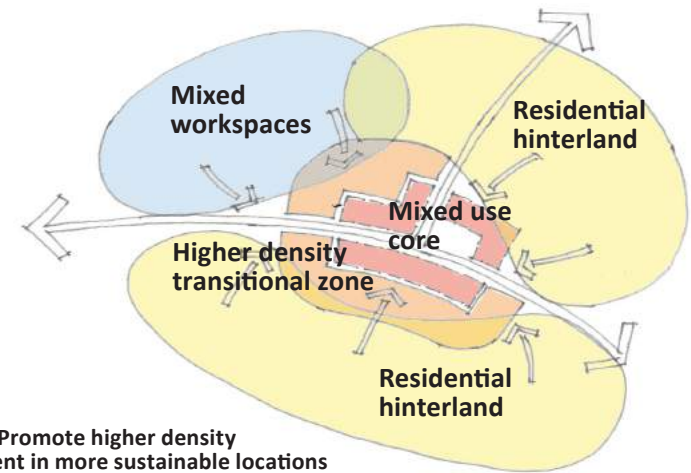


Figure 5A: Promote higher density development in more sustainable locations

### Principle DG31: Focus development in sustainable locations

New development should generally respond to the scale, massing and grain of adjacent areas and the settlement context within which it is located. However, in some parts of the District there may be an opportunity to deliver a new development character provided this is part of a comprehensive vision, establishes sense of place and does not impact on the sensitive townscape or landscape assets of an area. This will also be restricted to areas where there is good accessibility to shops and services or good public transport links that minimise the need to travel and/or reliance on private vehicles.

There are opportunities to promote a greater concentration of development in:

- The District's three town centre locations within areas identified as being coarse grain (refer to Section 2.5);
- Sites close to town centres that have been identified in MSDC's Brownfield Register as having the capacity to accommodate additional scale of development;
- The most accessible parts of new urban extensions where this does not adversely impact on existing homes/ character and the rural edge; and
- Employment sites (refer to chapter 7).

Higher density schemes should promote green travel options including reduced parking provision, provision of car club spaces and improved public transport.



# 5 Site Optimisation and Mixed Use Intensification in Town Centres

## 5.2 Town Centre Intensification

### Principle DG32: Managing increased density in town centres

Development density should be appropriate to the location and respond to and/or enhance the character of the existing settlement.

The District's towns are largely composed of low-rise development, typically of two and three storey buildings and have the greatest potential to deliver increased density. The opportunities exist for more intensive development within the part of the town centres identified as coarse grained in Figures 5B, 5C and 5D because of their inconsistent built form or fragmented street layout (refer to sections 2.5 and 2.6). Increased height and massing within the town centre intensification areas must be carefully managed as part of a coherent and comprehensive vision which establishes a more urban form composed of street blocks and spaces with typical building heights of four to six storeys (four to five in East Grinstead). Development that exceeds this height risks being unduly prominent and/or out of scale with the surrounding streets and buildings.

Any development that promotes a scale, height and massing that is greater than the existing context must also demonstrate that it does not:

- Cause significant harm to the amenity of adjacent properties (refer to chapter 8);
- Adversely impact on views of the wider townscape and landscape;
- Adversely impact on the quality of the streets and spaces; and / or
- Generate parking that dominates or adversely impacts on the public realm.



Recent higher density schemes within Haywards Heath town centre that discretely accommodates car parking at semi-basement level



Recent higher density schemes within Haywards Heath town centre carefully designed so that it doesn't overwhelm nearby buildings



New residential development replacing employment uses on Victoria Road, Burgess Hill. establishes a consistent scale and massing and building frontage line



Recent higher density scheme in East Grinstead which has reduced its scale by employing consistent vertical articulation

# 5 Site Optimisation and Mixed Use Intensification in Town Centres

Council - 4 November 2020

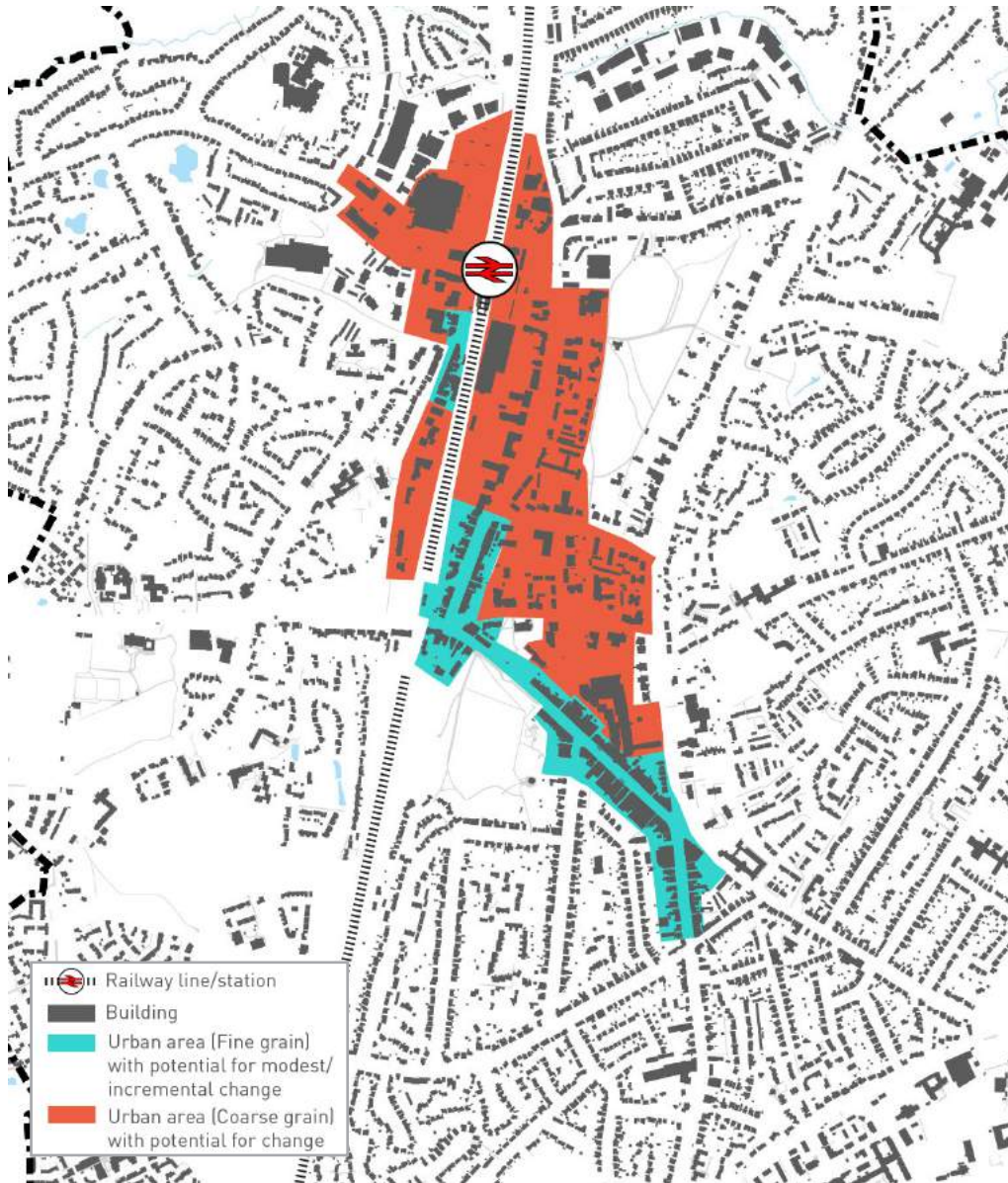


Figure 5B: Haywards Heath - opportunities



Figure 5C: Burgess Hill - opportunities



Figure 5D: East Grinstead - opportunities

# 5 Site Optimisation and Mixed Use Best Practice Case Study

Council - 4 November 2020

## Case Study Three: Town Centre Intensification - Walthamstow High Street

### Delivering compact higher density development

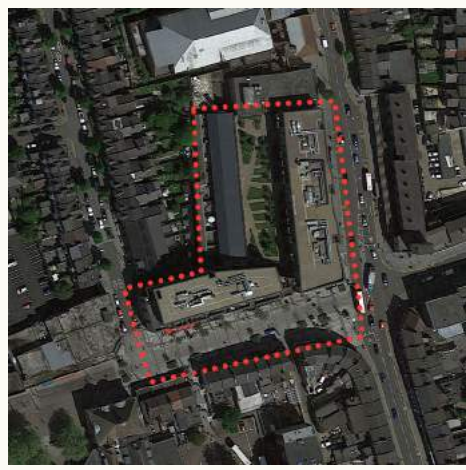
#### Overview

This scheme has similarities with Mid Sussex towns as it introduces intensification within the context of a two and three storey residential area.

It delivers a compact mixed-use urban scheme that has brought new life and activity to the area. The scheme includes a multiplex cinema, restaurants and shops at ground floor level with apartments above within blocks of five and six storeys.

Buildings appropriately define existing streets and have been carefully articulated so they do not overwhelm the existing townscape. The scheme is mixed tenure with residents having access to a courtyard space in the heart of the scheme.

The street environment on the high street has been transformed and cafes and restaurants spill out across a high quality public realm that benefits from a simple coordinated design and mature trees.



**Architect:** Pollard Thomas Edwards  
**Site area:** 0.67 Hectares  
**Number of Homes:** 121  
**Density:** 180 homes per hectare

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# 5 Site Optimisation and Mixed Use Tall Buildings

## Principle DG33: Potential for tall buildings (over 6 storeys)

High density development can normally be delivered through well designed compact development without the need for tall buildings.

In exceptional circumstances there may be potential for tall buildings (above six storeys) in the town centres, where it can be demonstrated that they play a role in improving legibility, for instance marking the location of the railway station or a civic space and contribute to the overall town centre regeneration.

Any tall building will need to be:

- A height and scale, mass and volume that is proportionate to its role, and its position in the local context; and
- An outstanding and elegant design that makes a positive contribution to the skyline when viewed from any direction.

Tall buildings should also:

- Enhance the character and distinctiveness of an area without adversely affecting established valued townscapes and views including Conservation Areas and Listed Buildings and their settings;
- Present a positive relationship with the street and deliver a high-quality public realm; and
- Be designed to avoid creating any adverse impact on the microclimate and amenity of the proposal site and the surrounding area.

The relationship of a tall building with the public realm is important and tall buildings should be promoted as part of a comprehensive proposal that can address the challenges of servicing and provision of a mix of uses to provide activity at the ground floor level.



Stockwell Court, Haywards Heath - one of the few tall buildings in the District - poorly designed at right angles to the street and inappropriately tall in relation to its context



Tall buildings should be delivered as part of a comprehensive scheme

# 5 Site Optimisation and Mixed Use

## Optimising Urban Extensions

Council - 4 November 2020



### 5.3 Optimising the Development Potential of Urban Extensions

#### Principle DG34: Managing increased density in urban extensions

The character and form of the different parts of urban extensions should vary in order to enhance the overall legibility and distinctiveness of the development while also delivering a balanced community. A range of densities, building types and forms will normally be required with higher density development in the more accessible locations and lower density development in the peripheral areas. Grouping housing types further aids diversity across a development.

More compact development that creates a stronger sense of street enclosure should normally be promoted along main streets and around neighbourhood centres where it also helps to reinforce the importance of these areas. This can be delivered through a combination of greater height, vertically articulated frontages and terracing of properties to deliver a more continuous street frontage with underlying rhythm and order.

Promoting higher buildings fronting onto public spaces is often appropriate as they provide more overlooking and increase the sense of enclosure.

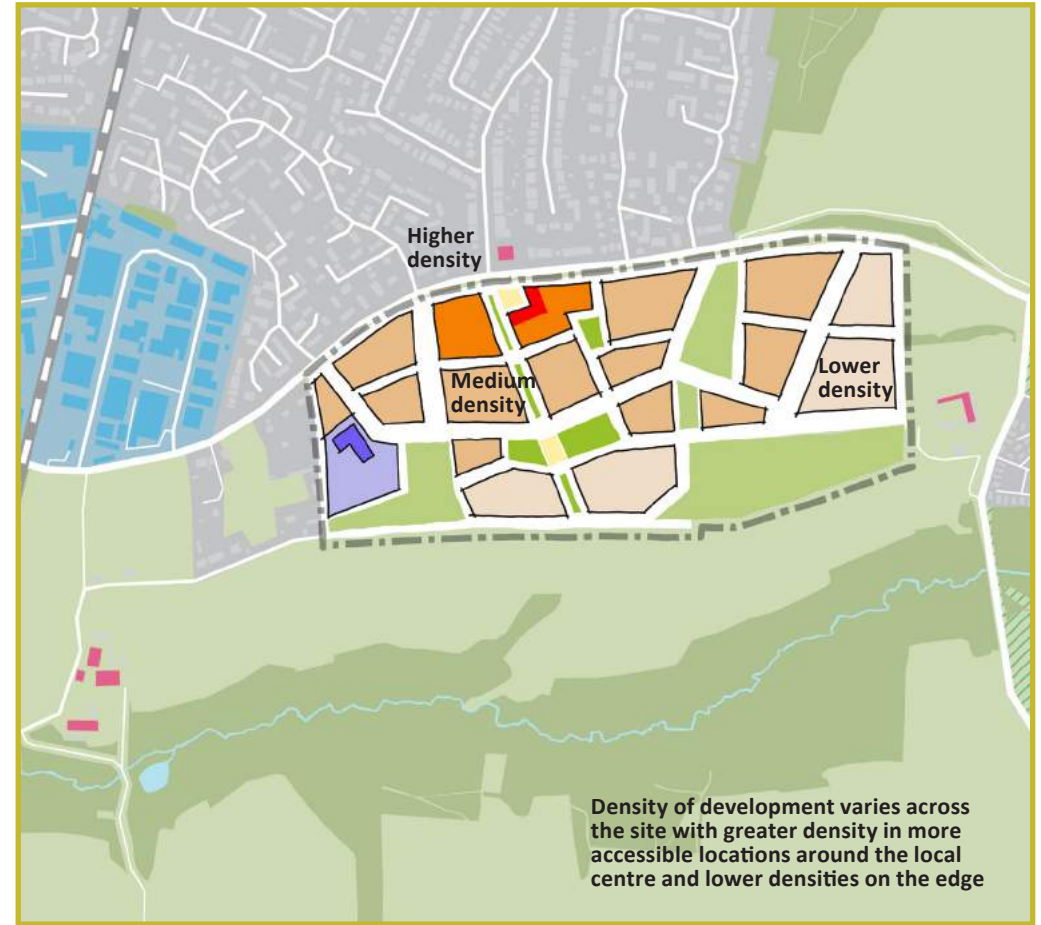


Figure 5E: INDICATIVE SITE CONCEPT PLAN 9 Increasing density in relation to accessibility

# 5 Site Optimisation and Mixed Use Best Practice Case Study

## Case Study Four: Compact urban extension - Upton, Northampton

### Delivering a compact urban extension

#### Overview

This greenfield urban extension delivers new homes at a relatively high density that supports a local centre and school. It provides a strong identity through a perimeter block arrangement that incorporate a framework of open spaces.

The main streets and spaces are defined by higher building frontages of 3 and 4 storeys with the secondary streets featuring 2 and 3 storey frontages. Continuous street frontages, that further strengthen the street enclosure is helped by incorporating most of the car parking within rear courtyards where it is less conspicuous. This arrangement also allows SuDs in the form of swales to be incorporated as an attractive feature that characterise the main streets. The development was delivered in several phases incorporating traditional-looking buildings in the early phases and adopting a more contemporary architectural language in later phases.

**Architect:** various following EDAW masterplan

**Site area:** 43 Hectares

**Number of Homes:** 1,350

**Density:** 31.4 homes per hectare overall (including open spaces); net densities 50-60 dph



# 5 Site Optimisation and Mixed Use

## Mix of Uses

Council - 4 November 2020



### 5.4 Mix of Uses



Figure 5F: INDICATIVE SITE CONCEPT PLAN 10 - Provide a mix of uses

### Principle DG35: Promote a mix of uses within larger schemes to provide services to meet local needs, conveniently located where they are most accessible

Mixed-use schemes are promoted because they positively contribute to sustainability by providing local facilities within walking distance and give developments a community focus.

Larger proposals (300+) should normally include local services and facilities in addition to public space. The extent of the provision will nevertheless depend on economic viability, the existing local provision and potential catchment area.

The location of mixed-use centres and neighbourhood hubs within a development is key to their viability and long-term success. They should normally be:

- Conveniently located preferably at the intersection of well-connected streets;
- A walkable and cyclable distance from the surrounding residential development;
- Highly visible;
- Accessible for all users; and
- Served by a bus route.

They should normally be designed:

- As a cluster of facilities around an appropriately scaled high quality public space that provides a central focus between building frontages that define the space;
- With residential development above non-residential uses to enable activity and surveillance throughout the day and night;
- With the non-active parts of larger non-residential buildings (such as supermarkets or leisure buildings) concealed within blocks enabling an active frontage around the perimeter;
- With servicing areas located where they do not visually dominate the streetscene and avoid dead frontage overlooking the public realm; and
- With short stay / visitor and disabled car parking spaces and secure cycle parking discreetly integrated into the streetscape and landscape design.

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# 5 Site Optimisation and Mixed Use

## Mix of Uses

### Principle DG36: Create mixed communities and housing that is adaptable to change

Development that is capable of responding to changing social, technological and economic conditions is more likely to be successful and ultimately more sustainable.

Particularly on larger sites, new housing should reflect people's differing requirements and desire to adapt or change their property to respond to changing needs. New residential development should provide a mix of dwelling types (including apartments and terraced homes) and tenures to meet local need as identified in District Plan Policies DP30: Housing Mix and DP31: Affordable Housing.

Affordable housing should be 'pepper-potted' throughout the site and have the same external appearance and quality of finishes as private housing. There are nevertheless architectural benefits of grouping identical housing types as it gives street frontages underlying rhythm and order; it can also aid diversity across the development.

Buildings should be designed so that they can be altered internally or externally over time without the need for demolition or rebuilding as needs change. By building flexible internal space, rooms can be adapted to different uses depending on family requirements.

Buildings should be designed to maximise the potential for lifetime use (refer to Lifetime homes guidance for further details). New residential developments should address the needs and access requirements of people with disabilities and include the provision of wheelchair accessible homes. These homes should be positioned in highly accessible locations.

### REFERENCES

District Plan Policy DP30: Housing mix  
District Plan Policy DP31: Affordable housing  
MSDC Affordable Housing SPD  
The Lifetime Homes Standard



Wilmington Way, Haywards Heath includes a mix of apartments and house typologies that are grouped into frontages to give an underlying rhythm and order



The sales office for the original Bolnore Village development has been adapted to become a children's nursery



# 5 Site Optimisation and Mixed Use CHECKLIST

## How to use

This table provides a checklist for use by both the applicant and planning officer to check that appropriate consideration has been given to how an application has addressed issues around **site optimisation and mixed use** layouts.

**PROCESS:** Have you read, understood and applied the principles set out above?

**PROCESS:** The adjacent table summarises the key principles set out within this section and can be used by applicant and officer as a checklist.

The applicant is expected to meet the requirements of all relevant Principles (ie a tick in each box) or provide a justification for failure to do so.

PRINCIPLE	DESCRIPTION	CHECK
<b>DG31-32: Increased Density</b>	Has the applicant demonstrated that their site is located in an appropriate location in which to promote development of a scale, height and massing that is greater than the prevailing context?	
	Has the applicant demonstrated that their proposals do not cause unacceptable impacts on adjacent properties in respect of daylighting, sunlighting and overlooking?	
	Has the applicant demonstrated that their proposals do not adversely impact on views of the wider townscape?	
<b>DG33: Tall Buildings</b>	Where a tall building is promoted is the height proportionate to the buildings role, and the importance of the location in the local context?	
	Where a tall building is promoted is it of outstanding design quality and does it make a positive contribution to the skyline when viewed from any direction?	
	Where a tall building is promoted does it enhance the character and distinctiveness of an area without adversely affecting established valued townscapes and views?	
	Where a tall building is promoted does it present a positive relationship with the street and deliver a high quality public realm?	
	Where a tall building is promoted has it been demonstrated that it does not adversely impact on the microclimate and amenity of the proposal site and the surrounding area?	
<b>DG34: Increased density in Urban Extensions</b>	Does the urban extension promote development at a range of densities in order to aid legibility and to increase distinctiveness?	
	Is development taller and / or more compact along main streets to increase the sense of enclosure?	
<b>DG35: Mix of Uses</b>	Does the proposal provide a mix of uses conveniently located to meet local needs? (where appropriate)	
	Are these uses located where they are easily accessible and visible to attract custom?	
	Are servicing areas designed so that they do not visually dominate the streetscene?	
	Is adequate cycle and car parking provided and in a convenient location?	
<b>DG36: Mixed Community</b>	Does the proposal provide a mix of residential dwelling types and tenures to meet local need?	
	Are affordable homes 'pepper-potted' throughout the site, and have the same external appearance and quality of finishes as private housing?	
	Are buildings designed so that they can be altered internally or externally over time without the need for demolition or rebuilding as needs change?	



# 6 High Quality and Sustainable Building Design



# 6 High Quality Building Design Sustainable Buildings

## 6.1 Introduction

6.1.1 This chapter outlines the important principles to consider in designing new buildings. Key to this is adopting a design approach that minimises their environmental impact. The various components of new buildings including their form, proportions, roofscape and overall appearance should also display underlying architectural integrity and contribute to a sense of place by being borne from their location. Being responsive to the character of the existing built form should not result in pastiche replicas, instead the emphasis should be placed on contemporary interpretation of traditional building forms to suit today's needs.

## 6.2 Sustainable Buildings

### Principle DG37: Deliver high quality buildings that minimise their environmental impact

The construction industry makes a significant contribution to CO2 emissions utilising substantial volumes of non-renewable resources and generating pollution and waste. The need for sustainable approaches to building design is therefore fundamental if the challenges associated with climate change, resource depletion and pollution are to be addressed, and will be necessary to achieve the Government's Future Homes Standard.

The Council welcomes innovative and inventive designs that respond to the sustainability agenda by minimising the use of resources and energy both through building construction and after completion.

Applicants must demonstrate how this has informed their design and should consider in particular:

- Orientation and design of buildings and roofs to maximise daylight / sunlight penetration and solar gain, whilst also avoiding overheating;
- The use of green roofs or walls to reduce storm water run-off, increase sound-proofing and biodiversity;

REFERENCES  
District Plan Policy DP39:  
Sustainable design and  
construction

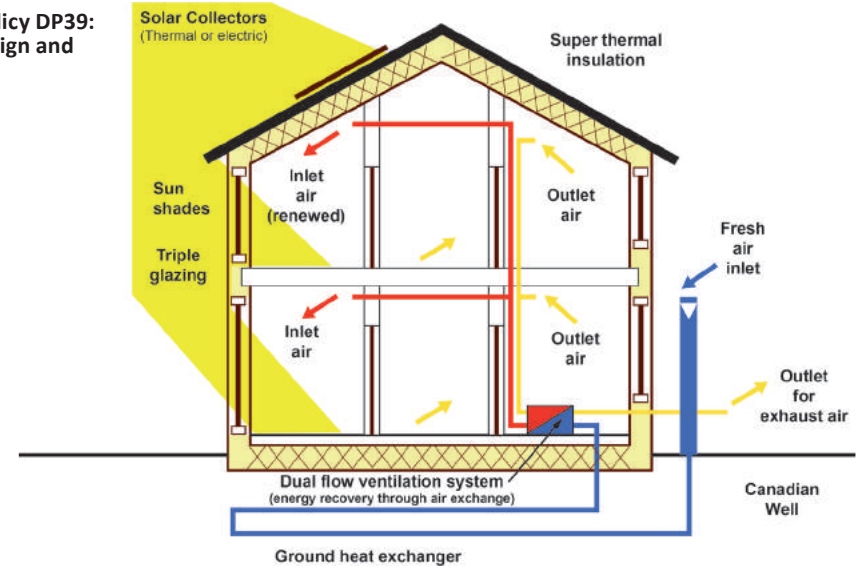


Figure 6A: Sustainable construction principles

- The use of materials with low embodied energy (for example, renewably-sourced timber and recycled materials);
- The use of sustainable materials that are locally sourced wherever possible;
- Incorporating high levels of insulation (in combination with air tightness and temperature control systems) including the use of materials with a high thermal mass, such as stone or brick, which store heat and release it slowly;
- Incorporating renewable energy including photovoltaics, solar thermal water heating, ground and air source heat pumps;
- The use of low flow technology in water fittings, rainwater harvesting systems and grey water recycling systems to reduce water consumption to 110 litres/person/day (maximum); and
- Laying out development to support identified opportunities for decentralised renewable or low carbon energy systems.

Further guidance is provided by District Plan policy DP39: Sustainable Design and Construction

# 6 High Quality Building Design Best Practice Case Study

## Case Study Five: **Wilmington Way, Haywards Heath**

### *Delivering sustainable buildings*

#### **Overview**

The architects for the Wilmington Way scheme considered the sustainability agenda from the outset. The contemporary styled houses that help give the scheme its strong identity have been designed to respond to their orientation with most of them incorporating south-facing roof profiles to maximise solar collection.

This is ingeniously achieved without compromising the street-based layout by designing the north/south facing houses with pitched roofed frontages, and the east/west facing roofs with asymmetric gable frontages.

The scheme replaced an unattractive flat-roofed 1960's estate that was difficult to navigate with a highly legible scheme which features an open space as its centrepiece that provides a natural community focus. This space and the streets are well overlooked and defined by new building frontages, resulting in an attractive and safe public realm.



**Architect:** PRP Architects

**Site area:** 3.58 Hectares

**Number of Homes:** 185

**Density:** 52 homes per hectare

# 6 High Quality Building Design Architectural Integrity

## 6.3 Delivering Architectural Integrity and a Sense of Place

### Principle DG38: Design buildings with architectural integrity and a sense of place

Applicants should establish an architectural approach and identity in the design of building that is borne from the place.

The facade and elevational treatment, roofscape fenestration and materials used in existing buildings within the locality should be a starting point for the consideration of architectural design of new buildings. However, this should not result in pastiche replicas of traditional buildings. Instead a re-interpretation of key aspects of their form should be demonstrated.

Good architecture involves the successful co-ordination of proportions, materials, colour and detail. Buildings should therefore be holistically designed with each part in harmony with its whole while appropriately responding to both its context and modern living requirements. This includes:

- The elevational treatment and overall façade design;
- The placement, proportions and design of windows, doors and balconies;
- A roofscape and form that creates a harmonious composition and minimises the visual impact of downpipes and guttering;
- The appropriate incorporation of dormer windows and chimneys;
- An appropriate palette of good quality materials that are preferably locally sourced.



Figure 6B: Modern town house elevations take inspiration from traditional patterns and proportions



Poor pastiche design with a scale, proportions and detailing that fail to achieve a contextual response



Different facing materials on the same standard building type undermines architectural integrity

# 6 High Quality Building Design Architectural Integrity

## Windows

6.3.1 The design and position of windows should be determined by the overall design approach and guided by both the external composition and internal daylight requirements. For example, a contemporary design typically incorporates a higher proportion of glazing with large windows and greater variety of fenestration which can make it appear light and airy. This is less appropriate in traditional designed buildings which are characterised by a more solid face.

6.3.2 Windows can contribute significantly to adding interest and the articulation of facades. For instance:

- Windows can create a light and airy impression and make a building appear less bulky;
- Grouping windows into vertical bands can help subdivide and break-down the scale of a building frontage;
- Windows that are set-back (revealed) within a facade cast shadows which can add visual interest and create a sense of structural depth that is not achieved with flush-faced windows; and

- Projecting bay windows provide a strong defining feature as well as additional depth.
- 6.3.3 However, if poorly designed or arranged, windows can undermine the appearance of facades:
- Too many different windows, particularly if they are inconsistently proportioned or positioned, can make a building appear overly fussy and poorly coordinated; and
  - Too many identical windows, especially on a large building, can look monotonous and bland unless it is compensated for by other articulating measures.

6.3.4 UPVC windows are less successful in design terms, particularly in traditional buildings due to their bulky frames and glazing bars. Wherever possible, timber should be used unless an alternative material is shown to be more appropriate.



Contemporary design typically incorporates large windows and greater variety of fenestration, which may be inappropriate in a more traditional design



Windows have been carefully organised in a logical hierarchy that graduate in size from the ground floor to the top floor



Vertically grouped windows provide elevational interest and help subdivide a frontage giving a strong rhythm when applied to a terrace of identical houses



The elevations benefit from deep window reveals that add interest through the play of light and shade



The classical styling is revealed as an unconvincing pastiche by top hung windows pretending to be sash windows



The lack of window articulation and absence of secondary facing material result in a bland façade. The elevations also suffers from inconsistently proportioned windows which incorporate fake glazing bars that undermine their authenticity

# 6 High Quality Building Design Architectural Integrity

## Dormer Windows and Rooflights

6.3.5 While dormer windows can sometimes be prominent features in the streetscene, care needs to be taken with their design, proportions and position on the roof. The choice of design should be informed by the character and appearance of the local vernacular.

6.3.6 Dormer windows should be visually subordinate to the roof slope, enabling a large proportion of the main roof to remain visible. Excessively wide dormers are likely to look unsatisfactory as they will often be out of proportion with the existing roof.

6.3.7 Dormer windows should normally be positioned below the ridge-line, and above the eaves line.

6.3.8 Rooflights that follow the roof profile can be an appropriate substitute for a dormer where it is important to retain the profile of the roof slope or avoid a dormer that break the eaves line. Care though needs to be taken to avoid them dominating the roof. Rooflights are best designed with a slender-profile that are flush with the roof slope.



Dormers can be used in new development to reflect local vernacular in a modern way.



Dormers should be an integral part of the design and in proportion with the facade as in these town houses on Station Road, Burgess Hill



Dormer windows should be suitably sized and proportioned so that they are subservient to the roof



If dormers are too big this can result in a top-heavy appearance



Dormer windows that extend across the eaves generate additional rainwater downpipes which if integrated in the design can work harmoniously with the façade



If not planned for rainwater downpipes can disrupt an elevation especially if it is otherwise symmetrically organised



# 6 High Quality Building Design Architectural Integrity

## Roof Design

6.3.9 The predominant roof forms in the District are simple double pitched roofs; these can be organised with gable or hipped ends and/or with gable-fronts. New development should respect these characteristics, while providing variety of roof forms to help give schemes diversity, particularly in larger developments. For instance, adopting a consistent roof-form in one street can help to distinguish it from another street with a different roof form.

6.3.10 Proposals should normally avoid:

- Shallow-pitched roof profiles (below 40 degrees) and visible crown-topped roofs on traditionally designed buildings as these are atypical to the character of the area and can generate a weak building profile; and
- Inconsistent roof pitches on the same or adjacent buildings as this can generate clumsy juxtapositions.

6.3.11 The roof form should also be influenced by sustainability/orientation considerations (refer to DG37 and case study five).



Historic vernacular - simple pitched roof on terraced properties in the District

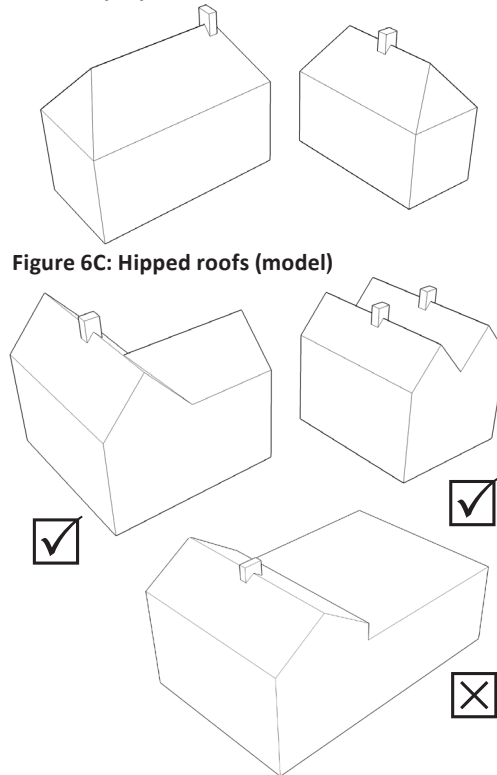


Figure 6C: Hipped roofs (model)

Figure 6D: Breaking down larger floorplan buildings into a number of simple roof profiles (model)



Roof articulation adds interest on the main frontage overlooking open space



Gable fronted roofs work more successfully for narrow fronted properties



Solar panels carefully integrated into the design of a south-facing roof



Clumsy juxtaposition of properties with inconsistent roof angles / over-dominant roof dormers



Crown topped roofs should be avoided particularly where they are visible from the street



Poorly proportioned detached houses with narrow fronts, deep plans and pitched roofs with high ridge lines generating over-large and mostly blank flanks

# 6 High Quality Building Design Architectural Integrity

## Chimneys

6.3.12 Chimneys are a traditional feature within Mid Sussex which contribute to the character of the area. Developments are encouraged to include chimneys where they contribute positively to the architecture and perform a function.

6.3.13 Chimneys can be used in modern ways such as part of a sustainability strategy for thermal stacks to aid ventilation in summer or, as flues serving wood burning stoves or, as a service core for gas outlets.

6.3.14 The position of chimneys should be influenced by the internal layout. Thermally a central position within the building optimises energy efficiency as there is less heat loss than if located on an external wall. However, consideration also should be given to their external articulating role, and historically this is commonly achieved by projecting the chimney at the gable end.



A functional chimney that is convincingly integrated into the building design



Contemporary chimneys designed to provide ventilation but also articulate the roofline



Fake chimneys should normally be avoided as they often look unconvincing and undermine architectural integrity

## Balcony Design

6.3.15 Balconies and Juliet balconies not only provide useful outside space or sense of the outside, they can help articulate a façade providing they are carefully organised and integrated; for instance, vertically grouped balconies can contribute to creating a rhythm and visual interest. Conversely, balconies can be inappropriate if they dominate an elevation by covering a large part of the frontage and/or if they extend horizontally across the façade.

6.3.16 Deep balconies that project too far from the main façade can appear to be poorly-integrated. They are often more successfully integrated if they are either recessed or partially recessed within the main façade, where they can provide additional sense of structural depth.

6.3.17 The design of the balustrading should both fulfil safety requirements and be designed to integrate well with the rest of the façade.



Recessed balconies integrated into design of building facade



Juliet balconies can add interest to facades while providing rooms with a greater connection to the outside



Balconies are inappropriately dominant on the façade and appear to be bolted-on

# 6 High Quality Building Design Architectural Integrity

## Facing Materials

6.3.18 Whilst architectural style varies within the District a prevailing characteristic of most successful buildings is a simple, restrained palette of materials, detailing and architectural features integral to the design. If too many materials are used facades risk appearing untidy or overloaded; on the other hand, if a façade lacks a contrasting material there is a risk of it looking bland.

6.3.19 Facing materials (particularly secondary materials) should be fully integrated and consistently used on all sides of buildings and not limited to just the front elevation as this can undermine the building's integrity and appear to be a bolted-on facade.

6.3.20 Materials should reflect the character of the area and the style of architecture adopted. It is often desirable for a new building to blend into its surrounds by using complementary materials that are used within the area and to ensure that the new building does not inappropriately draw the eye or undermine local distinctiveness.



Prevailing materials characteristic of Mid Sussex: clay tiles (all areas); sandstone typical of High Weald; red brick with headers (all areas) and flintwork (typical in southern part of District)

6.3.21 Good quality materials and fixings should normally be used. On traditional-styled buildings and those in sensitive locations (including those that are inter-visible from the surrounding countryside), natural materials including local clay tiles, weatherboarding, stock bricks and timber windows are appropriate and man-made alternative materials should be avoided particularly where they do not evoke the finish of natural materials.

6.3.22 There are normally opportunities to explore a wider range of materials on contemporary-designed houses however these should also normally be drawn from or influenced by the local context.

6.3.23 Render is not a typical material used in Mid Sussex and therefore should normally be avoided, at least as the principal facing material.



Attention is given to the detailing and materials in the above building facades



Render façades often do not age well unless they are well maintained



The clay hanging tile is inconsistently applied and appear to peel-away at the side. The roof tile also looks too bright in relation to the facing tile

# 6 High Quality Building Design Architectural Integrity

## Traditional Design Approach



Flint facing combines well with brick detailing



Sweet chestnut clad facades; care needs to be taken with the construction detailing to avoid irregular weathering



Buff brick is not typical in Mid Sussex; it has been accepted here as it echoes the colour of the adjacent sandstone-faced St Margaret's Convent and combines well with the (reconstituted) stone-framed / grey-painted windows



Natural clay hung (incorporating a beaver-tail pattern) tiles with local stock bricks and darker clay tiles employed on the roof

## Contemporary Design Approach



Grey cladding coordinates well with the slate roof, grey windows/doors and local red brick



Weatherboarding can be applied successfully on a more contemporary façade



Weatherboarding has been employed in a more contemporary manner



Clay hung tiles as well as brick can be effectively employed in a contemporary design. This design evokes the informal grouping of buildings and materials that might be found in a farmstead



Clay hung tiles as well as brick can be effectively employed in a contemporary design. This design evokes the informal grouping of buildings and materials that might be found in a farmstead

# 6 High Quality Building Design Best Practice Case Study

## Case Study Six: Horsted Park, Chatham

### *Delivering architectural integrity*

#### **Overview**

A suburban edge site that takes its design inspiration from the farmyard clusters in Kent.

The design successfully creates an environment with a unique sense of place. In response to the site's semi-rural setting, the opportunity was taken to develop a series of new house types which reference the rural vernacular of Kent's farmsteads. Clusters of detached, semi-detached and terraced homes are arranged as a series of farmyard courts with fingers of accessible parkland, defining the edge and interface between each cluster.

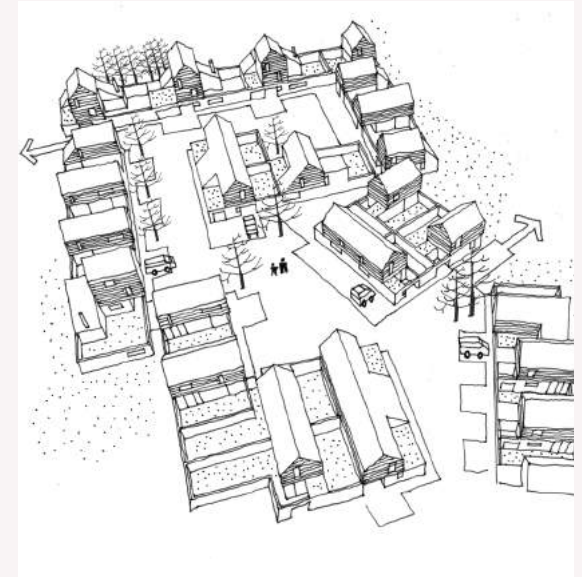
The detailing of the landscape and building facades creates a distinctive and contemporary reworking of traditional building forms.

**Architect:** Proctor Matthews Architects

**Site area:** 4.1 Hectares

**Number of Homes:** 154

**Density:** 38 homes per hectare



# 6 High Quality Building Design Height and Scale

## 6.4 Height and Scale

### Principle DG39: Deliver appropriately scaled buildings

The scale of new buildings should relate to their context (rural or urban), their location within the hierarchy of routes and whether they act as a focal point, landmark or corner building and the topography of a site.

Subdividing a street frontage into a series of vertically proportioned bays helps avoid larger buildings, and extended frontages, appearing monolithic and provides them with a more human scale. The following measures should also be considered to reduce the scale of larger buildings:

- Articulating the upper floor(s) as a recessive element by employing a set-back and different façade treatment behind a parapet/solid balustrade that helps screen the full height of the building from street level.
- Stepping down the height of the building adjacent to lower scale frontages.

In existing less ordered street frontages, generating a consistent pattern of development may be less appropriate. In this context, subtle variations in height can be used to add visual interest. This can be achieved with differing ridge and eaves heights, as commonly found in traditional streets. Similarly, variations in frontage widths and plan forms can add further interest to the street scene.

It is often appropriate to emphasise a junction and terminate a street axis. This can be achieved by accentuating the façade treatment and/or exaggerating the vertical proportions of a façade either through clever articulation or, by raising the height of the building (at the corner or end of the axis) above the prevailing height.



Figure 6E: Development should reflect the scale, grain and diversity of the existing settlement



Figure 6F: Apartment buildings should respond to the scale, massing and grain of the context in a complementary way and avoid becoming overbearing

# 6 High Quality Building Design Height and Scale



This block has been sensitively designed to step down in height adjacent to an existing lower building



These blocks successfully break down their scale through vertical articulation that evokes the repeated rhythm of a run of terraced houses

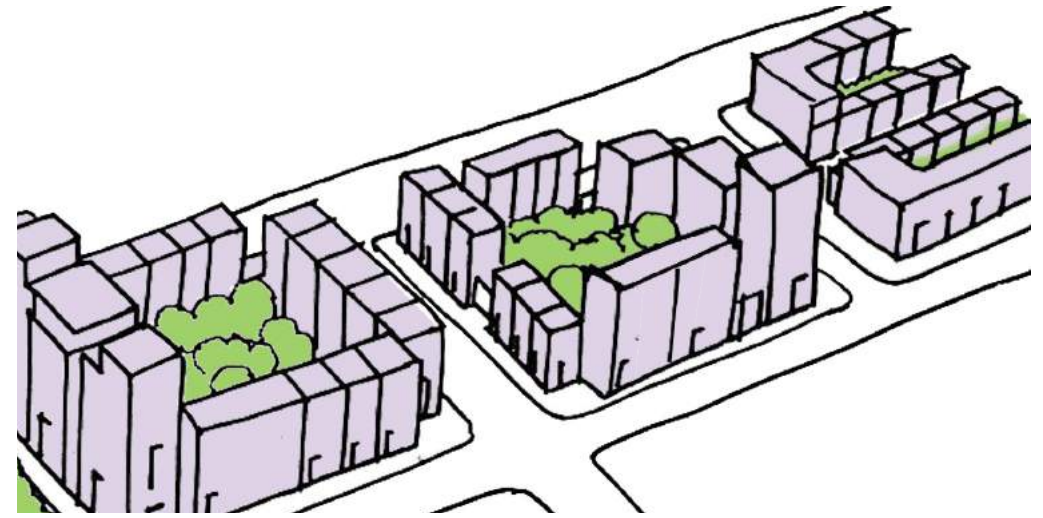


Figure 6G: Apartments should be proposed at appropriate locations within urban areas and add to the legibility of an area



These blocks of flats have been designed so they read as subdivided facades that evoke the repeated rhythm of a run of terraced houses and sit more comfortably adjacent to smaller buildings



The set-back top floor helps to reduce the scale of this building



This apartment block has been designed with no attempt to relate to the scale and form of the adjacent houses and has little underlying order or form

# 6 High Quality Building Design Active Frontages

## 6.5 Designing Buildings with Active Frontages

### Principle DG40: Design buildings that respond to and animate the street space

Development should be designed to ensure that streets and public spaces have good levels of natural surveillance and are overlooked by ground floor habitable rooms and upper floor windows. Buildings should therefore be designed with open, active frontages that engage with and provide a public face onto the street and spaces. They should normally be organised with:

- Windows that directly overlook the public realm;
- Corner buildings that address both their street facades;
- Main entrances that face the street; and
- Boundary treatment that allows for street surveillance.

Conversely blank facades and unsightly gaps in street frontages should be avoided.

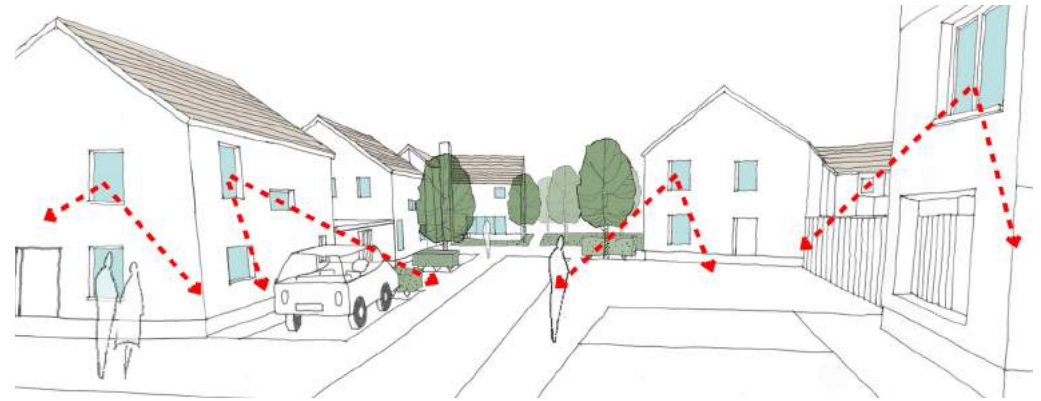
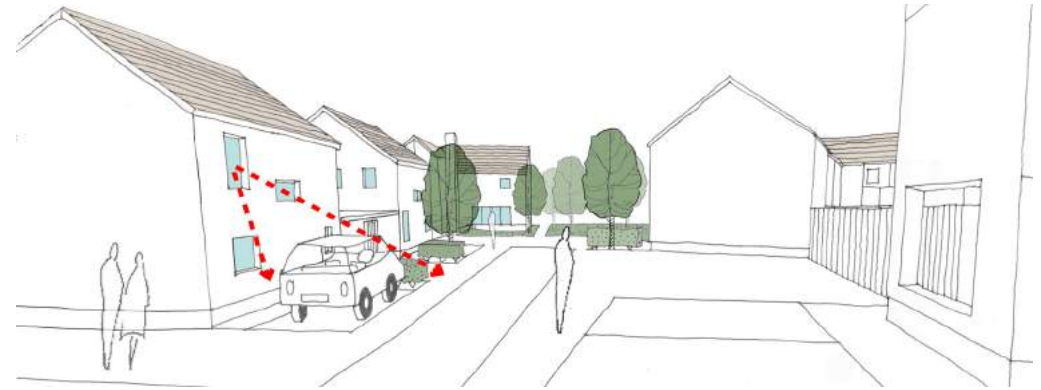


Figure 6H: Ensuring that all public areas are overlooked by adjacent buildings, to increase 'eyes on the street' will reduce the likelihood of anti-social behaviour



These houses address the corner well by organising the windows (and other features) so they formally address both return facades



Manor Road, Burgess Hill - Blank gables provide no natural surveillance of the street



The gable flank return at the end of the street a fully fenestrated façade that addresses the end of the axis and along with the houses on each side, overlooks and animates the street



# 6 High Quality Building Design Active Frontages

## Apartment Buildings

6.5.1 Apartment buildings within busy commercial streets in town centre locations should generally have non-residential uses at ground floor level and these should be designed to provide an 'active' frontage to the street.

6.5.2 Apartment buildings that do not incorporate ground floor non-residential uses should be designed to avoid bedrooms at the ground floor level facing the public realm as this can reduce privacy for residents and reduce passive surveillance of the public realm. It is often more appropriate to incorporate maisonettes on the ground and first floor of apartment buildings to avoid such scenarios.

## Addressing Corners

6.5.3 Attention should be given to corner buildings (those located on the intersection of two streets). These buildings should be designed so that they 'turn the corner' providing active fully fenestrated frontages on both streets. Corner buildings are often well defined by 'L' shaped buildings that help maintain the continuity of the built frontage.

6.5.4 Applicants should demonstrate how the design of corner buildings will aid legibility. Exposed, blank gable ends with no windows fronting the public realm will not be acceptable.

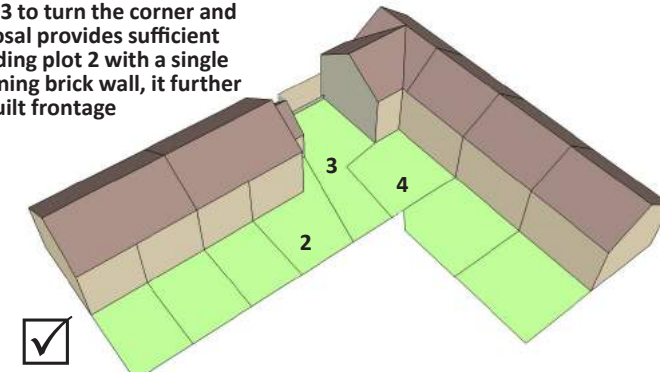
6.5.5 The rear elevations of corner houses are often more visible than other houses because of the gap in the street frontage to accommodate the rear garden. Additional care therefore also needs to be given to their articulation.

Building designed to turn the corner to avoid blank gable ends



Figure 6I: Gable ends which incorporate windows provide overlooking

Figure 6J: By extending plot 3 to turn the corner and setting back plot 2 the proposal provides sufficient space for a garden. By providing plot 2 with a single storey element and an adjoining brick wall, it further assists with maintaining a built frontage



The curved corner has been designed to respond to the turn in the road and the step-up in height provides additional punctuation



Mixed use town centre development that appropriately employs non-residential use at ground floor and residential uses above

# 6 High Quality Building Design Building Interface

Council - 4 November 2020



Low brick walls and railings define the front boundary at Wilmington Way, Haywards Heath

Chestnut post and rail fencing is a characteristic feature in more rural parts of the District

## Boundary Treatments

6.5.6 In town or village centre locations or mews style developments, buildings may be located directly to the rear of the footway or public realm, but usually properties should have a boundary that defines public and private space.

6.5.7 Boundary treatments should be reflective of the area and local traditions in terms of height, structure and materials; however, this should be balanced with the need for natural surveillance. For larger developments boundary treatments should be coordinated to contribute to the character of the street but allow for some variety and individuality.



Rear boundaries facing the public realm need to be a secure height to safeguard the garden and attractively designed typically employing a brick wall and planting



A low hedge is often an attractive and appropriate front boundary providing provision is made for its future maintenance



The use of close panel timber fencing to define the highway boundary is unacceptable



Lack of a defined edge to the housing plots diminishes the quality of the street environment

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# 6 High Quality Building Design

## Active Frontages

### Building Entrances

6.5.8 Main entrances to houses, ground floor flats, communal entrances for flats and non-residential uses should directly face onto the street and be clearly visible from the public realm; they should also be welcoming and easily identifiable to help improve legibility.

6.5.9 The scale and style of an entrance should relate to its function. The more important the function of the building, the more impressive the entrance should be. For example, a public building should have a larger and more prominent entrance than a house.

6.5.10 Canopies have an important role as they give entrances both shelter and additional prominence. However, they should make a positive contribution by being well integrated with the building façade. This can also be achieved successfully with recessed entrances.

6.5.11 Entrances to shared stair cores in apartment buildings should be accessed directly from the street and should be generously proportioned, well-lit by natural light and naturally ventilated.

6.5.12 Ground floor dwellings within apartments can be designed with individual entrances direct from the street. This increases the animation of the public realm and reduces the numbers of dwellings served by communal cores.

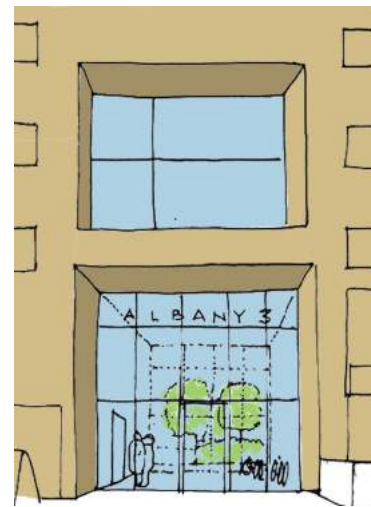


Figure 6K: Entrances to important buildings and non-residential uses should be more civic in their appearance



Building entrances should be at street level, or slightly elevated but not below street level



Entrances which are well defined by their canopies serving an apartment block and house (respectively)



The entrances to these residential blocks are not apparent from the street



Elevating the entrance has divorced it from its street threshold and there appears to be no consideration for disability access

# 6 High Quality Building Design Responding to Topography

## 6.6 Designing Buildings on Sloping Sites

### Principle DG41: Addressing sloping sites

Buildings should be designed so they elegantly respond to the gradient of sloping streets while also facilitating level /step-free access to ground floor entrances allowing the main façade to fully address the street. Front elevations and rooflines should normally be evenly stepped so that they echo the angle of the slope and avoid both prominent retaining walls and over-large flank elevations.

The apparent size of side elevations can be inappropriately accentuated by sloping sites. Consideration should be given to reducing the impact through the roof design. For example, the extended gable-flank wall generated by a standard double pitch roof, should normally be avoided. As well as helping to model the front elevation, hipped rooflines or gable-fronted houses should instead be considered as they reduce the massing of the flank elevations.

New buildings on cross slopes that run from the front to the back of building plots, also need to be carefully designed. They should deliver level access to the building from the rear garden as well as from the street, while also avoiding over-large retaining walls and fences along the rear boundaries. On steep slopes, this can be addressed by split level buildings. On shallower slopes, a gently angled garden and stepped/landscaped rear boundary can sometimes be an acceptable arrangement providing that a flat patio area is provided and the building on the upper part of the slope does not overwhelm the building and garden (in terms of its proximity and/or relative height) on the lower slope.

Additional consideration should be given to accommodating parking on sloping sites and avoiding retaining structures around them. Sloping sites can sometimes provide the opportunity to discreetly accommodate under-croft parking within a split-level arrangement.



Buildings that respond well to their sloping sites with frontages that step in an ordered and harmonious manner

Additional care needs to be taken to accommodate awkward slopes. In this example inadequate consideration has been given to the configuration of the front threshold and the back gardens.

# 6 High Quality Building Design Building Services

## 6.7 Accommodating Services

### Principle DG42: Consider the location and design of services and external pipes

Modern services (including external pipework, flues, vents, meter cupboards, satellite dishes and aerials) can create a cluttered appearance and detract from the design of an otherwise successful development. Careful consideration, therefore, needs to be given to their location and positioning on buildings at the initial design stage.

Rainwater downpipes can positively contribute to the articulation and rhythm of a façade by defining the plot widths of semi-detached and terraced houses or can be employed to help reduce the scale of apartment buildings through careful and regular positioning within the façade.

Utility meters should be carefully planned so they are conveniently located and unobtrusive; preferably grouped together and avoiding the frontage whenever possible.

Apartment buildings should normally have a communal aerial and satellite dish if cable TV is not available, and a condition should be attached to the planning permission to this effect.



Rain water pipes have been positively accommodated to define the individual building frontages and thereby generate underlying rhythm



Little thought has been given to the positioning of rain water pipes, which is especially an issue when the eaves line is broken



Meter boxes are prominent on building frontages

# 6 High Quality Building Design CHECKLIST (Part One)

## How to use

This table provides a checklist for use by both the applicant and planning officer to check that appropriate consideration has been given to the **design of buildings** within a proposal.

**PROCESS:** Have you read, understood and applied the principles set out above?

**PROCESS:** The adjacent table summarises the key principles set out within this section and can be used by applicant and officer as a checklist.

The applicant is expected to meet the requirements of all relevant Principles (ie a tick in each box) or provide a justification for failure to do so.

PRINCIPLE	DESCRIPTION	CHECK
<b>Response to Character</b>	Do the proposals demonstrate a response to the character of the area as identified within the Character Study in Section 2?	
<b>Response to Constraints and Opportunities</b>	Do the proposals demonstrate a response to the site constraints and opportunities as identified within the Site Appraisal in Section 2?	
<b>DG37: Sustainable Buildings</b>	Are buildings designed to minimise the use of resources and energy?	
<b>DG38: Respond to Context</b>	Has the applicant demonstrated an architectural approach and identity borne from the place and reflected through the Character Study?	
	Does the new development adopt a simple form in-keeping with the character of the area? If not is the reason justified?	
	Is the choice of window design appropriate to the overall design approach?	
	If balconies are proposed do they integrate well with the rest of the facade?	
	Does the roofscape proposed reflect the simple roof structures characteristic within the District?	
	Are larger buildings broken up into a series of smaller spans or modules of a simple form to ensure the roof does not dominate the building or surrounding area?	
	If chimneys are incorporated into the design are they reflective of the character of the area?	
	If dormers are incorporated into the design are they reflective of the character of the area?	
	Are they positioned to line up with openings on the main façade?	
	Is the palette of materials and detailing proposed of high quality and reflective of the character of the area as established through the Character Study?	
<b>DG39: Scale and Height</b>	Does the design generally reflect or respond to the scale of the existing settlement and positively contribute to the character as identified in the Character Study in Section 2? If not has a strong justification been provided?	
	Does the scheme incorporate variations in height responding to the location within the proposal, for instance reflecting the street hierarchy, enhancing legibility of an important corner or node or emphasising a particular use?	
	Is the location of any apartment buildings justified and justifiable?	

# 6 High Quality Building Design CHECKLIST (Part Two)

PRINCIPLE	DESCRIPTION	CHECK
<b>DG40: Active Frontages</b>	Does the development ensure that all streets and public spaces have good natural surveillance from buildings?	
	Are active ground floor uses proposed on busy commercial streets / town centre locations?	
	Does the scheme avoid exposed, blank gable ends with no windows fronting the public realm?	
	Do corner buildings 'turn the corner' providing frontage to both streets?	
	Has the applicant demonstrated how the use of corner buildings has been considered in order to aid legibility?	
	Are all property entrances directly onto and easily visible from the public realm? Are they legible and welcoming?	
	If there are apartments within the scheme are their communal entrance cores generous, well lit by natural light and naturally ventilated?	
	Does the development clearly define public and private space through the use of appropriate boundary treatments? If not, is this justified?	
	Are these boundary treatments reflective of the area as established in the Character Study?	
<b>DG41: Sloping Sites</b>	Does the development respond to a sloping site with the building stepping to follow the slope where appropriate?	
<b>DG42: Utility Meters / External Pipes</b>	Are utility meters located where they are both convenient and unobtrusive?	
	Are external service pipes and other apparatus grouped together and discretely located on elevations so that they are not prominent?	





# 7 Business Parks / Employment Areas



# 7 Business Parks / Employment Areas Layout

Council - 4 November 2020



Office buildings set within green environment at Milton Park, Didcot

## 7.1 Introduction

7.1.1 The District has many commercial / employment areas distributed throughout the District. However, the largest business parks lie primarily in the three town centres. The District Plan anticipates significant employment growth over the plan period including the development of a 50ha Science and Technology Park at Burgess Hill. The way that business and employment areas are laid out and the design of individual employment buildings can have a significant impact on both their success, the amenity for employees and on the surrounding area.

7.1.2 This Chapter outlines how employment sites and buildings should be designed to respond to their setting, minimise visual impact whilst delivering welcoming environments that are accessible by sustainable modes and reduce their impact on the environment.

## 7.2 Layout of New Employment Areas

### Principle DG43: Deliver attractive and clearly laid-out employment areas that are sensitive to their surrounds

New employment areas should be sensitively located and designed. They should utilise the principles as set out in Chapters 2 to 6. However, because of their size and scale, care needs to be taken to ensure that new commercial buildings do not adversely impose upon their surrounds. Landscape Visual Impact Assessments should be undertaken during winter months to establish the impact of the development on the landscape and particularly in relation to views from public viewpoints in the surrounding countryside and townscape.

A generous landscape buffer strip will normally be needed adjacent to the boundary to screen and soften the buildings from the surrounds.

Development in employment areas should also normally be laid-out with:

- The public realm employing a coherent and common design language;
- New buildings set within appropriate landscaping with native trees and shrubs defining the street environment and pedestrian realm;
- Open spaces and key landscape features located centrally where they can form a focus for the site and designed to provide amenity for employees;
- A clear structure of connected streets incorporating footways and cycle routes with buildings fronting the streets wherever possible; and
- Parking and servicing softened/screened with vegetation and located at the rear of buildings where it has less impact upon the public realm.

# 7 Business Parks / Employment Areas Layout

Council - 4 November 2020

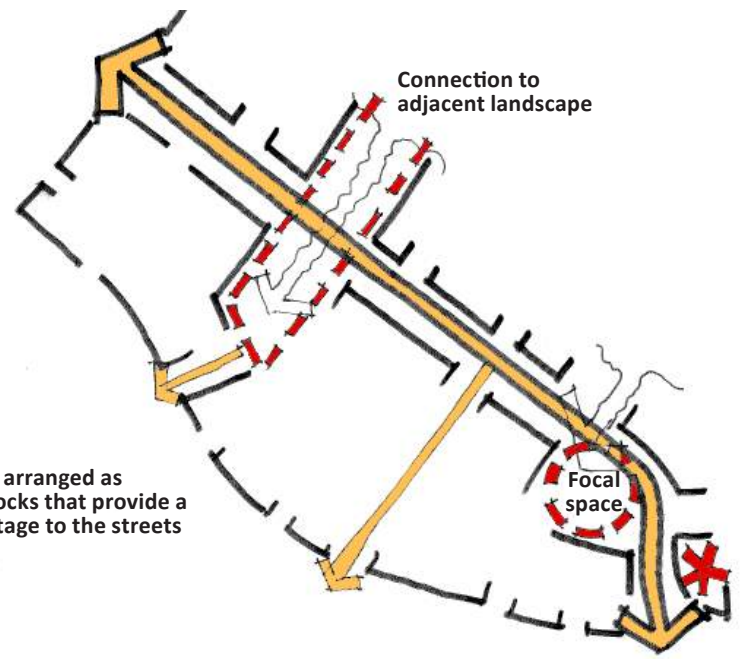


Figure 7A: Concept for employment area indicating primary route as boulevard, central space and key gateway buildings



Figure 7B: Layout plan showing indicative block layout with frontage and entrances overlooking the boulevard

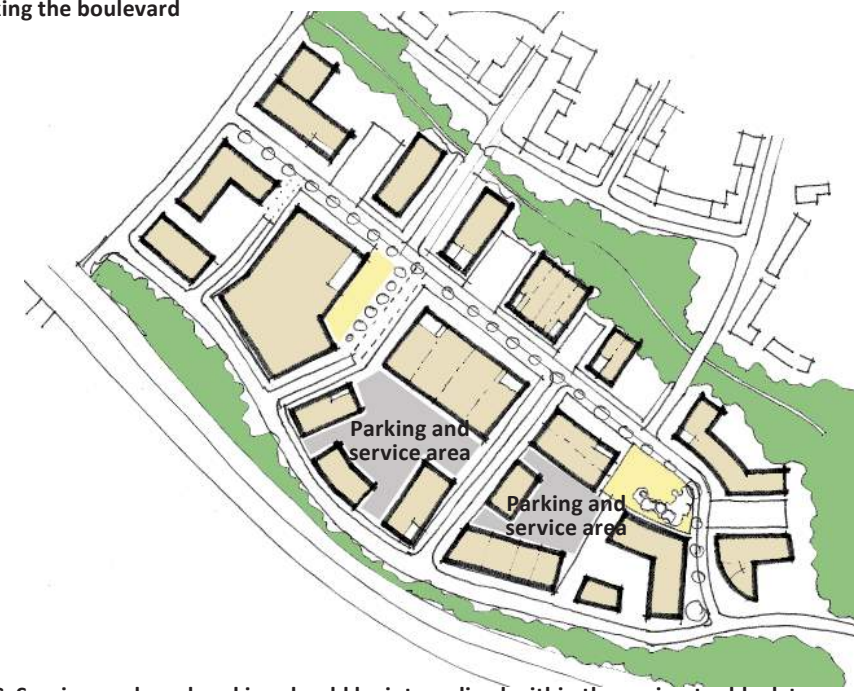


Figure 7C: Service yards and parking should be internalised within the perimeter block to reduce impact on the street environment

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# 7 Business Parks / Employment Areas Building Design

## 7.3 Design of Commercial Buildings

### Principle DG44: Design of commercial buildings

Employment buildings should respond positively to the character and architectural traditions of the District in terms of scale, mass, form, materials and detailing (refer to the principles in chapter 6).

Within town centres offices must present a positive interface with the street with prominent entrances and design features to help to animate the street space.

On business parks and industrial estates as a general principle, the landscape and public realm should form the dominant feature within employment areas with the buildings forming a more neutral background. As such, the design of simple, rectilinear buildings within the landscape is promoted.

New commercial buildings should reduce their impact upon the environment by incorporating the sustainability principles set out in DG37.

The design of commercial buildings must consider:

- Measures to create a more human scale for example through the vertical articulation / subdivision of the facade;
- Careful selection of facing materials that blend with the surroundings and/or complement existing adjacent buildings.
- The location of reception areas and office space so that it positively contributes to the surveillance of entrance areas and forecourts;
- The location and coordination of signage to minimise its impact and ensure that signage on buildings is not overbearing on the surrounds or out of proportion with the scale of buildings; and
- Measures to mitigate the impact of their height/bulk. For example, low profile pitches / barrel vault roofs may be preferable to angular flat roofs. Green roofs should be considered where appropriate.



Design consideration has been given to the quality of the landscape as well as the articulation of building facades

# 7 Business Parks / Employment Areas CHECKLIST

## How to use

This table provides a checklist for use by both the applicant and planning officer to check that appropriate consideration has been given to design and layout when preparing a proposal for **business parks and employment areas**.

**PROCESS:** Have you read, understood and applied the principles set out above?

**PROCESS:** The adjacent table summarises the key principles set out within this section and can be used by applicant and officer as a checklist.

The applicant is expected to meet the requirements of all relevant Principles (ie a tick in each box) or provide a justification for failure to do so.

PRINCIPLE	DESCRIPTION	CHECK
<b>DG43: Layout of Employment Areas</b>	Has the layout of employment areas (where appropriate) been designed taking a landscape led approach that links to natural assets, creates open spaces for workers and minimises the impact of car parking and servicing?	
	Has the landscape and visual impact of the building been considered and is it sited and planting proposed where necessary to mitigate any visual impact?	
<b>DG44: Commercial Buildings</b>	Do employment buildings (where appropriate) respond positively to the character and architectural traditions of the district in terms of scale, mass, form, materials and detailing?	
	Is the ground floor of commercial buildings articulated to create a more human scale with entrances generous and welcoming?	
	Do reception areas and office space positively contribute to the surveillance of entrance areas and forecourts?	
	Is signage on commercial buildings in proportion with the scale of building and appropriate to the streetscape?	
	Has adequate consideration been given to long term sustainability including the use of renewable energy?	



# 8 Residential Amenity



# 8 Residential Amenity Privacy

Council - 4 November 2020



Particular care needs to be taken to avoid direct overlooking from balconies and privacy screens should be sensitively integrated into the design of the facade and not bolted-on

## 8.1 Introduction

8.1.1 The design of new development can have a direct impact on quality of life. As set out in District Plan policy DP26, new development should therefore be designed so that it does not cause significant harm to the amenity of existing and future residents.

8.1.2 This chapter sets out guidelines that cover privacy, daylight/sunlight standards, protection from pollution and the provision of external amenity space.



The privacy of the ground floor flats is aided by a generous planted boundary that defines the private realm while also facilitating an outlook across the public realm

## 8.2 Privacy

### Principle DG45: Privacy of existing and future residents

Applicants will need to demonstrate how privacy will be achieved between new and existing developments.

The following elements can have an impact on privacy:

- The relationship of buildings to each other including the positioning and design of windows and doors;
- The topography and relative height of adjacent buildings;
- The provision of good noise insulation;
- The relationship of the parking, gardens, front defensible space, balconies with the adjacent buildings; and
- The position and arrangement of habitable rooms.

Direct overlooking of private amenity space from habitable rooms in neighbouring properties should normally be avoided.

Set-back upper floors, recessed balconies and generous internal courtyards can all help to deliver higher densities whilst respecting privacy. Because they are usually more visible, the privacy of ground floor flats should particularly be considered, and the provision of dedicated private rear gardens will often be necessary.



# 8 Residential Amenity

## External Amenity

### 8.3 External Amenity Space

#### Principle DG46: Provide attractive and usable external amenity space for all homes

All dwellings should normally have access to usable private outdoor amenity space that is appropriate to the location and the type and size of accommodation. This can be provided in the form of a private garden, patio or balcony. Where no private amenity space is provided, either a generous private communal garden or adjacent public open space should be provided. Communal gardens should be incorporated to the rear of apartment blocks to provide visual amenity as well as outdoor space for residents with soft landscaping prioritised over areas of hard standing. Consideration should also be given to the provision of outdoor seating, eating, drying and growing space.

Private outdoor amenity space should normally be designed as an extension of the living space with direct access provided and should avoid being unduly overshadowed.

Ground floor homes in apartment blocks should normally have access to a well-defined, rear, private area that provides both 'defensible space' and good quality external amenity.



Apartment block benefiting from private communal space



Apartment blocks organised around a central square in Bolnore Village where they benefit from the immediate access of outdoor space

# 8 Residential Amenity

## Amenity

### 8.4 Daylight / Sunlight

#### Principle DG47: Provide homes with sufficient daylight and sunlight

All dwellings should benefit from daylight and sunlight levels that conform to BRE (Better Regulation Executive) standards. Single aspect north-facing apartments should normally be avoided as they receive insufficient sunlight. South facing apartments will need to be carefully designed to avoid overheating problems.



Buildings should be designed with sufficient separation distance to avoid privacy problems and a deficiency of daylight/sunlight

### 8.5 Noise, Air and Light Pollution

#### Principle DG48: Design to minimise the impact of noise, air and light pollution

Noise disturbance and air/light pollution can be reduced through careful design including the following measures:

- Orientating or organising buildings so that the principal habitable rooms and sitting-out areas face away from the source of the pollution;
- Incorporating design features such as recessed balconies and acoustic lobbies;
- Constructing barriers such as garages or walls between the source of the pollution and dwellings;
- Using landscape features (including trees and earth mounding) to absorb noise/air pollution and deflect light; and
- Avoiding parking where it will create noise and headlight nuisance from vehicle movements.



Tree planting helps to soften the impact of traffic along the busy Queen Elizabeth Avenue in Burgess Hill

# 8 Residential Amenity CHECKLIST

## How to use

This table provides a checklist for use by both the applicant and planning officer to check that appropriate consideration has been given to **residential amenity** within a proposal.

**PROCESS:** Have you read, understood and applied the principles set out above?

**PROCESS:** The adjacent table summarises the key principles set out within this section and can be used by applicant and officer as a checklist.

The applicant is expected to meet the requirements of all relevant Principles (ie a tick in each box) or provide a justification for failure to do so.

PRINCIPLE	DESCRIPTION	CHECK
DG45: Privacy	Does the proposal demonstrate that privacy will be achieved for new and existing residents?	
DG46: External Amenity Space	Does the proposal provide suitable and useable external amenity space for all residents?	
	Is private outdoor amenity space designed as an extension of the living space with direct access provided?	
DG47: Daylight / Sunlight	Do all dwellings benefit from daylight and sunlight levels that conform to BRE standards?	
	Does the proposal avoid providing north facing single aspect apartments and if south facing single aspect apartments are proposed are these designed to avoid overheating?	
DG48: Noise, Air and Light Pollution	Is the proposal designed to minimise the impacts of noise, air and light pollution?	



# 9 Household Extensions



# 9 Household Extensions Planning and Designations

## REFERENCES

Historic England Good Practice Advice Note 2 – Managing Significance in Decision Taking in the Historic Environment



## 9.1 Introduction

9.1.1 Household extensions can have a significant impact on the character and appearance of a dwelling and the street or area in which it is set. This chapter examines the design approaches that should be considered when extending a dwelling

9.1.2 Extensions can positively contribute to the sustainability agenda by providing the opportunity to re-purpose and refurbish and give new identity to existing buildings while avoiding the normally greater environmental costs associated with demolition and redevelopment.

9.1.3 The Council's Planning Service can advise on whether planning permission is required for household extensions and alterations. Some smaller-scale extensions may constitute 'permitted development' which means they do not need planning permission; however, this does not apply if a building is Statutorily Listed or is located within a Conservation Area or Area of Natural Beauty or subject to an Article 4 Direction. In these cases, some forms of alteration that would otherwise be classed as permitted development will require planning permission and/or Listed Building Consent. Applications that affect a Listed Building will also require a Heritage Statement.

9.1.4 If planning permission is required the Council has a validation checklist for householders to help people in preparing applications and ensure all necessary information is included.

9.1.5 Building Regulations approval may also be required for any extensions or alterations to a dwelling. Advice on Building Regulations can be provided by the Council's Building Control Service.

9.1.6 Extensions to buildings that are Statutorily Listed or located within a Conservation Area can be harmful if their significance is not fully understood, and the advice of the Council's Conservation Officer should be sought at the pre-application stage. More information on how to understand the significance of a heritage asset can be found in the Historic England Good Practice Advice Note 2 – Managing Significance in Decision Taking in the Historic Environment and West Sussex Historic Environment Record.

9.1.7 Householders are encouraged to make their extensions as energy efficient and sustainable as possible, and to incorporate where appropriate the design principles set out in DG37 of chapter 6 and in other relevant national and local policy guidance.

# 9 Household Extensions

## Local Character and Neighbours

### 9.2 Design Principles

#### Principle DG49: General principles for extensions

Extensions should respond to the design of the original dwelling and applicants will be expected to demonstrate how local character has informed the design proposal. Extensions should also normally be designed to be well-integrated with the existing scale, form and massing allowing the original building to remain the dominant element of the property whether it has one or several additions.

Extensions should typically use simple, uncomplicated building forms to compliment and coordinate with the scale, form and massing of the original dwelling. The design approach may benefit from coordinating with the existing pattern of window and door openings as well as employing facing materials to match those of the existing dwelling. Otherwise it should demonstrate the appropriateness of the alternative approach.

Extensions should not result in a significant loss to the private amenity area of the dwelling.

There are two general approaches to extending a property:

- Designing in the style of the existing building by closely matching its facing materials, architectural features, window sizes and proportions; and
- Designing in a contemporary style that takes its cues from key aspects of the existing building that might include its underlying form and proportions, facing materials, window design and other specific architectural features. The success of this approach is particularly reliant on high quality facing materials and finishes, and this will normally need to be demonstrated through detailed elevations and section drawings.

Both approaches can create successful, well-designed extensions that can be mutually beneficial to both the house and the wider area.

All extensions and alterations should consider their impact on neighbouring properties (refer to Chapter 8 on residential amenity).

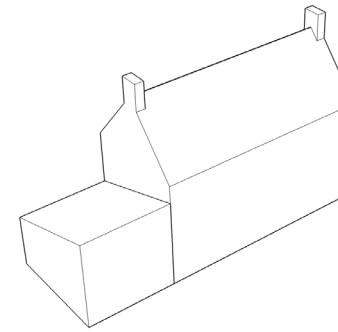


Figure 9A: The scale and massing of the extension bears no relationship to the existing dwelling

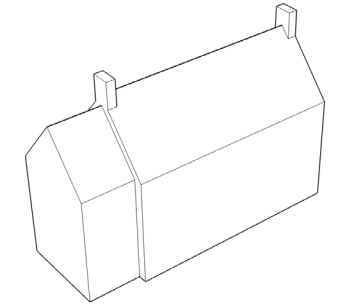


Figure 9B: The extension has an appropriate scale and massing in relation to the original dwelling

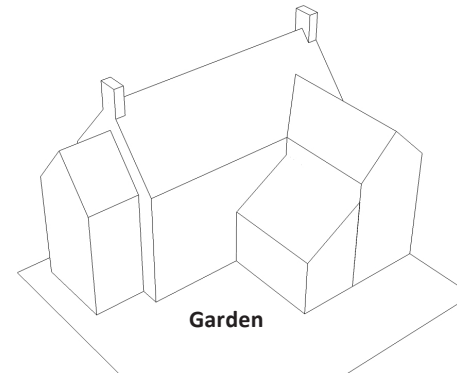


Figure 9C: Multiple extensions over time can have a compound impact and overwhelm the original dwelling

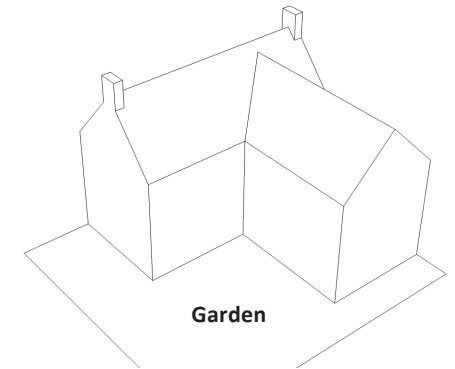


Figure 9D: The size of the extension risks overwhelming the original dwelling and may result in significant loss of garden

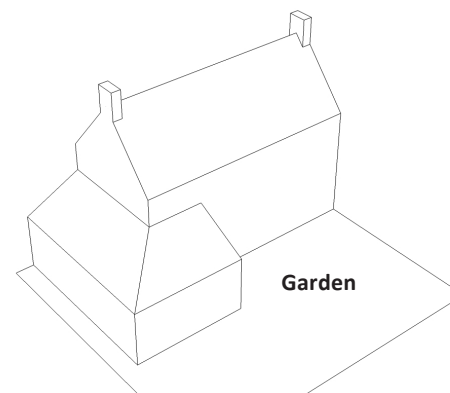


Figure 9E: Extensions that wrap around an existing dwelling can undermine the integrity of the original architecture

# 9 Household Extensions

## Front and Side Extensions

### Principle DG50: Front and side extensions

Front and side extensions are typically visible from the public realm and will be resisted where they have an adverse impact on the street scene or the appearance of a dwelling.

#### Front extensions

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. They are less likely to be acceptable in streets with a strong consistent building form as they risk disrupting the underlying order.

Where front extensions are considered acceptable, they should normally be limited to a modest single storey or porch-type extension that reflect the character of the existing property.

#### Side extensions

Side extensions should normally be subservient to the original dwelling and typically be set-back from the front of the house to help define the original building.

The gaps between dwellings can sometimes positively contribute to articulating (for example, through the consistent rhythm of repeated houses) and adding interest in a street frontage or by providing views / visible connections to the surrounding countryside. Side extensions will therefore need to appropriately respond to the character of the street form and will not normally be accepted where they close an important gap and view.



Successful two storey extension complements the original dwelling (above and right above)



Front extensions can often detract from the appearance of the dwelling



Successful single storey extension which is subservient to the original dwelling



# 9 Household Extensions

## Rear Extensions

### Principle DG51: Rear extensions

Rear extensions which are not visible from the street and do not negatively impact on neighbouring properties can be expressed in many forms, including by adopting a contemporary architectural approach. With reference to DG49, they should nevertheless have consideration for the character of the existing building and the relationship of the extension with the side boundaries and adjacent buildings and gardens.



A contemporary rear ground floor extension to a Victorian property

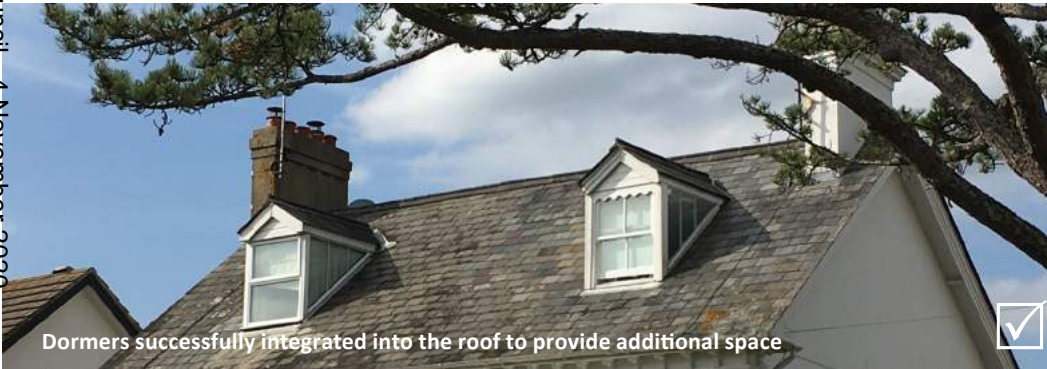


Design of rear ground floor extensions respond to the form of the original property

# 9 Household Extensions

## Roof Extensions

Council - 4 November 2020



### Principle DG52: Loft conversions and roof extensions

A loft conversion is a space efficient means of extending the amount of living accommodation in a dwelling. Roof accommodation is normally reliant on dormer windows and rooflights to provide light and ventilation. However, if they are out of scale or out of character with the roofscape and proportions of a dwelling they can have an adverse impact on the character of both the dwelling and the streetscape.

The roof pitch and form are intrinsic to a building's character and roof extensions should be sensitive to this. Roof extensions and dormer windows that alter the existing ridge of the roof or significantly alter the roof profile of a building will not normally be acceptable, particularly on the front roof slope, and where there is a strong established roofline.

Where a clear rhythm of fenestration is established, the position and proportion of dormer windows should respond to existing windows and / or doors.

Further guidance on dormer windows and rooflights is provided in chapter 6 under sections 6.3.5 to 6.3.8.

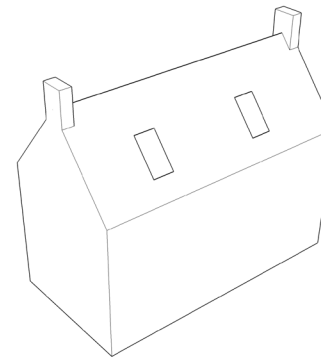


Figure 9F: Loft conversion incorporating rooflights

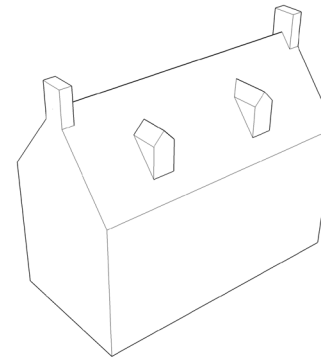


Figure 9G: Loft conversion incorporating dormers

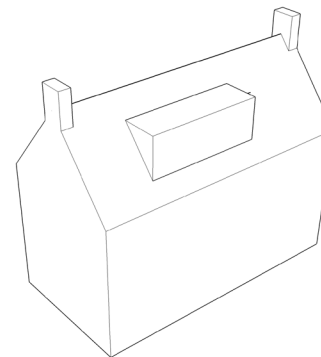


Figure 9H: Large flat roofed single dormer out of scale with the original dwelling



Dormers successfully integrated into the roof to provide additional space



The dormers in the foreground were added and are too big and top heavy; the dormers in the background are by contrast appropriately sized



This over-sized dormer undermines the shape and symmetry of this gable frontage.

# 9 Household Extensions CHECKLIST

## How to use

This table provides a checklist for use by both the applicant and planning officer to check that appropriate consideration has been given to the design of a **household extension** as part of an application.

**PROCESS:** Have you read, understood and applied the principles set out above?

**PROCESS:** The adjacent table summarises the key principles set out within this section and can be used by applicant and officer as a checklist.

The applicant is expected to meet the requirements of all relevant Principles (ie a tick in each box) or provide a justification for failure to do so.

PRINCIPLE	DESCRIPTION	CHECK
<b>Responding to Local Character</b>	Has the applicant demonstrated how the proposal responds to and respects the character of the area and the immediate neighbourhood?	
<b>Consider your Neighbours</b>	Has the applicant considered and demonstrated that the proposal does not cause significant harm to neighbouring properties in relation to overshadowing, privacy or an oppressive or overbearing impact?	
<b>DG49: Responding to Original Property</b>	Is the extension a simple, uncomplicated building form that compliments and coordinates with the scale, form and massing of the original dwelling? The original building should remain the dominant element of the property.	
	Do the materials proposed match those of the existing dwelling or has the applicant demonstrated the appropriateness of the alternatives proposed?	
	Is the roof form appropriate to the original dwelling? Generally this should be constructed with the same angle of pitch as the existing roof.	
	Does the proposed extension respond to the existing pattern of window and door openings?	
<b>DG50: Front and Side Extensions</b>	Does the front extension, canopy or porch reflect the character of the property in terms of scale, details and materials?	
	Does the side extension respond to the character of the street?	
	Does the side extension retain important gaps within the street scene and avoid creating a 'terracing effect'?	
<b>DG51: Rear Extensions</b>	Does the rear extension respond to the character of the existing dwelling and avoid impacting on adjacent buildings and gardens?	
<b>DG52: Loft Conversions and Roof Extensions</b>	Are any proposed dormer roof extensions set within the roof slope?	
	Does the position and proportion of dormer windows respond to the location of existing windows and/or doors?	

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# 10 Building Conversions



# 10 Building Conversions

## Introduction

### 10.1 Introduction

10.1.1 Over time, some buildings become vacant or under-used because they cannot be used effectively for their original function. Conversions allow for the re-use of existing buildings to preserve their contribution to their urban or rural context while contributing to the sustainability agenda by capturing the embodied energy associated with the building's original construction, and avoiding the wider environmental costs linked with demolition and redevelopment. Re-purposing of buildings can also give them an interesting new identity. The Council therefore support the re-use of buildings when they make a positive contribution to the character of an area.

10.1.2 This chapter covers the main types of building conversions in Mid Sussex which fall under the following two categories:

- Conversion of traditional buildings with heritage value into residential and non-residential uses; and
- Conversion of office buildings to residential use.



The former convent at Grosvenor Hall in Haywards Heath has been sensitively converted to residential use



East Grinstead's Chequer Mead Community Arts Centre is a converted school building

# 10 Building Conversions

## Conversion of Traditional Buildings

### REFERENCES

Historic England guidance on Adapting Traditional Farm Buildings



A residential conversion of a Victorian school



A residential barn conversion that retains the original openings



Water tower successfully converted to residential use

## 10.2 Conversion of Traditional Buildings with Heritage Value

### Principle DG53: Principles for conversions of traditional buildings with heritage value

This guidance applies to traditional buildings that may be statutorily listed or unlisted with local heritage value.

The primary objective of all conversions of traditional buildings must be to retain the character and appearance of the original building, and its defining architectural characteristics.

Non-residential uses are typically easier to accommodate as they tend to require less significant changes to the fabric of the building.

Conversion to residential use may seek compromises in terms of the layout and the provision of natural light into all habitable rooms, that could detract from the original architecture. The introduction of conspicuous domestic features such as chimneys, satellite dishes, aerials, porches and additional window or door openings are often out of character with the original building and, wherever possible, such features may need to be avoided. Crisp contemporary alterations, if well detailed and sensitively integrated, can nevertheless work well while allowing the original structure to be clearly defined.

Especially in listed buildings, the original internal wall divisions should be retained wherever possible and the introduction of additional walls or floors should be kept to a minimum. Existing window openings and window detailing should normally be retained and refurbished.

Where additional floors are introduced, they should avoid cutting across tall windows in such a way as to be visible from outside the building or significantly affect the spatial qualities.

Large extensions or ancillary buildings are sometimes less appropriate for conversions particularly if they dominate or detract from the character or setting of the original building and so detract from its character.

Where appropriate, existing ancillary buildings should be re-used such as for garages and ancillary domestic buildings, to avoid the need for new buildings. The Landscaping and boundary treatments should not detract from the character or layout of the original building.

The structural integrity of a building will be a factor in determining whether it is capable of conversion without substantial rebuilding or extension; this may need to be demonstrated in a structural report.

# 10 Building Conversions

## Office to Residential

### 10.3 Office to Residential Conversions

#### Principle DG54: Converting office buildings to residential

Office to residential conversions are allowed under 'permitted development'. However, they often involve alterations to elevations and / or extensions that require planning permission.

The conversion of purpose-built office blocks typically generates technical challenges which may necessitate alterations requiring a planning application. The transition into self-contained flats results in additional amenity, parking and storage requirements that should be considered at the outset of the design process: for example, office buildings are typically deeper plan than residential buildings and rely on artificial lighting and air conditioning for ventilation; consequently, they are likely to require extensive modification to allow enough daylight and natural ventilation.

When a planning application is required, applicants should demonstrate how these issues may be overcome in the design of the conversion.

Applicants should also take the opportunity of improving the buildings.

Conversions present the opportunity of extending the original building especially through additional floors. Where an extension increases the height of a block that is already larger than the adjacent buildings, its acceptability will need to be carefully assessed in relation to the surrounding streetscape (refer also to DG32 and DG39).



Office building in East Grinstead BEFORE conversion



Office building in East Grinstead AFTER conversion. Whilst there are still some issues with the public realm treatment the scheme is generally a positive improvement



A sensitive residential conversion of an Art Deco style commercial building incorporating an additional storey



# 10 Building Conversions CHECKLIST

## How to use

This table provides a checklist for use by both the applicant and planning officer to check that appropriate consideration has been given to the design of a **building conversion** as part of an application.

**PROCESS:** Have you read, understood and applied the principles set out above?

**PROCESS:** The adjacent table summarises the key principles set out within this section and can be used by applicant and officer as a checklist.

The applicant is expected to meet the requirements of all relevant Principles (ie a tick in each box) or provide a justification for failure to do so.

PRINCIPLE	DESCRIPTION	CHECK
<b>DG53: Traditional Building Conversion</b>	Does the proposed conversion retain the integrity and appearance of the original building, and its defining architectural characteristics?	
	Has a structural report been submitted (where appropriate) to demonstrate that the building is capable of conversion without substantial rebuilding or extension?	
	Has the conversion used the existing openings in elevations for windows and doors? New windows or doors should be added sparingly and should not significantly alter the overall proportion of solid wall to openings. A simple window design is usually most appropriate.	
	If additional floors are introduced, do they avoid cutting across tall windows? Do internal subdivision of the buildings respond sensitively to internal architectural details (eg ornate timberwork and plasterwork)?	
	Does the landscaping, boundary treatments and access roads reflect the character of the site and setting?	
<b>DG54: Office to Residential Conversion</b>	Does the conversion remodel the existing buildings so that it responds to the prevailing streetscape / townscape?	
	Does the conversion adequately respond to challenges in respect of daylighting, natural ventilation, thermal performance and servicing?	
	Does the proposal provide appropriate amenity, parking and storage?	

**Accessibility** - The ability of people to move around an area and to reach places and facilities, including elderly and disabled people, and those with young children.

**Active frontage** - Refers to street frontages where there is an active visual engagement between those in the street and those on the ground and upper floors of buildings.

**Building line** - The line formed by the frontages of buildings along a street or space.

**Bulk** - The combined effect of the arrangement, volume and shape of a building or group of buildings. Also called massing.

**Character assessment** - An area appraisal identifying distinguishing physical features and emphasising historical and cultural associations.

**Coarse grain** – refer to urban grain – the areas pattern is coarse grain where the street blocks, street junctions and spaces between buildings tend to be large.

**Context** - The setting of a site or area, including factors such as traffic, activities and land uses as well as landscape and built form.

**Defensible space** – Space around a building that is defensible in the sense that it is surveyed, demarcated and maintained by somebody.

**Density** - The floorspace of a building or buildings or some other unit measure in relation to a given area of land. Built density is expressed in number of dwellings per hectare (for residential development) in this guide.

**Desire line** - An imaginary line directly linking facilities or places which people find convenient to travel between easily.

**Distinctiveness** - The positive features of a place and its communities which contribute to its special character and sense of place

**Elevation** - The facade of a building, or the drawing of a façade.

**Enclosure** -The use of buildings to create a sense of defined space.

**Fenestration** - The arrangement of windows on a facade.

**Fine grain** - refer to urban grain – the areas pattern is fine grain where the streets and spaces are tight knit and feature narrower building frontages, smaller blocks and more frequent junctions.

**Human scale** - Development which relates well in size and design to an individual human being and is assembled in a way which makes people feel comfortable rather than overwhelmed.

**Landmark** - A building or physical feature that stands out from its background by virtue of height, size or some other aspect of design.

**Layout** - The way buildings, routes and open spaces are placed in relation to each other.

**Legibility** - The degree to which a place can be easily understood and navigated.

**Massing** - The combined effect of the height, bulk and silhouette of a building or group of buildings.

**Natural surveillance** - The discouragement of anti-social activity by the presence of passers-by or the ability of people to be seen out of surrounding windows. Also known as passive surveillance.

**Node** - A place where activity and routes are concentrated often used as a synonym for junction.

**Permeability** - The degree to which an area has a variety of pleasant, convenient and safe routes through it.

**Public art** - Permanent or temporary physical work of art visible to the general public, whether part of a building or free-standing: can include sculpture, lighting effects, street furniture, paving, railings and signs.

**Public realm** - The parts of a village, town or city (whether publicly or privately owned) that are available, without charge, for everyone to use or, see, including streets, squares and parks.

**Scale** - The impression of a building when seen in relation to its surroundings, or the size of parts of a building or its details, particularly as experienced in relation to the size of a person (also refer to 'human scale'). Sometimes it is the total dimensions of a building which give it its sense of scale; at other times it is the size of the elements and the way they are combined.

**Settlement pattern** - The distinctive way that the roads, paths and buildings are laid out in a particular place.

**Sight line** - Lines of clear, uninterrupted sight from a viewer's location to other locations and distances.

**Strategic view** - The line of sight from a particular point to an important landmark or skyline.

**Street furniture** - Structures in and adjacent to the highway which contribute to the streetscape, such as bus shelters, litter bins, seating, lighting, railings and signs.

**Streetscape** - The visual character of a street space that results from the combination of street width, curvature, paving, street furniture, plantings and the surrounding built form and detail. The people and activities present in the street also contribute to the streetscape.

**Sustainability** - Meeting the needs of the present without compromising the ability of future generations to meet their needs.

**Traffic calming** - Measures taken to slow or reduce vehicle traffic and improve safety for pedestrians and cyclists.

**Topography** - The physical shape, form and surface configuration of an area including the slope of the land and features such as rivers.

**Urban design** - The art of making places. Urban design involves the design of buildings, groups of buildings, spaces and landscapes, in villages, towns and cities, and the establishment of frameworks and processes which facilitate successful development.

**Urban grain** - The pattern of the arrangement and size of buildings and their plots in a settlement; and the degree to which an area's pattern of street-blocks and street junctions is respectively small and frequent, or large and infrequent.

**Vernacular** - The way in which ordinary buildings were built in a particular place making use of local styles, techniques and materials and responding to local economic and social conditions.

